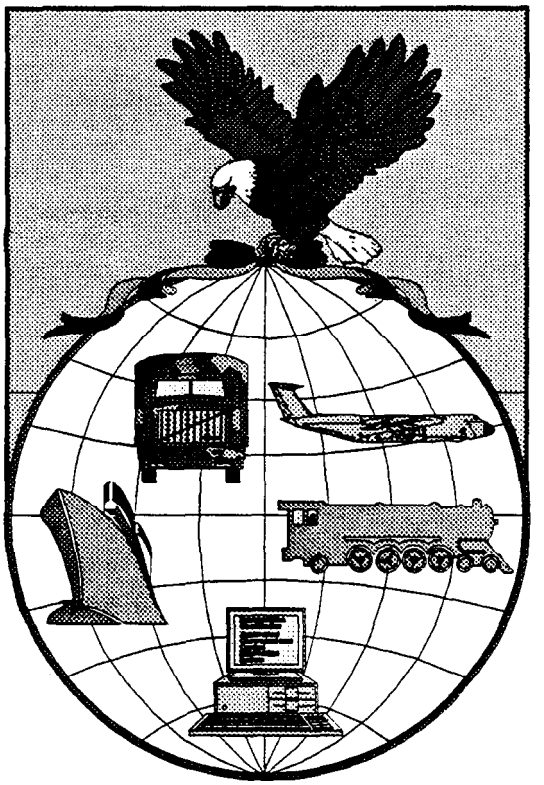
Transportation Coordinator
Automated Command and Control Information System
(TC ACCIS)



End User Manual

for

Incremental Development Package 4 (IDP4)

June 17, 1996

Prepared for the Department of the Army
Headquarters, Military Traffic Management Command
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PURPOSE AND USE

This End User Manual
for the
Transportation Coordinator
Automated Command and Control Information System
(TC ACCIS)
is provided to the
TC ACCIS Product Management Office
to support the fielding of
Incremental Development Package 4 (IDP4).

This version of the End User Manual
Supersedes the End User Manual, October 15, 1993,
with Changes 1, 2, 3, and 4,
and the
ATCMD Procedures Guide for TC ACCIS, October 14, 1994

This version of the End User Manual is to be used
by ail units when they begin usisng the
IDP4 Software for TC ACCIS.

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SECTION 1 General

1.1 Purpose of the End User Manual.

The End User Manual (EM) provides the information needed by the users to operate the Transportation Coordinator Automated Command and Control Information System (TC ACCIS) software effectively. It includes the procedures necessary to perform the TC ACCIS functions through terminals connected to the Compaq 4500 enhanced file server and for users to perform certain TC ACCIS functions on a Personal Computer (PC) by using the Microcomputer Utilities contained in Section 16 of this manual.

1.2 Purpose of the System.

TC ACCIS is an information management and data communications system used by the U.S. Army Active and Reserve Components to plan and execute deployments during both day-to-day operations and crisis situations. The TC ACCIS software resides on Compaq 4500 enhanced file server at the Installation Transportation Office (ITO). This Compaq 4500 also functions as the central point for processing all TC ACCIS data communications for the installation.

Below the ITO level, TC ACCIS can identify units at six levels of command: corps, division, brigade, battalion, company, or detachment. These units can communicate with the IT0 Compaq 4500 by using a dumb terminal that is connected directly or by using another computer that uses a modem to make the connection. Units do not communicate directly with each other but rather through the IT0 Compaq 4500.

The ITO Compaq 4500 communicates beyond the installation with the U.S. Army Forces Command (FORSCOM) so that FORSCOM can maintain unit movement data for joint operations planning and for joint deployment reporting requirements using the Computerized Movement Planning and Status System (COMPASS) database. The IT.0 Compaq 4500 also handles external communications with the Military Traffic Management Command (MTMC) in regard to:

- Unit Movement Requirements through the Integrated Booking System (IBS).
- Passenger Transportation through the Group Passenger (GOPAX) system.
- Port planning and operations through the Worldwide Port System (WPS).

TC ACCIS also participates in the Army Intransit Visibility (ITV) program which enables the Army to locate and track Army equipment throughout the deployment process. Through TC ACCIS, the IT0 can transmit unit movement data to the U.S. Army Materiel Command Logistics Support Activity (LOGSA) for incorporation into its database.

Figure l-l provides an overview of the TC ACCIS data communications.

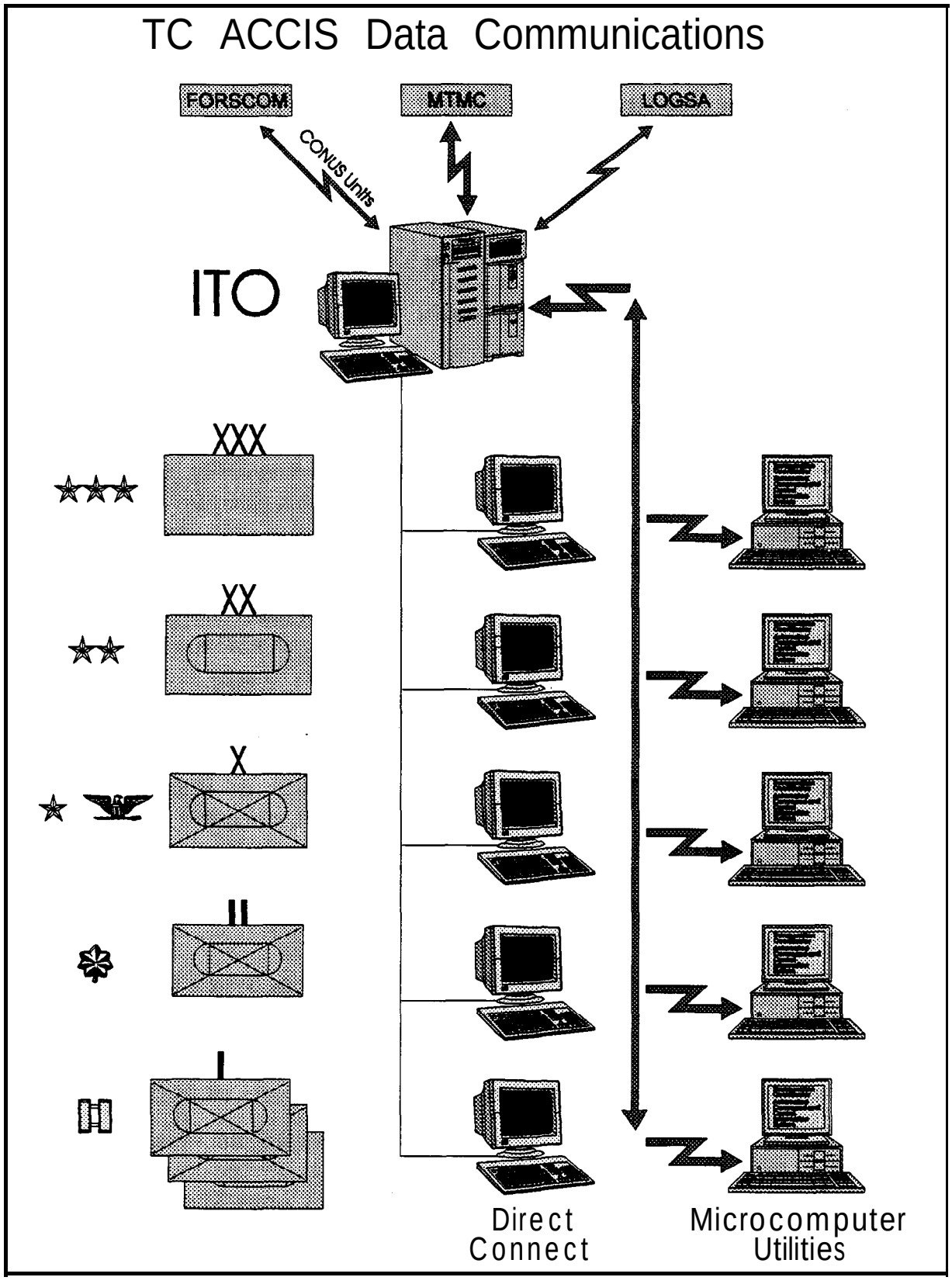

Figure 1-1. Overview of TC ACCIS Data Communications

1.2.1 Unit and ITO Functions.

It is important to understand that only the Compaq 4500 processes information. If you are a user of a PC, sometimes referred to as a microcomputer, it will be necessary to use communications software resident on your PC to access the Compaq 4500 via telephone lines. This process is called **remote login.** For specific procedures on remote **login,** refer to Section 16 - *TC ACCIS Microcomputer Utilities* in this manual.

1.2.2 Unit and ITO Users.

This manual is designed to serve both Unit and IT0 users. Six functions-Equipment List Processing, Transportation Requests, Highway Movement Planning, Load Planning, Passenger Manifest, and Electronic Mail-are common to both Unit and IT0 users. However, there are differences between the way the Unit and IT0 perform these functions.

Figure l-2 shows how the various TC ACCIS functions are distributed between the units and the various **ITO** offices dealing with transportation and shipping at an installation.

1.2.2.1 Equipment List Processing.

The Equipment List Processing function differs markedly in the Unit and IT0 versions. Accordingly, the Units and IT0 have different menus and their procedures are described in

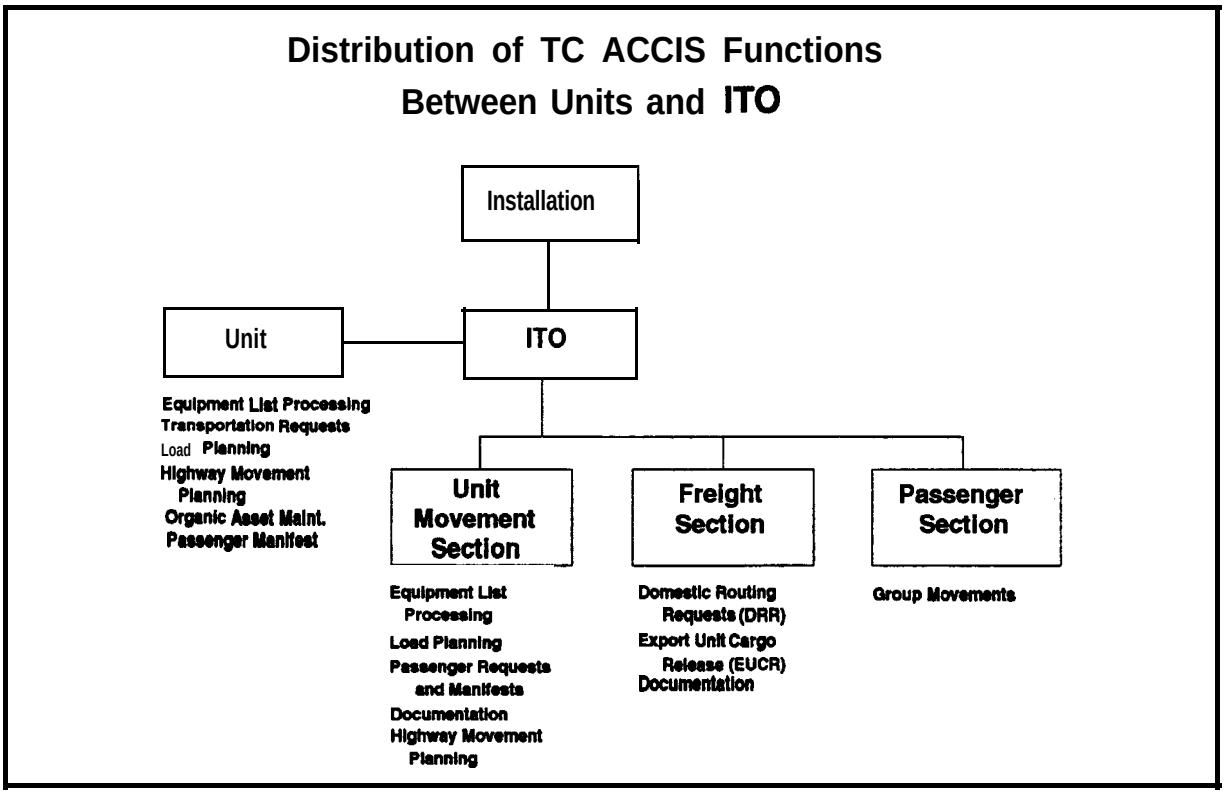

Figure 1-2. Distribution of Functions

different sections of this manual. However, the two versions are designed to share information and work in cooperation with each other.

The basic difference is that the Equipment Lists are created and maintained at the Unit level. The IT0 version is limited to creating Type Data Codes (TDC), viewing equipment lists, maintaining chains of command, maintaining freight headers and IT0 commercial requirements, transmitting equipment list data, and generating reports.

1.2.2.2 Transportation Requests.

Transportation Requests are prepared by the unit. Replies to these requests can be provided by the IT0 user or others in the Chain of Command who can view the request and assign the level at which the transportation will be provided. The requests for Group Passenger Transportation (GOPAX) are completed by the Transportation Passenger Section at the installation level.

1.2.2.3 Highway Movement Planning.

Highway Movement Planning is substantially the same for both the Units and the ITO, except that the IT0 enters the data to indicate that the Request for Convoy Clearance has been approved.

1.2.2.4 Load Planning.

Load Planning provides the units with the capability to prepare Rail Load Plans for their units and detailed Vehicle Load Plans for their equipment. The IT0 level user has the capability to create Load Plans for individual units or for the entire exercise. They also have the capability to maintain the Rail Load Planning reference tables, which is an option that is not available to the unit users.

1.3 References.

References that may be of assistance to the user in accomplishing tasks and procedures described in this EM are contained in Appendix A.

1.4 Terms and Abbreviations.

Terms, acronyms and abbreviations unique to TC ACCIS or that may assist the user in understanding the TC ACCIS environment are included in the references listed below. These references do not include data element names or codes unique to the software programs. These can be found in the TC ACCIS Database Specification which is available at the ITO.

a. A glossary of terms used in this manual is at Appendix B.

b. The acronyms and abbreviations used in this manual are contained in Appendix C.

1.5 Security.

TC ACCIS is designed to operate as an unclassified system and therefore no classified data is to be entered into the database. However, all users and operators of the system are advised that multiple pieces of otherwise unclassified information could be combined in such a manner that they could produce sensitive information about unit and troop movements. Each TC ACCIS user is therefore responsible for safeguarding access to and distribution of all outputs from TC ACCIS, regardless of whether this output is printed, displayed on the computer terminal, or copied to tape or other electronic media. Copies of data, documents, and/or software should be made only for authorized purposes.

Even though TC ACCIS is an unclassified system, access is controlled by a system of user **logins** and **passwords.** The login gives each user a unique identification within the system. The password is used in conjunction with the login to ensure that only the valid owner of a login is using that login to gain access to the system. Only the TC ACCIS System Administrator (SA) can authorize access to TC ACCIS and assign a login.

A valid login and the corresponding password are like keys to the system. You cannot access TC ACCIS without them. Therefore you should protect them at all times against unauthorized disclosure. You should never allow anyone else to use your login and password. If, at any time, you think your login and password have been compromised, you should get them changed immediately.

When you are added to the system as a new user, the SA will assign a login to you. Only the SA can change or delete a login, once it is assigned. The SA will also assign you an initial password.

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SECTION 2 System Summary

This section provides a non technical presentation of information on the overall system. More detailed technical information is presented in the Computer Operations Manual for this system.

2.1 Overview.

The Transportation Coordinator Automated Command and Control Information System (TC ACCIS) is a menu driven management information system that provides the Installation Transportation Offices (ITO) and unit personnel with the capabilities to:

- Integrate transportation and planning functions.
- Perform on-site maintenance of Unit Equipment List (Master list of equipment reported to the U.S. Army Forces Command (FORSCOM)).
- Integrate activities performed by the Unit Movement Officer (UMO) and the Unit Movement Coordinator (UMC) at the ITO.
- Rapidly update planning in the Joint Deployment Community.
- Report installation information to FORSCOM, Military Traffic Management Command (MTMC), and the U.S. Army Materiel Command Logistics Support Activity (LOGSA)..
- Improve deployment responsiveness.
- Improve timeliness, accuracy, and availability of information.

. Reduce paperwork.

In support of these capabilities, TC ACCIS allows the user to:

- Maintain the Unit Equipment List (UEL) and Unit Movement Data (UMD).
- Transmit the UEL data to the FORSCOM Integrated Booking System (IBS).
- Transmit and receive cargo and passenger movement requirements.
- Generate transportation documents on-line.
- Manage the installation transportation assets.
- Support peacetime movements by convoy and rail.
- Transmit unit movement data to the LOGSA.

- Prepare passenger manifests that document the departing passengers and the departing conveyances for air and bus travel.

2.1.1 Application Summary.

TC ACCIS is designed to facilitate the processing of Unit Movement Data during deployments. It will significantly reduce the time required for the development and processing of deployment information for units. TC ACCIS will also increase the efficiency of freight operations for unit moves and daily operations. From the TC ACCIS Main Menu, the user has the options to perform the following functions:

Option	Exdanation
Equipment List Processing	Allows unit level personnel to maintain the unit's Master Equipment List, create Deployment Equipment Lists (DEL), maintain certain administrative data, maintain and view DELs, and print equipment list reports.
IT0 Equip-ment List Processing	Allows IT0 personnel to view and maintain equipment lists and transportation data, generate equipment list reports, generate Installation Situation Report (ISR)/Departure report, create and maintain Type Data Codes, and transmit equipment list data information.
Shipment Planning	Allows users to organize cargo to be shipped by commercial carriers, plan transportation details, assign cargo to transports, create and print DD Forms 1085 (Domestic Routing Request (DRR)), process routing orders, and create and print Government Bills of Lading.
Transportation Requests	Allows the unit to initiate a Request for Transportation (RFT) and send it by Electronic Mail to the unit's Chain of Command.
Highway Movement Planning	Allows the unit to plan vehicle lists, loads, and routes for convoys and forward them to the ITO for approval. Once a convoy plan has been created and stored, the DD Form 1265 (Request for Convoy Clearance (RCC)) and DD Form 1266 (Request for Special Hauling Permit (SHP)) can be printed.
Load Planning	Currently allows users to perform Rail Load Planning and Vehicle Load Planning functions, using the DELs. You can maintain rail load lists, rail car setups, rail load plans, and reference tables related to Rail Load Planning, and print various reports. Vehicle Load Planning allows the creation of detailed vehicle loads and printing of vehicle load cards.
Transportation Documentation	Allows the users to prepare Military Shipment Labels for unit moves, and print the Military Shipment Labels Summary Report.
Electronic Mail	Provides the capability to send and receive electronic mail between TC ACCIS users who are directly connected to the same system, connected by phone lines

	and a modem, or part of the Defense Data Network (DDN).
User Utilities	Allows TC ACCIS users to perform administrative tasks to include displaying all current print jobs, canceling print requests by job ID or printer name, set default prmters, and change the user's own password.
Passenger Manifest	Allows users to manage passenger manifests that document the departing passengers and the departing conveyances for air and bus travel.

2.1.1.1 How TC ACCIS Functions in a Deployment Unit Move.

The following procedures must be completed to deploy a unit or units:

- Data must be entered into the Unit Identification Code (UIC), Installation, and Shipment Planning Reference Tables.
- The UMC must create and define the deployment or exercise, called a Type Data Code or TDC.
- The UMC must create the Chain of Command for the exercise.
- The UMC and/or Freight personnel must generate Military Shipment Labels for unit equipment.
- The UMO must perform Equipment, Highway Movement (Convoy), and possibly Rail Load procedures.
- The UMC must enter Commercial Requirements and must send unit movement information to MTMC and to FORSCOM, and possibly complete Rail Load procedures.
- Freight personnel must create and process freighting information, and generate shipping documents for the exercise.
- Report Unit Movement Data to LOGSA.

The flow chart in Figure 2-l shows the relationship of these procedures.

2.1.1.2 How the System Works.

In TC ACCIS, all the data are stored in tables in a relational database. Once the data is in a table, it is available for use different programs can access and use the data.

TC ACCIS consists of a number of functions that are organized into lists, called menus. By working you way through this menu system, you can enter, update, or delete data in the database tables. In addition, you can retrieve the data as screen displays or printed reports.

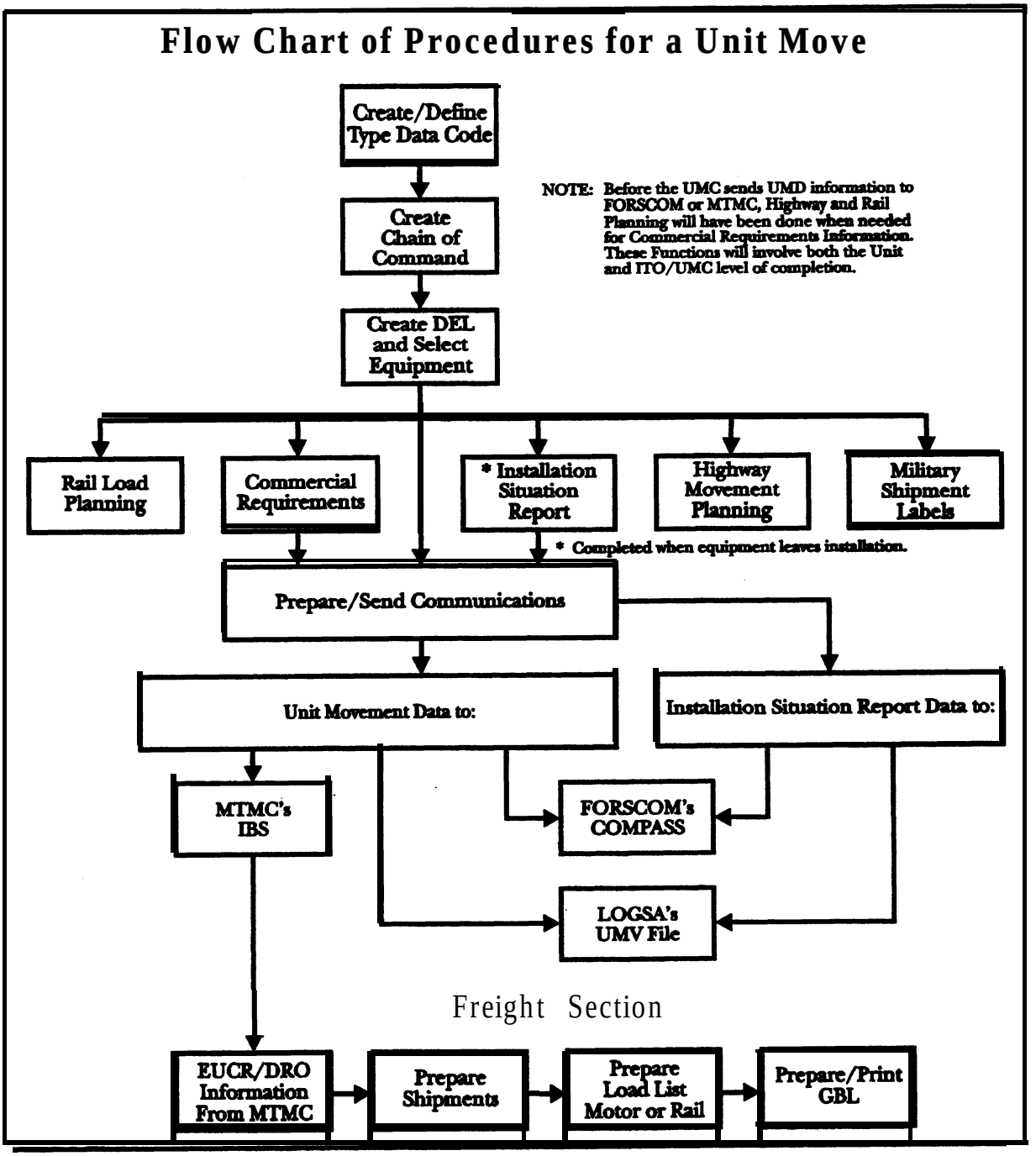


Figure 2-1. Processing Procedures for a Unit Move

2.1.2 Performance.

TC ACCIS is an on-line, interact&e system in which the responses to the keyboard entries are displayed almost immediately on the screen. However, the response times can be increased in certain circumstances:

a. The number of simultaneous users logged into the system can increase the response time.

b. Queries with few or no selection criteria may have to make a detailed search of very large database tables before a response is displayed. Using more specific selection criteria can improve the response time.

c. Users who use a modem to dial into TC ACCIS from a personal computer will operate at the BAUD rate for the modem. A modem with a higher BAUD rate will transmit the data faster.

d. During normal operations, certain TC ACCIS files continue to increase in size until the old information is purged out during the system backup procedures. This causes the system to gradually operate more slowly and the system can become somewhat sluggish if it is not consistently backed up on a timely basis. If this appears to be a problem, contact your TC ACCIS System Administrator (SA) to determine whether the system has been backed up recently.

2.1.3 Controls.

Each installation has a designated TC ACCIS SA who is responsible to continually monitor the operating environment to ensure the smooth and continual operation of TC ACCIS. These responsibilities include the periodic backup of the TC ACCIS database to ensure the minimum loss of data in the event of a hardware or software failure. It is the user's responsibility to inform the SA of any special needs in this regard.

In addition, the TC ACCIS SA controls access to the system by the issuing and/or terminating USERIDs and Passwords.

2.2 System Environment.

This paragraph provides information about the TC ACCIS hardware and software environment. Beginning with the IDP4 software to be released in about July 1996, TC ACCIS will operate on pentium based hardware.

2.2.1 Hardware Requirements.

The pentium based TC ACCIS hardware will be installed at your installation before you start using the IDP4 software release. The hardware at the ITO will consist of a Compaq 4500 enhanced file server, two backup battery units, an external tape drive unit, and a monitor with a keyboard as shown in Figure 2-2.

Units can use two methods to access the ITO Compaq 4500. The primary method will be a monitor, sometimes referred to as a dumb terminal, and a keyboard that are connected directly to the Compaq 4500. In these cases, the Unisys Video Terminal (WT-1224 or TO300) is provided with the TC ACCIS hardware. The monitor and keyboard will use the processing

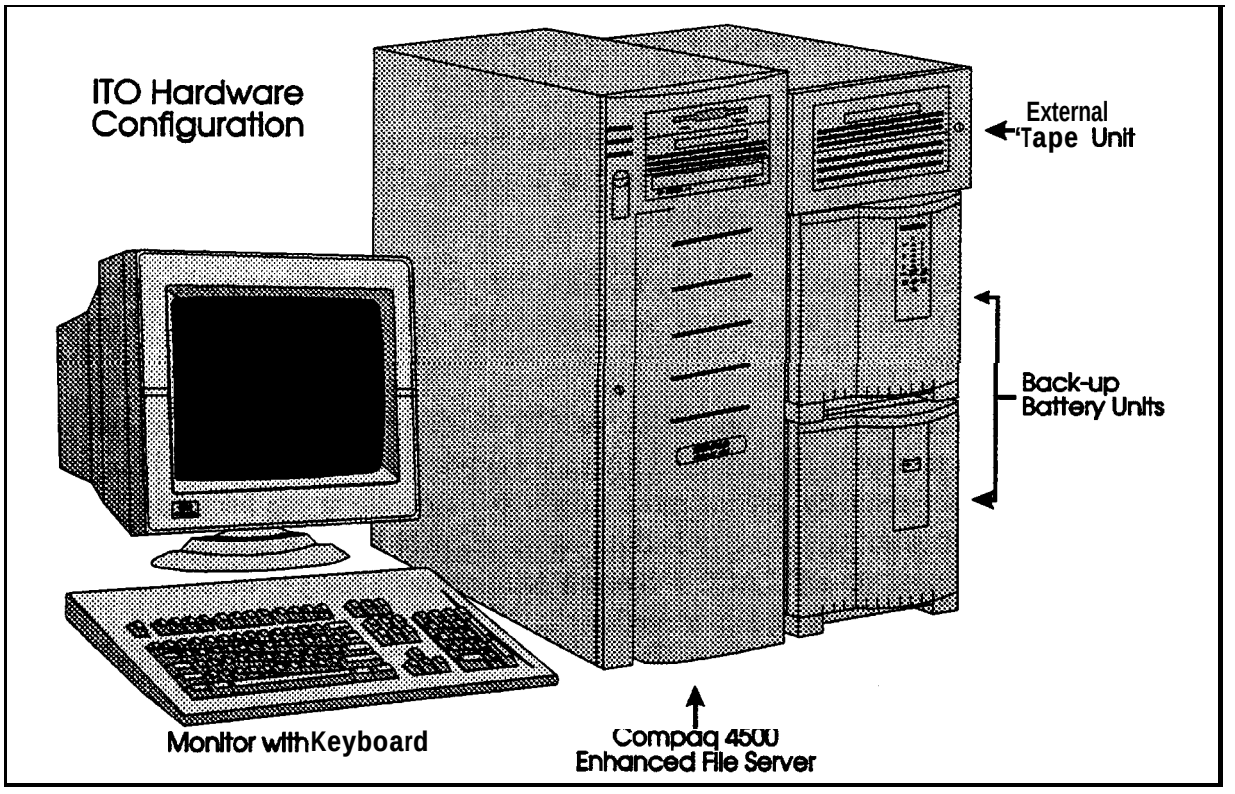


Figure 2-2. ITO Hardware Configuration for IDP4 Software

power, operating system, database management system, and the applications software that are resident on the IT0 Compaq 4500 to perform TC ACCIS functions.

The second method is to use a personal computer (PC) to perform the TC ACCIS functions described in Section 16 - ***TC ACCIS Microcomputer Utilities*** of this manual.

a. Microcomputer Utilities functions are designed to exchange information between the PC and the IT0 Compaq 4500. These include some functions that will upload data from the PC to the IT0 Compaq 4500 and others that will download data from the IT0 Compaq 4500 to the PC. To perform the functions that exchange information you must have a modem and the Kermit communications software loaded on your PC. These functions will require the use of a data communications telephone line and will use the processing power, operating system and software applications on both the PC and the **ITO** Compaq 4500.

b. From a PC with a modem and the Kermit communications software you can also dial into the **ITO** Compaq 4500 over a data communications telephone line and perform all the TC ACCIS functions on the **ITO** Compaq 4500 the same way you would if you were using a monitor and keyboard connected directly to the **ITO** Compaq 4500.

Five types of printers are currently being used by TC ACCIS: High-speed Printers **(C.ITOH** Model **300, 400, 600, 05** 800 and/or Unisys Model 9246-7); Dot Matrix Printers (Unisys Model

AP-1329 or 1339); Government Bill of Lading (GBL) Dot Matrix Printers (TI Model 8920); Barcode Printers (Intermec Model 8646); and Laser Printers (Unisys Model 1378). The number and type of printers will be tailored to the needs of each installation. They may be installed at the IT0 and/or the unit level, as necessary, to meet the mission requirements.

2.2.2 Software Requirements.

The software requirements are described in three categories: operating system; TC ACCIS applications; and communications software. All three categories work together with the hardware described above to operate TC ACCIS.

2.2.2.1 Operating System Software.

The Compaq 4500 comes with a SCO UNIX operating system that supports the use of the INPORMIX Database Management System. The TC ACCIS applications software that enable you to perform the TC ACCIS functions is written in the INPORMIX 4GL programming language. The TC ACCIS data is stored in tables that are maintained through INPORMIX by using the appropriate TC ACCIS applications.

The PCs use the DOS operating system, version 3.0 or higher. They must have a modem and the appropriate communications software to connect to the Compaq 4500.

2.2.2.2 TC ACCIS Applications Software.

TC ACCIS applications are customized software programs developed by the TC ACCIS Product Management Office (PMO). The IDP4 version of the software applications will be resident on the IT0 Compaq 4500 when the hardware is turned over to the installation. The applications are written and maintained in INPORMIX. All of this software is maintained by the SA who will also load future updates and changes received from the PMO.

The TC ACCIS Microcomputer Utilities described in Section 16 of this manual are written to work in a DOS operating environment. The software to run the TC ACCIS Microcomputer Utilities will be stored on the IT0 Compaq 4500 and may be downloaded for use on the PC. In addition, the SA will receive diskette versions of these utilities which can be duplicated and distributed to units that will be using PCs. The user is responsible for installing the Microcomputer Utilities software on the PC. The installation instructions are included in the Microcomputer Utilities software that is loaded on the IT0 Compaq 4500 and with the diskette version of the software.

2.2.2.3 Communications Software.

The Kermit communications software is provided with TC ACCIS for communicating between the IT0 Compaq 4500 and the unit PCs. The version of Kermit provided with TC ACCIS is Public Domain software that has been tailored specifically for use with TC ACCIS. Other versions of Kermit, or other commercial communications software packages may be available at your installation, but they will not include the modifications necessary to work properly with

TC ACCIS. The PMO can not guarantee the results if you attempt to use other communications software.

2.3 Contingencies and Alternate Modes of Operation.

TC ACCIS is designed to support both peacetime and mobilization operations. The same basic procedures are applicable to both. However, all users are advised that the increased use of the system during mobilization may require closer coordination among all parties concerned on the scheduling of some activities. You should contact the TC ACCIS SA at your installation regarding these issues.

2.4 Assistance and Problem Reportina.

Questions about operating TC ACCIS and requests for assistance should be addressed to the TC ACCIS SA at your installation. If you need additional help on problems that can not be resolved at the local level, you should call the TC ACCIS Customer Support Hot Line on the Toll-Free commercial number l-800-635-0921.

SECTION 3 Access to the System

This section describes detailed procedures oriented to the first-time or occasional users. Enough details are presented so the user can reliably access the system before learning the details of its functional capabilities.

3.1 First-Time Use of the Svstem.

The Transportation Coordinator Automated Command and Control Information System (TC ACCIS) software is located on a Compaq 4500 enhanced file server at either the Installation Transportation Office (ITO) within the Continental United States (CONUS) or the Movement Control Centers (MCC) Outside the Continental United States (OCONUS). Throughout this manual the acronym **ITO** will be used to mean both the IT0 and the MCC unless otherwise indicated. Hardware and software will be installed and a connection will be established to the user locations before TC ACCIS processing is initiated.

3.1.1 Equipment Familiarization.

The hardware at each installation is tailored to the needs of that'installation. However, all users will probably encounter the following types of equipment.

a. The Compaq 4500 holds the TC ACCIS software which runs on a SCO UNIX operating system. Terminals access the Compaq 4500 directly, usually by means of a systech or mux. .

b. Users will access the Compaq 4500 through a display terminal and a keyboard. The terminal is sometimes referred to as a **dumb** terminal because it does not include any memory, data storage, or processing. capabilities. All memory, data storage, and processing capabilities are located on the Compaq 4500 at the ITO.

   The keyboard is the primary means of entering data into TC ACCIS. Its layout and special use keys are discussed in greater detail in Section 4 - ***Getting Started*** of this manual.

c. The cursor is a small blinking rectangle on your screen that identifies the spot where the next data entry will be accepted. When you press an alphabetic or numeric key on the keyboard, the corresponding character will appear in the location where the cursor was blinking and the cursor will move to the next location.

   When the cursor moves to the lower left corner of the screen, it most frequently means that the system is performing an operation such as searching the database for information or performing calculations. When this happens, no entries should be made from the keyboard. When the system completes that operation, the cursor will move to an appropriate location on the screen where it will again accept keyboard entries.

d. The type printers used with TC ACCIS are identified in Section 2 - *System* Summary of this manual. Most installations have a default printer connected directly to the Compaq 4500 and additional printers at other locations connected by means of a systech controller. Special printers are usually designated for Barcode Labels and Government Bills of Lading (GBL).

The TC ACCIS System Administrator (SA) determines the appropriate locations for the various types and sizes of printers. In some cases, the user may have to set printer parameters before sending data to be printed. These procedures are included in the sections of this manual that discuss the procedures for preparing the material to be printed.

e. Personal Computers (PC) can gain access to the Compaq 4500 by means of a modem, phone line, and the Kermit communications software. They can be used to gain remote access to the Compaq 4500 in order to run the TC ACCIS software just like the display terminals connected directly to the Compaq 4500. In some situations, TC ACCIS can generate a print file that can be downloaded to a diskette that can used on the PC for printing on a printer connected to the PC.

f. A modem and phone line are required to gain remote access to the Compaq 4500 from a PC and for exchanging data between the Compaq 4500 and the PC. A modem must be installed in both the Compaq 4500 and the PC in order for this communication to be possible. One modem on the Compaq 4500 is designated for outgoing information so that data can be transferred to Military Traffic Management Command's Integrated Booking System (IBS).

3.1.2 Exitina from TC ACCIS.

The last option on each TC ACCIS menu is **E-Exit.** When the cursor is in the menu, press the **E** key to return to the previous menu. You can repeatedly press the **E** key until the TC ACCIS Main Menu is displayed. Then press **E** one more time and you will exit from TC ACCIS. This procedures will automatically log you out of TC ACCIS. All screens, other than the menus, have a message line that informs the user of how to exit from the screen and return to one of the menus. The most common procedures are to press the **Escape (ESC)** key when you want to save the data you have just entered or simultaneously press the **Control (Ctrl)** key and the C key when you do not want to save the data you have just entered. Both of these alternatives will move the cursor to the menu where you **can** select another option or select **E-Exit** to begin the exit process.

3.1.3 Access Control,

Access to TC ACCIS is controlled by a system of user identifications **(USERID)** and passwords. The **USERID** is also referred to as a **login** because it is used by TC ACCIS to identify you as an authorized user when you log into TC ACCIS. Each authorized user is assigned a **USERID** and password by the TC ACCIS SA.

a. When you are assigned a **USERID** and **password, you** should consult with your SA on the frequency and circumstances for changing passwords in accordance with local policies and procedures.

b. For security purposes your password should be changed periodically in accordance with AR 380-380. The procedures outlined in Section 14 of this manual can be used at anytime to change your password. As a minimum these changes should be made:

(1) Periodically at the time intervals specified in AR 380-380.

(2) Any time you have reason to believe that someone else has gained knowledge of your password. In these cases, you should also assume that someone has also learned you **USERID** so you should notify your TC ACCIS SA and request a new **USERID.**

c. TC ACCIS is an unclassified system and therefore no classified data is to be entered into the database. However, all users and operators of the system are advised that multiple pieces of otherwise unclassified unit movement information could be combined in such a manner that they could produce sensitive information about unit and troop deployments. Each TC ACCIS user is therefore responsible for safeguarding access to and distribution of all outputs from TC ACCIS, regardless of whether this output is printed, displayed on the computer terminal, or copied to tape or other electronic media. Copies of data, documents, and/or software should be made only for authorized purposes.

d. The display terminals are designed to **time out** or go blank whenever they are left turned on but not used for a few minutes. This can happen when the **login** prompt is displayed or when a TC ACCIS menu or data entry screen is displayed. This **time out** feature prevents the inadvertent disclosure of TC ACCIS information to an unauthorized person who may be passing by an unattended terminal. In addition, it conserves energy and helps to prevent displayed images from being permanently burned into the screen.

Even though the screen goes into a **time out,** it is still connected to the Compaq 4500. To reactivate the screen, press the **SHIFT** key and the screen **will** be restored to the condition it was in before it went blank. Any data that was in the screen before it went blank will also be restored and you can resume operations from where you left off.

3.1.4 Installation and Setup.

The **SCO** UNIX operating system and the TC ACCIS applications software will be installed on the Compaq 4500 when it is initially turned over to the installation. Thereafter, the SA is responsible for maintaining the TC ACCIS hardware and software. This includes loading the periodic updates to the applications software. The user is not normally involved in these operations. However, the user is responsible for setting printer parameters when certain TC

ACCIS reports are printed. These procedures are included in this manual with the procedures to be used for preparing the data to be printed.

3.2 Initiatina a Session.

The detailed procedures about how the user can begin work are contained in Section 4 - ***Getting Started,*** of this manual.

3.3 Stopping and Suspendina Work.

Any time operations are suspended for more than a few minutes, the user should logoff TC ACCIS. This **can** be done by selecting the **E-Exit** option from each menu until you have returned to the TC ACCIS Main Menu. Selecting **E-System Logoff** from the TC ACCIS Main Menu will automatically log the user out of TC ACCIS and return you to the login prompt. Data entry screens throughout TC ACCIS include a message line to advise you how to return to the last menu from that screen.

At the end of each work day, the user should also use these procedures to logoff TC ACCIS.

Sometimes the TC ACCIS SA will need exclusive access to the system in order to perform certain administrative functions. This can be done on a scheduled basis or by sending a special, system-wide message to all users to logoff the system. Normally these special messages will be displayed over any work in progress on the screen. In either of these cases, all users should immediately logoff the system and remain off until they are informed by the SA that they can resume TC ACCIS operations.

Users should always save their data before they terminate or suspend operations, regardless of how long they plan to be away from the system. Otherwise their data could be lost if the system is interrupted and/or shut-down while they are away.

SECTION 4 PROCESSING REFERENCE GUIDE - Getting Started

The Transportation Coordinator Automated Command and Control Information System (TC ACCIS) is an information management and data communications system used by the U.S. Army Active and Reserve Components to plan and execute deployments.

This manual provides step-by-step procedures for using automated tools to plan and execute a deployment. It is designed to supplement your expertise and training on Army procedures and terminology for handling deployments.

4.1 Capabilities.

TC ACCIS is a menu driven system that allows users to make selections from menus displayed on the screen. It uses a relational database that can be used by personnel at six levels of command: corps; division; brigade; battalion; company; and detachment. In addition, the data entered by the units can be used by the Installation Transportation Office (ITO) to support the deployment planning being done by the units. The design of the system includes the necessary controls and safeguards to ensure the integrity of each unit's data. Only authorized personnel are able to use, add, change, or delete the data.

4.2 Conventions.

This paragraph describes the conventions used in this manual.

4.2.1 TC ACCIS Screens.

Many TC ACCIS screens are computer versions of forms that are already familiar to you. Others are unique to TC ACCIS.

4.2.1.1 Menus.

TC ACCIS is a menu-driven system in which you move around the system by selecting options from a **menu.** Typically, one menu leads to another, with menus branching off from the TC ACCIS MAIN MENU, until you arrive at a screen where you can perform a specific operation. A Menu Tree showing the major menu options for the functional area is included at the beginning of each section, starting with Section 5.

The last option on each menu is always **E-Exit.** Selecting **Exit** will take you back to the previous menu. You can continue to select **Exit** until you return to the TC ACCIS MAIN MENU. As each new menu is displayed, you can select any option on that menu rather then continuing the exit process.

4.2.1.1.1 List Menus.

When you **login**, the **TC ACCIS MAIN MENU** shown in Figure 4-l will be displayed. This type menu is called a **List Menu** because options are displayed vertically like a list. To select an option from a list menu, press the key on your keyboard that corresponds to the number or letter that is shown to the left of the desired option on the menu. The next menu or screen for the option you have selected will be automatically displayed. Do not press **RETURN** when selecting from a list menu, because this will cause the system to display an error message.

```
01Jul96                TC ACCIS MAIN MENU                FICSIF001
                  ------------------------------------
                  1 - Equipment List Processing
                  2 - ITO Equipment List Processing
                  3 - Shipment Planning
                  4 - Transportation Requests
                  5 - Highway Movement Planning
                  6 - Load Planning
                  7 - Transportation Documentation
                  8 - Passenger Manifest
                  9 - Electronic Mail
                  A - User Utilities

                  E - System Logoff

                  Enter  Selection:

                          TC ACCIS Version: 4.0
```

Figure 4-1. Example of a List Menu

4.2.1.1.2 Rina Menus.

TC ACCIS uses a second type of menu called a **ring menu** that is a horizontal version of a list menu. In the Ring Menu, the options are arranged one after another on the same line. The name comes from the fact that moving past the last option on a ring menu will automatically display the first option as if you were traveling around a ring. Figure 4-2 is an example of a ring menu. Note the three dots at the end of the first line. These indicate that there are more menu options available beyond the edge of the screen.

```
MAINTAIN:    3-SpecHdling 2-Vehicle                4-Actual Weight    . . .
Maintain Header Information for this exercise
15Oct93                    Equipment LIst Data                    FICEUF012
------------------------- List sorted by ------------------------
```

Figure 4-2. Example of a Ring Menu

There are two ways to select an option from a ring menu:

- The first method is to enter the number corresponding to the desired option. The option does not have to be displayed on the ring menu when you enter the option number. For example, if you enter 5 when the ring menu in Figure 4-2 is displayed, you will go directly to that option.

- The second method is to use the cursor control keys to highlight the desired option and then press **RETURN.** Hold the Ctrl key down and press the **L** key to move right along the ring menu. Hold the **Ctrl** key down and press the **H** key to move left. The current or active selection on the ring menu will be highlighted.

A message line just below the ring menu displays an explanation of the highlighted option. As you move across the ring menu, the message will change. In Figure **4-2, the Header** option is highlighted and its corresponding message **line** is **Maintain Header Information for this exercise.** Once you have selected a menu item, this line is used to display other messages. For example, a message might tell you how to exit from the function you have selected or how to abort your work.

4.2.1.2 Screens and Fields.

The menu system allows you to access **screens.** Each screen has a **header** at the top which includes a screen number, screen title, the current date, and a place to display messages that may be generated during operations. In some cases, they will have a ring menu at the top. The lower portion of each screen has a specific group of data fields in a **fixed** arrangement.

Each data field consists of a field name that identifies the data to be displayed and a blank space where the actual data will be displayed or entered. Figure 4-3 is an example of a TC ACCIS screen with the fields highlighted. The fields displayed in the screen are determined by the software that runs the program and the user cannot change them. However, the user does have control over the data to be displayed in the data fields.

For each option on the ring menu, the same screen layout can be used to add, modify (update), delete, or view data in the database. The specific option selected will determine what can be done with the empty data field or the data that is displayed. These functions will be discussed in more detail in subsequent sections of this manual.

There are three types of data-entry fields: **required, optional,** and **automatic.**

- **Required** fields must contain data before the the cursor can be moved to the next field or the next step can be executed.

- **Optional fields** are those in which you can choose to enter data or leave the field blank.

- **Automatic** fields are automatically filled with the data from the database at the time the screen is displayed. This may be done when the screen is first displayed or as the result of some input by the user. If the database does not contain any data for a field, the field

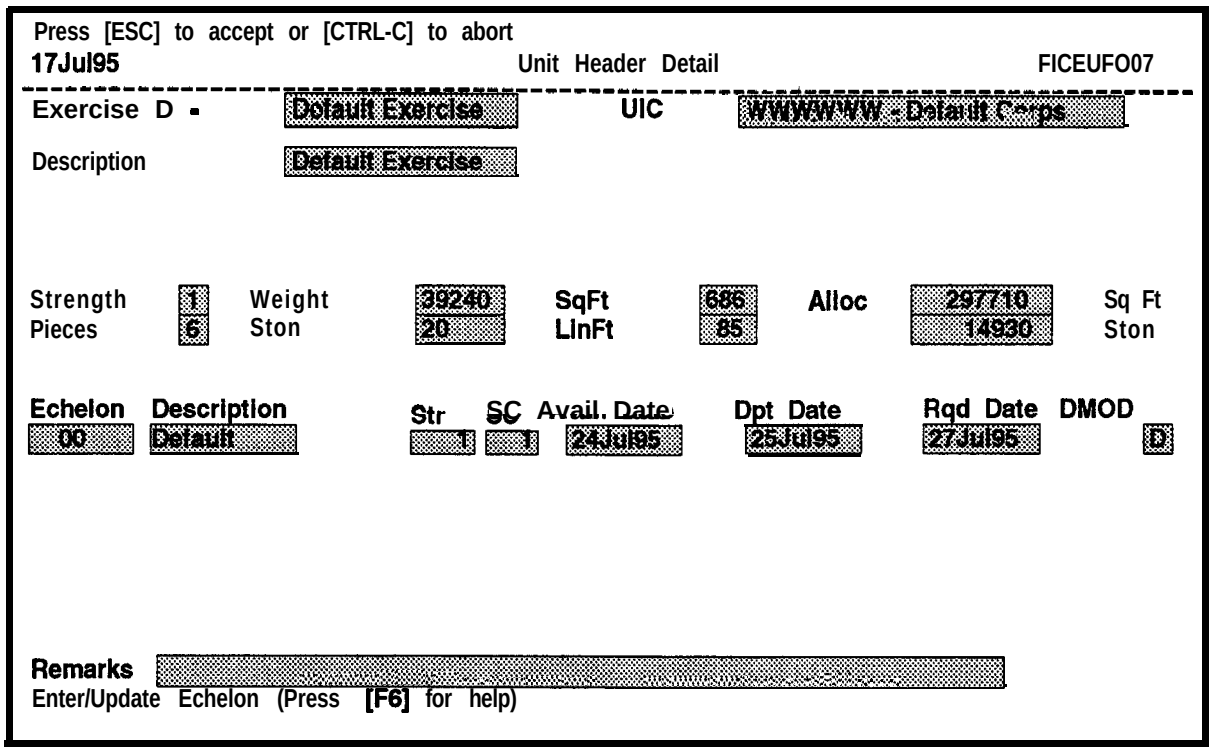


Figure 4-3. Example of TC ACCIS Screen with Fields

will be blank. Both required fields and optional fields can also be automatic fields. TC ACCIS makes validity check on some fields to ensure that only valid, usable data is entered.

4.2.1.3 Windows.

A **window** is a smaller version of a screen, and it opens over a designated area of the screen. It is a way to temporarily display data or information that is directly related to a field or functional area of the screen. A window obscures part of the text underneath as shown in Figure 4-4. Like a screen, most windows will have a **header** which includes a window number, window title, the current date, and a place to display messages that may be generated during operations. It will also generally have data fields where you can add, modify (update), delete, or view data in the database.

After you have used the information in the window, you press ESC or some other key to save or abort the entries. The window closes and the screen text that had been obscured is displayed again.

4.2.1.4 Key Components of TC ACCIS Screens.

Certain information is displayed consistently in the same location on all TC ACCIS screens, as shown in Figure 4-5. You should become familiar with these components and their location so you can identify them to the System Administrator (SA) when you are discussing specific operational problems.

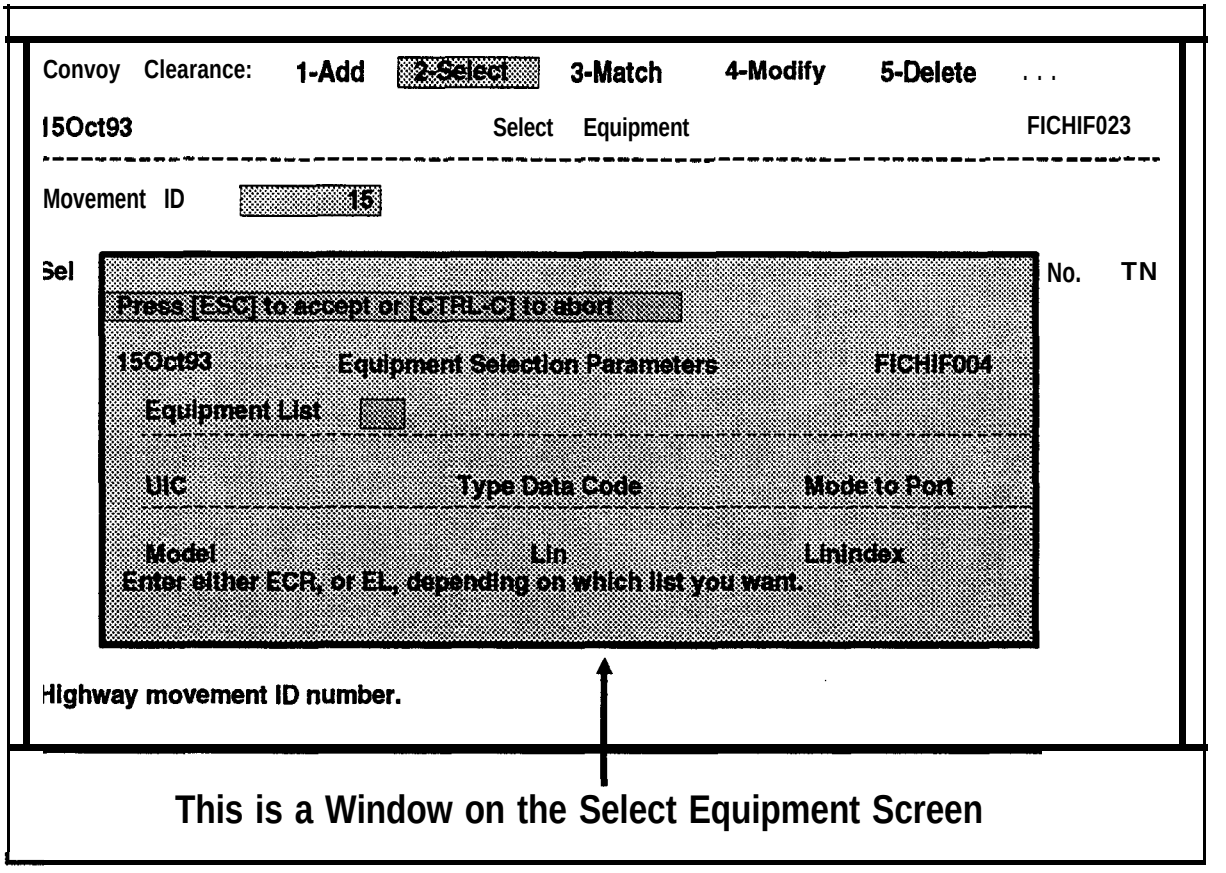
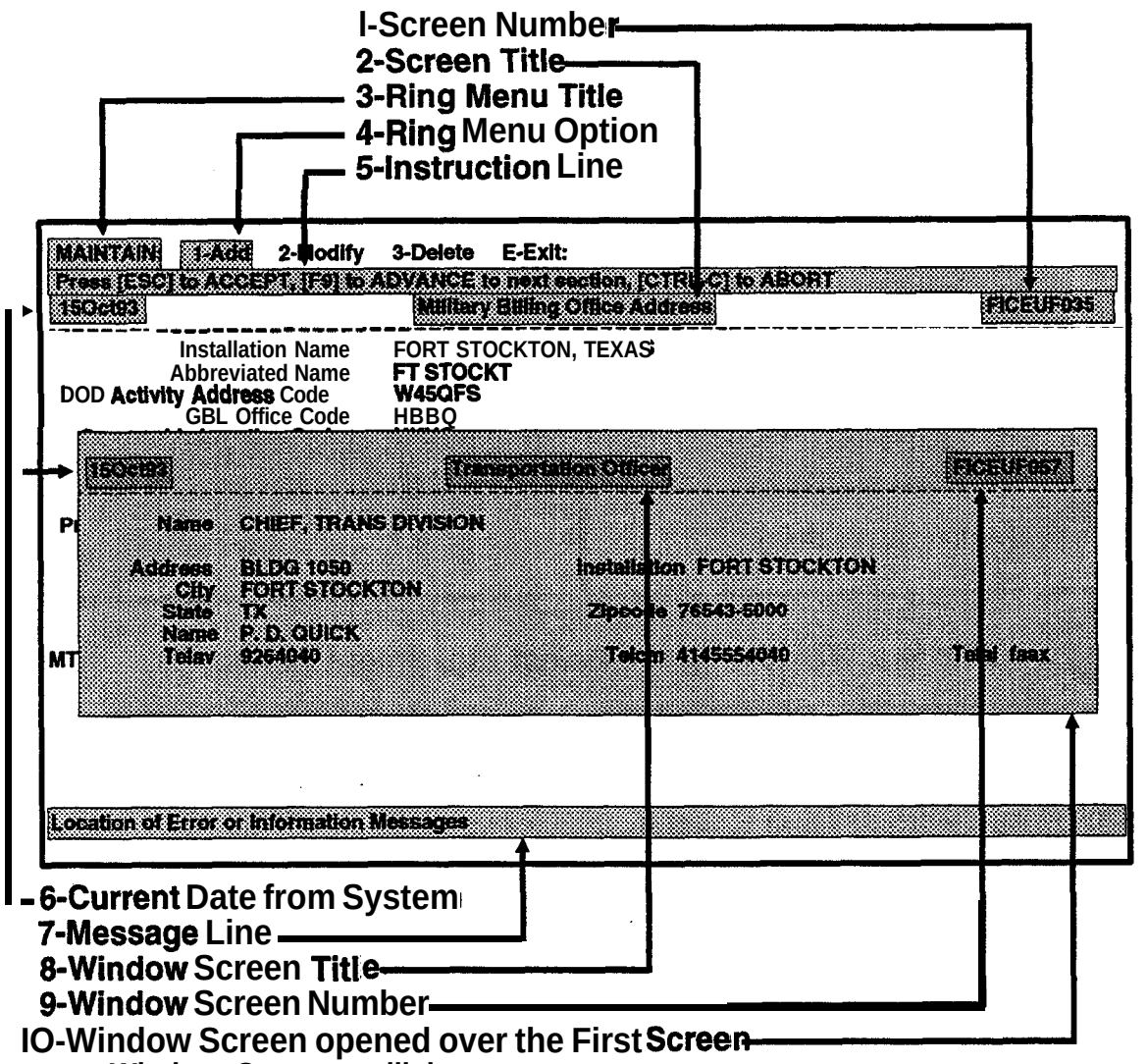


Figure 4-4. Example of a Screen with a Window

The following is a description of each of these components:

Screen Component	Description
Screen Number	This nine character identifier always appears in the upper right corner of each screen. It provides a unique identifier for each screen. The first three characters will always be **FIC.** The fourth, fifth, and sixth characters identify the major functional area within TC ACCIS. The last three characters are numbers that identify the specific screen within a major functional area. The SA may ask you for this complete Screen Number when you discuss operational problems.
Screen Title	This is a brief descriptive title for the contents of the screen. It always appears near the top at the center of the screen. The SA may ask you for this title when you discuss operational problems.
Ring Menu Title	This is like a Screen Title except that it describes the options available within this screen. It always appears in the upper left corner of the screen. The SA may ask you for this Ring Menu Title when you discuss operational problems.
Ring Menu Option	Options available from the Ring Menu will be listed across the top of the screen. The last option will always

Key Components of TC ACCIS Screens



a. Window Screens will have:
   (1) Screen Number,
   (2) Screen Title, and,
   (3) Current Date from System.

b. Window Screens may also have:
   (1) Ring Menu Title,
   (2) Ring Menu Option,
   (3) Instruction Line, and/or,
   (4) Message Line.

Figure 4-5. Key Components of TC ACCIS Screens

be **Exit.** Three periods (. . .)at the left or right end of this list indicates there are additional options that can be displayed by moving the cursor in the direction of the periods. The current option will be highlighted.

Instruction Line

This line provides instructions on the operational options you currently have available to you. When the body of the screen is active, it will tell you which keys to press to **accept** or **abort the** current data, or to perform other operations, as shown in Figure 4-5. When the Ring Menu is active, this line will inform you of the operation that will be performed if the highlighted option is selected, as shown in Figure 4-2.

Current Date from System

Today's date will be displayed from the system clock. It will be displayed along the left margin on both screens and windows on about the third line from the top.

Message Line

Error Messages or Information Messages about the current operation are always displayed on this line in the lower left corner of the screen. When the cursor is in a field on the screen, it will show the type of data to be entered. When you make an operational error, an explanation of that error will be displayed. Depending upon the operation, the message may be displayed for only a few seconds or it may remain displayed until you perform the next correct operation.

Window Screen Title

This is a brief descriptive title for the contents of the Window that is currently open. It always appears near the top, center of the window. It serves the same purpose as the Screen Title described above. The SA may ask you for this title when you discuss operational problems.

Window Screen Number

This nine character identifier always appears in the upper right corner of each window. It provides a unique identifier for each window. It serves the same purpose and is structured in the same manner as the Screen Number described above. The SA may ask you for this complete Window Screen Number when you discuss operational problems.

Window Screen

This is an additional screen that opens like a **Window** over the primary screen. Multiple windows may be layered over a primary screen. When a window is open, the top window is always the active screen. When you exit from a window, you will automatically return the the screen or window immediately below the one that is being closed. Each window screen will include a Window Screen Number, Window Screen Title **and the** Current Date from the System. A window may also include a Ring Menu Title with Ring Menu Options, an Instruction Line, and a Message **Line.**

4.2.2 Communicating with TC ACCIS,

Previous paragraphs of this section discussed selecting menu options, entering data, and selecting the **E-Exit** option form a menu, as means of communicating with TC ACCIS. In addition, TC ACCIS displays three types of messages as a means of interacting with you.

a. The **prompt:** is a word or short phrase, followed by a colon, that requests some type of response to be entered from the keyboard.. It may ask you to answer yes or **no** to a question, or it may ask you to enter some specific type of data. The system will not resume operations until you provide a response to the prompt. The following are two examples of a prompt:

Are you sure you want to delete this record? (y/n):

Enter a unique three character identifier for your file:

b. **Information messages** will generally appear at the bottom of the screen or in the center of the screen. They provide information about the status of an on going process. They may require that you press a designated key to acknowledge the message but they will not interfere with operations. The following are two examples of information messages:

Your report is running in the background . . .

The record has been saved.

c. **Error messages** tell you something is wrong and operations will stop until the error is corrected. They occur when. you try to execute an invalid operation or when one or more pieces of hardware is not ready for operation. For example, you will get an error message when you try to enter alphabetic characters into a field that requires numbers, or when you try to skip a required field. The following are two examples of error messages:

Invalid entry. Try again.

An entry is required in this field.

When an error message is displayed, you must perform the action indicated in the message before you can resume normal operations.

4.2.3 The Keyboard and Specialized Key Functions.

The keyboard used with most display terminals for the Compaq 4500 enhanced file server are shown in Figure 4-6. Your keyboard layout may be slightly different, especially if you are using a personal computer (PC) and a modem to connect to the Compaq 4500. You will notice that the keyboard layout is very similar to the standard typewriter keyboard. The alphabetic and numeric keys are most generally used for data entry, selection of menu options, and in limited cases, other specialized operations that will be described on the screen when they are encountered. Figure 4-7 gives a summary of the specialized key functions.

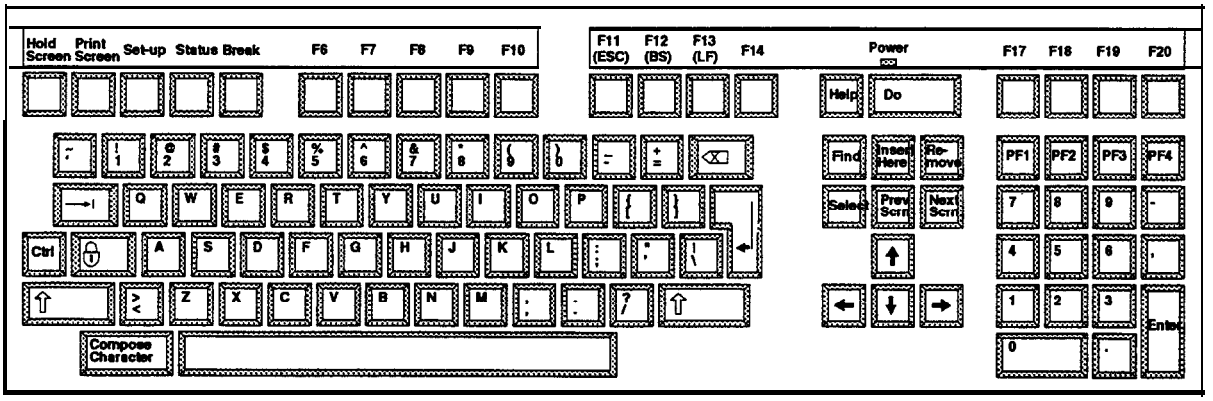


Figure 4-6. UNISYS Keyboard

Cursor Controls

←	left one character	Ctrl-H
→	right one character	Ctrl-L
↓	down one row	Ctrl-J
↑	up one row	Ctrl-K
F3	next page	Ctrl-F
F4	previous page	Ctrl-B
F6	list help	Ctrl-0
F7	text help	Ctrl-U
F8	special use	Ctrl-V
F9	special use	Ctrl-N
F10	special use	Ctrl-W
F11 (ESC)	accept data	
F12	back space	

Editing Commands

insert/typeover	Ctrl-A
delete to end	Ctrl-D
rebraw screen	Ctrl-R
delete character	Ctrl-X

Help Keys

F6	list help	Ctrl-0
F7	text help	Ctrl-U

Special Functions

F1	insert row	Ctrl-G
F2	delete row	Ctrl-E

Figure 4-7. Specialized Key Functions

4.2.3.1 The Control Key.

The **Control-key,** hereafter referred to as the **Ctrl** key or simply **Ctrl,** is located on the left edge of the keyboard. It can be used in combination with another key to duplicate the operations performed by a function key or to provide additional functions. Because some keyboards may not have arrow or function keys, **Ctrl** key combinations can be used to duplicate their functions.

To use these, you hold down the **Ctrl** key at the same time that you press a letter key (in the same way that you use the **Shift** key).

4.2.3.2 Movina the Cursor.

The cursor identifies the location on the screen where the next activity will take place. In most cases, this will be the location where the next data entry will be made. Depending on your terminal, the cursor is either a small flashing rectangle or a flashing underline. You move from one area of a screen to another by moving the cursor. Generally, the cursor is active and can be moved at **will.** However, when the computer is processing information, the cursor may be inactive, and it may temporarily disappear from the screen. When this happens, you must wait for it to return to an active status before you can resume operations.

You move the cursor by entering data, pressing the cursor control keys, pressing designated Function keys, or pressing the **RETURN** key. These operations are explained in more detail in the following paragraphs. The Function keys and cursor control keys operate the same for the Compaq 4500 keyboard and the keyboard used by your PC. The Function keys are generally used to move the cursor large distances like from one screen to another or from one section of the screen to another. These are explained in more detail in the next paragraph. The cursor control keys move the cursor one space at a time to the left or to the right, or they can be used move the cursor up or down one line at a time. The following cursor control key combinations are used to move the cursor to:

Ctrl-H	Move cursor to left one space.
Ctrl-J	**Move** cursor down one line.
Ctrl-K	Move cursor up one line.
Ctrl-L	Move cursor to right one space.

The use of these keys does not delete any data. They only reposition the cursor.

Note: The **Right, Left, Up**, and **Down Arrow** keys should not be used to move the cursor in TC ACCIS. In some cases, their use will have unpredictable results, so you should always use the **Ctrl** keys instead.

4.2.3.3 The Function Keys.

The Function keys are used to perform special options. Some of them have an assigned function that is used consistently throughout TC ACCIS. Others are reserved to have a specific function assigned in a particular application.

On the keyboards that come with most of the TC ACCIS display terminals, the function keys across the top of the keyboard begin with F6. Keys equivalent to **F1** through F4 are found on the numeric keypad at the right end of your keyboard and are labeled **PF1, PF2, PF3,** and **PF4.** The TC ACCIS documentation and the TC ACCIS screens will refer to the **F1, F2, F3,** and F4 keys. Users with keyboards should remember to use **the PF1, PF2, PF3,** and **PF4** keys respectively, when they see these instructions. There is no **F5** or **PF5** key on the keyboard.

The following is an explanation of the uses for the Function Keys:

Key	Explanation
F1	Opens row to add data at the cursor location.
F 2	Deletes row of data at the cursor location.
F 3	Moves down to the next screen or displays the next group of records in a long list of data.
F 4	Moves up to the previous screen or displays the previous group of records in a long list of data.
F 6	Opens a help window or screen. It is context specific and provides Help for the point where the cursor was located at the time F6 is pressed.
F 7	Provides text help.
F11	**The ESCAPE** key, which is referred to as the **ESC** key throughout this manual. It is used to accept and store the data you have entered on the screen.
F8, F9, F10	These keys have special functions depending on the application. All of these keys will be described later in this manual along with the description of the procedures that use them.

4.2.3.4 Using F6 to Get Help.

Some data fields allow **you** to use **the F6** key **(List Help)** to open a window or screen with a list of valid entries for the field where the cursor is located. For example, when you are in a field that requires you to enter a Mode to Port of Embarkation (MPOE) code and you don't know what code to enter, you can press F6 to open a window listing all the valid codes for this field. Use the cursor control keys to highlight the desired data, and then press **ESC** to select the highlighted code and have it inserted in the field.

- To select an entry from a list in the help window, use **Ctrl-J** or **Ctrl-K** to move the cursor up or down through the list until the desired data is highlighted. Then press the **ESC** key to copy this data into the field on your data entry screen. This automatically closes the help window and returns you to your data entry screen.

- If you decide you do not want to select data from the list in the help window, press **Ctrl-C** to close the help window and return to your data entry screen.

In addition, when indicated on **the** screen, **F7-Text Help** will be available.

If you need help using TC ACCIS you can call our Customer Support Hot Line. The toll free commercial number is **l-800-635-0921.**

4.2.3.5 Control Kev Combinations with Assianed Functions.

Some control key combinations have special functions, as follows:

Ctrl-A	Toggles between Insert Mode and Ty pever Mode. TC ACCIS is set to operate in the Typeover Mode so the data you

enter replaces the existing data. You must press **Ctrl-A** to operate in the Insert Mode, which allows you to insert new text at the cursor location. Once in the Insert Mode, you must press **Ctrl-A** again to return to the Typeover Mode.

Ctrl-C	Cancels a choice or closes a screen or window without saving the data. This is the opposite of the Escape key function described below.
Ctrl-D	Deletes all text from the cursor to the end of the field.
Ctrl-R	Redraws or reprints the screen. This simply refreshes the screen. No changes are made to the data that was displayed before **Ctrl-R** is pressed.
Ctrl-X	Deletes the character the cursor is on.

4.2.3.6 Control Key Combinations Related to Function Keys.

Equivalent control key combinations for function keys include:

Ctrl-O = F6	List help.
Ctrl-U = F7	Text help.
Ctrl-V = F8	Special uses defined in each program.
Ctrl-N = F9	Special uses defined in each program.

4.2.3.7 The ESCAPE (ESC) Key.

F11 is the **ESCAPE** key on your keyboard. Throughout this manual it is referred to as **ESC.** **ESC** is the opposite of **Ctrl-C** as described above. **ESC** is used to save data while **Ctrl-C** is used to abort data that has been entered.

a. **ESC,** like **RETURN, can** be used to **accept** information that you have entered into a data entry screen. The major difference between **ESC** and RETURN is that **ESC** accepts the data for the entire screen and stores it in the database while **RETURN only** accepts the data for one field at a time and holds it in temporary storage until you use **ESC** to store it in the database. If you press **ESC** after having pressed **RETURN,** your data will be saved to the database. If you press **Ctrl-C** after having pressed **RETURN,** your data will not be saved to the database.

b. **ESC** is also used to select data or a record that is highlighted in a query, help, or selection window and copy the data into the primary screen. In these cases, use the cursor control keys **(Ctrl-H. Ctrl-J, Ctrl-K,** and **Ctrl-L)** to highlight the desired data or record and then press **ESC** to select it. The window will close and the data **will** be displayed in the primary screen.

4.2.3.8 The Back Space Key.

On the keyboard shown in Figure 4-8, **F12** is the Back Space Key. Each time you press the **F12** key, the cursor will move one space to the left and at the same time it **will** delete the character that was immediately to the left of its original position. If you want to just move the cursor to

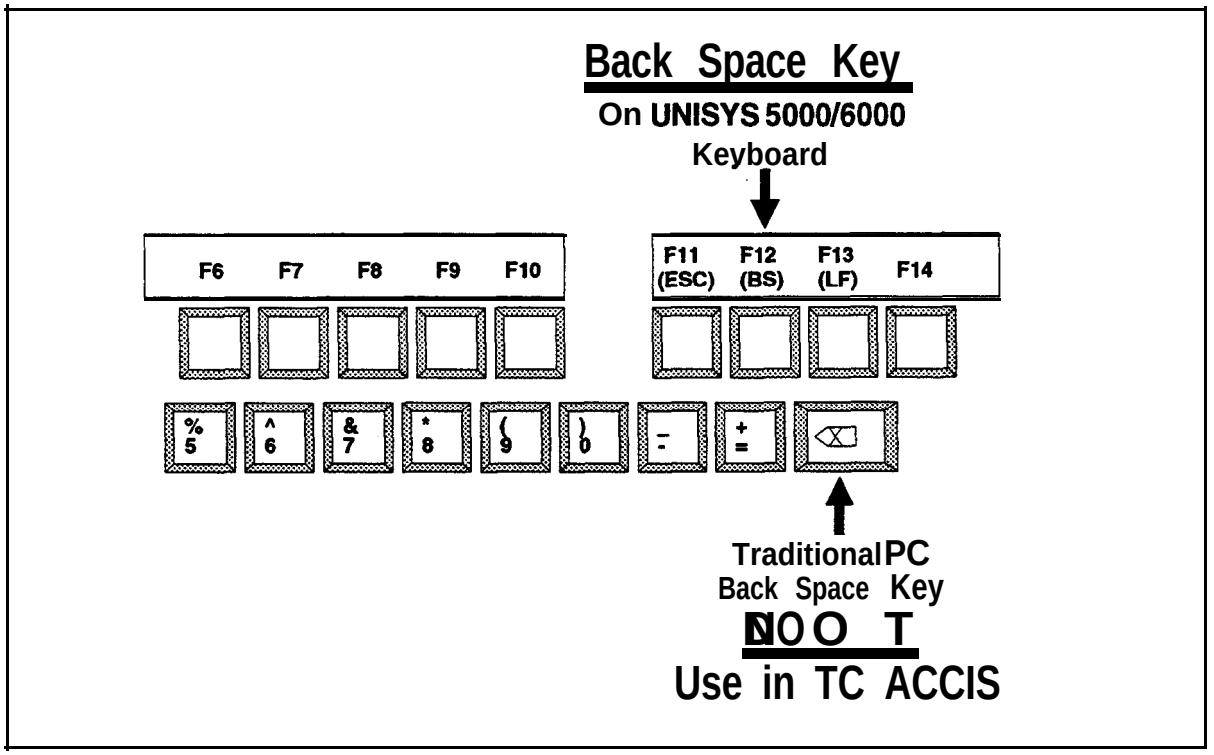


Figure 4-8. Location of Back Space Key on Keyboard

the left without deleting a character, use the cursor control keys described in paragraph 4.2.3.1 (page 4-9), above.

Note: In TC ACCIS, DO NOT attempt to use the key that is traditionally used as the Back Space Key on most PCs. This key will give you erratic results and may corrupt your data base.

4.2.3.9 The RETURN Key.

Pressing the RETURN key advances the cursor to the next data field when you are entering data on a screen. This key is sometimes called the ENTER key but is referred to throughout this manual as RETURN. This key actually combines two functions. It accepts the data you just entered and it moves the cursor to the next field. Pressing RETURN to move from one field to another without entering data will not store any data for that field in the TC ACCIS database.

It is not necessary to be in the last character position of a field when pressing RETURN to accept the data in that field, i.e., you do not have to pad the data with blank spaces at the end in order to fill up the data field. However, if you make a data entry it must be completed before pressing RETURN to accept the data.

4.2.4 How To Use This Manual.

This manual is organized to allocate a section to each of the nine major functions of TC ACCIS: Equipment List Processing, IT0 Equipment List Processing, Highway Movement Planning, Load Planning, Transportation Documentation, Transportation Requests, Shipment Planning, Manual Passenger Manifest, Electronic Mail, and User Utilities. In addition there are sections for the TC ACCIS Scanner, TC ACCIS Personal Computer Utilities, and User Utilities. Each section walks you step-by-step through a typical process, giving you a detailed description of how the system works.

Standard commands such as **ESC, RETURN, F6,** an option to be selected from a menu, and words or characters that you must enter into a data field, appear in **bold** print.

The procedures in this manual describe the steps necessary to complete an operation. Data displayed in the screens throughout this manual are only examples to familiarize you with the type data that will be displayed. The data from your equipment list will probably be different. You should use and manipulate the data as it is found in your equipment list.

4.3 Processing Procedures.

TC ACCIS is a menu driven system in which you select an option from the list of available options shown on the menu. This menu system consists of the TC ACCIS MAIN MENU and at least one additional **List Menu** for each of the major functional areas on the Main Menu. Each major functional area may include additional **List Menus** and **Ring Menus** that take you to the screen that allows you to perform a specific procedure. The procedures for making selections from **List Menus** and **Ring Menus** are described in paragraph 4.2.1.1 (page **4-1),** above.

4.3.1 Startup Procedures.

The following procedures must be performed before the user can access and use TC ACCIS:

- Have the TC ACCIS SA add you to the system as a user. Each user is added to the system as either a Division Transportation Officer @TO), Brigade Movement Officer (BDE), Unit Movement Officer (UMO), Unit Movement Coordinator **(UMC),** Passenger user (PASS), or Freight user (Freight or GBL), depending upon the user's function on the system.

- When installation security procedures **allow** users to change **their password,** each **First Time User** should **login** and change his/her password by using the procedures in the ***Changing a*** User ***Password*** paragraph of Section 15 **- *User Utilities,*** of this manual.

- UMC and Freight users must complete the Installation Reference Table.

- UMC users must complete the IBS (Integrated Booking System) Parameters screen.

- UMC users must complete the COMPASS Parameters screen.
- UMOs should verify the accuracy of the Unit Identification Code (UIC) of their superior unit in the reference tables.

4.3.1.1 TC ACCIS Main Menu.

The following procedures should be used to log into the TC ACCIS system from a terminal connected directly to the Compaq 4500. If you are using a PC to access TC ACCIS by means of a modem, contact your SA for the procedures that should be used.

a. Turn on your terminal. A **login:** prompt will be displayed on the screen after the information that identifies your system.

b. Enter the **login** that was assigned to you by your SA. The **login** will be displayed on the screen as you enter each character. When the entire **login** has been entered, press **RETURN. A Password:** prompt will be displayed.

c. Enter your assigned password and press **RETURN**.

Note: Your password is not displayed on the screen as you enter it. This is a security measure to help prevent the accidental disclosure of your password to unauthorized personnel.

If you have entered a valid **login** and **password, the** TC ACCIS Message of the Day screen will be displayed as shown in Figure 4-9. If you entered an invalid **login** or **password,** a **Login incorrect** message will be displayed and you will be prompted to enter your **login** again.

If the following message is displayed in the lower left comer of the TC ACCIS Message of the Day screen, you have new messages in you Electronic Mailbox that can be read by selecting **the Electronic Mail** option from the TC ACCIS Main Menu.

```
You have mail!
Select "Electronic Mail" or
Type msg to read your mail
```

This screen may also display one or more **Messages of** the **Day** from the SA about current operating activities on the system. This screen will be displayed for only a few seconds before **the Welcome to TC ACCIS** screen is automatically displayed. To hold the screen long enough to read **all the** Messages of **the** Day, press **the BREAK** key (to the left of the **F6** key). After you have read all the messages, press RETURN to display **the Welcome to TC ACCIS** screen for a few seconds before the **TC ACCIS MAIN MENU** is displayed as shown in Figure 4-10.

Each option on the TC ACCIS Main Menu leads you to a major TC ACCIS Functional area where you can perform activities related to that function. The following summarizes the purpose of each of these functional areas.

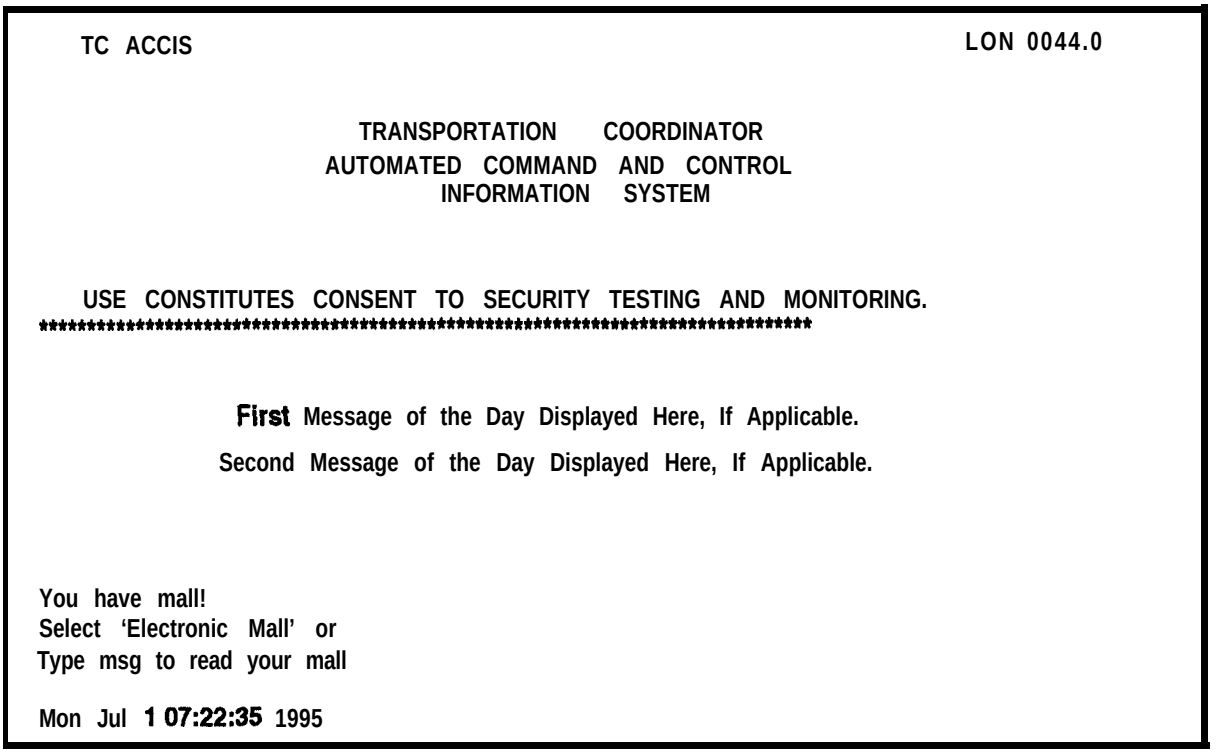


Figure 4-9. TC ACCIS Message of the Day Screen

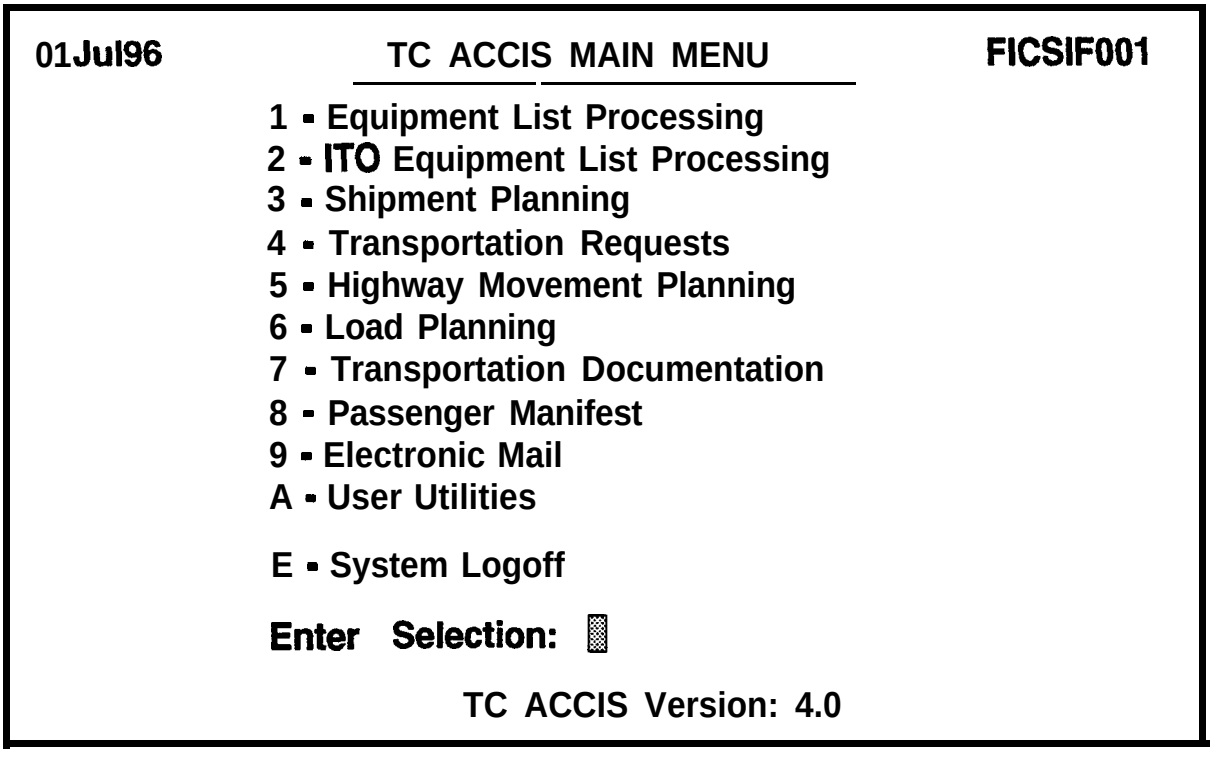


Figure 4-10. TC ACCIS Main Menu Screen

Menu Option	Explanation
Equipment List Processing	Allows unit personnel to create Deployment Equipment Lists (DEL), maintain administrative data, maintain and view DELs, and print equipment list reports.
IT0 Equipment List Processmg	Allows personnel in the Installation Transportation Office (ITO) to view and maintain equipment lists and transportation data, generate equipment list reports and create and maintain Type Data Codes (TDC).
Shipment Planning	Allows users to organize cargo items to be shipped by commercial carriers, plan transportation details, assign cargo to transports, create and print DD Forms 1085 (Domestic Routing Request), process routing orders and releases, create and print a Government Bill of Lading.
Transportation Requests	Allows the unit to initiate a Request for Transportation (RFT) and send it by Electronic Mail to the unit's Chain of Command.
Highway Movement Planning	Allows the unit to plan vehicle list, load, and routes for convoys and forward them to the IT0 for approval. Once a convoy plan has been created and stored, the DD Form 1265 (Request for Convoy Clearance) and DD Form 1266 (Request for Special Hauling Permit) can be printed.
Load Planning	Currently allows users to plan the rail transportation of Army equipment, using the DELs. You can maintain rail load lists, maintain rail car setups, maintain rail load plans, print various reports, and maintain reference tables related to Rail Load Planning. The Surface Load Planning function allows the user to complete detail vehicle loads and print the information on vehicle load cards. The Container and Pallets functions of Surface Load Planning are not implemented with this version of TC ACCIS. The Air Load Planning function is not yet implemented.
Transportation Documentation	Allows users to prepare Military Shipment Labels for units, and print the Military Shipment Labels Summary Report.
Passenger Manifest	Allows users to create, modify, delete, query, print, and copy a passenger manifest that documents the departing passengers and the departing conveyance for air and bus.
Electronic Mail	Provides the capability to send and receive electronic mail between TC ACCIS users who are either directly connected to the same system or connected by phone lines and a modem.
User Utilities	Allows TC ACCIS users (including the SA) to perform system administration tasks to include displaying all current print jobs, canceling print requests by job ID or printer name, set default printers, and change the user's own password.

4.3.1.2 Chanaina a User's Password.

Passwords are a security control measure that limit access to TC ACCIS to authorized users. Therefore, you should not allow other personnel to use your login or password. You should change your password whenever you suspect that it may have been compromised. In most cases it is up to the user to log into the system and change his/her own password to one that is unique and that is known only to himself/herself.

Note: The policy on passwords and security varies from installation to installation. Some installations control the issuance of passwords and do not allow users to change their passwords. Others allow each user to determine his/her password at the user's discretion. Check with the TC ACCIS SA for the policy on vour installation.

If you are at an installation that allows users to change passwords, the SA will normally assign a login and password that are identical when a user is added to the system. As a new user, the first thing you should do is change your password so that it is unique and known only to you.

The procedures for changing a user's **password** are contained in Section 14 of this manual.

4.3.1.3 Addina installation Reference Data.

The Installation Reference Table allows you to enter, modify, or delete information about your installation. Information from this table is used in many TC ACCIS functions, particularly those that involve document production.

When you choose this function, you see the Installation Reference screen; the ring menu at the top has **Add, Modify, View,** and **Delete,** options. Only the Add option is discussed in this section because you must enter the information into the Installation Reference Table before you can use many of the TC ACCIS functions. The Modify, Delete, and View options are discussed ***in*** Section ***6 - ITO Equipment List Processing*** of this manual where the maintenance of other Reference Tables is discussed.

Follow these steps to **Add** Installation Reference data:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

c. Select **Reference Tables** from the Equipment List Administration menu. The Reference Tables menu will be displayed.

d. At the Reference Tables menu, select **Installation Table.** The Installation Reference Table will be displayed with the the Installation Table: ring menu shown at the top:

Installation Table: I-Add 2-Modify 3- Delete 4-View E-Exit

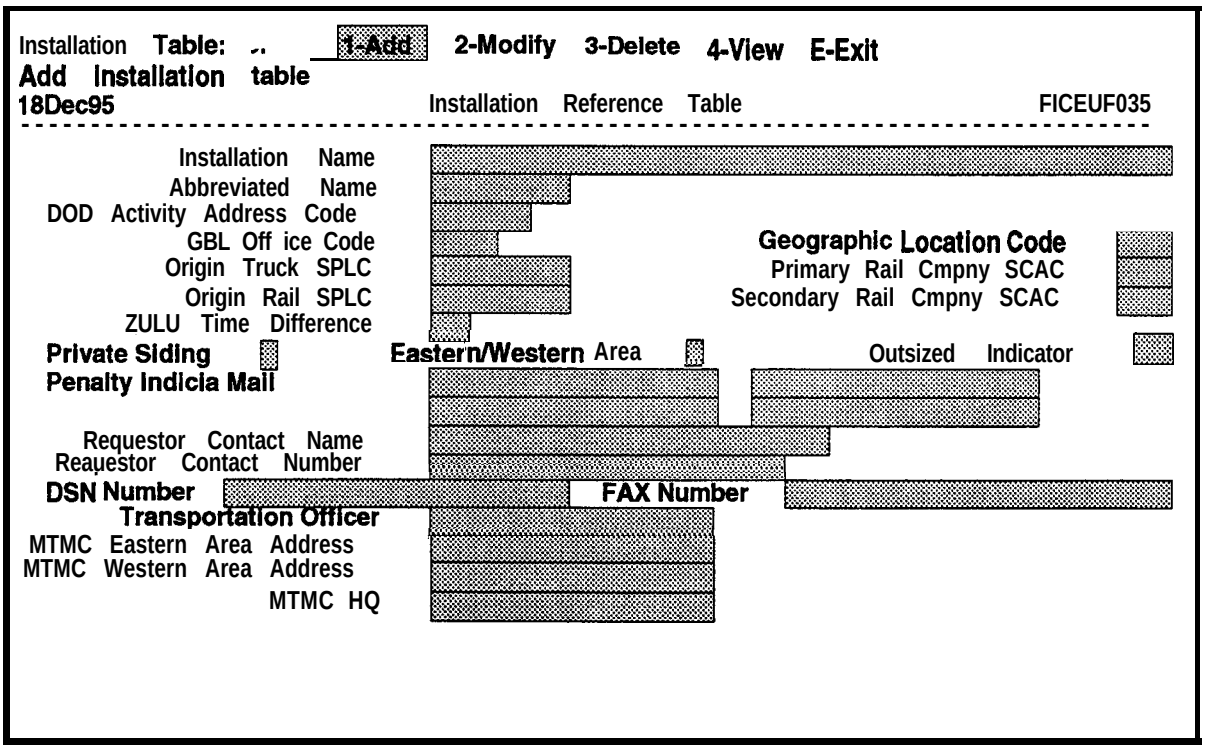


Figure 4-11. Installation Reference Table Screen

e. Select the **Add** option. The blank fields for the Installation Reference Table screen will be displayed as shown in Figure 4-11.

Note: The first time you access this screen the field will be blank and you can add the Installation data. Once you have added your installation, you can only modify or delete it. If you try to add your installation and it already exists, you will see the message: **Installation Table already exists.** In this case, you can use only the **Modify, Delete, View,** or **Exit** options from the **Installation Table:** ring menu.

f. Enter the data in the following fields, pressing **RETURN** after each field:

Field Name	Explanation
Installation Name	Full name of your installation.
Abbreviated Name	Abbreviated name of your installation.
DOD Activity Address Code	DODAAC for your installation.
GBL Office Code	GBL Office Code (GBLOC) for your installation.
Geographic Location Code	GEOLOC for your installation
Origin Truck SPLC	The origin standard point location code (SPLC) for use by motor carriers.

Primary Rail Company SCAC	Standard Carrier Account Code (SCAC) for the primary rail company serving the installation. If there is no rail company serving the installation, enter **None.**
Origin Rail SPLC	The origin SPLC for use by rail carriers.
Secondary Rail Company SCAC	SCAC for the secondary rail company serving the installation. This code is used by the ITO to request a second choice for rail carrier from MTMC. If there is no secondary rail company serving the installation, enter **None.**
ZULU Time Difference	The **number of hours used to convert local time to Zulu time** (Greenwich Mean Time).
Private Siding	y or **n** to indicate whether a private siding is available to the consignee or consignor.
Eastern/Western Area	The code **identifying the MTMC Area Commands** to which information is being reported. Enter **E** for Eastern Area command, or **W** for Western Area command.
Outsized Indicator	This is the air dimension code that is used for **all** air shipments. The code indicates whether shipments have one or more outsized dimensions (greater than 72 inches) and/or are consolidations (shipments of multiple requisitions).
Penalty Indicia Mail	This is the four line **Permit Imprint** that will be used when the Mail Code is **P** for Military Shipment Labels used in Material Moves and **Manual** Entry for Material **Moves.** An example of **this** type **information** is as **follows:** First Class Mail Postage and Fees Paid Defense Logistics Agency Permit No. 8-532
Requester Contact Name	Name of the person at your installation who requests the transportation.
Requester Contact Number	Telephone number of the person at your installation who requests the transportation.
DSN Number	DSN Number for the person at your installation who requests the **transportation.**
FAX Number	FAX Number for the person at your installation who requests the transportation.

g. Review the entries you have just made to determine whether the data is correct. As necessary press **RETURN** until the cursor is in the field where you want to make a correction

(1) Enter the **correct data** over the incorrect data and press **RETURN.** Repeat this process until all the data is correct.

(2) Repeat this procedure as necessary until all the entries are correct.

p. When all of the data is correct, press **ESC** to save your entries. The Transportation Officer window will be displayed.

Note: In this case, the data in the Installation Reference Table screen **will not** be saved at this time. You must complete entering the information in the Transportation Officer, MTMC Eastern Area Address, MTMC Western Area Address, and MTMC, HQ windows, and then press **ESC** to save the data entered into the Installation Reference Table screen **and** the four subsequent windows.

(1) Enter **the Title, Name, Address, Installation, City, State Abbreviation, Zip Code, DSN Telephone Number, Commercial Telephone Number,** and **Alternate Extension** for the Transportation Officer, pressing **RETURN** after each field.

(2) Review the entries you have just made to determine whether the data is correct. As necessary press **RETURN** until the cursor is in the right field to make a correction, and then enter the **correct data** over the incorrect data, and press **RETURN.** Repeat this process until all the data is correct.

(3) You can press **Ctrl-C** at any time to abort the entries in the Installation Reference Table screen **and** the Transportation Officer window and return to the Installation Table: ring menu.

q. When all of the data in the Transportation Officer window is correct, press **ESC** and the Eastern Area Address window will be displayed.

Note: In this case, the data in the Transportation Officer window **will not** be saved at this time. You must complete entering the information in the MTMC Eastem Area Address, MTMC Western Area Address, and MTMC, HQ windows, and then press **ESC** to save the data entered into the Installation Reference Table screen **and** the four subseauent windows.

(1) Enter **the Name, Address, Installation, City, State Abbreviation, Zip Code,** and **DODAAC** for the Eastern **Area** Address, pressing **RETURN** after each field.

(2) Review the entries you have just made to determine whether the data is correct. As necessary press **RETURN until the** cursor is in the right field to **make** a correction, and then enter the **correct data** over the incorrect data, and press RETURN. Repeat this process until all the data is correct.

(3) You can press **Ctrl-C** at any time to abort the entries in the Installation Reference Table screen, the Transportation Officer window, and the Eastern Area Address window and return to the Installation Table: ring menu.

r. When all of the data in the Eastern Area Address window is correct, press **ESC** and the Western Area Address window will be displayed.

Note: In this case, the data in the Eastern Area Address window **will not** be saved at this time. You must complete entering the information in the MTMC Western Area Address, and MTMC, HQ windows, and then press **ESC** to save the data entered into the Installation Reference Table screen **and the** four subsequent windows.

(1) Enter **the Name, Address, Installation, City, State Abbreviation, Zip Code,** and **DODAAC** for the Western Area Address, pressing **RETURN** after each field.

(2) Review the entries you have just made to determine whether the data is correct. As necessary press **RETURN until** the cursor is in the right field to make a correction and then enter the **correct** data over the incorrect data and press RETURN. Repeat this process until all the data is correct.

(3) You can press **Ctrl-C** at any time to abort the entries in the Installation Reference Table screen, the Transportation Officer window, the Eastern Area Address window, **and the** Western Area Address window and return to the Installation Table: ring menu.

s. When all of the data in the Western Area Address window is correct, press **ESC** and the Military Traffic Management Command, HQ window will be displayed.

Note: In this case, the data in the Western Area Address window **will not be** saved at this time. You must complete entering the information in the MTMC, HQ windows, and then press **ESC** to save the data entered into the Installation Reference Table screen **and the** four subsequent windows.

(1) Enter **the Name, Address, Installation, City, State Abbreviation, Zip Code,** and **DODAAC** for the MTMC Headquarters, pressing RETURN after each field.

(2) Review the entries you have just made to determine whether the data is correct. As necessary press **RETURN** until the cursor is in the right field to make a correction and then enter the **correct data** over the incorrect data and press RETURN. Repeat this process until all the data is correct.

(3) You can press **Ctrl-C** at any time to abort the entries in the Installation Reference Table screen, the Transportation Officer window, the Eastern Area Address window, the Western Area Address window and the MTMC, HQ window, and return to the Installation Table: ring menu.

t. When **all** of the data in the Military Traffic Management Command, HQ window is correct, press **ESC** to save the data in the Installation Reference Table screen, the Transportation Officer window, the Eastern Area Address window, the Western Area

Address window **and** the MTMC, HQ window. You will then be returned to the Installation Table: ring menu where you can select another option.

u. Press **E-Exit** three times to return to the ITO Equipment List Processing menu.

4.3.1.4 Settina LOGSA/IBS Parameters. .

The information on the IBS Parameters is used to transmit unit movement data to the MTMC IBS system. These are the settings that will be used each time you send data to IBS. If you need to change the settings, you must do so before sending data.

Follow these steps to set the IBS parameters:

a. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

b. Select **Equipment List Transaction Data** from the Equipment List Administration menu. The Equipment List Transaction menu will be displayed.

c. Select **LOGSA/IBS Send Communications** and the Select Type Data Code window will be displayed.

Note: At this location you could select **IBS Resend Communications** and then follow the procedures below. The results will be the same as when you select IBS Send Communications

d. Enter the **Type Data Code** for your exercise and press **ESC,** or press F6 to select the TDC from a list of available TDCs. A prompt will be displayed:

This will transmit to LOGSA... Transmit to IBS also (y/n)?

(1) Enter y in response to this prompt if you want to send the report to both LOGSA and IBS. The LOGSA/IBS Send Communications menu will be displayed.

(2) Enter **n** in response to this prompt if you want to send the report only to LOGSA. The LOGSA/IBS Send Communications menu will be displayed.

e. Select **Parameter Definition** from the IBS Send Communications menu. A prompt will be displayed:

Modify Parameter frl for LOGSA (L) or IBS (I)?

(1) Enter L to modify the LOGSA Parameter firl the LOGSA Parameters window will be displayed.

(a) Use the cursor control keys to move the cursor to the field where you want to make the change.

(b) Enter the correct data by typing over the displayed information.

(c) As necessary, repeat the procedures in paragraphs **(a)** and **(b)** until all of the desired corrections have been made.

(d) When all of the data is correct, press **ESC** to save the changes. The cursor will return to the **LOGSA/IBS** Send Communications menu where you can select another option or press **E-Exit three times** to return to the IT0 Equipment List Processing menu.

(2) Enter **A** to modify the IBS Parameter file. The IBS Parameters window will be displayed, as shown in Figure 4-12, with the cursor in the first field.

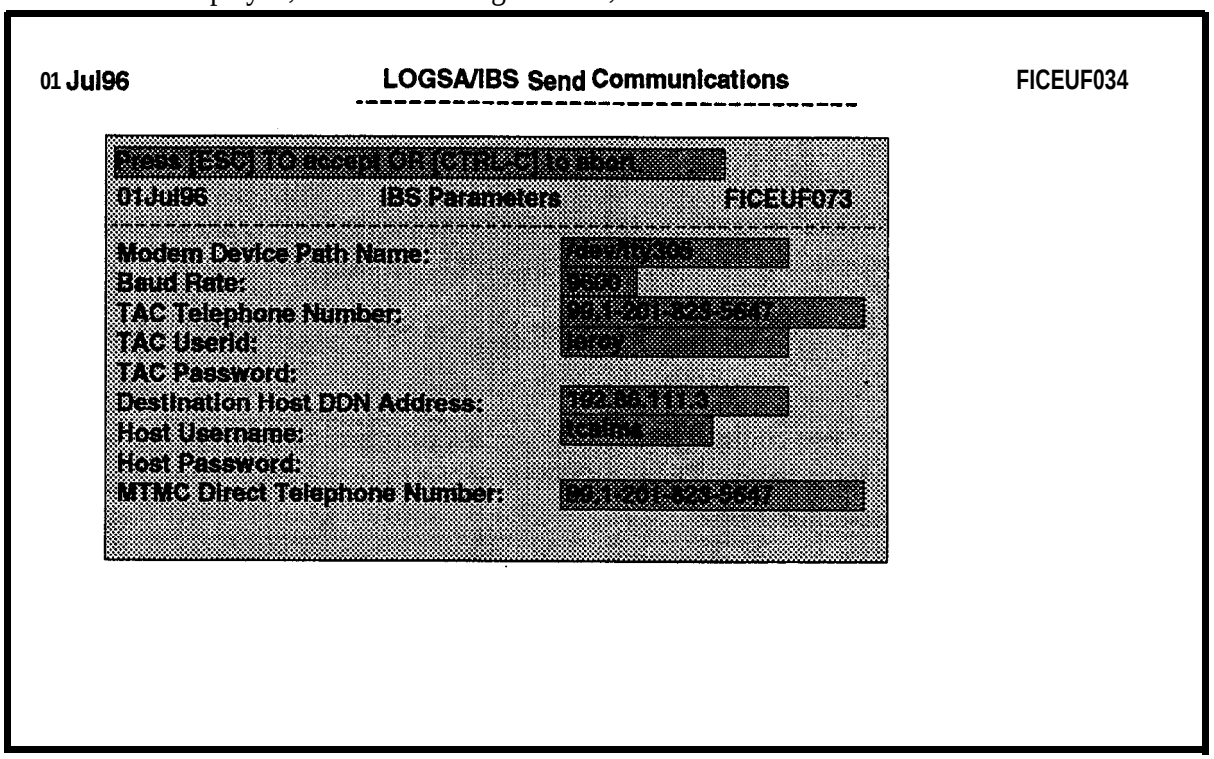


Figure 4-12. IBS Communications Screen With IBS Parameters Window

(a) Use the cursor control keys to move the cursor to the field where you want to make the change.

(b) Enter the correct data by typing over the displayed information.

Note: To provide system security, the **TAC Password** and the **HOST Password,** will not be displayed on the screen. Whenever you access these fields again a **Change existing TAC Password ? y/n** or Change **Existing Host Password** ? **y/n** prompt will replace the TAC **Userid** title. If you answer Y, an **Enter Old Password:** prompt will be displayed. You must know the old password in order to change it. When **you** enter **the old password, you can** then enter **the new password.**

(c) As necessary, repeat the procedures in paragraphs **1** and **2** until all of the desired corrections have been made.

(d) When all of the data is correct, press **ESC** to save the changes. The cursor will return to the LOGSA/IBS Send Communications menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

4.3.1.5 Settina COMPASS Parameters.

The preferred method of sending a COMPASS Report is by DDN E-Mail. Sending an AUTODIN tape should be done only as a backup method, after coordination with FORSCOM. The information on the COMPASS Parameters screen is used by the system to determine the data formats on AUTODIN tapes which are created for transmission to the FORSCOM COMPASS system. These tapes contain unit movement data.

Follow these steps to set or modify COMPASS Parameters:

a. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

b. Select **Equipment List Transaction Data** from the Equipment List Administration menu.

c. Select **COMPASS Communications** from the Equipment List Transaction menu.

d. Select **Set AUTODIN Parameters** from the COMPASS Communications menu. The AUTODIN Parameters window will be displayed, as shown in Figure 4-13, with the cursor in the first field.

Note: The first time you access the Autodin Parameters window, all data fields will be blank. When you access it subsequent processes, your current Autodin Parameters will be displayed.

e. Enter **the Routing Indicator (RI) in the Destination Station RI** field and press RETURN.

f. Enter **the Plain Language Address (PLA) in the Destination Station PLA** field and press RETURN.

g. Enter the **Routing Indicator (RI)** in the **Source Station RI** field and press **RETURN.**

h. Enter **the Plain Language Address (PLA) in the Source Station PLA** field and press **RETURN.**

i. Enter the **starting, next,** and **ending serial numbers** for this message. Press RETURN after each entry.

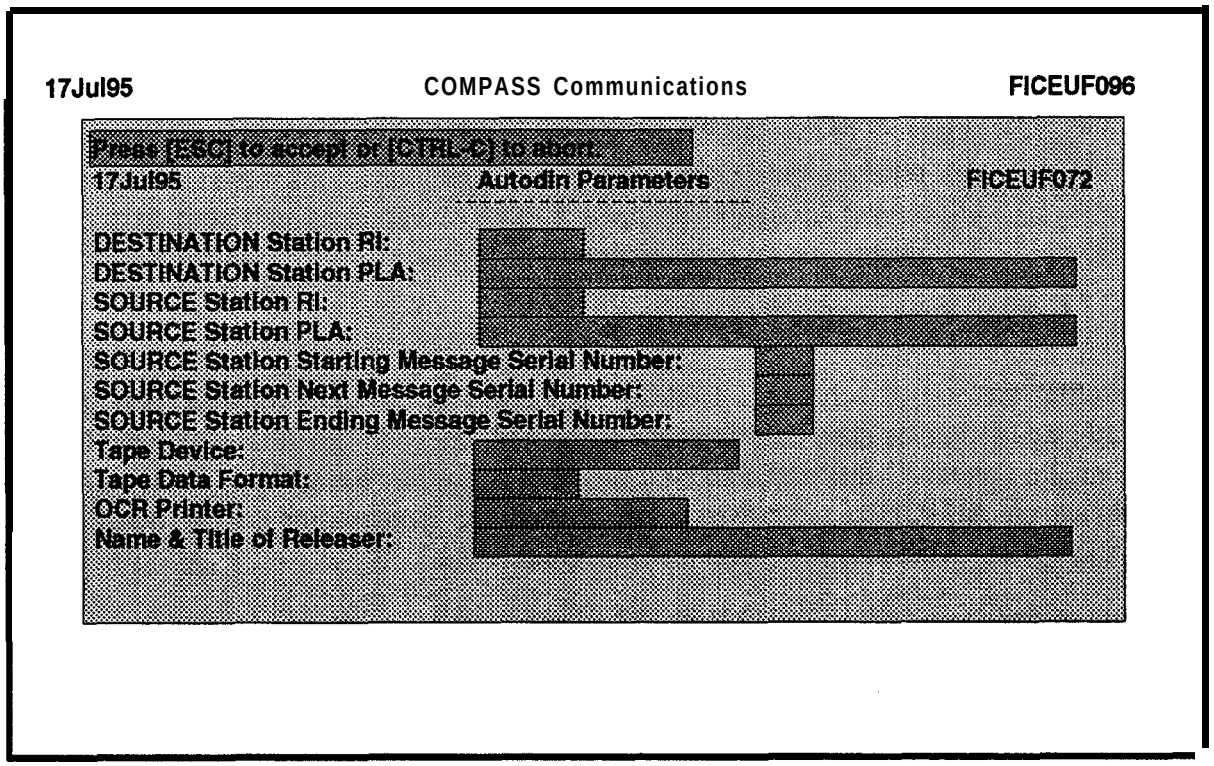


Figure 4-13. COMPASS Communications Screen With AUTODIN Parameters Window

j. Enter the **UNIX path name** for the tape device that the COMPASS files will be written to and press **RETURN.**

k. Enter **the format for the transmission—either ASCII** or **EBCDIC** in **the Tape Data Format** field.

Note: You must coordinate with your communication center prior to preparing the parameter in order to verify tape data format.

l. Enter the **UNIX logical name** for the Optical Character Recognition printer (usually this is the system default printer) and press **RETURN.** Use this printer only as a backup in the event that the COMPASS update **files** cannot be written to tape.

m. Enter **the name** and **title** or **rank** of the person who authorized this transmission and press RETURN.

n. Press **ESC** to store the parameter settings and return to the COMPASS Communications menu.

o. Press **E-Exit** three times to return to the **ITO** Equipment List Processing menu.

4.3.2 Preparing a Unit's Master Equipment List for a D or S TDC,

TC ACCIS allows each installation to plan and execute deployment exercises for units with up to six levels of command: corps, division, brigade, battalion, company, and detachment. Each exercise is identified by a Type Data Code (TDC).

Normally, the UMC at each installation prepares a Unit Equipment List (UEL) that reflects the organization of units assigned to that installation during their normal day-to-day operations. Separate **Unit Equipment Lists** are maintained for the Active and Reserve Component units, in order to reflect their unique reporting requirements. The Unit Equipment List for Active Army units are assigned a TDC of **D.** The Unit Equipment List for Reserve Component units are assigned a TDC of S.

The Unit Equipment Lists are generally very stable and should change only when units are assigned to or from the installation or when the command relationship between units is changed. Once it is created, only minor maintenance is normally required to keep it up to date.

A Unit Equipment List can also establish an excellent baseline for generating an exercise for a new TDC. When a TDC is created for a new exercise, it is likely to include all or some of the units contained in the Unit Equipment List. Since a great amount of detailed information about all the units assigned to the installation is associated with each TDC, it is faster and easier, in most cases, to copy the information from the **D** or S TDC, rather than generate a new TDC from scratch.

A number of procedures must be completed by specific users in order to prepare a Unit Equipment List:

- UMC users may have to prepare a Master Equipment List from the Standard Property Book System (SPBS) Data.
- UMC users must update the Chain of Command for the Unit Equipment List after changes have been made in the UIC Reference Tables.
- UMO users must enter their unit's data into the Unit Reference Code table.

4.3.2.1 S Data Issues.

Type Data Code S designates the Unit Equipment List for Reserve Components. As such, the procedures for use of S data are similar to the procedures for the use of **D** data. There are, however, some differences related to the nature of the reserve functions. Specifically, equipment for reserve components is routinely located at one or more sites which are remote from the reserve unit's home station. During a deployment, equipment located at these reserve training sites must be transported from the remote location to the mobilization (MOB) station. This is in addition to equipment which is located at the home station which must be transported or driven to the MOB station. TC ACCIS accommodates this issue through the use of echelons.

Type Data Code S equipment items as assigned echelon designators 0 1, 02, and 03. Specifically, echelon 01 is used to identify Commercial Requirements for transporting equipment and personnel from the HOME station to the MOB stations. Echelon 02 is used for those personnel pieces of equipment that will use organic means (convoy) to move to the MOB station. Echelon 03 is used for equipment deploying from any location OTHER than the HOME station to the MOB station.

When a unit places a piece of equipment in echelon 03, there is an additional subset field called T on the Equipment List Data screen which must be completed. This field accepts numbers from 1 through 4, 6, and 7 with each remote reserve training site having a number. Thus, a piece of equipment in echelon 03 would have a number which would correspond to the site from which the piece of equipment will be transported.

In addition, Type Data Codes must be created for each remote site. These TDCs are to be designated **S1,** S2, S3, etc. Units at the first remote site must complete a Unit Header screen for TDC **S1,** while units at another remote site would complete a Unit Header screen for S2 or S3, depending on the number designation of the site. No equipment list is created for the sites. Equipment belonging to units at **Remote Site** 2, as an example, would be located in TDC S in Echelon 03 with a subset field **(T)** designation of 2. Each unit based at this site would also complete a Unit Header screen for TDC S2.

S1 through S4, S6, and S7 TDCs represent **Header** records as described in paragraph 5-4, FORSCOM regulation 55-2.

4.3.2.2 Creatina a Unit Master Equipment List Usina SPBS Files.

The Unit's Master Equipment List can be developed by three means:

- When TC ACCIS is installed at your installation, it will include a tape from FORSCOM that includes all the equipment assigned to each UIC at your installation. The data on this tape can be loaded into TC ACCIS and then modified and/or verified as necessary to reflect the actual items of equipment in each unit. This is the fastest and most accurate way of preparing the initial equipment list for your Unit Equipment Lists.

- The equipment for each unit can be manually entered into TC ACCIS. This is the slowest, most tedious, and least accurate way of generating your initial equipment list for the Unit Equipment List.

- When default data is not available in TC ACCIS, the units can use their Standard Property Book System (SPBS) equipment list data to create it, rather than by manually adding each piece of equipment.

If a unit's equipment list is maintained in the SPBS, these files can be converted to an ASCII format and saved to a floppy disk These files can be uploaded to the Compaq 4500 using a PC with the Personal Computer utilities and the Kermit Communications software, or read directly from the floppy disk into the Compaq 4500 computer. The files can then be loaded into TC ACCIS to become the master equipment list. If the type data code (TDC) **D** or S already exists

for a specific unit the SPBS files for that unit will not be loaded into TC ACCIS. This function is available only to users with either UMC or ADMIN access in TC ACCIS because the SPBS equipment files will usually include more than a single unit. The individual units can not access the SPBS function in TC ACCIS.

4.3.2.2.1 SPBS on the Compaq 4500.

Before you can read the files into TC ACCIS you must obtain the SPBS data in an MS DOS format from the Standard Property Book System-Revised (SPBS) which is located on the Tactical Army Combat Services Support Computer System (TACCS) as described in TM 38-L18-14. Obtaining the Correct SPBS Data Files Format is essential. The diskette must be formatted on an MS DOS PC before capturing the data on the Burroughs TACCS BTOS System.

Once the SPBS data disk has been prepared, the files must be uploaded from the PC to the Compaq 4500. These procedures must be done from the PC by using the procedures outlined ***in the Uploading Standard Property Book System (SPBS) Files*** paragraph of Section 16 - ***TC ACCIS Personal Computer Utilities*** of this manual.

4.3.2.2.1.x Processing SPBS Data.

Once the SPBS files have been uploaded to the Compaq 4500, use the following procedures to process the SPBS data within TC ACCIS:

a. From the TC ACCIS Main Menu, select **IT0 Equipment List Processing.**

b. From the IT0 Equipment List Processing menu, select **Equipment List Administration.**

c. From **the Equipment List Administration,** select **SPBS.** The SPBS Processing menu will be displayed as shown in Figure.414. The procedures for using each of these options are contained in the following paragraphs.

The following is an explanation of the options on this menu.

Menu Option	Explanation
Read/Convert Data From Floppies	The data must be moved to appropriate directories in the system and be converted so that it can be loaded into TC ACCIS. **The Read/Convert Data From Floppies option** on the Compaq 4500, reads the data from the diskette and converts it to the appropriate format. The data from the floppies will be stored in UNIX flat files, invalid control characters will be removed, **linefeeds inserted** and then the data converted from DOS **to UNIX.** The 3 character identifier is used to distinguish between multiple user **files.** The system will be checking for the same identifier as entered **by** the UMC when the files were uploaded from the **PC** to the Compaq 4500.

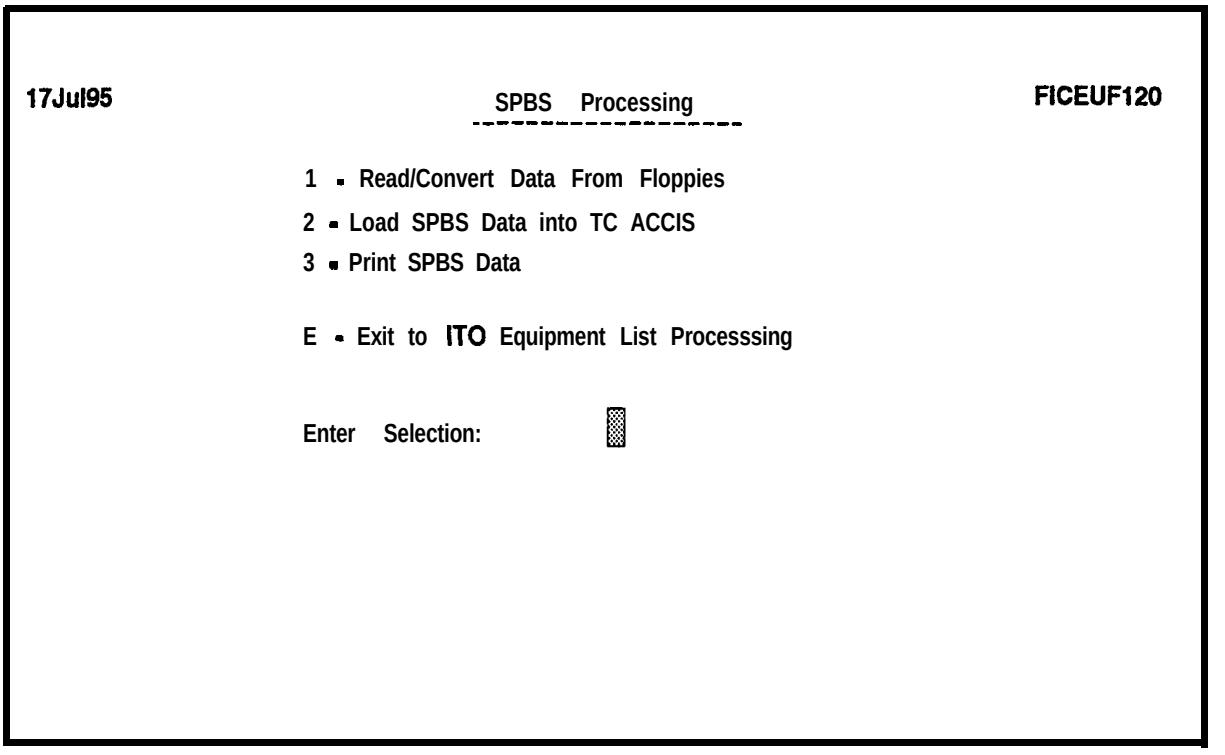


Figure 4-14. SPBS Processing Menu

Load SPBS Data into TC ACCIS — When **Load SPBS Data into TC ACCIS** option is selected, the SPBS software will load data from the flat files into the equipment list and unit reference tables. This data will be loaded into either the Type Data Code D or S based on the choice of active or reserve. This is a one-time process for the units. There is no process in place which will update the existing SPBS data.

Print SPBS Data — This process will create the SPBS Equipment Report based on data in the files loaded onto the machine before the data is loaded into TC ACCIS. It will then extract all the necessary data from the Equipment Characteristics Register (ECR) table. This is the combination of data that will be printed. The title of the report is **SPBS Equipment Report.** The format sequence is shown in Figure 4-15 and it will be printed in the same format as the FORSCOM AUEL Report in accordance with FORSCOM Regulations 55-1 and 55-Z.

4.3.2.2.1.2 Readina and Converting Data from Floppies.

After the files have been uploaded from the PC, the following procedures will move and convert the data so that it can be loaded into TC ACCIS.

a. From the SPBS Processing menu, select **Read/Convert Data From Floppies.**

Format Sequence for SPBS Equipment Report

SPBS Report Header	Explanation
UIC	Unit identification Code.
LIN	Line Item Number for equipment identification. A six character alphanumeric identification as found in TB 55-45-I and used as the basic reference In Army equipment authorization documents.
/LINIndex	A two digit number identifying equipment configuration.
Model	Model of equipment.
Description	Equipment Description.
Length	This Is the extreme horizontal dimension measured from end to end and parallel to the central axis. Reference TB 55-46-1.
Width	This is the width of the Item at Its widest point. Reference TB 55-45-I.
Height	This is the extreme vertical dimension measured from ground level to the highest reference point. Reference TB 55-46-1.
Weight	This is the mass of the Item expressed In pounds. Reference TB 55-45-I.
Empty Wgt	The weight of the equipment not including any loads.
Standard Indicator .	A code of y Indicates standard vehicle dimensions and a code of n indicates non standard vehicle dimensions.
Tracked/Wheeled	A code T indicates that It is a tracked vehicle and W indicates that it is a wheeled vehicle.
Vehicle/Trailer	A code V indicates that the equipment is a vehicle and a code T indicates that the equipment is a trailer.

Figure 4-15. Format Sequence for SPBS Equipment Report

The system will verify that the files already exist. If the files do not exist the system will tell the user to upload the files from the PC. If the files do exist, the following prompt will be displayed.

Enter your unique 3 character identifier.

b. Enter the same 3 characters that were entered for the PC upload. The identifier is necessary for the SPBS software to distinguish between multiple user files.

All vehicles/trailers (D Records) and Special Handling (F Records) with the following Water Commodity Codes will be included in the creation of the TC ACCIS Equipment List for TDC D or S:

418 - { not listed in milstamp }
419 - { not listed in milstamp }
436 - All other hazardous items, NOS
680 - Ammunition for small arms

When the conversion is complete, you will be returned to the SPBS Processing menu.

4.3.2.2.1.3 Loadina the Files into D or S.

The following procedures will load data from these files into the equipment list and unit reference tables so that the units will have equipment data in either **D** or S. It will also print a report to the default printer for all equipment information considered invalid to load. For example if the Line Item Number **(LIN)** was not a valid **LIN** found in the ECR tables of TC ACCIS it will consider the information on that piece of equipment invalid and print the information to **the SPBS Data Not Input into TC ACCIS Report.**

Note: **The SPBS Data Not Input into TC ACCIS Report** is not the same as the SPBS Report which is printed when **the** select **Print SPBS Report in FOR-SCOM Format. If all** data contained on the users SPBS disk is valid for TC ACCIS **the SPBS Data Not Input into TC ACCIS Report** will not be minted.

a. From the SPBS Processing menu select **Load SPBS Data into TC ACCIS.**

When the load process is started, there is a check made to see if the TDC **D** or S already exists for the unit before it begins loading the equipment list information. If the TDC **D** exists for the **units,** you will be prompted that the load process has been aborted because the TDC **D** already exists. Those units that did not already have a TDC **D** or S will have the SPBS equipment list data loaded into TC ACCJS. The user will be prompted with the following message.

Is this Active or Reserve Data (A/R)?

b. When you enter **A** for Active the data will be loaded into TDC **D.** When you enter **R** for Reserve the data will be loaded into TDC S.

If all units do not have SPBS equipment loaded, only those units that do have equipment loaded will be displayed. Messages will be displayed to indicate that processing, updating, and inserting procedures are taking place and then the UIC and LIN or each piece of processed equipment will be displayed.

Loading SPBS data into the equipment list is a one time process for the units. Subsequent changes in SPBS data must be entered directly into the equipment list as changes. In addition to creating the **D** or S equipment list, information for the header will be pulled. **The unit commercial requirements** fields will also be generated for the default. However, the data will be zeros. The echelons available will be based on the type of unit. Active Army units will default to an echelon of 00. Reserve units will default to an echelon of **01,** which is their lowest level.

When the loading is complete, you will be returned to the SPBS Processing menu.

4.3.2.2.1.4 Printina the SPBS File in the FORSCOM AUEL Report FORMAT.

Note: In order to print SPBS files in the FORSCOM AUEL Report Format from either the Compaq 4500, the SPBS files must first have been uploaded to the Compaq 4500 using a PC with the Personal Computer utilities, Kermit, and a modem, or read directly from a floppy on the Compaq 4500.

You can provide a printed copy of the SPBS equipment list to the unit to compare with its **D** default equipment if it already exists. If any pieces of equipment appear on the SPBS equipment list that do not appear on the **D** master equipment list, the unit can add these pieces to its master equipment list. Use the following procedures to print the SPBS equipment list data:

a. From the SPBS Processing menu, select **Print SPBS Data.**

b. The report uses the data from the flat files and extracts the necessary data from the ECR table. This combination of data is sent to the printer. This process will work using the data files loaded onto the machine before the data is loaded into TC ACCIS.

c. The title of the report will **be SPBS Equipment Report.** The format will appear with the heading fields shown in Figure 4-15 (page 4-31).

d. When the printing is complete, you will be returned to the SPBS Processing menu.

4.3.2.3 Enterina Information into Unit Identification Code Reference Table.

The Unit Identification Code Maintenance function allows you to add, modify, or delete **UICs.** **UICs** contain all of the unique information that defines a particular unit. This information is used extensively throughout TC ACCIS to ensure that the correct Equipment List data is associated with the correct unit.

Note: The unit's UIC must be entered into the database before you can enter it into a Chain of Command in accordance with the procedures in paragraph 4.3.2.4 below.

Use the following procedures to add or modify UIC data:

a. At the IT0 Equipment List Processing menu, or the Equipment List Processing menu for **UMOs,** select **Equipment List Administration.**

b. At the Equipment List Administration menu, select **Reference Tables.** The Reference Tables menu will be displayed.

c. At the Reference Tables menu, select **Unit Identification Code.**

d. At the UIC: ring menu, select **the Add** option.

e. Enter the six-character **UIC.**

f. Enter the **Unit Name** and press **RETURN.**

g. Enter the code for **Active/Reserve TDC.** Valid options are **D =** Active; S = Reserve; or 0 = Unit from Other Installation. The cursor will automatically move to the **Service** field.

h. Enter the code for Service. Valid options are **A = Army; F =** Air Force; **M =** Marine Corps; or N = Navy. The cursor will automatically move to the **UTC** field.

i. Enter the **Unit Type Code** for your unit. When a five-character code is entered, the cursor automatically moves to the **Unit Type** field. Otherwise, press **RETURN.**

j. Enter the numerical code that identifies your **Unit Type.** Valid options are: 0 = Detachment; 1 = Company; 2 = Battalion; 3 = Brigade; 4 = Division; 5 = Corps; or, 6 = **ITO.** The cursor will automatically move to **the UIC of Superior** field.

k. Enter the **UIC** of the unit's immediate superior. The cursor will automatically move to **the Computer ID** field. If your unit is at the corps level, you can skip this field by pressing RETURN.

l. Enter **the Computer Node Identification Code** for the unit's PC and press **RETURN.** Your Compaq 4500 SA assigns you this number.

m. Enter **the Department of Defense Activity Address Code (DODAAC)** for the UIC as assigned by the installation IT0 office. If the DODAAC is less than five-characters, press **RETURN.**

n. Enter the **Unit Location** Code. Valid options are: C = **CONUS,** including Alaska and Hawaii; or, 0 = OCONUS. The cursor will automatically move to the **Address** field.

o. Enter **the** street **Address, City, State,** and **Zip Code** for this **UIC** and press RETURN after each field.

p. Enter the Name and **Title** of the Unit Movement Officer and press **RETURN** after each field.

q. Enter **the UIC's Commercial** and **DSN Phone** numbers. The cursor will automatically return to the **UIC** field.

r. Review your entries and press RETURN as necessary to move to any field that needs correction.

(1) Enter the correct data.

(2) Repeat this process as necessary until all the entries are correct.

s. When all the entries are correct, press **ESC** to save the data. The cursor will return to the UIC: ring menu.

t. Press **E-Exit** to return to the Reference Tables menu.

u. Press **E-Exit** twice to return to the IT0 Equipment List Processing menu.

4.3.2.4 Developing a Chain of Command for a Unit's Master Equipment List.

Once the UMC has created **the D** and **S Unit Equipment Lists,** it is necessary to develop the Chains of Command that reflect the normal day-to-day Command relationships among all the units assigned to that installation. Separate **Chains of Command** are maintained for Active and Reserve Component units in order to reflect their unique reporting requirements.

Note: Before you can develop the Chain of Command, the Unit Identification Code (UIC) for all units in that Chain of Command must exist in the UIC Reference Table. If the unit is not already in the UIC Reference Table, you can use the procedures in paragraph 4.3.2.3 above to add it.

The Chain of Command for a Unit Equipment List is generally very stable and should change only when units are assigned to or from the installation or when the command relationship between units is changed.

Once a Chain of Command is created for **a** Unit Equipment List, only the coordinator (creator) of the TDC can modify the Chain of Command data. However, any unit can view the Chain of Command for that entire exercise.

The procedures for creating a Chain of Command are in paragraph ***6.3.2 - Chain of Command*** of Section ***6 - IT0 Equipment List Processing,*** of this manual.

4.3.2.5 Printing the Chain of Corn-

Once the Chain of Command for an exercise has been created, it can be printed. Any unit in the chain of command for an exercise can print the chain of command for that exercise. Units access the Chain of Command print function through their **Equipment List Processing** option on the TC ACCIS MAIN MENU, whereas IT0 personnel access this print function through the **IT0 Equipment List Processing** option.

The print function under chain of command has two options. You can print the entire chain of command for an exercise, or you can print a partial chain of command. If you select a partial report, the system will print the chain of command for your subordinate units only. Thus, if a brigade UMO selects a partial chain of command report, the report will list only the battalions and companies which are subordinate to that UMO's brigade. Similarly, if a battalion UMO selects a partial chain of command report, the report will list only the companies which are subordinate to that UMO's battalion.

Follow these steps to print a complete or partial Chain of Command report:

a. At the TC ACCIS MAIN MENU, select **IT0 Equipment List Processing,** or, if you have logged in as a UMO, select **Equipment List Processing.**

b. At the IT0 Equipment List Processing menu, or the Equipment List Processing menu, select **Equipment List Administration.**

c. At the Equipment List Administration menu, select **Chain of Command.**

d. At the Select Type Data Code window, enter the **Type Data Code** for the exercise you are working on and press ESC. If you are working on the default data or UEL, enter D or S and press **ESC.**

e. At the Chain of Command menu, select **Print. The** System Printer Selection window will be displayed.

f. Use the cursor control keys to highlight the printer that will be used to print the Chain of Command and press **ESC.** The Chain of Command will be printed on the printer you select. When the printing is completed, you will be returned to the Chain of Command menu where you **can** select another option or press **E-Exit three** times until you return to the TC ACCIS MAIN MENU.

4.4 Related Processing.

Not Applicable.

4.5 Data Backup.

The TC ACCIS SA will schedule and conduct all data backups. The user should contact the TC ACCIS SA to make special arrangements if a special backup is required for any reason.

4.6 Recovery from Errors and Malfunctions.

The TC ACCIS functions are supported by Error Messages that are displayed at the bottom of the screen whenever a processing error condition is encountered. The user should follow these instructions to correct the error. In the event the error or malfunction can not be corrected by following these instructions, the user should contact the TC ACCIS SA for assistance.

4.7 Messaaes.

All the error messages, information messages, and diagnostic messages in this section are self explanatory. If you are unable to get the correct response, contact your SA for assistance.

SECTION 5 PROCESSING REFERENCE GUIDE - Unit Equipment List Processing

Building the Deployment Equipment List (DEL) is an important part of planning an exercise at the unit level. Each equipment list that is developed must be sent to the Installation Transportation Office (ITO) for approval. The IT0 Compaq Enhanced File Server has a separate Equipment List Processing function that is used to view equipment lists and transportation requests and approve or disapprove them. The communications link between the unit and the IT0 is, therefore, a vital one. Units must send equipment lists and request reference data, while the ITO must review equipment lists for approval and modify reference data as necessary.

5.1 Capabilities.

The main purpose of the Equipment List Processing function at the unit level is the creation of DELs. Other options available with this function include maintaining administrative data, maintaining and viewing DELs and the Unit's Master Equipment List, and printing equipment list reports. The following list summarizes the purpose of each of the Equipment List Processing menu options.

Menu Option	Description
Equipment List Administration	Use this function to maintain Type Data Code (TDC), Chain of Command (COC), and Unit Identification Code (UIC) Reference Table information.
Equipment List Data	Use this function to create Equipment Lists. Creating an equipment list involves choosing equipment and any applicable special handling or ammo/hazard data.
View Equipment List	Use this function to view equipment lists using a variety of sort options.
Equipment List Reports	Use this function to print equipment lists in the U.S. Army Forces Command (F8 RSCOM) Unit Equipment List (UEL) format with a variety of sort options. You can also print equipment list summary reports based on UIC, Model, Description, Quantity, and Line Item Number (LIN) with a variety of sort options.
What If Analysis	Not currently implemented.
Archive Directory	Not currently implemented.

In addition, this Section includes instruction for Viewing a Chain of Command, Viewing Reference Tables and Maintaining Unit Identification Codes (UIC). You may want to perform these operations before or during the process of maintaining a Unit Equipment List.

5.2 Conventions.

The conventions used in this section are described in paragraph 4.2 of this manual.

5.3 Processing Procedures.

Unit Movement Officers (UMO) are responsible for maintaining the current Unit Equipment List (UEL), which is also referred to as an Automated Unit Equipment List (AUEL). UELs for active army units are assigned a Type Data Code (TDC) D. UELs for reserve components are assigned a TDC S. This UEL is the basis for the Computerized Movement Planning and Status System (COMPASS) reports to FORSCOM.

The UEL contains all the equipment assigned to the unit, whereas a DEL contains those pieces which a unit will take on a specific deployment or move. DELs are assigned TDCs other than D or S. DELs can be created in one of three ways: copying a UEL (TDC D or S), copying from an existing DEL, or by manual data entry. Thus, a DEL can be all or part of a UEL.

For a deployment or unit move, a new TDC is created, and then unit D or S (UEL) data may be fully or partially copied into the new deployment and becomes a DEL. UMOs then work with the DEL data to identify equipment which is to be moved with the unit. Most procedures for DEL processing are the same as those for UEL processing. The only difference between UEL and DEL processing is in the area of adding and deleting equipment.

Note: UEL and DEL refer to specific type equipment lists. The term **equipment list** or **EL** is sometimes used as a generic term to mean either UEL or DEL.

When the UMO completes the procedures in this Section:

- The UMO can generate and print reports on equipment lists;
- The UMC can generate and transmits COMPASS reports to FORSCOM, based on UEL (TDC D or S) data or other DELs;
- The UMC can generate and transmit reports to the Logistics Support Activity of the U.S. Army Materiel Command (LOGSA).
- The UMC and/or freight personnel can generate reports to MTMC via the Integrated Booking System (IBS); and
- The UMC or freight personnel can generate and print military shipment labels for unit equipment.

TC ACCIS equipment list consists of five sections that should be updated as changes occur:

Header
Vehicle
Special Handling
Actual Weight
Ammo/Hazard

A Menu Tree showing all the options available within the Unit Equipment List Processing function is at Figure 5- 1.

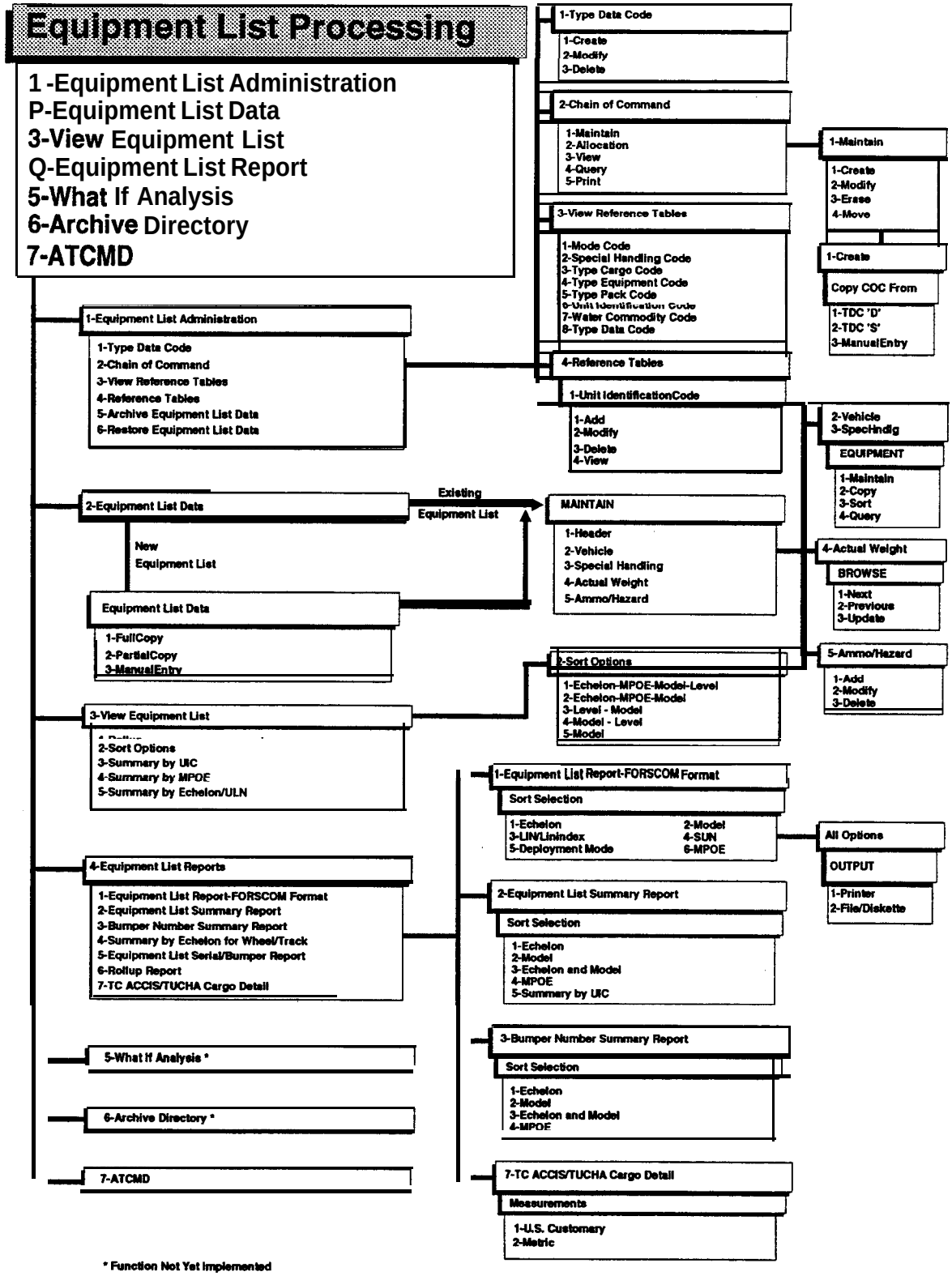


Figure 5-1. Unit Equipment List Processing Menu Tree

53.1 Viewina a Chain of Command.

The View function allows a user, regardless of their level, to view the Chain of Command (COC) of any unit within the COC. The function takes the top-down approach to displaying the Chain of Command for a unit.

When the process begins, the top level of the COC will be displayed in the upper left corner of the screen. The user is prompted to enter the first level to be viewed, and then the UICs for that level will be displayed. The user can select any UIC from the list and then the next level in that branch of the COC will be displayed. This process can be continued to view successive levels within that branch of the COC. If there is only one UIC at the selected level, that UIC is automatically displayed on the screen. The user can press **Ctrl-C** at any time to end the process and exit from the View function. The UMO user can update the UIC Reference Table by following the procedures in paragraph ***4.3.2.3 • Entering Information into Unit Identification Code Reference Table, in*** Section ***4 • Getting Started,*** of this manual.

Use the following procedures to view the COC of any unit within an exercise:

a. Select **Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from the Equipment List Processing menu.

c. Select **Chain of Command** from the Equipment List Administration menu. The Select Type Data Code window will be displayed with a prompt to enter the Type Data Code for the exercise to be viewed.

d. Enter the **TDC** of the exercise whose Chain of Command you want to view and press **ESC.** The Chain of Command menu will be displayed.

e. Select **View** from the Chain of Command menu. The COC Level Selection window will be displayed as shown in Figure 5-2, with a prompt **Enter Level of next UIC:.**

f. Enter the **level for** the **unit** in the Chain of Command you want to view.

(1) If the selected level has one or more UICs associated with it, the UIC Select window will be displayed with a list of **all UICs** at the selected level.

(a) As necessary, use the cursor control keys to highlight the desired **UIC.**

(b) Press **ESC** to select the highlighted UIC. The selected UIC will be displayed in the upper left corner of the screen just below the previously displayed **UIC.**

(c) As necessary, repeat the procedures in paragraph **f.** until all of the desired levels in the Chain of Command are displayed.

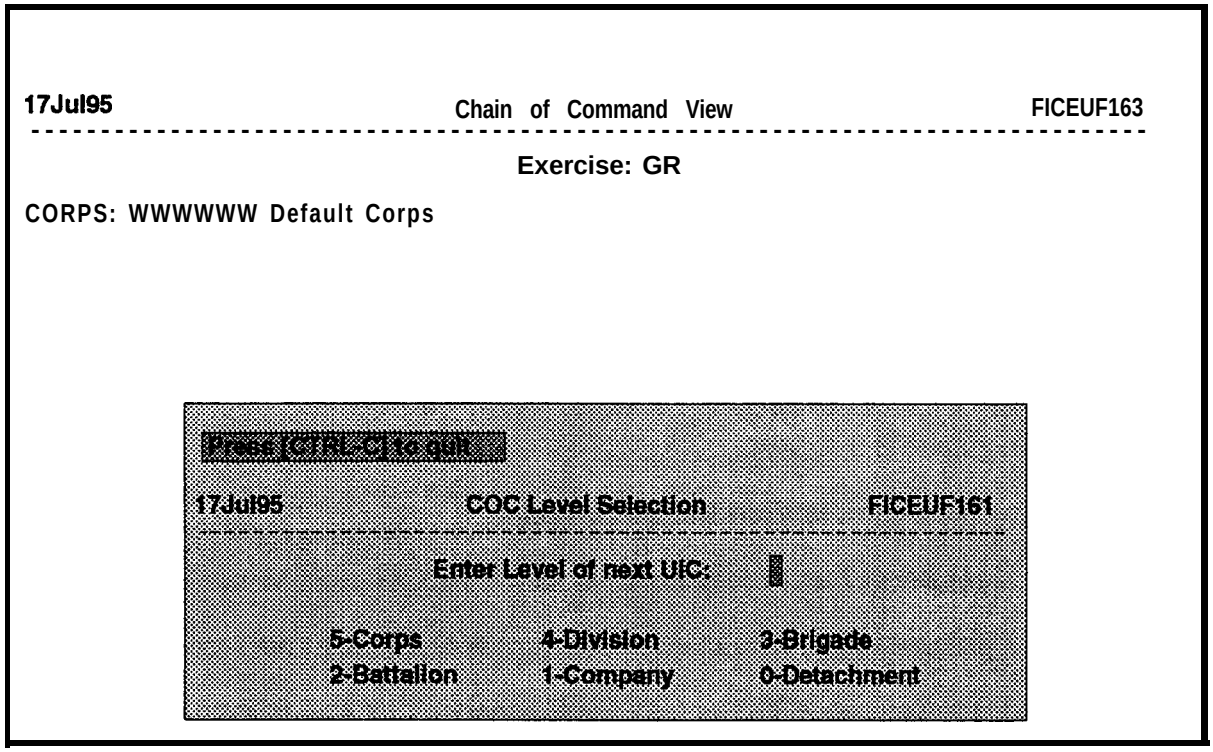


Figure 5-2. View Chain of Command Screen With a Corps Level Unit Selected

Remember: A Detachment is the lowest level, so when a Detachment is selected, a **Press RETURN to continue** . . . prompt will be displayed. When this happens, press **RETURN.** The cursor will return to Chain of Command menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

Note: You can press **Ctrl-C** at any time when the cursor is in the **COC** Level Selection window to return the cursor to the Chain of Command menu where you **can** select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

(2) If there are no **UICs** in the selected level, the following message will be displayed for a few moments:

There are NO UICs for that level in the direct report

The COC Level Selection window will then be displayed again as shown in Figure 5-2, with a prompt **Enter** Level **of next UIC:.** When this happens, you have two options:

(a) You can enter a level for the next UIC and then repeat the procedures in paragraph **f.** above to continue.

(b) You can press **Ctrl-C** to return the cursor to the Chain of Command menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

5.3.2 Viewing Reference Tables.

This function is used by Unit personnel to view reference tables for all codes related to equipment and vehicles. With this option, you can see the contents of the table but you can not change the contents. Only IT.0 level personnel are authorized to change the contents in these reference tables. The single exception to this is the Unit Identification Code Reference Table which allows unit personnel to **Modify,** or **View** records for their own subordinate units as explained in paragraph 5.3.3, below.

Use the following procedures to **View** Reference Tables:

a. Select **Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from the Equipment List Processing menu.

c. Select **View Reference Tables** from the Equipment List Administration menu. The View Reference Tables menu **will** be displayed as shown in Figure 5-3.

The following is a explanation of each Reference Table:

```
17Jul95          View Reference Tables          FICEUF052

          I- Mode Code
          2 - Special Handling Code
          3 - Type Cargo Code
          4 - Type Equipment Code
          5 - Type Pack Code
          6 - Unit Identification Code
          7 - Water Commodity Code
          8 - Type Data Code

          E - Exit to Equipment List Administration

          Enter Selection:
```

Figure 5-3. View Reference Tables Menu

Reference Table	Explanation
Mode Code	Used in Equipment List Processing to describe different means of transportation.
Special Handling Code	Describes any special handling considerations which must be given to various Equipment List Items.
Type Cargo Code	Describes the different cargo types which can be assigned to Equipment List Items.
Type Equipment Code	Contains various codes and characteristics that apply to different Equipment List Items.
Type Pack Code	Identifies types of packing used for container and breakbulk shipment that are used in Equipment List Processing.
Unit Identification Code	Contains the unique information that defines a particular unit. This information is used extensively throughout TC ACCIS to ensure that the correct Equipment List Data is associated with the correct unit. There is a direct link between the UIC and the Chain of Command. This is the one Reference Table that can be updated by unit level personnel by following the procedures in paragraph 5.3.3, below.
Water Commodity Code	Identifies commodities for ocean manifesting, Military Sealift Command (MSC) billing and cost accounting, and contractor payment and special handling.
Type Data Code	Identifies a TDC by the name of the exercise and the UIC of the unit that is the coordinator of the exercise.

d. The **View** procedures for all Reference Tables are the same, as follows:

(1) Select the Reference Table you want to view from the View Reference Tables menu. A window will be displayed with the first group of records for that Reference Table. A message will be displayed in the lower left corner of the window: **Record** N **of** NN, where N is the sequence number for the record that is highlighted in the window and NN is the total number of records in that Reference Table.

(2) Use the cursor control keys to scroll through the list to find the desired record.

(3) When you are done viewing records in this Reference Table, press **ESC** or **Ctrl-C** to returned to the View Reference Tables menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

5.3.3 Maintainina Unit Identification Code Reference Table.

The Unit Identification Code (UIC) reference table contains all of the unique information that defines a particular unit. This information is used extensively throughout TC ACCIS to ensure that the correct Equipment List data is associated with the correct unit. There is a direct link established between the UIC and the CCC. Changes made within the COC for only TDC **D** or

S will be automatically reflected in the UIC reference table. This method allows for the validation of UICs, and eliminates the need for the coordinator of TDC D or S to manually make adjustments to the table.

The Active/Reserve Component field and the Superior UIC field provide the connection between the UIC Reference Table and the COC.

There are seven levels within TC ACCIS of the unit types, with the IT0 level being the highest and the Detachment level being the lowest. The Detachment level, may however, follow any UIC, at any level. When TC ACCIS data is first installed, all installation units are already in the UIC Reference Table. At that time, UMOs from each unit must login to the system and complete the data for their *units,* as described in Section *4 - Getting Started* of this manual. Normally, maintenance of the data for individual units is a UMO responsibility. However, it is often necessary for a unit to be added to, or deleted from, this table. Such a procedure would be an ITO responsibility. For that reason, the UIC Reference table can be maintained under IT0 Equipment List Administration. The Unit Identification Code Maintenance function allows you to add, modify, or delete UICs and UIC data.

This function is used by Unit personnel to maintain the Unit Identification Code (UIC) Reference Table for their own subordinate units. With this option, you can **Modify,** or **View** the contents of the UIC Reference Table. IT0 level personnel are also authorized to **Add,** or **Delete** the content in these reference tables by using the procedures contained in paragraph *6.3.8.9 - Maintaining Unit Identification Codes* in Section 6 - *IT0 Equipment List Processing* of this manual.

Unit personnel should use the'following procedures to **Maintain** the UIC Reference Table for their subordinate units:

a. Select **Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from the Equipment List Processing menu.

c. Select **Reference Tables** from the Equipment List Administration menu. The Reference Tables menu will be displayed.

d. Select **Unit Identification Code** from the Reference Tables menu. The Unit Identification Code screen will be displayed as shown in Figure 5-4, with the UIC: ring menu displayed at the top.

5.3.3.1 Adding a Unit to the UIC Reference Table.

Only ITO level personnel are authorized to **Add** units to the UIC reference tables by using the procedures contained in paragraph 6.3.8.9 - *Maintaining Unit Identification Codes in* Section *6 - IT0 Equipment List Processing* of this manual. A message will be displayed when Unit level personnel attempt to access this option:

Only UMC can add Units to this table

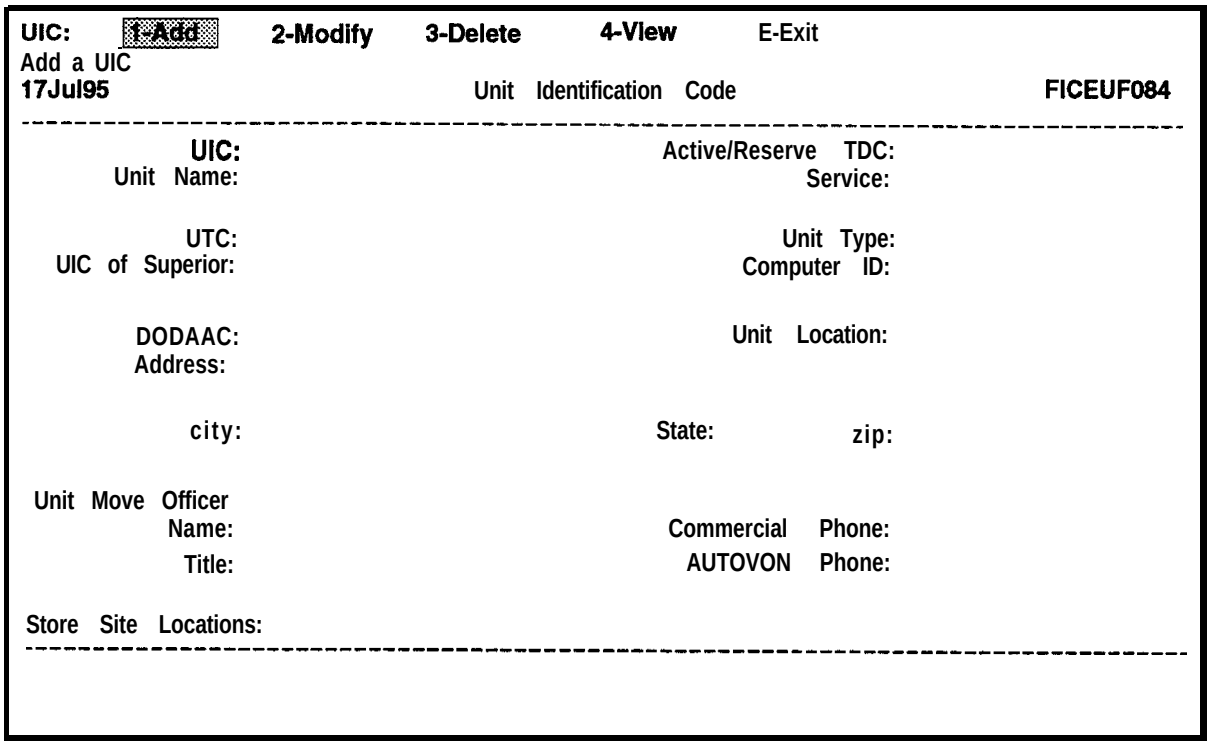


Figure 5-4. Unit Identification Code Screen

5.3.3.2 Modifying the UIC Reference Table.

Use the following procedures to modify unit information in the UIC Reference Table:

a. As necessary, use the procedures in paragraph 5.3.3 (page 5-7) to display the Unit Identification Code screen with the UIC: ring menu at the top.

b. Select **Modify** from the UIC: ring menu.

c. Enter the six-character **UIC.** The system will display the data for the unit. If you do not know what the UIC is, press F6 to view a list of **UICs** and unit names listed alphabetically by UIC. Use the cursor control keys to highlight the UIC you want and press **ESC.**

d. Press **RETURN** until the cursor is in the field you want to change.

e. Enter the correct data by typing over the existing data and press RETURN.

Note: Only Reserve unit have Site **Locations** When there is a Y in this field, you can press **F9** to display the site location screen and add or modify location **addresses.**

f. As necessary, repeat the procedures in paragraphs d. and e. above until all the desired changes have been made.

f. When all the changes have been made, press **ESC** to accept the data. The cursor will return to the UIC: ring menu where you **can** select another option or press **E-Exit three** times to return to the Equipment List Processing menu.

5.3.3.3 Deletina a UIC from the UIC Reference Table.

Only IT0 level personnel are authorized to **Delete** units from the UIC reference tables by using the procedures contained in paragraph ***6.3.8.9 - Maintaining Unit Zdentijication Codes*** in Section ***6 - ITO Equipment List Processing*** of this manual. A message will be displayed when Unit level personnel attempt to access this option:

Only UMC can delete Units from this table

5.3.3.4 Viewina a UIC in the UIC Reference Table.

Unit personnel can view **UICs** in the Reference Table. This option only allows you to see the data for this requested UIC. You can not modify the data with this option.

Use the following procedures to view a UIC in the UIC Reference table:

a. As necessary, use the procedures in paragraph 5.3.3 (page 5-7) to display the Unit Identification Code screen with the UIC: ring menu at the top.

b. Select **View** from the UIC: ring menu. The cursor will move to the **UIC** field.

c. Enter the six-character **UIC.** The system will display the data for the unit. If you do not know the UIC, press F6 to view a list of **UICs** and unit names listed alphabetically by UIC. Use the cursor control keys to scroll through the list. When the UIC that you want is highlighted, press **ESC.** Data for this UIC will be displayed on the screen. The cursor will return to the UIC: ring menu where you can select another option or press **E-Exit** three times to return to the Equipment List Processing menu.

53.4 Chain of Command.

Each Deployment Equipment List must have a Chain of Command established to clarify the command relationships among all the units in that equipment list. Once a Chain of Command has been created, only the coordinator (creator) of the TDC can modify the Chain of Command data. However, any unit can view the Chain of Command for that entire exercise.

Because the Chain of Command is dependent upon entries in the UIC Reference Table, all units must be added in the UIC Reference Table, before they can be added into the Chain of Command. Any changes in status or location for a unit performed within the Chain of Command will automatically update the UIC Reference Tables. The procedures for unit personnel to maintain the UIC Reference Table for their subordinate units are described in paragraph 5.3.3 (page 5-7) above. IT0 personnel can maintain the UIC Reference Table for all other units by using the procedures in paragraph ***6.3.9.7 - Maintaining Unit Identification Codes in*** Section 6 ***- ITO Equipment List Processing,*** of this manual.

The procedures for creating a Chain of Command are in paragraph ***6.3.2 - Chain of Command*** of Section 6 - ***ITO Equipment List Processing,*** of this manual. These procedures are the same for both unit and IT0 personnel except that unit personnel will begin the process from the Equipment List Processing menu while ITO personnel will begin the process from the ITO Equipment List Processing menu.

5.3.5 Creatina a New Exercise.

This section explains how to work with a new Equipment List (EL). Figure 5-5 is an overview of the procedures to follow in creating your equipment lists for an exercise or movement. Perform these procedures in the order that they are shown in the Figure **5-5.**

Before or during this process, you may want to use the procedures in paragraph 5.3.1 (page 5-4 above) to view the Chain of Command and/or paragraph 5.3.2 (page 5-6 above) to view a Reference Table.

5.3.5.1 Working with Type Data Codes (TDC).

The first step in creating a new exercise is to create the Type Data Code (TDC) for the exercise. This must be done before equipment can be assigned to the exercise.

The unit that creates the TDC becomes the coordinator for that exercise. As such, the TDC for the exercise will take on the same level within the Chain of Command as the unit that creates it. From that point on, only units at a lower level can be included in the Chain of Command for that exercise.

a. Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Administration** from the Equipment List Processing menu.

c. Select **Type Data** Code. The Type Data Code screen will be displayed as shown in Figure 5-6, with the TDC: ring menu at the top of the screen.

TDC: I-create 2-Modify 3-Delete E-Exit

You can now perform any of the following functions:

Paragraph	Page	Function
5.3.5.1.1	5-l 1	Creating a Type Data Code (TDC).
5.3.5.1.2	5-16	Modifying a Type Data Code (TDC).
5.3.5.1.3	5-20	Deleting a Type Data Code (TDC).

5.3.5.1.1 Creatina a Type Data Code (TDC).

A TDC must be created for every exercise before you can generate the Equipment List. TDCs are normally created by the ITO, however, units can create a TDC when it is the coordinator for the exercise. Follow these steps to **Create** a TDC:

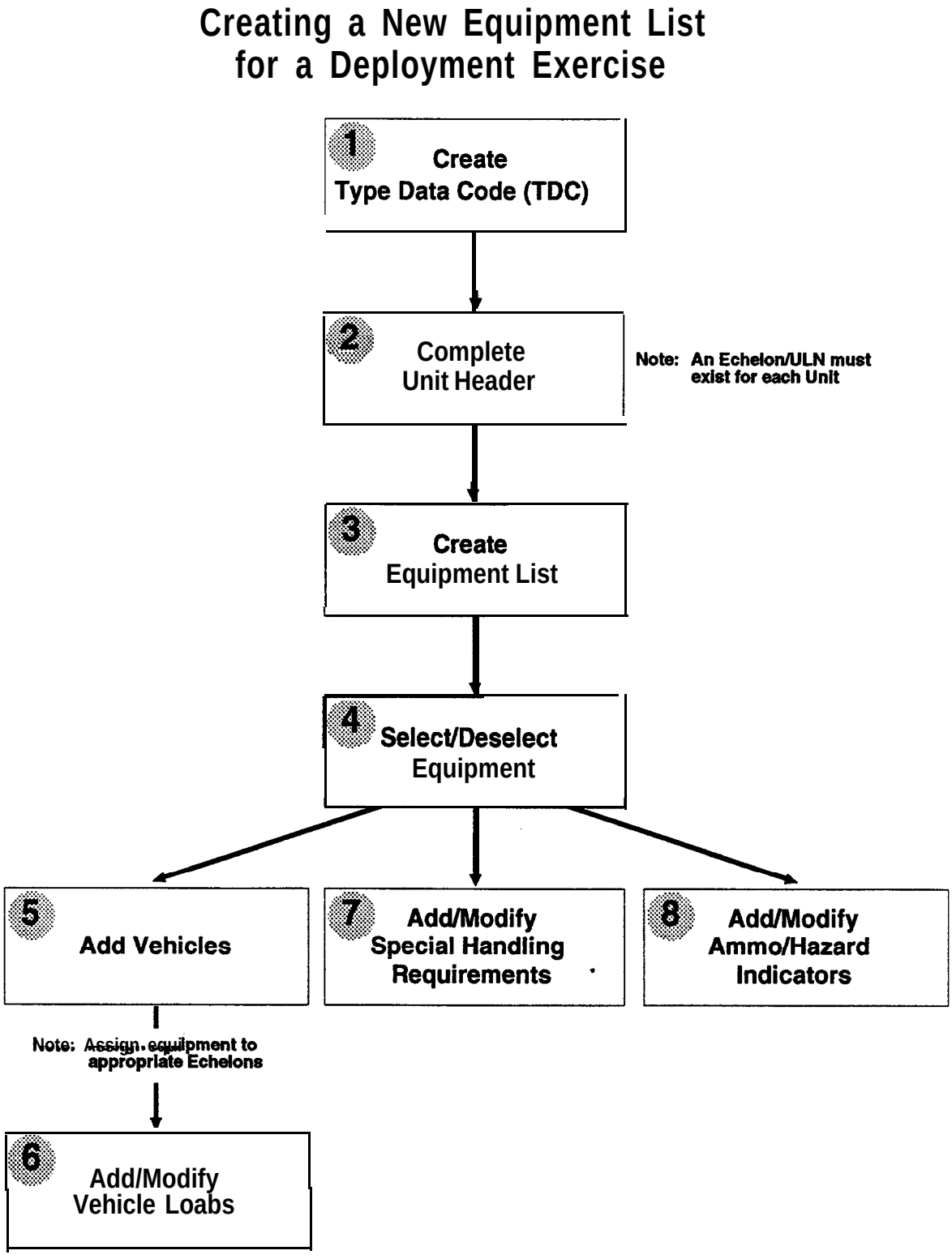


Figure 5-5. Flow Chart for Creating an Equipment List

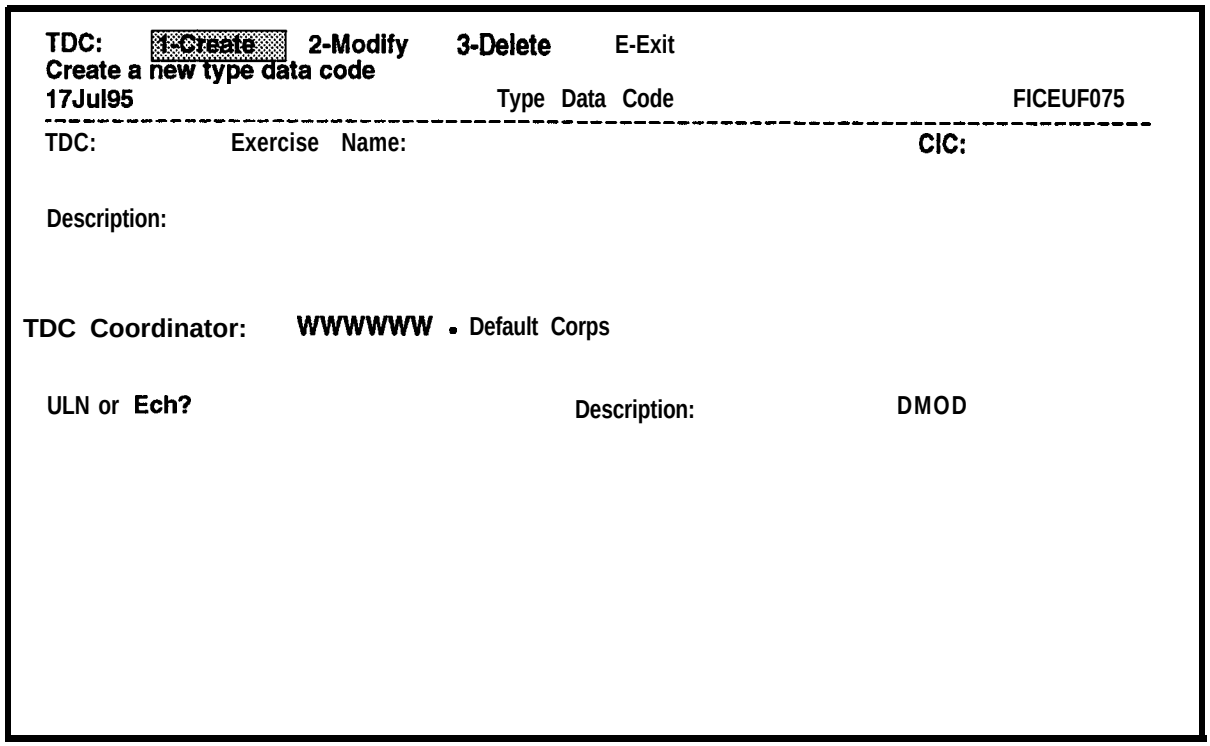


Figure 5-6. Type Data Code Screen

a. As necessary, use the procedures in paragraph 5.3.5.1 (page 5-l 1) to display the Type Data Code screen with the TDC: ring menu at the top:

TDC: 1-Create P-Modify 3-Delete E-Exit

b. Select **the Create** option. The cursor will move to the **TDC** field.

Note: You can press **Ctrl-C** at any time to abandon the **Create** process without saving the TDC.

c. Enter a one- or two-character **TDC** and press RETURN. A one-character TDC must be a letter. In a two-character TDC, the first character must be a letter, but the second character can be a letter, a number, or a symbol. Here are some examples of valid **TDCs: R, RG, Bl,** or **Xl.** A TDC created by a company must begin with X.

(1) The TDC must be a unique identifier for the exercise you are trying to create. You cannot create a TDC that has already been assigned to a previous exercise unless that TDC has been deleted. If the TDC you enter has already been used, the following error message will be displayed at the bottom of the screen:

Type Data Code JA already exists.

(2) When you get this message, enter a new **TDC** by typing over the existing entry and press RETURN.

d. Enter **the Exercise Name, CIC (Content Indicator Code),** and **Description** (up to three lines), pressing RETURN after each entry.

The following are valid entries in the **CIC** field:

CIC	Description
AGCA	Used for XMissions from Installations and States in the First U.S. Army Area.
AJFA	Used for XMissions from Installations and States in the Second U.S. Army Area, including the Commonwealth of Puerto Rico and the U.S. Virgin Islands.
AJFB	Used for XMissions from Installations and States in the Fourth U.S. Army Area, including Western Command area, Hawaii, other Pacific Islands and Alaska
AGCB	Used for XMissions from Installations and States in the Fifth U.S. Army Area.
AGCC	Used for XMissions from Installations and States in the Sixth U.S. Army Area.
AJFC	Used for XMissions from Installations and States participating in Exercises.

e. As necessary, press **RETURN** until the cursor is in the **ULN or Ech?** field.

f. Enter **U** if **you** exercise is to have **Unit Line Numbers (ULN)** or enter **E if** it is to have **Echelons** (Ech) and press **RETURN.** The ULN or Ech? field is a required field. You must enter one of the two valid value before you can proceed.

The following is an explanation of the ULN and the Echelon:

Field	Explanation
ULN	The Unit Line Number is extracted from a Time Phase Force Deployment List (TPFDL) consisting of a Force Requirement Number **(FRN),** Fragmentation Code (FRAG) and Insert code (INSERT) used **in** the TPFDL.
ECH	**The Echelon** is the Movement Echelon identified as a data control field used to group equipment items within the unit movement data master for some **specific: purpose, depending upon** the TDC application (FORS **COM Regulation55**-2). **Four** Echelons are reserved for special purposes within TC ACCIS: **ECH** 00 is Active Army **personnel** and equipment; **ECH 01** is Reserve personnel **and/or equipment requiring** commercial transportation from home **station/origin** to the Mobilization Station; **ECH 02** is Reserve personnel and/or equipment moving to the Mobilization Station **by** organic means without regard to origin; and **ECH 03 is Reserve** equipment requirmg **commercial** transportation to the Mobilization Station from a location other than Home Station. All other Echelons can be defined by the user for each TDC.

(1) If you entered **U** for **ULNs,** the ULN and **UIC** fields **will** be displayed and the cursor will move to the **ULN** field.

(a) Enter a **ULN** with three to seven alpha or numeric characters and press RETURN. Blank spaces can also be used but no other special characters can be entered. The cursor will move to the **UIC** field.

(b) Enter the **UIC** for the first unit and press RETURN, or press **F6** to select a UIC from the Unit Identification Code window. If you use F6, use the cursor control keys to highlight the unit you want to select and press **ESC.** The cursor will move to the **Description** field.

(c) Enter **the Unit Name** or other **Description** of the unit and press **RETURN.** The cursor will move to **the DMOD** field.

(d) Enter **the Deployment Mode (DMOD)** or press F6 to select a DMOD from the Mode Code window. When you use F6, use the cursor control keys to highlight the DMOD you want to select and press ESC. The cursor will return to the DMOD field of the Type Data Code screen.

(e) Press **RETURN** and the cursor will move to the **ULN** field on the next line.

(f) Repeat the procedures in paragraphs **(a)** through (e) above until all **ULNs** have been entered.

(g) When all the **ULNs** have been entered, review the data to verify that it is correct. If any entry is incorrect, use the cursor control keys to highlight the ULN with the error, and then press **RETURN** until the cursor is in the field where you want to make the correction. Enter the correct data by typing over the displayed information and press **RETURN.**

(h) When all your entries are correct, press **ESC** to save the Type Data Code. The cursor will return to the TDC: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

(2) If you entered **E** for Echelons, the **Echelon** field will be displayed and the cursor will move to the **Echelon** field.

(a) Enter an **Echelon** with two numeric characters and press **RETURN.** The cursor **will** move to **the Description** field.

(b) Enter **the Unit Name** or other **Description** for this Echelon and press RETURN. The cursor **will** move to **the DMOD** field.

(c) Enter **the DMOD** (Deployment Mode) or press **F6** to select a DMOD from the Mode Code window. When you use F6, use the cursor control keys to highlight the DMOD you want to select and press ESC. The cursor will return to the DMOD field of the Type Data Code screen.

(d) Press **RETURN. The** cursor will move to the **Echelon** field on the next line.

(e) Repeat the procedures in paragraphs (a) through (d) above until all Echelons have been entered.

(f) When all the Echelons have been entered, review the data to verify that it is correct. If any entry is incorrect, use the cursor control keys to highlight the Echelon with the error, and then press **RETURN** until the cursor is in the field where you want to make the correction. Enter the correct data by typing over the displayed information and press **RETURN.**

(g) When all of your data is correct, press **ESC** to save the Type Data Code. The cursor will return to the TDC: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

g. The next step in creating a new Equipment List for a Deployment Exercise is to complete the Unit Header as described in paragraph 5.3.5.2 (page 5-21 below).

5.3.5.1.2 Modifying a Type Data Code (TDC).

Follow these steps to **Modify** a TDC:

a. As necessary, use the procedures in paragraph **5.3.5.1** (page **5-** 11) to display the Type Data Code screen with the TDC: ring menu at the top:

TDC: I-Create 2-Modify &Delete E-Exit

b. Select the **Modify** option. The cursor will move to the **TDC** field.

Note: You can press **Ctrl-C** at any time to abandon the **Modify** process without saving the changes to the TDC.

Note: The TDC field is the only field that can not be changed with the Modify option. To change the TDC you must Delete it by using the procedures in paragraph 5.3.5.1.3 below and then create a new TDC by using the procedures in paragraph **5.3.5.1.1** above. **HOWEVER,** deleting a TDC will also delete the Chain of Command, Equipment List, and all other data associated with the TDC that is being deleted.

c. Enter the **TDC** you want to modify and press **RETURN. The** data for that TDC will be displayed as shown in Figure 5-7.

d. Press **RETURN** until the cursor is in the field to be modified.

e. Enter the new data by typing over the existing data, and then press **RETURN.**

f. Repeat the procedures in paragraphs **d.** and e. above until all changes have been made.

g. When the cursor is in the **ULN or Ech?** field, you can change **ULNs to Echelons** and you can change **Echelons to ULNs** by using the following procedures.

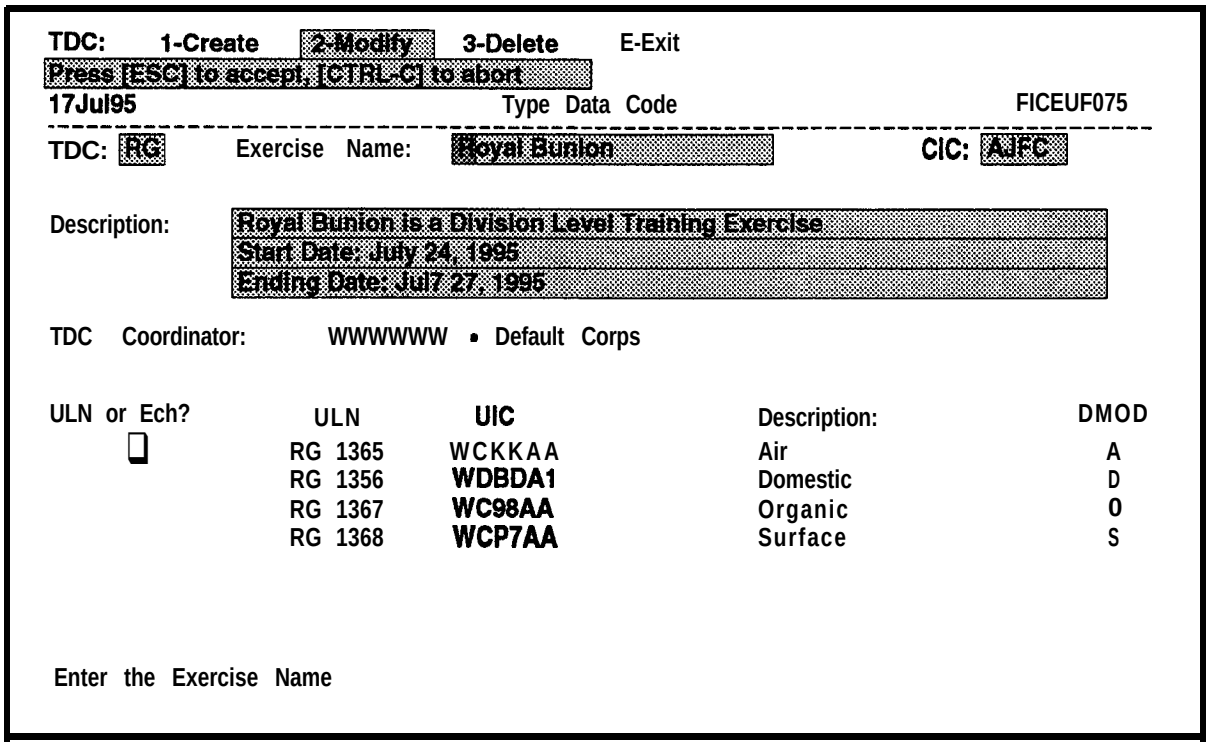


Figure 5-7. Type Data Code Screen with ULN Data

(1) If the you want to change **ULNs to Echelons,** enter **E** in the **ULN or Ech?** field and press RETURN. A prompt will be displayed at the bottom of the screen:

Do you really want to change from ULNs to Echelons (Y/N)?

(a) Enter **n** if you decide that you do not want to make the change. The cursor will return to the **ULN or Ech?** field and the **U** for ULN will be restored. You can now press **RETURN** to continue making changes in the ULN, **UIC, Description** and **DMOD** fields for each Echelon.

(b) Enter y if you want to change the **ULN to an Echelon.** The **ULNs** to Echelons window will be displayed as shown in Figure 5-8, with a list of **ULNs** that have been established for this TDC. The cursor **will** be in the **Echelon** field.

Enter a unique **Echelon** for this ULN and press **RETURN.** A prompt **will** be displayed:

Do you want to assign this Echelon to all ULNs for this UIC (Y/N)?

Note: You can press **Ctrl-C** at any time to abort this process of changing **ULNs** to **Echelons.** All of the original values will be restored and the cursor will return to the **ULN or Ech?** field on the Type Data Code screen. A message will be displayed at the bottom of the window:

Exercise will continue to use ULNs.

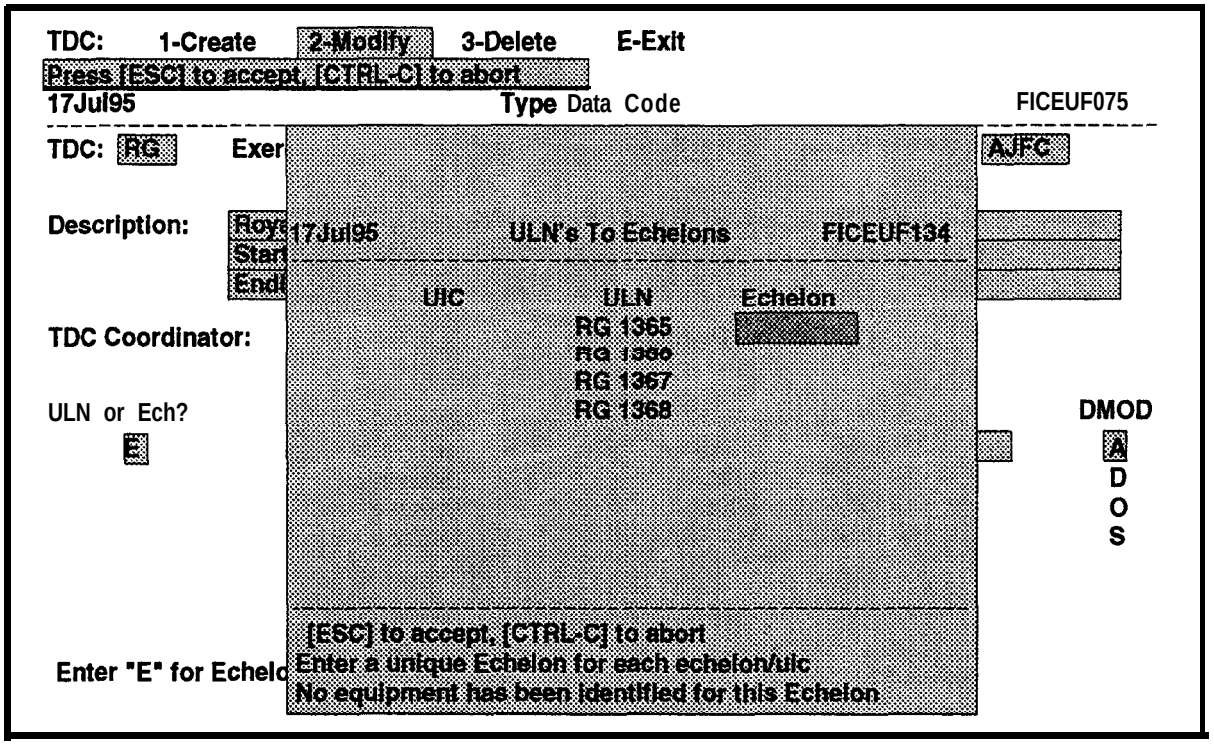


Figure 5-8. Change ULNs to Echelons Window

Respond **n** to this prompt and the cursor will move down to **the Echelon** field on the next line.

Respond y to this prompt and. all the ULNs will be assigned the Echelon number you entered for the first ULN.

Caution: When you respond with y, **all** the Echelons for this TDC will be changed to the same Echelon even if you previously responded with **n** for an Echelon that was higher on the list.

Repeat these procedures until a new echelon has been assigned to all the old ULNs.

When a new Echelon has been assigned to all the old ULNs, press ESC to save the changes. A message will be displayed at the bottom of the window to indicate that the former ULNs are being merged into the new Echelons. The cursor will then return to **the Echelon** field of the Type Data Code screen. **You can** now change **the** data **in the Echelon, Description,** and **DMOD** fields for any Echelon. To do this:

Press RETURN until the cursor is in the field where you want to make the change.

Enter the new data by typing over the existing data and press **RETURN.**

Repeat these procedures until all the changes have been made.

(2) If the you want to change an **Echelon to a ULN,** enter **U** in the **ULN or Ech?** field and press RETURN. A prompt will be displayed at the bottom of the screen:

Do you really want to change from echelons to ULNs (Y/N)?

(a) Enter **n** in response to this prompt if you decide that you do not want to make the change. The cursor will return to the **ULN or Ech?** field and the **E** for Echelon will be restored. You can now press **RETURN** to continue making changes in **the Echelon, Description** and **DMOD** fields for each Echelon.

(b) Enter y if you want to change the **Echelon to a ULN.** The Echelon to **ULNs** window will be displayed as shown in Figure 5-9, with a list of Echelons that have been established for this TDC. The cursor will be in the **ULN** field.

Enter a unique **ULN** with three to seven alpha or numeric characters and press

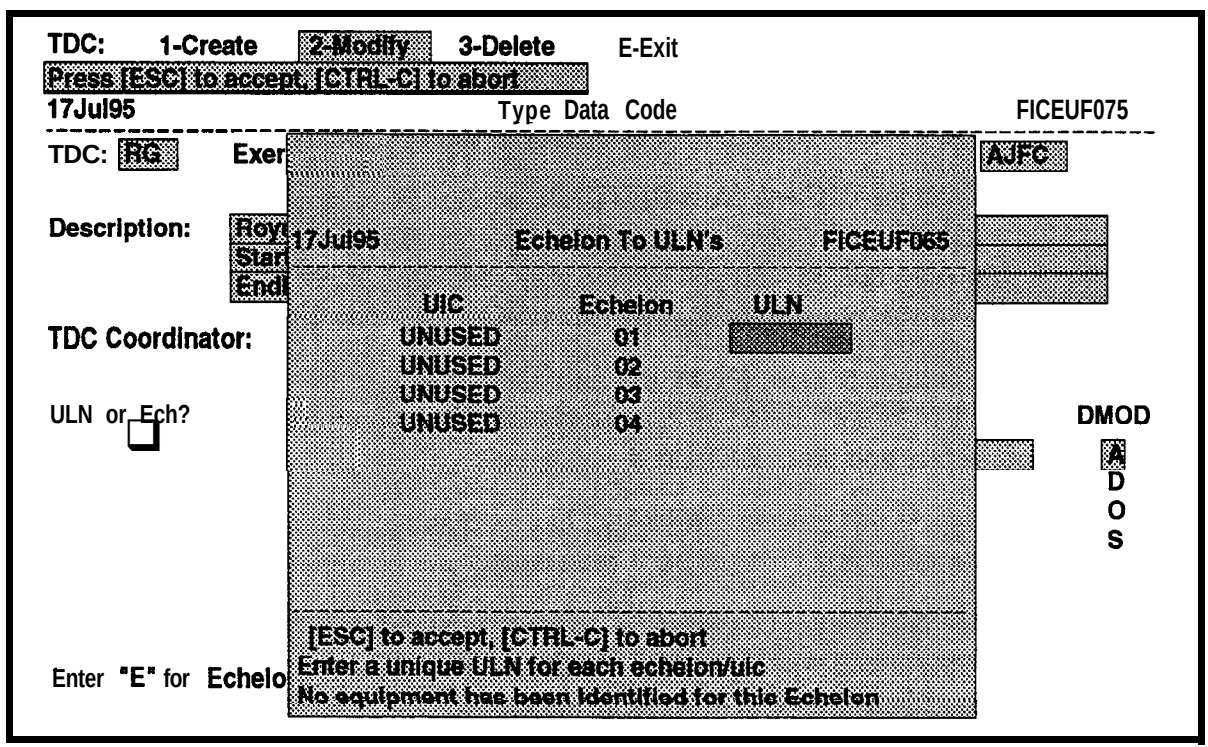


Figure 5-9. Change Echelon to ULNs Window

RETURN. Blank spaces can also be used but no other special characters can be entered. A prompt will be displayed:

Do you want to assign this ULN to all Echelons for this UIC (Y/N)?

Note: You can press **Ctrl-C** at any time to abort this process of changing Echelons **to ULNs.** All of the original values will be restored and the cursor will return to the **ULN or Ech?** field on the **Type** Data Code screen.

Respond **n** to this prompt if you want to assign a unique ULN to each of the Echelons. The cursor will move down to the **ULN** field on the next line where you can repeat this process:

Respond y to this prompt if you want to assign this same ULN to all the Echelons and all the **ULNs** will be changed to this same value.

Caution: When you respond with y, **all** the **ULNs** for this TDC will be changed to the same ULN even if you previously responded with **n** for a ULN that was higher on the list.

Repeat these procedures until new **ULNs** are assigned to all the old Echelons.

When all the new **ULNs** have been assigned, press **ESC** to save the changes. A message will be displayed at the bottom of the window to indicate that the former Echelons are being merged into the new **ULNs.** The cursor will then return to the **ULN** field of the Type Data Code screen. The **UIC** field will indicate **UNUSED** for all the new **ULNs.**

Press RETURN to move the cursor to the **UIC** field for the **first** ULN.

Enter the **UIC** and press **RETURN,** or press F6 to select a **UIC** from the Unit Identification Code window. When you use F6, use the cursor control keys to highlight the unit you want to select and press **ESC.** The selected UIC will be displayed and the cursor will move to **the Description** field.

Continue to press **RETURN** until the cursor is in the **UIC** field for the next ULN. In each field you can change the data by typing over the existing entry before you press **RETURN.**

Repeat this process until a UIC has been assigned to each new ULN and all the other data changes have been made.

h. When all the data is correct, press **ESC** to save the new data. The cursor will return to the TDC: ring menu where you **can** select another option, or press **E-Exit** twice to return to the Equipment List Processing menu.

5.3.5.1.3 Deleting a Type Data Code (TDC).

Use the following procedures to **Delete a** TDC:

Caution: Deleting a TDC will also delete the Chain of Command, Equipment List, and all other data associated with the TDC that is being deleted.

a. As necessary, use the procedures in paragraph 5.3.5.1 (page 5-l 1) to display the Type Data Code screen with the TDC: ring menu at the top:

TDC: I-create P-Modify 3-Delete E-Exit

b. Select **the Delete** option. The cursor will move to the **TDC** field.

Note: You can press **Ctrl-C** at any time to abort the **Delete** process without saving the TDC. When this is done, **all** the data for the TDC will remain in the database.

c. Enter the **TDC** you want to delete and press **RETURN.** The data for that TDC will be displayed and a prompt will be displayed at the bottom of the screen:

Delete ALL equipment and header information for Type Data Code '[XXI' (Y/N)?

(1) If you enter **n** in response to this prompt, the deletion request will be aborted and the cursor will return to the TDC: ring menu where you can select another option, or press **E-Exit** twice to return to the Equipment List Processing menu.

(2) If you enter y in response to this prompt, a series of messages will be displayed at the bottom of the screen to indicate the status of the deletion process. When the record in deleted, the cursor will return to the TDC: ring menu where you can select another option, or press **E-Exit** twice to return to the Equipment List Processing menu.

5.3.5.2 Completing the Unit Header Screen.

You must create a TDC as described in paragraph 5.3.5.1.1 (page 5-l 1) above before you can enter the unit header information. After you have created a TDC for a new exercise, the next step is to enter the detailed information for the unit header. Completing the Unit Header will establish a new Equipment List, however this **new** equipment list will not have any equipment assigned to it. You must use the procedures in paragraph 5-5.3.5.3 (page 5-24 below) to add equipment to this new Equipment List.

Note: The header screen for each exercise can be completed only once. However it can be altered later by selecting **HEADER** from the MAINTAIN: ring menu as described in paragraph 5.3.7.1 (page 5-43) below.

Use the following procedures to enter your detailed unit header data for a new exercise.

a. At **the** TC ACCIS MAIN MENU, select **Equipment List Processing.**

b. At the Equipment List Processing menu, select **Equipment List Data. The** Select Type Data Code window will be displayed.

c. Enter the **Type Data** Code for the desired exercise and press **ESC. The** first **time you** access a TDC, one of the following messages will be displayed at the bottom of the screen, depending upon whether you defined Echelons or **ULNs** for this TDC:

No Echelons have been assigned for this UIC/TDC.

No ULNs have been assigned for this UIC/TDC.

The Unit Header Detail screen similar to the one shown in Figure 5-10 will be displayed. The **Exercise Name, UIC,** and **Exercise Description** fields are filled in

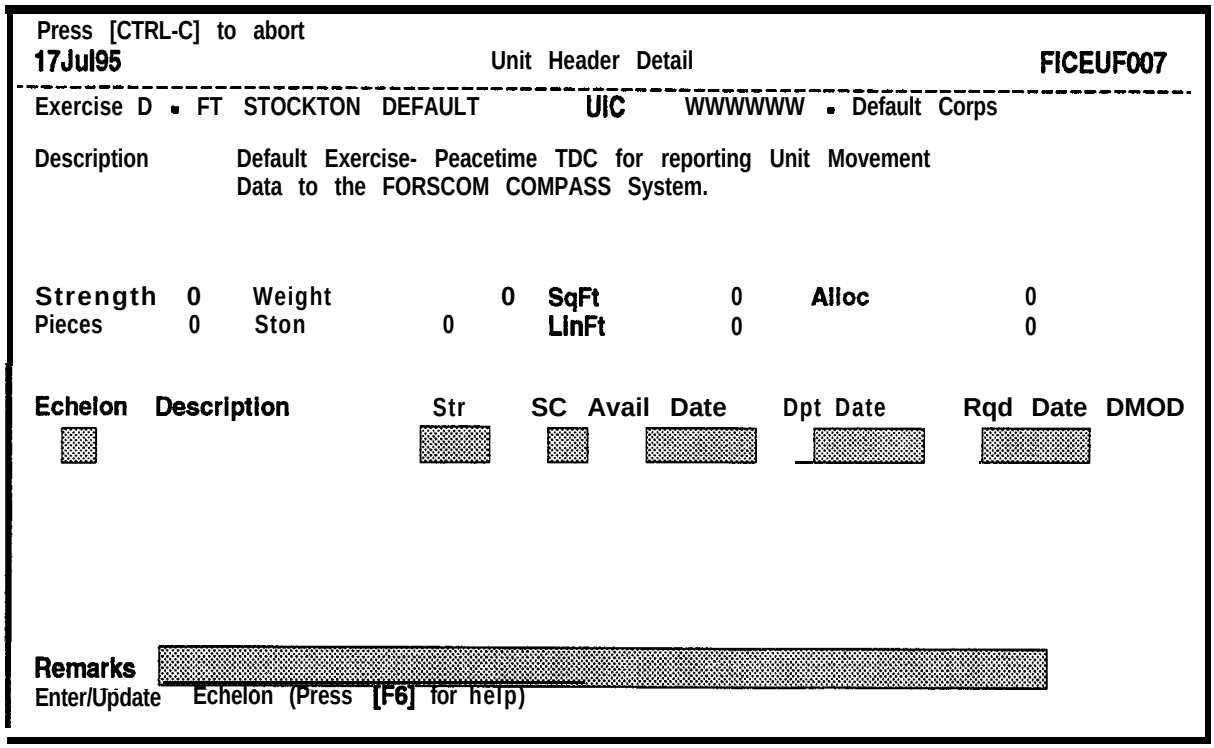


Figure 5-10. Unit Header Detail Screen

with the information from the TDC Reference Table. The cursor will be in the **Echelon/ULN** field.

Note:

> The Unit Header Detail screen will have a field for either an **Echelon** or a **ULN** depending upon whether you defined you TDC to have Echelons or ULNs. Throughout this section, the term **Echelon/ULN** is used to mean either the **Echelon** field or the **ULN** field, depending upon how they were defined in the TDC you are using. Other than this field, the Unit Header Detail screen will operate the same way for both Echelons or ULNs.

d. Enter **the number of the first Echelon/Unit Line Number (ULN) you** want to assign for your unit and press **RETURN,** or press **F6** to access the Reference Table help window with a list of **Echelons/ULN** that have not been defmed. When F6 is used, use the cursor control keys to highlight **the** desired **Echelon/ULN** and then press **ESC. The Description** field in the Unit Header Detail screen will be **filled** in with the description this **Echelon/ULN** was given when it was defined, and the cursor will be in the **Str (Strength)** field.

e. Enter **the personnel strength** for this **Echelon/ULN,** and press **RETURN.** The cursor **will** move to **the SC (Super Cargo)** field.

f. Enter the number of escorts or guards for this echelon and press RETURN. The number of escorts and guards cannot exceed the personnel strength of this echelon. The cursor will move to the Avail Date field.

g. Enter the earliest date the equipment for this Echelon/ULN will be available for movement, using the dd/mmm/yy format, e.g., 20oct94, and press RETURN. If you are working with TDC D or S, enter any date in the distant future, e.g., 05dec99. This data is transferred to the Header Data Summary Screen Summary by Echelon/ULN. This data will be transferred for all UICs when the Header Data Summary Screen is accessed by pressing Summary by UIC. This data is also transferred into the IBS Freight Header Screen. The data in these screens are used in UMC and Freight functions. The cursor will move to the Dpt Date field.

h. Enter the anticipated departure date for this Echelon/ULN, using the dd/mmm/yy format, e.g., 20oct94, and press RETURN. For the D or S TDC, enter any date in the distant future, e.g., 06dec99. The cursor will move to the Rqd Date field.

i. Enter the required delivery date for this Echelon/ULN and press RETURN. This date must be either the same as or later than the departure date. For the D or S TDC, again enter any date in the distant future (e.g., 06dec99). The cursor will move to the Remarks field.

j. Enter any Remarks (up to 60 characters) for this Echelon/ULN and press RETURN. The following message will be displayed briefly at the bottom left of your screen:

```
Inserting Record
```

The cursor will move to the Echelon/ULN field on the next row. When the last Echelon/ULN for this TDC has been assigned, the cursor will move to the Echelon/ULN field of the first row.

k. As necessary, repeat the procedures in paragraphs d. through j. above to assign additional Echelons/ULNs, pressing RETURN after each field. You can enter up to 99 Echelons/ULNs. The system accepts only echelons that have already been defined for the exercise in the Type Data Code Reference Table.

Note: You can highlight an Echelon/ULN and press F2 to delete it from the exercise. A prompt will be displayed:

Are you sure you want to remove this Echelon/ULN (Y/N)?

Enter y in response to this prompt to delete the Echelon/ULN or enter n to abort the deletion process.

l. When all of the Echelons/ULNs have been assigned, press ESC to save the assignments. The Equipment List Data screen will be displayed with the Create Equipment List: ring menu at the top.

```
Create Equipment List: 1-FullCopy 2-PartialCopy 3-ManualEntry E-Exii
```

You are now ready to **use the Full Copy, Partial Copy,** or **Manual Entry** procedures to create the new equipment list for this exercise by following the procedures in paragraph 5.3.5.3 below.

5.3.5.3 Creating a New Equipment List.

After you have created a Header for a new exercise, you must select equipment to go into the Equipment List. A new Equipment List can be created by making a Full Copy, or a Partial Copy from the unit's master equipment list (or the equipment list for any other TDC), or by manually entering the data. The Full Copy and the Partial Copy procedures will copy the **D Records** (Vehicles and Trailers) and **F Records** (Equipment requiring Special Handling) from an existing exercise. When you use the Full Copy procedures, all loads **(E Records** and G **Records)** and Hazardous Materials will be automatically copied to the new equipment list. When you use the Partial Copy procedures you **will** be given the option to copy the loads **(E Records** and G **Records)** and the Hazardous Materials that are on Vehicles and Trailers. **D Records, E Records, F Records,** and G **Records** are defined in FORSCOM Regulations **55-1** and 55-2. The Manual Copy allows you to select pieces of equipment from the Equipment Characteristics Reference **(ECR)** table. These three options operate differently, as follows:

- The **Full Copy** option assumes that the new exercise requires an equipment list that is almost identical to the equipment list for an existing TDC. Therefore, it copies all the equipment from the unit's master equipment list (or the equipment list for any other TDC) to the new Equipment List. All loads and Hazardous Materials associated with all pieces of equipment are also copied automatically to the new Equipment List. The first time you enter the new Equipment List, all pieces of equipment will be selected (an X at the left side of screen under the **UIC** field) to accompany the unit on the exercise. You have to tailor the new equipment list by deselecting pieces of equipment that you do not want in your new exercise. The deselected pieces will remain in the new equipment list but they will not accompany the unit on the exercise. This allows you to go back later and select them again if you want to include them in your exercise. It may be to your advantage to **use the Full Copy** option so that you will have the more comprehensive Equipment List available if you anticipate the need to add more pieces of equipment later. After completing the deselection process, you will **also** have to tailor loads and/or Hazardous Materials that were automatically copied to the new equipment list.

- The **Partial Copy** option assumes that the equipment list for your new exercise is similar, but not the same as, the equipment list for some other TDC. It therefore allows you to select the specific pieces of equipment to be copied from the unit's master equipment list (or the equipment list for any other TDC) to the new equipment list. When you press **ESC** to begin copying the selected equipment, you will have the option to include the loads and the Hazardous Materials associated with **all** the selected pieces of equipment. Only the pieces of equipment that were selected will be copied to the new TDC. The pieces of equipment that are not selected will not be copied to the new equipment list. The loads and Hazardous Materials on all the selected pieces of equipment will be copied when you specifically respond to the prompt that you want them copied also. The first

time you access the new Equipment List, all pieces of equipment will have an X at the left side of screen under the **UIC** field, to indicate that they will accompany the unit on the exercise. You can tailor the new equipment list by deselecting pieces of equipment. Any deselected piece of equipment will remain in the equipment list but it will not accompany the unit on the exercise. You will also have to tailor the loads and/or Hazardous Materials that were automatically copied to the new equipment list.

- The **Manual Entry** option will create only the Unit Header. By itself, it does not add any pieces of equipment to the new equipment list. To get pieces of equipment into the new equipment list, you will have to select and copy individual pieces of equipment from the ECR table. As you copy each piece of equipment, you will have the option to also copy the loads and/or Hazardous Materials currently on that equipment. This can be more efficient for an exercise with a limited number of pieces of equipment. In this case it may be faster to add them individually than to do a Full Copy or a Partial Copy.

Reminder: A TDC must be created for the new exercise before the Equipment List can be created. This is normally an ITO function.

5.3.5.3.1 Full Copy.

This option allows you to copy all pieces of equipment in the Master Equipment List (or the equipment list for any other TDC) into this new exercise. This option will also automatically copy all loads and Hazardous Materials associated with all pieces of equipment.

When the **Full Copy** option is used to create the new Equipment List, each piece of equipment will have an X in the field at the left side of the screen, just below the **UIC** field, to indicate that all pieces of equipment will be selected for inclusion in the exercise. You must therefore access the new Equipment List and deselect those pieces of equipment that you do not want to include in your new exercise. After they are deselected, these pieces of equipment will still remain in the new Equipment List but they will not be included in the exercise. If necessary, you can access this Equipment List at a later date and again select these pieces of equipment for inclusion in the exercise.

The same procedures are used to select/deselect **D Records** (Vehicles and Trailers) and **F Records** (Special Handling Equipment). However, you must access different screens to work with the **D Records** and the **F Records.** In the following procedures you will access the Vehicle screens to select/deselect the **D Records** first and when you are done, you will exit to the MAINTAIN: ring menu and then access the Special Handling screens to select/deselect the **F Records.**

Use the following procedures to make a **Full Copy** of an Equipment List for an existing exercise to your new exercise and to deselect unneeded pieces of equipment:

a. If you have just completed the Unit Header screen for the first time for this TDC as described in paragraph 5.3.5.2 (page 5-21 above), the Create Equipment List: ring menu will be displayed.

Create Equipment List: I-Full Copy P-Partial Copy &Manual Entry E-Exit

If this is not the case, use the following procedures to display the Create Equipment List: ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed as shown in Figure **5-** 11 with the Create Equipment List: ring menu at the top.

b. From the Create Equipment List: ring menu, select **Full Copy. The** Select Type Data Code window will be displayed.

c. Enter the **TDC of the equipment list from which you are copying** (this is usually **D** or S), and press **ESC,** or press F6 to display a list of available **TDCs.** When F6 is used, use the cursor control keys to highlight the desired TDC and press **ESC** to select it.

(1) If you are copying from TDC **D** (or any TDC other than S), a series of messages will be displayed at the bottom of the screen. When the equipment has been copied, the Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top:

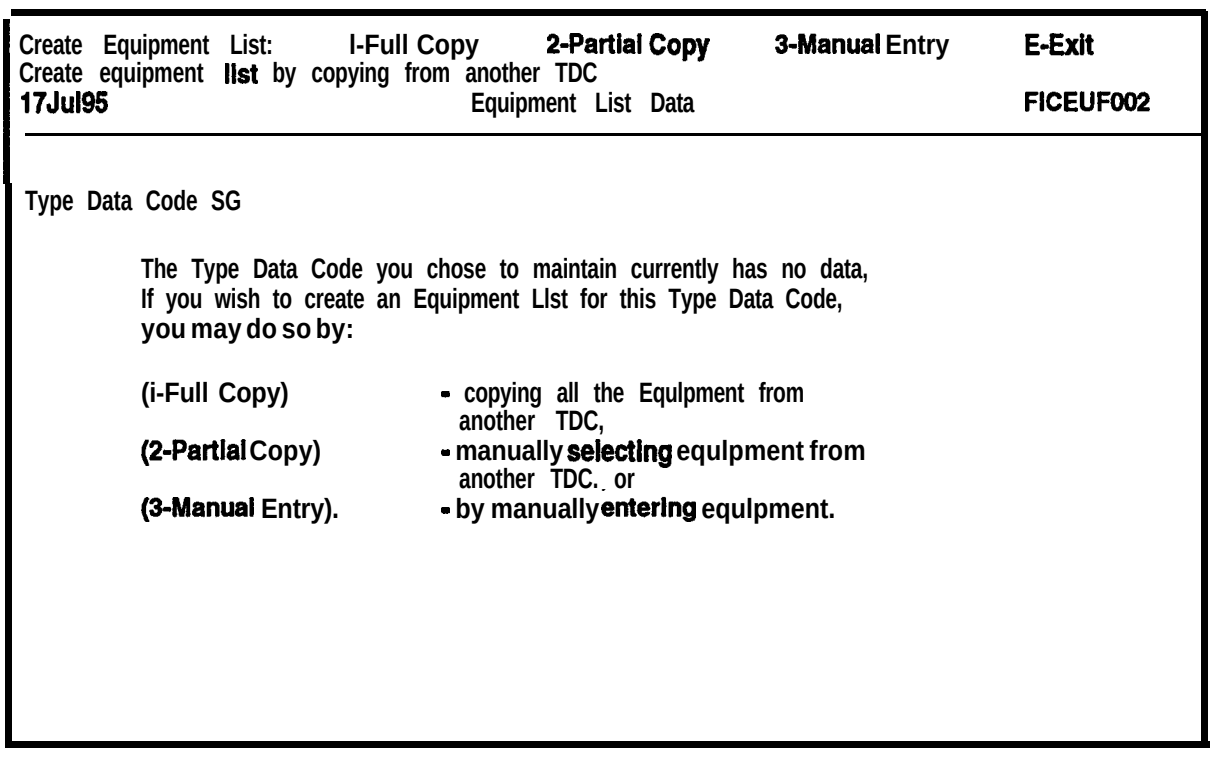


Figure 5-1 1. Equipment List Data Screen

MAINTAIN: l-Header O-Vehicle 3-SpecHdlng 4-Actual Weight . . .

(2) If you are copying from TDC S, the COPY: ring menu will be displayed at the top of the screen:

COPY: l-Echelon 01 2-Echelon 02 &Echelon 03 4-All Echelons E-Exit

Select the desired option. A series of messages will be displayed at the bottom of the screen. When the copying is complete, the Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top:

MAINTAIN: l-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

d. Select the **Vehicle** option. The EQUIPMENT.: ring menu will be displayed at the top of the Equipment List Data screen:

EQUIPMENT: l-Maintain 2-Copy 3-Sort 4-Query E-Exit

e. Select the **Maintain** option. An Equipment List Data screen, similar to the one shown in Figure 5- 12, will be displayed. The first five pieces of equipment will be displayed and the first piece of equipment will be highlighted. You will notice that only **D Records are** listed in the SUN field. The cursor will be **in the Index** field for the **first** piece of equipment.

Note: The X in the column at the left side of the screen under the **UIC** field as shown in Figure 5-12 indicates the piece of equipment has been selected for inclusion in the new exercise.

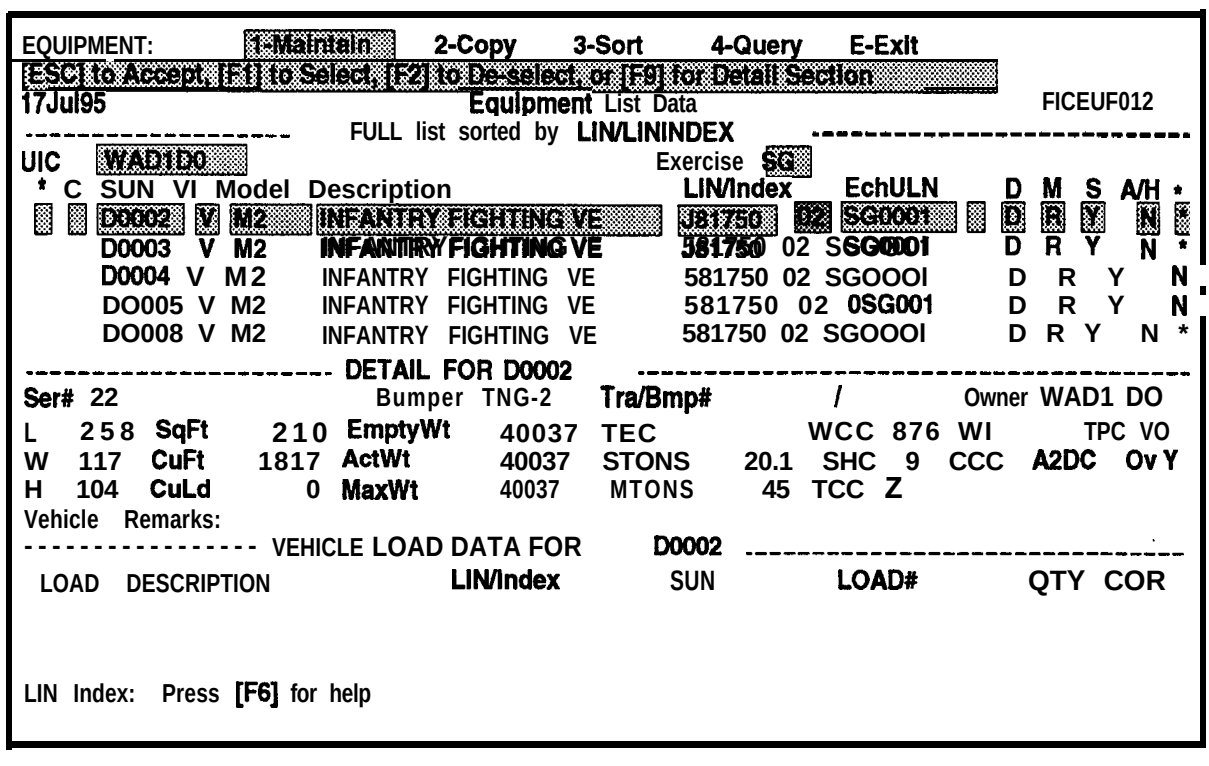


Figure 5-12. Full Copy Equipment List Data Screen for D Records

This screen is divided into three sections:

(1) The top section is sometimes referred to as the **Vehicle Section** and has a **list sorted by** title. This section displays information in **the SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and **A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section is sometimes referred to as the **Detail Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in **the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to **as the Load Section** and has a **VEHICLE LOAD DATA FOR** title. This section gives the load description, LIN, **LINIndex,** SUN, Load Number, Quantity, and COMPASS Correction information for the piece of equipment highlighted in **the Vehicle Section** of the screen.

f. Use the cursor control keys to highlight the piece of equipment you **do not** want to include in your exercise and press F2 to deselect that piece of equipment.

g. If the piece of equipment being deselected has a load, the following message will be displayed:

SUN [nnnnn] has assigned loads reassign if necessary

As the deselected piece of equipment is being deleted from the Equipment List for your new exercise, a-message will be displayed at the bottom of the screen.

Deleting, Please wait . . .

The piece of equipment will still be shown on the Equipment List but it will not be included in the exercise. Later you can use **F1** to select these deselected pieces again.

h. As necessary, use the procedures in paragraph 5.3.7.4.3 (page 5-100 below) to reassign a load from a vehicle that was deselected from the new exercise to a different vehicle that will remain in the new exercise.

i. Press RETURN to move the cursor to **the EchULN** field.

Note: In the **Full Copy** process, the **EchULN** field for all pieces of equipment will be initially filled with the lowest Echelon Number defined for the exercise or the lowest ULN associated with the UIC for your unit. As necessary, you must go through your equipment list and change the Echelon or ULN for each piece of equipment that you select in order to assign it to the correct Echelon or ULN.

j. If necessary, enter the **Echelon** for this piece of equipment and press **RETURN. The** cursor will move to **the M (Mode to Port of Embarkation)** field.

k. If necessary, enter a new **Mode to Port of Embarkation (MPOE)** and press RETURN. The cursor will move to the **A/H** field.

l. If necessary, enter a new **Hazardous Indicator** code and press **RETURN.** This code is for the vehicle, not the load. The cursor will move to the **Index** field for the next piece of equipment.

m. As necessary, repeat the procedures in paragraphs **f.** through 1. above until you have deselected all pieces of equipment that should not be in your new exercise.

n. A deselected piece of equipment can be selected again by using the cursor control keys to highlight that piece of equipment and pressing **F1** to select it. If that piece of equipment had a load, a prompt will be displayed:

Copy loads (y/n)?

(1) Press **n** in response to this prompt if you **do not** want the load(s) to stay with the piece of equipment when it is selected.

(2) Press y in response to this prompt to include the load when this piece of equipment is selected.

o. When you are done deselecting all pieces of equipment, press **ESC.** A message will be displayed:

Have you completed processing equipment (y/n)?

An **n** response will return you to the Vehicle section of the Equipment List Data screen where you can continue to deselect equipment. A y response will return the cursor to the EQUIPMENT: ring menu.

p. Press **E-Exit** to return to the **MAINTAIN:** ring menu.

(1) If you have just finished processing **D Records,** continue with the procedures in paragraph **q.** below.

(2) If you have just finished processing **F Records,** continue with the procedures in paragraph **r.** below.

q. If **F Records** (Special Handling Equipment) were copied into your new Equipment List, you must now access them and deselect those that should not be included in the new exercise. If there are no **F Records** in your new Equipment List, continue with the procedures in paragraph **r.** below.

(1) Select **the SpecHdlng** option from the MAINTAIN: ring menu. The EQUIPMENT: ring menu will be displayed:

EQUIPMENT: I-Maintain 2-Copy 3-Sort 4-Query E-Exit

(2) Select **the Maintain** option. An Equipment List Data screen, similar to the one shown in Figure 5-13, will be displayed. The first five pieces of equipment will

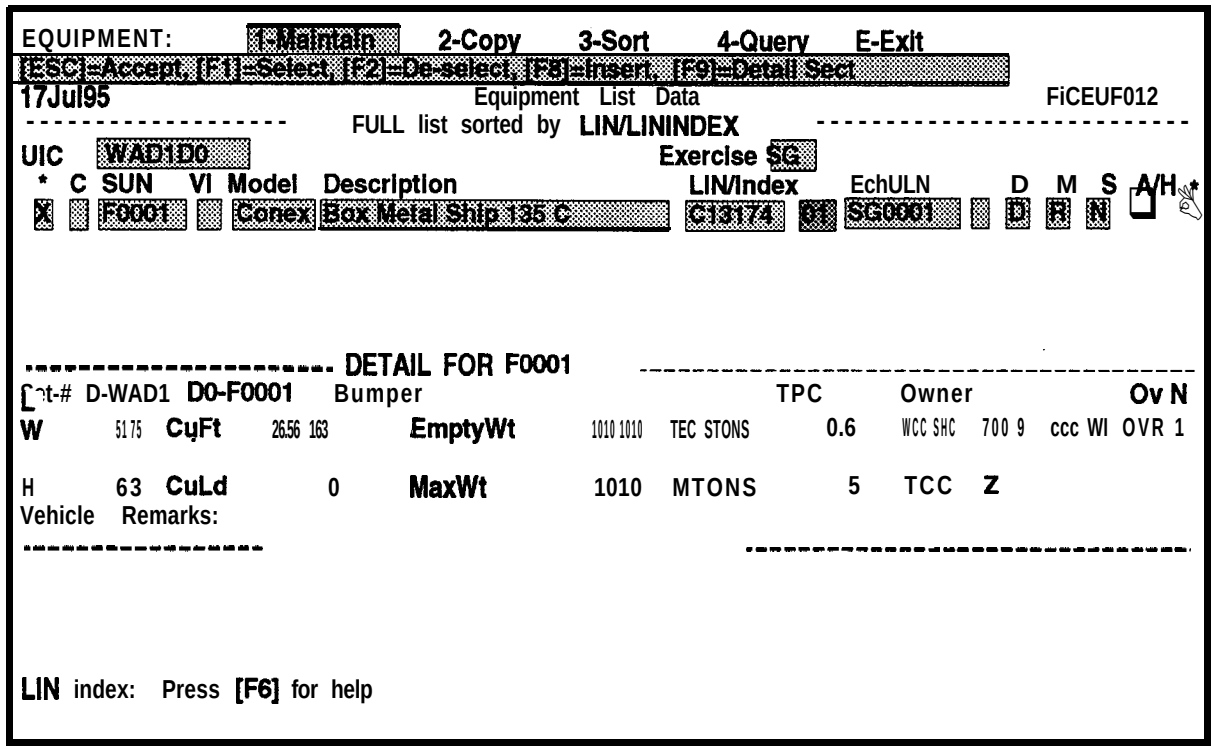


Figure 5-13. Full Copy Equipment List Data Screen for F Records

be displayed and the first piece of equipment will be highlighted. You will notice that only **F Records** are listed in the **SUN** field. The cursor will be in the **Index** field for the first piece of equipment.

Note: The X in the column at the left side of the screen just under the **UIC** field as shown in Figure 5-13 indicates the pieces of equipment have been selected for inclusion in the new exercise.

This screen is divided into two sections:

(a) The top section is sometimes referred to as **the Vehicle Section** and has a **list sorted by** title. This section displays information in the **SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode) , M (Mode to Port of Embarkation), S (Standard Indicator),** and **A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

(b) The center section is sometimes referred to as the **Vehicle Detail Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in the **Vehicle Section** of the screen.

Note: The Equipment List Data screen for **F Records** (Figure 5-13) does not have the Load section that was part of the Equipment List Data screen for **D Records** (Figure 5-12, page 5-27).

(3) Repeat the procedures in paragraphs **f.** through **n.** above until all the necessary **F Records** have been deselected.

(4) When you are done deselecting **F Records,** press **ESC.** A message will be displayed:

Have you completed processing equipment (y/n)?

An **n** response will return the cursor to the Vehicle section of the Equipment List Data screen where you can continue to deselect **F Records.** A y response will return the cursor to the EQUIPMENT: ring menu.

(5) Press **E-Exit** to return to the MAINTAIN: ring menu.

r. When all **the** necessary **D Records** and **F Records** have been deselected, the cursor should be at the MAINTAIN: ring menu where you can select another option or press **E-Exit** to return to the Equipment List Processing menu.

s. At this point you have created a new TDC, completed the Unit Header, and completed a Partial Copy of an equipment list from an Equipment List for another TDC. This completes only the first three steps in creating a new Equipment List, as shown in Figure 5-5 (page 5-12 above). The next step is to tailor the Equipment List by modifying the list of equipment (if necessary) and adjusting the loads and/or Hazardous Materials Indicators. However, once you have gotten to this point in the Full Copy process, TC ACCIS treats your new equipment list as an **existing** Equipment List. To complete the process of tailoring this newly created equipment list, you should follow the procedures in the paragraphs listed below to maintain the Unit Header, add pieces of equipment, add or modify the loads on the vehicles, modify the Special Handling Requirements, and/or modify the Hazardous Cargo Indicator for any piece of equipment in this Equipment List.

Paragraph	Page	Action to be Performed
5.3.7.1	5-43	Maintaining the Unit Header for an Existing Equipment List.
5.3.7.2	5-52	Add a piece of equipment to the Equipment List.
5.3.7.3	5-70	Add a Load to a Vehicle.
5.3.7.4	5-87	Modify a Load on a Vehicle.
53.8	5-108	Modify the Special Handing Requirements.
5.3.9	5-176	Modify the Hazardous Cargo Indicator.

5.3.5.3.2 Partial Copy.

This option allows you to select specific pieces of equipment from the master equipment list (or the equipment list for any other TDC) and then copy the selected items to the new exercise. When the selected pieces of equipment are copied to the new Equipment List, you will have the option to also copy all the loads and Hazardous Materials for all pieces of equipment.

Use the following procedures to perform a **Partial Copy** of the Equipment List for an existing exercise to your new exercise:

a. If you have just completed the Unit Header screen for the first time for this TDC as described in paragraph 5.3.5.2 above, the Create Equipment List: ring menu will be automatically displayed.

Create Equipment List: l-Full Copy 2-Partial Copy &Manual Entry E-Exit

If this is not the case, use the following procedures to display the Create Equipment List: ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed as shown in Figure 5-l 1 (page 5-26 above) with the Create Equipment List: **ring** menu at the top.

b. From the Create Equipment List: ring menu, select **Partial Copy.** The Select Type Data Code window will be displayed.

c. Enter **the TDC of the equipment list from which you are copying (this** is usually **D** or S), and press **ESC,** or press F6 to display a list of available **TDCs.** When F6 is used, use the cursor control keys to highlight the desired TDC and press **ESC** to select it.

(1) If you are copying from TDC **D** (or any TDC other than S), the Partial Copy Unit Equipment window will be displayed with a list of equipment included in the TDC you are copying from. The cursor will **be in the Selection Indicator** field. Continue with the procedures in paragraph c. below.

(2) If you are copying from TDC S, the COPY: ring menu will be displayed at the top of the screen:

COPY: l-Echelon 01 P-Echelon 02 &Echelon 03 4-All Echelons E-Exit

Select the desired option. The Partial Copy Unit Equipment window will be displayed with a list of equipment included in the TDC you are copying from. The cursor will be in the **Selection Indicator** field.

d. Use the cursor control keys to highlight the piece of equipment you want to copy to your TDC, and press X to select that piece of equipment. An X will be displayed in **the Selection Indicator** field and the cursor will move down one row and highlight the next piece of equipment.

Note: You can deselect a selected piece of equipment by using the cursor control keys to highlight that record and then pressing the **SPACEBAR. This** will remove the X in the **Selection Indicator** field and the cursor will move down one row and highlight the next piece of equipment. The deselected piece of eauinment will not be copied to vour TDC.

e. Repeat the procedures in paragraph **d.** above until you have selected all the pieces of equipment to be copied to your new Equipment List.

f. When all of the desired pieces of equipment have been selected, press **ESC** to accept them. The cursor will return to the Equipment List Data screen and the following prompt will be displayed:

Do you want to include Detail Loads (Y/N)?

(1) If you respond with y, the loads on all pieces of equipment in the TDC from which you are copying will be included as loads on the equipment in this exercise.

(2) If you respond with **n,** only the equipment in the TDC from which you are copying will be included in this exercise. The loads on the equipment will not be included.

g. After you have responded to the above prompt, another prompt will be displayed:

Do you want to include Hazardous Material (Y/N)?

(1) A y response will include the Hazardous Materials on all pieces of equipment in the TDC from which you are copying on the equipment in this exercise.

(2) An **n** response will not include any of the Hazardous Materials on the equipment in the TDC from which you are copying in this exercise.

In either case, when the equipment has been copied, the Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top:

MAINTAIN: I-Header 2-Vehicle 3-SpecHding 4-Actual Weight . . .

h. At this point you have created a new TDC, completed the Unit Header, and completed a Partial Copy of an equipment list from an Equipment List for another TDC. This completes only the first three steps in creating a new Equipment List, as shown in Figure **5-5** (page 5-12 above). The next step is to tailor the Equipment List by modifying the list of equipment (if necessary) and adjusting the loads and/or Hazardous Materials Indicators. However, once you have gotten to this point in the Partial Copy process, TC ACCIS treats your new equipment list as an **existing** Equipment List. To complete the process of tailoring this newly created equipment list, you should follow the procedures in the paragraphs listed below to maintain the Unit Header, add

pieces of equipment, add or modify the loads on the vehicles, modify the Special Handling Requirements, and/or modify the Hazardous Cargo Indicator for any piece of equipment in this Equipment List.

Paragraph	Page	Action to be Performed
5.3.7.1	5-43	Maintaining the Unit Header for an Existing Equipment List.
5.3.7.2	5-52	Add a piece of equipment to the Equipment List.
5.3.7.3	5-70	Add a Load to a Vehicle.
5.3.7.4	5-87	Modify a Load on a Vehicle.
5.3.8	5-108	Modify the Special Handing Requirements.
5.3.9	5-176	Modify the Hazardous Cargo Indicator.

5.3.5.3.3 Manual Entry.

This option allows you to add pieces of equipment to the newly created Equipment List by selecting them from the Equipment Characteristics Register (ECR) table.

Use the following procedures to manually enter pieces of equipment into you Equipment List:

a. If you have just completed the Unit Header screen for the first time for this TDC as described in paragraph 5.3.5.2 (page 5-21 above), the Create Equipment List: ring menu will be automatically displayed. If this is not the case, use the following procedures to display the Create Equipment List: ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the TDC of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed as shown in Figure 5-l 1 (page 5-26 above) with the Create Equipment List: ring menu at the top.

b. From the Create Equipment List: ring menu, select **Manual Entry.** A blank Equipment List Data screen will be displayed with the MAINTAIN: ring menu shown at the top:

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

c. Select the **Vehicle** option. The EQUIPMENT: ring menu will be displayed at the top of the Equipment List Data screen as shown in Figure 5-14.

This screen is divided into three sections:

(1) The top section is sometimes referred to as the **Vehicle Section** and has a **list sorted by** title. This section displays information **in the SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deploy-**

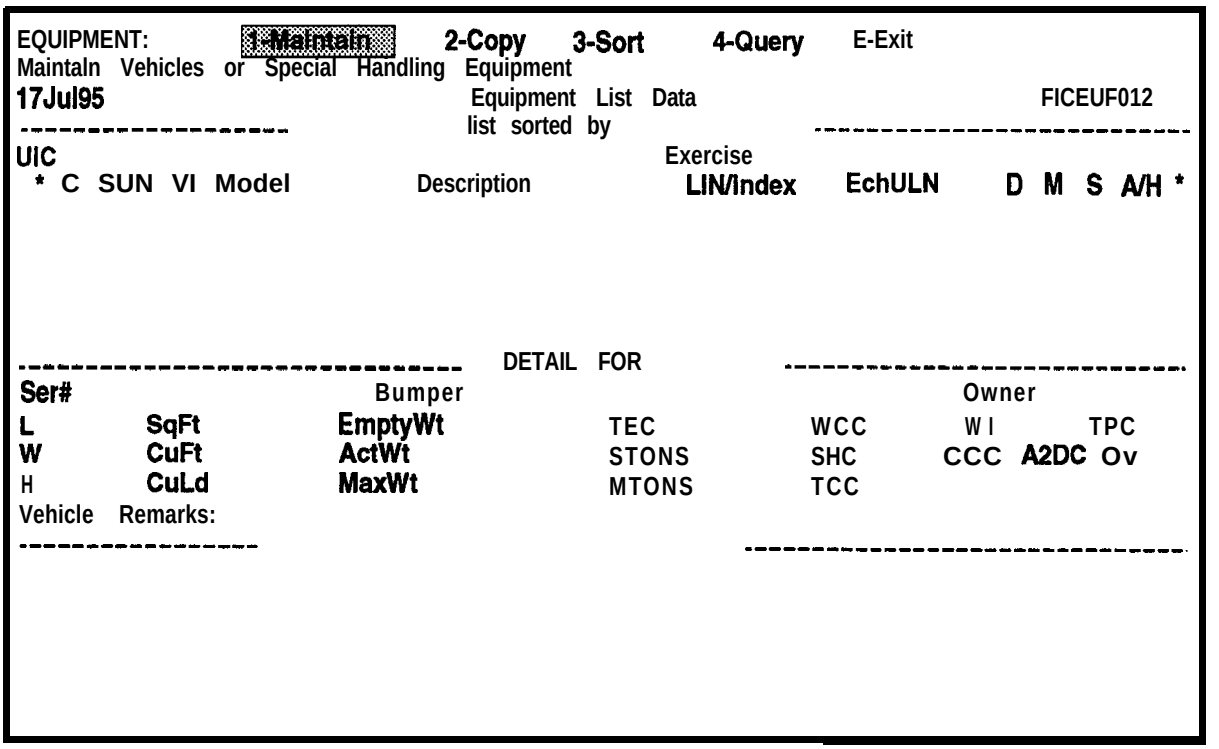


Figure 5-14. Blank Equipment List Data Screen

ment Mode), Mode to Port of Embarkation, S (Standard Indicator), and **A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section is sometimes referred to as the **Detail Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in **the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to **as the Load Section** and has a **VEHICLE LOAD DATA FOR** title. This section gives the load description, **LIN, LINIndex,** SUN, Load Number, and Quantity information for the piece of equipment highlighted **in the Vehicle Section** of the screen.

d. At this point you have created a new **TDC** and completed the Unit Header for this exercise. This completes only the **first** two steps in creating a new Equipment List, as shown in Figure 5-5 (page 5-12 above). The next step is to create the Equipment List. However, once you start the **Manual Entry** process, TC ACCIS treats your new exercise as an **existing** Equipment List. To complete the process of manually adding equipment to this newly created exercise, you should follow the procedures in the paragraphs listed below to maintain the Unit Header, add pieces of equipment, add or modify the loads on the vehicles, modify the Special Handling Requirements, and/or modify the Hazardous Cargo Indicator for any piece of equipment in this Equipment List.

Paragraph	Page	Action to be Performed
5.3.7.1	5-43	Maintaining the Unit Header for an Existing Equipment List.
5.3.7.2	5-52	Add a piece of equipment to the Equipment List.
5.3.7.3	5-70	Add a Load to a Vehicle.
5.3.7.4	5-87	Modify a Load on a Vehicle.
5.3.8	5-108	Modify the Special Handing Requirements.
5.3.9	5-176	Modify the Hazardous Cargo Indicator.

5.3.6 Workina with the Sort and Query Options

The Sort and the **Query** options on the EQUIPMENT: ring menu provide a short-cut method of accessing the Vehicles or Special Handling Equipment. These options allow you to arrange or select the records in your Equipment List so they can be accessed more quickly. **Once** the items are displayed on the screen you can use the same procedures that would have been used if you had selected the Maintain option from the EQUIPMENT: ring menu. They can be used with the following options available for Maintaining an Existing Equipment List, and the options available for Special Handling Equipment in an Equipment List.

Paragraph	Page	Option
5.3.7.2	5-52	Adding Vehicles to an Existing Equipment List.
5.3.7.3	5-70	Adding a Load to a Vehicle.
5.3.7.4	5-87	Modifying a Load on a Vehicle.
5.3.8.1.1	5-111	Adding Special Handling Equipment to an Existing Equipment List
5.3.8.2	5-133	Modifying Special Handling Equipment Detail **Information.**

a. Both options **can** be used in lieu of **the Maintain** option on the EQUIPMENT: ring menu:

(1) The Sort option arranges all the records in the Equipment List in the sequence you select so that like type records will be grouped for quicker access. When the Sort option is not used the records will be displayed in **SUN** sequence.

(2) The **Query** option is used to select a certain category of items, e.g. M35 trucks, based on the query criteria you enter.

b. The following paragraphs provide information on sorting the equipment in your Equipment List and making queries to select only specific types of items in the Equipment List.

5.3.6.1 Using the Sort Option.

The Sort option allows you to arrange the items in your Equipment List so that you can find them more quickly. All of the items in your equipment list will be sorted in accordance with the Sort option you select. You can use the **Sort** option in lieu of **the Maintain** option on the EQUIPMENT: ring menu to select the records in your Equipment List.

Use the following procedures to **Sort the** items in an Equipment List:

a. Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

c. Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

d. Select **the Vehicle** or **SpecHdlng** option from the **MAINTAIN:** ring menu. The EQUIPMENT: ring menu will be displayed at the top of the Equipment List Data screen as shown in Figure S-15.

EQUIPMENT: I-Maintain 2-Copy 3-Sort Q-Query E-Exit

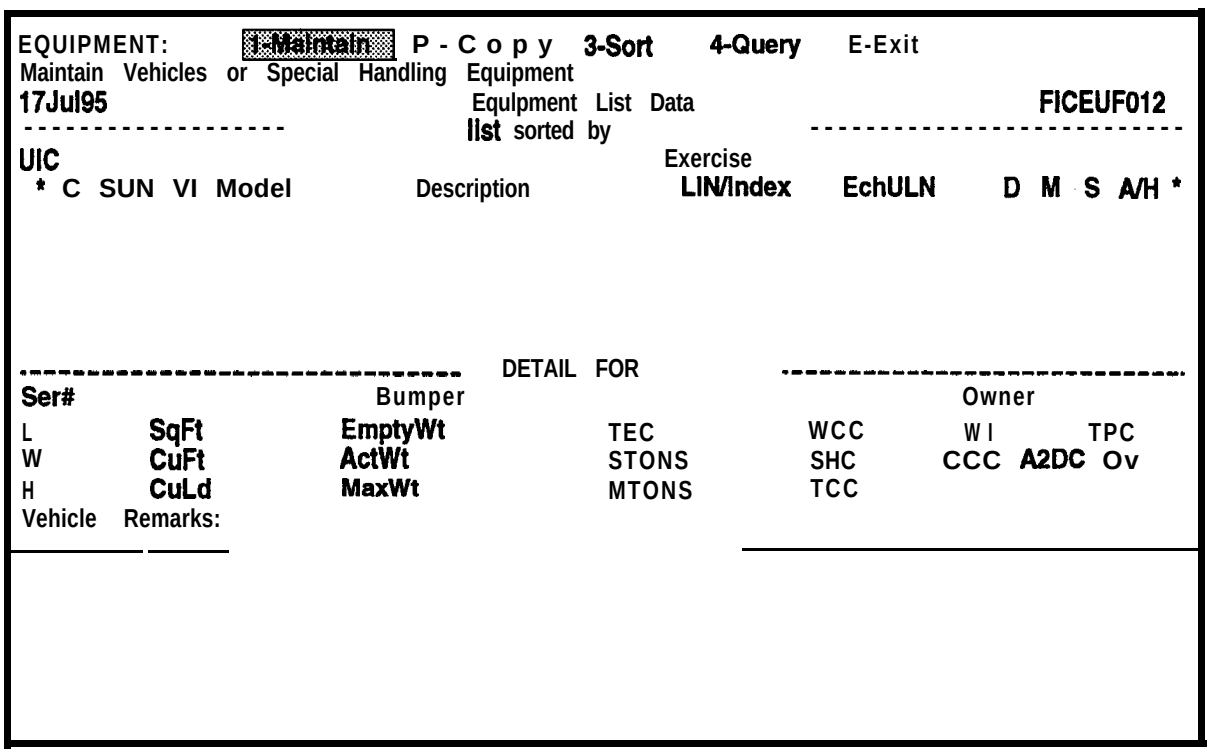


Figure 5-15. Blank Equipment List Data Screen with EQUIPMENT: ring menu at the Top

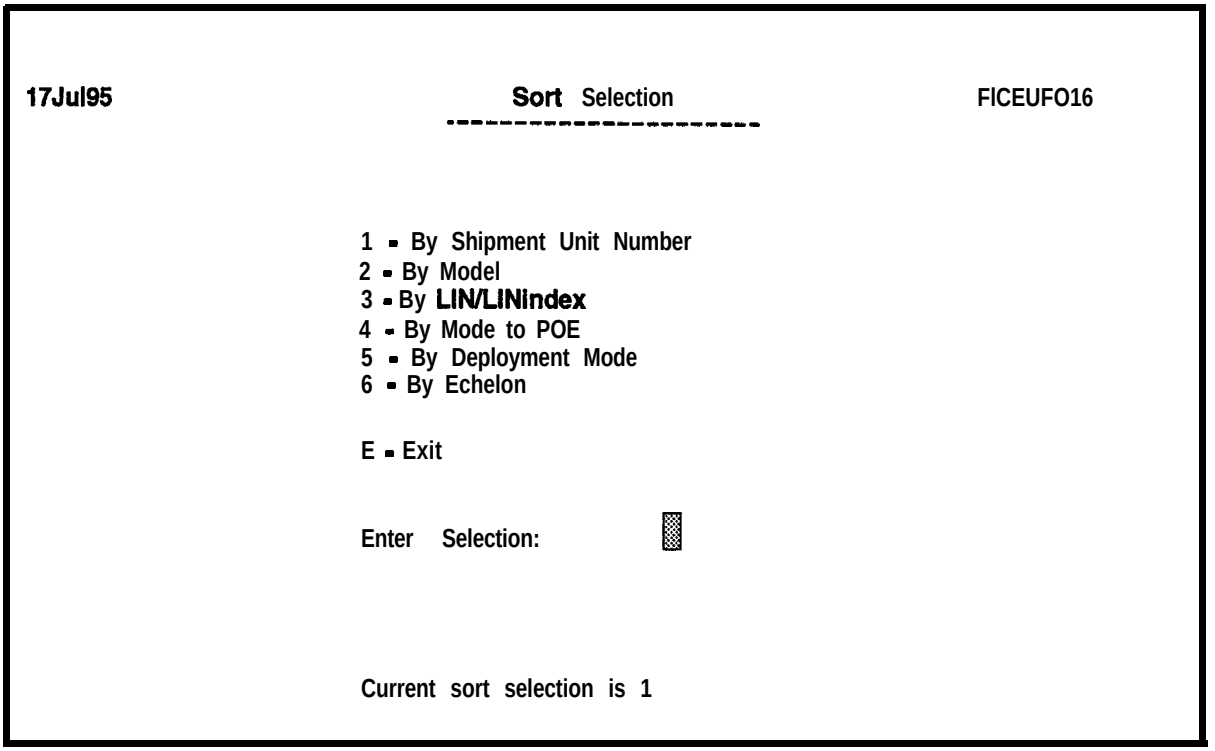


Figure 5-16. Sort Selection Menu for Equipment List Processing

e. Select the Sort option. The Sort Selection menu will be displayed as shown in Figure 5-16.

f. Select the option that will sort the equipment in the desired order. The first five Vehicles or Special Handling Equipment items in your Equipment List will be displayed in the Equipment List Data screen in ascending order (lowest to highest) according to the criterion you selected.

g. You can now resume operations in any of the following options. Continue with the procedures after you would have otherwise selected the **Maintain** option.

Paragraph	Page	Option
5.3.7.2	5-52	Adding Vehicles to an Existing Equipment List.
5.3.7.3	5-70	Adding a Load to a Vehicle.
5.3.7.4	5-87	Modifying a Load on a Vehicle.
5.3.8.1	5-l 11	Adding Special Handling Equipment to an Existing Equipment List
5.3.8.2	5-133	Modifying Special Handling Equipment Detail Information.

5.3.6.2 Using the Query Option.

You can use the **Query** option to quickly find specific types of Vehicles or Special Handling Equipment in your Equipment List rather than scrolling through the entire Equipment List. For example, if you know that you wanted to adjust the loads on only M35 trucks, you can enter a query to display only M35 trucks. All other items will remain in your Equipment List but they will not be displayed with this selection.

Use the following procedures to **Query** for specific types of items in an Equipment List:

a. Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

c. Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

d. Select the **Vehicle** or **SpecHdlng** option from the MAINTAIN: ring menu. The EQUIPMENT: ring menu will be displayed at the top of the Equipment List Data screen .

EQUIPMENT: I-Maintain 2-Copy 3-Sort 4-Query E-Exit

e. Select the **Query** option. The Equipment List Query screen will be displayed as shown in Figure 5-17 with the cursor in the X field to the left of the **SUN** field. An entry in the X field will select only those items that have been selected to accompany the unit for this DEL. You can use one or more of the displayed fields to select specific types of items in the Equipment List.

f. Press **RETURN** until the cursor is in the field where you want to enter your selection criteria.

g. Enter the selection criteria and press **RETURN.** You can use query symbols to search when you do not know the exact values for the desired record. The query symbols are listed on the Equipment List Query screen. Note that the asterisk (*) is a **wild card** designation that replaces one or more characters in the selection criteria.

Note: Never use quotation marks (" or ") when you enter a query. The quotation mark character will be interpreted to be part of the query and it will cause a system error.

If you enter queries in more than one field, TC ACCIS will select only the pieces of equipment that meet all the criteria that you enter. The following are some examples of query values that can be entered and the type items that will be selected:

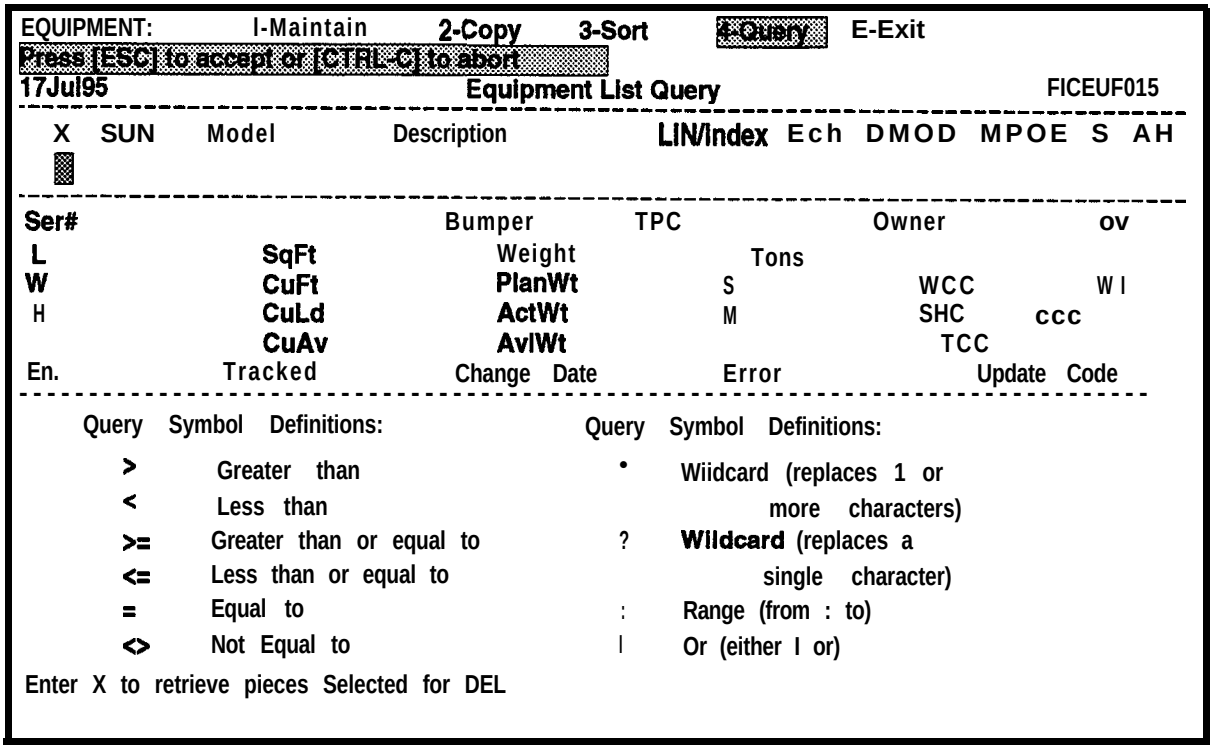


Figure 5-17. Equipment List Query Screen

Field	Query	Items Selected
L	>300	All items longer than 300 inches
W	<20	All items less than 20 inches in width
H	>=96	All items 96 inches high or higher
CuFt	<=400	All items 400 cubic feet or smaller
MPOE	=R	All items with MPOEs of R
VI	<>V	All items with VI other than V
Model	*M1E1	All items with a model number ending in M1E1

h. Repeat the procedures in paragraph **f.** and g. until all of your selection criteria have been entered.

i. When all of your selection criteria have been entered, press ESC to initiate the search. The first five pieces of equipment that meet all of your **Query** criteria will be displayed in the Equipment List Data screen. The items will be displayed in ascending order (lowest to highest) in SUN order. The cursor will be in the **Index** field for the **first** piece of equipment.

1. You can now resume operations in any of the following options. Continue with the procedures after you would have otherwise selected the **Maintain** option.

Paragraph	Page	Option
5.3.7.2	5-52	Adding Vehicles to an Existing Equipment List.
5.3.7.3	5-70	Adding a Load to a Vehicle.
5.3.7.4	5-87	Modifying a Load on a Vehicle.
5.3.8.1	5-111	Adding Special Handling Equipment to an Existing Equipment List
5.3.8.2	5-133	Modifying Special Handling Equipment Detail Information.

5.3.7 Maintaining an Existing Equipment List.

As circumstances change, additions, deletions, and modifications should be made in your Equipment List to reflect those changes. The next step in preparing or maintaining your Equipment List is to add more vehicles, add loads to existing vehicles, and/or modify loads on vehicles.

All vehicles in the Unit's master equipment List and in a Deployment Equipment List can have loads added to them. FORSCOM Regulations 55-1 and 55-2 defines the vehicles as D Records and the loads are defined as E Records. The circumstances under which the dimensions and/or actual weight of the vehicle and/or its load can be higher or lower than those specified in the Equipment Characteristics Reference table are discussed in the following paragraphs:

Paragraph	Page	Topic
5.3.7.2	5-52	Adding Vehicle to an Existing Equipment List.
5.3.7.3	5-70	Adding a Load to a Vehicle.
5.3.7.4	5-87	Modifying a Load on a Vehicle.

The dimensions (length, width, height) and actual weight of a vehicle in the Unit's Master Equipment List can not be changed so that they are higher or lower than those specified in the Equipment Characteristics Reference table. However, the addition of a oversized load to a Non-standard vehicle can cause the overall dimensions of the vehicle plus the load to be higher than those specified in the Equipment Characteristics Reference table. When the dimensions of the vehicle plus the load are higher than those specified in the Equipment Characteristics Reference table, a Waiver Indicator will be automatically generated which will report the item(s) to FORSCOM through COMPASS for a waiver.

The dimensions (length, width, height) and actual weight of any vehicle in a Deployment Equipment List can be changed so that they are higher or lower than those specified in the Equipment Characteristics Reference table. The addition of a load can also cause the overall dimensions and/or actual weight of the vehicle to be higher or lower than those specified in the Equipment Characteristics Reference table. When the dimensions and/or actual weight of the empty vehicle or the vehicle plus the load are higher or lower than those specified in the Equipment Characteristics Reference table, a Waiver Indicator will be automatically generated which will report the item(s) to FORSCOM through COMPASS for a waiver.

Use the following procedures to access and modify data in an existing Equipment List:

a. At the TC ACCIS MAIN MENU, select **Equipment List Processing**

b. At the Equipment List Processing menu, select **Equipment List Data. The** Select Type Data Code window will be displayed.

c. Enter the **TDC** of the exercise you are working on, and press **ESC.** If you are working on your **D** or S data, enter **D** or S. If you are working with a Deployment Equipment List, enter the TDC for that exercise. A blank Equipment List Data screen will be displayed as shown in Figure 5-18 with the MAINTAIN: ring menu shown at the top of your screen:

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

```
MAINTAIN:          1-Header   2-Vehicle 3-SpecHdlng 4-Actual Weight . . .
Maintain Header Information for this exercise
17Jul95                          Equipment List Data                    FICEUF012
------------------               list sorted by                ---------------------------
UIC                                                Exercise
 • C SUN VI Model                Description       LIN/Index    EchULN    D M S A/H *



--------------------- DETAIL FOR                ------------------------------------
Ser#                    Bumper                          TPC      Owner          ov
L        SqFt           EmptyWt                TEC              WCC        WI
W        CuFt           ActWt                  STONS            SHC        ccc
H        CuLd           MaxWt                  MTONS            TCC
Vehicle  Remarks:
-----------------                                  ------------------------------
```

Figure 5-18. Blank Equipment List Data Screen with MAINTAIN: ring menu at Top

The . . . at the end of the MAINTAIN: ring menu signifies that there are more choices. If you scroll past **the Actual Weight** option, additional options will be displayed at the top of your screen:

MAINTAIN: ... 5-Ammo/Hazard E-Exit

d. From here, you can perform the following functions, by following the procedures at the paragraph indicated:

Paragraph	Page Action to be Performed
5.3.7.1	5-43

Maintaining the Unit Header for an Existing Equipment List.
5.3.7.2 5-52 Add a piece of equipment to the EL.
5.3.7.3 5-70 Add a Load to a Vehicle.
5.3.7.4 5-87 Modify a Load on a Vehicle.
5.3.8 5-108 Modify the Special Handing Requirements.
5.3.9 5-176 Modify the Hazardous Cargo Indicator.

5.3.7.1 taining the Unit Header for an Existing Equipment List,

Occasionally you will need to update the Echelon or ULN information in the Unit Header of an existing Equipment List, However, the Echelon or ULN must be created by using the procedures in paragraph 5.3.5.1 (page 5-l 1). Only the Echelon/ULN information in the Unit Header Detail screen can be changed by these procedures.

5.3.7.1.1 Modifying an Echelon or ULN in an Existing Equipment List,

Use the following procedures to **modify the** Echelon or ULN information in the Unit Header of an existing Equipment List:

a. You should be at the Equipment List Data screen as shown in Figure 5-18 (page 5-42) with the MAINTAIN: ring menu displayed at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHding 4-Actual Weight . . .

If this is not the case, use the following procedures to display the MAINTAIN: ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the TDC of the desired exercise, and press ESC. The Equipment List Data screen will be displayed as shown in Figure 5-18 (page 5-42) with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header P-Vehicle 3-SpecHding 4-Actual Weight . . .

b. Select the **Header** option. The Unit Header Detail screen will be displayed, as shown in Figure 5-19, with the basic data for the TDC you selected. The cursor will be in the Echelon/ULN field, depending upon whether this TDC included Echelons or ULNs.

Note: The Unit Header Detail screen has either an **Echelon** or a **ULN** field depending upon whether you defined your TDC Reference Table to have Echelons or ULNs. Throughout this section, the term **Echelon/ULN is** used to mean either **the Echelon** field or the **ULN** field. Other than this field, the Unit Header Detail screen will operate the same way for both Echelons and ULNs.

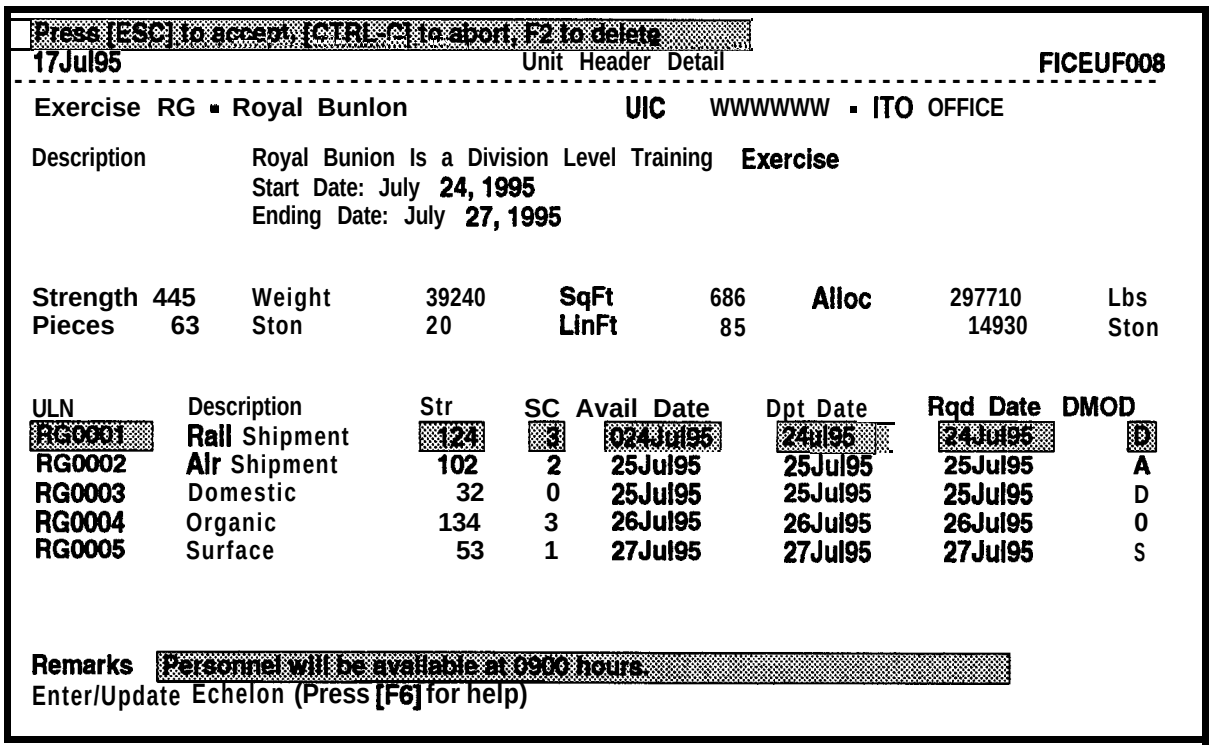


Figure 5-19. Unit Header Detail Screen for an Equipment List with ULNs

c. Use the cursor control keys to highlight the **Echelon/ULN** you want to modify.

d. Press RETURN until the cursor is in the field where you want to make the change.

Note: Changing an **Echelon/ULN** number is like doing a simultaneous **Add** and **Delete** procedure. The **Echelon/ULN** number you insert must be defined in the TDC Reference Table (paragraph 5.3.5.1.2, page 5-16), and it will take on the Strength, SC, Available Date, Departure Date, Required Date, and DMOD of the **Echelon/ULN** it is replacing. The replaced **Echelon/ULN** will be removed from the Equipment List but it will remain defined in the TDC Reference Table so it can be added again later to an Equipment List by using the Add procedures in paragraph 5.3.7.1.2 (page 5-45).

e. Enter the correct information by typing over the displayed data, and press **RETURN.**

Note: You can delete the highlighted **Echelon/ULN** by pressing F2. This will remove this **Echelon/ULN** from this Equipment List. However, the **Echelon/ULN** will still be defmed for this TDC. If necessary, it can be added again later.

f. When all of the Echelon/ULN information has been corrected, press **ESC** to accept your changes. The cursor will return to the MAINTAIN: ring menu where you can select another option or press **E-Exit** to return to the Equipment List Processing menu.

5.3.7.1.2 Addina another Echelon or ULN to an Existina Equipment List.

Use the following procedures to **add** another Echelon or ULN to an existing Equipment List:

a. You should be at the Equipment List Data screen as shown in Figure 5-18 (page 5-42) with the MAINT'AIN: ring menu displayed at the top.

MAINTAIN: l-Header P-Vehicle 3-SpecHding &Actual Weight . . .

If this is not the case, use the following procedures to display the ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the TDC of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed as shown in Figure 5-18 (page 5-42) with the MAINTAIN: ring menu at the top.

MAINTAIN: l-Header P-Vehicle 3-SpecHding 4-Actual Weight . . .

b. Select the **Header** option to display the Unit Header Detail screen as shown in Figure 5-19 (page 5-44), with the basic data for the TDC you selected. The cursor will be in the **Echelon/ULN** field, depending upon whether this TDC has Echelons or **ULNs.**

Note: The Unit Header Detail screen will have either an **Echelon** or a **ULN** field depending upon whether you defined your TDC Reference Table to have Echelons or **ULNs.** Throughout this section, the term **Echelon/ULN** is used to mean either the **Echelon** field or the **ULN** field. Other than this field, the Unit Header Detail screen will operate the same way for both Echelons and **ULNs.**

c. Use the cursor control keys to move the cursor to the bottom of the list of **Echelons/ULNs,** until a blank row opens at the bottom of the list. A prompt will be displayed at the bottom of the screen:

Enter/Update [Echelon/ULN] (Press F6 for help)

Note: The **Echelon/ULN** number you add must be defined in the TDC Reference Table (paragraph 5.3.5.1.2, page 5-16) before it can be added to the Equipment List.

d. Enter the number of the first **Echelon/ULN you** want to assign for your unit and press **RETURN,** or press F6 to access the Reference Table help window with a list of

Echelons/ULNs that have been defined but not included in an Equipment List. When F6 is used, use the cursor control keys to highlight the desired Echelon/ULN and then press ESC. The Description field in the Unit Header Detail screen will be filled in with the description this Echelon/ULN was given when it was defined, and the cursor will be in the Str (Strength) field.

e. Enter data in each of the following fields, pressing RETURN after each entry:

Field	Type	Description
		NOTE: In Type Column: R=Required Field, A=Field Automatically Filled
Str		**The personnel strength** for this Echelon/ULN.
SC		Super Cargo field to indicate **the number of escorts or guards** (0 to 99) for this echelon/ULN. The number of escorts and guards cannot exceed the personnel strength of this echelon.
Avail Date		**The earliest date the equipment for this Echelon/ULN will be available for movement,** using the dd/mmm/yy format, e.g., **30Jun95.** For the **D** or S TDC, enter any **date in the distant future, e.g., 05dec99.** This data is transferred to the Header Data Summary Screen **Summary by Echelon/ULN. This data will be transferred for** all UICs when the Header Data Summary Screen is accessed by **ressing Summary by UIC.** This data is also transferred into the ASPUR Freight Header Screen. The data in these screens are used in UMC and Freight functions.
Dpt Date		**The anticipated departure date** for this Echelon/ULN, using the dd/mmm/yy format, e.g., **30Jun95. For the D or S TDC, enter any date in the distant future, e.g., 06dec99.**
Rqd Date		**The required delivery date** for this Echelon/ULN. This date must be either the same as or later than the departure date. For the **D** or S TDC, again enter any **date in the distant future, e.g., 06dec99.**
Remarks		Any **Remarks** (up to 60 characters) that may be appropriate for this Echelon/ULN.

When you press RETURN from the **Remarks** field, the following message will be displayed briefly at the bottom left of your screen:

Inserting Record

(1) **If more Echelon/ULNs** are available for this TDC, anew blank line will be opened and the cursor will be in the **Echelon/ULN** field on the next row.

(2) If no more **Echelon/ULNs** are available for this TDC, the cursor will return to the **Echelon/ULN** field. When this happens, continue with paragraph **h.** below.

f. As necessary, repeat the procedures in paragraph e. above to assign additional Echelons/ULNs to this Equipment List, pressing RETURN after each field. You can

enter up to 99 Echelons or ULNs, providing that they have already been defined for the exercise in the Type Data Code Reference Table.

g. When all the Echelons/ULNs have been added, press ESC to move the cursor to the top of the Echelon/ULN list.

h. Press ESC again to save the assignments. The cursor will return to the MAINTAIN: ring menu where you can select another option or press E-Exit to return to the Equipment List Processing menu.

5.3.7.1.3 Deleting an Echelon or ULN from an Existing Equipment List.

Use the following procedures to delete an Echelon or ULN from an existing Equipment List:

Note: When you delete an Echelon/ULN, it is only removed from the Equipment List. It remains defined in the TDC Reference Table so it can be added again later to an Equipment List by using the procedures in paragraph 5.3.7.1.2 (page 5-45).

a. You should be at the Equipment List Data screen as shown in Figure 5-18 (page 5-42) with the MAINTAIN: ring menu displayed at the top.

MAINTAIN: l-Header 2-Vehicle 3-SpecHding 4-Actual Weight . . .

If this is not the case, use the following procedures to display the ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the TDC of the desired exercise, and press ESC. The Equipment List Data screen will be displayed as shown in Figure 5-18 (page 5-42) with the MAINTAIN: ring menu at the top.

MAINTAIN: l-Header P-Vehicle 3-SpecHding 4-Actual Weight . . .

b. Select the Header option. The Unit Header Detail screen will be displayed, as shown in Figure 5-19 (page 5-44), with the basic data for the TDC you selected. The cursor will be in the Echelon/ULN field, depending upon whether this TDC included Echelons or ULNs.

Note: The Unit Header Detail screen has either an Echelon or a ULN field depending upon whether you defined your TDC Reference Table to have Echelons or ULNs. Throughout this section, the term Echelon/ULN is used to mean either the Echelon field or the ULN field. Other than this field, the Unit Header Detail screen will operate the same way for both Echelons and ULNs.

c. Use the cursor control keys to highlight the Echelon/ULN you want to delete.

d. Press F2 to delete the highlighted **Echelon/ULN.** A prompt will be displayed:

Are you sure you want to remove this Echelon/ULN (Y/N)?

(1) Enter **n** in response to this prompt to abort the deletion process. The cursor will return to the **Echelon/ULN** field of the highlighted record.

(2) Enter y in response to this prompt to delete the highlighted **Echelon/ULN.** The cursor will return to **the Echelon/ULN** field of the next record in the list.

Note: If this **Echelon/ULN** has equipment assigned to it, a message will be displayed:

Equipment List data exists. It must be deleted first.

You must use the procedures in paragraph 5.3.7.1.4 below to delete all equipment from this **Echelon/ULN** before it can be deleted.

e. As necessary, repeat the procedures in paragraphs **c.** and **d.** above until you are done deleting **Echelons/ULNs.**

f. When you are done deleting **Echelons/ULNs,** press **ESC** to accept the deletions. The cursor will return to the MAINTAIN: ring menu where you can select another option or press **E-Exit** to return to the Equipment List Processing menu.

5.3.7.1.4 Deleting Equipment from an Echelon or ULN.

There are two ways to delete equipment from an Echelon or ULN. This must be done before you can delete an **Echelon/ULN** from a TDC as described in paragraph 5.3.7.1.3 (page 5-47).

a. The first method is to reassign all of the equipment to another Echelon or ULN within the same TDC. This process will automatically remove the **Echelon/ULN** from this Equipment List but the **Echelon/ULN** will still be defined in the TDC Reference Table and can be added again later to this Equipment List.

(1) You should be at the Equipment List Data screen as shown in Figure **5-** 18 (page 5-42) with the **MAINTAIN:** ring menu displayed at the top.

MAINTAIN: l-Header P-Vehicle 3-SpecHding 4-Actual Weight . . .

If this is not the case, use the following procedures to display the ring menu.

(a) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(b) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(c) Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed as shown in Figure 5-18 (page 5-42) with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHding 4-Actual Weight . . .

(2) Select **the Header** option. The Unit Header Detail screen will be displayed, as shown in Figure 5-19 (page 5-44), with the basic data for the TDC you selected. The cursor will be in the **Echelon/ULN** field, depending upon whether this TDC included Echelons or ULNs.

Note: The Unit Header Detail screen will have either an **Echelon** or a **ULN** field depending upon whether you defined your TDC Reference Table to have Echelons or ULNs. Throughout this section, the term **Echelon/ULN is** used to mean either **the Echelon** field or the **ULN** field. Other than this field, the Unit Header Detail screen will operate the same way for both Echelons and ULNs.

(3) Use the cursor control keys to highlight the **Echelon/ULN** from which you want to reassign the equipment.

(4) Enter the **Echelon/ULN** number of the Echelon or ULN to which you want to reassign the equipment by typing over the displayed **Echelon/ULN** number, and pressing **RETURN.** A prompt will be displayed:

Do you wish to merge Echelons NN and nn (Y/N) (y/n)?

(a) Enter **n if** you do not want to merge these two **Echelons/ULNs.** The cursor will return to the **Echelon/ULN** field and the former EchelonAJLN number will be restored.

(b) Enter y if you want to merge these two **Echelons/ULNs.** A **Merging echelons...** message will be displayed. The cursor will return to the **Echelon/ULN** field and the data from the old **Echelon/ULN** will be added to the data for the new **Echelon/ULN.** The old **Echelon/ULN** will no longer be displayed as part of the Unit Header Detail screen, but it will still be available in the TDC Reference Table and it can be added back into this Equipment List by using the procedures in paragraph 5.3.7.1.2 (page 5-45).

(5) As necessary, repeat the procedures in paragraphs (3) and (4) above until the equipment has been deleted from all the necessary **Echelons/ULNs.**

(6) When the equipment has been removed from all the necessary **Echelons/ULNs,** press **ESC** to save your changes. The cursor will return to the MAINTAIN: ring menu where you can select another option or press **E-Exit** to return to the Equipment List Processing menu.

b. The second method is to reassign individual pieces of the equipment to another Echelon or ULN within the same TDC. This is a slower process than described in paragraph **a.** above, because you must individually access each piece of equipment in the old Echelon or ULN and reassign it to another Echelon or ULN within the same TDC. However, you have more flexibility in your reassignments in that all pieces of equipment from the old Echelon or ULN do not have to be reassigned to the same new Echelon or ULN. When this process is completed, the pieces of equipment will be removed from the old Echelon/ULN from this Equipment List but the Echelon/ULN will still be defined in the TDC Reference Table and can be added again later to this Equipment List.

(1) You should be at the Equipment List Data screen as shown in Figure 5-18 (page 5-42) with the MAINTAIN: ring menu displayed at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHding 4-Actual Weight . . .

If this is not the case, use the following procedures to display the MAINTAIN: ring menu.

(a) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(b) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(c) Enter the **TDC** of the desired exercise, and press ESC. The Equipment List Data screen will be displayed as shown in Figure 5-18 (page 5-42) with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header P-Vehicle 3-SpecHding 4-Actual Weight . . .

(2) Select the **Vehicle** option. A blank Equipment List Data screen will be displayed, as shown in Figure 5-15 (page 5-37), with the EQUIPMENT: ring menu displayed at the top. This screen is divided into three sections:

(a) The top section is sometimes referred to **as the Vehicle Section** and has a **list sorted by** title. This section displays information in the SUN, VI **(Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and A/H **(Hazardous Indicator)** fields for each vehicle or piece of equipment.

(b) The center section is sometimes referred to as the Detail **Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted **in the Vehicle Section** of the screen.

(c) The bottom section is sometimes referred to **as the Load Section** and has a **VEHICLE LOAD DATA FOR** title. This section gives the load description, LIN, LINIndex, SUN, Load Number, and Quantity information for the piece

of equipment highlighted in **the Vehicle Section** of the screen. This section will not be identified when the blank screen is displayed.

(3) Select **the Maintain** option. The first five pieces of equipment in the Equipment List will be displayed and the first item will be highlighted as shown in Figure 5-20. The cursor will be **in the LIN/Index** field.

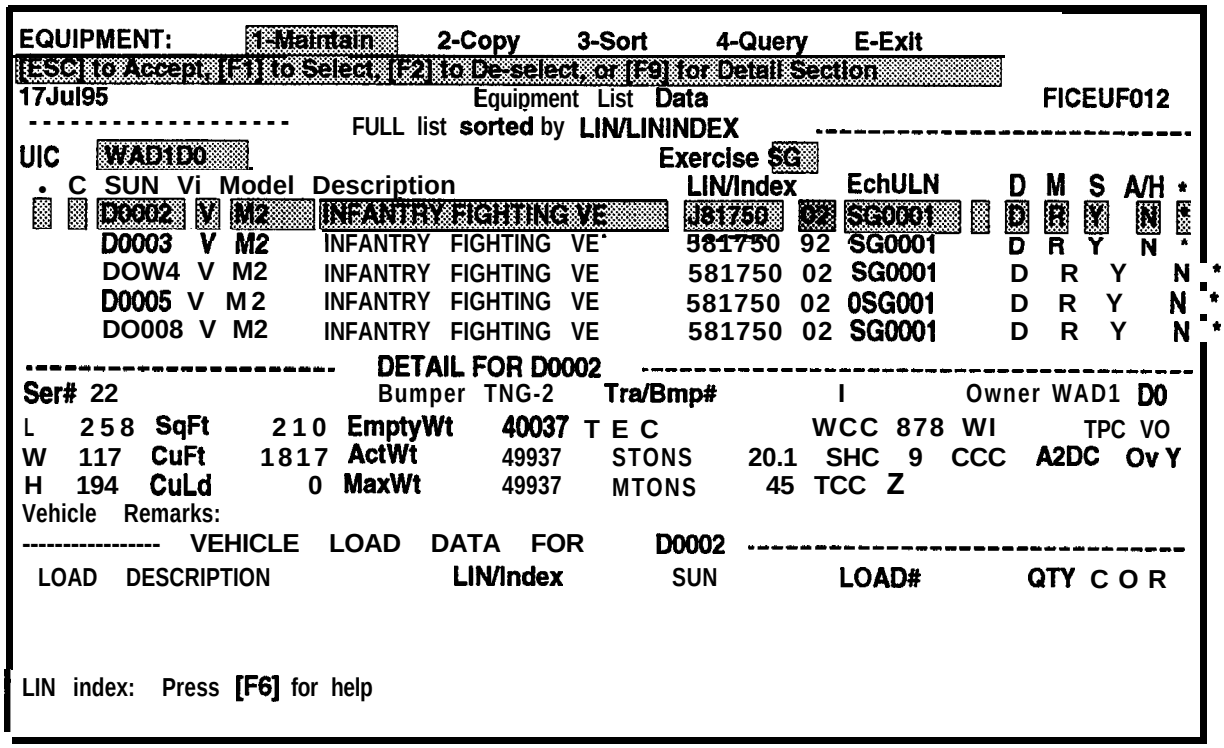


Figure 5-20. Equipment List Data Screen with Data

Note: When appropriate, you may want to use the **Sort** option or the **Query** option described in paragraph 5.3.6 (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of these three options you choose.

If you are working with a Deployment Equipment List, the X at the left side of the screen under the **UIC** field indicates that this piece of equipment is Selected for inclusion in the exercise. Pieces of equipment without an X are in the Equipment List but will not accompany the unit on the exercise. If you are working with the Unit's Master Equipment List (**TDC D** or S) there will not be an X at the left side of the screen under the **UIC** field for any of the pieces of equipment because equipment is not **Selected** or **Deselected** from the Master Equipment List.

(4) Use the cursor control keys to highlight the piece of equipment that you want to reassign to a different Echelon or ULN.

(5) When the appropriate piece of equipment is highlighted, press **RETURN** to move the cursor to the **EchULN** field.

(6) Enter the new Echelon or ULN for this piece of equipment by typing over the displayed information and press **RETURN.** The cursor will move to the **M(ode)** field.

(7) As necessary, repeat the procedures in paragraphs (4) through (6) above until all pieces of equipment in the old Echelon or ULN have been reassigned to a different Echelon or ULN in this same TDC.

Note: All pieces of equipment must be deleted from an Echelon or ULN before you can delete the **Echelon/ULN** from a TDC as described in paragraph 5.3.7.1.3 (page 5-47).

(8) When all pieces of equipment have been reassigned from the old Echelon or ULN, press **ESC** to save your changes. A prompt will be displayed:

Have you completed processing equipment (y/n)?

Enter **n** in response to this prompt to return to the equipment section of the screen where you can reassign additional pieces of equipment, or enter y to return to the EQUIPMENT: ring menu where you **can** select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

5.3.7.2 Adding Vehicles to an Existing Equipment List.

This function allows you to add vehicles or pieces of equipment to an Equipment List. These procedures are also used to add pieces of equipment to a new Equipment List when **the Manual Entry** option is being used. The maximum number of pieces of equipment that can be in an Equipment List is now 1000. All 1000 pieces are available for viewing. This can be accomplished by adding one vehicle at a time, or by using the Copy function described in the following paragraphs.

As shown in Figure 5-21, all vehicles can have loads added to them. FORSCOM Regulations 55-l and 55-2 **defines** the vehicles as **D Records** and the loads are defined as **E Records. The** circumstances under which the dimensions and/or actual weight can be higher or lower than those specified in the Equipment Characteristics Reference table are also shown in Figure 5-21.

The dimensions (length, width, height) and actual weight of a vehicle in the Unit's Master Equipment List can not be changed so that they are higher or lower than those specified in the Equipment Characteristics Reference table. However, the addition of a oversized load to a Non-standard vehicle can cause the overall dimensions of the vehicle plus the load to be higher than those specified in the Equipment Characteristics Reference table. When the dimensions of the vehicle plus the load are higher than those specified in the Equipment Characteristics Reference table, a Waiver Indicator will be automatically generated which will report the item(s) to FORSCOM through COMPASS for a waiver.

Summary Table of Dimensional and Weight Waivers for Vehicles and Loads (D and E Records)

Type Vehicle	Type Veh	Record Load	Has LIN/Index?	Ln, Wd, Ht Data Fields are:	Waivers Possible?	Loads Possible?
Unit's Master Equipment List						
TDC = D or S						
Standard	D	E	Yes	Closed	None	Yes
Non-standard	D	E	Yes	Closed	Ht	Yes
Deployment Exercise Equipment List						
TDC = Other Than D or S						
Standard	D	E	Yes	Open	Ln, Wd, Ht, Wt	Yes
Non-standard	D	E	Yes	Open	Ln, Wd, Ht, Wt	Yes

Figure 5-21. Summary Table of Dimensional and Weight Waivers for Vehicles and Loads (D and E Records)

The dimensions (length, width, height) and actual weight of any vehicle in a Deployment Equipment List can be changed so that they are higher or lower than those specified in the Equipment Characteristics Reference table. The addition of a load can also cause the overall dimensions and/or actual weight of the vehicle to be higher or lower than those specified in the Equipment Characteristics Reference table. When the dimensions and/or actual weight of the empty vehicle or the vehicle plus the load are higher or lower than those specified in the Equipment Characteristics Reference table, a Waiver Indicator will be automatically generated which will report the item(s) to FORSCOM through COMPASS for a waiver.

The procedures in this section are written primarily for equipment in a Deployment Equipment List where dimensional and actual weight waivers are allowed. Some of the instructions will not be applicable to equipment in the Unit's Master Equipment List when these type waivers do not apply. In these cases, bypass the instructions that do not apply.

5.3.7.2.1 Addina One Vehicle At a Time from the ECR Table.

The following procedures are used to add vehicles one at a time to a unit's Master Equipment List or a Deployment Equipment List. The procedures are essentially the same regardless of which type Equipment List you are using except for the procedures for accessing the ECR table.

These differences are explained in paragraph **d.** below. All other procedures can be used for both the unit's Master Equipment List and a Deployment Equipment List,

Use the following procedures to add a new vehicle or piece of equipment to a Unit's Master Equipment List, a Deployment Equipment List, or a new Equipment List that is using the **Manual Entry** option:

a. To begin this process, you should be at the Equipment List Data screen as shown in Figure 5-18 (page 5-42) with the **MAINTAIN:** ring menu displayed at the top.

MAINTAIN: I-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

If this is not the case, use the following procedures to display the MAINTAIN ring menu.

(1) Select **Equipment List Processing** from the TC **ACCIS** MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed as shown in Figure 5-18 (page 5-42) with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

b. Select **the Vehicle** option. A blank Equipment List Data screen will be displayed, as shown in Figure 5-22, with the EQUIPMENT: ring menu displayed at the top.

This screen is divided into three sections:

(1) The top section is sometimes referred to as the **Vehicle Section** and has a **list sorted by** title. This section displays information in the **SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and A/H **(Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section is sometimes referred to as the **Detail Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in the **Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to as the **Load Section** and has a **VEHICLE LOAD DATA FOR** title. This section gives the load description; **LIN, LINIndex,** SUN, Load Number, and Quantity information for the piece of equipment highlighted in the **Vehicle Section** of the screen. This section **will** not be identified when the blank screen is displayed.

c. Select **the Maintain** option. If you are adding a new vehicle or piece of equipment to a unit's Master Equipment List, or a Deployment Equipment List the first five pieces of equipment in the Equipment List will be displayed and the first item will be

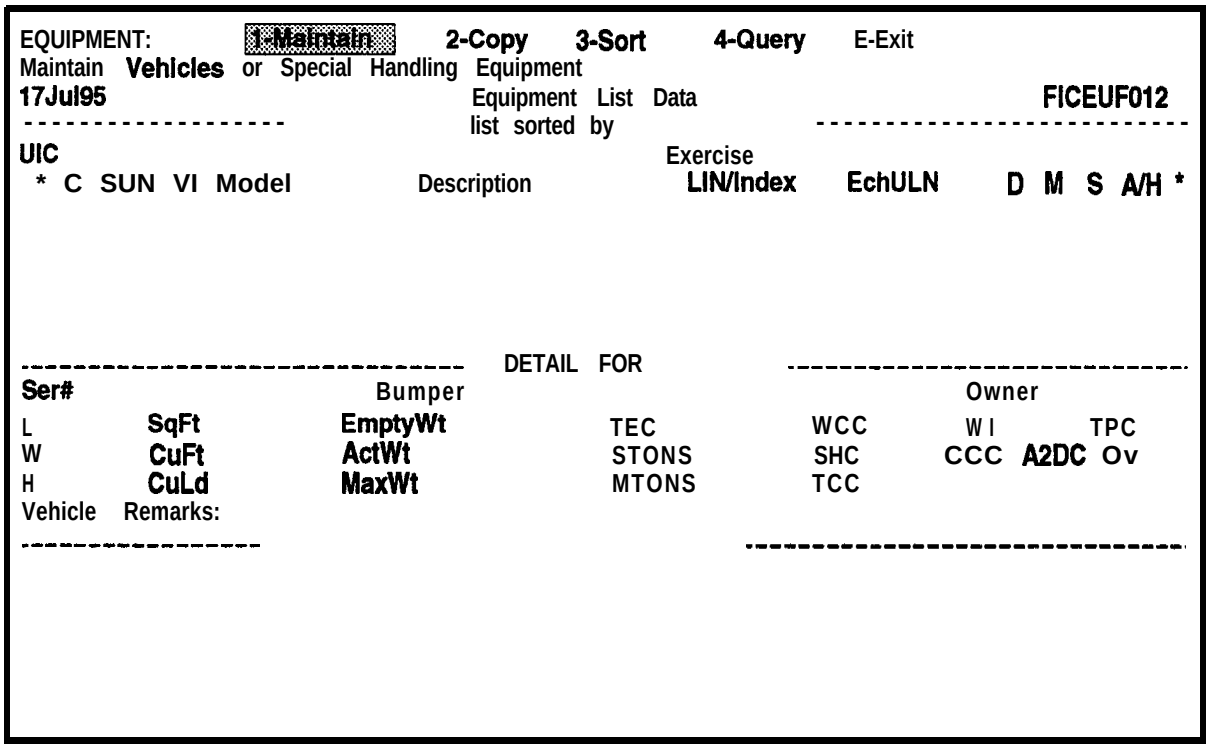


Figure 5-22. Blank Equipment List Data Screen with EQUIPMENT: ring menu at the top

highlighted as shown in Figure 5-23 . If you are creating new Equipment List by using **the Manual Entry** option the Equipment List Data screen will be blank because no equipment has yet been assigned to it. The cursor will be in the **LIN/Index** field.

Note: When appropriate, you may want to use the **Sort** option or the **Query** option described in paragraph 5.3.6 (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of the three **options** you choose.

If you are working with a Deployment Equipment List, the X at the left side of the screen under the **UIC** field indicates that this piece of equipment is **Selected** for inclusion in the exercise. Pieces of equipment without an X are in the Equipment List but will not accompany the unit on the exercise. If you are working with the unit's Master Equipment List **(TDC D** or S) there will not be an X at the left side of the screen under the **UIC** field for any of the pieces of equipment because equipment is not Selected or **Deselected** from the unit's Master Equipment List.

d. Use the cursor control keys to move the cursor to the location where you want to add the new piece of equipment. Pieces of equipment can be added to the Unit's Master Equipment List anywhere within the Equipment List. In a Deployment Equipment List, the new piece of equipment can be added only at the end of the Equipment List.

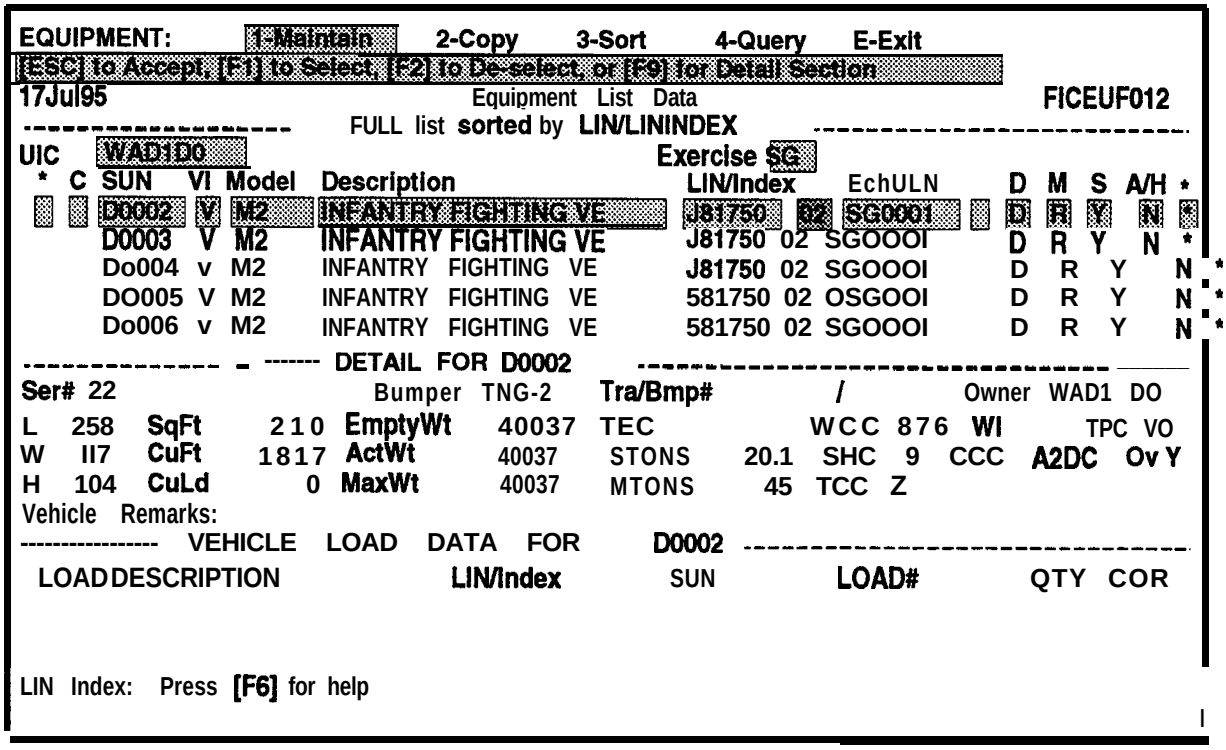


Figure 5-23. Equipment List Data Screen with Data

(1) For a Unit's Master Equipment List, use the cursor control keys to highlight the row in the Equipment List where you want to add the new item, and press **F1.** A new blank row will be opened in the upper portion of the screen. The fields in the blank row will be highlighted. Now continue with the procedures in paragraph e. below.

(2) For a Deployment Equipment List, press F3 to page down through the Equipment List until the last row in the Equipment List is highlighted. Then press **Ctrl-J** to open a blank line at the end of the Equipment List. The fields in the blank row will be highlighted. Now continue with the procedures in paragraph e. below.

(3) If you are creating new Equipment List by using **the Manual Entry** option the screen will be blank as shown in Figure 5-15 (page 5-37). You do not have to perform any actions before continuing with the procedures in paragraph e. below.

e. You can enter your selection criteria in the **LIN** and **Index** fields, pressing **RETURN** after each entry, or press **F6** to select an item from the ECR table.

(1) If you know the **LIN/Index** of the desired vehicle, enter the **LIN** and press **RETURN.** The cursor will move to the **Index** field.

(a) Enter the **Index** and press **RETURN.** The data for the selected record will be displayed and the cursor will be in the **EchULN** field.

(b) Continue with the procedures in paragraph **f.** below.

(2) If **you** do not **know the LIN/Index** of the desired vehicle, press F6 to select an item from a list of available equipment. The Equipment Characteristics Query window will be displayed with the cursor in the **LIN** field. You can enter your selection criteria in any one, or any combination of **the LIN, Index, Model,** and **Description** fields.

(a) If you **know the LIN, Index, Model,** and/or **Description** of the desired piece of equipment:

1 Press **RETURN** until the cursor is in the field where you want to enter your query criteria.

2 Enter the query criteria and press **RETURN. You can** use the *** (asterisk)** at the beginning and/or end of your query criteria to act as a **wild card** in the search. This will return all records that have the specified word(s) or character(s) in the field. For example entering ***truck* in the Descrip tion** field will display all pieces of equipment with the word truck anywhere within the description. Entering **truck*** will return only those pieces of equipment that have **truck** at the beginning of the description.

3 Repeat the procedures in paragraphs **1** and **2** above until all of your query criteria has been entered.

4 When all of your query criteria has been entered, press **ESC.** The first eight pieces of equipment in the ECR table that meet your selection criteria will be displayed in the Equipment Characteristics Table window as shown in Figure 5-24.

Note:

If you need more detailed information about the highlighted piece of equipment, press **F6** again. **An Equipment Characteristics (continue)** window will be displayed, as shown in Figure **5-25,** with **the TEC, Length, Width, Height,** and **Weight** of the equipment. When you are done reviewing this information, press ESC to return to the Equipment Characteristics Table window.

5 As necessary, use the cursor control keys to highlight the desired piece of equipment and press **ESC** to select it. The data for the selected piece of equipment will be displayed in the **SUN, VI (Vehicle Indicator), Model, Description,** and **LIN/Index** fields of the Equipment List Data screen. The cursor will be in the **EchULN** field.

6 Continue with the procedures in paragraph **f.** below.

(b) If you do not **know the LIN, Index, Model,** and/or **Description** of the desired piece of equipment:

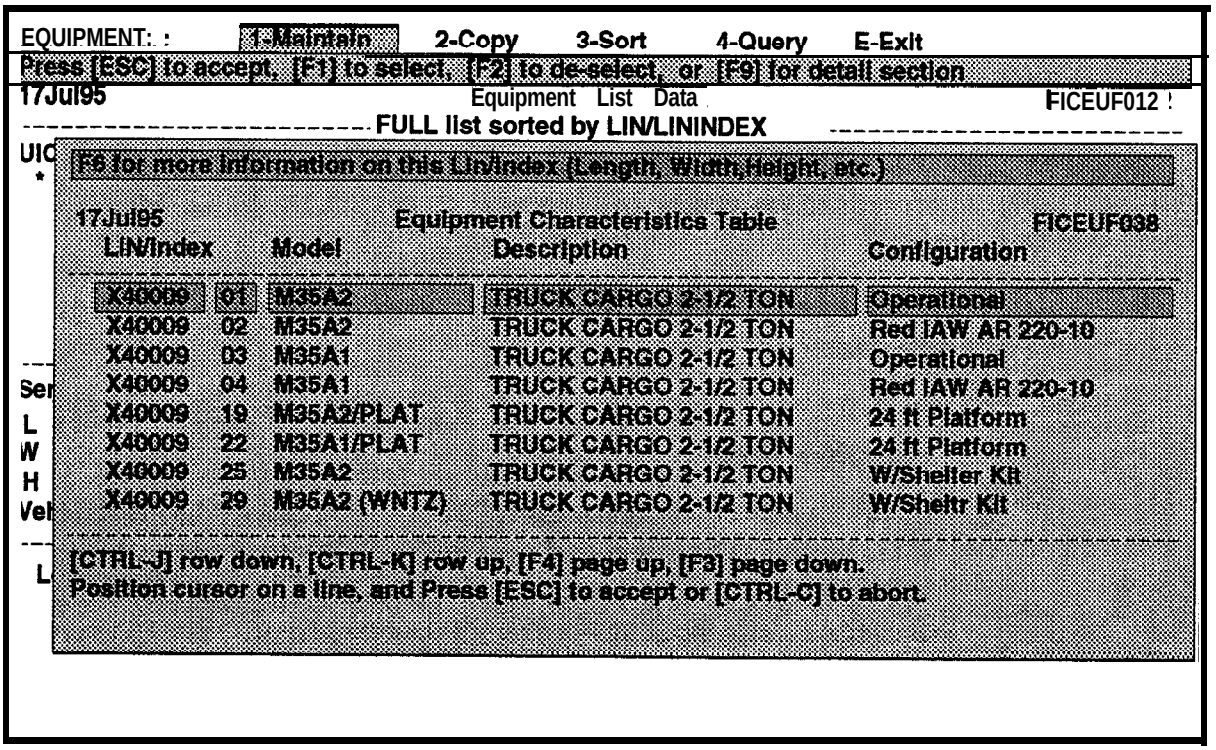


Figure 5-24. Equipment Characteristic Table Window

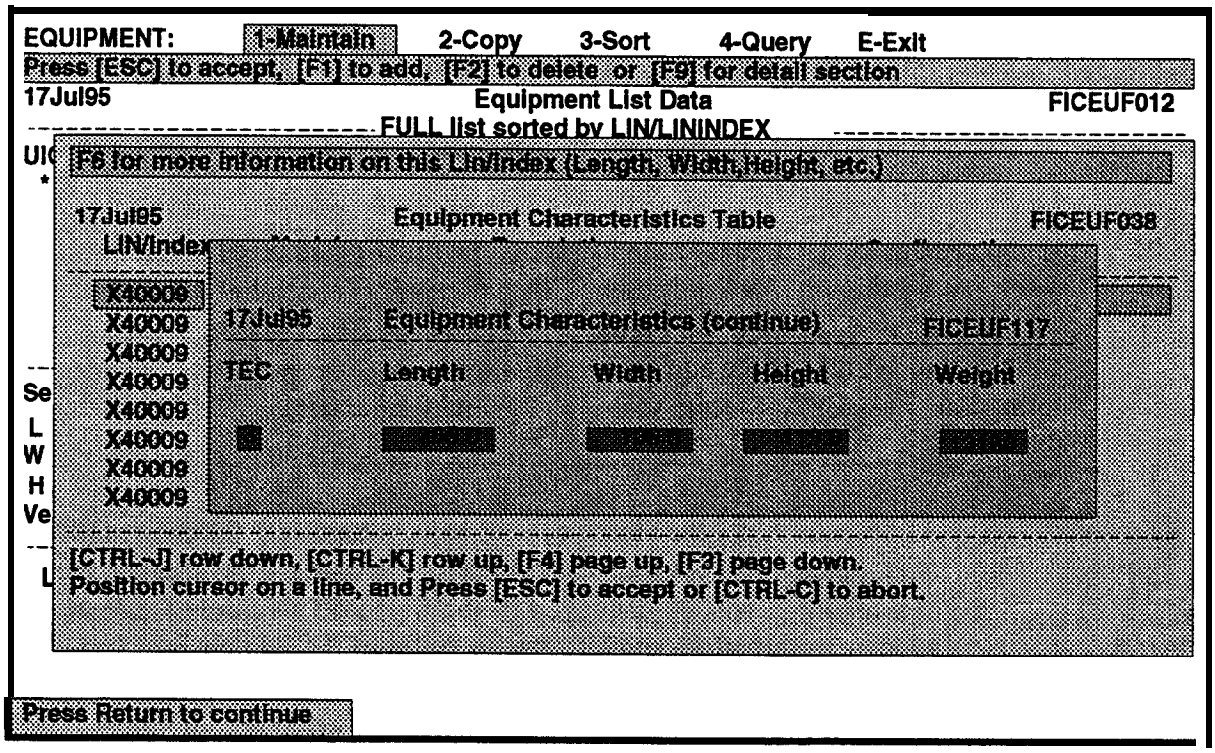


Figure 5-25. Equipment Characteristics (Continue) Window

1 Press **ESC** to display the entire ECR table, eight items at a time.

Note: If you need more detailed information about the highlighted piece of equipment, press **F6** once again. **An Equipment Characteristics (continue)** window will be displayed, as shown in Figure 5-25 (page 5-58). It shows the **TEC, Length, Width, Height,** and **Weight** of the equipment. Press ESC again to return to the Equipment Characteristics Table window.

2 As necessary, use the cursor control keys to highlight the desired piece of equipment and press **ESC** to select it. The data for the selected piece of equipment will be displayed in **the SUN, VI (Vehicle Indicator), Model, Description,** and **LIN/Index** fields of the Equipment List Data screen and the cursor will be **in the EchULN** field.

3 Continue with the procedures in paragraph **f.** below.

f. Enter the **Echelon** or ULN for this piece of equipment, or press **F6** to select the **Echelon** or **ULN** from a list of available Echelons and **ULNs.** When F6 is used, use the cursor control keys to highlight the desired item, press **ESC** to accept it, and the cursor will return to **the EchULN** field. Press **RETURN** and the cursor will move to **the M (Mode to Port of Embarkation)** field. **The D (Deployment Mode),** field will be automatically filled in.

g. Enter **M (Mode to Port of Embarkation).** The cursor will automatically move to the A/H field.

h. Enter the **Hazardous Indicator** for the vehicle (not the load) and press **RETURN.** Enter Y if the vehicle itself is hazardous, or N if the vehicle is not hazardous regardless of whether or not the load is hazardous. The cursor will move to the **Ser#** field in the **Detail Section** of the screen.

i. As necessary, enter or modify the data in any one or more of the following fields, pressing **RETURN** after each entry. Only the fields that are highlighted on the screen can be used.

Field	Type	Enter or modify this information:
NOTE: In Type Column: **R=Required** Field, **A=Field** Automatically Filled		
Ser#		**The Serial Number, USA Number** or **Lot Number** that uniquely identifies this vehicle. It should be entered because it uniquely identifies each vehicle of the same make and model number. This is a required fields when you enter the **Detail Section** or when you add a piece of equipment. The **serial number is a modifiable field.**
Bumper		The Bumper Number that uniquely identifies this vehicle. It should be entered because it uniquely identify vehicles of the same make and model number. These are

		required fields when you enter the **Detail Section** or when you add a piece of equipment.
Trailer		Shipment Unit Number of the paired Vehicle/Trailer. This field is used only for the Master Equipment List **(TDC D** and S).
TPC	A	Type Pack Code.
Owner	A	Unit Identification Number of the unit that owns this piece of equipment. This is a required field when the piece of equipment is not in the Unit's Master Equipment List
ov	A	Oversize Indicator. A Y in this field indicates the piece of equipment is oversize. An N in this field indicates the piece of equipment is not oversize. Note: This is not the same as dimensional data identified by Length, Width and Height below.
L	A	Length of the Vehicle in inches. This field is automatically filled with the Length from the ECR table but it can be changed by the user by typing over the displayed information.
W	A	Width of the Vehicle in inches. This field is automatically filled with the Width from the ECR table but it can be changed by the user by typing over the displayed information.
H	A	Height of the Vehicle in inches. This field is automatically filled with the Height from the ECR table but it can be changed by the user by typing over the displayed information.
SqFt	'A	Square Foot size of the piece of equipment.
CuFt	A	Cubic Feet dimension of the piece of equipment.
CuLd	A	Cubic Feet dimension of the load(s) on this piece of equipment.
EmptyWt	A	Empty weight of the vehicle in pounds, as shown in the Equipment Characteristics Reference (ECR) table.
ActWt	A	Actual weight in pounds of the vehicle plus its load(s). This field should be used to record the scale weight of the vehicle and its load(s) after it has been weighed. Before any loads are added to the vehicle, the Actual Weight for the vehicle will be equal to the value shown in the **Empty Weight** field. TC ACCIS will automatically recalculate the Actual Weight each time a load is added to the vehicle.

Note! **The Actual Weight can be entered directly from the keyboard, however, this information should be entered only after all loads have been added to the vehicle and the vehicle plus its load(s) is actually weighed on a scale.**

Note: When you press **RETURN** after entering an Actual Weight from the keyboard, a prompt will be displayed:

Does the Actual Wt. include current load(s) totaling nn,nnn (y/n)?

A y response to this prompt will accept the Actual Weight you entered as the total weight for both the vehicle and all its load(s). An n response will accept the Actual Weight you entered as the weight of the vehicle only and will add the nn,nnn weight for the load(s) to the weight you entered to generate a new total weight for the vehicle plus its load(s).

Except in extreme circumstances, no loads should be added to the vehicle after the actual weight from the scales is enteredfrom the keyboard. Once an actual weight is entered, the system will adjust the weight of the vehicle and the loads as follows:

TC ACCIS assumes that the previously entered weight for the load(s) is accurate and will adjust the weight of the vehicle to recalculate the actual weight of the vehicle plus the load(s). For example, an initial ECR weight of 13,180 pounds for the vehicle plus 4,000 pounds for the load(s) gives you a calculated initial actual weight of 17,180 pounds.

If the scale weight of the vehicle plus its load(s) is then determined to be 16,340 pounds and this weight is entered into the Actual Weight field from the keyboard, TC ACCIS will assume the 4,000 pound weight for the load(s) is correct and will adjust the vehicle weight to 12,340 pounds.

If additional loads are added to the vehicle after an Actual Weight has been entered from the keyboard, TC ACCIS will use the recalculated vehicle weight of 12,340 pounds to calculate the new Actual Weight of the vehicle plus its load(s).

TC ACCIS will continue to use the recalculated 12,340 pound weight for the vehicle until a new Actual Weight value is entered from the keyboard.

MaxWt	A	The maximum weight allowable for this piece of equipment plus its load.
TEC	A	Type Equipment Code
STONS		Short Tons weight (pounds divided by 2,000) for this piece of equipment. A
MTONS	A	Measurement Ton is a unit of Volumetric measurement of equipment associated with surface-delivered cargo. Measurement tons equal total cubic feet divided by 40 (1 MTON = 40 cubic feet).
WCC	A	Water Commodity Code. **F6-Help** is available in this field. This field is automatically filed with the WCC from the ECR table but it can be changed by the user by typing over the displayed information.

SHC	A	Special Handling Code. **F6-Help** is available in this field. This field is automatically filled with the SHC from the ECR table but it can be changed by the user by typing over the displayed information.
TCC		Type Cargo Code. **F6-Help** is available in this field. Used only when the Hazardous Indicator is Yes.
WI	A	Waiver Indicator that identifies pieces of equipment that are oversized and/or overweight.
CCC	A	Cargo Category Code
Vehicle Remarks		Brief comments about the piece of equipment.

j. When all of the entries have been made in the **Detail Section** of the screen, you have two options:

(1) If the vehicle has no load, press **ESC** to save your entries. The cursor will return to the **Vehicle Section** of the Equipment List Data screen. You should now continue with the procedures in paragraph 1. **below.**

(2) If the vehicle does have a load, press **F9** to move to the **Load Section** of the screen where you can add or modify a load on this vehicle. As necessary:

(a) Follow the procedures in paragraph 5.3.7.3 (page 5-70) to add a load, or,

(b) Follow the procedures in paragraph 5.3.7.4 (page 5-87) to modify the existing load information.

k. When you are finished adding or modifying load information, press F9 to complete the process of adding loads to this vehicle.

(1) If a new value has been entered into **the ActWt** field during this session or since the last time you worked with loads, the Choose Actual Weight for SUN window will be displayed as shown in Figure 5-26.

(a) The following is an explanation for each option in this window plus an explanation of how the weight value was calculated for each option:

1 **The ECR Weight** option will set the new Actual Weight of this vehicle to the Empty Weight for the vehicle, as shown in the Equipment Characteristics Reference table, plus the total weight entered for all of the loads that are now on the vehicle.

2 The **Previous Weight Adjusted for Loads** option will set the new Actual Weight for this vehicle to the value that was most recently entered from the keyboard into **the Actual Weight** field plus the Actual Weight of all loads that were added to the vehicle during this processing session. The most recent Actual Weight value equals the actual weight of all loads added to the vehicle before the most recent Actual Weight was entered

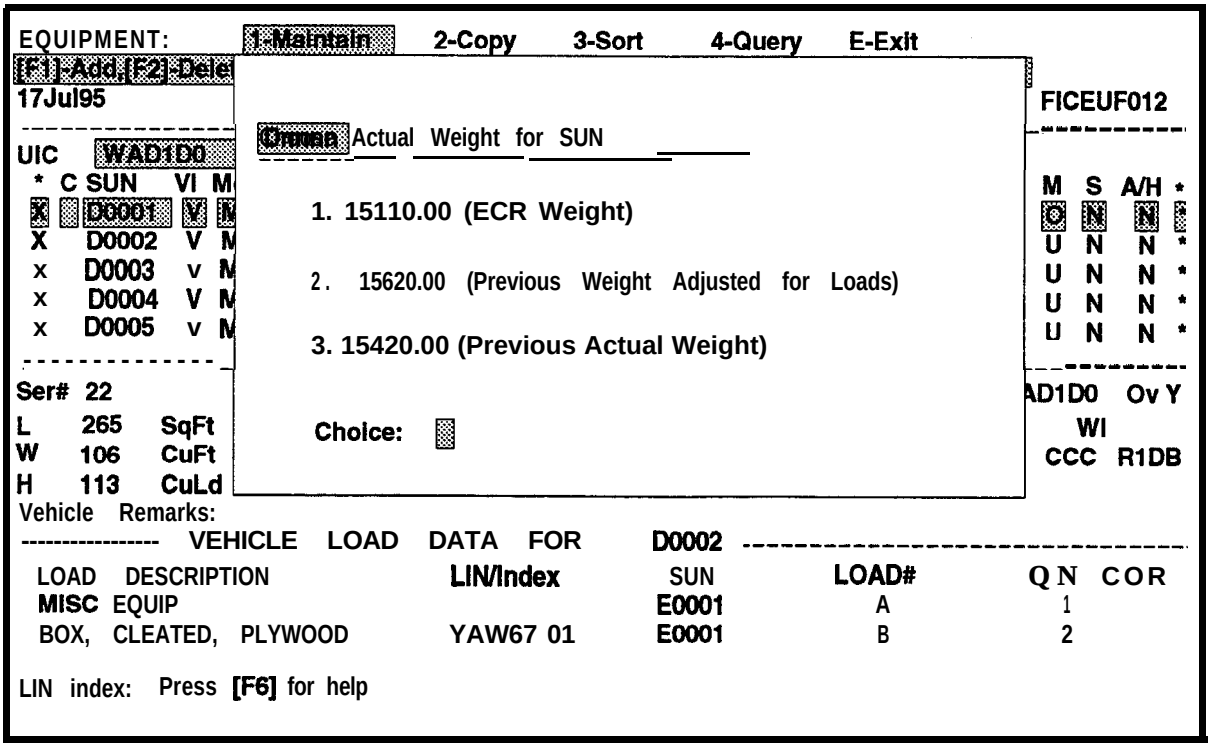


Figure 5-26. Equipment List Data Screen with Choose Actual Weight for Sun Window for a Vehicle Record

from the keyboard plus the recalculated weight of the vehicle as defined in the description for the **Actual Weight** field on page 5-60.

3 The **Previous Actual Weight** option will retain the Actual Weight of the vehicle that was most recently entered from the keyboard. This value includes the Actual Weight of all loads that were on the vehicle at the time a new value was entered into the **Actual Weight** field from the keyboard, plus the recalculated weight of the vehicle as defined in the description for the Actual Weight field on page 5-60. It will not include the weight for any of the loads that were added to the vehicle during this processing session.

(b) Select the desired option. If you are uncertain about which option to choose, select **1-(ECR Weight).** This will reset the Actual Weight to the Empty Weight of the vehicle as shown in the Equipment Characteristics Reference table plus the actual weight entered for all of the loads on the vehicle. Once this is done, you can use the procedures in paragraph 53.10 (page 5-185) to modify the actual weight of the vehicle based on an actual scale weight for the vehicle, plus all of its loads.

(2) If one or more of the loads you just added exceeds the maximum Cubic Load size and/or the Maximum Weight for this vehicle, or if the cumulative size and/or weight for all the loads on this vehicle exceed the maximum Cube Load size or

the Maximum Weight for this vehicle, you will get one or more of the following messages:

(a) If the vehicle already had a waiver before adding any load(s):

a The addition of loads that are within the size and weight standards in the ECR table will not cause any additional messages to be displayed.

2 The addition of oversized loads will display the following message:

WARNING-Total Cubic Ft. exceeds Cubic Ft. limit for this equipment

3 The addition of overweight loads will display the following message:

WARNING-Load Weight exceeds Maximum Weight for this equipment

4 The addition of oversized and overweight loads will display the following message for a few seconds:

WARNING-Load Weight exceeds Maximum Weight for this equipment

Then a second message will be displayed for a few seconds:

WARNING-Total Cubic Ft. exceeds Cubic Ft. limit for this equipment

Regardless of which message(s) is/are displayed, the cursor will move to the **LIN/Index** field in the **Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the procedures in paragraph k. below to save your data and discontinue processing.**

(b) If the vehicle does not have a waiver before adding any load(s):

1 The addition of loads that are within the size and weight standards in the ECR table will not cause any additional messages to be displayed. Continue with the procedures in paragraph **j.** below.

2 The addition of oversized loads will display the following message and the cursor will move to the **L(ength)** field:

Load exceeds Cube limit of nnn; Waiver created; Must increase Len, Wid, or Ht

Use the following procedures to change one of the dimensions by at least one-inch:

a Press **RETURN** until the cursor is in the field where you want to make the change.

b Enter the new dimension by typing over the displayed data and press **RETURN.**

c As necessary, repeat the procedures in paragraph **1** and **2** above until all the necessary changes have been made.

d When all the necessary changes have been made, press **ESC. An X** will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will then move to **the LIN/Index** field **in the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the procedures in paragraph k. below to save your data and discontinue processing.**

3 The addition of overweight loads will display the following message:

WARNING-Load Weight exceeds Maximum Weight for this equipment

An X will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will move to **the LIN/Index** field in **the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the procedures in paragraph k. below to save your data and discontinue processing.**

4 The addition of oversized and overweight loads will display the following message for a few seconds:

WARNING-Load Weight exceeds Maximum Weight for this equipment

Then a second message will be displayed for a few seconds and the cursor will move to the **L(ength)** field :

Load exceeds Cube limit of nnn; Waiver created; Must increase Len, Wid, or Ht

Use the following procedures to change one of the dimensions by at least one-inch:

a Press **RETURN** until the cursor is in the field where you want to make the change.

b Enter the new dimension by typing over the displayed data and press **RETURN.**

c As necessary, repeat the procedures in paragraph **1** and **2** above until all the necessary changes have been made.

d When all the necessary changes have been made, press **ESC.** An X will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor **will** then move to **the LIN/Index field in the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the proce-**

dures in paragraph k. below to save your data and discontinue processing.

l. As necessary, repeat the procedures in paragraphs **d.** through **k.** to add an additional piece of equipment.

m. When all the new pieces of equipment have been added, press **ESC** to save your equipment choices. A message will be displayed:

Have you completed processing equipment (y/n)?

Enter **n** in response to this prompt to return to the equipment section of the screen where you can add additional pieces of equipment, or enter y to return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

5.3.7.2.2 Addina Vehicles to Your Equipment List Usina the Copv Option.

Sometimes you may need multiple pieces of the same type of equipment in your Equipment List. If one piece of this type of equipment is already in your Equipment List you can use the **Copy** option to add the additional pieces quickly. Even if the equipment is not currently in your Equipment List, you can use the procedures in paragraph X3.7.2.1 (page 5-53) to add the first vehicle from the ECR table and then make copies of that vehicle. The **Copy** option duplicates everything except the serial number and bumper number which you must add after the vehicles have been copied.

Use the following procedures to duplicate vehicles in your equipment list.

a. To begin this process, you should be at the Equipment List Data screen as shown in Figure 5-18 (page 5-42) with the **MAINTAIN:** ring menu displayed at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHding 4-Actual Weight . . .

If this is not the case, use the following procedures to display the **MAINTAIN:** ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the TDC of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed as shown in Figure 5-18 (page 5-42) with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

b. Select the **Vehicle** option. An Equipment List Data screen will be displayed, as shown in Figure 5-15 (page 5-37) or Figure 5-20 (page 5-51), with the EQUIPMENT: ring menu displayed at the top.

EQUIPMENT: I-Maintain 2-Copy &Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section is sometimes referred to as the **Vehicle Section** and has a **list sorted by** title. This section displays information in the **SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and A/H **(Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section is sometimes referred to as the **Detail Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in the **Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to **as the Load Section** and has a **VEHICLE LOAD DATA FOR** title. This section gives the load description, LIN, **LINIndex,** SUN, Load Number, and Quantity information for the piece of equipment highlighted in **the Vehicle Section** of the screen. This section will not be identified when the blank screen is displayed.

c. From the EQUIPMENT: ring menu, select **Copy.** The Make Copies of Equipment window will be displayed, as shown in Figure 5-27. The cursor will be in the **SUN** field. You can enter selection criteria into any one or any combination of the **SUN, LIN, Index, Model,** and/or **Description** fields.

d. Press **RETURN** until the cursor is in the field where you want to enter selection criteria, and enter the selection criteria in any of the available fields, pressing **RETURN** after each entry. You can use the * **(asterisk)** at the beginning and/or end of your query criteria to act as a **wild card in the** search. This will return all records that have the specified word(s) or character(s) in the field. For example entering ***adapter* in the Description** field **will** select all pieces of equipment with the word **adapter** anywhere within the description for display **while** entering **adapter* will** return only those pieces of equipment that have **adapter** at the beginning of the description.

As an alternative, you can press **ESC** to display the first item in your Equipment List.

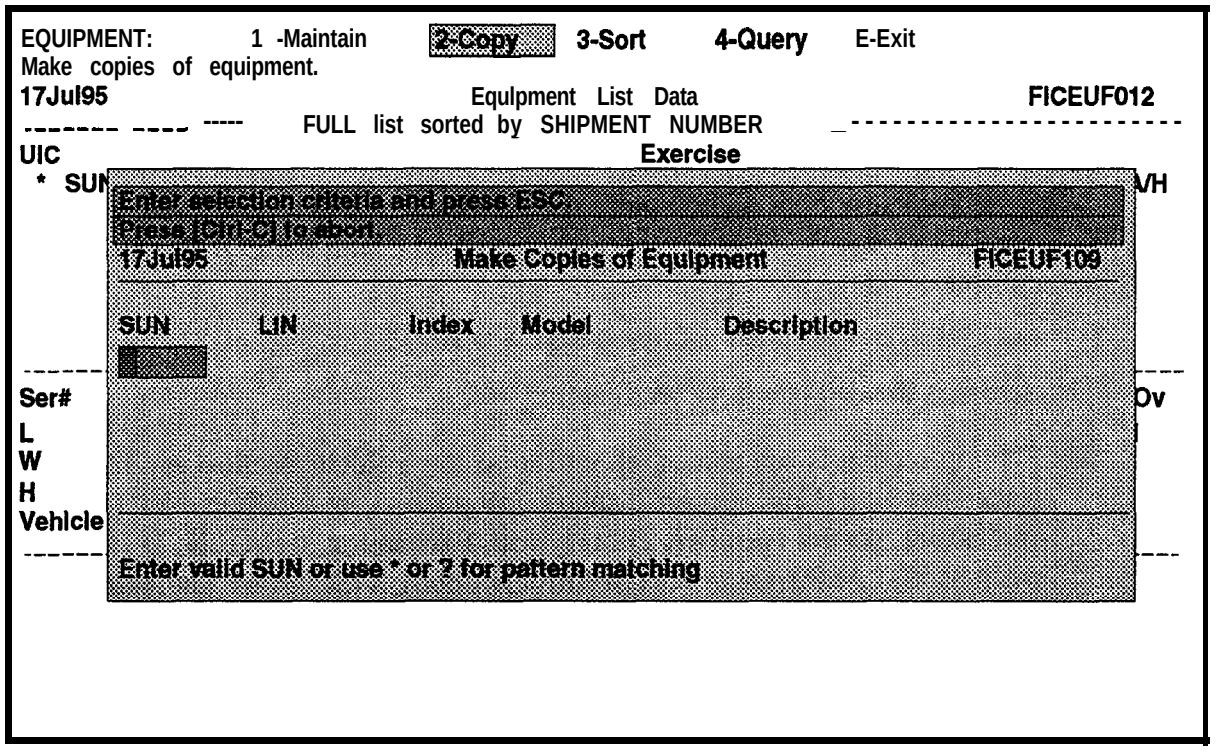


Figure 5-27. Make Copies of Equipment Window

e. When all the selection criteria has been entered, and press ESC. The data for the first piece of equipment that meets your selection criteria will be displayed in the Make Copies of Equipment window.

A Row n of **nn** message will be displayed in the lower left comer of the window, where M is the total number of records that meet your selection criteria and n is the sequential number of the displayed record within the total number of selected records.

The Browse: ring menu will be displayed at the top of the Make Copies of Equipment window:

BROWSE: I-Next P-Previous &Select E-Exit

The following is an explanation of the available options:

Option	Description
Next	Displays the next available piece of equipment that meets the selection criteria.
Previous	Displays the previous piece of equipment that meets the selection criteria.
Select	Allows you to select a piece of equipment to be copied.
Exit	Closes the Make Copies of Equipment window and returns the cursor to the EQUIPMENT: ring menu of the Equipment List Data screen. No vehicles will be selected when you use this option.

f. As necessary, select **Next** or Previous to display the record you want to copy.

g. When the desired record is displayed, press **Select** to start the copy procedures. A prompt will be displayed at the bottom of the window

Enter # of copies of SUN Dnnnn desired (100 max)

Note: As **an** alternative you **can** select **E-Exit** to abort the copy process and return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. No vehicles will be selected when you use this option.

h. Enter the **number of copies,** and press **RETURN.**

(1) If there is not a load on the vehicle, a **Row Added** message will displayed in the lower left corner of the window. When the copying is complete, the cursor will return to **the Index** field for the last piece of equipment in the Equipment List Data screen. The Equipment List is now sorted by **SUN** in descending order so the SUN of the last piece of equipment added to your Equipment List appears at the top of the list.

(2) If there is a load on the vehicle you are copying, a ring menu will be displayed at the top of the screen:

Include loads? : I-No P-Yes E-Exit

(a) Select one of the following options:

1 Select No if you do not want to include the loads in your new Equipment List.

2 Select Yes if you do want to include the loads in your new Equipment List.

3 Select **E-Exit** if you want to abort the copy process and return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

(b) A **Row Added** message will displayed in the lower left corner of the window. When the copying is complete, the cursor will return to the **Index** field of the last piece of equipment in the Equipment List Data screen. The Equipment List is now sorted by **SUN** in descending order so the SUN of the last piece of equipment added to your Equipment List appears at the top of the list.

i. As necessary you can use the procedures in the following paragraphs to add **and/or** modify the loads on the vehicles you have just added to your Equipment List:

Paragraph	Page	Procedure
5.3.7.3	5-70	Add a Load to a Vehicle.

5.3.7.4 5-87 Modifying a Load on a Vehicle.

j. When all of the pieces of equipment have been copied and all of the loads have been added and/or modified, press **ESC** to save the new data. A message will be displayed:

Have you completed processing equipment (y/n)?

(1) Enter n in response to this message and you will be returned to the **Vehicle Section** of the screen where you can perform other operations, or,

(2) Enter y in response to this message and the cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

5.3.73 Addina a Load to a Vehicle.

A load can be added to a vehicle by entering the required data from the keyboard or by selecting the piece of equipment to be loaded onto the vehicle from the Equipment Characteristics Reference (ECR) table. **Loads entered** from the keyboard will not have a LIN or **LINIndex** and will be nonstandard loads. Loads selected from the ECR table can be added as standard loads or the user can modify them to be nonstandard loads.

As shown in Figure 5-21 **(page5-53),** all vehicles in an Equipment List can have loads. FORSCOM Regulations **55-** 1 and 55-2 defines the vehicles as **D Records** and the loads on the vehicles are defied as E **Records.** The circumstances under which the dimensions and/or actual weight can be higher or lower than those specified in the Equipment Characteristics Reference table are also shown in Figure 5-21 (page 5-53).

The dimensions (length, width, height) and actual weight of a vehicle in the Unit's Master Equipment **List** can not be higher or lower than those specified in the Equipment Characteristics Reference table. However, the addition of a oversized load to a Non-standard vehicle can cause the overall dimensions of the vehicle plus the load to be higher than those specified in the Equipment Characteristics Reference table. When the dimensions of the vehicle plus the load are higher than those specified in the Equipment Characteristics Reference table, a Waiver **Indicator** will be automatically generated which will report the item to FORSCOM through COMPASS for a waiver.

The dimensions (length, width, height) and actual weight of any vehicle in a Deployment Equipment List can be higher or lower than those specified in the Equipment Characteristics Reference table. The addition of a load can also cause the overall dimensions and/or actual

weight of the vehicle to be higher or lower than those specified in the Equipment Characteristics Reference table. When the dimensions and/or actual weight of the empty vehicle or the vehicle plus the load are higher or lower than those specified in the Equipment Characteristics Reference table, a Waiver Indicator will be automatically generated which will report the item(s) to FORSCOM through COMPASS for a waiver.

The procedures in this section are written primarily for equipment in a Deployment Equipment List where dimensional and actual weight waivers are allowed. Some of the instructions will not be applicable to equipment in the Unit's Master Equipment List when these type waivers do not apply. In these cases, bypass the instructions that do not apply.

Use the following procedures to add a load to a vehicle:

a. To begin this process, you should be at the Equipment List Data screen as shown in Figure 5-18 (page 5-42) with the MAINTAIN: ring menu displayed at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

If this is not the case, use the following procedures to display the MAINTAIN: ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed as shown in Figure 5-18 (page 5-42) with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

b. Select the **Vehicle** option. An Equipment List Data screen will be displayed, as shown in Figure 5-22 (page 5-55) or Figure 5-23 (page 5-56), with the EQUIPMENT: ring menu displayed at the top.

EQUIPMENT: I-Maintain 2-Copy 3-Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section is sometimes referred to as the **Vehicle Section** and has a **list sorted by** title. This section displays information in **the SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and A/H **(Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section is sometimes referred to as the **Detail Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in **the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to **as the Load Section** and has a **VEHICLE LOAD DATA FOR** title. This section gives the load description, LIN, LINIndex, SUN, Load Number, and Quantity information for the piece of equipment highlighted in **the Vehicle Section** of the screen. This section will not be identified when the blank screen is displayed.

Note: At any time during this procedure you **can** press **Ctrl-C** to abort the entries and return to the MAINTAIN: ring menu.

c. Select **Maintain** from the EQUIPMENT: ring menu. The first five pieces of equipment for this exercise will be displayed **in the Vehicle Section** of the screen. The first item of equipment will be highlighted, as shown in Figure 5-28. The cursor will be the **Index field. The detailed description for this vehicle will be displayed in the Vehicle Detail Section of the screen. The load data for the vehicle (if any) will be displayed in the Load Section** of the screen.

```
EQUIPMENT:      1-Maintain    2-Copy    3-Sort    4-Query    E-Exit
[ESC] to Accept, [F1] to Select, [F2] to De-select, [F9] for Detail Section
17Jul95                          Equipment List Data                          FICEUF012
------------------------- FULL list sorted by SHIPMENT NUMBER ------------------
UIC   WAD1D0                                    Exercise  SG
 * C SUN   VI Model   Description                LIN/Index    EchULN      D  M  S  A/H *
 X   D0001  V  M35A2  TRUCK CARGO 2-1/2 TO       X40009  01  SG0001      A  O  N   N  *
 X  D0002  V  M35A2  TRUCKCARGO  2-1/2  TO       X40009  01  SG0001      A  U  N   N  *
 X  D0003  V  M35A2  TRUCK  CARGO  2-1/2 TO      X40009  01  SG0001      A  U  N   N  *
 X     D0004  V     M35A2  TRUCK CARGO 2-1/2 TO  X40009  01  SG0001      A  U  N   N  *
 X     D0005  V     M35A2  TRUCK CARGO 2-1/2 TO  X40009  01  SG0001      A  U  N   N  *
------------------------------- DETAIL FOR D0001 ------------------------------
Ser#  22                  Bumper  TNG-2    Tra/Bmp#        I        Owner  WAD1 D0
L    265  SqFt     196  EmptyWt    13180  TEC          WCC  867  WI        TPC  VO
W    196  CuFt    1837  ActWt      13347  STONS    6.7  SHC  9  CCC  R1DB  Ov  Y
H    113  CuLd     191  MaxWt      18189  MTONS     46  TCC  Z
Vehicle  Remarks:
----------------- VEHICLE LOAD DATA FOR      D0002 ------------------------------
 LOAD  DESCRIPTION              LIN/Index        SUN        LOAD#        QTY  COR
 MISC  EQUIP                                     E0001        A            1
 BOX  CLEATED  PLYWOOD          YA0087  01       E0002        B            2

LIN index:  Press [F6] for help
```

Figure 5-28. Equipment List Data Screen with Data

Note: When appropriate, you may want to use the Sort option or the Query option described in paragraph 5.3.6 (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of the three options you choose.

d. Use the cursor control keys to highlight the desired piece of equipment and then press F9 twice to move the cursor to **the Load Description** field of **the Load Section** at the bottom of the screen.

e. Press **F1** to add a new load to this vehicle. The Vehicle Load Data window will be displayed as shown in Figure 5-29. The cursor will be in the **LIN** field. The following message line will be displayed at the top of the window:

F1-Add New Load, F&Next Load, F4-Previous Load, F7-Reassign Load, F10-Copy Load to another Vehicle, [ESC] Accept, [Ctrl-C] Abort

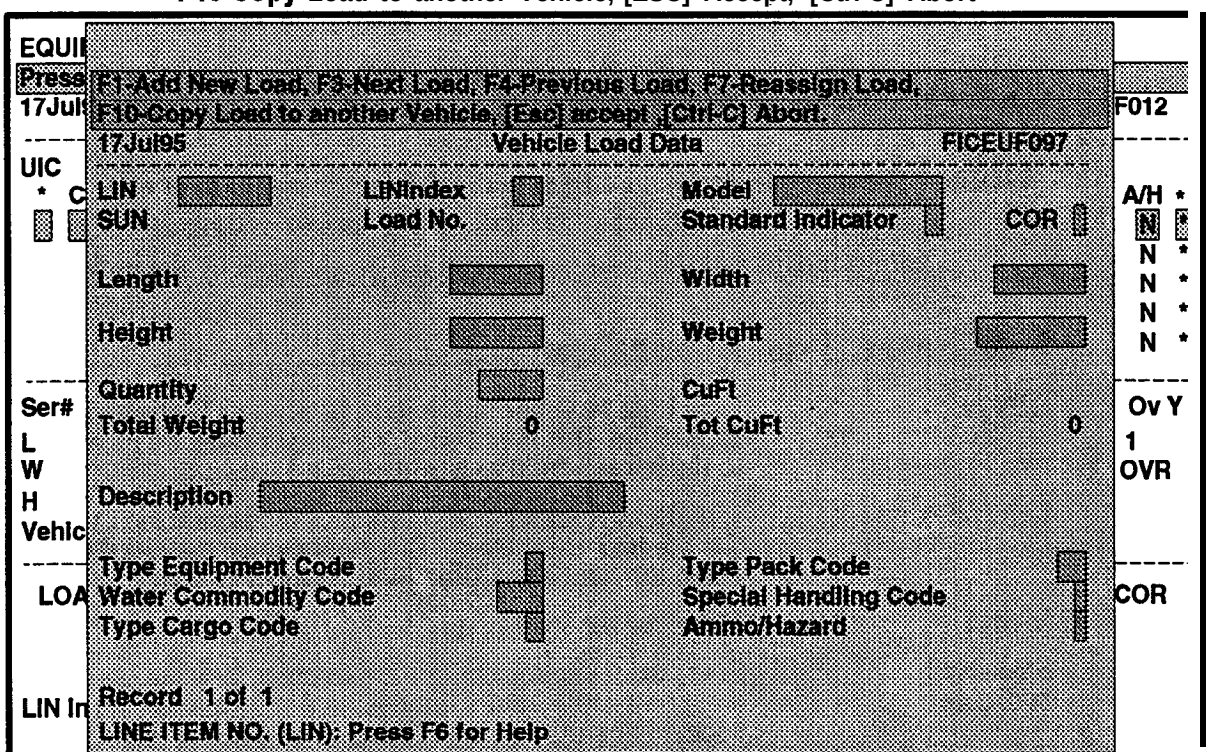


Figure 5-29. Vehicle Load Data Window

(1) As you create your load, data will be automatically entered into the following fields and the user can not change it:

Field Name	Explanation
SUN	Shipment Unit Number of the vehicle or SHE highlighted in the Vehicles Summary section.
Load No.	Sequential number for this load on this vehicle.
COR	COMPASS Correction Indicator that identifies items reported on the Error Listing for a COMPASS transmission.
CuFt	Cubic Feet for each item. Automatically calculated based on Length, Width, and Height after these values are displayed on the screen.

Total Weight	Total Weight for all items. Automatically calculated based on Weight times Quantity, after these values are displayed on the screen.
Total CuFt	Total Cubic Feet for all items. Automatically calculated based on Cubic Feet times Quantity, after these values are displayed on the screen.

(2) The following is an explanation of the fields in the Vehicle Load Data window that can be accessed by the user. The **Type** column identifies the fields that can be accessed by the user for creating standard (S) and nonstandard (NS) Loads. A **Y** in **the Standard Indicator** field of the Vehicle Load Data window identifies a standard load. **An N in the Standard Indicator** field of the Vehicle Load Data window identifies a nonstandard load.

Note: The user can designate Loads with a LIN to be standard or nonstandard. loads without a LIN will have a default designation of nonstandard and this designation can not be changed by the user.

Field Name	Type	Explanation
LIN	**S**	Line Item Number of the item from the TB 55-46-l ECR table. If it is not used, the cursor must be moved to the **Model** field as a nonstandard load.
LINIndex	**S**	Line Item Number (LIN) Index of the item from the TB 55-46-l ECR table. This field can be accessed only when the load has a Line Item Number (LIN).
Model	**NS**	Model of the load item.
Standard Indicator	**SINS**	Standard indicator options are to enter Y when you want to use the load s dimensional information and codes that are in the ECR table or to enter N when you want to enter your own dimensional information and codes for the load. All loads that are manually created by entered the data from the keyboard will be nonstandard loads and the user will be required to enter the dimensional information and the codes.
Length	**NS**	Total length in inches of this item. Automatically filled for a standard load. Required entry for a nonstandard load with no LIN.
Width	**NS**	Total width in inches of this item. Automatically filled for a standard load. Required entry for a nonstandard load with no LIN.
Height	**NS**	Total height in inches of this item. Automatically filled for a standard load. Required entry for a nonstandard load with no LIN.
Weight	**NS**	Total weight in pounds of this item Automatically filled for a standard load. Required entry for a nonstandard load with no LIN.
Quantity	**SINS**	The default quantity of **1** is displayed.
Description	**S/NS**	

		A brief description of the item identified. Automatically filled when Standard Indicator is Yes. Required entry for a nonstandard load with no LIN.
Type Equipment Code	NS	Type Equipment Code. Automatically filled when Standard Indicator is Yes. Required entry for a nonstandard load with no LIN.
Type Pack Code	SINS	Type Pack Code. Automatically filled when Standard Indicator is Yes, based on the Type Equipment Code entry.
Water Commodity Code	S/NS	Water Commodity Code. Automatically filled when Standard Indicator is Yes, based on the Type Equipment Code entry.
Special Handling Code	SINS	Special Handling Code. Automatically filled when Standard Indicator is Yes, based on the Type Equipment Code entry.
Type Cargo Code	S/NS	Type Cargo Code. Automatically filled when Standard Indicator is Yes, based on the Type Equipment Code entry.
Ammo/Hazard	SINS	Ammo/Hazard indicator. Enter Y or N. Default value is No, based on the Type Equipment Code entry.

(a) Use the procedures in paragraph **f.** below to create a nonstandard load by entering the data from the keyboard. This option allows you to create a load that is not defined in the ECR table.

(b) Use the procedures in paragraph g. below to create a nonstandard load by selecting an item from the ECR table.

(c) Use the procedures in paragraph **h.** below to create a standard load by selecting an item from the ECR table.

f. Use the procedures in this paragraph to create a nonstandard load by entering all the data from the keyboard. New loads entered from the keyboard will create a nonstandard load without a **LIN** and a **LINIndex.**

(1) Press **RETURN** to bypass the LIN field. The cursor will move to the Model field. An N will be automatically entered into **the Ammo/Hazard** field.

(2) As appropriate, enter the Model for this item and press **RETURN. An N (No)will** be automatically entered into **the Standard Indicator** field to identify this as a nonstandard load. The cursor will move to the **Length** field.

(3) Enter the data in all of the required fields plus any of the optional fields that you want to use, pressing **RETURN** after each entry. Data is required in the Length, **Width, Height, Weight, Description,** and **Type Equipment Code** fields.

When you enter **the Weight** and press **RETURN, the CuFt, Total Weight,** and **Total CuFt** will be automatically computed and displayed. The cursor will move to **the Quantity** field and a **1** will be displayed as the default value.

Note: If the load weight causes the Load Weight plus the Vehicle Weight to exceed the Maximum Allowable Weight, a message will be displayed:

Veh. Wt. + load Wt. exceeds ECR Max. of nn,nnn... Is this correct (y/n)?

Enter y to accept this overweight condition or **n** to return to **the Weight** field where you can correct the condition.

(4) Enter the **Quantity** by typing over the displayed data and press **RETURN** or press **RETURN** to accept the default value. When appropriate, the **Total CuFt** field will be updated and the cursor will move to **the Description** field.

(5) Enter a new **Description** by typing over the displayed data and press **RETURN** or press **RETURN** to accept the **Description** from the ECR table. The cursor will move to **the Type Equipment** Code field.

(6) When **you** enter data in **the Type Equipment Code** field and press **RETURN,** data will be automatically entered into **the Type Pack Code, Water Commodity Code, Special Handling Code,** and **Type Cargo Code.** However, any of this data can be changed by pressing **RETURN** to move the cursor to the field where you want to make the change and typing the new data over the displayed information. You can **also** change the N that was automatically entered into **the Ammo/Hazard** fields.

(7) When all of your entries have been made, review your data to make sure it is correct.

(a) As necessary, press **RETURN** until the cursor is in the field where you want to make a change.

(b) Enter the correct data by typing over the displayed information, and press RETURN.

(c) Repeat the procedures in paragraphs **(a)** and **(b)** above until all your data is correct.

(8) When **all** of your data is correct, you have two options:

(a) You can add another load to this vehicle by pressing **F1** and then repeat the procedures in paragraphs **(1)** through (8) above. This procedures can be repeated as many times as necessary until all the loads have been added to this vehicle.

Note: Pressing **F1** will save the data for the record you have just completed. It will **still** be a load on this vehicle even if you press **Ctrl-C** to abort the process as you are creating a subsequent load.

(b) While the Vehicle Load Data window is still displayed, you can perform any of the following functions by using the procedures in the paragraphs indicated below. To do this, use F3 to display the Next Load or F4 to display the Previous Load

Paragraph	Page	Function
5.3.7.4.1	5-88	Changing the Details for an Existing Load.
5.3.7.4.2	5-96	Copying the Current Load to Another Vehicle.
5.3.7.4.3	5-100	Reassigning the Current Load.

(9) When all the entries in your last load are correct, press **ESC** while the cursor is still in the Vehicle Load Data window to save the data. The Vehicle Load Data window will close and the cursor will move to **the Load Description** field in the **Load Section** of the Equipment List Data screen. The last load you worked with will be added to the end of the list of loads.

(10) Continue with the procedures in paragraph **i.** (page 83) below.

g. Use the procedures in this paragraph to create a nonstandard load that has a **LIN** and **LINIndex.** This process will copy only **the LIN, LINIndex, Model** and **Description** from the ECR table. In addition, the default of N is entered into **the Ammo/Hazard** field. The user must enter all the other data from the keyboard. To begin the process, you can enter the **LIN** and **LINIndex** from the keyboard, or press **F6** to select an item from a list of available items in the ECR table.

(1) If you know the **LIN:**

(a) Enter the **LIN** and press RETURN. The cursor will move to the **Index** field.

(b) Enter the **LINIndex** and press **RETURN.** ECR table data **will** be displayed in **the Model, SUN, Load** No., **COR,** and **Description** fields and the default N will be displayed **in the Ammo/Hazard.** The cursor will be in the **Standard Indicator** field.

(c) Continue with the procedures in paragraph (3) below.

(2) If you do not know the **LIN,** press **F6** to select the LIN from a list of available **LINs.** The Equipment Characteristics Query window will be displayed with the cursor in the **LIN** field. You can enter you selection criteria in any one or any combination of **the LIN, LINIndex, Model,** or **Description** fields.

Note: As an alternative you can press **ESC** to display **all** items in the ECR table in LIN sequence. However, the size of the ECR table makes this is a very time consuming type query and should be used only in limited circumstances when you do not know any other information about the item vou want to select.

(a) Press **RETURN** until the cursor is in the field where you want to enter your selection criteria.

(b) Enter your selection criteria and press **RETURN. You** can use query symbols to search when you do not know the exact values for the desired record. The query symbols are shown in the Equipment List Query screen (Figure 5-17, page 5-40). Note that the asterisk (*) is a **wild card** designation that replaces one or more characters in the selection criteria.

Note: Never use quotation marks (" or ") when you enter a query. The quotation mark character will be interpreted to be part of the query and it will cause a system error.

The following are some examples of query values that can be entered and the type items that will be selected:

Field	Query	Items Selected
LIN	**>A00730**	All items with a LIN greater than **A00730.**
Index	**<20**	All items with an Index of less than 20
Model	**M35***	All items that have a model beginning with M35, e.g., M35, **M35A, M355.**
Description	*truck*	**All items** with "truck' anywhere in the **Description**

(c) Repeat the procedures in paragraphs **(a)** and **(b)** above until all of your selection criteria has been entered.

(d) Press **ESC** to initiate the process. A **Searching...** message will be displayed and then the Equipment Characteristics Table window will be displayed with a list of items that meet your selection criteria.

If you entered selection criteria in more than one field, only the items that meet **all** of these criteria will be selected and displayed.

(e) Use the cursor control keys to highlight the desired item.

(f) When the desired item is highlighted, press **ESC** to select it. The Equipment Characteristics Table window will close. ECR table data will be displayed in **the Model, SUN, Load** No., **COR, Description** fields and the default N will be displayed in the **Ammo/Hazard. The** cursor will be in the **Standard Indicator** field of the Vehicle Load Data window.

(3) Enter N (No) in the **Standard Indicator** field to indicate a nonstandard load and press **RETURN.** The cursor will move to the **L(ength)** field. You will now have to enter the data in the rest of the fields and press **RETURN** after each entry.

(4) Enter the data in all the required fields plus any of the optional fields that you want to use, pressing **RETURN** after each entry. Data is required in the **Length, Width, Height, Weight, Description,** and **Type Equipment Code** fields.

When you enter **the Weight** and press **RETURN, the CuFt, Total Weight,** and **Total CuFt** will be automatically computed and displayed. The cursor will move to the **Quantity** field and a **1** will be displayed as the default value.

Note:

If the load weight causes the Load Weight plus the Vehicle Weight to exceed the Maximum Allowable Weight, a message will be displayed:

Veh. Wt. + load Wt. exceeds ECR Max. of nn,nnn... Is this correct (y/n)?

Enter y to accept this overweight condition or **n** to return to **the Weight** field where vou can correct the condition.

(5) Enter the **Quantity** by typing over the displayed data and press **RETURN** or press RETURN to accept the default value. When appropriate, **the Total CuFt** field will be updated and **the** cursor **will** move to **the Description** field.

(6) Enter a new **Description** by typing over the displayed data and press RETURN or press **RETURN** to accept **the Description** from the ECR table. The cursor **will** move to **the Type Equipment Code** field.

(7) When you enter data in **the Type Equipment Code** field and press **RETURN,** data will be automatically entered into **the Type Pack Code, Water Commodity Code, Special Handling** Code, and **Type Cargo Code.** However, any of this data can be changed by pressing RETURN to move the cursor to the field where you want to make the change and typing the new data over the displayed information. You can also change the N that was automatically entered into **the Ammo/Hazard** fields.

(8) When all your entries have been made, review your data to make sure it is correct.

(a) As necessary, press **RETURN** until the cursor is in the field where you want to make a change.

(b) Enter the correct data by typing over the displayed information, and press **RETURN.**

(c) Repeat the procedures in paragraphs **1** and **2** above until **all** your data is correct.

(9) When all of your data is correct, you have two options:

(a) You can add another load to this vehicle by pressing **F1** and then repeat the procedures in paragraphs **(1)** through (8) above. This procedures can be

repeated as many times as necessary until all the loads have been added to this vehicle.

Note: Pressing **F1** will save the data for the record you have just completed. It will still be a load on this vehicle even if you press **Ctrl-C** to abort the process as you are creating a subsequent load.

(b) While the Vehicle Load Data window is still displayed, you can perform any of the following functions by using the procedures in the paragraphs indicated below. To do this, use F3 to display the Next Load or F4 to display the Previous Load

Paragraph	Page	Function
5.3.7.4.1	5-88	Changing the Details for an Existing Load.
5.3.7.4.2	5-96	Copying the Current Load to Another Vehicle.
5.3.7.4.3	5-100	Reassigning the Current Load.

(10) When all the entries in your last load are correct, press **ESC** while the cursor is still in the Vehicle Load Data window to save the data. The Vehicle Load Data window will close and the cursor will move to **the Load Description** field in the **Load Section** of the Equipment List Data screen. The last load you worked with will be added to the end of the list of loads.

(11) Continue with the procedures in paragraph **i.** (page 5-83) below.

h. Use the procedures in this paragraph to create a standard load that has a **LIN** and **LINIndex.** This process will copy all the data for this item from the ECR table. The user may change some of the data from the keyboard. To begin the process, you can enter **the LIN** and **LINIndex** from the keyboard, or press F6 to select an item from a list of available items in the ECR table.

(1) If you know the LIN:

(a) Enter the **LIN** and press **RETURN.** The cursor **will** move to the Index field.

(b) Enter **the LINIndex** and press **RETURN.** ECR table data will be displayed **in the Model, SUN, Load No., COR** and, **Description** fields and the default N will be displayed **in the Ammo/Hazard.** The cursor will be in the **Standard Indicator** field.

(c) Continue with the procedures in paragraph (3) below.

(2) If you do not know the **LIN,** press F6 to select the LIN from a list of available **LINs.** The Equipment Characteristics Query window will be displayed with the cursor in the **LIN** field. You can enter you selection criteria in any one or any combination of **the LIN, LINIndex, Model,** or **Description** fields.

Note: As an alternative you can press **ESC** to display all items in the ECR table in LIN sequence. However, the size of the ECR table makes this is a very time consuming type query and should be used only in limited circumstances when you do not know any other information about the item vou want to select.

(a) Press **RETURN** until the cursor is in the field where you want to enter your selection criteria.

(b) Enter your selection criteria and press **RETURN. You** can use query symbols to search when you do not know the exact values for the desired record. The query symbols are shown in the Equipment List Query screen (Figure 5-1'7, page 5-40). Note that the asterisk (*) is a **wild card** designation that replaces one or more characters in the selection criteria.

Note: Never use quotation marks (" or ") when you enter a query. The quotation mark character will be interpreted to be part of the query and it will cause a system error.

The following are some examples of query values that can be entered and the type items that will be selected:

Field	Query	Items Selected
L I N	**>A00730**	All items with a LIN greater than **A00730.**
Index	**<20**	All items with an Index of less than 20
Model	**M35***	All items that have a model beginning with M35, e.g., M35, **M35A, M355.**
Description	***truck***	**All items** with "truck" anywhere in the **Description**

(c) Repeat the procedures in paragraphs **(a)** and **(b)** above until all of your selection criteria has been entered.

(d) Press **ESC** to initiate the process. A **Searching...** message will be displayed and then the Equipment Characteristics Table window will be displayed with a list of items that meet your selection criteria.

If you entered selection criteria in more than one field, **only** the items'that meet **all** of these criteria will be selected and displayed.

(e) Use the cursor control keys to highlight the desired item.

(f) When the desired item is highlighted, press **ESC** to select it. The Equipment Characteristics Table window will close. ECR table data will be displayed in **the Model, SUN, Load No., COR, Description** fields and the default N will

be displayed **in the Ammo/Hazard.** The cursor will be in the Standard **Indicator** field of the Vehicle Load Data window.

(3) Enter Y (Yes) in the **Standard Indicator** field to indicate a standard load and press **RETURN.** All the ECR table data for this item will be displayed, and the cursor will move to the Quantity field.

(a) **You** now change **the** data **in the Quantity, Description, Type Pack Code, Water Commodity Code, Special Handling Code, Type Cargo Code, Ammo/Hazard,** and **Standard Indicator** fields. To do this:

(b) Press RETURN until the cursor is in the field where you want to make the change.

(c) Enter the new data by typing the correct data over the displayed information and pressing RETURN after each entry.

(d) When the Quantity is changed, the value displayed in both **the Total Weight** and the **Total CuFt** fields will be automatically recalculated and displayed.

(e) When the Standard Indicator field is changed to N (No) to indicate a nonstandard load, you will be able to access **the Length, Width, Height,** and **Weight** fields. When this happens, you should continue processing this load as a nonstandard load as described in paragraph g. above.

(4) When all of your entries have been made, review your data to make sure it is correct.

(a) As necessary, press **RETURN** until the cursor is in the field where you want to make a change.

(b) Enter the correct data by typing over the displayed information, and press **RETURN.**

(c) Repeat the procedures in paragraphs (a) and **(b)** above until all your data is correct.

(5) When all of your data is correct, you have two options:

(a) You can add another load to this vehicle by pressing **F1** and then repeat the procedures in paragraphs (1) through (4) above. This procedure can be repeated as many times as necessary until all the loads have been added to this vehicle.

Note: Pressing **F1** will save the data for the record you have just completed. It will still be a load on this vehicle even if you press **Ctrl-C** to abort the process as you are creating a subsequent load.

(b) While the Vehicle Load Data window is still displayed, you can perform any of the following functions by using the procedures in the paragraphs indicated below. To do this, use F3 to display the Next Load or F4 to display the Previous Load

Paragraph	Page	Function
5.3.7.4.1	5-88	Changing the Details for an Existing Load.
5.3.7.4.2	5-96	Copying the Current Load to Another Vehicle.
5.3.7.4.3	5-100	Reassigning the Current Load.

(6) When all the entries in your last load are correct, press **ESC** while the cursor is still in the Vehicle Load Data window to save the data. The Vehicle Load Data window will close and the cursor will move to **the Load Description** field in the **Load Section** of the Equipment List Data screen. The last load you worked with will be added to the end of the list of loads.

(7) Continue with the procedures in paragraph **i.** below.

i. Press F9 to complete the process of adding loads to this vehicle.

(1) If a new value has been entered into **the ActWt** field during this session or since the last time you worked with loads, the Choose Actual Weight for SUN window will be displayed as shown in Figure 5-26 (page 5-63).

(a) The following is an explanation for each option in this window plus an explanation of how the weight value was calculated for each option:

1 **The ECR Weight** option will set the new Actual Weight of this vehicle to the Empty Weight for the vehicle, as shown in the Equipment Characteristics Reference table, plus the total weight entered for all of the loads that are now on the vehicle.

2 **The Previous Weight Adjusted for Loads** option will set the new Actual Weight for this vehicle to the value that was most recently entered from the keyboard into **the Actual Weight** field plus the Actual Weight of all loads that were added to the vehicle during this processing session. The most recent Actual Weight value equals the actual weight of **all** loads added to the vehicle before the most recent Actual Weight was entered from the keyboard plus the recalculated weight of the vehicle as defined in the description for **the Actual Weight** field on page 5-60.

3 **The Previous Actual Weight** option will retain the Actual Weight of the vehicle that was most recently entered from the keyboard. This value includes the Actual Weight of all loads that were on the vehicle at the time a new value was entered into **the Actual Weight** field from the keyboard, plus the recalculated weight of the vehicle as defined in the

description for the Actual Weight field on page 5-60. It will not include the weight for any of the loads that were added to the vehicle during this processing session.

(b) Select the desired option. If you are uncertain about which option to choose, select **1-(ECR Weight).** This will reset the Actual Weight to the Empty Weight of the vehicle as shown in the Equipment Characteristics Reference table plus the actual weight entered for all of the loads on the vehicle. Once this is done, you can use the procedures in paragraph 5.3.10 (page 5-185) to modify the actual weight of the vehicle based on an actual scale weight for the vehicle, plus all of its loads.

(2) If one or more of the loads you just added exceeds the maximum Cubic Load size and/or the Maximum Weight for this vehicle, or if the cumulative size and/or weight for all the loads on this vehicle exceed the maximum Cube Load size or the Maximum Weight for this vehicle, you will get one or more of the following messages:

(a) If the vehicle already had a waiver before adding any load(s):

a The addition of loads that are within the size and weight standards in the ECR table will not cause any additional messages to be displayed.

2 The addition of oversized loads will display the following message:

WARNING-Total Cubic Ft. exceeds Cubic Ft. limit for this equipment

3 The addition of overweight loads will display the following message:

WARNING-Load Weight exceeds Maximum Weight for this equipment

4 The addition of oversized and overweight loads will display the following message for a few seconds:

WARNING-Load Weight exceeds Maximum Weight for this equipment

Then a second message will be displayed for a few seconds:

WARNING-Total Cubic Ft. exceeds Cubic Ft. limit for this equipment

Regardless of which message(s) is/are displayed, the cursor will move to **the LIN/Index** field **in the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the procedures in paragraph k. below to save your data and discontinue processing.**

(b) If the vehicle does not have a waiver before adding any load(s):

1 The addition of loads that are within the size and weight standards in the ECR table will not cause any additional messages to be displayed. Continue with the procedures in paragraph **j.** below.

2 The addition of oversized loads will display the following message and the cursor will move to the **L(ength)** field:

Load exceeds Cube limit of nnn; Waiver created; Must increase Len, Wid, or Ht

Use the following procedures to change one of the dimensions by at least one-inch:

a Press **RETURN** until the cursor is in the field where you want to make the change.

b Enter the new dimension by typing over the displayed data and press RETURN.

c As necessary, repeat the procedures in paragraph **1** and **2** above until all the necessary changes have been made.

d When all the necessary changes have been made, press **ESC. An X** will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will then move to the **LIN/Index** field in **the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the procedures in paragraph k. below to save your data and discontinue processing.**

3 The addition of overweight loads will display the following message:

WARNING-Load Weight exceeds Maximum Weight for this equipment

An X will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will move to **the LIN/Index** field in **the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the procedures in paragraph k. below to save your data and discontinue processing.**

4 The addition of oversized and overweight loads will display the following message for a few seconds:

WARNING-Load Weight exceeds Maximum Weight for this equipment

Then a second message will be displayed for a few seconds and the cursor will move to the **L(ength)** field :

Load exceeds Cube limit of nnn; Waiver created; Must increase Len, Wid, or Ht

Use the following procedures to change one of the dimensions by at least one-inch:

a. Press **RETURN** until the cursor is in the field where you want to make the change.

b. Enter the new dimension by typing over the displayed data and press **RETURN.**

c. As necessary, repeat the procedures in paragraph **1** and **2** above until all the necessary changes have been made.

d. When all the necessary changes have been made, press **ESC. An X** will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will then move to **the LIN/Index field in the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the procedures in paragraph k. below to save your data and discontinue processing.**

j. As necessary, repeat the procedures in paragraphs **d.** through **i.** (as appropriate) above to add loads to other vehicles.

k. When all the loads on all the vehicles have been added, and the cursor is in the **Index** field of the **Vehicle Section** of Equipment List Data screen, press **ESC to accept the data. The following prompt will be displayed:**

Have you completed processing equipment (y/n)?

(1) Enter **n** in response to this prompt to return to **the Vehicle Section** of the screen where you can add more loads, or,

(2) Enter y in response to this prompt to end the process and return to the EQUIPMENT: ring menu where you can select another option or press

E-Exit twice to return to the Equipment List Processing menu.

If your load includes any hazardous materials, a message will be displayed:

Do you want to update hazardous materials records? (y/n)

(a) Enter n in response to this prompt to return to the **Vehicle Section** of the screen where you can make additional modifications.

(b) Enter y to update the hazardous materials and the Equipment Summary screen will be displayed as shown in Figure 5-30.

Use the procedures in paragraph 5.3.9 (page 5-176) to update the hazardous materials information. When you are done, press ESC to accept the load or **Ctrl-C** to abort the entries. You will be returned to MAINTAIN: ring menu.

(3) Press E-Exit to return to the Equipment List Processing menu.

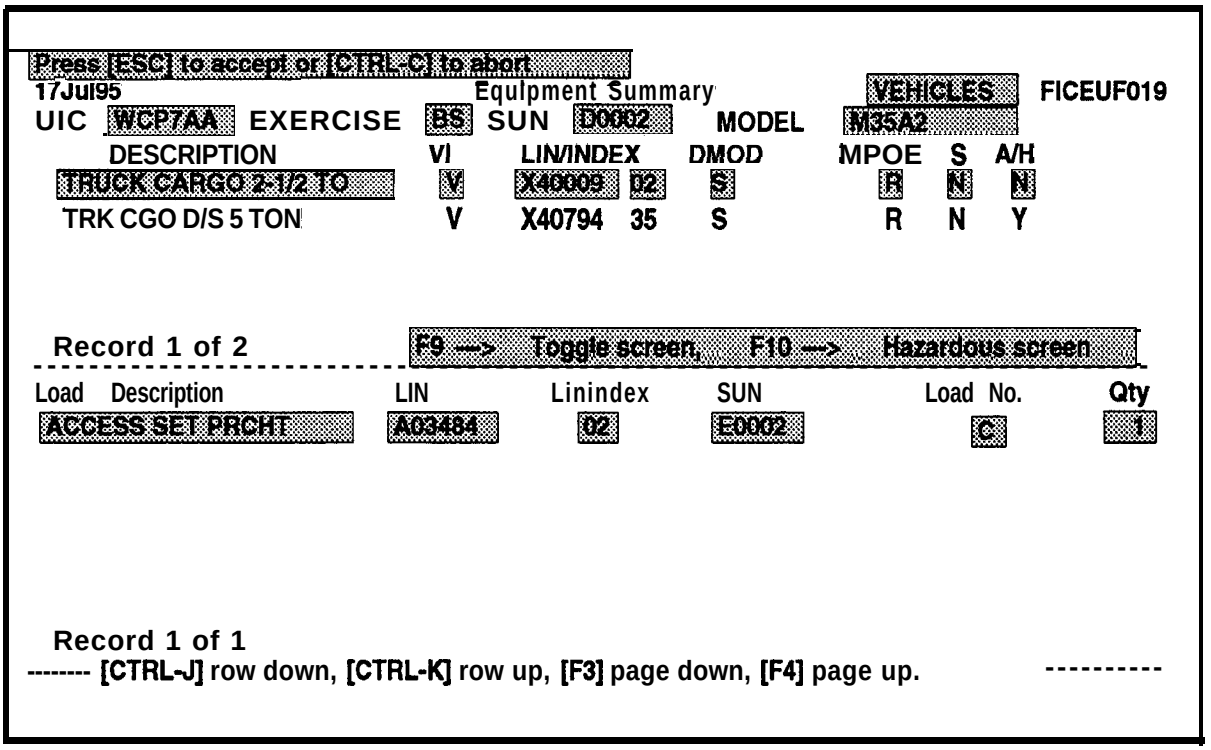


Figure 5-30. Equipment Summary Screen

Note: **As an** alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes **will** be saved.

5.3.7.4 Modifving a Load on a Vehicle.

This option allows the user to change the details for an existing load, copy a load from one vehicle to another, or reassign the current load or all the loads from one vehicle to another.

As shown in Figure 5-21 (page5-53), all vehicles in an Equipment List can have loads. FORSCOM Regulations 55- 1 and 55-2 defines the vehicles as D Records and the loads on the vehicles are defined as **E** Records. The circumstances under which the dimensions and/or actual weight can be higher or lower than those specified in the Equipment Characteristics Reference table are also shown in Figure 5-21 (page5-53).

The dimensions (length, width, height) and actual weight of a vehicle in the Unit's Master Equipment List can not be higher or lower than those specified in the Equipment Characteristics Reference table. However, the addition of a oversized load to a Non-standard vehicle can cause the overall dimensions of the vehicle plus the load to be higher than those specified in the Equipment Characteristics Reference table. When the dimensions of the vehicle plus the load

are higher than those specified in the Equipment Characteristics Reference table, a Waiver Indicator will be automatically generated which will report the item to FORSCOM through COMPASS for a waiver.

The dimensions (length, width, height) and actual weight of any vehicle in a Deployment Equipment List can be higher or lower than those specified in the Equipment Characteristics Reference table. The addition of a load can also cause the overall dimensions and/or actual weight of the vehicle to be higher or lower than those specified in the Equipment Characteristics Reference table. When the dimensions and/or actual weight of the empty vehicle or the vehicle plus the load are higher or lower than those specified in the Equipment Characteristics Reference table, a Waiver Indicator will be automatically generated which will report the item(s) to FORSCOM through COMPASS for a waiver.

The procedures in this section are written primarily for equipment in a Deployment Equipment List where dimensional and actual weight waivers are allowed. Some of the instructions will not be applicable to equipment in the Unit's Master Equipment List when these type waivers do not apply. In these cases, bypass the instructions that do not apply.

5.3.7.4.1 Changing the Details for an Existing Load on a Vehicle.

Use the following procedures to change the details for an existing loads on a vehicle in an Equipment List:

a. Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

c. Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

d. Select the **Vehicle** option from the MAINTAIN: ring menu. The EQUIPMENT: ring menu will be displayed at the top of the Equipment List Data screen as shown in Figure 5-31.

EQUIPMENT: I-Maintain 2-Copy 3-Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section has a title of **list** sorted **by** and is sometimes referred to as the **Vehicle Section.** This section displays information in the **C(COMPASS Correction), SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and **A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

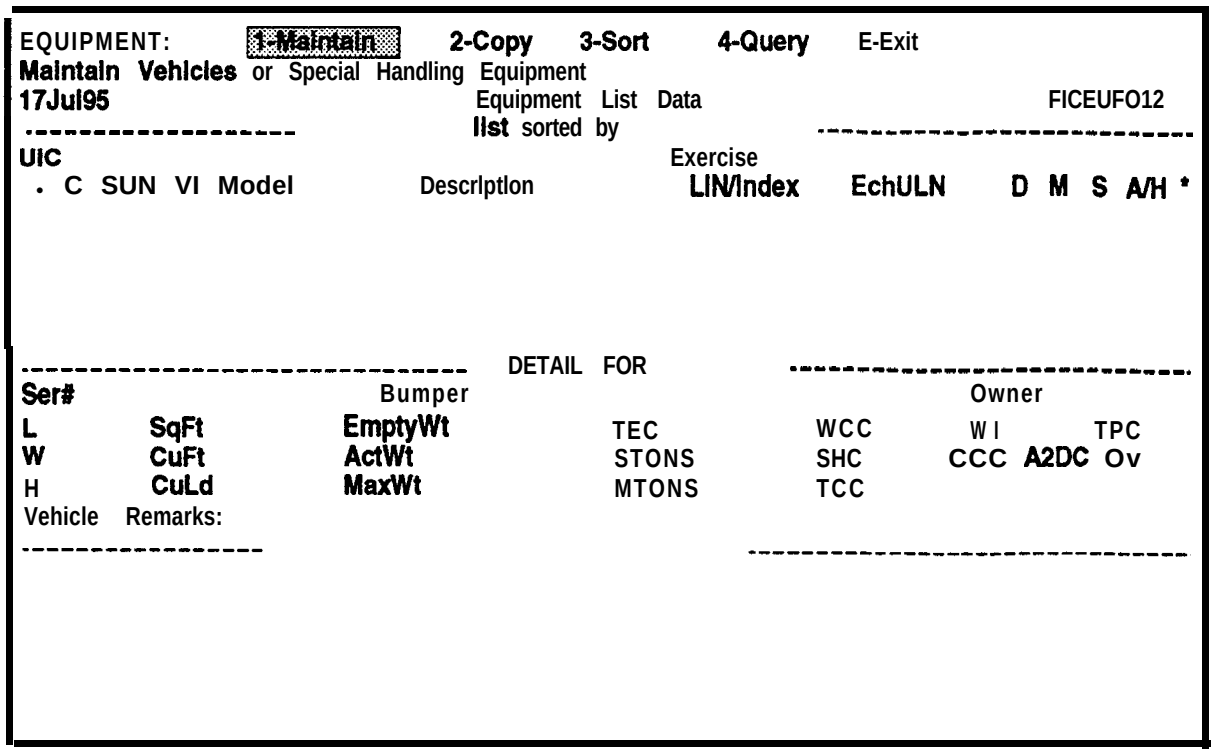


Figure 5-31. Blank Equipment List Data Screen Showing the EQUIPMENT: ring menu

(2) The center section is sometimes referred to as the **Detail Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in **the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to as **the Load Section** and a **VEHICLE LOAD DATA FOR** title will be displayed when the highlighted vehicle in the **Vehicle Section** has a load. This section gives the LOAD DESCRIPTION, LIN, **LINIndex, SUN, LOAD #,QTY,** and COR(COMPASS Correction) information for the piece of equipment that is loaded on the vehicle that is highlighted in **the Vehicle Section** of the screen. This section is not be identified when a blank Equipment List Data screen is displayed.

Note: At any time during this procedure you can press **Ctrl-C** to abort the entries and return to the **MAINTAIN:** ring menu.

e. Select **Maintain** from the EQUIPMENT: ring menu. The **first** five pieces of equipment for the exercise you selected will be displayed in the Vehicle **Section** of the screen, as shown in Figure 5-32 . The first piece of equipment will he highlighted. The cursor will **be the Index field. The dimensional data and other detailed characteristics for this vehicle will be displayed in the Detail Section** of the screen. The **Load Section** (if any) will be displayed at the bottom of the screen.

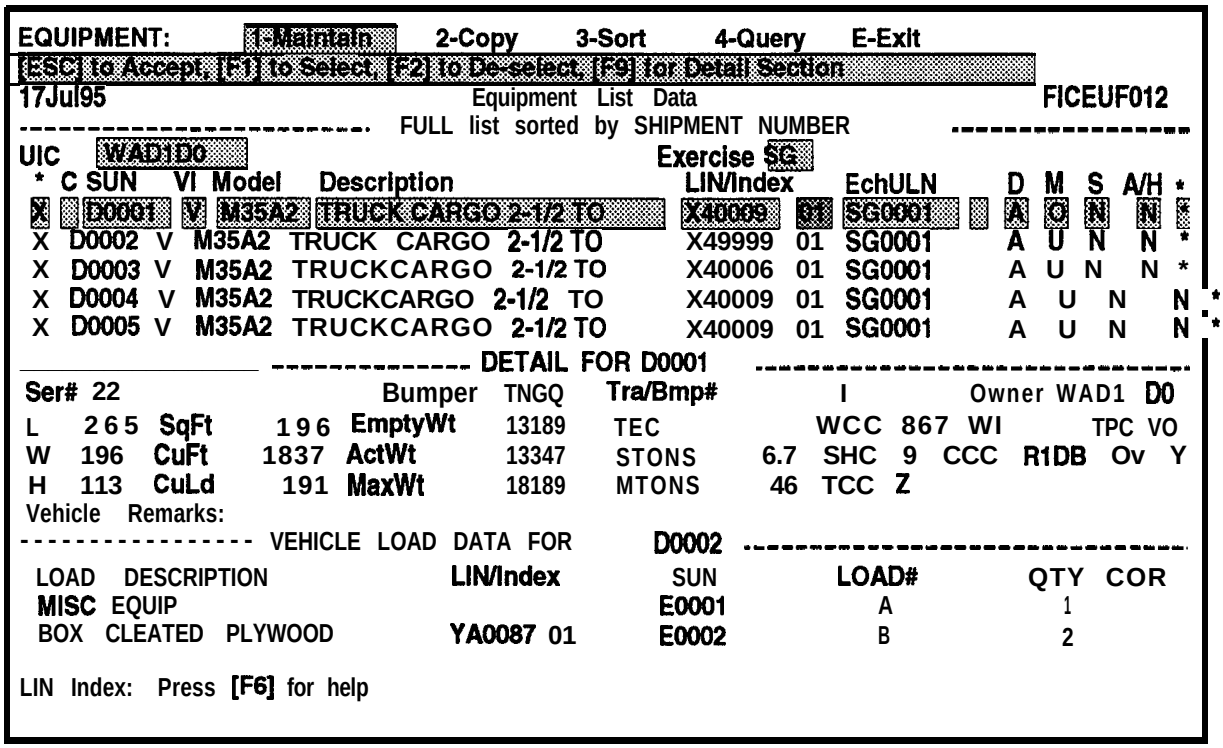


Figure 5-32. Equipment List Data Screen with Data

Note: When appropriate, you may want to use the **Sort** option or the **Query** option described in paragraph 5.3.6 (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of the three options you choose.

f. Use the cursor control keys to highlight the desired piece of equipment and then press F9 twice to move the cursor to **the Load Description** field of **the Load Section** at the bottom of the screen. The following message will be displayed at the top of the screen:

[F1]-Add Load, [F2]-Delete, [F7]-Reassign All Loads, [F8]-Modify or [F9]-EL Section

g. Use the cursor control keys to highlight the desired load and press **F8** to open the Vehicle Load Data window which will display the detailed data for this load, as shown in Figure 5-33. **The** cursor **will** be in **the Standard Indicator** field if this is a standard load or in the **Length** field if this is a nonstandard load.

h. Press **RETURN** until the cursor is in the field where you want to make the change.

i. Enter the new information by typing over the existing data, and press **RETURN.** Two special circumstances may be encountered during this process:

(1) Dimensional data for the load(s) will be accepted even though the new dimensions cause the total number of cubic feet for the load(s) to exceed the cargo **compart-**

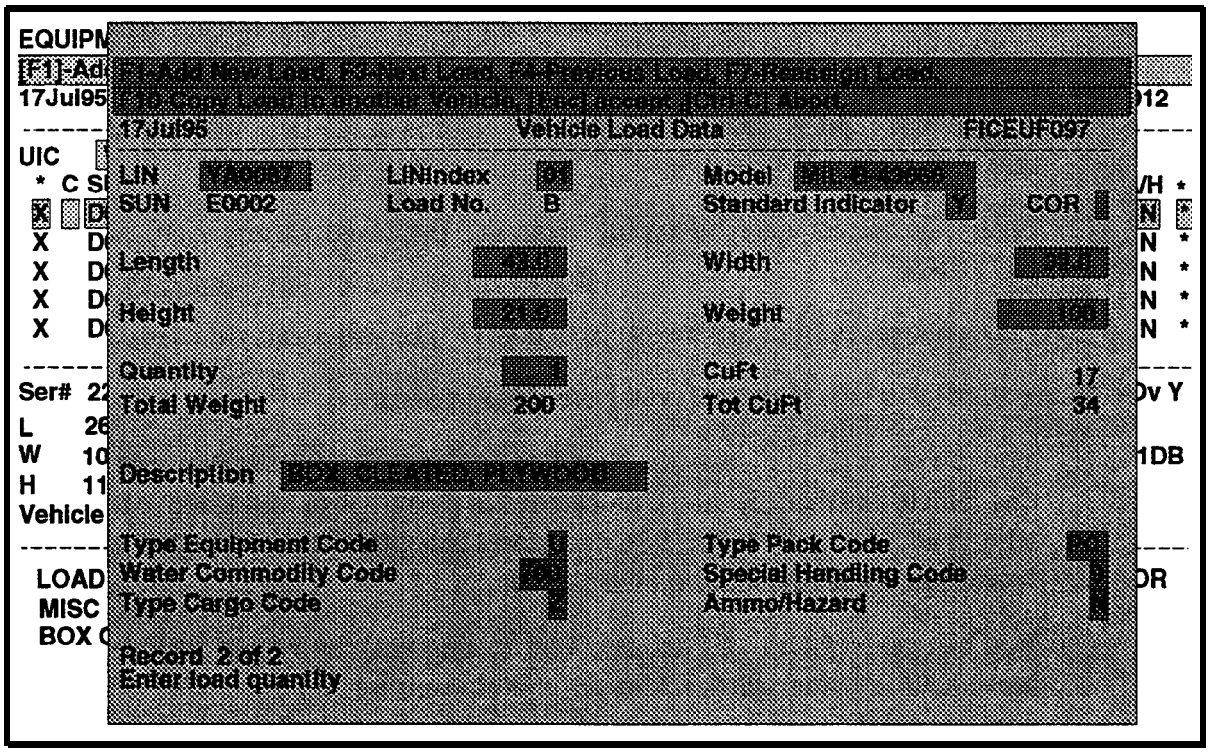


Figure 5-33. Vehicle Load Data Screen

ment capacity or load limit for the vehicle. Paragraph **m.** below describes the messages and/or prompts you will receive when this condition exists.

(2) If the weight for one or more loads causes the total weight of all loads plus the weight of the vehicle to exceed the Maximum Weight allowable by the ECR table, a prompt will be displayed:

Veh. Wt. + load wt. exceeds ECR Max. of nn,nnn... Is this correct (y/n)?

This prompt is a warning that you may have an incompatible load combination for this vehicle. The **nn,nnn** in the prompt is the Maximum Authorized weight for this vehicle plus its load.

(a) Enter y in response to this prompt if you want to accept this overweight condition and you should review it to determine the acceptability of this load. The cursor will move to the next field where you can continue to modify the load data.

(b) Enter **n** in response to this prompt if you do not want the vehicle plus the load to exceed the maximum weight allowable for the vehicle by the ECR table. The cursor **will** return to **the Weight** field and the displayed weight will be restored to the value that was shown before you made the change. You now have the option to accept the former weight or enter a new, lower weight that will not cause the vehicle to exceed its maximum authorized weight. You can then continue to modify the load data.

j. When all of your entries have been made for this load, review your data to make sure it is correct.

(1) As necessary, press **RETURN** until the cursor is in the field where you want to make a change.

(2) Enter the correct data by typing over the displayed information, and press **RETURN.**

(3) Repeat the procedures in paragraphs **(a)** and **(b)** above until all your data is correct.

k. When all of your data is correct, you have three options:

(1) You can press F3 to display the Next Load or F4 to display the Previous Load on this vehicle and then repeat the procedures in paragraphs **i.** and **j.** above to modify other loads on this vehicle. You can repeat this process as necessary to review and/or modify all the loads on this vehicle.

(2) You can press **F1** to add another load to this vehicle by and then repeat the procedures in paragraph **5.3.7.3e.** through **h.** (starting on page 5-73). This procedure can be repeated as many times as necessary until all the loads have been added.

Note: Pressing **F1, F3,** or F4 will save the data for the record you have just completed. It will still be a load on this vehicle even if you press **Ctrl-**C to abort the process as you are creating a subsequent load.

(3) While the Vehicle Load Data window is still open, you can perform any of the following functions by using the procedures in the paragraphs indicated below:

Paragraph	Page	Function
5.3.7.4.2	5-96	Copying the Current Load to Another Vehicle.
5.3.7.4.3	**5-** 100	Reassigning the Current Load.

l. When all the entries in your last load are correct, press **ESC** while the cursor is still in the Vehicle Load Data window to save the data. The Vehicle Load Data window will close and the cursor will move to the **Load Description** field **in the Load Section** of the Equipment List Data screen. The last load you worked with will be added to the end of the list of loads.

m. Press **F9** to complete the process of changing the details for loads on this vehicle.

(1) If a new value has been entered into **the ActWt** field during this session or since the last time you worked with loads, the Choose Actual Weight for SUN window will be displayed as shown in Figure 5-26 (page 5-63).

(a) The following is an explanation for each option in this window plus an explanation of how the weight value was calculated for each option:

1 **The ECR Weight** option will set the new Actual Weight of this vehicle to the Empty Weight for the vehicle, as shown in the Equipment Characteristics Reference table, plus the total weight entered for all of the loads that are now on the vehicle.

2 The **Previous Weight Adjusted for Loads** option will set the new Actual Weight for this vehicle to the value that was most recently entered from the keyboard into **the Actual Weight** field plus the Actual Weight of all loads that were added to the vehicle during this processing session. The most recent Actual Weight value equals the actual weight of all loads added to the vehicle before the most recent Actual Weight was entered from the keyboard plus the recalculated weight of the vehicle as defined **in the** description for **the Actual Weight** field on page **5-60.**

3 **The Previous Actual Weight** option will retain the Actual Weight of the vehicle that was most recently entered from the keyboard. This value includes the Actual Weight of all loads that were on the vehicle at the time a new value was entered into **the Actual Weight** field from the keyboard, plus the recalculated weight of the vehicle as defined in the description for the Actual Weight field on page **5-60.** It will not include the weight for any of the loads that were added to the vehicle during this processing session.

(b) Select the desired option. If you are uncertain about which option to choose, select **1-(ECR Weight).** This will reset the Actual Weight to the Empty Weight of the vehicle as shown in the Equipment Characteristics Reference table plus the actual weight entered for all of the loads on the vehicle. Once this is done, you can use the procedures in paragraph 53.10 (page 5-185) to modify the actual weight of the vehicle based on an actual scale weight for the vehicle, plus all of its loads.

(2) If one or more of the loads you just added exceeds the maximum Cubic Load size and/or the Maximum Weight for this vehicle, or if the cumulative size and/or weight for all the loads on this vehicle exceed the maximum Cube Load size or the Maximum Weight for this vehicle, you **will** get one or more of the following messages:

(a) If the vehicle already had a waiver before adding any load(s):

a The addition of loads that are within the size and weight standards in the ECR table will not cause any additional messages to be displayed.

2 The addition of oversized loads will display the following message:

WARNING-Total Cubic Ft. exceeds Cubic Ft. limit for this equipment

3 The addition of overweight loads will display the following message:

WARNING-Load Weight exceeds Maximum Weight for this equipment

4 The addition of oversized and overweight loads will display the following message for a few seconds:

WARNING-Load Weight exceeds Maximum Weight for this equipment

Then a second message will be displayed for a few seconds:

WARNING-Total Cubic Ft. exceeds Cubic Ft. limit for this equipment

Regardless of which message(s) is/are displayed, the cursor will move to **the LIN/Index** field in **the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the procedures in paragraph k. below to save your data and discontinue processing.**

(b) If the vehicle does not have a waiver before adding any load(s):

1 The addition of loads that are within the size and weight standards in the ECR table will not cause any additional messages to be displayed. Continue with the procedures in paragraph **j.** below.

2 The addition of oversized loads will display the following message and the cursor will move to the **L(ength)** field:

Load exceeds Cube limit of nnn; Waiver created; Must increase Len, Wid, or Ht

Use the following procedures to change one of the dimensions by at least one-inch:

a Press **RETURN** until the cursor is in the field where you want to make the change.

b Enter the new dimension by typing over the displayed data and press **RETURN.**

c As necessary, repeat the procedures in paragraph **1** and **2** above until all the necessary changes have been made.

d When all the necessary changes have been made, press ESC. An **X** will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will then move to the **LIN/Index** field in the **Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the proce-**

dures in paragraph k. below to save your data and discontinue processing.

3 The addition of overweight loads will display the following message:

WARNING-Load Weight exceeds Maximum Weight for this equipment

An X will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will move to **the LIN/Index** field in **the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the procedures in paragraph k. below to save your data and discontinue processing.**

4 The addition of oversized and overweight loads will display the following message for a few seconds:

WARNING-Load Weight exceeds Maximum Weight for this equipment

Then a second message will be displayed for a few seconds and the cursor will **move to the L(ength)** field :

Load exceeds Cube limit of nnn; Waiver created; Must increase Len, Wid, or Ht

Use the following procedures to change one of the dimensions by at least one-inch:

a Press **RETURN** until the cursor is in the field where you want to make the change.

b Enter the new dimension by typing over the displayed data and press **RETURN.**

c As necessary, repeat the procedures in paragraph 1 and 2 above until all the necessary changes have been made.

d When all the **necessary** changes have been made, press **ESC. An X** will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor **will** then move to **the LIN/Index field in the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the procedures in paragraph k. below to save your data and discontinue processing.**

n. As necessary, repeat the procedures in paragraphs **f.** through **m.** above to modify the loads on other vehicles.

o. When all the loads on all the vehicles have been modified, and the cursor is in the **Index** field of the **Vehicle Section** of Equipment List Data screen, press **ESC to accept the data. The following prompt will be displayed:**

Have you completed processing equipment (y/n)?

(1) Enter **n** in response to this prompt to return to the **Vehicle Section** of the screen where you can make additional modifications, or,

(2) Enter y in response to this prompt to end the process and return to the EQUIPMENT: ring menu where you **can** select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

5.3.7.4.2 Copying the Current Load to Another Vehicle.

Use the following procedures to copy a load on one vehicle to another vehicle in the same Equipment List. When this is done, the load will remain on the original vehicle and a copy of this same load will be placed on the new vehicle.

a. Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

c. Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the **MAINTAIN:** ring menu at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHding 4-Actual Weight . . .

d. Select the **Vehicle** option. An Equipment List Data screen will be displayed, as shown in Figure 5-31 (page **5-89),** with the EQUIPMENT: ring menu displayed at the top.

EQUIPMENT: I-Maintain 2-Copy 3-Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section has a title of **list** sorted **by** and is sometimes referred to as the **Vehicle Section.** This section displays information **in the C(COMPASS Correction), SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and **A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section has a title of **DETAIL FOR** and is sometimes referred to as **the Detail Section,** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in the **Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to as **the Load Section** and a **VEHICLE LOAD DATA FOR** title will be displayed when the highlighted vehicle in the **Vehicle Section** has a load. This section gives **the LOAD DESCRIPTION, LIN, LINIndex, SUN, LOAD #, QTY,** and **COR(COMPASS Correction)** information for the piece of equipment that is loaded on the vehicle that is highlighted in **the Vehicle Section** of the screen. This section is not be identified when a blank Equipment List Data screen is displayed.

Note: At any time during this procedure you can press **Ctrl-C** to abort the entries and return to the MAINTAIN: ring menu.

e. Select **Maintain** from the EQUIPMENT: ring menu. The first five pieces of equipment for the exercise you selected will be displayed in **the Vehicle Section** of the screen, as shown in Figure 5-32 (page **5-90).** The first piece of equipment will he highlighted. The cursor will be **the Index field. The dimensional data and other detailed characteristics for this vehicle will be displayed in the Detail Section** of the screen. The **Load Section** (if any) will be displayed at the bottom of the screen.

Note: When appropriate, you may want to use the **Sort** option or the Query option described in paragraph **5.3.6** (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of the three ontions vou choose.

f. Use the cursor control keys to highlight the vehicle from which you want to copy the load and then press **F9** twice to move the cursor to **the Load Description** field of the **Load Section** at the bottom of the screen. The following message will be displayed at the top of the screen:

[F1]-Add Load, [F2]-Delete, [F7]-Reassign All Loads, [F8]-Modify or [F9]-EL Section

g. Use the cursor control keys to highlight the desired load to be copied to another vehicle.

h. Press **F8** to open the Vehicle Load Data window which will display the detailed data for this load, as shown in Figure **5-33.(page** 5-91). The cursor will be in the **Standard Indicator** field if this is a standard load or in the **Length** field if this is a nonstandard load. A message will be displayed at the top of the screen:

Fl-Add New Load, F3-Next Load, F4-Previous Load, F7-Reassign Load, F10-Copy Load to another Vehicle, [ESC] Accept, [Ctrl-C] Abort

i. Press **F10** to copy this load to another vehicle. A **Processing . . .** message will be displayed for a moment and then a prompt window will be displayed:

Press [ESC] to accept or [Ctrl-C] to abort
Enter the SUN to assign/copy equipment to:
Press F6 for help

j. Enter the SUN for the new vehicle and press **ESC** to copy the load. A **Processing** message will be displayed followed by one of the following messages.

(1) If the load being copied does not exceed either the weight or dimensional maximums for **the** new vehicle, a **Record successfully copied** message will be displayed. The cursor will then return to the **Load Section** screen and will be in **the Standard Indicator field if this is a standard load or in the Length field if this is a nonstandard load.**

(2) If **the** load being copied exceeds the weight maximums for the new vehicle plus its load(s), the following message will be displayed for a few seconds:

WARNING-Vehicle's Weight + Load's Weight exceeds Vehicle's Weight Limit

A **Record successfully copied** message will be displayed for a few seconds and the window will close. The cursor will then return to the Load Section screen and will be **in the Standard Indicator** field if this is a standard load or in the **Length** field if this is a nonstandard load.

(3) If the load being copied exceeds **the** dimensional maximums for the new vehicle, the following message will be displayed for a few seconds:

Load exceeds Cube limit; Ln, Wd, or Ht must be raised for Dnnnn

A window will then be displayed:

Press [ESC] to accept, or [Ctrl-C] to abort
You must increase length, Width, or Height
SUN: DMM
Length: **nnn** Width: **nnn** Height: **nnn**
Enter a new Length

You must increase one of **the Length, Width,** or **Height** fields by at least one-inch before you can continue.

(a) Press **RETURN** until the cursor is in the field where you want to make the change.

(b) Enter **the new dimension** by typing over the displayed information, and press **RETURN.**

(c) As necessary, repeat the procedures in paragraphs **(a)** and **(b)** above until you have completed changing the dimensional data.

(d) When all of the dimensional data has been changed, press **ESC** to accept your changes. The window will close and a **Processing** message will be displayed for a few seconds. A **Record successfully copied** message will then be displayed to indicate that the copying has taken place. The cursor will then return to the Load Section screen and will be in the **Standard Indicator** field if this is a standard load or to **the Length** field if this is a nonstandard load.

Note: The copy process will retain this load on the current vehicle and will make an exact copy of this load for the other vehicle.

k. As necessary, repeat the procedures in paragraphs **i.** and **j.** above to copy this same load to another vehicle.

l. While a load is still displayed in the Vehicle Load Data window, you can press F3 to display the Next Load or F4 to display the Previous Load on this vehicle and then repeat the procedures in paragraphs **i.** through **k.** above to copy other loads on this vehicle. You can repeat this process as necessary to review and/or copy any/or all the loads on this vehicle.

m. While a load is still displayed in the Vehicle Load Data window, you have the opportunity to perform related processing by following the procedures in the paragraph indicated:

Paragraph	Page	Type Reassignment
5.3.7.4.1	5-88	Change the details for the current load. This can be done either before or after the load is copied to another vehicle.
5.3.7.4.3	5-100	Reassign the current load to another vehicle. This can be done after the load has been copied to another vehicle.
5.3.7.4.4	5-104	Reassign all the Loads to another vehicle.

n. When this load has been copied to all the necessary vehicles, press **ESC** to exit from the Vehicle Load Data window. The cursor will return to **the Load Description** field in **the Load Section** of the Equipment List Data screen.

o. As necessary, repeat the procedures in paragraphs g. through **n.** above to copy another load from this same vehicle to another vehicle.

p. While the cursor is still in the Load Section you have the option to perform related processing by pressing F7 to Reassign All Loads to another vehicle. The procedures for completing this operation are in paragraph 5.3.7.4.4 (page 5-104).

q. When all the loads on this vehicle have been copied, press F9. The cursor will return to the Vehicle Section at the top of the screen and the vehicle from which you copied the load will be highlighted. If this vehicle has one or more loads with dimensions or weight in excess of the vehicles maximum cubic load limit or maximum weight limit, one or more messages will be displayed at the bottom of the screen to remind you of this situation.

Note: While the vehicle from which you just copied the load is still highlighted, you can press Ctrl-C to abort the copies of loads you just made from this vehicle. However, using the cursor control keys (F3-Page Down, F4-Page Up, Ctrl-J-Line Down, or Ctrl-K-Line Up) to move the cursor off this highlighted vehicle will operate like ESC and save the copies of the loads you have just made.

r. As necessary, repeat the procedures in paragraphs f. through p. above to copy loads from other vehicles.

s. When all the loads on all the vehicles have been copied, press ESC to accept the data. The following prompt will be displayed:

Have you completed processing equipment (y/n)?

(1) Press n in response to this prompt to return to the Vehicle Section of the screen where you can make additional modifications, or,

(2) Press y in response to this prompt to end the process and return to the EQUIPMENT: ring menu where you can select another option or press E-Exit twice to return to the Equipment List Processing menu.

Note: As an alternative you can press Ctrl-C to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press E-Exit twice to return to the Equipment List Processing menu. When Ctrl-C is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

5.3.7.4.3 Reassianina the Current Load on a Vehicle.

This Reassign option will remove a load from one vehicle and place it on another vehicle in the same Equipment List.

Use the following procedures to reassign the current load to a different vehicle:

a. Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

c. Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

d. Select the **Vehicle** option. An Equipment List Data screen will be displayed, as shown in Figure 5-31 (page 5-89), with the EQUIPMENT: ring menu displayed at the top.

EQUIPMENT: I-Maintain 2-Copy 3-Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section has a title of **list sorted by** and is sometimes referred to as the **Vehicle Section.** This section displays information in the **C(COMPASS Correction), SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and **A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section has a **title** of **DETAIL FOR** and is sometimes referred to as the **Detail Section.** This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in **the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to as **the Load Section** and a **VEHICLE LOAD DATA FOR** title will be displayed when the highlighted vehicle in the **Vehicle Section** has a load. This section gives **the LOAD DESCRIPTION, LIN, LINIndex, SUN, LOAD #, QTY,** and **COR(COMPASS Correction)** information for the piece of equipment that is loaded on the vehicle that is highlighted in the **Vehicle Section** of the screen. This section is not be identified when a blank Equipment List Data screen is displayed.

Note: At any time during this procedure **you can** press **Ctrl-C** to abort the entries and return to the MAINTAIN: ring menu.

e. Select **Maintain** from the EQUIPMENT: ring menu. The first five pieces of equipment for the exercise you selected will be displayed in the **Vehicle Section** of the screen, as shown in Figure 5-32 (page 5-90). The first piece of equipment will he highlighted. The cursor will be **the Index field. The dimensional data and other detailed characteristics for this vehicle will be displayed in the Detail Section** of the screen. **The Load Section** (if any) will be displayed at the bottom of the screen.

Note: When appropriate, you may want to use the **Sort** option or the Query option described in paragraph 53.6 (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of the three ontions vou choose.

f. Use the cursor control keys to highlight the vehicle from which you want to reassign the load and then press **F9** twice to move the cursor to **the Load Description** field of **the Load Section** at the bottom of the screen. The following message will be displayed at the top of the screen:

[F1]-Add Load, [F2]-Delete, [F7]-Reassign All Loads, [F8]-Modify or [F9]-EL Section

g. Use the cursor control keys to highlight the desired load to be reassigned to another vehicle.

h. Press **F8** to open the Vehicle Load Data window which will display the detailed data for this load, as shown in Figure **5-33.(page** 5-91). The cursor will be in the **Standard Indicator** field if this is a standard load or in the **Length** field if this is a nonstandard load. A message will be displayed at the top of the screen:

F1-Add New Load, F3-Next Load, F4-Previous Load, F7-Reassign Load, F10-Copy Load to another Vehicle, [ESC] Accept, [Ctrl-C] Abort

i. Press F7 to reassign this load to another vehicle. A **Processing . . .** message will be displayed for a moment and then a prompt window will be displayed:

Press [ESC] to accept, [Ctrl-C] to abort, [F6] Help

Enter the SUN to assign/copy equipment to:

Press F6 for help

j. Enter the **SUN** for the new vehicle and press **ESC** to reassign the load. A **Processing...** message will be displayed followed by one of the following messages.

(1) If the load being copied does not exceed either the weight or dimensional maximums for **the** new vehicle, a **Load(s) successfully reassigned** message will be displayed. The cursor will then return to **the Load Description** field in the **Load Section** of the Equipment List Data screen.

(2) If the load being reassigned exceeds the weight maximums for the new vehicle plus its load(s), the following message will be displayed for a few seconds:

WARNING-Vehicle's Weight + Load's Weight exceeds Vehicle's Weight Limit

A **Processing** message will be displayed for a few seconds and then a **Load(s) successfully reassigned** message will be displayed for a few seconds. The cursor

will then return to **the Load Description** field in the **Load Section** of the Equipment List Data screen.

(3) If the load being reassigned exceeds the dimensional maximums for the new vehicle, the following message will be displayed for a few seconds:

Load exceeds Cube limit; Ln, Wd, or Ht must be raised for Dnnnn

A window will then be displayed:

Press [ESC] to accept, or [Ctrl-C] to abort
You must increase length, Width, or Height
SUN: DNNNN
Length: nnn Width: nnn Height: nnn
Enter a new Length

You must increase one of **the Length, Width,** or **Height** fields by at least one-inch before you can continue.

(a) Press **RETURN** until the cursor is in the field where you want to make the change.

(b) Enter the **new dimension** by typing over the displayed information, and press **RETURN.**

(c) As necessary, repeat the procedures in paragraphs **(a)** and **(b)** above until you have completed changing the dimensional data.

(d) When all of the dimensional data has been changed, press **ESC** to accept your changes. The window will close, a **Processing** message will be displayed for a few seconds, and then a **Load(s) successfully reassigned** message will be displayed for a few seconds. The cursor will then return to **the Load Description** field in **the Load Section** of the Equipment List Data screen.

k. While the cursor is still in **the Load Section** of the Equipment List Data screen, you have the opportunity to perform related processing by following the procedures in the paragraph indicated:

Paragraph	Page	Type Reassignment
5.3.7.4.1,	5-88,	Change the details for the current load.
5.3.7.4.2	5-96	Copy the current load to another vehicle.
5.3.7.4.4	5-104	**Reassign** all the loads on the current vehicle to another **vehicle.**

l. When all the desired loads have been reassigned from this vehicle, press F9. The cursor will return to **the Vehicle Section** at the top of the Equipment List Data screen.

Note: While the vehicle from which you just copied the load is still highlighted, you can press **Ctrl-C** to abort the reassignment of loads you just made from this vehicle. However, using the cursor control keys (**F3**-Page Down, **F4**-Page Up, **Ctrl-J**-Line Down, or **Ctrl-K**-Line Up) to move the cursor off this highlighted vehicle will operate like **ESC** and save the copies of the loads you have just made.

m. As necessary, repeat the procedures in paragraphs **f.** through **l.** above to reassign loads from other vehicles.

n. When **all** the necessary loads on all the vehicles have been reassigned, press **ESC** to accept the data. The following prompt will be displayed:

Have you completed processing equipment (y/n)?

o. Enter **n** in response to this prompt to return to the **Vehicle Section** of the screen where you can make additional modifications, or enter **y to end the process and return to the EQUIPMENT: ring menu where you can select another option or press E-Exit twice to return to the Equipment List Processing menu.**

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, **all** procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

5.3.7.4.4 Reassigning All of the Loads to Another Vehicle,

This option will reassign all loads from one vehicle and place them on another vehicle in the same Equipment List. When this is done, the loads will be removed from the original vehicle and relocated to the new vehicle.

Use the following procedures to reassign the current load to a different vehicle:

a. Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

c. Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: l-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

d. Select the **Vehicle** option. An Equipment List Data screen will be displayed, as shown in Figure 5-31 (page 5-89), with the EQUIPMENT: ring menu displayed at the top.

EQUIPMENT: I-Maintain 2-Copy &Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section has a title of **list** sorted **by** and is sometimes referred to as the **Vehicle Section.** This section displays information in the **C(COMPASS Correction), SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and **A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) **The** center section has a **title** of **DETAIL FOR** and is sometimes referred to as the **Detail Section.** This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in **the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to as **the Load Section** and a **VEHICLE LOAD DATA FOR** title will be displayed when the highlighted vehicle in the **Vehicle Section** has a load. This section gives **the LOAD DESCRIPTION, LIN, LINIndex, SUN, LOAD #, QTY,** and **COR(COMPASS Correction)** information for the piece of equipment that is loaded on the vehicle that is highlighted in **the Vehicle Section** of the screen. This section is not be identified when a blank Equipment List Data screen is displayed.

Note: At any time during this procedure **you can** press **Ctrl-C** to abort the entries and return to the MAINTAIN: ring menu.

e. Select **Maintain** from the EQUIPMENT: ring menu. The first five pieces of equipment for the exercise you selected will be displayed in **the Vehicle Section** of the screen, as shown in Figure 5-32 (page 5-90). The first piece of equipment will he highlighted. The cursor will be the **Index field. The dimensional data and other detailed characteristics for this vehicle will be displayed in the Detail Section** of the screen. The **Load Section** (if any) will be displayed at the bottom of the screen.

Note: When appropriate, you may want to use the Sort option or the Query option described in paragraph 5.3.6 (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of the three options you choose.

f. Use the cursor control keys to highlight the vehicle from which you want to reassign all loads and then press **F9** twice to move the cursor to **the Load Description** field of **the Load Section** at the bottom of the screen. The following message will be displayed at the top of the screen:

[F1]-Add Load, [F2]-Delete, [F7]-Reassign All Loads, [F8]-Modify or [F9]-EL Section

g. Before you reassign all the loads on this vehicle, you have the opportunity to perform other related processing by following the procedures in the paragraph indicated:

Paragraph	Page	Type Reassignment
5.3.7.4.1,	5-88,	Change the details for the current load.
5.3.7.4.2	5-96	Copy the current load to another vehicle.
5.3.7.4.3	5-100	Reassign the current load to another vehicle.

h. When you have completed the other related processing, press F7 to reassign all loads on this vehicle to another vehicle. A **Processing . . .** message will be displayed for a moment and then a prompt window will be displayed:

Press [ESC] to accept, [Ctrl-C] to abort, [F6] Help

Enter the SUN to assign/copy equipment to:

Press F6 for help

i. Enter the **SUN** for the new vehicle to which these loads are to be reassigned and press **ESC,** A **Processing...** message **will** be displayed followed by one of the following messages.

(1) If the load being copied does not exceed either the weight or dimensional maximums for the new vehicle, a **Load(s) successfully reassigned** message will be displayed. The cursor will then return to the **Load Description** field in the **Load Section** of the Equipment List Data screen. You should notice that there are no longer any loads assigned to this vehicle.

(2) If the load being reassigned exceeds the weight maximums for the new vehicle plus its load(s), the following message will be displayed for a few seconds:

WARNING-Vehicle's Weight + Load's Weight exceeds Vehicle's Weight Limit

A **Processing** message will be displayed for a few seconds and then a **Load(s) successfully reassigned** message will be displayed for a few seconds. A **Waiver Indicator removed** message will then be displayed at the bottom of the screen and the cursor will return to **the Load Description** field in **the Load Section** of the Equipment List Data screen. You should notice that there are no longer any loads assigned to this vehicle.

(3) If the load being reassigned exceeds the dimensional maximums for the new vehicle, the following message will be displayed for a few seconds:

Load exceeds Cube limit; Ln, Wd, or Ht must be raised for Dnnnn before reassign

A window will then be displayed:

Press [ESC] to accept, or [Ctrl-C] to abort You must increase length, Width, or Height SUN: DNNNN Length: mm Width: nnn Height: nnn Enter a new Length

You must increase one of **the Length, Width,** or **Height** fields by at least one-inch before you can continue.

(a) Press **RETURN** until the cursor is in the field where you want to make the change.

(b) Enter **the new dimension by** typing over the displayed information, and press **RETURN.**

(c) As necessary, repeat the procedures in paragraphs **(a)** and **(b)** above until you have completed changing the dimensional data.

(d) When all of the dimensional data has been changed, press **ESC** to accept your changes. The window will close, a **Processing** message will be displayed for a few seconds, and then a **Load(s) successfully reassigned** message will be displayed for a few seconds. A **Waiver Indicator removed** message will then be displayed at the bottom of the screen and the cursor will return to the **Load Description** field in the **Load Section** of the Equipment List Data screen. You should notice that there are no longer any loads assigned to this vehicle.

j. When all the loads have been reassigned from this vehicle, press **F9.** The cursor will return to **the Vehicle Section** at the top of the screen.

k. As necessary, repeat the procedures in paragraphs **f.** through **j.** above to reassign all loads from other vehicles.

k. When all the necessary loads on all the vehicles have been reassigned, press **ESC** to accept the data. The following prompt will be displayed:

Have you completed processing equipment (y/n)?

1. Enter **n** in response to this prompt to return to the **Vehicle Section** of the screen where you can make additional modifications, or enter y **to end the process and return to the EQUIPMENT: ring menu where you can select another option or press E-Exit twice to return to the Equipment List Processing menu.**

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

5.3.8 Working with Special Handlina Equipment in an Eauipment List.

The next step in preparing or maintaining your Equipment List is to validate the Special Handling Equipment in your Equipment List. The unit's Special Handling Equipment to be entered into the Special Handling Equipment List Data screen is defined in FORSCOM Regulations 55-1 and 55-2 as **F Record** data. This data includes items such as non wheeled/track unit equipment, CONEX containers, **MILVANs** without a chassis, **SEAVANs,** pallets, and unit equipment such as yellow and red TAT (To Accompany Troops) baggage. As circumstances change, it is possible to add, or delete Special Handling Equipment from the Equipment List.

The dimensions (length, width, height) and weight of **pallets** with a Type Pack Code of **PC** (Piece) or **PT** (Palletized Unit Load Other than Code MW) can be changed so that they are higher or lower than those specified in the Equipment Characteristics Reference table. When this is done, a Waiver Indicator will be automatically generated which will report the item(s) to FORSCOM through COMPASS for a waiver. The dimensions and weight on **other type F Records** can not be modified.

Figure 5-34 provides a summary of the type **F Records** that can have loads added (defined as G **Records** in FORSCOM Regulations 55-l and 55-2) and the circumstances under which the dimensions and/or weight can be higher or lower than those specified in the Equipment Characteristics Reference table. The following is an explanation of each type of **F Record.**

Type F Record	Explanation:
Pallet	**PT** (Palletized Unit Load Other than Code MW) or **PC (Piece).** At the present time the ECR table defines a pallet without a load as a "Piece" with a Type Pack Code of **PC.** A pallet that is configured in the ECR table with a load is defined as a "Palletized Unit Load Other than Code MW" with a Type Pack Code **PT.** The current version of TC ACCIS does not allow the user to change the Type Pack Code from PC to PT when the unit receives an empty pallet and builds its own load. At the present time FORSCOM will process a pallet as if it has a' Type Pack Code of PT even though it is actually a load with a Type Pack Code of PC that was built by the unit on an empty pallet. Future versions of TC ACCIS will correct this situation
CONEX	XX (CONEX, Type I or II; or UDSC).
MILVAN	YC (MILVAN and Other Containers).
SEAVAN	ZX (SEAVAN).

Summary Table of Dimensional and Weight Waivers for Special Handling Equipment and Loads (F and G Records)

TDC	Type Record Equip	Load	Type Pack Code	Has LIN/Index?	Ln, Wd, Ht Data Fields are:	Waivers Possible?	Loads Possible?
Unit's Master Equipment List							
D or S	F	G	N/A	Yes	Closed	None	Yes
D or S	F		N/A	No	Open	None	No
Deployment Exercise Equipment List							
Any TDC	F	G	PT (Pallet)	Yes = 01 .	Open	Ln, Wd, Ht, Wt	Yes
Other Than D or S	F		PT (Pallet)	Yes > 01 .	Open	Ln, Wd, lit, Wt	No
	F	G	ZX (SEAVAN)	Yes = 01 .	[illegible]	[illegible]	Yes
	F		ZX (SEAVAN)	Yes > 01 .	Closed	None	No
	F	G	YC (MILVAN)	Yes = 01 .	Closed	None	Yes
	F		YC (MILVAN)	Yes > 01 .	Closed	None	No
	F	G	XX (CONEX)	Yes = 01 .	Closed	None	Yes
	F		XX (CONEX)	Yes > 01 *	Closed	None	No
	F	G	Others Not in FORSCOM List	Yes	Closed	None	Yes
	F		N/A	No	Open	None	No

. And In FORSCOM Provided List of LIN/Indexes

Figure 5-34. Summary Table of Dimensional and Weight Waivers for Special Handling Equipment and Loads (F and G Records)

Other Any piece of Special Handling equipment that will accept a load and that is not a Pallet, Seavan, Milvan, or CONEX Container.

The procedures in this section are written primarily for equipment in a Deployment Equipment List that allow dimensional and actual weight waivers. Some instructions are not be applicable to pieces of equipment in Deployment Equipment Lists and the Unit's Master Equipment List when these type waivers do not apply or to pieces of equipment in the Deployment Equipment List that do not allow loads. In these cases, bypass the instructions that do not apply.

Use the following procedures to access Special Handling Equipment:

a. Select **Equipment List Processing** from the TC ACCIS MAIN MENU. The Equipment List Processing menu will be displayed.

b. Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

c. Enter the **TDC** of the desired exercise and press **ESC. If you are** working on your **D** or S data, enter **D** or S. If you are working with a Deployment Equipment List, enter the **TDC** for that exercise. A blank Equipment List Data screen will be displayed, as shown in Figure 5-35, with the MAINTAIN: ring menu shown at the top of your screen:

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

The . . . at the end of the MAINTAIN: ring menu signifies that there are more choices. If you scroll past the **Actual Weight** option, additional options will be displayed at the top of your screen:

MAINTAIN: ... 5-Ammo/Hazard E-Exit

Note: As necessary, use the procedures in paragraph 5.3.7.1 (page 5-43) to maintain the Unit Header and/or update the **Echelon/ULN** information for your Equipment List before you start processing Special Handling Equipment.

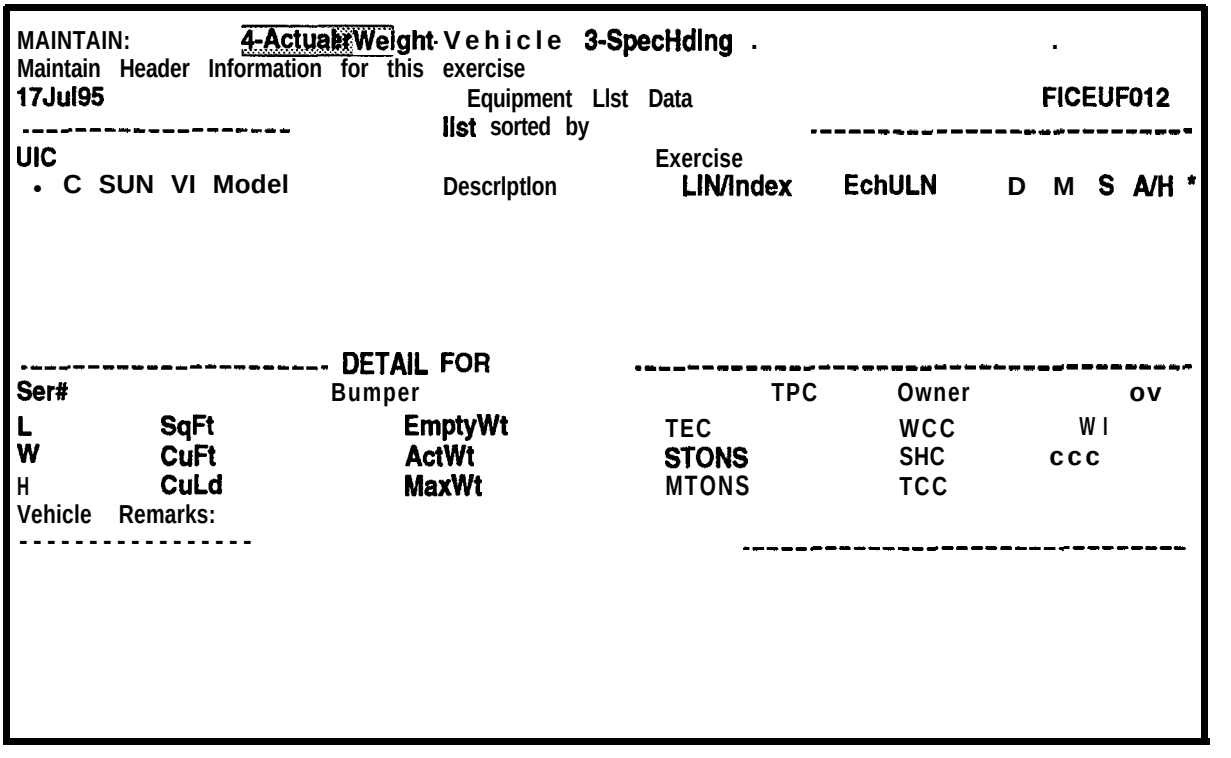


Figure 5-35. Blank Equipment List Data Screen for Special Handling Equipment

d. From here, continue with the following functions, at the paragraph number indicated:

Paragraph	Page	Function
5.3.8.1	5-111	Add Special Handling Equipment to an Existing Equipment List.
5.3.8.1.3	5-128	Add Special Handling Equipment with no LIN/Index.
5.3.8.2	5-133	Modify Special Handling Equipment Detail Information.
5.3.8.5	5-174	Deleting Special Handling Equipment.

5.3.8.1 Adding Special Handling Equipment to an Existing Equipment List

These procedures are used to add Special Handling Equipment to an Equipment List and to add pieces of equipment to a new Equipment List when **the Manual Entry** option is being used. The maximum number of pieces of equipment that can be in an Equipment List is 1000. All 1000 pieces are available for viewing. Once the Equipment List has been created, equipment can be added one item at a time, or by using the Copy function described below.

The procedures in this section are written primarily for equipment in a Deployment Equipment List where dimensional and actual weight waivers are allowed. Some of the instructions will not be applicable **to** pieces of equipment in Deployment Equipment Lists and the Unit's Master Equipment List when these type waivers do not apply or to pieces of equipment in the Deployment Equipment List that do not allow loads. In these cases, bypass the instructions that do not apply.

5.3.8.1.1 Adding a One Piece of Equipment at a Time from the ECR Table.

The following procedures are used to add one piece of Special Handling Equipment at a time to a unit's Master Equipment List or a Deployment Equipment List. The procedures are essentially the same regardless of which type Equipment List you are using except for the procedures for accessing the ECR table. These differences are explained in paragraph c. below. The remaining procedures can be used for both the unit's Master Equipment List or a Deployment Equipment List.

Use the following procedures to add a new piece of equipment to a unit's Master Equipment List, Deployment Equipment List, or new Equipment List that uses the **Manual Entry** option:

a. To begin this process, you should be at the Equipment List Data screen as shown in Figure 5-35 (page 5-l 10) with the MAINTAIN: ring menu displayed at the top.

MAINTAIN: l-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

If it is not, use the following procedures to display the MAINTAIN: ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the TDC of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

b. Select **the SpecHdlng** option. An Equipment List Data screen will be displayed, as shown in Figure 5-36 with the EQUIPMENT: ring menu displayed at the top.

EQUIPMENT: I-Maintain 2-Copy 3-Sort 4-Query E-Exit

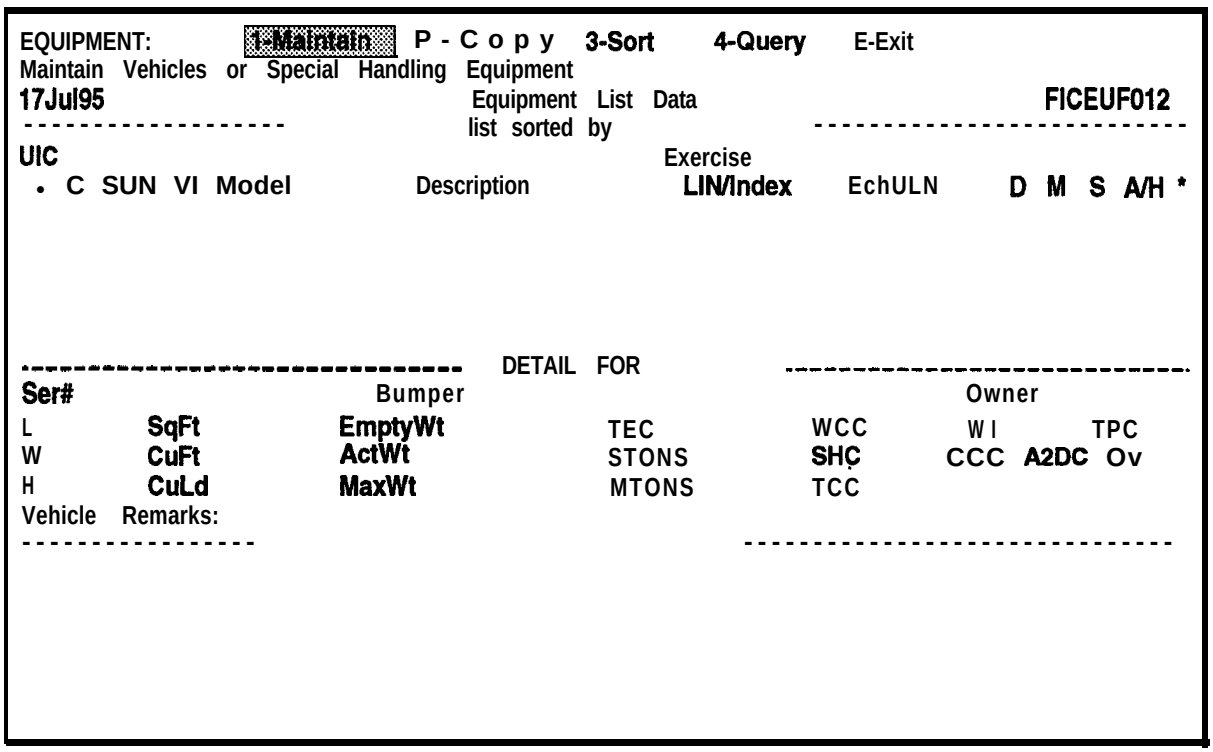


Figure 5-36. Blank Equipment List Data Screen with EQUIPMENT: ring menu at the top

This screen is divided into three sections:

(1) The top section is sometimes referred to as the **Vehicle Section** and has a **list sorted by** title. This section displays information **in the SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deploy ment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and A/H **(Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section is sometimes referred to as the **Detail Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted **in the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to **as the Load Section** and has a **VEHICLE LOAD DATA FOR title.** This section gives the load description, LIN, **LINIndex,** SUN, Load Number, and Quantity information for the piece of

equipment highlighted in the **Vehicle Section** of the screen. This section will not be identified when the blank screen is displayed.

c. Select **the Maintain** option. If you are adding a new piece of Special Handling Equipment to a unit's Master Equipment List, or a Deployment Equipment List the first five pieces of equipment in the Equipment List will be displayed and the first item will be highlighted as shown in Figure 5-37. Notice that the piece of equipment in this example does have a load. If you are creating new Equipment List by using the **Manual Entry** option or an Equipment List that does not contain any Special Handling equipment at this time, the Equipment List Data screen will be blank because no equipment has yet been assigned to it. The cursor will be **in the LIN/Index** field.

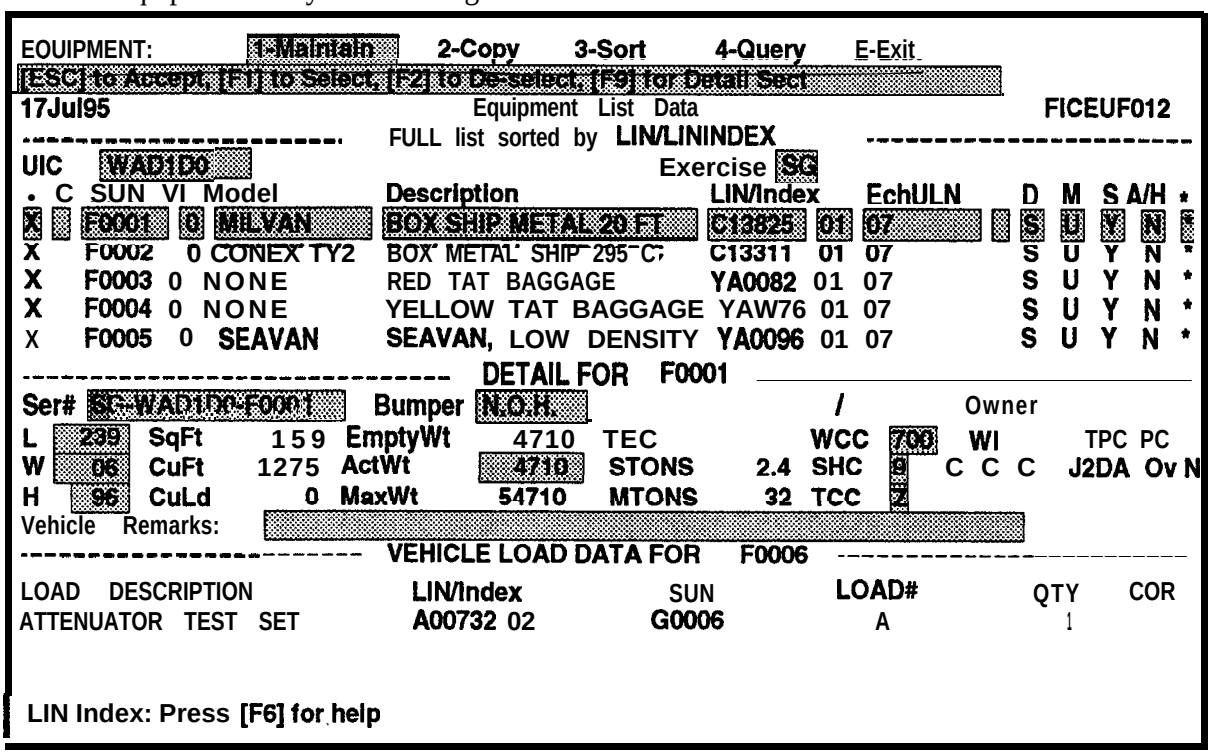


Figure 5-37. Equipment List Data Screen for F Records

Note: The **Sort** or **Query** option described in paragraph 5.3.6 (page 5-36) may be used instead of **the Maintain** option to sequence the Equipment List data so it can be accessed quickly. The following procedures will be the same regardless of which of **the** three options you choose.

If you are working with a Deployment Equipment List, the X at the left of the screen under the **UIC** field indicates that this piece of equipment has been **Selected** for inclusion in the exercise. Pieces of equipment without an X are in the Equipment List but will not accompany the unit on the exercise. If you are working with the unit's Master Equipment List (TDC **D** or S) there will not be an X at the left of the screen

under the **UIC** field for any of the pieces of equipment because equipment is not Selected or **Deselected** in the Master Equipment List.

d. Use the cursor control keys to move the cursor to the location where you want to add the new piece of equipment. Pieces of equipment can be added to the unit's Master Equipment List anywhere within the Equipment List. In a Deployment Equipment List, the new piece of equipment can be added only at the end of the Equipment List.

(1) For a unit's Master Equipment List, use the cursor control keys to highlight the row in the Equipment List where you want to add the new item, and press **F1.** A new blank row will be opened in the upper portion of the screen. The fields in the blank row will be highlighted. Now continue with the procedures in paragraph e. below.

(2) For a Deployment Equipment List, press F3 to page down through the Equipment List until the last row in the Equipment List is highlighted. Then press **Ctrl-J** to open a blank line at the end of the Equipment List. The fields in the blank row will be highlighted. Now continue with the procedures in paragraph e. below.

(3) If you are creating new Equipment List by using **the Manual Entry** option the screen will be as shown in Figure 5-37 (page **5-** 113) except that the fields will be blank. You do not have **to** perform any actions before you continue with the procedures in paragraph e. below.

e. You can enter your selection criteria in **the LIN** and **Index** fields, pressing **RETURN** after each entry, or press **F6** to select an item from the ECR table.

(1) If you **know the LIN/Index** of the desired piece of equipment, enter the **LIN** and press **RETURN. The** cursor **will** move to **the Index** field.

(a) Enter the **Index** and press **RETURN. The** data for the selected record **will** be displayed and the cursor will be in the **EchULN** field.

(b) Continue with the procedures in paragraph **f.** below.

(2) If you do not **know the LIN/Index** of the desired piece of equipment, press F6 to select an item from a list of available equipment. The Equipment Characteristics Query window will be displayed with the cursor in the **LIN** field. You can enter your selection criteria in any one, or any combination of the **LIN, Index, Model,** and **Description** fields.

(a) If you know the **LIN, Index, Model,** and/or **Description** of the desired piece of equipment:

1 Press **RETURN** until the cursor is in the field where you want to enter your query criteria.

2 Enter the query criteria and press **RETURN. You can** use the * **(asterisk)** at the beginning and/or end of your query criteria to act as a **wild card** in the search. This will return all records that have the specified word(s) or character(s) in **the** field. For example entering ***adapter* in the Description** field will select all pieces of equipment with the word **adapter** anywhere within the description for display while entering **adapter*** will return only those pieces of equipment that have **adapter** at the beginning of the description.

3 Repeat the procedures in paragraphs 1 and 2 above until all of your query criteria has been entered.

4 When all of your query criteria has been entered, press **ESC.** The first eight pieces of equipment in the ECR table that meet your selection criteria will be displayed in the Equipment Characteristics Table window as shown in Figure 5-38.

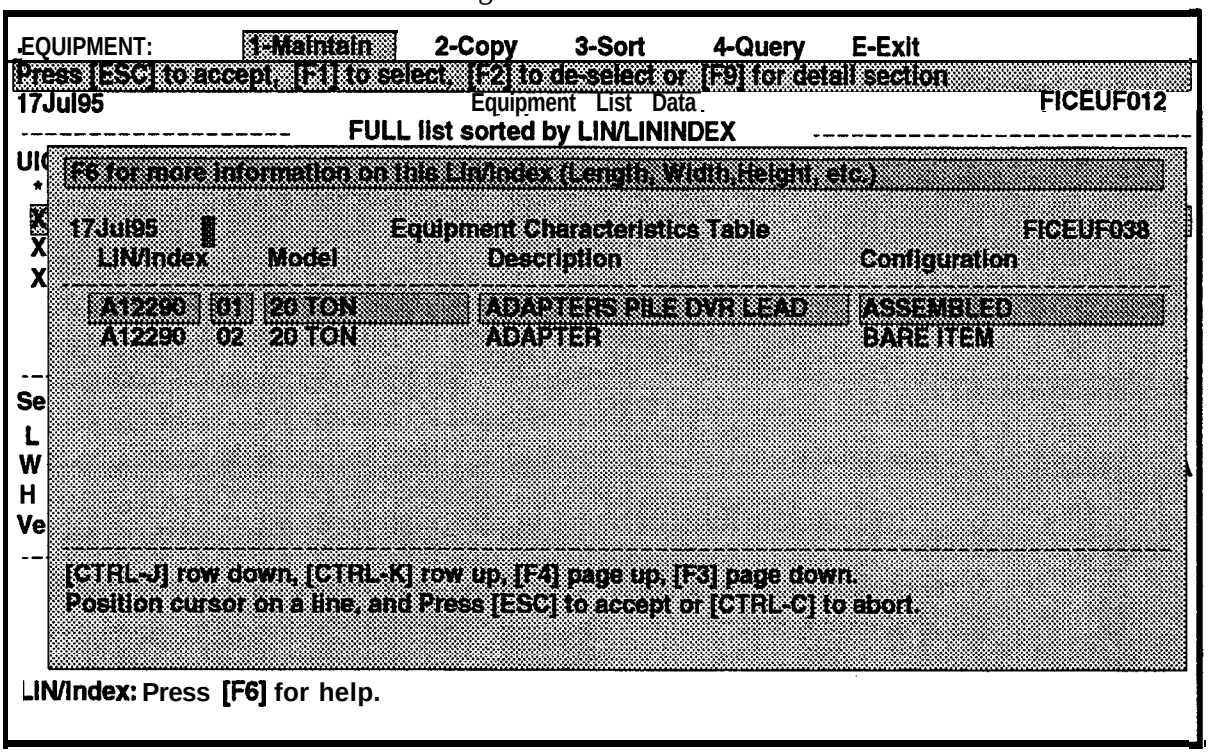


Figure 5-38. Equipment Characteristics Table Query Window

Note: If you need more detailed information about the highlighted piece of equipment, press **F6** again. **An Equipment Characteristics (continue)** window will be displayed, as shown in Figure 5-39, with the TEC, **Length, Width, Height,** and **Weight** of the equipment. When you are done reviewing this information, press **RETURN** to return to the Equipment Characteristics Table window.

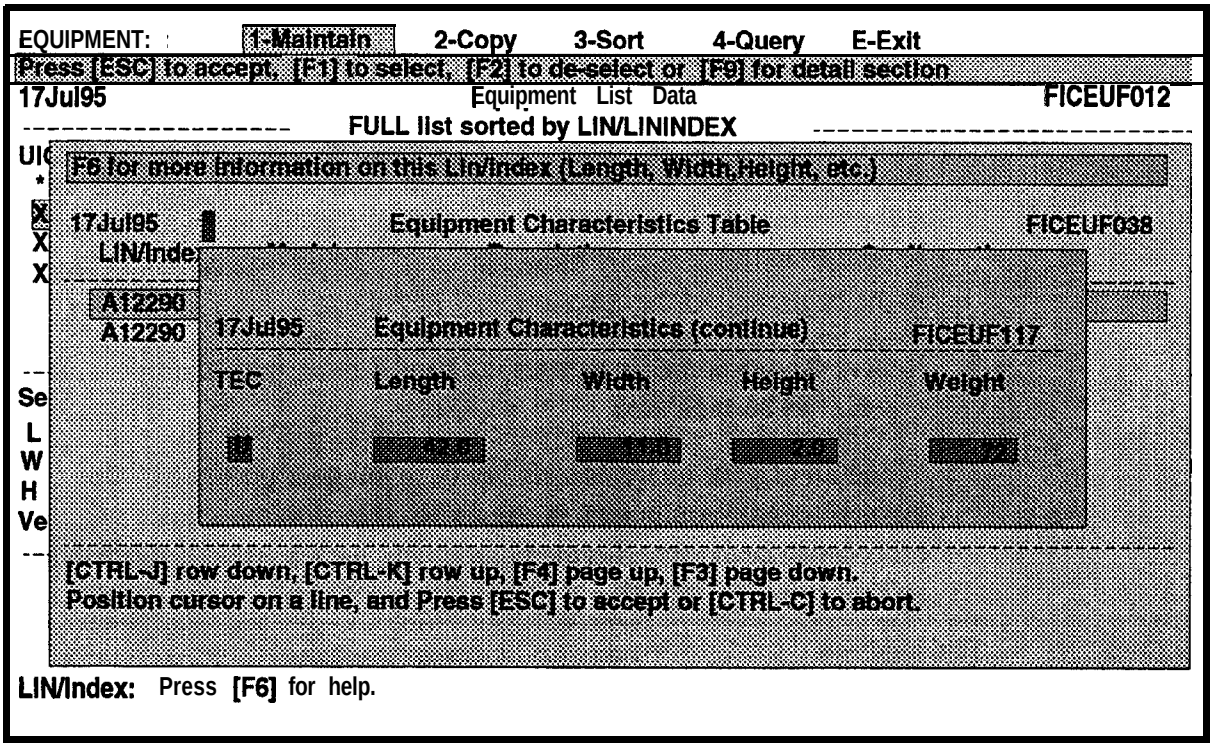


Figure 5-39. Equipment Characteristics (continue) Window

5 As necessary, use the cursor control keys to highlight the desired piece of equipment and press **ESC** to select it. The data for the selected piece of equipment will be displayed in the **SUN, VI (Vehicle Indicator), Model, Description, LIN/Index**, and S **(Standard Indicator)** fields of the Equipment List Data screen. The cursor will be in the **EchULN** field.

6 Continue with the procedures in paragraph **f.** below.

(b) If you do not **know the LIN, Index, Model,** and/or **Description** of the desired piece of equipment:

1 Press **ESC** to display the entire ECR table, eight items at a time.

Note: If you need more detailed information about the highlighted piece of equipment, press **F6** once again. **An Equipment Characteristics (continue) window** will be displayed, as shown in Figure S-39. It shows the **TEC, Length, Width, Height,** and **Weight** of the equipment. Press **ESC** again to return to the Eauinment Characteristics Table window.

2 As necessary, use the cursor control keys to highlight the desired piece of equipment and press **ESC** to select it. The data for the selected piece of equipment will be displayed in **the SUN, VI (Vehicle Indicator),**

Model, Description, and **LIN/Index** fields of the Equipment List Data screen and the cursor will be in the **EchULN** field.

3 Continue with the procedures in paragraph **f.** below.

f. Enter the **Echelon** or **ULN** for this piece of equipment, or press F6 to select the **Echelon** or **ULN** from a list of available Echelons and ULNs. When F6 is used, use the cursor control keys to highlight the desired item, press **ESC** to accept it, and the cursor will return to **the EchULN** field. Press **RETURN** and the cursor will move to **the M (Mode to Port of Embarkation)** field. **The D (Deployment Mode),** field will be automatically filled in.

g. Enter **M (Mode to Port of Embarkation). F6-Help** is available for this field. The cursor will automatically move to the A/H field.

h. Enter the **Hazardous Indicator** for the piece of equipment and press **RETURN.** Enter Y if the piece of equipment is hazardous, or N if the piece of equipment is not hazardous. The cursor will move to the **Ser#** field in the **Detail Section** of the screen. The serial number that is assigned to Special Handling Equipment is a combination of the **TDC, UIC, and SUN** for that piece of equipment. However, the serial number can be modified.

i. As necessary, enter or modify the data in any one or more of the following fields, pressing **RETURN** after each entry. Only the fields that are highlighted on the screen can be used.

Field	Type	Enter or modify this information:
NOTE: In Type Column: R=Required Field, A=Field Automatically Filled		
Ser#	A	The **Serial Number, USA Number** or **Lot Number** that uniquely identifies this piece of equipment. Initially this fied will be filled with anumber that is a combination of **the Exercise (TDC) Identifier, UIC,** and **SUN,** however, this information can be changed. It should be tailored, as necessary, because it uniquely identifies each piece of equipment of the same make and model number. This is a required field when you enter the **Detail Section** or when you add a piece of equipment.
Bumper	A	The Bumper Number that uniquely identifies this piece of equipment. It should be entered because it uniquely identify piece of equipment of the same make and model number. These are required fields when you enter the **Detail Section** or when you add a piece of equipment.
TPC	A	Type Pack Code.
Owner	A	Unit Identification Number of the unit that owns this piece of equipment.
ov	A	Oversize Indicator. A Y in this field indicates the piece of equipment is oversize. An N in this field indicates

		the piece of equipment is not oversize. Note: This is not the same as dimensional data identified by Length, Width and Height below.
L	A	Length of the piece of equipment in inches. The user can access this field only when the piece of Special Handling Equipment is a Pallet.
W	A	Width of the piece of equipment in inches. The user can access this field only when the piece of Special Handling Equipment is a Pallet.
H	A	Height of the piece of equipment in inches. The user can access this field only when the piece of Special Handling Equipment is a Pallet.
SqFt	A	Square Foot size of the piece of equipment.
CuFt	A	Cubic Feet dimension of the piece of equipment.
CuLd	A	Cubic Feet dimension of the load(s) on this piece of equipment.
EmptyWt	A	Empty weight of the piece of equipment in pounds, as shown in the Equipment Characteristics Reference (ECR) table.
ActWt	A	Actual Weight in pounds of the piece of equipment plus its load(s). This field should be used to record the scale weight of the vehicle and its load(s) after it has been weighed. Before any loads are added to the piece of equipment, the Actual Weight for the piece of equipment will be equal to the value shown in the **Empty Weight** field. TC ACCIS will automatically recalculate the Actual Weight each time a load is added to the piece of equipment,

Note : **The Actual Weight can be entered directly from the keyboard, however, this information should be entered only after all loads have been added to the piece of equipment and the piece of equipment plus its load(s) is actually weighed on a scale.**

Note When you press **RETURN** after entering an Actual Weight from the keyboard, a prompt will be displayed:

Does the Actual Wt. include current load(s) totaling nn,nnn (y/n)?

A y response to this prompt will accept the Actual Weight you entered as the total weight for both the vehicle and all its load(s). i n n response will accept the Actual Weight you entered as the weight of the vehicle only and will add the **nn,nnn** weight for the load(s) to the weight you entered to generate a new total weight for the vehicle plus its load(s).

Except in extreme circumstances, no loads should be added to the piece of equipment after the actual weight from the scales is entered from the keyboard. Once an actual weight is entered, the system will adjust the weight of the piece of equipment and the loads as follows:

TC ACCIS assumes that the previously entered weight for the load(s) is accurate and will ad'ust the weight of the piece of equipment to recd culate the actual weight of the piece of equipment plus the load(s). For example, an initial ECR weight of 13,180 pounds for the piece of equipment plus 4,000 pounds for the load(s) gives you a calculated initial actual weight of 17,180 pounds.

If the scale weight of the piece of equipment plus its load(s) is then determined to be 16,340 pounds and this weight is entered into **the Actual Weight** field from the keyboard, TC ACCIS will assume the 4,000 pound weight for the load(s) is correct and will adjust the piece of equipment weight to 12,340 pounds.

If additional loads are added to the piece of equipment after an Actual Weight has been entered from the keyboard, TC ACCIS will use the recalculated piece of equipment weight of 12,340 pounds to calculate the new Actual Weight of the piece of equipment plus its load(s).

TC ACCIS will continue to use the recalculated 12,340 pound weight for the piece of equipment until a new Actual Weight value is entered from the keyboard.

MaxWt	A	The maximum weight allowable for this piece of equipment plus its load.
TEC	A	Type Equipment Code
STONS		Short Tons weight (pounds divided by 2,000) for this piece of equipment. A
MTONS	A	Measurement Tons is a unit of Volumetric measurement of equipment associated with surface-delivered cargo. Measurement tons equal total cubic feet divided by 40 (1 MTON = 40 cubic feet).
WCC	A	Water Commodity Code. F6-Help is available in this field.
SHC	A	Special Handling Code. F6-Help is available in this field.
TCC	A	Transportation Component Command.
WI	A	Waiver Indicator that identifies pieces of equipment that are oversized and/or overweight.
c c c	A	Cargo Category Code
Vehicle Remarks	A	Brief comments about the piece of equipment.

j. When all of the entries have been made in the Detail Section of the screen, you have two options:

(1) If the piece of equipment has no load, press ESC to save you entries. The cursor will return to **the Vehicle Section** of the Equipment List Data screen. You should now continue with the procedures in paragraph **1.** below.

(2) If the piece of equipment does have a load, press **F9** to move to **the Load Section** of the screen where you can add or modify a load on this piece of equipment. As necessary:

(a) Follow the procedures in paragraph 5.3.8.3 (page 5-138) to add a load, or,

(b) Follow the procedures in paragraph 5.3.8.4 (page 5-154) to modify the existing load information.

k. Press F9 to complete the process of adding a piece of equipment from the ECR table.

(1) If a new value has been entered into **the ActWt** field during this session or since the last time you worked with loads, the Choose Actual Weight for SUN window will be displayed as shown in Figure 5-40.

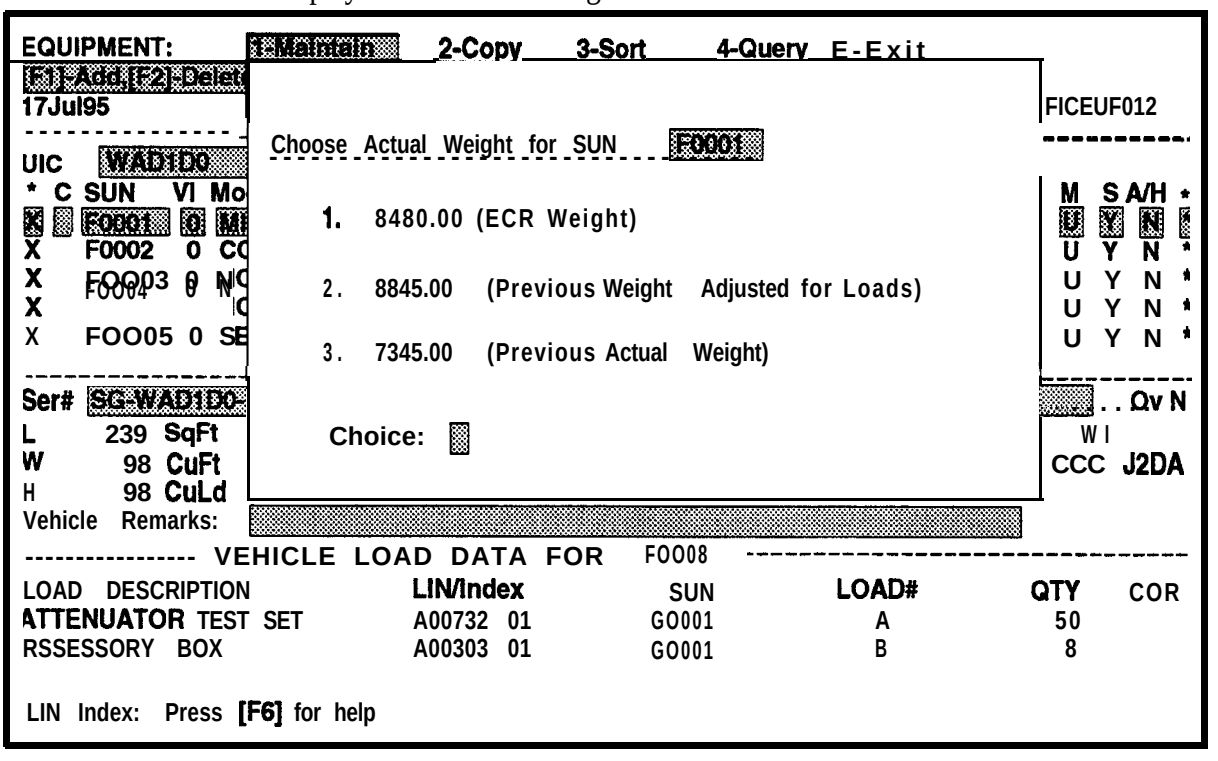


Figure 5-40. Equipment List Data Screen with Choose Actual Weight of Sun Window for Special Handling Equipment

(a) The following is an explanation for each option in this window plus an explanation of how the weight value was calculated for each option:

1 **The ECR Weight** option will set the new Actual Weight of this vehicle to the Empty Weight for the vehicle, as shown in the Equipment

Characteristics Reference table, plus the total weight entered for all of the loads that are now on the vehicle.

2 The **Previous Weight Adjusted for Loads** option will set the new Actual Weight for this vehicle to the value that was most recently entered from the keyboard into **the Actual Weight** field plus the Actual Weight of all loads that were added to the vehicle during this processing session. The most recent Actual Weight value equals the actual weight of all loads added to the vehicle before the most recent Actual Weight was entered from the keyboard plus the recalculated weight of the vehicle as defined in the description for the **Actual Weight** field on page 5-l 18.

3 The **Previous Actual Weight** option will retain the Actual Weight of the vehicle that was most recently entered from the keyboard. This value includes the Actual Weight of all loads that were on the vehicle at the time a new value was entered into the **Actual Weight** field from the keyboard, plus the recalculated weight of the vehicle as defined in the description for the Actual Weight field on page 5- 118. It will not include the weight for any of the loads that were added to the vehicle during this processing session.

(b) Select the desired option. If you are uncertain about which option to choose, select **1-(ECR Weight).** This will reset the Actual Weight to the Empty Weight of the vehicle as shown in the Equipment Characteristics Reference table plus the actual weight entered for all of the loads on the vehicle. Once this is done, you can use the procedures in paragraph 5.3.10 (page 5-185) to modify the actual weight of the vehicle based on an actual scale weight for the vehicle, plus all of its loads.

(2) If one or more of the loads you just added exceeds the maximum Cubic Load size and/or the Maximum Weight for this vehicle, or if the cumulative size and/or weight for all the loads on this vehicle exceed the maximum Cube Load size or the Maximum Weight for this vehicle, you will get one or more of the following messages:

(a) If the vehicle already had a waiver before adding any load(s):

a The addition of loads that are within the size and weight standards in the ECR table will not cause any additional messages to be displayed.

2 The addition of oversized loads will display the following message:

WARNING-Total Cubic Ft. exceeds Cubic Ft. limit for this equipment

3 The addition of overweight loads will display the following message:

WARNING-Load Weight exceeds Maximum Weight for this equipment

4 The addition of oversized and overweight loads will display the following message for a few seconds:

WARNING-Load Weight exceeds Maximum Weight for this equipment

Then a second message will be displayed for a few seconds:

WARNING-Total Cubic Ft. exceeds Cubic Ft. limit for this equipment

Regardless of which message(s) is/are displayed, the cursor will move to **the LIN/Index** field in the **Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the procedures in paragraph k. below to save your data and discontinue processing.**

(b) If the vehicle does not have a waiver before adding any load(s):

1 The addition of loads that are within the size and weight standards in the ECR table will not cause any additional messages to be displayed. Continue with the procedures in paragraph **j.** below.

2 The addition of oversized loads will display the following message and the cursor will move to the **L(ength)** field:

Load exceeds Cube limit of nnn; Waiver created; Must increase Len, Wid, or Ht

Use the following procedures to change one of the dimensions by at least one-inch:

a Press **RETURN** until the cursor is in the field where you want to make the change.

b Enter the new dimension by typing over the displayed data and press **RETURN.**

c As necessary, repeat the procedures in paragraph **1** and **2** above until all the necessary changes have been made.

d When all the necessary changes have been made, press **ESC. An X** will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will then move to **the LIN/Index** field **in the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the procedures in paragraph k. below to save your data and discontinue processing.**

3 The addition of overweight loads will display the following message:

WARNING-Load Weight exceeds Maximum Weight for this equipment

An X will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will move to **the LIN/Index** field in **the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the procedures in paragraph k. below to save your data and discontinue processing.**

4 The addition of oversized and overweight loads will display the following message for a few seconds:

WARNING-Load Weight exceeds Maximum Weight for this equipment

Then a second message will be displayed for a few seconds and the cursor will move to the **L(ength)** field :

Load exceeds Cube limit of nnn; Waiver created; Must increase Len, Wid, or Ht

Use the following procedures to change one of the dimensions by at least one-inch:

a Press **RETURN** until the cursor is in the field where you want to make the change.

b Enter the new dimension by typing over the displayed data and press **RETURN.**

c As necessary, repeat the procedures in paragraph **1** and **2** above until all the necessary changes have been made.

d When all the necessary changes have been made, press ESC. An X will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will then move to **the LIN/Index field in the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another vehicle or the procedures in paragraph k. below to save your data and discontinue processing.**

1. As necessary, repeat the procedures in paragraphs **d.** through **k.** to add an additional piece of equipment.

m. When all the new pieces of equipment have been added, press **ESC** to save your equipment choices. A message will be displayed:

Have you completed processing equipment (y/n)?

Enter **n** in response to this prompt to return to the equipment section of the screen where you can add additional pieces of equipment, or enter y to return to the

EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

5.3.8.1.2 Using the Copy Option to Add Special Handling Equipment to Your Equipment List.

Sometimes you may need multiple pieces of the same type of equipment in your Equipment List. If one piece of this type of equipment is already in your Equipment List you can use the **Copy** option to quickly add the additional pieces of that equipment to the same Equipment List. Even if the equipment is not currently in your Equipment List, you can use the procedures in paragraph 5.3.8.1.1 (page 5-l 11) to add the first piece of equipment from the ECR table and then make copies of that equipment. The **Copy** option duplicates everything except the serial number and bumper number which you must add after the equipment have been copied.

Use the following procedures to make copies of Special Handling Equipment in your Equipment List:

a. To begin this process, you should be at the Equipment List Data screen as shown in Figure 5-35 (page 5-l 10) with the MAINTAIN: ring menu displayed at the top.

MAINTAIN: I-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

If this is not the case, use the following procedures to display the MAINTAIN: ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the **MAINTAIN:** ring menu at the top.

MAINTAIN: I-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

b. Select the **SpecHdlng** option. An Equipment List Data screen will be displayed, as shown in Figure 5-36 (page **5-112),** with the EQUIPMENT: ring menu displayed at the top.

EQUIPMENT: I-Maintain 2-Copy 3-Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section is sometimes referred to as the **Vehicle Section** and has a **list sorted by** title. This section displays information in **the SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator), and A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section is sometimes referred to as the **Detail Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in **the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to as **the Load Section** and has a **VEHICLE LOAD DATA FOR** title. Only the types of Special Handling Equipment identified in paragraph 5.3.8 (page 5-108) can have loads. This section gives the load description, LIN, LINIndex, SUN, Load Number, and Quantity information for the piece of equipment highlighted **in the Vehicle Section** of the screen. This section will not be identified when the blank screen is displayed.

c. From the EQUIPMENT: ring menu, select **Copy.** The Make Copies of Equipment window will be displayed, as shown in Figure 5-41. The cursor will be in the **SUN** field. You can enter selection criteria into any one or any combination of the **SUN, LIN, Index, Model, and/or Description** fields.

d. Press **RETURN** until the cursor is in the field where you want to enter selection criteria, and enter the selection criteria in any of the available fields, pressing

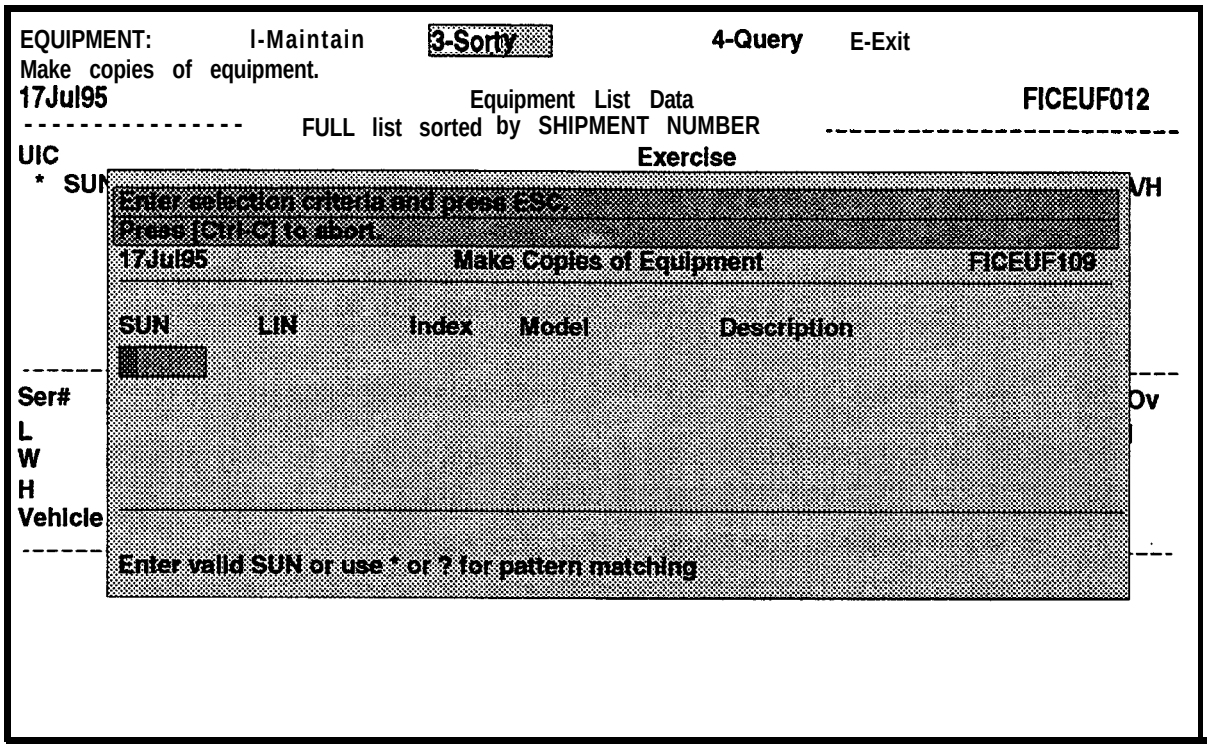


Figure 5-41. Make Copies of Equipment Window

RETURN after each entry. You can use the * **(asterisk)** at the beginning and/or end of your query criteria to act **as** a **wild card** in the search. This will return all records that have the specified character(s) and/or number(s) in the field. For example entering ***adapter* in the Description** field will select all pieces of equipment with the word **adapter** anywhere within the description for display while entering **adapter* will** return only those pieces of equipment that have **adapter** at the beginning of the description.

As an alternative, you can press ESC to display the first item in your Equipment List.

e. When all the selection criteria has been entered, and press **ESC.** The data for the first piece of equipment that meets your selection criteria will be displayed in the Make Copies of Equipment window.

A **Row n of** nn message will be displayed in the lower left comer of the window, where M is the total number of records that meet your selection criteria and **n** is the sequential number of the displayed record within the total number of selected records.

The Browse: ring menu will be displayed at the top of the Make Copies of Equipment window:

BROWSE: I-Next 2-Previous 3-Select E-Exit

The following is an explanation of the available options:

Option	Description
Next	Displays the next available piece of equipment that meets the selection criteria.
Previous	Displays the previous piece of equipment that meets the selection criteria.
Select	Allows you to select the piece of equipment to be copied.
Exit	Closes the Make Copies of Equipment window and returns the cursor to the EQUIPMENT: ring menu of the Equipment List Data screen. No equipment will be selected when you use this option.

f. As necessary, select **Next** or Previous to display the record you want to copy.

g. When the desired record is displayed, press **Select** to start the copy procedures. A prompt will be displayed at the bottom of the window

Enter # of copies of SUN Fnnnn desired (100 max)

Note: As an alternative **you can** select **E-Exit** to abort the copy process and return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. No equipment will be selected when you use this option.

h. Enter **the number of copies,** and press RETURN

(1) If there is not a load on the equipment, a Please Wait...Copying Data message will displayed for a few moments in the lower left corner of the window, followed by a **Row Added** message. When the copying is complete, the cursor will return to the **Index** field for the last piece of equipment in the Equipment List Data screen. The Equipment List is now sorted by **SUN** in descending order so the SUN of the last piece of equipment added to your Equipment List appears at the top of the list.

(2) If there is a load on the equipment you are copying, a ring menu will be displayed at the top of the screen:

include loads? : I-No P-Yes E-Exit

(a) Select one of the following options:

1 Select No if you do not want to include the loads in your new Equipment List.

2 Select Yes if you do want to include the loads in your new Equipment List.

3 Select **E-Exit** if you want to abort the copy process and return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

(b) A **Please Wait...Copying Data** message will displayed for a few moments in the lower left comer of the window, followed by a **Row Added** message. When the copying is complete, the cursor will return to the **Index** field of the last piece of equipment in the Equipment List Data screen. The Equipment List is now sorted by **SUN** in descending order so the SUN of the last piece of equipment added to your Equipment List appears at the top of the list.

i. As necessary you can use the procedures in the following paragraphs to add and/or modify the loads on the pieces of equipment you have just added to your Equipment . List:

Paragraph	Page	Procedure
5.3.8.3	5-138	Add a Load to Special Handling Equipment.
5.3.8.4	5-154	Modifying a Load on Special Handling Equipment.

j. When all of the pieces of equipment have been copied, press **ESC** to save the new data. A message will be displayed:

Have you completed processing equipment (y/n)?

(1) Enter **n** in response to this message and you will be returned to the **Vehicle** section of the screen where you can perform other operations, or,

(2) Enter y in response to this message and the cursor will return to the EQUIPMENT: ring menu where you **can** select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

5.3.8.1.3 in a Special Handling Equipment with No LIN/Index.

Sometimes you may need to add a piece of Special Handling Equipment to your Equipment List that does not have a **LIN/Index.**

Use the following procedures to add a piece of equipment without a **LIN/Index** number to a unit's Master Equipment List, a Deployment Equipment List, or a new Equipment List that is using **the Manual Entry** option:

a. To begin this process, you should be at the Equipment List Data screen as shown in Figure 5-35 (page 5-l 10) with the MAINTAIN: ring menu displayed at the top.

MAINTAIN: I-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

If this is not the case, use the following procedures to display the MAINTAIN: ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) , Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

b. Select the **SpecHdlng** option. An Equipment List Data screen will be displayed, as shown in Figure 5-36 (page 5-l **12),** with the EQUIPMENT: ring menu displayed at the top.

EQUIPMENT: I-Maintain P-Copy 3-Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section is sometimes referred to as the **Vehicle Section** and has a **list sorted by** title. This section displays information in the **SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deploy-**

ment Mode), M (Mode to Port of Embarkation), S (Standard Indicator), and **A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section is sometimes referred to as the **Detail Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted **in the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to **as the Load Section** and has a **VEHICLE LOAD DATA FOR** title. Only the types of Special Handling Equipment identified in paragraph 5.3.8 (page 5-108) can have loads. Pieces of equipment without a **LIN/Index** can not have loads so this section can not be accessed in this procedure.

c. Select **the Maintain** option. If you are adding a new piece of equipment to a unit's Master Equipment List, or a Deployment Equipment List the first five pieces of equipment in the Equipment List will be displayed and the first item will be highlighted as shown in Figure 5-37 (page 5-l 13).

Note: When appropriate, you may want to use the **Sort** option or the **Query** option described in paragraph 5.3.6 (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of the three options you choose.

If you are working with a Deployment Equipment List, the X at the left of the screen under the **UIC** field indicates that this piece of equipment has been **Selected** for inclusion in the exercise. Pieces of equipment without an X are in the Equipment List but will not accompany the unit on the exercise. If you are working with the unit's Master Equipment List (TDC **D** or S) there will not be an X at the left of the screen under the **UIC** field for any of the pieces of equipment because equipment is not **Selected** or **Deselected** for the Master Equipment List.

d. Use the cursor control keys to move the cursor to the location where you want to add the new piece of equipment.

(1) If you are adding pieces of equipment to the unit's Master Equipment List, the new piece of equipment can be added anywhere within the Equipment List. To do this, use the cursor control keys to highlight the row in the Equipment **List** where you want to add the new item, and press **F1.** A new blank row **will** be opened in the upper portion of the screen. The fields in the blank row will be highlighted. The cursor will be in the **LIN** portion of the **LIN/Index** field. Now continue with the procedures in paragraph e. below.

(2) If you are adding pieces of equipment to a Deployment Equipment List, the new piece of equipment can be added only at the end of the Equipment List. To do this, press F3 to page down through the Equipment List until the last row in the

Equipment List is highlighted. Then press **Ctrl-J** to open a blank line at the end of the Equipment List. The fields in the blank row will be highlighted. The cursor will be in the **LIN** portion of the **LIN/Index** field. Now continue with the procedures in paragraph e. below.

(3) If you are creating new Equipment List by using the **Manual Entry** option the screen will be as shown in Figure 5-37 (page 5- 113), except that the fields will be blank. You do not have to perform any actions before you continue with the procedures in paragraph e. below. The cursor will be in the **LIN** portion of the **LIN/Index** field.

e. Press **RETURN** to move the cursor to the **Index** field and then press **RETURN** once more. A prompt will be displayed in the lower left corner of the screen.

Are you processing equipment that does not have a LIN (Y/N)?

(1) Press **n** in response to this prompt if your are adding a piece of equipment with a **LIN/Index.** The cursor will return to the **LIN** field and you should continue adding equipment by using the procedures in paragraph 5.3.8.1.1 (page 5- 111) to add equipment from the ECR table, or paragraph 5.3.8.1.2 (page 5-124) to copy another piece of equipment already in your Equipment List.

(2) Press y in response to this prompt if you are adding a piece of equipment that does not have a **LIN/Index.** The cursor will move to the **TEC** (Type Equipment Code) field. The prompt at the bottom left of the screen will give the use the following code choices.

Enter L, M, N, P, Q, R, S, T, U, X, or Y for TEC ('F' record)

f. Enter the TEC. The corresponding data will be automatically displayed in the WCC, SHC, TCC, CCC, and **TPC** fields. The cursor will move to **the Description** field in **the Vehicle Section** of the screen.

g. Enter **the Description** for the piece of equipment to be added to the Special Handling Equipment List, and press RETURN. The cursor will move to **the EchULN** field.

h. Enter the **EchULN** information, and press **RETURN.** The corresponding data will be automatically entered into **the D (Deployment Mode)** field. The cursor **will** move to **the M (Mode to Port of Embarkation)** field.

i. Enter **the MPOE** and press **RETURN. F6-Help** is available for this field. An N (nonstandard) will be automatically entered into the S **(Standard Indicator)** field and the cursor will automatically move to the **A/H (Hazardous Indicator)** field.

j. Enter the **Hazardous Indicator** for the piece of equipment and press RETURN. Enter Y if the piece of equipment is hazardous, or N if the piece of equipment is not hazardous. The cursor will move to the **Ser#** field in the **Detail Section** of the screen. The serial number that is assigned to Special Handling Equipment is a combination

of the **TDC, UIC, and SUN** for that piece of equipment. However, the serial number can be modified.

k. As necessary, enter or modify the data in any one or more of the following fields, pressing **RETURN** after each entry. Only the fields that are highlighted on the screen can be used.

Field	Type	Enter or modify this information:
NOTE: In Type Column: **R=Required** Field, **A=Field Automatically Filled**		
Ser#	A	The Serial **Number, USA Number** or **Lot Number** that uniquely identifies this piece of equipment. It should be entered because it uniquely identify piece of equipment of the same make and model number. These are required fields when you enter the **Detail Section** or when you add a piece of equipment. The serial **number is a modifiable field.**
Bumper		The Bumper Number that uniquely identifies this piece of equipment. It should be entered because it uniquely identify piece of equipment of the same make and model number. These are required fields when you enter the **Detail Section** or when you add a piece of equipment.
TPC	A	Type Pack Code for the piece of equipment. **F6-Help** is available in this field.
Owner		Unit Identification Number of the unit that owns this piece of equipment.
L	R	Length of the piece of equipment in inches.
W	R	Width of the piece of equipment in inches.
H	R	Height of the piece of equipment in inches.
ActWt	A	Actual Weight in pounds of the piece of equipment plus its load(s). This field should be used to record the scale weight of the vehicle and its load(s) after it has been weighed. Before any loads are added to the piece of equipment, the Actual Weight for the piece of equipment will be equal to the value shown in the **Empty Weight** field. TC ACCIS will automatically recalculate the Actual Weight each time a load is added to the piece of equipment.

Note: The Actual Weight can be entered directly from the keyboard, however, this information should be entered only after all loads have been added to the piece of equipment and the piece of equipment plus its load(s) is actually weighed on a scale.

Note: When you press **RETURN** after entering an Actual Weight from the keyboard, a prompt will be displayed:

Does the Actual Wt. include current load(s) totaling nn,nnn (y/n)?

A y response to this prompt will accept the Actual Weight you entered as the total weight for both the vehicle and all its load(s). An n response will accept the Actual Weight you entered as the weight of the vehicle only and will add the nn,nnn weight for the load(s) to the weight you entered to generate a new total weight for the vehicle plus its load(s).

Except in extreme circumstances, no loads should be added to the piece of equipment after the actual weight from the scales is entered from the keyboard. Once an actual weight is entered, the system will adjust the weight of the piece of equipment and the loads as follows:

TC ACCIS assumes that the previously entered weight for the load(s) is accurate and will adjust the weight of the piece of equipment to recalculate the actual weight of the piece of equipment plus the load(s). For example, an initial ECR weight of 13,180 pounds for the piece of equipment plus 4,000 pounds for the load(s) gives you a calculated initial actual weight of 17,180 pounds.

If the scale weight of the piece of equipment plus its load(s) is then determined to be 16,340 pounds and this weight is entered into the **Actual Weight** field from the keyboard, TC ACCIS will assume the 4,000 pound weight for the load(s) is correct and will adjust the piece of equipment weight to 12,340 pounds.

If additional loads are added to the piece of equipment after an Actual Weight has been entered from the keyboard, TC ACCIS will use the recalculated piece of equipment weight of 12,340 pounds to calculate the new Actual Weight of the piece of equipment plus its load(s).

TC ACCIS will continue to use the recalculated 12,340 pound weight for the piece of equipment until a new Actual Weight value is entered from the keyboard.

WCC	A	Water Commodity Code. **F6-Help** is available in this field.
SHC	A	Special Handling Code. **F6-Help** is available in this field.
TCC	A	Type Cargo Code for this piece of equipment. **F6-Help** is available in this field.
Vehicle Remarks		Brief comments about the piece of equipment.

l. When all of the entries have been made in the **Detail Section** of the screen, the cursor should be in the Ser# field. Review your entries to make sure they are correct.

(1) As necessary, press RETURN until the cursor is in the field where you want to make the change and enter the new data by typing over the displayed information.

(2) As necessary, repeat the procedures in paragraphs **(1)** and (2) above until all your entries are correct.

m. When all of the entries in the **Detail Section** of the screen are correct, press **ESC to save your entries. A Row Added message will be displayed at the bottom of the screen, the cursor will move to the Vehicle Section** of the screen, and a blank line will be opened at the bottom of the list of equipment.

n. As necessary, repeat the procedures in paragraphs e. through **m.** to add an additional piece of equipment without a LIN/Index.

n. When all the new pieces of equipment have been added, press **ESC** to save your equipment choices. A message will be displayed:

Have you completed processing equipment (y/n)?

Enter **n** in response to this prompt to return to the equipment section of the screen where you can add additional pieces of equipment, or enter y to return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

5.3.8.2 Modifvinq Special Handling Equipment Detail Information,

Note: You probably will not have to modify every item on the list. Read the explanations of the Sort and Query functions to find out how to locate a specific item or range of items that you want to modify.

You can use the **Maintain,** Sort, and Query options on the EQUIPMENT: ring menu to modify Special Handling Equipment data. Pallets with the Type Data Code of **PC** (Piece) or **PT** (Palletized Unit Load Other than Code MW) can be changed so that the dimensions are higher or lower than those specified in the Equipment Characteristics Reference table. When this'is done, a Waiver Indicator will be automatically generated which will report the item(s) to

FORSCOM through COMPASS for a waiver. The other Detail Data for all **other type F Records** can be changed, but the dimensions and weight can not be modified.

The procedures in this section are written primarily for equipment in a Deployment Equipment List where dimensional and actual weight waivers are allowed. Some of the instructions will not be applicable to pieces of equipment in Deployment Equipment Lists and the Unit's Master Equipment List when these type waivers do not apply or to pieces of equipment in the Deployment Equipment List that do not allow loads. In these cases, bypass the instructions that do not apply.

Use the following procedures to modify the detailed information for a piece of Special Handling Equipment in a unit's Master Equipment List, a Deployment Equipment List:

a. To begin this process, you should be at the Equipment List Data screen as shown in Figure 5-35 (page 5-l 10) with the MAINTAIN: ring menu displayed at the top.

MAINTAIN: l-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

If this is not the case, use the following procedures to display the EQUIPMENT: ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: l-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

b. Select **the SpecHdlng** option. An Equipment List Data screen will be displayed, as shown in Figure 5-36 (page 5-l **12),** with the EQUIPMENT: ring menu displayed at the top.

EQUIPMENT: l-Maintain 2-Copy 3-Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section is sometimes referred to as the **Vehicle Section** and has a **list sorted by** title. This section displays information in the **SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator), and A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section is sometimes referred to as the **Detail Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in **the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to **as the Load Section** and has a **VEHICLE LOAD DATA FOR title.** Only the types of Special Handling

Equipment identified in paragraph 5.3.8 (page 5- 108) can have loads. This section gives the load description, LIN, LINIndex, SUN, Load Number, and Quantity information for the piece of equipment highlighted in the **Vehicle Section** of the screen. This section will not be identified when the blank screen is displayed.

c. Select **the Maintain** option. The first five pieces of equipment in the unit's Master Equipment List, or a Deployment Equipment List will be displayed and the first item will be highlighted as shown in Figure 5-37 (page 5-l 13). The cursor will be in the **LIN/Index** field.

Note: When appropriate, you may want to use the Sort option or the **Query** option described in paragraph 5.3.6 (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of the three options you choose.

If you are working with a Deployment Equipment List, the X at the left of the screen under the **UIC** field indicates that this piece of equipment has been **Selected** for inclusion in the exercise. Pieces of equipment without an X are in the Equipment List but will not accompany the unit on the exercise. If you are working with the unit's Master Equipment List (TDC **D** or S) there will not be an X at the left of the screen under the **UIC** field for any of the pieces of equipment because equipment is not Selected or **Deselected** for the Master Equipment List.

d. Use the cursor control keys to highlight the piece of equipment where you want to modify the details.

e. Press F9 to move the cursor to the **SER#** field of the **Detail Section** of the screen.

f. As necessary, enter or modify the data in any one or more of the highlighted fields, pressing **RETURN** after each entry. The fields that can be accessed will vary depending upon whether there is a Y or an N in the S **(Standard Indicator)** field for this piece of equipment.

Note: Figure 5-34 (page 5-109) is a summary of Special Handling Equipment **(F Records)** that allow waivers for dimensions and/or weights that deviate from those specified in the Equipment Characteristics Reference Table. It also identifies equipment that allows loads (defined as G **Records** in FORSCOM Regulations 55-l and 55-2).

Field	Type	Enter or modify this information:
NOTE: In Type Column: **R=Required Field, A=Field Automatically Filled**		
Ser#	A	**The Serial Number, USA Number** or **Lot Number** that uniquely identifies this piece of equipment. It should be entered because it uniquely identify piece of

equipment of the same make and model number. These are required fields when you enter the **Detail Section** or when you add a piece of equipment. The **serial number is a modifiable field.**

Bumper	A	The Bumper Number that uniquely identifies this piece of equipment. It should be entered because it uniquely identify piece of equipment of the same make and model number. These are required fields when you enter the **Detail Section** or when you add a piece of equipment.
TPC	A	Type Pack Code. F6-Help is available in this field.
Owner	A	Unit Identification Number of the unit that owns this piece of equipment.
L	A/R	Length of the piece of equipment in inches.
W	A/R	Width of the piece of equipment in inches.
H	A/R	Height of the piece of equipment in inches.
EmptyWt	A	Empty weight of the piece of equipment in pounds, as shown in the Equipment Characteristics Reference (ECR) table.
ActWt	A	Actual Weight in pounds of the piece of equipment plus its load(s). This field should be used to record the scale weight of the vehicle and its load(s) after it has been weighed. Before any loads are added to the piece of equipment, the Actual Weight for the piece of equipment will be equal to the value shown in the **Empty Weight** field. TC ACCIS will automatically recalculate the Actual Weight each time a load is added to the piece of equipment.

Note: The Actual Weight can be entered directly from the keyboard, however, this information should be entered only after all loads have been added to the piece of equipment and the piece of equipment plus its load(s) is actually weighed on a scale.

Note: When you press **RETURN** after entering an Actual Weight from the keyboard, a prompt will be displayed:

Does the Actual Wt. include current load(s) totaling nn,nnn (y/n)?

A y response to this prompt will accept the Actual Weight you entered as the total weight for both the vehicle and all its load(s). An n response will accept the Actual Weight you entered as the weight of the vehicle only and will add the **nn,nnn** weight for the load(s) to the weight you entered to generate a new total weight for the vehicle plus its load(s).

Except in extreme circumstances, no loads should be added to the piece of equipment after the actual weight from the scales is entered from the keyboard. Once an **actual weight** is entered, the system will adjust the **weight** of the piece of equipment and the loads as follows:

TC ACCIS assumes that the previously entered weight for the load(s) is accurate and will adjust the weight of the piece of equipment to recalculate the actual weight of the piece of equipment plus the load(s). For example, an initial ECR weight of 13,180 pounds for the piece of equipment plus 4,000 pounds for the load(s) gives you a calculated initial actual weight of 17,180 pounds.

If the scale weight of the piece of equipment plus its load(s) is then determined to be 16,340 pounds and this weight is entered into the **Actual Weight** field from the keyboard, TC ACCIS will assume the 4,000 pound weight for the load(s) is correct and will adjust the piece of equipment weight to 12,340 pounds.

If additional loads are added to the piece of equipment after an Actual Weight has been entered from the keyboard, TC ACCIS will use the recalculated piece of equipment weight of 12,340 pounds to calculate the new Actual Weight of the piece of equipment plus its load(s).

TC ACCIS will continue to use the recalculated 12,340 pound weight for the piece of equipment until a new Actual Weight value is entered from the keyboard.

WCC	A	**Water** Commodity Code. **F6-Help** is available in this **field.**
SHC	A	Special Handling Code. **F6-Help** is available in this field.
Vehicle Remarks		Brief comments about the piece of equipment.

g. When all of the entries have been made in the **Detail Section** of the screen, press **ESC** to return to the **Vehicle Section** of the screen.

h. As necessary, repeat the procedures in paragraphs **d.** through g. to modify the details for an additional piece of equipment.

i. When all the new pieces of equipment have been modified, press **ESC** to save your changes. A message will be displayed:

Have you completed processing equipment (y/n)?

Enter **n** in response to this prompt to return to the equipment section of the screen where you can add additional pieces of equipment, or enter y to return to the EQUIPMENT: ring menu where **you** can select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

5.3.8.3 Adding a Load to Special Handling Equipment.

A load can be added to a piece of Special Handling Equipment by entering the required data from the keyboard or by selecting the piece of equipment to be loaded onto the equipment from the Equipment Characteristics Reference (ECR) table. Loads entered from the keyboard will not have a LIN or **LINIndex** and will be nonstandard loads. Loads selected from the ECR table can be added as standard loads or the user can modify them to be nonstandard loads.

Note: Figure 5-34 (page 5-109) is a summary of Special Handling Equipment **(F Records)** that allow loads (defined **as G Records** in FORSCOM Regulations 55-1 and 55-2). It also identifies equipment that allows waivers for dimensions and/or weights that deviate from those specified in the Equipment Characteristics Reference Table.

The procedures in this section are written primarily for equipment in a Deployment Equipmenr List where dimensional and actual weight waivers are allowed. Some of the instructions will not be applicable to pieces of equipment in Deployment Equipment Lists and the Unit's Master Equipment List when these type waivers do not apply or to pieces of equipment in the Deployment Equipment List that do not allow loads. In these cases, bypass the instructions that do not apply.

Use the following procedures to add a load to a piece of Special Handling Equipment:

a. To begin this process, you should be at the Equipment List Data screen as shown in Figure 5-35 (page 5-l 10) with the **MAINTAIN:** ring menu displayed at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

If this is not the case, use the following procedures to display the **MAINTAIN:** ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the TDC of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

b. Select the SpecHdlng option. An Equipment List Data screen will be displayed, as shown in Figure 5-36 (page 5-l 12), with the EQUIPMENT: ring menu displayed at the top.

EQUIPMENT: I-Maintain 2-Copy 3-Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section is sometimes referred to as the **Vehicle Section** and has a **list sorted by** title. This section displays information in the **SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and **A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section is sometimes referred to as the **Detail Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in **the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to **as the Load Section** and has a **VEHICLE LOAD DATA FOR** title. This section gives the load description, LIN, LINIndex, SUN, Load Number, and Quantity information for the piece of equipment highlighted in the **Vehicle Section** of the screen. This section will not be identified when the blank screen is displayed.

Note: At any time during this procedure you can press **Ctrl-C** to abort the entries and return to the MAINTAIN: ring menu.

c. Select **Maintain** from the EQUIPMENT: ring menu. The first five pieces of equipment for this exercise will be displayed in **the Vehicle Section** of the screen. The first item of equipment will be highlighted, as shown in Figure 5-37 (page 5-113). The cursor will be **the Index field. The detailed description for this piece of equipment will be displayed in the Detail Section of the screen. The load data for the piece of equipment (if any) will be displayed in the Load Section** of the screen.

Note: When appropriate, you may want to use the Sort option or the Query option described in paragraph 5.3.6 (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of the three options you choose.

d. Use the cursor control keys to highlight the desired piece of equipment and then press **F9** twice to move the cursor to **the Load Description** field of **the Load Section** at the bottom of the screen.

e. Press **F1** to add a new load to this piece of equipment. The Vehicle Load Data window will be displayed as shown in Figure 5-42. The cursor will be in the **LIN field.** The following message line will be displayed at the top of the window:

F1-Add New Load, F&Next Load, **F4-Previous** Load, Fir-Reassign Load, **F10-Copy** Load to another Vehicle, [ESC] Accept, **[Ctrl-C]** Abort

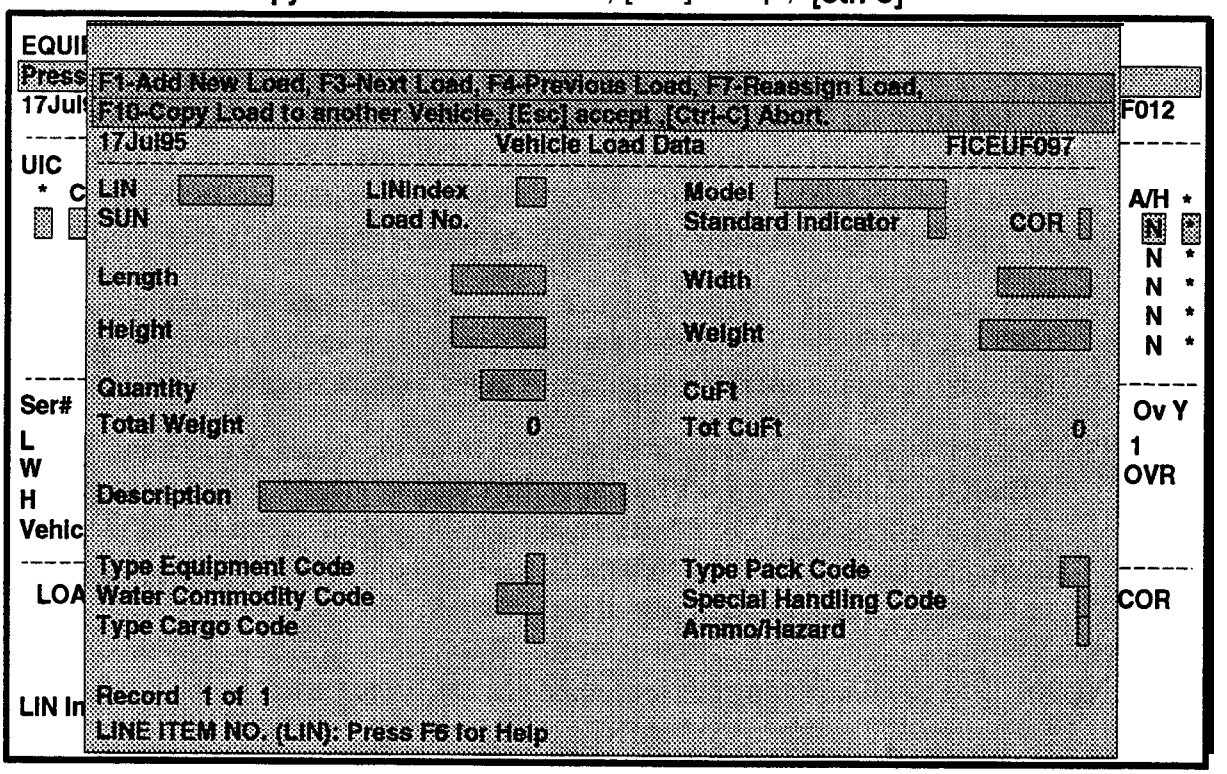


Figure 5-42. Vehicle Load Data Window

(1) As you create your load, data will be automatically entered into the following fields and the user can not change it:

Field Name	Explanation
SUN	Shipment Unit Number of the vehicle or SHE highlighted in the Vehicles Summary section.
Load No.	Sequential number for this load on this piece of equipment.
COR	COMPASS Correction Indicator that identifies items reported on the Error Listing for a COMPASS transmission.
CuFt	Cubic Feet for each item. Automatically calculated based on Length, Width, and Height after these values are displayed on the screen.
Total Weight	Total Weight for all items. Automatically calculated based on Weight times Quantity, after these values are displayed on the screen.

Total CuFt	Total Cubic Feet for all items. Automatically calculated based on Cubic Feet times Quantity, after these values are displayed on the screen.

(2) The following is an explanation of the fields in the Vehicle Load Data window that can be accessed by the user. The **Type** column identifies the fields that can be accessed by the user for creating standard (S) and nonstandard (NS) Loads. A **Y** in **the Standard Indicator** field of the Vehicle Load Data window identifies a standard load. **An N** in **the Standard Indicator** field of the Vehicle Load Data window identifies a nonstandard load.

Note: The user can designate Loads with a LIN to be standard or nonstandard. loads without a LIN will have a default designation of nonstandard and this designation can not be changed by the user.

Field Name Type Explanation

LIN	S	Line Item Number of the item from the TB 55-46-l ECR table. If it is not used, the cursor must be moved to the **Model** field as a nonstandard load.
LINIndex	S	Line Item Number (LIN) Index of the item from the TB 55-46-l ECR table. This field can be accessed only when the load has a Line Item Number (LIN).
Model	NS	Model of the load item.
Standard Indicator	S/NS	Standard indicator options are to enter Y when you want to use the load s dimensional information and codes that are in the ECR table or to enter N when you want to enter your own dimensional information and codes for the load. All loads that are manually created by entered the data from the keyboard will be nonstandard loads and the user will be required to enter the dimensional information and the codes.
Length	NS	Total length in inches of this item. Automatically filled for a standard load. Required entry for a nonstandard load with no LIN.
Width	NS	Total width in inches of this item. Automatically filled for a standard load. Required entry for a nonstandard load with no LIN.
Height	NS	Total height in inches of this item. Automatically filled for a standard load. Required entry for a nonstandard load with no LIN.
Weight	NS	Total weight in pounds of this item Automatically filled for a standard load. Required entry for a nonstandard load with no LIN.
Quantity	S/NS	The default quantity of **1** is displayed.
Description	S/NS	A brief description of the item identified. Automatically filled when Standard Indicator is Yes. Required entry for a nonstandard load with no LIN.

Type Equipment Code	NS	Type E uipment Code. Automatically filled when Standar 8 Indicator is Yes. Required entry for a nonstandard load with no LIN.
Type Pack Code	SINS	T ype Pack Code. Automatically filled when Standard Indicator is Yes, based on the Type Equipment Code entry.
Water Commodity Code	SINS	Water Commodity Code. Automatically filled when Standard Indicator is Yes, based on the Type Equipment Code entry.
Special Handling Code	SINS	Special Handling Code. Automatically filled when Standard Indicator is Yes, based on the Type Equipment Code entry.
Type Cargo Code	SINS	Type Cargo Code. Automatically filled when Standard Indicator is Yes, based on the Type Equipment Code entry.
Ammo/Hazard	SINS	Ammo/Hazard indicator. Enter Y or N. Default value is No, based on the Type Equipment Code entry.

(a) Use the procedures in paragraph **f.** below to create a nonstandard load by entering the data from the keyboard. This option allows you to create a load that is not defined in the ECR table.

(b) Use the procedures in paragraph g. below to create a nonstandard load by selecting an item from the ECR table.

(c) Use the procedures in paragraph **h.** below to create a standard load by selecting an item from the ECR table.

f. Use the procedures in this paragraph to create a nonstandard load by entering all the data from the keyboard. New loads entered from the keyboard will create a nonstandard load without a **LIN** and a **LINIndex.**

(1) Press **RETURN** to bypass the LIN field. The cursor will move to the Model field. An N will be automatically be entered into the **Ammo/Hazard** field.

(2) As appropriate, enter the Model for this item and press **RETURN. An N** (No)will be automatically entered into **the Standard Indicator** field to identify this as a nonstandard load. The cursor will move to the **Length** field.

(3) Enter the data in all of the required field plus any of the optional fields that you want to use, pressing RETURN after each entry. Data is required in the **Length, Width, Height, Weight, Description,** and **Type Equipment Code** fields.

When you enter the **Weight** and press **RETURN, the CuFt, Total Weight,** and **Total CuFt** will be automatically computed and displayed. The cursor will move to the **Quantity** field and a **1** will be displayed as the default value.

Note:

If the load weight for a pallet with a LINIndex of 01 causes the Load Weight plus the Vehicle Weight to exceed the Maximum Allowable Weight, a message will be displayed:

Veh. Wt. + load Wt. exceeds ECR Max. of nn,nnn... Is this correct (y/n)?

Enter y to accept this overweight condition or **n** to return to **the Weight** field where you can correct the condition.

(4) Enter the **Quantity** by typing over the displayed data and press **RETURN** or press **RETURN** to accept the default value. When appropriate, the **Total CuFt** field will be updated and the cursor **will** move to **the Description** field.

(5) Enter a new **Description** by typing over the displayed data and press RETURN or press **RETURN** to accept **the Description** from the ECR table. The cursor will move to **the Type Equipment Code** field.

(6) When you enter data in **the Type Equipment Code** field and press **RETURN,** data will be automatically entered into **the Type Pack Code, Water Commodity Code, Special Handling** Code, and **Type Cargo Code.** However, any of this data can be changed by pressing **RETURN** to move the cursor to the field where you want to make the change and typing the new data over the displayed information. You can also change the N that was automatically entered into **the Ammo/Hazard** fields.

(7) When all of your entries have been made, review your data to make sure it is correct.

(a) As necessary, press **RETURN** until the cursor is in the field where you want to make a change.

(b) Enter the correct data by typing over the displayed information, and press **RETURN.**

(c) Repeat the procedures in paragraphs **(a)** and **(b)** above until all your data is correct.

(8) When all of your data is correct, you have two options:

(a) You can add another load to this piece of equipment by pressing **F1** and then repeat the procedures in paragraphs **(1)** through (8) above. This procedures can be repeated as many times as necessary until all the loads have been added to this piece of equipment.

Note: Pressing **F1** will save the data for the record you have just completed. It will still be a load on this piece of equipment even if you press **Ctrl-C** to abort the process as you are creating a subsequent load.

(b) While the Vehicle Load Data window is still displayed, you can perform any of the following functions by using the procedures in the paragraphs indicated below. To do this, use F3 to display the Next Load or F4 to display the Previous Load

Paragraph	Page	Function
5.3.8.4.1	5-154	Changing the Details for an Existing Load.
5.3.8.4.2	5-161	Copying the Current Load to Other Special Handling Equipment.
5.3.8.4.3	5-166	Reassigning the Current Load.

(9) When all the entries in your last load are correct, press **ESC** while the cursor is still in the Vehicle Load Data window to save the data. The Vehicle Load Data window will close and the cursor will move to the **Load Description** field in the **Load Section** of the Equipment List Data screen. The last load you worked with will be added to the end of the list of loads.

(10) Continue with the procedures in paragraph **i.** (page 83) below.

g. Use the procedures in this paragraph to create a nonstandard load that has a **LIN** and **LINIndex.** This process will copy only **the LIN, LINIndex, Model** and **Description** from the ECR table. In addition, the default of N is entered into the **Ammo/Hazard** field. The user must enter all the other data from the keyboard. To begin the process, you can enter the **LIN** and **LINIndex** from the keyboard, or press F6 to select an item from a list of available items in the ECR table.

(1) Ifyouknow the **LIN:**

(a) Enter the **LIN** and press RETURN. The cursor will move to the **Index** field.

(b) Enter **the LINIndex** and press **RETURN.** ECR table data will be displayed in **the Model, SUN, Load** No., **COR,** and **Description** fields and the default N will be displayed in the **Ammo/Hazard.** The cursor will be in the **Standard Indicator** field.

(c) Continue with the procedures in paragraph (3) below.

(2) If you do not know the **LIN,** press F6 to select the LIN from a list of available **LINs.** The Equipment Characteristics Query window will be displayed with the cursor in the **LIN** field. You can enter you selection criteria in any one or any combination of **the LIN, LINIndex, Model,** or **Description** fields.

Note: As an alternative you can press **ESC** to display all items in the ECR table in LIN sequence. However, the size of the ECR table makes this is a very time consuming type query and should be used only in limited circumstances when you do not know any other information about the item you want to select.

(a) Press **RETURN** until the cursor is in the field where you want to enter your selection criteria.

(b) Enter your selection criteria and press **RETURN.** You can use query symbols to search when you do not know the exact values for the desired record. The query symbols are shown in the Equipment List Query screen (Figure 5-17, page 5-40). Note that the asterisk (*) is a **wild card** designation that replaces one or more characters in the selection criteria.

Note: Never use quotation marks (" or ") when you enter a query. The quotation mark character will be interpreted to be part of the query and it will cause a system error.

The following are some examples of query values that can be entered and the type items that will be selected:

Field	Query	Items Selected
LIN	**>A00730**	All items with a LIN greater than A00730.
Index	**<20**	All items with an Index of less than 20
Model	**M35***	All items that have a model beginning with M35, e.g., M35, **M35A, M355.**
Description	***truck***	All items with "truck" anywhere in the Description

(c) Repeat the procedures in paragraphs **(a)** and **(b)** above until all of your selection criteria has been entered.

(d) Press **ESC** to initiate the process. A **Searching...** message will be displayed and then the Equipment Characteristics Table window will be displayed with a list of items that meet your selection criteria.

If you entered selection criteria in more than one field, only the items that meet **all** of these criteria will be selected and displayed.

(e) Use the cursor control keys to highlight the desired item.

(f) When the desired item is highlighted, press **ESC** to select it. The Equipment Characteristics Table window will close. ECR table data will be displayed in **the Model, SUN, Load No., COR, Description** fields and the default N will

be displayed in the **Ammo/Hazard.** The cursor will be in the **Standard Indicator** field of the Vehicle Load Data window.

(3) Enter N **(No)** in **the Standard Indicator** field to indicate a nonstandard load and press **RETURN.** The cursor will move to the **L(ength)** field. You will now have to enter the data in the rest of the fields and press **RETURN** after each entry.

(4) Enter the data in all of the required field plus any of the optional fields that you want to use, pressing **RETURN** after each entry. Data is required in the **Length, Width, Height, Weight, Description,** and **Type Equipment Code** fields.

When you enter **the Weight** and press **RETURN, the CuFt, Total Weight,** and **Total CuFt** will be automatically computed and displayed. The cursor will move to the **Quantity** field and a **1** will be displayed as the default value.

Note:

If the load weight for a **pallet** with a **LINIndex** of 01 causes the Load Weight plus the Vehicle Weight to exceed the Maximum Allowable Weight, a message will be displayed:

Veh. Wt. + load Wt. exceeds ECR Max. of nn,nnn... Is this correct (y/n)?

Enter y to accept this overweight condition or **n** to return to **the Weight** field where you can correct the condition.

(5) Enter the **Quantity** by typing over the displayed data and press **RETURN** or press **RETURN** to accept the default value. When appropriate, the **Total CuFt** field will be updated and the cursor will move to **the Description** field.

(6) Enter a new **Description** by typing over the displayed data and press **RETURN** or press **RETURN** to accept **the Description** from the ECR table. The cursor will move to **the Type Equipment Code** field.

(7) When **you** enter data in **the Type Equipment Code** field and press **RETURN,** data will be automatically entered into **the Type Pack Code, Water Commodity Code, Special Handling Code,** and **Type Cargo Code.** However, any of this data can be changed by pressing RETURN to move the cursor to the field where you want to make the change and typing the new data over the displayed information. You can also change the N that was automatically entered into **the Ammo/Hazard** fields.

(8) When all of your entries have been made, review your data to make sure it is correct.

(a) As necessary, press **RETURN** until the cursor is in the field where you want to make a change.

(b) Enter the correct data by typing over the displayed information, and press **RETURN.**

(c) Repeat the procedures in paragraphs **1** and **2** above until all your data is correct.

(9) When all of your data is correct, you have two options:

(a) You can add another load to this piece of equipment by pressing **F1** and then repeat the procedures in paragraphs **(1)** through (8) above. This procedures can be repeated as many times as necessary until all the loads have been added to this piece of equipment.

Note: Pressing **F1** will save the data for the record you have just completed. It will **still** be a load on this piece of equipment even if you press **Ctrl-**C to abort the process as you are creating a subsequent load.

(b) While the Vehicle Load Data window is still displayed, you can perform any of the following functions by using the procedures in the paragraphs indicated below. To do this, use F3 to display the Next Load or F4 to display the Previous Load

Paragraph	Page	Function
5.3.8.4.1	5-154	Changing the Details for an Existing Load.
5.3.8.4.2	5-161	Copying the Current Load to Other Special Handling Equipment.
5.3.8.4.3	**5-** 166	Reassigning the Current Load.

(10) When all the entries in your last load are correct, press **ESC** while the cursor is still in the Vehicle Load Data window to save the data. The Vehicle Load Data window will close and **the** cursor will move to **the Load Description** field in the **Load Section** of the Equipment List Data screen. The last load you worked with **will** be added to the end of the list of loads.

(11) Continue with the procedures in paragraph **i.** (page 5-150) below.

h. Use the procedures in this paragraph to create a standard load that has a **LIN** and **LINIndex.** This process will copy all the data for this item from the ECR table. The user may change some of the data from the keyboard. To begin the process, you can enter **the LIN** and **LINIndex** from the keyboard, or press F6 to select an item from a list of available items in the ECR table.

(1) If you know the LIN:

(a) Enter the **LIN** and press RETURN. The cursor will move to the **Index** field.

(b) Enter **the LINIndex** and press **RETURN.** ECR table data will be displayed in **the Model, SUN, Load No., COR** and, **Description** fields and the default N will be displayed **in the Ammo/Hazard.** The cursor will be in the **Standard Indicator** field.

(c) Continue with the procedures in paragraph (3) below.

(2) If you do not know the **LIN,** press F6 to select the LIN from a list of available **LINs.** The Equipment Characteristics Query window will be displayed with the cursor in the **LIN** field. You can enter you selection criteria in any one or any combination of **the LIN, LINIndex, Model,** or **Description** fields.

Note: As an alternative you can press **ESC** to display all items in the ECR table in LIN sequence. However, the size of the ECR table makes this is a very time consuming type query and should be used only in limited circumstances when you do not know any other information about the item you want to select.

(a) Press **RETURN** until the cursor is in the field where you want to enter your selection criteria.

(b) Enter your selection criteria and press **RETURN.** You can use query symbols to search when you do not know the exact values for the desired record. The query symbols are shown in the Equipment List Query screen (Figure 5-17, page 5-40). Note that the asterisk (*) is a **wild card** designation that replaces one or more characters in the selection criteria.

Note: Never use quotation marks (" or ") when you enter a query. The quotation mark character will be interpreted to be part of the query and it will cause a system error.

The following are some examples of query values that can be entered and the type items that will be selected:

Field	Query	Items Selected
LIN	**>A00730**	All items with a LIN greater than **A00730.**
Index	**<20**	All items with an Index of less than 20
Model	**M35***	All items that have a model beginning with M35, e.g., M35, **M35A, M355.**
Description	***truck***	All items with "truck" anywhere in the Description

(c) Repeat the procedures in paragraphs **(a)** and **(b)** above until all of your selection criteria has been entered.

(d) Press **ESC** to initiate **the** process. A **Searching...** message will be displayed and then the Equipment Characteristics Table window will be displayed with a list of items that meet your selection criteria.

If you entered selection criteria in more than one field, only the items that meet **all** of these criteria will be selected and displayed.

(e) Use the cursor control keys to highlight the desired item.

(f) When the desired item is highlighted, press **ESC** to select it. The Equipment Characteristics Table window will close. ECR table data will be displayed in **the Model, SUN, Load No., COR, Description** fields and the default N will be displayed in **the Ammo/Hazard.** The cursor will be in the **Standard Indicator** field of the Vehicle Load Data window.

(3) Enter **Y (Yes)** in **the Standard Indicator** field to indicate a standard load and press **RETURN.** All the ECR table data for this item will be displayed, and the cursor will move to **the Quantity** field.

(a) **You** now change **the** data in **the Quantity, Description, Type Pack Code, Water Commodity Code, Special Handling Code, Type Cargo Code, Ammo/Hazard,** and **Standard Indicator** fields. To do this:

(b) Press RETURN until the cursor is in the field where you want to make the change.

(c) Enter the new data by typing the correct data over the displayed information and pressing **RETURN** after each entry.

(d) When **the Quantity** is changed, the value displayed in both **the Total Weight** and **the Total CuFt** fields will be automatically recalculated and displayed.

(e) When the Standard Indicator field is changed to N (No) to indicate a nonstandard load, you will be able to access the **Length, Width, Height,** and **Weight** fields. When this happens, you should continue processing this load as a nonstandard load as described in paragraph g. above.

(4) When all of your entries have been made, review your data to make sure it is correct.

(a) As necessary, press **RETURN** until the cursor is in the field where you want to make a change.

(b) Enter the correct data by typing over the displayed information, and press RETURN.

(c) Repeat the procedures in paragraphs **(a)** and **(b)** above until all your data is correct.

(5) When all of your data is correct, you have two options:

(a) You can add another load to this piece of equipment by pressing **F1** and then repeat the procedures in paragraphs **(1)** through (4) above. This procedures can be repeated as many times as necessary until all the loads have been added to this piece of equipment.

Note: Pressing **F1** will save the data for the record you have just completed. It will still be a load on this piece of equipment even if you press **Ctrl-C** to abort the process as you are creating a subsequent load.

(b) While the Vehicle Load Data window is still displayed, you can perform any of the following functions by using the procedures in the paragraphs indicated below. To do this, use F3 to display the Next Load or F4 to display the Previous Load

Paragraph	Page	Function
5.3.8.4.1	5-154	Changing the Details for an Existing Load.
5.3.8.4.2	5-161	Copying the Current Load to Other Special Handling Equipment.
5.3.8.4.3	5-166	Reassigning the Current Load.

(6) When all the entries in your last load are correct, press **ESC** while the cursor is still in the Vehicle Load Data window to save the data. The Vehicle Load Data window will close and the cursor will move to **the Load Description** field in the **Load Section** of the Equipment List Data screen. The last load you worked with will be added to the end of the list of loads.

(7) Continue with the procedures in paragraph **i.** below.

i. Press **F9** to complete the process of adding loads to this piece of Special Handling Equipment.

(1) If a new value has been entered into **the ActWt** field during this session or since the last time you worked with loads, the Choose Actual Weight for SUN window will be displayed as shown in Figure 5-40 (page **5-120).**

(a) The following is an explanation for each option in this window plus an explanation of how the weight value was calculated for each option:

1 **The ECR Weight** option will set the new Actual Weight of this piece of equipment to the Empty Weight for the piece of equipment, as shown in the Equipment Characteristics Reference table, plus the total weight entered for all of the loads that are now on the piece of equipment.

2 The **Previous Weight Adjusted for Loads** option will set the new Actual Weight for this piece of equipment to the value that was most recently entered from the keyboard into the **Actual Weight** field plus the Actual Weight of all loads that were added to the piece of equipment during this processing session. The most recent Actual Weight value equals the actual weight of all loads added to the piece of equipment before the most recent Actual Weight was entered from the keyboard plus the recalculated weight of the piece of equipment as defined in the description for the **Actual Weight** field on page 5-l 18.

3 The **Previous Actual Weight** option will retain the Actual Weight of the piece of equipment that was most recently entered from the keyboard. This value includes the Actual Weight of all loads that were on the piece of equipment at the time a new value was entered into the **Actual Weight** field from the keyboard, plus the recalculated weight of the piece of equipment as defined in the description for the Actual Weight field on page 5-l 18. It will not include the weight for any of the loads that were added to the piece of equipment during this processing session.

(b) Select the desired option. If you are uncertain about which option to choose, select **1-(ECR Weight).** This will reset the Actual Weight to the Empty Weight of the piece of equipment as shown in the Equipment Characteristics Reference table plus the actual weight entered for all of the loads on the piece of equipment. Once this is done, you can use the procedures in paragraph 53.10 (page 5-185) to modify the actual weight of the piece of equipment based on an actual scale weight for the piece of equipment, plus all of its loads.

(2) If one or more of the loads you just added exceeds the maximum Cubic Load size and/or the Maximum Weight for this piece of equipment, or if the cumulative size and/or weight for all the loads on this piece of equipment exceed the maximum Cube Load size or the Maximum Weight for this piece of equipment, you will get one or more of the following messages:

(a) If the piece of equipment already had a waiver before adding any load(s):

a The addition of loads that are within the size and weight standards in the ECR table will not cause any additional messages to be displayed.

2 The addition of oversized loads will display the following message:

WARNING-Total Cubic Ft. exceeds Cubic Ft. limit for this equipment

3 The addition of overweight loads will display the following message:

WARNING-Load Weight exceeds Maximum Weight for this equipment

4 The addition of oversized and overweight loads will display the following message for a few seconds:

WARNING-Load Weight exceeds Maximum Weight for this equipment

Then a second message will be displayed for a few seconds:

WARNING-Total Cubic Ft. exceeds Cubic Ft. limit for this equipment

Regardless of which message(s) is/are displayed, the cursor will move to **the LIN/Index** field in **the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another piece of equipment or the procedures in paragraph k. below to save your data and discontinue processing.**

(b) If the piece of equipment does not have a waiver before adding any load(s):

1 The addition of loads that are within the size and weight standards in the ECR table will not cause any additional messages to be displayed. Continue with the procedures in paragraph **j.** below.

2 The addition of oversized loads will display the following message and the cursor will move to the **L(ength)** field:

Load exceeds Cube limit of nnn; Waiver created; Must increase Len, Wid, or Ht

Use the following procedures to change one of the dimensions by at least one-inch:

a Press **RETURN** until the cursor is in the field where you want to make the change.

b Enter the new dimension by typing over the displayed data and press **RETURN.**

c As necessary, repeat the procedures in paragraph **1** and **2** above until all the necessary changes have been made.

d When all the necessary changes have been made, press **ESC. An X** will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will then move to **the LIN/Index** field in the **Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another piece of equipment or the procedures in paragraph k. below to save your data and discontinue processing.**

3 The addition of overweight loads will display the following message:

WARNING-Load Weight exceeds Maximum Weight for this equipment

An X will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will

move to **the LIN/Index** field in **the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another piece of equipment or the procedures in paragraph k. below to save your data and discontinue processing.**

4 The addition of oversized and overweight loads will display the following message for a few seconds:

WARNING-Load Weight exceeds Maximum Weight for this equipment

Then a second message will be displayed for a few seconds and the cursor will move to the **L(ength)** field :

Load exceeds Cube limit of nnn; Waiver created; Must increase Len, Wid, or Ht

Use the following procedures to change one of the dimensions by at least one-inch:

a Press **RETURN** until the cursor is in the field where you want to make the change.

b Enter the new dimension by typing over the displayed data and press **RETURN.**

c As necessary, repeat the procedures in paragraph **1** and **2** above until all the necessary changes have been made.

d When all the necessary changes have been made, press **ESC. An X** will be automatically entered into the **WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will then move to **the LIN/Index field in the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another piece of equipment or the procedures in paragraph k. below to save your data and discontinue processing.**

j. As necessary, repeat the procedures in paragraphs **d.** through **i.** (as appropriate) above to add loads to other piece of equipments.

k. When all the loads on all the pieces of equipment have been added, and the cursor is in **the Index** field of **the Vehicle Section** of Equipment List Data screen, press **ESC to accept the data. The following prompt will be displayed:**

Have you completed processing equipment (y/n)?

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

(1) Enter **n** in response to this prompt to return to **the Vehicle Section** of the screen where you can add more loads, or,

(2) Enter y in response to this prompt to end the process and return to the EQUIPMENT: **ring** menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

If your load includes any hazardous materials, a message will be displayed:

Do you want to update hazardous materials records? (y/n)

(a) Enter **n** in response to this prompt to return to **the Vehicle Section** of the screen where you can make additional modifications.

(b) Enter y to update the hazardous materials and the Equipment Summary screen will be displayed as shown in Figure 5-30 (page 5-87).

Use the procedures in paragraph 5.3.9 (page 5-176) to update the hazardous materials information. When you are done, press **ESC** to accept the load or **Ctrl-C** to abort the entries. You will be returned to MAINTAIN: ring menu.

(3) Press **E-Exit** to return to the Equipment List Processing menu.

5.3.8.4 Modifying a Load on Special Handling Equipment.

This option allows the user to change the details for an existing load, copy a load from one piece of Special Handling Equipment to another, or reassign the current load or all the load from one piece of Special Handling Equipment to another.

The procedures in this section are written primarily for equipment in a Deployment Equipment List where dimensional and actual weight waivers are allowed. Some of the instructions will not be applicable to pieces of equipment in Deployment Equipment Lists and the Unit's Master Equipment List when these type waivers do not apply or to pieces of equipment in the Deployment Equipment List that do not allow loads. In these cases, bypass the instructions that do not apply.

5.3.8.4.1 Changing the Details for an Existing Load.

You can use the **Maintain,** Sort, and **Query** options on the EQUIPMENT: ring menu to modify Special Handling Equipment data. Pallets with the Type Data Code of **PC** (Piece) or **PT** (Palletized Unit Load Other than Code MW) can be changed so that the dimensions are higher

or lower than those specified in the Equipment Characteristics Reference table. When this is done, a Waiver Indicator will be automatically generated which will report the item(s) to FORSCOM through COMPASS for a waiver. The other Detail Data for all other **type F Records** can be changed, but the dimensions and weight can not be modified.

Note: Figure 5-34 (page 5-109) is a summary of Special Handling Equipment **(F Records)** that allow loads (defined **as G Records** in FORSCOM Regulations 55-1 and 55-2). It also identifies equipment that allows waivers for dimensions and/or weights that deviate from those specified in the Equipment Characteristics Reference Table.

Use the following procedures to change the details for an existing loads on a piece of Special Handling Equipment in an Equipment List:

a. Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

c. Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

d. Select **the SpecHdlng** option from the MAINTAIN: ring menu. The EQUIPMENT: ring menu will be displayed at the top of the Equipment List Data screen as shown in Figure 5-36 (page 5-l 12).

EQUIPMENT: I-Maintain 2-Copy &Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section has a title of **list** sorted **by** and is sometimes referred to as the **Vehicle Section.** This section displays information in **the C(COMPASS Correction), SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and **A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section is sometimes referred to as the **Detail Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that **is** highlighted in **the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to as **the Load Section** and a **VEHICLE LOAD DATA FOR** title will be displayed when the highlighted piece of equipment in **the Vehicle Section** has a load. This section gives **the LOAD DESCRIPTION, LIN, LINIndex, SUN, LOAD #,QTY,** and **COR(COMPASS Correction)** information for the piece of equipment that is loaded on the piece of

equipment that is highlighted in the **Vehicle Section** of the screen. This section is not be identified when a blank Equipment List Data screen is displayed.

Note: At any time during this procedure you can press **Ctrl-C** to abort the entries and return to the MAINTAIN: ring menu.

e. Select **Maintain** from the EQUIPMENT: ring menu. The first five pieces of equipment for the exercise you selected will be displayed in **the Vehicle Section** of the screen, as shown in Figure 5-37 (page 5-l 13). The **first** piece of equipment will he highlighted. The cursor will be **the Index field. The dimensional data and other detailed characteristics for this piece of equipment will be displayed in the Detail Section** of **the** screen. **The Load Section** (if any) will be displayed at the bottom of the screen.

Note: When appropriate, you may want to use the Sort option or the **Query** option described in paragraph 5.3.6 (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of the three **options** vou choose.

f. Use the cursor control keys to highlight the desired piece of equipment and then press F9 twice to move the cursor to **the Load Description** field of **the Load Section** at the bottom of the screen. The following message will be displayed at the top of the screen:

[F1]-Add Load, [F2]-Delete, [F7]-Reassign All Loads, [F8]-Modify or [F9]-EL Section

g. Use the cursor control keys to highlight the desired load and press **F8** to open the Vehicle Load Data window which will display the detailed data for this load, as shown in Figure 5-42 (page **5-** 140). The cursor will be in the **Standard Indicator** field if this is a standard load or in the **Length** field if this is a nonstandard load.

h. Press **RETURN** until the cursor is in the field where you want to make the change.

i. Enter the new information by typing over the existing data, and press **RETURN.** Two special circumstances may be encountered during this process:

(1) When appropriate, dimensional data for the load(s) will be accepted even though the new dimensions cause the total number of cubic feet for the load(s) to exceed the cargo compartment capacity or load limit for the piece of equipment. Paragraph **m.** below describes the messages and/or prompts you will receive when **this** condition exists.

(2) If the weight for one or more loads causes the total weight of **all** loads plus the weight of the piece of equipment to exceed the Maximum Weight allowable by the ECR table, a prompt will be displayed:

Veh. Wt. + load wt. exceeds ECR Max. of nn,nnn... Is this correct (y/n)?

This prompt is a warning that you may have an incompatible load combination for this piece of equipment. The **nn,nnn** in the prompt is the Maximum Authorized weight for this piece of equipment plus its load.

(a) Enter y in response to this prompt if you want to accept this overweight condition and you should review it to determine the acceptability of this load. The cursor will move to the next field where you can continue to modify the load data.

(b) Enter **n** in response to this prompt if you do not want the piece of equipment plus the load to exceed the maximum weight allowable for the piece of equipment by the ECR table. The cursor will return to the **Weight** field and the displayed weight will be restored to the value that was shown before you made the change. You now have the option to accept the former weight or enter a new, lower weight that will not cause the piece of equipment to exceed its maximum authorized weight. You can then continue to modify the load data.

j. When all of your entries have been made for this load, review your data to make sure it is correct.

(1) As necessary, press **RETURN** until the cursor is in the field where you want to make a change.

(2) Enter the correct data by typing over the displayed information, and press **RETURN.**

(3) Repeat the procedures in paragraphs **(a)** and **(b)** above until all your data is correct.

k. When all of your data is correct, you have three options:

(1) You can press F3 to display the Next Load or F4 to display the Previous Load on this piece of equipment and then repeat the procedures in paragraphs **i.** and **j.** above to modify other loads on this piece of equipment. You can repeat this process as necessary to review and/or modify all the loads on this piece of equipment.

(2) You can press **F1** to add another load to this piece of equipment by and then repeat the procedures in paragraph **5.3.8.3e.** through **h.** (starting on page 5138). This procedure can be repeated as many times as necessary until all the loads have been added.

Note: Pressing **F1, F3,** or F4 **will** save the data for the record you have just completed. It will still be a load on this piece of equipment even if you press **Ctrl-C** to abort the process as you are creating a subsequent load.

(3) While the Vehicle Load Data window is still open, you can perform any of the following functions by using the procedures in the paragraphs indicated below:

Paragraph	Page	Function
5.3.8.4.2	5-161	Copying the Current Load to Other Special Handling Equipment.
5.3.8.4.3	5-166	Reassigning the Current Load.

l. When all the entries in your last load are correct, press **ESC** while the cursor is still in the Vehicle Load Data window to save the data. The Vehicle Load Data window will close and the cursor will move to the **Load Description** field **in the Load Section** of the Equipment List Data screen. The last load you worked with will be added to the end of the list of loads.

m. Press F9 to complete the process of changing the details of loads to this piece of Special Handling Equipment.

(1) If a new value has been entered into **the ActWt** field during this session or since the last time you worked with loads, the Choose Actual Weight for SUN window will be displayed as shown in Figure 5-40 (page 5-120).

(a) The following is an explanation for each option in this window plus an explanation of how the weight value was calculated for each option:

1 **The ECR Weight** option will set the new Actual Weight of this piece of equipment to the Empty Weight for the piece of equipment, as shown in the Equipment Characteristics Reference table, plus the total weight entered for all of the loads that are now on the piece of equipment.

2 **The Previous Weight Adjusted for Loads** option will set the new Actual Weight for this piece of equipment to the value that was most recently 'entered from the keyboard into **the Actual Weight** field plus the Actual Weight of all loads that were added to the piece of equipment during this processing session. The most recent Actual Weight value equals the actual weight of all loads added to the piece of equipment before the most recent Actual Weight was entered from the keyboard plus the recalculated weight of the piece of equipment as defined in the description for **the Actual Weight** field on page 5-l 18.

3 **The Previous Actual Weight** option will retain the Actual Weight of the piece of equipment that was most recently entered from the keyboard. This value includes the Actual Weight of all loads that were on the piece of equipment at the time a new value was entered into **the Actual Weight** field from the keyboard, plus the recalculated weight of the piece of equipment as defined in the description for the Actual Weight field on

page 5-l 18. It will not include the weight for any of the loads that were added to the piece of equipment during this processing session.

(b) Select the desired option. If you are uncertain about which option to choose, select **1-(ECR Weight).** This will reset the Actual Weight to the Empty Weight of the piece of equipment as shown in the Equipment Characteristics Reference table plus the actual weight entered for all of the loads on the piece of equipment. Once this is done, you can use the procedures in paragraph 5.3.10 (page 5-185) to modify the actual weight of the piece of equipment based on an actual scale weight for the piece of equipment, plus all of its loads.

(2) If one or more of the loads you just added exceeds the maximum Cubic Load size and/or the Maximum Weight for this piece of equipment, or if the cumulative size and/or weight for all the loads on this piece of equipment exceed the maximum Cube Load size or the Maximum Weight for this piece of equipment, you will get one or more of the following messages:

(a) If the piece of equipment already had a waiver before adding any load(s):

a The addition of loads that are within the size and weight standards in the ECR table will not cause any additional messages to be displayed.

2 The addition of oversized loads will display the following message:

WARNING-Total Cubic Ft. exceeds Cubic Ft. limit for this equipment

3 The addition of overweight loads will display the following message:

WARNING-Load Weight exceeds Maximum Weight for this equipment

4 The addition of oversized and overweight loads will display the following message for a few seconds:

WARNING-Load Weight exceeds Maximum Weight for this equipment

Then a second message will be displayed for a few seconds:

WARNING-Total Cubic Ft. exceeds Cubic Ft. limit for this equipment

Regardless of which message(s) is/are displayed, the cursor will move to the **LIN/Index** field in the **Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another piece of equipment or the procedures in paragraph k. below to save your data and discontinue processing.**

(b) If the piece of equipment does not have a waiver before adding any load(s):

1 The addition of loads that are **within** the size and weight standards in the ECR table will not cause any additional messages to be displayed. Continue with the procedures in paragraph **j.** below.

2 The addition of oversized loads will display the following message and the cursor will move to the **L(ength)** field:

Load exceeds Cube limit of nnn; Waiver created; Must increase Len, Wid, or Ht

Use the following procedures to change one of the dimensions by at least one-inch:

a Press **RETURN** until the cursor is in the field where you want to make the change.

b Enter the new dimension by typing over the displayed data and press **RETURN.**

c As necessary, repeat the procedures in paragraph **1** and **2** above until all the necessary changes have been made.

d When all the necessary changes have been made, press **ESC. An X** will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will then move to **the LIN/Index** field in the **Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another piece of equipment or the procedures in paragraph k. below to save your data and discontinue processing.**

3 The addition of overweight loads will display the following message:

WARNING-Load Weight exceeds Maximum Weight for this equipment

An X will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will move to **the LIN/Index** field in **the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another piece of equipment or the procedures in paragraph k. below to save your data and discontinue processing.**

4 The addition of oversized and overweight loads will display the following message for a few seconds:

WARNING-Load Weight exceeds Maximum Weight for this equipment

Then a second message will be displayed for a few seconds and the cursor will move to the **L(ength)** field :

Load exceeds Cube limit of nnn; Waiver created; Must increase Len, Wid, or Ht

Use the following procedures to change one of the dimensions by at least one-inch:

a. Press **RETURN** until the cursor is in the field where you want to make the change.

b. Enter the new dimension by typing over the displayed data and press **RETURN.**

c. As necessary, repeat the procedures in paragraph **1** and **2** above until all the necessary changes have been made.

d. When all the necessary changes have been made, press **ESC. An X** will be automatically entered into **the WI(Waiver Indicator)** field in the **Detail Section** of the Equipment List Data screen. The cursor will then move to **the LIN/Index field in the Vehicle Section** of the Equipment List Data screen where you can use the procedures in paragraph **j. below to add loads to another piece of equipment or the procedures in paragraph k. below to save your data and discontinue processing.**

n. As necessary, repeat the procedures in paragraphs **f.** through **m.** above to modify the loads on other piece of equipments.

o. When all the loads on all the pieces of equipment have been modified, and the cursor is **in the Index** field of **the Vehicle Section** of Equipment List Data screen, press **ESC to accept the data. The following prompt will be displayed:**

Have you completed processing equipment (y/n)?

(1) Enter **n** in response to this prompt to return to **the Vehicle Section** of the screen where you can make additional modifications, or,

(2) Enter y in response to this prompt to end the process and return to the EQUIPMENT: ring menu where you **can** select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT **ring** menu will be aborted and none of the data from these processes will be saved.

5.3.8.4.2 Copying the Current Load to Other Special Handlina Equipment.

Sometimes you will have a load on one piece of Special Handling Equipment and you would like to have the same type load on another piece of equipment. This function will allow you to make a copy of that load and put it on the other piece of equipment. When this is done, the load

will remain on the original piece of equipment and a copy of this same load will be placed on the new piece of equipment.

Note: Figure 5-34 (page 5-109) is a summary of Special Handling Equipment (F Records) that allow loads (defined as G Records in FORSCOM Regulations 55-1 and 55-2). It also identifies equipment that allows waivers for dimensions and/or weights that deviate from those specified in the Equipment Characteristics Reference Table.

Use the following procedures to copy a load on one piece of Special Handling Equipment to another piece of equipment in the same Equipment List.

a. Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

c. Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

d. Select **the SpecHdlng** option. An Equipment List Data screen will be displayed, as shown in Figure 5-36 (page 5-l 12), with the EQUIPMENT: ring menu displayed at the top.

EQUIPMENT: I-Maintain P-Copy 3-Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section has a title of **list** sorted **by** and is sometimes referred to as the **Vehicle Section.** This section displays information in the C(COMPASS Correction), SUN, VI (Vehicle Indicator), Model Number, Description, **LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and A/H **(Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section has a title of DETAIL FOR and is sometimes referred to as **the Detail Section.** is sometimes referred to as the **Detail Section** and has a DETAIL FOR title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted **in the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to **as the Load Section** and a **VEHICLE LOAD DATA FOR title** will be displayed when the highlighted piece of equipment in **the Vehicle Section** has a load. This section gives the **LOAD DESCRIPTION, LIN, LINIndex, SUN, LOAD #, QTY,** and **COR(COMPASS Correction)** information for the piece of equipment that is loaded on the piece of equipment that is highlighted in the **Vehicle Section** of the screen. This section is not be identified when a blank Equipment List Data screen is displayed.

Note: At any time during this procedure you can press **Ctrl-C** to abort the entries and return to the MAINTAIN: ring menu.

e. Select **Maintain** from the EQUIPMENT: ring menu. The first five pieces of equipment for the exercise you selected will be displayed in **the Vehicle Section** of the screen, as shown in Figure 5-37 (page 5-l 13). The first piece of equipment will he highlighted. The cursor will be **the Index field. The dimensional data and other detailed characteristics for this piece of equipment will be displayed in the Detail Section** of **the** screen. The **Load Section** (if any) will be displayed at the bottom of the screen.

Note: When appropriate, you may want to use the **Sort** option or the Query option described in paragraph 5.3.6 (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of the three options you choose.

f. Use the cursor control keys to highlight the piece of equipment from which you want to copy the load and then press F9 twice to move the cursor to **the Load Description** field of **the Load Section** at the bottom of the screen. The following message will be displayed at the top of the screen:

[F1]-Add Load, [F2]-Delete, [F7]-Reassign All Loads, [F8]-Modify or [F9]-EL Section

g. Use the cursor control keys to highlight the desired load to be copied to another piece of equipment.

h. Press **F8** to open the Vehicle Load Data window which will display the detailed data for this load, as shown in Figure 5-42.(page 5- 140). The cursor will be in the **Standard Indicator** field if this is a standard load or in the **Length** field if this is a nonstandard load. A message will be displayed at the top of the screen:

Fl-Add New Load, F3-Next Load, F4-Previous Load, Fir-Reassign Load, F10-Copy Load to another Vehicle, [ESC] Accept, [Ctrl-C] Abort

i. Press **F10** to copy this load to another vehicle. A **Processing** . . . message will be displayed for a moment and then a prompt window will be displayed:

Press [ESC] to accept or [Ctrl-C] to abort

Enter the SUN to assign/copy equipment to:

Press F6 for help

j. Enter the **SUN** for the new piece of equipment and press **ESC** to copy the load. A **Processing** message will be displayed followed by one of the following messages.

(1) If the load being copied does not exceed either the weight or dimensional maximums for the new piece of equipment, a **Record successfully copied** message will be displayed. The cursor will then return to the Load Section screen and will be in **the Standard Indicator** field if this is a standard load or in the **Length** field if this is a nonstandard load.

(2) If the load being copied exceeds the weight maximums for the new piece of equipment plus its load(s), the following message will be displayed for a few seconds:

WARNING-Vehicle's Weight + Load's Weight exceeds Vehicle's Weight Limit

A **Record successfully copied** message will be displayed for a few seconds and the window will close. The cursor will then return to the Load Section screen and will be in the **Standard Indicator** field if this is a standard load or in the **Length** field if this is a nonstandard load.

(3) If the load being copied exceeds the dimensional maximums for the new piece of equipment, the following message will be displayed for a few seconds:

Load exceeds Cube limit; Ln, Wd, or Ht must be raised for Fnnnn

A window will then be displayed:

Press [ESC] to accept, or [Ctrl-C] to abort
You must increase length, Width, or Height

SUN: Fnnnn

Length: nnn Width: nnn Height: nnn

Enter a new Length

You must increase one of **the Length, Width,** or **Height** fields by at least one-inch before you can continue.

(a) Press **RETURN** until the cursor is in the field where you want to make the change.

(b) Enter **the new dimension** by typing over the displayed information, and press **RETURN.**

(c) As necessary, repeat the procedures in paragraphs **(a)** and **(b)** above until you have completed changing the dimensional data.

(d) When all of the dimensional data has been changed, press **ESC** to accept your changes. The window will close and a **Processing** message will be displayed for a few seconds. A **Record successfully copied** message will then be

displayed to indicate that the copying has taking place. The cursor will then return to the Load Section screen and will be in **the Standard Indicator** field if this is a standard load or to **the Length** field if this is a nonstandard load.

Note: The copy process will retain the this load on the current piece of equipment and will make an exact copy of this load for the other piece of equipment.

k. As necessary, repeat the procedures in paragraphs **i.** and **j.** above to copy this same load to another piece of equipment.

l. While a load is still displayed in the Vehicle Load Data window, you can press F3 to display the Next Load or F4 to display the Previous Load on this piece of equipment and then repeat the procedures in paragraphs **i.** through **k.** above to copy other loads on this piece of equipment. You can repeat this process as necessary to review and/or copy any/or all the loads on this piece of equipment.

m. While a load is still displayed in the Vehicle Load Data window, you have the opportunity to perform related processing by following the procedures in the paragraph indicated:

Paragraph	Page	Type Reassignment
5.3.8.4.1	5-154	Change the details for the current load. This can be done either before or after the load is copied to another piece of equipment.
5.3.8.4.3	5-166	Reassign the current load to another piece of equipment. This can be done after the load has been copied to another piece of equipment.

n. When this load has been copied to all the necessary pieces of equipment, press ESC to exit from the Vehicle Load Data window. The cursor will return to the **Load Description** field **in the Load Section** of the Equipment List Data screen.

o. As necessary, repeat the procedures in paragraphs g. through **n.** above to copy another load from this same piece of equipment to another piece of equipment.

p. While the cursor is still in the **Load Section you** have the option to perform related processing by pressing **F7 to Reassign All Loads to another piece of equipment. The procedures for completing this operation are in paragraph 5.3.8.4.4 (page 5-170).**

q. When all the loads on this piece of equipment have been copied, press F9. The cursor **will** return to **the Vehicle Section** at the top of the screen and the piece of equipment from which you copied the load will be highlighted. If this piece of equipment has one or more loads with dimensions or weight in excess of the equipment load maximum cube load or maximum weight, one or more messages will be displayed at the bottom of the screen to remind you of this situation.

Note: While the piece of equipment from which you just copied the load is still highlighted, you can press **Ctrl-C** to abort the copies of loads you just made from this piece of equipment. However, using the cursor control keys (**F3**-Page Down, **F4**-Page Up, **Ctrl-J**-Line Down, or **Ctrl-**K-Line Up) to move the cursor off this highlighted piece of equipment will operate like **ESC** and save the copies of the loads you have just made.

r. As necessary, repeat the procedures in paragraphs f. through **q.** above to copy loads from other pieces of equipment.

s. When all the loads on all the pieces of equipment have been copied, press **ESC** to accept the data. The following prompt will be displayed:

Have you completed processing equipment (y/n)?

(1) Press **n** in response to this prompt to return to **the Vehicle Section** of the screen where you can make additional modifications, or,

(2) Press y in response to this prompt to end the process and return to the EQUIPMENT: ring menu where you **can** select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

5.3.8.4.3 Reassigning the Current Special Handling Equipment Load.

This option will reassign a load from one piece of Special Handling Equipment and place it on another piece of Special Handling Equipment in the same Equipment List. When this is done, the load will be removed from the original piece of equipment and relocated to the new piece of equipment.

Note: Figure 5-34 (page S-109) is a summary of Special Handling Equipment **(F Records)** that allow loads (defined **as G Records** in FORSCOM Regulations **55-** 1 and 55-2). It also identifies equipment that allows waivers for dimensions and/or weights that deviate from those specified in the Equipment Characteristics Reference Table.

Use the following procedures to reassign the current load to a different piece of equipment:

a. Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

c. Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHding 4-Actual Weight . . .

d. Select **the SpecHdlng** option. An Equipment List Data screen will be displayed, as shown in Figure 5-36 (page 5-l 12), with the EQUIPMENT: ring menu displayed at the top.

EQUIPMENT: I-Maintain P-Copy 3-Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section has a title of **list** sorted **by** and is sometimes referred to as the **Vehicle Section.** This section displays information in **the C(COMPASS Correction), SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and **A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section has a **title** of **DETAIL FOR** and is sometimes referred to as the **Detail Section.** This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in **the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to as **the Load Section** and a **VEHICLE LOAD DATA FOR** title will be displayed when the highlighted piece of equipment in **the Vehicle Section** has a load. This section gives **the LOAD DESCRIPTION, LIN, LINIndex, SUN, LOAD#, QTY,** and **COR(COMPASS Correction)** information for the piece of equipment that is loaded on the piece of equipment that is highlighted in **the Vehicle Section** of the screen. This section is not be identified when a blank Equipment List Data screen is displayed.

Note: At any time during this procedure you can press **Ctrl-C** to abort the entries and return to the MAINTAIN: ring menu.

e. Select **Maintain** from the EQUIPMENT: ring menu. The first five pieces of equipment for the exercise you selected will be displayed in the **Vehicle Section** of the screen, as shown in Figure 5-37 (page 5-l 13). The first piece of equipment will he highlighted. The cursor will be the **Index field. The dimensional data and other detailed characteristics for this piece of equipment will be displayed in the Detail Section** of **the** screen. **The Load Section** (if any) will be displayed at the bottom of the screen.

Note: When appropriate, you may want to use the **Sort** option or the Query option described in paragraph 53.6 (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of the three options you choose.

f. Use the cursor control keys to highlight the piece of equipment from which you want to reassign the load and then press **F9** twice to move the cursor to **the Load Description** field of **the Load Section** at the bottom of the screen. The following message will be displayed at the top of the screen:

[F1]-Add Load, [F2]-Delete, [F7]-Reassign All Loads, [F8]-Modify or [F9]-EL Section

g. Use the cursor control keys to highlight the desired load to be reassigned to another piece of equipment.

h. Press **F8** to open the Vehicle Load Data window which will display the detailed data for this load, as shown in Figure 5-42.(page 5-140). The cursor will be in the **Standard Indicator** field if this is a standard load or in **the Length** field if this is a nonstandard load. A message will be displayed at the top of the screen:

F1-Add New Load, F3-Next Load, F4-Previous Load, F7-Reassign Load, F10-Copy Load to another Vehicle, [ESC] Accept, [Ctrl-C] Abort

i. Press F7 to reassign this load to another piece of equipment. A **Processing . . .** message will be displayed for a moment and then a prompt window will be displayed:

Press [ESC] to accept, [Ctrl-C] to abort, [F6] Help

Enter the SUN to assign/copy equipment to:

Press F6 for help

j. Enter the **SUN** for the new piece of equipment and press **ESC** to reassign the load. A **Processing...** message will be displayed followed by one of the following messages.

(1) If the load being copied does not exceed either the weight or dimensional maximums for the new piece of equipment, a **Load(s) successfully reassigned** message will be displayed. The cursor will then return to the **Load Description** field in the **Load Section** of the Equipment List Data screen.

(2) If the load being reassigned exceeds the weight maximums for the new piece of equipment plus its load(s), the following message will be displayed for a few seconds:

WARNING-Vehicle's Weight + Load's Weight exceeds Vehicle's Weight Limit

A **Processing** message will be displayed for a few seconds and then a **Load(s) successfully reassigned** message will be displayed for a few seconds. The cursor will then return to **the Load Description** field in **the Load Section** of the Equipment List Data screen.

(3) If the load being reassigned exceeds the dimensional maximums for the new piece of equipment, the following message will be displayed for a few seconds:

Load exceeds Cube limit; Ln, Wd, or Ht must be raised for Fnnnn

A window will then be displayed:

Press [ESC] to accept, or [Ctrl-C] to abort
You must increase length, Width, or Height

SUN: FNNNN

Length: nnn Width: nnn Height: nnn

Enter a new Length

You must **increase** one of **the Length, Width,** or **Height** fields by at least one-inch before you can continue.

(a) Press RETURN until the cursor is in the field where you want to make the change.

(b) Enter **the new dimension** by typing over the displayed information, and press RETURN.

(c) As necessary, repeat the procedures in paragraphs **(a)** and **(b)** above until you have completed changing the dimensional data.

(d) When all of the dimensional data has been changed, press **ESC** to accept your changes. The window will close, a **Processing** message will be displayed for a few seconds, and then a **Load(s) successfully reassigned** message will be displayed for a few seconds. The cursor will then return to the **Load Description** field **in the Load Section** of the Equipment List Data screen.

k. While the cursor is **still** in **the Load Section** of the Equipment List Data screen,'you have the opportunity to perform related processing by following the procedures in the paragraph indicated:

Paragraph	Paee	Type Reassignment
5.3.8.4.1,	5-154,	Change the details for the current load.
5.3.8.4.2	5- 161	Copy the current load to other Special Handling Equipment.

l. When all the desired loads have been reassigned from this piece of equipment, press F9. The cursor will return to the **Vehicle Section** at the top of the Equipment List Data screen.

Note: While the piece of equipment from which you just copied the load is still highlighted, you can press **Ctrl-C** to abort the reassignment of loads you just made from this piece of equipment. However, using the cursor control keys (**F3-Page** Down, **F4-Page** Up, **Ctrl-J-Line** Down, or **Ctrl-K-Line** Up) to move the cursor off this highlighted piece of equipment will operate like ESC and save the copies of the loads you have just made.

m. As necessary, repeat the procedures in paragraphs **f.** through 1. above to reassign loads from other pieces of equipment.

n. When all the necessary loads on all the pieces of equipment have been reassigned, press **ESC** to accept the data. The following prompt will be displayed:

Have you completed processing equipment (y/n)?

o. Enter **n** in response to this prompt to return to the **Vehicle Section** of the screen where you can make additional modifications, or enter y **to end the process and return to the EQUIPMENT: ring menu where you can select another option or press E-Exit twice to return to the Equipment List Processing menu.**

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

5.3.8.4.4 Reassignina All of the Loads to Other Special Handling Equipment.

This option will reassign all loads from one piece of Special Handling Equipment and place them on another piece of Special Handling Equipment in the same Equipment List. When this is done, the loads will be removed from the original piece of equipment and relocated to the new piece of equipment.

Use the following procedures to reassign the current load to a different piece of equipment:

a. Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

c. Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: l-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

d. Select the **SpecHdlng** option. An Equipment List Data screen will be displayed, as shown in Figure 5-36 (page 5-l **12),** with the EQUIPMENT: ring menu displayed at the top.

EQUIPMENT: l-Maintain P-Copy 3-Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section has a title of **list sorted by** and is sometimes referred to as the **Vehicle Section.** This section displays information in the **C(COMPASS Correction), SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and **A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) **The** center section has a **title** of **DETAIL FOR** and is sometimes referred to as the **Detail Section.** This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in **the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to **as the Load Section** and a **VEHICLE LOAD DATA FOR** title will be displayed when the highlighted piece of equipment in **the Vehicle Section** has a load. This section gives **the LOAD DESCRIPTION, LIN, LINIndex, SUN, LOAD#, QTY,** and **COR(COMPASS Correction)** information for the piece of equipment that is loaded on the piece of equipment that is highlighted in **the Vehicle Section** of the screen. This section is not be identified when a blank Equipment List Data screen is displayed.

Note: At any time during this procedure you can press **Ctrl-C** to abort the entries and return to the MAINTAIN: ring menu.

e. Select **Maintain** from the EQUIPMENT: ring menu. The first five pieces of equipment for the exercise you selected will be displayed in the **Vehicle Section** of the screen, as shown in Figure 5-37 (page 5-l 13). The first piece of equipment will he highlighted. The cursor will be the **Index field. The dimensional data and other detailed characteristics for this piece of equipment will be displayed in the Detail Section** of the screen. The **Load Section** (if any) will be displayed at the bottom of the screen.

Note: When appropriate, you may want to use the Sort option or the **Query** option described in paragraph 5.3.6 (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of the three options you choose.

f. Use the cursor control keys to highlight the piece of equipment from which you want to reassign all loads and then press **F9** twice to move **the** cursor to **the Load Description** field of **the Load Section** at the bottom of the screen. The following message will be displayed at the top of the screen:

[F1]-Add Load, [F2]-Delete, [F7]-Reassign All Loads, [F8]-Modify or [F9]-EL Section

g. Before you reassign all the loads on this piece of equipment, you have the opportunity to perform other related processing by following the procedures in the paragraph indicated:

Paragraph	Page Type Reassignment
5.3.8.4.1,	**5-** 154, Change the details for the current load.
5.3.8.4.2	5-161 Copy the current load to other Special Handling Equipment.
5.3.8.4.3	5-166 Reassign the current load to other Special Handling Equipment.

h. When you have completed the other related processing, press F7 to reassign all loads on this piece of equipment to another piece of equipment. A **Processing . . .** message will be displayed for a moment and then a prompt window will be displayed:

Press [ESC] to accept, [Ctrl-C] to abort, [F6] Help

Enter the SUN to assign/copy equipment to:

Press F6 for help

i. Enter the SUN for the new piece of equipment to which these loads are to be reassigned and press **ESC.** A **Processing...** message **will** be displayed followed by one of the following messages.

(1) If the load being copied does not exceed either the weight or dimensional maximums for the new piece of equipment, a **Load(s) successfully reassigned** message will be displayed. The cursor will then return to **the Load Description** field **in the Load Section** of the Equipment List Data screen. You should notice that there are no longer any loads assigned to this piece of equipment.

(2) If the load being reassigned exceeds the weight maximums for the new piece of equipment plus its load(s), the following message will be displayed for a few seconds:

WARNING-Vehicle's Weight + Load's Weight exceeds Vehicle's Weight Limit

A **Processing** message will be displayed for a few seconds and then a **Load(s) successfully reassigned** message will be displayed for a few seconds. A **Waiver Indicator removed** message will then be displayed at the bottom of the screen

and the cursor will return to **the Load Description** field in **the Load Section of** the Equipment List Data screen. You should notice that there are no longer any loads assigned to this piece of equipment.

(3) If the load being reassigned exceeds the dimensional maximums for the new piece of equipment, the following message will be displayed for a few seconds:

Load exceeds Cube limit; Ln, Wd, or Ht must be raised for Fnnnn before reassign

A window will then be displayed:

Press [ESC] to accept, or [Ctrl-C] to abort
You must increase length, Width, or Height

SUN: **FNNNN**

Length: mm Width: nnn Height: nnn

Enter a new Length

You must increase one of **the Length, Width,** or **Height** fields by at least one-inch before you can continue.

(a) Press **RETURN** until the cursor is in the field where you want to make the change.

(b) Enter **the new dimension** by typing over the displayed information, and press RETURN.

(c) As necessary, repeat the procedures in paragraphs **(a)** and **(b)** above until you have completed changing the dimensional data.

(d) When **all** of the dimensional data has been changed, press **ESC** to accept your changes. The window will close, a **Processing** message will be displayed for a few seconds, and then a **Load(s) successfully reassigned** message will be displayed for a few seconds. A **Waiver Indicator removed** message will then be displayed at the bottom of the screen and the cursor will return to the **Load Description** field **in the Load Section** of the Equipment List Data screen. You should notice that there are no longer any loads assigned to this piece of equipment.

j. When all the loads have been reassigned from this piece of equipment, press F9. The cursor will return to the **Vehicle Section** at the top of the screen.

k. As necessary, repeat the procedures in paragraphs **f.** through **j.** above to reassign all loads from other pieces of equipment.

k. When all the necessary loads on all the pieces of equipment have been reassigned, press **ESC** to accept the data. The following prompt will be displayed:

Have you completed processing equipment (y/n)?

1. Enter **n** in response to this prompt to return to the **Vehicle Section** of the screen where you can make additional modifications, or enter y **to end the process and return to the EQUIPMENT: ring menu where you can select another option or press E-Exit twice to return to the Equipment List Processing menu.**

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

5.3.8.5 Deleting Special H ' a ' -

The function allows you to **Delete** a piece of Special Handling Equipment from and exercise. This process will remove the piece of equipment from the exercise but the piece of equipment will remain in the Equipment List where it can be added to the exercise again at a later date.

Use the following procedures to **Delete** Special Handling Equipment from an Equipment List:

a. To begin these procedures, you should be at the Equipment List Data screen, similar to the one shown in Figure 5-35 (page **5-** 110) with the EQUIPMENT: ring menu shown at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

If this is not the **case, use** the following procedures to display the **MAINTAIN:** ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen will be displayed with the **MAINTAIN:** ring menu at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

b. Select the **SpecHdlng** option. An Equipment List Data screen will be displayed, as shown in Figure **5-36** (page **5-112),** with the EQUIPMENT: ring menu displayed at the top.

EQUIPMENT: I-Maintain P-Copy &Sort 4-Query E-Exit

This screen is divided into three sections:

(1) The top section is sometimes referred to as the **Vehicle Section** and has a **list sorted by** title. This section displays information **in the SUN, VI (Vehicle Indicator), Model Number, Description, LIN/Index, EchULN, D (Deployment Mode), M (Mode to Port of Embarkation), S (Standard Indicator),** and **A/H (Hazardous Indicator)** fields for each vehicle or piece of equipment.

(2) The center section is sometimes referred to as the Detail **Section** and has a **DETAIL FOR** title. This section provides dimensions, weight, and other data for the piece of equipment that is highlighted in **the Vehicle Section** of the screen.

(3) The bottom section is sometimes referred to **as the Load Section** and has a **VEHICLE LOAD DATA FOR title.** Only the types of Special Handling Equipment identified in paragraph 5.3.8 (page **5-** 108) can have loads. This section gives the load description, LIN, **LINIndex,** SUN, Load Number, and Quantity information for the piece of equipment highlighted in **the Vehicle Section** of the screen. This section will not be identified when the blank screen is displayed.

c. Select **Maintain** from the EQUIPMENT: ring menu. The first five pieces of Special Handling Equipment for this exercise will be displayed in the **Vehicle Section** of the screen as shown in Figure 5-37 (page **5-** 113). The first piece of equipment will he highlighted. The cursor will be **the Index field. The dimensional data and other detailed characteristics for this piece of equipment will be displayed in the Detail Section** of **the** screen. **The Load Section** (if any) will be displayed at the bottom of the screen. The following information message will display the following options:

[ESC] to Accept, [F1] to Select, [F2 to De-select, or [F9] for Detail Section

Note: When appropriate, you may want to use the Sort option or the **Query** option described in paragraph 5.3.6 (page 5-36) instead of the **Maintain** option to sequence the data in the Equipment List so that it can be accessed quickly. The following procedures will be the same regardless of which of the three options you choose.

d. Use the cursor control keys to highlight the piece of equipment to be deleted, and press **F2** to remove it.

Note: At any time during this procedure you can press **Ctrl-C** to abort the entries and return to the MAINTAIN: ring menu.

When a piece of equipment is deleted from **TDC D** or S, this piece will no longer be a part of the unit's Master Equipment List. Accordingly, the system will delete this piece from the equipment list for all of the unit's exercises.

(1) When you press **F2** to delete a piece of Special Handling Equipment from your **D** or S equipment list, the following message will be displayed at the bottom left of your screen:

This will delete all info (UEL & DEL) for SUN . Continue (y/n)?

(a) Enter **n** and a **Delete Aborted** message will be displayed and the cursor will return to the **Vehicle Section** of the Equipment List Data screen.

(b) Enter y and the following message will be displayed at the bottom of the screen:

Deleting, please wait...

(2) When you press F2 to delete a piece of Special Handling Equipment from an exercise, the X to the left of the **SUN** field is removed. This means that the piece of equipment has been deleted from the exercise, but remains in the Equipment List that support the exercise.

e. As necessary, repeat the procedures in paragraph d. above to delete additional pieces of equipment.

f. When all pieces of equipment have been deleted, press **ESC** to save your changes. A message will be displayed:

Have you completed processing equipment (y/n)?

(1) Enter **n** to abort the exit and return to **the Vehicle Section** of the Equipment List Data screen, or,

(2) Enter y to return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu.

Note: As an alternative you can press **Ctrl-C** to abort your process. The cursor will return to the EQUIPMENT: ring menu where you can select another option or press **E-Exit** twice to return to the Equipment List Processing menu. When **Ctrl-C** is used, all procedures you have done since you made your selection from the EQUIPMENT: ring menu will be aborted and none of the data from these processes will be saved.

5.3.9 Workina with Ammo/Hazard Vehicles and Equipment.

This function is used to define the Ammo/Hazard characteristics for vehicles and equipment that are already classified as **Ammo/Hazard.** In addition, it allows you to define the Ammo/Hazard characteristics for a load that is on the vehicles and equipment providing the load is already classified as **Ammo/Hazard.**

The procedures in this section are written primarily for equipment in a Deployment Equipment List where dimensional and actual weight waivers are allowed. Some instructions will not apply

to pieces of equipment in Deployment Equipment Lists and the Unit's Master Equipment List when these type waivers do not apply or to pieces of equipment in the Deployment Equipment List that do not allow loads. In these cases, bypass the instructions that do not apply.

Use the following procedures to enter data on ammunition, hazardous vehicles or equipment:

a. To begin these procedures, you should be at the Equipment List Data screen with the MAINTAIN: ring menu shown at the top.

MAINTAIN: I-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

If this is not the case, use the following procedures to display the ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the **TDC** of the desired exercise, and press **ESC.** The Equipment List Data screen **will** be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: I-Header 2-Vehicle 3-SpecHdlng 4-Actual Weight . . .

The . . . at the end of the **MAINTAIN:** ring menu signifies that there are more choices. If **you** scroll past **the Actual Weight** option, additional options will be displayed at the top of your screen, as shown in Figure 5-43 :

MAINTAIN: ... 5-Ammo/Hazard E-Exit

b. Select **the Ammo/Hazard** option from the MAINTAIN: ring menu. A message will be displayed:

Please Wait . . . Accessing data

This will be followed by a second message:

Checking Loads for Hazardous Materials . . . . Please Wait.

Then the Equipment Summary screen will be displayed as shown in Figure 544. It is divided into two sections. The top section is a summary of vehicles and Special Handling Equipment for this exercise that have an ammo/hazard indicator for either the equipment or the load. The bottom portion of the screen is a summary of load(s) for the piece of equipment highlighted in the top portion of the screen.

Only the loads that are designated as Ammo/Hazardous **will** be shown. This piece of equipment may have other loads. The A/H field in the top section of the screen 'will have a Y when the vehicle or piece of Special Handling Equipment is designated as Ammo/Hazardous. There will be an N in this field when the vehicle or piece of Special Handling Equipment is not designated at Ammo/Hazardous. In this case, the vehicle or piece of Special Handling Equipment is listed because at least one of its loads is designated as Ammo/Hazardous.

The following function keys are used in this screen:

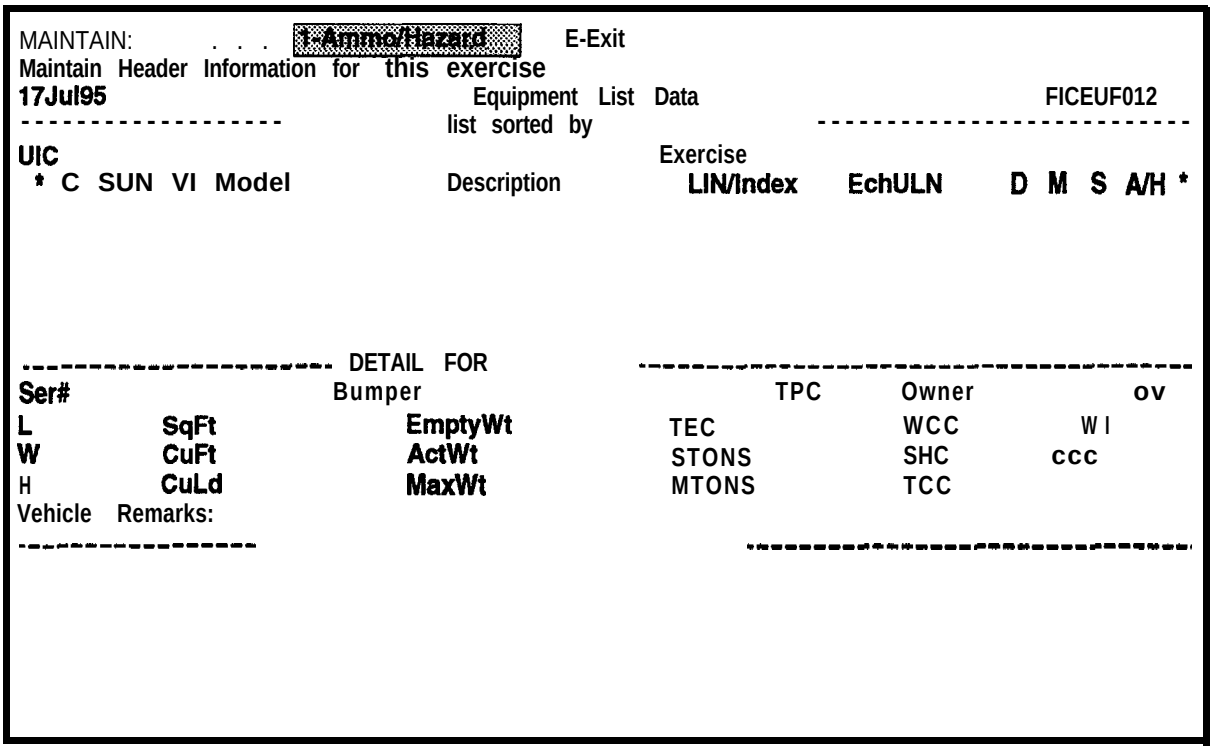


Figure 5-43. Equipment List Data Screen Showing the Second Part of the MAINTAIN: ring menu

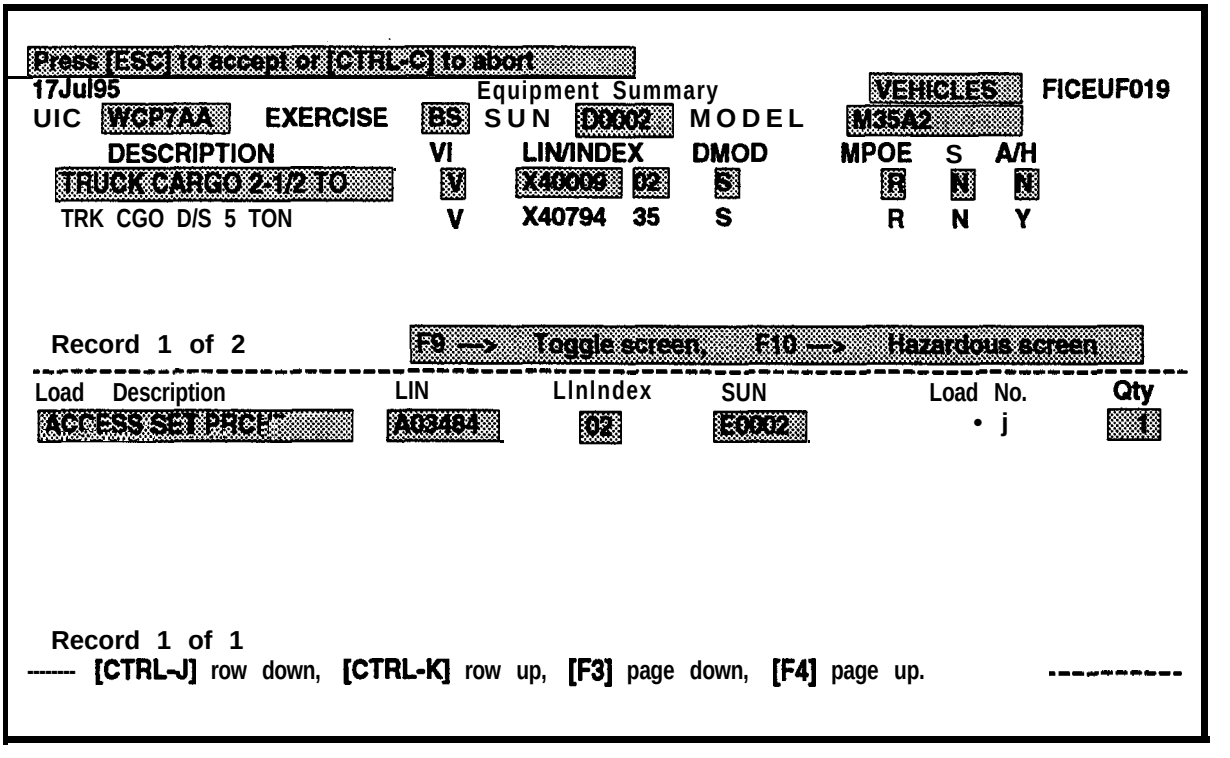


Figure 5-44. Equipment Summary Screen with Data

Function Key	Function
F 9	Toggles between the top and bottom section of the screen.
F10	Displays the Hazardous Cargo Detail screen for the the vehicle, piece of equipment or load that is highlighted in the Equipment Summary screen where the **F9 --> Toggle screen, F10 --> Hazardous screen** selection bar is located.

(1) Use the procedures in paragraph **c.** below to **Add, Modify,** or **Delete** Ammo/Hazardous characteristics for the vehicles and pieces of Special Handling Equipment.

(2) Use the procedures in paragraph d. below to update the Ammo/Hazardous characteristics for the load(s) on the vehicles and/or pieces of Special Handling Equipment.

c. To begin updating the Ammo/Hazardous characteristics for a vehicle or piece of Special Handling Equipment, the F9 **--> Toggle screen, F10 --> Hazardous screen** selection bar should be in the top section of the Equipment Summary screen.

(1) Use the cursor control keys to highlight the vehicles or piece of Special Handling Equipment you want to work with.

(2) Press **F10** to display the Hazardous Cargo Detail screen as shown in Figure **5-45** with the HAZARD: ring menu displayed at the top of the screen:

HAZARD: I-Add 2-Modify 3-Delete E-Exit

The following fields at the top of the screen will display data that can not be changed by the user:

Field	Description
UIC	Unit Identification Number of the unit conducting this exercise.
Exercise	Type Data Code (TDC) for this exercise.
SUN	Shipment Unit Number for the highlighted vehicle or piece of Special Handling Equipment.
Description	Short Description of the the vehicle or piece of Special Handling Equipment.

The following is a description of the fields in the Hazardous Cargo Detail screen that can be accessed by the user:

Field		Description
NOTE: In Type Column: **R=Required** Field, **A=Field** Automatically **Filled**		
Proper Shipping Name	R	The Proper Shipping Name for the vehicle or piece of Special Handling Equipment.

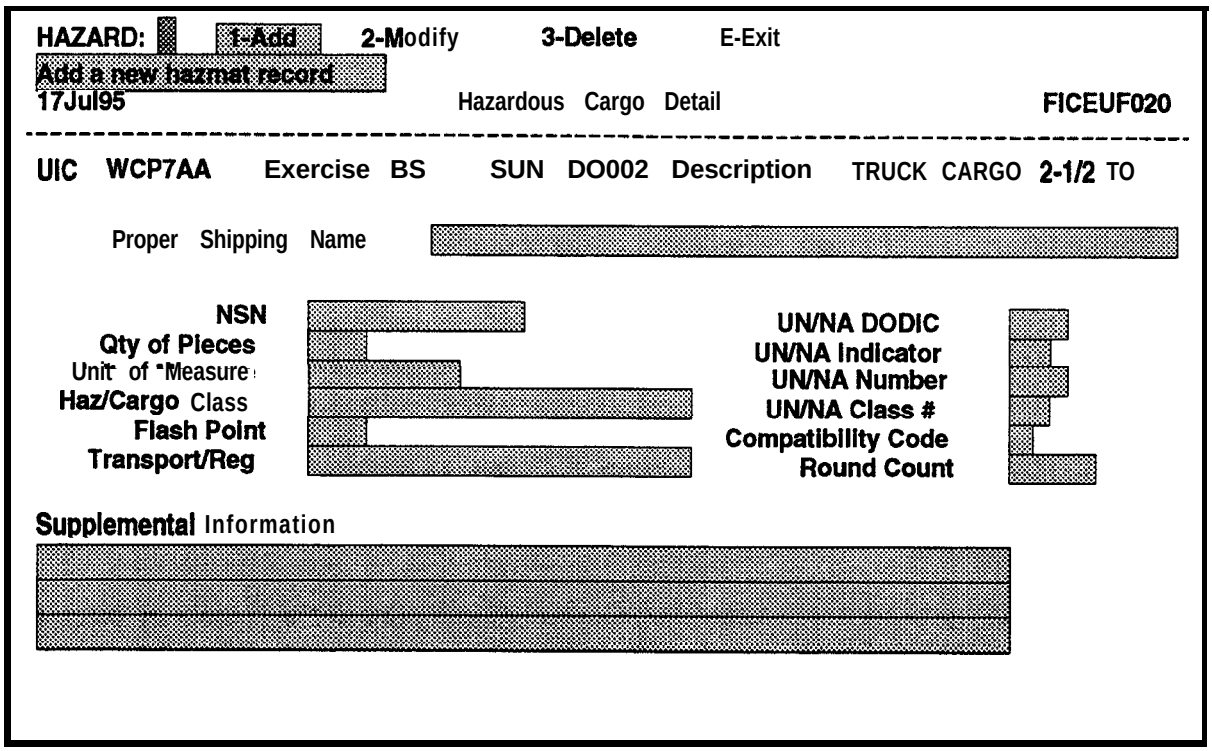


Figure 5-45. Hazardous Cargo Detail Screen.

NSN	R	Thirteen digit National Stock Number for the vehicle or piece of Special Handling Equipment.
UN/NA DODIC		United Nations/North American Department of Defense Identification Code.
Qty of Pieces	R	Number of this type of vehicle or piece of Special Handling Equipment in this exercise.
UN/NA Indicator		United Nations/North American Indicator: UN or NA.
Unit of Measure	R	Dimensions, capacity, or unit associated with the Qty of Pieces above.
UN/NA Number		United Nations/North American Number.
Haz/Cargo Class	R	Department of Transportation Classification for this item.
UN/NA Class #		United Nations/North American Classification Number.
Flash Point		Closed Cup Flash Point for this item.
Compatibility Code	R	Compatibility Code for this item.
Transport/Reg	R	Transportation Regulation governing this item.
Round Count	R	Number of Rounds of Ammunition.

Supplemental Information — Any additional information necessary to describe this item.

(a) The procedures to **Add** Ammo/Hazardous characteristics for this vehicle or piece of Special Handling Equipment are in paragraph (3) below.

(b) The procedures to **Modify** Ammo/Hazardous characteristics for this vehicle or piece of Special Handling Equipment are in paragraph (4) below.

(c) The procedures to **Delete** Ammo/Hazardous characteristics for this vehicle or piece of Special Handling Equipment are in paragraph (5) below.

(3) Use the following procedures to **Add** Ammo/Hazardous characteristics for this vehicle or piece of Special Handling Equipment:

(a) Select **Add** from the HAZARD: ring menu. The cursor will move to the **Proper Shipping Name** field.

(b) As necessary, enter data into each of the fields described above, pressing **RETURN** after each entry.

(c) When all of your entries have been made, review your data to verify that it is correct.

(d) As necessary, press **RETURN** until the cursor is in the field where you want to change your entry.

(e) Enter the correct data by typing over the displayed information, and press RETURN.

(f) As necessary, repeat the procedures in paragraph (c) and (e) above until all of your entries are correct.

(g) When all of your entries are correct, press **ESC** to save your entries. The cursor will return to the HAZARD: ring menu where you can select another option of press **E-Exit** to return to the Equipment Summary screen.

(4) As necessary, use the following procedures to **Modify** Ammo/Hazardous characteristics for this vehicle or piece of Special Handling Equipment:

(a) Select **Modify** from the HAZARD: ring menu. The cursor will move to the **Proper Shipping Name** field.

(b) As necessary, pressing **RETURN** until the cursor is in the field where you want to make the change.

(c) Enter the correct data by typing over the displayed information, and press RETURN.

(d) As necessary, repeat the procedures in paragraphs (b) and (c) above until all of your changes have been made.

(f) When all of your entries are correct, press **ESC** to save your entries. The cursor will return to the HAZARD: ring menu where you can select another option of press **E-Exit** to return to the Equipment Summary screen.

(5) As necessary, use the following procedures to **Delete** Ammo/Hazardous characteristics for this vehicle or piece of Special Handling Equipment:

(a) Select **Delete** from the HAZARD: ring menu. A prompt will be displayed in the lower left comer of the screen:

```
DELETE: No Yes
Do not delete the record
```

(b) As necessary, use the cursor control keys to highlight your choice to:

No - Do not delete the record

OR

Yes - Delete the record

(c) When the correct selection is highlighted, press **RETURN.** The cursor will return to the HAZARD: ring menu where you can select another option or press **E-Exit** to return to the Equipment Summary screen.

1 When No is selected, the Ammo/Hazard characteristics for this item will remain in the database.

2 When Yes is selected, the Ammo/Hazard characteristics for this item will deleted from the database.

(d) As necessary, press **RETURN** until the cursor is in the field where you want to change your entry.

(e) Enter the correct data by typing over the displayed information.

(f) When all of your entries are correct, press **ESC** to save your entries. The cursor will return to the HAZARD: ring menu where you can select another option of press **E-Exit** to return to the Equipment Summary screen.

(6) As Necessary, repeat the procedures in paragraphs **(1)** through (5) above to Add, Modify, or Delete Ammo/Hazard characteristics for another vehicle or piece of Special Handling Equipment.

d. To begin the process of updating the Ammo/Hazardous characteristics for loads on a vehicle or piece of Special Handling Equipment, the **F9 --> Toggle screen, F10 --> Hazardous screen** selection bar should be in the top section of the Equipment Summary screen.

(1) Press F9 to move the F9 **--> Toggle screen, F10 --> Hazardous screen** selection bar to the bottom section of the Equipment Summary screen.

(2) Use the cursor control keys to highlight the load you want to work with.

(3) Press **F10** to display the Hazardous Cargo Detail screen as shown in Figure **5-45** (page **5-180**) with the HAZARD: ring menu displayed at the top of the screen:

HAZARD: l-Add 2-Modify 3-Delete E-Exit

(a) The procedures to **Add** Ammo/Hazardous characteristics for this load are in paragraph (4) below.

(b) The procedures to **Modify** Ammo/Hazardous characteristics for this load are in paragraph (5) below.

(c) The procedures to **Delete** Ammo/Hazardous characteristics for this load are in paragraph (6) below.

(4) Use the following procedures to **Add** Ammo/Hazardous characteristics for this load:

(a) Select **Add** from the HAZARD: ring menu.

(b) As necessary, enter data into each of the fields described in paragraph **b.** (page **5- 177),** pressing **RETURN** after each entry.

(c) When all of your entries have been made, review your data to verify that it is correct.

(d) As necessary, press **RETURN** until the cursor is in the field where you want to change your entry.

(e) Enter the correct data by typing over the displayed information, and press RETURN.

(f) As necessary, repeat the procedures in paragraph **(c)** through **(e)** above until all of your entries are correct.

(g) When all of your entries are correct, press **ESC** to save your entries. The cursor will return to the HAZARD: ring menu where you can select another option of press **E-Exit** to return to the Equipment Summary screen.

(5) As necessary, use the following procedures to **Modify** Ammo/Hazardous characteristics for this load:

(a) Select **Modify** from the HAZARD: ring menu. The cursor will move to the **Proper Shipping Name** field.

(b) As necessary, pressing RETURN until the cursor is in the field where you want to make the change.

(c) Enter the correct data by typing over the displayed information, and press **RETURN.**

(d) As necessary, repeat the procedures in paragraphs **(b)** and (c) above until all of your changes have been made.

(f) When all of your entries are correct, press **ESC** to save your entries. The cursor will return to the HAZARD: ring menu where you can select another option of press **E-Exit** to return to the Equipment Summary screen.

(6) As necessary, use the following procedures to **Delete** Ammo/Hazardous characteristics for this load:

(a) Select **Delete** from the HAZARD: ring menu. A prompt will be displayed in the lower left comer of the screen:

```
DELETE: No Yes
Do not delete the record
```

(b) As necessary, use the cursor control keys to highlight your choice to:

No - Do not delete the record

OR

Yes - Delete the record

(c) When the correct selection is highlighted, press **RETURN.** The cursor will return to the HAZARD: ring menu where you can select another option or press **E-Exit** to return to the Equipment Summary screen.

1 When No is selected, the Ammo/Hazard characteristics for this item will remain in the database.

2 When Yes is selected, the Ammo/Hazard characteristics for this item will deleted from the database.

(d) As necessary, press **RETURN until the** cursor is in the field where you want to change your entry.

(e) Enter the correct data by typing over the displayed information.

(f) When all of your entries are correct, press **ESC** to save your entries. The cursor will return to the HAZARD: ring menu where you can select another option of press **E-Exit** to return to the Equipment Summary screen.

(7) As Necessary, repeat the procedures in paragraphs (2) through **(6)** above to **Add, Modify,** or **Delete** Ammo/Hazard characteristics for another load.

5.3.10 Modifying Actual Weights on Vehicles and Equipment.

The Actual Weight selection allows the user to make changes to the actual weight of vehicles and Special Handling Equipment rapidly, without moving between different portions of a screen. The Actual Weight should not be changed until after all the loads have been added to the vehicle or Special Handling Equipment. To help you understand the consequences of using this function, the following definitions are provided:

Field	Definition:
	NOTE: In Type Column: R=Required Field, A=Field Automatically Filled
EmptyWt	Empty weight of the vehicle or Special Handling Equipment in pounds, as shown in the Equipment Characteristics Reference (ECR) table.
ActWt	Actual Weight in pounds of the vehicle or Special Handling Equipment plus its load(s). This field should be used to record the scale weight of the vehicle and its load(s) after it has been weighed. Before any loads are added to the vehicle or Special Handling Equipment, the Actual Weight for the vehicle or Special Handling Equipment will be equal to the value shown in the Empty Weight field. TC ACCIS will automatically recalculate the Actual Weight each time a load is added to the vehicle or Special Handling Equipment.

Note: The Actual Weight can be entered directly from the keyboard, however, this information should be entered only after all loads have been added to the vehicle or Special Handling Equipment and the vehicle or Special Handling Equipment plus its load(s) is actually weighed on a scale.

Note: When you press **ESC** after entering an Actual Weight from the keyboard, a prompt will be displayed:

Does the Actual Wt. include current load(s) totaling nn,nnn (y/n)?

A y response to this prompt will accept the Actual Weight you entered as the total weight for both the vehicle and all its load(s). An n response will accept the Actual Weight you entered as the weight of the vehicle only and will add the nn,nnn weight for the load(s) to the weight you entered to generate a new total weight for the vehicle plus its load(s).

Except in extreme circumstances, no loads should be added to the vehicle or Special Handling Equipment after the actual weight from the scales is entered from the keyboard. Once an actual weight is entered, the system will adjust the weight of

the vehicle or Special Handling Equipment and the loads as follows:

TC ACCIS assumes that the previously entered weight for the load(s) is accurate and will adjust the weight of the vehicle or Special Handling Equipment to recalculate the actual weight of the vehicle or Special Handling Equipment plus the load(s). For example, an initial ECR weight of 13,180 pounds for the vehicle or Special Handling Equipment plus 4,000 pounds for the load(s) gives you a calculated initial actual weight of 17,180 pounds.

If the scale weight of the vehicle or Special Handling Equipment plus its load(s) is then determined to be 16.340 pounds and this weight is entered into the **Act&l Weight** field from the keyboard, TC ACCIS will assume the 4,000 pound weight for the load(s) is correct and will adjust the vehicle or Special Handling Equipment weight to 12,340 pounds.

If additional loads are added to the vehicle or Special Handlm g Equipment after an Actual Weight has been entered from the keyboard, TC ACCIS will use the recalculated vehicle or Special Handling Equipment weight of 12,340 pounds to calculate the new Actual Weight of the vehicle or Special Handling Equipment plus its load(s).

TC ACCIS will continue to use the recalculated 12,340 pound weight for the vehicle or Special Handling Equipment until a new Actual Weight value is entered from the keyboard.

a. To begin these procedures, you should be at the Equipment List Data screen, similar to the one shown in Figure 5-43 (page 5- 178) with the MAINTAIN: ring menu shown at the top.

MAINTAIN: l-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

If this is not the case,' use the following procedures to display the MAINTAIN: ring menu.

(1) Select **Equipment List Processing** from the TC ACCIS, MAIN MENU.

(2) Select **Equipment List Data** from the Equipment List Processing menu. The Select Type Data Code window will be displayed.

(3) Enter the TDC of the desired exercise, and press **ESC. The** Equipment List Data screen will be displayed with the MAINTAIN: ring menu at the top.

MAINTAIN: l-Header P-Vehicle 3-SpecHdlng 4-Actual Weight . . .

b. Select **Actual Weight** from the MAINTAIN: ring menu. The Update Actual Weight window will be displayed as shown in Figure S-46.

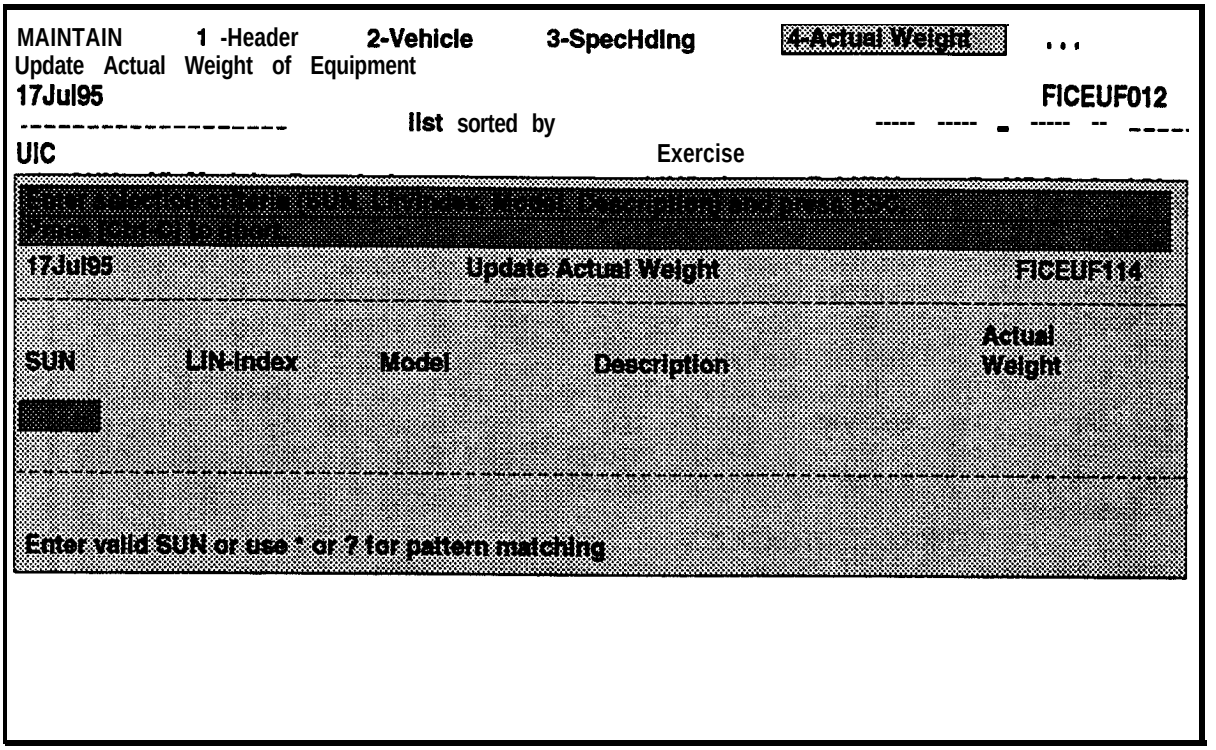


Figure 546. Update Actual Weight Window

c. To access all items of equipment press **ESC.** You can access the various items in the equipment list by selecting from the BROWSE: ring menu either the **Next** option to move to the next SUN in the list or **Previous** to move to the previous SUN in the list.

d. Searches for individual items or groups of equipment can be made by entering criteria based upon SUN, LIN-Index, Model, or Description and pressing **ESC.**

e. When you locate the equipment to be updated, select the **Update** option. The cursor will move to the Actual Weight block. Enter **the actual weight** of the equipment and press **RETURN.** The weight will change and the cursor will return to **the BROWSE: menu.** This weight amount will also be displayed in **the ActWt** field of the **Detail Section** for this piece of equipment.

53.11 Makina Compass Corrections.

When COMPASS records must be retransmitted to FORSCOM without changes, they must be marked in the COMPASS Correction field with an X. A COMPASS correction can only be made after a COMPASS update has been sent to FORSCOM, and before any changes are made. When the UMO accesses the equipment list, the cursor is automatically placed in the COMPASS Correction field for the first piece of equipment. The heading for this field is C. Use **Control-J** to advance a line at a time, or F3 to advance a page at a time to the COMPASS correction equipment. Place an X in the COMPASS correction field as shown in Figure 5-47

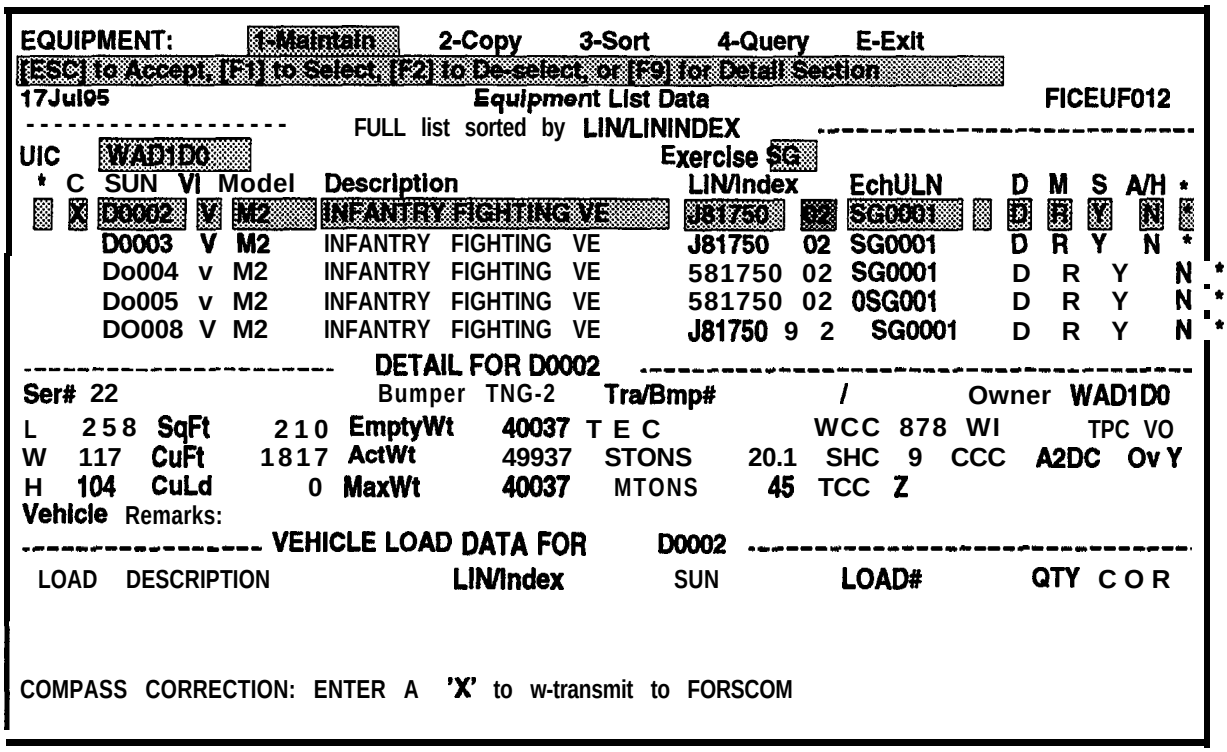


Figure 5-47. COMPASS Correction Option Window

After you have selected all your equipment by placing an X next to the equipment, notify the IT0 to prepare and send a new COMPASS UMD update to FORSCOM.

5.3.12 Printing Equipment List Reports.

This function is used to print Equipment List Reports in FORSCOM format, various Summary Reports, and the TUCHA (Type Unit Characteristics) Cargo Detail Report which is also called the JOPES (Joint Operations Planning and Executing System) report

Use the following procedures to access the Equipment List Reports menu :

a. Select **Equipment List Reports** from the Equipment List Processing menu. The Equipment List Reports menu will be displayed as shown in Figure 5-48.

b. You can select any of the seven reports available on the Equipment List Report menu. As a UMO you, can only print the reports for your Equipment List.

5.3.12.1 Printina Equipment List Reports in FORSCOM Format.

Use the following procedures to print an Equipment List Report in the FORSCOM Format:

a. Select **Equipment List Report ▪ FORSCOM Format** from the Equipment List Reports menu. The Select Type Data Code window will be displayed.

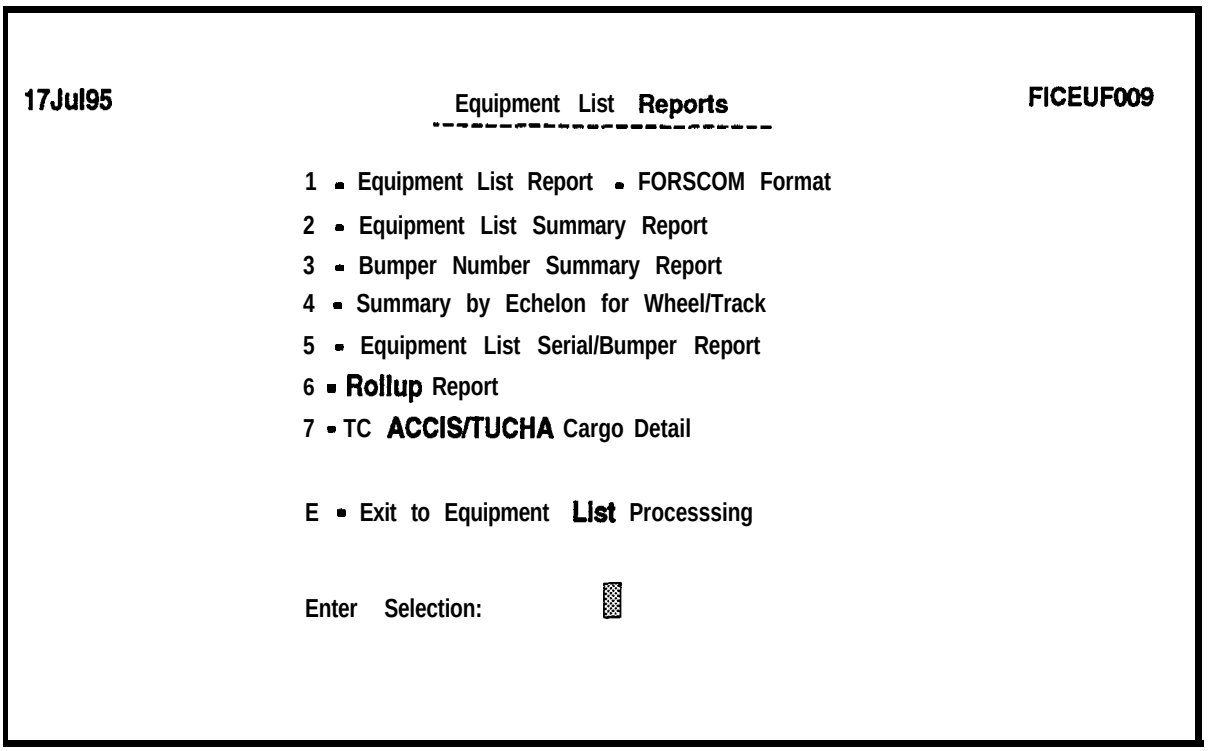


Figure 5-48. Equipment List Reports Menu

b. Enter the TDC of the exercise and press **ESC,** or use F6 to select a TDC from a list of available TDCs. The Sort Selection window will be displayed as shown in Figure *5-49.*

c. Select the desired **Sort Selection.** A window will be displayed with an OUTPUT: ring menu that has the following options:

OUTPUT: I-Printer 2-File/Diskette E-Exit

The following is an explanation of these options:

Menu Option	Explanation
Printer	The **Printer** option sends the report to the default printer for the TC ACCIS minicomputer.
File/Diskette	The **File** option is designed for units using microcomputers to dial into the minicomputer from a remote location. It creates a file on the minicomputer that can be downloaded to the microcomputer by using the procedures in paragraph 16.3.4.2 - *Downloading the AUEL and Printing AUEL Files, in* Section 16 - TC ACCIS Microcomputer Utilities, of this manual. After downloading, the file can be printed on the default printer for the microcomputer.

d. Select one of these options:

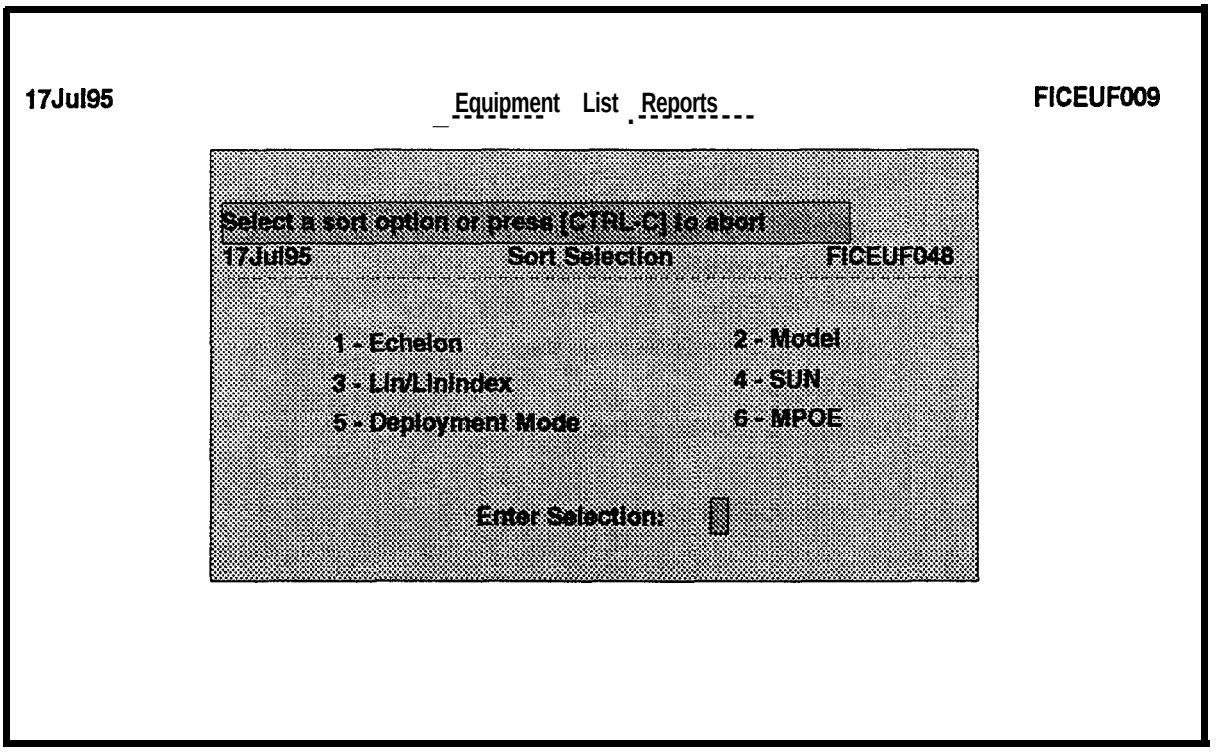


Figure 5-49. Sort Section Widow for the Equipment List Report in the FORSCOM Format

(1) Select **the Printer** option to print the report to the default printer for the TC ACCIS minicomputer. The Number of Copies window will be displayed, prompting you to enter the number of copies to be printed.

(a) Enter **the number of copies** to be printed.

(b) Press **ESC** to accept the entry. A message will be displayed:

Printing uic [XXXXXX] . . . Please wait.

When the printing is completed, the cursor will return to the Equipment List Reports menu where you can select another report to be printed or press **E-Exit** to return to the Equipment List Processing menu.

(2) Select the **File/Diskette** option to create a tile on the minicomputer that can be downloaded for printing from a microcomputer at a remote site.

(a) A prompt will be displayed:

Enter 3 Character ID.

This three-character identifier will become the extension of the file name that is created.

(b) Enter a three-character extension and press **ESC.** Two messages will be displayed:

Printing UIC [XXXXXX] . . . Please wait.
AUEL report created, file ready for transfer.

When the file is created, the cursor will return to the Equipment List Reports menu where you can select another report to be printed or press **E-Exit** to return to the Equipment List Processing menu.

Note: Record the three-character extension you entered to create this file. You will be prompted to enter it again when you download the file to your microcomputer for printing.

(c) When the report file is successfully created, download the file to the microcomputer by using the procedures in paragraph 16.3.4.2 - ***Downloading the AUEL and Printing AUEL Files,*** in Section 16 - TC ACCIS Microcomputer Utilities, of this manual. After downloading, the file can be printed on the default printer for the microcomputer.

5.3.12.2 Printina the Equipment List Summary Report.

Use the following procedures to print an Equipment List Summary Report:

a Select **Equipment List Summary Report** from the Equipment List Reports menu. The Select Type Data Code window will be displayed.

b. Enter the **TDC** for your exercise and press **ESC,** or use F6 to select a TDC from a list of available **TDCs.** A **Checking for rollup** . . . message will be displayed at the bottom of the screen and then the Select Unit screen will be displayed with a list of the units in the exercise you have selected.

c. Use the cursor control keys to highlight the first unit you want to include in the summary report and enter X in the **Select** field to select it. The cursor will move down one line and highlight the next unit.

While a unit is highlighted, you **can** press the **SPACEBAR** to deselect it. This will remove the X in the Select field and the unit will not be included in your summary report.

Note: You can press **F10** at any time to select all of the units in the exercise. When you do this, the Select Units screen will close and the the Sort Selection window will be displayed as shown in Figure **5-50.** You should now continue with the **procedures** in **paragraph** e. below.

d. As necessary, repeat the procedures in paragraph **c.** above to select additional units to be included in the summary report

e. When all the units have been selected, press **ESC** to accept your selections. The Sort Selection window will be displayed as shown in Figure **5-50.**

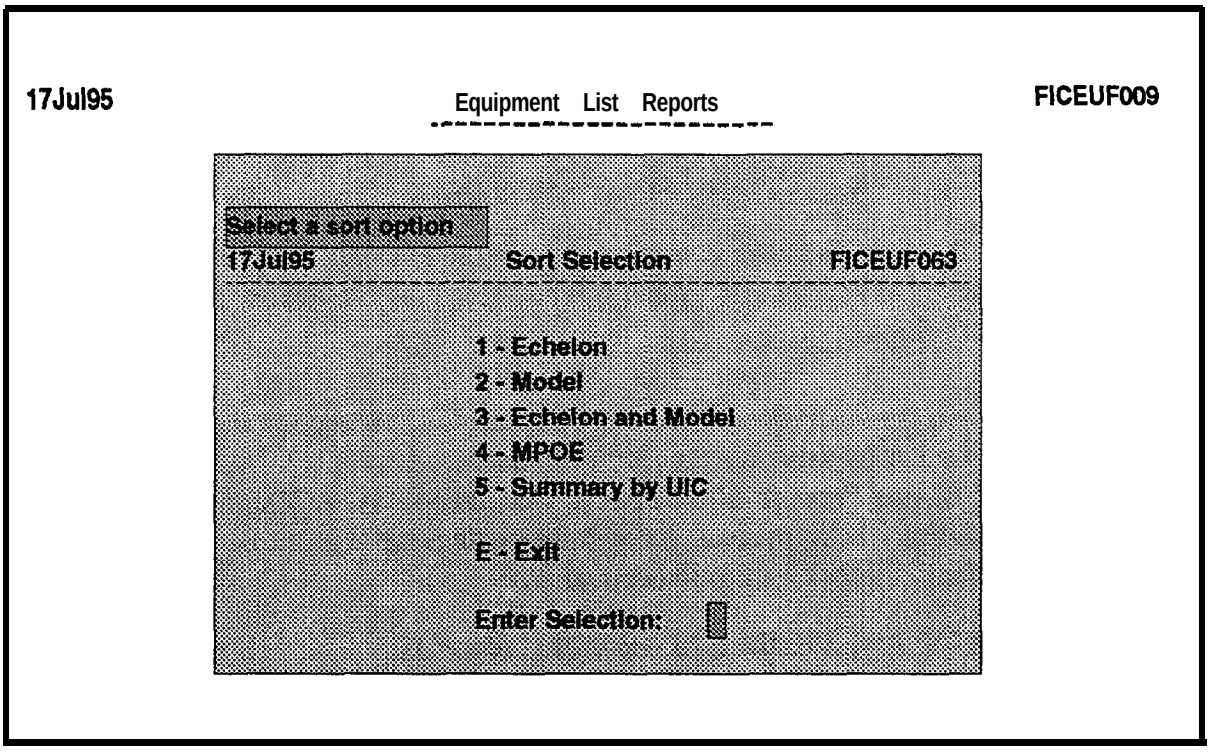


Figure 5-50. Sort Selection Window for the Equipment List Summary Report

f. Select the desired **Sort Selection.** A **Printing . . .** message will be displayed at the bottom of the screen and then the cursor will return to the Equipment List Reports menu where you **can** select another option or press **E-Exit** to return to the Equipment List Processing menu.

5.3.12.3 Printina the Bumper Number Summary Report.

Use the following procedures to print a Bumper Number Summary Report:

a. Select **Bumper Number Summary Report** from the Equipment List Reports menu. The Select Type Data Code window will be displayed.

b. Enter the **TDC** for your exercise and press **ESC,** or use F6 to select a TDC from a list of available **TDCs.** A **Checking for rollup . . .** message will be displayed at the bottom of the screen and then the Select Unit screen will be displayed with a list of the units in the exercise you have selected.

c. Use the cursor control keys to highlight the first unit you want to include in the summary report and enter X in the Select field to select it. The cursor will move down one line and highlight the next unit.

While a unit is highlighted, you can press the **SPACEBAR** to deselect it. This will remove the X in the Select field and the unit will not be included in your summary report.

Note: You can press **F10** at any time to select all of the units in the exercise. When you do this, the Select Units screen will close and the the Sort Selection window will be displayed as shown in Figure 5-5 1. You should now continue with the procedures in paragraph e. below.

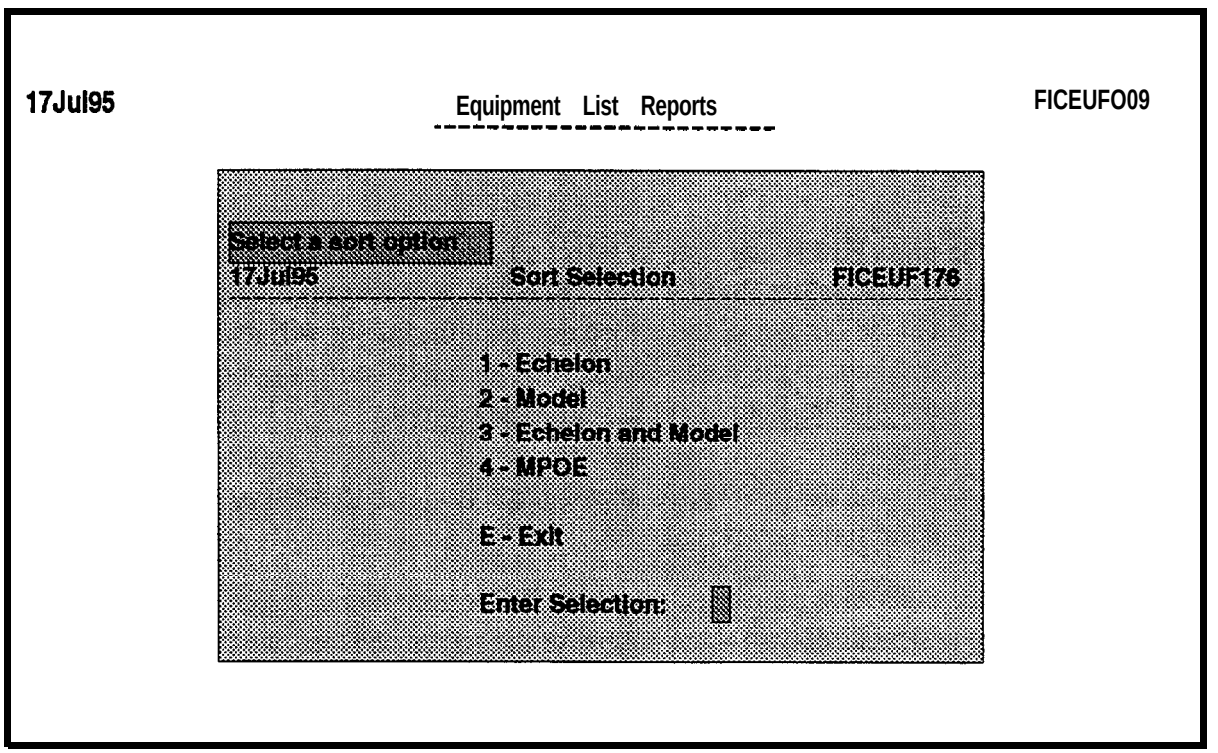


Figure 5-51. Sort Selection Window for the Bumper Number Summary Report

d. As necessary, repeat the procedures in paragraph **c.** above to select additional units to be included in the summary report.

e. When all the units have been selected, press **ESC** to accept your selections. The Sort Selection window will be displayed as shown in Figure 5-51.

f. Select the desired **Sort Selection.** A **Printing** . . . message will be displayed at the bottom of the screen and then the cursor will return to the Equipment List Reports menu where you **can** select another option or press **E-Exit** to return to the Equipment List Processing menu.

5.3.12.4 Printina the Summary by Echelon for Wheel/Track Report.

Use the following procedures to print a Summary by Echelon for **Wheel/Track** Report:

a. Select **Summary by Echelon for Wheel/Track Report** from the Equipment List Reports menu. The Select Type Data Code window will be displayed.

b. Enter the **TDC** for your exercise and press **ESC,** or use F6 to select a TDC from a list of available **TDCs.** A **Checking for rollup** . . . message will be displayed at the bottom of the screen and then the Select Unit screen will be displayed with a list of the units in the exercise you have selected.

c. Use the cursor control keys to highlight the first unit you want to include in the summary report and enter X in the Select field to select it. The cursor will move down one line and highlight the next unit.

While a unit is highlighted, you **can** press the **SPACEBAR** to deselect it. This will remove the X in the Select field and the unit will not be included in your summary report.

Note: You can press **F10** at any time to select all of the units in the exercise. When you do this, the Select Units screen will close. A **Printing . . .** message will be displayed at the bottom of the screen and **then** the cursor will return to the Equipment List Reports menu where you can select another option or press **E-Exit** to return to the Equipment List Processing menu.

d. As necessary, repeat the procedures in paragraph **c.** above to select additional units to be included in the summary report.

e. When **all** the units have been selected, press **ESC** to accept your selections. A **Printing** . . . message will be displayed at the bottom of the screen and then the cursor will return to the Equipment List Reports menu where you can select another option or press **E-Exit** to return to the Equipment List Processing menu.

5.3.12.5 Printing the Equipment List Serial/Bumper Report.

Use the following procedures to print an Equipment List Serial/Bumper Report:

a. Select **Equipment List Serial/Bumper Report** from the Equipment List Reports menu. The Select Type Data Code window will be displayed.

b. Enter the **TDC** for your exercise and press ESC, or use F6 to select a TDC from a list of available **TDCs.** A **Checking for rollup** . . . message will be displayed at the bottom of the screen and then the Select Unit screen will be displayed with a list of the **units** in the exercise you have selected.

c. Use the cursor control keys to highlight the first unit you want to include in the summary report and enter X in the Select field to select it. The cursor will move down one line and highlight the next unit.

While a unit is highlighted, you can press the SPACEBAR to deselect it, This will remove the X in the Select field and the unit will not be included in your summary report.

Note: You can press F10 at any time to select all of the units in the exercise. When you do this, the Select Units screen will close. **An Output sent to the Printer** . . . message will be displayed at the bottom of the screen and then the cursor will return to the Equipment List Reports menu where you can select another option or press **E-Exit** to return to the Equipment List Processing menu.

d. As necessary, repeat the procedures in paragraph c. above to select additional units to be included in the summary report.

e. When all the units have been selected, press **ESC** to accept your selections. A **Running . . .** and then **an Output sent to the Printer.** message will be displayed at the bottom of the screen and then the cursor will return to the Equipment List Reports menu where **you can** select another option or press **E-Exit** to return to the Equipment List Processing menu.

5.3.12.6 Printina the Rollup Report.

Use the following procedures to print an Rollup Report:

a. Select **Rollup Report** from the Equipment List Reports menu. The Select Type Data Code window will be displayed.

b. Enter the **TDC** for your exercise and press **ESC,** or use F6 to select a TDC from a list of available **TDCs. An Output sent to the Printer.** message will be displayed at the bottom of the screen and then the cursor will return to the Equipment List Reports menu where **you can** select another option or press **E-Exit** to return to the Equipment List Processing menu.

5.3.12.7 Printina the TC ACCWTUCHA Report (Also Called JOPES Report).

Use the following procedures to print the TC ACCIS/TUCHA Report or create a file that can be downloaded to a microcomputer for printing:

a. Select **TC ACCWTUCHA** Cargo **Detail** from the Equipment List Reports menu. The Select Type Data Code window will be displayed.

b. Enter the **TDC** of the exercise and press **ESC,** or use F6 to select the TDC from a list of available **TDCs.** The Measurements window will be displayed prompting you to select between U.S. Customary measurements or Metric measurements.

c. Select the type measurements you want to use. A window will be displayed with a REPORTS: ring that has the following options: **Printer, File/Diskette,** and **Exit. The**

UMC user will select **Printer, If** a terminal is used, **the File/Diskette** option will not be your choice. The report will print to the default printer of the your terminal. The **File/Diskette** option is designed primarily for IT0 or Division Transportation Officer (DTO) users using microcomputers at remote locations.

d. If you want to print the report on a printer that is connected to a microcomputer, select **File/Diskette.** This option creates a file of the report which can then be downloaded to your PC and printed on a remote printer.

e. When **the File/Diskette** option is selected, you must enter a unique **three-character identifier** after **the** prompt.

Enter three-character unique identifier for file name.

This three-character identifier will become the extension of the file name created. When you enter a three- character extension, TC ACCIS will prompt you with the following message:

Your 3 CHAR ID for file name extension is: (your 3 Char ID.)

TUCHA report created, file ready for transfer.

f. When the report file is successfully created, you need to download the report to the microcomputer using a modem and PROCOMM. This method of printing an TUCHA will be used most often by the IT0 or DTO users ; however, it can be used by anyone accessing the mini computer with a PC with a remote printer connected. For further information on printing a TUCHA Report using a PC with a directly connected printer refer to Section 16 - *TC ACCIS Microcomputer Utilities* of this manual.

g. All other report options print to the default printer when you press the number corresponding to the report you want. The Equipment List Reports menu will be displayed and you **can** select another option or press **E-Exit** to return to the Equipment List Processing menu.

5.3.13 Printer Utilities.

TC ACCIS Printer Utilities allow the user to display the print status of all printers, cancel a print job by Id or by printer name, and select an individual **default printer. The** following paragraphs explain the procedures and screens involved in each of the options on this menu.

5.3.13.1 Accessing Printer Utilities.

Use the following procedures to access Printer Utilities:

a. At the TC ACCIS MAIN MENU, select **User Utilities**

b. At the TC ACCIS - System Services USER UTILITIES menu, select **Print Service**

All user printer utilities are available from the Print Service menu.

5.3.13.2 Setting a Default Printer.

When a user is added to TC ACCIS, the system default printer is assigned as his/her default printer. The **Set Default Printer** option allows a user to select a different printer as the default printer for printing his/her own print jobs. This allows the user to send jobs to a printer in a more convenient location or to meet the requirements of a particular print job, e.g., a high speed, 132 character per line printer for printing AUELs or a letter quality printer to print DD Forms 1265 and 1266.

To select a default printer:

a. At the Print Service menu, select **Set Default Printer**

b. Use the cursor control keys to move to cursor to the printer desired as a default printer. With the cursor positioned on the printer name, press **ESC.**

c. To use the newly selected default printer, log off the TC ACCIS system and then login again.

5.3.13.3 Displaying the Status of all Printers.

When a TC ACCIS user sends a document to a printer, that print request is placed in a queue along with all other print requests. Each form or report that is sent to a printer is known as a **print job. The** operating system places each print job **in the print queue.** As print jobs enter the print queue, the queue assigns each job a unique **ID.** The print queue, in turn, sends the print jobs to their respective printers one at a time according to the ID.

Using **Display Status of all Printers,** you can view the status of all recently sent print jobs to determine whether your print job was indeed placed in the print queue for the appropriate printer and to find out how many other print jobs are ahead of yours in the queue.

Follow these steps to display the print queue:

a. At the Print Service menu, select **Display** Status **of all Printers.** The Display Status screen will be displayed. Except for those jobs currently being printed, the print jobs for all printers are listed. If no print jobs are listed, then the print queue is empty.

b. Press RETURN. If there is a second page of the print queue, it is now displayed. Otherwise, the screen returns to the Print Service menu. The end of the print queue is indicated by the message EOF (end of file).

c. To return to the Print Service menu without viewing all pages of the print queue, press **Ctrl-C.**

5.3.13.4 Cancelina a Print Job by ID.

This function allows a user to cancel a print job by entering that **job's ID. You can** cancel only those print jobs that are not currently being printed. This function is useful if you discover that

you must make last-minute changes to a document, or if you discover that the printer you sent the job to is not working properly.

Follow these steps to cancel a print job:

a. At the Print Service menu, select **Cancel a Job by ID. The** Display Status screen will be displayed. An explanation of this screen is contained in the previous paragraph.

b. Press **RETURN** to view additional pages (if any) of the print queue. When you have reached the end of the print queue, the following prompt will be displayed at the bottom of the screen:

Enter print request ID of job you want canceled or Ctrl-C to abort.

c. At the prompt, enter the entire print job number-including the printer name, a hyphen, and the job number itself-at the prompt. Press **RETURN. The** following message will be displayed on the screen:

request [print request id] canceled.

d. Press any key to exit to the Print Service menu.

5.3.13.5 Canceling Print Jobs by Printer Name.

This function allows you to cancel all jobs that have been sent to a specific printer. With this function, you can cancel any print job, including those sent to the printer by other users.

Follow these steps to cancel a print job by Printer Name:

a. At the Print Services menu, select **Cancel Jobs by Printer Name.**

b. Scroll up or down the printer name list to find the printer that you want to cancel print jobs on. **If** you decide that you do not want to cancel any print jobs, press **Ctri-C** to exit to **the Print** Service menu.

c. With the cursor next to the printer name, press **ESC** to cancel all print jobs for that printer.

d. Press any key to get back to the Print Service menu.

5.3.13.6 Changing a User Password,

A TC ACCIS user can change **his/her** password by using the following procedures:

CAUTION: Whenever you change your password, make **sure you** remember the new password because you can not gain access to **TC ACCIS** without it

a. At the TC ACCIS Main Menu, select **User Utilities.**

b. At the TC ACCIS - System Services USER UTILITIES menu, select **Change User Password.** A message will be displayed:

```
Type Ctrl-C to abort . . .
Changing password for [User ID]
Old password:
```

c. Enter your **old password** and press **RETURN.** A prompt will be displayed:

```
New password:
```

d. Enter **the new password** and press **RETURN.** A prompt will be displayed:

```
Re-enter new password:
```

Note: The new password must be at least six characters long and contain at least two alphabetic characters and at least one numeric or special character.

e. Enter the same new password for the second time.

(1) If the same password is entered both times, the password is changed.

(2) If the same password is not entered both times, the following message will be displayed:

```
They don't match; try again.
New password:
```

When this happens, repeat these procedures until the password has been successfully changed.

f. In all future operations, use this new password with your User ID.

53.14 User Utilities.

Two functions are found under the **User Utilities** option of the TC ACCIS Main Menu:

- Printer Utilities
- Changing a Password

These functions are described in detail in Section 14 - User Utilities, of this manual.

5.4 Related Processing.

Not Applicable.

5.5 Data Backup.

The TC ACCIS System Administrator will schedule and conduct all data backups. The end user should contact the TC ACCIS System Administrator to make special arrangements if a special backup is required for any reason.

5.6 Recovery from Errors and Malfunctions.

The TC ACCIS functions are supported by Error Messages that are displayed at the bottom of, the screen whenever a processing error condition is encountered. The end user should follow these instructions to correct the error. In the event the error or malfunction can not be corrected by following these instructions, the end user should contact the TC ACCIS System Administrator for assistance.

5.7 Messages.

Messages can be generated from three sources.

a. The TC ACCIS software can generate messages that are tailored to the situation and/or context of where you are working within TC ACCIS. The TC ACCIS messages that may be encountered in the Unit Equipment List Processing Function are listed below.

(1) TC ACCIS messages can be one of three types.

(a) Information Messages provide information that is appropriate for the operation you are performing at the time the message is displayed. You are not required to respond to this message in any way.

(b) Error Messages indicate you have attempted to perform an operation that can not be done in the current context. For example, you may have tried to enter the wrong type data into a screen field, or tried to select and option number that is not available on the current menu. When an error message is displayed, you must take some corrective action in order to resume operations.

(c) A Prompt indicates that you are required to enter some specific type data or respond to a question displayed on the screen. You must perform the specified action to resume operations.

(2) TC ACCIS messages are designed to be self explanatory

b. Messages generated by the SCO UNIX Operating System and the Informix 4GL Database Management Software are generally an indication that there is a serious problem in the operation of the system. In most cases they will ask you to contact your System Administrator. The SCO UNIX and Informix 4GL messages are not included in the list below. If you encounter a message that is not included in the list below or any message that is not clearly understood, contact you System Administrator for assistance.

List of Unit Equipment List Processing Messages

1 piece of equipment selected

1 piece selected

A

A default exercise (D or S) has not been defined for this UIC

A DODAAC can only be made up of letters or digits

A LIN must be entered; Please try again

A Load already exists this Lin/Index

A Superior UIC is required

A UIC can only be made up of letters or digits

A Unit Name is required

A value greater than zero is required

A value is required for this field.

Actual Weight adjusted for loads

Actual Weight cannot be less than Empty Weight of nnn

Actual Weight cannot exceed Maximum Weight of nnn

Actual Weight exceeds Maximum Weight of nnn... Is this correct

Actual weight is greater than ECR limit - oversize indicator set to 'Y'

Actual Weight is greater than Maximum Weight...Please m-enter

Actual weight is within ECR limit - oversize indicator set to 'N'

Actual Wt. entered + total loads' Wt. exceeds Max Wt... Please re-enter

Actual Wt is less than Empty Wt of nnn... Is this correct

Adjust your subordinate units allocations first or increase your allocation.

All are required fields

All Sub-TDCs selected

Already in transaction

Ammo/Hazard AND/or Serial/Bumper numbers. Press Ctrl-C to Abort

An entry is required

An entry is required in this field

An exercise has not been defined for this type data code

Are you processing equipment that does not have a LIN (Y/N)?

Are you sure you want to ERASE all UIC's for [TDC]

Are you sure you want to remove this [ECH/ULN] (Y/N)?

Assign Echelons to all ULNs

Assign ULNs to all Echelons or delete Unit from Chain of Command

Assigning Equipment... Please wait

ATCMD aborted

ATCMD data saved

Attempting to lock tables for deletion of data type [TDC]

Attempting to lock tables for deletion of UIC.

AUEL report created, file ready for transfer

AUEL report not found . . .

Available date must be on or after TODAY date.

B

Both allocations cannot be same. Choose different option

BUILDING COC FOR [UIC] PLEASE BE PATIENT.

Building rollup data...

Building summary information...

Building uic list... done.

C

Cannot add loads-allowable Cubic Ft. limit for [LININDEX] is zero

Cannot add loads-Max. Wt. of [ECR WEIGHT LIMIT] has been reached and cannot be exceeded

Cannot add loads-this is not a loadable LIN/Index combination

Cannot add loads-this LIN/Index combination is unloadable

Cannot add loads to Special Handling Equipment that do not have LINs

Can not add number of loads cannot exceed 24

Cannot assign ULNs between different UIC's.

Cannot be 'N'; Unit has Site Locations; delete site locations first

Can NOT change level of UIC.

Cannot copy or reassign equipment between 'D' and 'S' for same UIC

Cannot copy or reassign equipment to the same TDC and UIC

Can not copy/reassign equipment to Sub-TDCs

Cannot delete a blank record

Cannot have a header for TDC 'D' AND 'S

Can not have Negative Remaining Allocations.

Cannot match a vehicle TO itself

Cannot match with the same equipment type

Cannot modify a blank record. Press [F1] to add a new load

Cannot reassign/copy-will exceed maximum number of loads(24)

Cannot reassign-load Wt. will exceed maximum Wt.... Please try another

Cannot reassign-SUN [SUN] does not have a LIN... Please try another

Cannot reassign-SUN [SUN] is unloadable... Please try another

Chain of Command must be created

Checking equipment for Hazardous Materials records... Please Wait

Checking for equipment . . .

Checking for equipment... at [TIME]

Checking for existence of ISR records...

Checking for existence of MSL records...

Checking for rollup . . .

Checking loads for Hazardous Materials records... Please Wait CIC cannot be 'AJFC' for exercises 'D' or 'S

CIC must be 'AJFC' for exercises other than 'D' or 'S'

City is required

COC is not created or the UIC is not in the COC for this exercise

Companies may only create type data codes beginning with 'X

Complete detail record for items declared hazardous during this session

Complete selection for Special Handling equipments (F records)

Complete selection for Vehicle equipments (D records)

Complete the row or press [CTRL-C] to abort

Complete this before going to detail section

Complete this field before going to the detail section

Complete this record before adding a new record

Complete this record before going to a next record

Complete this record before going to a previous record

Contact [UIC] to first delete echelon/uln [ECH/ULN] from their TDC Header

Contact Unit! Unit must first define echelon/uln

Continue to delete uic and subordinates? (Y or N)

Convoy Data Deleted

Copy Equipment from all Echelons of TDC 'S'

Copy Equipment from Echelon 01 of TDC 'S'

Copy Equipment from Echelon 02 of TDC 'S'

Copy Equipment from Echelon 03 (Sub-TDC S1-S4, S6, or S7) of TDC 'S'

Copy Equipment from one UIC to another

Copying Equipment... Please wait

Copying TDC 'D' to [TDC]

Copying TDC 'S' to [TDC]

Could not insert into a temporary table; Try again later.

Create a new type data code

Create equipment list by copying from another TDC

Create equipment list by manually entering data

Create equipment list by selecting FROM a UEL

Creating UIC Rollup . . . . Please wait.

[CTRL-C] to Abort

[CTRL-C] to Abort, [ESCAPE] to accept ATCMD.

[CTRLJ] row down, [CTRL-K] row up

[CTRLJ] row down, [CTRL-K] row up, [F3] page down, [F4] page up

[CTRLJ] row down, [CTRL-K] row up, [F3] page down, [F4] page up

[CTRL-J] row down, [CTRL-K] row up, [F3] pg down, [F4] pg up, [F9] Toggle, [F10] Hazardous screen, [ESC] or [CTRL-C] return to Equiplst menu

Current sort selection is [CURRENT SORT]

D

Date required must be on or after departure date.

DB ERROR: CAN NOT INSERT INTO TABLE atcmdmain.

DB ERROR: CAN NOT INSERT INTO TABLE atcmd_det

De-Selecting... Please wait

Delete a UIC

Delete aborted

Delete ALL equipment and header information for Type Data Code '[TDC]' (Y/N)?

Delete all loads for SUN [SUN] before changing to that LIN Index

Delete confirm? y/n

Delete load [CURRENT SUN]-[CURRENT LOAD] ? (y/n)

Delete the record

Delete type data code

Delete [UIC] and subordinates for [UIC]

Deleted Chain of Command at [TIME]

Deleted Commercial Requirements at [TIME]

Deleted COMPASS/ASPUR/LOGSA related data at [TIME]

Deleted Convoy data at [TIME]

Deleted Equipment Lists at [TIME]

Deleted Exercise headers at [TIME]

Deleted Hazardous data at [TIME]

Deleted ISR records at [TIME]

Deleted MSL records at [TIME]

Deleted Rail data at [TIME]

Deleted RFT related data at [TIME]

Deleted Vehicle loads at [TIME]

Deleting . . . .

Deleting equipment... Please wait

Deleting for existing UIC from different tables.

Deleting loads... Please wait

Deleting Type Data Code [TDC]...

Deleting Type Data Code [TDC] from E.L...

Deleting unselected equipment SUN = [SUN]

Departure date must be on or after available date

Dimensional Data is being modified. Press Return to continue...

Display summary by Echelon/ULN

Display summary information by mode

Display summary information by UIC

Do not delete the record

Do not include Ammo/Hazard

Do not include loads

Do not include Serial/Bumper numbers

Do you really want to change from echelons to ULNs (Y/N)?

Do you really want to change from ULNs to Echelons (Y/N)?

Do you want to assign this Echelon to all ULNs for this UIC (Y/N)?

Do you want to assign this ULN to all Echelons for this UIC (Y/N)?

DO YOU WANT TO BUILD ANOTHER LEVEL? (Y or N)

Do you want to continue showing the level? (Y or N)

Do you want to copy subordinates? (Y or N)

Do you want to delete the UIC (Y or N)?

Do you want to delete this row (Y/N)?

Do you want to delete [UIC] for [TDC]? (Y or N)

Do you want to include Detail Loads (Y/N)?

Do you want to include Hazardous Material (Y/N)?

Do you want to increase Total Allocations? (Y or N)

Do you want to insert a UIC at that level? (Y or N)

Do you want to modify another level? (Y/N)

Do you want to modify the ActWt field at this time (y/n)?

Do you want to move another UIC?

Do you want to move [UIC] to report to [UIC]? (Y or N)

Do you want to update ALL levels?

Do you want to update hazardous materials records? (y/n)

Do you want to update the allocations data for Top unit?

DO YOU WANT TO VIEW ANOTHER LEVEL? (Y or N)

Do you wish to merge ULN '[ULN]' into ULN '[ULN]' (Y/N)?

DODAAC must be 6 digits/characters

done.

E

'[ECH/ULN]' is not a valid Echelon/ULN for this exercise.

Echelon '[ECH]' already exists.

Echelon '[ECH]' already exists. Do you want to merge the two echelons (Y/N)?

Echelon '[ECH]' exists with that MPOE AND DMOD.

[ECHELON] is not a valid echelon.

Echelon not defined for this unit. Press [F6] for help.

Echelons must be assigned to all ULNs.

{Echelon|ULN} [ECH/ULN] already exists.

Enter a UIC to erase or press F6 for help.

Enter a UIC to query or press F6 for help.

Enter # of copies of SUN [SUN] desired (100 max)

Enter selection criteria (SUN, Lin/Index, Model, Description) then press ESC

Enter selection criteria and press ESC.

Enter the Type Data Code you want to copy equipment from

Enter units of first allocation

Enter units of second allocation

Enter/Update ULN

Enter/Update ULN; to Merge, type in an existing ULN

Enter 'Y' in Site Location field

Entry aborted...

Entry must be between 1 and 10

Equipment Deleted:

Equipment List data exists. Delete equipment first or merge Echelon/ULN.

Equipment List data exists. It must be deleted first.

Equipment of TDC '[TDC]' is listed under TDC 'S'

Erase an entire COC for TDC or a specific unit.

ERASING COC FOR [TDC]

ERROR . . . A [UNIT LEVEL] can NOT report to a [UNIT LEVEL]. Try again !!

ERROR-Actual Weight exceeds Maximum Weight of nnn

ERROR-Actual Weight is greater than Maximum Weight

ERROR-Actual Weight is less than Empty Weight of nnn

ERROR-Actual Weight is less than Empty Weight

Error adding Echelon/ULN; not added

Error deleting Convoy Data

Error deleting from equiplst table; Could not delete.

Error deleting from hazshp table; Could not delete.

Error deleting from the asp_logsa table

Error deleting from the aspurhld table

Error deleting from the cmpss_hld table

Error deleting from veh_hld table; Could not delete.

Error deleting Hazardous Detail records from hazmat table

Error deleting record from cnvyload table; Could not delete.

Error deleting record from hazshp table; Could not delete.

Error deleting record from veh_ld table; Could not delete.

Error in deleting Chain of Command

Error in deleting Commercial Requirements

Error in deleting Compass Header

Error in deleting DD1287

Error in deleting Echelon Descriptions

Error in deleting Echelons

Error in deleting Equipment Lists

Error in deleting Exercise

Error in deleting Freight

Error in deleting Freight Header

Error in deleting Hazardous Material

Error in deleting Loads

ERROR inserting into the cnvyload table... Could not insert!

Error inserting into the [TABLE] table; Insert failed

ERROR inserting into the veh_id table... Could not insert!

Error inserting record into equiplst table.

Error inserting record into veh_id table.

Error locking table for copy. Do you want to try again

Error locking table for update. Do you want to try again (Y/N)?

Error updating equiplst table.

Error updating equiplst table; Could not update.

Error updating record.:.

Error updating the cnvyeqip table; Update failed

Error updating the cnvyload table; Could not update.

Error updating the equiplst table.

Error updating the equiplst table; Could not update

Error updating the equiplst table; Update failed

Error updating the hazshp table; Update failed

Error updating the veh_id table; Could not update.

[ESC] Accept; [CTRL-C] Abort

[ESC] Accept, [CTRL-C] Abort, [CTRL-J] Row dn, [CTRL-K] Row Up, [F3] Page dn, [F4] Page Up, [F10] Select All, [SPACEBAR] Deselect

[ESC] to Accept, [F1] to Select, [F2] to De-select, or [F9] for Detail Section

Exercise will continue to use echelons.

Exercise will continue to use ULNs.

Exit REPORTS sub-menu

Exit to previous menu

Exit without copying

Extracting data from TDC([TDC])...

F

[F1]-Add,[F2]-Delete,[F7]-Reassign All,[F8]-Modify,[F9]-Toggle,[F10]-Copy All

Fl-Add New Load, F&Next Load, F4-Previous Load, F7-Reassign Load, F10-Copy Load to another Vehicle, [ESC] Accept, [CTRL-C] Abort

F2 to cancel insert of new row

[F3] page down, [F4] page up, [CTRLJ] row down or [CTRL-K] row up

[F4] page up, [F3] page down

[F6] for Help

F6 for more information on this Lin/Index (Length, Width, Height, etc.)

F6 help key aborted

F6 Help Key is not available in Add mode

[F10] Hazardous screen

[F10] Hazardous screen, [ESC] or [CTRL-C] return to Equiplst menu

File extension must be 3 characters

Function can not process an invalid code

H

Have you completed processing equipment (y/n)?

Have you completed selecting equipment (y/n)?

Hazardous data updated

Height cannot be less than ECR height - standard height used

Height can not be null

Height differs from the ECR Height of nnn... Is this correct

Height exceeds maximum configurations

Height is greater than ECR limit - oversize indicator set to 'Y

Height is within ECR limit - oversize indicator set to 'N'

Help unavailable in Create mode

Highlight choice and press [ESC] to accept, [CTRL-C] to abort

I

Illegal character '0'; please m-enter

Illegal sixth character '0'; please m-enter

Include Ammo/Hazard

Include Loads

Include Serial/Bumper numbers

Index must be 2 nonblank characters

Inserting record...

Installation table does not exist

Invalid Actual Weight; Please try again

Invalid cargo type code

Invalid deployment mode.

Invalid echelon entered.

Invalid entry

Invalid entry...

Invalid entry. Try again.

Invalid Equipment Type

Invalid LIN entered.

Invalid Lin/Index (Length, Width, Height, and Weight are 0)

Invalid LIN/LIN Index combination

Invalid menu selection

Invalid Mode Code

Invalid mode code entered. Press F6 for help.

Invalid Reserve Location

Invalid response...

INVALID SELECTION . . . . PLEASE TRY AGAIN !

Invalid selection. Try again.

Invalid Service; enter either 'A', 'N', 'M', 'F

Invalid Status; enter either 'D', 'S', '0

Invalid TDC... Please re-enter

Invalid Type Pack Code; Press F6 for Help

Invalid UIC. Press F6 for help.

Invalid ULN - must be at least 3 characters or digits

Invalid ULN - use only alphanumeric characters

Invalid Unit location; enter either 'C' or '0'

Invalid Unit Type; enter either 0, 1, 2, 3, 4, 5, or 6

Invalid Value

Invalid Vehicle Type For Special Handling Equipment

Invalid Vehicle Type For Unit Equipment List

L

Length cannot be less than ECR length - standard length used

Length differs from the ECR Length of nnn... Is this correct

Length exceeds maximum configuration

Length is greater than ECR limit - oversize indicator set to 'Y'

Length is within ECR limit - oversize indicator set to 'N'

LIN Index not correct for this Lin. Press [F6] for help.

Lin must be 6 nonblank characters

LIN must be six characters; Please try again

LINindex not found. Press F6 for help.

Lin/Linindex combination does not exist

LIN/LINindex not found. Press F6 for help.

Load Description already existed

Load exceeds Cube limit of [ECR CUBE LIMIT] Change equipment Height; Waiver required

Load exceeds Cube limit of [ECR CUBE LIMIT]; Change vehicle Height; Waiver is required

Load exceeds Cube limit of [ECR CUBE LIMIT]; Increase equipment Height; Waiver required

Load exceeds Cube limit; Height must be greater than [ECR HEIGHT] WCC is not available, press F6 for help

Load exceeds Cube limit; Height must be increased for [SUN] before transfer

Load exceeds Cube limit; Ln, Wd, or Ht must be raised for [SUN]

Load exceeds Cube limit; Must increase equipment Height; Waiver is required

Load(s) successfully copied

Load(s) successfully reassigned

Locking tables...

M

Maintain Ammunition/Hazardous Data for Vehicles/Containers

Maintain Header Information for this exercise

Maintain Special Handling AND Container entries on Equipment List

Maintain Vehicle Entries on Equipment List

Maintain Vehicles or Special Handling Equipment

Make copies of equipment

Match broken

Match broken due to change in Ech/ULN

Max Weight for SUN [SUN] has been reached... Cannot add loads

Maximum number of rows reached.

Maximum Weight must be greater than or equal to Empty Weight

Merge completed successfully.

Merging equipment. Please wait...

Missing DMOD

Modify an existing type data code

Modifying

MPOE of the vehicle must match the MPOE of the trailer

N

nnn loads deleted...

nnn pieces of equipment selected

No Convoys found for TDC [TDC]...

No Echelons have been assigned for this UIC/TDC

No Echelons or ULNs have been defined for this exercise.

No equipment exists for TDC \ [TDC]

No equipment exists for TDC \ [TDC] echelon [ECHELON]

No equipment has been identified for this Echelon

No equipment has been identified for this ULN

No Equipment List data to delete

No equipment Selected for Deployment for this TDC/UIC

No hazardous equipment/toads for : [UIC] and SUN = [SUN]

No ISR records to delete

No Load available for copy

No Load available for reassign

No load(s) available for copy

No load(s) available for reassign

No more records in that direction.

No MSL records to delete

No record found.

No records exist in the CMPSS_HLD table.

No records exist in the CMPSSHDR table.

No records exist in the COMMREQ table.

No records exist in the ECHELON table.

No records exist in the ECHFRGHT table.

No records exist in the EQUIPLST table.

No records exist in the HAZMAT table.

No records exist in the VEH_LD table.

No records found.

No records in that direction.

No rows found...

No Type Equipment Code Data available for equiptyp ([TYPE]) and lin ([LIN]).

No UICs found

No ULNs have been assigned for this UIC/TDC

No ULNs have been defined for this UIC/TDC

NOTE: You cannot modify Act. Wt. for TDC 'D' or 'S' if record has a LIN

Number of loads cannot exceed 24

0 Only 1000 pieces of equipment may be transferred at one time

Only 1000 units may be selected at one time

Only Echelon '00' can be used with type data code 'D

Only Echelon 01 may be used for TDC [TDC]

Only Echelon '01' may be used with type data code [TDC]

Only Echelon can be used for Type Data Code. Please enter 'E' for Echelon or 'U' for ULN.

Only Echelons 01, 02, and 03 may be used for TDC S

Only Echelons '01', '02', & '03' may be used with type data code 'S

Only L, M, N, P, Q, R, S, T, U, X or Y are valid for 'F' records

Only Reserve Units can have Site Locations

Only Reserve Units or Other Units can have Site Locations

Only Shipment Handling Codes of 2, 4, and 9 are valid

Only Shipment Handling Codes of 2, 4, or 9 are allowed

Only Special Handling Codes of 2, 4, AND 9 are valid

Only the first 999 Records are selected

Only UMC can add Units to this table

Only WCCs of 418, 419, 436, AND 680 are valid for TEC of 'R' AND SHC of '4'

Output sent to the printer.

P

Parameter unaccounted for in check number of loads function

Perform Rollup

Place an 'X' next to the Sub-TDC to copy

Place an 'X' to copy this equipment

Place an 'X' to select this equipment

Please break the match first SUN [SUN] is already matched with [VEHICLE NUMBER]

Please enter 'Y' or 'N'.

Please enter a Contents Indicator Code

Please enter a different TDC from the one you are copying to

Please enter a number between 1 and 5

Please enter a positive allocation or zero

Please enter a Type Data Code

Please enter a value between 0 - QQQ

Please enter an exercise name.

Please fill in information for all rows

Please finish adding this row or press F2 to delete it.

Please finish inserting current row or press F2 to delete it

Please indicate whether or not ULNs are required.

Please maintain Amm/Hazard for TDC '[TDC]' under TDC 'S'

Please maintain Special Handling for TDC '' under TDC 'S'

Please maintain Vehicle for TDC '[TDC]' under TDC 'S'

Please select a lower level.

Please update actual weight for TDC '[TDC]' under TDC 'S'

Please wait...

Please Wait...Copying Data

Please wait...processing loadcode

Press any key to continue...

Press Ctrl-C to Abort.

Press Fl-Insert, F2-Delete, F&Next and F4-Previous

Press Fl-Insert, F&Next and F4-Previous

Press F3-Next and F4-Previous

Press F6 to select superior UIC from listing.

Press F6 to select UIC from listing.

Press F9 to view next section

Press RETURN to continue . . .

Press X to select equipment to DELETE

Press [Ctrl-C] to abort.

Press [CTRL-C] to abort or F6 for Help.

Press [CTRL-J] row down, [CTRL-K] row up.

Press [CTRL-K] row up, [CTRLJ] row down, [F3] page down, [F4] page up.

Press [ESC] Accept; [CTRL-C] Abort

Press [ESC] Accept; [CTRL-C] Abort; [CTRL-J] Row Down; [CTRL-K] Row Up

Press [ESC] or [CTRL-C] to abort

Press [ESC] to Accept, [CTRL-C] to Abort

Press [ESC] to accept, [CTRL-C] to abort, F2 to delete

Press [ESC] to Accept, [CTRL-C] to Abort or [F9] for loads section

Press [ESC] to accept, [CTRL-C] to abort, [F10] select all,

Press [ESC] to accept, [CTRL-C] to abort, [F10] SELECT all, [CTRLJ] row down, [CTRL-K] row up, [F3] page down, [F4] page up

Press [ESC] to ACCEPT, [CTRL-C] to ABORT, [RETURN] to advance field.

Press [ESC] TO Accept, [F1] to Add, [F2] to Delete, or [F9] for Detail Section

Press [ESC] to Accept or [CTRL-C] to ABORT.

Press [F1] Insert Row; [F2] Delete Row

Press [F2] Delete Row

Press [F2] to cancel insert of new row

Press [F3] page down, [F4] page up.

Press [F8] to print, [CTRL-C] to abort

Press [RETURN] to select UIC, [CTRL-C] to abort

Previous [ACTUAL WEIGHT] entry, adjusted for load Weight changes

Print aborted . . .

Printing...

Printing UIC [UIC] . . . Please wait

Process aborted...

Process complete...

Processing ...

Processing . . . Please wait

Processing ATCMD data... Please wait

PROCESSING DATA

Processing Data for COC report.

Processing request... Please wait

Program failed attempting an Invalid Action!

Program failed to add record properly

Program failed to delete record properly

Program failed to modify record properly

R Reassign Equipment from one UIC to another

Reassign equipment will include Load AND/or Ammo/Hazard.

Record added

Record deleted

Record is currently locked by another user. Please try again later.

Record is currently locked. Please try again later.

Record is not complete, Load Code not created

Record is not complete, SUN number not created

Record modified

Record nnn of NNN

Record not added

Record not deleted

Record not modified

Record not updated

Record updated

Records are currently locked by another user. Please try again later.

Record(s) assigned

Record(s) copied

Record(s) not assigned

Record(s) not copied

Remaining Allocations can not be negative.

Remove Lin or enter required index

Report sent to printer

Reporting UIC [UC] . . . Please wait

Reselecting equipment...

Reserve location cannot be null for TDC \"S\" echelon 03

Resubmit or Contact Systems Administrator

Return to Equipment Administration Menu

Return to Equipment Maintain Menu

Return to Equipment Menu

Return to previous menu

Return to previous menu without copying

Return to the Previous Menu

Row added

Row nnn of NNN

Row not added

Running...

S Searching for Convoys for TDC [TDC]...

Searching for RFT Requests and Approvals for TDC [TDC]...

Searching...

Select a part of your equipment list

Select a sort option

Select a sort option or Press [CTRL-C] to abort

Select New Sort Option

Select sort criteria

Select this equipment to copy

Send report to a File for Remote Printing

Send report to the Printer

Sending output to nohup.out from screen

Some of them may not have any equipment.

Starting the deletion process at [TIME]

Sub-TDCs S5, S8, and S9 are not valid

SUN does not exist; Please try again

SUN has assigned loads reassign if necessary

SUN is not in this exercise or is in another Ech/ULN

SUN [SUN] has loads... Reassign if necessary

SUN [SUN] is matched with SUN [SUN]. Continue

SUN [SUN] must have Height equal to or greater than nnn

SUN [SUN] Wt + total loads' Wt exceeds Wt Limit of nnnn ; Cannot reassign

SUN [VEHICLE NUMBER] is already matched with [VEHICLE NUMBER]

SUN [VEHICLE NUMBER] must first be added TO EL before being matched

T

Table is currently locked. Do you want to try again (Y/N)?

Tables are locked...

TDC 'D' and 'S' cannot modify ActWt if record has LIN

TDC 'D' does NOT have a COC to copy.

[TDC] is NOT erased.

TDC '[TDC]' should be reported under TDC 'S

TDC \"S\" echelon 02 can only have 1, F, 0, or W as a valid Mode Code

TDC \"S\" echelon can only have 2, 9, A, E, K, or W as a valid Mode Code

The Address is required

The calculated Square ft. and/or Cubic ft. is too large; Please m-enter...

The Chain of Command for [TDC] already exists.

The Chain of Command for [TDC] was not created.

The COC for [TDC] does NOT have multiple superiors. Move option not permitted.

The COC for [TDC] does NOT exist.

The complete phone number must be entered

The DODAAC is required.

The Equipment Type cannot be modified

The first character must be A-Z; please re-enter

The following UICs currently exist in COC - Some may not have equipment.

The length must equal six (6)

The level selected equals the previous level.

The level selected is higher than previous level.

The Level of the Superior must be higher than [UNIT LEVEL]; re-enter or press F6

The number of escorts or guards exceeds the strength of this Echelon or ULN

The POD is required.

The POE field is required.

The project code is required.

The prompt was ABORTED . . . .

The sqft or Cube ft. calculated is too big. Change the value

The state abbreviation must be 2 characters

The Store Site field is required

The TAC is required.

The TDC([TDC]) does not exist!

The UIC is not VALID. Try again.

The Unit cannot be its Superior

The Unit location is required

The Unit Move Officer is required

The Unit Move Officer's Title is required

The zip code must be at least 5 digits

There are no more records in the direction you are going

There are no more ROWS in that direction

There are no more rows in the direction you are going.

There are no Units with equipment TDC([TDC])

There are NO UIC's for that level in the direct report.

There is no equipment for this Type Data Code and UIC

There is no equipment for your UIC in this Type Data Code

There is no equipment listed under UIC([UIC]) for TDC([TDC])

There is no rollup for your UIC in this Type Data Code.

This bumper number has already been used

This entry can only be made up of letters or digits

This field is required.

This field must be completed because this equipment is not in your UEL

This field must be four characters long.

This field must be six characters long.

This field must be three characters long.

This is a required field.

This Lin/Index belongs to 'D' record

This Lin/Index belongs to 'F' record

This LIN/INDEX cannot be used as a load.

This LIN/INDEX cannot be used as a vehicle.

This LIN/INDEX cannot be used as Special Handling equipment.

This location already exists; add a new location or Modify existing location

This Pack Type Code not available; Press F6 for help

This row is already in the DEL

This row is not in the DEL

This Site Location has already been entered

This Special Handling Code not available; Press F6 for help

This Superior is valid for TDC '[TDC]'; re-enter or press F6

This Type Cargo Code not available; Press F6 for help

This Type Equipment Code not available - Press F6 for help

This UIC deleted from the CMPSS_HLD table.

This UIC deleted from the CMPSSHDR table.

This UIC deleted from the COMMREQ table.

This UIC deleted from the ECHELON table.

This UIC deleted from the ECHFRGHT table.

This UIC deleted from the EQUIPLST table.

This UIC deleted from the EXCOC table.

This UIC deleted from the HAZMAT table.

This UIC deleted from the VEH_LD table.

This UIC does not exist in the Unit Reference Table

This Unit already exists; add a new Unit or Modify existing Unit

This Unlt already exists; enter a new Unit or use Modify

This Unit has Site Locations; delete site locations first

This vehicle does not have hazardous loads

This vehicle is non hazardous

This WCC is not available, press F6 for help

This will delete all info (UEL & DEL) for SUN [SUN]. Continue

Total Cube for loads can't exceed Cuft of nnn for this Special Handling Equip.

Total Weight is too large; Please m-enter

Type Data Code '[TDC]' already exists.

Type Data Code '[TDC]' does not exist.

Type Data Code can not be blank

Type Data Code not created

Type Data Code not deleted.

Type Data Code [TDC] deleted.

Type Data Code [TDC] not deleted.

U

[UIC] already exists in COC for [TDC]

[UIC] and subordinate units are deleted.

[UIC] and subordinate units are erased.

[UIC] and subordinate units are moved.

UIC can not be blank

[UIC] does not exist in Chain of Command for [TDC]

[UIC] does NOT exist in COC or Unit Reference.

[UIC] does NOT exist in Unit Reference.

UIC doesn't exist; re-enter or press F6

[UIC] has been entered for deletion.

[UIC] has subordinates still reporting to them.

[UIC] has subordinates. Do you want to DELETE the subordinates? (Y or N)

[UIC] has subordinates. Do you want to ERASE the subordinates? (Y or N)

[UIC] has subordinates. Do you want to MOVE the subordinates? (Y or N)

[UIC] has subordinates. Should they follow [UIC]?

[UIC] is erased.

[UIC] is moved.

[UIC] is NOT in the COC. RE-ENTER THE UIC.

UIC must be 6 digits/characters

UIC must first define a Header for this TDC

[UIC] now reports directly to [UIC]

UIC [UIC] is invalid or has no equipment. Please m-enter.

UIC [UIC] is NOT in the COC. RE-ENTER THE UIC.

[UIC] will automatically update Unit Reference.

UICs are extracted from the Chain of Command.

UICs are extracted from the COC • Some may not have any equipment.

ULN '[ULN]' already exists.

ULN is assigned to different UIC(s) is this correct (Y/N)?

UMOs may only select their own Unit's ([UC]) data

Unit added

Unit Header information has not yet been defined

Unit not added

Unit of measure must be selected even if allocation is zero

Unit [UIC]'s data not updated

Unit [UIC]'s data updated

Update Actual Weight for this equipment

Update Actual Weight of Equipment

Update/Modify a UIC

Updating Database. Please wait...

Updating Printer status:

Updating record...

User aborted...an invalid action

User has completed an invalid action!

V

Veh. Wt. + load Wt. exceeds ECR Max. of nnnn... Is this correct

Vehicle has a Waiver; Height must be greater than or equal to [ECR HEIGHT]

Vehicle has a Waiver; Must increase Ln, Wd, or Ht by at least one

Vehicle has waiver and requires the Height to be greater than or equal to [ECR HEIGHT]

Vehicle Height exceeds ECR Height Limit, a load must be added

Vehicle Weight + total loads' Weight cannot exceed the Weight limit of nnnn

View a next row

View a previous row

View a UIC

View aborted

W

Waiver Indicator created

Waiver Indicator removed

WARNING-Vehicle's Weight + Load's Weight exceeds Vehicle's Weight limit

WCC is not available, press F6 for help

Weight exceeds ECR Maximum Wt of nnn... Is this correct

Weight exceeds maximum configuration

Weight is less than ECR Empty Wt of nnn... Is this correct

What level do you want to establish?

Width cannot be less than ECR width ▪ standard width used

Width exceeds maximum configurations

Width is greater than ECR limit ▪ oversize indicator set to 'Y

Width is within ECR limit ▪ oversize indicator set to 'N'

Y

You are an ITO, therefore you automatically assume the ITO level for [TDC]

You are not in the Chain of Command for this exercise

You are not part of this COC

You are not the Coordinator for this Type Data Code.

You are NOT the coordinator of 'D'.

You are NOT the coordinator of 'S'.

You are NOT the coordinator of [TDC] and can NOT proceed.

You can NOT create COC for [UIC] is defaulted from UNIT REFERENCE.

You cannot delete Type Data Code [TDC]

You can NOT erase UIC's for tdc [TDC].

You cannot insert an empty row

You cannot modify the detail data of DEL equipment not Selected

You entered an incorrect level.

You must assign a MPOE value to this equipment.

You must assign this equipment to an Ech/ULN.

You must define at least one [ULN].

You must enter a Ammo/Hazard Indicator

You must enter a description

You must enter a Height

You must enter a Length

You must enter a Load Description

You must enter a new echelon.

You must enter a new ULN.

You must enter a Quantity

You must enter a Special Handling code

You must enter a Standard Indicator

You must enter a TEC

You must enter a Type Cargo code

You must enter a Type Equipment code

You must enter a Type Pack code

You must enter a UIC to insert or press [CTRL-C] to abort.

You must enter a Water Commodity code

You must enter a Weight

You must enter a Width

You must first define the Type Data Code and Unit Header for S

You must move the subordinates before ERASING uic.

You MUST build COC manually.

You MUST increase Height by at least one; Minimum acceptable value is nnn

You MUST increase Length, Width, or Height by a minimum of one

You MUST select a level lower than yourself.

SECTION 6 PROCESSING REFERENCE GUIDE - ITO Equipment List Processing

Equipment List Processing at the Installation Transportation Office (ITO) level has several purposes: viewing and maintaining equipment lists and transportation data, generating equipment list reports, and creating and maintaining Type Data Codes (TDC). For some of the functions in ITO Equipment List Processing, the procedures are the same as those for Equipment List Processing at the Unit level. In those cases where the procedures are the same, you will be referred to the explanation of Unit Equipment List (UEL) functions.

When equipment lists and transportation requests are transmitted to IT0 from various units, they must be reviewed for accuracy and for approval. The ITO Equipment List Processing functions permit ITO users to view all aspects of equipment lists and other data received from unit personal computers (PC), generate reports based on unit data, and modify reference tables that are often used at the unit level in planning exercises.

6.1 Capabilities.

The following list summarizes the purpose of each of the IT0 Equipment List Processing menu options.

Menu Option	Description
Equipment List Administration:	Use this o tion to maintain Type Data Code, Chain of Comman cf(COC), and reference table information. Use this option to view reference tables.
IT0 Data:	Use this function to view and maintain Integrated Booking System (IBS) freight header, prepare IBS file updates. Contingency Standing Routmg Orders (CSRO), and ITO commercial requirements data.
View Equipment' List Detail:	***Not currently implemented***
View Equipment List summary:	Use this option to view header, commercial requirements, and equipment list summaries using a variety of Sort options.
Equipment List Reports:	Use this option to prepare a file or print equipment lists in FORSCOM UEL format with a variety of Sort options. You can also print equipment list summary reports based on Unit Identification Code (UIC), Model, Description, Quantity, and Line Item Number (LIN) with a variety of Sort options. In addition Bumper Number Summary reports, Summary by Echelon for Wheeled/Track reports, Equipment List By Serial Number and Bumper Number reports, Rollup reports, as well as TC ACCIS/Type Unit Characteristics (TUCHA) Cargo Detail reports can be printed.
What If Analysis:	***Not currently implemented***

Movement Reporting: Use this option to create, print and E-Mail Installation Situation Reports for FORSCOM.

Archive Directory: ***Not currently implemented***

6.2 Conventions.

The conventions used in this manual are described in paragraph 4.2 of this manual.

6.3 Processing Procedures.

Equipment List Processing at the IT0 level has been designed to assist the UMC and other IT0 personnel in the performance of their duties in coordinating unit moves and in collecting and processing data relative to unit movements. Specifically, UMC/ITO personnel can: view equipment lists and maintain transportation data, print equipment list reports and summaries, and can create and maintain Type Data Codes. For many ITO EL Processing functions, the procedures are the same as those for Equipment List Processing at the Unit level. In those cases where the procedures are the same, you will be referred to the explanation of Unit Equipment List Processing functions.

A Menu Tree showing all the options available within the ITO Equipment List Processing function is at Figure 6- 1.

a. When equipment lists and transportation requests are completed by various units, these lists and requests must be reviewed for accuracy and for approval. The ITO Equipment List Processing functions permit ITO users to do the following:

(1) Work with TDCs for deployments and exercises, creating, defining, and deleting these as required;

(2) Develop and Maintain the Chain of Command for exercises;

(3) View all aspects of equipment lists and other data developed by units;

(4) Print reports, based on unit data, in U.S. Army Forces Command (FORSCOM) format, or in several summary formats;

(5) Report to Military Traffic Management Command's (MTMC) IBS system;

(6) Reports to FORSCOM's COMPASS system; and,

(7) Maintain reference tables that are used at the unit level in planning exercises.

b. For an exercise, after completing the procedures in this section:

(1) The UMC can print detailed or summary equipment list reports for an exercise;

(2) The UMC or Freight personnel can generate and transmit exercise reports to MTMC's IBS system;

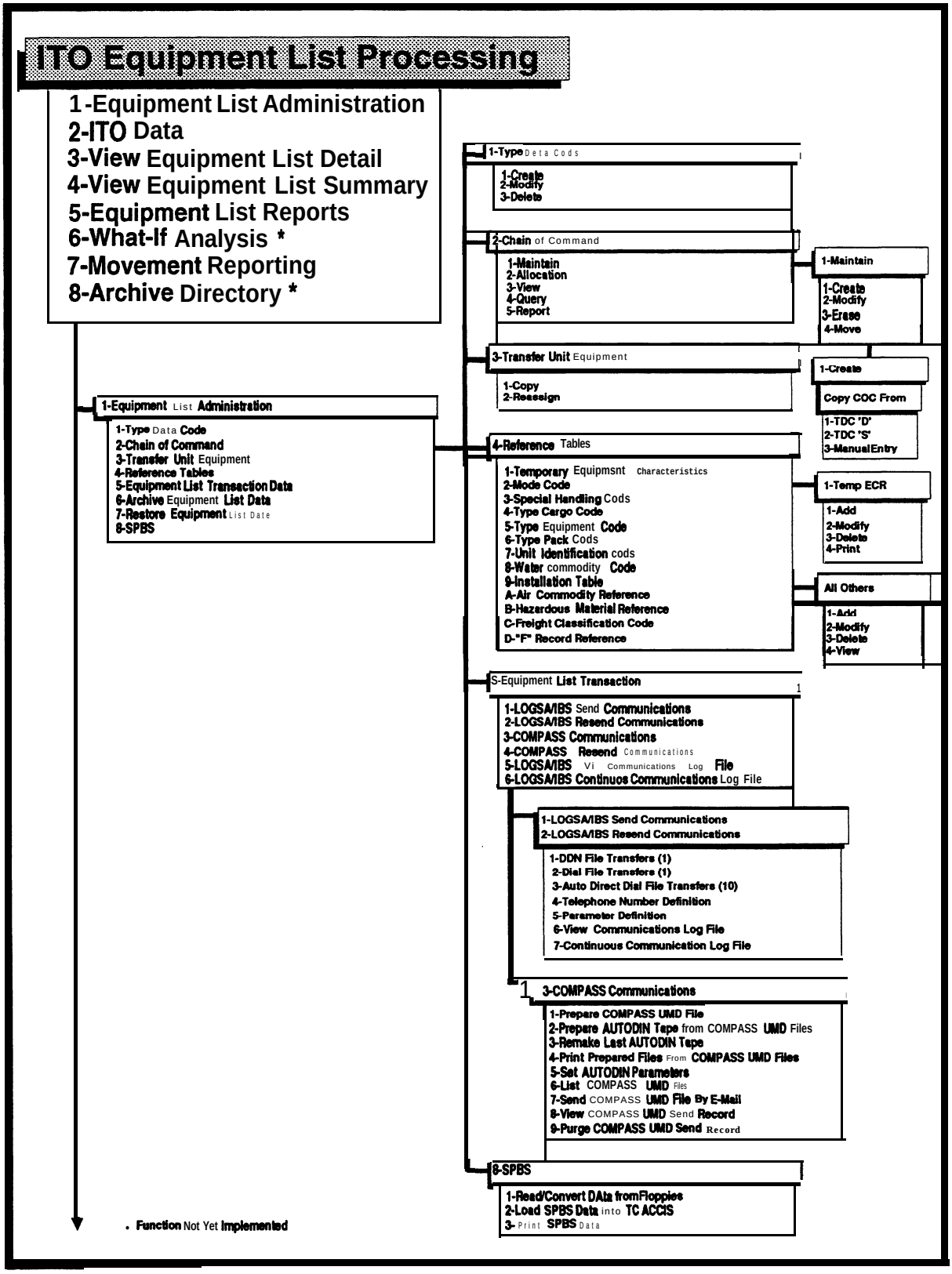


Figure 6-1. ITO Equipment List Processing Menu Tree (Page 1)

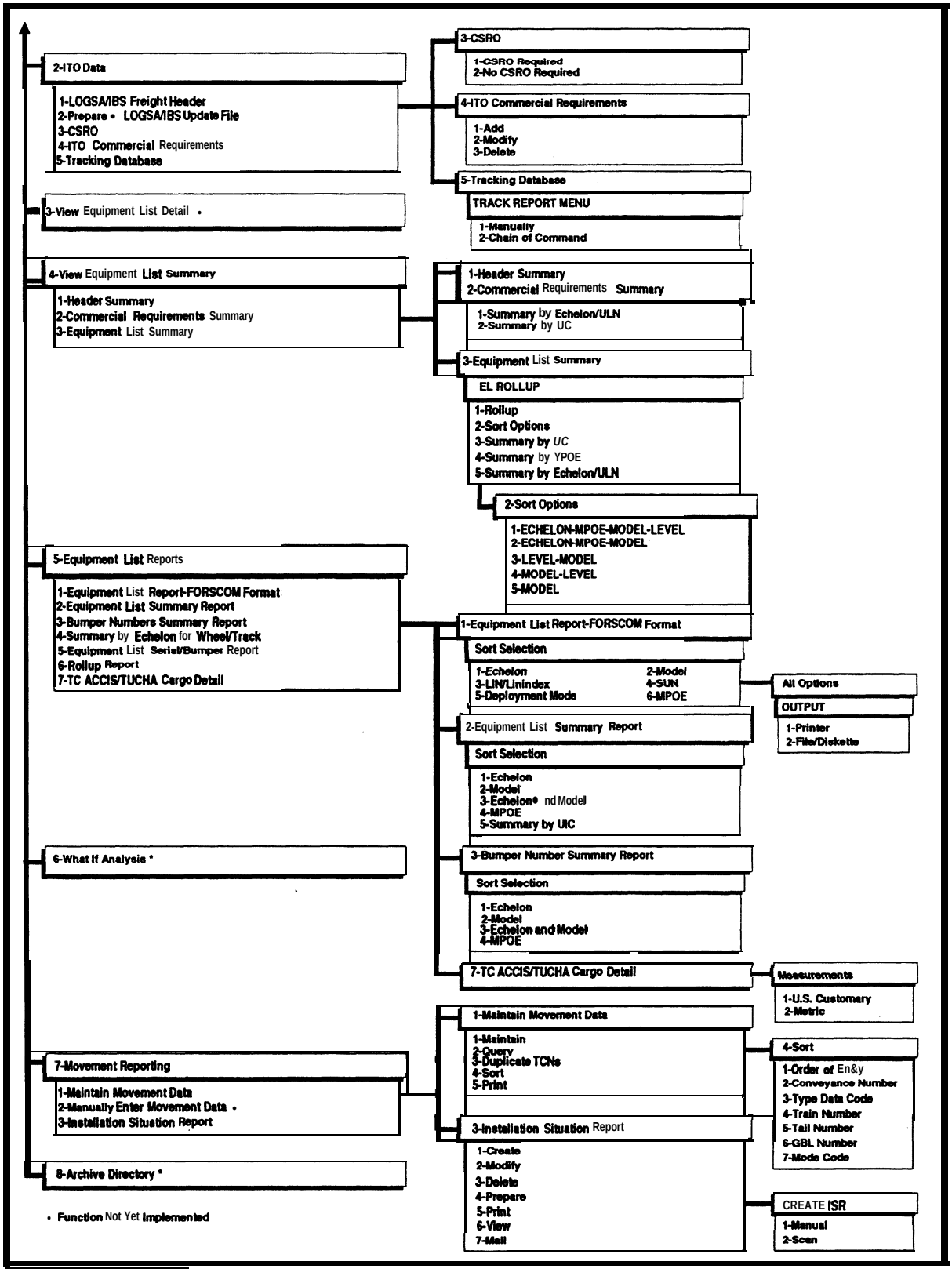


Figure 6-1 (Cont). ITO Equipment List Processing Menu Tree (Page 2)

(3) The UMC can generate and transmit exercise reports to FORSCOM's COMPASS system; and

(4) The UMC or freight personnel can generate and print military shipment labels for equipment being deployed by units.

6.3. Working With Exercises (TDCs).

A major UMC responsibility involves working with Type Data Codes (TDC) (also referred to as exercises, deployment exercises, or deployments) in which units assigned to the installation will take part. Essentially, the UMC/ITO personnel define how the deploying units will be transported, when they will depart and when they must arrive at the designated port of embarkation. With TC ACCIS, ITO personnel can create, define, modify and delete TDCs.

Note: In actual practice, the TDC for an exercise might already have been created. However, you need to know how to create a TDC in those instances in which no TDC has been created.

The unit that creates the TDC becomes the Coordinator for that exercise. Once a TDC has been created, only the Coordinator (the creator) of that TDC can modify or delete it.

5.3.1.1 Creating a Type Data Code (TDC).

A TDC must be created for every exercise before you can generate the Equipment List. TDCs are normally created by the ITO, however, units can create a TDC when it is the coordinator for the exercise. Use the following procedures to Create a TDC:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Administration** from the ITO Equipment List Processing menu.

c. Select **Type Data** Code. The Type Data Code screen will be displayed as shown in Figure 6-2, with the TDC: ring menu at the top of the screen.

d. Select the **Create** option. The cursor will move to the TDC field.

Note: You can press **Ctrl-C** at any time to abandon the Create process without saving the TDC. After you fill in all the fields, you must press **ESC** to save the information for that TDC.

e. Enter a one- or two-character TDC and press RETURN. A one-character TDC must be a letter. In a two-character TDC, the first character must be a letter, but the second character can be a letter, a number, or a symbol. Here are some examples of valid TDCs: J, JB, B1. A TDC created by a company must begin with X.

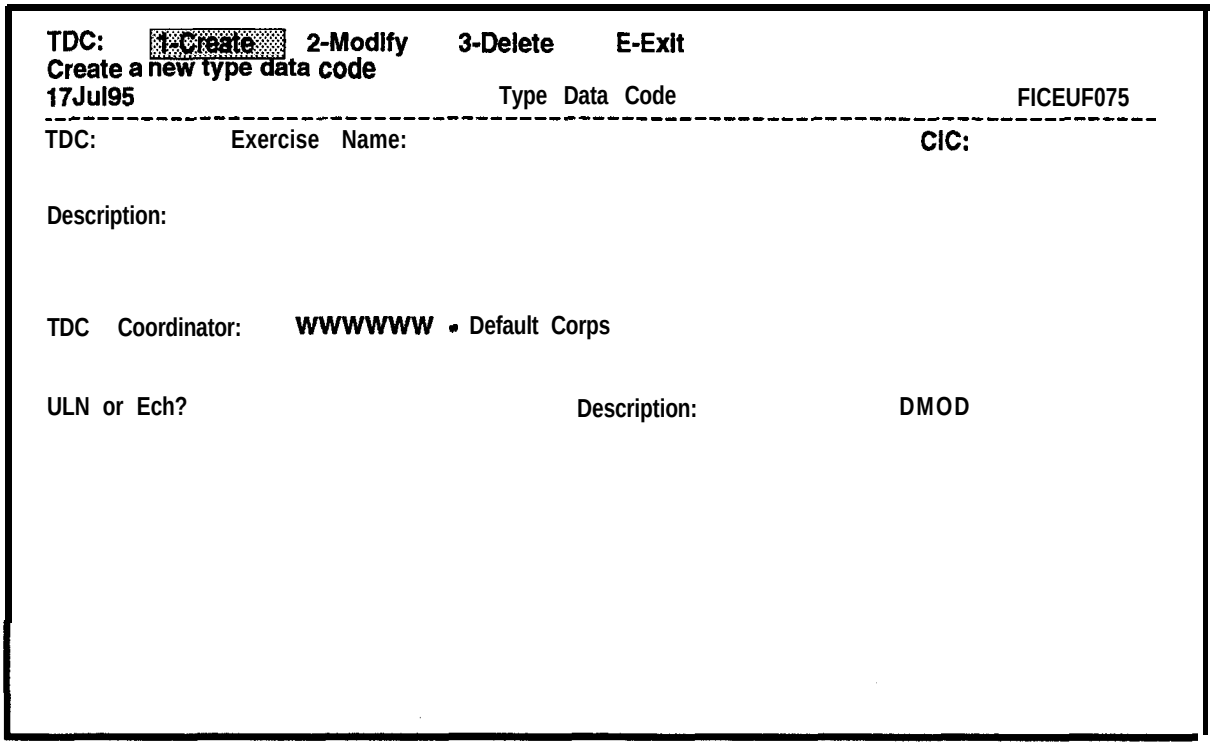


Figure 6-2. Type Data Code Screen

(1) The TDC must be a unique identifier for the exercise you are trying to create. You cannot create a TDC that has already been assigned to a previous exercise unless that TDC has been deleted. If the TDC you enter has already been used, the following error message will be displayed at the bottom of the screen:

Type Data Code JA already exists.

(2) When you get this message, enter a new **TDC** by typing over the existing entry and press **RETURN.**

f. Enter **the Exercise Name, Content Indicator Code (CIC),** and **Description** (up to three lines of 60 characters each), pressing **RETURN** after each entry.

The following are valid entries in the **CIC** field:

CIC	Description
AGCA	Used for XMissions from Installations and States in the First U.S. Army Area.
AJFA	Used for XMissions from Installations and States in the Second U.S. Army Area, including the Commonwealth of Puerto Rico and the U.S. Virgin Islands.
AJFB	Used for XMissions from Installations and States in the Fourth U.S. Army Area, including Western Command area, Hawaii, other Pacific Islands and Alaska.

AGCB	Used for XMissions from Installations and States in the Fifth U.S. Army Area.
AGCC	Used for XMissions from Installations and States in the Sixth U.S. Army Area.
AJFC	Used for XMissions from Installations and States participating in Exercises.

g. If the cursor is not already in the **ULN or Ech?** field, press **RETURN** until it is.

h. Enter **U** if you exercise is to have **ULNs** or enter **E** if it is to have **Echelons** and press **RETURN.** The ULN or Ech field is a required field. You must enter one of the two valid value before you can proceed.

Note:

The **ULN** is the Unit Line Number extracted from a Time Phase Force Deployment List (TPFDL) consisting of a Force Requirement Number (FRN), Fragmentation Code (FRAG) and Insert code (INSERT) used in the TPFDL, and the **ECH** is the Movement Echelon identified as a data control field used to group equipment items within the unit movement data master for some specific purpose, depending upon the TDC application (FORSCOM Regulation 55-2). Four Echelons are reserved for special purposes within TC ACCIS: **ECH** 00 is Active Army personnel; **ECH 01** is Reserve personnel requiring commercial transportation to the Mobilization Station; **ECH 02** is Reserve personnel moving to the Mobilization Station organically; and **ECH 03** is Reserve personnel not located at Home Station requiring commercial transportation to the Mobilization Station. All other Echelons can be defined by the user for each TDC.

(1) If you entered **U** for **ULNs,** the **ULN** and **UIC** fields will be displayed and the cursor will move to the **ULN** field.

(a) Enter a **ULN** with three to seven alpha or numeric characters and press **RETURN.** Blank spaces can also be used but no other special characters can be entered. The cursor will move to the **UIC** field.

(b) Enter the **UIC** for the first unit and press RETURN, or press F6 to select a UIC from the Unit Identification Code window. If you use F6, use the cursor control keys to highlight the unit you want to select and press **ESC.** The cursor **will** move to the **Description** field.

(c) Enter **the Unit Name** or other **Description** of the unit and press **RETURN.** The cursor **will** move to the **DMOD** field.

(d) Enter **the Deployment Mode (DMOD)** or press F6 to select a DMOD from the Mode Code window. If you use F6, use the cursor control keys to highlight the DMOD you want to select and press **ESC.** The cursor will now be in the DMOD field.

(e) Press **RETURN** and the cursor will move to the **ULN** field on the next line.

(f) Repeat the procedures in paragraphs **(a)** through (e) above until all **ULNs** have been entered.

(g) When all the **ULNs** have been entered, press **ESC** to save the Type Data Code, and the cursor will return to the TDC: ring menu.

(2) If you entered **E** for **Echelons, the Echelon** field will be displayed and the cursor will move to the **Echelon** field.

(a) Enter an **Echelon** with two numeric characters and press **RETURN.** The cursor will move to **the Description** field.

(b) Enter **the Unit Name** or other **Description** for this Echelon and press **RETURN. The** cursor will move to **the DMOD** field.

(c) Enter **the DMOD** or press **F6** to select a DMOD from the Mode Code window. If you use **F6,** use the cursor control keys to highlight the DMOD you want to select and press **ESC. The** cursor will now be in the DMOD field.

(d) Press RETURN and the cursor will move to the **Echelon** field on the next line.

(e) Repeat the procedures in paragraphs **(a)** through **(d)** above until all Echelons have been entered.

(f) When all the **Echelons** have been entered, press **ESC** to save the Type Data Code and the cursor will return to the TDC: ring menu.

i. When all the entries have been made, review the data to verify that it is correct. If any entry is incorrect, select **Modify** from the TDC: ring menu and then use the procedures in paragraph 6.3.1.2 below to correct the data.

j. **You can** now select another option or press **E-Exit** twice to return to the IT0 Equipment List Processing menu.

6.3.1.2 Modifying a Type Data Code (TDC).

Use the following procedures to **Modify** a TDC:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

c. Select **Type Data** Code. The Type Data Code screen will be displayed with the TDC: ring menu at the top of the screen.

d. Select the Modify option. The cursor will move to the TDC field.

Note: The TDC field is the only field that can not be changed with the Modify option. To change the TDC you must Delete it by using the procedures in paragraph 6.3.1.3 below and then create a new TDC by using the procedures in paragraph 6.3.1.1 above. HOWEVER, deleting a TDC will also delete the CCC, Equipment List, and all other data associated with the TDC that is being deleted.

e. Enter the TDC you want to modify and press RETURN. The data for that TDC will be displayed as shown in Figure 6-3.

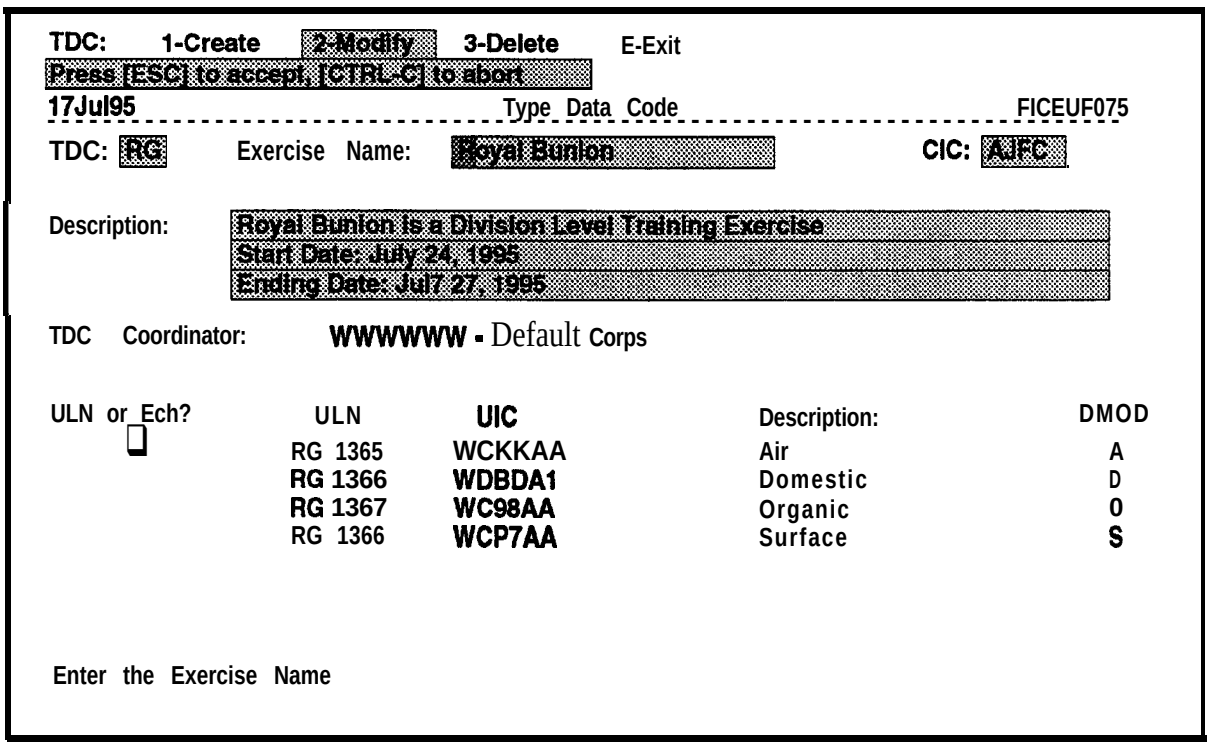


Figure 6-3. Type Data Code Screen with Data

f. Press RETURN until the cursor is in the field to be modified and enter the new data by typing over the existing data, and then press RETURN.

g. Repeat the procedures in paragraph f. above until all changes have been made.

h. When the cursor is in the ULN or ECH? field, you can change ULNs to Echelons and you can change Echelons to ULNs by using the following procedures.

(1) If the you want to change ULNs to Echelons, enter E in the ULN or ECH? field and press RETURN. A message will be displayed at the bottom of the screen:

Do you really want to change from ULN's to Echelons (Y/N)?

(a) Enter **n** if you decide that you do not want to make the change. The cursor will return to the **ULN or ECH?** field and the **U** for ULN will be restored. You can now press RETURN to continue making changes in the **ULN, UIC, Description** and **DMOD** fields for each Echelon.

(b) Enter y if you want to change the **ULN to an Echelon.** The **ULN's** to Echelons window will be displayed as shown in Figure 6-4, with a list of **ULNs** that have been established for this TDC. The cursor will be in the **Echelon** field.

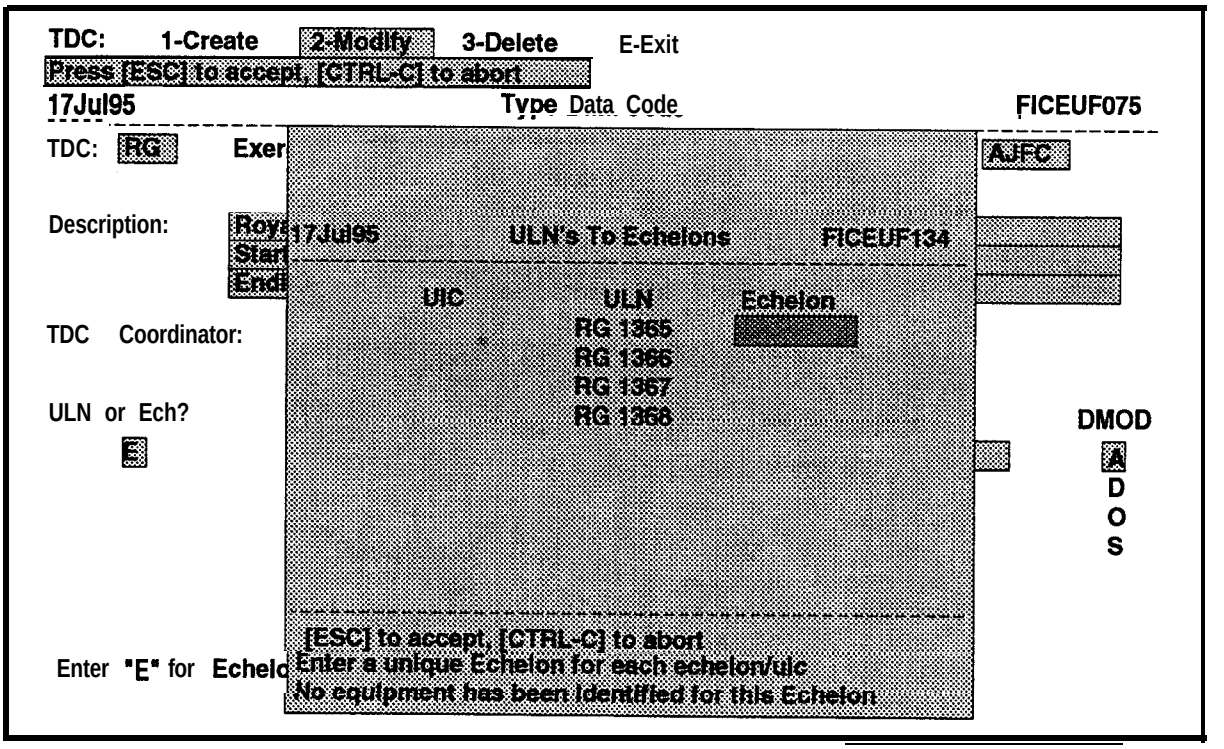


Figure 6-4. ULN's to Echelons Window with Data

Enter a unique **Echelon** for this ULN and press **RETURN.** The cursor will move down to the **Echelon** field on the next line.

Repeat this process until a new echelon has been assigned to all the old **ULNs.**

Note: You can press **Ctrl-C** at any time to abort this process of changing **ULNs** to **Echelons.** All of the original values will be restored and the cursor will return to the **ULN or ECH?** field on the Type Data Code screen.

When a new Echelon has been assigned to all the old **ULNs,** press **ESC** to save the changes. A message will be displayed at the bottom of the window to indicate that the former **ULNs** are being merged into the new Echelons. The cursor will then return to **the Echelon** field of the Type Data Code screen. **You can** now change the data in **the Echelon, Description,** and **DMOD** fields for any Echelon.

Press RETURN until the cursor is in the field where you want to make the change.

Enter the new data by typing over the existing data and press **RETURN.**

Repeat this process until **all** the changes have been made.

(2) If the you want to change an **Echelon to a ULN,** enter **U** in the **ULN or ECH?** field and press **RETURN.** A message will be displayed at the bottom of the screen:

Do you really want to change from echelons to ULN's (Y/N)?

(a) Enter **n** if you decide that you do not want to make the change. The cursor will return to the **ULN or ECH?** field and the **E** for Echelon will be restored. **You can** now press **RETURN** to continue making changes **in the Echelon, Description** and **DMOD** fields for each Echelon.

(b) Enter y if you want to change the **Echelon to a ULN.** The Echelon to ULN's window will be displayed as shown in Figure 6-5, with a list of Echelons that have been established for this TDC. The cursor **will** be in the **ULN** field.

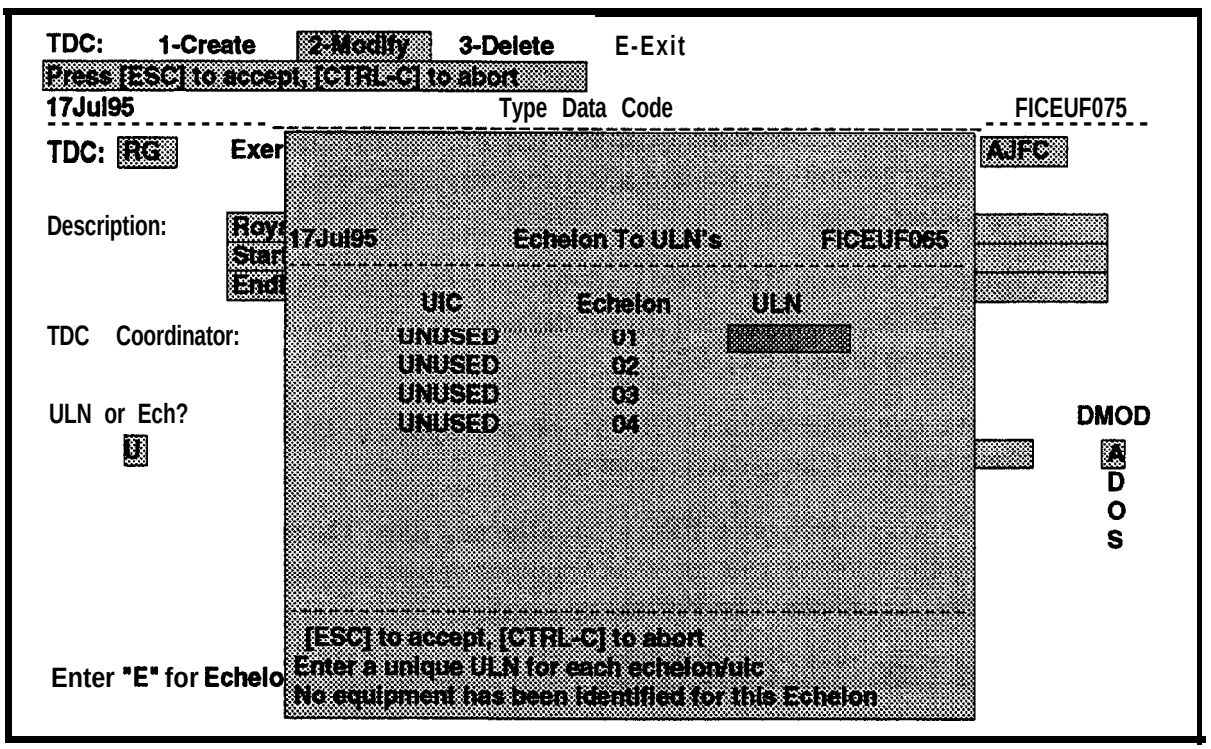


Figure 6-5. Echelon to ULN's Window with Data

Enter a unique ULN with three to seven alpha or numeric characters and press RETURN. Blank spaces can also be used but no other special characters can be entered. A message will be displayed:

Do you want to assign this ULN to all Echelons for this UIC (Y/N)?

Note: You can press **Ctrl-C** at any time to abort this process of changing **Echelons to ULNs.** All of the original values will be restored and the cursor will return to the **ULN or ECH?** field on the Type Data Code screen.

Enter **n** if you want to assign a unique ULN to each of the Echelons and the cursor will move down to the ULN field on the next line where you can repeat this process, or enter y if you want to assign this same ULN to all the Echelons and all the **ULNs** will be changed to this same value.

Caution: When you respond with y, **all** the **ULNs** for this TDC will be changed to the same ULN even if you previously responded with **n** for a ULN that was **higher** on the list.

When all the new **ULNs** have been assigned, press **ESC** to save the changes. A message will be displayed at the bottom of the window to indicate that the former Echelons are being merged into the new **ULNs.** The cursor will then return to the **ULN** field of the Type Data Code screen. The **UIC** field will indicate **UNUSED** for all the new **ULNs.**

Press RETURN to move the cursor to the **UIC** field for the first ULN.

Enter the **UIC** and press RETURN, or press F6 to select a **UIC** from the Unit Identification Code window. If you use F6, use the cursor control keys to highlight the unit you want to select and press **ESC.** The cursor will move to **the Description** field.

Continue to press **RETURN** until the cursor is in the **UIC** field for the next ULN. In each field you can change the data by typing over the existing entry before you press **RETURN.**

Repeat this process until a UIC has been assigned to each new ULN and all the other data changes have been made.

i. When all the data is correct, press **ESC** to save the new data. The cursor will return to the TDC: ring menu where you **can** select another option, or press **E-Exit** twice to return to the **ITO** Equipment List Processing menu.

6.3.1.3 Deletina a Type Data Code (TDC).

Use the following procedures to **Delete** a TDC:

Caution: Deleting a TDC will also delete the COC, Equipment List, and all other data associated with the TDC that is being deleted.

a. Select **IT0 Equipment List Processing** from the TC ACCIS **MAIN** MENU.

b. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

c. Select **Type Data Code.** The Type Data Code screen will be displayed as shown in Figure 6-2 (page 6-6), with the TDC: ring menu at the top of the screen.

d. Select the **Delete** option. The cursor will move to the **TDC** field.

e. Enter the **TDC** you want to delete and press **RETURN. The** data for that TDC will be displayed and a prompt will be displayed at the bottom of the screen:

Delete ALL equipment and header information for Type Data Code '[XX]' (Y/N)?

(1) If you enter **n** in response to this prompt, the deletion request will be aborted and the cursor will return to the TDC: ring menu where you can select another option.

(2) If you enter y in response to this prompt, a series of messages **will** be displayed at the bottom of the screen to indicate the status of the deletion process. When the record in deleted, the cursor will return to the TDC: ring menu where you can select another option. or press **E-Exit** twice to return to the IT0 Equipment List Processing menu.

6.3.2 Chain of Command.

The Chain of Command (COC) function is used to establish the order of authority for units within an exercise, and to allocate equipment by weight and dimension for the deploying units. The Exercise Coordinator-can add units to the COC and establish allocations for all levels of the COC.

Because the COC is dependent upon entries in the Unit Identification Codes (UIC) reference table, all units must first be added in the UIC Reference Table, before they can be added into the COC. Any changes in status or location for a unit performed within the COC will automatically update the UIC Reference Tables. The procedures for IT0 personnel to **maintain** the Unit Identification Code Reference Table are described in paragraph 6.3.9.7 (page 166) below. Unit personnel can maintain Unit Identification Codes for their subordinate unit by using the procedures in paragraph ***5.3.3 - Maintaining Unit Identification Code Reference Table, in*** Section ***5 - Unit Equipment List Processing, in this*** manual.

COC functions are used to create, modify, erase, move, view, query and print a COC for specific exercises. Each exercise, or deployment, has a COC which normally corresponds to the COC for the installation. The COC for the installation is entered into the system as the COC for TDC **D,** the default exercise. This is done when TC ACCIS is first implemented. In many cases, the COC for the subsequent **TDCs** is copied from **D. Thus,** when a new TDC is created, the COC for that TDC is likely to be reflective of **all** or part of the COC for TDC **D.**

Only the coordinator (creator) of the TDC can modify COC data for ALL subordinate units. Other units in the COC can alter data in their immediate subordinate units.

For example, assume that an exercise is created by the 2nd Division. The 2nd Division personnel can alter COC data for the brigades which are directly subordinate (i.e. lst, 2nd and 3rd). The 2nd Division personnel cannot alter data for the battalions which report to the lst, 2nd, and 3rd Brigades.

Similarly, personnel for the 2nd Brigade can alter data for their subordinate battalions, but cannot alter data for companies which report to these battalions. Nor can 2nd Brigade personnel alter data at the division level. If you are not the coordinator of the exercise and you attempt to access the TDC, the following message will be displayed.

You are NOT the coordinator of [TDC] and can NOT proceed.

However any company can view the COC for that exercise.

6.3.2.1 Creatina a Chain of Command for an Exercise.

Chain of Command functions can be accessed from either the **Equipment List Processing** menu or **the ITO Equipment List Processing** menu. The COC for an exercise can be created by copying the COC from the default **D** or S chains of command if the exercise coordinator of the Deployment Exercise is the ITO, or by manual entry of the individual units in to the COC for the exercise.

6.3.2.1.1 Copying the Chain of Command for an Exercise From D or S.

Note: Only users with a **login** associated with the WWWWWW UIC can create a Deployment Exercise by copying from the TDC **D** or S COC because the IT0 is the coordinator of **D** and S and has a **login** associated with the WWWWWW UIC. All other users must use the **ManualEntry** procedures outlined in paragraph 6.3.2.1.2 below).

This option allows the user to copy the COC from either the **D** or S TDC. All units from the selected TDC will be copied over with the same command relationships they have in the **D** or s TDC.

To create a COC for an Exercise by copying the COC from **D** or S, follow these procedures:

a. Select either **Equipment List Processing** or **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

Remember: Your **login** must be associated with the WWWWWW UIC in order to do this.

b. Select **Equipment List Administration** from **the Equipment List Processing** or **ITO Equipment List Processing.**

c. Select **Chain of Command** from the Equipment List Administration menu. The Select Type Data Code screen will be displayed. It will prompt you to enter a Type Data Code for the exercise you want to create.

d. Enter the **TDC** of the exercise for the desired COC and press **ESC.** The Chain of Command menu will be displayed as shown in Figure 6-6.

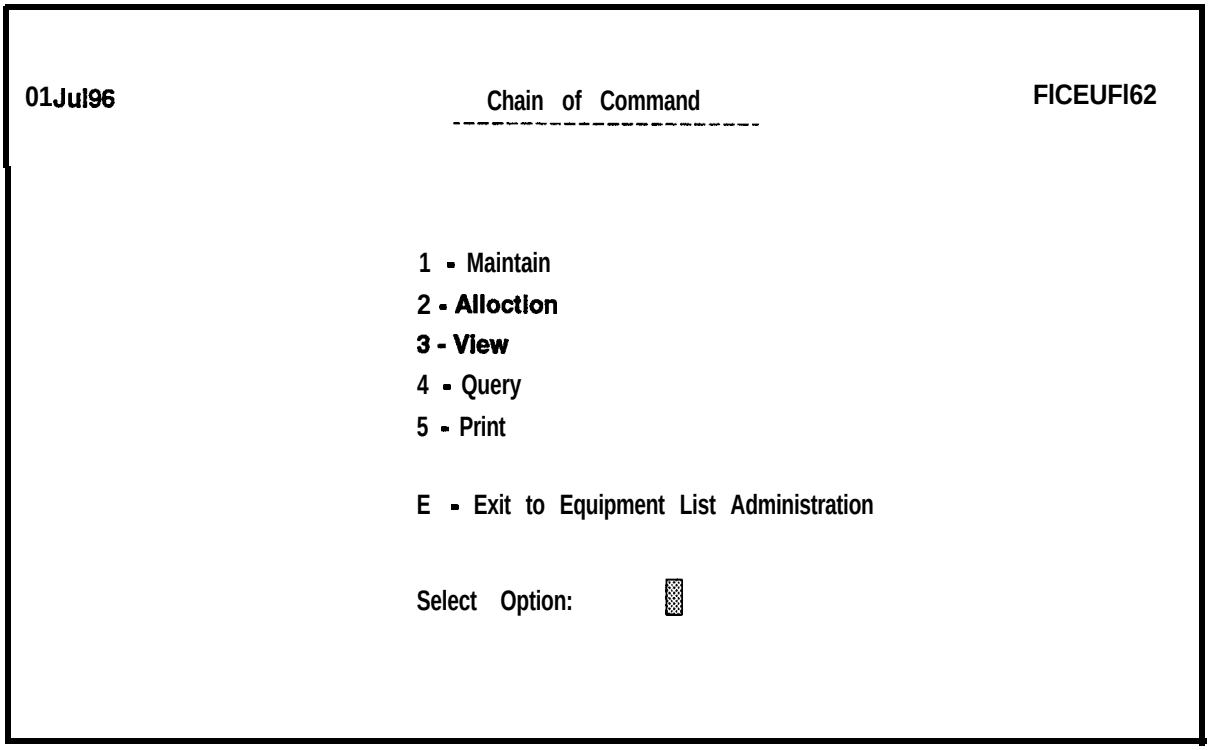


Figure 6-6. Chain of Command Menu

The following is an explanation of the options on the Chain of Command menu:

Menu Option	Explanation
Maintain	This option provides access to the Chain of Command: ring menu.
Allocation	This option allows the Exercise Coordinator to enter equipment allocations for the exercise.
View	This option allows the user to view the COC of this TDC by starting at the highest level unit and successively selecting lower level units that report directly, to the previously selected unit.
Query	This option allows the user to an unit from a list of all the umts in the TDC and then display all the higher level units in it's COC.
Print	This option allows the user to print a Chain of Command Report.

e. Select **Maintain** from the Chain of Command menu. The COC - MAINTAIN: ring menu will be displayed, as follows:

COC - MAINTAIN: 1-Create P-Modify 3-Erase 4-Move E-Exit.

The following is an explanation of the options on the COC - MAINTAIN: ring menu:

Menu Option	Explanation
Create	This option allows you to create a COC for a Deployment Exercise
Modify	This option allows the coordinator of the exercise to make changes to the entire Change of Command.
Erase	This option allows the coordinator of the exercise to erase the COC.
Move	This option allows a unit to be moved to another location in the COC without affecting the equipment list that may already exist for the unit being moved.

f. Select the **Create** option. The COPY COC PROM: ring menu will be displayed at the top of the screen as follows:

COPY COC FROM: 1-TDC 'D' 2-TDC 'S' 3-ManualEntry E-Exit

The following is an explanation of the options on the COPY COC PROM: ring menu:

Menu Option	Explanation
TDC 'D'	This option copies the entire COC from TDC **D. Only** the coordinator of TDC **D** is allowed to select this option.
TDC 'S'	This option copies the entire COC from TDC S. Only the coordinator of TDC S is allowed to select this option.
ManualEntry	This option allows the user to manually create the COC for the TDC.

g. Select whether you want to copy a COC from **TDC 'D'** or **TDC 'S'**:

(1) If the coordinator of **D** is creating a COC for an exercise, and selects the **TDC 'D'** option, the following prompt will be displayed:

Copying TDC 'D' to 'XX'

(2) If the coordinator of S is creating a COC for an exercise and selects the **TDC 'S'** option, the following prompt will be displayed:

Copying TDC' S' to' XX

h. After TDC **D** or S has been copied to an exercise, the Initial Allocations screen is displayed. The screen has four fields for entering data. The first two require you to enter the units of measure for the allocations that will be used by this COC. A message at the bottom of the screen shows the choices:

(one of 'Lbs', 'Sq Ft', 'Lin Ft', 'Ston')

(1) **In the** first and second fields, enter **the units of measure** for the allocations and press RETURN after each entry.

(2) In the third and fourth fields, enter in **the amounts for each of these measure,** and press **RETURN** after each entry. For example, if you entered **Ston in the** first field, you might enter **10000 in the** third field. This would mean that the **total** weight to be transported in the deployment is **10000 short** tons. Similarly, if you entered **Lin Ft** in the second field, you might enter 5000 in the fourth field. This would mean that the entire deployment will use **5000 Linear Feet** of railroad track.

(3) When the data has been entered in all four fields, press **ESC** to accept the data. The cursor will return to the **COC** - MAINTAIN: ring menu.

Note: Immediately after you create a CCC, you should distribute the total allocations for the exercise to the subordinate units within the exercise, as discussed in paragraph 6.3.2.5 (page 6-41) below.

6.3.2.1.2 Creatina a Chain of Command Manually.

Note: In the process of manually creating a CCC, you will be prompted to enter the UIC of each unit as it is being added to **the COC.** There is **no F6-Help** available for this prompt so you should have a list of all the **UICs** to be included in the exercise, before you begin the following procedures.

To build the COC for an exercise manually, follow these procedures:

a. Select either **Equipment List Processing** or **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from **the Equipment List Processing** or **IT0 Equipment List Processing.**

c. Select **Chain of Command** from the Equipment List Administration menu. The Select Type Data Code screen will be displayed. It will prompt you to enter a Type Data Code for the exercise you want to **create.**

d. Enter the **TDC** of the exercise for which you want to create a **COC** and press **ESC.** The Chain of Command menu **will** be displayed as shown in Figure 6-6 (page **6-15).**

e. Select **Maintain** from the Chain of Command menu. The **COC** - MAINTAIN: ring menu will be displayed, as follows:

COC - MAINTAIN: I-Create P-Modify 3-Erase 4-Move E-Exit.

The following is an explanation of the options on the COC - MAINTAIN: ring menu:

Menu Option	Explanation
Create	This option allows you to create a COC for a Deployment Exercise
Modify	This option allows the coordinator of the exercise to make changes to the entire Change of Command.
Erase	This option allows the coordinator of the exercise to erase the COC.
Move	This option allows a unit to be moved to another location in the COC without affecting the equipment list that may already exist for the unit being moved.

f. Select the **Create** option. The COPY COC PROM: ring menu will be displayed at the top of the screen as follows:

COPY COC FROM: 1-TDC 'D' 2-TDC 'S' 3-ManualEntry E-Exit

The following is an explanation of the options on the COPY COC PROM: ring menu:

Menu Option	Explanation
TDC 'D'	This option copies the entire COC from TDC **D. Only** the coordinator of TDC **D** is allowed to select this option.
TDC 'S'	This option copies the entire COC from TDC S. Only the coordinator of TDC S is allowed to select this option.
ManualEntry	This option allows the user to manually create the COC for the TDC.

g. Select **ManualEntry.** Depending upon whether you are logged in as a UMC or a UMO, one of the following prompts will be displayed:

(1) The UMC prompt will be displayed for a few moments and then the Total Allocations window will be displayed.:

You are an ITO, therefore you automatically assume the ITO level for 'XX'.

(2) The UMO prompt is:

Press [ESC] to ACCEPT or CTRL-C to ABORT.
5-CORPS, 4-DIVISION, 3-BRIGADE, **2-BATTALION,** l-COMPANY

What level to you want to establish? (5-l)

Enter the desired level and press **ESC. The** Total Allocations window will be displayed.

(3) Regardless of whether your are an Exercise Coordinator at the UMC or UMO level, the Total Allocations window will be displayed. The screen has four fields for entering data. The first two require you to enter the units of measure for the allocations that will be used by this COC. A message at the bottom of the screen shows the choices:

(one of 'Lbs', 'Sq Ft', 'Lin Ft', 'Ston')

(a) In the first and second fields, enter the units of **measure** for the allocations and press **RETURN** after each entry.

(b) In the third and fourth fields, enter in the **amounts for each of these measure,** and press **RETURN** after each entry. For example, if you entered **Ston** in the first field, you might enter **10000** in the third field. This would mean that the total weight to be transported in the deployment is **10000 short tons.** Similarly, if you entered **Lin Ft** in the second field, you might enter 5000 in the fourth field. This would mean that the entire deployment will use 5000 **Linear Feet** of railroad track.

(c) When the data has been entered in all four fields, press **ESC** to accept the data. The COC Level Selection window will be displayed as shown in Figure 6-7. It will prompt you to:

Enter Level of next UIC:

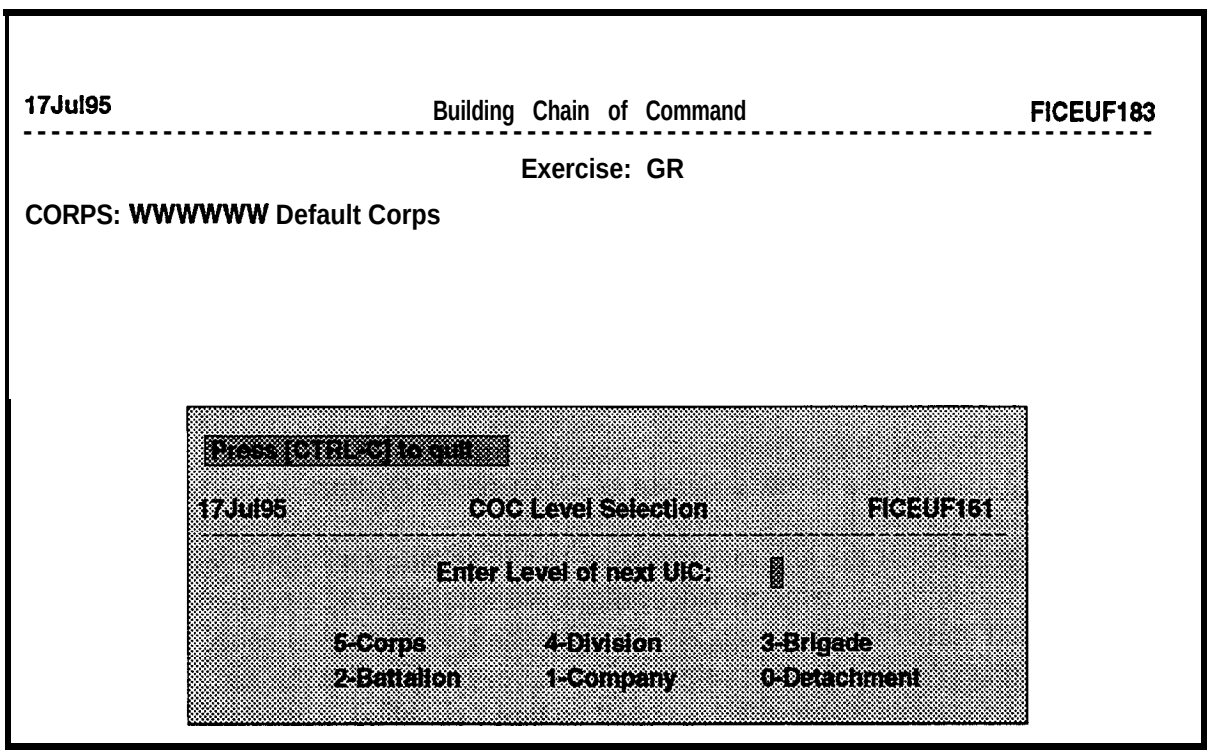


Figure 6-7. Chain of Command Level Selection Screen for the Create Chain of Command Option

Note: If you are logged in as a UMC, you are an ITO level coordinator and can enter any level 5 through 1 for the next level. If you are logged in as a UMO, this level must be at least one level lower than the level you entered in paragraph g.(2) above for your login unit.

h. Enter the the level **number for the next unit in your Chain of Command. The COC** Insert window will be displayed as shown in Figure 6-8. The Type Data Code of your exercise will be displayed in the upper left corner of the window. The level you selected at the beginning of this paragraph will be displayed in the upper right comer of the window as the level to be assigned for the UIC you are about to enter. The following prompt will be displayed in the middle of the window:

Please enter UIC to insert at current level

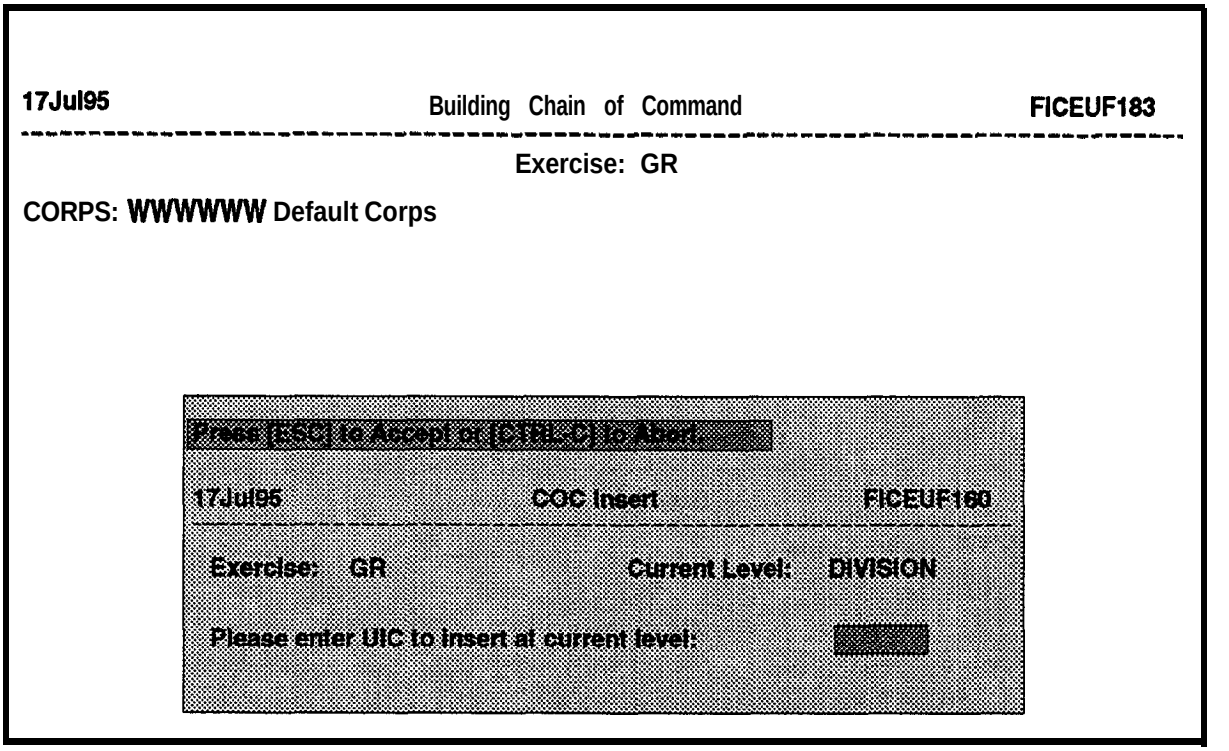


Figure 6-8. Chain of Command Insert Window for the Create Chain of Command Option

i. Enter the **UIC** for the unit that you want to add to the COC at this level, and press **ESC.** The UIC Select window will be displayed with the COC level highlighted in the upper left comer of the screen. It will show the UIC and name of the unit you just added, plus a list of any other units you have already entered at this same level in your COC, as shown in Figure 6-9. Units will be listed alphabetically by UIC.

At this point you have a choice to add more units at this same level, or to add units at one of the next lower levels within the COC. For example, if you just added a Division,

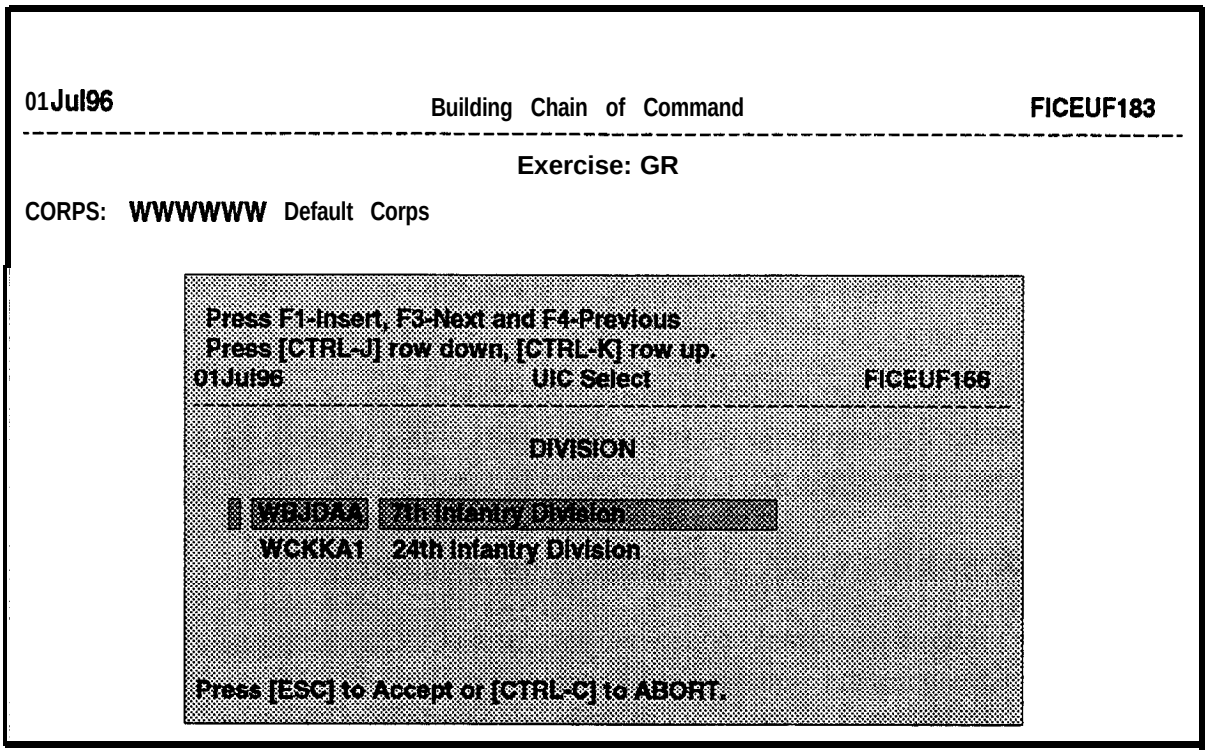


Figure 6-9. UIC Select Window for the Create Chain of Command Option

you can add another Division, or you can add a Brigade, Battalion, Company, or Detachment, as the next lower level.

(1) To add another unit at the same level, press **F1.** The COC Insert window will be displayed as shown in Figure 6-8 (page 6-20). Repeat the procedures outlined in paragraphs h. and **i.(l),** until you have added all the units at this level of the COC. Then proceed to paragraph **i.(2),** below.

(2) To add a unit at one of the next lower levels of the COC, you must begin in the UIC Select window as shown in Figure 6-9. Use the cursor control keys to highlight the unit for which you want to add subordinate units, and press **ESC.** A prompt will be displayed:

DO YOU WANT TO BUILD ANOTHER LEVEL? (Y or N)

(a) Respond with Y for Yes. The COC Level Selection window will be displayed again as shown in Figure 6-7 (page 6-19), prompting you to:

Enter Level of next UIC:

(b) Repeat the procedures outlined in paragraph **h.** and **i.** above until units and their subordinates have been added at each level.

(3) After you have added the last unit to your COC, and while you are still in the UIC Select window, (Figure 6-9, page 6-21) press **ESC.** The following prompt will be displayed:

DO YOU WANT TO BUILD ANOTHER LEVEL? (Y of N)

(a) Respond with N for No to display the COC - MAINTAIN: ring menu where you can select another option or press **E-Exit** three times to return to either **Equipment List Processing** or **IT0 Equipment List Processing** from which you started this process.

Note: Immediately after you create a COC, you should distribute the total allocations for the exercise to the subordinate units within the exercise, as discussed in paragraph 6.3.2.5 (page 6-41) below.

6.3.2.2 Modifvina the Chain of Command for an Exercise.

The modify option allows you to make changes to an existing COC by adding new units, deleting existing units, or changing the command relationships between units that already exist in the COC. Only the coordinator of an exercise can make changes to the COC for that exercise.

Note: An ITO/UMC level login associated with WWWWWW does not automatically provide Modify capabilities. Only the ITO/UMC who created the TDC and who is the Exercise Coordinator can Modify a COC.

In the Modify option, a list showing **the current branch of the Chain of Command** will be displayed in the upper left corner of the Chain of Command Maintain screen. When you begin, the level, **UIC,** and **name** of the Exercise Coordinator (highest level unit in the exercise) are shown as the default unit. As you select each subordinate unit within a branch, its **level, UIC,** and **name** will be displayed, in turn, just below the exercise coordinator. This list shows your precise location within the current branch of the COC. Each time you add a unit to this COC, it will be added to the lowest level unit displayed in this branch.

Note: Before you begin these procedures, you may want to use the procedures in paragraph 6.3.2.8 (page 6-47) below, to print the entire COC for this Exercise so you have a ready reference of all the branches within the COC.

Note: The level assigned to a unit in the UIC Reference Table for TDC **D** or S may be different from the level assigned to that unit in a COC for a TDC.

Whenever a UIC is entered, the unit's existence is verified against the entries in the UIC Reference Table. If the unit is in the UIC Reference Table, but is not currently included in the COC for the TDC, it can be added to the COC. If the unit does not exists in the UIC Reference Table, a message to that effect will be displayed. In this case, the unit must be entered into the UIC Reference Table before it can be added in the COC for the exercise. Any unit in the UIC

Reference Table can be added to a COC, regardless of whether it is from TDC **D (Active)** and TDC **S (Reserve).**

The Modify option is designed to work on only one branch of the COC at a time. Each modify session will begin at the top level (Exercise Coordinator) of the COC. You must then select each successive level along one branch line until you arrive at the level you want to change. After you make the change(s) at that level, you can continue to select and make changes at additional lower level(s) within that branch of the COC. After all the changes have been made to all levels within that branch, you must press **Ctrl-C** until you return to the Chain of Command menu Figure 6-6 (page 6-15) where you can initiate another one to modify another branch of the same COC.

Note: In the process of modifying a COC, you may be prompted to enter the UIC of a unit to be added to **the COC. There** is no **F6-Help** available for this prompt so you should have a list of **all** the **UICs** to be changed in the exercise, before you begin the following procedures.

Use the following procedures to initiate the modification process for an existing COC.

a. Select either **Equipment List Processing** or **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from **the Equipment List Processing** or **IT0 Equipment List Processing.**

c. Select **Chain of Command** from the Equipment List Administration menu. The Select Type Data Code window will be displayed with a prompt to enter a Type Data Code.

d. Enter the **TDC** of the exercise for which you want to modify the COC and press **ESC.** The Chain of Command menu will be displayed.

e. Select **Maintain** from the Chain of Command menu. The COC - MAINTAIN: ring menu will be displayed at the top of the Maintain Chain of Command screen, as follows:

COC - MAINTAIN: I-Create P-Modify 3-Erase 4-Move E-Exit

You can now perform any of the following functions by using the procedures in the indicated paragraph:

Paragraph	Page	Function
6.3.2.2.1	6-24	Adding Another Unit to a COC.
6.3.2.2.2	6-28	Deleting a Unit from a COC.
6.3.2.2.3	6-32	Changing Command Relationships within a COC.

6.3.2.2.1 Adding Another Unit to a Chain of Command.

Adding a unit to an existing COC is normally a two step process. The first step is to select the appropriate branch of the COC and then move down to the level where you want to add the new unit, as described in paragraph c. below. The second step is to actually add, or insert the new unit into the COC at the correct location, as described in paragraph d. below.

Use the following procedures to add units to a specific branch of an existing COC:

a. To begin this process, the COC - MAINTAIN: ring menu should be displayed at the top of the Maintain Chain of Command screen, as follows:

COC - MAINTAIN: I-create P-Modify 3-Erase 4-Move E-Exit

If this is not the case, use the procedures in paragraph 6.3.2.2 (page 6-22) above, to display the COC - Maintain: ring menu.

Note: Before you begin these procedures, you may want to use the procedures in paragraph 6.3.2.8 (page 6-47) below, to print the current COC for this Exercise.

b. Select the **Modify** option. The COC Level Selection window will be displayed over the Maintain Chain of Command screen, as shown in Figure 6- 10. The **level, UIC** and **unit name for the Exercise Coordinator** (the highest level unit in this COC) will be displayed in the upper left comer of the Chain of Command Maintain screen. A prompt will be displayed in the window to:

Enter Level of next UIC:

Notice that the **level, UIC,** and **the name of the Exercise Coordinator are** shown in the upper left comer of the Chain of Command Maintain screen.

c. This step in this process allows you to select the branch of the COC and move to the level where you want to add a new unit. To do this, enter the **level number of a unit in the chain of command** that reports to the lowest level unit displayed in the upper left comer of the Maintain Chain of Command screen, and that is in the branch where you want to add a unit. The UIC Select window will be displayed with a list of all units at this level within your COC, as shown in Figure 6-l 1.

Note: If you are logged in as a UMC, you are an **ITO** level coordinator and the highest level unit can be any level 5 through 1. If you are logged in as a UMO, this level must be at least one level lower than the level shown in the upper left comer of the Chain of Command Maintain screen.

(1) If you are at the level of the unit to be added, continue with the procedures in paragraph **d.** below.

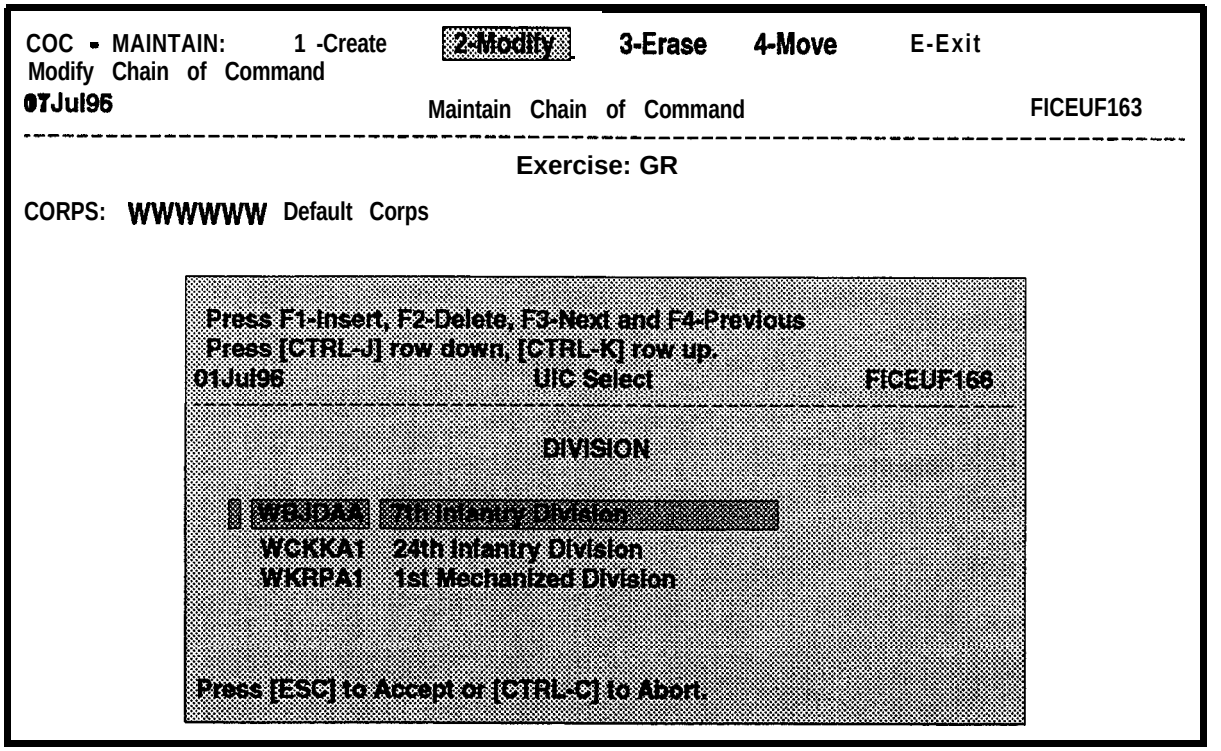


Figure 6-11. UIC Select Window for the Modify Chain of Command Option

Note: If you want to add units to another branch of the COC after you have completed adding units to one branch, you must press **Ctrl-C** until you return to the COC - MAINTAIN: ring menu on the Maintain Chain of Command screen where you can continue with the procedures beginning in paragraph b. above to initiate another session to modify another branch of the same COC.

(2) If you are not at the level of the unit to be added:

(a) Use the cursor control keys to highlight the unit that represents the branch of the COC where you want to add a subordinate unit, and press ESC. The COC Level Selection window will be displayed again, as shown in Figure 6-10 (page 6-25) above. Notice that the unit you just selected has been added to the list in the upper, left comer of the Maintain Chain of Command screen that shows the level(s), **UIC(s),** and name(s) **of the unit(s)** in this branch of the COC. This list can be used to verify that you are in the correct branch where the new unit is to be added.

(b) As necessary, repeat the procedures beginning with paragraph **c.** above until you are at the same level as the unit to be added.

(3) If there are no units currently assigned to the level you selected, a prompt will be displayed:

There are NO UICs for that level in the direct report.
Do you want to insert a UIC at that level? (Y or N)

(a) Enter y in response to this prompt if you want to insert a UIC at the selected level. The COC Insert window will be displayed as shown in Figure 6-12. The following prompt will be displayed near the bottom of the window:

Please enter UIC to insert at current level

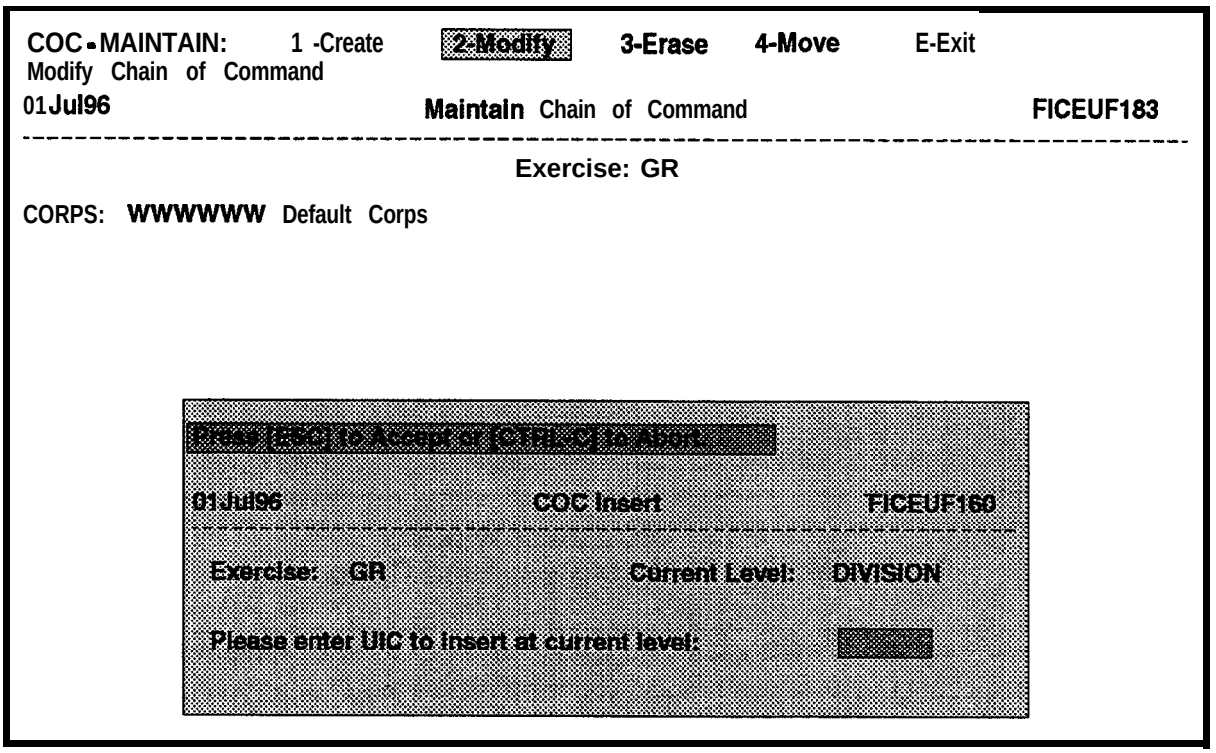


Figure 6-12. COC Insert Window for the Modify Chain of Command Option

When this happens, continue with the procedures in paragraph **d.(l)(a)** below.

(b) Enter **n** in response to this prompt if you do not want to insert a UIC at the selected level. The COC Level Selection window will be displayed again as shown in Figure 6-10 (page 6-25) above. When this happens, continue with the procedures beginning in paragraph **c.** above.

(4) If you want to terminate the session:

(a) Press **Ctrl-C** to move the cursor to the COC Level Selection window as shown in Figure 6-10 (page 6-25) above.

(b) Press **Ctrl-C** one more time to move the cursor to the COC - MAINTAIN ring menu where you **can** select another option or press **E-Exit three times**

to return to **the Equipment List Processing** or **IT0 Equipment List Processing** menu.

d. In this step you will actually add, or insert a new unit into the COC at the correct location. To begin this process, you should have used the procedures in paragraph c. above to display the UIC Select window as shown in Figure 6- 11 (page 6-25) above. The level of the unit you are about to add should be displayed in the upper, center of the UIC Select window. The example in Figure 6- 11 displays DIVISION in the upper, center of the UIC Select window which mean the next unit will be added at the Division level in this branch of the CCC.

(1) Press **F1** to display the COC Insert window as shown in Figure 6-12 (page 6-26).

(a) Enter the **UIC** for the unit that you want to add to the COC at this level, and press **ESC. The** UIC Select window will be displayed, as shown in Figure 6-l 1 (page 6-25) above. It will show the UIC and name of the unit you just added, plus a list of any other units that previously existed at this same level in your COC. Units **will** be listed alphabetically by UIC.

(b) At this point you have three choice:

1 To add another unit at the same level, repeat the procedures beginning with paragraph **d.(l)** above.

Note: If you want to add units to another branch of the COC after you have completed adding units to one branch, you must press **Ctrl-C** until you return to the COC - MAINTAIN: ring menu on the Maintain Chain of Command screen where you can continue with the procedures beginning in paragraph **b.** above to initiate another session to modify another branch of the same **COC.**

2 To add a unit at one of the lower levels of a unit displayed in the UIC Select window:

a Use the cursor control keys to highlight the unit that identifies the branch of the COC to be modified, and press **ESC. The COC** Level Selection window **will** be displayed again, as shown in Figure 6-10 (page 6-25) above.

b Continue with the procedures in paragraph **c.** above.

3 To end the Modify processing:

a Press **ESC** to save your modification(s). The COC Level Selection window will be displayed as shown in Figure 6-10 (page 6-25) above.

b. Press **Ctrl-C** to move the cursor to the COC - MAINTAIN: ring menu where you can select another option or press **E-Exit three** times to return to **the Equipment List Processing** or **ITO Equipment List Processing** menu.

Note: After you add units to a COC, it may be necessary to re-distribute the allocations for the exercise, as discussed in paragraph 6.3.2.5 (page 6-41) below.

6.3.2.2.2 Deletina a Unit from a Chain of Command.

Deleting a unit to a COC is normally a two step process. The first step is to select the appropriate branch of the COC and then move down to the level where you want to delete a unit, as described in paragraph **c.** below. The second step is to actually delete the unit from the COC, as described in paragraph **d.** below.

Use the following procedures to delete a unit from a specific branch of a COC.

a. To begin this process, the COC - MAINTAIN: ring menu should be displayed at the top of the Maintain Chain of Command screen, as follows:

COC - MAINTAIN: I-Create P-Modify 3-Erase 4-Move E-Exit

If this is not the case, use the procedures in paragraph 6.3.2.2 (page 6-22) above, to display the COC - Maintain: ring menu.

Note: Before you begin these procedures, you may want to use the procedures in paragraph 6.3.2.8 (page 6-47), to print the current COC for this Exercise.

b. Select the **Modify** option. The COC Level Selection window will be displayed over the Maintain Chain of Command screen, as shown in Figure 6-10 (page 6-25). The **level, UIC** and **unit name for the Exercise Coordinator** (the highest level unit in this COC) will be displayed in the upper left comer of the Chain of Command Maintain screen. A prompt will be displayed in the window to:

Enter Level of next UIC:

Notice that the level, **UIC,** and **the name of the Exercise Coordinator are** shown in the upper left comer of the Chain of Command Maintain screen.

c. This step in this process allows you to select the branch of the COC and move to the level of the unit to be deleted. To do this, enter **the level number of a unit in the chain of command** that reports to the lowest level unit displayed in the upper left comer of the Maintain Chain of Command screen, and that is in the branch where you want to delete a unit from the COC. The UIC Select window will be displayed with a list of all units at this level within your COC, as shown in Figure 6-l 1 (page 6-25).

Note: If you are logged in as a UMC, you are an IT0 level coordinator and the highest level unit can be any level 5 through 1. If you are logged in as a UMO, this level must be at least one level lower than the level shown in the upper left corner of the Chain of Command Maintain screen.

Caution **DO NOT** attempt to enter a level that is lower than the lowest level in this branch of the COC. If you do, a prompt will be displayed:

There are NO UICs for that level in the direct report.
Do you want to insert a UIC at that level? (Y or N)

When this happens, press **Ctrl-C** twice to return to the COC - MAINTAIN: ring menu where you can use the procedures beginning in paragraph **b.** above to start the process again.

(1) If you are at the level of the unit to be deleted, continue with the procedures in paragraph **d.** below.

Note: If you want to delete units from another branch of this COC after you have deleted units from one branch, you must press **Ctrl-C** until you return to the COC - MAINTAIN: ring menu on the Maintain Chain of Command screen where you can continue with the procedures beginning in paragraph **b.** above to initiate another session to delete units from another branch of the same COC.

(2) If you are not at the level of the unit to be deleted:

(a) Use the cursor control keys to highlight the unit that represents the branch of the COC where you want to delete a unit, and press **ESC. The COC** Level Selection window will be displayed again, as shown in Figure 6-10 (page 6-25) above. Notice that the unit you just selected has been added to the list in the upper, left comer of the Maintain Chain of Command screen that shows the level(s), **UIC(s),** and name(s) **of the unit(s)** in this branch of the COC. This list can be used to verify that you are in the correct branch where the unit is to be deleted.

(b) As necessary, repeat the procedures beginning with paragraph **c.** above until you are at the level of the unit to be deleted.

(3) If you want to terminate the session:

(a) Press **Ctrl-C** to move the cursor to the COC Level Selection window as shown in Figure 6-10 (page 6-25) above.

(b) Press **Ctrl-C** one more time to move the cursor to the COC - MAINTAIN: ring menu where you **can** select another option or press **E-Exit three times**

to return to **the Equipment List Processing** or **ITO Equipment List Processing** menu.

d. In this step you will actually delete the unit from the COC. To begin this process, you should have used the procedures in paragraph c. above to display the **UIC** Select window as shown in Figure 6- 11 (page 6-25) above. The unit you want to delete should be displayed among the units listed in the UIC Select window. The example in Figure 6-l 1 displays DIVISION in the upper, center of the UIC Select window which mean a Division level unit will be deleted from this branch of the COC.

(1) Use the cursor control keys to highlight the unit to be deleted.

(2) Press F2 to initiate the deletion process.

(a) If the unit being deleted has no subordinate units, a prompt will be displayed:

DO YOU WANT TO DELETE [UIC] for '[TDC]'? (Y or N)

1 Enter N to abort the Delete process and a message will be displayed that the UIC has not been entered for deletion and the cursor will return to the **UIC** Select window where you can use the procedures in paragraph **d.(l)** above to select another unit for deletion, or,

2 Enter Y to Delete the selected unit from the COC. A number of messages will be displayed to indicate that the deletion process is in progress. After several moments when the process is complete, a message will be displayed:

[UIC] has been entered for deletion.

You now have three options:

a If there are additional units at the same level, the cursor will return to the UIC Select window where you can repeat the procedures starting in paragraph d. above to delete another unit at this same level, or,

b If there are no additional units at the same level, the cursor will return to the COC Level Selection window where you can press **Ctrl-C** until the cursor returns to the COC - MAINTAIN: ring menu where you can use the procedures beginning in paragraph **b.** above delete another unit in a different branch of this COC; select another option; or press **E-Exit** three times to return to the **ITO** Equipment List Processing menu.

c If you want to terminate the session:

Press **Ctrl-C** to move the cursor to the COC Level Selection window as shown in Figure 6-10 (page 6-25) above.

Press **Ctrl-C** one more time to move the cursor to the COC - MAINTAIN: ring menu where you can select another option or press **E-Exit** three **times** to return to **the Equipment List Processing** or **IT0 Equipment List Processing** menu.

(b) If the unit selected for deletion has subordinate units, a prompt will be displayed:

[UC] has subordinates.
Do you want to DELETE the subordinates? (Y or N)

1 Enter N to initiate the deletion process for the selected unit. The unit(s) that previously reported directly to the unit that is being deleted will now report directly to the unit to which the deleted unit previously reported. A number of messages will be displayed to indicate that the deletion process is in progress. After several moments when the process is complete, a message will be displayed:

[UC] has been entered for deletion.

You now have three options:

a If there are additional units at the same level, the cursor will return to the UIC Select window where you can repeat the procedures starting in paragraph **d.** above to delete another unit at this same level, or,

b If there are no additional units at the same level, the cursor will return to the COC Level Selection window where you can press **Ctrl-C** until the cursor returns to the **COC** - MAINTAIN: ring menu where you can use the procedures beginning in paragraph **b.** above delete another unit in a different branch of this COC; select another option; or press **E-Exit** three times to return to the **ITO** Equipment List Processing menu.

c If you want to terminate the session:

Press **Ctrl-C** to move the cursor to the COC Level Selection window as shown in Figure 6-10 (page 6-25) above.

Press **Ctrl-C** one more time to move the cursor to the COC - MAINTAIN: ring menu where you can select another option or press **E-Exit** three times to return to **the Equipment List Processing** or **IT0 Equipment List Processing** menu.

2 Enter Y to Delete the selected unit and all of its subordinate units from the COC. A number of messages will be displayed to indicate that the deletion process is in progress. After several moments when the process is complete, a message will be displayed:

[UK] and its subordinate units have been entered for deletion.

You now have three options:

a If there are additional units at the same level, the cursor will return to the UIC Select window where you can repeat the procedures starting in paragraph **d.** above to delete another unit at this same level, or,

b If there are no additional units at the same level, the cursor will return to the COC Level Selection window where you can press **Ctrl-C** until the cursor returns to the COC - MAINTAIN: ring menu where you can use the procedures beginning in paragraph **b.** above delete another unit in a different branch of this COC; select another option; or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

c If you want to terminate the session:

Press **Ctrl-C** to move the cursor to the COC Level Selection window as shown in Figure 6-10 (page 6-25) above.

Press **Ctrl-C** one more time to move the cursor to the COC - MAINTAIN ring menu where you can select another option or press **E-Exit** three times to return to **the Equipment List Processing** or **IT0 Equipment List Processing** menu.

Note: After you delete units to a COC, it may be necessary to re-distribute the allocations for the exercise, as discussed in paragraph 6.3.2.5 (page 6-41).

6.3.2.2.3 Chanaina Command Relationships within a Chain of Command.

You can use the **Modify** option to change the command relationships between existing units within a COC by reassigning a unit that is already in the COC to a different superior unit. These procedures are very similar to those for adding a new unit to an existing COC as described in paragraph 6.3.2.2.1 (page 6-24) above. In both cases, you go to the branch and level in the COC where you want to insert the new unit, and then enter the UIC of that unit. When you are changing a command relationship for a unit that already exists in the COC a message will be displayed to indicate that UIC already exists at a different locations in the COC. The message will include a prompt that lets you determine whether to leave it where it is currently located or to reassign it to the current location. The unit that is being reassigned by these procedures will not take any of its subordinate units with it to the new location in the COC.

Note: Another alternative for changing existing command relationships is contained in paragraph *6.3.2.4 - Moving a Unit within a Chain of Command* (page 6-39). The alternative in paragraph 6.3.2.4 gives you the option to move the subordinate units with their parent unit or leave them at their old locations within the COC.

Changing the command relationships within a COC is normally a two step process. The first step is to select the appropriate branch of the COC and then move down to the level to which you want to reassign the unit, as described in paragraph c. below. The second step is to actually reassign the unit to the new location in the COC, as described in paragraph **d.** below.

Use the following procedures to use the **Modify** option to change the command relationships between units that already exist in a COC.

a. To begin this process, the COC - MAINTAIN: ring menu should be displayed at the top of the Maintain Chain of Command screen, as follows:

COC - MAINTAIN: I-Create P-Modify &Erase 4-Move E-Exit

If this is not the case, use the procedures in paragraph 6.3.2.2 (page 6-22) above, to display the COC - Maintain: ring menu.

Note: Before you begin these procedures, you may want to use the procedures in paragraph 6.3.2.8 (page 6-47) below, to print the current COC for this Exercise.

b. Select the **Modify** option. The COC Level Selection window will be displayed over the Maintain Chain of Command screen, as shown in Figure 6-10 (page 6-10). The **level, UIC** and **unit name for the Exercise Coordinator** (the highest level unit in this COC) will be displayed in the upper left comer of the Chain of Command Maintain screen. A prompt will be displayed in the window to:

Enter Level of next UIC:

Notice that **the level, UIC,** and **the name of the Exercise Coordinator are** shown in the upper left comer of the Chain of Command Maintain screen.

c. This step in this process allows you to select the branch of the COC and move to the level to which you want to reassign a unit in the existing COC. To do this, enter the **level number of a unit in the chain of command** that reports to the lowest level unit displayed in the upper left comer of the Maintain Chain of Command screen, and that is in the branch where you want to reassign a unit. The UIC Select window will be displayed with a list of all units at this level within your COC, as shown in Figure 6-l 1 (page 6-25).

Note: If you are logged in as a UMC, you are an ITO level coordinator and the highest level unit can be any level 5 through 1. If you are logged in as a UMO, this level must be at least one level lower than the level shown in the upper left corner of the Chain of Command Maintain screen.

Caution: **DO NOT** attempt to enter a level that is lower than the lowest level in this branch of the COC. If you do, a prompt will be displayed:

There are NO UICs for that level in the direct report.
Do you want to insert a UIC at that level? (Y or N)

When this happens, press **Ctrl-C** twice to return to the COC - MAINTAIN: ring menu where you can start the process again.

(1) If there are no units currently assigned at this level, a prompt will be displayed:

There are NO UICs for that level in the direct report.
Do you want to insert a UIC at that level? (Y or N)

(a) Enter y in response to this prompt if you want to insert a UIC at the selected level. The COC Insert window will be displayed as shown in Figure 6-12 (page 6-26). The following prompt will be displayed near the bottom of the window:

Please enter UIC to insert at current level

When this happens, continue with the procedures in paragraph **d.(l)(a)** below.

(b) Enter **n** in response to this prompt to if you do not want to insert a unit at this level. The cursor will move to the COC Level Selection window where you can repeat the procedures beginning with paragraph c.. above, or press **Ctrl-C** until the cursor returns to the COC - MAINTAIN: ring menu where you can select another option, of press **E-Exit** three times to return to the ITO Equipment List Processing menu.

(2) If you are at the level that is equal to the level at which you want to reassign a unit, continue with the procedures in paragraph **d.(l)(a)** below.

(3) If you are not at the level that is equal to the level of the unit to be reassigned:

(a) Use the cursor control keys to highlight the unit that represents the branch of the COC to which you want to reassign a unit in the existing COC, and press **ESC.** The COC Level Selection window will be displayed again, as shown in Figure 6-10 (page 6-25) above. Notice that the unit you just selected has been added to the list in the upper, left comer of the Maintain Chain of Command screen that shows the **level(s), UIC(s),** and name(s) **of the unit(s)** in this branch of the COC. This list can be used to verify that you are in the correct branch where the unit is to be deleted.

(b) As necessary, repeat the procedures beginning with paragraph **c.** above until you are at the level of the unit to be deleted.

(4) If you want to terminate the session:

(a) Press **Ctrl-C** to move the cursor to the COC Level Selection window as shown in Figure 6-10 (page 6-25) above.

(b) Press **Ctrl-C** one more time to move the cursor to the COC - MAINTAIN: ring menu where you **can** select another option or press **E-Exit three** times to return to **the Equipment List Processing** or **IT0 Equipment List Processing** menu.

d. In this step you will actually reassign a unit from one unit in the COC to another unit in the same COC. To begin this process, you should have used the procedures in paragraph c. above to display the UIC Select window as shown in Figure 6-l 1 (page 6-25) above. The UIC Select window should include units that are at a level that is equal to the level of the unit to be reassigned. The example in Figure 6- 11 (page 6-25) displays DIVISION in the upper, center of the UIC Select window which mean a Division level unit will be reassigned to this branch of the COC.

(1) Press **F1** to display the COC Insert window as shown in Figure 6-12 (page 6-26).

(a) Enter the **UIC** for the unit that you want to reassign to this location in the COC, and press **ESC.** A prompt **will** be displayed:

[UIC] already exists in COC for '[TDC]'.
Do you want to move [UIC] to report to [UIC]? (Y or N)

1 Enter **n** in response to this prompt to abort the reassignment process. The unit will remain at its old locations within the COC. The cursor will return to the UIC Select window where you can:

a Repeat the procedures beginning with paragraph **d.(l)** above to reassign a different unit at this same level in this same branch of the COC, or,

b Repeat the procedures beginning with paragraph c.(3) above to reassign a different unit at a lower level in this same branch of the COC, or,

c Press **Ctrl-C** twice to return the cursor to the **COC** - MAINTAIN: ring menu where you **can** select another option or press **E-Exit three** times to return to the IT0 Equipment List Processing menu.

2 Enter y in response to this prompt to reassign the unit to this location in the COC. A message will be displayed for a few moments:

[UIC of reassigned unit] now reports directly to [UC of new superior unit]

The cursor will then return to the UIC Select window. The unit that was just reassigned will be displayed in alphabetical sequence in the list of units. None of the units that were subordinate to the reassigned unit will move with that unit. They will remain at their old location in the COC and will now report directly to the former superior unit of the unit that was reassigned. You can now:

a. Repeat the procedures beginning with paragraph **d.(l)** above to reassign another unit at this same level in this same branch of the COC, or,

b. Repeat the procedures beginning with paragraph c.(3) above to reassign another unit at a lower level in this same branch of the COC, or,

c. Press **Ctrl-C** twice to return the cursor to the COC - MAINTAIN: ring menu where you **can** select another option or press **E-Exit three** times to return to the IT0 Equipment List Processing menu.

Note: If you want to reassign units to another branch of this COC after you have re-assigned units to one branch, you must press **Ctrl-C** until you return to the COC - MAINTAIN: ring menu on the Maintain Chain of Command screen where you can continue with the procedures beginning in paragraph **b.** above to initiate another session to delete units from another branch of the same COC.

Note: After you reassign units within a COC, it may be necessary to re-distribute the allocations for the exercise, as discussed in paragraph 6.3.2.5 (page 6-41).

6.3.2.3 Erasina a Unit or an Entire Chain of Command.

The Erase option provides the coordinator with the capability to erase either an entire COC for a specific TDC, or a specific UIC within the COC. The **Erase** option is different from the **Delete** option. The **Delete** process deletes all relevant tables associated with the TDC, whereas the **Erase** just removes it from the specified location. If the unit has subordinates, a prompt will be displayed, requesting whether the subordinate units are to be erased along with the unit. If the subordinate units are not to be **Erased,** the user will be required to move them elsewhere, by using the **Move** option, before their superior UIC may be **Erased.**

Note: Before you begin these procedures, you may want to use the procedures in paragraph 6.3.2.8 (page 6-47), to print the current COC for this Exercise.

Use the following procedures to initiate the modification process for an existing COC.

a. Select either **Equipment List Processing** or **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from **the Equipment List Processing** or **IT0 Equipment List Processing.**

c. Select **Chain of Command** from the Equipment List Administration menu. The Select Type Data Code window will be displayed with a prompt to enter a Type Data Code.

d. Enter the **TDC** of the exercise for which you want to erase the COC and press **ESC.** The Chain of Command menu will be displayed as shown in Figure 6-13.

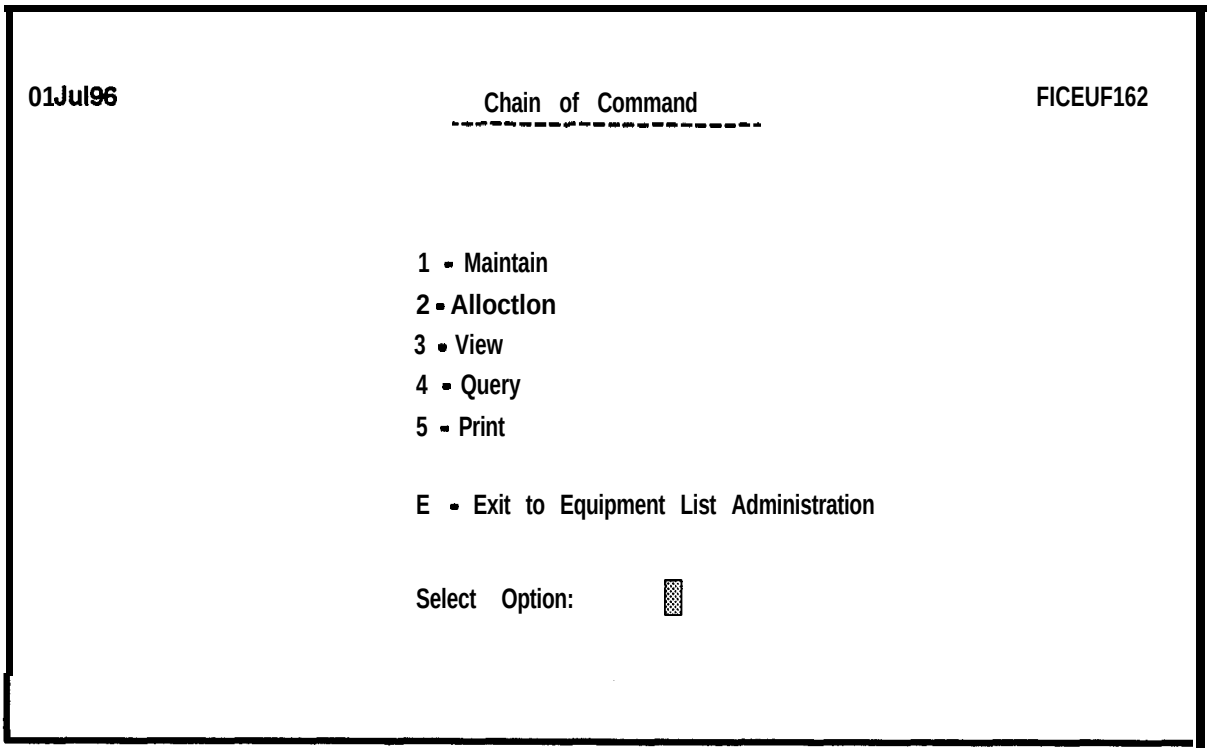


Figure 6-13. Chain of Command Menu

e. Select **Maintain** from the Chain of Command menu. The COC - MAINTAIN: ring menu will be displayed at the top of the Maintain Chain of Command screen, as follows:

COC - MAINTAIN: I-Create 2-Modify &Erase 4-Move E-Exit

f. Select the **Erase** option. The COC Erase window will be displayed as shown in Figure 6-14.

g. At the Erase Option: prompt:

(1) Enter **A,** to erase the entire COC for this exercise. A prompt will be displayed:

Are you sure you want to ERASE all UICs for '[TDC]'? (Y or N)

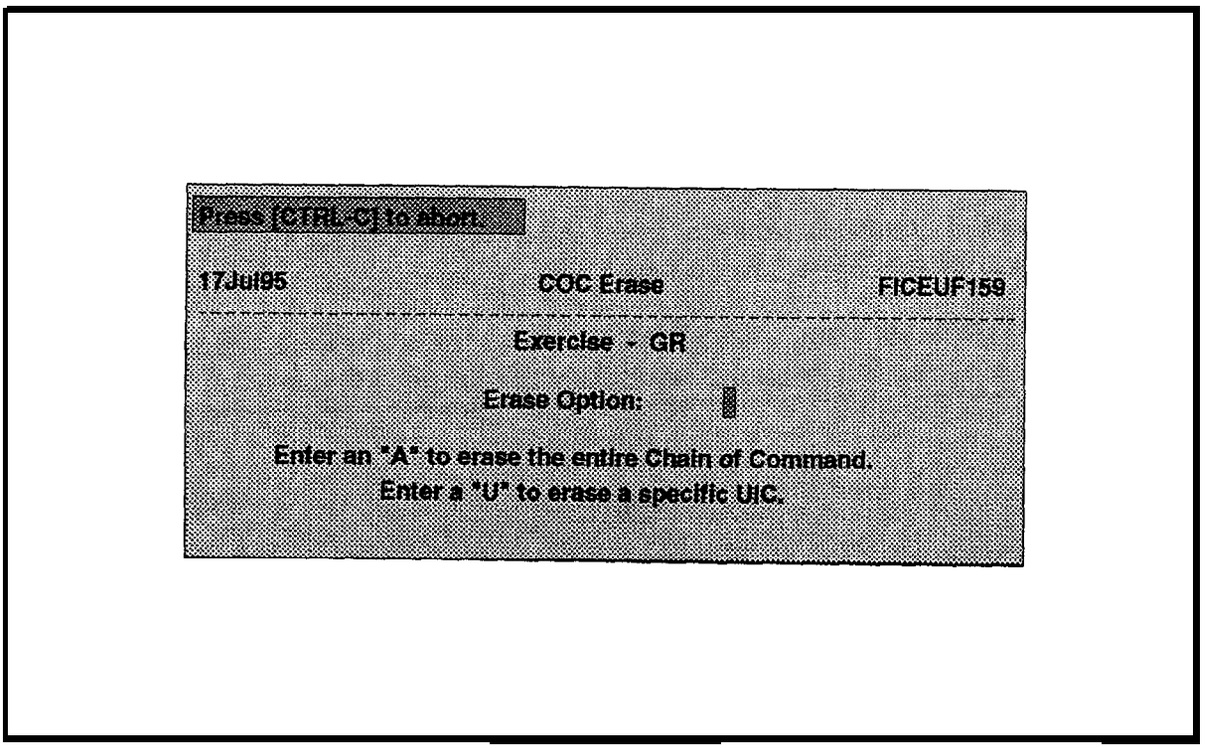


Figure 6-14. Chain of Command Erase Window

(a) Enter y to erase all UICs for this exercise. A message will confirm that the COC was erased. The cursor will then return to the COC - MAINTAIN: ring menu where you can select another option or press **E-Exit three times** to return to the IT0 Equipment List Menu.

(b) Enter **n** to abort this attempt. A message will confirm that the COC was not erased. The cursor will then return to the COC - MAINTAIN: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Menu.

(2) Enter **U,** to erase a specific **UIC.** The UIC Selection window will be displayed.

Enter the **UIC** to be erased or press F6 for the list of UICs associated with the COC. When you press F6, use the cursor control keys to select the desired unit and then press **ESC.**

(a) If the unit you wish to erase has no subordinate units, it will be erased and the cursor will be returned to the COC - MAINTAIN: ring menu where you **can** select another option or press **E-Exit** three times to return to the IT0 Equipment List Menu.

(b) If the unit you wish to erase has subordinate units, a prompt will be displayed:

[UIC] has subordinates.
Do you want to ERASE the subordinates? (Y or N)

1 Enter y to erase the selected unit and all of its subordinate units. A **Processing Data** message will be displayed for a few moments and then a second message will be displayed:

[UIC] and subordinate units are erased.

The cursor will then return to the COC - Maintain: ring menu where you **can** select another option or press **E-Exit** three times to return to the **ITO** Equipment List Menu.

2 Enter **n** to retain the subordinate units in your COC. A **[UIC] is erased.** message will be displayed for a few moments. The subordinate units will remain in their old locations within the COC, however, they will now report directly to the former parent unit of the unit that was erased. The cursor will then return to the COC - MAINTAIN: ring menu where you can select another option or press **E-Exit** three times to return to the **ITO** Equipment List Menu.

Note: After you erase some units within a COC, it may be necessary to re-distribute the allocations for the exercise, as discussed in paragraph 6.3.2.5 (page 6-41) .

6.3.2.4 Movina a Unit within a Chain of Command.

The move option allows an exercise coordinator to move a unit from one superior to another within the same COC. The new superior unit must be at a higher level than the unit being moved. If the unit has subordinates, a prompt will give you the option to move the subordinates units with their parent unit or leave them at their old locations in the COC. If they are left at their old location, they will report directly to the old parent unit of the unit that was moved. For example, when you have a Battalion reporting to Brigade A, and you move this Battalion from Brigade A to Brigade B, you have the option to move all of the battalion's subordinates with it. However, you also have the option to leave the subordinates at their current location, in which cases they will then report directly to Brigade A after the move.

Note: Before you begin these procedures, you may want to use the procedures in paragraph 6.3.2.8 (page 6-47), to print the current COC for this Exercise.

Use the following procedures to move a unit within an existing COC.

a. Select either **Equipment List Processing** or **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from **the Equipment List Processing** or **ITO Equipment List Processing.**

c. Select **Chain of Command** from the Equipment List Administration menu. The Select Type Data Code window will be displayed with a prompt to enter a Type Data Code.

d. Enter the TDC of the exercise with the COC where you want to move a unit and press **ESC.** The Chain of Command menu will be displayed.

e. Select **Maintain** from the Chain of Command menu. The COC - MAINTAIN: ring menu will be displayed at the top of the Maintain Chain of Command screen, as follows:

COC - MAINTAIN: I-Create 2-Modify 3-Erase 4-Move E-Exit

f. Select the **Move** option. The COC Move window will be displayed with the following prompt, as shown in Figure 6- 15.

Enter UIC To Move:
Enter UIC Of NEW SUPERIOR:

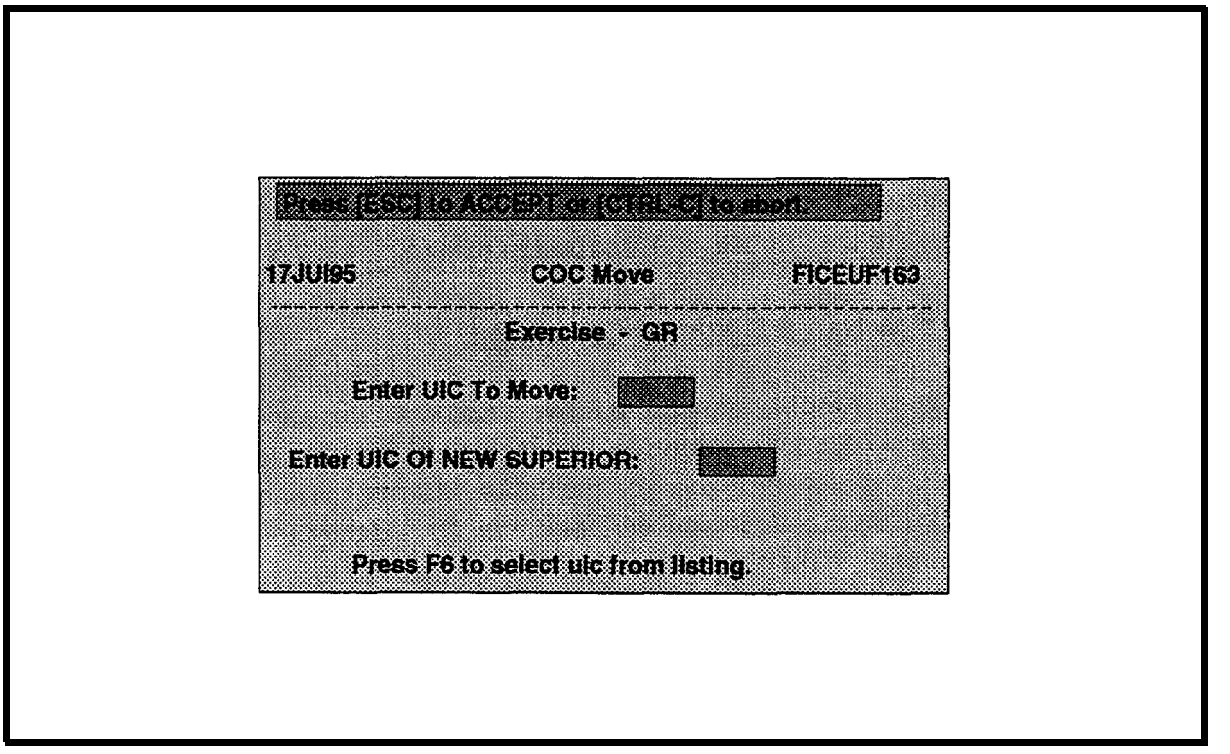


Figure 6-15. Chain of Command Move Window

g. Enter the **UIC** of the unit to be moved and press **RETURN,** or press F6 for the list of **UICs** associated with the CCC. When you press F6, use the cursor control keys to highlight the unit to be moved and press **ESC.** The cursor will move to **the Enter UIC Of NEW SUPERIOR** field.

h. Enter the **UIC** of the new superior unit and press **ESC,** or press F6 for the list of **UICs** associated with the CCC. When you press F6, **use the** cursor control keys to highlight **the** unit that is to become the new superior unit and press **ESC. If F6-Help was** used to select this unit, press **ESC** one more time.

(1) If the unit being moved does not have any subordinate units, a **[UIC] is moved** message will be displayed and the cursor will return to the COC - MAINTAIN:

ring menu where you **can** select another option or press **E-Exit** three times to return to the ITO Equipment List Processing menu.

(2) If the unit being moved does have subordinate units, a prompt will be displayed:

[UIC] has subordinates.
Do you want to MOVE the subordinates? (Y or N)

(a) Enter y if you want to move all subordinate units to be moved with their parent unit. A prompt will be displayed:

[UIC] and subordinate units are moved.

The cursor will then move to the COC - MAINTAIN: ring menu where you can select another option or press **E-Exit** three times to return to the ITO Equipment List Processing menu.

(b) Enter n in response to this prompt if you do not want to move the subordinate units with their parent unit. A **[UIC]** is **moved** message will be displayed and the cursor will return to the COC - MAINTAIN: ring menu where you can select another option or press **E-Exit** three times to return to the ITO Equipment List Processing menu.

Note: If you do not move the subordinate units with their parent unit, the subordinate units will retain their current level, but they will report directly to the next higher level unit in their original COC after the move is made. For example, when a Battalion with three Companies is moved, all three Companies that reported to the Battalion will still be Companies but they will all report directly to the Brigade after the Battalion is moved.

Note: After you reassign units within a COC, it may be necessary to re-distribute the allocations for the exercise, as discussed in paragraph 6.3.2.5 (page 6-41).

6.3.2.5 Distribution of Allocations by the Exercise Coordinator.

This process allows the Exercise Coordinator to distribute the allocations for the entire exercise to all the units in the exercise. A unit below the ITO level can distribute allocations only when it is the Exercise Coordinator for and exercise. Each exercise can have any two types of allocations consisting of pounds or short tons, and square feet or linear feet. The two types of allocation and the total amount for each are established by the exercise coordinator at the time the COC is created for the exercise. The details for this procedures can be found in paragraph ***6.3.2.1 - Creating a Chain of Command for an Exercise,*** (page 6-14) above.

Immediately after a COC is created, the Exercise Coordinator should distribute the total allocations to the subordinate units. Thereafter, the Exercise Coordinator should determine whether it is necessary to redistribute allocations each time a change in made in the COC.

If you are the Exercise Coordinator, use the following procedures to distribute the exercise allocations to the subordinate units in the CCC.

a. Select either **Equipment List Processing** or **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from **the Equipment List Processing** or **IT0 Equipment List Processing.**

c. Select **Chain of Command** from the Equipment List Administration menu. The Select Type Data Code window will be displayed with a prompt to enter a Type Data Code.

d. Enter the **TDC** of the exercise with the COC where you want to move a unit and press **ESC.** The Chain of Command menu will be displayed.

e. Select **Allocation** from the Chain of Command menu. A **PROCESSING DATA** message will be displayed for a few moments and then the **Total** Allocations window will be displayed, as shown in Figure 6-16. The allocations that were made at the time the COC was created will be displayed. You now have an opportunity to change these allocations.

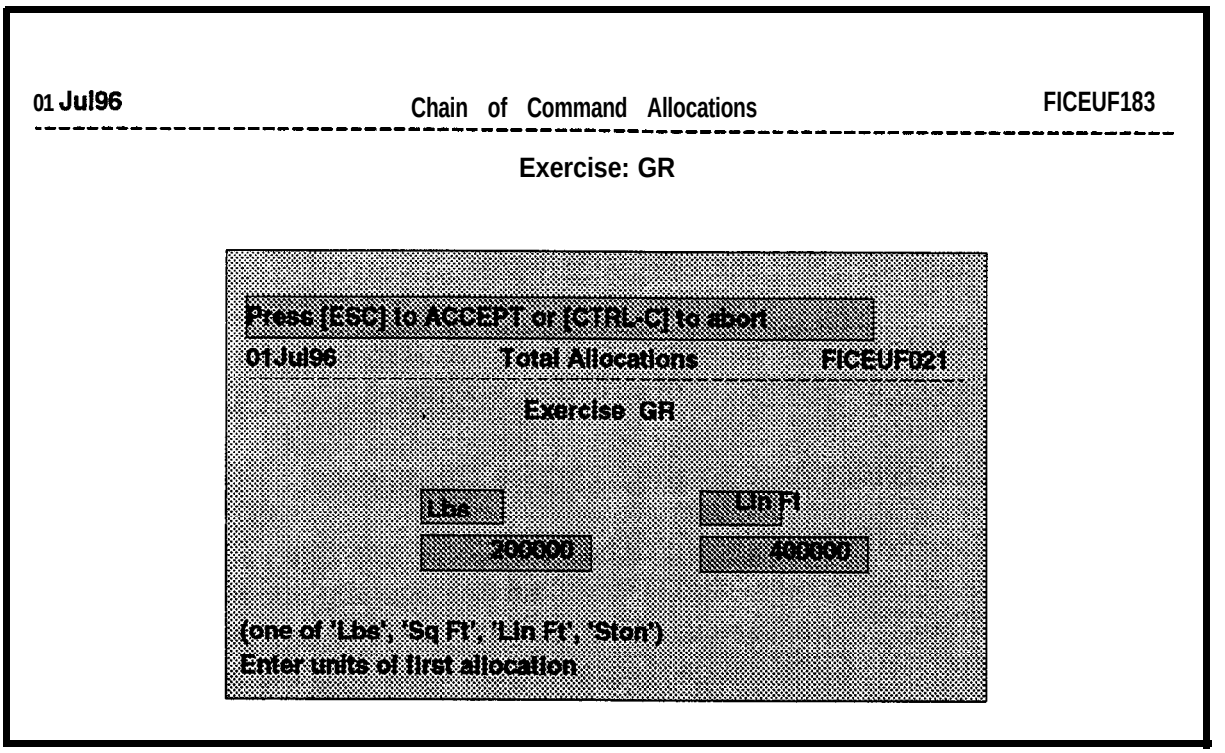


Figure 6-16. Total Allocations Window

(1) As necessary, press **RETURN** to move the cursor to the field where you want to make the change.

(2) Enter the correct data by typing over the displayed information.. If the old data has more characters than the new data, press the SPACEBAR to remove the excess characters.

(3) As necessary, repeat the procedures in paragraphs **(a)** and (b) until all the data is correct.

(4) When all of your data is correct, press ESC to display the COC Allocations screen as shown in Figure 6-17, with the cursor in the first ALLOC field for the first unit. You should note the following items displayed in this screen:

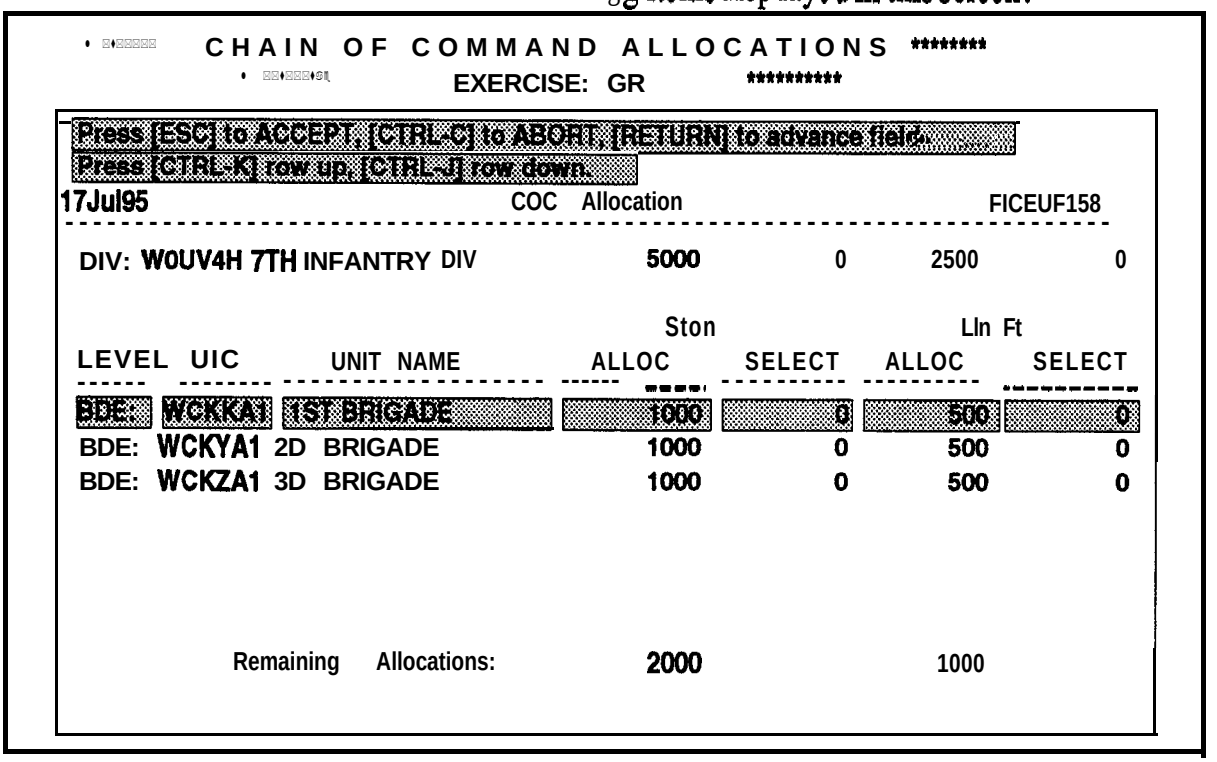


Figure 6-17. Chain of Command Allocations Window

(a) The UIC and name of your unit (exercise coordinator) are displayed in the upper left corner of the screen, followed by the total allocations for this exercise.

(b) All units in the exercise are listed in UIC order by exercise level at the left side of the screen. The highest level unit is at the top of the list.

(c) If this is the initial distribution of allocations, the ALLOC fields will be zero for all units. In subsequent operations, the amount of each allocation for each unit will be shown in the ALLOC fields.

(d) The SELECT fields are not used in this version of TC ACCIS.

(e) The Remaining Allocations fields at the bottom of the screen show the amount of each type allocation that has not been distributed to the subordinate units. This is the difference between the total initial allocation shown at the top of the screen and the sum of the allocations already distributed to subordinate units. These numbers will change each time a unit's allocations are changed.

f. Use the cursor control keys to move the cursor to the field where you want to enter the first allocation to be updated.

The following cursor control keys are available in this screen to move through the COC and update the allocations.

Cursor Control Key Explanation

Ctrl-J	Move the cursor down one row to the next unit.
Ctrl-K	Move the cursor up one row to the previous unit.
Ctrl-N	Move the cursor from the first allocation field to the second allocation field for the same unit.
Ctrl-P	Move the cursor from the second allocation field to the first allocation field for the same unit.
F3	Page down to display the next group of seven units.
F4	Page up to display the previous group of seven units.
RETURN	Move the cursor to the next field.

Note: At any time during the process you can press Ctrl-C to abort the process and exit to the COC menu without saving any of the updates made during the current session.

(1) Enter the amount of the first allocation, and then press the appropriate control key(s) to move the cursor to the next allocation field to be updated. If data is already displayed in any field, enter the new allocation by typing over the displayed information.

Note: The amount shown in the Remaining Allocations fields at the bottom of the screen will change after each unit's allocations are changed. You should continually monitor these fields to ensure that you do not distribute more allocations than you have for the exercise.

(2) As necessary, repeat the procedures beginning with paragraph **f.** above until all the updates have been made.

g. When all of the allocations have been updated, press **ESC** to save the updates. The cursor will return to the Chain of Command menu where you can select another option or press **E-Exit** twice to return to the IT0 Equipment List Processing menu.

6.3.2.6 Viewina a Chain of Command.

The View function allows a user, regardless of their level, to view the COC of any unit within the COC. The function takes the top-down approach to displaying the COC for a unit in that it starts at the top of the COC and works down until the desired unit is displayed.

When the process begins, the top level of the COC will be displayed in the upper left comer of the screen. The user will be prompted to enter a level they wish to view, and then the UICs associated with that level will be displayed. The user can then select any of the listed UICs which will take them to the next level in that branch of the COC allowing the user to continue viewing the tree. If there is only one UIC at the selected level, it automatically displays that UIC to the screen. A continuation prompt allows the user the ability to exit the program when desired.

Use the following procedures to view the COC of any unit within an exercise:

a. Select either **Equipment List Processing** or **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from **the Equipment List Processing** or **IT0 Equipment List Processing.**

c. Select **Chain of Command** from the Equipment List Administration menu. The Select Type Data Code window will be displayed with a prompt to enter a Type Data Code.

d. Enter the TDC of the exercise with the COC where you want to move a unit and press **ESC.** The Chain of Command menu will be displayed.

e. Select **View** from the Chain of Command menu. The COC Level Selection window will be displayed as shown in Figure 6-18, with a prompt to Enter Level of next UIC.

f. Enter the **level for the first unit** in the COC you want to view.

(1) If the level selected has more than one UIC associated with it, the UIC Select window will be displayed with a list of all UICs at the selected level. Highlight the **UIC** to be selected and press **ESC.**

The selected unit will be added to the list of units in the upper left comer of the screen and the following prompt will be displayed:

DO YOU WANT TO VIEW ANOTHER LEVEL? (Y or N)

(2) If there are no UICs in the selected level, the following message will be displayed:

There are NO UICs for that level in the direct report

Then the following prompt will be displayed:

DO YOU WANT TO VIEW ANOTHER LEVEL? (Y or N)

g. Respond to the above prompt as follows:

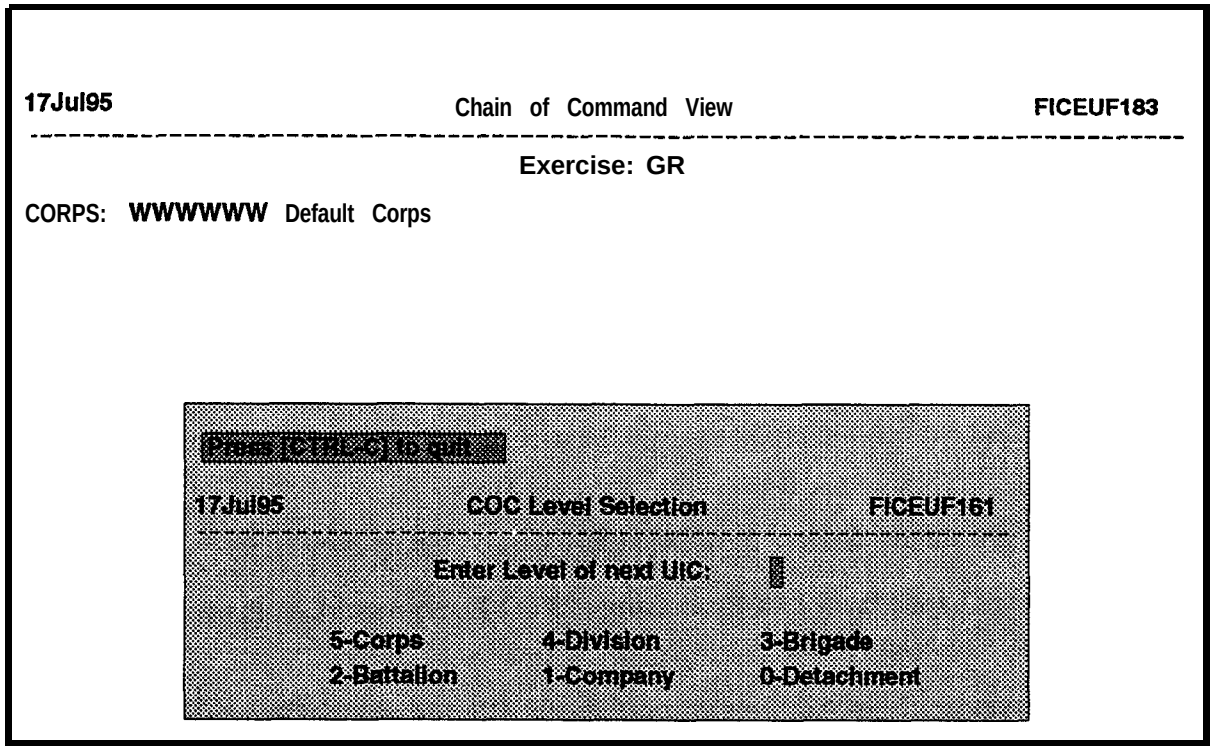


Figure 6-18. Chain of Command Level Selection Window for the View Chain of Command Option

(1) Enter Y to select another level in this branch of the COC. The COC Level Selection window will be displayed with the following prompt:

Enter Level of next UIC:

Repeat the procedures in paragraph **f.** and **g.** above until you have displayed the entire branch of the COC for the desired unit.

(2) Enter N to terminate the view process and return to the Chain of Command menu.

Note: Keep in mind that a Detachment is the lowest level, so when a Detachment is selected, only the UICs reporting directly to the previously selected COC level will be displayed.

6.3.2.7 Query a Chain of Command.

The Query function is used to display the COC for any unit within an exercise. This function takes the bottom-up approach in that you first identify the unit for which you want to display the COC. After selecting the unit to be located, the complete list of its direct superiors will be displayed in the same order they are found in the COC.

Use the following procedures to Query for a unit's COC. The user must know the UIC to be queried or use **F6-Help.**

a. Select either **Equipment List Processing** or **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from the **Equipment List Processing** or **IT0 Equipment List Processing.**

c. Select **Chain of Command** from the Equipment List Administration menu. The Select Type Data Code window will be displayed with a prompt to enter a Type Data Code.

d. Enter the **TDC** of the exercise with the COC where you want to move a unit and press **ESC.** The Chain of Command menu will be displayed.

e. Select Query from the Chain of Command menu. The UIC Selection window will be displayed with a prompt:

Enter UIC to Query:

f. Enter the **UIC** to be queried and press **ESC** to display the COC, or press **F6** to display **the UIC** Query window with a list of **all UICs** for the TDC. **If you** use **F6-Help,** use the cursor control keys to highlight the unit to be selected and press **ESC,** and then press **ESC** again to display the COC.

g. After pressing **ESC** to select a particular UIC, the complete COC for the selected unit will be displayed in descending order in the upper left comer of the screen, and a prompt will be displayed at the bottom of the screen:

[Press RETURN to continue...]

When you have completed reviewing the COC on the screen, press **RETURN** to return to the Chain of Command menu.

6.3.2.8 Printina a Chain of Command.

The Print option will print a report that shows the COC for an exercise. When the report is printed by the Exercise Coordinator, the entire COC will be printed. When the report is requested by a subordinate unit within the COC, the report will include the complete list of that unit's direct superiors in the same order they are found in the COC plus a listing of all the requester's subordinate units.

Use the following procedures to print a copy of the Chain of Command Report.

a. Select either **Equipment List Processing** or **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from **the Equipment List Processing** or **IT0 Equipment List Processing.**

c. Select **Chain of Command** from the Equipment List Administration menu. The Select Type Data Code window will be displayed with a prompt to enter a Type Data Code.

d. Enter the **TDC** of the exercise whose COC you want to print and press **ESC.** The Chain of Command menu will be displayed.

e. Select **Print** from the Chain of Command menu. The System Printer Selection window will be displayed as shown in Figure 6- 19. The System Printer Selection menu provides a list of all the printers that are connected to their system. It gives the Logical Name, Physical Name, Paper Type and Status for the minters.

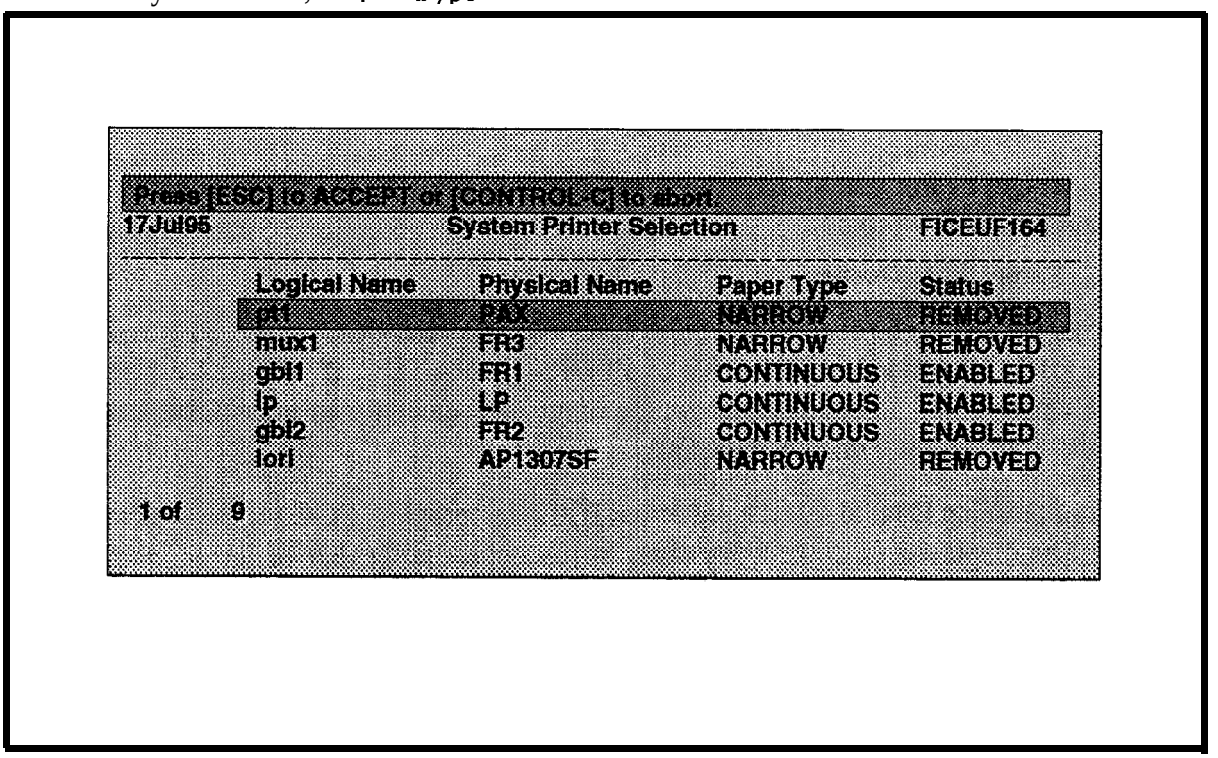


Figure 6-19. System Printer Selection Window

f. Use the cursor control keys to highlight **the desired printer** and press **ESC** to select that printer. **The** printer **you** select must show **ENABLED** in the Status field. A message will be displayed for a few moments indicating that the report is being processed. Then another message will be displayed indicating that the report is sent to the printer. The cursor will then move to the Chain of Command menu where you can make another selection, or press **E-Exit** twice to return to **the Equipment List Processing** or **IT0 Equipment List Processing** menu.

6.3.3 Transferring Unit Equipment.

Sometimes it may be necessary for expediency to copy part or all of one UICs equipment list to that of another UIC. TC ACCIS provides this ability at the IT0 level. Any user with group access to IT0 Equipment List processing can copy a partial or entire equipment list of one UIC to that of another for a specific TDC. This option is especially helpful for battalions with more than one company with identical or almost identical equipment lists since the equipment list can be created for one and then copied to the other units. In addition to the ability to copy from

one UIC to another sometimes it is necessary to reassign a piece of equipment from one unit to another. The ability to reassign equipment is also an option available under Transferring Unit Equipment. The procedures for both copying and reassigning are provided below:

a. From the TC ACCIS Main Menu, select **IT0 Equipment List Processing.**

b. From the IT0 Equipment List Processing menu, select **IT0 Equipment List Administration.**

c. From the IT0 Equipment List Administration menu, select **Transfer Unit Equipment,** When the Transfer Unit Equipment: ring menu is displayed, you will have the options of copy, reassign, and exit. Proceed to paragraph 6.3.3.1 to copy or to paragraph *6.3.3.2 -Reassigning Equipment From One UIC to Another UIC* if you want to reassign equipment.

6.3.3.1 Copying Equipment from one UIC to Another UIC.

To copy from one UIC to another UIC, select **Copy** from the Transfer Equipment: ring menu. Before you begin these procedures, make sure you have used the procedures in paragraph 5.3.5.2 of this manual to create the Header for the UIC you are copying the equipment to.

a. Enter **the TDC** or press **F6-Help** to select the TDC.

b. Enter **the UIC of the Unit to Copy From** or **F6-Help** to select the UIC. The list of **UICs** that appears in this help screen includes all **UICs** that have been extracted from the COC for this exercise.

Note: The Unit that you select to copy from must have equipment for the TDC entered. If the unit does not have equipment, the following message **will** be displayed: **There is no equipment listed under this TDC xx and UIC xxxxxx**

c. Enter **the TDC to copy to** or use **F6-Help** to select it, and then enter the **UIC of the unit** to **copy to** and press **ESC** to display a list of equipment for the unit to copy from.

d. Select the piece of equipment by putting an X next to the equipment or **F10** to select all equipment. If the Unit you are copying equipment to has existing equipment, you will be prompted to answer YES if you want to delete previous equipment or NO to add to the existing list. You will then be prompted to respond with YES or NO if you want to include loads. If you respond YES, the loads that were present on the equipment being copied will also be copied. Highlight the appropriate response, and press **Return.** The **Include Ammo/Hazard: ring menu** will be displayed if the load contains ammunition. Highlight the appropriate response YES or NO, and press **Return. The Include Serial/Bumper numbers: ring menu** will be displayed. If you respond **YES the** serial and bumpers numbers of the equipment being copied will be duplicated on the equipment copied to. Press **Return** after making your selection.

The message **copying equipment** will be displayed in the lower portion of the screen. Your cursor will return to the Transfer Equipment: ring menu when complete.

6.3.3.2 Reassianina Equipment from one UIC to Another UIC.

To reassign a piece of equipment from one UIC to another, select **Reassign.**

a. Enter **the TDC** or press **F6-Help** to select the TDC; then enter the **UIC of the unit whose equipment you want to reassign,** and press **Return.**

Note: If the unit whose equipment you want to reassign does not have any equipment for the TDC you entered, a message will be displayed **There is no equipment listed under this TDC xx and UIC xxxxxx.**

b. Enter **the TDC** or press **F6-Help** to select the TDC for the unit to receive the reassigned equipment. After you have selected the TDC, enter the **UIC of the unit to receive the reassigned equipment** or press **F6-Help** to select the UIC.

The Reassign option automatically includes all loads, Ammo/Hazard, and Bumper/Serial numbers when used. A message **will** be displayed in the lower portion of the screen indicating **record reassigned.** When you have completed reassigning equipment, return to the Transfer Unit Equipment screen, and then exit to the Equipment List Administration menu. To return to the IT0 Equipment List menu, exit one more time. To return to the TC ACCIS Main menu, you will need to exit one more time.

6.3.4 Viewina Equipment List Summaries.

In the course of an exercise, it is often necessary for IT0 personnel to view summaries of information from units. TC ACCIS has menu selections which **allow** you to view summaries of the TDC header information, commercial requirements data, and quantities of various equipment models in an Automated Unit Equipment List (AUEL) or Deployment Equipment List (DEL). You can only view data with this function.

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **View Equipment List** Summary from the IT0 Equipment List Processing menu. The View Equipment List Summary menu will be displayed as shown in Figure **6-20.** The following paragraphs explain the screens and options available with each of these three functions.

6.3.4.1 Viewina Equipment List Header Summaries.

Use the following procedures to view the Equipment List Header Summary:

a. At the IT0 Equipment List Processing menu, select **View Equipment List Summary.**

b. At the Equipment List summary menu, select **Header Summary.**

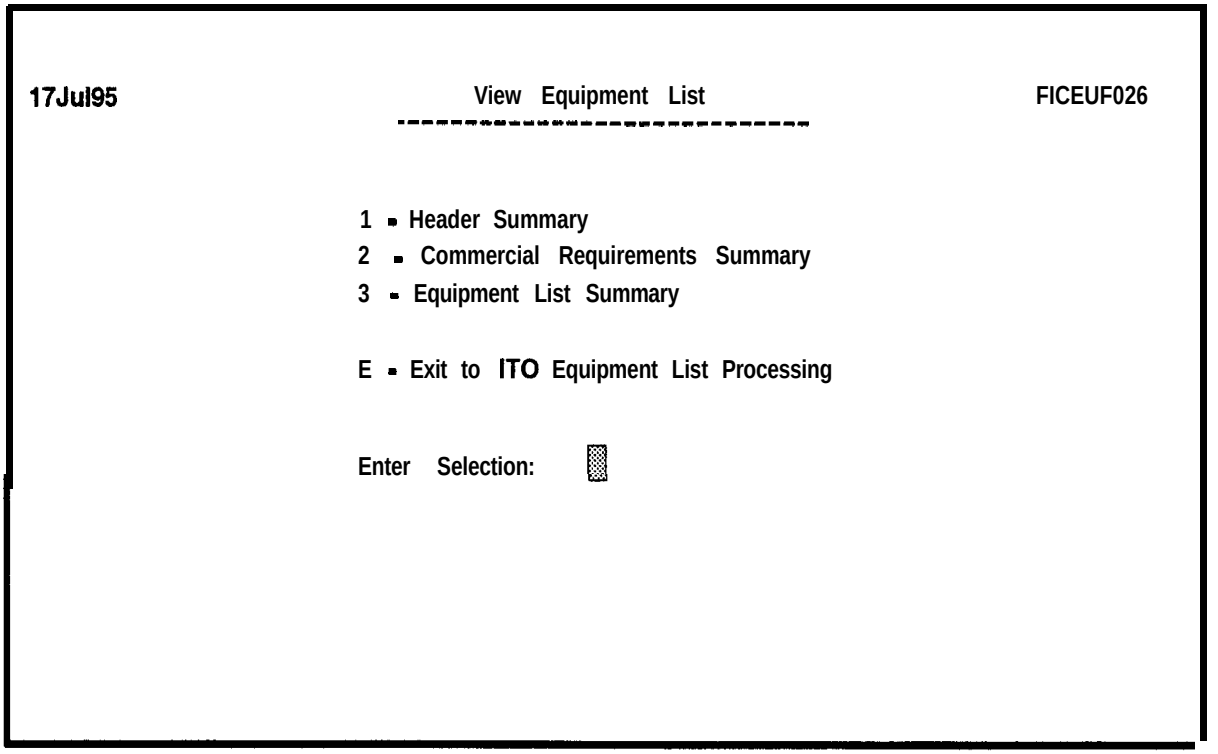


Figure 6-20. View Equipment List Summary Menu

c. Enter a **TDC** and press **ESC** (press F6 for a list of TDCs).

d. Select the **UIC** by entering X next to the UIC that you want to select and press **ESC** or press **F10** to select all **UICs.** The Header Data Summary screen will be displayed. With the exception of the Geographical Location Code (GEOLOC) and Description fields, these are the same fields displayed on the Unit Header Detail Screen when you assign echelons at the unit level.

e. Press **ESC** to move the cursor to the HEADER AND PERSONNEL STRENGTH **ROLLUP:** ring menu. Using the ring menu choices you can view the header and personnel strength data in one of two ways: by **Echelon/ULN** or by UIC. If you select **Summary by UIC,** this option will provide you the Available Date, Departure Date, and Required Date of each of the units that are part of the deployment exercise. TC ACCIS pulls this date information from each of the Unit Header Detail Screens that are part of this exercise and makes it available in this summary. This provides the installation transportation office with this information without having to make contact with each units.

f. Use the cursor control keys to scroll to each echelon or ULN to display the personnel strength and equipment data.

g. After viewing, press **ESC** to return to the HEADER AND PERSONNEL STRENGTH **ROLLUP:** ring menu.

h. From the HEADER AND PERSONNEL STRENGTH ROLLUP: ring menu, press **E** to return to the View Equipment List Summary menu.

i. From the View Equipment List Summary menu, press **E** to exit to the IT0 Equipment List Processing menu.

6.3.4.2 Viewina Summaries of Commercial Reauirements for an Exercise.

Use this function to review the commercial requirements data for an exercise, sorted either by Echelon/ULN or by UIC. Use the following procedures to view a summary of Commercial Requirements for an Exercise:

a. At the IT0 Equipment List Processing menu, select **View Equipment List Summary.**

b. At the View Equipment List Summary menu, select **Commercial Requirements summary.**

c. Enter the TDC of the equipment list you want to review and press **ESC** (press F6 for a list of TDCs).

d. Select the UIC by entering X next to the UIC that you want to select and pressing ESC or press **F10** to select all UICs. You will see the Commercial Requirements Summary screen. The upper portion of the screen displays the TDC, the name of the exercise, and a short description of the Echelon. The remaining fields on this screen are the same as those on the Commercial Requirements Detail Screen that you use to create an exercise.

e. Press **ESC** to move the cursor to the COMMERCIAL REQUIREMENT ROLLUP: ring menu. Using the ring menu choices you can view the commercial requirement data in one of two ways: by Echelon/ULN or by UIC.

f. Use the cursor controlkeys to scroll to each echelon or ULN to display the personnel strength and equipment data.

g. After viewing, press ESC to return to the COMMERCIAL REQUIREMENT ROL-LUP: ring menu where you can select another option or press E-Exit to return to the View Equipment List Summary menu.

6.3.4.3 Viewina Summaries of Equipment Lists for an Exercise.

Use the following procedures to view a summary of Equipment Lists for an Exercise:

a. At the ITO Equipment List Processing menu, select the **View Equipment List** Summary option. The View Equipment List Summary menu will be displayed.

b. Select **the Equipment List Su mmary** option. The Select Type Data Code window will be displayed.

c. Enter a **TDC** and press **ESC,** or press F6 for a list of **TDCs,** use the cursor control keys to highlight the desired **TDC,** and then press **ESC** to select it.

d. Select the **UIC** by entering X next to the UIC that you want to select and pressing **ESC** or press **F10** to select all **UICs.** The Equipment List Quantity **Rollup** screen will be displayed with the EL **ROLLUP:** ring menu at the top of the screen, as follows:

EL ROLLUP: 1-Rollup P-Sort Options &Summary by UIC . . .

The three period (. . .) at the end of the ring menu indicate that you can move the cursor to the right or left to display the following additional options:

EL ROLLUP: . . . 4-Summary by MPOE 5-Summary by Echelon/ULN E-Exit

You can perform a **rollup,** sort the list according to one of several criteria, display summary information by UIC MPOE, or **Echelon/ULN.**

e. Select Sort **Options.** The Sort Selection menu for the Equipment List Quantity **Rollup** screen will be displayed as shown in Figure 6-21.

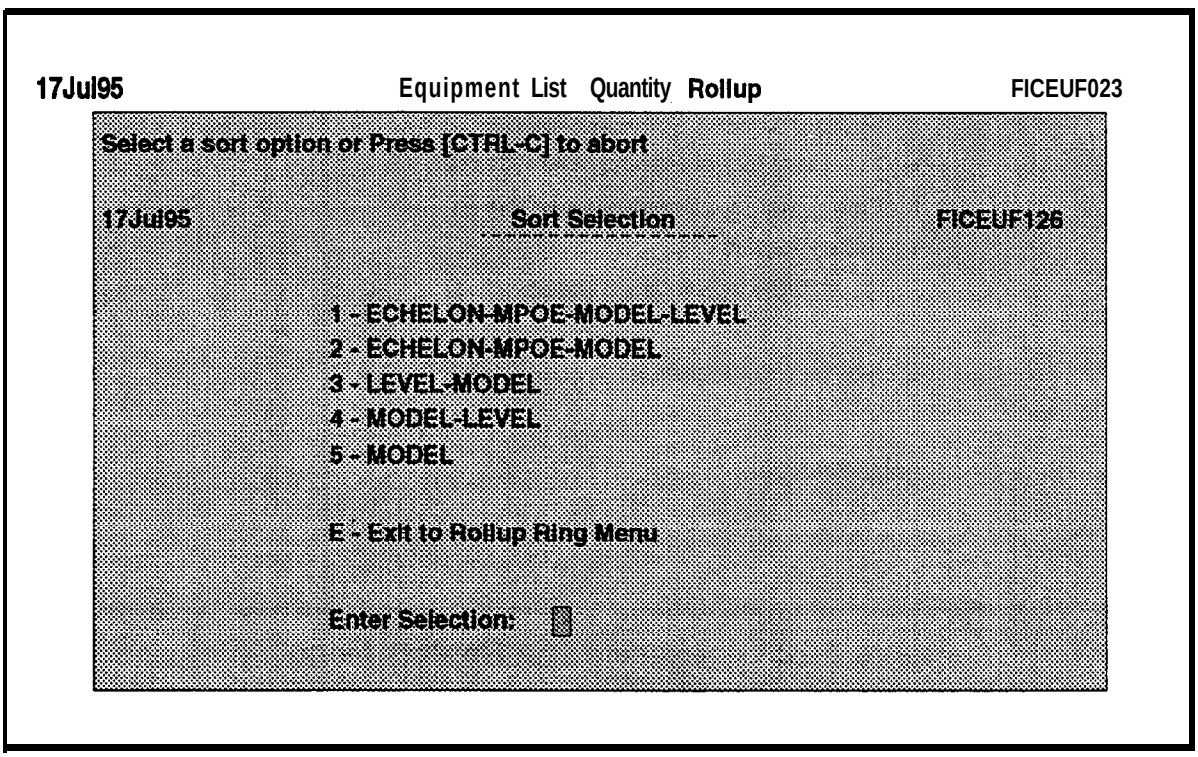


Figure 6-21. Sort Selection Menu

f. Select the desired sort option and you will be returned to the ELROLLUP: ring menu.

g. Select **Rollup** to display the equipment in the new sort order.

h. To view the entire list, use the cursor control keys to move up and down the list of equipment.

i. When you are done viewing the equipment, press **ESC** to return to the EL **ROLLUP:** ring menu where you **can** select another option or press **E-Exit** twice to return to the IT0 Equipment List Processing menu.

6.3.4.4 Printina Equipment List Reports.

This function is used to print Equipment List Reports in FORSCOM format, various Summary Reports, and the TUCHA Cargo Detail Report which is also called the Joint Operations Planning and Executing System (JOPES) report. Use the following procedures to access the Equipment List Reports menu from which you can print any of these reports:

a. Select **Equipment List Reports** from the ITO Equipment List Processing menu. The Equipment List Reports menu will be displayed as shown in Figure 6-22.

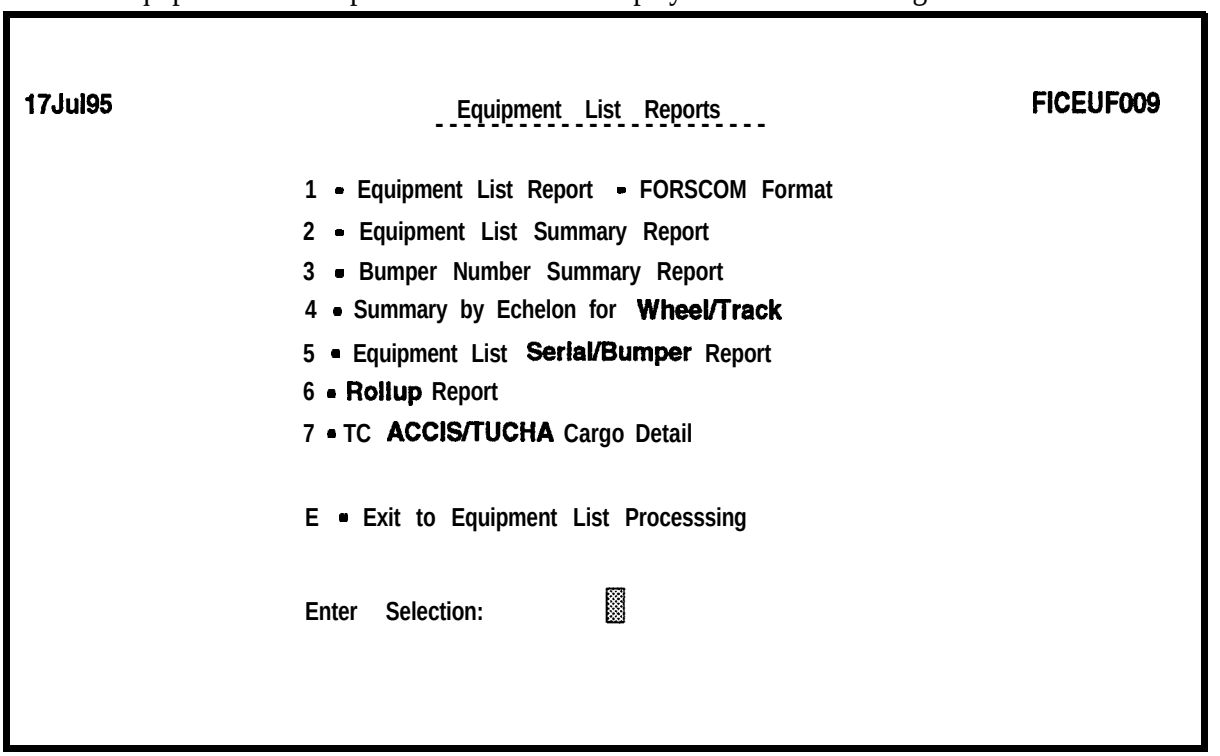


Figure 6-22. Equipment List Reports Menu

b. You can select any of the seven reports available on the Equipment List Report menu. As a UMC you have the capability to print as few or as many of the equipment list reports for the UICs that appear as part of the rollup.

6.3.4.4.1 Printing Equipmen List Reports in FORSCOM Format.

Use the following procedures to print an Equipment List Report in the FORSCOM Format:

a. Select **Equipment List Report - FORSCOM Format** from the Equipment List Reports menu. The Select Type Data Code window will be displayed.

b. Enter the TDC of the exercise and press ESC, or use F6 to select a TDC from a list of available TDCs. The Sort Selection window will be displayed as shown in Figure *6-23.*

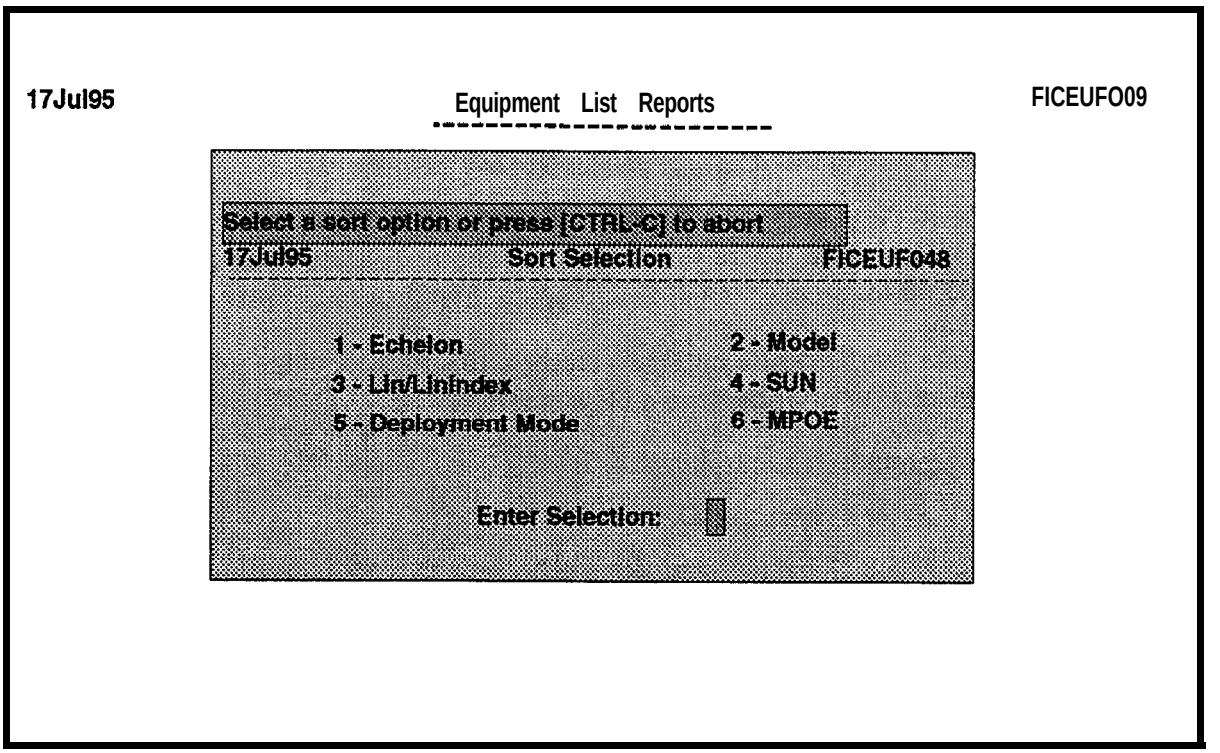


Figure 6-23. Sort Selection Window for the Equipment List Report in the FORSCOM Format

c. Select the desired Sort option. A window will be displayed with an OUTPUT: ring menu that has the following options:

OUTPUT: I-Printer 2-File/Diskette E-Exit

The following is an explanation of these options:

Menu Option	Explanation
Printer	The **Printer** option sends the report to the default printer for the TC ACCIS Compaq 4500 Enhanced File Server.
File/Diskette	The File o tion is designed primarily for units using PCs to diafinto the TC ACCIS Compaq 4500 from a remote location. It creates a file on the Compaq 4500 that can be downloaded to the PC by using the procedures in paragraph 16.3.4.2 - ***Downloading the AUEL and Printing AUEL Files,*** in Section 16 - TC ACCIS Microcomputer Utilities, of this manual. After downloading, the file can be prmted on the default printer for the PC.

d. Select one of these options:

(1) Select **the Printer** option to print the report to the default printer for the TC ACCIS Compaq 4500. The Number of Copies window will be displayed, prompting you to enter the number of copies to be printed.

(a) Enter **the number of copies** to be printed.

(b) Press **ESC** to accept the entry. A message will be displayed:

Printing UIC XXXXXX . . . Please wait

When the printing is completed, the cursor will return to the Equipment List Reports menu where you can select another report to be printed or press **E-Exit** to return to the IT0 Equipment List Processing menu.

(2) Select **the File/Diskette** option to create a file on the Compaq 4500 that can be downloaded for printing from a PC at a remote site.

(a) A prompt will be displayed:

Enter 3 character ID:

This three-character identifier will become the extension of the file name that is created.

(b) Enter a three-character extension and press **ESC.** The following message will be displayed:

Reporting UIC [your UIC.] . . . Please wait
AUEL report created, file ready for transfer

When the file is created, the cursor will return to the Equipment List Reports menu where you can select another report to be printed or press **E-Exit** to return to the IT0 Equipment List Processing menu.

Note: Record the three-character extension you entered to create this file. You will be prompted to enter it again when you download the file to your PC for printing.

(c) When the report file is successfully created, download the file to the PC by using the procedures in paragraph 16.3.4.2 - ***Downloading the AUEL and Printing AUEL Files,*** in Section 16 - TC ACCIS Microcomputer Utilities, of this manual. After downloading, the file can be printed on the default printer for the PC.

6.3.4.4.2 Printina the Equipment List Summary Report.

Use the following procedures to print an Equipment List Summary Report:

a. Select **Equipment List Summary Report** from the Equipment List Reports menu. The Select Type Data Code window will be displayed.

b. Enter the **TDC** for your exercise and press **ESC,** or use F6 to select a TDC from a list of available TDCs. A **Checking for rollup** . . . message will be displayed at the bottom of the screen and then the Select Unit screen will be displayed with a list of the units in the exercise you have selected.

c. Use the cursor control keys to highlight the first unit you want to include in the summary report and enter an X in the **Select** field to select it. The cursor will move down one line and highlight the next unit.

While a unit is highlighted, **you can** press **the SPACEBAR** to deselect it. This removes the X in the Select field and the unit will not be included in your summary report.

Note: You can press **F10** at any time to select all of the units in the exercise. When you do this, the Select Unit screen will close and the the Sort Selection window will be displayed as shown in Figure 6-24. You should now continue with the procedures in paragraph e. below.

d. As necessary, repeat the procedures in paragraph **c.** above to select additional units to be included in the summary report.

e. When all the units have been selected, press **ESC** to accept your selections. The Sort Selection window will be displayed as shown in Figure 6-24.

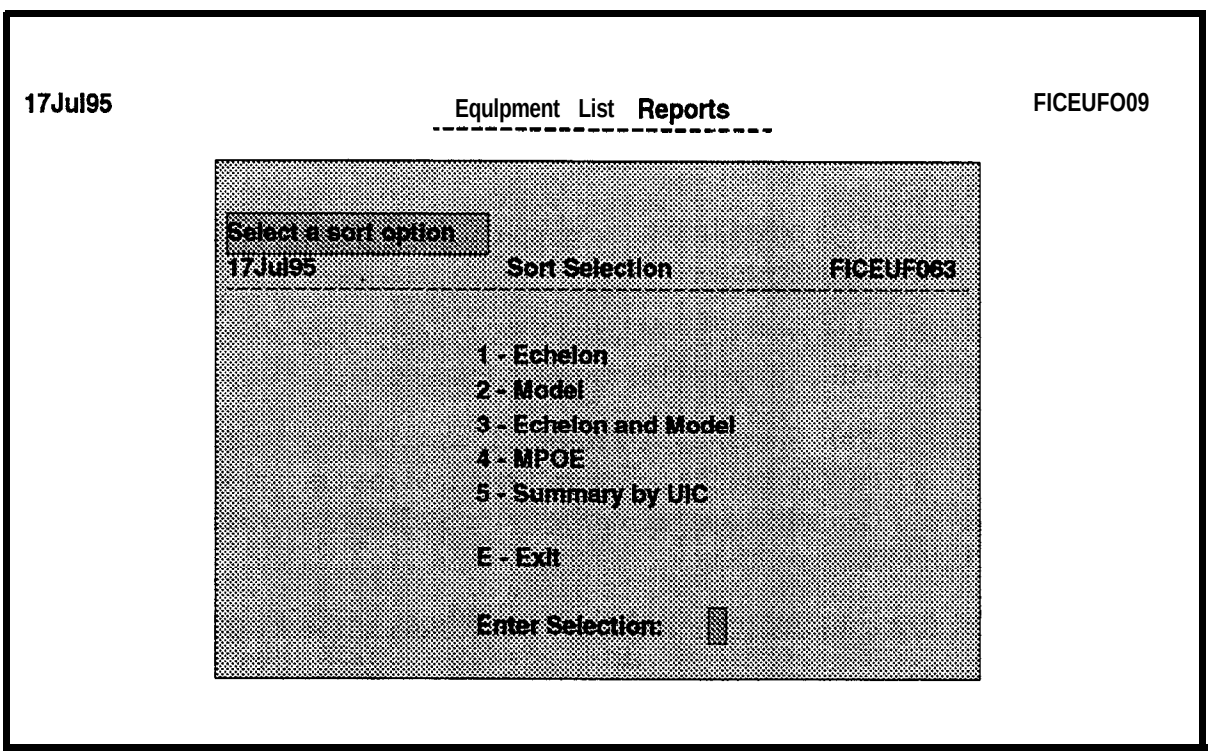


Figure 6-24. Sort Selection Window for the Equipment List Summary Report

f. Select the desired **Sort Selection.** A **Printing . . .** message will be displayed at the bottom of the screen and then the cursor will return to the Equipment List Reports menu where you **can** select another option or press **E-Exit** to return to the ITO Equipment List Processing menu.

4.3.4.4.3 Printina the Bumper Number Summary Report.

Use the following procedures to print a Bumper Number Summary Report:

a. Select **Bumper Number Summary Report** from the Equipment List Reports menu. The Select Type Data Code window will be displayed.

b. Enter the **TDC** for your exercise and press ESC, or use F6 to select a TDC from a list of available **TDCs.** A **Checking for rollup** . . . message will be displayed at the bottom of the screen and then the Select Unit screen will be displayed with a list of the units in the exercise you have selected.

c. Use the cursor control keys to highlight the first unit you want to include in the summary report and enter an X in the Select field to select it. The cursor will move down one line and highlight the next unit.

While a unit is highlighted, you **can** press **the SPACEBAR** to deselect it. This removes the X in the Select field and the unit will not be included in your summary report

Note: You can press **F10** at any time to select all of the units in the exercise. When you do this, the Select Unit screen will close and the the Sort Selection window will be displayed as shown in Figure 6-24 (page 6-57). You should now continue with the procedures in paragraph e. below.

d. As necessary, repeat the procedures in paragraph c. above to select additional units to be included in the summary report.

e. When all the units have been selected, press **ESC** to accept your selections. The Sort Selection window will be displayed as shown in Figure 6-25.

f. Select **the** desired **Sort Selection.** A **Printing** . . . message will be displayed at the bottom of the screen and then the cursor will return to the Equipment List Reports menu where you **can** select another option or press **E-Exit** to return to the IT0 Equipment List Processing menu.

5.3.4.4.4 Printina the Summarv bv Echelon for Wheel/Track Report.

Use the following procedures to print a Summary by Echelon for Wheel/Track Report:

a. Select **Summary by Echelon for Wheel/Track Report** from the Equipment List Reports menu. The Select Type Data Code window will be displayed.

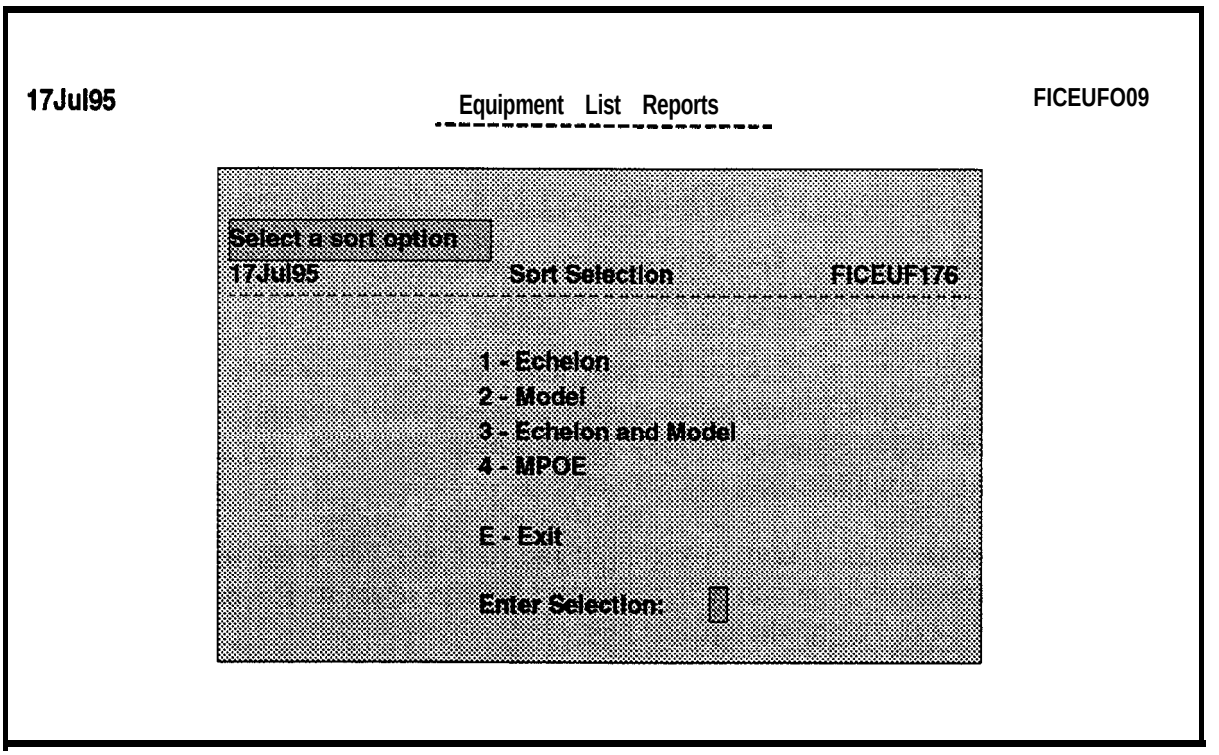


Figure 6-25. Sort Selection Window for the Bumper Number Summary Report

b. Enter the **TDC** for your exercise and press **ESC,** or use F6 to select a TDC from a list of available **TDCs.** A **Checking for rollup** . . . message will be displayed at the bottom of the screen and then the Select Unit screen will be displayed with a list of the units in the exercise you have selected.

c. Use the cursor control keys to highlight the first unit you want to include in the summary report and enter an X in the Select field to select it. The cursor will move down one line and' highlight the next unit.

While a unit is highlighted, you **can** press the **SPACEBAR** to deselect it. This removes the X in the Select field and the unit will not be included in your summary report.

Note: You can press **F10** at any time to select all of the units in the exercise. When you do this, the Select Unit screen will close. A **Printing . . .** message will be displayed at the bottom of the screen and then the cursor will return to the Equipment List Reports menu where you can select another option or press **E-Exit** to return to the **ITO** Equipment List Processing menu.

d. As necessary, repeat the procedures in paragraph **c.** above to select additional units to be included in the summary report.

e. When all the units have been selected, press **ESC** to accept your selections. A **Printing** . . . message will be displayed at the bottom of the screen and then the cursor will return

to the Equipment List Reports menu where you can select another option or press **E-Exit** to return to the IT0 Equipment List Processing menu.

6.3.4.4.5 Printina the Equipment List Serial/Bumper Report.

Use the following procedures to print an Equipment List Serial/Bumper Report:

a. Select **Equipment List Serial/Bumper Report** from the Equipment List Reports menu. The Select Type Data Code window will be displayed.

b. Enter the **TDC** for your exercise and press **ESC,** or use F6 to select a TDC from a list of available **TDCs.** A **Checking for rollup** . . . message will be displayed at the bottom of the screen and then the Select Unit screen will be displayed with a list of the units in the exercise you have selected.

c. Use the cursor control keys to highlight the first unit you want to include in the summary report and enter an X in the Select field to select it. The cursor will move down one line and highlight the next unit.

While a unit is highlighted, **you can** press **the SPACEBAR** to deselect it. This removes the X in the Select field and the unit will not be included in your summary report.

Note: You can press **F10** at any time to select all of the units in the exercise. When you do this, the Select Unit screen will close. A **Running.. .** and then an **Output sent to the Printer** . . . message will be displayed at the bottom of the screen and then the cursor will return to the Equipment List Reports menu where **you can** select another option or press **E-Exit** to return to the IT0 Equipment List Processing menu.

d. As necessary, repeat the procedures in paragraph c. above to select additional units to be included in the summary report.

e. When all the units have been selected, press **ESC** to accept your selections. A **Running . . .** and then **an Output sent to the Printer.** message will be displayed at the bottom of the screen and then the cursor will return to the Equipment List Reports menu where **you** can select another option or press **E-Exit** to return to the IT0 Equipment List Processing menu.

6.3.4.4.6 Printina the Rollup Report.

Use the following procedures to print an **Rollup** Report:

a. Select **Rollup Report** from the Equipment List Reports menu. The Select Type Data Code window **will** be displayed.

b. Enter the TDC for your exercise and press **ESC,** or use F6 to select a TDC from a list of available **TDCs.** A **Processing** . . . and then an **Output sent to the Printer.** message

will be displayed at the bottom of the screen and then the cursor will return to the Equipment List Reports menu where you **can** select another option or press **E-Exit** to return to the IT0 Equipment List Processing menu.

6.3.4.4.7 Printina the TC ACCIS/TUCHA Report (Also Called JOPES Report).

Use the following procedures to print the TC ACCIS/TUCHA Report or create a file that can be downloaded to a PC for printing:

a. Select TC **ACCIS/TUCHA** Cargo **Detail** from the Equipment List Reports menu. The Select Type Data Code window will be displayed.

b. Enter the TDC of the exercise and press **ESC,** or use **F6** to select the TDC from a list of available **TDCs.** The Measurements window will be displayed prompting you to select between U.S. Customary measurements or Metric measurements.

c. Select the type measurements you want to use. A window will be displayed with an REPORTS: ring menu that has the following options:

REPORTS: I-Printer 2-File/Diskette E-Exit

The following is an explanation of these options:

Menu Option	Explanation
Printer	**The Printer** option sends the report to the default printer for the TC ACCIS Compaq 4500.
File/Diskette	**The File** option is designed primarily for units using PCs to dial into the TC ACCIS Compaq 4500 from a remote location. It creates a file on the Compaq 4500 that can be downloaded to the PC by using the procedures in paragraph 16.3.4.2 - *Downloading the AUEL and Printing AUEL Files*, in Section 16 - TC ACCIS Microcomputer Utilities, of this manual. After downloading, the file can be printed on the default printer for the PC.

d. Select one of these options:

(1) Select **the Printer** option to print the report to the default printer for the TC ACCIS Compaq 4500. A **Processing . . .** and then **an Output sent to the Printer.** message **will** be displayed at the bottom of the screen and then the cursor will return to the Equipment List Reports menu where you **can** select another option or press **E-Exit** to return to the IT0 Equipment List Processing menu.

(2) Select **the File/Diskette** option to create a file on the Compaq 4500 that can be downloaded for printing from a PC at a remote site.

(a) A prompt will be displayed:

Enter 3 character ID:

This three-character identifier will become the extension of the file name that is created.

(b) Enter a three-character extension and press **ESC.** The following message will be displayed:

Reporting UIC [your UIC.] . . . Please wait
AUEL report created, file ready for transfer

When the file is created, the cursor will return to the Equipment List Reports menu where you can select another report to be printed or press **E-Exit** to return to the IT0 Equipment List Processing menu.

Note: Record the three-character extension you entered to create this file. You will be prompted to enter it again when you download the file to your PC for printing.

(c) When the report file is successfully created, download the file to the PC by using the procedures in paragraph 16.3.4.2 - ***Downloading the AUEL and Printing AUEL Files,*** in Section 16 - TC ACCIS Microcomputer Utilities, of this manual. After downloading, the file can be printed on the default printer for the PC.

6.3.4.5 P nte U ' ' les.

TC ACCIS Printer Utilities allow the user to display the print status of all printers, cancel a print job by Id or by printer name, and select default printer. The following paragraphs explain the procedures and screens involved in each of the options on this menu.

6.3.4.5.1 Accessing Printer Utilities.

Use the following procedures to' access Printer Utilities:

a. At the TC ACCIS MAIN MENU, select **User Utilities**

b. At the USER UTILITIES menu, select **Print Service. All** User printer utilities are available from the Print Service menu.

6.3.4.5.2 Settina a Default Printer.

When a user is assigned as a TC ACCIS user, that user is also assigned to a specific printer. This is designated as the default printer. Unless the user specifies another printer, all print jobs generated by that user will be sent automatically to that default printer. **The Set Default Printer** option allows a user to select a different printer as his default printer. Normally, this needs only to be done if there is something wrong with the user's current default printer. However, there are times when a user might want his jobs sent to a specific printer. This option allows for that eventuality. To select a default printer:

a. At the Print Service menu, select **Set Default Printer**

b. Use the cursor control keys to move to cursor to the printer desired as a default printer. With the cursor positioned on the printer name, press **ESC.**

c. To use the newly selected default printer, log off TC ACCIS and then log back on.

6.3.4.5.3 Displayinca the Status of All Printers,

When a TC ACCIS user sends a document to a printer, that print request is placed in a queue along with all other print requests. Each form or report (such as a Government Bill of Lading (GBL) or a 1085) that is send to a printer is known **as** a **print job.** The operating system places each print job in **the print queue.** As print jobs enter the print queue, the queue assigns each job a unique **job number.** The print queue, in turn, sends the print jobs to their respective printers one at a time according to job number.

Using **Display** Status **of** all **Printers,** you can view the status of all recently sent print jobs to determine whether your print job was indeed placed in the print queue for the appropriate printer and to **find** out how many other print jobs are ahead of yours in the queue. Use the following procedures to display the print queue:

a. At the Print Service menu, select **Display** Status **of all Printers.** The Display Status screen will be displayed. Except for those jobs currently being printed, the print jobs for all printers are listed. If no print jobs are listed, then the print queue is empty.

b. Press RETURN. If there is a second page of the print queue, it is now displayed. Otherwise, the screen returns to the Print Service menu. The end of the print queue is indicated by the message EOF (end of file).

c. To return to the Print Service menu without viewing all pages of the print queue, press **Ctrl-C**.

6.3.4.5.4 Canceling a Print Job by the Job ID Number.

This function allows a user to cancel a print job by entering that job's ID number or job number. You can cancel only those print jobs that you sent to the printer that are not currently being printed. This function is useful if you discover that you must make last-minute changes to a document that you have just sent to the printer, or if you discover that the printer you sent the job to is not working properly. Since most TC ACCIS documents are relatively short, you must use this function immediately after you have sent a print job. Otherwise, the document -will already have been printed. Use the following procedures to cancel a print job:

a. At the Print Service menu, select Cancel **a Job by ID.** The Display Status screen will be displayed.

b. Press **RETURN** to view additional pages (if any) of the print queue. When you have reached the end of the print queue, the following prompt will be displayed at the bottom of the screen:

Enter print request ID of job you want canceled or Ctrl-C to abort.

c. At the prompt, enter **the** entire **print job** number-including the printer name, a hyphen, and the job number itself-at the prompt. Press **RETURN.** The following message will be displayed:

request [print request id] canceled.

d. Press any key to exit to the Print Service menu.

6.3.4.5.5 Canceling Print Jobs by Printer Name.

This function allows you to cancel all jobs that have been sent to a specific printer. With this function, you can cancel any print job, including those sent to the printer by other users. Use the following procedures to cancel a print job by Printer Name:

a. At the Print Services menu, select **Cancel Jobs by Printer Name.**

b. Scroll up or down the printer name list to find the printer that you want to cancel print jobs on. If you decide that you do not want to cancel any print jobs, press **Ctrl-C** to exit to the Print Service menu.

c. With the cursor next to the printer name, press **ESC** to cancel all print jobs for that printer.

d. Press any key to get back to the Print Service menu.

6.3.5 Reporting to MTMC.

The IT0 is responsible for reporting exercise data to the Military Traffic Management Command's (MTMC) IRS system. The data transmitted to MTMC consists of equipment dimensions for **all** units participating in the exercise as well as summaries of the commercial transportation requirements.

Note: Only **UICs** that are in the COC that have Headers **defined/assigned** will be able to manipulate Commercial Requirements data, or be processed in the IBS Report

When reporting to the MTMC IRS system, certain procedures must be completed in a specific order. The flowchart in Figure 6-26 illustrates the procedures for reporting the MTMC that must be completed and the order in which they should be done.

a. **Define** the Commercial Requirement.

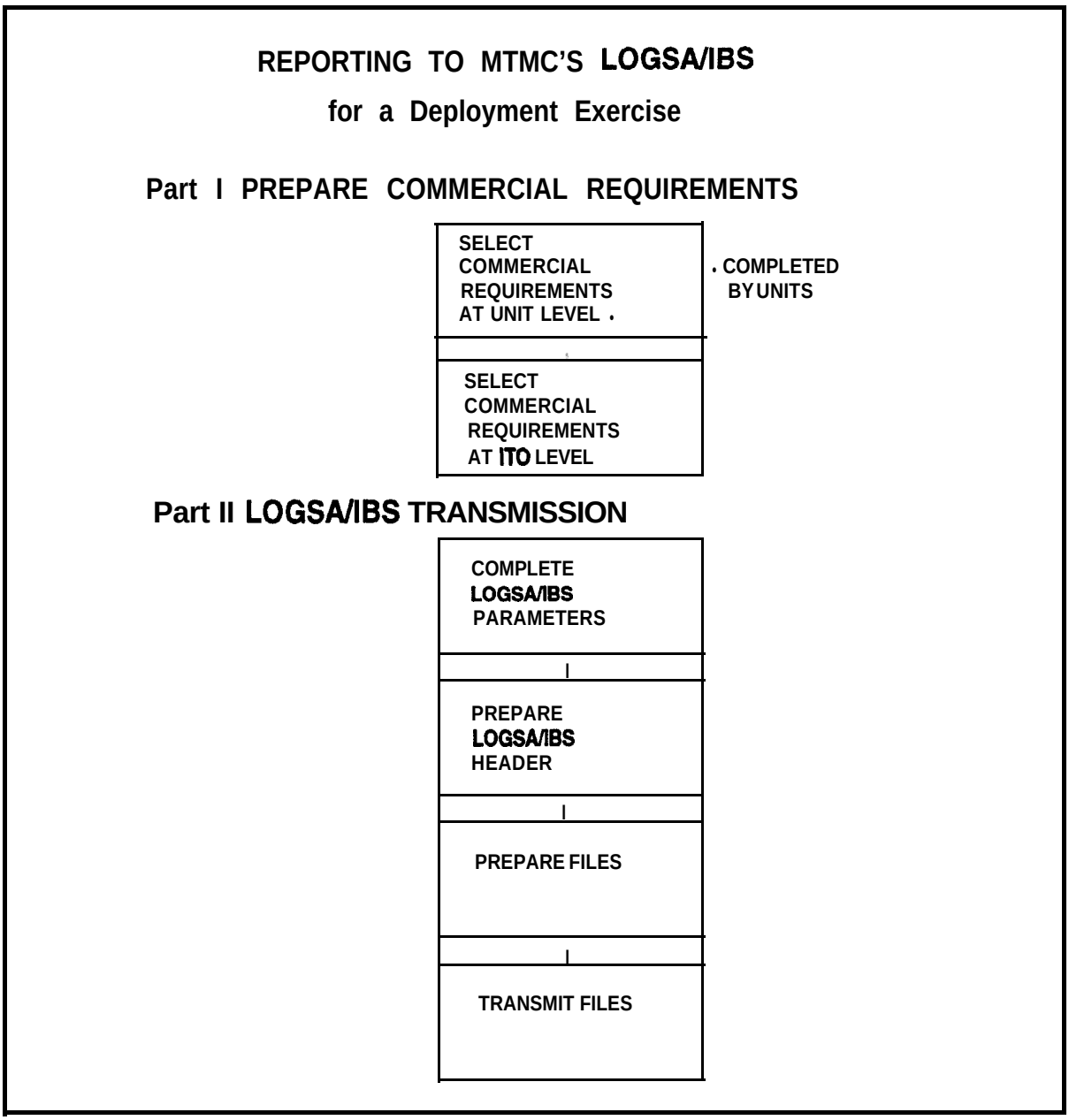


Figure 6-26. Procedures to Report to MTMC by LOGSA/IBS

b. Enter Commercial Requirements for the exercise into the Commercial Requirements Summary screen.

c. Complete the IBS Parameters screen.

d. Complete the IBS Freight Header screen for each echelon/ULN in the exercise.

e. Update the IBS file.

f. Execute the IBS Transmission program.

6.3.5.1 Maintainina ITO Commercial Requirements Data.

The IT0 Commercial Requirements screen displays a rollup of the commercial transportation requirements (rail, highway, container, and bus) for moving the equipment for each UIC.

The fields at the top of this screen display the TDC, the Exercise Name, and a short description of the Echelon. The remaining fields indicate the quantity and type of rail cars, trailers, containers, and buses that will be transporting the items on the DEL. To modify data in any fields on this screen, highlight the field and modify the data by typing over the displayed information.

Use, the following procedures to maintain commercial requirements data:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **IT0 Data** from the IT0 Equipment List Processing menu.

c. Select **IT0 Commercial Requirements** from the IT0 Data menu.

d. Enter the **TDC** of the exercise you want to maintain commercial requirements for and press **ESC** or press F6 to display a list of valid TDCs. Use the cursor control keys to scroll through the list and press **ESC** to select a **TDC.** The ITO Commercial Requirements screen will be displayed with the IT0 COMMERCIAL REQUIREMENTS: ring menu displayed at the top:

ITO COMMERCIAL REQUIREMENTS: I-Add P-Modify &Delete E-Exit

The following paragraphs explain the procedures for using each of these options.

Paragraph	Page	Option
6.3.5.1.1	6-66	Adding ITO Commercial Requirements Data.
6.3.5.1.2	6-67	Modifying IT0 Commercial Requirements Data.
6.3.5.1.3	6-68	Deleting IT0 Commercial Requirements Data.

Note: The IT0 Commercial Requirements can also be completed by selecting **Transportation Requests** from the TC ACCIS Main Menu. Commercial Requirements is one of the **REP: ring** menu options when you have selected **Reply to Transportation Request** which is an IT0 function.

6.3.5.1.1 Adding ITO Commercial Requirements Data.

Commercial Requirements can be added by either the UMO or the ITO. If the UMO has already entered the Commercial Requirements, the IT0 can only modify them by following the procedures in paragraph 6.3.5.1.2 below.

Use the following procedures to Add IT0 Commercial Requirements Data:

a. To begin this process, the IT0 Commercial Requirements: ring menu should be displayed. If this is not the case, use the procedures in paragraph 6.3.5.1 above to display it.

ITO COMMERCIAL REQUIREMENTS: I-Add 2-Modify 3-Delete E-Exit

b. Select **Add** from the IT0 Commercial Requirements: ring menu. The Select UIC window will be displayed.

c. Enter the **UIC** for the desired unit and press **ESC,** or press **F6** to select a UIC from the list of available units. The IT0 Commercial Requirements screen will be displayed. This screen will allow you to add commercial requirements data for that UIC. You can add rail, highway, seavan container, and bus requirements.

Note: A message will be displayed if the unit has already entered Commercial Requirements and you will be returned to the Select UIC window to select another unit. In this case you can only Modify or Delete the ITO Commercial Requirements Data for this unit.

d. Press RETURN until the cursor is in the field for the type requirement you want to add.

e. Enter the **number** needed of that type requirement and press RETURN.

f. As necessary, repeat the procedures in paragraph **d.** and e. above until all of your requirements have been added.

g. When all of your requirements have been added, press **ESC** to accept save your data. **An Updating Row** message will be displayed and then the cursor will return to the IT0 Commercial Requirements: ring menu where you can select another option of press **E-Exit** twice to return to the IT0 Equipment List Processing menu.

6.3.5.1.2 Modifying ITO Commercial Requirements Data.

Only UICs that are in the COC, with Headers assigned, and with Commercial Requirements defined, can be modified.

Use the following procedures to Modify IT0 Commercial Requirements Data:

a. To begin this process, the ITO Commercial Requirements: ring menu should be displayed. If this is not the case, use the procedures in paragraph 6.3.5.1 above to display it.

ITO COMMERCIAL REQUIREMENTS: I-Add P-Modify 3-Delete E-Exit

b. Select **Modify** from the IT0 Commercial Requirements: ring menu. The Select UIC window will be displayed.

c. Enter the **UIC** for the desired unit and press **ESC,** or press F6 to select a UIC from the list of available units. The ITO Commercial Requirements screen will be displayed with your current rail, highway, seavan container, and bus requirements for the selected UIC.

d. Press RETURN until the cursor is in the field for the type requirement you want to modify.

e. Enter **the** new **number** needed of that type requirement by typing over the existing data, and press **RETURN.**

f. As necessary, repeat the procedures in paragraph **d.** and e. above until all of your requirements have been modified.

g. When all of your requirements have been modified, press **ESC** to accept save your data. **An Updating Row** message will be displayed and then the cursor will return to the ITO Commercial Requirements: ring menu where you can select another option of press **E-Exit** twice to return to the ITO Equipment List Processing menu. This will update the Commercial Requirements for both the unit's record and the ITO record.

fi.3.5.1.3 Deletina ITO Commercial Reauirements Data.

Use the following procedures to Delete ITO Commercial Requirements Data:

a. To begin this process, the ITO Commercial Requirements: ring menu should be displayed. If this is not the case, use the procedures in paragraph 6.3.5.1 above to display it.

ITO COMMERCIAL REQUIREMENTS: I-Add 2-Modify &Delete E-Exit

b. Select **Delete** from the IT0 Commercial Requirements: ring menu. The Select UIC window will be displayed.

c. Enter the **UIC** for the desired unit and press **ESC,** or press F6 to select a UIC from the list of available units. The IT0 Commercial Requirements screen will be displayed with your current rail, highway, seavan container, and bus requirements. A message will be displayed:

Delete ITO Commercial Requirements for this UIC? (y/n)?

This procedure will delete the commercial requirements data for the selected UIC in this exercise.

(1) Enter **n** if you do not want to delete the ITO Commercial Requirements for this entire UIC. The cursor will return to the ITO Commercial Requirements: ring menu where **you can** select another option or press **E-Exit** twice to return to the ITO Equipment List Processing menu.

(2) Enter y if you want to delete the IT.0 Commercial Requirements for this entire UIC. A message will be displayed:

Deleting requirements for {designated UIC]

The cursor will return to the IT0 Commercial Requirements: ring menu where you can select another option or press **E-Exit** twice to return to the IT0 Equipment List Processing menu.

6.3.5.2 Settina LOGSA/IBS Parameters,

The LOGSA/IBS parameters are the communications settings that will be used to send information to the MTMC LOGSA/IBS system. Once these parameters are set, they will not need to be changed under normal operating conditions unless there is a change in the communications equipment and/or telephone numbers. Use the following procedures to set all of the parameters needed to transfer LOGSA/IBS files to MTMC:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Administration** from the ITO Equipment List Processing menu.

c. Select **Equipment List Transaction Data** from the Equipment List Administration menu. The Equipment List Transaction menu will be displayed.

d. Select **LOGSA/IBS Send Communications** from the Equipment List Transaction menu. The Select Type Data Code window will be displayed.

e. Enter the **TDC** for the appropriate exercise and press **ESC,** or press **F6** to select the TDC from a list of available **TDCs.** A prompt will be displayed:

This will transmit to LOGSA... Transmit to IBS also (y/n)?

(1) Enter y in response to this prompt if you want to send the report to both LOGSA and IBS. The LOGSA/IBS Send Communications menu will be displayed.

(2) Enter **n** in response to this prompt if you want to send the report only to LOGSA. The LOGSA/IBS Send Communications menu will be displayed.

f. Select **Parameter Definition** from the LOGSA/IBS Send Communications. A prompt will be displayed:

Modify Parameter file for: LOGSA (L) or IBS (A)?

(1) Enter **L** to modify the LOGSA Parameter file. The LOGSA Parameters window will be displayed.

(a) Use the cursor control keys to move the cursor to the field where you want **to** make the change.

(b) Enter the correct data by typing over the displayed information.

(c) As necessary, repeat the procedures in paragraphs **(a)** and **(b)** until all of the desired corrections have been made.

(d) When all of the data is correct, press **ESC** to save the changes. The cursor will return to the **LOGSA/IBS** Send Communications menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

(2) Enter **A** to modify the **IBS** Parameter file. The **IBS** Parameters window, shown in Figure 6-27, will be disolaved.

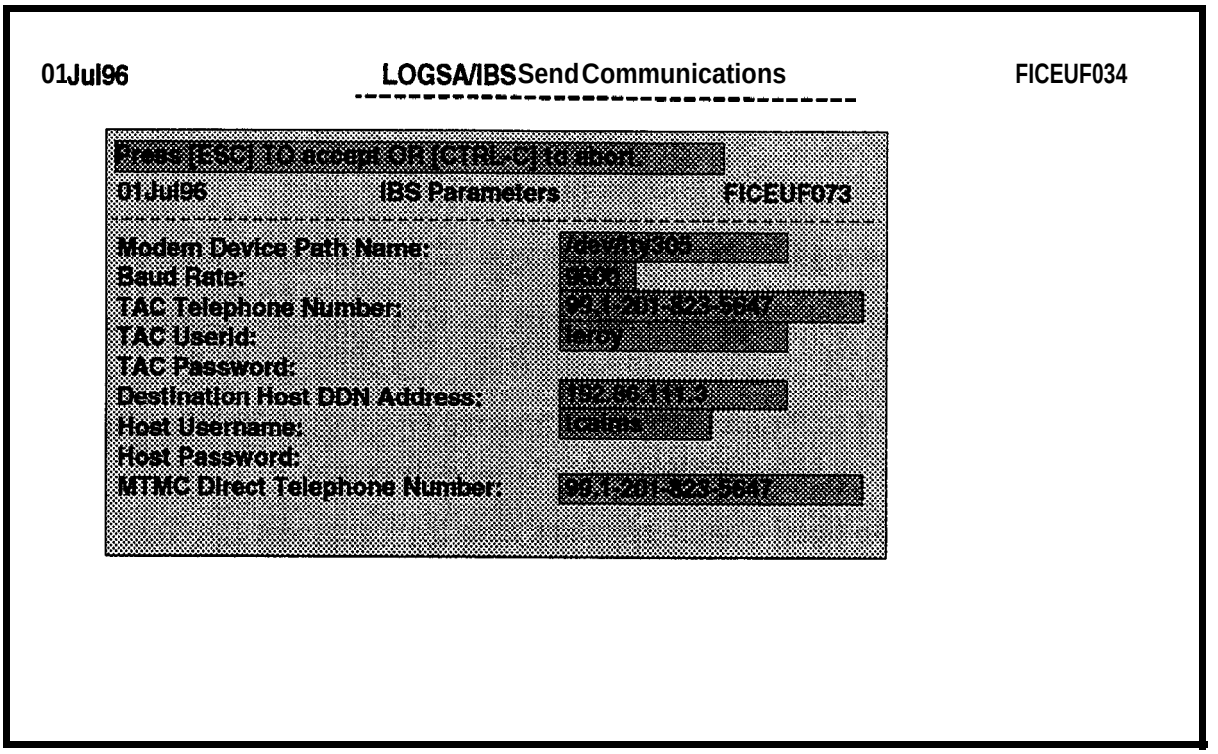


Figure 6-27. LOGSA/IBS Parameters Screen

(a) Use the cursor control keys to move the cursor to the field where you want to make the change.

(b) Enter the correct data by typing over the displayed information.

Note: To provide system security, the **TAC Password** and the **HOST Password,** will not be displayed on the screen. Whenever you access these fields again a **Change existing TAC Password ? y/n** or Change **Existing Host Password** ? **y/n** prompt will replace **the** TAC **Userid** title. **If you** answer **Y, an Enter Old Password:** prompt will be displayed. You must know the old password in order to change it. When **you** enter the **old password, you can** then enter **the new password.**

(c) As necessary, repeat the procedures in paragraphs **1** and **2** until all of the desired corrections have been made.

(d) When all of the data is correct, press **ESC** to save the changes. The cursor will return to the LOGSA/IBS Send Communications menu where you can select another option or press **E-Exit** three times to return to the ITO Equipment List Processing menu.

4.3.5.3 Maintainina the LOGSA/IBS Freiaht Header.

The LOGSA/IBS Freight Header contains data that will be used to connect units, unit equipment, and freight resources. The screen must be completed AFTER units have completed their equipment list processing for an exercise, and BEFORE the LOGSA/IBS file is updated for transmission to MTMC. The LOGSA/IBS Freight Header must also be updated before each LOGSA/IBS Update.

Note: It is a good idea to update each Echelon/ULN in an exercise prior to each LOGSA/IBS Update. This practice ensures that the most current data will be included with each LOGSA/IBS transmission.

Use the following procedures to maintain the LOGSA/IBS Freight Header:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **IT0 Data** from the ITO Equipment List Processing menu.

c. Select **LOGSA/IBS Freight Header** from the ITO Data menu. The Select Type Data Code window will be displayed.

d. Enter the **TDC** of the exercise you want to maintain freight header data for and press **ESC** or press F6 to display a list of valid **TDCs.** Use the cursor control keys to highlight the desired TDC and press **ESC** to select a it. The Freight Header screen will be displayed with the echelons or **ULNs** that are assigned to this TDC.

e. Use the cursor control keys to highlight the desired **Echelon** or **ULN** and press **ESC** to select it. The header information for the exercise will be displayed at the top of the screen and the freight information will be displayed at the bottom of your screen. The cursor will be in **the Shipper DODAAC** field.

Note: You can press **F9** at any time to toggle between the top and bottom portions of the screen.

f. Use the cursor control keys to move the cursor to the field where you want to make **the change.**

g. Enter the correct data by typing over the displayed information.

h. As necessary, repeat the procedures in paragraphs **f.** and g. until all of the desired corrections have been made.

i. When all of the data is correct, press **ESC** to save the changes. The cursor will return to the LOGSA/IBS Send Communications menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

Note: It is also possible to view the data on these screens without entering data. Use paragraphs **a.** through **j.,** but instead of entering data, you can press **Ctrl-C** to abort. If you are in the lower part of the screen, this will take you to the upper part of the screen. Pressing **Ctrl-C** at the upper part will return you to the IT0 Data menu.

k. When all the data is correct, press ESC to accept it. The cursor will return to the IT0 Data menu where you can select another option or press E-Exit to return to the IT0 Equipment List Processing menu.

6.3.5.4 Preparing a LOGSA/IBS Update File.

Only one LOGSA/IBS update file can be prepared at a time. If you attempt to prepare a second file while the first one is **Preparing,** a message will be displayed:

Ask you SA to remove LOGSA/IBS lock in Amp

Before the System Administrator (SA) removes the lock, make sure there are no LOGSA/IBS updated being prepared and no LOGSA/IBS transmissions in progress.

Use the following procedures to prepare a LOGSA/IBS update file:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **IT0 Data** from the IT0 Equipment List Processing menu.

c. Select **LOGSA/IBS Freight Header** from the IT0 Data menu. The Select Type Data Code window will be displayed.

d. Enter the **TDC** for the equipment list that you want to send and press ESC, or press F6 to select a TDC from the Type Data Code window. When F6 is used, use the cursor control keys to highlight the desired TDC and press **ESC** to accept it. The Select UIC window will be displayed.

e. Enter the **UIC** of the unit to to be included in the LOGSA/IBS File, or press F6 to select one or more units from a list of available units displayed on the Select Unit screen. When F6 is used:

(1) Press **RETURN** to move the cursor to the line of a unit you want to select.

(2) Enter an X in the Select field to the right of each unit you want to select. The cursor will move to the next line.

Note: **You can** press the **SPACEBAR** to deselect a unit that has been previously selected. This removes the X in the **Select** field and the unit will not be included in your LOGSA/IBS File.

(3) As necessary, repeat the procedures in paragraph **(1)** and (2) above until all the desired units have been selected.

Note: You can press **F10** at any time to select all of the units in the exercise. When you do this, the Select Unit screen will close and the the Sort Selection window will be displayed as shown in Figure 6-24 (page 6-57). You should now continue with the procedures in paragraph **f.** below.

f. When all the units have been selected, press **ESC** to accept your selections. The IT0 Data menu will be displayed with the following message at the bottom of the screen:

Running LOGSA/IBS update in background

When the message is cleared, the cursor will then return to the IT0 Data menu where **you can** select another option or press **E-Exit** to return to the ITO Equipment List Processing menu.

6.3.5.4.1 Sendina Update Files to LOGSAABS.

You can Send or **Prepare only** one file at a time. However, the system will allow a LOGSA/IBS transmission upon completion of a **LOGSA/IBS Prepare** by allowing the user to select a transmission mode., The program will wait in the background until **the Prepare** is completed and then automatically send the transmission. There are three situations in which you **will** be unable to Send a transmission:

- There is no file ready for transmission to this TDC.
- **The** system is **still Preparing the** file for the TDC you are trying to **Send.**
- The system is **Preparing** one transmission and you are tying to **Send** another.

Use the following procedures to send files to MTMC through the LOGSA/IBS system:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

c. Select **Equipment List Transaction Data** from the Equipment List Administration menu. The Equipment List Transaction menu will be displayed.

d. Select **LOGSA/IBS Send Communications** from the Equipment List Transaction menu. The Select Type Data Code window will be displayed.

e. Enter the TDC for the appropriate exercise and press ESC, or press F6 to select the TDC from a list of available TDCs. A prompt will be displayed:

This will transmit to LOGSA... Transmit to IBS also (y/n)?

(1) Enter y in response to this prompt if you want to send the report to both LOGSA and IBS. The LOGSA/IBS Send Communications menu will be displayed as shown in Figure 6-28.

(2) Enter n in response to this prompt if you want to send the report only to LOGSA. The LOGSA/IBS Send Communications menu will be displayed as shown in Figure 6-28.

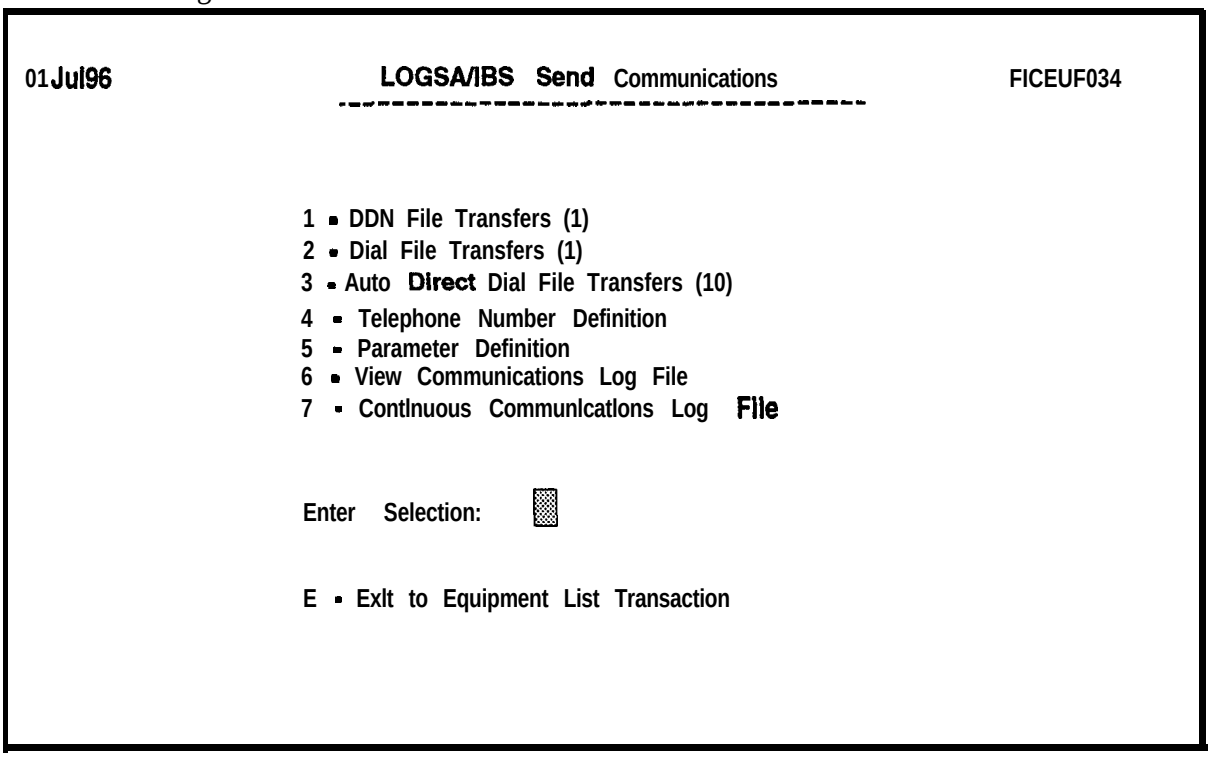


Figure 6-28. LOGSA/IBS Send Communications Menu

The following is an explanation of the LOGSA/IBS Send Communications menu options:

Option	Explanation
DDN File Transfer (1)	This option transfers the LOGSA/IBS file by DDN telephone lines. It will attempt to send the file once.
Dial File Transfers (1)	This option transfers the LOGSA/IBS file by Dial telephone lines. It will attempt to send the file once.
Auto Direct Dial File Transfers (10)	This option transfers the LOGSA/IBS file by Automatic Direct Dial telephone lines. It will attempt to send the file ten times.

Telephone Number Definition	**Allows the** user to enter up to ten **telephone numbers** that will be accessed one after another in the **Auto Direct Dial File Transfers** option.
Parameter Definition	This option allows you to update the parameters used to transfer the LOGSA/IBS file.
View Communications Log File	Allows the user to view the status of the current LOGSA/IBS communications process
Continuous Communication Log File	Allows the user a continuous look at the status if LOGSA/IBS communications as the processing takes place.

f. Select the appropriate **communications** option for the hardware available at your installation. A **Running LOGSA/IBS send in background** message will be displayed at the bottom of the screen. The cursor will then return to the LOGSA/IBS Send Communications menu.

(1) As the update file is being transmitted, entries pertaining to the progress will be recorded in the Communications Log File which contains only the entries pertaining to the last transmission. The final entries in the log will indicate whether or not the most recent transmission was successful.

(2) If the transmission was successful, the original copy of the update file will be deleted, and a copy of the last successfully transmitted update file for each TDC will be retained in a separate directory. As necessary, you can use the LOGSAKBS Resend Communications function described in paragraph 6.3.5.4.2 below to send an additional copy of this update file to LOGSA/IBS.

(3) If the transmission is not successful, the original update file will be retained so you can try to send it again.

Note: You should always check the Communications Log File after each LOGSA/IBS transmission. This is the only way you will know whether or not the transmission was successful. The information in this log file will be over written when the next transmission is made.

g. Select **the View Communications Log File** or **Continuous Communications Log File** to determine whether the update file was successfully transmitted.

(1) The View Communications Log File option allows you to manually review the entire log for the last transmission. The **--More--(nn%)** message at the bottom of the screen indicates there is addition information to be displayed.

(a) As necessary, press **RETURN** to progress through the log. When the last line of the log is displayed, a message will be displayed:

Press <Return> to continue

The last entries in the log will tell you whether or not the file was successfully transmitted.

(b) Press **RETURN** and the cursor will return to the LOGSA/IBS Send Communications menu.

(2) The Continuous Communications Log File option allows you to review the entries being made in the log as the transmission is taking place. If the transmission is already complete, only the last screen in the Communications Log File will be displayed.

(a) The last entries in the log will tell you whether or not the file was successfully transmitted.

(b) Press **Ctrl-C** to return to the LOGSA/IBS Send Communications menu.

h. If the transmission was not successful, press **E-Exit** to return to the Equipment List Transaction menu and then repeat the procedures in paragraphs **d.** through g. above to try again to send the update file.

i. When the transmission is successful, press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

Note: With most of the options, the sending process takes place entirely in the background. You can go to other functions in the system while the transmission is taking place.

6.3.5.4.2 Resending Files to LOGSAABS.

A copy of the last successfully transmitted Update File for each TDC is retained in a separate directory within TC ACCIS. **The Resend Files to LOGSA/IBS** function is used to send an additional copy of that file to LOGSNIBS.

Use the procedures outlined in paragraph 6.3.5.4.1 above to Resend an update file to LOGSA/IBS, except in paragraph **d.,** select the **LOGSA/IBS Resend Communications** option from the Equipment List Transaction menu.

You can Resend or **Prepare only** one **file** at a time. However, the system will allow a LOGSA/IBS transmission upon completion of a **LOGSMBS Prepare** by allowing the user to select a transmission mode. The program will wait in the background until the **Prepare** is completed and then automatically **Resend the** transmission. There are three situations in which you will be unable to Resend a transmission:

- There is no file ready for transmission to this TDC.
- **The** system is **still Preparing the** file for **the TDC you are trying** to **Resend.**

- The system is **Preparing** one transmission and you are tying to **Resend** another.

6.3.6 Reportina COMPASS Data to FORSCOM.

IT0 personnel are responsible for reporting Contingency Standing Route Order (CSRO) data to FORSCOM's COMPASS system. Routinely, active army components report biennially for their default exercise (TDC **D),** and reserve components report annually for their default exercise (TDC S). In addition, during other exercises, FORSCOM may require frequent updates of CSRO data.

The process of reporting involves a series of procedures which must be completed in a specific order. These procedures are:

- The COMPASS Parameters screen must be completed.
- The CSRO Data screen must be completed.
- The COMPASS Update program must be run.
- A Report Sent by E-Mail or An AUTODIN tape must be created and this tape must be transported to the installation Communications Center to be read and transmitted to FORSCOM's COMPASS system. A flowchart illustrating the procedures and the order in which they must be completed before reporting the FORSCOM is shown in Figure 6-29. You may begin these procedures if the commercial requirements have been completed.

6.3.6.1 Settina AUTODIN Parameters.

When you use the COMPASS reporting functions for the first time, you must set the AUTODIN parameters before you can write AUTODIN files to tape. If you need to change these parameters, you must do so before writing the files to tape. You must coordinate with your communications center prior to preparing parameters in order to ensure that your parameters will be correct. Use the following procedures to set or modify AUTODIN Parameters:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU. The IT0 Equipment List Processing menu will be displayed.

b. Select **Equipment List Administration** the ITO Equipment List Processing menu.

c. Select **Equipment List Transaction Data** from the Equipment List Administration menu.

d. Select **Compass Communications** from the Equipment List Transaction menu.

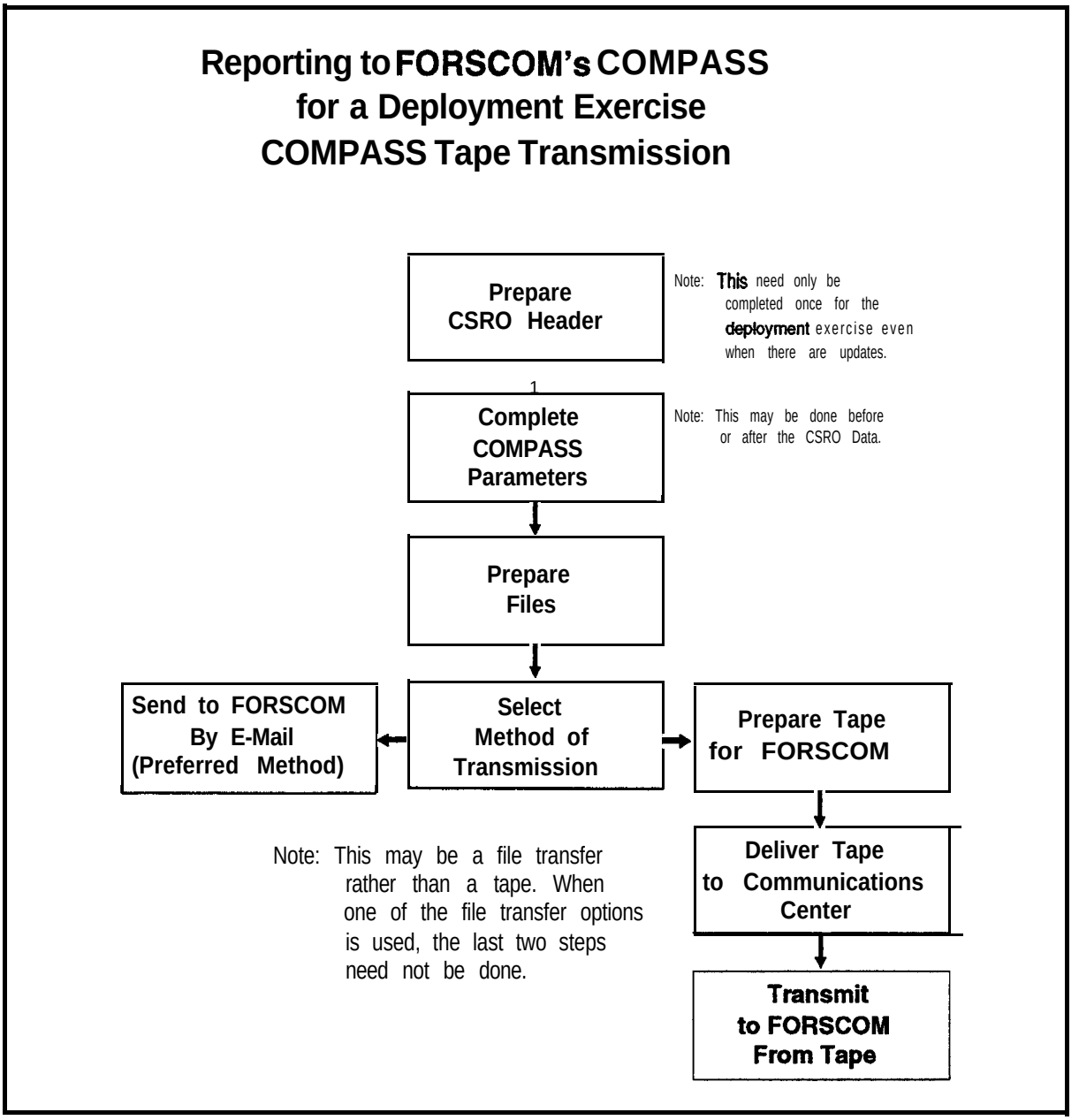


Figure 6-29. Reporting COMPASS Data to FORSCOM

e. Select **Set AUTODIN Parameters** from the Compass Communications menu. The AUTODIN Parameters window will be displayed with the cursor in the first field as shown in Figure 6-30.

f. Enter **the Routing Indicator** of the destination station and press RETURN.

g. Enter **the Plain Language Address** of the destination station and press **RETURN.**

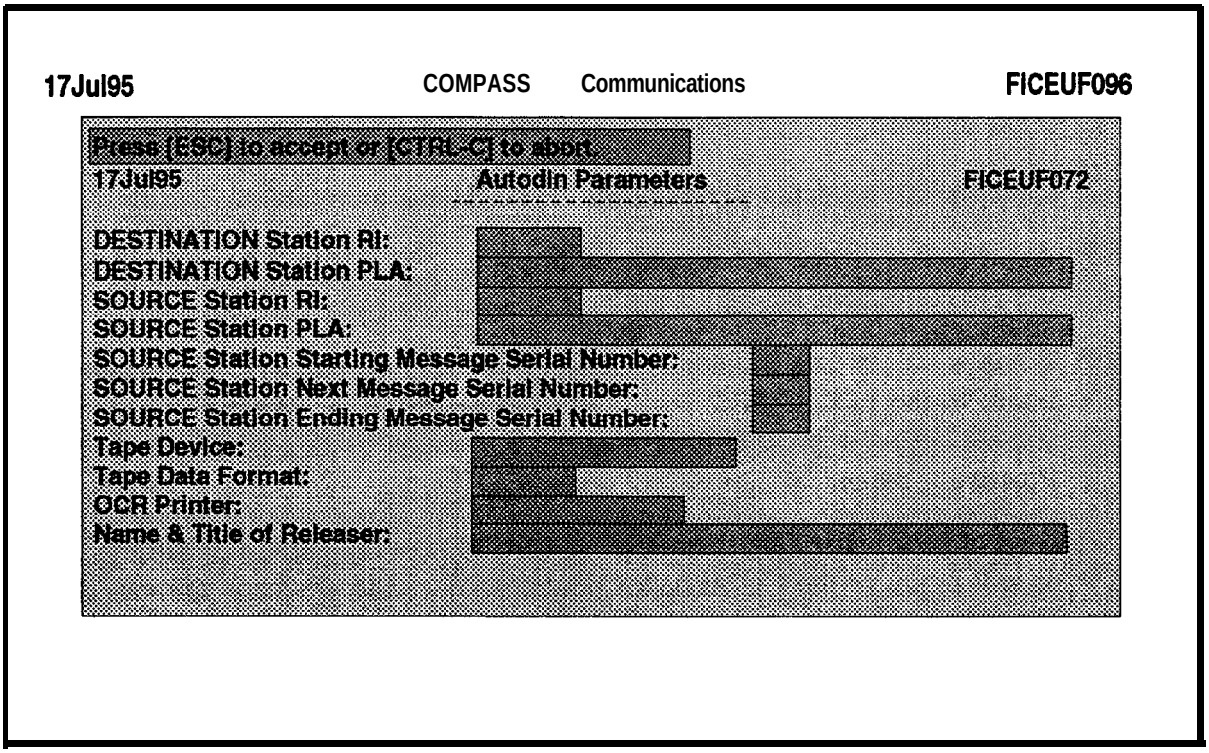


Figure 6-30. AUTODIN Parameters Window

h. Enter **the Routing Indicator** of the source station and press **RETURN.**

i. Enter **the Plain Language Address** of the source station and press **RETURN.**

j. Enter **the starting serial number** for this message and press **RETURN.**

k. Enter **the next serial number** for this message and press **RETURN.**

l. Enter **the ending serial number** for this message and press **RETURN.**

m. Enter the **UNIX path name** for the tape device that the COMPASS files will be written to and press **RETURN.** The following is an example of a valid entry in this field:

/dev/rmt/c1d0h

The **h** at the end of the UNIX path name designates 1600 bpi. An **m** at the end of the UNIX path name would designate 800 bpi.

n. Enter the format for the transmission-either **ASCII** or **EBCDIC.**

o. Enter the **UNIX logical name** for the Optical Character Recognition printer (usually this is the system default printer) and press **RETURN.** Use this printer only as a backup in the event that the COMPASS update files cannot be written to tape.

p. Enter **the name** and **title** or **rank** of the person who authorized this transmission and press RETURN.

q. Review your entries to verify that they are correct. A necessary,

(1) Use the cursor control keys to move the cursor to the field where you want to make the change.

(2) Enter the correct data by typing over the displayed information.

(3) As necessary, repeat the procedures in paragraphs **(a)** and **(b)** until all of the 'desired corrections have been made.

(4) When all of the data is correct, press **ESC** to save the changes. The cursor will return to the **LOGSA/IBS** Send Communications menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

r. When all of your entries are correct, press **ESC** to save the parameter settings. The cursor will return to the COMPASS Communications menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

Note: The **AUTODIN** Parameters normally need to be set only once. Thereafter, they need to be updates only as changes occur in the data in the screen.

'7

6.3.6.2 Completing the CSRO Data Screen.

The Contingency Standing Route Order (CSRO) screen contains data which was formerly entered onto FORSCOM Form 900-5-R. This data is used by FORSCOM to determine the availability of alternate freight resources. CSRO data must be entered for each UIC taking part in the exercise (TDC). The CSRO Data screen should be completed by IT0 personnel prior to performance of each COMPASS update and **AUTODIN** tape creation procedure.

Use the following procedures to enter CSRO information:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU. The IT0 Equipment List Processing menu will be displayed.

b. Select **IT0 Data** from the **ITO** Equipment list Processing menu.

c. Select **CSRO** from the IT0 Data menu. The Select Type Data Code window will be displayed.

d. Enter the TDC of the exercise for which you want to add or modify CSRO data, and press **ESC.**

(1) If you are entering **CSROs** for a TDC for the **first** time, the CSRO window will be displayed with the CSRO: ring menu at the top of the window, as shown in Figure 6-32. You have the option of manually entering the CSRO setting for each unit in exercise, or defaulting the CSRO setting for all units to N.

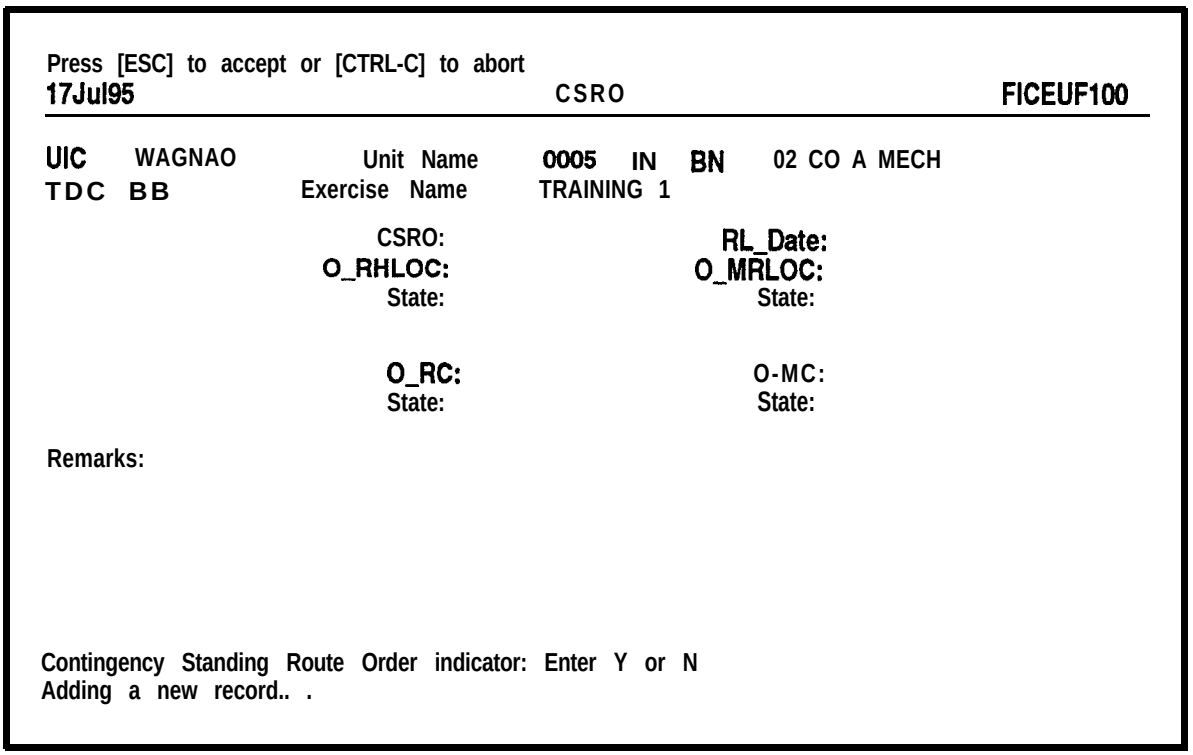


Figure 6-31. Screen for Changing CSRO Data

(a) To manually enter the CSRO setting for each unit in the exercise, select **CSRO Required.** The Select UIC window will be displayed.

1 Enter the desired **UIC** and press **ESC,** or press F6 to select the UIC from a list of available **UICs.** The CSRO screen will be displayed for that unit as shown in Figure 6-31, with the cursor in the **CSRO** field. Except for the basic information on the unit and the TDC, the fields will be blank.

2 When you enter Y in the CSRO field, the MPE Selection window will be displayed with the MPE: ring menu at the top:

MPE: 1-R 2-T/I 3-R and T/I E-Exit

The following is an explanation of these options:

Option	Explanation
R	Rail to Sea Port of Embarkation (SPOE)/Mobilization (MOB) Station.
T/I	Truck/Installation Transportation to SPOE/MOB Station.
R and T/I	Rail and Truck/Installation Transportation to SPOE/MOB Station.

3 Select the appropriate **Mode to Port of Embarkation (MPE). The** cursor will move to **the RL_Date** field.

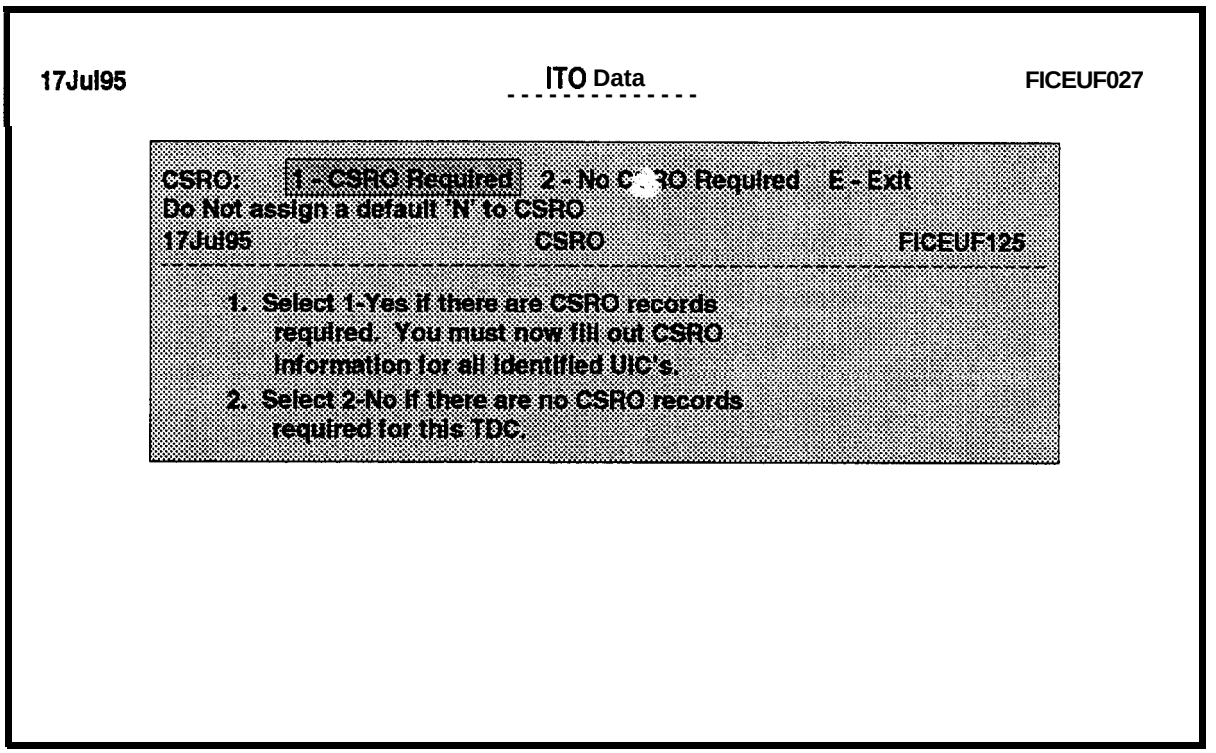


Figure 6-32. CSRO Data Screen

4 Continue to enter data in all of the highlighted fields, pressing RETURN after each entry.

5 When all of the CSRO data has been entered, press **ESC** to accept and save the data. The Select UIC window will be displayed again. Repeat all the procedures under paragraph (a) above to add CSRO information for the next unit.

6 When the CSRO information has been entered for all units, press Ctrl-C at the Select UIC window to end the process. The cursor will return to the IT0 Data menu where you can select another option or press E-Exit to return to the IT0 Equipment List Processing menu.

(b) To use the default CSRO setting of N for all units, select No **CSRO Required.** A **Processing** message will be displayed and then the cursor will return to the **ITO** Data menu where **you can** select another option or select **E-Exit** to return to the IT0 Equipment List Processing menu.

TC ACCIS will automatically enter N **(no)** in the CSRO field for all units without entering the CSRO screen. If any unit for this TDC needs a CSRO after the default has been set, you can change this default N to Y for that specific UIC by following the procedures in paragraph e. below. The **CSROs** for the other units in the exercise will remain unchanged.

(2) If you are entering CSRO information for a TDC for the second or subsequent time, the Select UIC window will be displayed.

(a) Enter the desired **UIC** and press **ESC,** or press F6 to select the **UIC** from a list of available **UICs**. The CSRO screen will be displayed with the CSRO data for that unit. The cursor in the **CSRO** field.

(b) When you enter Y in the CSRO field, the MPE Selection window will be displayed with the MPE: ring menu at the top:

MPE: 1-R 2-T/I 3-R and T/I E-Exit

1 Select the appropriate **MPE.** The cursor will move to the **RL_Date** field.

2 Continue to enter or modify the data in all of the highlighted fields by typing over the existing data. Press RETURN after each entry.

(c) When all of the CSRO data has been entered, press **ESC** to accept and save the data. The Select UIC window will be displayed again so you can add the CSRO information for the next unit by repeating all the procedures under paragraph **(a)** above.

(d) When the CSRO information has been entered for all units, press **Ctrl-C** at the Select UIC window to end the process. The cursor will return to the IT0 Data menu where you **can** select another option or press **E-Exit** to return to the IT0 Equipment List Processing menu.

6.3.6.3 Generating a COMPASS Unit Movement Data (UMD) File.

The first time you use this function, the update file will contain the entire EL. After that, it will contain only the changes made since the last time a COMPASS file was transmitted.

Note: Depending upon the number of units and the volume of equipment, the COMPASS update process can take from several minutes to several hours. During this period, the terminal on which the program is running cannot be used for any other functions. With these things in mind, it is sometimes best to run the COMPASS update process at the end of the day, so that it runs during the night and will have been completed by the next morning.

Use the following procedures to prepare a COMPASS update file:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU. The IT0 Equipment List Processing menu will be displayed.

b. Select **Equipment List Administration** the **ITO** Equipment List Processing menu.

c. Select **Equipment List Transaction Data** from the Equipment List Administration menu.

d. Select **COMPASS Communications** from the Equipment List Transaction menu. The COMPASS Communications menu will be displayed.

e. Select **Prepare COMPASS UMD File** from the COMPASS Communications menu. The COMPASS UMD Report Generator screen will be displayed as shown in Figure 6-33.

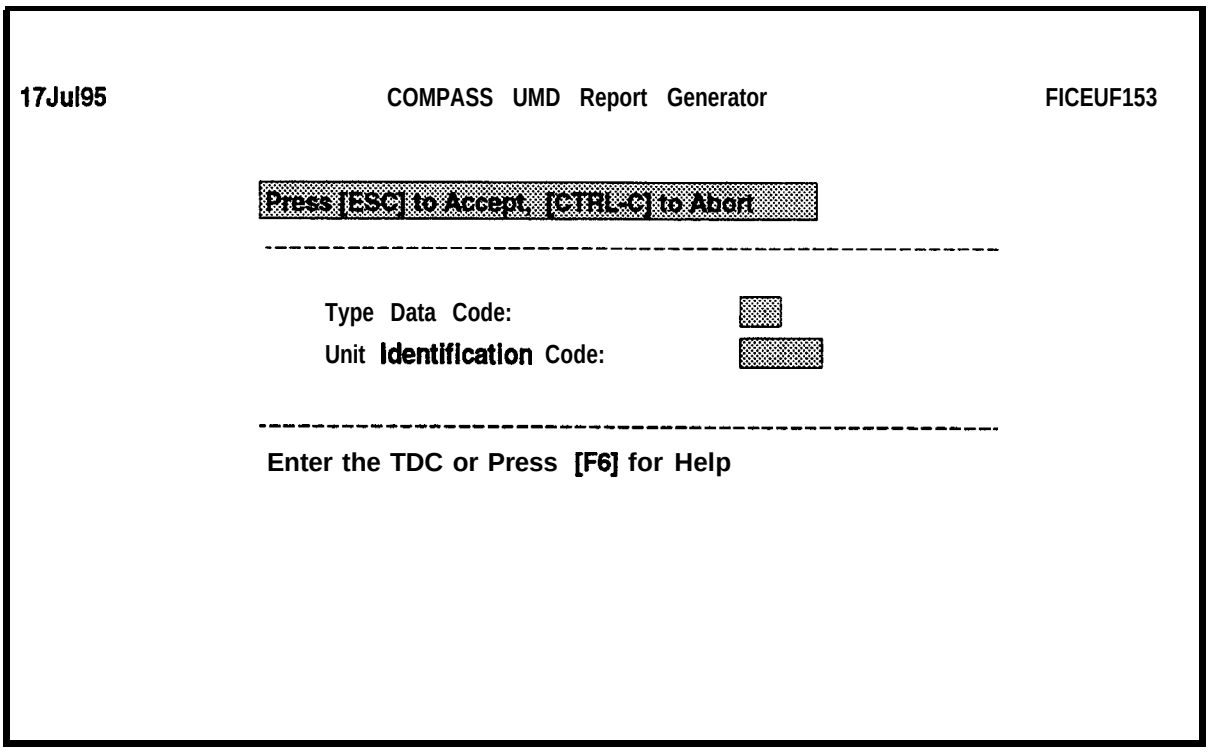


Figure 6-33. COMPASS UMD Report Generator Screen

f. Enter the **TDC** of the EL that you want to prepare for transmission and press **RETURN,** or you can press F6 to select the TDC from a list of available **TDCs.** The cursor will move to **the Unit Identification Code** field.

g. Enter the **UIC** of the unit you want to include in your COMPASS report, or press F6 to select one of more **UICs** from a list of available **UICs.** When you use F6, the COMPASS UIC Listing window will be displayed as shown in Figure 6-34. It shows the a list of available **UICs** and the date and time each UIC was last updated.

(1) Use the cursor control keys to highlight the desired UIC and press X to select it. Repeat this process, as necessary to select multiple **UICs.** As an alternative, you can press **F10** to select all **UICs.**

(2) The **SPACE BAR** can be used at any time to deselect any unit that was previously selected.

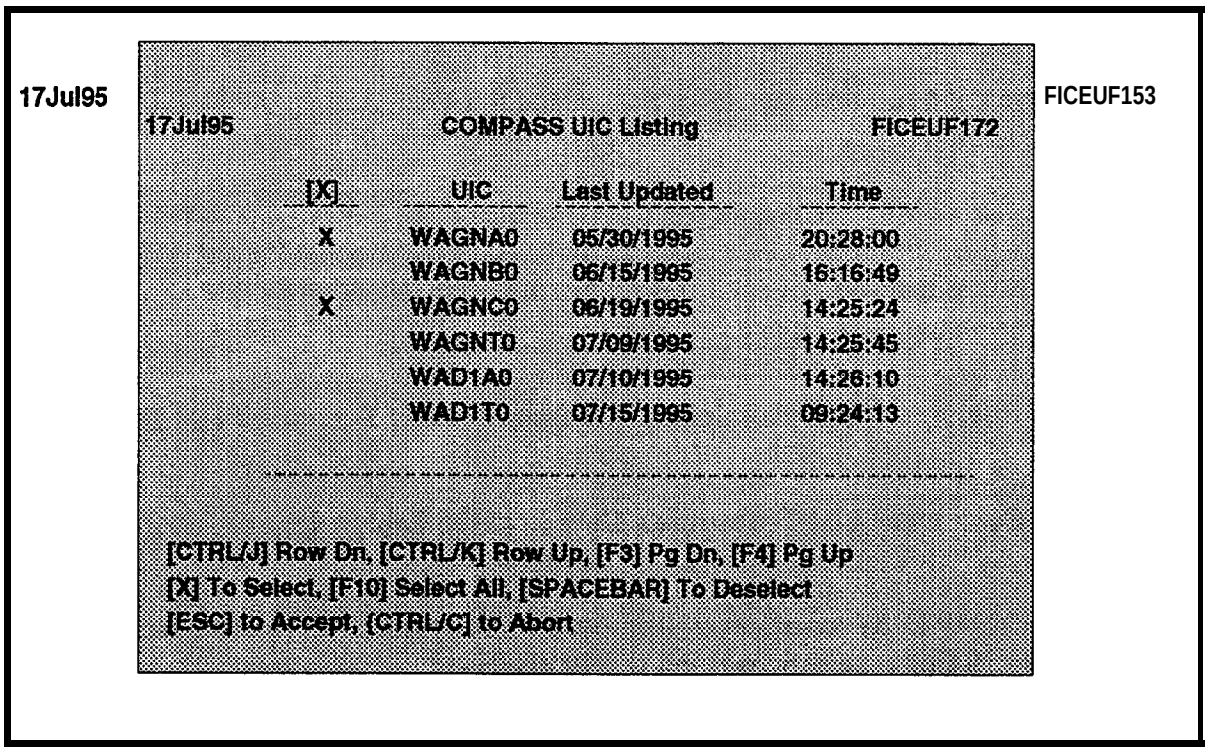


Figure 6-34. COMPASS UIC Listing Window

(3) When all the **UICs** have been selected, press **ESC** to accept and save your selections. The cursor will return to the COMPASS UMD Report Generator screen.

h. Press **ESC** to accept the TDC and **UIC(s)** you have selected. The following message will be displayed at the bottom of your screen:

Generating COMPASS UMD Report.. . . WAIT

When the report is generated, the Update process has been completed. A new message will be displayed at the bottom of your screen.

A copy of your COMPASS file has been sent to the Printer. . . .

The cursor will then return to the COMPASS Communications menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

i. You can now transmit the COMPASS file by E-Mail or prepare a COMPASS Tape. Refer to the paragraph 6.3.6.4.4 below for procedures on sending a COMPASS report by E-mail. If you need to prepare a tape instead of transmitting by E-Mail procedure to the next paragraph, ***Making a COMPASS Tape.***

6.3.6.4 Preparing an AUTODIN Tape From COMPASS UMD Files.

To write equipment list files to a tape to be transmitted to COMPASS by AUTODIN, use the following procedures:

Note: This process overwrites the previously prepared AUTODIN tape file. Check with your local communications center to make certain that the last AUTODIN tape that was prepared was successfully transmitted to COMPASS before you use the **Prepare** function.

a. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

b. Select **Equipment List Transaction Data** from the Equipment List Administration menu.

c. Select **COMPASS Communications** from the Equipment List Transaction menu. The COMPASS Communications menu will be displayed.

d. Select **Prepare AUTODIN Tape From COMPASS UMD Files.** The Select Type Data Code window will be displayed.

e. Enter the desired **TDC** and press **ESC** to accept it, or press F6 to select a **TDC** from a list of available TDCs.

When this process is completed, the following prompt will be displayed:

. Put a tape onto the tape drive .
When ready, type 'S' <Retn> to Start saving to tape
or type 'Q' <Retn> to Quit.
Start or Quit <S/Q>?

(1) Mount a new tape onto the drive. Press S and **RETURN** to start writing the files to tape. When the process is complete, the cursor returns to the COMPASS Communications menu where you can select another option or press **E-Exit three** times to return to the ITO Equipment List Processing menu. **or,**

(2) Press Q and then **RETURN** to terminate the process and return to the COMPASS Communications menu where you **can** select another option or press **E-Exit three** times to return to the ITO Equipment List Processing menu.

6.3.6.4.1 Remaking the Last AUTODIN Tape.

Use this function if an error occurs in writing the COMPASS file to tape or if a successfully created tape is damaged in being transmitted to COMPASS. Complete paragraphs **6.3.6.4a.** through c. above. After placing a new tape onto the drive, select **Remake Last AUTODIN Tape.** Then press S and **RETURN** as in paragraph **6.3.6.4e.** above to start recreating the tape.

This function does not create a new AUTODIN file. It recreates the tape from the existing AUTODIN file.

After a COMPASS AUTODIN tape has been created, it must be taken to the installation Communications Center for reading and transmission to FORSCOM.

6.3.6.4.2 Printina Prepared Files From COMPASS UMD Files.

This function is not currently implemented,

6.3.6.4.3 Listina COMPASS UMD Files.

This function provides a **list** of the previously prepared update files. This list will be displayed on the screen and may also be a printed list. This list is a full directory listing of the update files.

Use the following procedures to list the COMPASS UMD files:

a. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

b. Select **Equipment List Transaction Data** from the Equipment List Administration menu.

c. Select **COMPASS Communications** from the Equipment List Transaction menu. The COMPASS Communications menu will be displayed.

d. Select **List COMPASS UMD Files. The Update Queue** screen will be displayed with a prompt:

Display previously Sent or Unsent Update queue. Enter S or U:

(1) Enter S and press RETURN to list the files previously sent, or,

(2) Enter **U** and press **RETURN** to list the files that have not been sent.

(3) A message will be displayed:

Do you want the queue printed on the printer (y or n):

(a) If you enter Y and press **RETURN, the** directory listing will be displayed on the screen and printed on the default system printer.

(b) If you enter N and press **RETURN,** a directory listing of all the update files will be displayed on the screen.

e. When the process is complete, the cursor will return to the COMPASS Communications menu where you **can** select another option or press **E-Exit three times** to return to the IT0 Equipment List Processing menu.

6.3.6.4.4 Sending COMPASS UMD Files by E-Mail.

This function allows you to send the update files by E-Mail Simple Mail Transfer Profile (SMTP) to FORSCOM. It provides a printout and entry in the compass record when the files are sent. Use the following procedures to make this transmission:

a. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

b. Select **Equipment List Transaction Data** from the Equipment List Administration menu.

c. Select **COMPASS** Communications from the Equipment List Transaction menu. The COMPASS Communications menu will be displayed.

d. Select **Send COMPASS UMD By E-Mail. The** Select Type Data Code screen will be displayed. The cursor will be in the **Type Data Code** field.

e. Enter the appropriate **TDC** and press ESC. The COMPASS SMTP Send screen will be displayed.

(1) The update file will be transmitted in 40-50 kilobyte segments. A series of messages and dots will be displayed on the screen as the transfer process is taking place. Each dot represents the transmission of one segment. As the process continues, the Compass SMTP Send screen could look similar to the one shown in Figure 6-35. It can take ten to fifteen minutes, or longer, to transmit large files.

(2) When all segments have been transmitted, the system will automatically verify that **all** of the transmitted segments are the same as the original update file. If a discrepancy is detected, the following message will be displayed to indicate that the update file is being transmitted as a single E-Mail file:

The parts are different form the whole, send the whole...
Sending...
COMPASS by E-mail on Fri, Oct 30, 1992 at 11:38:23, 2850 line - 1 messages.
Please Wait...

f. When the **file** transfer is complete, you **will** be returned to the COMPASS **Communi**cations menu where **you can** select another option or press **E-Exit three times** to return to the IT0 Equipment List Processing menu.

6.3.6.4.5 Sending COMPASS UMD Files by File Transfer Proaram(FTP).

This function is not currently implemented.

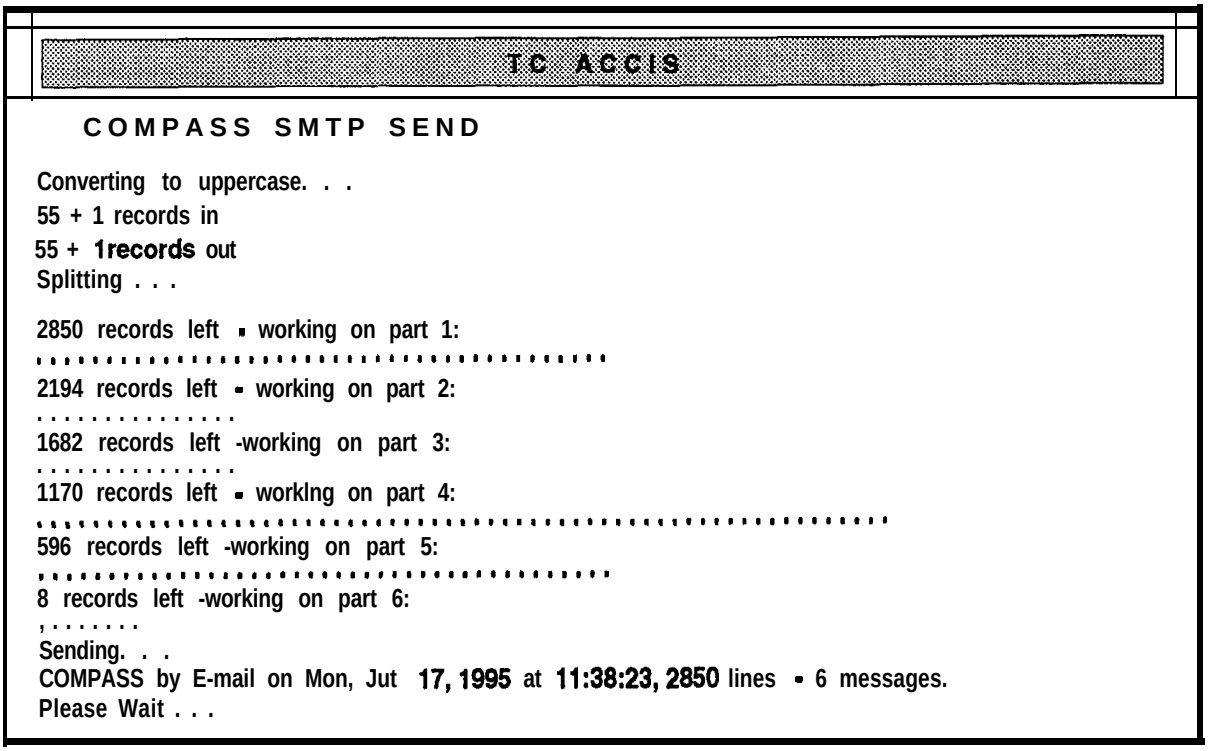


Figure 6-35. COMPASS SMTP Send Screen

6.3.6.4.6 Viewing/Printing the Send Record.

This function provides a list of previously sent update files. This list will be displayed on the screen or may also be printed.

Use the following procedures to view the COMPASS UMD send record:

a. Select **Equipment List Administration** from the **ITO** Equipment List Processing menu.

b. Select **Equipment List Transaction Data** from the Equipment List Administration menu.

c. Select **COMPASS** Communications from the Equipment List Transaction menu. The COMPASS Communications menu will be displayed.

d. Select **View COMPASS UMD Send Record. The** Send Record screen will be displayed with a prompt:

Do you want the send record printed on the printer? (y/n):

(a) If you enter Y and press **RETURN, the** send record will be displayed on the screen and printed on the default system printer.

(b) If you enter N and press **RETURN,** a send record will be displayed on the screen.

e. When the process is complete, the cursor will return to the COMPASS Communications menu where you **can** select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.6.4.7 Resendina a COMPASS UMD File

This function allows you to resend the update files by E-mail to FORSCOM. Use the following procedures to make this retransmission

a. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

b. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

c. Select **COMPASS Resend Communications** from the Equipment List Transaction menu.

d. Enter the appropriate **TDC** and press **ESC.** The COMPASS SMTP screen displays.

(1) The update file will be transmitted in 40-50 kilobyte segments. A series of messages and dots will be displayed on the screen as the transfer process is taking place. Each dot represents the transmission of one segment. As the process continues, the Compass SMTP Send screen could look similar to the one shown in Figure 6-35. It can take ten to fifteen minutes, or longer, to transmit large **files.**

(2) When all segments have been transmitted, the system will automatically verify that all of the transmitted segments are the same as the original update file. If a discrepancy is detected, the following message will be displayed to indicate that the update file is being transmitted as a single E-Mail file:

The parts are different form the whole, send the whole...
Sending...
COMPASS by E-mail on Fri, Oct 30, 1992 at 11:38:23, 2850 line • 1 messages.
Please Wait..

e. When the file transfer is complete, you will be returned to the Equipment List Transaction menu where **you can** select another option or press **E-Exit** two times to return to the IT0 Equipment List Processing menu.

6.3.6.4.8 Puraina Send Record.

This function will purge the send record by removing all but the last ten entries in the send record. The remaining entries will be displayed on the terminal screen.

Use the following procedures to purge the COMPASS UMD send record:

a. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

b. Select **Equipment List Transaction Data** from the Equipment List Administration menu.

c. Select **COMPASS Communications** from the Equipment List Transaction menu. The COMPASS Communications menu will be displayed.

d. Select **Purge COMPASS UMD Send Record.** The Purge Send Record screen will be displayed.

e. When the process is complete, the cursor will return to the COMPASS Communications menu where **you can** select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.7 Movement Reporting To FORSCOM.

The function allows you to Maintain Movement Data, Manually Enter Movement Data, and Maintain an Installation Situation Report.

Use the following procedures to access the Movement Reporting function:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Movement Reporting** from the IT0 Equipment List Processing menu. The Movement Reporting menu will be displayed as shown in Figure 6-36.

The following is an explanation of each of the options available on the Movement Reporting menu:

Menu Option	Explanation
Maintain Movement Data	**The** option allows you to Maintain Movement Data, Manually Enter Movement Data, and Maintain an Installation Situation Report.
Manually Enter Movement Data	***This*** *Function is not yet implemented.*
Installation Situation Report	This option is used to access the Installation Situation Report function and enter data such as **TDC, UIC, MPOE, Date Shipped,** and **Time Shipped.**

The procedures for each of these functions are described in the following paragraphs:

Paragraph	Page	Function
6.3.7.1	6-92	Maintaining Movement Data.
6.3.7.2	6-104	Manually Entering Movement Data.
6.3.7.3	6-104	Maintaining the Installation Situation Report.

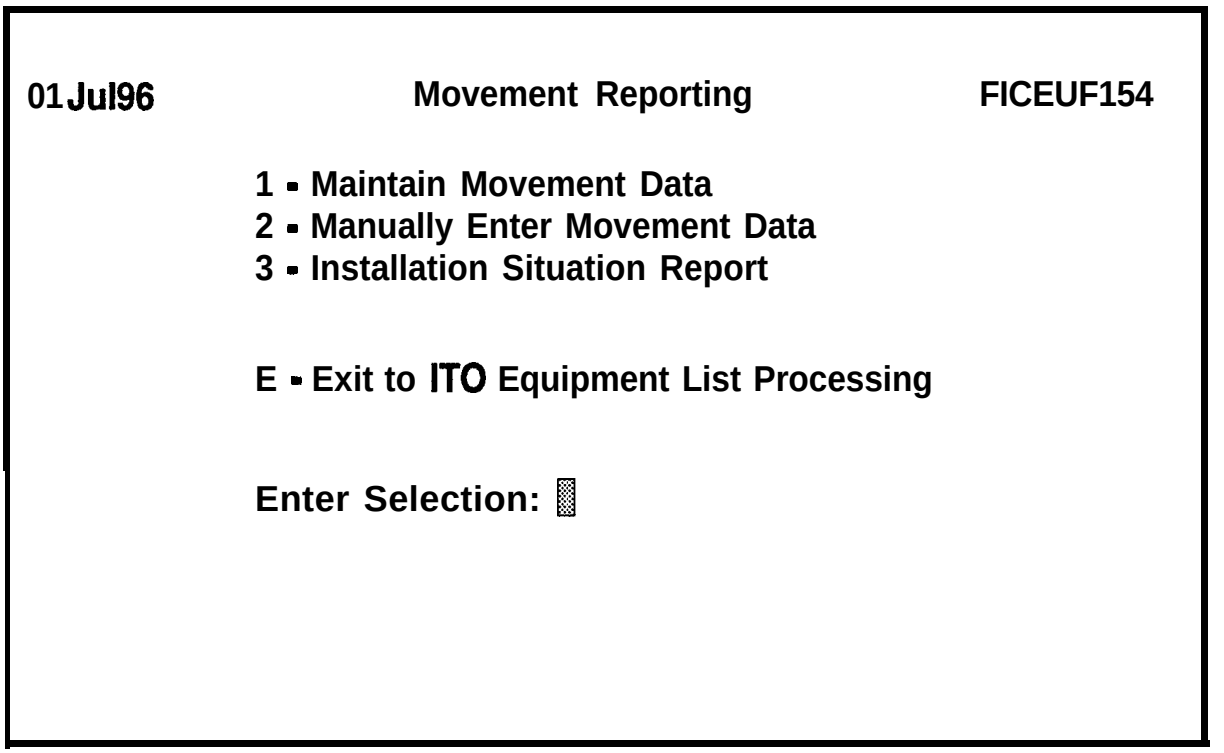


Figure 6-36. Deployment Reporting Menu

6.3.7.1 Maintainina Movement Data.

This function allows you to work with scanned data. You can insert, delete, and print the file of scanned movement data and eliminate duplicate TCNs that may have been scanned into the file. For the IDP4 software release, the Movement Data function allows you to use only scanned data.

Before you begin these processes, make sure your scanned data has been transmitted from the scanner to the Compaq 4500 by using the procedures in Section 13 ***- TCACCIS Scanner.***

Use the following procedures to Maintain Movement Data:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Movement Reporting** from the ITO Equipment List Processing menu. The Movement Reporting menu will be displayed as shown in Figure 6-36 (page 6-92).

The following is an explanation of each of the options available on the Movement Reporting menu:

Menu Option	Explanation
Maintain Movement Data	The option allows you to Maintain Movement Data, Manually Enter Movement Data, and Maintain an Installation Situation Report

Manually Enter Movement Data	***This Function is not yet implemented.***
Installation Situation Report	This option is used to access the Installation Situation Report function and enter data such as **TDC, UIC, MPOE, Date Shipped,** and **Time Shipped.**

c. Select **Maintain Movement Data** from the Movement Reporting menu. The Movement Data Dump window will be displayed with the cursor in the **Select** field for the first record. Each line on this screen represents one dump of scanned data, sometimes referred to as a file of scanned data, that has been transmitted to the TC ACCIS database by using the procedures in Section 13 -*TC ACCIS Scanner* of this manual. The following is an explanation of the fields in this screen:

Field Name	Explanation
Select	This field allows you to select the file(s) to be maintained by entering an X into this field when the file is highlighted. A selected file can be deselected by highlighting the record and pressing the SPACEBAR to remove the X.
Date	The date the scanned data file was successfully transmitted to the TC ACCIS database on the Compaq 4500 by using the procedures in Section 13 -*TC ACCIS Scanner* of this manual.
Time	The time the scanned data file was successfully transmitted to the TC ACCIS database on the Compaq 4500 by using the procedures in Section 13 -*TC ACCIS Scanner* of this manual.
TDC	The Type Data Code entered into the scanner at the time the data was scanned. For the IDP4 software release, the Movement Data function allows you to use only scanned data as represented by the S in this field.
Method of Entry	The method used to enter the data into this file. For the IDP4 software release, the Movement Data function allows you to use only scanned data as indicated by the S in this field.

d. Use the cursor control keys to highlight the TDC for the data you want to maintain.

(1) Press X in the Select field of the highlighted file to select the scanned data for that TDC. An X will be displayed in the Select field. As an alternative, you can press **F10** to select the scanned data for all TDCs. In this case, and X will be displayed in the Select field for all TDCs.

(2) As necessary, repeat the procedures in paragraphs **d.** and e. above until all the desired TDCs have been selected.

Note: When a TDC line is highlighted, you can press the SPACEBAR to deselect a TDC that was previously selected.

(3) Press **ESC** to accept the selected files. The Maintain Movement Data screen will be displayed with the MOVEMENT DATA: ring menu at the top:

MOVEMENT DATA: l-Maintain 2-Query &Duplicate TCNs 4-Sort 5-Print . . .

The three periods (...) at the end of the rin menu indicate there are more options available. These options can be viewed by using the cursor control keys to move the cursor to the right or left beyond the last displayed option:

... **E-Exit**

The following is an explanation of each of the options available on the MOVEMENT DATA: ring menu:

Menu Option	Exulanation
Maintain	This option allows you to edit individual fields in the scanned data, or **Insert** or **Delete** individual pieces of equipment or an entire conveyance item. When a conveyance item is deleted, all the pieces of equipment on that conveyance will also be deleted.
Query	This option allows you to restrict the group of items you are working with at any one time by identifying them by one or more of the following criteria: **TDC, Tail No., Conveyance No., Date, Train No., Ramp I.D.,** and/or **Mode Code.** Once this option is used? only the items that meet all of your selection criteria **will** be displayed, until you exit to the MOVEMENT DATA: ring menu and re-enter the Maintain Movement Data screen by selecting another option. This option can be **used** in conjunction with the **Sort** option described below.
Duplicate TCNs	This option allows you to delete individual pieces of equipment, identified by TCN, that may have been erroneously scanned in for shipment on two difference conveyances. You can also print a copy of the list of duplicate **TCNs.**
sort	This option allows you to organize your data in one of seven specific sequences: **Order of Entry, Conveyance Number, Type Data Code, Train Number, Tail Number, GBL Number,** or **Mode Code.** Once this option is used, all subsequent data will be displayed in the selected sequence, until you exit to the MOVEMENT DATA: ring menu and re-enter the **Maintain** Movement Data screen by selecting another option. This option can be used in conjunction with the **Query** option described above.
Print	This option will **Print** a Deployment Report through the current date, for all the scanned files that have been selected When available, the following data will be included in this report: **Conveyance Type, TDC, Train Number, Tail Number, Ramp ID, GBL Number, Mode, TCN,** and **Bumper Number.**

You can use the procedures in the following paragraphs to perform these functions:

Paragraph	Page	Function
6.3.7.1.1	6-95	Sorting Movement Data.
6.3.7.1.2	6-96	Querying Movement Data.

6.3.7.1.3 6-97 Maintaining the Scanned Movement Data.
6.3.7.1.4 6- 102 Deleting Duplicate TCNs in Scanned Data.
6.3.7.1.5 6- 104 Printing Movement Data.

6.3.7.1.1 Sorting Movement Data..

The **Sort** option allows you to organize your data in one of seven specific sequences: **Order of Entry, Conveyance Number, Type Data Code, Train Number, Tail Number, GBL Number,** or **Mode Code.** Once this option is used, all subsequent data will be displayed in the selected sequence, until you select a different sort option, or until you exit to the Movement Reporting menu and re-enter the Movement Data Dump screen. This option can be used in conjunction with the **Query** option described in paragraph 6.3.7.1.2 (page 6-96) below. All the scanned files that were selected in paragraph **6.3.7.1d.** (page 6-92) above will be included in the sort, as this list of files may have been modified by the use of the **Query** option described in paragraph 6.3.7.1.2 (page 6-96) below.

a. To begin this process, the MOVEMENT DATA: ring menu should be displayed at the top of the Maintain Movement Data screen:

MOVEMENT DATA: I-Maintain P-Query &Duplicate TCNs 4-Sort 5-Print . . .

If this is not the case, use the procedures in paragraph 6.3.7.1 (page 6-92) above to display it.

b. Select the Sort option. The Movement Data Sort Options window will be displayed with a list of seven options:

A Order of Entry

A Conveyance Number

ñ Type Data Code

A Train Number

ñ Tail Number

ñ GBL Number

A Mode Code

c. Select the desired option. The first five data records for the scanned files selected in paragraph **6.3.7.1d.** (page 6-92) above will be displayed, and the cursor will move to the **Conveyance** field of the Maintain Movement Data screen. You are now ready to **Maintain** the data in the selected files by beginning with the procedures in paragraph **6.3.7.1.3c.** (page 6-97) below.

d. If you want to use the Query option in conjunction with the **Sort** option, press **Ctrl-C** to return the cursor to the MOVEMENT DATA: ring menu where you can continue with the procedures in paragraph 6.3.7.1.2 (page 6-96) below.

6.3.7.1.2 Querying Movement Data.

The **Query** option allows you to restrict the group of items you are working with at any one time by identifying them by one or more of the following criteria: **TDC, Tail No., Conveyance No., Date, Train No., Ramp I.D.,** and/or Mode Code. Once this option is used, only the items that meet all of your selection criteria will be displayed until you exit to the Movement Reporting menu and re-enter the Maintain Data Dump screen. This option can be used in conjunction with the Sort option described in paragraph **6.3.7.1.1** (page 6-95) above. All the scanned files that were selected in paragraph **6.3.7.1d.** (page 6-92) above will be included in the query.

a. To begin this process, the MOVEMENT DATA: ring menu should be displayed at the top of the Maintain Movement Data screen:

MOVEMENT DATA: l-Maintain P-Query 3-Duplicate TCNs 4-Sort 5-Print . . .

If this is not the case, use the procedures in paragraph 6.3.7.1 (page 6-92) above to display it.

b. Select the **Query** option. The Movement Data Query window will be displayed with the cursor in the **TDC** field.

Field Name	Explanation
TDC	The Type Data Code for the exercise that was entered at the time the data was scanned.
Tail Number	Tail Number of the aircraft that was entered at the time the data was scanned.
Conveyance Number	The number used to identify the vehicle, train car, MAC mission, or other means that will be used to transport the equipment.
Date	The date the scanned data was transmitted to the TC ACCIS database on the Compaq 4500.
Train Number	The number that was entered for the train at the time the data was scanned.
Ramp I.D.	The number or identification of the ramp to be used by the train for a rail movement.
Mode Code	The method of transportation used for this movement.

c. As necessary, press **RETURN** to move the cursor to the field where you want to make and entry.

(1) Enter the criteria to be used in this field to make the selection, and press **RETURN.** The query symbols displayed at the bottom of the screen can be used in your entry. For example, entering **U*** in the **TDC** field will select all items for all TDCs

beginning with the letter **U,** while entering **U1** will select only the items for TDC **U1**.

Note: Selection criteria can be entered into only one, or more than one field. The number of items selected will become more specific for each additional selection criteria YOU use.

(2) As necessary, repeat the procedures beginning with paragraph c. above until all of your selection criteria has been entered.

(3) When all of your selection criteria has been entered, press **ESC. The** first five data records for the scanned files selected in paragraph **6.3.7.1d.** (page 6-92) above will be displayed, and the cursor will move to the **Conveyance** field of the Maintain Movement Data screen. You are now ready to **Maintain the** data in the selected files by beginning with the procedures in paragraph **6.3.7.1.3c.** (page 6-97) below.

d. If you want to use the **Sort** option in conjunction with the **Query** option, press **Ctrl-C** to return the cursor to the MOVEMENT DATA: ring menu where you can continue with the procedures in paragraph **6.3.7.1.1** (page 6-95) above.

6.3.7.1.3 Maintaining the Scanned Movement Data.

This option allows you to edit individual fields **in the** scanned data, or **Insert** or **Delete** individual pieces of equipment or an entire conveyance item. When a conveyance item is deleted, all the pieces of equipment on that conveyance will also be deleted. You can also edit **the TCN** and **Bumper Number** fields in the equipment loaded on a conveyance, or change the load on a conveyance by Inserting or **Deleting** individual pieces of equipment on the conveyance. All the scanned files that were selected in paragraph **6.3.7.1d.** (page 6-92) above will be included, unless this group of files may has been modified by the use of the **Query** option described in paragraph 6.3.7.1.2 (page 6-96) above.

a. To begin this process, the MOVEMENT DATA: ring menu should be displayed at the top of the Maintain Movement Data screen:

MOVEMENT DATA: I-Maintain P-Query 3-Duplicate TCNs 4-Sort 5-Print . . .

If this is not the case, use the procedures in paragraph 6.3.7.1 (page 6-92) above to display it.

b. Select **the Maintain** option. The cursor will move to the **Conveyance** field of the Maintain Movement Data screen. The first five data records for the scanned files selected in paragraph **6.3.7.1d.** (page 6-92) above, as these files may have been modified by the use of the **Query** option described in paragraph 6.3.7.1.2 (page 6-96) above, will be displayed. The data records will be displayed in default sequence of **TDC** and **Train** No. order unless you have used the Sort option described in paragraph **6.3.7.1.1** (page 6-95) above, to select a different display sequence.

6.3.7.1.3.1 Modifying Conveyance Data and Load Data.

This function allows you to modify existing scanned conveyance data, and to modify the data for the loads on a conveyance. In addition, you can Insert a new load on a conveyance or Delete an existing load on a conveyance.

a. To begin this process, the Maintain Movement Data screen should be displayed with the cursor in the **Conveyance** field. If this is not the case, use the procedures in paragraph 6.3.7.1.3 (page 6-97) above to display it.

b. As necessary, use the cursor control to highlight the desired conveyance. Notice that the **TCN** and the **Bumper Number** for each piece of equipment loaded on the highlighted conveyance is displayed in the bottom half of the screen.

(1) When the desired conveyance is highlighted, press **RETURN** to the move the cursor to the field where you want to make the change.

(2) Enter the new data by typing over the displayed information and press **RETURN.**

(3) As necessary, repeat the procedures beginning in paragraph **(1)** above until all the data for this conveyance is correct.

(4) When all of your data is correct, you have the option to: modify the **TCN** and **Bumper Number** for each load on the conveyance; Insert a new load; or, **Delete** an existing load. To start this process, press F9 to move the cursor to the Equipment Data Section at the bottom of the screen:

(a) To **modify** the **TCN** and **Bumper Number** for a load, use the cursor control to highlight the desired load.

1 As necessary, press RETURN to the move the cursor to the field where you want to make the change.

2 Enter the new data by typing over the displayed information and press **RETURN.**

3 As necessary, repeat the procedures beginning in paragraph **(1)** above until all the data for this conveyance is correct.

4 When all of your data for this load is correct:

a Repeat the procedures beginning with paragraph **(a)** above to modify the TCN and Bumper Number for another load on this same conveyance,

b Perform the procedures with paragraph **(b)** below to Insert a new load on this conveyance,

c Perform the procedures beginning with paragraph (c) below to **Delete** an existing load on this conveyance, or,

d Press F9 to save your changes and return the cursor to the Conveyance section at the top of the screen.

(b) To Insert another load on this conveyance, press **F1** while the cursor is still in the Equipment Data Section of the screen. A blank line will be opened above the row where the cursor is located.

1 Enter the **TCN** for the new load and press **RETURN**. The cursor will move to the **Bumper Number** field.

2 Enter **the Bumper Number** for the new load and press **RETURN.** The cursor will return to the **TCN** field.

3 As necessary, review your entries to verify that they are correct the procedures beginning in paragraph **(1)** above until all the data for this conveyance is correct.

4 As necessary, repeat the procedures beginning with paragraph **1** above to correct **the TCN** and **Bumper Number** data.

5 When all of your data for the new load is correct:

a Repeat the procedures beginning with paragraph **(a)** above to modify **the TCN** and **Bumper Number** for a different load on this same conveyance,

b Perform the procedures with paragraph **(b)** above to **Insert** another new load on this conveyance,

c Perform the procedures beginning with paragraph (c) below to **Delete** an existing load on this conveyance, or,

d Press F9 to save your changes and return the cursor to the Conveyance section at the top of the screen.

(c) To **Delete** a load from this conveyance:

1 Use the cursor control keys to highlight the load to be deleted;

2 Press F2. A prompt will be displayed:

Are you sure that you want to delete this row?

a An **n** response to this prompt will return the cursor to the top row of the list of loads for this conveyances where you can continue with another function. The selected load will still be in the Iist of loads.

b A y response to this prompt will display a **Deleting row.. . .** message for a few moments and then the cursor will return to the top row of the list of loads for this conveyances where you can continue with another function. The selected load will no longer be included in the list of loads for this conveyances.

3 When you have deleted the desired loads from this conveyance, you can:

a Repeat the procedures beginning with paragraph **(a)** above to modify the **TCN** and **Bumper Number** for a different load on this same conveyance,

b Perform the procedures beginning with paragraph **(b)** above to **Insert** another new load on this conveyance,

c Perform the procedures beginning with paragraph (c) above to **Delete** another existing load on this conveyance, or,

d Press **F9** to save your changes and return the cursor to the Conveyance section at the top of the screen.

6.3.7.1.3.2 Inserting a new Conveyance into the Scanned Data.

This function allows you to add a new conveyance to the scanned movement data.

a. To begin this process, the Maintain Movement Data screen should be displayed with the cursor in the **Conveyance** field. If this is not the case, use the procedures in paragraph 6.3.7.1.3 (page 6-97) above to display it.

b. To Insert a new conveyance into the scanned data, press **F1** while the cursor is still in the Conveyance section of the screen. A blank line will be opened above the row where the cursor is located.

Note: You do not have to position the cursor before starting the insertion process because the new conveyance will be automatically added in the appropriate sequence based on the current sort selection.

(1) Enter the new **Conveyance** identification and press **RETURN.** The cursor will move to the **TDC** field.

(2) Enter the **TDC** for the new conveyance and press **RETURN.** The cursor will move to the **Train** field.

(3) As necessary, enter **the Train Number** and press RETURN. The cursor will move to the **Tail** field.

(4) As necessary, enter the **Tail Number** for the new conveyance and press RE-**TURN. The** cursor will move to the **Ramp** field.

(5) As necessary, enter the **Ramp** identification and press **RETURN. The** cursor will move to the **Mode** field.

(6) As necessary, enter the **Mode** for the new conveyance and press **RETURN.** The cursor will return to **the Conveyance** field.

(7) Review your entries to verify that they are correct.

(a) As necessary, press **RETURN** to move the cursor to the field where you want to make a change.

(b) Enter the correct data by typing over the displayed information, and press **RETURN.**

(c) As necessary, repeat the procedures beginning with paragraph **(a)** above to correct the data for this new conveyance.

(5) When all of your data for the new load is correct, you have four options:

(a) To **Insert** another new conveyance, repeat the procedures beginning with paragraph **b,** above,

(b) To add loads to this new conveyance, press F9 to move the cursor to the Equipment Data Section of the screen and then continue with the procedures in paragraph 6.3.7.1.3.1(4)(b) above to add the loads.

(c) To **Delete** an existing conveyance in this scanned data, continue with the procedures in paragraph 6.3.7.1.3.3 (page 6- 10 1) below.

(d) To save the changes you have made, press **ESC.** The cursor will return to the MOVEMENT DATA: ring menu where you can select another option or press **E-Exit** twice to return to the IT0 Equipment List Processing menu.

6.3.7.1.3.3 Deleting an Existing Conveyance from the Scanned Data.

This function allows you to delete an existing conveyance from scanned movement data.

a. To begin this process, the Maintain Movement Data screen should be displayed with the cursor in the **Conveyance** field. If this is not the case, use the procedures in paragraph 6.3.7.1.3 (page 6-97) above to display it.

b. Use the cursor control keys to highlight the desired conveyance.

c. Press F2 to display a prompt:

Are you sure that you want to delete this row?

(1) An **n** response to this prompt will return the cursor to the top row of the list of conveyances where you can continue with another function. The selected conveyance will still be in the list of conveyances.

(2) A y response to this prompt will display a **Deleting row . . . .** message for a few moments and then the cursor will return to the top row of the list of conveyances where you can continue with another function. The selected conveyance will no longer be included in the list of conveyances.

d. When you have deleted the desired conveyance, you have the options:

(a) To **Delete** another existing conveyance in this scanned data, continue with the procedures in paragraph **b.** above.

(b) To **modify** existing scanned conveyance data, or to modify the data for the loads on a conveyance, use the procedures in paragraph **6.3.7.1.3.1** (page **6-98)** above.

(c) To **Insert** another new conveyance, repeat the procedures beginning with paragraph **b,** above,

(d). To save the changes you have made, press **ESC.** The cursor will return to the MOVEMENT DATA: ring menu where you can select another option or press **E-Exit** twice to return to the IT0 Equipment List Processing menu.

6.3.7.1.4 Deleting and Printina Duplicate TCNs in Scanned Data.

This option allow you to identify individual pieces of equipment that may have been erroneously scanned in for shipment on two difference conveyances. These duplicate pieces of equipment are identified by TCN, **You can Delete** the duplicates and/or **Print** a copy of the list of duplicate **TCNs.** This option includes ail conveyances and pieces of equipment included in the scanned files that were selected in paragraph **6.3.7.1d.** (page 6-92) above, and as these **files** may have been modified by the use of the Query option described in paragraph 6.3.7.1.2 (page 6-96) above.

a. To begin this process, the MOVEMENT DATA: ring menu should be displayed at the top of the Maintain Movement Data screen:

MOVEMENT DATA: I-Maintain P-Query 3-Duplicate TCNs 4-Sort 5-Print . . .

If this is not the case, use the procedures in paragraph 6.3.7.1 (page 6-92) above to display it.

b. Select the **Duplicate TCNs** option. The Duplicate **TCNs** screen will be displayed with a list of duplicate **TCNs.** You now have the options:

(1) To **print** a list of duplicate **TCNs:**

(a) Use the cursor control keys to highlight the TCN to be printed.

(b) Enter an X in the field to the left of the TDC field to mark this TCN for printing.

Note: **You can** press **the SPACEBAR** for a highlight row to remove the X that marks a duplicate TCN for printing.

(c) As necessary, repeat the procedures in paragraphs **(a)** and **(b)** above until all the **TCNs** to be printed have been marked with an X.

(d) Press **F8** to initiate the printing process. A **Printing . . .** message will be displayed for a few moments, followed by another **Report sent to Printer** message. The cursor will then return to the top row of the list of duplicate **TCNs.**

The Deployment Report (Duplicate **TCNs**) will include data fro the following fields for each TCN you marked for printing: **Conveyance, TDC, Train, Tail, Ramp, GBL, Mode, TCN,** and **Bumper.**

(e) When you are done printing the Duplicate TCN report, you can use the procedures in paragraph (2) below to delete the duplicate **TCNs,** or press **ESC** to return the cursor to the MOVEMENT DATA: ring menu where you can select another option or press **E-Exit** twice to return to the IT0 Equipment List Processing menu.

(2) To **delete** duplicate **TCNs:**

(a) Use the cursor control keys to highlight the duplicate TCN to be deleted.

(b) Enter an X in the field to the left of the TDC field to mark this TCN for deletion.

Note: **You can** press **the SPACEBAR** for a highlight row to remove the X that marks a duplicate TCN for printing.

(c) Press F2 to display a prompt:

Are you sure that you want to delete this row?

1 An **n** response to this prompt will return the cursor to the top row of the list of duplicate **TCNs** where you can continue with another function. The marked TCN will still be in the list of duplicate **TCNs.**

2 A y response to this prompt will display a **Deleting row . . . .** message for a few moments and then the cursor will return to the top row of the list of duplicate **TCNs** where you can continue with another function. The marked TCN will no longer be included in the list of duplicate **TCNs.**

(d) As necessary, repeat the procedures in paragraphs **(a)** through (c) above **until** all the desired duplicate **TCNs** have been deleted.

(e) When you are done deleting duplicate TCNs, you can use the procedures in paragraph **(1)** above to print a list of the duplicate TCNs, or press **ESC** to return the cursor to the MOVEMENTDATA: ring menu where you can select another option or press **E-Exit** twice to return to the IT0 Equipment List Processing menu.

6.3.7.1.5 Printina Movement Data.

This option **will Print** a Deployment Report through the current date, for all the scanned files that were selected in paragraph **6.3.7.1d.** (page 6-92) above, and as these files may have been modified by the use of the **Query** option described in paragraph 6.3.7.1.2 (page 6-96) above. When available, the following data will be included in this report: **Conveyance Type, TDC, Train Number, Tail Number, Ramp ID, GBL Number, Mode, TCN,** and **Bumper Number.**

a. To begin this process, the MOVEMENT DATA: ring menu should be displayed at the top of the Maintain Movement Data screen:

MOVEMENT DATA: I-Maintain 2-Query 3-Duplicate TCNs 4-Sort 5-Print . . .

If this is not the case, use the procedures in paragraph 6.3.7.1 (page 6-92) above to display it.

b. Select **the Print** option. A **Printing . . . .** message, and then a **Report sent to printer** message will be displayed at the bottom of the screen for a few moments each. **Finally** the cursor will return to the MOVEMENT DATA: ring menu where you can select another option or press **E-Exit** twice to return to the **ITO** Equipment List Processing menu.

6.3.7.2 Manually Entering Movement Data.

This Function is not yet Implemented.

6.3.7.3 Maintaining an Installation Situation Report

The Installation Situation Report (ISR) provides a list of equipment deployed so that the movement of this equipment can be more efficiently monitored and managed. Each ISR identifies the Mode to Port of Embarkation, i.e., rail, convoy, truck, air, barge, or bus, and the pieces of equipment and/or personnel included in the ISR. The ISR function prepares a file that is sent to FORSCOM. This file is prepared in a format to be used by FORSCOM and can not be printed or viewed locally by the user. However, the local user can print and view a Departure Report with similar information. The Departure Report includes a summary of all of the equipment for the entire exercise that were shipped for this report, shipped to date, and remaining to be shipped. The Departure Report can also be mailed electronically to other TC ACCIS users. As a deployment management function, the ISR is accessed from the IT0 Equipment List Processing module and its use is therefore restricted to **ITO** and Unit Movement Coordinator personnel.

Note: The UMC must update the exercise with any changes to Echelons or ULNs before processing an ISR.

Use the following procedures to Maintain Installation Situation Reports:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Movement Reporting** from the IT0 Equipment List Processing menu. The Movement Reporting menu will be displayed as shown in Figure 6-36 (page 6-92).

The following is an explanation of each of the options available on the Movement Reporting menu:

Menu Option	Explanation
Maintain Movement Data	The option allows you to Maintain Movement Data, Manually Enter Movement Data, and Maintain an Installation Situation Report.
Manually Enter Movement Data	***This Function is not yet implemented.***
Installation Situation Report	This option is used to access the Installation Situation Report function and enter data such as TDC, **UIC, MPOE, Date Shipped,** and **Time Shipped.**

c. Select **Installation Situation Reporting** from the Movement Reporting menu. The Installation Situation Report screen will be displayed as shown in Figure 6-37.

The ISR: ring menu will be displayed at the top.

ISR: I-Create P-Modify 3-Delete 4-Prepare 5-Print 6-View 7-Mail . . .

The three periods at the end of this menu line indicate that additional options are available on this ring menu by using the cursor control keys to move to the right or left to display the final option:

... **E-Exit**

The following is an explanation of each of the options available on the ISR: ring menu:

Menu Option	Explanation
Create	This option is used to create a new ISR for an exercise.
Modify	This option is used when changes need to be made to ISRs that have already been created.
Delete	This option is used to delete ISRs that have been created for an exercise. The user is prompted with the following message before the record is deleted: **Are you sure you want to delete the ISR record (y/n)?**
Prepare	This option is used to prepare and transmit ISR reports to the FORSCOM Compass system by Electronic Mail.
Print	This option is used to print a Departure Report that has been created for an exercise. The System Printer Selec-

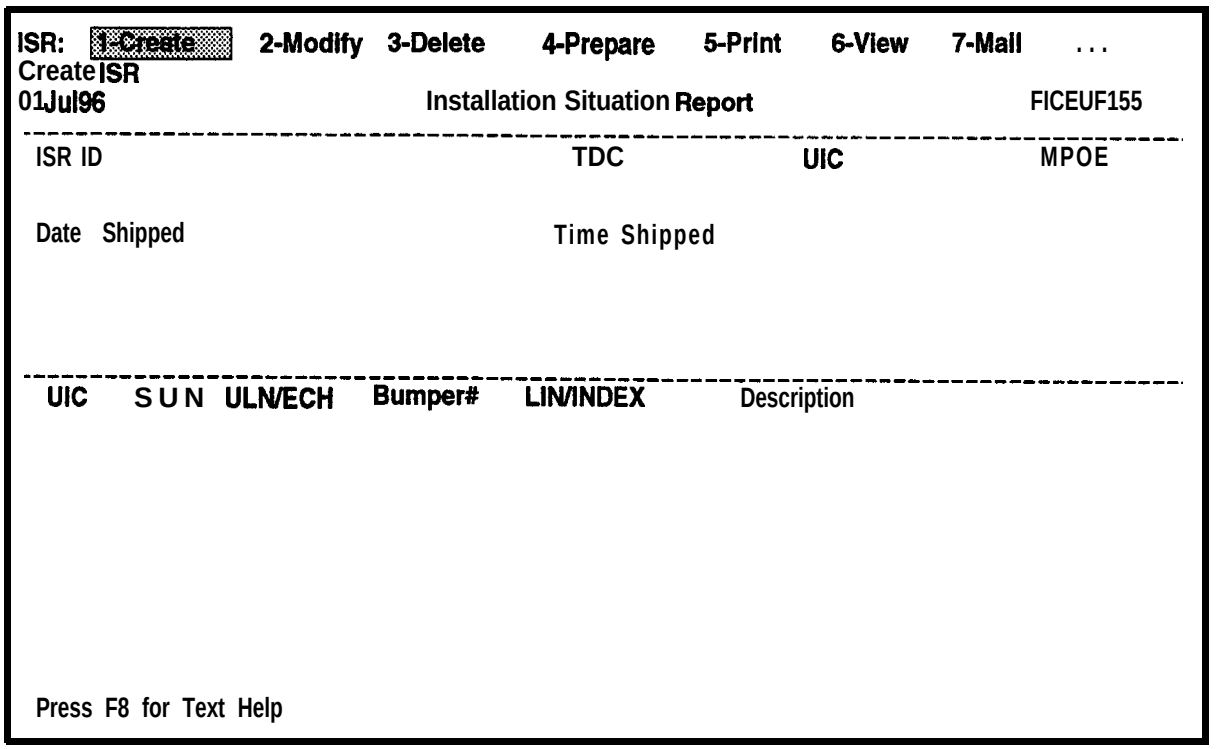


Figure 6-37. Installation Situation Report Screen

tion window is displayed for the user to select the printer on which the report will be printed before selecting the report to be printed.

View — This option is used to view the actual Departure Report for the exercise on the screen.

Mail — This option is used to send the Departure Report by Electronic Mail to another TC ACCIS user. After the report file is selected the Mail Address window is displayed for the user to enter the name of the user(s) to whom the ISR report will be sent.

You can use the procedures in the following paragraphs to perform these functions:

Paragraph	Page	Function
6.3.7.3.1	6-107	Creating an Installation Situation Report
6.3.7.3.2	6-132	Modifying an Installation Situation Report
6.3.7.3.3	6-135	Deleting an Installation Situation Report.
6.3.7.3.4	6-136	Preparing an Installation Situation Report for Transmission to FORSCOM.
6.3.7.3.6	6-138	Printing a Departure Report.
6.3.7.3.7	6-140	Viewing a Departure Report.
6.3.7.3.8	6-141	Sending a Departure Report By Electronic Mail.

6.3.7.3.1 Creating an Installation Situation Report..

Installation Situation Reports (ISR) can be created for equipment and/or personnel moved by Rail, Convoy, Truck, Air, Barge, or Bus. Under each of these options, data can be manually entered or brought in from previously scanned data.

Text Help is available throughout the Installation Situation Report function whenever you see the **Press F8 for Text Help** message in the lower left corner of the screen. Whenever this message is displayed, press **F8** to open the **Text Help** window with the following ring menu at the top of the screen:

HELP: Screen Resume

Enter S to display the next **Screen** of text help or enter **R** to **Resume** operations and return to the TC ACCIS screen. As an alternative, you can use the cursor control keys to highlight the desired option and then press RETURN to perform the operation.

Outlined below are the initial procedures to be used to access the Installation Situation Report screen where you can begin creating an Installation Situation Report. Paragraphs 6.3.7.3.1.1 through 6.3.7.3.1.6 below, contain additional procedures for creating each specific type of Installation Situation Report.

Use the following procedures to Create an Installation Situation Report.

a. The following is an explanation of the fields that are initially displayed in the Installation Situation Report screen.

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filler, Blank = Optional		
ISR ID	A	This is a two part field consisting of a **Date** and a Sequence Number. The **Date** is automatically filled with the current date. **The Sequence Number** is automatically assigned by TC ACCIS when the user uses **ESC** to exit and save the data. **F6-Help** is available when modifying data, or the user can enter the ISR ID.
TDC	R	This is a Type Data Code of the exercise for which the ISR is being prepared.
UIC		This is the Unit Identification Code of the unit whose equipment data is to be included in the ISR. If this field is left blank, the ISR can be created to include many or all of the units involved in the exercise.
MPOE	R	**This is the Mode to Port of Embarkation** and refers to the means by which the equipment was moved to the port. Choices are: **U** for **Convoy, I** or **T** for **Truck, A** or **F** for **Air, R** for Rail, **B** for **Bus**, and 2 for **Barge.** User can enter the **MPOE** or press F6 to select from a list of options.
Date Shipped	R	

		This is the date on which the shipment, by whatever means, departed from the installation.
Time Shipped	R	This is the time at which the shipment departed the installation.

d. Depending upon the MPOE of the equipment to be included in the Installation Situation Report, continue with the paragraph indicated below:

Paragraph	Page	Type Date to be Used
6.3.7.3.1.1	6-108	Rail Load Data
6.3.7.3.1.2	6- 112	Convoy Data
6.3.7.3.1.3	6- 116	Truck Shipment Data
6.3.7.3.1.4	6- 120	Air Shipment Data
6.3.7.3.1.5	6-124	Barge Shipment Data
6.3.7.3.1.6	6-128	Bus Shipment Data

6.3.7.3.1.1 Creating an Installation Situation Report from Rail Load Data.

Rail Load data can be entered into an ISR either manually or by accessing previously scanned data.

6.3.7.3.1.1.1 Enterina Rail Load Data Manually.

Use the following procedures to manually enter rail load data into an Installation Situation Report:

a. Select **Create** from the ISR: ring menu. The CREATE ISR: ring menu will be displayed:

CREATE ISR: I-Manual %-Scan E-Exit

Note: As necessary, refer to paragraph 6.3.7.3.1 above, for procedures for getting to the ISR: ring menu.

b. Select **Manual** from the CREATE ISR: ring menu. The date part of the **ISR ID** field will be automatically filled in and the cursor will move to the **TDC** field.

c. Enter the **TDC** for which the ISR will be generated and press RETURN, or press F6 to select from a list of **TDCs.** If F6 is pressed, use the cursor control keys to highlight the appropriate **TDC** and press **ESC** to select the TDC. The cursor should now be in the **UIC** field.

d. Enter the **UIC** of the unit for which ISR data is to be entered and press **RETURN,** or leave the field blank to enter data for multiple **UICs.** To select from a list of **UICs** in the deployment, press F6 to display a list of available **UICs.** Then use the cursor control keys to highlight the appropriate **UIC,** and press **ESC** to select the UIC. The cursor should now be in the **MPOE** field.

e. Enter **R** for the Mode to Port of Embarkation (MPOE) and press **RETURN.**

f. In **the Date Shipped** field, enter **the date when the train departed** in ddmmmyy format, and press RETURN.

g. In **the Time Shipped** field, enter **the time at which the train departed** and press **RETURN.**

h. Enter **the Train Number** and press **RETURN.** This information can also be found at the end of the printed rail load plan.

When the Train Number has been entered, press F7 to toggle to the bottom portion of the screen.

(1) If a UIC was entered in paragraph **d.** above, the cursor will move to the **SUN** field. In this case, continue with paragraph **i.** below.

(2) If no UIC was entered in paragraph **d.** above, the cursor will be in the **UIC** field.

(a) Enter a **UIC** and press **RETURN,** or press **F6** to view a list of **UICs** for the TDC. To select from this list, use the cursor control keys to highlight the appropriate **UIC** and press **ESC** to select it. The UIC will be displayed in the bottom portion of the Installation Situation Report screen.

(b) The cursor should now be in the **SUN** field.

i. Enter **the Shipment Unit Number (SUN)** of the piece of equipment or press F6 and then **ESC** to list all of the **SUNs** for that UIC which have not been included in an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of equipment, and press **ESC** to select it. The cursor will return to the **SUN** field.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

j. Press **RETURN** to move **the** cursor to **the ULN/ECH** field.

k. Press **RETURN** to move the cursor to the next line. The same UIC will be displayed on this line.

(1) Press **RETURN** to accept the displayed **UIC** and add another piece of equipment for the same **unit,** or,

(2) Enter a new **UIC** and press RETURN to add a piece of equipment for this new **unit,** or,

(3) Press **F6** to display a list of available **UICs,** use the cursor control keys to highlight the desired **UIC,** and then press **ESC** to accept that UIC.

The cursor should now be in the **SUN** field.

l. Repeat paragraphs **i.** and k. above, until all the equipment loaded on the rail car, as shown on the printed rail load plan, has been entered. Press ESC when the last piece of equipment has been entered. You will be returned to the CREATE ISR: ring menu where you can select another option.

m. Repeat paragraphs **a.** through **m.** above, for each rail car in the rail load.

6.3.7.3.1.1.2 Using Scanned Rail Load Data.

Note: Create all GBL Rail Loads before creating the ISR.

Use the following procedures to enter scanned rail load data into an Installation Situation Report:

a. Select Create from the ISR: ring menu. The **CREATE** ISR: ring menu will be displayed:

CREATE ISR: I-Manual P-Scan E-Exit

Note: As necessary, refer to paragraph 6.3.7.3.1 above, for procedures for getting to the ISR: ring menu.

b. Select Scan from the CREATE ISR: ring menu. The Scanned ISR Help window will be displayed, with data in the TDC, UIC, MPOE and MPOE **Control Number** fields for which data has been scanned. The MPOE for the line selected should display an **MPOE** of **R.** For scanned rail load data, the MPOE **Control Number** refers to the Train Number. When a line is selected from the Scanned ISR Help window, the **MPOE Control Number** is displayed in the **Train Number** field.

c. Use the cursor control keys to highlight the appropriate line and press **ESC** to select the line. The cursor will move to **the Date Shipped** field of the Installation Situation Report screen, and the **TDC, UIC, MPOE,** and **Train Number** fields will be automatically filled in. If the selected line has scanned data from more than one **UIC,** the UIC field will be blank.

d. In the **Date Shipped** field, enter **the date when the train departed** in ddmmmyy format, and press RETURN.

e. **In the Time Shipped** field, enter the **time at which the train departed** and press RETURN.

f. As necessary, press **RETURN** to access and modify the **Train Number** field. This information can be found on the printed rail load plan.

g. When all the data on the screen is correct, press F7 to toggle to the bottom portion of the screen and view a list of the equipment already in the ISR.

(1) If a UIC is displayed in the **UIC** field at the top of the screen, the system displays **all** of the equipment for that UIC which is included in the ISR, with the cursor in the **SUN** field. If there are no changes to the ISR data, press **ESC** to return to the ISR: ring menu.

(a) To add another piece of equipment for that UIC, press **F1** to open a line, and then enter the appropriate **SUN** or press F6 and then **ESC** to view a list of **SUNs** for that **UIC** which are not assigned to an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of equipment and press **ESC** to select it. The new piece of equipment will be added to the list of equipment shown in the bottom portion of the Installation Situation Report screen.

Press **RETURN** to move the cursor to the **ULN/ECH** field.

As necessary, modify the **ULN/ECH** field and press **RETURN** to move to the **SUN** field of the next line.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

Repeat, as necessary, the procedures in paragraph **(a)** above to add additional pieces of equipment.

(b) Equipment can be deleted from the ISR by using the cursor control keys to highlight the piece of equipment and pressing F2. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

Enter y to confirm the deletion, or **n** to abort this deletion. The cursor will return to the **SUN** field.

(2) If no UIC is displayed'in the **UIC** field at the top of the screen all of the equipment for all **UICs** that have equipment listed in the ISR **will** be displayed. This indicates that equipment for more than one UIC has been included in the ISR. The cursor will be in the **UIC** field.

(a) To add another piece of equipment, press **F1** to open a line and then enter the appropriate **UIC** or press F6 to view a list of **UICs** in the exercise. Use the cursor control keys to highlight the appropriate **UIC** and press **ESC** to select the **UXC.** Enter the appropriate **SUN,** or press F6 to view a list of **SUNs** for that UIC which are not in an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of **equipment** and press **ESC** to select it.

Press **RETURN** to move the cursor to the **ULN/ECH** field.

As necessary, modify **the ULN/ECH** field and press **RETURN** to move to the **UIC** field of the next line.

Note: The **Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

Repeat, as necessary, the procedures in paragraph **(a)** above to add additional pieces of equipment

(b) Equipment can be deleted from the ISR by using the cursor control keys to highlight the piece of equipment and pressing F2. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

Enter y to confirm the deletion, or **n** to abort this deletion. The cursor will return to the SUN field.

h. Repeat the procedures in paragraphs a. through g. above until all the equipment that was loaded on the rail car has been entered. Press **ESC** when the last piece of equipment has been entered, and you will be returned to the CREATE **ISR:** ring menu where you can select another option.

6.3.7.3.1.2 Creatina an Installation Situation Report from Convoy Data.

Convoy data can be entered into an ISR either manually or by access&g previously scanned data.

6.3.7.3.1.2.1 Enterina Convoy Data Manually.

Use the following procedures to manually enter convoy data into an Installation Situation Report:

a. Select **Create** from the ISR: ring menu. The CREATE ISR: ring menu will be displayed:

CREATE ISR: I-Manual 2-Scan E-Exit

Note: As necessary, refer to paragraph 6.3.7.3.1 above, for procedures for getting to the ISR: ring; menu.

b. Select **Manual** from the CREATE ISR: ring menu. The date part of the **ISR ID** field will be automatically **filled** in and the cursor will move to the TDC field.

c. Enter the TDC for which the ISR will be generated, or press F6 to select from a list of **TDCs.** If **F6** was pressed, use the cursor control keys to highlight the appropriate **TDC** and press ESC to select the TDC. Press **RETURN** after entering the TDC.

d. Enter the **UIC** of the unit for which ISR data is to be entered, or leave the field blank to enter data for multiple **UICs.** To select from a list of **UICs** in the deployment, press F6 to display a list of available **UICs.** Then use the cursor control keys to highlight

the appropriate **UIC,** and press **ESC** to select the UIC. Press **RETURN** after entering or selecting the UIC.

e. Enter **U** for the Mode to Port of Embarkation (MPOE) and press **RETURN.** A blank Convoy ID **#** field will be displayed. The cursor will move to the **Date Shipped** field.

f. **In the Date Shipped** field, enter the **date when** the **convoy departed** in ddmmmyy format, and press **RETURN.**

g. In **the Time Shipped** field, enter **the time at which the convoy departed** and press **RETURN.**

h. Enter the **Convoy ID #** and press **RETURN.** This information can be found in the DD Forms 1265 and 1266 for the approved convoy.

i. When the Convoy ID **#** has been entered, press F7 to toggle to the bottom portion of the screen.

(1) If a UIC was entered in paragraph **d.** above, the cursor will move to the SUN field. **In** this case, continue with paragraph **j.** below.

(2) If no UIC was entered in paragraph **d.** above, the cursor will be in the UIC field.

(a) Enter a **UIC** and press **RETURN,** or press F6 to view a list of **UICs** for the TDC. To select from this list, use the cursor control keys to highlight the appropriate **UIC** and press **ESC** to select it. The UIC will be displayed in the bottom portion of the Installation Situation Report screen.

(b) The cursor should be in the **SUN** field.

j. Enter the **SUN** of the piece of equipment or press F6 and then **ESC** to list all of the **SUNs** for that UIC which have not been included in an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of equipment, and press **ESC** to select it. The cursor will return to the **SUN** field.

Note: The **Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

k. Press **RETURN** to move the cursor **to** the next line. The same **UIC** will be displayed on this line.

(1) Press **RETURN** to accept the displayed UIC and add another piece of equipment for the same unit, or,

(2) Enter a new **UIC** and press RETURN to add a piece of equipment for this new unit, or,

(3) Press F6 to display a list of available UICs, use the cursor control keys to highlight the desired **UIC,** and then press **ESC** to accept that UIC.

The cursor should now be in the **SUN** field.

l. Repeat paragraphs **j.** and **k.** above, until all the convoy equipment has been entered. Press **ESC** when the last piece of equipment has been entered. You will be returned to the CREATE ISR: ring menu where you can select another option.

m. Repeat paragraphs **a.** through **1.** above, for each convoy to be entered.

6.3.7.3.1.2.2 Usina Scanned Convov Data.

Use the following procedures to enter scanned convoy data into an Installation Situation Report:

a. Select **Create** from the ISR: ring menu. The CREATE ISR: ring menu **will** be displayed:

CREATE ISR: I-Manual P-Scan E-Exit

Note: As necessary, refer to paragraph 6.3.7.3.1 above, for procedures for getting to the ISR: ring menu.

b. Select Scan from the CREATE ISR: ring menu. The Scanned ISR Help window will be displayed, with data in the **TDC, UIC, MPOE** and **MPOE Control Number fields** for which data has been scanned. The **MPOE** for the line selected should display an **MPOE** of **U.** For scanned convoy data, the **MPOE Control Number** is the Convoy ID #which is found on the DD Forms 1265 and 1266 for the approved convoy. When a line is selected from the Scanned ISR Help window, **the MPOE Control Number** is displayed in the **Convoy ID #** field.

Note: **U** is the MPOE code for **Unit Organizational Transportation (Convoy) to the SPOE/MOB station.**

c. Use the cursor control keys to highlight the appropriate **line** and press **ESC** to select the equipment. The cursor **will** move to **the Date Shipped** field of the Installation Situation Report screen, and the **TDC,** UIC, **MPOE,** and **Convoy ID #** fields will be automatically **filled** in. If the selected line has scanned data from more than one UIC, **the UIC** field will be blank.

d. **In the Date Shipped** field, enter the date **when** the **convoy departed** in ddmmmyy format, and press RETURN.

e. **In the Time Shipped** field, enter the **time at which the convoy departed** and press RETURN.

f. Press **RETURN** to access and modify, if necessary, the **Convoy ID #** field. This information can be found in the DD Forms 1265 and 1266 for the approved convoy.

g. When all the data on the screen is correct, press F7 to toggle to the bottom portion of the screen and view a list of the equipment already in the ISR.

(1) If a UIC is displayed in the **UIC** field at the top of the screen, the system displays all of the equipment for that UIC which is included in the ISR, with the cursor in the **SUN** field. If there are no changes to the ISR data, press **ESC** to return to the ISR: ring menu.

(a) To add another piece of equipment for that UIC, press **F1** to open a line, and then enter the appropriate SUN or press F6 and then **ESC** to view a list of **SUNs** for that UIC which are not assigned to an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of equipment and press **ESC** to select it. The new piece of equipment will be added to the list of equipment shown in the bottom portion of the Installation Situation Report screen.

Press RETURN to move the cursor to the **SUN** field of the next line.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

Repeat, as necessary, the procedures in paragraph **(a)** above to add additional pieces of equipment.

(b) Equipment can be deleted from the ISR by using the cursor control keys to highlight the piece of equipment and pressing F2. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

Enter y to **confirm** the deletion, or **n** to abort this deletion. The cursor will return to the **SUN** field.

(2) If no UIC is displayed in the **UIC** field at the top of the screen, all of the equipment for all **UICs** that have equipment listed in the ISR will be displayed. This indicates that equipment for more than one UIC has been included in the ISR. The cursor will be in the **UIC** field.

(a) To add another piece of equipment, press **Fl** to open a line and then enter the appropriate **UIC** or press F6 to view a list of **UICs** in the exercise. Use the cursor control keys to highlight the appropriate **UIC** and press **ESC** to select the **UIC.** Enter the appropriate SUN, or press F6 to view a list of **SUNs** for that UIC which are not in an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of **equipment** and press **ESC** to select it.

Press RETURN to move the cursor to the **UIC** field of the next line.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

Repeat, as necessary, the procedures in paragraph **(a)** above to add additional pieces of equipment

(b) Equipment can be deleted from the ISR by using the cursor control keys to highlight the piece of equipment and pressing F2. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

Enter y to confii the deletion, or **n** to abort this deletion. The cursor will return to the **SUN** field.

h. Repeat the procedures in paragraphs **a.** through g. above until all the equipment in the convoy has been entered. Press **ESC** when the last piece of equipment has been entered, and you will be returned to the CREATE ISR: ring menu where you can select another option.

6.3.7.3.1.3 [illegible] on Situation Report from T[illegible]

Truck Shipment data can be entered into an ISR either manually or by accessing previously scanned data.

6.3.7.3.1.3.1 Entering Truck Shipment Data Manually.

Use the following procedures to manually enter truck shipment data into an Installation Situation Report:

a. Select Create from the ISR: ring menu. The CREATE ISR: ring menu will be displayed:

CREATE ISR: I-Manual P-Scan E-Exit

Note: As necessary, refer to paragraph 6.3.7.3.1 above, for procedures for getting to the ISR: ring menu.

b. Select **Manual** from the CREATE ISR: ring menu. The date part of the **ISR ID** field will be automatically **filled** in and the cursor will move to the **TDC** field.

c. Enter the TDC for which the ISR will be generated, or press F6 to select from a list of **TDCs.** If **F6** was pressed, use the cursor control keys to highlight the appropriate **TDC** and press **ESC** to select the TDC. Press **RETURN** after entering the **TDC.**

d. Enter the **UIC** of the unit for which ISR data is to be entered, or leave the field blank to enter data for multiple **UICs.** To select from a list of **UICs** in the deployment, press F6 to display a list of available **UICs.** Then use the cursor control keys to highlight

the appropriate **UIC,** and press **ESC** to select the UIC. Press RETURN after entering or selecting the **UIC.**

e. Enter I or **T** for the Mode to Port of Embarkation (MPOE) and press **RETURN.** A blank **Truck/Trailer #** field will be displayed. The cursor will move to the **Date Shipped** field.

Note: I is the MPOE code for **Installation Arranged Transportation to the SPOE/MOB station. T** is the MPOE code for **MTMC Commercial Truck to the SPOE/MOB station.** Both of these MPOE codes refer to material movement by truck.

f. **In the Date Shipped** field, enter **the date when the truck shipment departed in** ddmmmyy format, and press RETURN.

g. In the Time Shipped field, enter **the time at which the truck shipment departed** and press **RETURN.**

h. Enter **the Truck/Trailer #** and press **RETURN.** This information can be found on the **Government** Bill of Lading (GBL) for the shipment.

i. When the Truck/Trailer **#** has been entered, press **F7** to toggle to the bottom portion of the screen.

(1) If a UIC was entered in paragraph **d.** above, the **cursor** will move to the SUN field. In this case, continue with paragraph **j.** below.

(2) If no UIC was entered in paragraph **d.** above, the cursor will be in the **UIC** field.

(a) Enter a **UIC** or press F6 **to** view a list of **UICs** for the TDC. To select from this list, use the cursor control keys to highlight the appropriate **UIC** and press **ESC** to select it. The UIC will be displayed in the bottom portion of the Installation Situation Report screen.

(b) Press RETURN to move the cursor to the **SUN** field.

j. Enter the **SUN** of the piece of equipment OS press F6 and then **ESC** to list all of the **SUNs** for that UIC which have not been included in an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of equipment, and press ESC to select it. The cursor will return to the SUN field.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the **cursor** will not enter these fields.

k. Press **RETURN** to move the cursor to the next line. The same **UIC** will be displayed on this line.

(1) Press **RETURN** to accept the displayed **UIC** and add another piece of equipment for the same unit, or,

(2) Enter a new **UIC** and press RETURN to add a piece of equipment for this new unit, or,

(3) Press **F6** to display a list of available **UICs,** use the cursor control keys to highlight the desired **UIC,** and then press **ESC** to accept that **UIC.**

The cursor should now be in the **SUN** field.

l. Repeat paragraphs **j.** and **k.** above, until all the equipment loaded on the truck, as shown in the GBL, has been entered. Press **ESC** when the last piece of equipment has been entered. You will be returned to the CREATE ISR: ring menu where you can select another option.

m. Repeat paragraphs a. through 1. above, for each truck to be included in the ISR.

6.3.7.3.1.3.2 Using Scanned Truck Shipment Data.

Use the following procedures to enter scanned truck shipment data into an Installation Situation Report:

a. Select **Create** from the **ISR:** ring menu. The CREATE **ISR:** ring menu will be displayed:

CREATE ISR: 1-Manual P-Scan E-Exit

Note: As necessary, refer to paragraph 6.3.7.3.1 above, for procedures for getting to the ISR: ring menu.

b. Select Scan from the CREATE ISR: ring menu. The Scanned ISR Help window will be displayed, with data **in the TDC, UIC, MPOE** and **MPOE Control Number** fields for which data has been scanned. **The MPOE** for the line selected should display an **MPOE** of **I** or **T.** For scanned truck shipment data, the **MPOE Control Number** refers to the truck/trailer number of the truck. When a line is selected from the Scanned ISR Help window, **the MPOE Control Number** is displayed in the **Truck/Trailer #** field.

c. Use the cursor control keys to highlight the appropriate line and press **ESC** to select the equipment. The cursor **will** move to **the Date Shipped** field of the Installation Situation Report screen, and **the TDC, UIC, MPOE,** and **Truck/Trailer** # fields will be automatically filled in. If the selected line has scanned data from more than one **UIC,** the UIC field will be blank.

d. In **the Date Shipped** field, enter **the date when the truck shipment departed in** ddmmmyy format, and press **RETURN.**

e. In **the Time Shipped** field, enter **the time at which the truck shipment departed** and press RETURN.

f. Press **RETURN** to access and modify, if necessary, the **Truck/Trailer #** field. This information can be found in the GBL for the shipment.

g. When all the data on the screen is correct, press F7 to toggle to the bottom portion of the screen and view a list of the equipment already in the ISR.

(1) If a UIC is displayed in the **UIC** field at the top of the screen, the system displays all of the equipment for that UIC which is included in the ISR, with the cursor in **the SUN** field. If there are no changes to the ISR data, press **ESC** to return to the ISR: ring menu.

(a) To add another piece of equipment for that UIC, press **F1** to open a line, and then enter the appropriate **SUN** or press F6 and then **ESC to** view a list of **SUNs** for that UIC which are not assigned to an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of equipment and press **ESC** to select it. The new piece of equipment will be added to the list of equipment shown in the bottom portion of the Installation Situation Report screen.

Press **RETURN** to move the cursor to the **SUN** field of the next line.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

Repeat, as necessary, the procedures in paragraph **(a)** above to add additional pieces of equipment.

(b) Equipment can be deleted from the ISR by using the cursor control keys to highlight the **piece** of equipment and pressing F2. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

Enter y to confirm the deletion, or **n** to abort this deletion. The cursor will return to the SUN field.

(2) If no UIC is displayed in the UIC field at the top of the screen all of the equipment for all **UICs** that have equipment listed in the ISR will be displayed. This indicates that equipment for more than one UIC has been included in the ISR. The **cursor** will be in the UIC field.

(a) To add another piece of equipment, press **F1** to open a line and then enter the appropriate **UIC** or press F6 to view a list of **UICs** in the exercise. Use the cursor control keys to highlight the appropriate **UIC** and press **ESC** to select the **UIC.** Enter the appropriate **SUN,** or press F6 to view a list of **SUNs** for

that UIC which are not in an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of **equipment** and press **ESC** to select it.

Press **RETURN** to move the cursor to the **UIC** field of the next line.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

Repeat, as necessary, the procedures in paragraph **(a)** above to add additional pieces of equipment

(b) Equipment can be deleted from the ISR by using the cursor control keys to highlight the piece of equipment and pressing F2. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

Enter y to confii the deletion, or **n** to abort this deletion. The cursor will return to the **SUN** field.

h. Repeat the procedures in paragraphs a. through g. above until all the equipment that was loaded on the truck has been entered. Press **ESC** when the last piece of equipment has been entered, and you will be returned to the CREATE **ISR:** ring menu where you can select another option.

6.3.7.3.1.4 Creating an Installation Situation Report from Air Shipment Data.

Air shipment data can be entered into an ISR either manually or by accessing previously scanned data.

4.3.7.3.1.4.1 Entering Air Shipment Data Manuallv.

Use the following procedures to manually enter air shipment data into an Installation Situation Report:

a. Select **Create** from the **ISR:** ring menu. The CREATE **ISR:** ring menu will be displayed:

CREATE ISR: I-Manual 2-Scan E-Exit

Note: As necessary, refer to paragraph 6.3.7.3.1 above, for procedures for getting to the ISR: ring menu.

b. Select **Manual** from the CREATE ISR: ring menu. The date part of the **ISR ID** field will be automatically **filled** in and the cursor will move to the TDC field.

c. Enter the **TDC** for which the ISR will be generated or press F6 to select from a list of **TDCs. If F6** was pressed, use the cursor control keys to highlight the appropriate TDC and press **ESC** to select the TDC. Press **RETURN** after entering the TDC.

d. Enter the **UIC** of the unit for which ISR data is to be entered or leave the field blank to enter data for multiple **UICs.** To select from a list of **UICs** in the deployment, press F6 to display a list of available **UICs.** Then use the cursor control keys to highlight the appropriate **UIC,** and press **ESC** to select the UIC. Press **RETURN** after entering or selecting the UIC.

e. Enter **A** or **F** for the Mode to Port of Embarkation (MPOE) and press RETURN. Blank **Mission** # (MAC **Mission** # if the MPOE is **F), Tail** #, and **Passenger** fields will be displayed. The cursor will move to **the Date Shipped** field.

Note: **A** is the MPOE code for **Organic Military Air Movement to the SPOE/Mob station. F** is the MPOE code for **Deployment by MAC Air. Not a surface move.** Both of these MPOE codes refer to material movement bv air.

f. In the **Date Shipped** field, enter the **date when the air shipment departed in** ddmmmyy format, and press **RETURN.**

g. **In the Time Shipped** field, enter **the time at which the air shipment departed** and press RETURN.

h. Enter the **Mission #** or the MAC **Mission** # (if **F** was selected as the MPOE of the shipment) and press **RETURN.** If the MPOE is by MAC Air, the **MAC Mission #** field is required, whereas the Mission # field is optional if the MPOE is Organic Military Air movement.

i. Enter the **Tail #** and press **RETURN.** This is an optional field.

Note: You must enter **passenger data** in paragraph **j.** below, or **equipment data in** paragraph 1. below, but both types of data are not required.

j. Enter **the number of passengers** in **the Passenger** field. This is an optional field.

k. When the number of passengers (if applicable) has been entered, press F7 to toggle to the bottom portion of the screen, or press **ESC.**

(1) If a UIC was entered in paragraph **d.** above, the cursor will move to the **SUN** field. In this case, continue with paragraph **1.** below.

(2) If no UIC was entered in paragraph **d.** above, the cursor will be in the **UIC** field.

(a) Enter a **UIC** or press F6 to view a list of **UICs** for the TDC. To select from this list, use the cursor control keys to highlight the appropriate UIC and press ESC to select it. The UIC will be displayed in the bottom portion of the Installation Situation Report screen.

(b) The cursor should be in the **SUN** field.

l. Enter the SUN of the piece of equipment or press F6 and then ESC to list all of the SUNs for that UIC which have not been included in an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of equipment, and press ESC to select it. The cursor will return to the SUN field.

Note: The **Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

m. Press **RETURN** to move **the** cursor to **the ULN/ECH** field.

n. Press **RETURN** to move the cursor to the next line. The same UIC will be displayed on this line.

(1) Press **RETURN** to accept the displayed **UIC** and add another piece of equipment for the same unit, or,

(2) Enter a new **UIC** and press RETURN to add a piece of equipment for this new unit, or,

(3) Press F6 **to** display a list of available **UICs,** use the cursor control keys to highlight the desired UIC, and then press **ESC** to accept that UIC.

The cursor should now be in the **SUN** field.

o. Repeat paragraphs 1. and **n.** above, until all the equipment in the air shipment has been entered. Press **ESC** when the last piece of equipment has been entered. You **will** be returned to the CREATE ISR: ring menu where you can select another option.

p. Repeat paragraphs a. through o. above, for each aircraft in the air shipment.

6.3.7.3.1.4.2 Usina Scanned Air Shipment Data.

Use the following procedures to enter scanned air shipment data into an Installation Situation Report:

a. Select **Create** from the ISR: ring menu. The CREATE ISR: ring menu will be displayed:

CREATE ISR: I-Manual 2-Scan E-Exit

Note: As necessary, refer to paragraph 6.3.7.3.1 above, for procedures for getting to the ISR: ring menu.

b. Select Scan from the CREATE ISR: ring menu. The Scanned ISR Help window will be displayed, **with** data **in the TDC, UIC, MPOE** and **MPOE Control Number** fields for which data has been scanned. **The MPOE** for the line selected should display an **MPOE** of **A** or **F.** For scanned air shipment data, **the MPOE Control Number** refers to the Mission **#** (MAC Mission #when the MPOE is **F).** When a line is selected from

the Scanned ISR Help window, **the MPOE Control Number** is displayed in the **Mission #** or MAC **Mission #** field.

c. Use the cursor control keys to highlight the appropriate line and press **ESC** to select the equipment. The cursor will move to **the Date Shipped** field of the Installation Situation Report screen, and **the TDC, UIC, MPOE, Mission # (MAC Mission #** if the MPOE is **F),** and **Tail #** fields will be automatically filled in. If the selected line has scanned data from more than one **UIC,** the **UIC** field will be blank.

d. In **the Date Shipped** field, enter **the date when the air shipment departed** in ddmmmyy format, and press **RETURN.**

e. **In the Time Shipped** field, enter **the time at which the air shipment departed** and press RETURN.

f. Press **RETURN** to access and modify, **if** necessary, **the Mission # (MAC Mission #),** and the **Tail #** fields and enter data **in the Passenger** field, if applicable.

g. When all the data on the screen is correct, press F7 to toggle to the bottom portion of the screen and view a list of the equipment already in the ISR.

(1) If a UIC is displayed in the **UIC** field at the top of the screen, the system displays all of the equipment for that UIC which is included in the ISR, with the cursor in **the SUN** field. If there are no changes to the ISR data, press **ESC** to return to the ISR: ring menu.

(a) To add another piece of equipment for that UIC, press **F1** to open a line, and then enter the appropriate **SUN** or press **F6** and then ESC to view a list of **SUNs** for that UIC which are not assigned to an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of equipment and press **ESC** to select it. The new piece of equipment will be added to the list of equipment shown in the bottom portion of the Installation Situation Report screen.

Press **RETURN** to move **the** cursor to **the ULN/ECH** field.

Modify the field, as necessary, and press **RETURN** to move the cursor to the **SUN** field of the next line.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

Repeat, as necessary, the procedures in paragraph **(a)** above to add additional pieces of equipment.

(b) Equipment can be deleted from the ISR by using the cursor control keys to highlight the piece of equipment and pressing F2. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

Enter y to confirm the deletion, or n to abort this deletion. The cursor will return to the **SUN** field.

(2) If no UIC is displayed in the **UIC** field at the top of the screen all of the equipment for all **UICs** that have equipment listed in the ISR will be displayed. This indicates that equipment for more than one UIC has been included in the ISR. The cursor will be in the **UIC** field.

(a) To add another piece of equipment, press **F1** to open a line and then enter the appropriate **UIC** or press **F6** to view a list of **UICs** in the exercise. Use the cursor control keys to highlight the appropriate **UIC** and press **ESC** to select the **UIC.** Enter the appropriate **SUN,** or press F6 to view a list of **SUNs** for that UIC which are not in an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of **equipment** and press **ESC** to select it.

Press RETURN to move the cursor **to the ULN/ECH** field.

Modify the field, as necessary, and press **RETURN** to move the cursor to the **UIC** field of the next line.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

Repeat, as necessary, the procedures in paragraph **(a)** above to add additional pieces of equipment

(b) Equipment can be deleted from the ISR by using the cursor control keys to highlight the piece of equipment and pressing F2. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

Enter y to confirm the deletion, or **n** to abort this deletion. The cursor **will** return to the **SUN** field.

h. Repeat the procedures in paragraphs **a.** through g. above **until all** the equipment in the air shipment has been entered. Press **ESC** when the last piece of equipment has been entered, and you will be returned to the CREATE ISR: ring menu where you can select another option.

6.3.7.3.1.5 Creatina an Installation Situation Report from Barae Shipment Data.

Barge Shipment data can be entered into an ISR either manually or by accessing previously scanned data.

6.3.7.3.1. Entering Barge Shipment Data Manually.

Use the following procedures to manually enter barge shipment data into an Installation Situation Report:

a. Select **Create** from the ISR: ring menu. The CREATE ISR: ring menu will be displayed:

CREATE ISR: I-Manual P-Scan E-Exit

Note: As necessary, refer to paragraph 6.3.7.3.1 above, for procedures for getting to the ISR: ring menu.

b. Select **Manual** from the CREATE ISR: ring menu. The date part of the **ISR ID** field will be automatically filled in and the cursor will move to the TDC field.

c. Enter the **TDC** for which the ISR will be generated, or press **F6** to select from a list of **TDCs.** If F6 was pressed, use the cursor control keys to highlight the appropriate **TDC** and press **ESC** to select the TDC. Press **RETURN** after entering the TDC.

d. Enter the **UIC** of the unit for which ISR data is to be entered, or leave the field blank to enter data for multiple **UICs.** To select from a list of **UICs** in the deployment, press **F6** to display a list of available **UICs.** Then use the cursor control keys to highlight the appropriate **UIC,** and press **ESC** to select the UIC. Press **RETURN** after entering (or selecting) the UIC.

e. Enter 2 for the Mode to Port of Embarkation (MPOE) and press **RETURN.** A blank **Barge Number** field will be displayed on the screen. The cursor **will** move to **the Date Shipped** field.

Note: **2** is the MPOE code for **Government Watercraft, Barge.**

f. In **the Date Shipped** field, enter **the date when the barge shipment departed in** ddmmmyy format, and press **RETURN.**

g. In **the Time Shipped** field, enter **the time at which the barge shipment departed** and press **RETURN.**

h. Enter the **Barge Number** and press RETURN.

i. When the Barge Number has been entered, press F7 to toggle to the bottom portion of the screen.

(1) If a UIC was entered in paragraph **d.** above, the cursor will move to the SUN field. In this case, continue with paragraph **j.** below.

(2) If no UIC was entered in paragraph **d.** above, the cursor will be in the **UIC** field.

(a) Enter a **UIC** or press F6 to view a list of **UICs** for the TDC. To select from this list, use the cursor control keys to highlight the appropriate **UIC** and press **ESC** to select it. The UIC will be displayed in the bottom portion of the screen.

(b) Press RETURN to move the cursor to the **SUN** field.

j. Enter the **SUN** of the piece of equipment or press F6 and then **ESC** to list all of the **SUNs** for that UIC which have not been included in an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of equipment, and press **ESC** to select it. The cursor will return to the **SUN** field.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

k. Press RETURN to move the cursor to the **ULN/ECH** field, and modify the data as necessary.

1. Press RETURN to move the cursor to the next line. The same **UIC** will be displayed on this line.

(1) Press **RETURN** to accept the displayed **UIC** and add another piece of equipment for the same unit, or,

(2) Enter a new **UIC** and press RETURN to add a piece of equipment for this new unit, or,

(3) Press **F6** to display a list of available **UICs,** use the cursor control keys to highlight the desired **UIC,** and press **ESC** to accept that UIC. The cursor should now be in the **SUN** field.

m. Repeat paragraphs **j.** and 1. above, until all the equipment loaded in the barge shipment has been entered. Press **ESC** when the last piece of equipment has been entered. You will be returned to the CREATE ISR: ring menu where you can select another option.

n. Repeat paragraphs a. through **m.** above, for each barge in the barge shipment.

6.3.7.3.1.5.2 Using Scanned Barge Shipment Data.

Use the following procedures to enter scanned barge shipment data into an Installation Situation Report:

a. Select Create from the ISR: ring menu. The CREATE ISR: ring menu will be displayed.

CREATE ISR: I-Manual 2-Scan E-Exit

Note: As necessary, refer **to** paragraph 6.3.7.3.1 above, for procedures for getting to **the** ISR: ring **menu.**

b. Select Scan from the CREATE ISR: ring menu. The Scanned ISR Help window will be displayed, with data in **the TDC, UIC, MPOE** and **MPOE Control Number** fields for which data has been scanned. The **MPOE** for the line selected should display an **MPOE** of 2. For scanned barge shipment data, **the MPOE Control Number** refers to the barge number. When a line is selected from the Scanned ISR Help window, the **MPOE Control Number** is displayed in **the Barge Number** field.

c. Use the cursor control keys to highlight the appropriate line and press **ESC** to select the line, The cursor will move to **the Date Shipped** field of the Installation Situation Report screen, and **the TDC, UIC, MPOE,** and **Barge Number** fields will be automatically filled in. If the selected line has scanned data from more than one UIC, **the UIC** field will be blank.

d. **In the Date Shipped** field, enter **the date when the barge shipment departed** in ddmmmyy format, and press **RETURN.**

e. In **the Time Shipped** field, enter **the time at which the barge shipment departed** and press **RETURN.**

f. Press **RETURN** to access and modify, if necessary, the **Barge Number** field.

g. When all the data on the screen is correct, press F7 to toggle to the bottom portion of the screen and view a list of the equipment already in the ISR.

(1) If a UIC is displayed in the **UIC** field at the top of the screen, the system displays all of the equipment for that UIC which is included in the ISR, with the cursor in **the SUN** field. If there are no changes to the ISR data, press **ESC** to return to the ISR: ring menu.

(a) To add another piece of equipment for that UIC, press **F1** to open a line, and then enter the appropriate **SUN** or press F6 and then **ESC** to view a list of **SUNs** for that UIC which are not assigned to an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of equipment and press **ESC** to select it. The new piece of equipment will be added to the list of equipment shown in the bottom portion of the Installation Situation Report screen.

Press **RETURN** to move **the** cursor to **the ULN/ECH** field.

Modify the data as necessary and press **RETURN** to move the cursor to the **SUN** field of the next line.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

Repeat, as necessary, the procedures in paragraph **(a)** above to add additional pieces of equipment.

(b) Equipment can be deleted from the ISR by using the cursor control keys to highlight the piece of equipment and pressing F2. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

Enter y to confirm the deletion, or **n** to abort this deletion. The cursor will return to the **SUN** field.

(2) If no UIC is displayed in the **UIC** field at the top of the screen all of the equipment for all **UICs** that have equipment listed in the ISR will be displayed. This indicates that equipment for more than one UIC has been included in the ISR. The cursor will be in the **UIC** field.

(a) To add another piece of equipment, press **F1** to open a line and then enter the appropriate **UIC** or press F6 to view a list of **UICs** in the exercise. Use the cursor control keys to highlight the appropriate **UIC** and press **ESC** to select the **UIC.** Enter the appropriate **SUN,** or press F6 to view a list of **SUNs** for that UIC which are not in an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of **equipment** and press ESC to select it.

Press **RETURN** to move the cursor to the **ULN/ECH** field.

Modify the data as necessary and press **RETURN** to move the cursor to the **UIC** field of the next line.

Note: The **Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

Repeat, as necessary, the procedures in paragraph **(a)** above to add additional pieces of equipment

(b) Equipment can be deleted from the ISR by using the cursor control keys to highlight the piece of equipment and pressing **F2.** A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

Enter y to confirm the deletion, or **n** to abort this deletion. The cursor will return to the **SUN** field.

h. Repeat the procedures in paragraphs **a.** through g. above until all the equipment in the barge shipment has been entered. Press **ESC** when the last piece of equipment has been entered, and you will be returned to the CREATE ISR: ring menu where you can select another option.

6.3.7.3.1.6 Creating an Installation Situation Report from Bus Shipment Data.

Bus shipment data can be entered into an ISR either manually or by accessing previously scanned data.

6.3.7.3.1.6.1 Entering Bus Shipment Data Manually.

Use the following procedures to manually enter bus shipment data into an Installation Situation Report:

a. Select **Create** from the ISR: ring menu. The CREATE ISR: ring menu will be displayed:

CREATE ISR: I-Manual P-Scan E-Exit

Note: As necessary, refer to paragraph 6.3.7.3.1 above, for procedures for getting to the ISR: ring menu.

b. Select **Manual** from the CREATE ISR: ring menu. The date part of the **ISR ID** field will be automatically **filled** in and the cursor will move to the **TDC** field.

c. Enter the **TDC** for which the ISR will be generated, or press F6 to select from a list of **TDCs.** If F6 was pressed, use the cursor control keys to highlight the appropriate **TDC** and press **ESC** to select the TDC. Press **RETURN** after entering the TDC.

d. Enter the **UIC** of the unit for which ISR data is to be entered, or leave the field blank to enter data for multiple **UICs.** To select from a list of **UICs** in the deployment, press F6 to display a list of available **UICs.** Then use the cursor control keys to highlight the appropriate **UIC,** and press **ESC** to select the **UIC.** Press **RETURN** after entering (or selecting) the UIC.

e. Enter **B** for the Mode to Port of Embarkation **(MPOE)** and press RETURN. Blank **Bus Number** and **Passenger** fields will be displayed on the screen. The cursor will move to **the Date Shipped** field.

Note: **B** is the MPOE code for **Bus.**

f. **In the Date Shipped** field, enter **the date when the bus departed** in ddmmmyy format, and press RETURN.

g. **In the Time Shipped** field, enter the **time at which the bus departed** and press RETURN.

h. Enter **the Bus Number** and press **RETURN.**

i. Enter **the number of Passengers** (if appropriate) and press **RETURN.**

j. When the number of passengers has been entered, press **F7** to toggle to the bottom portion of the screen.

(1) If a UIC was entered in paragraph **d.** above, the cursor will move to the **SUN** field. In this case, continue with paragraph **k.** below.

(2) If no UIC was entered in paragraph **d.** above, the cursor will be in the **UIC** field.

(a) Enter a **UIC** or press **F6** to view a list of **UICs** for the TDC. To select from this list, use the cursor control keys to highlight the appropriate **UIC** and press **ESC** to select it. The UIC will be displayed in the bottom portion of the Installation Situation Report screen.

(b) Press RETURN to move the cursor to the SUN field.

k. Enter the **SUN** of the piece of equipment or press F6 and then **ESC** to list all of the **SUNs** for that **UIC** which have not been included in an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of equipment, and press **ESC** to select it. The cursor will return to the **SUN** field.

Note: The **Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

l. Press **RETURN** to move the cursor to the next line. The same UIC will be displayed on this line.

(1) Press **RETURN** to accept the displayed **UIC** and add another piece of equipment for the same unit, or,

(2) Enter a new **UIC** and press **RETURN** to add a piece of equipment for this new unit, or,

(3) Press **F6** to display a list of available **UICs,** use the cursor control keys to highlight the desired **UIC,** and **then** press **ESC** to accept that UIC.

The cursor should now be in the **SUN** field.

m. Repeat paragraphs **k.** and **1.** above, until all the equipment loaded on the bus shipment has been entered. Press **ESC** when the last piece of equipment has been entered. You will be returned to the CREATE ISR: ring menu where you can select another option.

n. Repeat paragraphs **a.** through **m.** above, for each bus in the bus shipment.

6.3.7.3.1.6.2 Using Scanned Bus Shipment Data.

Use the following procedures to enter scanned bus shipment data into an Installation Situation Report:

a. Select **Create** from the ISR: ring menu. The CREATE ISR: ring menu will be displayed:

CREATE ISR: I-Manual 2-Scan E-Exit

Note: As necessary, refer to paragraph 6.3.7.3.1 above, for procedures for getting to the ISR: ring menu.

b. Select Scan from the Create ISR menu. The Scanned ISR Help window will be displayed, with data in the **TDC, UIC, MPOE** and **MPOE Control Number** fields for which data has been scanned. The **MPOE** for the line selected should display an **MPOE** of **B.** For scanned bus shipment data, the **MPOE Control Number** refers to the bus number. When a line is selected from the Scanned ISR Help window, the **MPOE Control Number** is displayed **in the Bus Number** field.

c. Use the cursor control keys to highlight the appropriate line and press **ESC** to select the equipment. The cursor **will** move to the **Date Shipped** field of the **Installation** Situation Report screen, and the **TDC, UIC, MPOE,** and **Bus Number** fields will be automatically **filled** in. If the selected equipment has scanned data from more than one UIC, the UIC field will be blank.

d. In **the Date Shipped** field, enter **the date when the bus shipment departed in** ddmmmyy format, and press **RETURN.**

e. In **the Time Shipped** field, enter **the time at which the bus shipment departed** and press **RETURN.**

f. Press **RETURN** to access and modify, if necessary, the **Bus Number** field and enter data in the **Passenger** field.

g. When all the data on the screen is correct, press F7 to toggle to the bottom portion of the screen and view a list of the equipment already in the ISR.

(1) If a UIC is displayed in the **UIC** field at the top of the screen, the system displays all of the equipment for that UIC which is included in the ISR, with the cursor in **the SUN** field, If there are no changes to the ISR data, press **ESC** to return to the ISR: ring menu.

(a) To add another piece of equipment for that UIC, press **F1** to open a line, and then enter the appropriate **SUN** or press F6 and then **ESC** to view a list of **SUNs** for that UIC which are not assigned to an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of equipment and press **ESC** to select it. The new piece of equipment will be added to the list of equipment shown in the bottom portion of the Installation Situation Report screen.

Press RETURN to move the cursor to the **SUN** field of the next line.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

Repeat, as necessary, the procedures in paragraph (a) above to add additional pieces of equipment.

(b) Equipment can be deleted from the ISR by using the cursor control keys to highlight the piece of equipment and pressing F2. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

Enter y to confirm the deletion, or **n** to abort this deletion. The cursor will return to the **SUN** field.

(2) If no UIC is displayed in the **UIC** field at the top of the screen, all of the equipment for all **UICs** that have equipment listed in the ISR will be displayed. This indicates that equipment for more than one UIC has been included in the ISR. The cursor will be in the **UIC** field.

(a) To add another piece of equipment, press **F1** to open a line and then enter the appropriate **UIC** or press F6 to view a list of **UICs** in the exercise. Use the cursor control keys to highlight the appropriate **UIC** and press **ESC** to select the UIC. Enter the appropriate **SUN,** or press F6 to view a list of **SUNs** for that **UIC** which are not in an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of **equipment** and press **ESC** to select it.

Press **RETURN** to move the cursor to the **UIC** field of the next line.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

Repeat, as necessary, the procedures in paragraph **(a)** above to add additional pieces of equipment

(b) Equipment can be deleted from the ISR by using the cursor control keys to highlight the piece of equipment and pressing F2. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

Enter y to confirm the deletion, or **n** to abort this deletion. The cursor will return to the SUN field.

h. Repeat the procedures in paragraphs a through g. above until all the equipment that was loaded on the bus shipment has been entered. Press ESC when the last piece of equipment has been entered, and you will be returned to the CREATE ISR: ring menu where you can select another option.

6.3.7.3.2 Modifying an Installation Situation Report.

Use the following procedures to modify an existing Installation Situation Report:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Movement Reporting** from the IT0 Equipment List Processing menu.

c. Select **Installation Situation Report** from the Movement Reporting menu.

d. Select **Modify** from the ISR: ring menu. The cursor will move to the **ISR ID** field.

e. Enter the **ISR ID** or press F6 to select from a list of Installation Situation Reports.

Note: The **ISR ID** is a two-part field consisting of a **Date** and a **Sequence Number.** The **Date** is the date on which the ISR was created. The **Sequence Number** was assigned by TC ACCIS when the ISR was created.

(1) **If you** enter **the** ISR **ID,** first enter **the Date** of the ISR and press **RETURN.** Then enter **the Sequence Number** of the ISR and press **ESC.** The fields in the top part of the Installation Situation Report screen will be filled in and the cursor will be **in the Date Shipped** field.

OR

(2) If F6 is pressed, the ISR ID Help window will be displayed.

(a) Press **ESC** to display a list of all **ISRs.** Use the cursor control keys to highlight the desired ISR and press ESC to select it. The fields in the top part of the Installation Situation Report screen will be filled in and the cursor will be in **the Date Shipped** field.

OR

(b) To query for specific **ISRs** based on **the Date, Sequence Number, TDC, UIC,** and/or **MPOE,** enter **the query criteria** in one or more of these fields.

Remember: Only **the records** that meet **ALL** of your query criteria will be selected for display. The more specific your selection criteria, to closer you will focus on the desired record because fewer records will be displayed.

Enter **the query criteria** in a single or any combination of fields.

Press **RETURN** to move to the next field. You can enter data in any field or leave the field blank.

When **all** the query criteria have been entered, press **ESC** to display the results of the query.

When the list of **ISRs** is displayed, use cursor control keys to highlight the desired ISR and press **ESC** to select it. The fields in the top part of the Installation Situation Report screen will be filled in and the cursor will be in **the Date Shipped** field.

f. Press **RETURN** to move the cursor to the next field. Data in any field can be changed by moving the cursor to the appropriate field, entering the new data by typing over the existing data, and then pressing **RETURN** to move the cursor to the next field.

g. When all the data on the screen is correct, press F7 to toggle to the bottom portion of the screen and view a list of the equipment already in the ISR.

(1) If a UIC is displayed in the **UIC** field at the top of the screen, the system displays all of the equipment for that UIC which is included in the ISR, with the cursor in the **SUN** field. If there are no changes to the ISR data, press **ESC** to return to the ISR: ring menu.

(a) To add another piece of equipment for that UIC, press **F1** to open a line, and then enter the appropriate **SUN** or press F6 and then **ESC** to view a list of **SUNs** for that UIC which are not assigned to an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of equipment and press **ESC** to select it. The new piece of equipment will be added to the list of equipment shown in the bottom portion of the Installation Situation Report screen.

Press RETURN to move the cursor to the **SUN** field of the next line.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

Repeat, as necessary, the procedures in paragraph **(a)** above to add additional pieces of equipment.

(b) Equipment can be deleted from the ISR by using the cursor control keys to highlight the piece of equipment and pressing F2. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

Enter y to confii the deletion, or **n** to abort this deletion. The cursor will return to the **SUN** field.

(2) If no UIC is displayed in the **UIC** field at the top of the screen, all of the equipment for all **UICs** that have equipment listed in the ISR will be displayed. This indicates that equipment for more than one UIC has been included in the ISR. The cursor will be in the **UIC** field.

(a) To add another piece of equipment, press **F1** to open a line and then enter the appropriate UIC or press F6 to view a list of **UICs** in the exercise. Use the cursor control keys to highlight the appropriate UIC and press **ESC** to select the **UIC.** Enter the appropriate SUN, or press F6 to view a list of **SUNs** for that UIC which are not in an ISR for the exercise. Use the cursor control keys to highlight the appropriate piece of **equipment** and press **ESC** to select it.

Press RETURN to move the cursor to the **UIC** field of the next line.

Note: **The Bumper #, LIN/INDEX,** and **Description** fields can not be changed, so the cursor will not enter these fields.

Repeat, as necessary, the procedures in paragraph **(a)** above to add additional pieces of equipment

(b) Equipment can be deleted from the ISR by using the cursor control keys to highlight the piece of equipment and pressing F2. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

Enter y to confirm the deletion, or **n** to abort this deletion. The cursor will return to the **SUN** field.

h. If necessary, press **F7** to toggle back up to the top portion of the Installation Situation Report screen. Data in the fields at the top of the screen can be altered, as required, by following the procedures in paragraph **f.** above. You can use **F7** to toggle back and forth between to two sections of the screen as many times as is necessary to make all the changes.

i. When all the necessary changes have been made to the **UICs** and equipment, press **ESC** to save the data and return to the ISR: ring menu where another option can be selected.

6.3.7 3.3 Deleting an Installation Situation Report.

Use the following procedures to delete an existing Installation Situation Report:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Movement Reporting** from the **ITO** Equipment List Processing menu.

c. Select **Installation Situation Report** from the Movement Reporting menu.

d. Select **Delete** from the ISR: ring menu. The cursor will move to the **ISR ID** field.

e. Enter the **ISR** ID or press **F6** to select from a list of Installation Situation Reports.

Note: **The ISR ID is** a two-part field consisting of a **Date** and a **Sequence Number.** The **Date** is the date on which the ISR was created. **The Sequence Number** was assigned by TC ACCIS when the ISR was created.

(1) If you enter the ISR ID, **first** enter the **Date** of the ISR and press RETURN. Then enter **the Sequence Number** of the ISR and press **ESC**

OR

(2) If **F6** is pressed, the ISR ID Help window will be displayed.

(a) Press **ESC** to display a list of all **ISRs.** Use the cursor control keys to highlight the desired ISR and press ESC to select it for deletion. Data will be displayed in the fields in the top part of the Installation Situation Report screen.

OR

(b) To query for specific **ISRs** based on the **Date, Sequence Number, TDC, UIC,** and/or **MPOE,** enter **the query criteria** in one or more of these fields.

Remember:

> Only the records that meet **ALL** of your query criteria will be selected for display. The more specific your selection criteria, to closer you will focus on the desired record because fewer records will be displayed.

Enter **the query criteria** in a single or any combination of fields.

Press RETURN to move to the next field. You can enter data in any field or leave the field blank.

When **all** the query criteria have been entered, press **ESC** to display the results of the query.

When the list of **ISRs** is displayed, use cursor control keys to highlight the desired **ISR and** press **ESC** to select it for deletion. Data will be displayed in the fields in the top part of the Installation Situation Report screen.

f. Regardless of which means you used in paragraph e. above, a prompt will be displayed:

Are you sure you want to delete this ISR record (y/n)?

Enter y to delete the ISR record or enter **n** to abort the deletion process. You will be returned to the ISR: ring menu where you can select another option.

6.3.7.3.4 Preparing an Installation Situation Report for Transmission to FORSCOM.

Each ISR identifies the Mode to Port of Embarkation, i.e., rail, convoy, truck, air, barge, or bus, and the pieces of equipment and/or personnel included in the ISR for that TDC. The ISR function prepares a file that is sent to FORSCOM in the B format of the COMPASS Report. This file is prepared in a format to be used by FORSCOM.

Use the following procedures **to** prepare an Installation Situation Report for transmission to FORSCOM.

a. Select. **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Movement Reporting** from the **ITO** Equipment List Processing menu.

c. Select **Installation Situation Report** from the Movement Reporting menu.

d. Select **Prepare** from the ISR: ring menu. The ISR ID Help window will be displayed.

Note: The **ISR ID** is a two-part field consisting of a **Date** and a **Sequence Number.** The **Date** is the date on which the ISR was created. **The Sequence Number** was assigned by TC ACCIS when the ISR was created.

(1) Press **ESC** to display a list of all **ISRs.** Use the cursor control keys to highlight the desired **ISR** and press **ESC** to select it to be prepared for transmission to FORSCOM.

OR

(2) To query for **specific ISRs** based on **the Date, Sequence Number, TDC, UIC,** and/or **MPOE,** enter the **query criteria in** one or more of these fields.

Remember: Only the records that meet **ALL** of your query criteria will be selected for display. The more specific your selection criteria, to closer you will focus on the desired record because fewer records will be displayed.

(a) Enter **the query criteria** in a single or any combination of fields.

(b) Press **RETURN** to move to the next field. You can enter data in any field or leave the field blank.

(c) When **all** the query criteria have been entered, press **ESC** to display the results of the query.

(d) When the, list of **ISRs is** displayed, use cursor control keys to highlight the desired ISR and press **ESC** to select it to be prepared for transmission to FORSCOM. The fields in the top part of the Installation Situation Report screen will be filled in and the cursor will be in the **Date Shipped** field.

e. Regardless of the means used in paragraph **d.** above to select an ISR to be prepared for transmission to FORSCOM, a message will be displayed:

Preparing ISR. . . .PLEASE WAIT

When the file has been prepared, a prompt will be displayed:

A copy of your ISR -COMPASS file has been sent to the printer.

6.3.7.3.5 Transmittina an installation Situation Report (ISR) to FORSCOM.

The ISR SEND option allows an ITO user to transmit one or more previously prepared ISRs to LOGSA and FORSCOM. Use the following procedures to prepare an Installation Situation Report for transmission to FORSCOM.

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Movement Reporting** from the ITO Equipment List Processing menu.

c. Select **Installation Situation Report** from the Movement Reporting menu

d. Select Send from the ISR: ring menu. The Send Option: window is displayed.

(1) Select DDN to transmit the ISR via E-Mail.

(a) Place an X beside each ISR to be transmitted and press ESC. The following message is displayed for each transmitted ISR:

Sending ISR (ID number). . . Please be patient

(b) The system automatically returns the user to the ISR: ring menu when all the ISRs are transmitted.

O R

(2) Select Phone to send the ISR using direct dial.

(a) Place an X beside each ISR to be transmitted and press ESC. The following message is displayed for each transmitted ISR:

Sending ISR (ID number). . . Please be patient

(b) The system returns the user to the ISR: ring menu when the ISRs are transmitted.

e. Select View log or Continuous log from the ISR: ring menu. The listing of transmitted ISRs is displayed

(1) A series of messages and dots will be displayed on the screen as the transfer process is taking place.

(2) When all the ISRs have been transmitted press RETURN to return to the ISR ring menu if your are in the View log. If you are in the Continuous log press Control-C to return to the ISR: ring men.

6.3.7.3.6 Printina a Departure Report.

The user can print a Departure Report with information that is similar to the ISR file transmitted to FORSCOM. The Departure Report includes a summary of all of the equipment and personnel for the entire exercise that were shipped with this report, shipped to date, and remaining to be shipped.

Note: This report is to be printed on a printer that prints 60 lines per page, for example a Laser Printer.

Use the following procedures to print a Departure Report:

a. Select **IT0 Equipment List Processing** from the TC ACCIS MAIN MENU.

b. Select **Movement Reporting** from the IT.0 Equipment List Processing menu.

c. Select **Installation Situation Report** from the Movement Reporting menu.

d. Select **Print** from the ISR: ring menu. The System Printer Selection window will be displayed.

e. Use the cursor control keys to highlight the desired **printer** and press **ESC** to select it. The ISR ID Help window will be displayed.

Note: The **ISR** ID is a two-part field consisting of a **Date** and a **Sequence Number.** The **Date** is the date on which the ISR was created. **The Sequence Number** was assigned by TC ACCIS when the ISR was created.

(1) Press **ESC** to display a list of all **ISRs.** Use the cursor control keys to highlight the desired **ISR** and press **ESC** to select it for printing.

OR

(2) To query for specific **ISRs** based on **the Date, Sequence Number, TDC, UIC,** and/or **MPOE,** enter the **query criteria** in one or more of these fields.

Remember: Only the records that meet **ALL** of your query criteria will be selected for display. The more specific your selection criteria, the closer you will focus on the desired record because fewer records will be displayed.

(a) Enter **the'query criteria** in a single or any combination of fields.

(b) Press **RETURN** to move the cursor to the next field. You can enter data in any field or leave the field blank.

(c) When all the query criteria have been entered, press **ESC** to display the results of the query.

(d) When the list of **ISRs** is displayed, use the cursor control keys to highlight the desired **ISR** and press **ESC to** select it for printing.

f. Regardless of the means used in paragraph e. above to select a Departure Report, a message will be displayed in the lower left comer of the screen:

Processing report

Then a message will be displayed:

Printing ISR

The ISR will be printed on the selected printer. After the print job has been sent to the printer, you will be returned to the ISR: ring menu where you can select another option or press E-Exit twice to return to the IT0 Equipment List Processing menu.

5.3.7.3.7 Viewina a Departure Report.

The user can view a Departure Report with information that is similar to the ISR file transmitted to FORSCOM. The Departure Report includes a summary of all of the equipment and personnel for the entire exercise that were shipped with this report, shipped to date, and remaining to be shipped.

Use the following procedures to view a Departure Report:

a. Select IT0 Equipment List Processing from the TC ACCIS MAIN MENU.

b. Select Movement Reporting from the ITO Equipment List Processing menu.

c. Select Installation Situation Report from the Movement Reporting menu.

d. Select View from the ISR: ring menu. The ISR ID Help window will be displayed.

Note: The **ISR ID** is a two-part field consisting of a **Date** and a **Sequence Number.** The **Date** is the date on which the ISR was created. The **Sequence Number** was assigned by TC ACCIS when the ISR was created.

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(1) Press **ESC** to display a list of all ISRs. Use the cursor control keys to highlight the desired **ISR** and press **ESC** to select it for viewing.

OR

(2) To query for specific ISRs based on **the Date, Sequence Number, TDC, UIC,** and/or **MPOE,** enter the **query criteria** in one or more of these fields.

Remember: Only the records that meet **ALL** of your query criteria will be selected for display. The more specific your selection criteria, the closer you will focus on the desired record because fewer records will be displayed.

(a) Enter **the query criteria** in a single or any combination of fields.

(b) Press **RETURN** to move the cursor to the next field. You can enter data in any field or leave the field blank.

(c) When all the query criteria have been entered, press **ESC** to display the results of the query.

(d) When the list of ISRs is displayed, use cursor control keys to highlight the desired **ISR** and press **ESC** to select it for viewing.

e. Regardless of the means used in paragraph d. above to select an ISR a message will be displayed in the lower left corner of the screen:

Processing report

Then the first screen of the DEPARTURE REPORT will be displayed for the ISR you selected in paragraph d. above. A message will be displayed at the bottom of the screen:

Press Return to Continue or Ctrl-C to ABORT:

(1) Press **RETURN** to view the next screen of the ISR.

(2) Continue to press **RETURN** to view each successive screen of the ISR. The last two screens of the report display the **LEGEND** for the ISR. It is included to assist in the reading and interpretation of the viewed ISR. When you get to the end of the report, a message will be displayed:

(EOF) Press Return to Continue or Ctrl-C to ABORT:

Press **RETURN** one more time and you will be returned to the ISR: ring menu where you **can** select another option or press **E-Exit** twice to return to the IT0 Equipment List Processing menu.

(3) You can press **Ctrl-C** at any time to return to the ISR: ring menu where you can select another option or press **E-Exit** twice to return to the IT0 Equipment List Processing menu.

6.3.7.3.8 Sendina a Departure Report Bv Electronic Mail.

A Departure Report with information that is similar to the ISR file transmitted to FORSCOM can be sent to any other TC ACCIS user. The Departure Report includes a summary of all of the equipment and personnel for the entire exercise that were shipped with this report, shipped to date, and remaining to be shipped.

This Electronic Main transmission can be to a user with a Local Address at your own installation or a user with a Non-Local Address at another installation. The only difference between sending an ISR to a Local or a Non-Local Address is the format for the E-Mail Address that will be entered.

For a Local Address at your own installation you need to enter only the **login** name of the addressee. For example to send a message to someone who has a **login** of Jones, you would simply enter the Local E-Mail Address:

jones

To send the same message to a Non-Local Address it is necessary to include the complete Defense Data Network (DDN) address of the addressee. For example, for a user at Ft. Hood to send an ISR to a user named Smith at Ft. Campbell, the Ft. Hood user must enter the following complete DDN address:

smith@campbell-tcaccis.army.mil

The sender must be authorized DDN access in order to send and ISR to a Non-Local Address. You should contact your SA if you have any questions on the use of Local and Non-Local Addresses for Electronic Mail.

Use the following procedures to send a copy of a Departure Report to another user by Electronic Mail:

a. Select ITO Equipment List Processing from the TC ACCIS MAIN MENU.

b. Select Movement Reporting from the ITO Equipment List Processing menu.

c. Select **Installation Situation Report** from the Movement Reporting menu.

d. Select **Mail** from the ISR: ring menu. The ISR ID Help window **will** be displayed.

Note: **The ISR ID** is a two-part field consisting of a **Date** and a **Sequence Number.** The **Date** is the date on which the ISR was created. The **Sequence Number** was assigned by TC ACCIS when the ISR was created.

(1) Press **ESC** to display a list of all ISRs. Use the cursor control keys to highlight the desired **ISR** and press **ESC** to select it for mailing.

OR

(2) To query for specific ISRs based on **the Date, Sequence Number, TDC, UIC,** and/or **MPOE,** enter **the query criteria** in one or more of these fields.

Remember: Only the records that meet **ALL** of your query criteria will be selected for display. The more specific your selection criteria, to closer you will focus on the desired record because fewer records will be displayed.

(a) Enter **the query criteria** in a single or any combination of fields.

(b) Press RETURN to move to the next field. You can enter data in any field or leave the field blank.

(c) When all the query criteria have been entered, press **ESC** to display the results of the query.

(d) When the list of ISRs is displayed, use cursor control keys to highlight the desired ISR and press **ESC** to select it for mailing.

e. Regardless of the means used in paragraph **d.** above to select an ISR the Mail Address window will be displayed.

f. Enter **the Electronic Mail Address** for the person to whom you want to send the Departure Report and press **ESC** to accept it. A validity check will be made on the address.

Remember: You can enter an address for a Local of a Non-Local user as described at the beginning of this paragraph.

(1) If it is an invalid Electronic Mail Address, a message will be displayed:

Unknown user name in (address]

The cursor will return to the Mail Address window for you to enter a valid Electronic Mail Address.

(2) If it is a valid Electronic Mail Address, a prompt will be displayed:

Is this report to be sent to another address (y/n)?

(a) Enter y to send the ISR to another user, and you will be returned to the Mail Address window where you can enter the address for another user. Repeat this procedures as necessary until all addressee for the ISR have been entered.

(b) Enter **n** and a message will be displayed

Processing E-Mail

Then another message will be displayed:

Mail has been sent

You will then be returned to the ISR: ring menu.

6.3.8 Tracking Database.

The tracking database allows IT0 users to generate reports listing the last date the equipment list was touched by a unit. Reports can include all the units in the COC or the user can select one or more specific units to be included in the report.

The list of units that is displayed when the Chain of Command option is selected from the Track Report Menu, is determined by the UIC associated with the user's login. The tracking option will display the information for all units that report to them.

Use the following procedures to print tracking database reports.

a. Select **IT0 Data** from the ITO Equipment List Processing menu.

b. Select **Tracking Database** from the IT0 Data menu. The Select Type Data Code window will be displayed.

c. Enter the TDC of the exercise for which you want a tracking report and press ESC, or press **F6** to select the **TDC** from a list of available TDCs. When F6 is used:

(1) Use the cursor control keys to highlight the desired TDC.

(2) Press **ESC** to accept your selection. The Track Report Menu screen will be displayed, as shown in Figure 6-38.

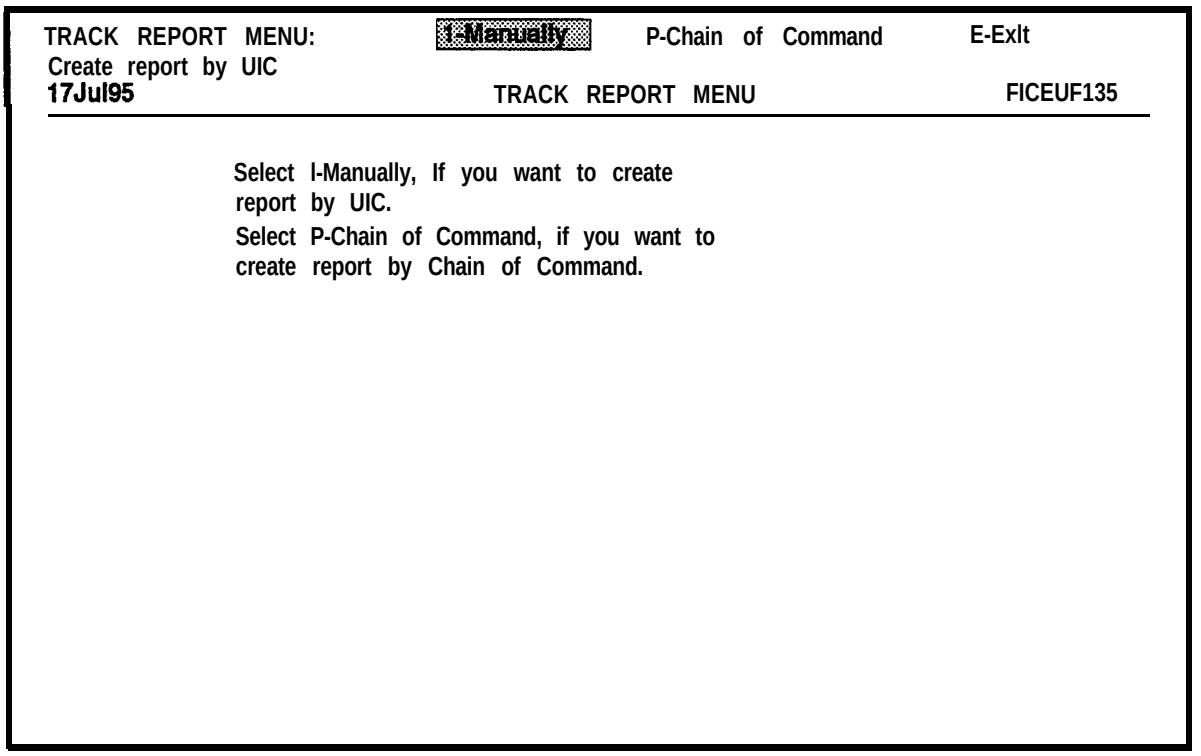


Figure 6-38. Track Report Menu

The following is an explanation of the two options available on the Track Report Menu.

Menu Option	Explanation
Manually	Allows the user to select a track report based on the UIC(s) selected by the user.
Chain of Command	Allows the user to select a track report based on the COC.

6.3.8.1 Manually Printina Tracking Reports for One or More UICs.

Use the following procedures to manually print a Tracking Report for one or more units within the COC.

a. Select **Manually** from the TRACK REPORT MENU: ring menu. The Select UIC window will be displayed.

b. Enter the **UIC** and press ESC, or press F6 to select the UIC from a list of available UICs. When you use F6:

(1) Use the cursor control keys to highlight the desired UIC.

(2) Enter an X in the **Select** field of the UIC(s) you want to include in the tracking report.

Note: You can press **F10** to select all the UICs on the list.

(3) To deselect a previously selected UIC, use the cursor control keys to highlight the UIC and press the **SPACEBAR** to remove the X in the **Select** field. The deselected UIC will no longer be included in your Tracking Report.

(4) Press **ESC** to accept your selection(s). A **Running** message will be displayed and then the Sort Option window will be displayed as shown in Figure 6-39.

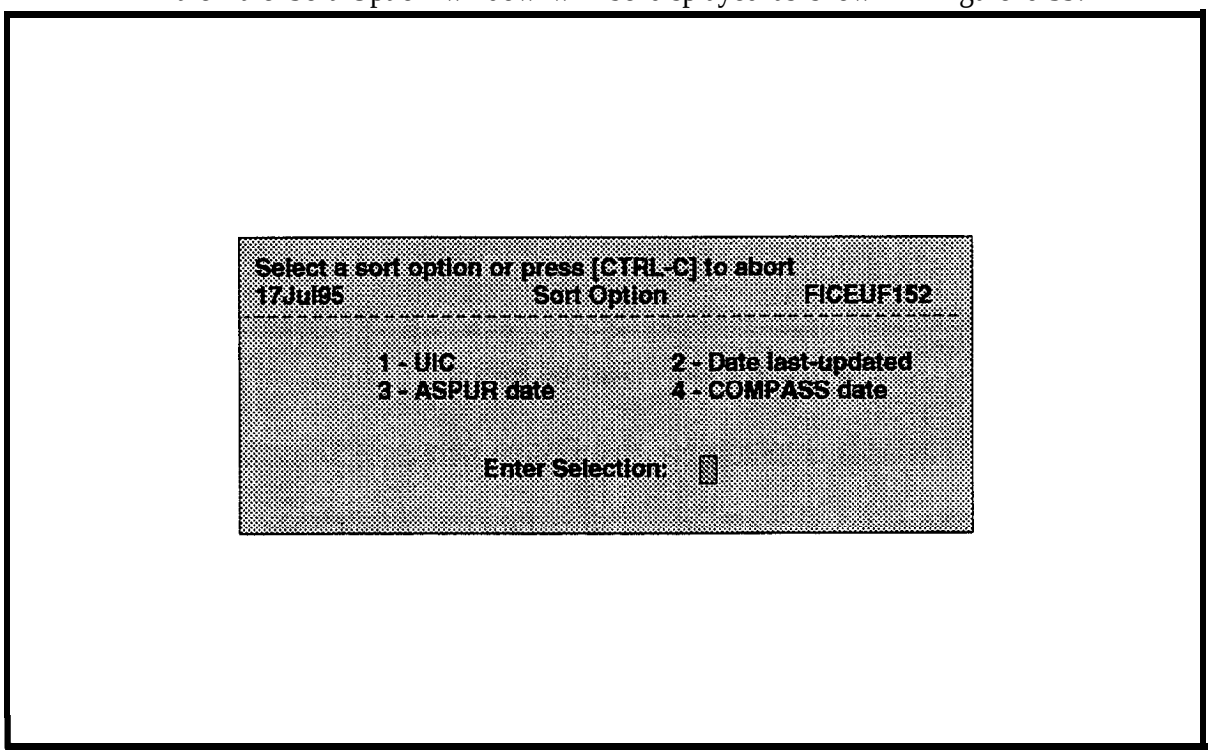


Figure 6-39. Sort Option Window for tracking Reports

c. Select **the Sort** option. A **Report Created** message will be displayed and then the OUTPUT MENU window will be displayed as shown in Figure 6-40.

d. Select **the Print** option. A **Report sent to printer** message will be displayed and then a **Print job is done** message **will** be displayed. The cursor will return to the OUTPUT MENU: ring menu where you **can** select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

Note: The View option on this menu is not currently implemented.

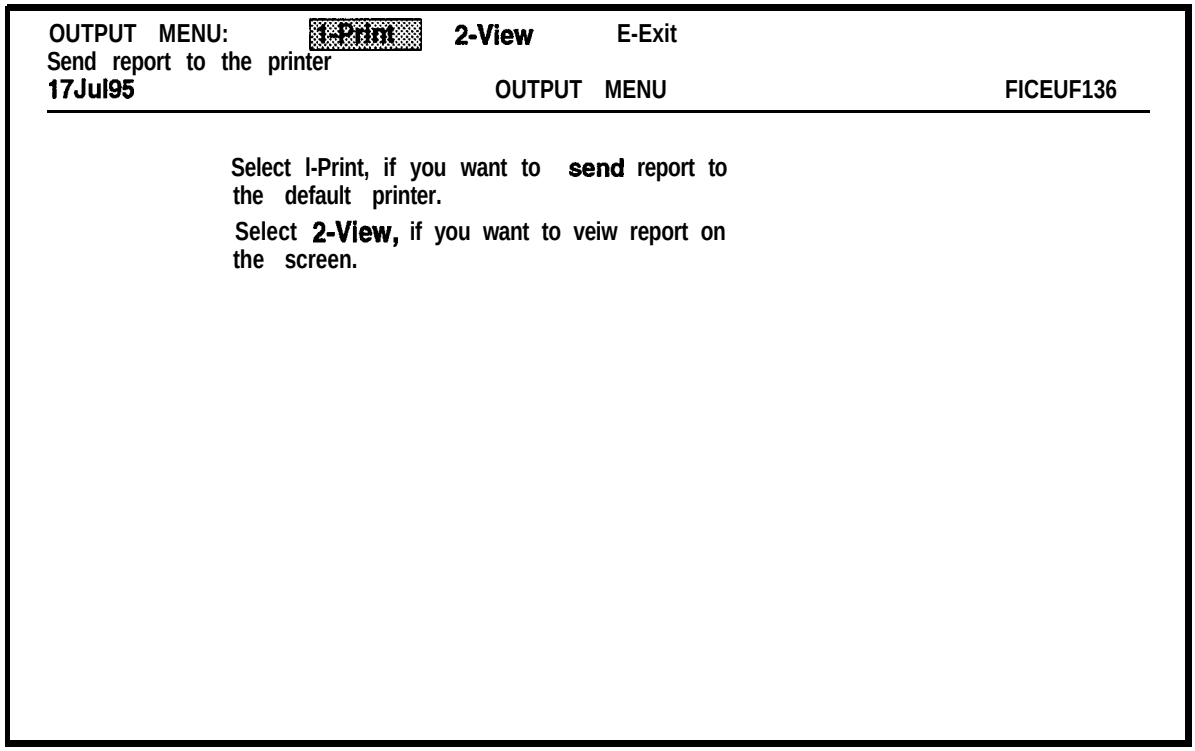


Figure 6-40. Output Menu

6.3.8.2 Printing Tracking Reports for the Entire Chain of Command,

Use the following procedures to print a Tracking Report for the entire COC for the exercise.

a. Select **Chain of Command** from the TRACK REPORT MENU: ring menu. The OUTPUT MENU window will be displayed as shown in Figure 6-40.

b. Select **the Print** option. A **Report sent to printer** message will be displayed and then a **Print job is done** message will be displayed. The cursor will return to the OUTPUT MENU: ring menu where you **can** select another option or press **E-Exit three** times to return to the IT0 Equipment List Processing menu.

Note: The View option on this menu is not currently implemented.

Figure 6-41 shows a copy of the report that is generated by selecting the Chain of Command option for a UIC that is part of the Division. The COC begins at the brigade level because the user's **login** is associated with the UIC at the division level and is part of the Division Transportation Office (DTO) working group. If the user's **login** had been associated with the same UIC but was not included in one of the DTO, UMC, or Freight working groups, the user would not have been able to access this option.

REPORT DATE: 10/15/93 INSTALLATION NAME:FT BELVOIR PAGE: 2
REPORT TIME: 09:48:30 Status of UIC's for Type Data Code: D

	UIC	UNIT NAME	UMO	A RECORD	D/E RECORD	F RECORD	HAZARD CARGO	ASPUR DATE	COMPASS DATE
		4 Division							
4	WA1AAA	0005 AD BN 04 VULC/REDEYE	MAJ FAST TRACK	10/15/1993	10/15/1993	10/15/1993	10/15/1993	10/15/1993	10/15/1993
4	WA1AB0	0005 AD BN 04BTY D VULCAN S	CPT HOT SHOT	10/15/1993	10/01/1993	10/01/1993			
4	WA1AC0	0005 AD BN 04BTY C CHAP SP	CPT NEAR MISS	10/15/1993	10/15/1993	10/15/1993			
4	WA1AD0	0005 AD BN 04HHB CHAP/VULC	CPT ON TARGET	10/15/1993	10/15/1993	10/15/1993			
4	WA1AA1	HQ 2D AR DIV	CPT FAST FWD	10/15/1993	10/15/1993	10/15/1993			
		3 BRIGADE							
3	WADSA1	HQ 2D BDE 2D AR DIV	MAJ MOVER						
		2 BATTALION							
2	WAD1AA	0041 IN BN 02 MECH	CPT LITE FOOT						

Figure 6-41. Status of UICs for Type Data Code Report

6.3.9 Workina with Reference Tables.

This function allows IT0 users to maintain the TC ACCIS reference tables. The reference tables are data resources that are used by the system as it performs various TC ACCIS functions. For example, mode codes, water commodity codes and type pack codes are stored in the reference tables for use in multiple, different transport requirements for equipment. Therefore, the data must be complete, accurate and up to date.

The ring menu for each reference table has **an Add, Modify, View** and **Delete** options. In addition, some reference table may have a Print option. These options allow you to maintain the reference tables by adding new records, modifying existing records, viewing existing records, and deleting records. **In** most **cases, F6-Help** is available to open a window displaying a list of all the codes currently in the reference table. Eight rows are displayed at a time and a message at the bottom of the screen indicates **Record n of** N where **n** is the sequential number for the highlighted record and N is the total number of records in the reference table. The cursor control keys allow you to move up and down the list of codes in the reference table.

Each of the reference tables is discussed separately in the following paragraphs.

6.3.9.1 Maintainina the Temporary Equipment Characteristics Reaister Table.

Army Technical Bulletins ***(TB)*** 55-46-l and ***55-46-2 • Standard Characteristics for Transportability of Military Vehicles and Other OutSize/Overweight Equipment*** provide dimensions, weight, and cube information for military vehicles, vehicle-mounted equipment, and other outsize/overweight equipment. TB 55-46-l includes only the pieces of equipment having dimensions and/or weight equal to or exceeding 104 inches long, 84 inches wide, 50 inches high, or 5,000 pounds. These criteria define the minimum reporting standards necessary to provide a basis for identifying cargo with potential transportability limitations. TB 55-46-2 includes similar data for all equipment, including those in TB 55-46-l.

An electronic version of the information in TB 55-46-2 is stored in the Equipment Characteristics Register (ECR) Table for use by TC ACCIS. This table is updated periodically by FORSCOM to modify data, add new pieces of equipment that have been introduced into the inventory, and to delete pieces of equipment that are phased out of the inventory.

TC ACCIS also uses a Temporary Equipment Characteristics Register (TECR) Table that holds the same type information about pieces of equipment that have been introduced into the Army inventory but that have not yet been included in the latest release of TB 55-46-2 and the ECR Table produced by FORSCOM.

The Temporary Equipment Characteristics Register Maintenance function allows ITO users to **Add, Modify, Delete,** or **Print** information in the TECR Table.

Note: ITO/UMC users must coordinate with either FORSCOM (DSN 367-5302) or the MTMC Transportation Engineering Agency (TEA) (DSN 927-1652) before entering a piece of equipment into the TECR Table.

The distinction between the ECR and TECR tables is made only in this section of this manual because the IT0 has the capability to update the TECR table. Throughout the rest of this manual, reference is made only to the ECR table and programs that use the ECR table will also automatically access and use the corresponding data in the TECR table.

Use the following procedures to access the Temporary Equipment Characteristics screen:

a. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

b. Select **Reference Tables** from the Equipment List Administration menu.

c. Select **Temporary Equipment Characteristics** from the Reference Tables menu. The Temporary Equipment Characteristics screen will be displayed with the TECR: ring menu shown at the top.

TECR: I-Add 2-Modify 3-Delete 4-Print E-Exit

The procedures for each of these options are explained in the following paragraphs.

6.3.9.1.1 Adding a Record to the Temporary Equipment Characteristics Reaister.

Use the following procedures to **Add** a record to the Temporary Equipment Characteristics Register:

a. As necessary, refer to the procedures in paragraph 6.3.9.1 to reach the TECR: ring menu.

b. Select **Add** from the TECR: ring menu. The cursor will move to the **LIN** field.

c. Enter the six-character **LIN** and press **RETURN.** The cursor will move to the **Linindex** field.

d. Enter the two-character **Linindex** and press **RETURN.** The cursor will move to the **Model** field.

e. Enter the **Model** and press **RETURN.** The cursor will move to **the Type Equipment Code** field.

f. Enter **the Type Equipment Code** and press **RETURN** or press F6 to display a list of valid Type Equipment Codes (TEC). When F6 is used, use the cursor control keys to highlight the desired TEC and press **ESC** to select it. The cursor will move to the NSN field.

g. Enter the thirteen-digit NSN and press **RETURN.** The cursor will move to the **Shipping Config.** field.

h. Enter **the Shipping Config.** code and press RETURN or press F6 to display a list of valid codes. When F6 is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The cursor will move to **the Equipment Description** field.

i. Enter a brief **Equipment Description** and press **RETURN.** The cursor will move to **the Length** field.

j. Enter the number of inches for **the Length, Width,** and **Height,** and **the Weight** in pounds for the piece of equipment, pressing **RETURN** after each entry. The cursor will move to **the Wt Lim** field and the optimal maximum weight (135% of empty weight of vehicle) will be calculated and displayed.

k. Press **RETURN** to accept the displayed Weight Limit, or if necessary, enter a new **Weight Limit** by typing over the existing information and press RETURN. The cursor will move to **the HtLim** field.

l Enter **the Height Limit,** and **Cube Limit** of the equipment, pressing **RETURN** after each entry. The cursor will be in the **Remarks** field.

m. Enter **Remarks** about the equipment and press **RETURN.** The cursor will return to **the LIN** field.

n. Review all of the data you have just entered to verify that it is correct. As necessary, press **RETURN** until the cursor is in the field where a correction is needed and enter the correct data by typing over the existing information. Repeat this process until all the entries are correct.

o. When **all the** entries **are** correct, press **ESC** to save **the** data. A **Record added** message will be displayed in at the bottom of the screen and the cursor will return to the TECR: ring menu where **you can** select another option or press **E-Exit three times** to return to the IT0 Equipment List Processing menu.

6.3.9.1.2 Modifying Records in the Temporary Equipment Characteristics Reaister.

Use the following procedures to **Modify** records in the Temporary Equipment Characteristics Register:

a. As necessary, refer to the procedures in paragraph 6.3.9.1 to reach the TECR: ring menu.

b. Select **Modify** from the TECR: ring menu. The cursor will move to the **LIN** field.

c. There are two methods for accessing the piece of equipment you want to modify:

(1) The first method is to:

(a) Enter the six-character **LIN** and press **RETURN. The** cursor will move to the **Linindex** field.

(b) Enter the two-character **Linindex** and press **RETURN.** The cursor will move to the **Model** field and all the data for that record will be displayed.

(2) The second method is to press **F6** to select a LIN from a list of valid **LINs.** When F6 is used, the Equipment Characteristics Query window will be displayed and the cursor will be in the **LIN** field.

(a) Enter the **LIN** and press ESC to display a list of records with that LIN, or press **ESC** to display a list of all **LINs.** The Equipment Characteristics Table Description window will be displayed with a list of **LINs** that meet the selection criteria.

(b) Use the cursor control keys to highlight the desired LIN and press **ESC** to select it. The windows will close and the data for the selected record will be displayed on the Temporary Equipment Characteristics screen. The cursor will be in the **Model** field.

d. As necessary, press **RETURN until** the cursor is in the field where a correction is needed and enter the correct data by typing over the existing information. Repeat this process until all the changes have been made.

e. When all the entries are correct, press **ESC** to save the data. A **Record modified** message **will** be displayed in at the bottom of the screen and the cursor will return to the TECR: ring menu where you **can** select another option or press **E-Exit three times** to return to the IT0 Equipment List Processing menu.

6.3.9.1.3 Deletina a Temporary Eauioment Characteristics Register Record.

Use the following procedures to **Delete** a record from the Temporary Equipment Characteristics Register:

a. As necessary, refer to the procedures in paragraph 6.3.9.1 to reach the MODECODE: ring menu.

b. Select **Delete** from the TECR: ring menu. The cursor will move to the **LIN** field.

c. There are two methods for accessing the piece of equipment you want to delete:

(1) The first method is to:

(a) Enter the six-character **LIN** and press **RETURN.** The cursor will move to **the Linindex** field.

(b) Enter the two-character **Linindex** and press **RETURN.** The data for that record will be displayed.

(2) The second method is to press **F6** to select a **LIN** from a list of valid **LINs.** When F6 is used, the Equipment Characteristics Query window will be displayed and the cursor will be in the **LIN** field.

(a) Enter the **LIN** and press **ESC** to display a list of records with that LIN, or press ESC to display a list of all **LINs.** The Equipment Characteristics Table Description window will be displayed with a list of **LINs** that meet the selection criteria.

(b) Use the cursor control keys to highlight the desired LIN and press **ESC** to select it. The windows will close and the data for the selected record will be displayed on the Temporary Equipment Characteristics screen.

d. A prompt will be displayed at the bottom of the screen:

```
DELETE: No Yes
Do not delete the record.
```

(1) Enter Y in response to this prompt to delete the displayed record. A message will be displayed at the bottom of the screen:

Checking Vehicle Load Lists . . . Please wait

After a few moments, this message will be replaced with a message:

Checking Equipment Lists . . . Please wait

After a few more moments, the cursor will return to the TECR: ring menu where **you** can select another option or press **E-Exit three** times to return to the ITO Equipment List Processing menu.

(2) Enter N in response to this prompt if you decide you don't want to delete this record. A **Record not deleted** message will be displayed at the bottom of the

screen and the cursor will return to the TECR: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.1.4 Printina a Temporary Equipment Characteristics Reaister Record.

Use the following procedures to **Print** a record from the Temporary Equipment Characteristics Register:

a. As necessary, refer to the procedures in paragraph 6.3.9.1 to reach the MODECODE: ring menu.

b. Select **Print** from the TECR: ring menu. The cursor will move to the **LIN** field.

c. There are two methods for accessing the piece of equipment you want to delete:

(1) The first method is to:

(a) Enter the six-character **LIN** and press **RETURN.** The cursor will move to **the Linindex** field.

(b) Enter the two-character **Linindex** and press **RETURN. The** data for that record will be displayed.

(2) The second method is to press F6 to select a LIN from a list of valid **LINs.** When F6 is used, the Equipment Characteristics Query window will be displayed and the cursor will be in the **LIN** field.

(a) Enter the **LIN** and press **ESC** to display a list of records with that LIN, or press **ESC** to display a list of all **LINs.** The Equipment Characteristics Table Description window will be displayed with a list of **LINs** that meet the selection criteria.

(b) Use the cursor control keys to highlight the desired LIN and press **ESC** to select it. The windows will close and the data for the selected record will be displayed on the Temporary Equipment Characteristics screen.

d. A message will be displayed at the bottom of the screen:

Printing RECORD . . .

The cursor will return to the **TECR:** ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3 9.2 Maintaining Mode Codes.

Mode codes describe different means of transport and are used in Equipment List Processing functions. The Mode Code Maintenance function allows you to **Add, Modify, Delete,** or **View** codes in the Mode Code Reference Table.

Use the following procedures to access the Mode Code screen:

a. Select **Equipment List Administration** from the ITO Equipment List Processing menu.

b. Select **Reference Tables** from the Equipment List Administration menu,

c. Select **Mode** Code from the Reference Tables menu. The Mode Code screen will be displayed with the MODECODE: ring menu shown at the top.

MODECODE: I-Add 2-Modify 3-Delete 4-View E-Exit

The procedures for each of these options are explained in the following paragraphs.

6.3.9.2.1 Addina a Mode Code.

Use the following procedures to **Add** a Mode code record:

a. As necessary, refer to the procedures in paragraph 6.3.9.2 to reach the MODECODE: ring menu.

b. Select **Add** from the MODECODE: ring menu. The cursor will move to the **Mode Type** field.

c. Enter the **Mode Type.** A list of valid codes is displayed at the bottom of the screen. The cursor will move to the **Mode Code** field.

d. Enter the **Mode** Code. The cursor will move to **the Description** field.

e. Enter **the Description** with up to two lines of data, pressing **RETURN** after each line is entered. The cursor will move to the **Mode Type** field.

f. Press **ESC** to save **the** data. A **Record added** message will be displayed in at the bottom of the screen and the cursor will return to the MODECODE: ring menu where **you can** select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.2.2 Modifying a Mode Code.

Use the following procedures to **Modify** a Mode code record:

a. As necessary, refer to the procedures in paragraph 6.3.9.2 to reach the MODECODE: ring menu.

b. Select **Modify** from the MODECODE: ring menu. The cursor will move to the **Mode Type** field.

c. Enter the **Mode Type** you want to modify. In this case, the remaining fields will be blank, the cursor will move to the **Mode Code** field, and you should continue with the procedures in paragraph **d.** below.

As an alternative, you can press F6 to display a list of available Mode Codes. When F6 is used, use the cursor control keys to highlight the desired record and press ESC to select it. The current data for the selected record will be displayed in the remaining fields and the cursor will move to **the Description** field. In this case, continue with the procedures in paragraph e. below.

d. Enter the **Mode Code** of the record you want to modify. The cursor will move to the **Description** field and the current Description will be displayed.

e. As necessary, enter a new **Description** of the Mode Code by typing over the existing information pressing **RETURN** after each line is entered.

f. When all the changes have been made, press **ESC** to save the data. A **Record modified** message will be displayed at the bottom of the screen and the cursor will return to the MODECODE: ring menu where **you can** select another option or press **E-Exit three** times to return to the IT0 Equipment List Processing menu.

6.3.9.2.3 Deleting a Mode Code.

Use the following procedures to **Delete** a Mode Code:

a. As necessary, refer to the procedures in paragraph 6.3.9.2 to reach the MODECODE: ring menu.

b. Select **Delete** from the MODECODE: ring menu. The cursor will move to the **Mode Type** field.

c. Enter the **Mode Type** of the record you want to delete. The cursor will move to the **Mode Code** field. In this case, continue with paragraph **d.** below.

(1) If you do not know the specific Mode Code you want to delete, press F6 to display a list of available codes.

(2) Use the cursor control keys to highlight the desired code and then press **ESC** to accept it. The data for the Mode Code you selected will be displayed. In this case, continue with paragraph e. below.

d. Enter the **Mode** Code for the record you want to delete.

e, A prompt will be displayed at the bottom of the screen:

```
DELETE: No Yes
Do not delete the record.
```

(1) Enter Y in response to this prompt to delete the displayed record. A **Record deleted** message will be displayed and the cursor will return to the MODECODE:

ring menu where you **can** select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

(2) Enter N in response to this prompt if you decide you don't want to delete this record. A **Record not deleted** message will be displayed at the bottom of the screen and the cursor will return to the MODECODE: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.2.4 Viewina Mode Codes.

Use the following procedures to **View** data for a Mode Code:

a. As necessary, refer to the procedures in paragraph 6.3.9.2 to reach the MODECODE: ring menu.

b. Select **View** from the MODECODE: ring menu. The cursor will move to the **Mode Type** field.

c. Enter the **Mode Type** you want to view. The cursor will move to the **Mode Code** field. In this case., continue with paragraph **d.** below.

(1) If you do not know the specific Mode Code you want to view, press F6 to display a list of available codes.

(2) Use the cursor control keys to highlight the desired code and then press **ESC** to accept it. The data for the Mode Code you selected will be displayed. In this case, continue with paragraph e. below.

d. Enter the **Mode** Code for the record you want to view. The cursor will move to the **Description** field and the Description information will be displayed.

e. The cursor will return to the MODECODE: ring menu where you can select another option or press **E-Exit** three times to return to the **ITO** Equipment List Processing menu.

6.3.9.3 Maintainina Special Handlina Codes.

Special handling codes describe any special handling consideration which must be given to various Equipment List items. The Special Handling Code Maintenance function allows you to **Add, Modify, Delete,** or **View** codes in the Special Handling Code Reference Table.

Use the following procedures to access the Special Handling Code screen:

a. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

b. Select **Reference Tables** from the Equipment List Administration menu.

c. Select **Special Handling Code** from the Reference Tables menu. The Special Handling Code screen will be displayed with the SHC: ring menu shown at the top.

SHC: I-Add 2-Modify &Delete 4-View E-Exit

The procedures for each of these options are explained in the following paragraphs.

6.3.9.3.1 Addina a Special Handlina Code.

Use the following procedures to **Add** a new Special Handling Code:

a. As necessary, refer to the procedures in paragraph 6.3.9.3 to reach the SHC: ring menu.

b. Select **Add** from the SHC: ring menu. The cursor will move to the **Special Handling** Code field.

c. Enter the one-character **Special Handling Code. The** cursor will move to the **ACC/WCC** field.

d. Enter **ACC** for Air Commodity Code or **WCC** for Water Commodity Code. The cursor will move to the **Special Handling Category** field.

e. Enter the one-character **Special Handling Category** code. The valid options will be displayed at the bottom of the screen. The cursor will move to **the Description** field.

f. Enter a complete **description** of the Special Handling Code. As necessary, press **RETURN** after entering the data until the cursor returns to the **Special Handling Code** field.

i. Press **ESC** to save the data. A **Record added** message will be displayed at the bottom of the screen and the cursor will return to the SHC: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.3.2 Modifvina Special Handlina Code Data.

Use the following procedures to **Modify** Special Handling Codes:

a. As necessary, refer to the procedures in paragraph 6.3.9.3 to reach the SHC: ring menu.

b. Select **Modify** from the SHC: ring menu. The cursor will move to the **Special Handling Code** field.

c. Enter the single-character **Special Handling** Code you want to modify. In this case, the remaining fields will be blank, the cursor will move to the **ACC/WCC** field, and you should continue with the procedures in paragraph **(1)** below.

(1) Enter the new **ACC** for Air Commodity Code or **WCC** for Water Commodity Code. The cursor **will** move to **the Special Handling Category** field.

(2) Enter the new one-character **Special Handling Category** code. The valid options will be displayed at the bottom of the screen. The cursor will move to the **Description** field and **the** existing **Description** will be displayed.

As an alternative, you can press **F6** to display a list of available Special Handling Codes. When F6 is used, use the cursor control keys to highlight the desired record and press **ESC** to select it. The current data for the selected record will be displayed in the remaining fields and the cursor will move to the **Description** field.

d. As necessary, enter a new **Description** of the Special Handling Code by typing over the existing information.

e. When all the changes have been made, press **ESC** to save **the** data. A **Record modified** message will be displayed at the bottom of the screen and the cursor will return to the SHC: ring menu where **you can** select another option or press **E-Exit** three times to return to the **ITO** Equipment List Processing menu.

6.3.9.3.3 Deleting a Special Handling Code,

Use the following procedures to **Delete** a Special Handling Code:

a. As necessary, refer to the procedures in paragraph 6.3.9.3 to reach the SHC: ring menu.

b. Select **Delete** from the SHC: ring menu. The cursor will move to the **Special Handling** Code field.

c. Enter the single-character **Special Handling Code you** want to delete. The cursor will move to the **ACC/WCC** field. In this case, continue with paragraph **d.** below.

(1) If you do not know the specific Special Handling Code you want to delete, press **F6** to display a list of available codes.

(2) Use the cursor control keys to highlight the desired code and then press **ESC** to accept it. The data for the Special Handling Code you selected will be displayed. In this case, continue with paragraph **f.** below.

d. Enter the **ACC/WCC** code for the record you want to delete. The cursor will move to **the Special Handling Category** field.

e. Enter **the Special Handling Category** code for the record you want to delete. The current Description information will be displayed.

f. A prompt will be displayed at the bottom of the screen:

```
Are you sure you want to delete this record (y/n>?
```

(1) Enter Y in response to this prompt to delete the displayed record. A **Record deleted** message will be displayed and the cursor will return to the SHC: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

(2) Enter N in response to this prompt if you decide you don't want to delete this record. A **Record not deleted** message will be displayed at the bottom of the screen and the cursor will return to the SHC: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.3.4 Viewing Data for a Special Handlina Code.

Use the following procedures to **View** data for a Special Handling Code:

a. As necessary, refer to the procedures in paragraph 6.3.9.3 to reach the SHC: ring menu.

b. Select **View** from the SHC: ring menu. The cursor will move to the Special **Handling** Code field.

c. Enter the single-character **Special Handling** Code you want to view. The cursor will move to the **ACC/WCC** field. In this case, continue with paragraph **d.** below.

(1) If you do not know the specific Special Handling Code you want to view, press F6 to display a list of available codes.

(2) Use the cursor control keys to highlight the desired code and then press **ESC** to accept it. The data for the Special Handling Code you selected will be displayed. In this case, continue with paragraph **f.** below.

d. Enter the **ACC/WCC** code for the record you want to view. The cursor will move to **the Special Handling Category** field.

e. Enter **the Special Handling Category** code for the record you want to view. The current Description information will be displayed.

f. The cursor will return to the SHC: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.4 Maintainina Type Carao Codes.

Type Cargo Codes describe the different cargo types which can be assigned to Equipment List items. The Type Cargo Code Maintenance function **allows you** to **Add, Modify, Delete,** or **View** codes in the Type Cargo Code Reference Table.

Use the following procedures to access the Type Cargo Code screen:

a. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

b. Select **Reference Tables** from the Equipment List Administration menu.

c. Select **Type Cargo Code** from the Reference Tables menu. The Type Cargo Code screen will be displayed with the CARGOTYPE: ring menu shown at the top.

CARGOTYPE: I-Add P-Modify 3-Delete 4-View E-Exit

The procedures for each of these options are explained in the following paragraphs.

6.3.9.4.1 Adding a Type Cargo Code.

Use the following procedures to **Add** a Type Cargo Code:

a. As necessary, refer to the procedures in paragraph 6.3.9.4 to reach the CARGOTYPE: ring menu.

b. Select **Add** from the CARGOTYPE: ring menu and the cursor will move to the **Type** Cargo Code field.

c. Enter a single-character **Type** Cargo Code. The cursor **will** move to **the Description** field.

d. Enter the complete **description** of the Type Cargo Code and press **ESC** to save the data. A **Record added** message will be displayed at the bottom of the screen and the cursor will return to the CARGOTYPE: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.4.2 Modifying Type Cargo Codes.

Use the following procedures to **Modify** Type Cargo Code data:

a. As necessary, refer to the procedures in paragraph 6.3.9.4 to reach the CARGOTYPE: ring menu.

b. Select **Modify** from the CARGOTYPE: ring menu. The cursor will move to the **Type** Cargo Code field.

c. Enter the single-character **Type Cargo Code you** want to modify, or press F6 to display a list of available Type Cargo Codes. When F6 is used, use the cursor control keys to highlight the desired record and press **ESC** to select it. The cursor **will** move to **the Description** field.

d. Enter **the** new **description** of the Type Cargo Code by typing over the displayed information and press **ESC** to save **the** data. A **Record modified** message will be displayed at the bottom of the screen and the cursor will return to the CARGOTYPE:

ring menu where you **can** select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.4.3 Deleting Type Carao Codes.

Use the following procedures to **Delete** a Type Cargo Code:

a. As necessary, refer to the procedures in paragraph 6.3.9.4 to reach the CARGOTYPE: ring menu.

b. Select Delete from the CARGOTYPE: ring menu. The cursor will move to the **Type** Cargo Code field.

c. Enter the **Type** Cargo **Code** you want to delete, or press F6 to display a list of available codes. When F6 is used, use the cursor control keys to highlight the record to be deleted and press **ESC.** The data for that Type Cargo Code will be displayed and a prompt will be displayed at the bottom of the screen:

```
DELETE: No Yes
Do not delete the record.
```

(1) Enter Y in response to this prompt to delete the displayed record. A **Record deleted** message will be displayed and the cursor will return to the CARGOTYPE: ring menu where you **can** select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

(2) Enter N in response to this prompt if you decide you don't want to delete this record. A **Record not deleted** message will be displayed at the bottom of the screen and the cursor will return to the CARGOTYPE: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.4.4 Viewina Type Carao Codes.

Use the following procedures to **View** a Type Cargo Code:

a. As necessary, refer to the procedures in paragraph 6.3.9.4 to reach the CARGOTYPE: ring menu.

b. Select **View** from the CARGOTYPE: ring menu.

c. Enter the single-character **Type** Cargo Code you want to view. The data for that code will be displayed and the cursor will return to the CARGOTYPE: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

(1) If you do not know the specific Type Cargo Code you want to view, press F6 to display a list of available codes,

(2) Use the cursor control keys to highlight the desired code and then press **ESC** to accept it. The data for the Type Cargo Code you selected will be displayed and the cursor will return to the CARGO TYPE: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.5 Maintaining Type Equipment Codes.

Type Equipment Codes contain various codes and characteristics which apply to different Equipment List items. The Type Equipment Code function allows you to **Add, Modify, Delete,** or **View** codes in the Type Equipment Code Reference Table.

Use the following procedures to access the Type Equipment Code screen:

a. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

b. Select **Reference Tables** from the Equipment List Administration menu.

c. Select **Type Equipment** Code from the Reference Tables menu. The Type Equipment Code screen will be displayed with the TYPE EQUIPMENT: ring menu shown at the top.

TYPE EQUIPMENT: I-Add 2-Modify &Delete 4-View E-Exit

The procedures for each of these options are explained in the following paragraphs.

6.3.9.5.1 Adding Type Equipment Codes,

Use the following procedures to **Add** Type Equipment Code data:

a. As necessary, refer to the procedures in paragraph 6.3.9.5 to reach the TYPE EQUIPMENT: ring menu.

b. Select **Add** from the TYPE EQUIPMENT: ring menu. The cursor will move to the **Type Equipment** Code field.

c. Enter the single-character **Type Equipment** Code. The cursor will move to the **Description** field.

d. Enter the complete **description** of the Type Equipment Code. If necessary, press **RETURN** to move the cursor to the first Code field..

e. Enter the Code for each of the Water Commodity, Special Handling, Type Cargo, Type Pack, Vehicle Indicator, and Tracked/Wheeled codes associated with this Type Equipment Code. The cursor will automatically move to the next field after each entry.

F6-Help is available for all these fields or the valid options are displayed at the bottom of the screen.

f. Enter **Y** or **N in the Valid for** fields for each: Equipment List Vehicle Record ('D'), Equipment List Load Record ('E'), Equipment List Special Handling Record ('F'), and Equipment List Special Handling Load Record ('G'). After each entry, the cursor will automatically move to the next field. When you are done, the cursor should be in the Type Equipment Code field.

g. Review all the entries you have just made to verify that they are correct. As necessary, press **RETURN** until the cursor is in the field where a correction is needed and enter the correct data by typing over the existing information.

h. When all of the entries are correct, press **ESC** to save the record you have just created. A **Record added** message will be displayed at the bottom of the screen and the cursor will return to the TYPE EQUIPMENT: ring menu where you can select another option of press **E-Exit** three time to return to the **ITO** Equipment List Processing menu.

6.3.9.5.2 Modifying Type Equipment Codes.

Use the following procedures to **Modify** an existing Type Equipment Code:

a. As necessary, refer to the procedures in paragraph 6.3.9.5 to reach the TYPE EQUIPMENT: ring menu.

b. Select **Modify** from the TYPE EQUIPMENT: ring menu. The cursor will move to the **Type Equipment Code** field.

c. Enter the single-character **Type Equipment Code you** want to modify, or press **F6** to select the code from a list of available codes. When **F6** is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for the record you have selected **will be** displayed and the cursor will move to **the Description** field.

d. **As** necessary, press **RETURN** until the cursor is in the field where you want to make the change.

e. Enter the new data by typing over the displayed information.

f. As necessary, repeat the procedures in paragraphs d. and e. until all the changes to this Type Equipment Code have been made.

g. When all of the entries are correct, press **ESC** to save the record you have just created. A **Record updated** message will be displayed at the bottom of the screen and the cursor will return to the TYPE EQUIPMENT: ring menu where you can select another option of press **E-Exit** three time to return to the **ITO** Equipment List Processing menu.

6.3.9.5.3 Deleting Type Equipment Codes.

Use the following procedures to **Delete** an existing Type Equipment Code:

a. As necessary, refer to the procedures in paragraph 6.3.9.5 to reach the TYPE EQUIPMENT: ring menu.

b. Select **Delete** from the TYPE EQUIPMENT: ring menu. The cursor will move to the **Type Equipment Code** field.

c. Enter the single-character **Type Equipment Code you** want to delete, or press F6 to select the code from a list of available codes. When F6 is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for that Type Equipment Code will be displayed and a prompt will be displayed at the bottom of the screen:

```
DELETE: No Yes
Do not delete the record.
```

(1) Enter Y in response to this prompt to delete the displayed record. A **Record deleted** message will be displayed and the cursor will return to the TYPE EQUIPMENT: ring menu where **you can** select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

(2) Enter N in response to this prompt if you decide you don't want to delete this record. A **Record not deleted** message will be displayed at the bottom of the screen and the cursor will return to the TYPE EQUIPMENT: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu. The cursor will move to **the Description** field.

6.3.9.5.4 Viewina Type Equipment Codes.

Use the following procedures to **View** a Type Equipment Code:

a. As necessary, refer to the procedures in paragraph 6.3.9.5 to reach the TYPE EQUIPMENT: ring menu.

b. Select **View** from the TYPE EQUIPMENT: ring menu.

c. Enter the single-character **Type Equipment Code you** want to view. The data for that code will be displayed and the cursor will return to the TYPE EQUIPMENT: ring menu where **you can** select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

(1) If you do not know the specific Type Equipment Code you want to view, press F6 to display a list of available codes.

(2) Use the cursor control keys to highlight the desired code and then press **ESC** to accept it. The data for the Type Equipment Code you selected will be displayed and the cursor will return to the TYPE EQUIPMENT: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.6 Maintainina Type Pack Codes.

Type Pack Codes identify types of packing used for container and breakbulk shipments which are used in Equipment List Processing functions. The Type Pack Code Maintenance function **allows you** to **Add, Modify, Delete,** or **View** codes in the Type Pack Code Reference Table.

Use the following procedures to access the Type Pack Code screen:

a. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

b. Select **Reference Tables** from the Equipment List Administration menu.

c. Select **Type Pack Code** from the Reference Tables menu. The Type Pack Code screen will be displayed with the PACKTYPE: ring menu shown at the top.

PACKTYPE: I-Add 2-Modify &Delete 4-View E-Exit

The procedures for each of these options are explained in the following paragraphs.

6.3.9.6.1 Adding Type Pack Codes.

Use the following procedures to **Add** a Type Pack Code to the Type Pack Code reference table:

a. As necessary, refer to 'the procedures in paragraph 6.3.9.6 to reach the PACKTYPE: ring menu.

b. Select **Add** from the PACKTYPE: ring menu and the cursor will move to the **Type Pack Code** field.

c. Enter a two-character **Type Pack Code.** The cursor will move to **the Description** field.

d. Enter the complete **description** of the Type Pack Code. Use up to two lines of information, pressing **RETURN** after each line. When you are done entering the description, press **ESC** to save **the** data. A **Record added** message will be displayed at the bottom of the screen and the cursor will return to the PACKTYPE: ring menu where **you can** select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.6.2 Modifvina Type Pack Codes,

Use the following procedures to **Modify** a Type Pack Code in the Type Pack Code reference table:

a. As necessary, refer to the procedures in paragraph 6.3.9.6 to reach the PACKTYPE: ring menu.

b. Select **Modify** from the PACKTYPE: ring menu and the cursor will move to the **Type Pack Code** field.

c. Enter a two-character **Type Pack Code** you want to modify, or press F6 to select the code from a list of available codes. When F6 is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for the record you have selected will be displayed and the cursor will move to **the Description** field.

d. As necessary, change **the** existing **description** of the Type Pack Code by typing over the displayed information. Use up to two lines of information, pressing **RETURN** after each line. When you are done changing the description, press **ESC** to save the data. A **Record updated** message will be displayed at the bottom of the screen and the cursor will return to the PACKTYPE: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.6.3 Deletina a Type Pack Code.

Use the following procedures to **Delete** a Type Pack Code from the Type Pack Code reference table:

a. As necessary, refer to the procedures in paragraph 6.3.9.6 to reach the PACKTYPE: ring menu.

b. Select **Delete** from the PACKTYPE: ring menu and the cursor will move to the **Type Pack Code** field.

c. Enter a two-character **Type Pack Code** you want to delete, or press F6 to select the code from a list of available codes. When F6 is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for the record you have selected will be displayed and a prompt will be displayed at the bottom of the screen:

```
DELETE: No Yes
Do not delete the record.
```

(1) Enter Y in response to this prompt to delete the displayed record. A **Record deleted** message **will** be displayed and the cursor will return to the PACKTYPE:

ring menu where you **can** select another option or press **E-Exit three times** to return to the IT0 Equipment List Processing menu.

(2) Enter N in response to this prompt if you decide you don't want to delete this record. A **Record not deleted** message will be displayed at the bottom of the screen and the cursor will return to the PACKTYPE: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.6.4 Viewina Type Pack Codes.

Use the following procedures to **View** a Type Pack Code in the Type Pack Code reference table:

a. As necessary, refer to the procedures in paragraph 6.3.9.6 to reach the PACKTYPE: ring menu.

b. Select **View** from the PACKTYPE: ring menu and the cursor will move to the **Type Pack Code** field.

c. Enter a two-character **Type Pack** Code of the code you want to view. The data for that code will be displayed and the cursor will return to the PACKTYPE: ring menu where **you can** select another option or press **E-Exit three** times to return to the IT0 Equipment List Processing menu.

(1) If you do not know the specific Type Pack Code you want to view, press F6 to display a list of available codes.

(2) Use the cursor control keys to highlight the desired code and then press **ESC** to accept it. The data for the Type Pack Code you selected will be displayed and the cursor will return to the PACKTYPE: ring menu where you can select another option or press **E-Exit** three times to return to the ITO Equipment List Processing menu.

6.3.9.7 Maintaining Unit Identification Codes,

The Unit Identification Code (UIC) reference table contains all of the unique information that defines a particular unit. This information is used extensively throughout TC ACCIS to ensure that the correct Equipment List data is associated with the correct unit. There is a direct link established between the UIC and the COC. Changes made within the COC for only TDC **D** or S will be automatically reflected in the UIC reference table. This method allows for the validation of UICs, and eliminates the need for the coordinator of TDC **D** or S to manually make adjustments to the table.

The Active/Reserve Component field and the Superior UIC field provide the connection between the UIC Reference Table and the COC.

There are seven levels within TC ACCIS of the unit types, with the IT0 level being the highest and the Detachment level being the lowest. The Detachment level, may however, follow any UIC, at any level. When TC ACCIS data is first installed, all installation units are already in the UIC Reference Table. At that time, UMOs from each unit must login to the system and complete the data for their units, as described in Section 4 - ***Getting Started*** of this manual. Normally, maintenance of the data for individual units is a UMO responsibility. However, it is often necessary for a unit to be added to, or deleted from, this table. Such a procedure would be an IT0 responsibility. For that reason, the UIC Reference table can be maintained under ITO Equipment List Administration. The Unit Identification Code Maintenance function allows you to add, modify, or delete UICs and UIC data.

This function is used by IT0 personnel to maintain the Unit Identification Code (UIC) Reference Table for all units. With this option you **can Add, Modify, Delete,** or **View the** contents of the UIC Reference Table. Unit level personnel are also authorized to maintain the content in these reference tables for units directly subordinate to them. The procedures for Unit personnel to maintain the UIC Reference Table are contained in paragraph ***5.3.3 - Maintaining Unit Identification Code Reference Table,*** in Section ***5 - Unit Equipment List Processing*** of this manual.

IT.0 personnel should use the following procedures to **Maintain the** UIC Reference Table:

a. Select **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

c. Select **Reference Tables** from the Equipment List Administration menu. The Reference Tables menu will be displayed.

d. Select **Unit Identification** Code from the Reference Tables menu. The Unit Identification Code screen will be displayed as shown in Figure 6-42, with the UIC: ring menu displayed at the top.

UIC: I-Add P-Modify &Delete 4-View E-Exit

The procedures for each of these options are explained in the following paragraphs.

6.3.9.7.1 Adding a Unit to the UIC Reference Table.

Use the following procedures to **Add** a UIC to the Unit Identification Code Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.7 to reach the UIC: ring menu.

b. Select **the Add** option from the UIC: ring menu. The cursor will move to the **UIC** field.

c. Enter the six-character **UIC** and press **RETURN.**

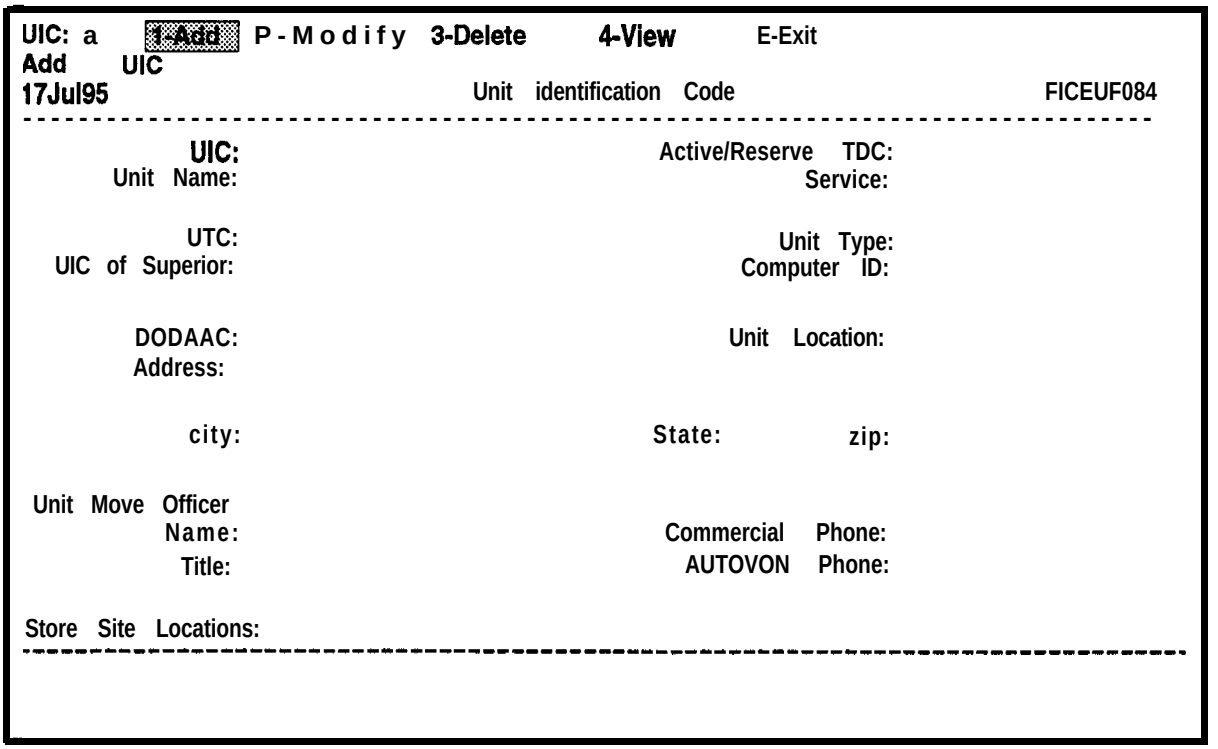


Figure 6-42. Unit Identification Code Screen

Note: The capital letter 0 is not allowed in the UIC.

d. Enter **the unit name** and press **RETURN.**

e. Enter the Active/Reserve **TDC.** Acceptable values are: **D** = Active Unit; S = Reserve Components Unit; or 0 = Unit from Other Installation.

f. Enter the **Service.** Acceptable values are: **A = Army; F =** Air Force; **M = Marine Corps;** N = Navy.

g. Enter the **Unit Type Code (UTC)** and press **RETURN.**

h. Enter the numerical code that identifies your **Unit Type.** Valid entries are: 0 = Detachment; 1 = Company; 2 = Battalion; 3 = Brigade; 4 = Division; 5 = Corps; and **6 = ITO.**

i. Enter **the UIC of Superior** unit. If your unit is at the corps level, you do not have to do this step.

If the Superior UIC is not **WWWWWW,** and the TDC associated with it is not 0, the UIC and its Superior must have the same TDC.

j. Enter **the Computer ID** (computer node identification code) for the unit's PC. Your Compaq 4500 SA assigns you this number.

k. Enter **the Department of Defense Activity Address Code (DODAAC)** for the UIC as assigned by the installation IT0 office.

l. Enter the **Unit Location.** Acceptable entries are: C = **CONUS,** including Alaska and Hawaii; and 0 = OCONUS.

Note: This entry is accessed only by those with UMC or Admin Group logins.

m. Enter **the street address, city, state,** and **ZIP Code** of the UIC.

n. Enter or update **the name** and title of the Unit Movement Officer and press RETURN after each entry.

o. Enter **the UICs Commercial Phone** and **AUTOVON/DSN Phone** numbers.

p. Enter Y for yes, or N for no, for Store **Site Locations.**

Note: If the unit status is Reserve and site location is Y, the user may press **F9** to display the site location screen and add location addresses.

q. Press **ESC** to save the data. The cursor will return to the UIC: ring menu where you can select another option of press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.7.2 Modifying the UIC Reference Table.

Use the following procedures to **Modify** unit information in the UIC Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.7 to reach the UIC: ring menu.

b. Select **Modify** from the **UIC:** ring menu.

c. Enter the six-character **UIC of the** unit you want to modify and press **ESC. The** data for the selected UIC will be displayed. If you do not know what the UIC is, press F6 to view a list of **UICs** and unit names listed alphabetically by UIC. Use the cursor control keys to highlight the UIC you want and press ESC.

d. Press **RETURN** until the cursor is in the field you want to change.

e. Enter the correct data by typing over the existing data and press RETURN.

f. Repeat the procedures in paragraphs **d.** and e. above **until** all the necessary changes have been made.

g. When all the changes have been made, press **ESC** to accept the data and return you to the UIC: ring menu where you **can** select another option or press **E-Exit three times** to return to the **ITO** Equipment List Processing menu.

6.3.9.7.3 Deleting a UIC from the UIC Reference Table.

Unit personnel can delete UICs for their subordinate units from the Reference Table, which in turn will delete them from the COC, and the rest of the TC ACCIS database. The removal of a UIC within the COC will automatically cause the readjustment of the COC, as described in paragraph 6.32 below.

Use the following procedures to Delete a UIC from the UIC Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.7 to reach the UIC: ring menu.

b. Select Delete from the UIC: ring menu.

c. Enter the six-character **UIC** of the unit you want to delete and press **ESC.** The data for the specified unit will be displayed. If you do not know the UIC, press F6 to view a list of UICs and unit names listed alphabetically by UIC. Use the cursor control keys to highlight the desired UIC and then press **ESC.** Data for this UIC will be displayed and the following prompt will be displayed:

```
DELETE: No Yes
Do not delete the record
```

(1) If you want to delete this UIC, press Y for Yes, or use the cursor control keys to highlight Yes and press **RETURN.**

(2) If you do not want to delete this UIC, press N for No, or use the cursor control keys to highlight No and press **RETURN.**

(3) In either case, you will be returned to the UIC: ring menu where you can select another option or 'press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.7.4 Viewing a UIC in the UIC Reference Table.

Unit personnel can view **UICs** in the Reference Table. This option only **allows** you to see the data for this requested UIC. You can not modify the data with this option.

Use the following procedures to **View** a UIC in the UIC Reference table:

a. As necessary, refer to the procedures in paragraph 6.3.9.7 to reach the UIC: ring menu.

b. Select **View** from the UIC: ring menu. The cursor will move to the **UIC** field.

c. Enter the six-character UIC. The system will display the data for the unit and press **ESC.** If you do not know the UIC, press F6 to view a list of **UICs** and unit names listed alphabetically by UIC. Use the cursor control keys to scroll through the list. When the

UIC that you want is highlighted, press **ESC.** Data for this UIC will be displayed on the screen. The cursor will return to the UIC: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.8 Maintainina Water Commoditv Codes.

Water Commodity codes identify commodities for ocean manifesting, Military Sealift Command (MSC) billing and cost accounting, and contractor payment and special handling. The Water Commodity Code Maintenance function allows you to **Add, Modify, Delete,** or **View** codes in the Water Commodity Codes Reference Table.

IT0 personnel should use the following procedures to **Maintain** the Water Commodity Codes (WCC) Reference Table:

a. Select **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

c. Select **Reference Tables** from the Equipment List Administration menu. The Reference Tables menu will be displayed.

d. Select **Water Commodity** Code from the Reference Tables menu. The Water Commodity Code screen will be displayed with the WATER COMMODITY: ring menu displayed at the top.

WATER COMMODITY: I-Add P-Modify 3-Delete 4-View E-Exit

The procedures for each of these options are explained in the following paragraphs.

6.3.9.8.1 Addina a Water Commodity Code.

Use the following procedures to **Add** a WCC to the Water Commodity Code Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.8 to reach the WATER COMMODITY: ring menu.

b. Select **Add** from the WATER COMMODITY:ring menu. The cursor will move to the **Water Commodity Code** field.

c. Enter **the** three-character **Water Commodity Code** and press RETURN.

d. Enter **the WCC Abbreviation** that accurately describes the WCC and press **RETURN.**

e. Enter up to two lines for **the Code Description** of the WCC, pressing **RETURN after** each line.

f. Review all the entries you have just made to verify that they are correct. As necessary, press **RETURN** until the cursor is in the field where a correction is needed and enter the correct data by typing over the existing information.

g. When all of the entries are correct, press **ESC** to save the record you have just created. A **Record added** message will be displayed at the bottom of the screen and the cursor will return to the WATER COMMODITY: ring menu where you can select another option of press **E-Exit** three time to return to the ITO Equipment List Processing menu.

6.3.9.8.2 Modifyina Data on a Water Commoditv Code.

Use the following procedures to **Modify** a WCC in the Water Commodity Code Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.8 to reach the WATER COMMODITY: ring menu.

b. Select **Modify** from the WATER **COMMODITY:ring** menu. The cursor will move to **the Water Commodity Code** field.

c. Enter a three-character **Water Commodity** Code you want to modify and press **ESC,** or press **F6** to select the code from a list of available codes. When F6 is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for the record you have selected will be displayed and the cursor will move to the **WCC Abbreviation** field.

d. As necessary, press **RETURN** until the cursor is in the field that needs changing.

e. Enter the new dam by typing over the existing information.

f. As necessary, repeat the procedures in paragraphs **d.** and e. above until all the changes have been made.

g. When all of the changes have been made, press **ESC** to save **the** data. A **Record updated** message will be displayed at the bottom of the screen and the cursor will return to the WATER COMMODTN: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.8.3 Deletina a Water Commodity Code.

Use the following procedures to **Delete** a WCC in the Water Commodity Code Reference **Table:**

a. As necessary, refer to the procedures in paragraph 6.3.9.8 to reach the WATER **COMMODITY:** ring menu.

b. Select **Delete** from the WATER **COMMODITY:ring** menu. The cursor will move to **the Water Commodity Code** field.

c. Enter a three-character **Water** Commodity Code you want to delete and press **ESC,** or press F6 to select the code from a list of available codes. When F6 is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for the record you have selected will be displayed and a prompt will be displayed at the bottom of the screen:

```
DELETE: No Yes
Do not delete the record.
```

(1) Enter Y in response to this prompt to delete the displayed record. A **Record deleted** message will be displayed and the cursor will return to the WATER COMMODITY: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

(2) Enter N in response to this prompt if you decide you don't want to delete this record. A **Record not deleted** message will be displayed at the bottom of the screen and the cursor will return to the WATER COMMODITY: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.8.4 Viewina Water Commodity Codes.

Use the following procedures to **View** a WCC in the Water Commodity Code Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.8 to reach the WATER COMMODITY: ring menu.

b. Select **View** from the WATER COMMODITY:ring menu. The cursor will move to **the Water Commodity Code** field.

c. Enter a three-character **Water Commodity Code you** want to view and press **ESC,** or press F6 to select the code from a list of available codes. When F6 is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for the record you have selected will be displayed and the cursor will return to the WATER COMMODITY: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.9 Maintainina the Installation Reference Table.

The Installation Reference Table **allows you** to **Add, Modify, Delete,** or **View** information about your installation. Information from this table is used in many TC ACCIS functions, particularly those that involve document production.

The data in the Installation Reference Table is an important part of TC ACCIS that is used by numerous functions throughout the system. Without it, some parts of TC ACCIS may not

operate properly. Therefore, information in this table should be modified or deleted only under the most controlled circumstances.

IT0 personnel should use the following procedures to **Maintain** the Installation Reference Table:

a. Select **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

c. Select **Reference Tables** from the Equipment List Administration menu. The Reference Tables menu will be displayed.

d. Select **Installation Table** from the Reference Tables menu. The Installation Reference Table screen will be displayed with the Installation Table: ring menu displayed at the top.

Installation Table: I-Add 2-Modify 3-Delete 4-View E-Exit

The procedures for each of these options are explained in the following paragraphs.

Note: The first time you access this screen the field will be blank and you can add the Installation data. Once you have added your installation, you can only modify or delete it. If you try to add your installation and it already exists, you will see the message: **Installation Table already exists.** In this case, **you can** use only the **Modify, Delete, View,** or **Exit** options from the Instal-**lation Table:** ring menu.

6.3.9.9.1 Adding Data to the Installation Reference Table.

Under normal circumstances, information will be added to the Installation Reference Table at the time TC ACCIS is installed at your installation, in accordance with the procedures outlined ***in*** Section ***4 • Getting Started,*** of this manual. After that, the procedures in this paragraph will normally be used only if it becomes necessary to Delete the data in the Installation Reference Table by using the procedures in paragraph 6.3.9.9.3 below.

Use the following procedures to **Add** information about your installation to the **Installation** Reference Table data:

a. As necessary, refer to the procedures in paragraph 6.3.9.9 to reach the Installation Table: ring menu.

b. Select **Add** from the Installation Table:ring menu. The Installation Reference Table screen with blank fields will be displayed as shown in Figure 6-43.

c. Enter the data in the upper portion of the screen: **Installation Name, Abbreviated Name, DOD Activity Address Code, GBL Office Code, Geographic Location**

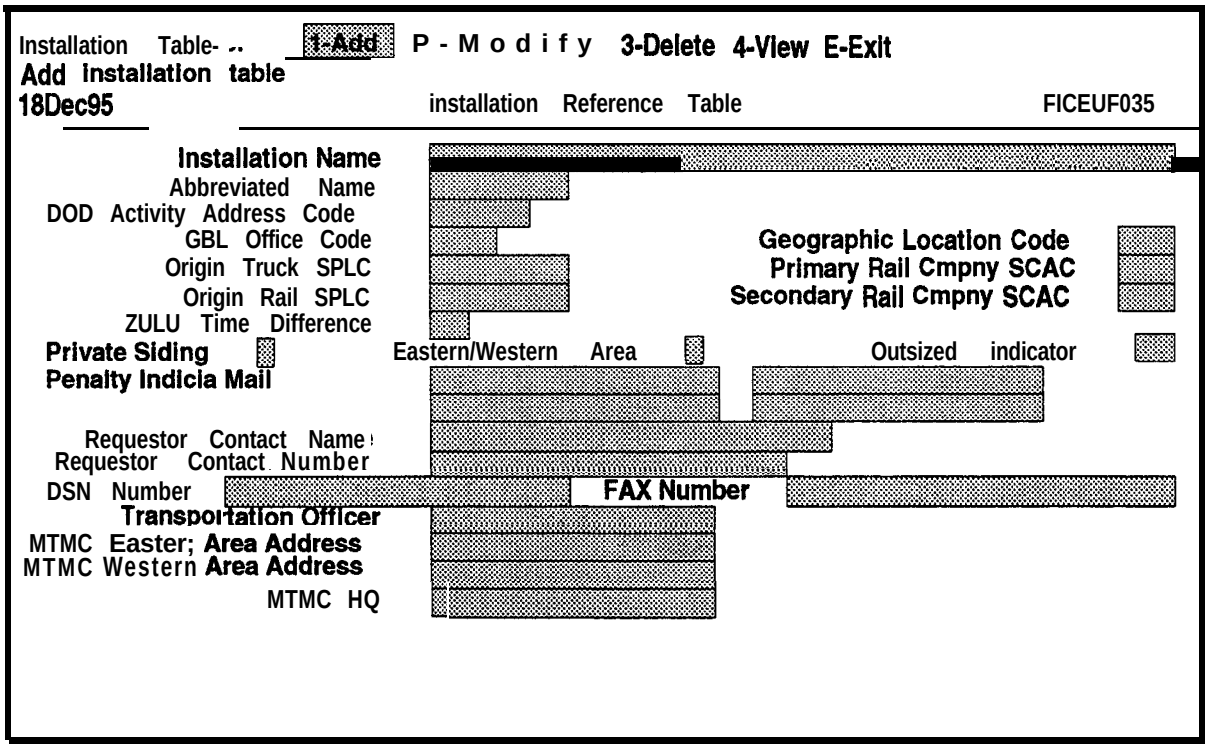


Figure 6-43. Installation Reference Table Screen

Code, Origin Truck Standard Point Locations Code (SPLC), and **Origin Rail SPLC.** Press **RETURN** after each field.

d. Enter **the Standard Carrier Account Code (SCAC)** for the **Primary Rail Company** serving the installation. This code is used by the IT0 to request a rail carrier from MTMC. If there is no rail company serving the installation, enter **None.**

e. Enter **the SCAC** for the **Secondary Rail Company** serving the installation. This code is used by the IT.0 to request a second choice for rail carrier from MTMC. If there is no secondary rail company serving the installation, enter **None.**

f. Enter **the value** used **to convert local time to Zulu time** (Greenwich Mean Time (GMT)). This is the number of hours that must be added to the local time to determine GMT.

g. Enter y or **n** to indicate whether a Private Siding is available to the consignee or consignor.

h. Enter the code for **Disability Cost.** This will be y if additional costs associated with the preferred transportation method have required choice of another method, that is, if the transportation method or route that ordinarily would involve the lowest cost is not being used; otherwise, enter **n.**

i. Enter **E** for Eastern Area Headquarters, or **W** for Western Area Headquarters to identify the MTMC headquarters to which information is being reported.

j. Enter the **Outsized** Indicator and press **RETURN.** This is the air dimension code that is used for all air shipments. The code indicates whether shipments have one or more outsized dimensions (greater than 72 inches) and/or are consolidations (shipments of multiple requisitions).

k. Enter four lines for **the Penalty Indicia Mail,** pressing **RETURN** after each entry. This is the four line **Permit Imprint** that will be used when the Mail Code is **P** for Military Shipment Labels used in Material Moves and Manual Entry for Material Moves. An example of this type information is as follows:

First Class Mail
Postage and Fees Paid
Defense Logistics Agency
Permit No. G-662

Note: At this point the last four fields on the screen will be blank. They will be filled automatically when you complete the procedures in paragraphs **m.** through **p.** below.

l. Review the entries you have just made to determine whether the data is correct. As necessary press **RETURN** until the cursor is in the field where you want to make a correction and then enter the **correct data** by typing over the incorrect data. Repeat this process until all the data is correct.

m. When all of the data is correct, press **F9** and the Transportation Officer window will be displayed.

(1) Enter **the Title, Name, Address, Installation, City, State Abbreviation, Zip Code, DSN Telephone Number, Commercial Telephone Number,** and **Alternate Extension** for the Transportation Officer, pressing **RETURN** after each field.

(2) Review the entries you have just made to determine whether the data is correct. As necessary press **RETURN** until the cursor is in the field where you want to make a correction and then enter **the correct** data over the incorrect data. Repeat this process until all the data is correct.

(a) You can press **ESC** at any time to save the data and return the Installation Reference Table screen.

(b) You can press **Ctrl-C** at any time to abort the entries in the Transportation Officer window and return to the Installation Reference Table screen.

n. When all of the data in the Transportation Officer window is correct, press **F9** and the Eastern Area Address window will be displayed.

(1) Enter **the Name, Address, Installation, City, State Abbreviation, Zip Code,** and **DODAAC** for the Eastern Area Address, pressing **RETURN** after each field.

(2) Review the entries you have just made to determine whether the data is correct. As necessary press **RETURN** until the cursor is in the field where you want to make a correction and then enter **the correct data** by typing over the incorrect data. Repeat this process until all the data is correct.

(a) You can press **ESC** at any time to save the data and return the Installation Reference Table screen.

(b) You can press **Ctrl-C** at any time to abort the entries in the Eastern Area Address window and return to the Installation Reference Table screen.

o. When all of the data in the Eastern Area Address window is correct, press F9 and the Western Area Address window will be displayed.

(1) Enter **the Name, Address, Installation, City, State Abbreviation, Zip Code,** and **DODAAC** for the Western Area Address, pressing **RETURN** after each field.

(2) Review the entries you have just made to determine whether the data is correct. As necessary press **RETURN** until the cursor is in the field where you want to make a correction and then enter **the correct data** by typing over the incorrect data. Repeat this process until all the data is correct.

(a) You can press **ESC** at any time to save the data and return the Installation Reference Table screen.

(b) You can press **Ctrl-C** at any time to abort the entries in the Western Area Address window and return to the Installation Reference Table screen.

p. When all of the data in the Western Area Address window is correct, press F9 and the Military Traffic Management Command, HQ window will be displayed.

(1) Enter **the Name, Address, Installation, City, State Abbreviation, Zip Code,** and **DODAAC** for the MTMC Headquarters, pressing **RETURN** after each field.

(2) Review the entries you have just made to determine whether the data is correct. As necessary press **RETURN** until the cursor is in the field where you want to make a correction and then enter the **correct data** by typing over the incorrect data. Repeat this process until all the data is correct.

(a) You can press **ESC** at any time to save the data and return the Installation Reference Table screen.

(b) You can press **Ctrl-C** at any time to abort the entries in the Military Traffic Management Command, HQ window and return to the Installation Reference Table screen.

q. When all of the data in the Military Traffic Management Command, HQ window is correct, press **ESC** and you will be returned to the Installation Reference Table screen.

r. Press **ESC** one more time to save the installation data, to include the data in the Transportation Officer, Easter Area Address, Western Area Address, and Military Traffic Management Command, HQ windows. The cursor will return to the Installation Table: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.9.2 Modifying Data in the Installation Reference Table.

Use the following procedures to **Modify** information about your installation in the Installation Reference Table data:

a. As necessary, refer to the procedures in paragraph 6.3.9.9 to reach the Installation Table: ring menu.

b. Select **Modify** from the Installation Table:ring menu. The information about your installation will be displayed in the Installation Reference Table screen, as shown in Figure 6-44.

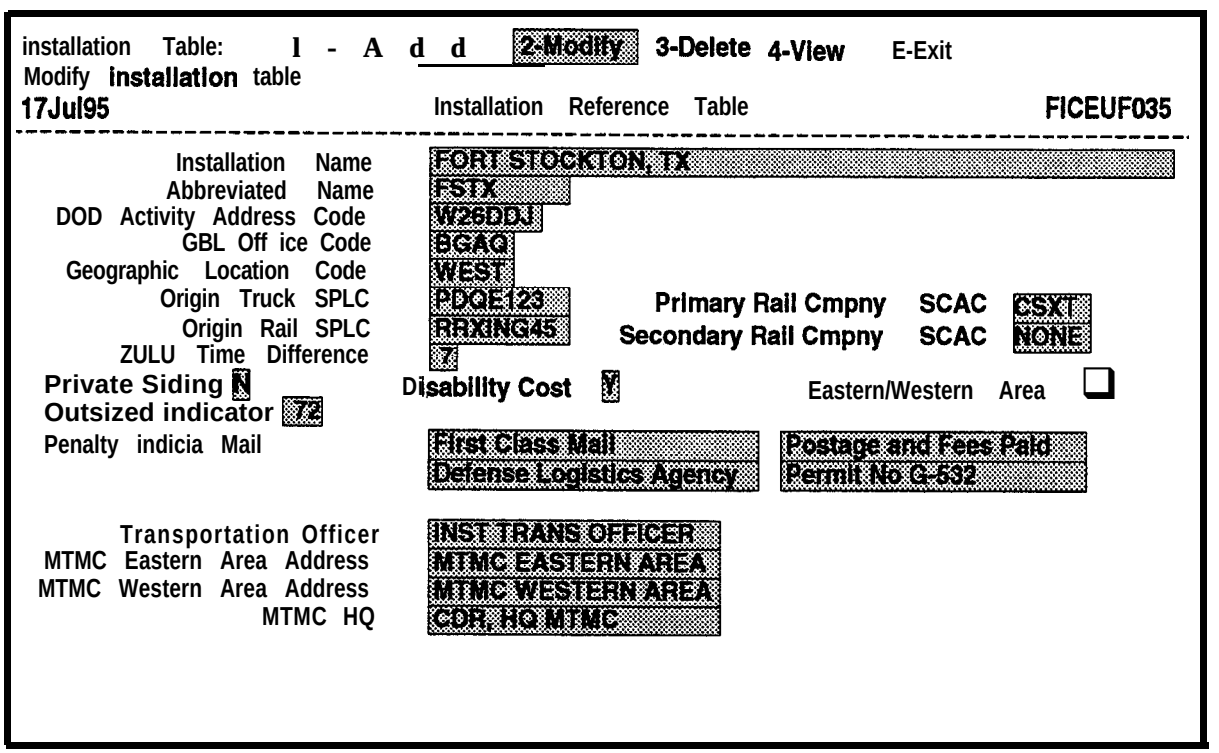


Figure 6-44. Installation Reference Table with Data

c. Press **RETURN** until the cursor is in the field where you want to make the change.

d. Enter the **new data** by typing over the displayed information.

e. Repeat the procedures in paragraphs b. and c. above until all the data is correct.

Note: You cannot access the last four fields on the screen by pressing **RETURN.** The information in these fields is updated automatically by using the procedures in paragraphs f. through j. below.

(1) You can press ESC at any time to save the data and return the Installation Table: ring menu.

(2) You can press **Ctrl-C** at any time to abort the entries in the Installation Reference Table screen and return to the Installation Table: ring menu.

f. When all of the data is correct, press F9 and the Transportation Officer window will be displayed.

(1) Review the entries in the Transportation Officer window to determine whether the data is correct. As necessary press **RETURN** until the cursor is in the field where you want to make a correction and then enter the correct data by typing over the incorrect data. Repeat this process until all the data is correct.

(2) You can press **ESC** at any time to save the data and return the Installation Reference Table screen.

(3) You can press **Ctrl-C** at any time to abort the entries in the Transportation Officer window and return to the Installation Reference Table screen.

g. When **all** of the data in the Transportation Officer window is correct, press F9 and the Eastern Area Address window will be displayed.

(1) Review the entries in the Eastern Area Address window to determine whether the data is correct. As necessary press RETURN until the cursor is in the field where you want to make a correction and then enter the correct **data** by typing over the incorrect data. Repeat this process until all the data is correct.

(2) You can press ESC at any time to save the data and return the Installation Reference Table screen.

(3) You can press **Ctrl-C** at any time to abort the entries in the Eastern Area Address window and return to the Installation Reference Table screen.

h. When all of the data in the Eastern Area Address window is correct, press F9 and the Western Area Address window will be displayed.

(1) Review the entries in the Western Area Address window to determine whether the data is correct. As necessary press **RETURN** until the cursor is in the field where you want to make a correction and then enter the **correct data** by typing over the incorrect data. Repeat this process until all the data is correct.

(2) You can press **ESC** at any time to save the data and return the Installation Reference Table screen.

(3) You can press **Ctrl-C** at any time to abort the entries in the Western Area Address window and return to the Installation Reference Table screen.

i. When all of the data in the Western Area Address window is correct, press **F9** and the Military Traffic Management Command, HQ window will be displayed.

(1) Review the entries in the Military Traffic Management Command, HQ window to determine whether the data is correct. As necessary press **RETURN** until the cursor is in the field where you want to make a correction and then enter the **correct** data by typing over the incorrect data. Repeat this process until all the data is correct.

(2) You can press **ESC** at any time to save the data and return the Installation Reference Table screen.

(3) You can press **Ctrl-C** at any time to abort the entries in the Military Traffic Management Command, HQ window and return to the Installation Reference Table screen.

j. When all of the data in the Military Traffic Management Command, HQ window is correct, press **ESC** and you will be returned to the Installation Reference Table screen.

k. Press **ESC** to save the installation data, to include the data in the Transportation Officer, Easter Area Address, Western Area Address, and Military Traffic Management Command, HQ windows. The cursor will return to the Installation Table: ring menu where you can select another option or press **E** three times to return to the IT0 Equipment List Processing menu.

6.3.9.9.3 Deletina Data in the Installation Reference Table.

The **Delete** option allows you to remove all the data in the Installation Reference Table. This option will also delete all **the** data **in the Transportation Officer, Easter Area Address, Western Area Address,** and **Military Traffic Management Command, HQ** windows.

Caution:

> The data in the Installation Reference Table is a very important part of TC ACCIS and this data is used in numerous places throughout the system. Without it, TC ACCIS may not operate properly. Therefore it should be deleted only under the most controlled circumstances. Once it is **deleted,** the procedures in paragraph 6.3.9.9.1 above should be used as soon **as possible** to create a new Installation Reference Table so that the TC **ACCIS** will again perform properly.

Use the following procedures to **Delete** all the information in the Installation Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.9 to reach the Installation Table: ring menu.

b. Select **Delete** from the Installation Table:ring menu. The information about your installation will be displayed in the Installation Reference Table screen, and a window will be displayed in the lower left comer of the screen:

```
DELETE: No Yes
Do not delete the record
```

(1) If you enter **n** in response to this prompt, the deletion process will be aborted and the cursor will return to the Installation Table: ring menu where you can select another option of press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

(2) If you enter y in response to this prompt a message will be displayed to indicate that the Installation Reference Table data is being deleted. The cursor will then return to the Installation Table: ring menu where you can select another option or press **E** three times to return to the ITO Equipment List Processing menu.

6.3.9.9.4 Viewing Data in the Installation Reference Table.

The **View** option allows you to review all the data in the Installation Reference Table but you cannot change any of the data with this option. You must use the Modify option to change the data.

Use the following procedures to **View** information in the Installation Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.9 to reach the Installation Table: ring menu.

b. Select **View** from, the Installation Table:ring menu. The information about your installation will be displayed in the Installation Reference Table screen as shown in Figure 6-44 (page 6-178).

Note: You can press **Ctrl-C** at any time to return the Installation Table: ring menu.

f. When you have reviewed all of the data in the Installation Reference Table, you can press **F9** to review the data in the Transportation Officer window.

g. When you have reviewed all the data in the Transportation Officer window, you can press F9 to review the data in the Eastern Area Address window. You can press **Ctrl-C** at any time to return the Installation Reference Table screen.

h. When you have reviewed all of the data in the Eastern Area Address window, you can press **F9** to review the data in the Western Area Address window. You can press **Ctrl-C** at any time to return the Installation Reference Table screen.

j. When you have reviewed all of the data in the Western Area Address window, you can press **F9** to review the data in the Military Traffic Management Command, HQ window. You can press **Ctrl-C** at any time to return the Installation Reference Table screen.

k. When you have reviewed all of the data in the Military Traffic Management Command, HQ window, press **any key** to return to the Installation Reference Table screen. You can press **Ctrl-C** at any time to return the Installation Reference Table screen.

l. Press **Ctrl-C** to return to the Installation Table: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.10 Maintaining Air Commodity Code.

The Air Commodity Code Maintenance function allows **you** to **Add, Modify, Delete,** or **View** codes in the Air Commodity Codes Reference Table.

IT0 personnel should use the following procedures to **Maintain** the Air Commodity Code (ACC) Reference Table:

a. Select **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

c. Select **Reference Tables** from the Equipment List Administration menu. The Reference Tables menu will be displayed.

d. Select **Air Commodity Code** from the Reference Tables menu. The Air Commodity Code screen will be displayed with the Installation Table: ring menu displayed at the top.

ACC: I-Add P-Modify &Delete 4-View E-Exit

The procedures for each of these options are explained in the following paragraphs.

6.3.9.10.1 Addina an Air Commodity Code.

Use the following procedures to **Add** an ACC to the Air Commodity Code Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.10 to reach the ACC: ring menu.

b. Select **Add** from the ACC:ring menu. The cursor **will** move to **the Air Commodity** Code field.

c. Enter the single-digit **Air Commodity Code** and press **RETURN. The** cursor will move to the first of three **Special Handling Categories** fields.

Note: You can enter up to three different Special Handling Categories for each ACC, but only one is required. The other two fields can be left blank by pressing **RETURN** when the cursor is in that field.

d. Enter **M** (Miscellaneous), **A** (Arms), or **P** (Postal) for Mail Special Handling Codes in **the** first **Special Handling Category** field, and press **RETURN.** The cursor will move to the next Special Handling Category field.

e. Repeat the procedures in paragraph **d.** above for the second and third Special Handling Categories fields, until the cursor is in **the Code Description** field. The second and third **Special Handling Category** fields can be left blank by pressing **RETURN** when the cursor is in that field.

f. Enter up to five lines for **the Code Description** of the ACC, pressing **RETURN** after each line.

g. Review all the entries you have just made to verify that they are correct. As necessary, press **RETURN** until the cursor is in the field where a correction is needed and enter the correct data by typing over the existing information.

h. When all of the entries are correct, press **ESC** to save the record you have just created. A **Record added** message will be displayed at the bottom of the screen and the cursor will return to the ACC: ring menu where you can select another option of press **E-Exit** three time to return to the ITO Equipment List Processing menu.

6.3.9.10.2 Modifying Data on an Air Commodity Code.

Use the following procedures to **Modify** an ACC in the Air Commodity Code Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.10 to reach the WATER COMMODITY: ring menu.

b. Select **Modify** from the ACC:ring menu. The cursor will move to the **Air Commodity** Code field.

c. Enter a single-character **Air** Commodity Code you want to modify and press **RETURN,** or press **F6** to select the code from a list of available codes. When F6 is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for the record you have selected will be displayed and the cursor will move to **the** first of three **Special Handling Categories** fields.

d. As necessary, press **RETURN** until the cursor is in the field that needs changing.

e. Enter the **new** data by typing over the existing information.

f. As necessary, repeat the procedures in paragraphs d. and e. above until all the changes have been made.

g. When all of the changes have been made, press **ESC** to save **the** data. A **Record modified** message will be displayed at the bottom of the screen and the cursor will return to **the** ACC: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.10.3 Deletina Data on an Air Commodity Code.

Use the following procedures to **Delete** an ACC in the Air Commodity Code Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.10 to reach the ACC: ring menu.

b. Select **Delete** from the ACC:ring menu. The cursor will move to **the Air Commodity** Code field.

c. Enter a single-character **Air Commodity Code** you want to delete and press RE-**TURN,** or press F6 to select the code from a list of available codes. When F6 is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for the record you have selected will be displayed and a prompt will be displayed at the bottom of the screen:

Delete this code (y/n)?

(1) Enter Y in response to this prompt to delete the displayed record. A **Record deleted** message will be displayed and the cursor will return to the ACC: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

(2) Enter N in response to this prompt if you decide you don't want to delete this record. A **Record not deleted** message will be displayed at the bottom of the screen and the cursor will return to the ACC: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.10.4 Viewina Air Commodity Codes.

Use the following procedures to **View** an ACC in the Air Commodity Code Reference Table:.

a. As necessary, refer to the procedures in paragraph 6.3.9.10 to reach the ACC: ring menu.

b. Select **View** from the AC: ring menu. The cursor will move to the **Air Commodity** Code field.

c. Enter a single-character **Air Commodity Code you** want to view and press **RETURN,** or press F6 to select the code from a list of available codes. When F6 is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for the record you have selected will be displayed and the cursor will return to the ACC: ring menu where you **can select** another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.11 Maintainina Hazardous Material Reference Codes.

This paragraph provides instruction on how to **Add, Modify, Delete,** or **View** codes in the Hazardous Material Reference Codes Table.

IT0 personnel should use the following procedures to **Maintain** the Hazardous Material Reference Code Table:

a. Select **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

c. Select **Reference Tables** from the Equipment List Administration menu. The Reference Tables menu will be displayed.

d. Select **Hazardous Material Reference** from the Reference Tables menu. The Hazardous Material Reference Code screen will be displayed with the HAZARDOUS: ring menu displayed at the top.

HAZARDOUS: l-Add 2-Modify &Delete 4-View E-Exit

The procedures for each of these options are explained in the following paragraphs.

6.3.9.11.1 Adding Hazardous Material Code Data.

Use the following procedures to **Add** a code to the Hazardous Material Reference Code Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.11 to reach the HAZARDOUS: ring menu.

b. Select **Add** from the HAZARDOUS:ring menu. The cursor will move to **the Proper Shipping Name** field.

c. Enter **the Proper Shipping Name** and press **RETURN.** The cursor will move to the NSN field.

d. Enter the NSN and press **RETURN.** The cursor **will** move to **the UN/NA DODIC** field.

e. Enter **the United Nations/North American (UN/NA) Department of Defense Identification Code (DODIC)** and press **RETURN. The** cursor will move to the **UN/NA Number** field.

f. Enter **the UN/NA Number** and press **RETURN.** The cursor will move to the **UN/NA Indicator** field.

g. Enter **UN** or **NA** in the **UN/NA Indicator** field and press **RETURN. The** cursor will move to the **UN/NA Class #** field.

h. Enter the **UN/NA** Class **#** and press **RETURN.** The cursor will move to **the Load Storage Group** field.

i. Enter the two digit **Load Storage Group** and press **RETURN.** The cursor will move to **the Net Expl. Weight** field.

j. Enter **the Net Explosive Weight** and press **RETURN.** The cursor will move to the **Flash Point** field.

k. Enter the four character temperature of the **Flash Point** and press **RETURN. The** cursor will move to **the Haz/Cargo Label** field. The Flash Point temperature must be entered in the following format:

First Character:	F (Fahrenheit) or C (Celsius).
Second Character:	First number of a three digit temperature or a- (dash symbol).
Third Character:	Second number of a three digit temperature or the first number of a two digit temperature. Enter Zero if the temperature is a single digit number.
Fourth Character:	Third number of a three digit temperature or the second number of a two digit temperature.
Examples:	F212, F-68, F-03, C100, C-38, C-04.

l. Enter **the Hazardous Cargo Label** and press **RETURN.** The cursor will move to the **Compatibility Group** field.

m. Enter **the Compatibility Group** and press **RETURN.** The cursor will move to the **Placard** field.

n. Enter **the Hazardous Cargo Placard** and press RETURN. The cursor will move to **the Haz/Cargo Class** field.

o. Enter **the Hazardous Classification** and press **RETURN.** The cursor will move to **the DOT Class** field.

p. Enter **the DOT Classification** and press **RETURN.** The cursor will return to the **Proper Shipping Name** field.

q. Review all the entries you have just made to verify that they are correct. As necessary, press **RETURN** until the cursor is in the field where a correction is needed and enter the correct data by typing over the existing information.

r. When all of the entries are correct, press **ESC** to save the record you have just created. A **Record added** message will be displayed at the bottom of the screen and the cursor will return to the HAZARDOUS: ring menu where you can select another option of press **E-Exit three** time to return to the ITO Equipment List Processing menu.

6.3.9.11.2 Modifying Data on a Hazardous Material Code.

Use the following procedures to **Add** a code in the Hazardous Material Reference Code Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.11 to reach the HAZARDOUS: ring menu.

b. Select **Modify** from the HAZARDOUS:ring menu. The cursor will move to **the Proper Shipping Name** field.

c. Enter **the Proper Shipping Name** and press **RETURN,** or press F6 to select the code from a list of available codes. When F6 is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for the record you have selected will be displayed.

d. As necessary, press **RETURN** until the cursor is in the field that needs changing.

e. Enter the new data by typing over the existing information.

f. As necessary, repeat the procedures in paragraphs **d.** and e. above until all the changes have been made.

g. When all of the changes have been made, press **ESC** to save **the** data. A **Record modified** message 'will be displayed at the bottom of the screen and the cursor will return to the HAZARDOUS: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.11.3 Deletina Data on a Hazardous Material Code.

Use the following procedures to **Delete** a code from the Hazardous Material Reference Code Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.11 to reach the HAZARDOUS: ring menu.

b. Select **Delete** from the HAZARDOUS:ring menu. The cursor **will** move to **the Proper Shipping Name** field.

c. Enter **the Proper Shipping Name** and press **RETURN,** or press **F6** to select the code from a list of available codes. When **F6** is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for the record you have selected will be displayed and a prompt will be displayed at the bottom of the screen:

```
DELETE: No Yes
Do not delete the record
```

(1) Enter Y in response to this prompt to delete the displayed record. A **Record deleted** message will be displayed and the cursor will return to the HAZARDOUS: ring menu where you can select another option or press **E-Exit** three times to return to the ITO Equipment List Processing menu.

(2) Enter N in response to this prompt if you decide you don't want to delete this record. A **Record not deleted** message will be displayed at the bottom of the screen and the cursor will return to the HAZARDOUS: ring menu where you can select another option or press **E-Exit** three times to return to the ITO Equipment List Processing menu.

6.3.9.11.4 Viewina Hazardous Material Reference Codes.

Use the following procedures to **View** a code in the Hazardous Material Reference Code Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.11 to reach the HAZARDOUS: ring menu.

b. Select **View** from the HAZARDOUS:ring menu. The cursor will move to **the Proper Shipping Name** field.

c. Enter **the Proper Shipping Name** and press **RETURN,** or press F6 to select the code from a list of available codes. When **F6** is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for the record you have selected will be displayed and the cursor will return to the HAZARDOUS: ring menu where **you can** select another option or press **E-Exit** three times to return to the ITO Equipment List Processing menu.

6.3.9.12 Maintainina Freiaht Classification Code.

This paragraph provides instructions on how to **Add, Modify, Delete,** or **View** codes in the Freight Classification Codes Reference Table.

IT0 personnel should use the following procedures to **Maintain** the Freight Classification Code Reference Table:

a. Select **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

c. Select **Reference Tables** from the Equipment List Administration menu. The Reference Tables menu will be displayed.

d. Select **Freight Classification** Code from the Reference Tables menu. The Freight Classification Code Reference screen will be displayed with the FREIGHT CLASSIFICATION: ring menu displayed at the top.

FREIGHT CLASSIFICATION: l-Add 2-Modify &Delete 4-View E-Exit

The procedures for each of these options are explained in the following paragraphs.

6.3.9.12.1 Addina Freiaht Classification Code Data.

Use the following procedures to **Add** a code to the Freight Classification Code Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.12 to reach the FREIGHT CLASSIFICATION: ring menu.

b. Select **Add** from the FREIGHT CLASSIFICATION:ring menu. The cursor will move to the NSN field.

c. Enter the thirteen digit **National Stock Number** or NNSN if there is no NSN, and press **RETURN.** The cursor will move to the **UFC** field.

d. Enter **the Uniform Freight Classification (UFC)** Code and press **RETURN.** The cursor will move to the **UFC Index** field.

e. Enter **the UFC Index** and press **RETURN.** The cursor will move to the NMFC field.

f. Enter the **National Motor Freight Classification (NMFC) Code** and press RE-**TURN.** The cursor' will move to the **NMFC Index** field.

g. Enter **NMFC Index** and press **RETURN.** The cursor **will** move to **the Description** field.

h. Enter up to a three line **Description,** pressing **RETURN** after each line. The cursor will return to the NSN field.

i. Review all the entries you have just made to verify that they are correct. As necessary, press **RETURN** until the cursor is in the field where a correction is needed and enter the correct data by typing over the existing information.

j. When **all** of the entries are correct, press **ESC** to save the record you have just created. A **Record added** message will be displayed at the bottom of the screen and the cursor will return to the FREIGHT CLASSIFICATION: ring menu where you can select another option of press **E-Exit** three time to return to the IT0 Equipment List Processing menu.

6.3.9.12.2 Modifying Freight Classification Code Data.

Use the following procedures to **Modify** a code in the Freight Classification Code Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.12 to reach the FREIGHT CLASSIFICATION: ring menu.

b. Select **Modify** from the FREIGHT CLASSIFICATION:ring menu. The cursor will move to the NSN field.

c. Enter the thirteen digit **National Stock Number** or NNSN if there is no NSN, and press **RETURN,** or press F6 to select the code from a list of available codes. When F6 is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The cursor will move to the **UFC** field and the data for the record you have selected will be displayed.

d. As necessary, press **RETURN** until the cursor is in the field that needs changing.

e. Enter the new data by typing over the existing information.

f. As necessary, repeat the procedures in paragraphs **d.** and e. above until all the changes have been made.

g. When all of the changes have been made, press **ESC** to save the data. A **Record modified** message will be displayed at the bottom of the screen and the cursor will return to the FREIGHT CLASSIFICATION: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.12.3 Deleting Freiaht Classification Code Data.

Use the following procedures to **Delete** a code from the Freight Classification Code Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.12 to reach the FREIGHT CLASSIFICATION: ring menu.

b. Select **Delete** from the FREIGHT CLASSIFICATION:ring menu. The cursor will move to the NSN field.

c. Enter the thirteen digit **National Stock Number** or NNSN if there is no NSN, and press **RETURN,** or press F6 to select the code from a list of available codes. When F6 is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for the record you have selected will be displayed and a prompt will be displayed at the bottom of the screen:

DELETE: No Yes
Do not delete the record

(1) Enter Y in response to this prompt to delete the displayed record. A **Record deleted** message will be displayed and the cursor will return to the FREIGHT CLASSIFICATION: ring menu where you can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

(2) Enter N in response to this prompt if you decide you don't want to delete this record. A **Record not deleted** message will be displayed at the bottom of the screen and the cursor will return to the FREIGHT CLASSIFICATION: ring menu where **you** can select another option or press **E-Exit** three times to return to the IT0 Equipment List Processing menu.

6.3.9.12.4 Viewina Freiaht Classification Codes.

Use the following procedures to **View** a code in the Freight Classification Code Reference Table:

a. As necessary, refer to the procedures in paragraph 6.3.9.12 to reach the FREIGHT CLASSIFICATION: ring menu.

b. Select **View** from the FREIGHT CLASSIFICATION:ring menu. The cursor will move to the NSN field.

c. Enter the thirteen digit **National Stock Number** or NNSN if there is no NSN, and press **RETURN,** or press F6 to select the code from a list of available codes. When F6 is used, use the cursor control keys to highlight the desired code and press **ESC** to select it. The data for the record you have selected will be displayed and the cursor will return to the FREIGHT CLASSIFICATION: ring menu where you can select another option or press **E-Exit** three times to return to the ITO Equipment List Processing menu.

6.3.9.13 Maintainina "F" Record Reference Table.

This paragraph provides instructions on how to **Add, Modify, Delete,** and **View** records in the **"F"** Record Reference Table.

IT0 personnel should use the following procedures to **Maintain** the **"F"** Record Reference Table:

a. Select **IT0 Equipment List Processing** from the TC ACCIS Main Menu.

b. Select **Equipment List Administration** from the IT0 Equipment List Processing menu.

c. Select **Reference Tables** from the Equipment List Administration menu. The Reference Tables menu will be displayed.

d. Select **"F" Record Reference** from the Reference Tables menu. The **"F"** Record Reference screen will be displayed as shown in Figure 6-45, with the Special Handling Equipment Reference: ring menu displayed at the top.

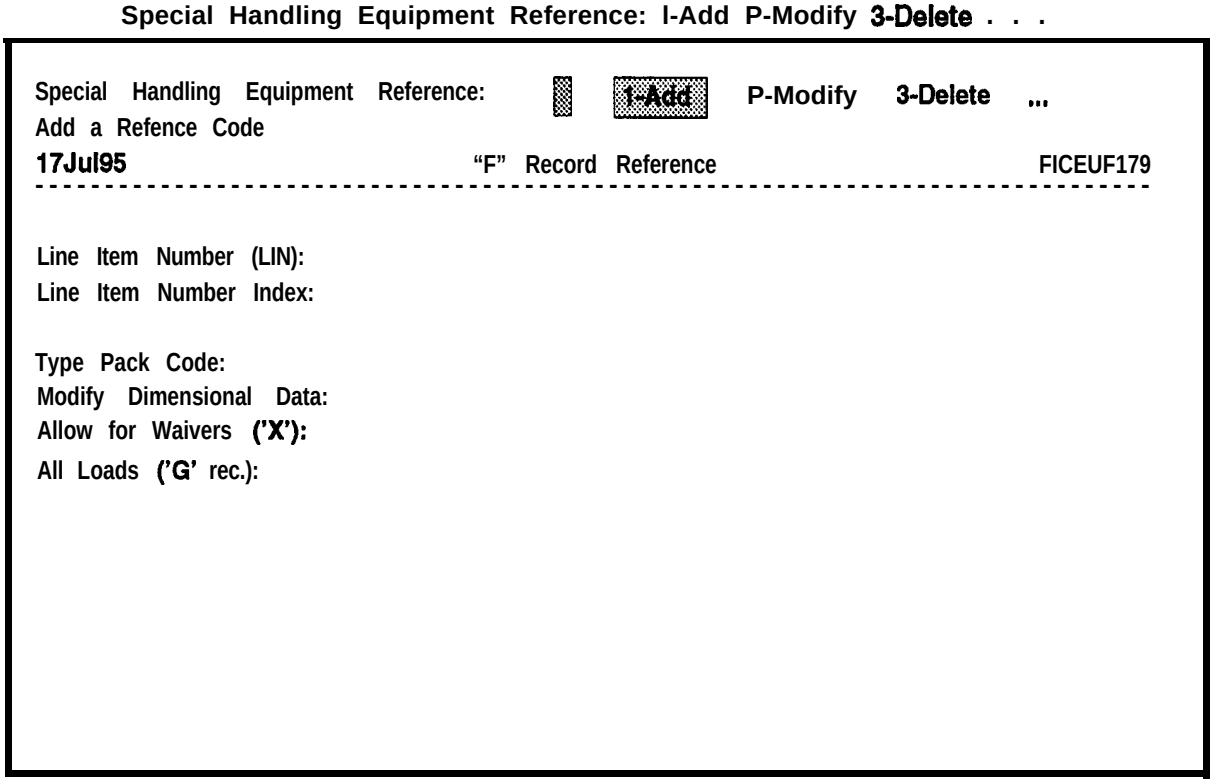


Figure 6-45. "F" Record Reference Screen

The three period at the end of the ring menu indicate additional options can be accessed by using the cursor control keys to move the cursor the left or right until the other options are displayed:

... **4-View E-Exit**

The procedures for each of these options are explained in the following paragraphs.

Paragraph #	Description
6.3.9.13.1	Adding **"F"** Record Data (Currently not available).
6.3.9.13.2	Modifying **"F"** Record Data (Currently not available).
6.3.9.13.3	Deleting **"F"** Record Data (Currently not available).
6.3.9.13.4	Viewing **"F"** Records.

5.3.9.13.1 Adding "F" Record Data.

This function not implemented with this release.

6.3.9.13.2 Modifying F"Record Data.

This function not implemented with this release.

6.3.9.13.3 Deleting "F" Record Data.

This function not implemented with this release.

4.3.9.13.4 Viewing "F" Records.

This process allows you to look at, but not change, the data in an equipment record. Use the following procedures to **View** an equipment record in the **"F"** Record Reference Table:

a. To begin this process, the **"F"** Record Reference screen should be displayed with the Special Handling Equipment Reference: ring menu at the top:

   Special Handling Equipment Reference: . . . 4-View E-Exit

   As necessary, refer to the procedures in paragraph 6.3.9.13 above to reach the Special Handling Equipment Reference: ring menu.

b. Select **View** from the Special Handling Equipment Reference: ring menu. The cursor will move to the **Line Item Number (LIN)** field.

c. Enter the six character **LIN** and press **RETURN.** The cursor will move to the **Line Item Number Index** field.

d. Enter the two digit **LIN Index** and press **RETURN.** The data will be displayed in the **Type Pack Code, Modify Dimensional Data, Allow for Waivers ('X'),** and **Allow Loads ('G' rec.)** fields. The cursor will return to the Special Handling Equipment Reference: ring menu where **you** can select another option or press **E-Exit three** times to return to the ITO Equipment List Processing menu.

6.4 Related Processing.

Not Applicable.

6.5 Data Backup.

The TC ACCIS SA will schedule and conduct all data backups. The user should contact the TC ACCIS SA to make special arrangements if a special backup is required for any reason.

6.6 Recovery from Errors and Malfunctions.

The TC ACCIS functions are supported by Error Messages that are displayed at the bottom of the screen whenever a processing error condition is encountered. The user should follow these instructions to correct the error. In the event the error or malfunction can not be corrected by following these instructions, the user should contact the TC ACCIS SA for assistance.

6.7 Messages.

Messages can be generated from three sources.

a. The TC ACCIS software can generate messages that are tailored to the situation and/or context of where you are working within TC ACCIS. The TC ACCIS messages that may be encountered in the ITO Equipment List Processing Function are listed below.

(1) TC ACCIS messages can be one of three types.

(a) Information Messages provide information that is appropriate for the operation you are performing at the time the message is displayed. You are not required to respond to this message in any way.

(b) Error Messages indicate you have attempted to perform an operation that can not be done in the current context. For example, you may have tried to enter the wrong type data into a screen field, or tried to select and option number that is not available on the current menu. When an error message is displayed, you must take some corrective action in order to resume operations.

(c) A Prompt indicates that you are required to enter. some specific type data or respond to a question displayed on the screen. You must perform the specified action to resume operations.

(2) TC ACCIS messages are designed to be self explanatory

b. Messages generated by the SCO UNIX Operating System and the Informix 4GL Database Management Software are generally an indication that there is a serious problem in the operation of the system. In most cases they will ask you to contact your SA. The SCO UNIX and Informix 4GL messages are not included in the list below. If you encounter a message that is not included in the list below or any message that is not clearly understood, contact you SA for assistance.

List of IT0 Equipment List Processing Messages

1 piece selected

A

A code is required

A copy of your COMPASS file has been sent to the printer...

A copy of your ISR-COMPASS file has been sent to the printer

A Description is required

A Modecode is required

A Wlodetype is required

A nsn is required

A phone number can only consist of digits between 0 and 9.

A Special Handling Code is required

A Superior UIC is required

A Type Cargo Code is required

A Type Pack Code can only be made up of letters or digits

A Type Pack Code is required

A UIC can only be made up of letters or digits

A Unit Name is required

A valid TDC entry is required

A valid UIC entry is required

A valid UIC has not been selected

A Water Commodity Code can only be made up of letters or digits

A Water Commodity Code is required

A WCC Abbreviation is required

A Xl2 Code can only be made up of letters

A **X12_Code** is required

Aborted...

ACC does not exists

Add a Cargo Type

Add a Freight Classification Code

Add a **Modecode**

Add a new Unit Commercial Requirements

Add a Reference Code

Add a temporary ECR record

Add a Type Equipment Code

Add a Type Pack Code

Add a UIC

Add a Water Commodity Code

Add Disability Data

Add Hazardous Material Code

Add installation table

Adding a new record...

Adding record . . .

Adding row . . .

Adding to database...please wait

Address cannot be null... Please try again

Adjust your subordinate units allocations first or increase your allocation.

All are required fields

Already in transaction

An address must be entered

An ASPUR Update file is currently being Prepared...

An ASPUR Update file is currently being Prepared for TDC [TDC]...

An entry is required

An entry is required in this field

An exercise has not been defined for this TDC

An exercise has not been defined for this type data code

Are you sure that you want to delete this row?

Are you sure you want to delete this record

Are you sure you want to delete this row

Are you sure you want to ERASE all UIC's for [TDC]? (Y or N)

Array limit has been reached. Cannot select any more rows.

Array limit of 1000 will be exceeded if every row selected; Cannot use [F10]

Ask your SA to remove the aspur lock in [FILE NAME]

Ask your System Administrator to remove the aspur lock in [FILE NAME]

ASPUR parameters have not been set yet!

Aspur table is currently locked, please run this program later

Assign a default 'N' to CSRO for all UICs

Assign Echelons to all ULNs

Assign ULNs to all Echelons or delete Unit from Chain of Command

Assigning Equipment... Please wait

Assigning Type Data Code 'S' to the equipment

At least one detail record must be entered

ATCMD Communications not implemented at your site

Attempt to delete equipment unsuccessful

Attempting to lock tables for deletion of datatype Tables are locked....

Attempting to lock tables for deletion of UIC.

AUEL report created, file ready for transfer

AUEL report not found . . .

AUTODIN parameters have not been set yet!

B

Both allocations cannot be same. Choose different option

Building Chain of Command

Building rollup data...

Building summary by UIC . . .

Building summary information...

Building Summary by Echelon/ULN . . .

Building uic list...

BUILDING COC FOR [UIC]

BUILDING COC FOR [UIC]. PLEASE BE PATIENT.

C

Can not add an already existing ACC

Can not add an already existing SHC

Can NOT change level of UIC.

Can not copy/reassign equipment to Sub-TDCs

Can not delete a non existent ACC

Can not delete a non existent SHC

Can not have Negative Remaining Allocations.

Can not modify a non existent ACC

Can not modify a non existent SHC

Can not view an non existent ACC

Can not view an non existent SHC

Cannot assign ULN's between different UIC's.

Cannot be 'N'; Unit has Site Locations; delete site locations first

Cannot copy or reassign equipment between 'D' and 'S' for same UIC

Cannot copy or reassign equipment to the same TDC and UIC

Cannot identify site... Call TC ACCIS Customer Support!

Cannot Insert, maximum number already in table for Installation Reference data.

Cannot merge ULN's between different UIC's.

Cannot overwrite record; Press [F2] to delete it

Cannot run ASPUR for Type Data Code [TDC]

Chain of Command must be created

Change existing TAC Password? y/n

Change Existing Host Password? y/n

Change Existing Logsa Password? y/n

Checking Equipment Lists... Please wait

Checking for equipment . . .

Checking for equipment... at [TIME]

Checking for existence of ISR records...

Checking for existence of MSL records...

Checking for existing data

Checking for rollup . . .

Checking Vehicle Load Lists... Please wait

CIC cannot be 'AJFC' for exercises 'D' or 'S'

CIC must be 'AJFC' for exercises other than 'D' or 'S'

City is required

COC is not created or the UIC is not in the COC for this exercise

Commercial Requirement must be defined for this UIC

Communications log file is empty

Companies may only create type data codes beginning with 'X

Compass table is currently locked, please run this program later

Complete this row or press F2 to delete it or CTRL-C to abort all changes

Contact [UC] to first delete echelon/uln [ULN] from their TDC Header

Contact Unit! Unit must first define echelon/uln [ULN]

Contact your System Administrator

Continue to delete uic and subordinates? (Y or N)

Continuous viewing of the communications log, [CTRL-C] to abort.

Convoy Data Deleted

Copy equipment will have options whether to include Load AND/or Ammo/Hazard AND/or Serial/Bumper numbers. Press Ctrl-C to Abort

Copy Equipment from one UIC to another

Copying Equipment... Please wait

Copying TDC 'D' to [TDC].

Copying TDC 'S' to [TDC].

Could not create directory to place file... Try again later

**** Could not lock the aspurhld table to Cust. Supp.; Do not Prepare any more updates at this time . ***

Create a new type data code

Create ACC record

Create Chain of Command

Create ISR

Create ISR from Manually selected data

Create ISR from Scanned data

Create report by Chain of Command

Create report by UIC

Create SHC record

Creating COMPASS UPDATE File. . . .

Creating the TDC rollup...

Creating the UIC rollup...

Creating UIC Rollup . . . . Please wait.

Ctrl-C to return without selection.

[CTRLJ] row down, [CTRL-K] row up, [F4] page up, [F3] page down

[CTRLJ] row down,[CTRL-K] row up,[F3] page down or [F4] page up

[CTRLJ] Row Dn, [CTRL-K] Row Up, [F3] Page Dn, [F4] Page Up,
[ESC] to Accept, [CTRL-C] to Abort

[CTRUJ] Row Dn, [CTRL/K] Row Up, [F3] Pg Dn, [F4] Pg Up

Cube limit is required

D Delete a Cargo Type

Delete a Freight Classification Code

Delete a Reference Code

Delete a temporary ECR record

Delete a Type Equipment Code

Delete a Type Pack Code

Delete a UIC

Delete a Unit's Commercial Requirements

Delete a Water Commodity Code

Delete ACC record

Delete ALL equipment and header information for Type Data Code [TDC]?

Delete confirm? y/n

Delete Hazardous Material Code

Delete installation table

Delete ISR

Delete ITO Commercial Requirements for this UIC?

Delete Modecode only affects this table, not other modules

Delete SHC record

Delete type data code

Delete [UIC] and subordinates for [TDC]? (Y or N)

Deleted Chain of Command at [TIME]

Deleted Commercial Requirements at [TIME]

Deleted COMPASS/ASPUR/LOGSA related data at [TIME]

Deleted Convoy data at [TIME]

Deleted Equipment Lists at [TIME]

Deleted Exercise headers at [TIME]

Deleted Hazardous data at [TIME]

Deleted ISR records at [TIME]

Deleted MSL records at [TIME]

Deleted Rail data at [TIME]

Deleted RFT related data at [TIME]

Deleted Vehicle loads at [TIME]

Deleting [ECHOLON/ULN]

Deleting equipment... Please wait

Deleting for existing UIC from different tables.

Deleting record . . .

Deleting records from EL... Please wait. It may take several minutes

Deleting records from Load Lists... Please wait. It may take several minutes

Deleting Requirements for [UK]

Deleting row . . .

Deleting Type Data Code [TDC] from E.L...

Deleting Type Data Code [TDC]...

[DEVICE] IS NOT a UNIX device!

Disability Information Aborted

Disability Information Deleted

Disability Information Saved

Display summary by Echelon/ULN

Display summary information by mode

Display summary information by UIC

Do not assign a default 'N' to CSRO

Do not include Ammo/Hazard

Do not include Loads

Do not include Serial/Bumper numbers

Do you really want to change from echelons to ULN's (Y/N)?

Do you really want to change from ULN's to Echelons (Y/N)?

Do you want to assign this Echelon to all ULNs for this UIC (Y/N)?

Do you want to assign this ULN to all Echelons for this UIC (Y/N)?

DO YOU WANT TO BUILD ANOTHER LEVEL? (Y or N)

Do you want to continue showing the level? (Y or N)

Do you want to copy subordinates? (Y or N)

Do you want to delete the UIC (Y or N)?

Do you want to delete this row (Y/N)?

Do you want to delete [UIC] for [TDC]? (Y or N)

Do you want to increase Total Allocations? (Y or N)

Do you want to insert a UIC at that level? (Y or N)

DO YOU WANT TO MODIFY ANOTHER LEVEL? (Y or N)

Do you want to MOVE the subordinates? (Y or N)

Do you want to move [UIC] to report to [UIC]? (Y or N)

Do you want to send to the address(es) already entered

Do you want to update ALL levels?

Do you want to update the allocations data for Top unit?

DO YOU WANT TO VIEW ANOTHER LEVEL? (Y or N)

Do you wish to merge ULN [ULN] into ULN [ULN] (Y/N)?

DODAAC can only be made up of letters or digits

DODAAC must be 6 digits/characters

done.

E

E-Mail ISR

Echelon [ECHELON] already exists.

Echelon [ECHELON] already exists. Do you want to merge the two echelons (Y/N)?

[ECHELON] is not a valid echelon.

Echelons must be assigned to all ULN's.

ECH/ULN is not valid for this TDC

Enter 'A' for Organic Air or 'F' for MAC Air

Enter a UIC to erase or press F6 for help.

Enter a UIC to query or press F6 for help.

Enter either DMOD, MPOE, TCMD or CFM

Enter either DMOD, MPOE, TCMD or MPFE

Enter Mode to Port of Embarkation or F6 for help

Enter New Password:

Enter '0' for Organic Air or 'F' for MAC Air

Enter Old Password:

Enter query criteria and press [ESC], [ESC] to list all ISR IDs or [CTRL-C] to abort

Enter query criteria and press [ESC], [ESC] to list all SUNs or [CTRL-C] to abort

Enter SUN or F6 for help

Enter the Barge Number

Enter the Bus Number

Enter the Convoy ID

Enter the MAC Mission Number

Enter the Mission Number or leave blank

Enter the Tail Number or leave blank

Enter the TDC or Press [F6] for Help

Enter the Truck or Trailer Number

Enter UIC or F6 for help

Enter units of first allocation

Enter units of second allocation

Enter up TO 10 characters for Password

Enter/Update ULN

Enter/Update ULN; to Merge, type in an existing ULN

Enter 'Y' in Site Location field

Enter Y or N

Entry aborted

Entry aborted...

Entry must be between 1 and 10

Entry required

Equiplist has been changed

Equipment Data Section

Equipment Deleted:

Equipment does not match entered TDC

Equipment List data exists. Delete equipment first or merge Echelon/ULN.

Equipment not selected in EL

ERASING COC FOR [TDC].

ERROR . . . A [UNIT LEVEL] can NOT report to a [UNIT LEVEL]. Try again !!

Error adding Echelon/ULN; not added

Error attempting to save record... try again later.

Error deleting Convoy Data

Error deleting from atcmdmain table... Data should be deleted

Error deleting from the asp_logsa table

Error deleting from the aspurhld table

Error deleting from the cmpss_hld table

ERROR deleting from the f_ref table... Could not delete record

Error in deleting Chain of Command

Error in deleting Commercial Requirements

Error in deleting Compass Header

Error in deleting DD1287

Error in deleting Echelon Descriptions

Error in deleting Echelons

Error in deleting Equipment Lists

Error in deleting Exercise

Error in deleting Freight

Error in deleting Freight Header

Error in deleting Hazardous Material

Error in deleting Loads

ERROR inserting into the f_ref table... Could not insert record

Error inserting row into table

Error invalid address in [ADDRESS]

Error locking table for update. Do you want to try again (Y/N)?

ERROR modifying the f_ref table... Could not modify record

Error updating record...

Error updating table

[ESC] Accept, [CTRL-C] Abort, [CTRL-J] Row Dn, [CTRL-K] Row Up,
[F1] Insert, [F2] Delete, [F3] Page Dn, [F4] Page Up, [F9] To Equipment Data

[ESC] Accept, [CTRL-C] Abort, [CTRL-J] Row Dn, [CTRL-K] Row Up,
[F3] Page Dn, [F4] Page Up, [F10] Select All, [SPACEBAR] Deselect

[ESC] to Accept, [CTRL/C] to Abort

[ESC] to Accept, [CTRL-C] to Abort, [CTRL-J] Row Down, [CTRL-K] Row Up,
[F2] to Delete, [F3] Page Down, [F4] Page Up, [F8] to Print

Exercise will continue to use echelons.

Exercise will continue to use ULN's.

Exit

Exit and return to ITO data menu

Exit and return to TRACK REPORT MENU

Exit REPORTS sub-menu

Exit to ASPUR Communications

Exit to Equipment List Transaction

Exit to ISR ring menu

Exit to previous menu

Exit to the previous menu

Exit without updating CSRO record

Extended beyond array limit, call support

F

[F1] Insert, [F2] Delete, [F3] Page Dn, [F4] Page Up, [F9] To Header Data

F1 -Insert not available

[F1] to insert, [F2] to delete, [F3] page down, [F4] page up, or [F7] toggle

F1 to insert or F2 to delete a row

[F3] page down, [F4] page up, [CTRLJ] row down or [CTRL-K] row up

[F6] for Help

F6 for more information on this Lin/Index (Length, Width, Height, etc.)

F6 Help Aborted

F6 Help is not available in Add Mode

F6 help key aborted

F6 Help Key is not available in Add mode

F6 key is not available in Add mode

[F7] to switch to remarks section, [F8] to copy current row to subsequent rows

[F9] to return to the top section, [ESC] to accept, [CTRL-C] to abort

Field (Abbreviation Name) is required

Field (Address) is required

Field (Base) is required

Field (DOD Activation Code) is required

Field (EA Address) is required

Field (EA Base) is required

Field (EA Cii) is required

Field (EA State) is required

Field (EA Title) is required

Field (Eastern/Western Area Indicator) is required

Field (GBL Office code) is required

Field (Geo. Location Code) is required

Field (Installation Name) is required

Field (MT Address) is required

Field (MT Base) is required

Field (MT City) is required

Field (MT State) is required

Field (MT Title) is required

Field (Origin Rail SPLC) is required

Field (Origin Truck SPLC) is required

Field (Penalty indicia mail) is required

Field (Primary Rail Cmpy) is required

Field (Private Siding) is required

Field (Secondary Rail Cmny) is required

Field (TO Alternate Phone) is required

Field (TO City) is required

Field (TO Commercial Phone) is required

Field (TO DSN Phone) is required

Field (TO Name) is required

Field (TO State) is required

Field (TO Title) is required

Field (WA Address) is required

Field (WA Base) is required

Field (WA City) is required

Field (WA State) is required

Field (WA Title) is required

Field (ZULU Time Difference) is required

File extension must be 3 characters

Freight header information for Type Data Code [TDC] not found!

Function can not process an invalid code

H

Height limit must be 0 or be greater than or equal to height

Help is not available in Add mode

Help unavailable in Create mode

Highlight choice and press [ESC] to accept, [CTRL-C] to abort

Host Password:

I

If Valid for 'D', then 'F' must be N

Illegal character '0'; please re-enter

Illegal sixth character '0'; please t-e-enter

Include Ammo/Hazard ?

Include Loads

Include Serial/Bumper numbers ?

Input aborted

Inserting equipment data in TC ACCIS

Inserting record...

Insetting unit data in TC ACCIS

Installation reference information not found!

Installation table added

Installation table already exists

Installation table deleted

Installation table does not exist

Installation table does not exist, use I-Add to Create

Installation table modified

Invalid Code; enter A to Z or 0 to 9

Invalid DDN address... Please re-enter

Invalid deployment mode.

Invalid Disability SCAC

Invalid Disability Transportation Mode

Invalid echelon entered.

Invalid entry

Invalid entry...

Invalid entry; enter either Y or N

Invalid entry... Please Try Again

Invalid entry... Try again.

Invalid equipment type

Invalid Indicator; enter either V, T, or 0

Invalid LIN entered.

Invalid Lin; it must be 6 characters

Invalid LIN/Index combination... Please try again

Invalid Linindex ; it must be 2 digits between 01 and 99

Invalid Menu Choice

Invalid Menu Selection

Invalid modecode: enter a code from A to Z or from 0 to 9

Invalid or Mismatch TDC/UIC combination

INVALID SELECTION . . . . PLEASE TRY AGAIN !

Invalid selection. Try again.

Invalid Service; enter either 'A', 'N', 'M', 'F

Invalid Shipping Configuration

Invalid Special Handling Code

Invalid Status; enter either 'D', 'S', '0

Invalid TDC... Please re-enter

Invalid TEC: enter a TEC from A to Z or from 0 to 9

Invalid Type Cargo Code

Invalid Type Pack Code

Invalid UIC entered

Invalid UIC. Press F6 for help.

Invalid ULN - must be at least 3 characters or digits

Invalid ULN - use only alphanumeric characters

Invalid Unit location; enter either 'C' or '0

Invalid Unit Type; enter either 0, 1, 2, 3, 4, 5, or 6

Invalid Vehicle Indicator; enter either V, T, or 0

Invalid Water Commodity Code

Is this Active or Reserve Data (A/R)?

Is this report to be sent to another address

ISR not sent. Verify the communications log (option 9 or A)

ISR sent.. .

ITO Commercial Requirements must be filled out first

L

LIN Index must be two characters... Please try again

LIN must be six characters... Please try again

LIN/Index [LIN/LININDEX] already exists in the f_ref table... Please try again

LIN/LININDEX deleted from Equipment Lists...

LIN/LININDEX deleted from Loads Lists...

LIN/Linindex [LIN]-[LININDEX] enter a new LIN or use Modify

LIN/Linindex [LIN]-[LININDEX] is an ECR record; enter a new LIN

LIN/Linindex [LIN]-[LININDEX] is not available; press F6 to select

List duplicate TCNs

Login cannot be null... Please try again

LOGSA/ASPUR Communications

LOGSA parameters have not been set yet!

Logsa Password:

M

Mail Aborted

Mail has been sent

Maintain Chain of Command

Maintain movement data

Manual entry

Manual entry of COC

Maximum Number For MODE/SCAC Combination Already Entered.

Maximum number of rows reached.

Merging ECHELON: [ECHELON] into ULN: [ULN]

Merging equipment. Please wait...

Merging ULN: [ULN] into ECHELON: [ECHELON]

Missing DMOD

Modify a temporary ECR record

Modify a Unit's Commercial Requirements

Modify ACC record

Modify an existing type data code

Modify Chain of Command

Modify Disability Data

Modify installation table

Modify ISR

Modify Parameter file for: LOGSA (L) or ASPUR (A)?

Modify SHC record

Modifying an existing record...

Modifying Record...

Motor Carrier is required

Motor Ramp Location is required

Move a UIC in the Chain of Command

N

Negative values are not allowed

New Password cannot be blank !

Next serial number must be within stated range!

No Convoys found for TDC [TDC]...

No data exist

No data selected for printing

No duplicates found

No Echelons or ULN's have been defined for this exercise.

No equipment exists for this Record No.

No equipment has been identiied for this Echelon

No equipment has been identified for this ULN

No equipment is assigned to this ISR

No Equipment List data to delete

No F6 help available on current row-must be in insert mode

No help is available on this field

No ISR records to delete

No more records in that direction.

No movement data exists for processing...

No MSL records to delete

No Password created !

No record found

No records exist in the CMPSS_HLD table.

No records exist in the CMPSSHDR table.

No records exist in the ECHELON table.

No records exist in the ECHFRGHT table.

No records exist in the EQUIPLST table.

No records exist in the HAZMAT table.

No records exist in the VEH_LD table.

No records exits in the COMMREQ table.

No records found.

No records in that direction.

No rows found

No Scanned Records found

No Type Equipment Code Data available for equiptyp [TEC] and lin [LIN].

No UICs are associated with this echelon/uln

No UICs found

Not yet implemented

NSN must be 13 digits in length or enter NNSN

NSN must only contain digits

O

Only 1000 pieces of equipment may be transferred at one time

Only 1000 units may be selected at one time

Only Echelon '00' can be used with type data code 'D

Only Echelon '01' may be used with type data code [TDC]

Only Echelons '01', '02', & '03' may be used with type data code 'S

Only Reserve Units can have Site Locations

Only Reserve Units or Other Units can have Site Locations

Only the first 999 Records are selected

Only UMC can add Units to this table

Only UMC can delete Units from this table

Output sent to the printer.

Outsized Indicator is required

P

Password cannot be blank !

Password created !

Password is incorrect !

Perform Rollup

Phone cannot be null... Please try again

Place an 'X' to select this equipment

PLEASE BE PATIENT.

Please enter a Contents Indicator Code

Please enter a non-negative value.

Please enter a number between 1 and 5

Please enter a positive allocation or zero

Please enter a Type Data Code

Please enter an exercise name.

Please enter 'E' for Echelon or 'U' for ULN.

Please enter 'Y' or 'N'.

Please finish adding this row or press F2 to delete it.

Please indicate whether or not ULN's are required.

Please select a lower level.

Please wait...

Prepare aborted

Prepare and Transmit COMPASS file

Prepare complete...

Preparing data. Please wait...

Preparing file... Please wait

Preparing ISR . . . Please wait

Preparing UIC: [UIC]

Press any key to continue

Press any key to exit

Press Ctrl-C to Abort.

Press [CTRL-C] to abort

Press: [CTRL-C] to Abort Mode Options

Press [CTRL-C] to abort or F6 for Help.

Press: [CTRL-C] to Abort Sort Options

Press [CTRL-J] row down, [CTRL-K] row up.

Press [CTRL-J] row down, [CTRL-K] row up, [F3] page down, Press [F4] page up.

Press [CTRL-K] row up, [CTRL-J] row down, [F3] page down, [F4] page up.

Press [ESC] Accept; [CTRL-C] Abort

Press [ESC] Accept; [CTRL-C] Abort, [CTRL-J] Row Down; [CTRL-K] Row Up

Press [ESC] or [CTRL-C] when finished viewing Commercial Requirements.

Press [ESC] to Accept, [CTRL-C] to Abort

Press [ESC] to accept, [CTRL-C] to abort, [CTRL-J] row down, [CTRL-K] row up,

Press [ESC] to accept, [CTRL-C] to abort or [F6] for Help

Press [ESC] to accept, [CTRL-C] to abort, [F10] select all

Press [ESC] to accept, [CTRL-C] to abort, [F10] select all, [CTRL-J] row down, [CTRL-K] .row up, [F3] page down, [F4] page up

Press [ESC] to accept, [CTRL-C] to abort, [CTRL-J] row down, [CTRL-K] row up, [F2] to delete, or [F1] to insert

Press [ESC] to accept, [CTRL-C] to abort, [F8] for Disability Screen, or [F9] to advance to next section

Press [ESC] to accept, [CTRL-C] to abort, [F10] to select all

Press [ESC] to accept, [CTRL-C] to abort or [F7] to toggle

Press Esc to accept or Ctrl-C to abort

Press [ESC] to accept or [CTRL-C] to abort; F6 for Help

Press [ESC] to Accept or [CTRL-C] to ABORT.

Press [ESC] to ACCEPT, [CTRL-C] to ABORT, [RETURN] to advance field.

Press ESC to select available date.

Press ESC to select required date.

Press Fl-Insert, F2-Delete, F3-Next and F4-Previous

Press Fl-Insert, F&Next and F4-Previous

Press [F1] Insert Row; [F2] Delete Row

Press [F2] Delete Row

Press [F2] to cancel insert of new row

Press F3-Next and F4-Previous

Press [F3] page down, [F4] page up.

Press F6 for help

Press F6 to select superior UIC from listing.

Press F6 to select UIC from listing.

Press F8 for Text Help

Press [F8] to Print, [CTRL-C] to abort

Press [F9] to switch to the bottom section

Press F9 to view next section

Press RETURN to continue . . .

Press Return to Continue or CTRL-C to ABORT:

Press [RETURN] to select UIC, [CTRL-C] to abort

Press [RETURN] to validate UIC entry, then [ESC] to begin Process

Press X to select the ISRs to send to FORSCOM

Print a temporary ECR record

Print aborted. . .

Print ISR

PRINT PROCESS IN PROGRESS !!

Printing . . .

Printing aborted

Printing RECORD . . .

Printing report

Printing UIC [UIC] . . . Please wait

Process aborted...

Processing.. .

Processing. . . Please walt

Processing COMPASS UMD data... Please wait

PROCESSING DATA

Processing Data for COC report.

Processing E-mail

Processing Report . ..Please watt

Processing SUN:

Processing UIC:

Program detected error: No data loaded.

Program failed attempting an Invalid Action!

Program failed to add record properly

Program failed to delete record properly

Program failed to modify record properly

Proper Shipping Name is required

R Rail and Truck/Install to SPOE/MOB station

Rail Carrier is required

Rail Head Location is required

Rail to SPOE/MOB station

Ramp ID. required

Re-enter New Password:

Reassign Equipment from one UIC to another

Reassign equipment will include Load AND/or Ammo/Hazard.

Record added

Record could not be added to the database

Record deleted

Record deleted...

Record is currently locked by another user. Please try again later.

Record modified

Record n of N

Record not added

Record not deleted

Record not modified

Record not updated

Record saved...

Record updated.

Record(s) assigned

Record(s) copied

Record(s) not assigned

Record(s) not copied

Remaining Allocations can not be negative.

Removing duplicate SPBS equipment data in TEMP table

Removing duplicate SPBS unit data in the TEMP table

Report created...

Report Created... Wait for instructions

Report sent to Printer

Reporting UIC [UIC] . . . Please wait

Requestor's DDN Phone must be at least 7 digits

Requestor's DDN Phone Number is required

Requestor's FAX Phone must be at least 7 digits

Requestor's FAX Phone Number is required

Requestor's Name is required

Requestor's Phone is required

Requestor's Phone must be at least 7 digits

Requirement processed

Resubmit or Contact Systems Administrator

Return to Chain of Command Menu

Return to Equipment Administration Menu

Return to ITO Data menu

Return to previous menu

Return to previous menu without copying

Row added

Row deleted

Row not deleted

Running

Running ...

Running ASPUR send, INTERACTIVE, for Floppy Creation...

Running LOGSA/ASPUR send in background

Running LOGSA/ASPUR update in background

S

Scan help aborted

Searching . . .

Searching for Convoys for TDC [TDC]...

Searching for RAIL Plans for TDC [TDC]...

Searching for RFT Requests and Approvals for TDC [TDC]...

Searching... Please wait

Select a Measurement System

Select a part of your movement data

Select a sort option

Select a sort option or Press [CTRL-C] to abort

Select New Sort Option

Selecting data

Send a test message to the printer

Send aborted

Send ISRs to FORSCOM

Send report to a File for Remote Printing

Send report to printer

Send report to the Printer

Send the ISR using direct dial

Send the ISR using e-mail (DDN)

Sending ISR [SEQUENCE NUMBER] . . . Please be patient

Sequence ID not generated, try again

SHC does not exists

SHC exists; try a different code

Some of them may not have any equipment.

Sorry, no change !

Sorry, no help available.

Sort movement data

Sorted by asp-date.

Sorted by cmpss_date.

Sorted by d-e-date in descending order.

Sorted by f-date in descending order.

Sorted by UIC in ascending order.

SPBS DATA LOAD INTO TC ACCIS

Starting the deletion process at [TIME]

State of Motor Carrier is required

State of Motor Ramp Location is required

State of Rail Carrier is required

State of Rail Head Location is required

Sub-TDCs S5, S8, and S9 are not valid

T

Table in use . . . Try Again.

Table is currently locked. Do you want to try again (Y/N)?

Tables are locked...

TAC Password:

TAC User ID cannot be blank !

Tail No. required

TCN already exists

TDC 'D' does NOT have a COC to copy.

TDC is INVALID

[TDC] is NOT erased.

TDC not found

TDC 'S' does NOT have a COC to copy.

[TDC] should be reported under TDC 'S'

TDC [TDC] should be reported under TDC 'S

TDC [TDC] should be reported under TDC [TDC]

The ACC needs to be assigned to at least one

The Address is required

The Chain of Command for [TDC] already exists.

The Chain of Command for [TDC] was not created.

The cmpss_hld table is locked... Try again later

The COC for [TDC] does NOT exist.

The COC for [TDC] does NOT have multiple superiors. Move option not permitted.Maintain Chain of Command

The complete phone number must be entered

The Cube Limit cannot be 0

The Cube Limit is required

The empty weight cannot be 0

The Empty Weight is required

The Equipment Description is required

The [FILE NAME] file does not exist, do menu option #1

The first character must be A-Z; please re-enter

The First Special Handling Category is required

The following UICs currently exist in COC - Some may not have equipment.

The height cannot be 0

The Height is required

The Height Limit is required

The installations' GBLOC is not enterred.

The Length cannot be 0

The Length is required

The length must equal six (6)

The Level of the Superior must be higher than [UNIT LEVEL]; m-enter or press F6

The level selected equals the previous level.

The level selected is higher than previous level.

The Maximum Weight must be equal or greater than Empty weight

The Model is required

The NMFC Index is required

The NMFC is required

The NSN is required

The NSN or 'NNSN' is required

The Optimal Maximum Weight is (WEIGHT LIMIT] (empty weight of the vehicle x 196%)

The prompt was ABORTED . . . .

The range for ZULU Time Difference is -12 to +12

The Ready to Load Date is invalid

The Shipping Configuration Is required

The special handling category is already assigned to this ACC

The specified ISR record could not be deleted

The state abbreviation must be 2 characters

The Store Site field is required

The TDC [TDC] does not exist!

The transmission was not successful!

The transmission was successful!

The Type Equipment Code is required

The UFC Index is required

The UFC is required

The UIC can not be null - F6 for help

The UIC is not VALID. Try again.

The Unit cannot be its Superior

The Unit location is required

The Unit Move Officer is required

The Unit Move Officer's Title is required

The Vehicle Indicator is required

The Weight Limit is required

The width cannot be 0

The Width is required

The zip code must be at least 5 digits

There are no ISR Files to transmit...

There are no ISRs ready to be sent to FORSCOM

There are no more records in the direction you are going

There are no more rows in the direction you are going.

There are no more ROWS in that direction

There are no rows to Modify for Installation Reference data.

There are NO UIC's for that level in the direct report.

There are no Units with equipment TDC [TDC]

There is no COMPASS Update for TDC [TDC] to process...

There is no equipment data to load Into TC ACCIS, do menu option 1

There is no equipment for this Type Data Code and UIC

There is no equipment for your UIC In this Type Data Code

There is no equipment listed under UIC [UIC] for TDC [TDC]

There is no F Reference record with that LIN/Index... Please try again

There is no report ready for transmission for [TDC].

There is no rollup for your UIC in this Type Data Code.

There is no unit data to load into TC ACCIS, do menu option 1

There isn't an Exercise to select from...

This code already exists; add a new code or Modify existing code

This code already exists; enter a new code or use Modify

This Disability Type has been entered for this MODE/SCAC, try again.

This entry can only be made up of letters or diglts

This field Is required

This field Is required... Press F2 to delete row

This Freight Classification Code already exists; enter a new NSN or use Modify

This Freight Classification Code is not available; press F6 for Help.

This is a required field.

This is not a valid time

This is the last section

This ISR does not exist

This ISR ID date and sequence number combination does not exist

This LIN/Index belongs to a "D" record... Please try again

This LIN/INDEX cannot be used as a load.

This LIN/INDEX cannot be used as a vehicle.

This LIN/INDEX cannot be used as Special Handling equipment.

This location already exists; add a new location or Modify existing location

This Mode Code doesn't exist; press F6 to select a code.

This MPOE is not valid

This National Stock Number already exist: add another one or use Modify

This National Stock Number does not exist, select another one

This option is not available

This Send/Resend process will execute after its completion. Continue? (y/n)

This Site Location has already been entered

This SUN does not exist for this TDC and UIC

This SUN has already been used

This Superior is valid for TDC [UIC LEVEL]; re-enter or press F6

This TDC does not exist

This TDC should be reported under TDC 'S'

This Type Cargo Code is not available; press F6 to select a code.

This Type Equipment already exists; enter a new Type Equipment or use Modify

This Type Equipment Code is not available; press F6 to select a code

This Type Pack Code is not available; press F6 to select a code.

This Type Pack Code no longer exists... Please enter another

This UIC deleted from the CMPSS_HLD table.

This UIC deleted from the CMPSSHDR table.

This UIC deleted from the COMMREQ table.

This UIC deleted from the ECHELON table.

This UIC deleted from the ECHFRGHT table.

This UIC deleted from the EQUIPLST table.

This UIC deleted from the EXCOC table.

This UIC deleted from the HAZMAT table.

This UIC deleted from the VEH_LD table.

This UIC does not exist

This UIC does not exist for this TDC

This UIC does not exist in the Unit Reference Table

This UIC does not have any equipment assigned to it under this TDC

This Unit already exists; add a new Unit or Modify existing Unit

This Unit already exists; enter a new Unit or use Modify

This Unit has Site Locations; delete site locations first

This Water Commodity Code is not available; press F6 to select a code.

This will transmit to LOGSA... Transmit to ASPUR also

Train No. required

Truck/Installation Transportation to SPOE/MOB station

Type Data Code can not be blank

Type Data Code not created

Type Data Code not deleted.

Type Data Code [TDC] already exists.

Type Data Code [TDC] deleted.

Type Data Code [TDC] does not exist.

Type Data Code [TDC] not deleted.

U [UIC] already exists in COC for [TDC[.

[UC] and subordinate units are deleted.

[UIC] and subordinate units are erased.

UIC can not be blank

UIC does not exist for this exercise

[UIC] does not exist in Chain of Command for [TDC].

[UIC] does NOT exist in COC or Unit Reference.

UIC doesn't exist, re-enter or press F6

[UIC] has been entered for deletion. Do you want to DELETE [UIC] for [TDC]? (Y or N)

[UIC] has not defined its requirements for this TDC

[UIC] has subordinates.

[UIC] has subordinates. Do you want to ERASE the subordinates? (Y or N)

[UIC] has subordinates. Do you want to DELETE the subordinates? (Y or N)

[UIC] has subordinates still reporting to them.

[UIC] is erased.

UIC must be 6 digits/characters

UIC must first define a Header for this TDC

[UIC] now reports directly to [UIC]

UIC [UIC] already exists in TC ACCIS

UIC [UIC] is invalid or has no equipment. Please m-enter.

UIC [UIC] is NOT in the COC. RE-ENTER THE UIC.

UICs are extracted from the Chain of Command.

UICs are extracted from the COC • Some may not have any equipment.

ULN is assigned to different UIC(s) is this correct (Y/N)?

ULN [ULN] already exists.

UMOs may only select their own Unit's [UIC] data

UN/NA has value, therefore UN class must be entered

UN/NA has value, therefore UN number must be entered

UN/NA is blank, therefore UN number must be blank

Unit added

Unit must modify. Unit Header for this ECH/ULN

Unit not added

Unit of measure must be selected even if allocation is zero

Unit reference data not loaded

Unit [UIC]'s data deleted

Unit [UIC]'s data not deleted

Unit [UIC]'s data not updated

Unit [UIC]'s data updated

Unknown host/domain name in [ADDRESS]

Unknown user name In [ADDRESS]

Update/Modify a Cargo Type

Update/Modify a Freight Classification Code

Update/Modify a Modecode

Update/Modify a Reference Code

Update/Modify a Type Equipment Code

Update/Modify a Type Pack Code

Update/Modify a UIC

Update/Modify a Water Commodity Code

Update/Modify Hazardous Material Code

Updating Database. Please wait...

Updating Echelon/ULN...

Updating Printer status.

Updating related TC ACCIS tables

Updating Row

Updating Rows

User aborted...an invalid action

User has completed an invalid action!

User is attempting an invalid action

User Name cannot be blank !

Using more to view communications log file . . .

V

Validating UIC entry... Please Wait

View a Cargo Type

View a Freight Classification Code

View a Modecode

View a Reference Code

View a Type Equipment Code

View a Type Pack Code

View a UIC

View a Water Commodity Code

View aborted

View ACC record

View communications log

View continuous communications log

Viiw function is not implemented

View Hazardous Material Code

View installation table

View ISR

View SHC record

Viewing aborted

Viewing the communications log.

W

Weight Limit cannot be 0

What level do you want to establish? (5-l)

X

[X] To Select, [F10] Select All, [SPACEBAR] To Deselect

Y

You are an ITO, therefore you automatically assume the ITO level for [TDC].

You are not in the Chain of Command for this exercise

You are not part of this COC

You are not the Coordinator for this Type Data Code.

You are NOT the coordinator of 'D '.

You are NOT the coordinator of 'S '.

You are NOT the coordinator of [TDC] and can NOT proceed.

You can NOT create COC for [UIC] is defaulted from UNIT REFERENCE.

You can NOT erase UIC's for tdc [TDC].

You cannot delete Type Data Code [TDC]

You cannot Send until this Prepare is completed... Press any key to exit.

You entered an incorrect level.

You MUST build COC manually.

You must create both TAC AND Host Passwords !

You must enter a new echelon.

You must enter a new ULN.

You must enter a UIC to insert or press [CTRL-C] to abort.

You must enter a value in this field.

You must enter the information before proceeding.

You must move the subordinates before ERASING [UIC]

You must Prepare a report for that TDC before attempting to transmit.

You MUST select a level lower than yourself.

You should enter the required data or delete the row

You should enter the TCN before press ESC

This page intentionally left blank.

SECTION 7 PROCESSING REFERENCE GUIDE - Highway Movement Planning

The purpose of the Highway Movement Planning function is to plan vehicle lists, loads, and routes for convoys. Once a convoy plan has been created and stored, TC ACCIS can be used to print the DD Form 1265, DD Form 1266, and convoy march tables.

During the development of the Deployment Equipment List (DEL) (Section 5 - *Unit Equipment List Processing,* of this manual), specific pieces of equipment may have been designated to travel by convoy to the Port of Embarkation (POE). In this case, the convoy(s) must be created for those pieces of equipment.

7.1 Capabilities.

The Highway Movement Planning function allows you to:

- Prepare a Request Convoy Clearance (DD Form 1265) by using the Highway Planning function to set up a convoy, select vehicles, configure equipment, plan the convoy route, and establish logistical support requirements;
- Enter Special Hauling Permit information for hazardous vehicles and loads, including escort requirements, axle weight data, and explosives detail data;
- Prepare a Request for Special Hauling Permit (DD Form 1266) for individual movement of hazardous vehicles and loads that are not part of a convoy;
- Print DD Forms 1265 and 1266 and Convoy March Tables; and
- Review and approve Requests for Convoy Clearance (RCC) and Requests for Special Hauling Permit (SHP).

A Menu Tree showing all the options available within the Highway Movement Planning function is at Figure 7- 1.

a. The Highway Movement Planning function does not do the convoy planning for you. However, it does permit you to:

(1) Gather the information for convoy planning from one or more equipment lists,

(2) Modify the equipment data as necessary for each convoy,

(3) Enter Special Hauling data for vehicles and loads,

(4) Record the details of your convoy route plan, and

(5) Print the required forms.

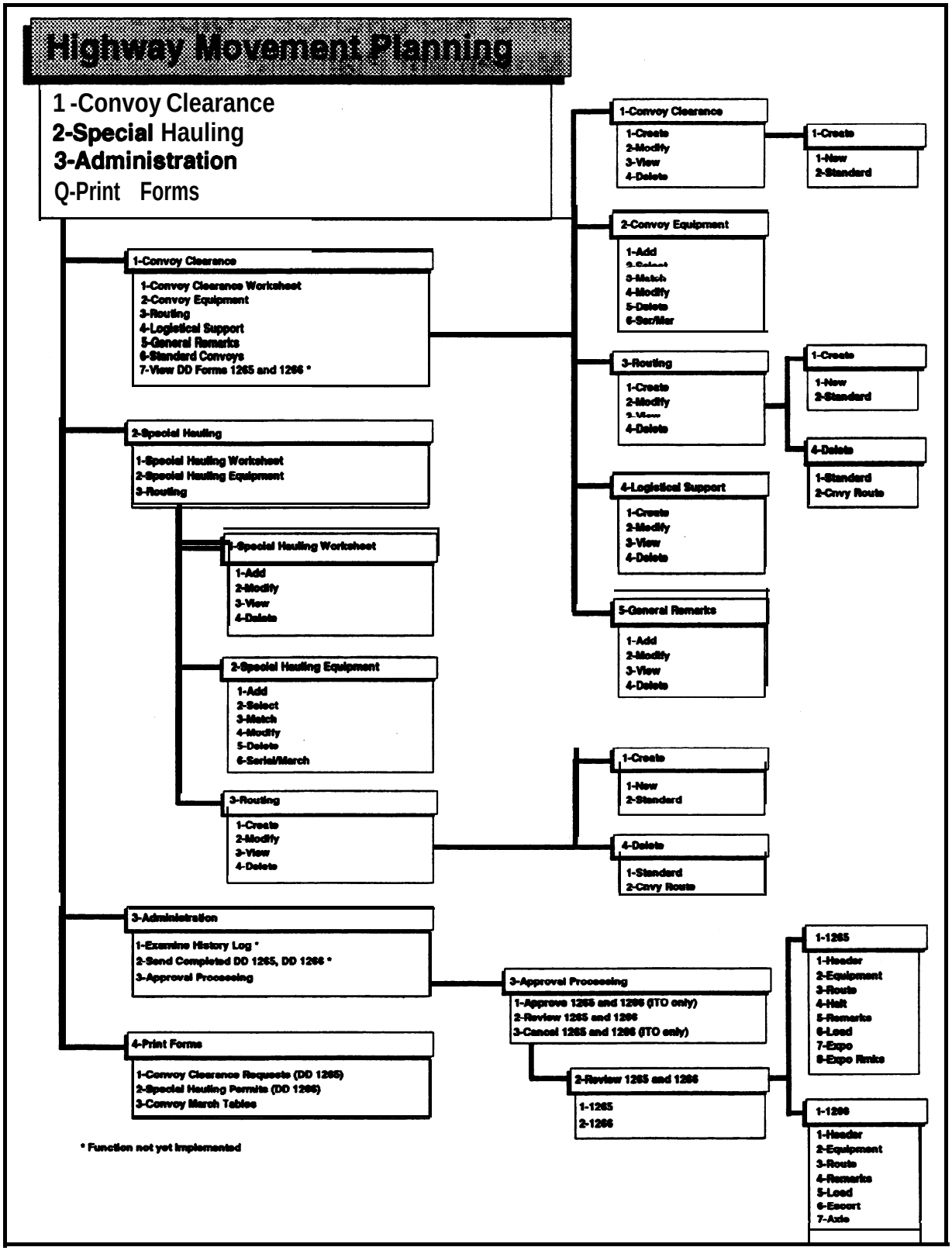


Figure 7-l. Highway Movement Planning Menu Tree

b. One important benefit of the Highway Movement Planning function is that once you have set up and stored a convoy plan, you can easily copy that plan to create convoy plans for similar operations in the future. You can develop a convoy plan by:

(1) Adapting standard, or previously stored, convoy plan information;

(2) Selecting vehicles from one or more DELs or the Equipment Characteristics Register (ECR) table; **and**

(3) Entering new information.

c. The Unit and Installation Transportation Office (ITO) versions of Highway Movement Planning differ as follows:

(1) Unit users have access to all Highway Planning functions except the **Approve 1265 and 1266** and Cancel 1265 **and 1266** options on the Approval Processing Menu of the Administration Menu.

(2) Users at the ITO level can view, approve, or cancel the DD Forms 1265 and 1266.

7.2 Conventions.

The conventions used in this section are described in Paragraph 4.2 of this manual.

7.3 Processing Procedures - Highway Movement Planning.

Select **the Highway Movement Planning** option from the TC ACCIS Main Menu to access the Highway Movement Planning menu as shown in Figure 7-2.

The following summarizes the purpose of each of the Highway Planning menu options.

Menu Option	Explanation
Convoy Clearance	Use this function to prepare DD Form 1265. By using **the Convoy Clearance** option, you can identify a convoy, select vehicles, configure equipment, create special hauling permits, plan the convoy route, and indicate logistical support requirements.
Special Hauling	**This function creates or updates permit forms for oversize, overweight, and hazardous material loads and equipment. You can also use a Special Hauling worksheet to select and configure equipment, determine axle weights, create rerouting plans, identify escort requirements, and supply hazardous material (HAZMAT) remarks.**
Administration	The IT0 uses this function to Approve and to Cancel DD Forms 1265 and 1266. All users can also use this option to View Approved DD Forms 1265 and 1266. The Examine History Log and Send Completed DD 1265 and 1266 options are not currently implemented.

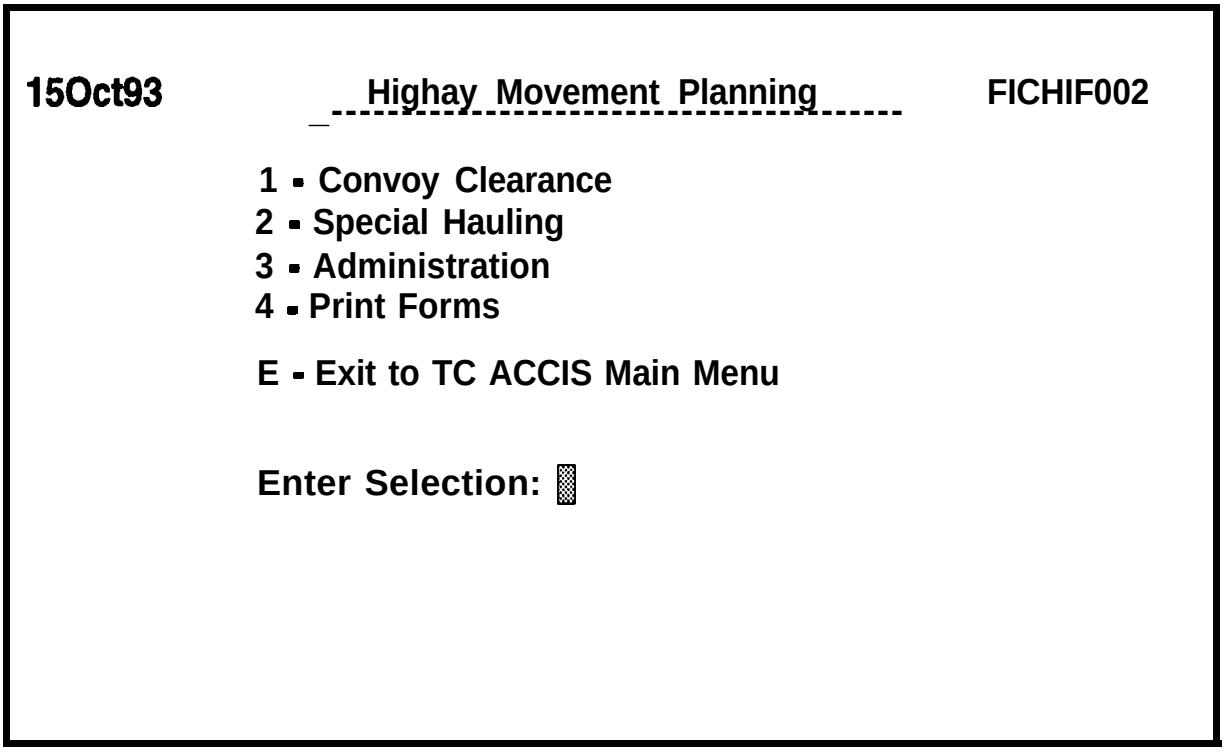


Figure 7-2. Highway Movement Planning Menu

Print Forms	Use this function to print convoy clearance requests, special hauling permits, and convoy march tables.

7.3.1 Preparina a Request for Convoy Clearance (DD Form 1265).

Two methods can be used to create the Request for Convoy Clearance (DD Form 1265) which may include a Request for Special Hauling Permit (DD Form 1266).

a. You can generate a new DD Form 1265 and 1266.

b. You can create a DD Form 1265 and 1266 from a Standard Convoy.

Both methods are described in the following paragraphs. A Flow Chart for completing the DD Forms 1265 and 1266 is shown at Figure 7-3. This diagram gives you an overview of the steps involved in planning a convoy.

7.3.1.1 Creating a New DD Form 1265 and 1766.

Several procedures must be completed to prepare the DD Form 1265 using TC ACCIS. The following paragraphs describe how to prepare and process the DD Form 1265 and in some cases, the DD Form 1266. First you must prepare a Convoy Clearance Worksheet. This data will be used to complete Section I - General of the DD Form 1265.

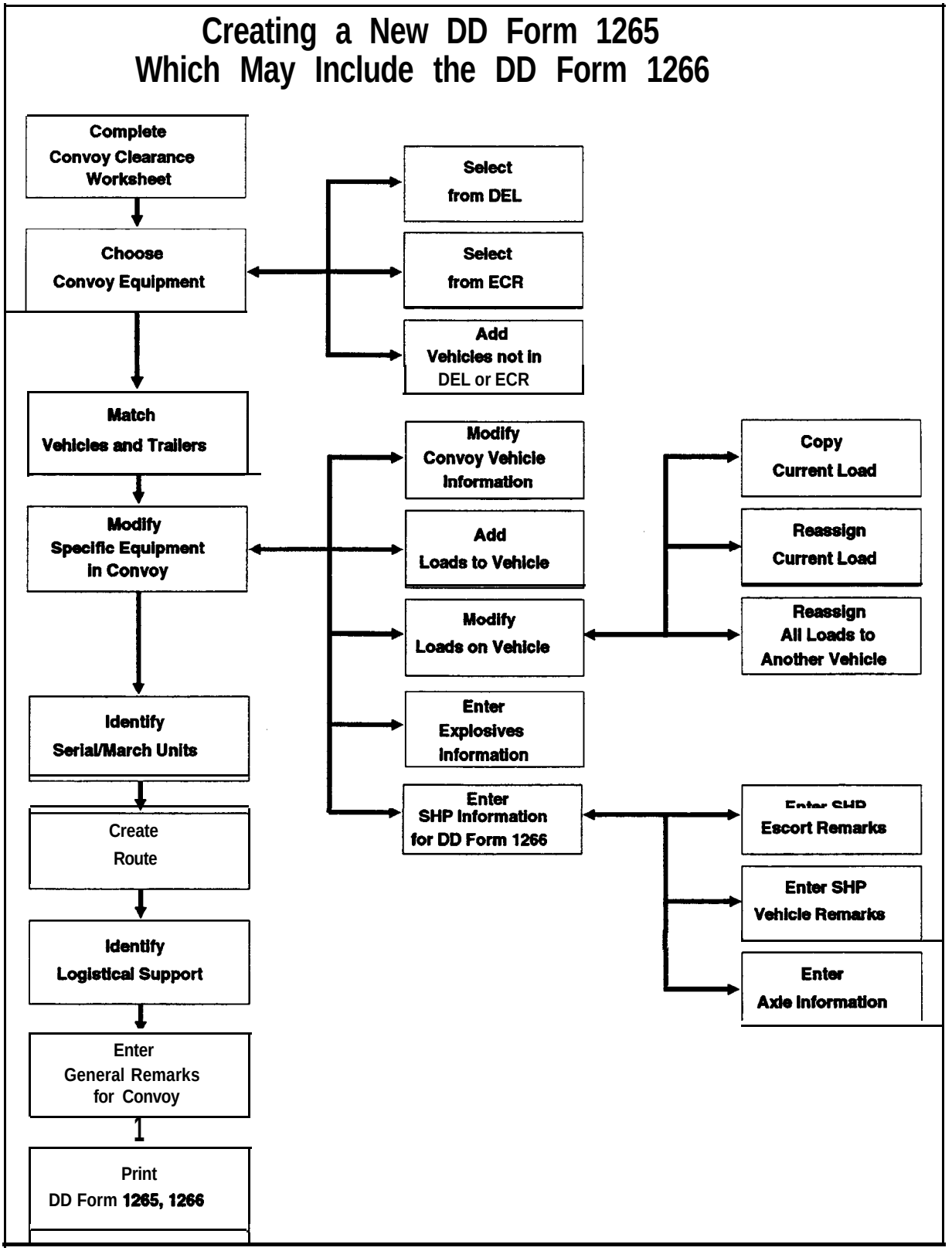


Figure 7-3. Flow Chart for Completing the DD Forms 1265 and 1266

Note: You cannot prepare a convoy for a deployment until DEL processing has been completed. See Section 5 - *Unit Equipment List Processing* of this manual for DEL processing instructions.

7.3.1.1.1 Completing the Convoy Clearance Worksheet Screen.

a. At the TC ACCIS Main Menu, select **Highway Movement Planning.** As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-l (page 7-2).

b. Select **Convoy Clearance** from the Highway Movement Planning menu to display the Convoy Clearance menu, as shown in Figure 7-4.

```
15Oct93          Convoy Clearance          FICHIF006

        1 - Convoy Clearance Worksheet
        2 - Convoy Equipment
        3 - Routing
        4 - Logistical Support
        5 - General Remarks
        6 - Standard Convoys
        7 - View DD Forms 1265 and 1266

        E - Exit to Highway Movement Planning

        Enter Selection:
```

Figure 7-4. Convoy Clearance Menu

The following is an explanation of the options on the Convoy Clearance menu:

Menu Option	Explanation
Convoy Clearance Worksheet	This option is used to create a new header record to describe the convoy plan and enter data such as **personnel strength, origin,** and **destination. The data** entered into the Convoy Clearance Worksheet screen is used to complete many of the fields in Section I - General of the DD Form 1265.
Convoy Equipment	This option is used to select convoy equipment from one or more equipment lists or from the ECR table, modify vehicle information, add or delete vehicle loads, add vehicle chassis data, add explosive data and remarks, add escort and special hauling remarks, and

match prime movers to trailers for convoy purposes. Data from this option is used to provide an Equipment Summary in Section II - Convoy Composition 0f the DD Form 1265.

Routing — This option is used to specify the convoy route, checkpoints, and arrival and departure dates and times. The data entered under-the Routing option 1s used to complete fields m Section III - Routmg Data of the DD Form 1265.

Logistical support — Use this option to specify fuel, rations, billets, and other logistical support requirements for overnight halt sites. The data entered through this option is used in Section IV - Logistical Data of the DD Form 1265.

General Remarks — Use this option to record additional descriptive information about the convoy. The data entered through this option becomes part of Block 20 - Remarks of the DD Form 1265

Standard Convoys — Use this option to create a standard convoy template from a previously created convoy plan; you can then reuse this convoy plan for future deployments.

View DD Forms 1265 and 1266 — ***This option is not currently implemented.***

c. Select **Convoy Clearance Worksheet** from the Convoy Clearance menu to display the Convoy Clearance Worksheet screen as shown in Figure 7-5.

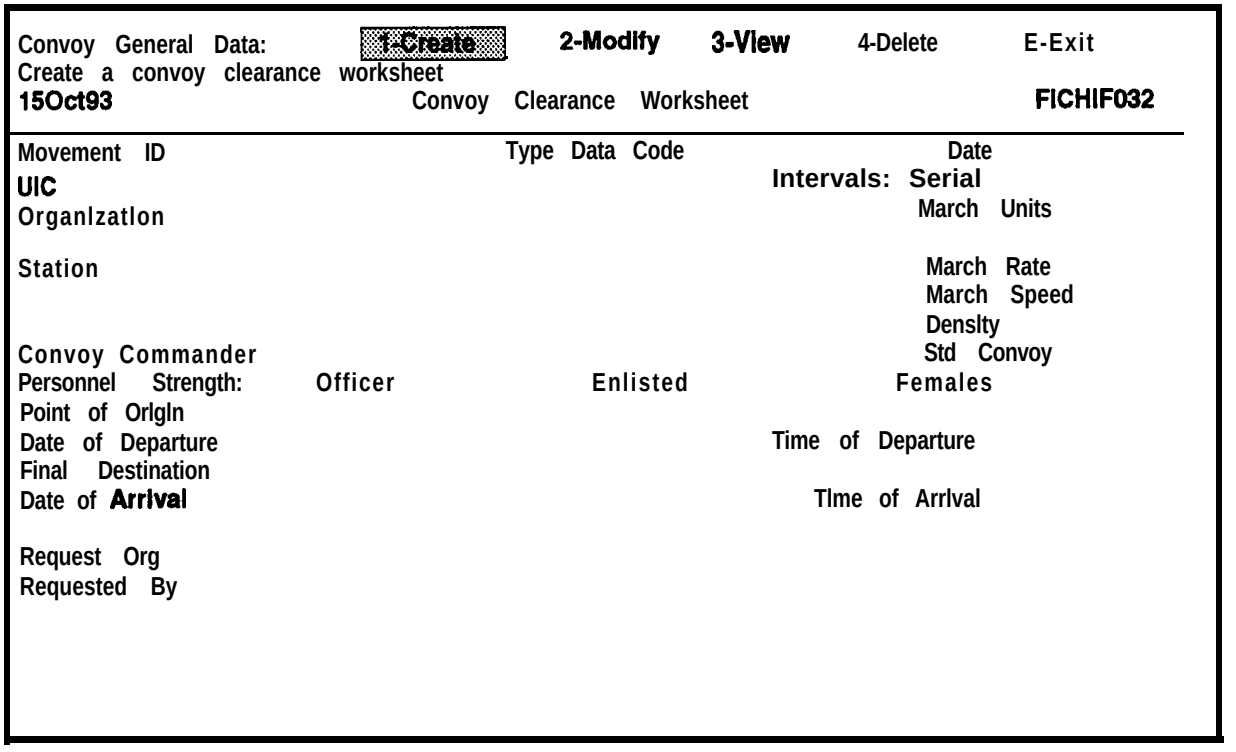


Figure 7-5. Convoy Clearance Worksheet Screen

The Convoy Clearance Worksheet is used to identify the convoy. The information provided in this worksheet appears in Section I - General of the Request for Convoy Clearance (DD Form 1265) as shown in Figure 7-6.

Note: Data needed to generate the Special Hauling Routing Request (DD Form 1266) for identified pieces of equipment is entered through the Special Hauling Permit (SHP) screen which is accessed by selecting **Modify** from **the Convoy Equipment** option on the Convoy Clearance menu.

The Convoy General Data: ring menu will be displayed at the top of the screen. The following is an explanation of the ring menu options:

Menu Option	Explanation
Create	Create and store a new convoy planning worksheet.
Modify	Modify the data on an existing convoy worksheet.
View	View a convoy planning worksheet; you can enter a **query** to locate a **specific** convoy worksheet to view.
Delete	**Delete an** existing convoy worksheet that is no longer **needed.**

d. Select **Create** to display the Create Worksheet: ring menu at the top of the worksheet screen. The New option will be highlighted.

Create worksheet: I-New P-Standard E-Exit

The general convoy data can be copied from a previously created convoy plan by selecting the **Standard** option from the ring menu or you can create a new plan by selecting the New option.

e. Select New to create a new convoy. The cursor will move to the **TDC** field and the fields on the worksheet will be highlighted.

Note: A Movement ID number will be assigned by the system after all the required data has been entered and **ESC** is pressed to save the worksheet.

f. Enter data into each of the following field for the convoy you are planning, pressing RETURN after each entry. As the cursor enters each field, a message at the bottom left of the screen will identify the type information to be entered.

REQUEST FOR CONVOY CLEARANCE | DATE

SECTION I • GENERAL

1. ORGANIZATION	2. STATION	3. CONVOY COMMANDER

4. PERSONNEL STRENGTH		5. POINT OF ORIGIN	6. DESTINATION
a. OFFICER	b. ENLISTED		

7. DATE AND TIME	7a. DEPARTURE	7b. ARRIVAL	8. RATE OF MARCH

SECTION II - CONVOY COMPOSITION

9. NUMBER OF EACH TYPE OF VEHICLES AND DESCRIPTION *(Include towed equipment)*

10. TOTAL NUMBER OF VEHICLES	11. NUMBER OF OVERSIZE/ OVERWEIGHT VEHICLES	12a. NO. OF SERIALS	12b. TIME INTERVAL	13a. NO. OF MARCH UNITS	13b. TIME INTERVAL

SECTION III - ROUTE DATA

14. PROPOSED ROUTING *(Indicate US Routes, State Routes, etc.)*

15. ETA AND ETD AT STATE LINES, MAJOR ROAD JUNCTIONS, MAJOR BRIDGES AND TUNNELS, METROPOLITAN AREAS AND OVERNIGHT HALT SITES *(Continue on a separate sheet if additional space is required)*

LOCATION	ETA	DATE	ETD	DATE

SECTION IV - LOGISTICAL DATA

16. BRIEF GENERAL DESCRIPTION OF CARGO *(Brief general description: i.e., organizational impediments, etc.)(Within security limitations)*

DD FORM 1 JAN 80 1265

Figure 7-6. Request for Convoy Clearance DD Form 1265 (Page 1)

17. ARE EXPLOSIVES TO BE TRANSPORTED? ☐ YES ☐ NO *(If YES, describe below)*

CUSS	AMOUNT	DESCRIPTION	VEHICLES TO BE USED	
			ND.	TYPE

18. STATEMENT WHY EXPLOSIVES CAN NOT BE TRANSPORTED COMMERCIALLY *(Movements involving explosives and/or other dangerous articles are required to comply with all applicable regulations or directives)*

19. LOGISTICAL SUPPORT REQUIRED AT OVERNIGHT HALT SITES? ☐ YES ☐ NO *(If YES, complete the following) (Use separate sheet if additional space is required)*

DATE	INSTALLATION	GAS *(gals)*	OIL *(gals)*	RATIONS	BILLETS	OTHER

20. REMARKS

21. REQUESTING AGENCY

22. APPROVING AGENCY

23. REQUESTED BY *(Typed name, grade and title)*		24. APPROVED BY *(Typed name, grade and title)*	
25. DATE	26. SIGNATURE	27. DATE	28. SIGNATURE

INSTRUCTIONS: In cases where bona-fide emergencies exist, the information contained on DD Form 1265 and DD Form 1266 may be transmitted to the appropriate headquarters by telephone or electric transmission. In this event, reference will be made to item numbers in the sequence in which they appear on this form. Items which do not apply will be so indicated.

Figure 7-6 (Cont'd). Request for Convoy Clearance DD Form 1265 (Page 2)

Field Name	Type	Explanation
NOTE: In Type Column: R=Required; A= Automatically Filled; Blank = Optional		
Movement ID	A	An identifying number for the convoy plan. This number is assigned to the convoy plan by TC ACCIS after you enter and store the header information.
Type Data Code	R	The two-character TDC assigned to the exercise for which this convoy is being planned.
Date	A	Date this worksheet is created.
UIC	A	The UIC (associated with your login) of the unit responsible for planning the convoy. It may be changed. After the UIC is entered, the Organization and Station fields will be automatically filed with the name and address of the unit associated with the UIC.
Organization	A	The name of the organization associated with the UIC in the Unit Reference Table.
Station	A	The address block in the Unit Reference Table for the unit indicated by the UIC.
Intervals: Serial	R	The number of minutes between serials (subdivisions of vehicle groups) in the convoy. This information will be printed in Block 12, Section II - Convoy Composition, of the DD Form 1265.
Intervals: March Units	R	Number of minutes between march units (individual vehicles or matched vehicles and trailers) in the convoy. This information will be printed in Block 13, Section II - Convoy Composition, of the DD Form 1265.
March Rate	R	Overall rate of march (aggregate progress, taking into account halts and speed variations) in miles per hour. This information will be printed in Block 8, Section I - General, of the DD Form 1265.
March Speed	R	Speed of lead vehicle in miles per hour.
Density	A	Number of vehicles per mile. The default value of 12 can be modified.
Convoy Commander		Name and rank of convoy commander.
Std Convoy	A	Filled in with N only when the convoy is copied from a previously created Standard Convoy. The user does not have access to this field.
Personnel Strength:		
Officer		Number of officers assigned to the convoy.
Enlisted		Number of enlisted personnel assigned to the convoy.
Female		Number of female personnel assigned to the convoy. This field is added to the DD Form 1265 printed by TC ACCIS. A number count of females is required in this field when the National Guard State Area Command (STARC) does deconflictions.

Point of Origin	R	Name of the place where the convoy will start (maximum of 40 characters).
Date of Departure		Date on which the convoy is scheduled to start. This information is pulled from the Convoy/Special Hauling Route Data screen. This information is not displayed when the user is in the **Create** mode. Once the route has been created, the user can see this information by selecting the **Modify** or **View** option from the Convoy General Data: ring menu. This information is printed in Block 7a, Section I - General, of the DD Form 1265. This data will be filled in by the system after the convoy routing information has been provided by the user.
Time of Departure		Time (military time) that the lead vehicle in the convoy is scheduled to move out. This information is pulled from the Convoy/Special Hauling Route Data screen. This information is printed in Block 7a, Section I - General, of the DD Form 1265.
Final Destination	R	Name of the place where the convoy will arrive (maximum of 40 characters).
Date of Arrival		Date on which the convoy is scheduled to reach its destination. This information is pulled from the Convoy/Special Hauling Route Data screen. This information will not be displayed when the user is in the **Create** mode because the route has not yet been created. After the route has been created, the user can see this information by selecting the **Modify** or **View** option from the Convoy General Data: ring menu. This information is printed in Block 7b, Section I - General of the DD Form 1265.
Time of Arrival		Time that the lead vehicle in the convoy is scheduled to arrive at the destination. This information is pulled from the Convoy/Special Hauling Route Data screen. This information will not be displayed when the user is in the **Create** mode because the route has not yet been created. After the route has been created, the user can see this information by selecting the **Modify** or **View** option from the Convoy General Data: ring menu. This information is printed in Block 7b, Section I - General, of the DD Form 1265.
Request Org		Name of the organization that will submit this Request for Convoy Clearance for approval (maximum of 25 characters). This information is printed in Block 1 - Organization, Section I - General, of the DD Form 1265.
Requested by		Name of the individual requesting the clearance (maximum of 25 characters).

Figure 7-7 is an example of a completed Convoy Clearance Worksheet, with all fields filled in.

g. After you have entered data in all the fields and pressed RETURN, the cursor will return to the **TDC** field. Review your entries to verify that they are correct.

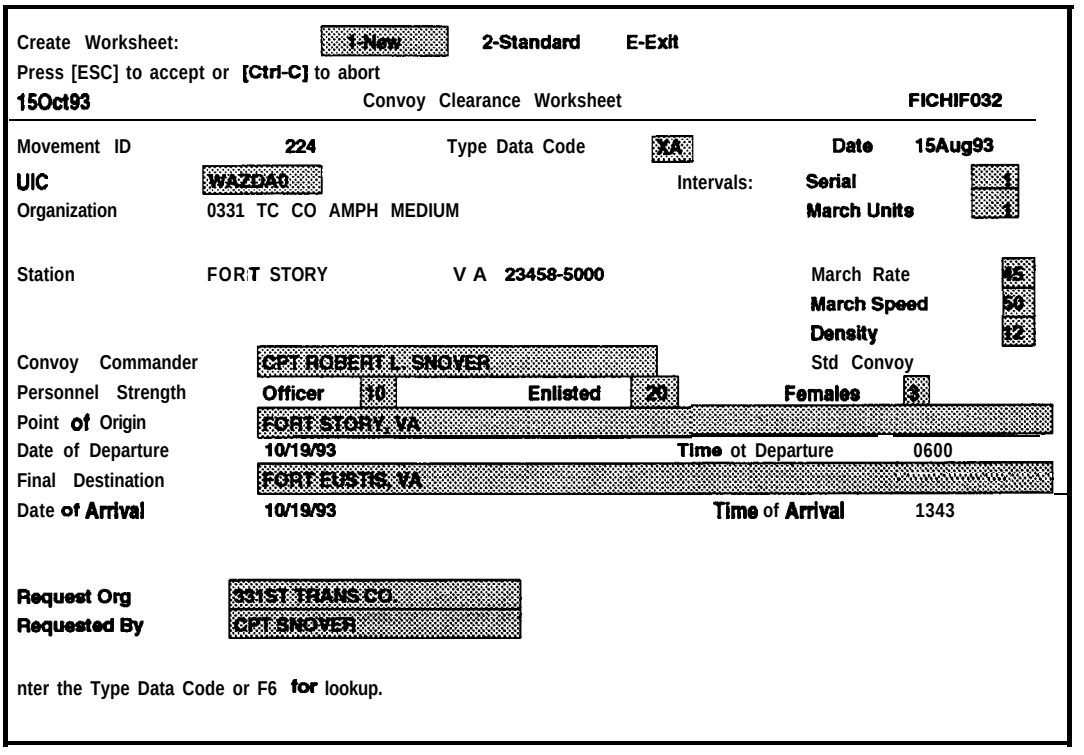


Figure 7-7. Convoy Clearance Worksheet with Data

(1) As necessary, press **RETURN** to move the cursor to the field where you want to make the change. Enter the correct data by typing over the displayed information.

(2) Repeat this procedure until all the entries are correct.

h. When all of your entries are correct, press **ESC** to save the worksheet. The cursor will return to the Create worksheet: ring menu where you can select another option or press E-Exit three times to return to the Highway Movement Planning menu. Continue with the procedures in paragraph **7.3.1.1.2** below to choose your Convoy Equipment.

Note: A window at the center of the screen will display the Movement ID that has been assigned to this new convoy. Record this Movement ID for future reference.

Note: To view a Convoy Worksheet without making any changes, use **View.** Enter **the Movement** ID number that TC ACCIS assigned to the convoy and press **ESC** or press F6 to display a list of valid Movement **IDs.** Use the cursor control keys to highlight the correct Movement ID and press **ESC** to accept that Movement ID.

7.3.1.1.2 Choosing Convoy Equipment.

The following paragraphs discuss the three methods of choosing equipment for a convoy. These methods are:

a. Select equipment from a DEL.

b. Select equipment from the ECR table.

c. Use the **Add** function to add equipment that is not in a DEL or ECR.

7.3.1.1.2.1 Selecting Equipment from a DEL.

Use the following procedures to select equipment from a DEL for the convoy you created in paragraph 7.3.1.1.1 above:

a. Select **Convoy Clearance** from the Highway Movement Planning menu. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-l (page 7-2).

b. Select **Convoy Equipment** from the Convoy Clearance menu. The Convoy Equipment screen will be displayed with the Convoy Clearance: ring menu displayed at the top:

Convoy Clearance: I-Add 2-Select 3-Match 4-Modify 5-Delete . . .

c. Choose the **Select** option. The cursor **will** move to **the Movement ID** field of the Select Equipment screen.

d. Enter **the Movement** ID number of the desired convoy and press **ESC,** or press **ESC** to accept the displayed Movement ID, or press F6 to display a list of valid Movement **IDs.** When **F6** is pressed, use the the cursor control keys to highlight the correct Movement ID and press **ESC** to accept that Movement ID. The Equipment Selection Parameters window will be displayed as shown in Figure 7-8. This window is used to enter query criteria for equipment selection. The cursor **will** be **in the Equipment List** field.

The following is an explanation of the fields in this window:

Field Name	Type	Explanation
NOTE: In Type Column: **R=Required;** A= Automatically Filled; Blank = Optional		
Equipment List	R	Enter either **EL** for equipment list or **ECR** for ECR.
UIC		The Unit Identification Code field can be used only when **EL is** entered **in the Equipment List** field.
Type Data Code		The Type Data Code field can be used **only** when **EL** is entered in **the Equipment List** field.
Mode to Port		The Mode to Port of Embarkation field can be used only when EL is entered **in the Equipment List** field.

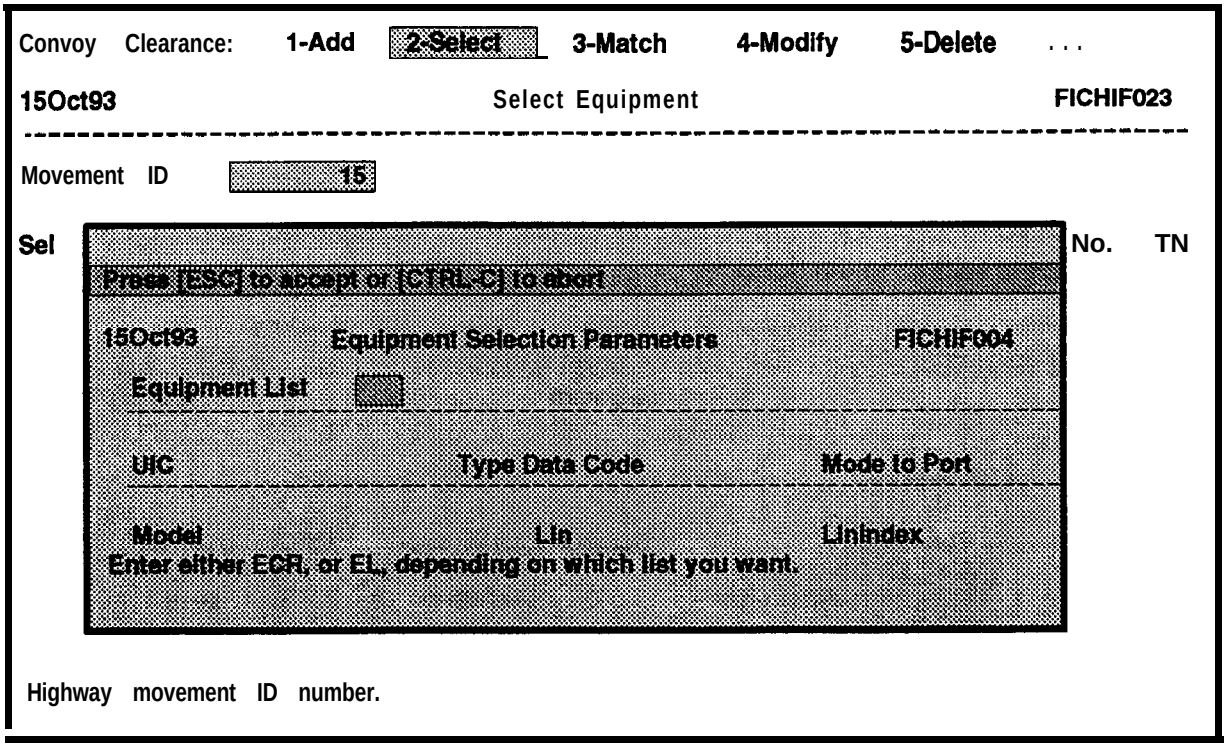


Figure 7-8. Equipment Selection Parameters Window

Model	The equipment Model number field can be used only when ECR is entered in the Eqmpment List field.
LIN	Line Item Number for the vehicle or Special Handling Equipment (SHE) from the ECR table. This field can be used only when **ECR** is entered **in the Equipment List** field.
LINIndex	The LIN index for the vehicle or SHE from the ECR table. This field can be used only when **ECR** is entered in **the Equipment List** field.

e. Enter **EL** and press **ESC** to select equipment from an equipment list. The cursor will move to the UIC field and your **UIC** and **Type Data** Code **will** be displayed.

Note: When equipment is selected from **an Equipment List, you can** query by **UIC, TDC,** and/or **MPOE.** When equipment is selected from the ECR, you can query by Model, LIN, and/or **LINIndex.** When you enter selection criteria into any or all of these fields, only the equipment that meets all of the se-, **lection** criteria will be displayed. If an entry is not made in a field, the query **will** select **all** data because no parameters were entered for that field. For example, **if you** enter a **UIC** and leave **the TDC** and **MPOE** fields blank, **all** data for that UIC will be selected, regardless of TDC or MPOE.

(1) If the UIC and TDC are correct, press **RETURN** twice to move the cursor to the **Mode to Port** field.

(2) If these require changing, enter the correct information by typing over the displayed data, pressing RETURN after each entry.

f. Enter the appropriate **MPOE** and press **RETURN.** The cursor will return to the **UIC** field.

g. Press **ESC** to display a list of equipment similar to the example shown in Figure 7-9. The cursor will be in the **Sel** field.

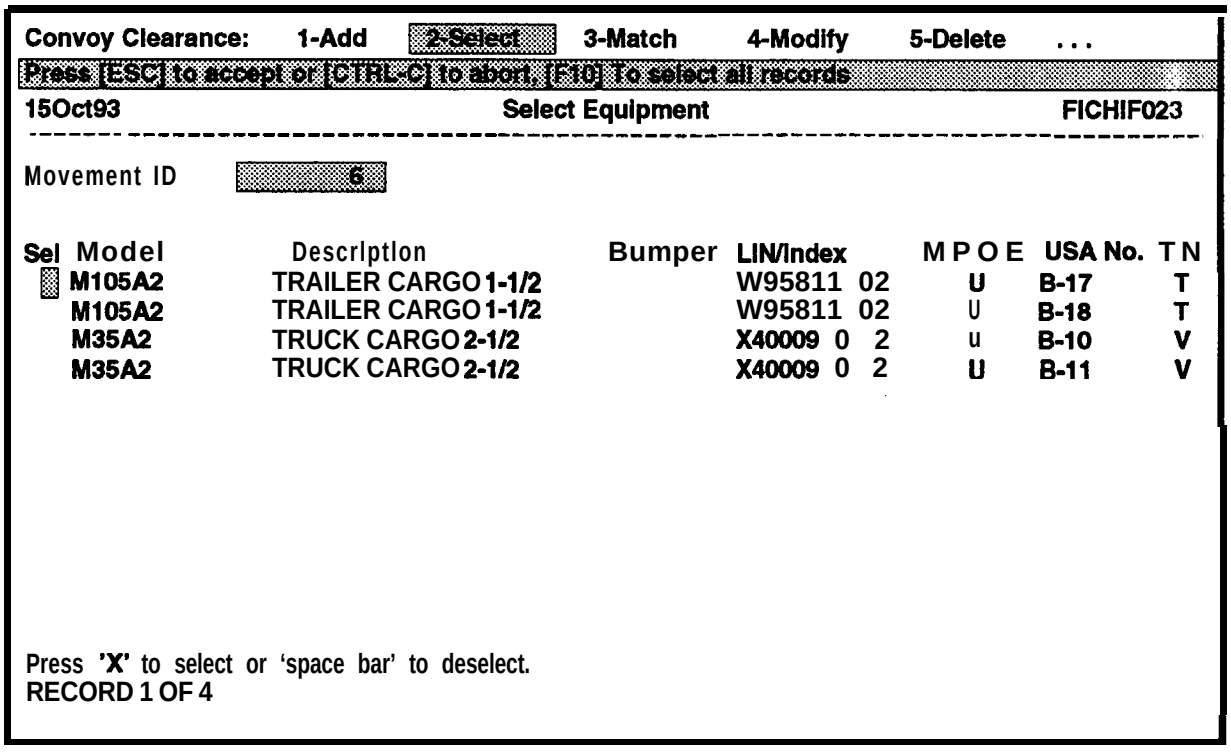


Figure 7-9. Select Equipment Screen

h. Use the cursor control keys to highlight the desired piece of equipment and press X to select that piece of equipment for this convoy.

(1) Repeat this procedure as necessary until all the desired equipment has been selected.

(2) As an alternative, press **F10** to select all the displayed equipment.

Note: To deselect a piece of equipment, highlight the desired piece of equipment and press the **SPACEBAR.**

i. When all the equipment has been selected, press **ESC. The** following message will be displayed briefly:

Equipment insert count: __

Then a message will be displayed indicating the total number of items in the convoy and the cursor will return to the Convoy Clearance: ring menu where you can select another option or press **E-Exit** twice to return to the Highway Movement Planning menu.

7.3.1.1.2.2 Selecting Vehicles from an ECR.

Use the following procedures to select equipment from the Equipment Characteristics Register (ECR) for the convoy you set up in paragraph 7.3.1.1.1 above:

Note: The TC ACCIS Equipment Characteristics Register is approximately equivalent to the ***Army's Standard Characteristics for Transportability of Military Vehicles and Other OutSize/ Overweight Equipment*** (**TB** 55-46-l).

Note: If all the equipment needed for the convoy is in the unit's DEL, you do not need to complete these steps.

a. Select **Convoy** Clearance from the Highway Movement Planning menu. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-1 (page 7-2).

b. Select **Convoy Equipment** from the Convoy Clearance menu. The Convoy Equipment screen will be displayed with the Convoy Clearance: ring menu displayed at the top.

Convoy Clearance: I-Add 2-Select &Match 4-Modify 5-Delete . . .

c. Choose the **Select** option. The cursor will move to the **Movement ID** field of the Select Equipment screen.

d. Enter the **Movement** ID number of the desired convoy and press **ESC,** or press **ESC** to accept the displayed Movement ID, or press F6 to display a list of valid Movement **IDs.** When F6 is pressed, use the cursor control keys to highlight the correct Movement ID, and then press **ESC** to accept it. The Equipment Selection Parameters window will be displayed with the cursor **in the Equipment List** field, as shown in Figure 7-10. This window is used to enter query criteria for equipment selection.

The following is an explanation of the fields in this window:

Field Name	Type	Explanation
NOTE: In Type Column: **R=Required; A= Automatically Filled; Blank = Optional**		
Equipment List	R	Enter either **EL** for equipment list or **ECR** for ECR.
UIC		The Unit Identification Code field can be used only when **EL** is entered **in the Equipment List** field.
Type Data Code		The Type Data Code field can be used only when **EL** is entered **in the Equipment List** field.

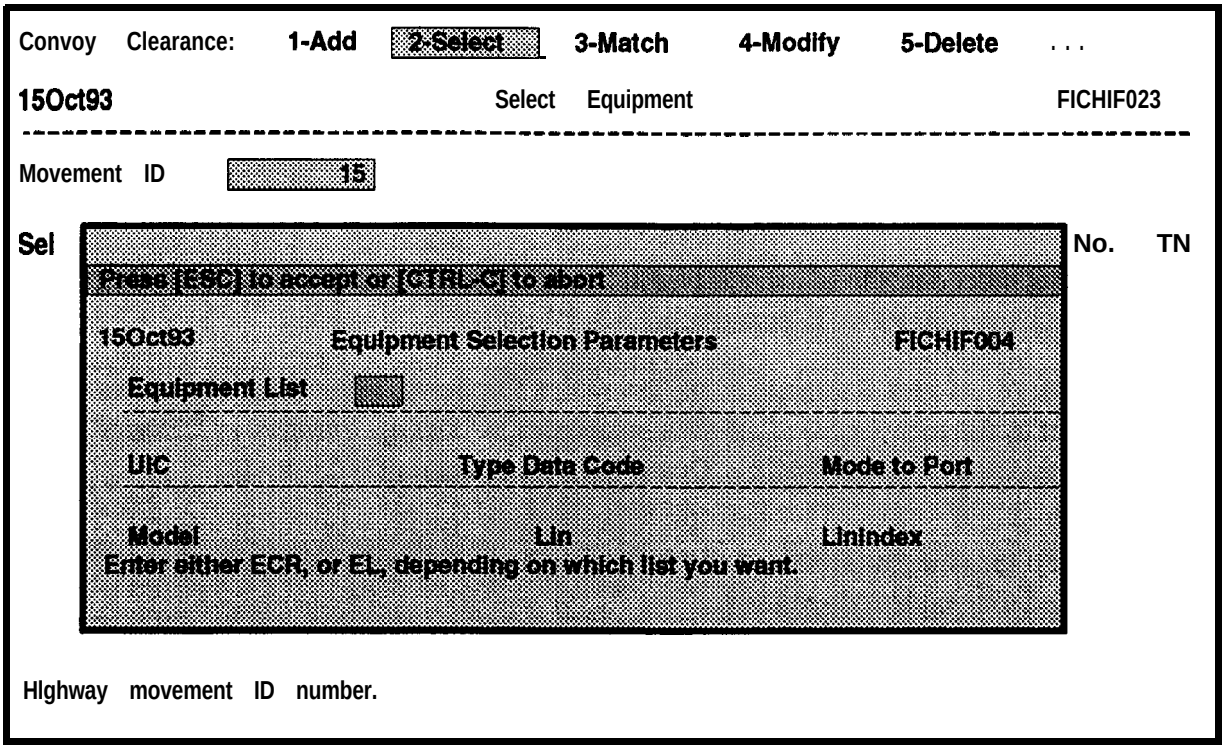


Figure 7-10. Equipment Selection Parameters Window

Mode to Port	The Mode to Port of Embarkation field can be used only when EL is entered in **the Equipment List** field.
Model	The equipment Model number field can be used only when ECR is entered in the Eqmpment **List** field.
LIN	Line Item Number for the vehicle or Special Handling Equipment (SHE) from the TB 55-46-1 ECR table. This field can be used only when **ECR** is entered in the **Equipment List** field.
LINIndex	The LIN index for the vehicle or SHE from the TB 55-46-l ECR table. This field can be used only when **ECR** is entered **in the Equipment List** field.

e. Enter **ECR** to select equipment from the Equipment Characteristics Register and press **ESC. The** cursor moves to **Model** field.

f. Enter **the model designation, the LIN,** and **the LINindex** of the desired vehicle, pressing **RETURN** after each entry. **Wild** card entries can be used, e.g., **M1008*** to see all equipment with **Ml008** in the model number. This would include **M1008A1, M1008A3,** etc. If however, you use **Ml008** without a wild card, the system will display ONLY equipment with an **Ml008** model number.

g. Press **ESC** to display a list of equipment, similar to the one shown in Figure 7-l 1, which matches your search criteria. The cursor will be in the **Sel** field.

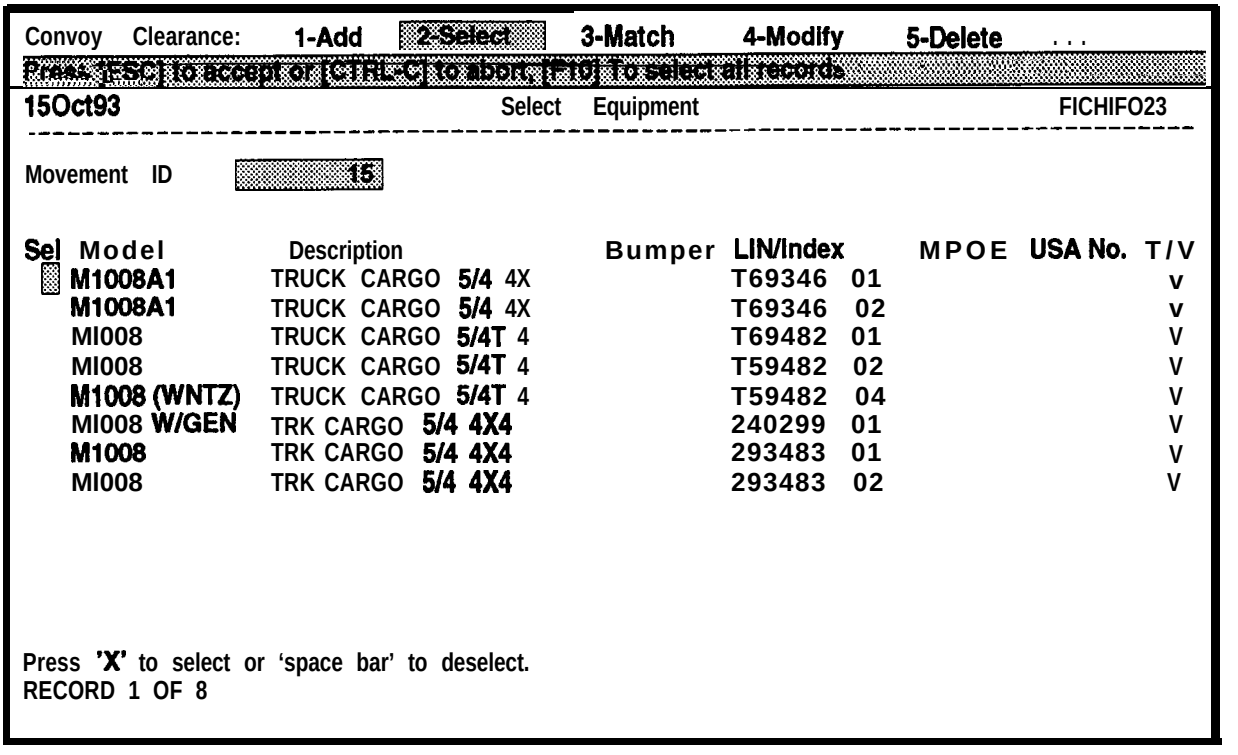


Figure 7-11. Select Equipment Screen With Data

h. Use the cursor control keys to highlight the desired piece of equipment and press X to select that piece of equipment for this convoy.

(1) Repeat this procedure as necessary until all the desired equipment has been selected.

(2) As an alternative, press **F10** to select all the displayed equipment.

i. When all the equipment has been selected, press **ESC.** The following message will be displayed briefly:

Equipment insert count: __

Then a message will be displayed indicating the total number of items in the convoy and the cursor will return to the Convoy Clearance: ring menu where you can select another option or press **E-Exit** twice to return to the Highway Movement Planning menu.

7.3.1.1.2.3 Addina Vehicles That are Not in a DEL or ECR.

Use the following procedures to add equipment that is not available in a DEL or the ECR tables for the convoy you set up in paragraph 7.3.1.1.1 above:

a. Select **Convoy** Clearance from the Highway Movement Planning menu. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-l (page 7-2).

b. Select **Convoy Equipment** from the Convoy Clearance menu. The Convoy Equipment screen will; be displayed with the Convoy Clearance: ring menu displayed at the top.

Convoy Clearance: I-Add 2-Select &Match 4-Modify Ii-Delete . . .

c. Select **Add** and the cursor will move to **the Movement ID** field of the Vehicle Modification Screen.

d. Enter **the Movement ID** of the desired convoy and press ESC, or press **ESC** to accept the displayed Movement ID, or press F6 to display a list of valid Movement **IDs.** When F6 is pressed, use the cursor control keys to highlight the correct Movement ID, and then press ESC to accept it. The Vehicle Modification Screen will be displayed as shown in Figure 7-12. The cursor will move to the **Model** field.

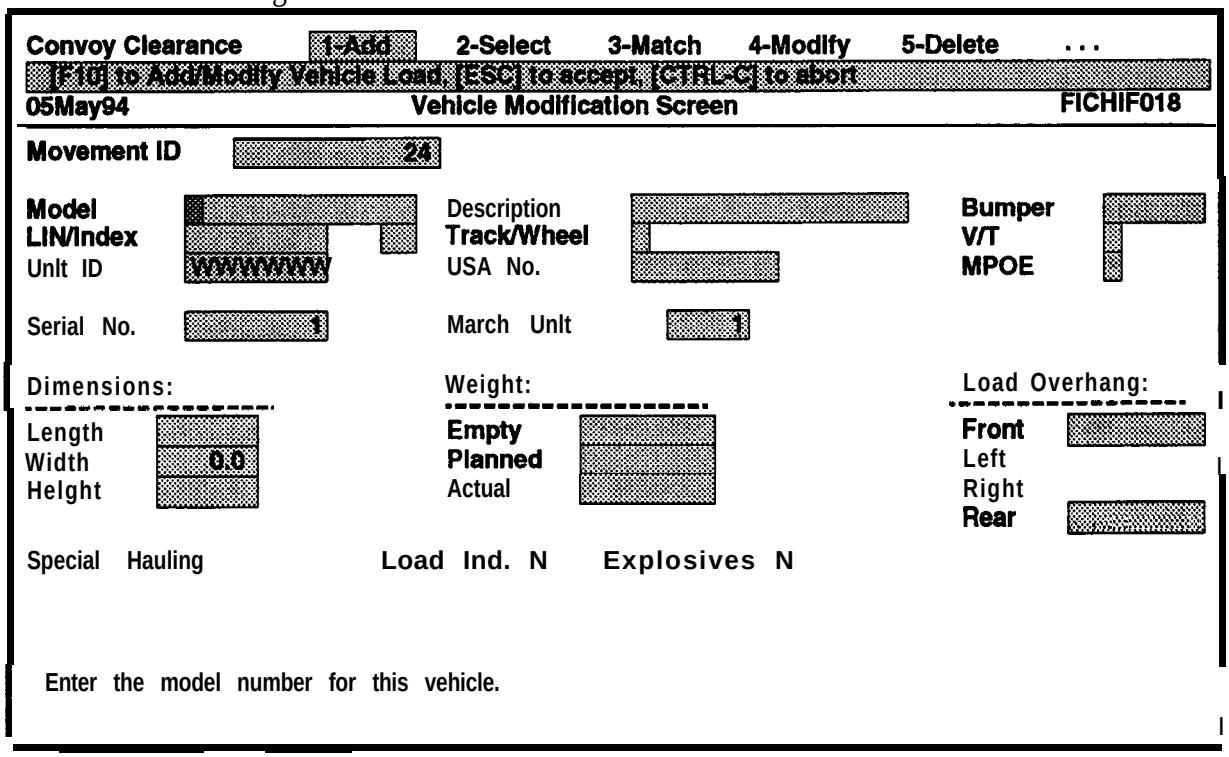


Figure 7-12. Vehicle Modification Screen

e. Enter the data into the fields of the Vehicle Modification Screen, pressing RETURN after each entry. When RETURN is pressed in the last field, the cursor will return to **the Model** field.

f. Review **all** the entries you have made to verify that they are correct.

(1) As necessary, press **RETURN** to move the cursor to the field where you want to make an entry.

(2) Repeat this procedure as necessary until all the entries are correct.

g. When all the entries are correct, press **ESC** to accept them. The cursor **will** return to the Convoy Clearance: ring menu where you **can** select another option, or press **E-Exit** twice to return to the Highway Movement Planning menu..

7.3.1.1.3 Matching Vehicles and Trailers.

The **Match** option on the Convoy Clearance: ring menu allows you to pair vehicles and trailers or split previously created vehicle-trailer pairs, In the Match Prime Movers with Trailers screen the following function keys are used to join and split vehicle-trailer pairs.

Function Key	Explanation
F 8	Position the cursor next to the vehicle that you want to pair with a trailer and press this key.
F 9	Position the cursor next to the trailer that you want to pair with a vehicle and press this key
F10	Position the cursor next to one item in a matched pair and press this key to split the pair.

Use the following procedures to create or split vehicle/trailer matches:

a. Select **Convoy** Clearance from the Highway Movement Planning menu. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-l (page 7-2).

b. Select **Convoy Equipment** from the Convoy Clearance menu. The Convoy Equipment screen will; be displayed with the Convoy Clearance: ring menu displayed at the top.

Convoy Clearance: I-Add P-Select &Match 4-Modify 5-Delete . . .

The following is an explanation of the fields in the Match Prime Movers with Trailers screen:

Field Name	Type	Explanation
NOTE: In Type Column: R=Required; A= Automatically Filled; Blank = Optional		
Movement ID	R	The TC ACCIS convoy number that was assigned when the Convoy Clearance header worksheet was completed and stored.
Pair	R	Use this field to match prime mover vehicles with trailers. Mark selected items by moving the cursor to each item to be matched and alternately pressing F8 and F9 to match a prime mover vehicle with a trailer.
UIC	A	The Unit Identification Code for the equipment item in that row.
Model	A	Model number for that equipment item.
Bumper	A	Current bumper number, if any.
LIN/Index	A	The vehicle or SHE Line Item Number and index from the ECR table.
Length	A	Length in inches of the item.

Width	A	Width in inches of the item.
Height	A	Height in inches of the item.
Weight	A	Weight in pounds of the item.
Ind	A	Indicates whether the item is a vehicle (V) or a trailer (T).

c. Select **Match** to move the cursor to the **Movement ID** field.

d. Enter the **Movement ID** number of the desired convoy and press **ESC,** or press **ESC** to accept the displayed Movement ID, or press F6 to display a list of valid Movement IDs. When **F6** is pressed, use the cursor control keys to highlight the correct Movement ID, and then press **ESC** to accept it. A list of vehicles in this convoy will be displayed in the Match Prime Movers with Trailers screen as shown in Figure 7-13.

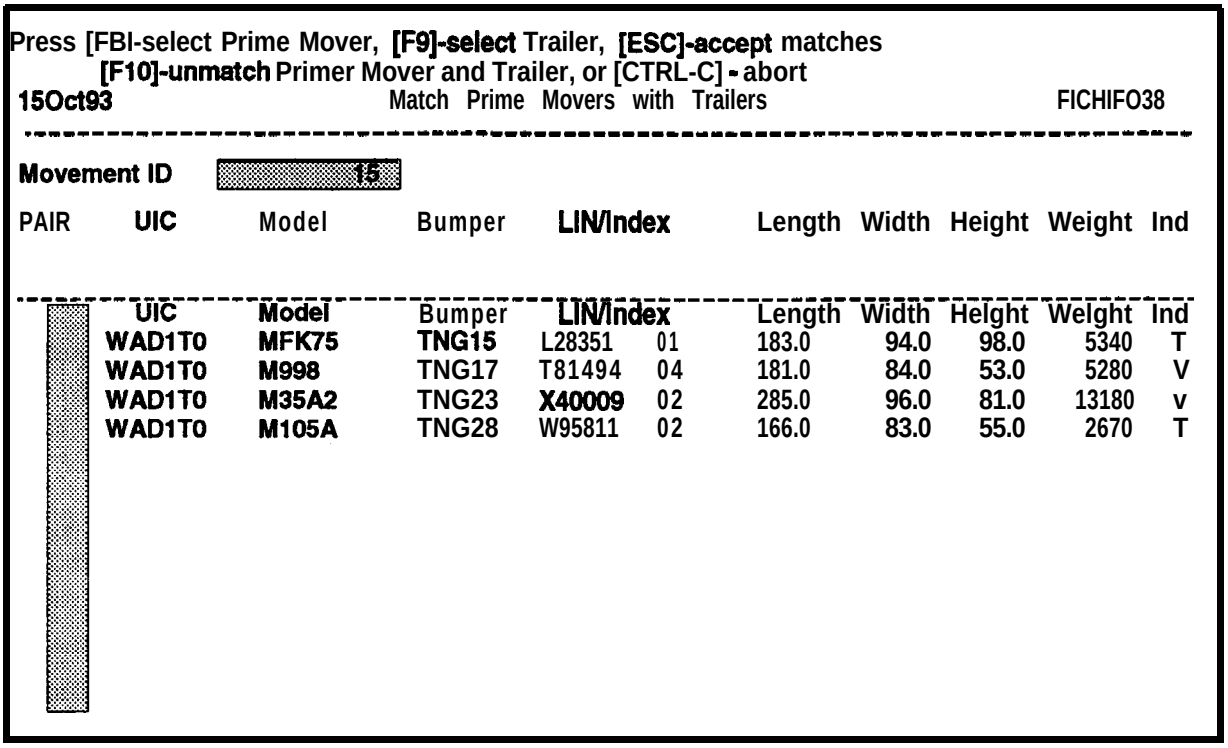


Figure 7-13. Match Prime Movers with Trailers Screen

e. Use the following procedures to pair a vehicle and trailer:

(1) Use the cursor control keys to position the cursor next to the vehicle you want to pair with a trailer and press **F8.**

(2) Use the cursor control keys to position the cursor next to the trailer to be paired with the vehicle and press **F9.** The following prompt will be displayed:

Match the above pair? (y/n)?

(3) Enter y in response to this prompt if you want to pair these two pieces of equipment, or enter **n if you** do not want to pair them.

(4) Repeat the procedures in paragraphs (1) through (3) above, as necessary, until all the desired vehicle/trailer pairs have been created.

f. To split a vehicle/trailer pair, use the cursor control keys to position the cursor next to either item in the pair and press **F10.** Repeat this procedures as necessary until all the desired vehicle/trailer pairs have been split.

g. When all the desired vehicle pairs have been created or split, press **ESC** to save your changes. The cursor will return to the Convoy Clearance: ring menu where you can select another option or press **E-Exit** twice to return to the Highway Movement Planning menu.

7.3.1.1.4 Modifvina Specific Equipment in a Convov.

Equipment in a convoy can be modified in the following ways:

a. Modifying Convoy Vehicle Information.

b. Adding a Load to a Vehicle

c. Modifying a Load for a Vehicle.

(1) Copying a Current Load to Another Vehicle.

(2) Reassigning the Current Load to Another Vehicle.

(3) Reassigning All Loads to Another Vehicle.

d. Entering Explosives Information.

e. Entering Special Hauling Permit (SHP) Information for the DD Form 1266.

(1) Entering Escort Requirements.

(2) Entering Vehicle Remarks.

(3) Entering Axle Information.

7.3.1.1.4.1 Modifying Convoy Vehicle Information.

Once you have selected equipment for the convoy, you can change height dimensions, or add loads by using the following procedures:

a. Select **Convoy Clearance** from the Highway Movement Planning menu. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-l (page 7-2).

b. Select **Convoy Equipment** from the Convoy Clearance menu. The Select Equipment screen will be displayed with the Add option highlighted in the Convoy Clearance: ring menu, as follows:

Convoy Clearance: l-Add P-Select &Match 4-Modify 5-Delete . . .

c. From the Convoy Clearance: ring menu, select **Modify** to display the Vehicle Modification Screen shown in Figure 7-14.

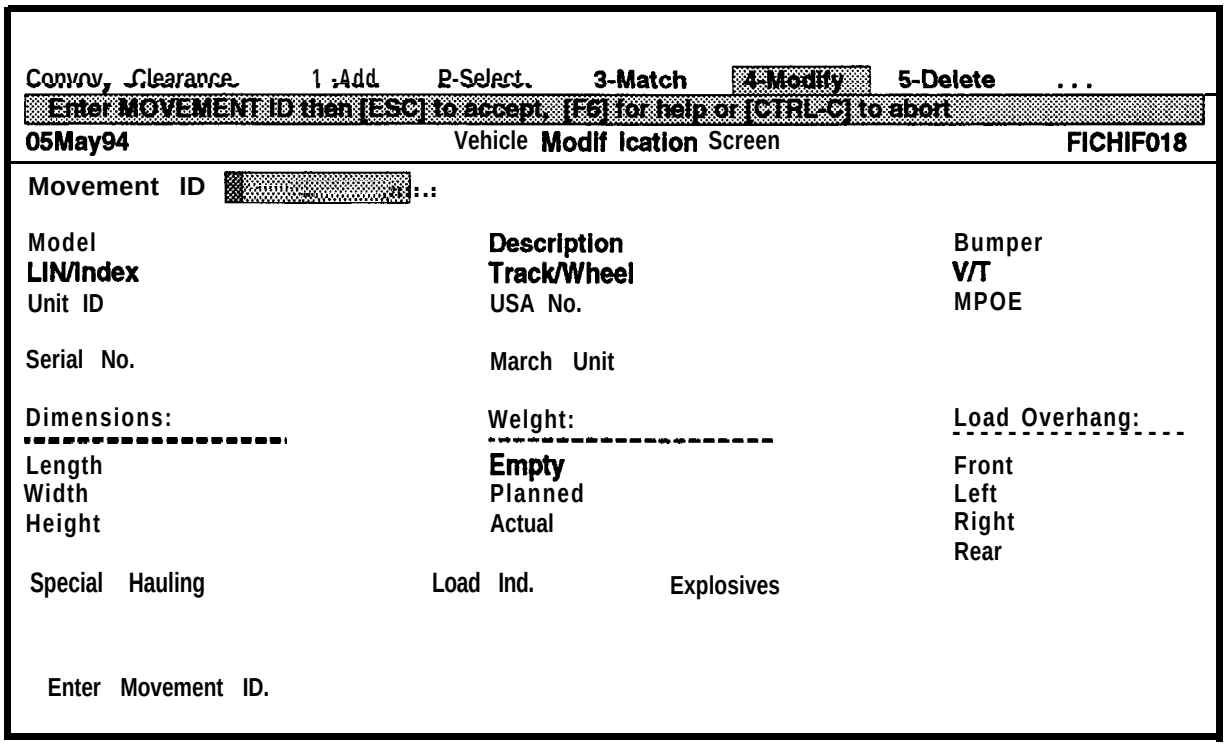


Figure 7-14. Vehicle Modification Screen

The following is an explanation of the fields and the data to be entered.

Field Name	Type	Explanation
NOTE: In Type Column: R=Required; A= Automatically Filled; Blank = Optional		
Movement ID	R	The identification number assigned to this convoy by TC ACCIS.
Model	A	The vehicle model number from the ECR Table.
Description	A	A brief equipment description from the ECR Table.
Bumper	A	The current bumper number, if any.
LIN/Index	A	The vehicle or SHE Line Item Number and index from the ECR Table.
Track/Wheel	A	Identifies the vehicle as tracked **(T)** or wheeled **(W).**
V/T	A	Vehicle/Trailer indicator; valid codes are **V** for vehicle; T for trailer.
Unit ID	A	The UIC to which the vehicle is currently assigned.
USA No.	A	The registration number (Serial number) of the equipment, if any.
MPOE	A	Mode to Port of Embarkation, as indicated in the equipment list from which the vehicle was selected.

Serial No.	A	Indicate the item's place in the convoy.
March Unit	A	Indicate the item's place in the convoy.
Dimensions	A	The length, width, and height in inches of the vehicle. The dimensions can not be less that the dimensions in the ECR Table.
Weight	A	Indicates the empty (tare), planned loaded, and actual loaded (measured) weights of the vehicle in pounds.
Load Overhang	A	Indicates how much larger the load is than the vehicle, measured in inches on the sides, front, and back of the vehicle. Overhanging loads are assumed to be centered, so half the overhang will show on each side.
Special Hauling		Indicates whether a Special Hauling Permit is required for this vehicle. If one is required TC ACCIS will display prompts to that effect during creation or modification, requesting SHP remarks, escort requirements, and other details.
Load Ind.	A	Load Indicator; tells you whether the vehicle/trailer contains a load. The default value of Y is entered if a load has been added to the vehicle.
Explosives	A	Indicates whether explosives are part of the load, as indicated in the load detail information.

d. Enter **the Movement ID** number (if necessary, press F6 to view a list of valid Movement ID numbers) and press **ESC.** The screen now displays a List of Equipment window showing the equipment you selected in the last section. The cursor is to the left of the first item on the list. The following prompt will be displayed at the top of the screen:

Select EQUIPMENT ID then press [ESC] to accept or [CTRL-C] to abort

e. To modify the vehicle and load information for a piece of equipment listed on this screen, position the cursor next to the item you want to modify and press **ESC.** The List of Equipment window closes, TC ACCIS redraws the Vehicle Modification screen, and the following prompt will be displayed at the top of the screen:

[F10] to Add/Modify vehicle Load, [ESC] to accept, [CTRL-C] to abort

f. Modify the vehicle information as necessary. Note that the system automatically assigns all vehicles to the first Serial and March units; to assign a vehicle to a different position in the convoy, you must change the Serial and March Unit assignments by selecting the Serial/Match Option from the Convoy Equipment: ring menu.

7.3.X.1.4.2 Addina a Load to a Vehicle.

Follow the steps below to add a load to a vehicle:

a. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-1 (page 7-2) to get to the Vehicle Modification screen.

b. At the Vehicle Modification screen, press **F10** to add or modify a load for a vehicle. You will see the Vehicle Load Data window as shown in Figure 7-15. The following prompt will be displayed at the top of the screen:

[F1]-Add, [F2]-Delete, [F7]-Reassign All, [FBI-Modify, **[F9]-Toggle, [F10]-Copy** All

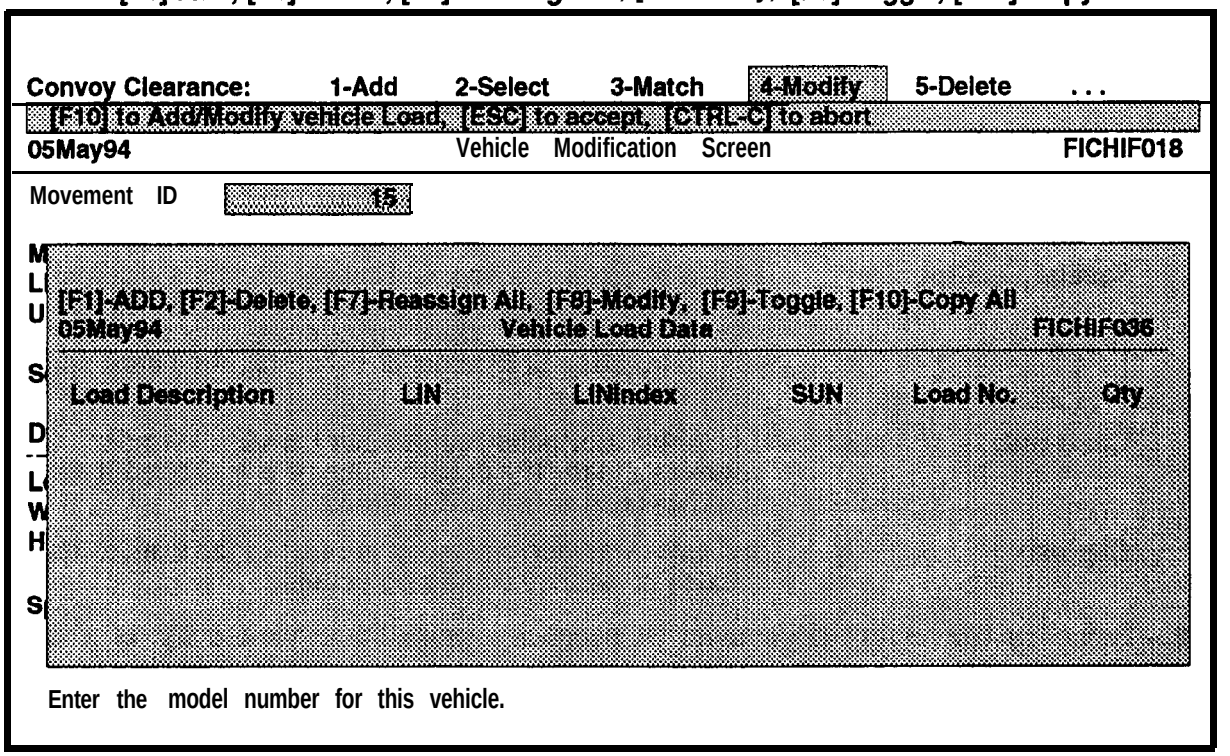


Figure 7-15. Vehicle Load Data Window

The following is an explanation of the fields on this window:

Field Name	Type	Explanation
NOTE: In Type Column: **R=Required;** A= Automatically Filled; Blank = Optional		
Load Description	A	A brief description of the item in the load that is displayed only when a load exists.
LIN	A	The Line Item Number of the item from the ECR Table. It is displayed only when a load exists.
LINIndex		The LIN Index of the item from the ECR Table. It is displayed only when a load exists.
SUN	A	The Shipment Unit Number of the vehicle or SHE. It is displayed only when a load exists.
Load No.	A	Load number. It is displayed only when a load exists.
Qty	A	The quantity of items identified **in the Load Description field.** It is displayed only when a load exists.

You can press **F1** to add a load, F2 to delete the highlighted load, F7 to reassign all the loads displayed to a different vehicle or SHE, F9 to return to the Vehicle Modification Screen, or select a **LIN** and press **F8** to modify the load on the vehicle.

c. Press **F1** to **Add** a load. The Vehicle Load Data window as shown in Figure 7- 16 will be displayed, with the following prompt displayed at the top of the screen:

Fl-Add New Load, F3-Next Load, F4-Previous Load,F7-Reassign Load, F10-Copy Load to another Vehicle, [Esc] Accept, [Ctrl-C] Abort

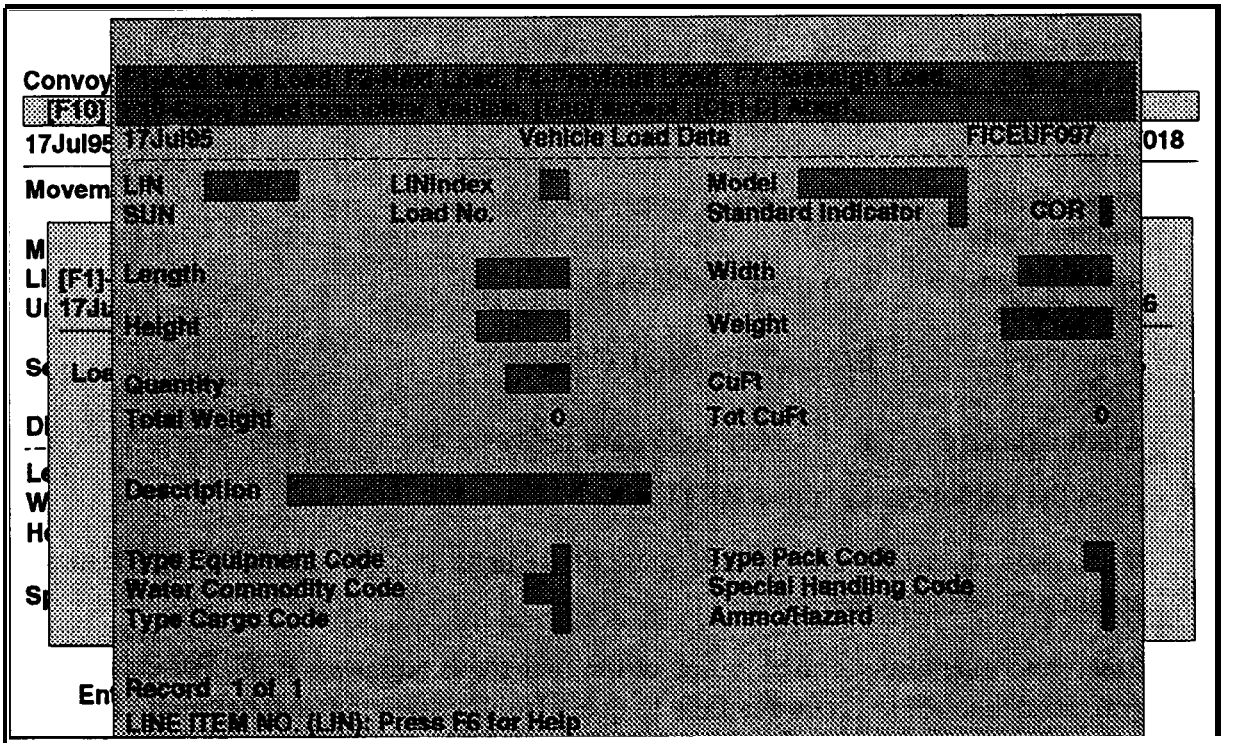


Figure 7-16. Vehicle Load Data Window

The following is an explanation of the fields in the Vehicle Load Data screen:

Field Name	Type	Explanation
LIN		The Line Item Number of the item from the **TB 55-46-1** ECR Table. If it is not used, the cursor must be moved to the **Model** field as a Non-Standard Load.
LINIndex		**The LIN** Index of the item from the TB 55-46-l ECR **Table.**
Model	R/A	The Model of the item identified. Required entry if no LINIndex was selected.
SUN	A	The Shipment Unit Number of the vehicle or SHE **high-**Lighted **in** the Vehicles Summary sechon.
Load Number	A	Load number.
Standard Indicator	R	Standard indicator. Enter Y or N.
Length	R/A	Total length in inches of the item identified.
Width	R/A	Total width in inches of the item identified.
Height	R/A	Total height in inches of the item identified.

Weight	**R/A**	Total weight in pounds of the item identified.
Cubic Feet	A	Cubic feet of the item identified.
Quantity	R	The quantity of the item identified.
Description	R/A	A brief description of the item identified.
Type Equipment Code	**R/A**	Type Equipment Code.
Type Pack Code	R/A	Type Pack Code.
Water Commodity Code	**R/A**	Water Commodity Code.
Special Handling Code	**R/A**	Special Handling Code.
Type Cargo Code	**R/A**	Type Cargo Code.
Ammo/Hazard	R	Ammo/Hazard indicator. Enter Y or N.

d. Enter the **LINIndex** and press RETURN.

If you do not know this information, press F6 for help. The Equipment Characteristics screen will be displayed.

e. Enter your query information in one of the four fields and press **ESC.** For example, you could enter 02 in the **Index** field to query for all equipment that has an 02 Index. After you enter your query information and press **ESC,** the Equipment Characteristics screen will be displayed with the results of the query.

f. Use the cursor control keys to highlight the LINIndex that you want and press **ESC.** TC ACCIS automatically fills in the **LIN, LINIndex, SUN, Load Number** and **Description** fields for you.

g. At the **Standard Indicator** field, enter y or **n.** If you enter y, TC ACCIS automatically fills **in the Length, Width, Height, Weight, Cubic Feet,** and **Quantity** fields and all codes. If you want more than one of the same item, change the Quantity field accordingly. TC ACCIS will adjust the weight to reflect this increase. If you enter **n,** you must enter **Length, Width, Height,** and **Weight fields—TC** ACCIS automatically calculates the Cubic Feet and Quantity and **fills** the fields with the appropriate codes.

h. If you entered **n** in the Standard Indicator field, you will need to complete the remaining fields. The Water Commodity Code, Special Handling Code, Type Cargo Code, and Type Equipment Code fields are automatically **filled** based on Type Pack Code, but can be modified.

(1) Type Pack Code **(PK)**

(2) Water Commodity Code (WCC)

(3) Special Handling Code (SHC)

(4) Type Cargo Code (TCC)

(5) Type Equipment Code (TEC)

i. Enter y or **n** in the **A/H** field.

If you enter y in the **A/H** field when you press F9 to return to the Vehicle Modification screen, you will see the Explosives Data: ring menu when you exit from the Modify Equipment screen. See paragraph 7.3.1.1.4.4 (page 7-32) below, for the procedures to enter explosives information.

j. Press **ESC.** You will see the Vehicle Load Data window with the information that you just entered.

k. If you want to copy the current load, reassign the current load, or reassign **all** loads, see the appropriate paragraph below.

l. Press **F9** to return to the Vehicle Modification screen.

m. Press **ESC** to save your entry. Press **E** to exit.

7.3.1.1.4.3 Modifying a Load for a Vehicle,

Follow the steps below to modify a load on a vehicle in the convoy:

a. As necessary, refer to the Highway Movement Planning Menu Tree in Figure **7-** 1 (page 7-2) to get to the Vehicle Modification screen.

b. At the Vehicle Modification screen, press **F10 to Add/Modify** a vehicle load. The Vehicle Load Data window will be displayed with the following prompt displayed at the top, as shown in Figure 7-17.

[F1]-Add, [F2]-Delete, [F7]-Reassign All, [F8]-Modify, [F9]-Toggle, [F10]-Copy All

c. To modify a load to a vehicle, move the cursor next to the load and press **F8-Modify.** The detailed Vehicle Load Data window with data will be displayed with the cursor blinking in the **Standard Indicator** field, as shown in Figure **7-** 18.

d. To make a change, move the cursor to the field to be changed and enter the new information. When you have completed all changes to this load, press **ESC** to accept the data and exit. If you need to copy the load, refer to paragraph 7.3.1.1.4.3.1 below. If you want to reassign this load or all loads to another vehicle, refer to paragraphs 7.3.1.1.4.3.2 or 7.3.1.1.4.3.3 below.

7.3.1.1.4.3.1 Copvina the Current Load to Another Vehicle.

The Vehicle Load Data screen is used to copy the current load to another vehicle by following the steps below:

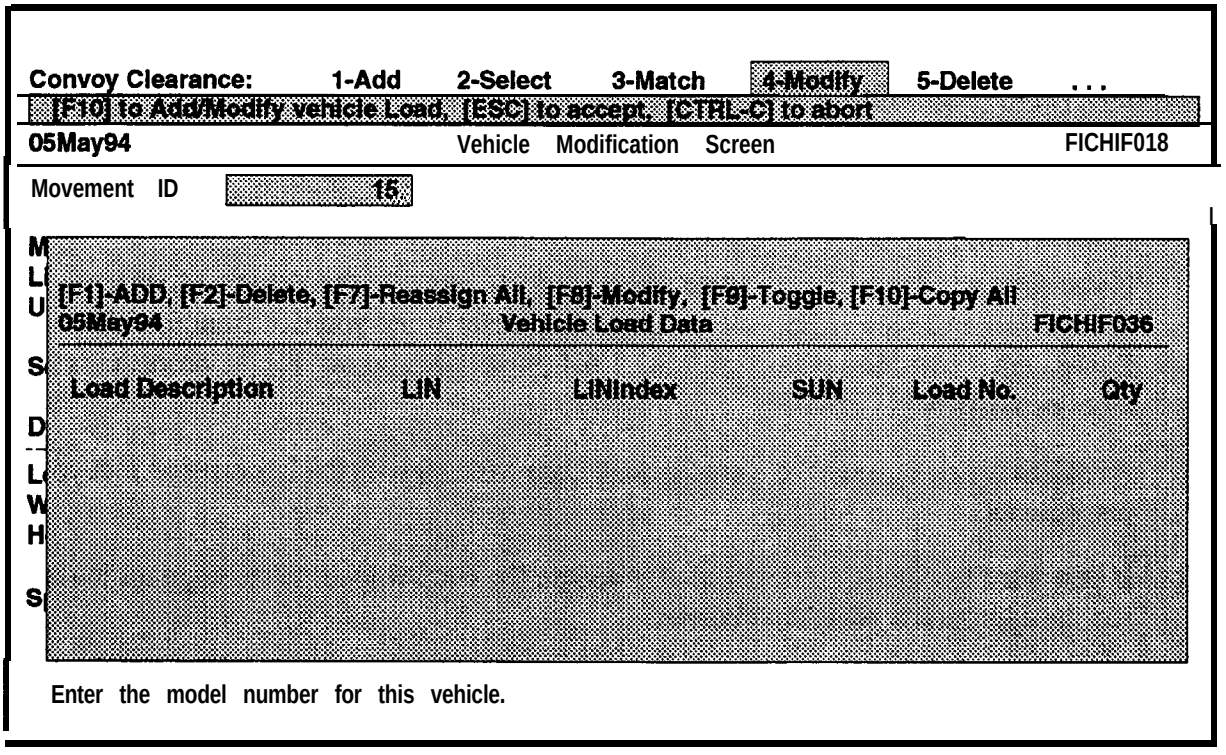


Figure 7-17. Vehicle Load Data Window

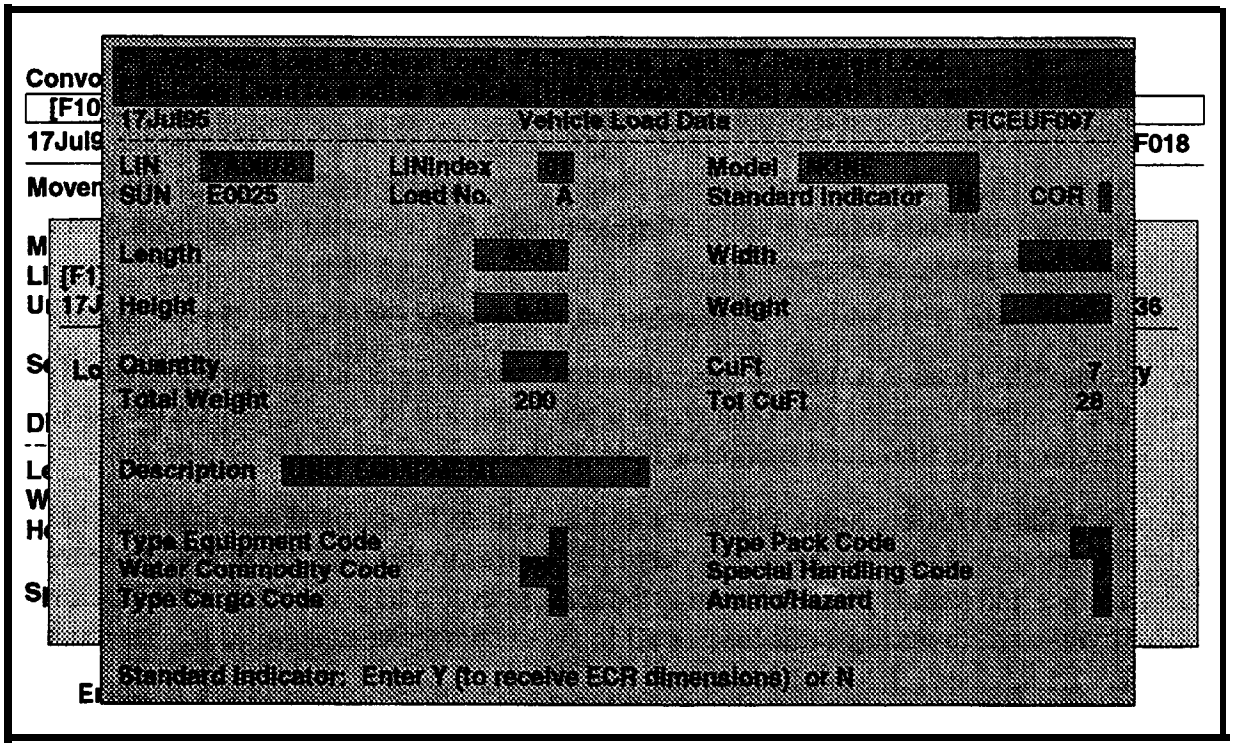


Figure 7-18. Detailed Vehicle Load Data Window with Data

a. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-l (page 7-2) to get to the Vehicle Modification screen.

b. Press **F10** on the Vehicle Modification screen to display the Vehicle Load Data window.

c. Press **F8** to display the detailed Vehicle Load Data window with the following prompt at the top:

F1-Add New Load, F3-Next Load, F4-Previous Load, F7-Reassign Load
F10-Copy Load to another Vehicle, [Esc] Accept, [Ctrl-C] Abort.

d. Press **F10** to copy the current load. The following prompt will be displayed in the center of the screen:

Enter the SUN to assign/copy equipment to:

e. Enter the **SUN** and press **ESC** to accept. A message will be displayed to indicate that processing is taking place. When the processing is complete, the message will disappear and the cursor will return to **the Standard Indicator** field of the Vehicle Load Data window.

f. Press **ESC** to exit and return to the Vehicle Load Data window, and then press F9 to return to the Vehicle Modification screen.

g. Press **ESC** to exit from the Vehicle Modification screen.

h. If you want to reassign the current load, or reassign all loads, see the appropriate paragraph below.

i. Press F9 to return to the Vehicle Modification screen.

j. Press **ESC to** save your entry. Press **E** to exit.

7.3.1.1.4.3.2 Reassigning the Current Load to Another Vehicle.

Follow the steps below to reassign the current load:

a. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7- 1 (page 7-2) to get to the Vehicle Modification screen.

b. Press **F10** at the Vehicle Modification screen to display the Vehicle Load Data window.

c. Press **F8.** The detailed Vehicle Load Data window will be displayed.

Note: The load must already exist on the vehicle before it can be reassigned.

d. Press F7. You will see the following prompt:

Enter the SUN to assign/copy equipment to:

e. Enter the **SUN** or press **F6** for help. If you press F6, you will see the Available Equipment window.

f. Select **the** vehicle and press **ESC. You** will **see** that the **Load** field has been removed from the current vehicle. The load has been moved to the load section of the vehicle you designated.

g. Press F9 to return to the Vehicle Modification screen and then press **ESC** to return to the Convoy Clearance: ring menu.

7.3.1.1.4.3.3 Reassianina All Loads to Another Vehicle.

Follow the steps below to reassign all of the loads to another vehicle:

a. As necessary, refer to the Highway Movement Planning Menu Tree in Figure **7-** 1 (page 7-2) to get to the Vehicle Modification screen.

b. Press **F10** on the Vehicle Modification screen to display the Vehicle Load Data window.

c. Press F7. You will see the following prompt:

Enter the SUN of the vehicle which the load(s) will be assigned/copied:

d. Enter the **SUN** and press RETURN or press F6 for help. If you press **F6, you** will see the Available Equipment window.

e. Use the cursor control keys to highlight the Equipment that you want and press **ESC.** All of the loads for that vehicle will be reassigned to the vehicle that you chose.

f. After you press **ESC,** a message will appear that indicates that processing is taking place. When the processing is complete, you will be returned to the Vehicle Load Data window, and you will **see** that **the Load** fields(s) for the current vehicle are blank. The load(s) have been moved to the load section of the vehicle you designated.

g. Press F9 to return to the Vehicle Modification screen and then press **ESC** to return to the Convoy Clearance: ring menu.

7.3.1.1.4.4 Entering Explosives/Hazardous Information.

If a load contains explosive materials and **the Ammo/Hazard** field of the Vehicle Load Data screen has a Y entered, **the Explosives** Indicator field on the Vehicle Modification screen is automatically filled in with Y. You must enter explosives data for the vehicle load.

If a load that you have added contains explosives, the **A/H** field will display a Y. When you press F9 from the Vehicle Load Data window, you will see the Explosives Section of the DD Form 1265 screen, as shown in Figure 7-19, with the following ring menu displayed:

Explosives data: I-Add 2-Modify 3-View 4-Remarks 5-Delete E-Exit

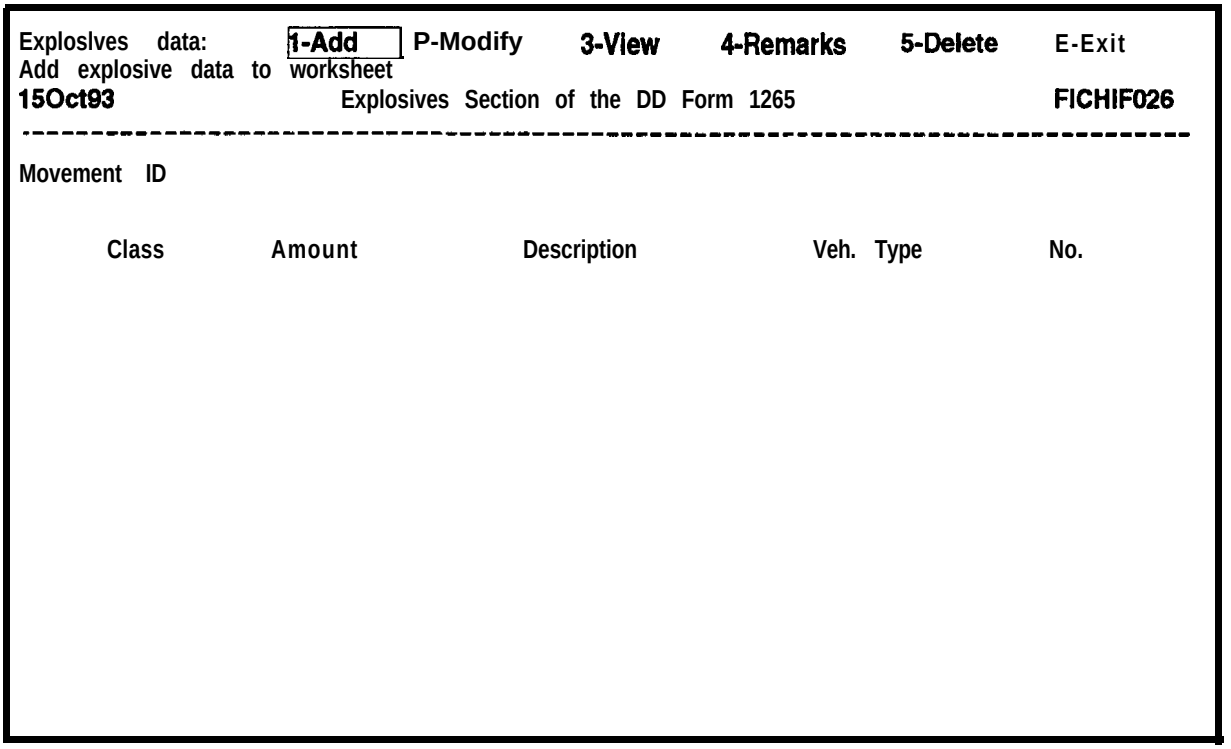


Figure 7-19. Screen For the Explosives Section of DD FORM 1265

The information in this screen will be printed in Blocks 17 and 18 of the DD Form 1265.

The following is an explanation of the fields in the Explosives Details screen:

Field Name	Type	Explanation
Movement ID	R	Movement ID of the convoy you are modifying; if necessary, press F6 to select a **Movement ID.**
Class	R	Classification code for the explosive/hazardous materials.
Amount	R	Amount of explosive/hazardous material in the load.
Description	R	Nomenclature or brief description of the explosive/hazardous material.
Veh. Type	R	Type of vehicle transporting the explosive/hazardous material.
No.	R	Total number of vehicles transporting the explosive/hazardous material.

a. Select **ADD** to add explosives information. The **Movement ID** field is automatically filled in.

b. Enter the following information for each explosive/hazardous material being transported: **Class** of explosive, **Amount** of explosive, brief **Description** (nomenclature) of the explosive, Vehicle type **(Veh. Type)** and number (No.) of the vehicles transporting the load. Press **RETURN** after each entry.

c. Press **ESC** to save the information and return to the Explosives Data: ring menu. Remarks are required when explosives data is first accessed.

d. Select the **Remarks** option. You will see the Explosives Remarks screen with the following ring menu options.

Remarks: I-Add 2-Modify 3-View 4-Delete E-Exit

e. Select **the Add** option. **The Movement ID** field is automatically filled in.

f. Enter remarks about the explosive load as necessary. Note that the system assigns a line number to the remark text as you press **RETURN** to move to the next line or press **ESC** to accept the entries.

g. Press **ESC** to store the remarks and return to the ring menu.

h. Press **E** until you get back to the Vehicle Modification screen.

7.3.1.1.4.5 SHP Information for the DD Form 1266.

Vehicles that have **the Special Hauling** field annotated with a Y need a Special Hauling Permit (SHP) (DD Form 1266). There are two ways this field can be annotated: (1) by selecting a vehicle that requires an SHP from EL or ECR or (2) entering a **Y** in **the Special Hauling** field on the Vehicle Modification Screen during the Add or Modify processes.

When you press ESC to accept the data for a vehicle that has **Y** in **the Special Hauling** field of the Vehicle Modification Screen, the prompt **Vehicle requires** an SHP appears at the lower left of the screen, and you will see the following ring menu at the top of the screen:

SHP Details: I-Escorts P-Remarks 3-Axles E-Exit

This information will be used to create a separate DD Form 1266 for each different piece of equipment with a Y indicator in the SHP field. The DD Form 1266 is shown in Figure 7-20.

7.3.1.1.4.5.1 Enterina SHP Escort Remarks.

Follow these steps to enter SHP escort requirements:

a. Select **Escorts.** The Escort Remarks screen, as shown in Figure 7-21, will be displayed, with the Remarks: ring menu shown at the top.

b. Select **Create** to enter escort requirements for the vehicle. **The Movement ID** and **Equipment** No. fields are automatically filled in, and the cursor moves to the **Remarks Text** field.

REQUEST FOR SPECIAL HAULING PERMIT | DATE

SECTION - GENERAL

1. ORGANIZATION	2. STATION	3. DATE OF MOVEMENT	
		a. STARTING	b. COMPLETION

4. POINT OF ORIGIN	5. DESTINATION

6. ARRIVAL AT STATE LINES			7. ROUTING (Stipulate US Routes, State Routes, etc.)
DATE	TIME	STATE LINE	

8. ESCORT REQUIREMENTS

SECTION II - VEHICLE AND LOAD DATA

DESCRIPTION (a)	TYPE (2-ton etc) (b)	NO. OF VEHICLES (c)	REGISTRATION NUMBER (d)	HEIGHT (e)	WIDTH (f)	LENGTH (g)	WEIGHT (h)
9. VEHICLE							
A. TRUCK							(Empty)
B. TRUCK - TRACTOR							(Empty)
C. TRAILER							(Empty)
D. SEMI - TRAILER							(Empty)
E. OTHER (Specify)							(Empty)
10. LOAD							
11. OVERALL (Vehicle and Load)							(Gross)

12. DESCRIPTION OF LOAD (Brief general description: i.e., organizational impedimenta, etc.)(Within security limitations)

13. LOAD OVERHANG	a. FRONT	b. REAR	c. LEFT SIDE	d RIGHT SIDE

DD FORM 1 JAN 90 1266

Figure 7-20. Request for Special Hauling Permit DD Form 1266 (Page 1)

14. NUMBER OF AXELS	(1) A	(2) B	C	D	E	F	G	

	AXLE 1 *a*	AXLE 2 *b*	AXLE 3 *c*	AXLE 4 *d*	AXLE 5 *e*	AXLE 6 *f*	AXLE 7 *g*	AXLE 8 *h*	TOTAL *i*
15. NUMBER OF TIRES									
16. TIRE WIDTH *(Inches)*									
17. TIRE SIZES									
18. AXLE LOAD *(Empty)*									
19. AXLE LOAD *(Loaded)*									

20. AXLE SPACING *(See Item 14 for Identification)*	A. SPACING	B. SPACING	C. SPACING	D. SPACING	E. SPACING	F. SPACING	G. SPACING	

21. REMARKS

22. MOVEMENT BY HIGHWAY IS ☐ ESSENTIAL TO NATIONAL DEFENSE
☐ IN THE INTEREST OF NATIONAL DEFENSE

23. REQUESTING AGENCY		24. APPROVING AGENCY	
25. REQUESTED BY *(Typed name, grade and title)*		26. APPROVED BY *(Typed name, grade and title)*	
27. DATE	28. SIGNATURE	29. DATE	30. SIGNATURE

INSTRUCTIONS

GENERAL:

DD Form 1266 "Request for Special Hauling Permit" will be used to obtain special hauling permits for the movement of oversize/overweight vehicles over public highways when accompanying a convoy or when traveling separately.

This form, in duplicate and accompanied by letter of transmittal, will be forwarded through the local transportation officer so as to reach the appropriate headquarters not less than ten (10) working days prior to the starting date of the movement. Letters of transmittal will contain complete itinerary and explanation of the movement. One (1) letter of transmittal is sufficient when several DD Forms 1265 and 1266 involving one (1) movement are forwarded to the appropriate headqeasters.

In cases where bona-fide emergencies exist, the information contained in this form and DD Form 1265 may be transmitted to the appropriate headquarters by telephone or electric transmission. In this event, reference will be made to item numbers in the sequence in which they appear on the forms. Items which do not apply will be so indicated.

SPECIFIC:

Item 9A, B, C, and D - Complete nomenclature of vehicles involved. More than one unit may be included, provided units are indentical in equipment, load characteristics, routing and movement date. Total number of units shall be indicated prominently.

Item 9E - Note all units other than standard highway vehicles; road equipment, guns, etc.

Item 9 (d) - Indicate the registration number for each unit or combination of units. Use additional page if required.

Item 14 - Indicate appropriate number of axles by inserting number in proper circles. Block out circles not applicable.

Item 21 - For movement through the District of Columbia, include name of manufacturer of equipment.

Figure **7-20 (Cont'd).** Request for Special Hauling Permit
DD Form 1266 (Page 2)

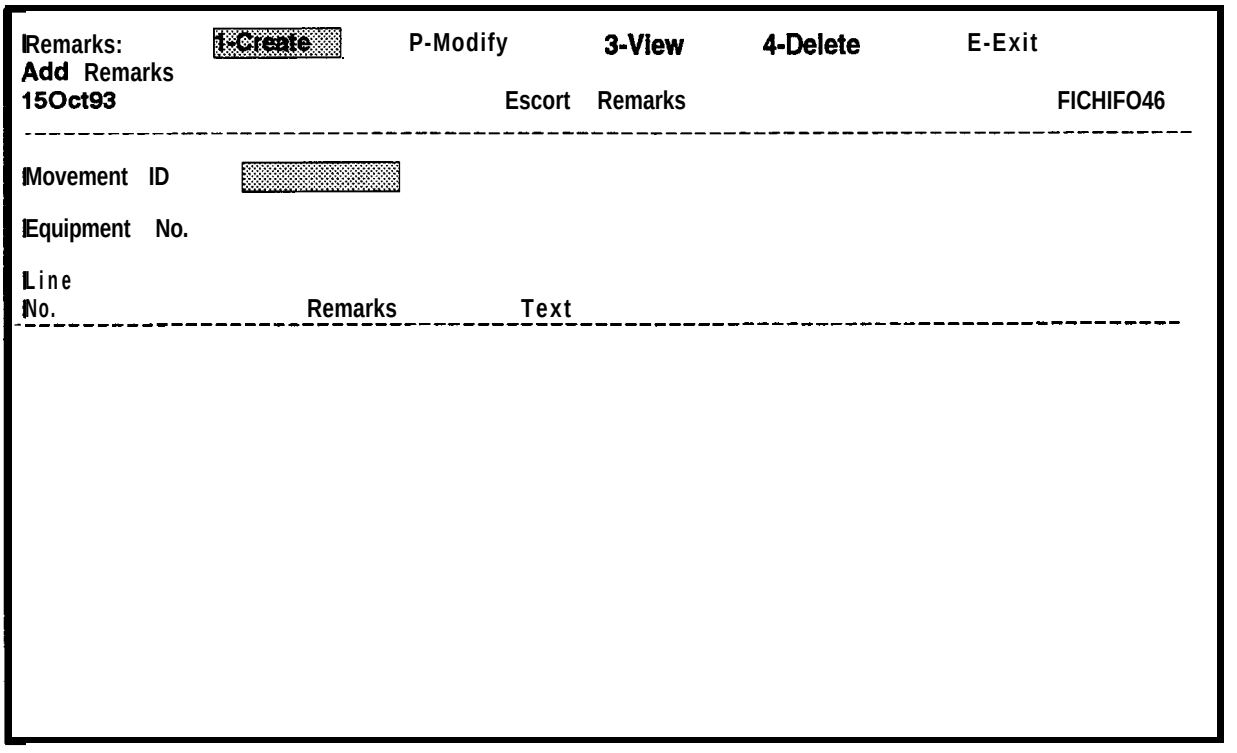


Figure 7-21. Escort Remarks Screen

c. Enter **remarks** concerning the special hauling escort requirements for this vehicle. The text line number is automatically inserted as you press **RETURN** to move to the next line or press **ESC** to accept the entries. You can enter up to three lines of text. When you try to exceed three lines of text, **the** message **Remarks Limit Has Been Reached** displays .

d. Press **ESC** to store the escort remarks and return to the Remarks: ring menu.

e. Press **E** to return to the SHP Details: ring menu.

7.3.1.1.4.5.2 Entering SHP Vehicle Remarks.

If a vehicle that you selected or modified requires a special hauling permit (if you enter y in the **Special Hauling** field), you will see the prompt **Vehicle requires an SHP** at the bottom of the screen after you have pressed **ESC** at the Vehicle Modification screen. You will see the following ring menu at the top of the screen:

SHP Details: I-Escorts 2-Remarks 3-Axles E-Exit

When you select **Remarks,** the Special Hauling Vehicle Remarks screen is displayed with the following ring menu displayed at the top of the screen:

Remarks: I-Create 2-Modify 3-View 4-Delete E-Exit

Follow these steps to enter SHP remarks text for the vehicle:

a. Select **Create. The Movement ID** and **Vehicle** No. fields are automatically filled in.

b. Enter **the special hauling remarks.** The text line number is automatically inserted as you press **RETURN** to move to the next Line or press ESC to accept the entries. You can add as many as six lines of text. When you try to exceed the limit of six lines of text, **the** message **Remarks Limit Has Been Reached** will be displayed at the lower left of the screen.

c. Press **ESC** to store the remarks text and return to the Remarks: ring menu.

d. Press **E** to return to the SHP Details: ring menu.

7.3.1.1.4.5.3 Enterina Axle Information.

If a vehicle that you selected or modified requires a special hauling permit (if you enter y in the **Special Hauling** field), you will see the prompt **Vehicle requires** an **SHP** at the bottom of the screen after you have pressed **ESC** at the Vehicle Modification screen. You will see the following ring menu at the top of the screen:

SHP Details: l-Escorts 2-Remarks 3-Axles E-Exit

Follow these steps to enter axle information for the **SHP:**

a. Select **Axles. You** will see the Vehicle Chassis Information screen as shown in Figure 7-22, with the Axle Data: ring menu displayed at the top of the screen.

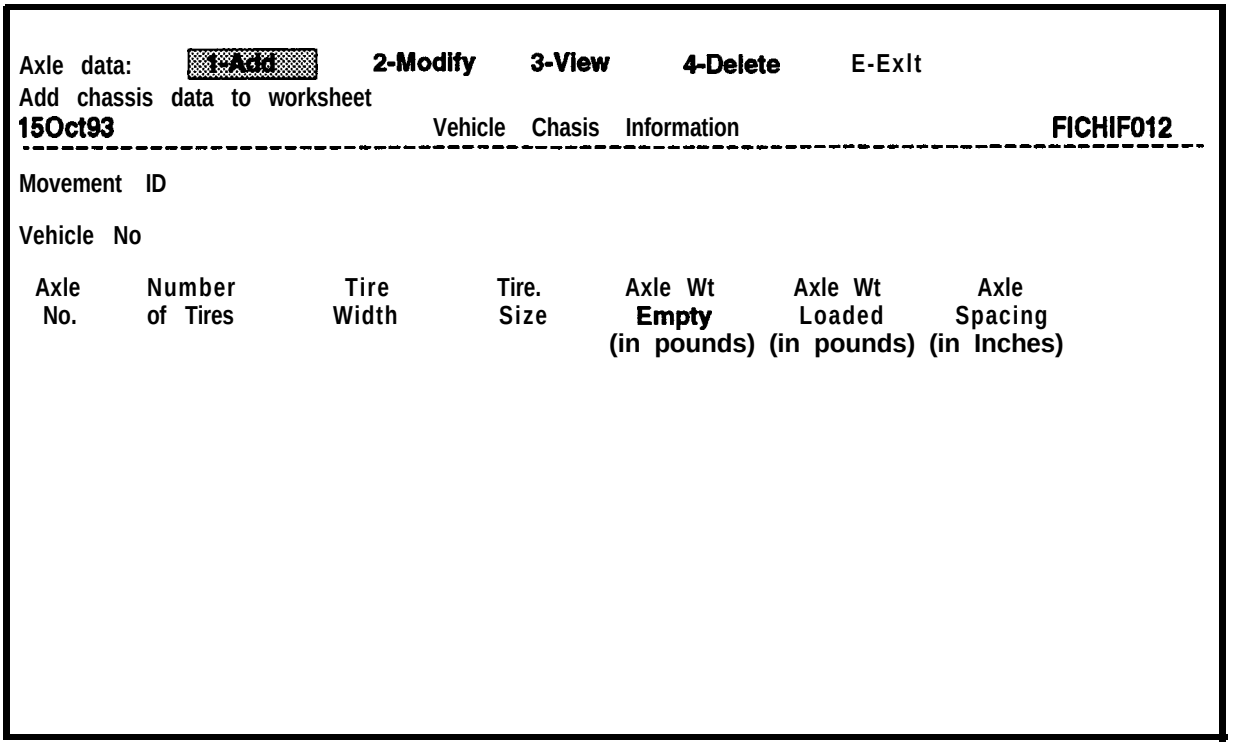


Figure 7-22. Vehicle Chassis Information Screen

b. Select **Add. The Movement** ID and **Vehicle** No. fields are automatically **filled** in, and the cursor moves to the **Number of Tires** field.

c. Enter **the tire** and **axle information** for the vehicle, using the following explanations as a guide.

Field Name	Type	Explanation
Movement ID	A	The identification number assigned to the convoy by TC ACCIS.
Vehicle No	A	The number assigned to this vehicle.
Axle No.	A	Sequential position of the axle, starting at the front of the vehicle.
Number of Tires	R	Number of tires per axle.
Tire Width	R	Width of each tire for this axle; the system automatically calculates the total tire width for the axle.
Tire Size	R	Diameter of each tire for this axle.
Axle Wt Empty	R	Unloaded weight per axle in pounds.
Axle Wt Loaded	R	Loaded weight per axle in pounds.
Axle Spacing		Distance from the center of this axle to the center of the next axle in inches.

d. When you have finished entering information for all axles, press **ESC** to store the data and return to the Vehicle Chassis Information: ring menu.

Note: The **Axle** No. will be filled in by the system after all other information has been entered by the user.

e. Press **E-Exit** twice to return to the Convoy Clearance: ring menu.

7.3.1.1.5 Identifvina Serial and March Units.

Vehicles are assigned to a Serial and a March Unit by using the Enter Serial and March Unit screen shown in Figure 7-23. The only two fields the user can modify are the Serial No. and **March Unit** fields. To change serial and march unit data use the following procedures.

a. Select **Convoy** Clearance from the Highway Movement Planning menu.

b. Select **Convoy Equipment** from the Convoy Clearance menu.

c. From the Convoy Clearance: ring menu select **Ser/Mar.**

d. Enter **the movement ID number (if** necessary, press F6 to view a list of valid Movement ID numbers) and press **ESC. If you** press F6, the Convoy Selection screen displays a list of convoys, and the cursor is at the left of the first ID number. To select a convoy, position the cursor next to the desired ID number and press **ESC.**

e. When the data appears on the Enter Serial march Unit screen there are only two fields that can be modified: the Serial No. and March Unit fields. Use the cursor control keys and **RETURN** to move between data fields .

(1) The default for both Serial No. and for March Unit is 1.

Convoy Clearance: . . . E-Exit/Mar
[ESC] to accept or [CTRL-C] to return to menu
15Oct93 Enter Serial and March Unit FICHIF049

Movement ID 15

Serial No.	March Unit	Match Pair	Model	Description	ID	TN
1	1	1	M35A2	TRUCK CARGO 2-1/2 TO	1789	V
1	1		M35A2	TRUCK CARGO 2-1/2 TO	1781	V
1	1		M35A2	TRUCK CARGO 2-1/2 TO	1782	V
1	1		M35A2	TRUCK CARGO 2-1/2 TO	1783	V
1	1		M35A3	TRUCK CARGO 2-1/2 TO	1784	V
1	1		M35A2	TRUCK CARGO 2-1/2 TO	1785	V
1	1	1	MI49	TRAILER TANK WATER	1788	T
1	1		MI49	TRAILER TANK WATER	1787	T
1	1		MI49	TRAILER TANK WATER	1788	T
1	1		MI49	TRAILER TANK WATER	1789	T

Enter Serial Number and/or March Unit

Figure 7-23. Enter Serial and March Unit Screen

(2) If you attempt to assign a matched piece of equipment in a different Serial or March Unit than its pair, TC ACCIS will not allow you to exit the screen until this has been corrected. A message similar to the ones displayed below will appear:

March Pair 1713 and 1707 are not in the same Serial

March Pair 1713 and 1707 are not in the same March Unit.

1713 and 1707 are the IDs of the matched pair. If the serials are mismatched, the message will indicate Serial, and, if the march units are mismatched, the message will indicate March Units.

f. After you finish making the desired changes, press ESC to accept them or Ctrl-C to abort the entries and return to the Convoy Clearance: ring menu.

The following is an explanation of the fields on Serial and March Unit screen that screen that is displayed when you select **Ser/Mar.**

Field Name	Type	Explanation
Serial No.	A	Vehicle or SHE serial number in the convoy.
March Unit	A	Vehicle or SHE march unit in the convoy.
Match Pair	A	Indicates a matched pair. If this field is blank, vehicle is not matched.
Model	A	The vehicle model number from the TB 55-46-l ECR Table.
Description	A	A brief equipment description from the TB 55-46-l ECR Table.
ID	A	The equipment ID.
T/V	A	Indicates whether the equipment item is a prime mover vehicle (V) or a trailer (T). Anything that is not a vehicle or a trailer is a load.

7.3.1.1.6 Creatina a Convoy Routing Plan.

Now that you have selected the vehicles and equipment for the convoy, you must enter routing information for the convoy. The following is an explanation of the function keys used to calculate arrival and departure times and dates.

Function Key	Purpose
F8	Automatically calculates and enters **checkpoint arrival** or **departure time** or **date** for the current field.
F 9	Automatically calculates and enters **checkpoint times** and **dates** for all rows.
F10	Recalculates check point times and dates from the current field to the last checkpoint.

Follow these steps to enter and store a convoy route plan for this exercise:

a. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7- 1 (page 7-2) to get to the Convoy Clearance menu.

b. At the Convoy Clearance menu, select **Routing.** You will see the Routing screen and the Route Information: ring menu with **the Create** option highlighted as shown in Figure 7-24.

The following is an explanation of the options on the Routing screen:

Field Name	Type	Explanation
Movement ID	R	The identification number assigned to this convoy by TC ACCIS. After you enter **the Movement ID** and press RETURN, the system will display the **Convoy Origination** and **Convoy Destination fields.**
Convoy Origination	R	**The Point of Origin** that was entered in the convoy header record when the convoy was created.

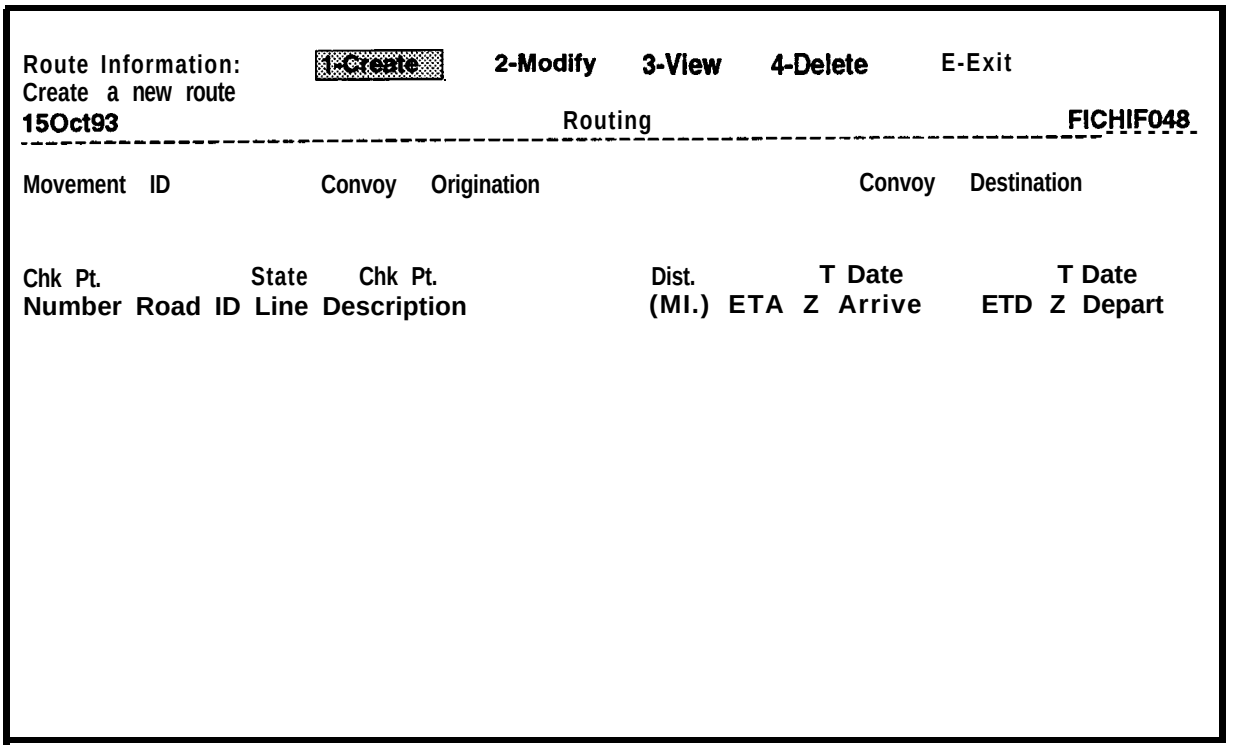


Figure 7-24. Routing Screen with Route Information: ring menu

Convoy Destination	R	**The Final Destination** of the convoy, as entered on the convoy header record.
Chk. Pt. Number	A	This sequential number indicates check points, in the order in which they will be encountered en route. The **line number** of each row is supplred automatically by TC ACCIS.
Road ID	R	The road name (maximum of 10 characters) that will be printed on the RCC form.
State Line	R	Indicates whether the convoy will cross a state line **when** proceedmg from that checkpoint (Y for yes, N for no).
Chk. Pt. Description	R	A brief description of the check point (maximum of 20 characters).
Dist. (Mi.)	R	Indicates the number of miles from the previous checkpoint to this one.
ETA	R	The estimated time of arrival (military time) of the first vehicle in the **convoy** to this checkpomt. You must enter **the** first **ETA;** TC ACCIS will calculate the others (if no other **halts** or delays are introduced) when you press **F8** or F9.
TZ	R	Time Zone
Date Arrive	R	The date the convoy **will** arrive at this checkpoint.
ETD	R	Estimated time of departure (military time) of the last vehicle in the convoy from this checkpoint. You can

		enter the **ETD** or press **F8** to have TC ACCIS automatically calculate and enter it.
TZ	A	Time Zone
Date Depart	R	The date that the convoy will leave this checkpoint.

c. Select **Create.** You will see the Create Route: ring menu with the New option highlighted.

d. Select New.

e. Verify the accuracy of the Movement ID pulled into the field, and if necessary, enter **the Movement** ID for this convoy and press **ESC** or press F6 to display a list of valid Movement IDs. Use the **Ctrl-J** and **Ctrl-K** keys to find the desired Movement ID. Then press **ESC** to select that Movement ID. The cursor is now **in the Road ID** field.

f. Enter the appropriate data for the convoy you are planning and press **RETURN** after each field. After you have entered all data for the first row and pressed **RETURN, the** cursor moves to **the Road** ID field on the next row. You need to enter **the ETA, TZ,** and **Date Arrive** for the first entry. TC ACCIS can calculate **the** rest of **the ETA** and **ETD** information, based on the distances you have entered.

g. Continue to enter the appropriate route information. You do not have to enter all arrival and departure dates and times. Simply enter the **Road ID, State Line, Chk Pt.,** and **Dist.** fields.

h. Enter all **the checkpoints** initially, then calculate (using the F9 key) the times for all checkpoints. When the system displays the times of arrival and departure for all the checkpoints, you can then enter **the scheduled stops,** e.g., mid-morning, lunch, mid-afternoon and rest overnight.

Note: The **Estimated Time of Arrival (ETA)** is the time when your first convoy vehicle passes the checkpoint and **the Estimated Time of Departure (ETD)** is the time when your last convoy vehicle passes the checkpoint. The difference between the two represents your **pass time.**

i. To enter stops, place the cursor on the checkpoint closest to the time when you want to stop. Press **F1** to open a line. Enter **the stop information** as if it was a checkpoint. Make sure you enter the mileage from the last checkpoint to the rest stop, and then press **F8.** When the system displays the ETA and ETD, press **RETURN** until the cursor is in **the ETD** field. Enter **the time you plan to leave this check point.** Remember that the ETD is the time when your LAST vehicle passes the checkpoint, so that you must add the pass **time** to the ETD. As an example, let us assume that you arrived at the rest stop at 0900 hours, and you plan to depart at 0915 hours. Let us also assume that your pass time has been seven minutes, the ETD you would enter would be 0922 hours (0915 + 7 minutes). Press RETURN to move the cursor to the next line and then

press **F10** to calculate from that row to the end. Note that the system has maintained the rest stop entry and has adjusted all subsequent check points accordingly.

Repeat this step to enter all other rest stops. Note that, on Rests Overnight (RON), you must change the time **AND** the date of departure.

j. When you **finish** entering route data, press **ESC** to save the route information for this convoy. You will see the following prompt

Do you want to make this a standard route? (y/n)

k. Enter **n.** The cursor is now in the first line of the Create Route: ring menu,. with the **Exit** option highlighted.

l. Press **E** or **RETURN** to go back to the Route Information: ring menu.

To delete, modify, or view the route data you just stored, you would choose the appropriate option on the Route Information: ring menu. For the next phase of this simulation, however, you **will** be entering and storing logistical support information.

m. Press E to return to the Convoy Clearance main menu.

7.3.1.1.7 Identifying Convoy Logistical Support.

After storing information about the convoy route, you must enter logistical support data for any halts planned for the convoy. Follow these steps to enter logistical support information for convoy halts:

a. At the Convoy Clearance menu, select **Logistical Support.** You will see the Logistical Support screen shown in Figure 7-25 with the **Create** option highlighted.

The following is an explanation of the fields on this screen:

Field Name	Type	Explanation
Movement ID	A	The identification number assigned to this convoy by TC ACCIS when the convoy was created. When you enter this ID on a blank worksheet, the **Origination** and **Destination** fields **will** automatically be **filled** in.
Point of Origin	A	**The Point of Origin** that was entered in the convoy header record when the convoy was created.
Final Destination	A	**The Final Destination** of the convoy, as entered on the convoy header record.
Halt Date	R	The date that the logistical support is needed.
Halt Installation	R	The name of the installation (maximum of 20 characters) that **will** be asked to supply the support
Fuel (gals)	**R**	Number of gallons of fuel, either gasoline or diesel, requested. Transmit special fuel requirements as convoy remarks. If you do not enter a number in this field, the **system** enters zero (0) in the database when you move **the** cursor to the next field or press **ESC.**

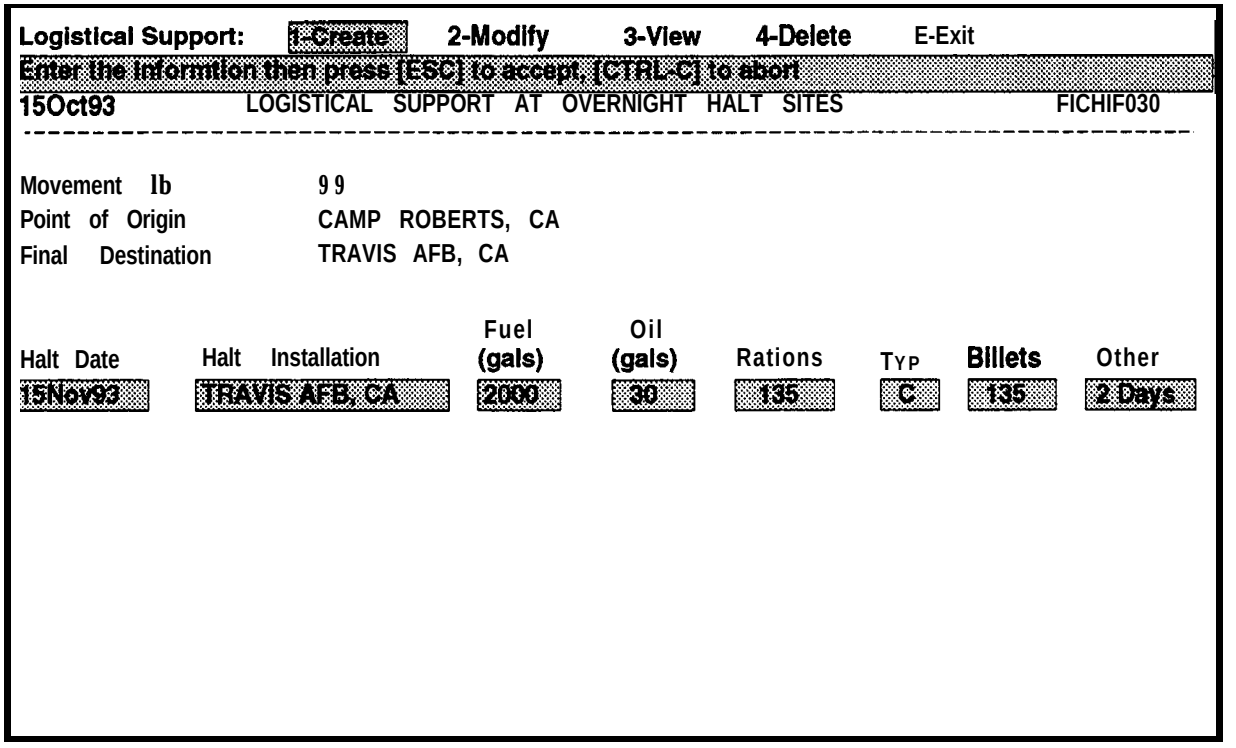


Figure 7-25. Logistical Support Screen

Oil (gals)	R	Number of gallons of motor oil requested. Transmit requests for special types of oil as convoy remarks. If you do not enter a number in this field, the system enters zero (0) in the database when you move the cursor to the next field or press **ESC.**
Rations	R	The number of rations to be issued. If you do not enter a number in this field, the system enters zero (0) in the database when you move the cursor to the next field or press **ESC.**
Billets	R	Bedding required for personnel. If you do not enter a number in this field, the system enters zero (0) in the database when you move the cursor to the next field or press **ESC.**
Other		Enter any other requirements here.

b. Select **Create.** The cursor is now **in the Movement ID** field, with the ID number for the convoy you created displayed.

c. Press **ESC.** The cursor is now in the **Halt Date** field.

d. Enter information concerning **planned halt dates.**

e. Press **RETURN** after each field.

Note: When the cursor enters a field, a prompt will be displayed at the bottom left of your screen explaining the information to be entered in the field.

f. Press **ESC** to store the logistical support information. The cursor is now at the Logistical Support: ring menu. To delete, modify, or view the logistical support data you just stored, you would choose the appropriate option on this ring menu.

g. Press **E** to exit to the Convoy Clearance main menu.

7.3.1.1 8 Entering Convoy General Remarks.

Use this option to enter and store **remarks** about the equipment selected for the convoy. These remarks will then be attached to the convoy planning worksheet and will be included as part of the Request for Convoy Clearance. After you have **created** and stored the remarks, you can **delete, modify,** or view them.

To add remarks to the Highway Planning worksheet, follow these steps:

a. At the Convoy Clearance main menu, select **General Remarks. You** will see the General Remarks screen, as shown in Figure 7-26.

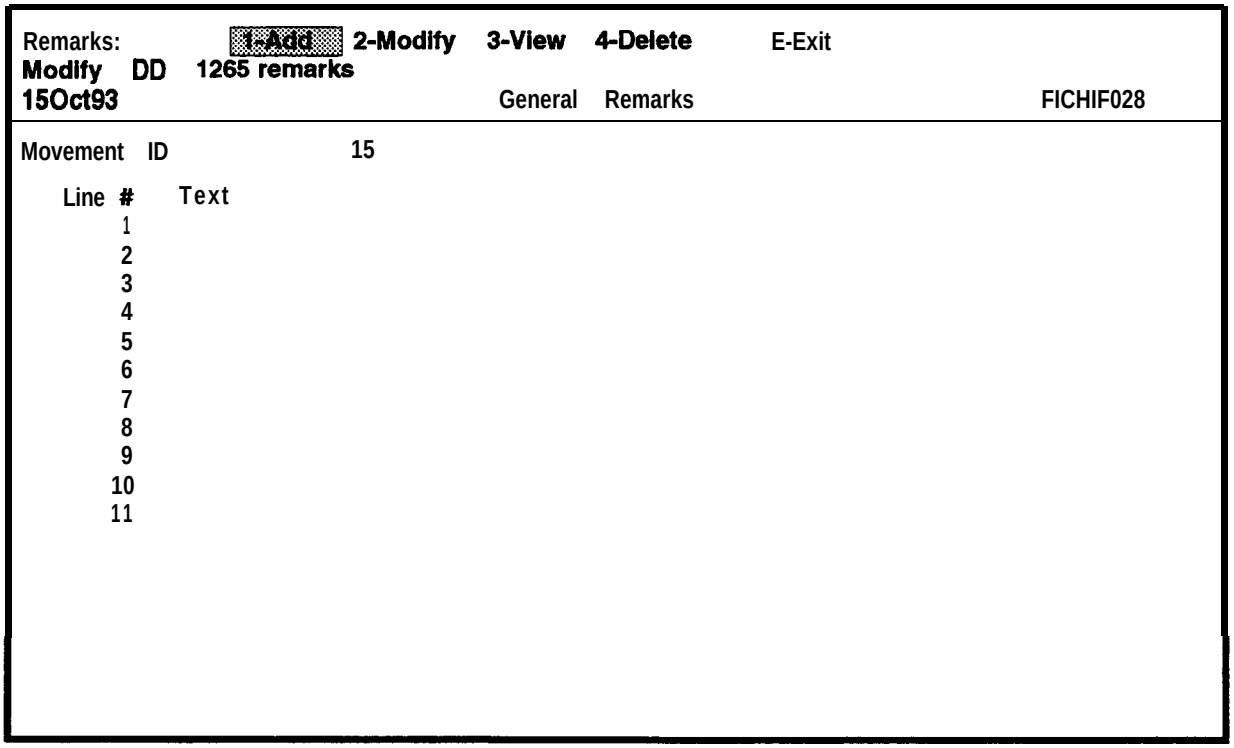


Figure 7-26. General Remarks Screen

The following is an explanation of the fields in this screen.

Field Name	Type	Explanation
Movement ID	R	

		The identification number assigned to the convoy when the convoy planning worksheet was created. Enter an ID or press %6 to see a list of available Movement IDs.
Line #	A	The current line number of the text remarks, automatically displayed by TC ACCIS.
Text		The area for entering the Remarks text; press RETURN at the end of each line, and press ESC to store the remarks.

b. Select **Add.** Enter **the Movement** ID (press **F6** if necessary to view a list of Movement IDs) and press **ESC.**

c. In the **Text** field, enter any remarks that you want to add to the convoy planning worksheet (such as a description of the convoy and references to return convoys), pressing **RETURN** after each line.

d. Press **ESC** to save the remarks. The cursor returns to the Remarks: ring menu. If you wanted to delete, modify, or view the remarks you just entered, you would choose the appropriate ring menu option.

e. Press **E** to return to the Convoy Clearance main menu.

7.3.1.1.9 Printina Forms.

Use this function to print Requests for Convoy Clearance, Special Hauling Permits requests, and convoy march tables. When 'you select the print function, make sure your computer is connected to a printer and that the printer is on.

In order to print these forms, you must have already completed the Convoy Clearance and/or the Special Hauling Worksheets, respectively. When you select this option, you are prompted for a **Movement** ID. If necessary, press F6 to display a list of all current Movement IDs.

The following paragraphs provide an explanation of the menu options available when you select **the Print Forms** option from the Highway Movement Planning menu:

7.3.1.1.9.1 Request for Convoy Clearance (DD Form 1265).

Once you have entered all required data for the Convoy Clearance Worksheet, you can print the Request for Convoy Clearance by following these steps:

a. At the Highway Movement Planning menu, select **Print Forms. You will see the** Print Forms menu.

b. Select the **Convoy Clearance Requests (DD 1265)** option. You will see the Convoy Clearance Request screen with **the** cursor **in the Movement ID** field.

c. Enter **the Movement** ID of the convoy request that you want to print.

d. Press **ESC.** You will see the following message on your screen:

Printing Form 1265 . . . Please wait

Then you will see the Print Forms menu.

e. Press **E** to exit to the Highway Movement Planning menu.

7.3.1.1.9.2 Special Haulina Permit Requests (DD Form 1266).

Once you have entered all required data for the Special Hauling Worksheet, you can print the Request for Special Hauling Permit by following these steps:

a. At the TC ACCIS Main Menu, select **Highway Movement Planning.**

b. At the Highway Movement Planning menu, select **Print Forms. You** will see the Print Forms menu.

c. Select **Special Hauling Permits (DD 1266).** You will see the Special Hauling Permit screen with **the** cursor **in the Movement ID** field.

d. Enter your **Movement** ID and press **ESC.** You will see a window with the following message:

Printing form 1266 . . . Please wait

Once your form has been printed, you will see the Print Forms menu.

e. Press **E** to exit to the Highway Movement Planning menu.

dote: Only one SHP permit will be printed for each type of vehicle with the same load and weight. Therefore you should enter the remaining **registration numbers** through the SHP remarks section of the Special Hauling Vehicle Remarks screen.

.3.1.1.9.3 Convoy March Tables.

Use this function to print Convoy March Tables-summaries of convoy and routing **informaon-** by following these steps:

a. At the Highway Movement Planning main menu, select **Print Forms.**

b. At the Print Forms menu, select **Convoy March Tables. You will see the** Convoy March Tables screen.

c. Enter **the Movement ID** of the Convoy or SHP that you want march tables for (if necessary, press F6 and select from the Convoy Selection window).

d. Press **ESC** to print. You will see the following message:

Printing March table....Please wait.

e. The following is an explanation of the headings on the Convoy March Tables printout and the information provided in each column:

Heading	Explanation
SERIAL	Serial assignment, listed sequentially beginning with the first serial.
DATE	Date that this serial will pass the checkpoint.
UNIT	Unit ID for this serial.
NO. VEH.	Total number of vehicles in the serial.
HIGHWAY ID, DESCRIP-TION	Name of highway and brief description of checkpoint.
ETA	Estimated Time of Arrival of first vehicle in the serial at checkpoint
ETD	Estimated Time of Departure of last vehicle in the serial from the checkpoint.
ROAD CLEARANCE TIME	The total amount of time (in hours and minutes) between when the first vehicle passes the checkpoint and when the last vehicle passes the checkpoint.

7.3.1.2 Creatina a New Convoy from a Standard Convoy.

Sometimes you may have to create a convoy that is very similar to one that already exists in your database. This function allows you to use the equipment list for an existing convoy as the base line to create an equipment list for a new convoy that is similar to the one that already exists rather than going through the process of creating a new convoy. Creating a New Convoy from a Standard Convoy is a two part process. A Flow Chart giving you an overview of the steps involved in this process is shown in Figure 7-27.

a. First you must create a Standard Convoy by using the procedures outlined below. This process makes an exact copy of the equipment list for an existing convoy and saves it as a Standard Convoy with a new Movement ID. Once the Standard Convoy has been created, it remains in your database and can be accessed to create one or more new convoys.

b. The second part of the process is to make a copy of the Standard Convoy by using the procedures outlined below. This process makes an exact copy of the equipment list for a Standard Convoy and saves it as a new convoy with a new Movement ID.

Note: If a Standard Convoy already exists that is similar to the new one you want to create, you can skip the procedures for Creating a Standard Convoy and go directly to those for Creating Convoy Clearance Worksheet from a Standard Convoy.

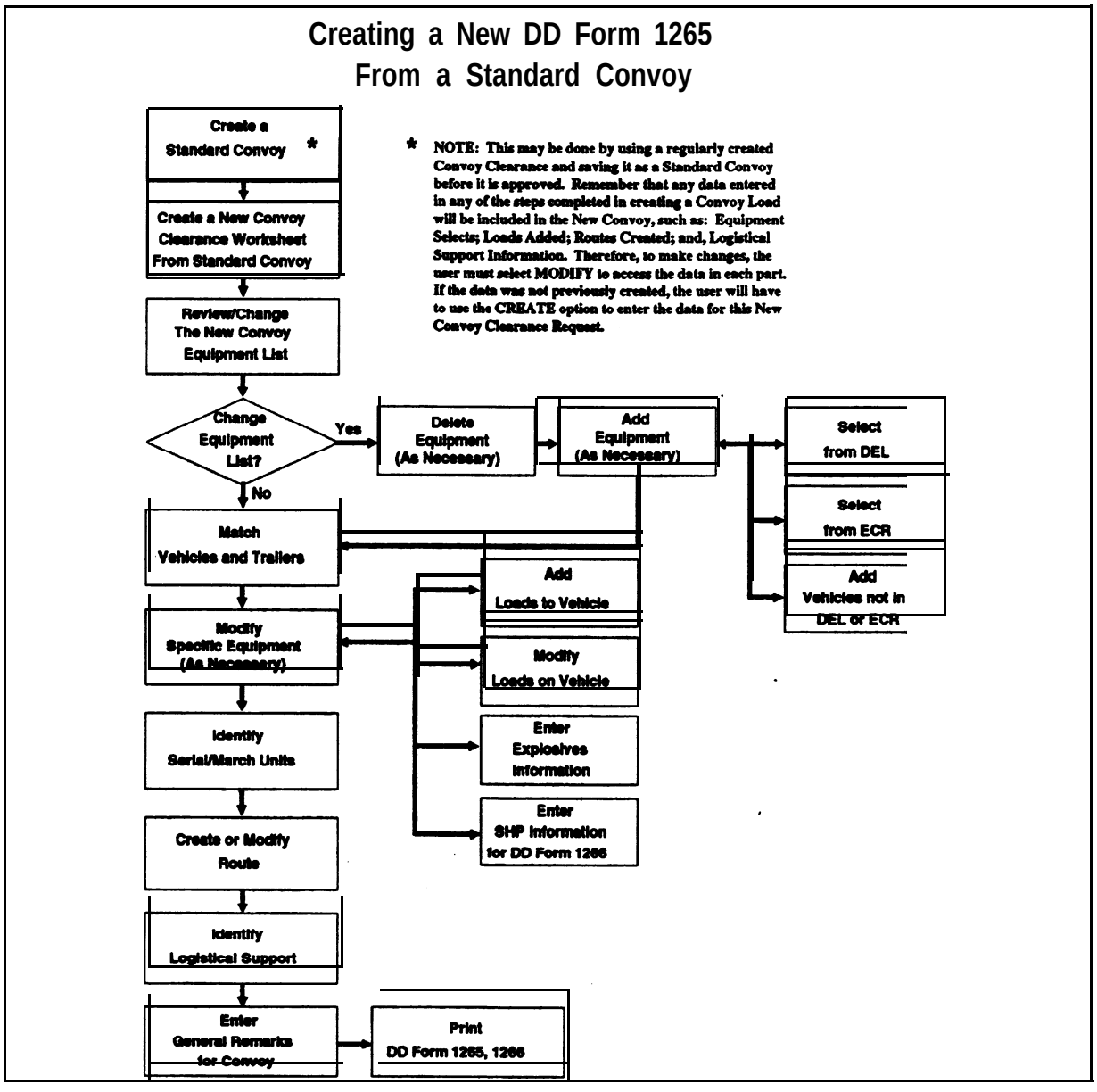


Figure 7-27. Flow Chart for Creating a New DD Form 1265 From a Standard Convoy

7.3.1.2.1 Creating a Standard Convoy.

After you have created a Convoy Clearance Worksheet, and before it is approved, you can designate that convoy plan as a **Standard Convoy so** that you can use it again to create a new convoy for a similar exercise. To store a worksheet as a standard convoy, follow these steps:

a. At the Highway Movement Planning menu, select the **Convoy Clearance** option.

b. At the Convoy clearance menu, select **Standard Convoys. You will see the** Standard Convoy screen with the cursor at **the Movement ID** field.

c. Enter the **Movement ID** of the convoy that you want to make standard and press **ESC** or press F6 to display a list of valid Movement IDs. Use the **Ctrl-J** and **Ctrl-K** keys to find the desired Movement ID. Then press **ESC** to select that Movement ID.

d. After selecting a Movement ID, the following prompt will be displayed:

Make a standard convoy (y/n)

e. Enter y. You will see the following message:

Saving convoy

Movement ID is xxx.

f. TC ACCIS replaces the xxx with the new Movement ID. The system stores this convoy plan as a standard one and assigns a new Movement ID. You can use this convoy plan again for future exercises.

7.3.1.2.2 Creatina a Convoy Clearance Worksheet from a Standard Convoy,

After you have created a Standard Convoy, you can make a copy of its equipment list to create a new convoy. The information entered during any or all of the steps in creating the Standard Convoy will be included in the equipment list for this new convoy, such as equipment being selected, loads added, routes created, logistical support information and general remarks. Once the new convoy has been copied from the Standard Convoy, you can access the new equipment list and delete equipment on the list that is not applicable to the new convoy, or you can add equipment to the list that was not included in the Standard Convoy.

The following steps must be completed to create a Convoy Clearance Worksheet from a Standard Convoy.

a. As necessary, refer to the Highway Movement Planning Menu Map in Figure 7- 1 (page 7-2) for assistance in locating screens.

b. From the Highway Movement Planning menu, select the Convoy Clearance option.

c. From the Convoy Clearance menu, select the Convoy Clearance Worksheet. The Convoy Clearance Worksheet screen will be displayed as shown in Figure 7-28 with the Create option highlighted in the Convoy General Data: ring menu.

d. From the Convoy General Data: ring menu select **Create.** The Create Worksheet: ring menu will be displayed:

Create Worksheet: I-New 2-Standard E-Exit

e. Select the **Standard** option. A list of Standard Convoys that have been prepared in TC ACCIS will be displayed.

f. Highlight the Standard Convoy you want to use to prepare your new convoy and pressing **ESC.** The following message will be displayed in the middle of the screen:

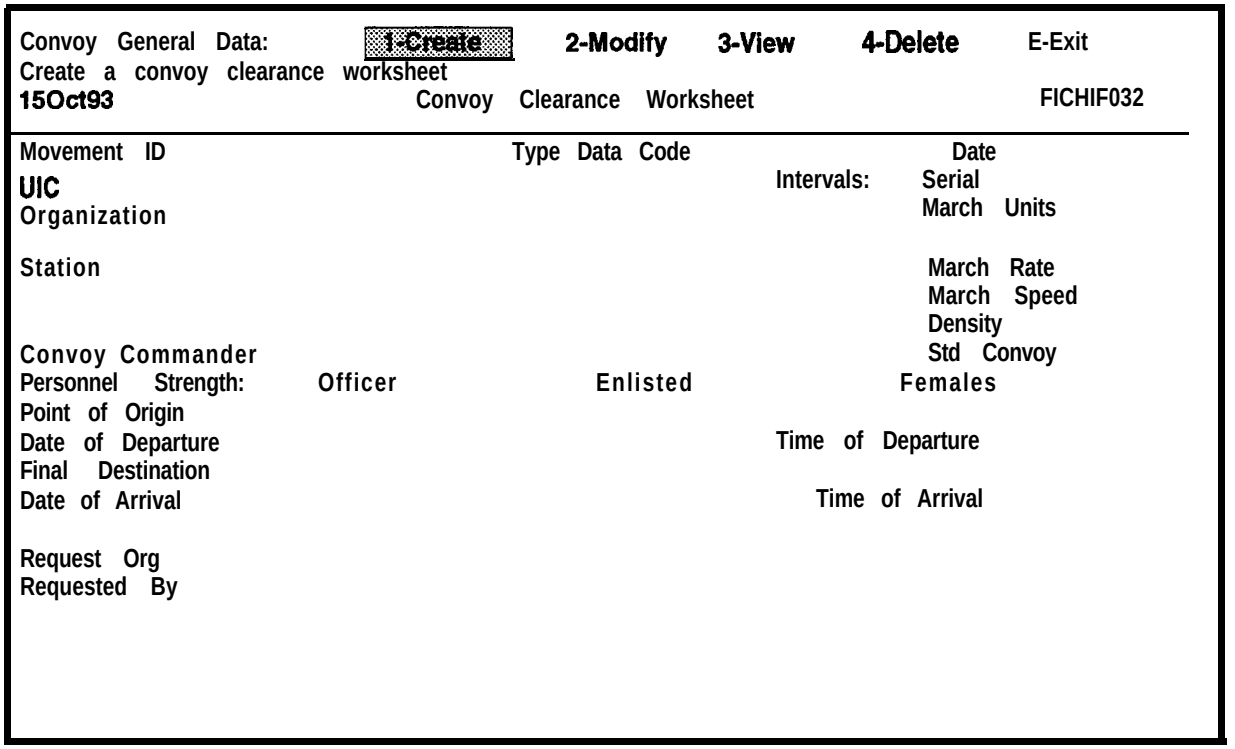


Figure 7-28. Convoy Clearance Worksheet

Creating convoy
The Movement ID is xx

You have now created a new convoy clearance request. TC ACCIS duplicated the equipment list information from the Standard Convoy in the Convoy Clearance Worksheet and assigned the next available Movement ID number to the new convoy. It also associated all other previously entered data with the new Convoy Clearance Request.

g. **Exit** from the Create Worksheet: ring menu. Your cursor will return to the Convoy General Data: ring menu and the Create option will be highlighted.

(1) The Data in your newly created worksheet will remain displayed on the screen.

(2) TC ACCIS automatically changes the date information to correspond with the current date. All other previously entered information remains the same.

(3) You should now review the equipment list for your new convoy to determine whether you need to make any corrections. By following the procedures outlined in the paragraphs below, you can delete pieces of equipment that are not appropriate for your new convoy or you can add additional pieces of equipment. If no corrections are required, exit from the Convoy General Data: ring menu.

7.3.1.2.3 Reviewing the Equipment List for a New Convoy.

Since the convoy clearance worksheet you just created includes the equipment list that was part of a Standard Convoy, you need to review the equipment list and make any changes that may be appropriate. To review this list of equipment you must enter the **Delete** function on the Convoy Clearance: ring menu, and follow the steps provided below.

a. From the Convoy Clearance menu, select Convoy Equipment. The Convoy Clearance: ring menu will be displayed **as** shown below, with the **Add** option highlighted.

Convoy Clearance: I-ADD P-Select &Match 4-Modify 5-Delete . . .

b. From the Convoy Clearance: ring menu, select the **Delete** option. The cursor will move **the Movement ID** field.

c. Enter the appropriate **Movement ID** and press **ESC** or press F6 for **Help. F6** will access the Convoy Selection Screen where you can highlight the appropriate Movement ID using the TC ACCIS defined cursor keys or F3 or F4 to page up or down. When the desired Movement ID is highlighted, press **ESC** to accept. The currently selected pieces of equipment will be displayed in the Select Equipment screen as shown in the Figure 7-29. You can now review the equipment included in your new convoy.

7.3.1.2.3.1 Deleting Equipment from a New Convoy.

To delete equipment from your new convoy, remain in the Select Equipment screen (Figure 7-29) and use the following procedures:

a. Move the cursor up and down the list and press X to select the pieces you want to delete from the equipment list or use the space bar to deselect those pieces you may have selected to deleted and no longer want to delete. **F10** will select all pieces of equipment for deletion from the equipment list for this convoy.

b. When you have completed the selection process, press **ESC** to accept. A message will be displayed in a window asking you to respond y or **n** to Delete the above data? If you press **n** it will not execute the delete. If you press y, it will delete the equipment that is currently selected for the convoy. To reselect you would then have to use the Select option.

c. When you have finished using **the View** option to **delete** the equipment, press **ESC** to return to the Convoy Clearance: ring menu. You are now ready to **Add** new pieces of equipment to the equipment list for this convoy.

7.3.1.2.3.2 Addina Equipment to a New Convoy.

To **Add** pieces of equipment to your new convoy, TC ACCIS allows you to select equipment from a DEL, select equipment from an ECR, or add vehicles that are not in a DEL or ECR. To

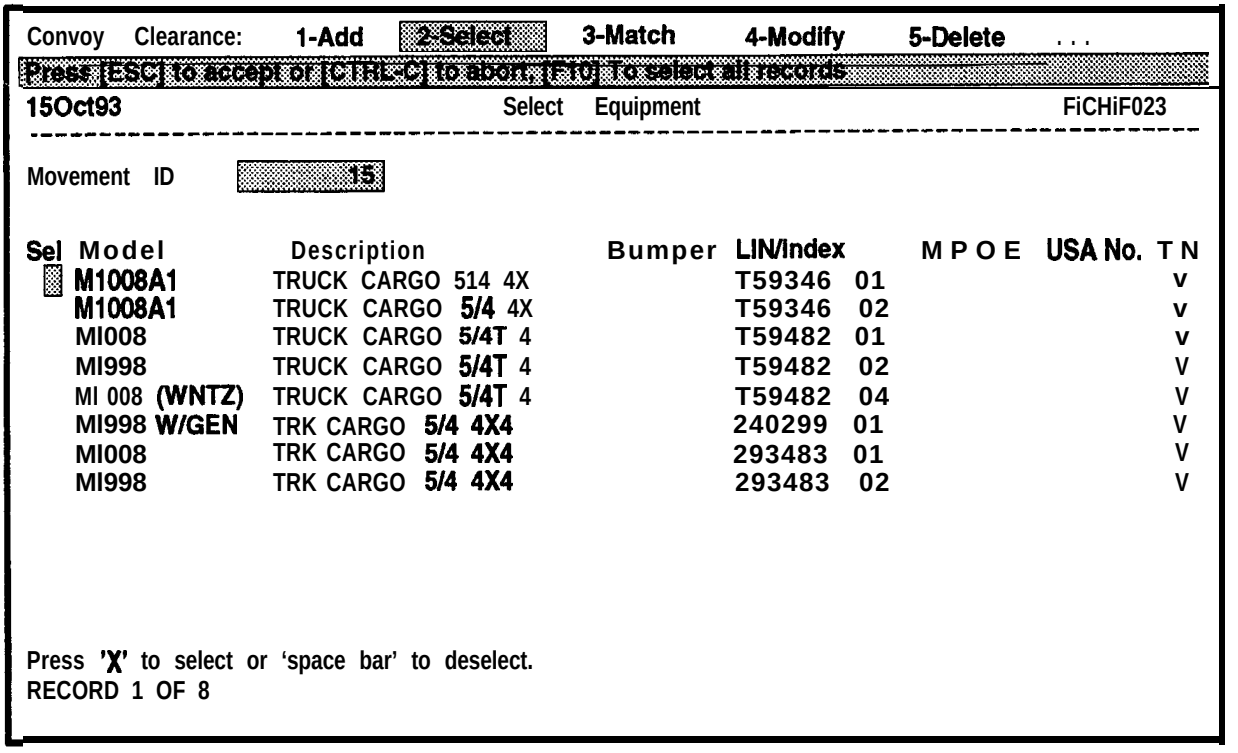


Figure 7-29. Select Equipment Screen with Equipment Listed

do this, follow the procedures described above in paragraph 7.3.1.1.2 (page 7-14) above to choose convoy equipment. When you are done, you will be ready to match vehicles and trailers.

7.3.1.2.4 Matching Vehicles and Trailers.

When you have completed all the corrections to the equipment list for your new convoy, you may need to match vehicles and trailers that will move together in your convoy. To do this, follow the procedures described above in paragraph 7.3.1.1.3 (page 7-21) above. When you are done, you will be ready to modify specific pieces of equipment in your new convoy.

7.3.1.2.5 Modifying Specific Equipment in a Convoy.

When you have completed matching all vehicles and trailers, you may need to modify specific pieces of equipment within your new convoy. To do this, follow the procedures described above in paragraph 7.3.1.1.4 (page 7-23) above. When you are done, you will be ready to identify the Serial/March Units.

7.3.1.2.6 Identifying Serial and March Units.

When you have completed modifying specific equipment in a convoy, you may need to identify serial/march units within your new convoy. Use the following procedures to do this:

a. Select **the Ser/Mar** option from the Convoy Clearance: ring menu. If you need assistance in locating this ring menu, refer to the Highway Movement Planning menu map in Figure 7- 1 (page 7-2).

b. When you select **Ser/Mar** from the Convoy Clearance: ring menu, your cursor will move to **the Movement ID** field. Enter the appropriate **Movement ID** and press **ESC** or use F6 for help. The Enter Serial and March Unit screen will be displayed as shown in Figure 7-31.

Route Information: 1 -Create 2-Modify 3-View 4-Delete E-Exit
Create a new route
15Oct93 Routing FICHIF048

Movement ID 24 Convoy Origination Convoy Destination

Chk Pt. Number	Road ID	State Line	Chk pt. Description	Dist. (MI.)	ETA	T Z	Date Arrive	ETD	T Z	Date Depart
1	us 101	N	Front Gate CMP ROB		0700	P	05Nov93	0703	P	05Nov93
2	CAL 156	N	Hollister Exit	75	0930	P	05Nov93	0933	P	05Nov93
3	CAL 152	N	Pacheco Pass HWY	15	1006	P	05Nov93	1003	P	05Nov93
4	CAL 152	N	Bell's Sta (Break)	12	1024	P	05Nov93	1027	P	05Nov93
5	us I-5	N	I-5 North On Ramp	23	1110	P	05Nov93	1113	P	05Nov93
6	us I-5	N	Rest Stop (Lunch)	16	1146	P	05Nov93	1300	P	05Nov93
7	CAL 12	N	Terminus Exit	50	1437	P	05Nov93	1440	P	05Nov93
6	CAL 12	N	FRFLD (REGROUP)	42	1656	P	05Nov93	1731	P	05Nov93

Figure7-30. Routing Screen with Data

c. Enter the appropriate Serial **Number** for the piece of equipment and press **RETURN.** The cursor moves to **the March Unit** field.

d. Enter the March **Unit** and press RETURN for each pieces of equipment.

(1) The default for serial number is 1 and the default for march unit is 1.

(2) If you attempt to put a matched piece of equipment in a different Serial or March Unit than its pair, TC ACCIS will not allow you to exit from the screen until this is corrected. A message similar to the one displayed below will be highlighted in the lower left comer of the screen.

Match Pair 1713 and 1707 are not in the same serial

1713 and 1707 are the IDs of the matched pair. **If** the serials are mismatched the message will indicate serial and if the march units are mismatched, the message will indicate **march units.**

e. When all serials and march units are assigned, press **ESC** to **exit** and save the entries. Press **exit** again to return to the Convoy Clearance menu. You are now ready to either modify the route that was copied from the Standard Convoy or create a new route if one does not exist. Proceed to the paragraph below that applies to your Standard Convoy.

7.3.1.2.7 Modifying The Route.

Complete the following procedures to make changes to the route that was copied into your new Convoy Clearance Worksheet from the Standard Convoy. If a route was not prepared in the original Standard Convoy, you must follow the procedures in paragraph 7.3.1.1.6 (page 7-41) above to create a new route.

a. From the Convoy Clearance menu, select **Routing.** The Route Information: ring menu, with the Create option highlighted, will be displayed at the top of the Routing screen:

Routing Information: I-Create 2-Modify 3-View 4-Delete E-Exit

b. Select **Modify** from the Route Information: **ring** menu. The cursor will move to the **Movement ID** field.

c. Enter the appropriate **Movement** ID, press **RETURN** and then press **ESC** to accept your entry. The existing route, similar to the one shown in Figure 7-30, will be displayed on the screen.

Convoy Clearance: . . . 6-Ser/Mar E-Exit
[ESC] to accept or [CTRL-C] to return to menu
15Oct93 Enter Serial and March Unit FICHIFO49

Movement ID 15

Serial No.	March Unit	Match Pair	Model	Description	ID	T/V
1	1	1	M35A2	TRUCK CARGO 2-1/2 TO	1780	v
1	1		M35A2	TRUCK CARGO 2-1/2 TO	1781	V
1	1		M35A2	TRUCK CARGO 2-1/2 TO	1782	V
1	1		M35A2	TRUCK CARGO 2-1/2 TO	1783	V
1	1		M35A3	TRUCK CARGO 2-1/2 TO	1784	V
1	1		M35A2	TRUCK CARGO 2-1/2 TO	1785	V
1	1	1	MI49	TRAILER TANK WATER	1786	T
1	1		MI49	TRAILER TANK WATER	1787	T
1	1		MI49	TRAILER TANK WATER	1788	T
1	1		MI49	TRAILER TANK WATER	1789	T

Enter Serial Number and/or March Unit

Figure 7-31. Enter Serial and March Unit Screen

d. To make changes in the ETA time, press **RETURN** until the cursor is **in the ETA** field. Enter the correct **time** and press **RETURN.** Enter the appropriate **time zone** in the **TZ** field and press **RETURN** to enter the appropriate Date Arrive. If the time zone must be changed, you will need to change it in all entries that apply.

e. Press F9 to recalculate the new times and dates for all rows. Where overnights or breaks are needed, you must move the cursor to the **ETD** field and change the **time to** reflect the added time for the break or overnight. Be sure to change the **date in the Date Departure** field if it is an overnight. Move the cursor to the **ETA** field on the row just below your entry and press **F10** to recalculate times from the current row to the end.

Note: Be sure not to use F9 to recalculate because you need to recalculate only from the current row to the end, not all rows. If you recalculate all rows (F9) at this time, TC ACCIS **will** ignore your time allowances for breaks or overnights.

f. If you need to add a check point, press **F1** to insert an additional row.

g. If you need to delete a check point, highlight the row you want to delete and press F2 to delete the row.

h. When you have completed making your edits of the route, press **ESC** to accept and save the data. You are now ready to Identify Logistical Support for this convoy.

7.3.1.2.8 Identifvina Logistical Support.

If the Standard Convoy you used to create this Convoy Clearance Worksheet did not include logistical support information, you need use the Creating Logistical Support Information paragraph below to create this information. If the Standard Convoy included logistical support information, it was also copied to the New Convoy. You can use the Viewing Existing Logistical Support Information to review the data that was copied, and as necessary, you can use the Modifying Logistical Support Information to update. For assistance in locating the menus, refer to the Highway Movement Planning Menu Tree in Figure 7-l (page 7-2).

7.3.1.2.8.1 Creating Logistical Support Information.

Use the following procedures to create logistical support information if none was included in the Standard Convoy you used to generate the new Convoy.

a. Select Logistical Support from the Convoy Clearance menu. The Logistical Support: ring menu will be displayed with the **Create** option highlighted.

Logistical Support: I-Create P-Modify 3-View 4-Delete E-Exit

b. Select **Create** from the Logistical Support: ring menu. The cursor **will** move to the **Movement ID** field. Enter your **Movement ID** and press **ESC** to accept it. The Point

of Origin and Final Destination information will be automatically filled by TC ACCIS based on your entry in the Convoy Clearance Worksheet. With the cursor blinking in the Halt date field, enter **the logistical support information** for this Convoy Clearance Request.

7.3.1.2.8.2 Viewina Existina Loaistical Support Information.

Once you use a Standard Convoy to create a new Convoy, you should review the logistical support inforrnation to verify whether it will support the new Convoy. This can be done by using the following procedures:

a. Select Logistical Support from the Convoy Clearance menu. The Logistical Support: ring menu will be displayed with the Create option highlighted.

Logistical Support: I-create 2-Modify 3-View 4-Delete E-Exit

b. Select **the View** option. **The** cursor will move to **the Movement** ID field. Enter the appropriate **Movement ID** or use the F6 help key to find your **Movement ID.**

c. After you have entered your **Movement ID,** press **ESC** to accept it. The current information that was copied from the Standard Convoy will fill the Logistical Support screen. When you have completed reviewing the information, press **Ctrl-C** to return to the Logistical Support: ring menu. If no changes are needed in the Logistical Support Information, you should proceed to the General Remarks paragraph below. If changes are needed proceed to the Modifying Logistical Support Information paragraph below.

7.3.1.2.8.3 Modifying Loaistical Support Information.

Use the following procedures to make changes in the logistical support information that exists for this Convoy Clearance Request.

a. Select **Logistical Support** from the Convoy Clearance menu. The Logistical Support: ring menu will be displayed with the Create option highlighted.

Logistical Support: I-create 2-Modify 3-View 4-Delete E-Exit

b. Select **the** Modify option. **The** cursor **will** move to **the Movement ID** field.

c. Enter the appropriate **Movement ID** and press **ESC** or press F6 and select the **Movement** ID and press **ESC** to accept it.

(1) Make the necessary changes in the logistical support information.

(2) If you need to add an additional entry, press **F1** to insert a new row.

(3) If you need to delete a line of entry, highlight the line you want to delete, and press F2 to delete the line.

Note: If all logistical support entries for this Convoy Clearance Request need to be deleted, the fastest method is to select the **Delete** option from the Logistical Support: ring menu.

d. When you have completed your changes, press **ESC** to accept them and return to the Logistical Support: ring menu. Press **Exit** to return to the Convoy Clearance menu to proceed to the Entering General Remarks for Convoy paragraph below.

7.3.1.2.9 Enterina General Remarks for the Convoy.

If the Standard Convoy you used to create this Convoy included General Remarks, this information was also copied into the new Convoy. You can review these General Remarks by following the procedures in the Viewing General Remarks for the Convoy paragraph below. If you want to make changes in these General Remarks, proceed to the Modifying General Remarks for the Convoy paragraph below. If the Standard Convoy had no General Remarks, you need to enter this information by following the procedures in the Creating General Remarks for the Convoy. For assistance in locating menus, refer to the Highway Movement Planning Menu Tree in Figure 7-l (page 7-2).

7.3.1.2.9.1 Viewing General Remarks for the Convoy.

Use the following procedures to View the General Remarks included in your new Convoy.

a. From the Convoy Clearance menu select **General Remarks.** The Remarks: ring menu will be displayed with the Add option highlighted.

Remarks: I-Add 2-Modify &View 4-Delete E-Exit

b. To view only the information that is presently included, select the **View** option from the Remarks: ring menu. Your cursor will move to **the Movement ID** field.

c. Enter **the Movement ID** of your convoy and press **RETURN** or use **F6** to help locate and select the desired **Movement ID.** Then press **ESC** to accept the selected Movement ID. If your Movement ID is already displayed when your cursor enters the **Movement ID** field simply press **ESC** to accept and your information will be displayed on **the** screen. Press **Ctrl-C** to abort and return to the Remarks: ring menu.

d. Select **Exit** to return to the Convoy Clearance menu.

7.3.1.2.9.2 Modifying General Remarks for the Convoy,

Use the following procedures to modify the General Remarks included in your new Convoy.

a. Select General Remarks from the Convoy Clearance menu. The Remarks: ring menu will be displayed with the Add option highlighted.

Remarks I-Add 2-Modify 3-View 4-Delete E-Exit

b. Select the Modify option from the Remarks: ring menu. The cursor will move to the **Movement ID** field.

c. Enter the **Movement** ID of your convoy if it is not currently displayed, press RETURN, and then press **ESC** to accept or use **F6** for help in locating and selecting the desired Movement ID. If you need to delete a line of text, move your cursor to that line and press **F2** to delete.

Note: If you need to delete all the entries and re-enter the information, it is faster to use the Delete option from the Remarks: ring menu. This option will delete all information that has been entered in the General Remarks screen. When **you** select **the Delete** option and press **ESC** to exit the screen, you will be prompted with a message:

Do you want to delete the above data? (y/n)?

Pressing y will execute the delete.

d. To add lines of text, press **F1** and a new line will be created above the line where your cursor is blinking. If your cursor is on the last line of the text, pressing RETURN will create a new line for entry.

e. When you have completed entering the General Remarks for the convoy, press **ESC** to accept and return to the Remarks: ring menu.

f. Select **Exit** to exit from the Remarks: ring menu.

7.3.1.2.9.3 Creatina General Remarks for the Convoy.

Use the following procedures to add new General Remarks to your new Convoy.

a. Select **General Remarks** from the Convoy Clearance menu. The Remarks: ring menu will be displayed with the Add option highlighted.

Remarks: l-Add P-Modify 3-View 4-Delete E-Exit

b. To include information **in the** General Remarks for **the** first time, select **Add** from the Remarks: ring menu. **The** cursor will move to **the Movement ID** field.

c. Enter **the Movement** ID of your convoy press **RETURN** and then press **ESC** to accept the entry. F6 Help is available in locating and selecting the movement ID desired.

d. Your cursor will move the text field, TC ACCIS will automatically assign a line **#** when you make your text entry and press RETURN.

e. Press **ESC** to return to the Remarks: ring menu when you have completed your entries.

f. Select **Exit** from the Remarks: ring menu to return to the Convoy Clearance menu.

7.3.1.2 10 Printing the DD Forms 1265 and 1266.

Follow the instruction in paragraph 7.3.1.1.9 (page 7-47) to print the DD Forms 1265 and 1266 for convoys created from a Standard Convoy.

7.3.1.3 Viewina the DD Forms 1265 and 1266.

This function is not currently implemented.

7.3 2 Creatina a DD Form 1266 with a Special Route.

When you plan a convoy that includes oversize/overweight vehicles or loads, you must enter Special Hauling Permit (SHP) data. At times, you also may have to plan the individual movement of hazardous equipment. In these instances, you do not have to prepare a Request for Convoy Clearance (DD Form 1265); however, you must still prepare a Request for Special Hauling Permit (DD Form 1266). A Flow Chart for completing the DD Form 1266 **is** shown at Figure 7-33.

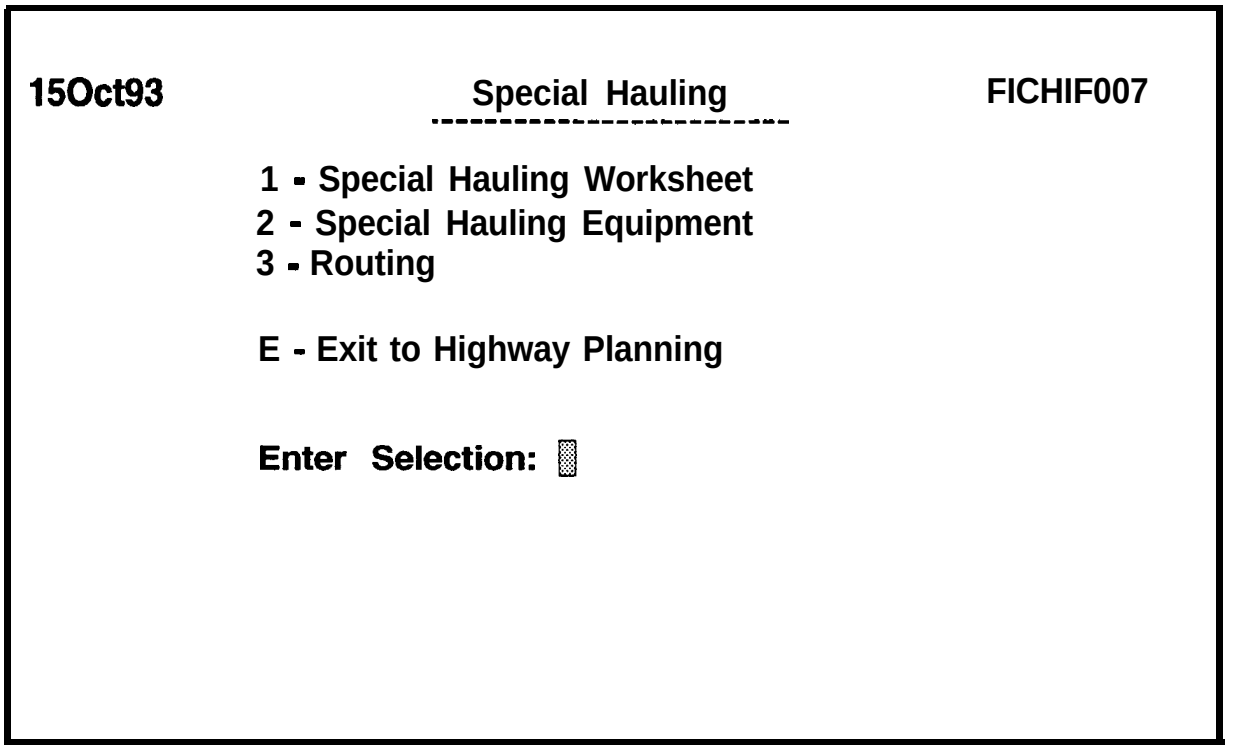


Figure 7-32. Special Hauling Menu

To prepare **SHPs** for individual vehicle movements, use the **Special Hauling** option on the Highway Movement Planning menu. A menu as shown in Figure 7-32 will be displayed.

The following is an explanation of each of the options available on the Special Hauling menu that is displayed when **you** select **Special Hauling** from the Highway Movement Planning menu:

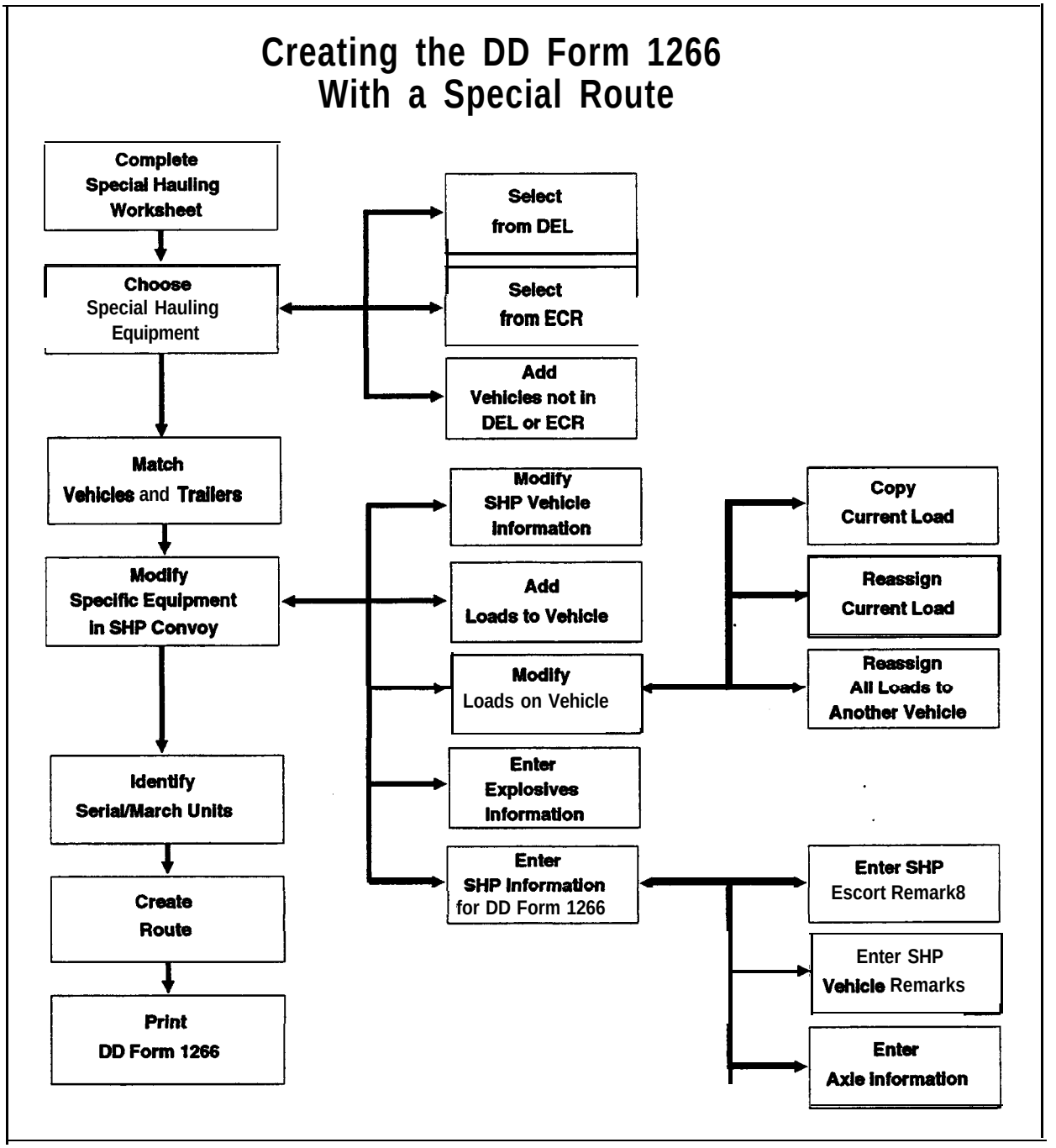


Figure 7-33. Flow Chart for Creating the DD Form 1266

Menu Item	Explanation
Special Hauling Worksheet	Use this function to create a new special hauling worksheet which will allow you to select vehicles, and configure equipment for a Special Hauling Permit (DD Form 1266). The data from this worksheet will complete Section I - General, of the Request for Special Hauling Permit (DD Form 1266.

Special Hauling Equipment	Use this function to select convoy equipment that requires special handling.
Routing	Use this function to enter data for **checkpoints, distances,** and **arrival** and **departure times.**

Most of the Special Hauling screens are the same as the Convoy Clearance screens shown in paragraph 7.3.1 (page 7-4) above. The steps for entering and modifying information are similar as well. You can create and update special hauling permits, select and configure equipment, specify routes, and record remarks.

7.3.2.1 Completing the Special Haulina Worksheet.

a. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-1 (page **7-2)** for assistance in locating screens.

b. Select **Special Hauling Worksheet** from the Special Hauling menu, and the Special Hauling Worksheet screen will be displayed, as shown in Figure 7-34. **The Add** option on the Special Handling: ring menu will be highlighted.

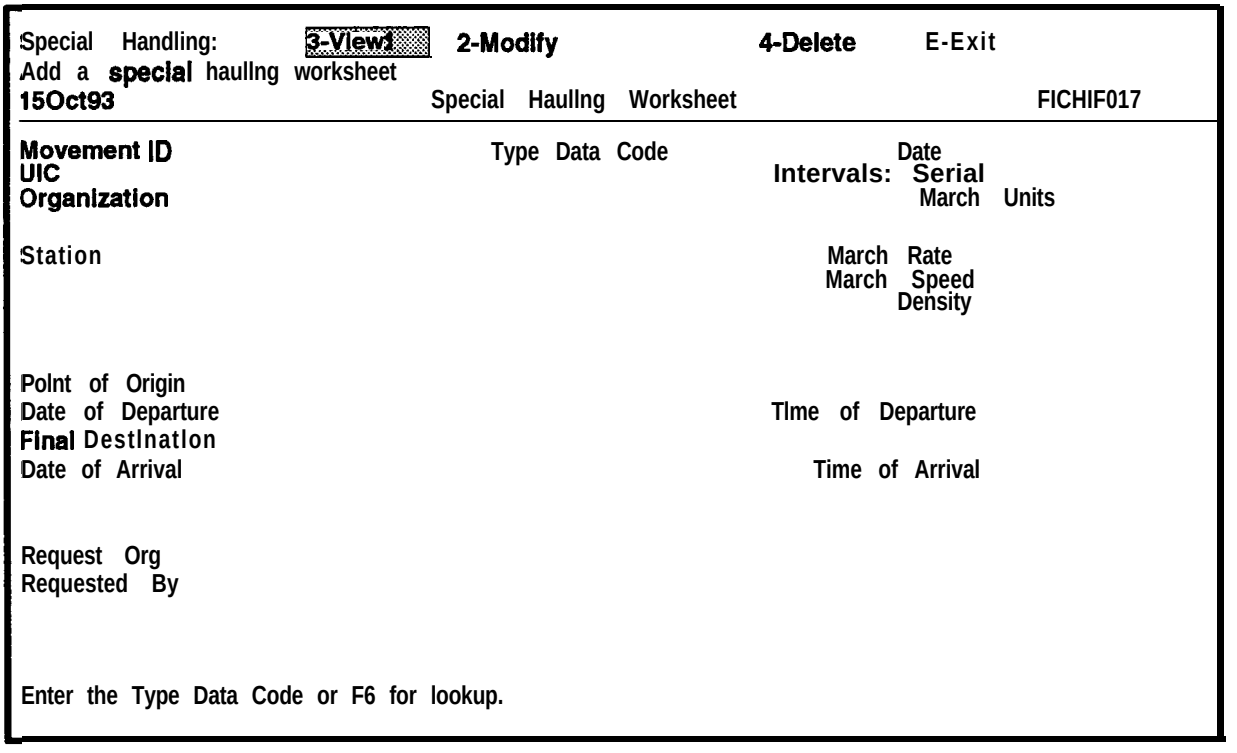


Figure 7-34. Special Hauling Worksheet

The following is an explanation of the Special Hauling: ring menu options:

Menu Option	Explanation
Add	Create and store a new convoy planning worksheet.
Modify	Modify the data on an existing convoy worksheet.

View	View a convoy planning worksheet; you can enter a query to locate a specific convoy worksheet to view.
Delete	Delete an existing convoy worksheet that is no longer needed.
Exit	Exit and return to the Special Hauling menu.

The following is an explanation of the fields and the data to be entered on this screen.

Field Name	Type	Explanation
Movement ID	A	An identifying number for the convoy plan. This number is assigned to the convoy plan by TC ACCIS after you enter and store the header information.
Type Data Code	R	The two-character TDC assigned to the exercise for which this convoy is being planned.
Date	A	Creation date for this worksheet; automatically entered by the system.
UIC	A	The UIC of the unit responsible for planning the convoy.
Organization	A	The name associated in TC ACCIS with the UIC; this information is filled in automatically when you enter the UIC.
Station	A	The address block for the unit indicated by the UIC; this is also filled in automatically when you enter the UIC.
Intervals: Serial	R	The number of minutes between serials (subdivisions of vehicle groups) in the convoy.
Intervals: March Units	R	Number of minutes between march units (individual vehicles or matched vehicles and trailers) in the convoy.
March Rate	R	Overall rate of march (aggregate progress, taking into account halts and speed variations), in miles per hour.
March Speed	R	Speed of lead vehicle miles per hour.
Density	A	Number of vehicles per mile. Defaults to 12 but it can be modified.
Point of Origin	R	Name of the place where the convoy will start (maximum of 40 characters).
Date of Departure	A	Date on which the convoy is scheduled to start. This information is pulled from the Convoy/Special Hauling Route Data screen.
Time of Departure	A	Time (military time) that the lead vehicle in the convoy is scheduled to move out. This information is pulled from the Convoy/Special Hauling Route Data screen.
Final Destination	R	Name of the place where the convoy will arrive (maximum of 40 characters).
Date of Arrival		Date on which the convoy is scheduled to reach its destination. This information is pulled from the Convoy/Special Hauling Route Data screen.

Time of Arrival	Time that the lead vehicle in the convoy is scheduled to arrive at the destination. This information is pulled from the Convoy/Special Hauling Route Data screen.
Request Org	Name of the organization that will submit this Request for Convoy Clearance for approval (maximum of 25 characters).
Requested by	Name of the individual requesting the clearance (maximum of 25 characters).

c. At the Special Hauling Worksheet screen, select **Add** from the Special Hauling: ring menu. The cursor moves to the **Type Data Code (TDC)** field.

d. Enter the **TDC** for a DEL that you have created and press **RETURN.** The cursor moves to the **UIC** field.

e. Enter your **UIC** and press RETURN. TC ACCIS fills in your unit's name and address. The cursor moves to the next field, **Intervals: Serial.**

f. Continue filling in the fields with the appropriate information. After you have filled in the last field, **Request By,** the cursor moves back to the **TDC** field.

g. Enter the information for all fields on this screen.

h. Press **RETURN** after each field.

i. Press **ESC** to save the information for this worksheet. Press **ESC** to accept the information you entered. You will see a small window with the following message:

Creating a new Worksheet

Movement ID is xxx

The cursor moves back to the Special Hauling: ring menu.

j. Press **E** to exit the Special Hauling Worksheet screen.

If you want to delete, modify, or view the worksheet you just saved, you must choose the appropriate option from the Special Hauling: ring menu.

7.3.2.2 Selecting Special Haulina Equipment.

There are three methods of choosing equipment for an SHP. These methods are discussed in the following paragraphs:

a. You can select SHP equipment from a previously stored Deployment Equipment List (DEL),

b. You can select SHP equipment from the Equipment Characteristics Register (ECR) table, **and/or**

c. **You can use the Add** function to add equipment that is not on a DEL or ECR.

7.3.2.2.1 Selecting Equipment from a DEL

Follow these steps to select SHP equipment from a DEL you set up in the previous paragraph:

a. From the Highway Movement Planning menu, select **Special Hauling.** As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-l (page 7-2).

b. Select **Special Hauling Equipment** from the Special Hauling menu. The Select Equipment screen will be displayed with the Add option will be highlighted in the Special Hauling: ring menu displayed at the top, as follows:

Special Hauling: I-Add P-Select 3-Match 4-Modify 5-Delete . . .

c. Choose the **Select** option. The cursor will move to **the Movement ID** field.

d. Enter **the Movement** ID number that TC ACCIS assigned to the convoy after you completed the convoy worksheet in the previous paragraph and press **ESC** or press F6 to display a list of valid Movement **IDs.** Use the cursor control keys to **find** the correct Movement ID. Then press **ESC** to accept that Movement ID.

e. You will see the Equipment Selection Parameters window as shown in Figure 7-35. The cursor will be in the **Equipment List** field. This window is used to enter query criteria for equipment selection.

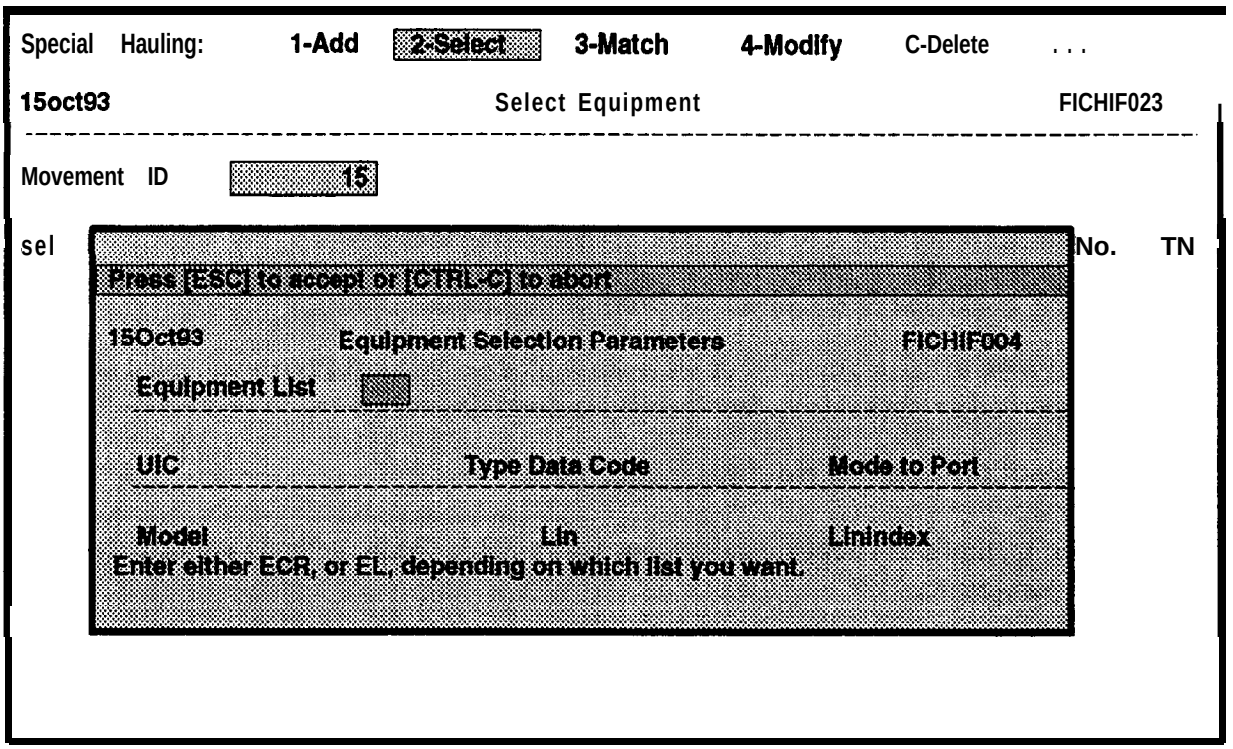


Figure 7-35. Equipment Selection Parameters Window

The following is an explanation of the fields on this screen:

Field Name	Type	Explanation
Equipment List	R	Enter either **EL** for equipment list or **ECR** for ECR.
UIC		The Unit Identification Code. This field can only be queried on if **the Equipment List** field is **EL.**
Type Data Code		The Type Data Code. This field can only be queried on **if the Equipment List** field is **EL.**
Mode to Port		The Mode to Port of Embarkation. This field can only be queried on if **the Equipment List** field is **EL.**
Model		The equipment model number. This field can only be queried on if **the Equipment List** field is **ECR. The** Mode to Port for a convoy should be U.
LIN		The vehicle or SHE Line Item Number from the TB 55-46-l ECR table. This field can only be queried on if **the Equipment List** field is **ECR.**
LINIndex		The vehicle or SHE index from the TB 55-46-l ECR table. This field can only be queried on if **the Equipment List** field is **ECR.**

f. Enter **EL** to select equipment from your DEL.

Note: When equipment is selected by **EL, you can** query by UIC, TDC, and/or MPOE. When equipment is selected by **ECR,** you can query by Model, LIN, and/or LINIndex. When you enter selection parameters into any or all of these fields, the data will be selected by those parameters. If an entry is not made in a field, the query will select all data because no parameters were entered for that field. For example, if you enter a **UIC** and leave the **TDC** and **MPOE** fields blank, all data for that UIC will be selected, regardless of TDC or MPOE.

g. Press **ESC.** The cursor moves to the **UIC** field.

h. The **UIC** and **Type Data** Code fields are already filled in. If these require changing, enter the correct information, pressing **RETURN** after each entry. If the UIC and TDC are correct, press **RETURN** twice to move the cursor to the **Mode to Port** field.

i. Enter the appropriate **MPOE** (for example, **U) in this** field and press **RETURN. The** cursor moves to the **UIC** field.

j. Press **ESC.** You will see the following message on your screen:

Finding equipment . . . Please wait

You will see an equipment list similar to the one in Figure 7-36. The cursor is in the Sel field.

Note: Figure 7-36 is an example; your equipment list will probably be different.

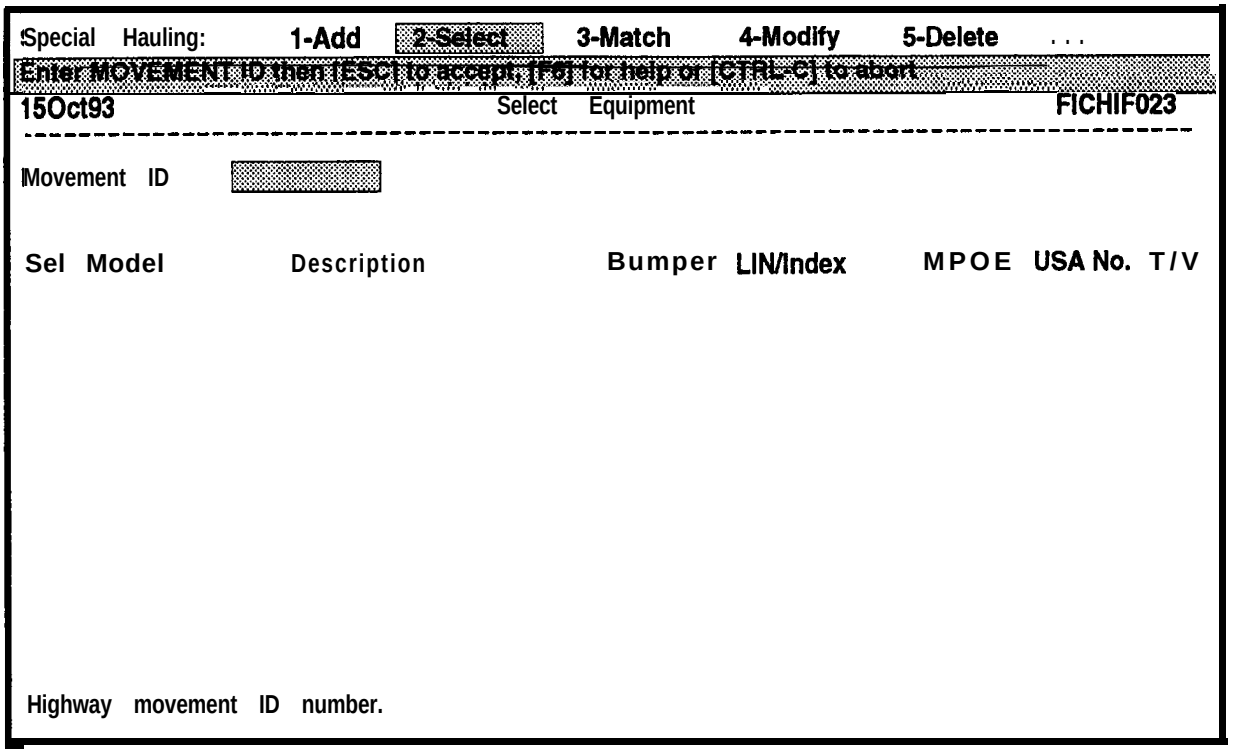


Figure 7-36. Select Equipment Screen

The following is an explanation of the fields on this screen:

Field Name	Type	Explanation
Movement ID	R	The TC ACCIS convoy number that was automatically assigned when the Special Hauling header worksheet was completed and stored.
Sel	A	Use this field to select equipment items. Mark selected items by moving the cursor to each item to be included and entering an **X**.
Model	A	The equipment model number.
Description	A	A brief description of the equipment item.
Bumper	A	The current bumper number for the equipment item in each row. Will be filled only when unit has entered information in its DEL.
LIN	A	The vehicle or SHE Line Item Number from the TB 55-46-1 ECR table.
Index	A	The vehicle or SHE index from the TB 55-46-1 ECR table.
MPOE	A	Mode to Port of Embarkation. Pulled from Equipment List based on unit's entry.
USA No.	A	The registration number (USA number) for each equipment item.
T/V	A	

Indicates whether the equipment item is a prime mover vehicle (V) or a trailer (T). Anything that is not a vehicle or a trailer is a load or SHE.

k. Using the Ctrl- J and Ctrl-K keys to move the cursor down or up on the list, enter an X next to each piece of equipment that you want to include in this DEL.

Note: If you were selecting all of the equipment on this list, you would press **F10.**

l. When you have selected the equipment, press **ESC.** You will see the following message briefly at the bottom left of your screen:

Equipment insert count: __

You have finished selecting equipment for the SHP. A message at the bottom left of the screen indicates the total number of items in the convoy.

m. You are returned to the Special Hauling: ring menu with **the Match option highlighted.**

7.3.2.2.2 Selecting Vehicles from an ECR.

Note: The TC ACCIS Equipment Characteristics Register is approximately equivalent to the ***Army's Standard Characteristics for Transportability of Military Vehicles and Other OutSize/ Overweight Equipment*** (TB 55-46-l).

Follow these steps to select equipment from the Equipment Characteristics Register (ECR) for the SHP you set up in the previous paragraph:

Note: If all the equipment needed for the SHP is in the unit's DEL, you do not need to complete these steps.

a. From the Highway Movement Planning menu, select **Special Hauling. As** necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-l (page 7-2).

b. Select **Special Hauling Equipment** from the Special Hauling menu. You will see the Select Equipment screen. The Special Hauling: ring menu will be displayed at the top, with the Add option highlighted, as follows:

Special Hauling: l-Add 2-Select 3-Match 4-Modify 5-Delete . . .

c. Choose the **Select** option. The cursor is now in **the Movement ID** field.

d. Enter **the Movement** ID number that TC ACCIS assigned to the convoy after you completed the convoy worksheet in the previous paragraph and press **ESC** or press F6 to display a list of valid Movement IDs. Use the cursor control keys to find the correct Movement ID, and then press **ESC** to accept that Movement ID.

e. You will see the Equipment Selection Parameters window. The cursor is in the **Equipment List** field, as shown in Figure 7-38. This window is used to enter query criteria for equipment selection.

The following is an explanation of the fields on this screen:

Field Name	Type	Explanation
Equipment List	R	Enter either **EL** for equipment list or **ECR** for ECR.
UIC		The Unit Identification Code. This field can only be queried on **if the Equipment List** field is **EL.**
Type Data Code		The Type Data Code. This field can only be queried on **if the Equipment List** field is **EL.**
Mode to Port		The Mode to Port of Embarkation. This field can only be queried on **if the Equipment List** field is **EL.**
Model		The equipment model number. This field can only be queried on if **the Equipment List** field is **ECR. The** Mode to Port for a convoy should be **U.**
LIN		The vehicle or SHE Line Item Number from the TB 55-46-1 ECR table. This field can only be queried on if **the Equipment List** field is **ECR.**
LINIndex		The vehicle or SHE index from the TB 55-46-l ECR table. This field can **only** be queried on if **the Equipment List** field is **ECR.**

Special Hauling: 1-Add 2-Select 3-Match 4-Modify S-Delete . . .
Press [ESC] to accept or [CTRL-C] to abort. [F10] To select all records
15Oct93 Select Equipment FICHIFO23

Movement ID 15

Sel	Model	Description	Bumper	LIN/Index	MPOE	USA No.	T/V
X	M1008A1	TRUCK CARGO 5/4 4X		T59346 01			V
	M1008A1	TRUCK CARGO 5/4 4X		T59346 02			V
	MI008	TRUCK CARGO 5/4T 4		T59482 01			V
	MI008	TRUCK CARGO 5/4T 4		T59482 02			V
	M1008 (WNTZ)	TRUCK CARGO 5/4T 4		T59482 04			V
	MI 008 W/GEN	TRK CARGO 514 4X4		240299 01			V
	MI008	TRK CARGO 5/4 4X4		Z93483 0 1			V
	M1008	TRK CARGO 5/4 4X4		293483 02			V

Press 'X' to select or 'space bar' to deselect.
RECORD 1 OF 8

Figure 7-37. Equipment Selection Parameters Window

f. Enter **ECR** to select equipment from the ECR, and press **ESC.** The cursor moves to **Model** field.

g. Enter the **model designation, the LIN,** and the **LINindex** of the vehicle you are selecting from the ECR, pressing **RETURN** after each field. You can use wild cards, e.g., **M1008*** to see all equipment with **Ml008** in the model number. This would include **M1008A1, M1008A3,** etc. If however, you use **Ml008** without a wild card, the system will display ONLY equipment with an **Ml008** model number.

A list of equipment matches your search criteria, similar to the one shown in Figure 7-37 will be displayed.. The cursor will be in the **Sel** field.

The following is an explanation of the fields on this screen:

Field Name	Type	Explanation
Movement ID	A	The TC ACCIS convoy number that was automatically assigned when the Special Hauling header worksheet was completed and stored.
Sel		Use this field to select equipment items. Mark selected items by moving the cursor to each item to be included and entering an **X**.
Model	A	The equipment model number.
Description	A	A brief description of the equipment item.
Bumper	A	

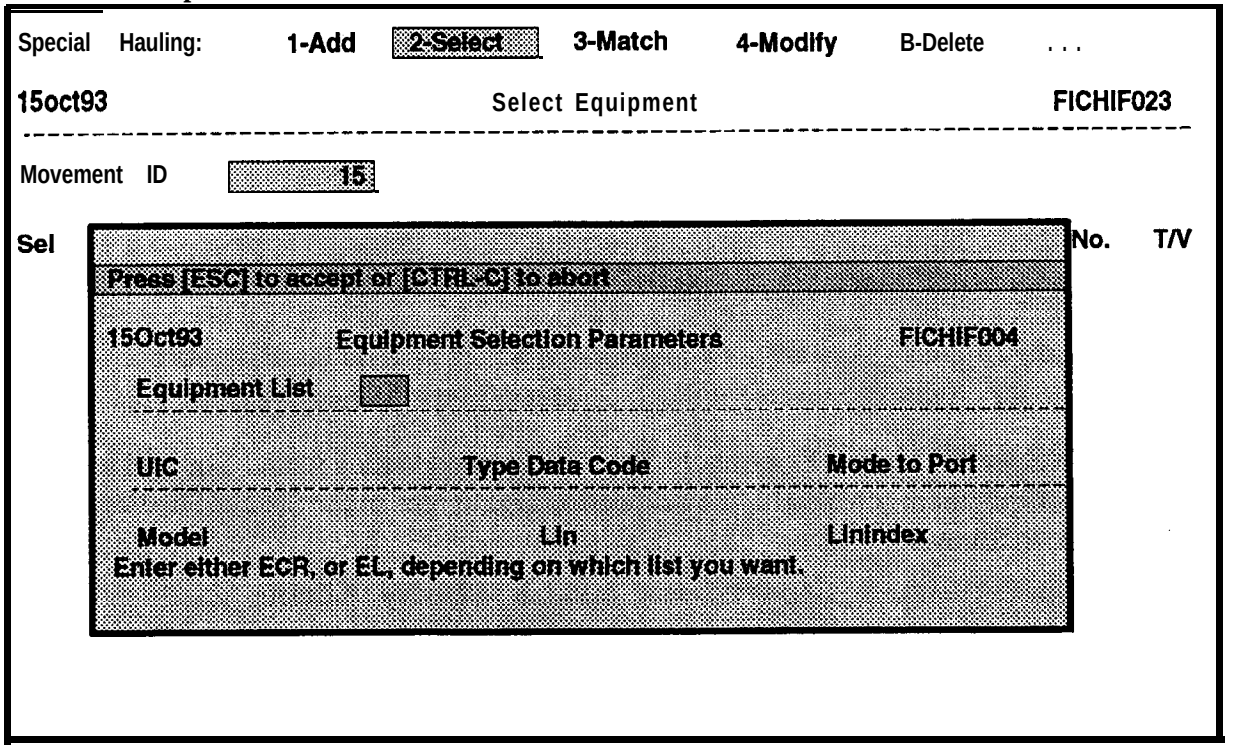


Figure 7-38. Equipment Selection Parameters Window

		The current bumper number for the e uipment item in each row. This information is availab4e only when the unit entered it in its Equipment List. It will be blank for equipment queried from the ECR Table.
LIN	A	The vehicle or SHE Line Item Number from the TB 55-46-l ECR table.
Index	A	The vehicle or SHE index from the TB 55-46-l ECR table.
MPOE		Mode to Port of Embarkation. This field is blank when equipment is queried from ECR Table.
USA No.		The registration number (USA number) for each equipment item. This field is blank when queried from the ECR Table.
T/V	A	Indicates whether the e uipment item is a prime mover vehicle (V) or a trailer 8). Anything that is not a vehicle or a trailer is a load.

h. Using the **Ctrl-J** and **Ctrl-K** keys to move the cursor down or up on the list, enter an X next to each piece of equipment that you want to include in this DEL. Again note that if you were selecting all of the equipment on this list, you would press **F10.**

i. When you have selected the equipment, press **ESC.** You will see the following message briefly at the bottom left of your screen:

Equipment insert count = X

This indicates that the system is inserting the equipment you selected into the DEL for the SHP. The count will rise until it reached the number of pieces of equipment you selected. When the process has completed, you are returned to the Special Hauling: ring menu with **the Match** option highlighted.

7.3.2.2.3 Adding Vehicles That are Not on a DEL or ECR.

Follow these steps to add equipment that is not available on a DEL or in the ECR tables for the convoy you set up in the previous paragraph:

a. From the Highway Movement Planning menu, select **Special Hauling. As** necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-l (page 7-2).

b. Select **Special Hauling Equipment** from the Special Hauling menu. You will see the Select Equipment screen with the Add option highlighted in the Special Hauling: ring menu, as follows:

Special Hauling: l-Add P-Select 3-Match 4-Modify 5-Delete . . .

c. Select **Add.** The cursor is now **in the Movement** ID field.

d. Enter **the Movement ID** of the SHP and press **ESC,** or accept the Movement ID which is displayed by pressing **ESC.** The Vehicle Modification Screen will be displayed as shown in Figure 7-39.

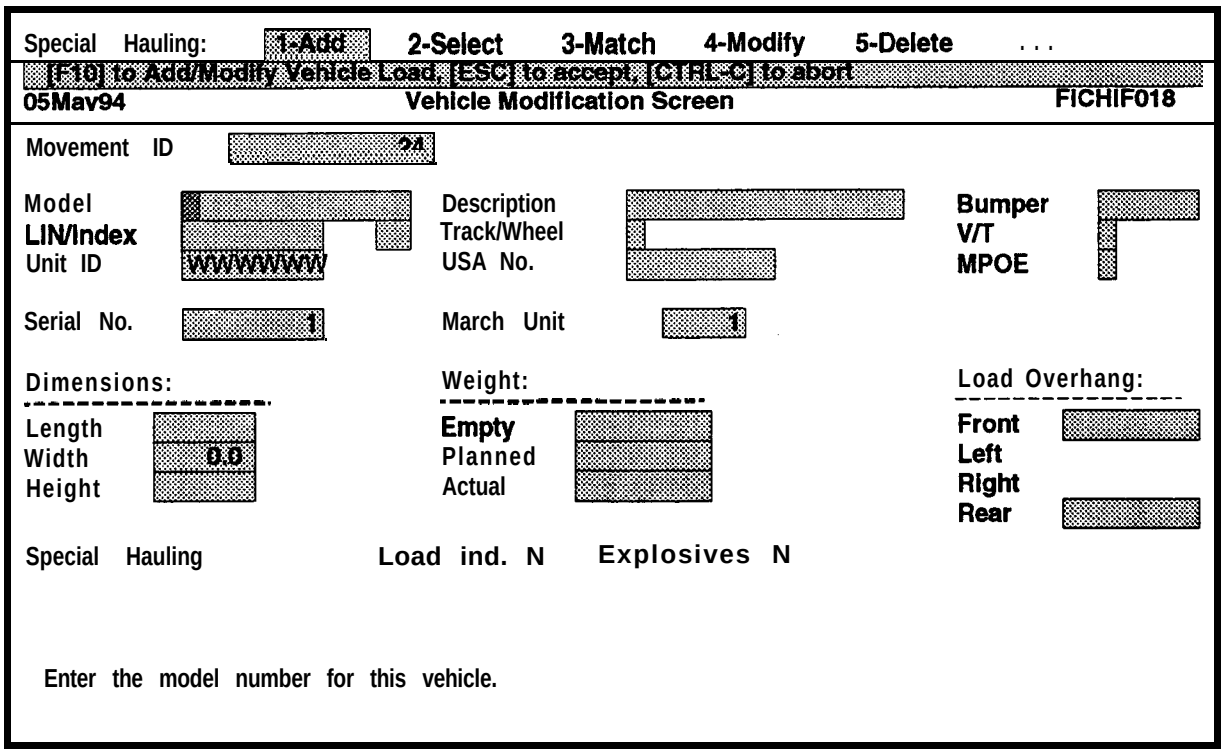


Figure 7-39. Vehicle Modification Screen

e. Enter the data into the fields of the Vehicle Modification Screen, pressing **RETURN** after each field has been entered. When the last field has been entered, the cursor returns to the **Model** field. This allows you to correct any data entry errors.

f. When you are satisfied with the field entries, press **ESC** to accept the data. The cursor returns to the Special Hauling: ring menu, with the cursor on the **Select** option.

7.3.2.3 Matching Vehicles and Trailers,

When you select **Match** from the Special Hauling: ring menu, you can pair vehicles and trailers or split previously created vehicle-trailer pairs. After you select a **Movement** ID, the Match Prime Movers with Trailers window opens on the screen. You do not enter any data in this window; instead, you use certain function keys to join and split vehicle-trailer pairs.

The following is an explanation of the function keys used to join and separate pairs.

Function Key	Purpose
F8	Position the cursor next to the vehicle that you want to pair with a trailer and press this key.
F9	Position the cursor next to the trailer that you want to pair with a vehicle and press this key
F10	Position the cursor next to one item in a matched pair and press this key to split the pair.

Follow these steps to create or split vehicle/trailer matches:

a. From the Highway Movement Planning menu, select **Convoy Clearance. As** necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-l (page 7-2).

b. Select **Special Hauling Equipment** from the Special Hauling menu. The Select Equipment screen will be displayed with the Add option highlighted in the Special Hauling: ring menu, as follows:

Special Hauling: l-Add 2-Select 3-Match 4-Modify 5-Delete . . .

c. Select **Match.** Enter **the Movement** ID and press ESC. You will see the Match Prime Movers with Trailers screen as shown in Figure 7-40.

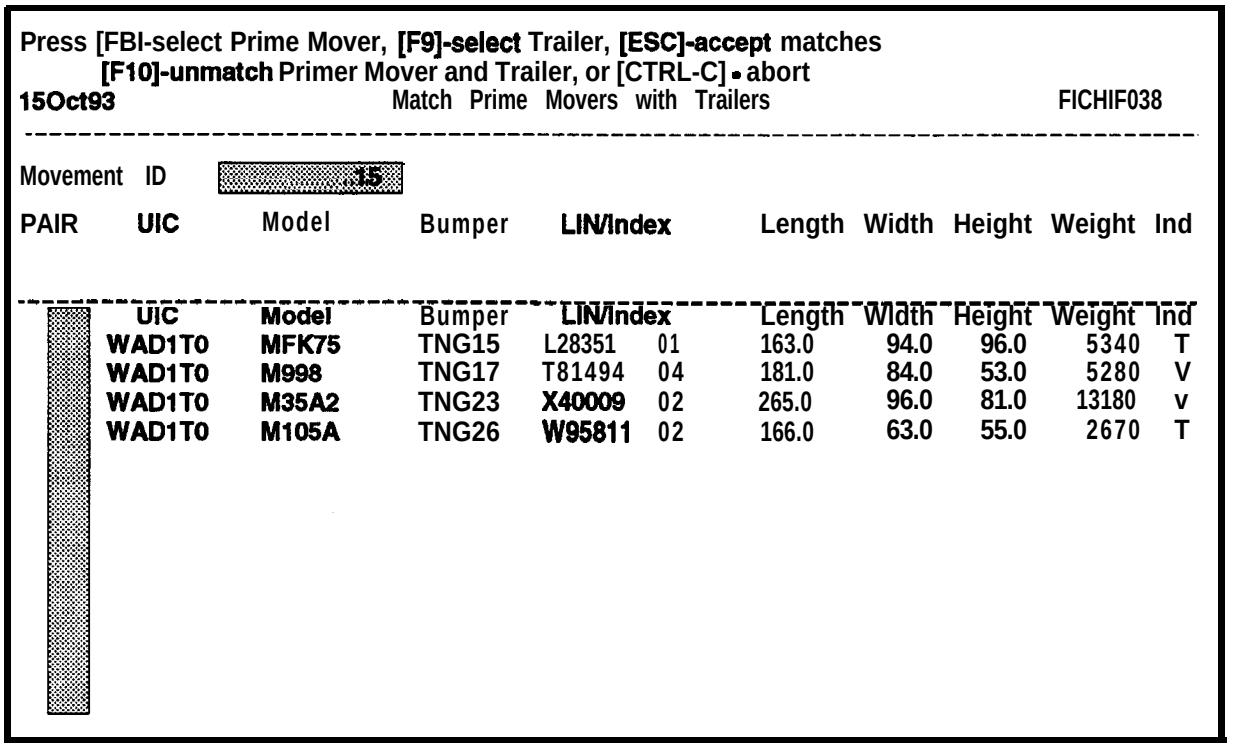


Figure 7-40. Match Prime Movers with Trailers Screen

The following is an explanation of the fields in the Match Prime Movers with Trailers screen:

Field Name	Type	Explanation
Movement ID	R	The TC ACCIS convoy number that was automatically assigned when the Special Hauling header worksheet was completed and stored.
Pair	R	Use this field to match prime mover vehicles with trailers. Mark selected items by moving the cursor to each item to be matched and alternately pressing **F8** and F9 to match a prime mover vehicle with a trailer.
UIC	A	The Unit Identification Code for the equipment item in that row.

Model		
	A	Model number for that equipment item.
Bumper	A	Current bumper number, if any.
LIN/Index	A	The vehicle or SHE Line Item Number and index from the TB 55-46-1 ECR table.
Length	A	Length in inches of the item.
Width	A	Width in inches of the item.
Height	A	Height in inches of the item.
Weight	A	Weight in pounds of the item.
Ind	A	Indicates whether the item is a vehicle (V) or a trailer (T).

d. Position the cursor next to the vehicle you want to pair with a trailer and press **F8.**

e. Position the cursor next to the trailer to be paired with the vehicle and press **F9.** You will see the following prompt:

Match the above pair? (y/n)?

f. Enter y.

g. If you wanted to split a vehicle/trailer pair, you would position the cursor next to either item in the pair and press **F10.** Press **ESC** to return to the Special Hauling: ring menu.

h. Press **E** or **RETURN** to exit to the Special Hauling menu. Go on to the next paragraph.

7.3.2.4 Modifying Specific Equipment in an SHP Convoy.

Equipment in an SHP can be modified in the following ways:

a. Modifying Convoy Vehicle Information.

b. Adding Loads to a Vehicle

c. Modifying a Load for a Vehicle.

(1) Copying a Current Load.

(2) Reassigning the Current Load.

(3) Reassigning All of the Loads to Another Vehicle.

d. Entering Explosives Information.

e. Entering Special Hauling Permit (SHP) Information.

(1) Entering Escort Requirements.

(2) Entering Special Hauling Permit Vehicle Remarks.

(3) Entering Axle Information.

7.3.2.4.1 Modifying SHP Vehicle Information.

Once you have selected equipment for the SHP, you can modify the SHP equipment by changing height dimensions, or by adding loads. Follow these steps to modify the information for the equipment you have selected for the convoy:

a. From the Highway Movement Planning menu, select **Special Hauling. As** necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-l (page 7-2).

b. Select **Special Hauling Equipment** from the Special Hauling menu. The Select Equipment screen will be displayed with the Add option highlighted in the Special Hauling: ring menu, as follows:

Special Hauling: l-Add 2-Select &Match 4-Modify S-Delete . . .

c. From the Special Hauling: ring menu, select **Modlfy** to display the Vehicle Modification Screen shown in Figure 7-41.

```
Special Hauling:      1-Add     2-Select     3-Match     4-Modify     5-Delete     . . .
Enter MOVEMENT ID then [ESC] to accept, [F6] for help or [CTRL-C] to abort
05May94                          Vehicle  Modification  Screen                    FiCHiF018

Movement ID

Model                          Descrlptlon                    Bumper
LIN/Index                      Track/Wheel                    V/T
Unit ID                        USA No.                        MPOE

Serial No.                     March Unit

Dimensions:                    Weight:                        Load Overhang:
Length                         Empty                          Front
Width                          Planned                        Left
Height                         Actual                         Right
                                                              Rear
Special  Hauling                Load  Ind.        Explosives

Enter  Movement  ID.
```

Figure 7-41. Vehicle Modification Screen

The following is an explanation of the fields and the data to be entered on the this screen.

Field Name	Type	Explanation
Movement ID	R	The identification number assigned to this convoy by TC ACCIS.

Model	A	The vehicle model number from the TB 55-46-l ECR Table.
Description	A	A brief equipment description from the TB 55-46-l ECR Table.
Bumper	A	The current bumper number, if any.
LIN/Index	A	The vehicle or SHE Line Item Number and index from the TB 55-46-l ECR Table.
Track/Wheel	A	Identifies the vehicle as either tracked (T) or wheeled (W).
V/T	A	Vehicle/Trailer indicator; valid codes are V for vehicle; T for trailer.
unit ID	A	The UIC to which the vehicle is currently assigned.
USA No.	A	The registration number (Serial number) of the equipment, if any.
MPOE	A	Mode to Port of Embarkation, as indicated in the equipment list from which the vehicle was selected.
Serial No.	A	Indicate the item's place in the convoy.
March Unit	A	Indicate the item's place in the convoy.
Dimensions	A	The length, width, and height in inches of the vehicle. The dimensions can not be less that the dimensions in the ECR Table.
Weight	A	Indicates the empty (tare), planned loaded, and actual loaded (measured) weights of the vehicle in pounds.
Load Overhang	A	Indicates how much larger the load is than the vehicle, measured in inches on the sides, front, and back of the vehicle. Overhanging loads are assumed to be centered, so half the overhang will show on each side.
Special Hauling		Indicates whether a Special Hauling Permit is required for this vehicle. If one is required, TC ACCIS will display prompts to that effect during creation or modification, requesting SHP remarks, escort requirements, and other details.
Load Ind.	A	Load Indicator; tells you whether the vehicle/trailer contains a load. This field is automatically filled in with Y if a load has been added to the vehicle.
Explosives	A	Indicates whether explosives are part of the load, as indicated in the load detail information.

d. Enter the Movement ID number (if necessary, press **F6** to view a list of valid Movement ID numbers) and press **ESC.** The screen now displays a List of Equipment window showing the equipment you selected in the last paragraph. The cursor is to the left of the first item on the list. The following prompt will be displayed at the top of the screen:

Select EQUIPMENT ID then press [ESC] to accept or [CTRL-C] to abort

e. To modify the vehicle and load information for a piece of equipment listed on this screen, position the cursor next to the item you want to modify and press **ESC.** The List of Equipment window closes, TC ACCIS redraws the Vehicle Modification screen, and the following prompt will be displayed at the top of the screen:

[F10] to Add/Modify vehicle Load, [ESC] to accept, [CTRL-C] to abort

f. Modify the vehicle information as necessary. Note that the system automatically assigns all vehicles to the first Serial and March units; to assign a vehicle to a different position in the convoy, you must change the Serial and March Unit assignments by selecting the Serial/Match Option from the Convoy Equipment: ring menu.

7.3.2.4.2 Adding a Load to a Vehicle,

Follow the steps below to add a load to a vehicle:

a. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7- 1 (page 7-2) to get to the Vehicle Modification screen.

b. At the Vehicle Modification screen, press **F10** to add or modify a load for a vehicle. You will see the Vehicle Load Data window as shown in Figure 742. The following prompt will be displayed at the top of the screen:

[F1]-Add Load, [F2]-Delete, [F7]-Reassign All Loads, [F8]-Modify, [F9]-Return

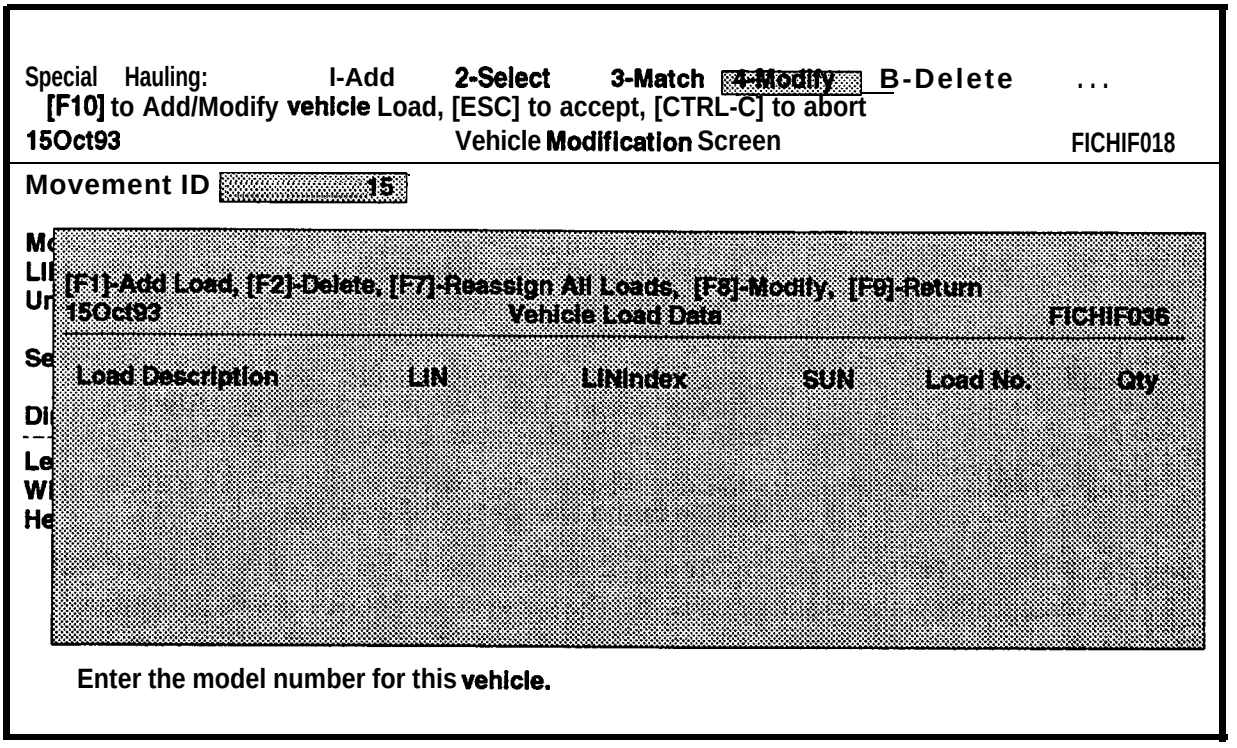


Figure 7-42. Vehicle Load Data Window

The following is an explanation of the fields on this window:

Field Name	Type	Explanation
Load Description	A	A brief description of the item in the load that is displayed only when a load exists.
LIN	A	The Line Item Number of the item from the TB 55-46-1 ECR Table. It is displayed only when a load exists.
LINIndex		The LIN Index of the item from the TB 55-46-1 ECR Table. It is displayed only when a load exists.
SUN	A	The Shipment Unit Number of the vehicle or SHE. It is displayed only when a load exists.
Load No.	A	Load number. It is displayed only when a load exists.
Qty	A	The quantity of items identified in the Load Description field. It is displayed only when a load exists.

You can press **F1** to add a load, F2 to delete the highlighted load, **F7** to reassign all the loads displayed to a different vehicle or SHE, F9 to return to the Vehicle Modification Screen, or select a **LIN** and press **F8** to modify the load on the vehicle,.

c. Press **F1** to **Add** a load. The Detailed Vehicle Load Data window as shown in Figure 7-43 will be displayed, with the following prompt displayed at the top of the screen:

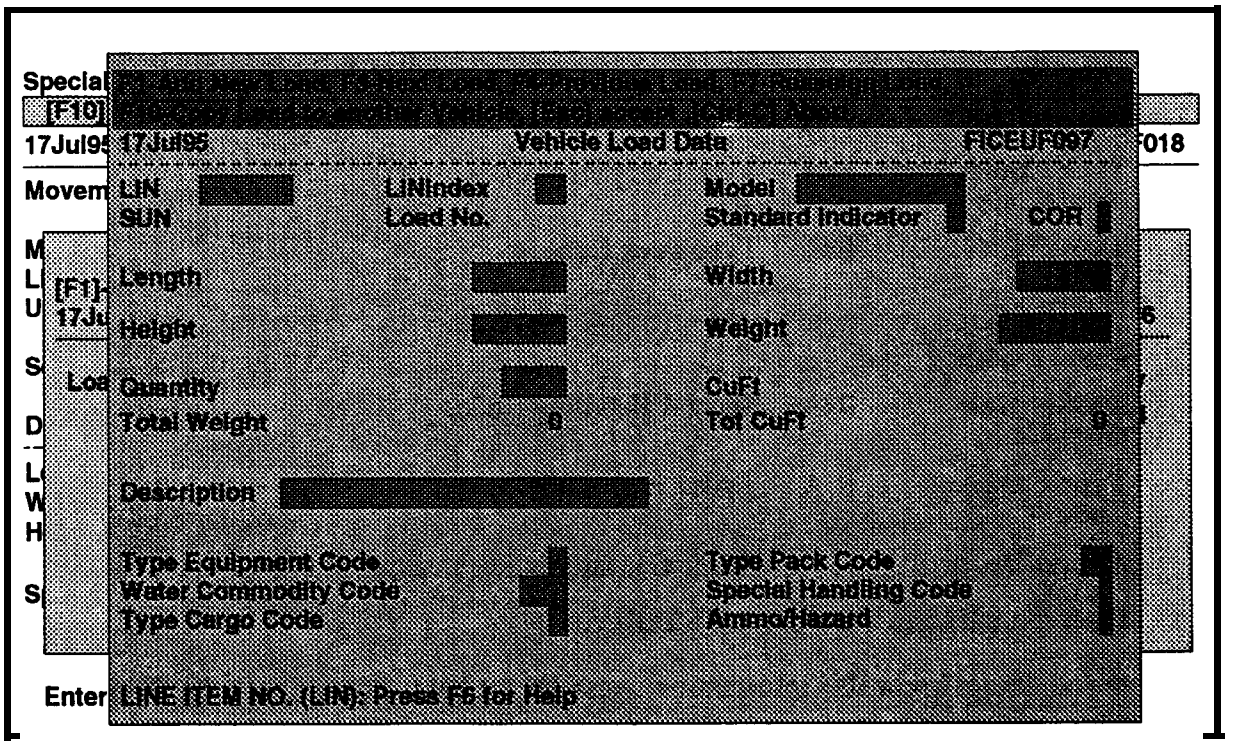


Figure 7-43. Detailed Vehicle Load Data Window

Fl-Add New Load, F3-Next Load, F4-Previous Load,F7-Reassign Load, F10-Copy Load to another Vehicle, [Esc] Accept, [Ctrl-C] Abort

The following is an explanation of the fields in the Vehicle Load Data screen:

Field Name	Type	Explanation
LIN		The Line Item Number of the item from the TB 55-46-1 ECR Table. If it is not used, the cursor must be moved to the **Model** field as a Non-Standard Load.
LINIndex		The LIN Index of the item from the TB 55-46-l ECR Table.
Model	R/A	The Model of the item identified. Required entry if no LINIndex was selected.
SUN	A	The Shipment Unit Number of the vehicle or SHE highlighted in the Vehicles Summary section.
Load Number	A	Load number.
Standard Indicator		Standard indicator. Enter Y or N.
Length	R/A	Total length in inches of the item identified.
Width	R/A	Total width in inches of the item identified.
Height	R/A	Total height in inches of the item identified.
Weight	R/A	Total weight in pounds of the item identified.
Cubic Feet	A	Cubic feet of the item identified.
Quantity	R	The quantity of the item identified.
Description	R/A	A brief description of the item identified.
Type Equipment Code	R/A	Type Equipment Code.
Type Pack Code	R/A	Type Pack Code.
Water Commodity Code	R/A	Water Commodity Code.
Special Handling Code	R/A	Special Handling Code.
Type Cargo Code	R/A	Type Cargo Code.
Ammo/Hazard	R	Ammo/Hazard indicator. Enter Y or N.

d. Enter the **LINIndex** and press **RETURN.**

If you do not know this information, press **F6** for help. You will see the Equipment Characteristics Query Table.

e. Enter your query information in one of the four fields and press **ESC.** For example, you could enter 02 in the **Index** field to query for all equipment that has an 02 Index.

After you enter your query information and press **ESC,** you will see the Equipment Characteristics Table.

f. Using the **F3, F4, Ctrl-J,** and **Ctrl-K** keys, scroll to the LINIndex that you want and press **ESC.** TC ACCIS automatically fills in **the LIN, LINIndex, SUN, Load Number** and **Description** fields for you.

g. At the **Standard Indicator** field, enter y or **n.** If you enter y, TC ACCIS automatically fills in **the Length, Width, Height, Weight, Cubic Feet,** and **Quantity** fields and all codes. If you want more than one of the same item, change **the Quantity** field accordingly. TC ACCIS will adjust the weight to reflect this increase. If you enter **n,** you must enter **Length, Width, Height,** and **Weight fields—TC** ACCIS automatically calculates the Cubic Feet and Quantity and fills the fields with the appropriate codes.

h. If you entered **n** in the Standard Indicator field, you will need to complete the remaining fields:

(1) Type Pack Code (PK)

(2) Water Commodity Code (WCC)

(3) Special Handling Code (SHC)

(4) Type Cargo Code (TCC)

(5) Type Equipment Code **(TEC)**

i. Enter y or **n** in the **A/H** field.

If you enter y in the A/H field when you press F9 to return to the Vehicle Modification screen, you will see the Explosives Data: ring menu when you exit from the Modify Equipment screen. See paragraph 7.3.2.4.4 (page 7-85) below for the procedures to enter explosives information.

j. Press **ESC.** You will see the Vehicle Load Data window with the information that you just entered.

k. If you want to copy the current load, reassign the current load, or reassign all loads, see the appropriate paragraph below.

l. Press F9 to return to the Vehicle Modification screen.

m. Press **ESC** to save your entry. Press **E** to exit.

7.3.2.4.3 Modifvina a Load on a Vehicle.

Follow the steps below to modify a load on a vehicle in the convoy:

a. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-1 (page 7-2) to get to the Vehicle Modification screen.

b. At the Vehicle Modification screen, press **F10** to **Add/Modify** a vehicle load. The Vehicle Load Data window will be displayed with the following prompt displayed at the top, as shown in Figure 7-44.

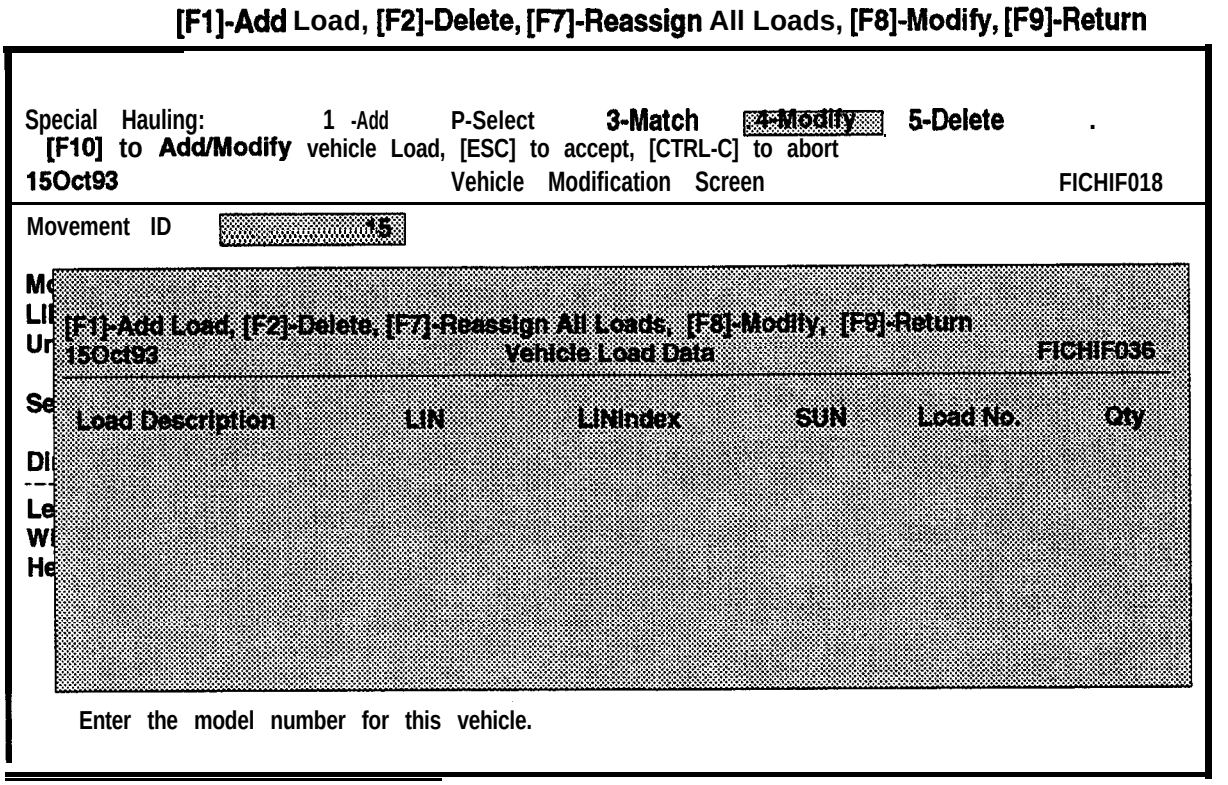


Figure 7-44. Vehicle Load Data Window

c. To Modify a load to a vehicle, press **F8-Modify. The** Detailed Vehicle Load Data window with data will be displayed with the cursor blinking in **the Model** field, as shown in Figure 7-45.

d. To make a change, move the cursor to the field to be changed and enter the new information. When you have completed all changes to this load, press **ESC** to accept the data and exit. If you need to copy the load, refer to paragraph 7.3.2.4.3.1 below. If you want to reassign this load or all loads to another vehicle, refer to paragraphs **7.3.2.4.3.2** and 7.3.2.4.3.3 below.

7.3.2.4.3.1 Copying the Current Load to Another Vehicle.

The Vehicle Load Data screen is used to copy the current load to another vehicle by following the steps below:

a. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-1 (page 7-2) to get to the Vehicle Modification screen.

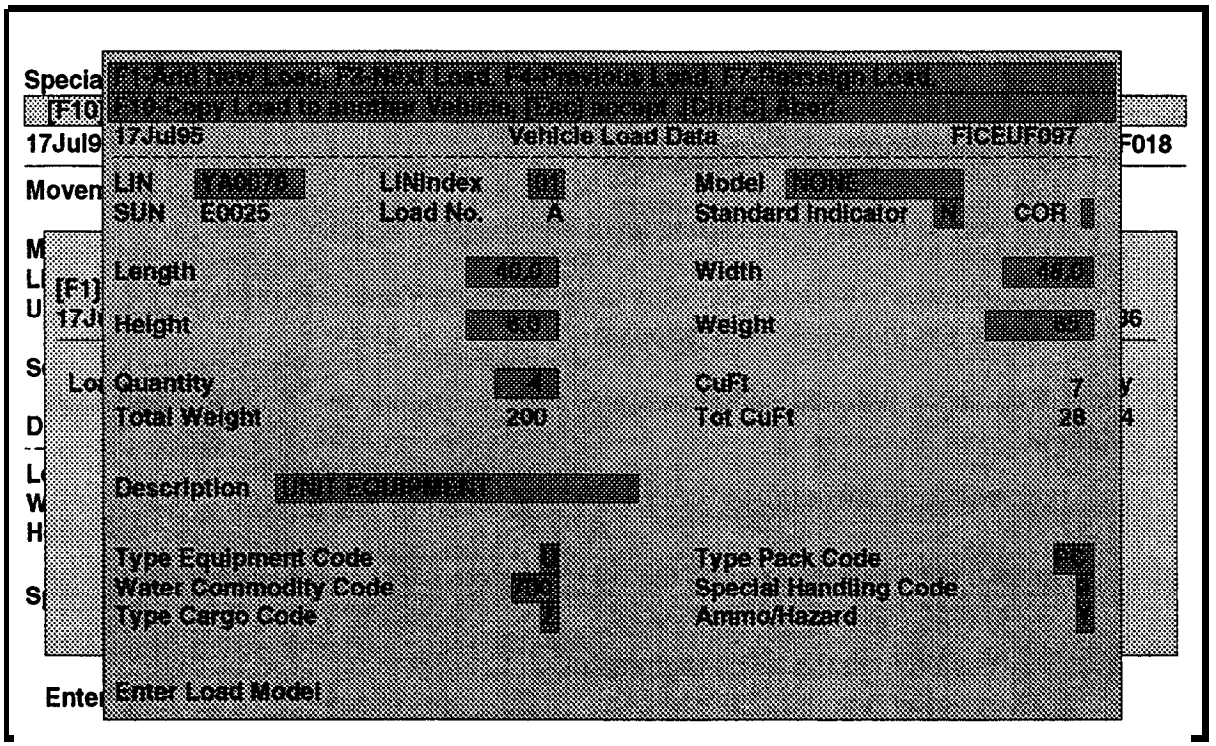


Figure 7-45. Detailed Vehicle Load Data Window with Data

b. Press **F10** on the Vehicle Modification screen to display the Vehicle Load Data window.

c. Press **F8** to display the detailed Vehicle Load Data window with the following prompt at the top:

F1-Add New Load, F3-Next Load, F4-Previous Load, F7-Reassign Load
F10-Copy Load to another Vehicle, [Esc] Accept, [Ctrl-C] Abort.

d. Press **F10** to copy the current load. The following prompt will be displayed in the center of the screen:

Enter SUN of the Vehicle which the load will be assigned/copied:

e. Enter the **SUN** and press **ESC** to accept. A message will be displayed to indicate that processing is taking place. When the processing is complete, the message will disappear and the cursor will return to the **Model** field of the Vehicle Load Data window.

f. Press **ESC** to exit and return to the Vehicle Load Data window, and then press **F9** to return to the Modify screen.

g. Press **ESC** to exit from the Modify screen.

h. If you want to reassign the current load, or reassign all loads, see the appropriate paragraph below.

i. Press F9 to return to the Vehicle Modification screen.

j. Press **ESC** to save your entry. Press **E** to exit.

7.3.2.4.3.2 Reassianina the Current Load.

Follow the steps below to reassign the current load:

a. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7- 1 (page 7-2) to get to the Vehicle Modification screen.

b. Press **F10** at the Vehicle Modification screen to display the Vehicle Load Data window.

c. Press **F8.** The detailed Vehicle Load Data window will be displayed.

Note: The load must already exist on the vehicle before it can be reassigned.

d. Press F7. You will see the following prompt:

Enter the SUN of the vehicle which the load(s) will be assigned:

e. Enter the **SUN** or press F6 for help. If you press F6, you will see the Available Equipment window.

f. Select the vehicle and press **ESC.** You will see that the **Load** field has been removed from the current vehicle. The load has been moved to the load section of the vehicle you designated.

g. Press F9 to return to the Vehicle Modification screen and then press **ESC** to return to the Convoy Clearance: ring menu.

7.3.2.4.3.3 Reassianina All Loads to Another Vehicle.

Follow the steps below to reassign all of the loads to another vehicle:

a. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7- 1 (page 7-2) to get to the Vehicle Modification screen.

b. If you are not already at the Vehicle Load Data window, at the Vehicle Modification screen, press **F10.** You will see the Vehicle Load Data window.

c. Press F7. You will see the following prompt:

Enter the SUN of the vehicle which the load(s) will be assigned/copied:

d. Enter the **SUN** and press **RETURN** or press F6 for help. If you press F6, you will see the Available Equipment window.

e. Using the **Ctrl-J** and **Ctrl-K** keys and the F3 and F4 keys, scroll to the Equipment that you want and press **ESC.** TC ACCIS reassigns all of the loads for that vehicle to the vehicle that you chose.

7.3.2.4.4 Enterina Explosives Information.

If a load contains explosive materials and the **Ammo/Hazard** field of the Vehicle Load Data screen has a Y entered, the **Explosives Indicator** field on the Vehicle Modification screen is automatically filled in with Y. You must enter explosives data for the vehicle load.

If a load that you have added contains explosives, the A/H field will display a Y. When you press F9 from the Vehicle Load Data window, you will see the Explosives Section of the DD Form 1265 screen, as shown in Figure 7-46, with the Explosives Data: ring menu displayed at the top.

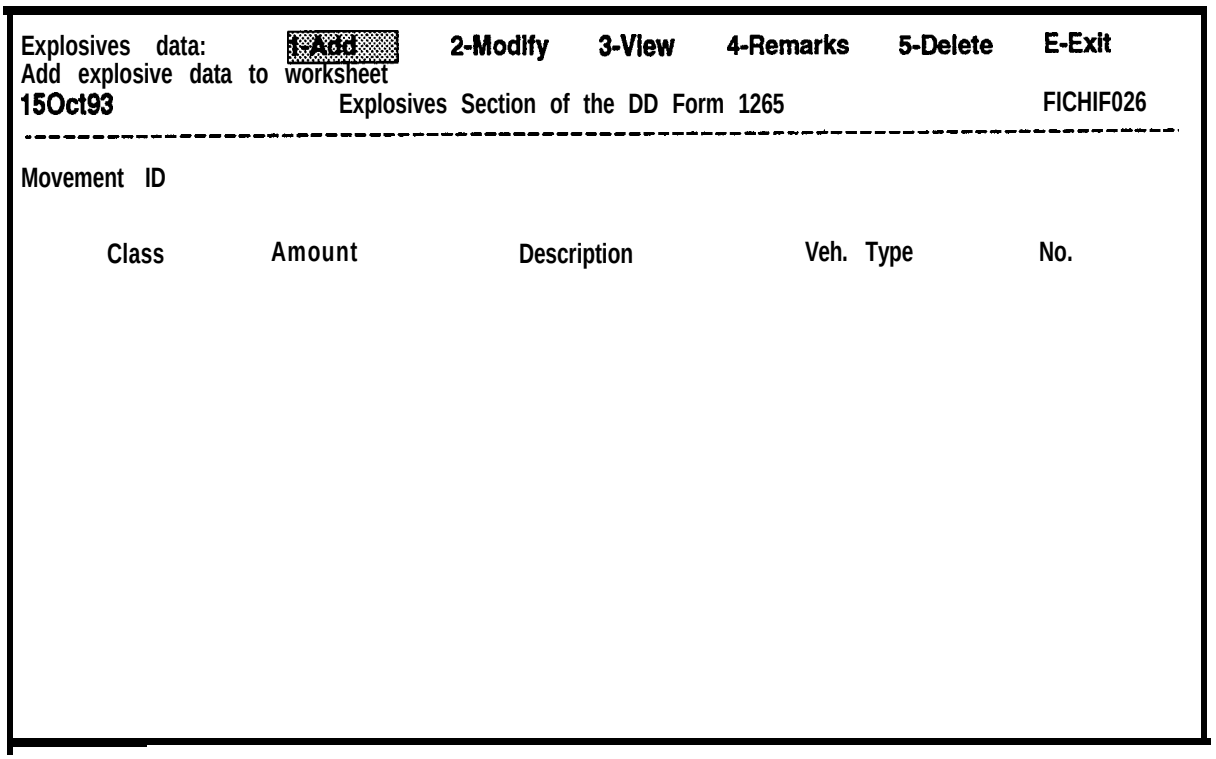


Figure 7-46. Explosives Section of the DD Form 1265 Screen

The following is an explanation of the fields in the Explosives Details screen:

Field Name	Type	Explanation
Movement ID	R	Movement ID of the convoy you are modifying; if necessary, press **F6** to select a **Movement ID.**
Class	R	Classification code for the explosive materials.
Amount	R	Amount of explosives in the load.

Description	R	Brief description of the explosives.
Veh. Type	R	Type of vehicle transporting the explosives.
No.	R	Total number of vehicles transporting the explosives.

a. Select **ADD** to add explosives information. **The Movement** ID field is automatically filled in.

b. Enter the following information for each explosive material being transported: class, **amount,** and brief **description** of the explosive load; type and number of the vehicles transporting the load.

c. Press ESC to save the information and return to the Explosives Data: ring menu.

d. Select the **Remarks** option. You will see the Explosives Remarks screen with the following ring menu options.

Remarks: I-Add 2-Modify 3-View 4-Delete E-Exit

e. Select **the Add** option. **The Movement ID** field is automatically filled in.

f. Enter remarks about the explosive load as necessary. Note that the line number of the remarks text is automatically **filled in as you** enter **Remarks.**

g. Press **ESC** to store the remarks and return to the ring menu.

h. Press **E** until you get back to the Vehicle Modification screen.

7.3.2.4.5 Enterina SHP Information for a DD Form 1266.

If a vehicle that you have selected and modified requires a special hauling permit (if you enter **y** in **the Special Hauling** field of the Vehicle Modification screen), the prompt **Vehicle requires an SHP** is displayed at the bottom of the screen after you have pressed **ESC** at the Vehicle Modification screen. The following ring menu is displayed at the top of the screen:

SHP Details: I-Escorts 2-Remarks 3-Axles E-Exit

This information will be used to create a separate DD Form 1266 for each different piece of equipment with a y in the SHP field. The DD Form 1266 is shown in Figure 7-20 (page 7-35).

7.3.2.4.5.1 Enterina SHP Escort Remarks.

Follow these steps to enter SHP escort requirements:

a. Select **Escorts.** The Escort Remarks screen, as shown in Figure 7-47, will be displayed, with the Remarks: ring menu shown at the top.

b. Select **Create** to enter escort requirements for **the** vehicle. **The Movement ID** and **Equipment** No. fields are automatically filled in.

c. Enter **remarks** concerning the special hauling escort requirements for this vehicle. The text line number is automatically inserted as you enter text.

d. Press ESC to store the escort remarks and return to the Remarks: ring menu.

e. Press **E** to return to the SHP Details: ring menu.

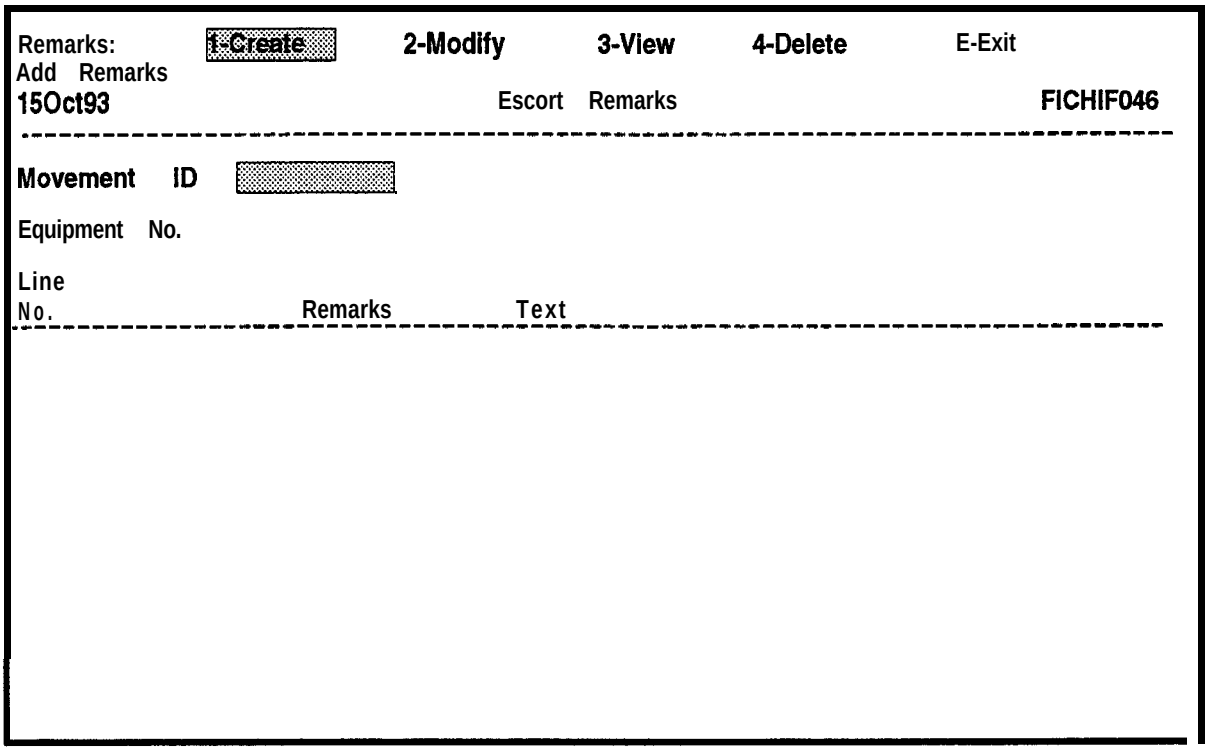


Figure 7-47. Escort Remarks Screen

7.3.2.4.5.2 Entering SHP Vehicle Remarks.

If a vehicle that you selected or modified requires a special hauling permit (if you enter y in the **Special Hauling** field on the Vehicle Modification screen), you will see the prompt **Vehicle requires an SHP** at the bottom of the screen after you have pressed **ESC** at the Vehicle Modification screen. You will see the following ring menu at the top of the screen:

SHP Details: I-Escorts 2-Remarks 3-Axles E-Exit

When you select **Remarks,** the Special Hauling Vehicle Remarks screen is displayed with the following ring menu displayed at the top of the screen:

Remarks: I-Create P-Modify 3-View Q-Delete E-Exit

Follow these steps to enter SHP remarks text for the vehicle:

a. Select **Create. The Movement ID** and **Vehicle** No. fields are automatically **filled** in.

b. Enter **the special hauling remarks.**

c. Press **ESC** to store the remarks text and return to the Remarks: ring menu.

d. Press **E** to return to the SHP Details: ring menu.

7.3.2.4.5.3 Entering Axle Information.

If a vehicle that you selected or modified requires a special hauling permit (if you enter y in the **Special Hauling** field on the Vehicle Modification screen), you will see the prompt **Vehicle requires** an **SHP** at the bottom of the screen after you have pressed **ESC** at the Vehicle Modification screen. You will see the following ring menu at the top of the screen:

SHP Details: I-Escorts P-Remarks &Axles E-Exit

Follow these steps to enter axle information for the SHP:

a. Select **Axles.** You will see the Vehicle Chassis Information screen as shown in Figure 7-48. The Axle Data: ring menu, with the **Add** option highlighted, will be displayed at the top of the screen.

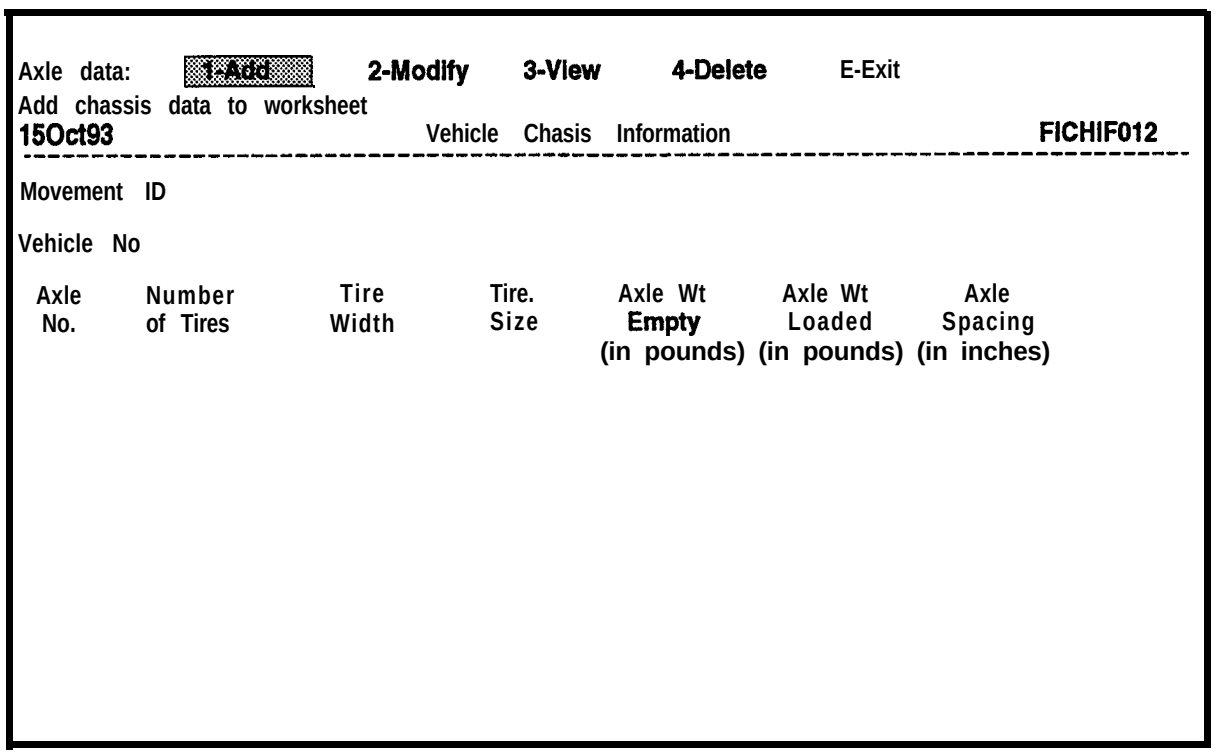


Figure 7-48. Vehicle Chassis Information Screen

b. Select **Add.** The Vehicle No. is automatically filled in, and the cursor moves to the **Number of Tires** field.

c. Enter **axle information** for the vehicle, using the following explanations as a guide.

Field Name	Type	Explanation
Movement ID	A	The identification number assigned to the convoy by TC ACCIS.
Vehicle No	A	The number assigned to this vehicle.
Axle No.	R	

		Sequential position of the axle, starting at the front of the vehicle.
Number of Tires	R	Number of tires per axle.
Tire Width	R	Width of each tire for this axle; the system automatically calculates the total tire width for the axle.
Tire Size	R	Diameter of each tire for this axle.
Axle Wt Empty	R	Unloaded weight per axle in pounds.
Axle Wt Loaded	R	Loaded weight per axle in pounds.
Axle Spacing		Distance from the center of this axle to the center of the next axle in inches.

d. When you have finished entering information for all axles, press **ESC** to store the data and return to the Vehicle Chassis Information: ring menu.

Note: The **Axle** No. will be filled in by the system after all other information has been entered by the user.

e. Press **E** twice to return to the Convoy Clearance: ring menu.

7.3.2.5 Identifyina Serial and March Units.

Vehicles are assigned to a Serial and a March Unit by using the Enter Serial and March Unit screen shown in Figure 7-49. The only two fields that can be modified are the Serial No. and **March Unit** fields.

The following is an explanation of the fields on Serial and March Unit screen that screen that is displayed when you select **Ser/Mar.**

Field Name	Type	Explanation
Serial No.	A	Vehicle or SHE serial number in the convoy.
March Unit	A	Vehicle or SHE march unit in the convoy.
Match Pair	A	Indicates a matched pair. If this field is blank, vehicle is not matched.
Model	A	The vehicle model number from the TB 55-46-l ECR Table.
Description	A	A brief equipment description from the TB 55-46-l ECR Table.
ID	A	The equipment ID.
T/V	A	Indicates whether the equipment item is a prime mover vehicle (V) or a trailer (T). Anything that is not a vehicle or a trailer is a load.

Special Hauling: . . . 6-Ser/Mar E-Exit
[ESC] to accept or [CTRL-C] to return to menu
15Oct93 Enter Serial and March Unit FICHIF049

Movement ID 15

Serial No.	March Unit	Match Pair	Model	Description	ID	TN
1	1	1	M35A2	TRUCK CARGO 2-1/2 TO	1789	v
1	1		M35A2	TRUCK CARGO 2-1/2 TO	1781	v
1	1		M35A2	TRUCK CARGO 2-1/2 TO	1782	v
1	1		M35A2	TRUCK CARGO 2-1/2 TO	1783	v
1	1		M35A3	TRUCK CARGO 2-1/2 TO	1784	v
1	1		M35A2	TRUCK CARGO 2-1/2 TO	1785	V
1	1	1	MI49	TRAILER TANK WATER	1786	T
1	1		MI49	TRAILER TANK WATER	1787	T
1	1		MI49	TRAILER TANK WATER	1788	T
1	1		MI49	TRAILER TANK WATER	1789	T

Enter Serial Number and/or March Unit

Figure 7-49. Enter Serial and March Unit Screen

7.3.2.6 Creating SHP Routing Plan.

Now that you have selected the vehicles and equipment for the SHP, you must enter routing information for the SHP. The following is an explanation of the function keys used to calculate arrival and departure times and dates.

Function Key	Purpose
F8	Automatically calculates and enters **checkpoint arrival** or **departure time** or **date** for the current field.
F9	Automatically calculates and enters **checkpoint times** and **dates** for all rows.
F10	Recalculates check point times and dates from the current field to the last checkpoint.

Follow these steps to enter and store an SHP Route Plan for this exercise:

a. As necessary, refer to the Highway Movement Planning Menu Tree in Figure 7-1 (page 7-2) to get to the Special Hauling menu.

b. At the Special Hauling menu, select **Routing. You will see the** Routing screen and the Route Information: ring menu with the **Create** option highlighted as shown in Figure **7-50.**

The following is an explanation of the options on the Routing screen:

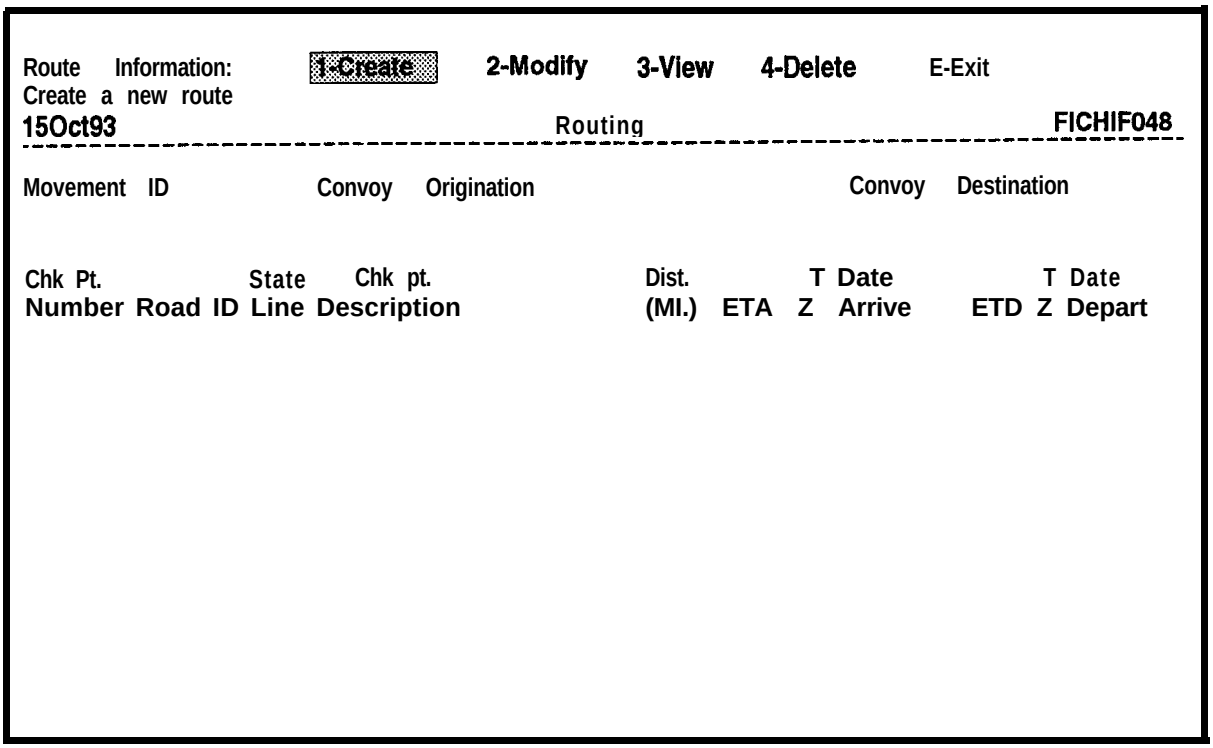


Figure 7-50. Routing Screen with Route Information: ring menu

Field Name	Type	Explanation
Movement ID	R	The identification number assigned to this convoy by TC ACCIS. After you enter **the Movement ID** and press **RETURN,** the system will **display** the **Convoy Origination** and **Convoy Destination fields.**
Convoy Origination	R	**The Point of Origin** that was entered in the convoy header record when the convoy was created.
Convoy Destination	R	The **Final Destination** of the convoy, as entered on the convoy header record.
Chk. Pt. Number	A	This sequential number indicates check points, in the order in which they will be encountered en route. The line number of each row is supplied automatically by TC ACCIS.
Road ID	R	The road name (maximum of 10 characters) that will be primed on the RCC form.
State Line	R	Indicates whether the convoy will cross a state line **when** proceedmg from that **checkpoint** (Y for yes, N for no).
Chk. Pt. Description	R	A brief description of the check point (maximum of 20 characters).
Dist. (Mi.)	R	Indicates the number of miles from the previous checkpoint to this one.

ETA	R	The estimated time of arrival (military time) of the first vehicle in the convoy to this checkpomt. You must enter the first ETA; TC ACCIS will calculate the others (if no other halts or delays are introduced) when you press F8 or F9.
TZ	R	Time Zone
Date Arrive	R	The date the convoy will arrive at this checkpoint.
ETD	R	Estimated time of departure (military time) of the last vehicle in the convoy from this checkpoint. You can enter the ETD or press F8 to have TC ACCIS automatically calculate and enter it.
TZ	A	Time Zone
Date Depart	R	The date that the convoy will leave this checkpoint.

c. Select **Create.** You will see the Create Route: ring menu with the New option highlighted.

d. Select New.

e. Verify the accuracy of the Movement ID pulled into the field, and if necessary, enter **the Movement** ID for this SHP and press **ESC** or press **F6** to display a list of valid Movement **IDs.** Use the cursor control keys to highlight the desired Movement ID. Then press ESC **to** select that Movement ID. The cursor is now in **the Road ID** field.

f. Enter the appropriate data for the SHP you are planning and press **RETURN** after each field. After you have entered all data for the first row and pressed **RETURN, the** cursor moves to the **Road** ID field on the next row. You need to enter **the ETA, TZ,** and **Date Arrive** for the first entry. TC ACCIS can calculate **the** rest of **the ETA** and **ETD** information, based on the distances you have entered.

g. Continue to enter the appropriate route information. You do not have to enter all arrival and departure dates and times. Simply enter **the Road ID, State Line, Chk Pt.,** and **Dist.** fields.

h. Enter all **the checkpoints** initially, then calculate (using the **F9** key) the times for all checkpoints. When the system displays the times of arrival and departure for all the checkpoints, you can then enter **the scheduled stops,** e.g., mid-morning, lunch, mid-afternoon and rest overnight.

Note: The **Estimated Time of Arrival (ETA)** is the time when your first vehicle passes the checkpoint and **the Estimated Time of Departure (ETD) is the** time when your last vehicle passes the checkpoint. The difference between the two represents your **pass time.**

i. To enter stops, place the cursor on the checkpoint closest to the time when you want to stop. Press **F1** to open a **line.** Enter **the stop information** as if it was a checkpoint. Make sure you enter the **mileage** from the last checkpoint to the rest stop, and then

press **F8.** When the system displays the ETA and ETD, press **RETURN until the** cursor is in the **ETD** field. Enter **the time you plan to leave this check point.** Remember that the ETD is the time when your LAST vehicle passes the checkpoint, so that you must add the **pass time** to the ETD. As an example, let us assume that you arrived at the rest stop at 0900 hours, and you plan to depart at 0915 hours. Let us also assume that your pass time has been seven minutes, the ETD you would enter would be 0922 hours (0915 + 7 minutes). Press RETURN to move the cursor to the next line and then press **F10** to calculate from that row to the end. Note that the system has maintained the rest stop entry and has adjusted all subsequent check points accordingly.

Repeat this step to enter all other rest stops. Note that, on Rests Overnight, you must change the time **AND** the date of departure.

j. When you finish entering route data, press **ESC** to save the route information for this convoy. You will see the following prompt

Do you want to make this a standard route? (y/n)

k. Enter **n.** The cursor is now in the first line of the Create Route: ring menu, with the **Exit** option highlighted.

l. Press **E** or **RETURN** to go back to the Route Information: ring menu.

To delete, modify, or view the route data you just stored, you would choose the appropriate option on the Route Information: ring menu.

m. Press **E** to return to the Convoy Clearance main menu.

7.3.2.7 Printina Special Hauling Permit Reauests (DD Form 1266).

Once you have entered all required data for the Special Hauling Worksheet, you can print the Request for Special Hauling Permit by following these steps:

a. At the TC ACCIS Main Menu, select **Highway Movement Planning.**

b. At the Highway Movement Planning menu, select **Print Forms. You will** see the Print Forms menu.

c. Select **Special Hauling Permits (DD 1266).** You will see the Special Hauling Permit screen with the cursor in the **Movement ID** field.

d. Enter your **Movement** ID and press **ESC.** The following message will be-displayed:

Printing form 1266 . . . Please wait

Once your form has been printed, you will be returned to the Print Forms menu.

e. Press **E** to exit to the Highway Movement Planning menu.

Note: Only one SHP permit will be printed for each type of vehicle with the same load and weight. Therefore you should enter the remaining **registration numbers** through the SHP remarks section of the Special Hauling Vehicle Remarks screen.

7.3.3 Approval Processing-DD Form 1265.

After you have prepared a Request for Convoy Clearance (RCC), you must submit it to the Installation Transportation Officer (ITO) for approval. After being reviewed by the ITO, the request is either approved or disapproved. If disapproved, it may have to be modified and re submitted for approval. A Flow Chart giving you an overview of the steps in this process is shown in Figure 7-52.

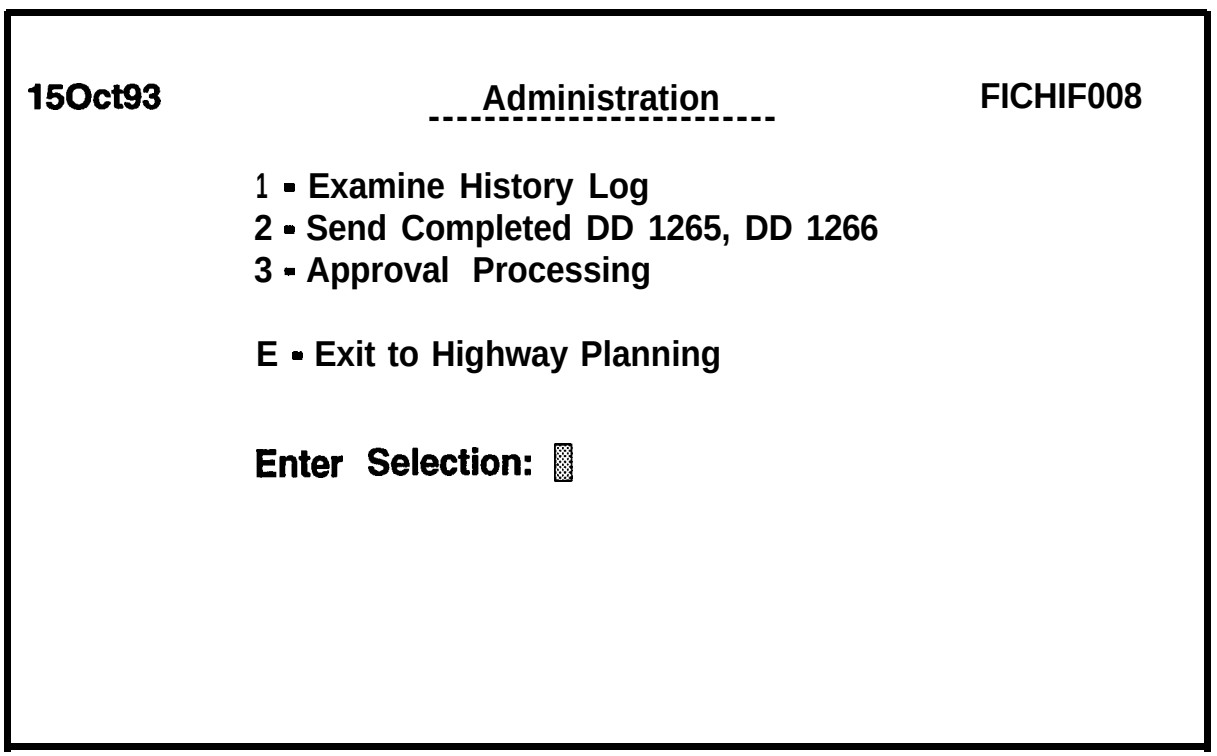


Figure 751. Administration Menu

Select the Administration option on the Highway Movement Planning menu, and the Administration menu, as shown in Figure 7-5 1, will be displayed.

The following is an explanation of the options listed on this menu:

Menu Option	Explanation
Examine History Log	*This function is not yet implemented.*

Approving the DD Form 1265

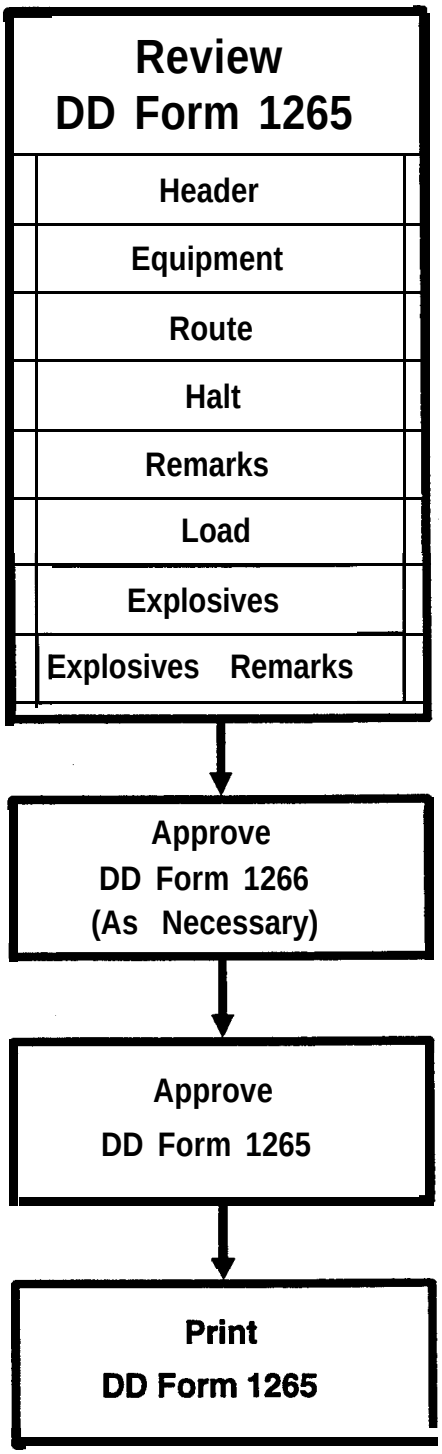


Figure 7-52. Flow Chart for Approving DD Form 1265

Send Completed DD 1265, DD 1266	*This function is not yet implemented.*
Approval Processing	Use this function to determine the status (approved, disapproved, or pending) of current RCC and SHP requests and to review header, equipment, route, halt, and remarks data for those requests. At the IT0 level, you can also approve or cancel RCCs and SHP requests.

Use **the Approval Processing** option to determine the status (approved, disapproved, or pending) of current RCCs and to view header, equipment, route, halt, and remarks data for those requests. At the IT0 level, you can also approve or cancel RCCs.

When **you** select **Approval Processing** from the Administration menu, the Approval Processing menu is displayed, as shown in Figure 7-53.

```
15Oct93          Approval Processing          FICHIF001

        1 - Approve 1265 and 1266 (ITO ONLY)
        2 - Review 1265 and 1266
        3 - Cancel 1265 and 1266 (IT0 ONLY)

        E - Exit to Administration

        Enter Selection:
```

Figure 7-53. Approval Processing Menu

The following is an explanation of the options available from this menu:

Menu Option	Explanation
Approve 1265 and 1266 (IT0 only)	At the ITO level, use this function to approve RCCs and SHPs.
Review 1265 and 1266	Use this function to determine the status (approved, disapproved, or waiting) of current RCCs and SHPs and to view header, equipment, route, halt and remarks data for those requests.

Cancel 1265 and 1266 (IT0 only)	At the ITO level only, use this function to cancel RCCs and SHPs.

The approval process should begin by reviewing the DD Forms 1265 that have been forwarded to the IT0 from the units. Once this is done, the IT0 can proceed to that actual approval process. Once a DD Form 1265 has been approved, it can not be changed. In order to modify an approved DD Form 1265, it must first be canceled by using **the Cancel 1265 and 1266** function. The cancellation process simply removes the approval fields so the basic data in the form is returned to the same condition it was in when it was forwarded to the IT.0 by the unit. After a DD Form 1265 has been approved, it **can** be canceled. The **Review, Approve,** and **Cancel** functions will be discussed in the order in which they are normally performed.

7.3.3.1 Reviewina a DD Form 1265.

Both unit and IT0 personnel can use this function to view any DD Form 1265 that has been approved or that is pending approval. When you select the **Review 1265 and 1266** option from the Approval Processing menu, **the Review 1265 and 1266 Approvals** screen will be displayed, as shown in Figure 7-54.

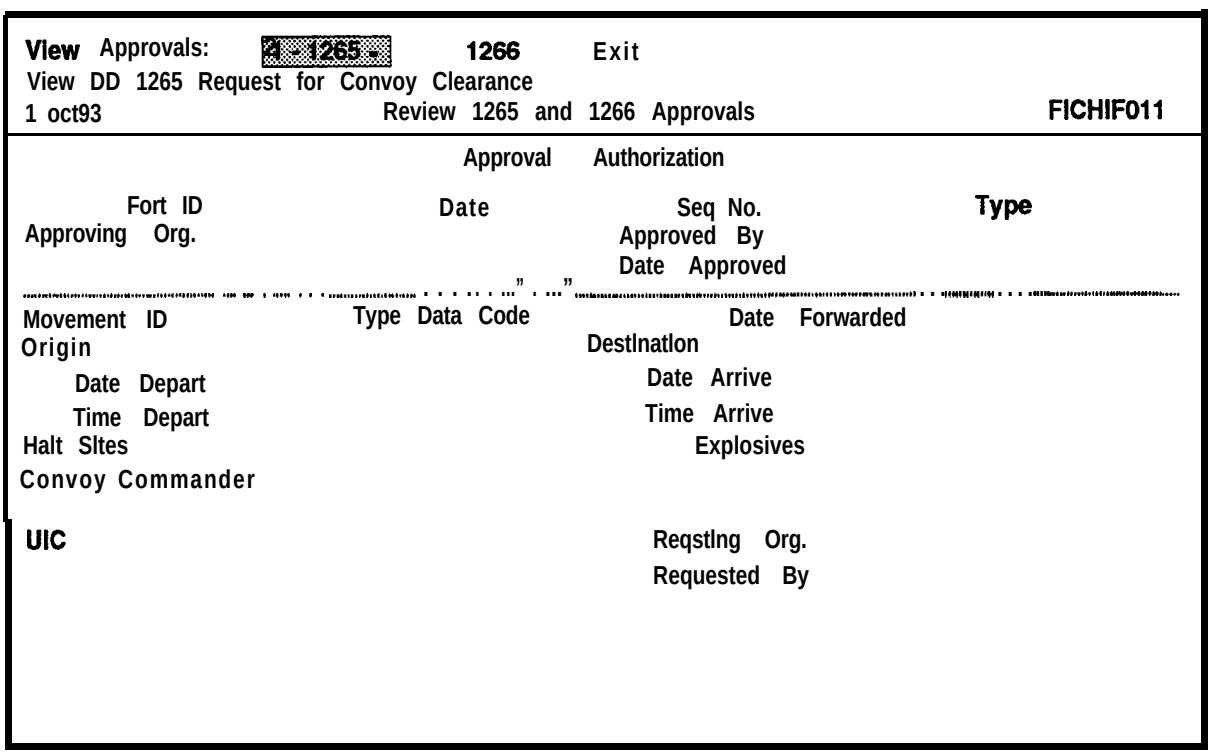


Figure 7-54. Review 1265 and 1266 Approvals Screen

The Review 1265 and 1266 Approvals screen has two sections. When you select a DD Form 1265 to be reviewed, the top section will display the approval information entered by the ITO. If this section is blank, the DD Form 1265 you have selected is still pending approval. The

bottom section will display Header information about the specific DD Form 1265 you have selected for review. You can view the information in both sections but you can not change it.

The following is an explanation of the fields and the data to be entered into the Approve 1265 and 1266 (IT0 Only) Approval Authorization screen.

Field Name	Type Explanation
Fort ID	The two-character identification code for your installation.
Date	The date that the request was submitted.
Seq No.	The six-digit sequence number automatically assigned by TC ACCIS to this request.
Type	The one-character code for this type of request.
Approving Org.	The name of the approving organization.
Approved by	Name and title of the person preparing this approval.
Date Approved	Automatically filled in as the current date when the IT0 reviewer approves the request.
Movement ID	The TC ACCIS identification number for the convoy or SHP.
Type Data Code	The TDC for the exercise.
Date Forwarded	The system date when the request is transmitted for approval.

The remaining fields are taken directly from the convoy planning worksheet. They provide information on origin and destination, as well as departure and arrival times, that the IT0 reviewer may want to check before approving the request.

a. Select 1265 from the View Approvals: ring menu on the Review 1265 and 1266 Approvals screen. The ring menu will change as follows:

Review 1265 Approvals: 1 -Header 2-Equipment 3-Route 4-Halt . . .
View Convoy Header

The **Header** option will be highlighted. The three periods at the end of the ring menu line **(...)** indicate that additional options are available. By moving the cursor to the left or right, the following options can be displayed:

... **5-Remarks 6-Load 7-Expo 8-Expo Rmks E-Exit**

Each ring menu options corresponds to a particular section of the DD Form 1265.

b. Select **Header** and **the Highway Movement Approval Selection** window will open as shown in Figure 7-55. A list of DD Forms 1265 for you UIC will be displayed.

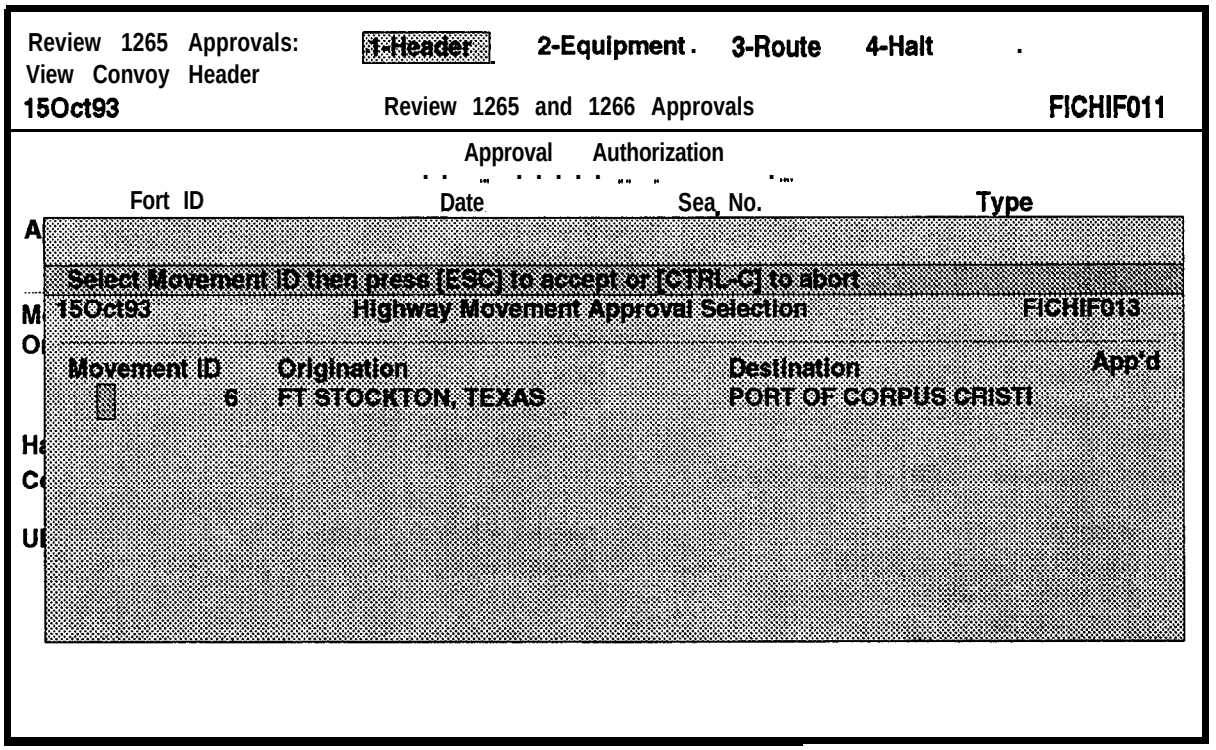


Figure 7-55. Review 1265 and 1266 Approvals Screen With Highway Movement Approval Selection Window

c. Select the DD Form 1265 that you want to review and press **ESC.** The Header information for the selected DD Form 1265 will be displayed in the **Review 1265 and 1266 Approvals** screen, as shown in Figure 7-56. In this example the fields in the Approval Authorizations section of the screen are blank. This means that this DD Form 1265 has not been approved. **The** cursor advances to **the Equipment** option on the **Review 1265 Approvals:** ring menu.

d. To review other sections of the DD Form 1265, move the cursor to the option corresponding to the section you want to view and press **RETURN,** or enter the number shown before the option name and press **RETURN** to select an option.

e. Follow the instructions on each screen to display and review the information for a specific DD Form 1265. After you review each section, the cursor automatically advances to **the** next option on **the Review 1265 Approvals:** ring menu.

f. When you are done reviewing **all the** options, press **E** to return to **the View Approvals:** ring menu.

7.3.3.2 Approving a DD Form 1265.

Note: Only users with UMC privileges can approve the DD Form 1265.

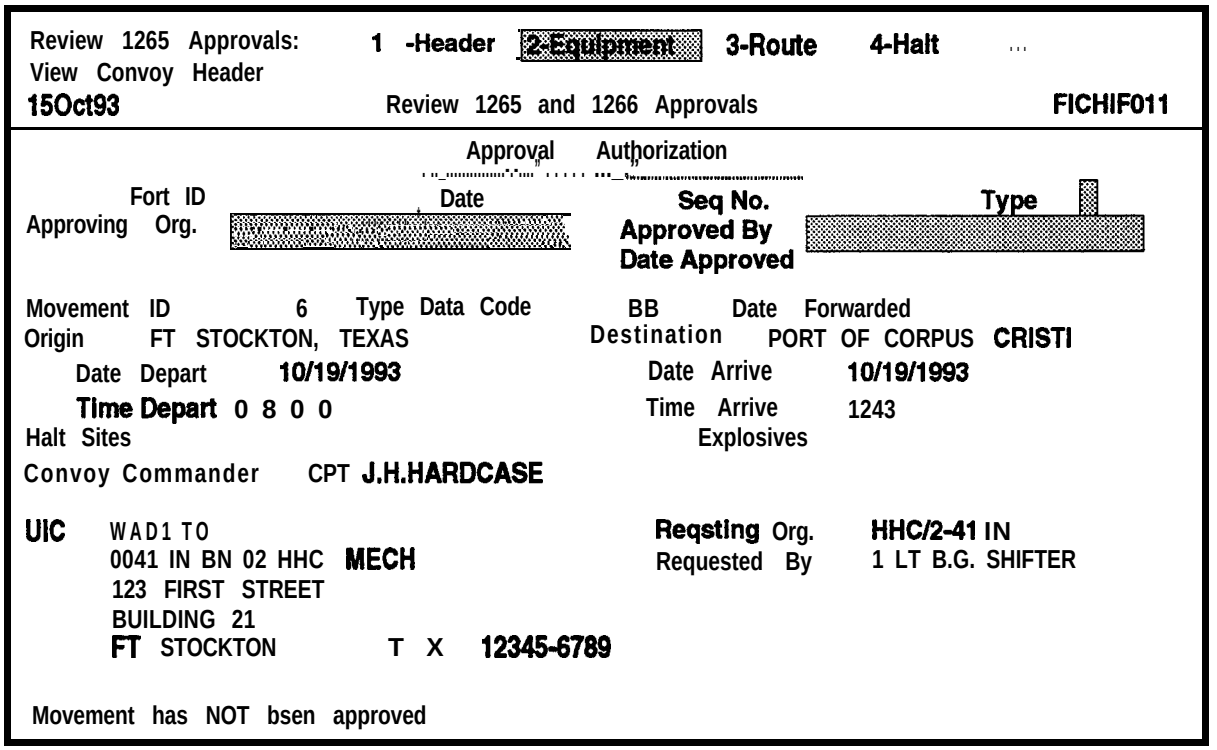


Figure 7-56. Review 1265 and 1266 Approvals Screen With Data

Follow these steps to approve an RCC.

a. Select **the Approve 1265 and 1266 (ITO ONLY)** option from the Approval Processing menu. The **Approve 1265 and 1266 (IT0 Only)** screen will be displayed with the Highway Movement Approval Selection window, as shown in Figure 7-57. The **RCCs** and **SHPs** pending approval will be displayed in the Highway Movement Approval Selection window. The cursor will be to the left of the first RCC or SHP that is listed.

b. Move the cursor to the line for the RCC that you want to approve and press ESC. The Approve 1265 and 1266 (IT0 ONLY) screen will be displayed, as shown in Figure 7-58. This screen has two sections. The top section is used by the IT0 to approve the request. The bottom section is used by TC ACCIS (using the **Review 1265 and 1266** option) to display information about the request. You can review this information, but you cannot change it on this display.

The following is an explanation of the fields and the data to be entered into the Approve 1265 and 1266 **(ITO** Only) Approval Authorization screen.

Field Name	Type	Explanation
Fort ID		The two-character identification code for your installation.
Date		The date that the request was submitted.

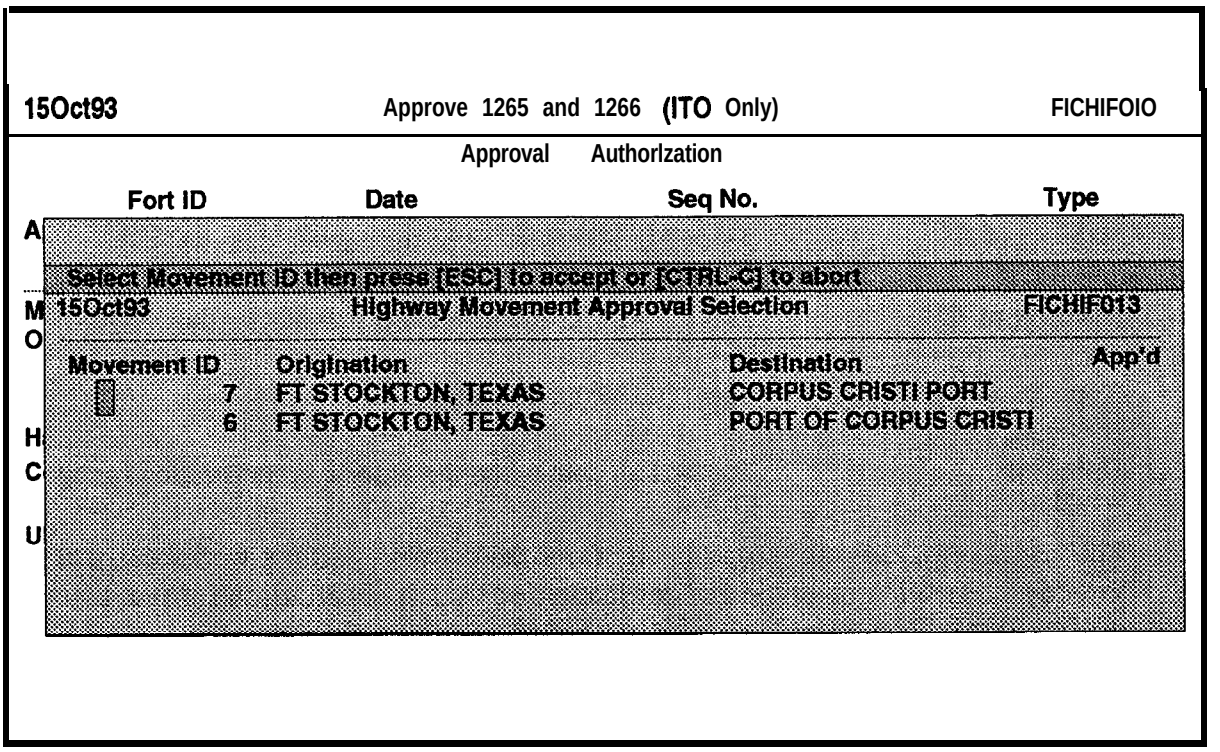


Figure 7-57. Approve 1265 and 1266 (ITO Only) Screen With Highway Movement Approval Selection Window

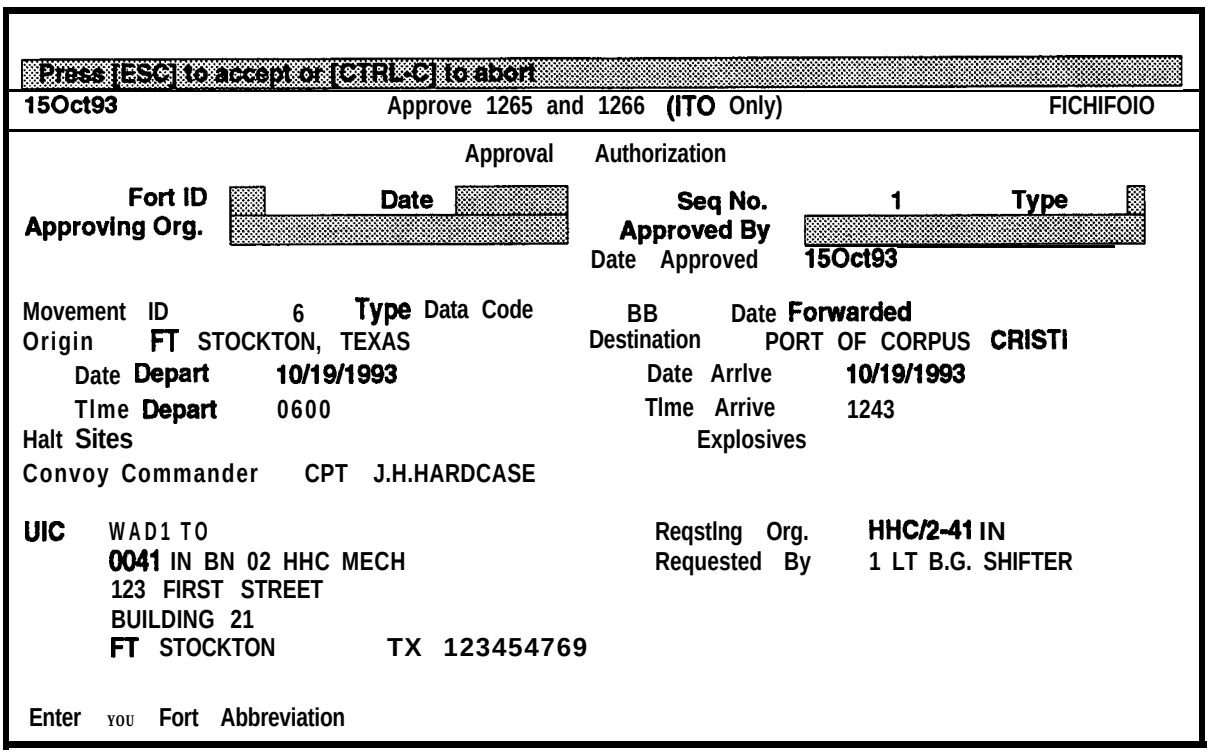


Figure 7-56. Approve 1265 and 1266 (IT0 Only) Screen With Data

Seq No.	The six-digit sequence number automatically assigned by TC ACCIS to this request.
Type	The one-character code for this type of request.
Approving Org.	The name of the approving organization.
Approved by	Name and title of the person preparing this approval.
Date Approved	Automatically filled in as the current date when the IT0 reviewer approves the request.
Movement ID	The TC ACCIS identification number for the convoy or SHP.
Type Data Code	The TDC for the exercise.
Date Forwarded	The system date when the request is transmitted for approval.

The remaining fields are taken directly from the convoy planning worksheet. They provide information on origin and destination, as well as departure and arrival times, that the IT0 reviewer may want to check before approving the request.

c. Enter **the Fort ID, Date the Request was Submitted, Type, Approving Organization,** and **Approved By** data and press **ESC** to approve the RCC. The following message will be displayed at the bottom of your screen:

Request Approved

You will be returned to the Approval Processing menu where you have the option to approve, review or cancel another RCC or SHP.

7.3.3.3 Canceling a DD Form 1265.

Note: Only users with UMC privileges can cancel a DD Form 1265.

Follow these steps to cancel **RCCs:**

a. At the Approval Processing menu select Cancel 1265 **and 1266 (IT0 ONLY). You** will see the Approve 1265 and 1266 (IT0 Only) screen with the Highway Movement Approval Selection window, as shown in Figure 7-59. You will note that there is now **an A in the App'd** column of the Highway Movement Approval Selection screen. However, because you chose the **Cancel** option from the Approval Processing menu, you can only cancel **RCCs** or **SHPs** from this screen. The approved **RCCs** and **SHPs** will be displayed in the Highway Movement Approval Selection window. The cursor will be to the left of the **first** RCC or SHP that is listed.

b. Move the cursor to the line for the RCC you want to cancel and press **ESC. The** following prompt **will** be displayed:

Cancel this convoy (y/n)?

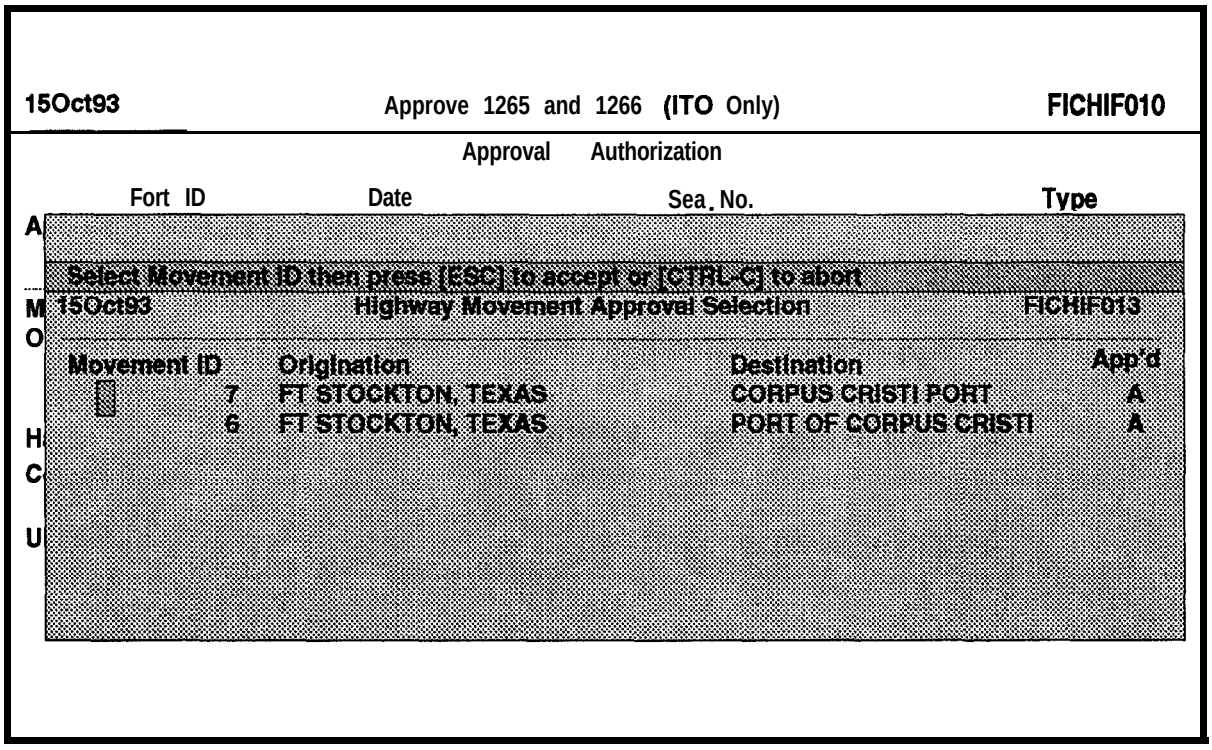


Figure 7-59. Highway Movement Approval Selection Window With List of RCCs and SHPs That Could Be Canceled

c. If you enter y TC ACCIS takes you back to the Approval Processing menu and the following message will be displayed at the bottom of your screen:

Request has been canceled

d.

You will be returned to the Approval Processing menu where you have the option to approve, review or cancel another RCC or SHP. Repeat these procedures as necessary to cancel additional RCCs.

7.3.3.4 Printing a DD Form 1265.

Follow the instructions in paragraph 7.3.1.1.9 (page 7-47) above, to print a copy of any DD Form 1265.

7.3.4 Approval Processing—DD Form 1266.

After you have prepared a Request for Special Hauling Permit (SHP), you must submit it to the Installation Transportation Officer (ITO) for approval. After being reviewed by the ITO, the request is either approved or disapproved. If disapproved, it may have to be modified and re submitted for approval. A Flow Chart giving you an overview of the steps in this process is shown in Figure 7-62.

Select the Administration option on the Highway Movement Planning menu, and the Administration menu, as shown in Figure 7-60, will be displayed.

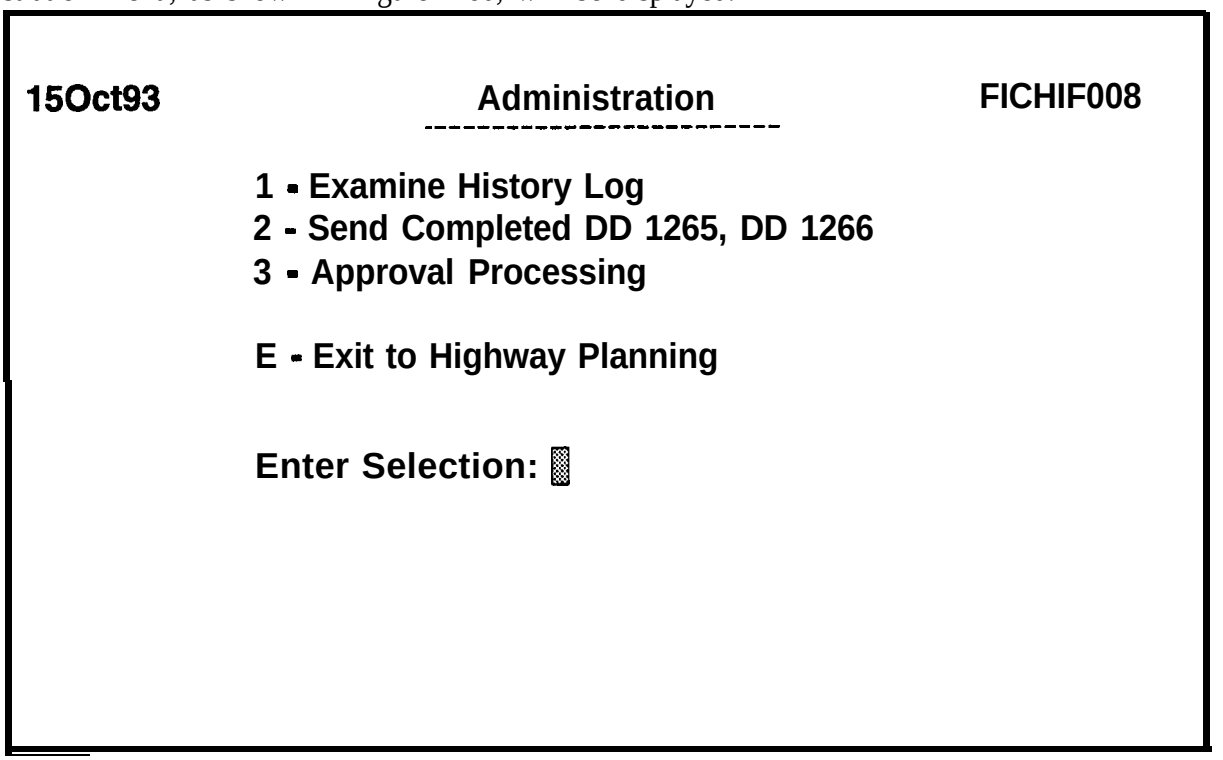


Figure 7-60. Administration Menu

The following is an explanation of the options listed on this menu:

Menu Option	Explanation
Examine History Log	*This function is not yet implemented.*
Send Completed DD 1265, DD 1266	*This function is not yet implemented*
Approval Processing	Use this function to determine the status (approved, disapproved, or pending) of current RCC and SHP requests and to review header, equipment, route, halt, and remarks data for those requests. At the IT0 level, you can also approve or cancel RCCs and SHP requests.

Use the Approval Processing option to determine the status (approved, disapproved, or pending) of current SHP requests and to view header, equipment, route, halt, and remarks data for those requests. At the IT0 level, you can also approve or cancel SHP requests.

When you select Approval Processing from the Administration menu, the Approval Processing menu is displayed, as shown in Figure 7-6 1.

The following is an explanation of the options available from this menu:

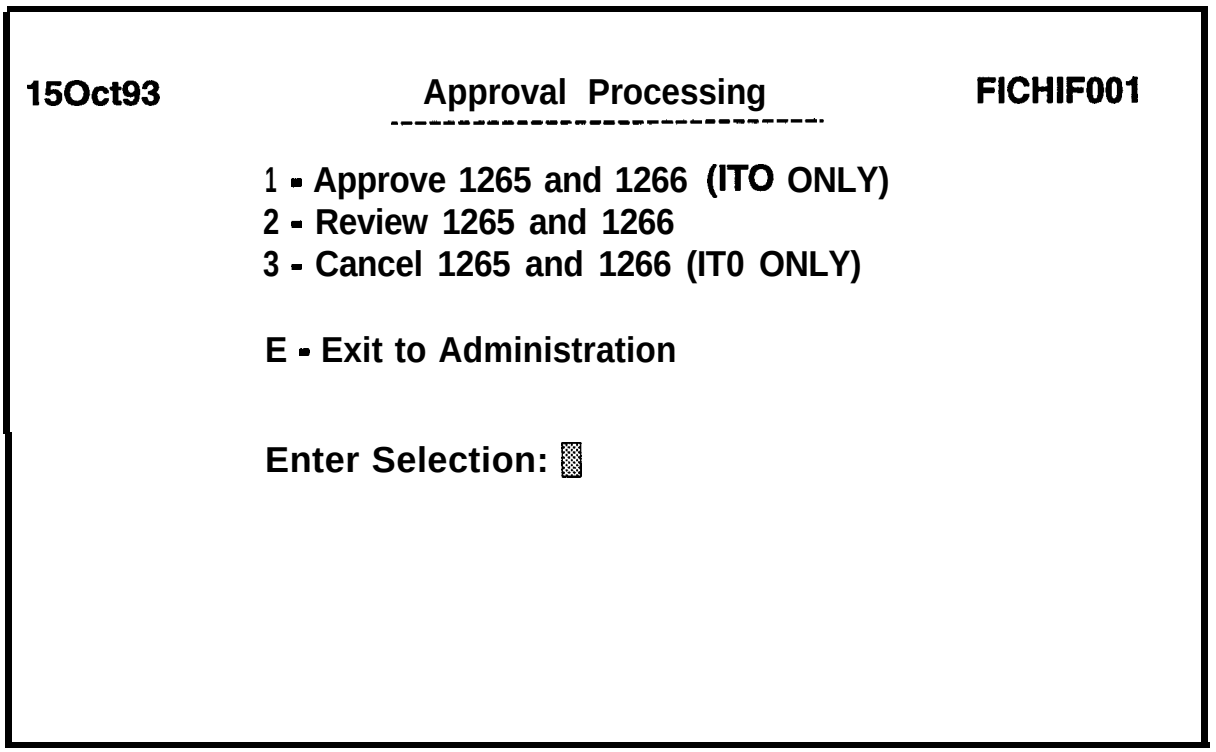


Figure 7-61. Approval Processing Menu

Menu Option	Explanation
Approve 1265 and 1266 (IT0 only)	At the ITO level, use this function to approve RCCs and SHPs.
Review 1265 and 1266	Use this function to determine the status (approved, disapproved, or waiting) of current RCCs and SHPs and to view header, equipment, route, halt and remarks data for those requests.
Cancel 1265 and 1266 (IT0 only)	At the ITO level only, use this function to cancel RCCs and SHPs.

The approval process should begin by reviewing the DD Forms 1266 that have been forwarded to the IT0 from the units. Once this is done, the ITO can proceed to that actual approval process. Once a DD Form 1266 has been approved, it can not be changed. In order to modify an approved DD Form 1266, it must **first** be canceled by using the **Cancel 1265 and 1266** function. The cancellation process simply removes the approval fields so the basic data in the form is returned to the same condition it was in when it was forwarded to the IT0 by the unit. After a DD Form 1266 has been approved, it **can** be canceled. **The Review, Approve,** and **Cancel functions will** be discussed in the order in which they are normally performed.

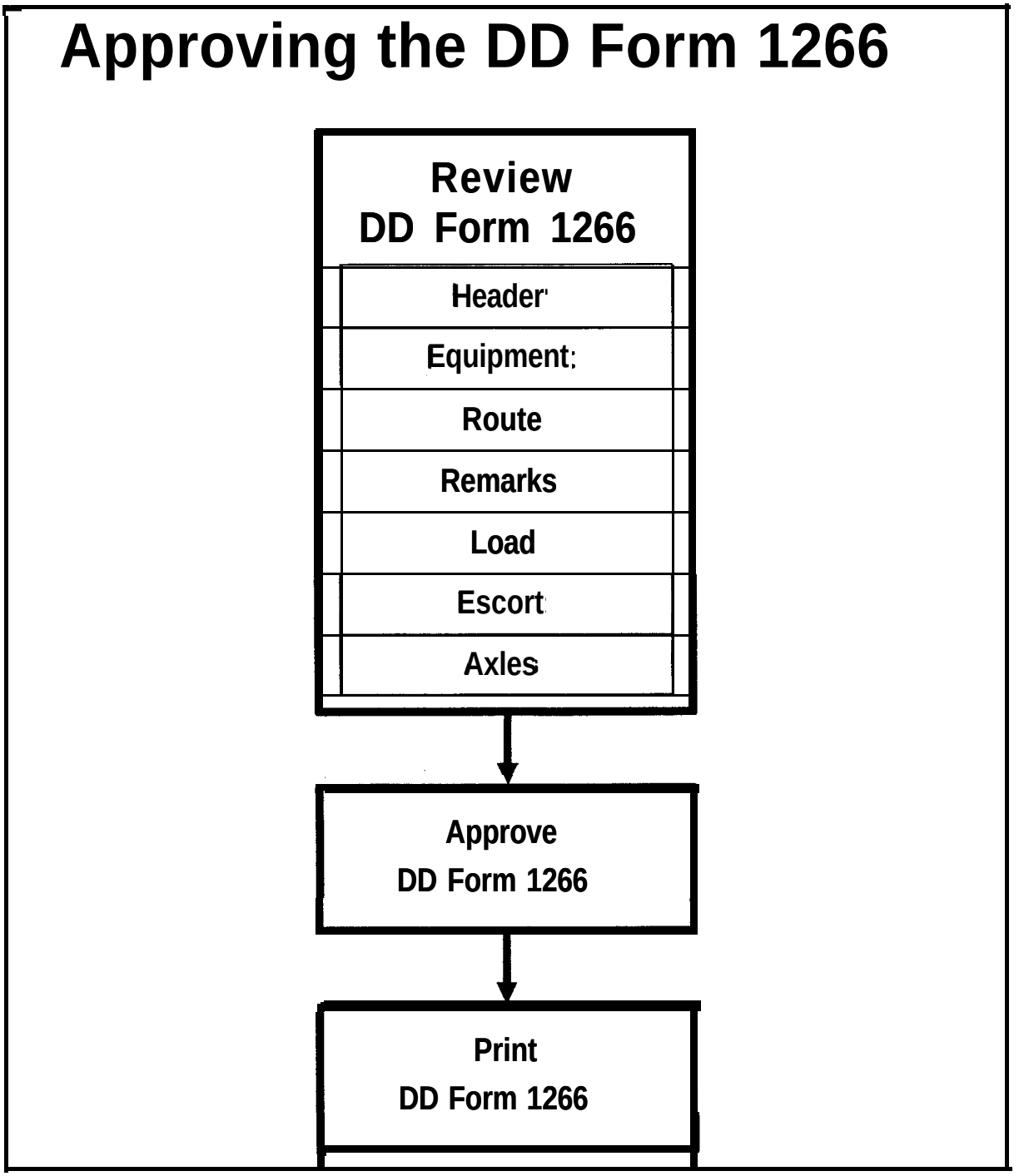


Figure 7-62. Flow Chart for Approving DD Form 1266

7.3.4.1 Reviewing a DD Form 1766,

Both unit and IT0 personnel can use this function to view any DD Form 1266 that has been approved or that is pending approval. When you select the Review 1265 **and 1266** option from the Approval Processing menu, the **Review 1265 and 1266 Approvals** screen will be displayed, as shown in Figure 7-63.

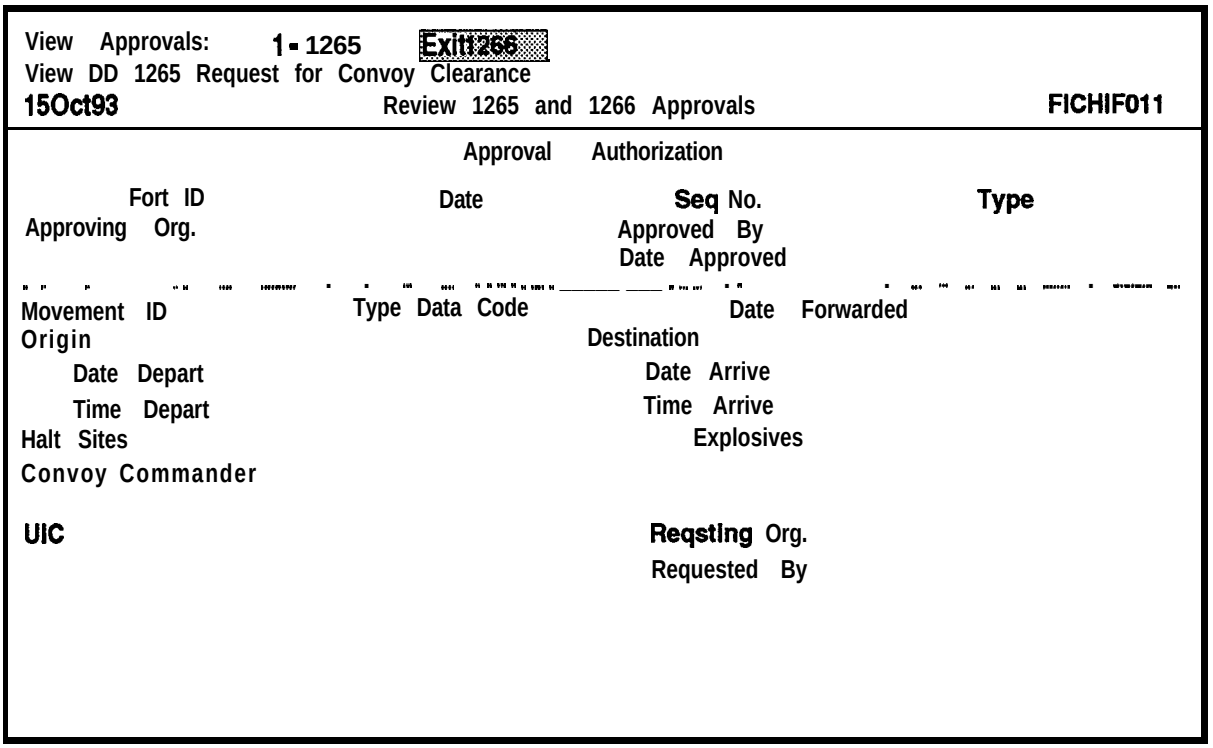


Figure 7-63. Review 1265 and 1266 Approvals Screen

The Review 1265 and 1266 Approvals screen has two sections. When you select a DD Form 1266 to be reviewed, the top section will display the approval information entered by the ITO. If this section is blank, the DD Form 1266 you have selected is still pending approval. The bottom section will display Header information about the specific DD Form 1266 you have selected for review. You can view the information in both sections but you can not change it.

The following is an explanation of the fields and the data to be entered into the Approve 1265 and 1266 (IT0 Only) Approval Authorization screen.

Field Name	Type	Explanation
Fort ID		The two-character identification code for your installation.
Date		The date that the request was submitted.
Seq No.		The six-digit sequence number automatically assigned by TC ACCIS to this request.
Type		The one-character code for this type of request.
Approving Org.		The name of the approving organization.
Approved by		Name and title of the person preparing this approval.
Date Approved		Automatically filled in as the current date when the IT0 reviewer approves the request.
Movement ID		The TC ACCIS identification number for the convoy or SHP.

Type Data Code	The TDC for the exercise.
Date Forwarded	The system date when the request is transmitted for approval.

The remaining fields are taken directly from the convoy planning worksheet. They provide information on origin and destination, as well as departure and arrival times, that the IT0 reviewer may want to check before approving the request.

a. Select 1266 from the View Approvals: ring menu on the Review 1265 and 1266 Approvals screen. The ring menu will change as follows:

Review 1266 Approvals: I-Header 2-Equipment 3-Route 4-Remarks . . .
View SHP Header

The **Header** option will be highlighted. The three periods at the end of the ring menu line **(...)** indicate that additional options are available. By moving the cursor to the left or right, the following options can be displayed:

... **5-Load 6-Escort 7-Axle E-Exit**

Each of these ring menu options corresponds to a particular section of the DD Form 1266.

b. Select **Header** and the **Highway Movement Approval Selection** window will open as shown in Figure 7-64. A list of DD Forms 1266 for you UIC will be displayed.

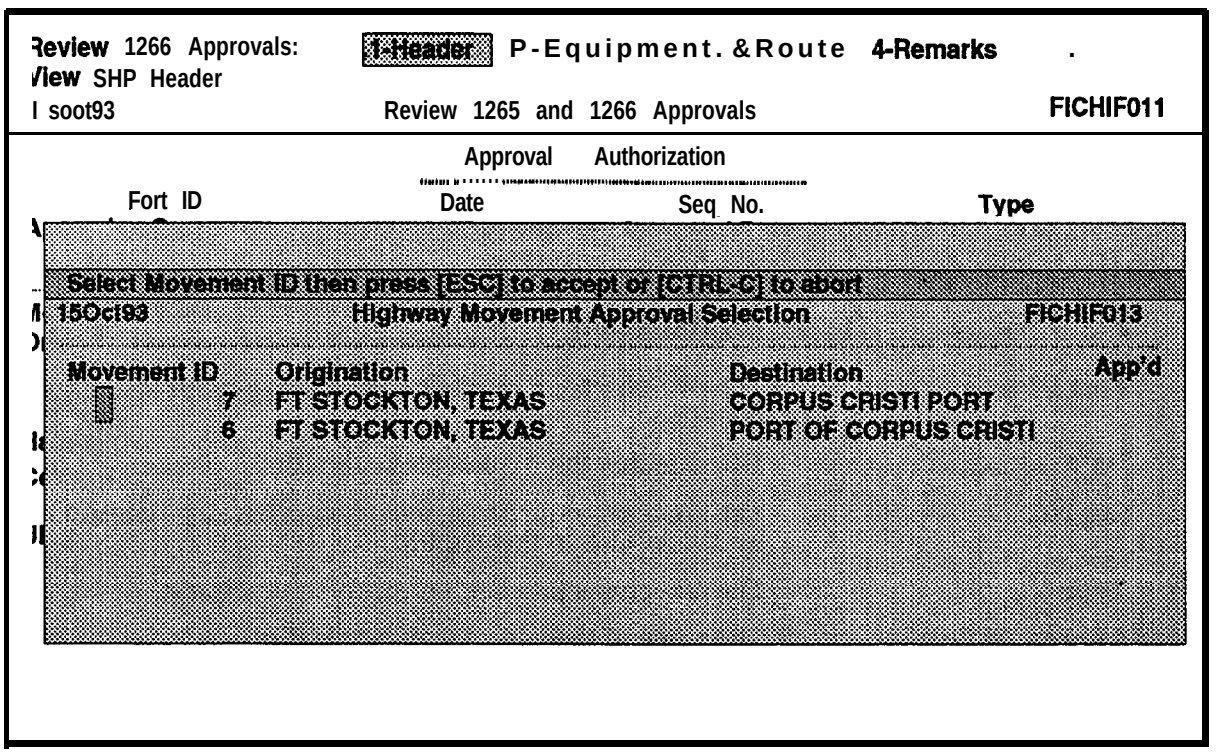


Figure 7-64. Review 1265 and 1266 Approvals Screen With Highway Movement Approval Selection Window

c. Select the DD Form 1266 that you want to review and press ESC. The Header information for the selected DD Form 1266 will be displayed in the **Review 1265 and 1266 Approvals** screen, as shown in Figure 7-65. In this example the fields in the Approval Authorizations section of the screen are blank. This means that this DD Form 1266 has not been approved. **The** cursor advances to **the Equipment** option on the **Review 1266 Approvals:** ring menu.

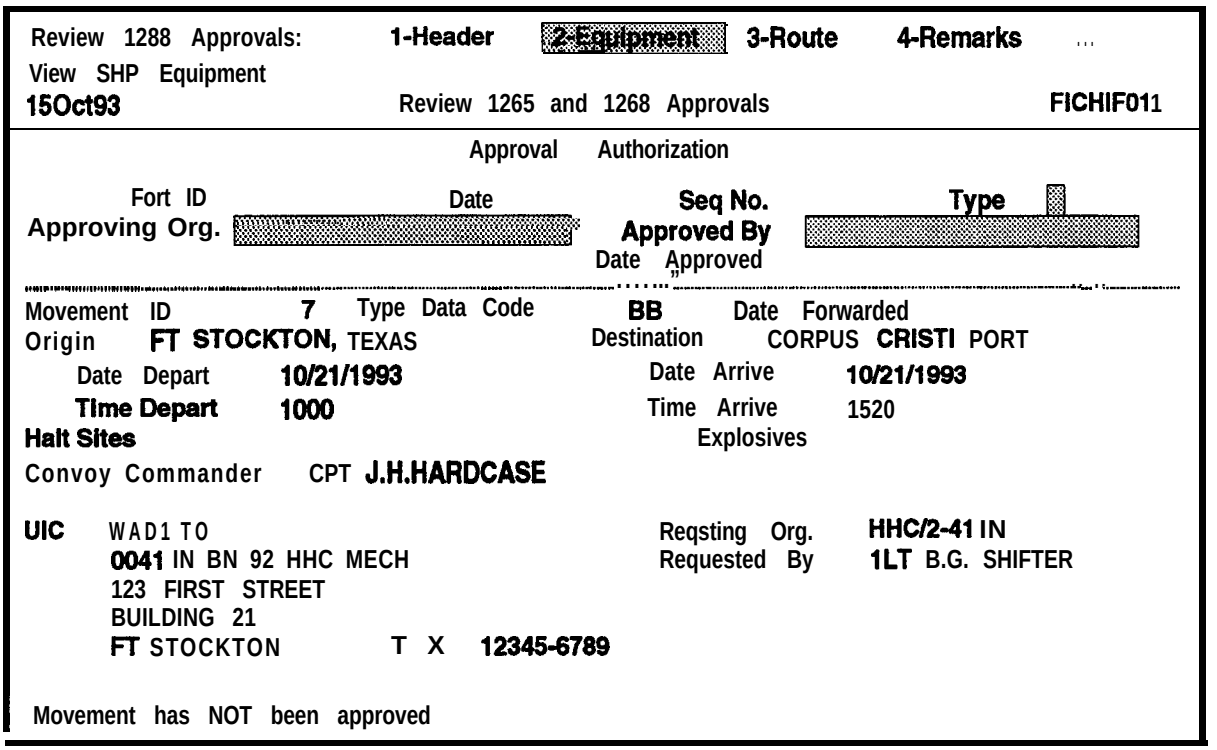


Figure 7-65. Review 1265 and 1266 Approvals Screen With Data

d. To review other sections of the DD Form 1266, move the cursor to the option corresponding to the section you want to view and press **RETURN,** or enter the number shown before the option name and press **RETURN** to select an option.

e. Follow the instructions on each screen to display and review the information for a specific DD Form 1266. After you review each section, the cursor automatically advances to **the** next option on **the Review 1266 Approvals: ring** menu.

f. When you **are** done reviewing **all the** options, press **E** to **return** to **the View Approvals:** ring menu.

7.3.4.2 Approvina a DD Form 1266.

Note: Only users with UMC privileges can approve the DD Form 1266.

Follow these steps to approve an SHP.

a. Select **the Approve 1265 and 1266 (ITO ONLY)** option from the Approval Processing menu. The **Approve 1265 and 1266 (IT0 ONLY)** screen will be displayed with **the Highway Movement Approval Selection** window, as shown in Figure 7-66. The RCCs and SHPs pending approval will be displayed in the Highway Movement Approval Selection window. The cursor will be to the left of the first RCC or SHP that is listed.

b. Move the cursor to the line for the SHP that you want to approve and press **ESC. The**

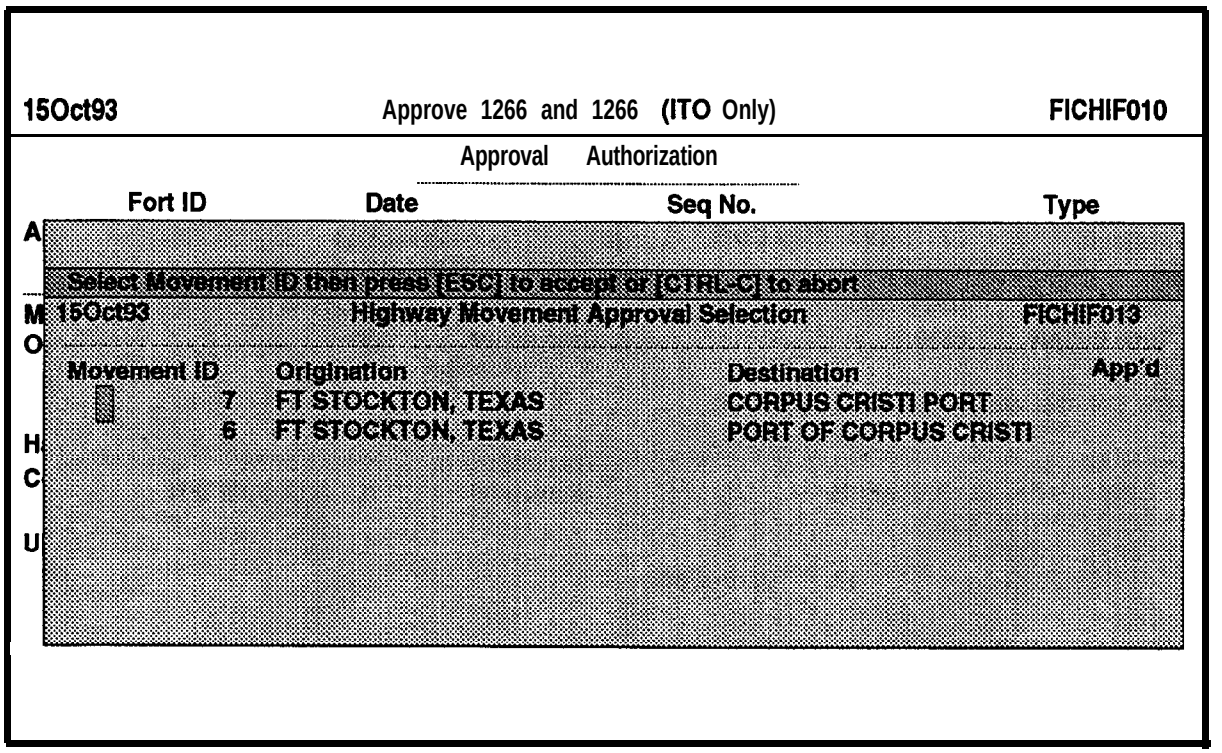


Figure 7-66. Approve 1265 and 1266 (ITO Only) Screen With Highway Movement Approval Selection Window

Approve 1265 and 1266 (ITO ONLY) screen will be displayed, as shown in Figure 7-67. This screen has two sections. The top section is used by the ITO to approve the request. The bottom section is used by TC ACCIS (using the **Review 1265 and 1266** option) to display information about the request. You can review this information, but you cannot change it on this display.

The following is an explanation of the fields and the data to be entered into the Approve 1265 and 1266 (ITO Only) Approval Authorization screen.

Field Name	Type	Explanation
Fort ID		The two-character identification code for your installation.
Date		The date that the request was submitted.

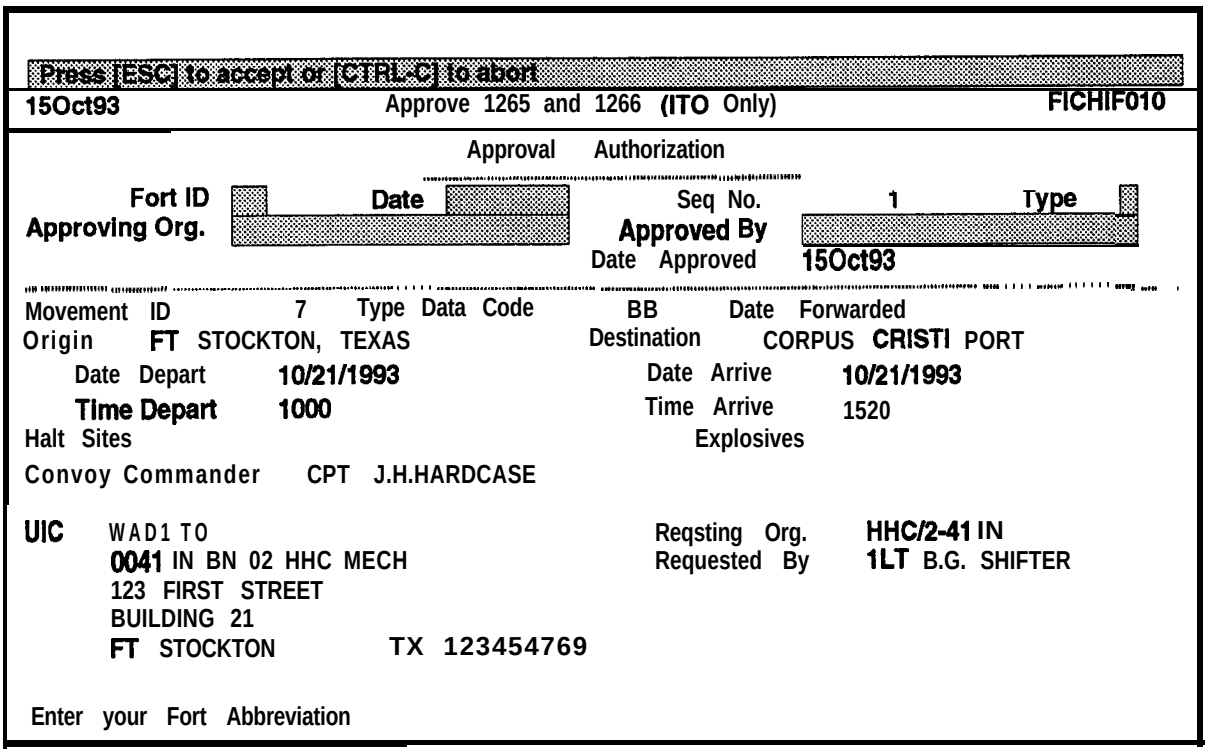


Figure 7-67. Approve 1265 and 1266 (ITO Only) Screen With Data

Seq No.	The six-digit sequence number automatically assigned by TC ACCIS to this request.
Type	The one-character code for this type of request.
Approving Org.	The name of the approving organization.
Approved by	Name and title of the person preparing this approval.
Date Approved	Automatically filled in as the current date when the ITO reviewer approves the request.
Movement ID	The TC ACCIS identification number for the convoy or SHP.
Type Data Code	The TDC for the exercise.
Date Forwarded	The system date when the request is transmitted for approval.

The remaining fields are taken directly from the special hauling plarming worksheet. They provide information on origin and destination, as well as departure and arrival times, that the ITO reviewer may want to check before approving the request.

c. Enter **the Fort ID, Date the Request was Submitted, Type, Approving Organization,** and **Approved By** data and press **ESC** to approve the SHP. The following message will be displayed at the bottom of your screen:

Request Approved

You will be returned to the Approval Processing menu where you have the option to approve, review or cancel another RCC or SHP.

7.3.4.3 Cancelina a DD Form 1266.

Note: [Only users with UMC privileges can cancel a DD Form 1266.

Follow these steps to cancel SHPs:

a. At the Approval Processing menu select Cancel 1265 and 1266 **(ITO ONLY). You** will see the Approve 1265 and 1266 (IT0 Only) screen with the Highway Movement Approval Selection window, as shown in Figure 7-68. You will note that there is now **an A in the App'd** column of the Highway Movement Approval Selection screen. However, because you chose the Cancel option from the Approval Processing menu, you can only cancel RCCs or SHPs from this screen. The approved RCCs and SHPs will be displayed in the Highway Movement Approval Selection window. The cursor will be to the left of the first RCC or SHP that is listed.

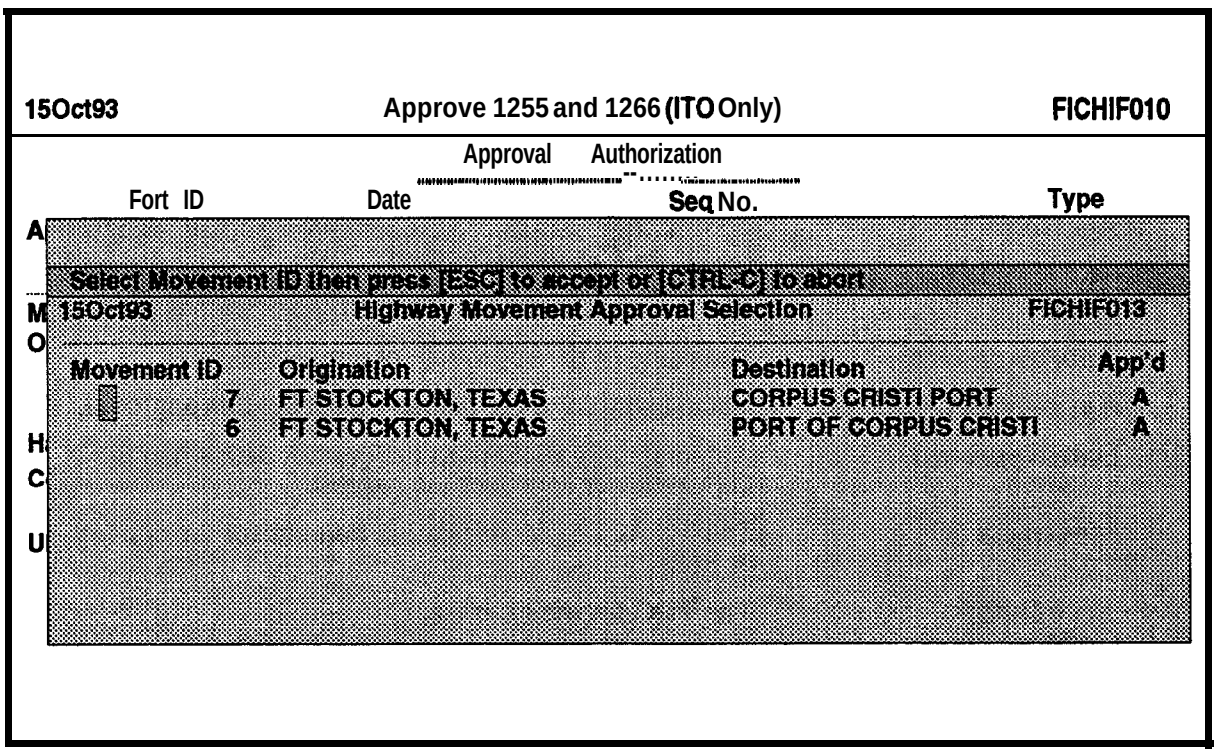


Figure 7-68. Highway Movement Approval Selection Window ' With List of RCCs and SHPs That Could Be Canceled

b. Move the cursor to the line for the SHP you want to cancel and press ESC. The following prompt will be displayed:

Cancel this convoy (y/n)?

c. If you enter y TC ACCIS takes you back to the Approval Processing menu and the following message will be displayed at the bottom of your screen:

Request has been canceled

d. You will be returned to the Approval Processing menu where you have the option to approve, review or cancel another RCC or SHP. Repeat these procedures as necessary to cancel additional SHPs.

7.3.4.4 Printina a DD Forms 1266.

Follow the instructions in paragraph 7.3.1.1.9 (page 7-47) above, to print a copy of any DD Form 1266.

7.4 Related Processing.

Not Applicable.

7.5 Data Backup.

The TC ACCIS System Administrator will schedule and conduct all data backups. The user should contact the TC ACCIS System Administrator to make special arrangements if a special backup is required for any reason.

7.6 Recovery from Errors and Malfunctions.

The TC ACCIS functions are supported by Error Messages that are displayed at the bottom of the screen whenever a processing error condition is encountered. The user should follow these instructions to correct the error. In the event the error or malfunction can not be corrected by following these instructions, the user should contact the TC ACCIS System Administrator for assistance.

7 . 7 Messages.

Messages can be generated from three sources.

a. The TC ACCIS software can generate messages that are tailored to the situation and/or context of where you are working within TC ACCIS. The TC ACCIS messages that may be encounter in the Highway Planning Function are listed below.

(1) TC ACCIS messages can be one of three types.

(a) Information Messages provide information that is appropriate for the operation you are performing at the time the message is displayed. You are not required to respond to this message in any way.

(b) Error Messages indicate you have attempted to perform an operation that can not be done in the current context. For example, you may have tried to enter the wrong type data into a screen field, or tried to select and option number that is not available on the current menu. When an error message is displayed, you must take some corrective action in order to resume operations.

(c) A Prompt indicates that you are required to enter some specific type data or respond to a question displayed on the screen. You must perform the specified action to resume operations.

(2) TC ACCIS messages are designed to be self explanatory

b. Messages generated by the SCO UNIX Operating System and the Informix 4GL Database Management Software are generally an indication that there is a serious problem in the operation of the system. In most cases they will ask you to contact your System Administrator. The SCO UNIX and Informix 4GL messages are not included in the list below. If you encounter a message that is not included in the list below or any message that is not clearly understood, contact you System Administrator for assistance.

List of Highway Movement Planning Messages

A

A Load already exists this Lin/Index

A value greater than zero is required

A value is required for this field.

Abort this entry ?

Add a special hauling worksheet

Add convoy equipment

Add DD 1265 remarks

Add remarks

Add special hauling equipment

All equipment has been viewed

All times and dates in line [nnn] must have a value

Amount of explosives is a required entry and must be greater than 0

An entry is required in this field

Arrival date is before current date

Arrival Date is before previous Arrival Date

Arrival date must have a value for first check point

Axle data deleted

B

Billets requires a value greater than or equal to 0

C

Calculate times: Press [F8] for current field

Calculating times . . . Please wait

Can not add number of loads cannot exceed 24

Cannot delete a blank record

Cannot reassign/copy-will exceed maximum number of loads(24)

Cannot reassign-load Wt. will exceed maximum Wt....Please try another

Cannot reassign-SUN [NNNNN] does not have a LIN...Please try another

Cannot reassign-SUN [NNNNN] is unloadable...Please try another

Checking Matched Pairs....

Checkpoint description requires a value

Class of explosives is a required entry

Complete this record before adding a new record

Complete this record before going to a next record

Complete this record before going to a previous record

Could not insert convoy axle data

Could not insert Convoy Equipment

Could not insert convoy header

Could not insert convoy load

Could not insert convoy pair

Could not insert escort rmks

Could not insert general remarks

Could not insert pair into Convoy Pair Table

Could not insert special hauling rmks

Create a convoy clearance worksheet

Create a convoy planning worksheet

Create a convoy route

Create a new route

Create convoy halt information

Create using a standard route

CTRL-C is not a valid option

D

Date of halt requires a value

Default Convoy NOT created

Define Serial Number and March Unit

Delete a convoy clearance worksheet

Delete a convoy route

Delete a special hauling worksheet

Delete a standard route

Delete convoy equipment

Delete convoy halt information

Delete convoy route

Delete DD 1265 remarks

Delete failed

Delete remarks

Delete route

Delete special hauling equipment

Delete the above data ?

Deleting worksheet . . . Please wait

Departure Date is before current date

Departure is before Arrival

Departure is before previous Departure

Distance requires a value greater than zero

Do you want to make this a Standard route ?

E

Empty Weight can not be less than

Enter a 'V' for a prime mover or 'T' for a trailer

Enter a 'W' for wheeled or a 'T' for tracked

Enter either 'EL' or 'ECR'.

Enter MOVEMENT ID then [ESC] to accept, [F6] for help or [CTRL-C] to abort

Enter Serial Number and/or March Unit

Enter the Information then press [ESC] to accept or [CTRL-C] to abort

Enter [Y] or [N] for State Line

Equipment deletion count = nnnn

Equipment has not been matched

Error deleting default route

Error deleting from Convoy Routing Table

Error deleting from convoy axle table

Error deleting from explosive table

Error deleting from Halt table

Error deleting from remarks table

Error deleting from table

Error deleting from the convoy halt table

Error deleting from the [table]

Error deleting from the remarks table

Error deleting record from cnvyload table; Could not delete.

Error deleting record from hazshp table; Could not delete.

Error deleting record from veh_ld table; Could not delete.

Error in creating equipment number

Error in creating worksheet

Error in deleting axle information

Error in deleting equipment

Error in deleting equipment remarks

Error in deleting explosive details

Error in deleting explosive remarks

Error in deleting from table

Error in deleting logistical information

Error in deleting remarks

Error in deleting remarks from table

Error in deleting routing information

Error in deleting special hauling remarks

Error in deleting vehicle load

Error in deleting vehicle/trailer information

Error in deleting worksheet

ERROR IN LINE: you MUST press the PF2 key to delete this line

Error in updating convoy equipment list

Error inserting explosive remarks table

Error inserting in the remarks table

Error inserting into table

Error inserting into the explosives table

Error inserting into the halt table

Error inserting into the remarks table

Error inserting into the route table

Error inserting into the [table]

ERROR: Unable to delete entries from cnvycrte table

ERROR: Unable to insert entries into [table name]

ERROR: Unable to insert into Route Table

Error updating hazshp table; Update failed

Error updating the cnvyeqip table;Update failed

Error updating the equiplst table

Error updating the equiplst table;Could not update

Error updating the equiplst table; Update failed

Error updating worksheet

[ESC] to accept or [CTRL-C] to return to menu

Escort Limit Has Been Reached

ETA is before previous ETA

ETA requires a value

ETA time zone is required before using [F8] key

ETD is before previous ETD

ETD time zone must match ETA time zone

Exit to previous menu

Explosive Data has to be defined

Explosives deleted

Explosive Remarks has to be defined

F

Fl-Add New Load, F3-Next Load, F4-Previous Load, F7-Reassign Load, F10-Copy Load to another Vehicle, [ESC] Accept, [CTRL-C] Abort

[F9] for all rows, [F10] for current row to end, [ESC] to accept or [CTRL-C] to abort

[F10] to Add/Modify vehicle Load, [ESC] to accept, [CTRL-C] to abort

Finding equipment....

Finding equipment . . . Please wait

G

Gas requires a value greater than 0

H

Halt date is before current date

Halt information deleted

Halt is after convoy arrival

Halt is after convey arrival of [date]

Halt is before convoy departure

Halt is before convoy departure of [date]

Height can not be less than ecr_height

Height can not be null

Hours must be between 0001 and 2400 inclusive

I

Index must be 2 nonblank characters

Insert Complete

Installation requires a value

Invalid Equipment Type

Invalid LIN/LIN Index combination

Invalid Menu Choice

Invalid SUN;Please re-enter

Is a Special Hauling Permit required? Enter [Y]es or [N]o

L

Length can not be less than ecr_lngth

Lin/Linindex combination does not exist

Lin must be 6 nonblank characters

Load Description already existed

Load exceeds Cube limit; Height must be increased for [sun]

Load exceeds Cube limit; Ln, Wd, or Ht must be raised for [sun]

M

March unit assignment must be greater than 0

Match convoy equipment

Match has been completed

Match Pair are not in the same March Unit

Match Pair are not in the same Serial

Match special hauling equipment

March Unit must contain a value

March Unit must greater than 0

Max Weight for SUN has been reached...Cannot add loads

Minutes must be between xx00 and xx59 inclusive

Nomenclature of the explosives is a required entry

Modify a convoy clearance worksheet

Modify a convoy route

Modify a special hauling worksheet

Modify convoy equipment

Modify convoy halt information

Modify DD 1295 remarks

Modify remarks

Modify special hauling equipment

Movement has been approved

Movement has NOT been approved

N

New worksheet NOT created

No Convoys found

No Convoys or Approved Convoys found

No Convoys or Standard Convoys found

No Convoys, Special Hauling Permits or Approved Convoys found

No data found . . .

No equipment found

No halt information found

No Load available for copy

No load(s) available for copy

No Load available for reassign

No load(s) available for reassign

No remarks found.

No remarks were found

No route found

No rows found

No Special Hauling Permits found

No Standard Convoys found

NO Standard routes found

No vehicles found for this convoy.

No vehicles were found

Not a Trailer, the Ind field must be 'T

Not a valid TDC

NOTE: nnn pieces of equipment have been previously selected.

Number of loads cannot exceed 24

Number of vehicles used to transport the explosive must be greater than 0

O

Oil requires a value greater than 0

P

Parameter unaccounted for in check number of loads function

Please wait...

Please wait...processing loadcode

Press any key to continue...

Press [CTRL-C] to abort

Press [CTRL-C] to abort printing

Press [ESC] to accept or [CTRL-C] to abort

Press F6 for help

Press [F9] for next batch, [ESC] to accept or [CTRL-C] to return to menu

Prime Mover and Trailer unmatched

Prime Mover and Trailer have not been unmatched

Prime Mover is already matched

Printing form 1266 . . . . Please wait

Printing form 1266 . . . . Please wait

Printing march table . . Please wait

Printing of DD FORM 1266 completed

Printing of March Table complete

Processing...

Processing axle information

Processing cargo details

Processing convoy remarks

Processing convoy route

Processing escort requirements

Processing ETA and ETD times

Processing explosives

Processing general remarks

Processing halt information

Processing header information

Processing load description

Processing load dimensions

Processing miscellaneous details

Processing routing information

Processing serials

Processing vehicle information

Processing vehicle list

R

Rations requires a value greater than or equal to 0

Recalculating times . . . Please wait

Record is not complete, Load Code not created

Record is not complete, SUN number not created

Remarks deleted

Remarks Limit Has Been Reached

Remove Lin or enter required index

Request Approved

Request has been canceled

Request not canceled

Road ID requires a value

Route information deleted

S

Same SUN;Please try again

Saving the convoy at 1,1 attribute (reverse)

Select convoy equipment

Select EQUIPMENT ID then press [ESC] to accept or [CTRL-C] to abort

Select special hauling equipment

Select the desired route then press [ESC] to accept or [CTRL-C] to abort

Select the MOVEMENT ID then press [ESC] to accept or [CTRL-C] to abort

Selecting all records....

Serial assignment must be greater than 0

Serial Number must contain a value

Serial Number must greater than 0

Standard convoy NOT created

Standard route exists. Do you want to update ?

Standard route has been saved

SUN does not exist;Please try again

SUN [sun] must have Height equal to or greater than nnnn.nn

T

The distance in line [ ] must be greater than zero

The Equipment Type cannot be modified

The ETA date in line [ ] must be on or before the ETD date

The ETA in line [ ] must be on or before the ETD

The movement ID is Creating a new convoy at 1,1 attribute (reverse)

The road ID in line [ ] requires an entry

There is no equipment for this MOVEMENT ID

There are no more records In the direction you are going

This MOVEMENT ID does not exist. Use [F6] for Help

This Pack Type Code not available;

This Special Handling Code not available;

This Type Cargo Code not available;

This Type Equipment Code not available - Press F6 for help

This UIC does not exist . . . Please re-enter

This WCC is not available, press F6 for help

Time zone required

Total Cube for loads can't exceed Cu. Ft. of nnnnnnn for Special Handling eqmt

Total Cube for loads can't exceed Cuft of nnnnnnn for this Special Handling Equip.

Total Cube for loads can't exceed Cu. FL of nnnnnnn for a standard vehicle

Total Weight is too large; Please re-enter

Trailer is already matched

U

UIC requires a value

Unable to delete default route

Unmatch the above pair ?

UPDATE FAILED: Request NOT Approved

UPDATE FAILED: Unable to cancel approval

Updating . . . Please wait

Updating Equipment....

Updating standard route . . . Please wait

Use Military Standard time: hhmm

Use MODIFY menu selection. Data already exists.

Use MODIFY menu selection. Route already exists

Use Modify option. Data already exists

Use MODIFY option. Remarks already exist

Use MODIFY option. Text already exist.

Use standard convoy planning worksheet

User aborted

User aborted delete

User aborted input

User aborted modification

User aborted printing

V

Value must be greater than 0

Values in the AXLE SPACING column should be greater than 0 in line

Vehicle actual weight must be greater than 0

Vehicle description is a required entry

Vehicle empty weight must be greater than 0

Vehicle front end overhang must be non-negative

Vehicle height must be greater than 0

Vehicle length must be greater than 0

Vehicle model is a required entry

Vehicle planned weight must be greater than 0

Vehicle planned weight must be greater than or equal to the empty weight

Vehicle rear end overhang must be non-negative

Vehicle requires an SHP

Vehicle type transporting the explosives is a required entry

Vehicle Weight + total loads' Weight cannot exceed the Weight limit of nnnnnnn

Vehicle width must be greater than 0

Veh. Wt. + load Wt. exceeds ECR Max. of nnn,nn . . . Is this correct

View a convoy clearance worksheet

View a convoy route

View a special hauling worksheet

View convoy halt information

View DD 1265 remarks

View remarks

W

Waiver Indicator removed

WARNING-Load Weight exceeds Maximum Weight for this equipment

WARNING-Total Cubic Ft. exceeds Cubic Ft. limit for this equipment

WARNING-Vehicle's Weight + Load's Weight exceeds Vehicle's Weight limit

Width can not be less than ecr_width

Worksheet NOT deleted

Worksheet Updated

Y

You may only have 100 Standard Convoys on the system: there are 100 already.

You must enter a Ammo/Hazard Indicator

You must enter a Height

You must enter a Length

You must enter a Load Description

You must enter a Quantity

You must enter a Special Handling code

You must enter a Standard Indicator

You must enter a Type Cargo code

You must enter a Type Equipment code

You must enter a Type Pack code

You must enter a Water Commodity code

You must enter a Weight

You must enter a Width

You MUST increase Length, Width, or Height by a minimum of one

Your UIC can not delete convoy only the UIC that created it can delete it

Z Zone field does not have a value

SECTION 8 PROCESSING REFERENCE GUIDE - Load Planning

The Load Planning function provides automated tools for Rail Load Planning, Air Load Planning and Surface Load Planning. The Rail Load Planning and the Vehicle Load Planning module of the Surface Load Planning function are installed at this time.

The Rail Load Planning function is used to develop rail load lists, create trains and rail car setups generating rail load plans automatically or manually, print load schedules and plans, create and modify cargo load items for vehicles.

a. During the development of the Deployment Equipment List (DEL) in Section 5 - Unit *Equipment List Processing,* of this manual, specific pieces of equipment may have been designated to travel by rail to the Port of Embarkation (POE). In this case, a rail load plan or plans must be created for those pieces of equipment. The equipment information can be used by the TC ACCIS freight users to prepare the GBLs for the equipment which is being transported by rail for the exercise.

b. During the creation or maintenance of the Unit Equipment List (UEL, equipment list associated with the Type Data Code (TDC) or D or S), summary loads are placed on designated pieces of equipment. These create the E records which according to U.S. Army Forces Command (FORSCOM) Regulation 55- 1 are to be included in the update which is done twice a year for active units, and once a year for reserves and transmitted to FORSCOM's COMPASS computer system through TC ACCIS. In order for units to add detailed loads to pieces of equipment in their UELs, they can use the Surface Load Planning function to add these detailed loads and print the information on vehicle load cards.

The Surface Load Planning function is used to develop vehicle load lists, container load lists and pallet load lists. Only the Vehicle Load Planning module of this function is implemented at this time.

The Air Load Planning function of Load Planning is not implemented at this time.

8.1 Capabilities.

The Rail Load Planning function allows you to:

a. Separate rail load lists by individual Unit Identification Code (UIC), by multiple unit UICs in order to prepare a rail load plan, or prepare a rail load list for an entire exercise. The system creates only one rail load list. When you create a rail load list by individual unit UIC, you actually ask TC ACCIS to display only the equipment in the load list that belongs to that UIC.

b. Match vehicle to trailer, vehicle to vehicle, vehicle to trailer to trailer, or trailer to trailer. The matches can be configured combat, administrative, side by side and other depending on the match type.

c. Assign unit UIC or pieces of equipment by Line Item Number (LIN)/LINIndex to specific trains.

d. Create multiple trains and rail car setups for an exercise, independent of the previously created trains or rail car setups if necessary. However, a unique piece of equipment in a load list for a specific TDC can be assigned to only one train at a time.

e. Generate an automatic rail load plan using AUTORAIL in which TC ACCIS determines the number of rail cars needed and loads all pieces of equipment on the preferred rail car to which each piece of equipment was previously assigned by the individual user while creating the load list or assigned in the reference tables by the rail expert. If the preferred rail car is not available due to overrides, or deletion, then it loads on alternate rail car.

f. Generate a manual rail load plan in which the user identifies the number of rail cars available by rail car type. TC ACCIS verifies and loads equipment on the type rail cars designated by the user, based on the equipment dimensions until all rail cars are utilized.

g. Move pieces of equipment from one rail car assignment to another, or move rail cars to different setups.

h. Print Load List, Load Plan, Schedules, and Blocking and Bracing reports.

The Air Load Planning Function - Not currently implemented.

The Surface Load Planning function allows you to:

a. Create detail loads for vehicles.

b. Add, change, or delete vehicle or cargo from a Vehicle Load Plan.

c. View all or part of a Vehicle Load Plan.

d. Delete an entire Vehicle Load Plan.

e. Copy an entire Vehicle Load Plan.

f. Print Vehicle load cards.

8.2 Conventions.

The conventions used in this section are described in Paragraph 4.2 of this manual.

8.3 Processing Procedures.

Select **the Load Planning** option on the TC ACCIS Main Menu to access the Load Planning menu as shown in Figure 8-l.

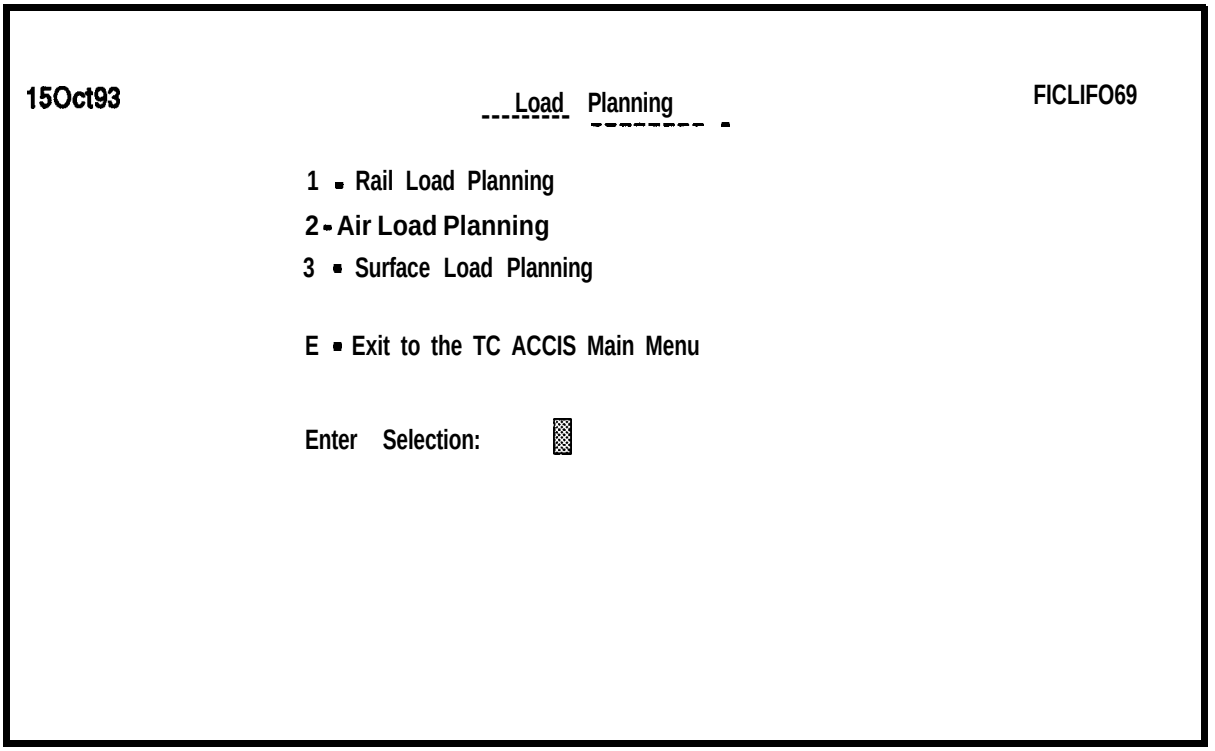


Figure 8-1. Load Planning Menu

The following summarizes the purpose of each of the Load Planning menu options.

Menu Option	Explanation
Rail Load Planning	This option is used to create rail load lists, create trains and rail car setups, and generate plans for loading rail cars unit moves.
Air Load Planning	This option is not currently implemented.
Surface Load Planning	This option is used to create detail loads for vehicles for the unit's UEL in TDC D or S. The options Containers and Pallets are not yet implemented.

A Menu Tree showing all the options available within the Load Planning function is shown at Figure 8-2.

8.3.1 Rail Load Planning

Planning rail transportation for equipment is another important TC ACCIS function. When you have equipment to move by rail, you must match equipment, based on size and weight, to rail car types; choose a mixture of rail car types whose combined length does not exceed the intended

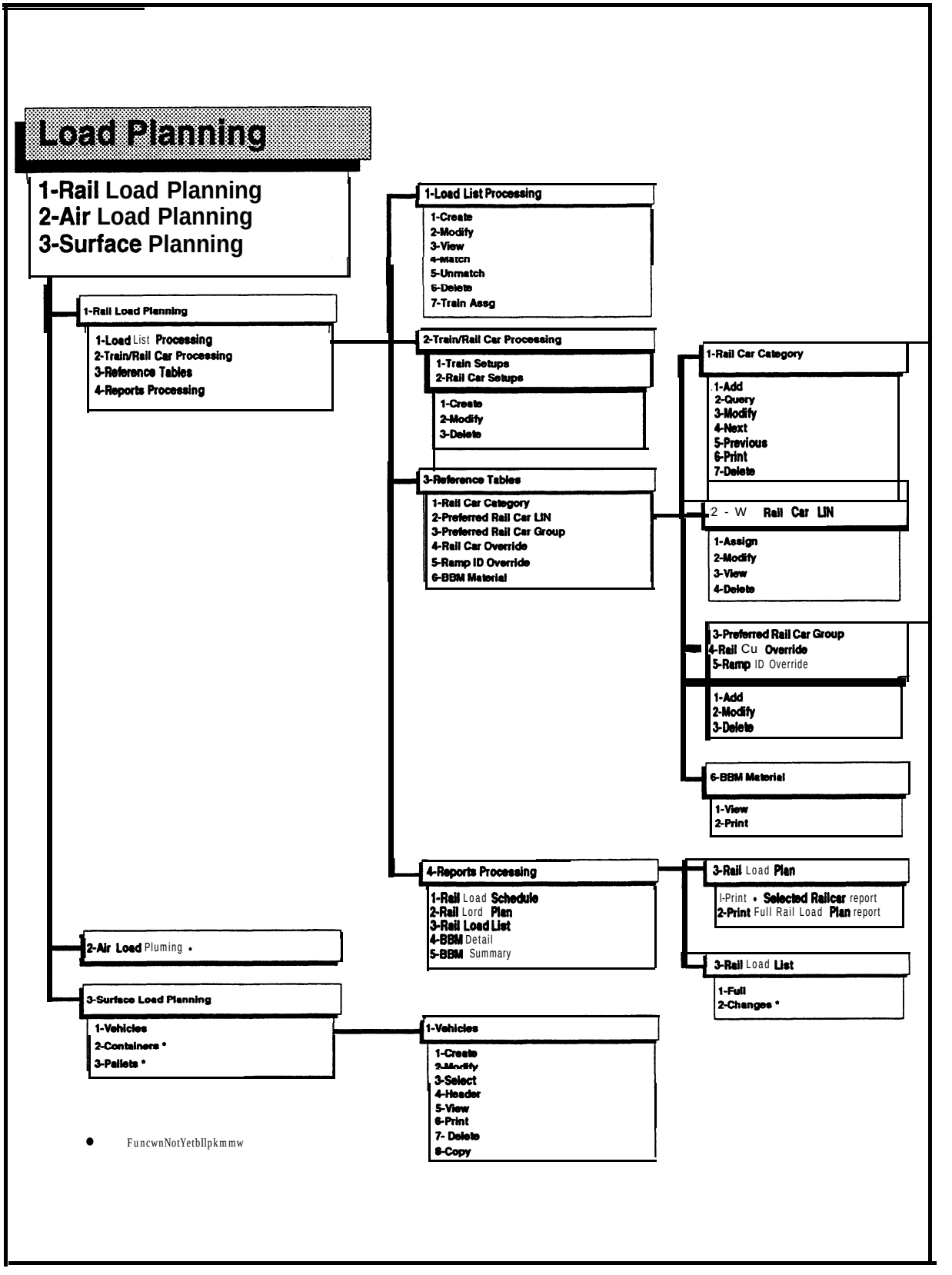


Figure 8-2. Load Planning Menu Tree

loading ramp; and determine what blocking and bracing equipment will be needed. The Rail Load Planning function helps you with these procedures and allows you to print reports detailing each rail plan you develop. In addition, you can perform a **what if** analysis by creating several load plans to determine the most efficient arrangement of rail cars.

This Rail Load Plan helps ensure that vehicles and equipment are correctly assigned, based on reference table, weight, and dimensions, to various types of rail cars.

This section includes instructions on how to use the rail load planning functions and how to use TC ACCIS to prepare the required load planning forms. Figure 8-3 gives an overview of the procedures involved. To do the procedures outlined in this section, you must already have created and stored a DEL and assigned and MPOE of **K** for rail, as described in Section 5 ▪ Unit *Equipment List Processing* of this manual.

This Section includes instructions on how to do the following:

- Check and enter data into the Reference Tables
- Create and modify Rail Load Lists
- Create and update a Train
- Create and modify Rail Car setups
- Generate rail load plans using AUTORAIL or manual generate
- Print a Rail Load Schedule, Rail Load Plan, Blocking and Bracing Requirements Report, and Rail Load List Report.

At the Load Planning menu, select **Rail Load Planning.**

Note:

Each time you enter the Load Planning function from the TC ACCIS Main Menu, the **Type Data** Code field will be blank and you will have to enter a **Type Data** Code. Thereafter, TC ACCIS assumes that you will continue working with this same **Type Data** Code and will automatically load the last **Type Data** Code that you used into the **Type Data Code** field for each successive process. The **Type Data Code** field will not be blank again until you exit to the TC ACCIS Main Menu and enter the Load Planning function again. When a **Type Data** Code is displayed, you can:

1-Press **RETURN** to accept the **Type Data Code.**
2-Press F6 to select and new **Type Data** Code from the TDC Help Window
3-Enter a new **Type Data** Code by typing over the displayed **Type Data** Code and the press RETURN.

If Rail Load Planning is being used by five users when you try to select it, you will receive the following message:

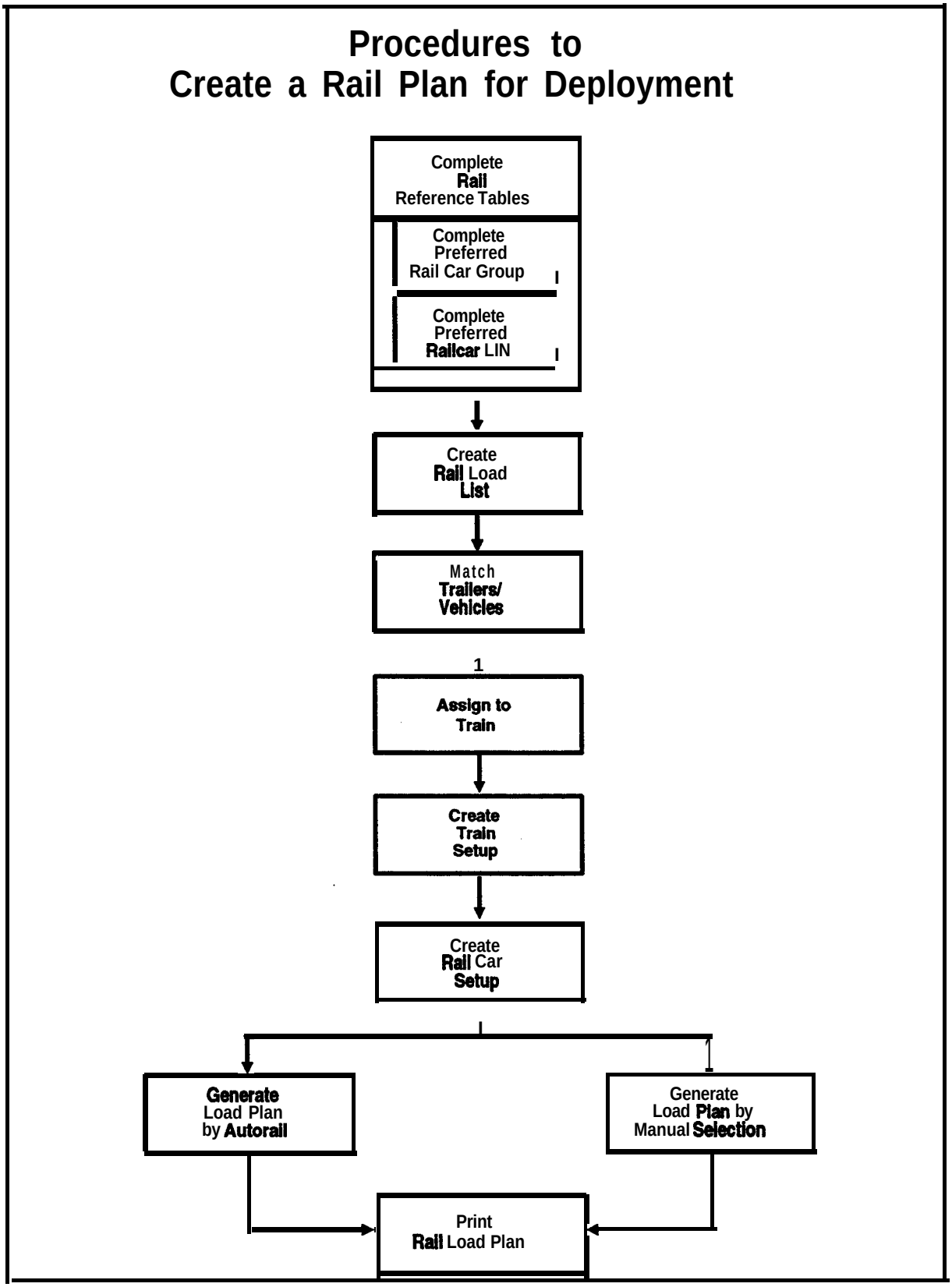


Figure 8-3. Deployment Rail Movement Exercise

Another User is in Rail Load Planning,
Do you want to try again (y/n)?

Enter y and press **RETURN** to try to access Rail Load Planning again, or enter **n** and press **RETURN** to exit to the Load Planning menu.

Note: If you receive this message over and over for a long period of time, you should check with the TC ACCIS System Administrator to see if, in fact, another user is in Rail Load Planning. Only one user at a time can use AUTORAIL.

8.3.1.1 Reference Table Maintenance.

The TC ACCIS Rail Loading Planning function includes several reference tables that are accessed by the system while performing other rail loading functions. For example, the Rail Car Category reference table contains data on the dimensions of rail cars. This information is accessed and compared with data on the dimensions of equipment to determine whether the equipment can be loaded on the rail car. Therefore, it is important to complete and verify the accuracy of the data in these tables before you begin actual rail load planning.

The following is an explanation of the Reference Tables that can be maintained.

Reference Table	Explanation
Rail Car Category	This option allows you to enter specific rail car types and variants. This identified rail car type along with the dimensional information provided in this reference table is used by TC ACCIS to load equipment on to identified rail cars.
Preferred Rail Car Lin	This reference table is used to store unit equipment assigned to specific rail car groups.
Preferred Rail Car Group	This reference table is used to store rail car equipment and five alternate rail car types.
Rail Car Override	This option allows you to designate rail car types that are unavailable for specific type data codes.
Ramp ID Override	This option allows you to designate rail cars that can not be loaded at designated ramps for specific type data codes.
BBM Material	This option allows you to view or print the blocking and bracing material records for a specific piece of equipment. You will enter the LIN/Index to retrieve the BBM information for the equipment that will be loaded using the Rail load function. You cannot modify any of these records.

Some of the Reference Tables will contain data when the system is installed; however, the installation rail load planner should check the tables to verify the accuracy and applicability. Other tables are empty when they are installed and must be completed. The procedures in the

following paragraphs can be used for entering, viewing, or changing data in the Reference Tables.

Note: Only those TC ACCIS users with IT.0 level access (Unit Movement Coordinator (UMC) or ADMIN group) will be able to modify any of the Rail Reference Tables.

8.3.1.1.1 Rail Car Cateaory Reference Table.

This table, which is installed with data, provides dimensions and weight capacities of rail cars customarily used for military movements. It also provides capacity, by platform, for bi-level and tri-level cars. The Blocking and Bracing Materials (BBM) required for this type rail car are also indicated.

Use the following procedures to access the Rail Car Category screen where rail cars may be added, modified or deleted, to meet actual installation requirements, and to print rail car listings.

a. Select **Load Planning** from the TC ACCIS MAIN MENU to display the Load Planning menu.

b. Select **Rail Load Planning** from the Load Planning menu to display the Rail Load Planning menu.

c. Select **the Reference Tables** option from the Rail Load Planning Menu to display the Reference Tables menu with the six options shown in Figure 8-4.

d. Select **Rail Car Category** from the Reference Tables menu to display the Rail Car Category screen with the Options: ring menu at the top as shown in Figure 8-5.

Options: 1-Add 2- Query 3-Modify 4-Next 5-Previous 6-Print . . .

The three period (. . .) at the end of the ring menu indicate there are additional options that can be displayed by moving the cursor to the right or left.

. . . **7-Delete E-Exit**

The following is an explanation of these ring menu options:

Menu Option	Explanation
Add	Allows you to add rail car types to the reference tables. Each rail car type must have a variant and variant description for identification of differences such as load limits and blocking and bracing materials needed.
Query	Allows you to select specific rail car type to view, modify, or print based on specific search criteria. If you leave the rail car type field blank and press ESC, the entire list of rail car types and variants become available for viewing. You must then use the Next and Previous option to page through the list

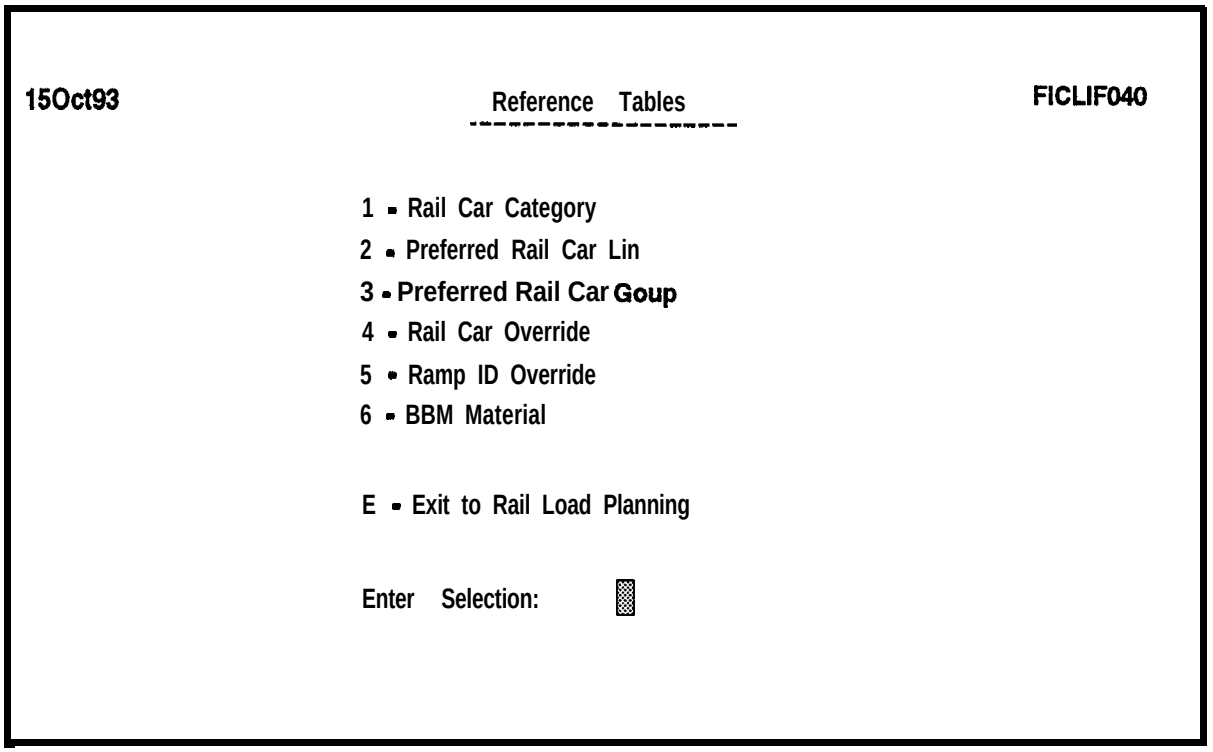


Figure 8-4. Reference Tables Menu

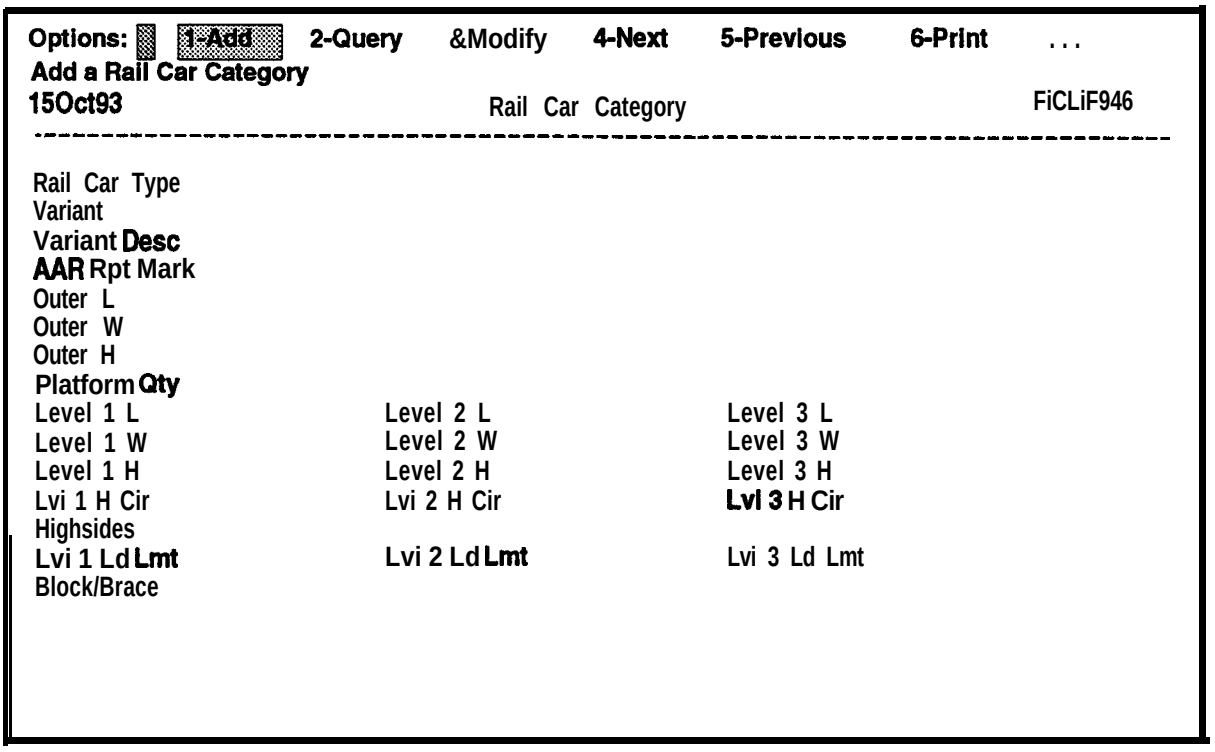


Figure 8-5. Rail Car Category Screen

Modify	Allows you to make changes in any of the fields of information associated with the rail car type and variant you have selected.
Next	Allows you to page to the next rail car type and variant after your query selection has been made.
Previous	Allows you to page back to the rail car type and variant that was displayed prior to the entry currently displayed. This option is only available after you use the query selection.
Print	Allows you to print all rail car types and variants that you have included as part of your query selection.
Delete	Allows you to delete a rail car type and variant entry.

e. Use the cursor control keys to highlight the desired option and press **RETURN,** or enter the number corresponding the option number to execute the option.

8.3.1.1.1.1 Addina Rail Car Cateaories.

To add a rail car to this table, you will need a source document with the exact information on that rail car. Example of good sources are THE OFFICIAL RAILWAY EQUIPMENT REGISTER (R) and information on car characteristics available from your servicing rail company or companies. Use the following to add a rail car to this table:

a. As necessary, use the procedures in paragraph 8.3.1.1.1 (page 8-8) to display the Rail Car Category screen as shown in Figure 8-5 (page 8-9) with the Options: ring menu at the top.

Options: 1-Add 2- Query 3-Modify 4-Next 5-Previous 6-Print . . .

b. Select **Add** from the Options: ring menu. The cursor will move to the **Rail Car Type** field of the Rail Car Category screen and the fields for entering data will be displayed.

The following is an explanation of the data fields in the Rail Car Category screen:

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Rail Car Type	R	Identifies the type of rail car such as flat, bi-level (BIL), tri-level (TRIL). **F6-Help** is available in this field.
Variant	R	Variant number is used to distinguish varieties within the same rail car type.
Variant Desc		The Variant Description field allows you to provide specific detailed information about the characteristics of the type of rail car. Flat cars may be 89 feet, 68 feet, or 60 feet in length as examples. You may also want to include in your description distinguishing characteristics such as chain tie down, or bridge plates.
AAR Rpt Mark		Association of American Railroads' Reporting Mark is entered if available.

Outer L		Length dimension of the rail car in inches.
Outer W		Full outer width dimension of the rail car in inches.
Outer H		Full outer height dimension of the rail car in inches.
Platform Qty	R	Enter 1 if the rail car has one platform for example a 68 ft. DODX flat. Enter 2 if the rail car has two platforms such as a bi-level. Enter 3 if the rail car has three platforms such as a u-i-level.
Level 1 L		Length of the First Platform in inches to indicate the full mside platform length as noted in reference materials or as indicated by servicing rail company. Do not subtract brake wheel clearances.
Level 1 W		Width of the First Platform in inches to indicate the full inside platform width as noted in reference materials or as indicated by servicing rail company.
Level 1 H		Height of the First Platform in inches to indicate the full inside platform height as noted in reference materials or as indicated by servicing rail company. Height clearances are particularly important when entering data on **bi-level and tri-level** cars, as this information provides another system parameter for generating rail loads.
Level 1 H Clr		Height clearance of the First Platform in inches.
Highsides	R	**The Highsides** field accepts either a Y(es) or N(o) entry to indicate whether the rail car has Raised Side **Sills.** If the car has highsides, thus not allowing overhang on the platform surface, enter a Y. If no highsides exist, enter **N**.
Lvl 1 Ld lmt		Maximum weight load limit, in pounds, allowed on the First Platform.
Block/Brace	R	The **Block/Brace** field indicates whether equipment loaded on this rail car requires blocking and bracing material. It will accept either a Y(es) or N(o) entry.
Level 2 L		Length of the Second Platform in inches to indicate the full inside platform length as noted in reference materials or as indicated by servicing rail company. Do not subtract brake wheel clearances.
Level 2 W		Width of the Second Platform in inches to indicate the full inside platform width as noted in reference materials or as indicated by servicing rail company.
Level 2 H		Height of the Second Platform in inches to indicate the full mside platform height as noted in reference materials or as indicated by servicing rail company. Height clearances are particularly important when entering data on **bi-level and tri-level cars, as this** information provides another system parameter for generating rail loads.
Level 2 H Clr		Height clearance of the Second Platform in inches.
Lv 2 Ld Lmt		Maximum weight load limit, in pounds, allowed on the Second Platform.

Level 3 L	Length of the Third Platform in inches to indicate the full inside platform length as noted in reference materials or as indicated by servicing rail company. Do not subtract brake wheel clearances.
Level 3 W	Width of the Third Platform in inches to indicate the full inside platform width as noted in reference materials or as indicated by servicing rail company.
Level 3 H	Height of the Third Platform in inches to indicate the full inside platform height as noted in reference materials or as indicated by servicing rail company. Height clearances are particularly important when entering data on **bi-level and tri-level** cars, as this information provides another system parameter for generating rail loads.
Level 3 H Clr	Height clearance of the Third Platform in inches.
Lv 3 Ld Lmt	Maximum weight load limit, in pounds, allowed on the Third Platform.

b. With the cursor in the **Rail** Car **Type** field, enter the **Rail Car Type** and press **RETURN.** The cursor **will** move to the **Variant** field.

c. Continue to enter data in each field, pressing **RETURN** after each entry.

d. When all data has been entered, review your entries to verify that the data is correct.

(1) As necessary, press **RETURN** until the cursor is in the field where you want to make a correction.

(2) Enter the correct data by typing over the displayed information.

(3) Repeat these procedures as necessary, until all of your entries are correct.

e. When all of the entries are correct, press **ESC** to save the data. The cursor will return to the Options: ring menu where **you** can select another option or press **E-Exit three** times to return to the Load Planning menu.

8.3.1.1.1.2 Querving for Rail Car Cateaories.

Use the following to query for a rail car to the reference table:

a. As necessary, use the procedures in paragraph 8.3.1.1.1 (page 8-8) to display the Rail Car Category screen as shown in Figure 8-5 (page 8-9) with the Options: ring menu at the top.

Options: 1-Add 2- Query 3-Modify 4-Next 5-Previous 6-Print . . .

b. Select **Query** from the Options: ring menu. The cursor will move to the **Rail Car Type** field of the Rail Car Category screen. There are three methods to locate the desired record:

(1) If you know the **Rail** Car **Type,** enter it and press **ESC. The** data for the first record that meets your selection criteria will be displayed, the cursor will return to the Options: ring menu, and the **Modify** option will be highlighted.

(a) If the desired record is displayed, continue with the procedures in paragraph **b.** below.

(b) If the desired record is not displayed, select **Next** to display the data for the next record that meets your selection criteria. The cursor will return to the Options: ring menu, and the **Modify** option will be highlighted.

(c) As necessary, continue to select **Next** until the data for the desired record is displayed. If you go past the desired record, you can select Previous from the Options: ring menu at any time to display the data for the previously displayed record that meets your selection criteria. After each selection, the cursor will return to the Options: ring menu, and the **Modify** option will be highlighted.

(d) When the desired record is displayed, continue with the procedures in paragraph **b.** below.

(2) If you know some other information about the desired rail car, other than the **Rail Car Type,** press **RETURN** until the cursor is in the desired field.

(a) You can enter data into one or more fields. The more specific you can be, the faster the system will locate the desired record.

1 Enter the known data for the desired rail car and press **RETURN.**

2 As necessary, repeat the procedures in paragraph **(a)** above until all the known data about the desired rail car has been entered. Be sure to press **RETURN** after each entry.

3 When all of your selection criteria has been entered, press **ESC** to accept the entries. The first record that meets all of your selection criteria will be displayed and the cursor will return to the Options: ring menu. The **Modify** option will be highlighted..

(b) If the desired record is displayed, continue with the procedures in paragraph **b.** below.

(c) If the desired record is not displayed, select **Next** to display the data for the next record that meets your selection criteria. The cursor will return to the Options: ring menu, and the **Modify** option will be highlighted.

(d) As necessary, continue to select **Next** until the data for the desired record is displayed. If you go past the desired record, you can select Previous from the Options: ring menu at any time to display the data for the previously

displayed record that meets your selection criteria. After each selection, the cursor will return to the Options: ring menu, and the **Modify** option will be highlighted.

(e) When the desired record is displayed, continue with the procedures in paragraph **b.** below.

(3) If you do not know any information about the desired rail car, press **ESC** when the cursor is in the Rail **Car Type** field. The data for the first rail car that was entered into the table will be displayed, and the cursor will return to the Options: ring menu. The **Modify** option will be highlighted.

(a) If the desired record is displayed, continue with the procedures in paragraph **b.** below.

(b) If the desired record is not displayed, select **Next** to display the data for the next record that meets your selection criteria. The cursor will return to the Options: ring menu, and the **Modify** option will be highlighted.

(c) As necessary, continue to select **Next** until the data for the desired record is displayed. If you go past the desired record, you can select **Previous** from the Options: ring menu at any time to display the data for the previously displayed record that meets your selection criteria. After each selection, the cursor will return to the Options: ring menu, and the **Modify** option will be highlighted.

(d) When the desired record is displayed, continue with the procedures in paragraph **b.** below.

b. You can now continue with the procedures in any of the following paragraphs:

Paragraph	Page	Function
8.3.1.1.1.3	8-14	Modify Rail Car Categories
8.3.1.1.1.4	8-15	Print Rail Car Categories
8.3.1.1.1.5	8-15	Delete Rail Car Categories

8.3.1.1.1.3 Modifying Rail Car Cateaories.

To modify a rail car to this reference table, you will need a source document with the exact information on that rail car to be modified. Examples of good sources are THE OFFICIAL RAILWAY EQUIPMENT REGISTER (R) and information on car characteristics available from your servicing rail company or companies.

Before you can modify a record in the Rail Car Category Reference Table, you must first do a query to locate the desired record and then select Modify to change the data for that record.

Use the following to modify a rail car in the reference table:

a. Use the procedures in paragraph 8.3.1.1.1.2 (page 8-12) to display the record to be modified. When the desired record is displayed, the cursor will return to the Options: ring menu and the **Modify** option will be highlighted.

b. Select **Modify** from the Options: ring menu. The cursor will move to the Rail Car **Type** field of the Rail Car Category screen.

(1) Press **RETURN** until the cursor is in the field where the modification needs to be made.

(2) Enter the correct data by typing over the existing information.

(3) As necessary, repeat the procedures in paragraph **(1)** and (2) above until all the corrections have been made.

c. When all of the modifications have been made, press **ESC** to accept the new data. The cursor will return to the Options: ring menu where you can select another option or press **E-Exit** three times to return to the Load Planning menu.

8.3.1.1.1.4 Printina the Rail Car Cateaory Reference Table.

To print the information in the Rail Car Category Reference Table, you must first do a query and then select **Print** to print all the records in the table, using the following procedures:

Note: If you have just modified a record in the Rail Car Categories Reference Table and that record is still displayed on the screen, you will not have to execute another query before you print the contents of the table. In this case, start with **paragraph c.** below.

Use the following to print a rail car in the reference table:

a. Use the procedures in paragraph 8.3.1.1-l **.2** (page **8-** 12) to display a Rail Car Category record. When a record is displayed, the cursor will return to the Options: ring menu and the **Modify** option will be highlighted.

b. Select **Print** from the Options: ring menu. A message will be displayed at the bottom of the screen:

Report has been sent to the printer

The cursor will return to the Options: ring menu where you can select another option or press **E-Exit** three times to return to the Load Planning menu.

8.3.1.1.1.5 Deletina Rail Car Cateaories.

Before you can delete a record in the Rail Car Category Reference Table, you must first do a query to locate **the** desired record and then select **the Delete** option.

Use the following to delete a rail car category from the reference table:

a. Use the procedures in paragraph 8.3.1.1.1.2 (page 8-12) to display the record to be deleted. When the desired record is displayed, the cursor will return to the Options: ring menu and the **Modify** option will be highlighted.

b. Select **Delete** from the Options: ring menu. A prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(1) Enter **n** to abort the deletion attempt. A message will be displayed at the bottom of the screen:

No Information has been deleted

The cursor will return to the Options: ring menu where you can select another option or press **E-Exit** three times to return to the Load Planning menu.

(2) Enter y and a message will be displayed at the bottom of the screen:

This row has been deleted

The cursor will return to the Options: ring menu where you can select another option or press **E-Exit** three times to return to the Load Planning menu.

8.3.1.1.2 Preferred Rail Car LIN Reference Table,

This table provides the computer basis for rail car selection in the Autoload process. This function assigns the LIN or LIN/Index of deploying equipment to a specific car and variant from the Rail Car Category Table. When the AUTORAIL function is selected, the system will select the preferred car type and variant whenever the equipment with that specific LIN or LIN/Index is to be loaded. It allows for other rail car selections to be taken, in order, based on entries made **in the Preferred Rail Car Lin** table.

Deployment equipment can be assigned to a Preferred Rail Car by using the LIN and the Index or by using only the LIN. When both the LIN and the Index are used, only the equipment with that LIN and that Index will be assigned to the designated Preferred Rail Car. Equipment with the same LIN but with a different Index can be assigned to a different Preferred Rail Car by making another assignment using only the LIN or the LIN and the different Index. When only the LIN is used, all equipment with that LIN will be assigned to the designated Preferred Rail Car, unless the equipment has been otherwise assigned to a different Preferred Rail Car by using both its LIN and its Index. This allows you to make specialized assignments for equipment with unique dimensions or configurations even though it has the same LIN as other similar types of equipment.

Use the following procedures to access the Preferred Rail Car Lin screen where you can assign, modify, view, or delete preferred rail cars for specific types of equipment identified by a LIN or LIN/Index.

a. Select **Load Planning** from the TC ACCIS MAIN MENU to display the Load Planning menu.

b. Select **Rail Load Planning** from the Load Planning menu to display the Rail Load Planning menu.

c. Select **the Reference Tables** option from the Rail Load Planning Menu to display the Reference Tables menu with the six options shown in Figure 8-4 (page 8-9).

d. Select **Preferred Rail Car Lin** from the Reference Tables menu to display the Preferred Rail Car Lin screen with the Options: ring menu at the top as shown in Figure 8-6.

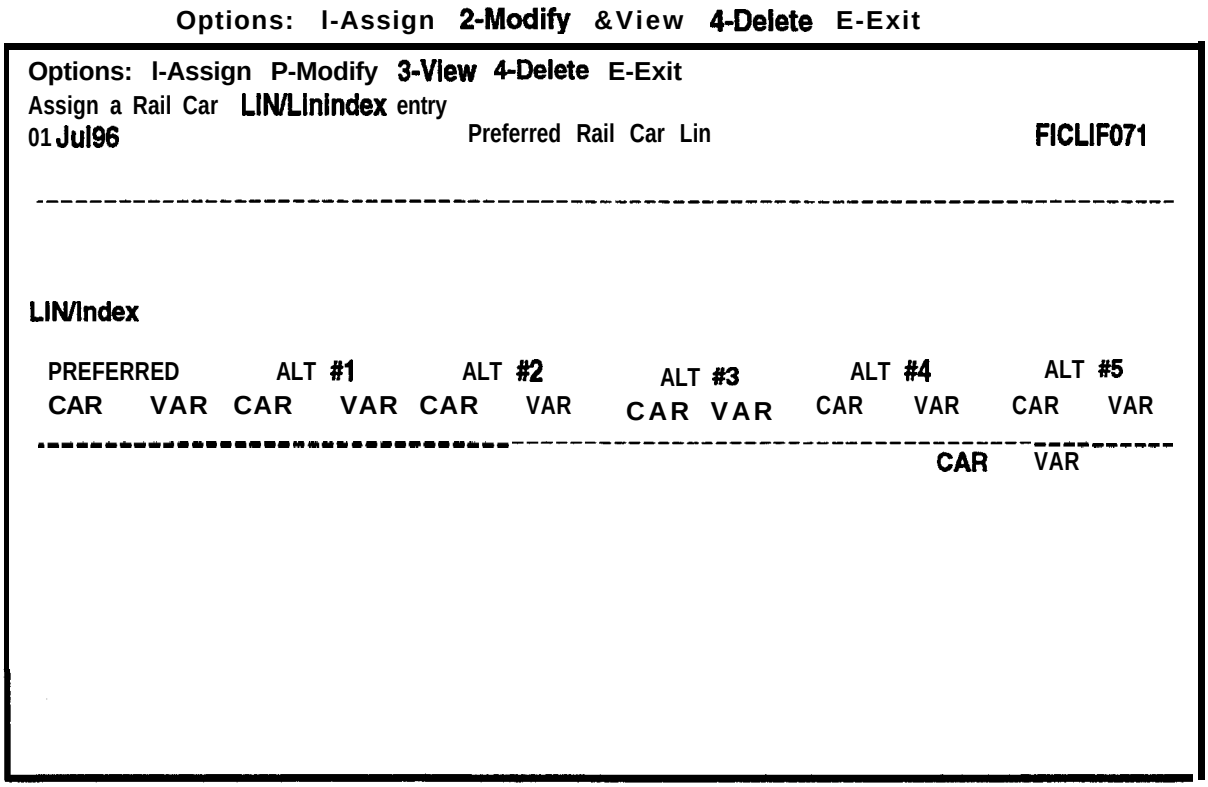


Figure 8-6. Preferred Rail Car Lin Screen

The following is an explanation of these options:

Menu Option	Explanation
Assign	This options allows you to assign a LIN or **LIN/Index** that identifies a specific type of equipment to be loaded on a specific type of rail car group when TC ACCIS generates the rail load.
Modify	This option allows you to make changes in the assignment of **LINs** and **LIN/Indexes** to specific rail car groups.
View	This option allows you to view the current rail car group assignment for a specified LIN or **LIN/Index.**
Delete	This option allows you to delete the assignment of a LIN or **LIN/Index** to a specified car group.

8.3.1.1.2.1 Assigning a Preferred Rail Car Lin or LIN/Index.

The assign options allows you to assign specific types of equipment identified by a only a LIN, or by a LIN and an Index, to a specific type of rail car group when TC ACCIS generates the rail load. When the assignment is made by only the LIN, all pieces of equipment with that LIN will by assigned to the same type Preferred Rail Car, regardless of the Index. When both the LIN and the Index are used to make the assignment, only those pieces of equipment with that specific combination of LIN and Index will be assigned to that type Preferred Rail Car.

When you have a type of equipment with several different Indexes for the same LIN, you can only assign a Preferred Rail Car type to each different Index, one at a time, or to all Indexes for that LIN. There is no way to use a single transaction to assign the same Preferred Rail Car type to more than one but less than all of the Indexes. or you must select each LIN and Index combination individually and use a different transaction to assign a Preferred Rail Car type to each Index.

Because of this limitation, the following sequence of events will generally provide the most efficient method of assigning pieces of equipment with different Indexes to different Preferred Rail Car types:

a. Determine the Preferred Rail Car type that can be used by the largest number of Indexes.

b. Use the **Assign** option to designate the same Preferred Rail Car type to all pieces of equipment with that LIN, regardless of the Index.

c. Use the **Modify** option (paragraph 8.3.1.1.2.2, page 8-20 below) to individually change the Preferred Rail Car type for those specific Indexes that will require a different Preferred Rail Car type.

Note: The Delete option (paragraph 8.3.1.1.2.4, page 8-23 below) can also be used to remove the Preferred Rail Car assignment from pieces of equipment with that same LIN that will not be transported by rail.

Use the following procedures to assign a LIN or a **LIN/Index** to a Preferred Rail Car:

a. As necessary, use the procedures in paragraph 8.3.1.1.2 (page 8-16) to display the Preferred Rail Car Lin screen as shown in Figure 8-6 (page 8-17) with the Options: ring menu at the top.

Options: I-Assign 2-Modify 3-View 4-Delete E-Exit

b. Select Assign from the Options: ring menu. The cursor will move to the first part of **the LIN/Index** field.

c. Enter the **LIN** and press RETURN to move the cursor to the second part of the **LIN/Index** field, or press F6 to display a list of **LINs** that have been selected for rail

deployments. When F6 is used, the Rail Preferred LIN Query for Assign window will be displayed with the cursor in **the Lin/linindex** field.

(1) You can enter your selection criteria into any one or any combination of **the Lin, Linindex, Model,** or **Description** fields. The **wildcard** characters * and **?** can also be used in any of these **fields** for pattern matching.

(a) Press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

(b) Enter the selection criteria and press **RETURN.** The cursor will move to the next field.

(c) As necessary, repeat the procedures in paragraph **(a)** and **(b)** above until all of your selection criteria has been entered.

(2) When all of your selection criteria has been entered, press **ESC** to accept it. The Rail Preferred LIN Query for Assign window will close, the cursor will return to the Preferred Rail Car Lin screen, and the selected LIN and Index will be displayed.

d. If necessary, enter the **Index** in the second part of the **LIN/Index** field and press ESC, or just press **ESC** to accept the displayed data. The Preferred Rail Car Group screen will be displayed with a list of possible Preferred Rail Car options.

e. Use the cursor control keys to move the cursor to the correct car group, and press ESC to select that group. The Preferred Rail Car Group screen will close, the data for the selected Preferred Rail Car will be displayed in the Preferred Rail Car Lin screen, and a message will be displayed at the bottom of the screen for a few moments:

The information has been saved

Then a prompt will be displayed:

Assign Another Lin to this car group (y/n)?

(1) A y response to this prompt will display a blank Preferred Rail Car Lin screen.

(a) Repeat the procedures in paragraphs c. and **d.** above to select another **LIN/Index** to this same Preferred Rail Car Group.

(b) When the LIN and Index have been entered, press **ESC** to make the assignment to the same Preferred Rail Car Group. A message will be displayed at the bottom of the screen for a few moments:

The information has been saved

Then a prompt will be displayed:

Assign Another Lin to this car group (y/n)?

(c) As necessary, repeat the procedures in paragraph **(1)** above until all the desired LINs and Indexes have been assigned to this same Preferred Rail Car Group.

(2) When you are done assigning all LINs and Indexes to this Preferred Rail Car Group, enter an **n** response to the **Assign Another Lin to this car group (y/n)?** prompt. The cursor will return to the Options: ring menu where you can select another option or press **E-Exit three** times to return to the Load Planning menu.

8.3.1.1.2.2 Modifying a Preferred Rail Car Lin.

The modify option allows you to make changes in the assignment of LINs and LIN/Indexes to specific rail car groups.

Use the following procedures to modify a LIN or a LIN/Index that is assigned to a Preferred Rail Car:

a. As necessary, use the procedures in paragraph 8.3.1.1.2 (page 8-16) to display the Preferred Rail Car Lin screen as shown in Figure 8-6 (page 8-17) with the Options: ring menu at the top.

Options: I-Assign P-Modify 3-View 4-Delete E-Exit

b. Select **Modify** from the Options: ring menu. The cursor will move to the first part of **the LIN/Index** field.

c. Enter the **LIN** and press **RETURN** to move the cursor to the second part of the **LIN/Index** field, or press F6 to display a list of **LINs** that have been selected for **rail** deployments. When F6 is used, the Rail Preferred LIN Query for Assign window will be displayed with the cursor in the **Lin/linindex** field.

(1) You can enter your selection criteria into any one or any combination of the **Lin, Linindex, Model, or Description** fields. The **wildcard** characters * and ? can also be used in any of these fields for pattern matching.

(a) Press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

(b) Enter the selection criteria and press **RETURN.** The cursor will move to the next field.

(c) As necessary, repeat the procedures in paragraph **(a)** and **(b)** above until **all** of your selection criteria has been entered.

(2) When all of you selection criteria has been entered, press **ESC** to accept it. The Available LIN window will be displayed with list of **LIN/Indexes** that have been assigned to a Preferred Rail Car.

(3) Use the cursor control keys to select the desired piece of equipment and press **ESC** to accept it. The Available LIN window will close, the cursor will return to the Preferred Rail Car Lin screen, and the selected LIN and Index will be displayed.

d. If necessary, enter **the Index** in the second part of the **LIN/Index** field and press **ESC,** or just press **ESC** accept the displayed data.

(1) If you specified a LIN and an Index, the data for the Preferred Rail Car for this **LIN/Index,** and the cursor will be in the **CAR** field.

(a) Press **F8** to display the Preferred Rail Car Group screen with a list of possible different Preferred Rail Car Group options.

(b) Use the cursor control keys to move the cursor to the correct car group, and press **ESC** to select that group. The Preferred Rail Car Group screen will close, the data for the new Preferred Rail Car will be displayed in the Preferred Rail Car Lin screen, and the cursor **will** return to the Options: ring menu where you **can** select another option or press **E-Exit** three times to return to the Load Planning menu.

(2) If you specified only a LIN, a prompt will will be displayed:

Do you want to process all the linindexes in this lin? (y/n)?

(a) Enter a y response to this prompt to modify the assignment for **all** Indexes for this LIN. The cursor will move to the CAR field for the Preferred Rail Car.

1 Press **F8** to display the Preferred Rail Car Group screen with a list of possible different Preferred Rail Car Group options.

2 Use the cursor control keys to move the cursor to the correct car group, and press **ESC** to select that group. The Preferred Rail Car Group screen will close, the data for the new Preferred Rail Car will be displayed in the Preferred Rail Car Lin screen, and the cursor **will** return to the Options: ring menu where you **can** select another option or press **E-Exit** three times to return to the Load Planning menu.

(b) Enter **n** in response to this prompt if you want to modify the assignment of only one Index for this LIN. The cursor will return to the first part of the **LIN/Index** field. The LIN you previously entered **will** still be displayed.

1 Press RETURN to move the cursor to the second part of the **LIN/Index** field.

2 Enter the desired **Index** and press **ESC,** or press F6 to display the Rail Preferred LIN Query window. The cursor will be in the **first** portion of

the LIN/Linindex field. You can query on any one or any combination of **the LIN, Linindex, Model,** or **Description** fields.

a Enter the desired **LIN** again, and press **ESC.** The Available LIN window will be displayed with a list of available Indexes for this LIN.

b Use the cursor control keys to select the desired Index and press **ESC.** The Available LIN window will close, the **LIN/Index** for the selected piece of equipment will be displayed in the Preferred Rail Car Lin screen, and the cursor will be in the second portion of the **LIN/Index** field.

c Press **ESC** to select the displayed **LIN/Index.** The current Preferred Rail Car selection for this **LIN/Index** will be displayed.

d Press **F8** to display the Preferred Rail Car Group screen with a list of possible different Preferred Rail Car Group options.

e Use the cursor control keys to move the cursor to the correct car group, and press **ESC** to select that group. The Preferred Rail Car Group screen will close, the data for the new Preferred Rail Car will be displayed in the Preferred Rail Car Lin screen, and the cursor will return to the Options: ring menu where you can select another option or press **E-Exit** three times to return to the Load Planning menu.

8.3.1.1.2.3 Viewing a Preferred Rail Car Lin.

The view option allows you to review the the Preferred Rail Car assignment of a piece of equipment that is identified by both a LIN and Index. You can not make any changes in the view option.

Use the following procedures to view a LIN or a **LIN/Index** that is assigned to a **Preferred** Rail car:

a. As necessary, use the procedures in paragraph 8.3.1.1.2 (page 8- 16) to display the Preferred Rail Car Lin screen as shown in Figure 8-6 (page 8-17) with the Options: ring menu at the top.

Options: I-Assign P-Modify 3-View 4-Delete E-Exit

b. Select **View** from the Options: ring menu. The cursor **will** move to the first part of the **LIN/Index** field.

c. Enter the **LIN** and press RETURN to move the cursor to the second part of the **LIN/Index** field, or press F6 to display a list of **LINs** that have been selected for **rail** deployments. When F6 is used, the Rail Preferred LIN Query for Assign window will be displayed with **the** cursor in **the Lin/linindex** field.

(1) You can enter your selection criteria into any one or any combination of **the Lin, Linindex, Model,** or **Description** fields. The **wildcard** characters * and ? can also be used in any of these fields for pattern matching.

(a) Press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

(b) Enter the selection criteria and press **RETURN.** The cursor will move to the next field.

(c) As necessary, repeat the procedures in paragraph **(a)** and **(b)** above until all of your selection criteria has been entered.

(2) When all of you selection criteria has been entered, press **ESC** to accept it. The Available LIN window will be displayed with list of **LIN/Indexes** that have been assigned to a Preferred Rail Car.

(3) Use the cursor control keys to select the desired piece of equipment and press **ESC** to accept it. The Available LIN window will close, the cursor will return to the Preferred Rail Car Lin screen, and the selected LIN and Index will be displayed.

d. If necessary, enter the **Index** in the second part of the **LIN/Index** field and press **ESC,** or just press **ESC** accept the displayed data. The record that matches your selection criteria will be displayed on the screen. The cursor will return to the Options: ring menu where **you can** select another option or press **E-Exit** three times to return to the Load Planning menu.

8.3.1.1.2.4 Deletina a Preferred Rail Car Lin.

The delete option allows you to delete the LIN and **LIN/Index** assignments to specific rail car groups.

Use the following procedures to delete a LIN or a **LIN/Index** that is assigned to a Preferred Rail car:

a. As necessary, use the procedures in paragraph 8.3.1.1.2 (page 8-16) to display the Preferred Rail Car Lin screen as shown in Figure 8-6 (page 8-17) with the Options: ring menu at the top.

Options: I-Assign P-Modify 3-View 4-Delete E-Exit

b. Select **Delete** from the Options: ring menu. The cursor will move to the first part of **the LIN/Index** field.

c. Enter the **LIN** and press RETURN to move the cursor to the second part of the **LIN/Index** field, or press F6 to display a list of **LINs** that have been selected for rail deployments. When F6 is used, the Rail Preferred LIN Query for Assign window will be displayed with the cursor **in the Lin/linindex** field.

(1) You can enter your selection criteria into any one or any combination of **the Lin, Linindex, Model,** or **Description** fields. The **wildcard** characters * and ? can also be used in any of these fields for pattern matching.

(a) Press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

(b) Enter the selection criteria and press **RETURN.** The cursor will move to the next field.

(c) As necessary, repeat the procedures in paragraph **(a)** and **(b)** above until all of your selection criteria has been entered.

(2) When all of you selection criteria has been entered, press ESC to accept it. The Available LIN window will be displayed with list of **LIN/Indexes** that have been assigned to a Preferred Rail Car.

(3) Use the cursor control keys to select the desired piece of equipment and press **ESC** to accept it. The Available LIN window will close, the cursor will return to the Preferred Rail Car Lin screen, and the selected LIN and Index will be displayed.

d. If necessary, enter the **Index** in **the** second part of the **LIN/Index** field and press **ESC,** or just press **ESC** accept the displayed data.

(1) If an Index has been designated for this LIN, a prompt will be displayed:

Delete the above data ? (y/n)?

(a) A y response to this prompt will delete the Preferred Rail Car Assignment for this **LIN/Index.** The cursor will move to the Options: ring menu where **you can** select another option or press **E-Exit** three times to return to the Load Planning menu.

(b) An **n** response to this prompt will retain the Preferred Rail Car Assignment for this **LIN/Index.** The cursor will move to the Options: ring menu where **you** can select another option or press **E-Exit** three times to return to the Load Planning menu.

(2) **If an** Index has not been designated for this LIN, or if the LIN has multiple Indexes, a prompt will be displayed:

Do you want to process all the linindexes in this lin? (y/n)?

(a) Enter a y response to this prompt to delete the assignment for all Indexes for this LIN. The cursor will move to the CAR field for the Preferred Rail Car.

1 Press **F8** to display the Preferred Rail Car Group screen with a list of possible different Preferred Rail Car Group options.

2 Use the cursor control keys to move the cursor to the correct car group, and press **ESC** to select that group. The Preferred Rail Car Group screen will close, the data for the new Preferred Rail Car will be displayed in the Preferred Rail Car Lin screen, and the cursor will return to the Options: ring menu where you **can** select another option or press **E-Exit** three times to return to the Load Planning menu.

(b) Enter **n** in response to this prompt if you want to delete the assignment of only one Index for this LIN. The cursor will return to the first part of the **LIN/Index** field. The LIN you previously entered will still be displayed.

1 Press **RETURN** to move the cursor to the second part of the **LIN/Index** field.

2 Enter the desired **Index** and press **ESC,** or press F6 to display the Rail Preferred LIN Query window. The cursor will be in the first portion of **the LIN/Linindex** field. You can query on any one or any combination of the **LIN, Linindex, Model,** or **Description** fields.

a Enter the desired **LIN** again, and press **ESC.** The Available LIN window will be displayed with a list of available Indexes for this LIN.

b Use the cursor control keys to select the desired Index and press **ESC.** The Available LIN window will close, the **LIN/Index** for the selected piece of equipment will be displayed in the Preferred Rail Car Lin screen, and the cursor will be in the first portion of the **LIN/Index** field.

c Press **ESC** to select the displayed **LIN/Index.** A prompt will be displayed:

Delete the above data ? (y/n)?

A y response to this prompt will delete the Preferred Rail Car Assignment for this **LIN/Index.** The cursor will move to the Options: ring menu where **you can** select another option or press **E-Exit three** times to return to the Load Planning menu.

An **n** response to this prompt will retain the Preferred Rail Car Assignment for this **LIN/Index.**

8.3.1.1.3 Preferred Rail Car Group Reference Table.

This Reference Table is included to allow the rail load planner to establish rail car groups with cars selected in descending order of preference. The rail car groups are established prior to the assignment of **LINs.**

Use the following procedures to access the Preferred Rail Car Group screen where can add, modify or delete preferred rail car groups to meet actual installation requirements.

a. Select **Load Planning** from the TC ACCIS MAIN MENU to display the Load Planning menu.

b. Select **Rail Load Planning** from the Load Planning menu to display the Rail Load Planning menu.

c. Select **the Reference Tables** option from the Rail Load Planning Menu to display the Reference Tables menu with the six options shown in Figure 8-4 (page 8-9).

d. Select **Preferred** Rail Car **Group** from the Reference Tables menu to display the Preferred Rail Car Group screen with the Options: ring menu at the top as shown in Figure 8-7.

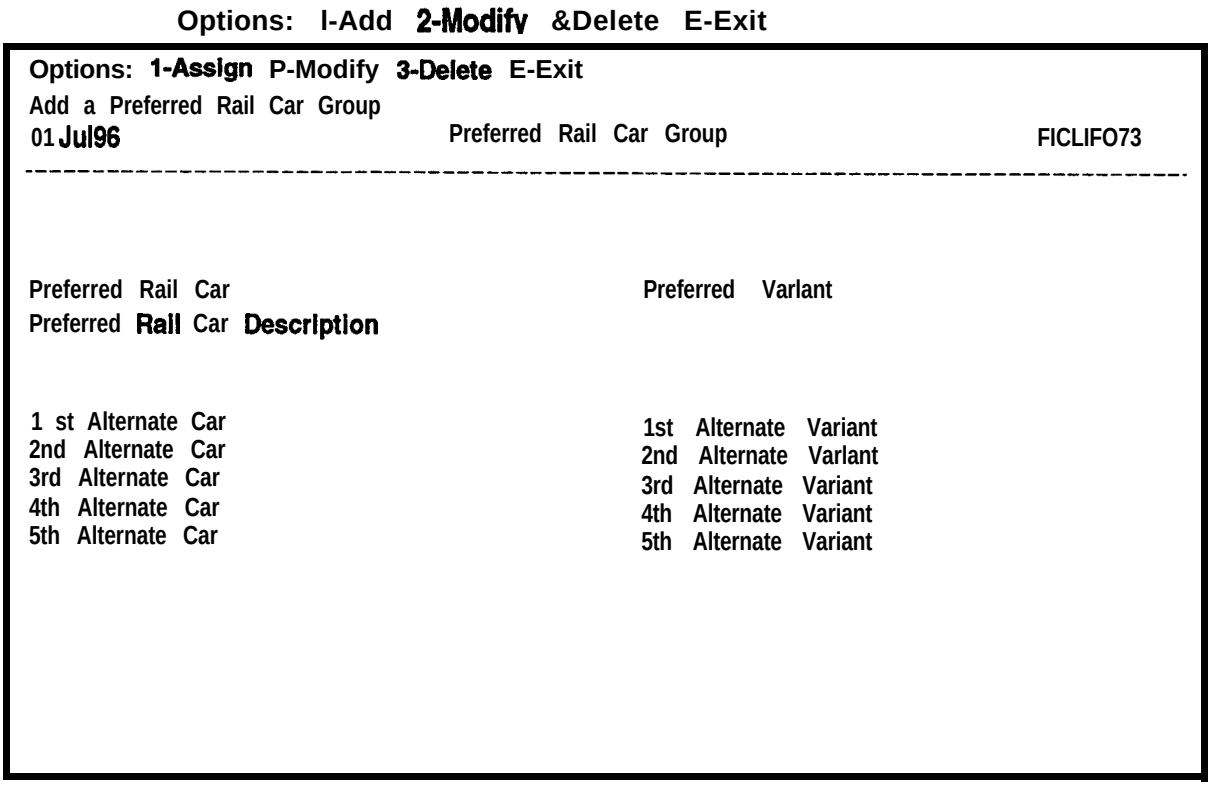


Figure 8-7. Preferred Rail Car Group Screen

By selecting the **Preferred Rail Car Group** from the Reference Table menu, the Options: ring menu of the Preferred Rail Car Group will be displayed with the following listed options.

Menu Option	Explanation
Add	This option allows you to create a new Preferred Rail Car Group.
Modify	This option allows you to make changes in the Preferred Rail Car Groups you have previously created, in-

cluding adding or deleting alternate rail cars and variants as part of the Rail Car Group.

Delete This option allows you to delete a Preferred Rail Car Group. Remember - reassign any LINs to another Preferred Rail Car Group to prevent future problems in the AUTORAIL loading process.

8.3.1.1.3.1 Creatina a Rail Car Group.

To create a Rail Car Group, use the following procedures:

a. From the Preferred Rail Car Group: ring menu, select **Add.**

b. Enter the **Preferred** Rail Car, if known, or press **F6** to display options.

c. Press **RETURN** to enter **the Variant** field, and again either enter the proper **variant** or press F6 for help. When **F6** is used, **the Variant** field will be bypassed. The Preferred Rail Car Description field will be filled based on the Rail and Variant type.

d. Continue Rail Car and Variant selections through the **fifth** alternate if desired.

e. When finished, press **ESC** to accept the data.

f. Repeat this process to add as many car groups as are necessary.

8.3.1.1.3.2 Modifyina a Rail Car Group.

Use the following procedures if it becomes necessary to modify entries in a Rail Car Group:

a. From the ring menu, select **Modify.** The system will display all of the Rail Car Groups which have been created. The preferred rail car will be displayed on the left of the screen with alternate selections in descending order to the right. This screen holds ten entries. If more than ten groups have been created, press F3 to page down.

b. Move the cursor to the group for modification and press **ESC.**

c. Make appropriate changes and press **ESC** to accept the changes.

8.3.1.1.3.3 Deleting a Rail Car Group.

Deletions are made in much the same manner as modifications:

a From the ring menu, select **Delete.**

b. Select the Rail Car Group for deletion and press **ESC.**

c. Answer the prompt placed at the bottom of the screen.

8.3.1.1.4 Rail Car Override Reference Table

The purpose of this reference table is to allow the rail load planner to eliminate a rail car from computer consideration in the AUTORAIL function either from an exercise, or all rail load planning.

Use the following procedures to access the Rail Car Override screen where can add, modify or delete rail car overrides to meet actual installation requirements.

a. Select **Load Planning** from the TC ACCIS MAIN MENU to display the Load Planning menu.

b. Select **Rail Load Planning** from the Load Planning menu to display the Rail Load Planning menu.

c. Select **the Reference Tables** option from the Rail Load Planning Menu to display the Reference Tables menu with the six options shown in Figure 8-4 (page 8-9).

d. Select Rail Car **Override** from the Reference Tables menu to display the Rail Car Override screen with the Options: ring menu at the top as shown in Figure 8-8.

Options: 1-Add 2-Modify 3-Delete E-Exit

When you select Rail Car Override from the Reference Tables menu, the Rail Car Override screen will be displayed with the following options listed in the Options: ring menu at the top of the screen:

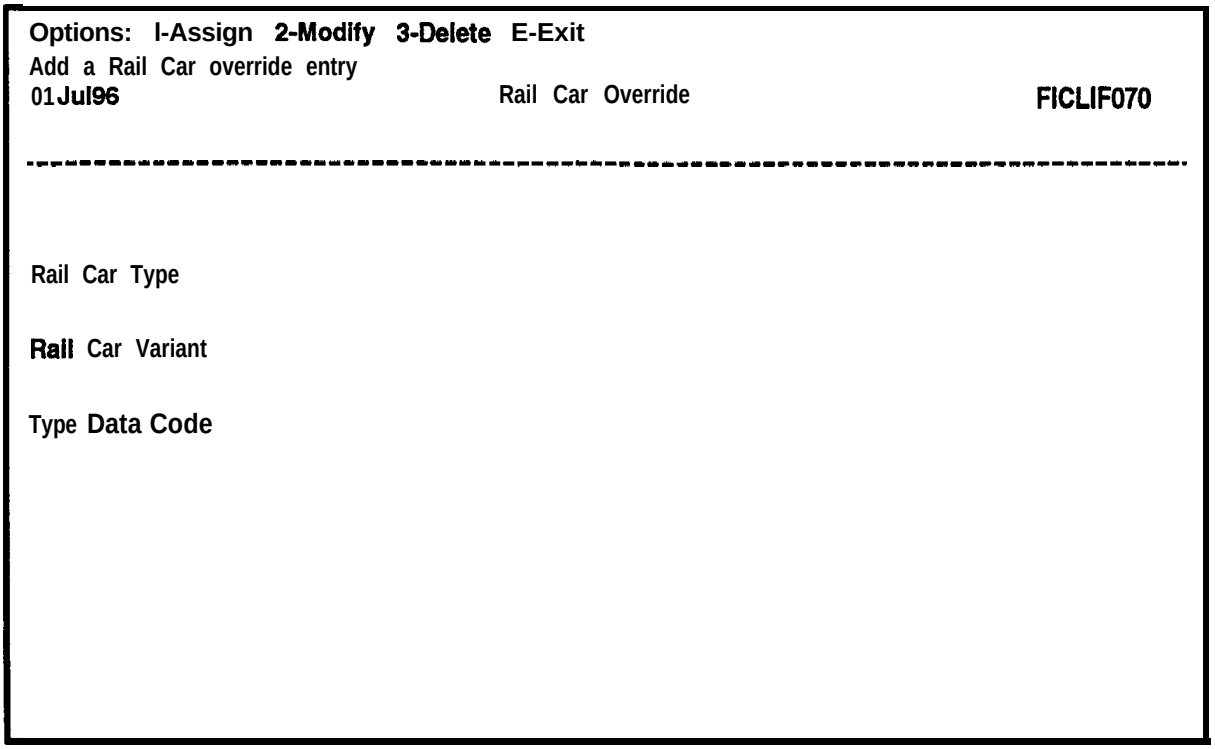


Figure 8-8. Rail Car Override Screen

Menu Option	Explanation
Add	Use this option to add a Rail Car Override entry.
Modify	Use this option to change Rail Car Override entries.
Delete	Use this option to delete a Rail Car Override entry.

8.3.1.1.4.1 Addina a Rail Car Override.

Use the following procedures to add a record to this table:

a. From **the** Rail Car Override: ring menu, select **Add.**

b. Enter the **Rail** Car **Type,** or press F6 for help. When **ESC** is pressed after using **F6,** the **Variant** field will also be filled in. **If** not, fill in **the Variant** field.

c. When the fields have been filled, press **ESC.** The system will eliminate the selected car from consideration in any exercise.

d. If the desire is to limit the override of the selected car to only one exercise, enter the correct **Type Data Code** in the last field, then press **ESC.**

8.3.1.1.4.2 Modifying a Rail Car Override.

To modify a rail car override entry:

a. Select **Modify** from the Rail Car Override: ring menu. The system **will** display the first five override entries. If there are more, press F3 to page down.

b. Move the cursor to the proper entry and press **ESC** to select the entry.

c. Make the necessary adjustments, and finish by pressing **ESC** again.

8.3.1.1.4.3 Deletina a Rail Car Override.

To delete a rail car override entry:

a. Select **Delete** from the Rail Car Override: ring menu.

b. Move the cursor to the entry to be deleted and press **ESC.**

c. Answer the prompt at the bottom of the screen.

8.3.1.1.5 Ramp ID Override Reference Table.

The purpose of this reference table is to allow the rail load planner an option to override or **lock out** rail cars so the AUTORAIL function will not consider them for loading on selected ramps. As with the previous reference table, this may be done either for a specific exercise, or for all rail plans.

Use the following procedures to access the Ramp ID Override screen where can add, modify or delete ramp ID overrides to meet actual installation requirements.

a. Select **Load Planning** from the TC ACCIS MAIN MENU to display the Load Planning menu.

b. Select **Rail Load Planning** from the Load Planning menu to display the Rail Load Planning menu.

c. Select **the Reference Tables** option from the Rail Load Planning Menu to display the Reference Tables menu with the six options shown in Figure 8-4 (page 8-9).

d. Select **Ramp ID Override** from the Reference Tables menu to display the Rail Ramp Override screen with the Options: ring menu at the top as shown in Figure 8-9.

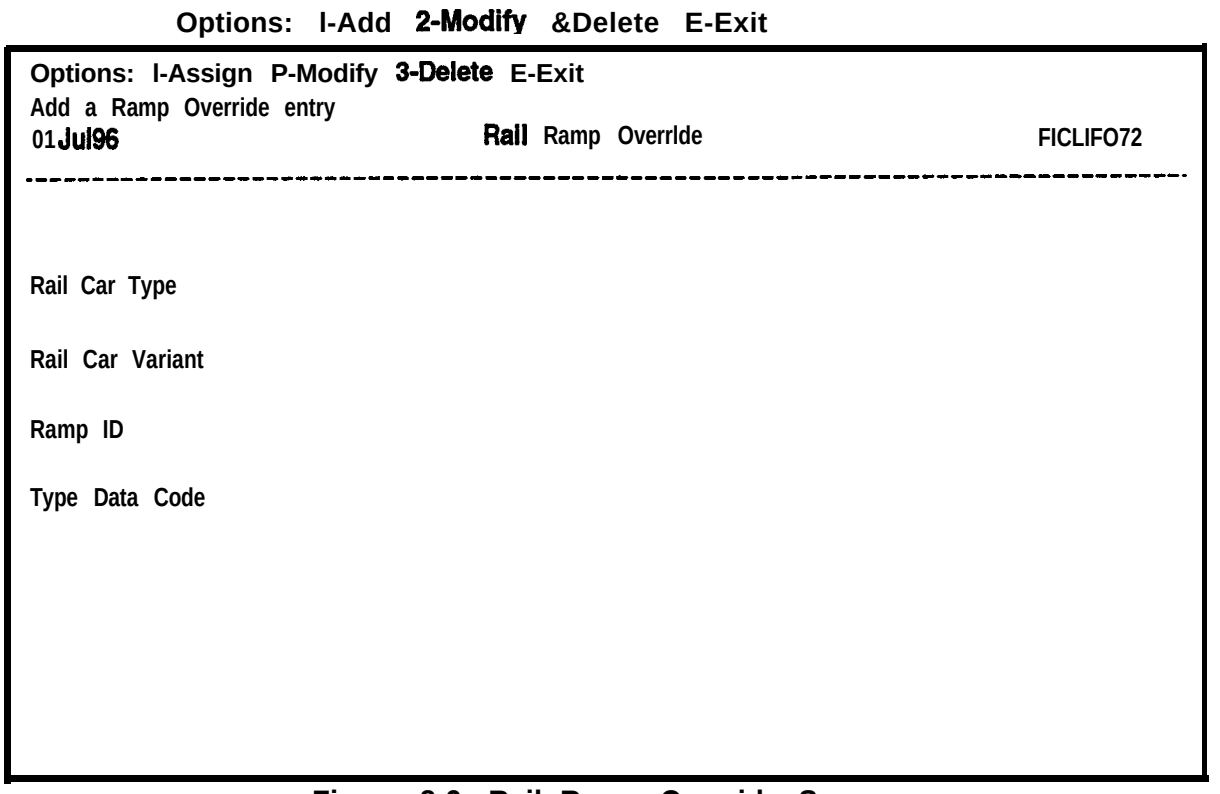


Figure 8-9. Rail Ramp Override Screen

Menu Option	Explanation
Add	This option allows you to add a Ramp Override entry.
Modify	This option allows you to make changes in a Ramp Override entry.
Delete	This option **allows** you to delete a Ramp Override entry*

8.3.1.1.5.1 Adding a Rail Ramp Override.

Use the following procedures to add a rail ramp override:

a. From the Rail Ramp Override: ring menu, select Add.

b. Enter the **rail** car and **variant,** either directly, or press F6 for help.

c. Enter **the Ramp Designator** and press **ESC.** The system will not load the selected rail car/variant on the specified ramp for any rail load plan. If the planner wishes to override a ramp for only a specific exercise, the **Type Data Code** field must be filled in before ESC is pressed. F6 help is available to select the TDC.

8.3.1.1.5.2 Modifvina a Rail Ramo Override.

Use the following steps to modify a rail ramp override:

a. Select **Modify** from the Rail Ramp Override: ring menu. Information on the first five ramp overrides will be displayed. Press F3, if necessary, to page down to view additional selections.

b. Move the cursor to the desired combination for revision, and press **ESC.**

c. Complete modifications in the fields provided, and press **ESC.**

8.3.1.1.5 3 Deleting a Rail Ramp Override.

Use the following procedures to delete a ramp override:

a. Select **Delete** from the Rail Ramp Override: ring menu.

b. Select the correct line by moving the cursor to the correct position, and pressing **ESC.**

c. Answer the prompt at the bottom of the screen.

8.3.1.1.6 BBM Material Reference Table

The purpose of this reference table is to allow a rail load planner to view and print lists of Blocking and Bracing Materials (BBM) assigned to a specific **LIN/index.** This information is loaded into the rail reference tables and does not need to be maintained by the rail user.

Use the following procedures to access the BBM Material screen where can add, modify or delete preferred rail car groups to meet actual installation requirements.

a. Select **Load Planning** from the TC ACCIS MAIN MENU to display the Load Planning menu.

b. Select **Rail Load Planning** from the Load Planning menu to display the Rail Load Planning menu.

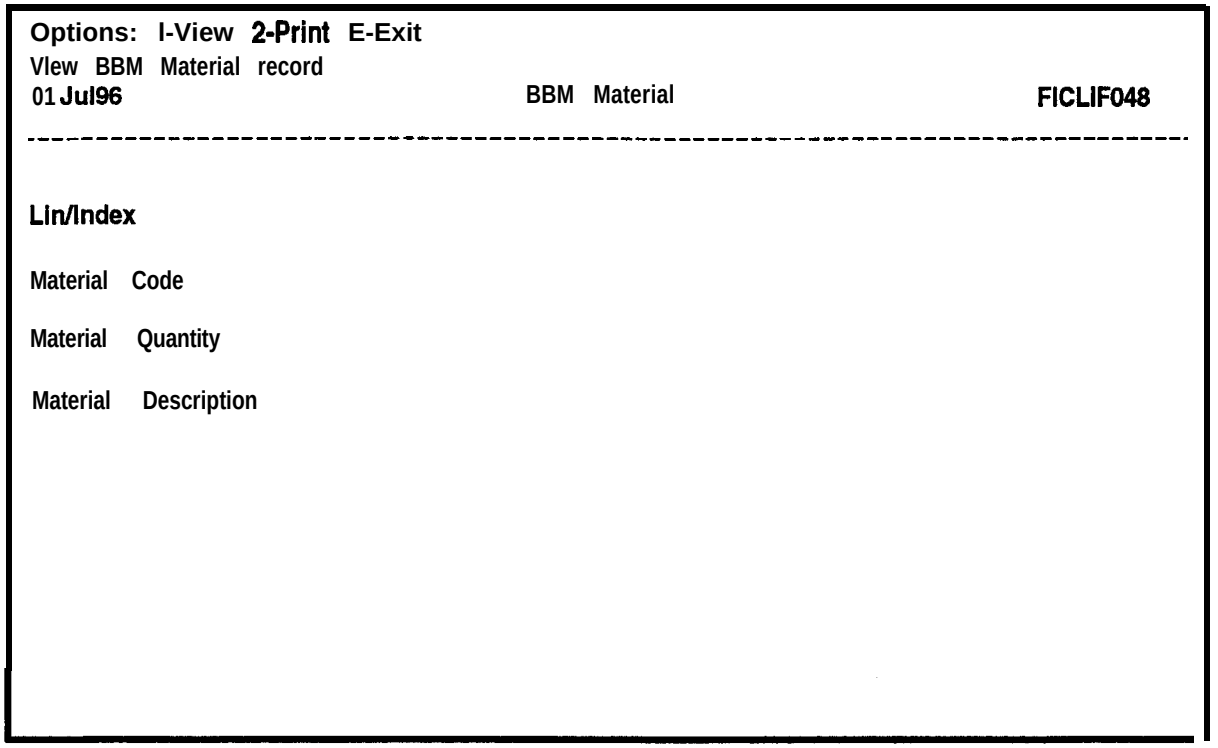


Figure 8-10. BBM Material Screen

c. Select **the Reference Tables** option from the Rail Load Planning Menu to display the Reference Tables menu with the six options shown in Figure 8-4 (page 8-9).

d. Select **BBM Material** from the Reference Tables menu to display the BBM Material screen with the Options: ring menu at the top as shown in Figure 8-10.

Options: 1 -View P-Print E-Exit

The following is an explanation of the menu options.

Menu Option	Explanation
View	This option allows you to view the blocking and bracing material record for a specific **Lin/Index.** This record includes the material code, material quantity, and material description for a **specific Lin/Index.**
Print	This option allows you to **print** a **blocking and** bracing material record for a **specific Lin/Index. This** record includes the material code, material **description**, and material quantity as well as the selected LIN/Index.

e. Select **View** from the Options: ring menu. The cursor will move to **the Lin/Index** field.

c. Enter the **Lin/Index** of the equipment for which you want to view the Blocking and Bracing record and press **ESC. F6** Help is available if necessary. Information similar to that shown Figure 8-11 will be displayed.

The following is an explanation of the information displayed in each data field.

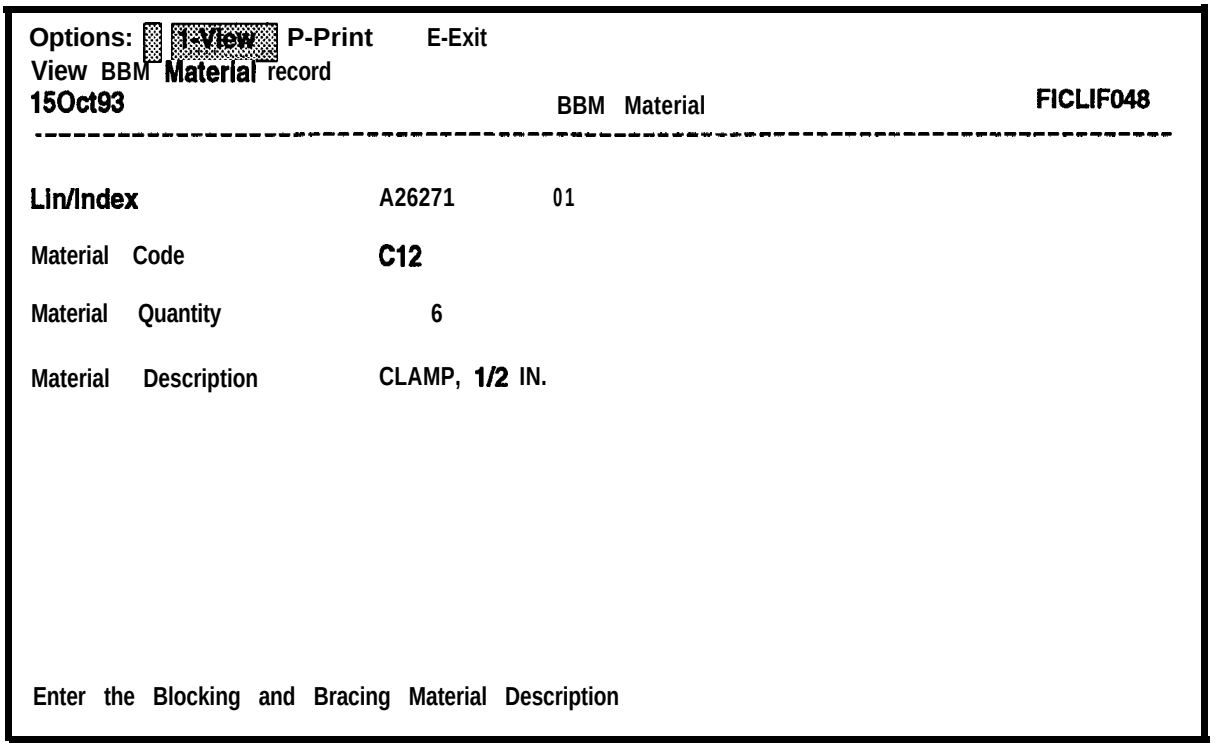


Figure 8-11. BBM Material Screen with Data

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Lin/Index	R	The **Lin/Index** is the unique identifier for this Blocking and Bracing Material.
Material Code	R	The Code for Blocking and Bracing Material.
Material Quantity	R	The number/amount of Blocking and Bracing Materials required.
Material Description	R	Description of the Blocking and Bracing Material.

8.3.1.2 Creatina a Rail Load List.

After the Reference Tables have been updated, a rail load list must be created to ensure the proper equipment is selected for loading. The load list is created by the rail load planner from Deployment Equipment Lists within a Type Data Code. Only those equipment pieces in the DEL specified as Mode to Port of Embarkation (MPOE) of **K** will be considered by the computer for rail loading. Once a Rail Load list has been created, it may be added to, modified or deleted. The planner also uses the Rail Load list option to match and **unmatch** pieces of equipment and to determine Train Number assignments for each type of equipment or unit **UIC.**

Use the following procedures to create a Rail load list:

a. Select **the Load List Processing** option from the Rail Load Planning menu. As necessary, refer to the Load Planning Menu Tree in Figure 8-2 (page 8-4) for assistance. The Load List Processing screen will be displayed with the following MAINTAIN: ring menu displayed at the top:

MAINTAIN: I-Create 2-Modify 3-View 4-Match 5-Unmatch 6-Delete . . .

The three dots (. . .) at the right end of the MAINTAIN: ring menu indicate that additional options are available. Move the cursor past the right or left end of the ring menu to display the additional options, as follows:

. . . 7-Train Assg E-Exit

The following is an explanation of the options on the MAINTAIN: ring menu.

Menu Option	Explanation
Create	Create a load list for a specific TDC by UIC or for the entire TDC. All equipment designated by the unit with an MPOE of K for the given exercise is pulled from the DEL of Equipment List Processing.

Note: You can only have one load list per train number and TDC. All subsequent load lists for that train number will override previous entries.

Modify	Modify the load list by allowing the rail planner to access the equipment list.
View	View all or part of the rail load list for a given TDC. A query criteria can be used to display only partial lists of the equipment.
Match	Match vehicle and trailer; vehicle, vehicle, and trailer; or vehicle, trailer and trailer so they will be loaded as a unit on a rail car.
Unmatch	Unmatch previously matched vehicles and trailers.
Delete	Delete rail load list for an entire TDC. When a load list is deleted all trains, rail car setups, and load plans are deleted that were associated with that load list.
Train Assg	Assigns an entire unit by UIC or specific pieces of equipment based on LIN to a specific train number.

b. Select the **Create** option. The cursor will be in the **Type Data Code** field.

At this time, you have several options. You can select all units within a Type Data Code, you can select specific units, or you can reload your list if one has been previously created for this TDC.

c. Enter the selected **Type Data Code** and press either **ESC,** to create a list for the entire TDC, or press **RETURN** and then F9, to display the list of units available for rail load planning from which you may select individually. In the latter option, once the unit list is displayed, **use the Space Bar** to scroll and enter an X to select. (If necessary,

refer to the **Note:** on page 8-5 for more information on selecting the TDC.) Once units are selected, press **ESC** twice to start the rail load list compilation.

(1) If a load list has been previously created for this TDC, a prompt will be displayed:

A Load List exists for Type Data Code __.
Do you wish to reload?

(2) If you want to reload, answer Y to this prompt. This is the correct option to choose if you have added units to the exercise Chain of Command since the Load List was created, and wish to include all of the units in the list being created. If you wish to eliminate units previously selected, that should be done under the ring menu **Delete** option discussed later.

(3) If you elect to **reload** when existing equipment for the TDC is in the Rail Load List, the following message is displayed:

Do you wish to save Match Information (y/n)

(a) If Y is entered, all matches created in Rail will be saved for the equipment being created.

(b) If N is entered, matches created in EL will be brought in.

d. After you complete the above procedures, TC ACCIS fills in the name of the exercise and will then begin to compile a load list of equipment assigned to Echelons or Unit Line Number (ULN) that have been designated as **K** for **rail** MPOE. This list will include equipment from each UIC selected that has been assigned to the **rail** designated **echelons/ULNs** for the exercise indicated by the TDC entered.

e. When the Rail Load List is created, the following message will be displayed:

Equipment load completed
Vehicle/Trailer unions completed
Equipment without LINs has been processed

The cursor will then return to the MAINTAIN: ring menu.

Note: Any vehicle/trailer pairing combinations that you created in Equipment List Processing **will** be picked up in the rail load list as **COMBAT** pairs. (See paragraph 8.3.1.4 below) The pairs will be identified by SUN in the **Modify** or **View** and **Unmatch** options, but **will** not be displayed when the **Match** option is selected. This is because items are removed from the matching list as, combinations are created.

f. After creating the rail load list, continue with paragraph 8.3.1.3 below if you need to make modifications to the rail load list, or continue with paragraph 8.3.1.4 below to match vehicles and trailers.

g. If you do not need to make modifications or matches for this rail load plan, continue with paragraph 8.3.1.8 below.

8.3.1.3 Modifying a Rail Load List.

You can modify an existing Rail Load List by deleting records for individual pieces of equipment, or reassigning equipment to a different train.

Use the following procedures to add or delete equipment records in the Rail Load List:

a. Select **the Load List Processing** option from the Rail Load Planning menu to access the MAINTAIN: ring menu.

b. At the **MAINTAIN:** ring menu, select the **Modify** option.

c. Enter the **TDC** for the load list you want to modify and press **ESC** or press F6 to display a list of valid **TDCs.** Use the cursor control keys to locate the desired **TDC.** Then press ESC to accept that **TDC.** (If necessary, refer to the Note: on page 8-5 for more information on selecting the **TDC.)**

The Query A Rail Load List window will be displayed as shown in Figure 8-12. The UIC associated with your **login** will be displayed in the **UIC** field. If you wish to change this UIC, type the desired UIC over the displayed information or press **Ctrl-D** to clear the field. If you are logged in at the **ITO** level you must change this UIC or delete the contents of the field.

d. As necessary, enter your query criteria into any one or any combination of the fields shown in Figure 8.12. This is a very important step because more specific selection criteria, will return a shorter list of equipment.

e. After entering your selection criteria, press **ESC.** The Rail Load List screen will be displayed as shown in Figure 8-13. The pieces of equipment that match your selection criteria will be displayed in the upper portion of the screen. If you press ESC without entering any selection criteria on the Query Rail Load List screen, the first 600 items from the rail load list, will be listed alphabetically by UIC. The cursor will be in the Tr (Train Assignment) field of the **first** record. **The Rail Car #, Setup #,** Car **Type, Variant,** and **Description** for the piece of equipment at the cursor location will be displayed in the bottom portion of the screen. If a Train Assignment has not been made, a NOT ASSIGNED message will be displayed below **the Description** field.

The following is an explanation of the fields and the data in the Rail Load List screen.

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
UIC	A	Unit Identification Code. This should be the UIC of a unit that is part of the exercise represented by the TDC. Automatically filled based on UIC associated with the equipment.

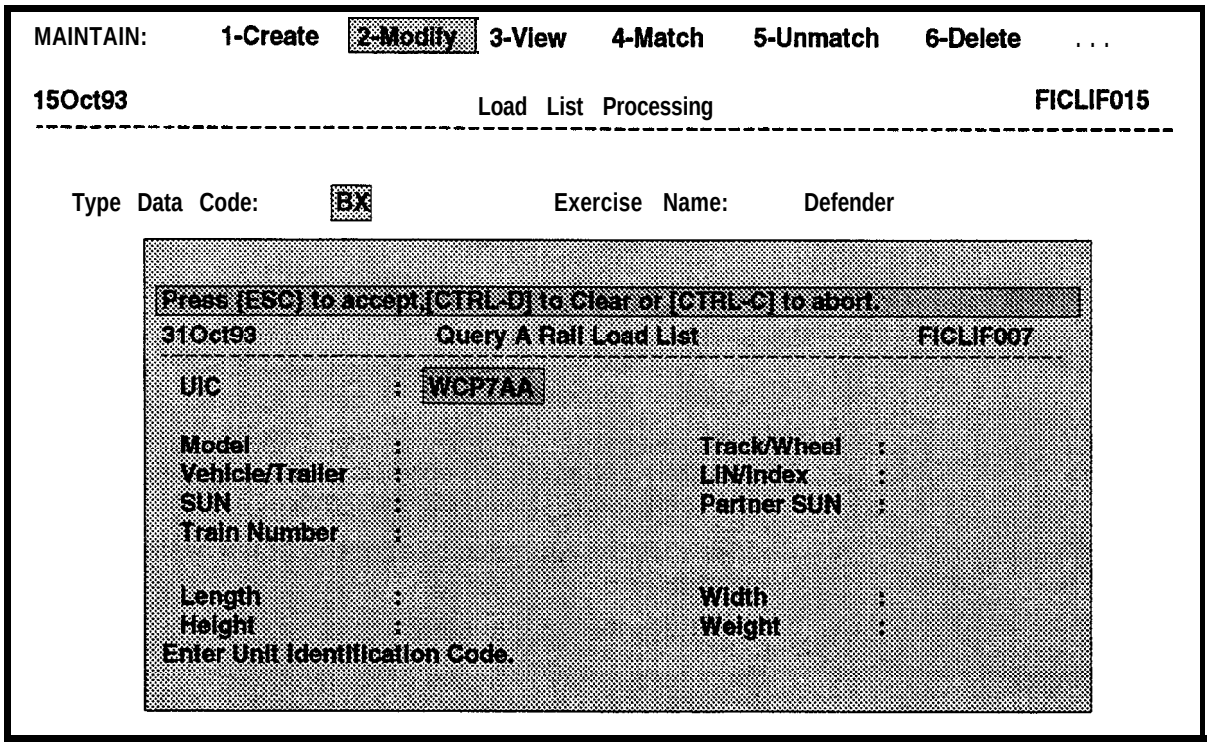


Figure 8-12. Rail Load List Query Screen

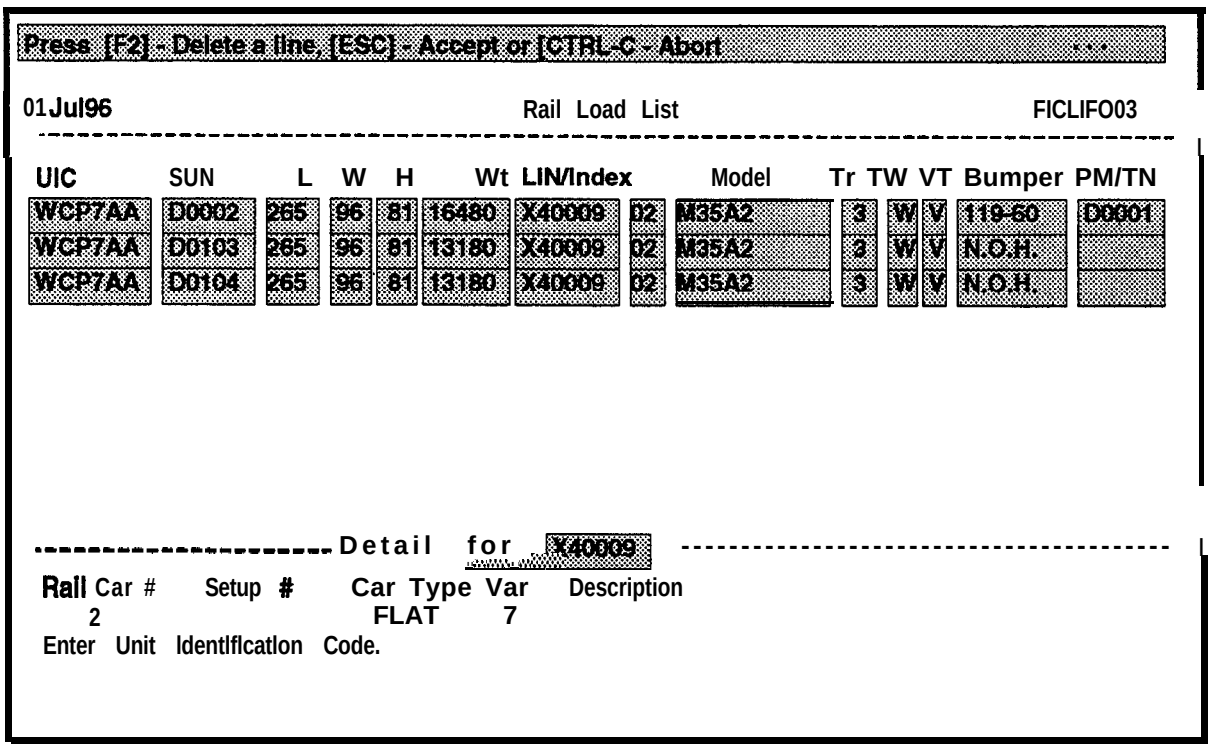


Figure 8-13. Rail Load List Screen

SUN	A	Shipment Unit Number which identifies a specific piece of equipment in a unit's equipment list.
L	A	Length of the equipment
W	A	Width of the equipment
H	A	Height of the equipment
Wt	A	Weight of the equipment.
LIN/Index	A	LIN/Index is a unique identifier of the equipment type based on TB 55-46-1.
Model	A	Model of the equipment based on information contained in TB 55-46-1.
Tr	R	Indicates the train number to which the equipment is currently assigned. If a specific train assignment has not been made, the default assignment is 1.
TW	A	Identifies the equipment as tracked (T), wheeled (W), or other (0).
VT	A	Identifies the equipment as a vehicle (V) or trailer (T).
Bumper	A	Bumper number assigned to the equipment by the unit. If the unit has assigned a bumper number to the equipment in the DEL, that number will be automatically displayed in this field in the rail load list. If no bumper number has been assigned, the field will be blank.
PM/TN	A	SUN of the Primer Mover or Trailer that has been matched to this equipment. This information is automatically pulled either from the DEL or after the matching of vehicles and trailers has been made by using the matching option in Rail Load Planning. If no match has been made the field is left blank.
Rail Car #	A	When a load plan has been generated, this field displays the number of the rail car to which the equipment is currently assigned. If no load plan has been generated, this field is blank.
Setup #	A	When a load plan has been generated, this field displays the setup assignment number for the equipment. If no load plan has been generated, this field is blank.
Car Type	A	Identifies the preferred rail car type to which the equipment is currently assigned. If this equipment has not been assigned to a preferred rail car, this field will be blank.
Var	A	Identifies the variant of the preferred rail car type selected. If no assignment of preferred rail car type has been made for this equipment, this field will be blank.
Description	A	Description of the preferred rail car type to which the equipment has been assigned. If no assignment of preferred rail car type has been made for this equipment, this field will display the message "not assigned." If this equipment was once assigned to a rail car group that has been removed from the database, the message "database error" is displayed. A new preferred rail car assignment must be made. A permanent assignment

can be made in the preferred rail car reference tables or made for this TDC only by entering the information through the modify option of the Load List processing.

8.3.1.3.1 Deletina Equipment from the Rail Load List.

This function allows you to delete individual pieces of equipment from the Rail Load List. It is important to be as specific as you can in entering your selection criteria into the Query A Rail Load List window because more specific selection criteria, will return a shorter list of equipment.

Use the following procedures to delete a piece of equipment from the Rail Load List:

a. To begin this process, the Rail Load List screen should be displayed with the cursor in the **Tr** field for the first piece of equipment. If it is not, use the procedures in paragraph 8.3.1.3 (page 8-36 above) to display it.

b. Use the cursor control keys to move the cursor to the **Tr** field for the piece of equipment to be deleted.

c. Press F2 to delete the piece of equipment. The row where the cursor is located will be marked for deletion and removed from the screen. The cursor will move to the **Tr** field of the next piece of equipment.

Note: At this point, the record has only been removed from the screen. It will not been deleted from the database until you press **ESC** as indicated in paragraph e. below. Before you oress **ESC, you can** press **Ctrl-C** at any time to retain all the records that were in the database at the time you began this procedure.

d. As necessary, repeat the procedures in paragraphs **b.** and c. above to delete additional pieces of equipment.

e. When all the desired pieces of equipment have been marked for deletion and removed from the screen, press ESC to delete these records from the database. A prompt will be displayed:

Do you wish to save changes? (y/n)?

(1) An **n** response to this prompt retain the database in the condition it was in at the time you began this deletion session. The cursor will return to the **MAINTAIN:** ring menu where you **cm** select another option or press **E-Exit** twice to return to the Load Planning menu.

(2) A y response to this prompt will delete the marked records from the database. The cursor will return to the **MAINTAIN:** ring menu where you can select another option or press **E-Exit** twice to return to the Load Planning menu.

8.3.1.3.2 Reassigning Equipment to a Different Train.

This function allows you to select individual pieces of equipment, or categories of equipment from the Rail Load List and then reassign that equipment to a different train. It is important to be as specific as you can in entering your selection criteria into the Query A Rail Load List window because more specific selection criteria, will return a shorter list of equipment. For example, if you want to reassign all equipment for a UIC and/or SUN to a different train your selection criteria should include only those pieces of equipment with that UIC and/or SUN. If you want to reassign a specific piece of equipment to a different train, your selection criteria should include only the **Lin/Index** for that piece of equipment.

These procedures should be used only to reassign a limited number of pieces of equipment. The procedures in paragraph 8.3.1.8 - Assigning Trains (page 8-50 below) are more efficient for reassigning large numbers of equipment.

Use the following procedures to reassign equipment to a different train.

a. To begin this process, the Rail Load List screen should be displayed with the cursor in the **Tr** field for the first piece of equipment. If it is not, use the procedures in paragraph 8.3.1.3 (page 8-36 above) to display it.

b. Use the cursor control keys to move the cursor to the **Tr** field for the piece of equipment to be reassigned.

c. Enter the new train number by typing over the information displayed in the **Tr** field, and press **RETURN.** The cursor will move to the **Tr** field for the next row.

d. As necessary, repeat the procedures in paragraphs **b.** and c. above to reassign additional pieces of equipment.

Note: You can press **Ctrl-C** at any time to abort the reassignment process and restore the database to the condition it was in when you started this reassignment session.

e. When all the desired pieces of equipment have been reassigned, press **ESC.** A prompt will be displayed:

Do you wish to save changes? (y/n)?

(1) An **n** response to this prompt retain the database in the condition it was in at the time you began this reassignment session. The cursor will return to the MAIN-TAIN: ring menu where you **can** select another option or press **E-Exit** twice to return to the Load Planning menu.

(2) A y response to this prompt will reassign the designated equipment to the new train. The cursor will return to the MAINTAIN: ring menu where you can select another option or press **E-Exit** twice to return to the Load Planning menu.

8.3 1.4 Matching Equipment.

To match equipment in the Rail Load List, follow the procedures below:

a. At the Rail Load Planning menu, select **Load List Processing. You** will see the MAINTAIN: ring menu.

b. At the MAINTAIN: ring menu, select **the Match** option.

c. Enter the **TDC** for the load list where you want to match equipment and press **ESC** or press **F6** to display a list of valid **TDCs.** Use the cursor control keys to locate the desired TDC. Then press **ESC** to accept that TDC. (If necessary, refer to the Note: on page 8-5 for more information on selecting the TDC.)

The Query A Rail Load List window will be displayed, and the UIC associated with your **login** will be displayed in the **UIC** field. If you wish to change this **UIC,** type the desired UIC over the displayed information or press **Ctrl-D** to clear the field. If you are logged in at the IT0 level you must change this UIC or delete the contents of the field.

d. As necessary, enter your query criteria into any one or any combination of the displayed fields. This is a very important step because more specific selection criteria, will return a shorter list of equipment.

e. After entering your selection criteria, press **ESC.** The Match Load List Equipment screen will be displayed. The pieces of equipment that match your selection criteria will be displayed in the lower portion of the screen. If you press **ESC** without entering any selection criteria on the Query Rail Load List screen, the first 600 items from the rail load list, will be listed alphabetically by UIC.

You can now perform any of the following operations, by using the procedures in the paragraph indicated:

Paragraph	Page	Operation
8.3.1.4.1	8-41	Match a Vehicle to Another Vehicle.
8.3.1.4.2	8-43	Match a Vehicle to Single Trailer.
8.3.1.4.3	8-45	Match a Vehicle with Two Trailers.
8.3.1.4.4	8-47	Match a Trailer to Another Trailer.

8.3.1.4.1 Matching a Vehicle with Another Vehicle,

Use the following procedures to match a vehicle with another vehicle:

a. To begin this process, the Match Load List Equipment screen should be displayed with the cursor in the **UIC** field for the first piece of equipment. **If it** is not, use the procedures in paragraph 8.3.1.4 (page 8-41 above) to display it.

b. Use the cursor control keys to move the cursor to the first vehicle in the match and press F7. The data for the selected vehicle will be displayed on the first line in the upper portion of the screen.

Note: The VT field near the right side of the lower portion of the screen identifies the type equipment as follows: **V = Vehicle; T = Trailer;** or 0 = **Other.**

c. Use the cursor control keys to move the cursor to the second vehicle to be matched, and press **F8.** A prompt will be displayed:

Match the above pair ? (y/n)?

(1) If you want to match the two vehicles displayed in the upper portion of the screen, respond y to this prompt. The Rail Load Match Type window will be displayed with the Load: ring menu at the top:

Load: I-Combat P-Administrative 3-Side by Side . . . .

The three dots at the end of the ring menu indicate that additional options are available by using the cursor control keys to move the cursor left or right to display:

... **4-Other E-Exit**

(a) Select the appropriate option and the data for this Match will be displayed in **the Remarks, Length, Width, Height,** and **Weight** fields at the bottom of the window.

(b) Press ESC to accept this data, or **Ctrl-C** to abort the selection.

1 When **ESC** is pressed, the window will close and the cursor will return to the first piece of equipment in the lower portion of the Match Load List Equipment screen. The two pieces of equipment that were just matched will no longer be displayed in the lower portion of the screen. The fields in the upper portion of the Match Load List Equipment screen will be cleared so you can begin another matching, starting with the procedures in paragraph **b.** above.

2 When **Ctrl-C** is pressed, a prompt will be displayed:

Abort this entry? (y/n)?

a When you respond y to this prompt, the window will close and the cursor will return to the **first** piece of equipment in the lower portion of the Match Load List Equipment screen. The two pieces of equipment that you were trying to match will still be in the list of equipment displayed in the lower portion of the screen. The fields in the upper portion of the Match Load List Equipment screen will be cleared so you can begin another matching.

b When you respond **n** to this prompt the cursor will return to the Remarks field of the Rail Load Match Type window where you again have the option to press **ESC** to accept this data, or **Ctrl-C** to abort the selection. In this case, repeat the procedures beginning with paragraph **(b)** above.

(2) If you do not want to match this pair, respond **n** to this prompt. A second prompt will be displayed:

Match a third piece? (y/n)?

Since you can not add a third piece of equipment to vehicle to vehicle match, always respond **n** to this prompt. The cursor will return to the **UIC** field of the last piece of equipment you tried to match on the Match Load List Equipment screen where you can use the procedures starting in paragraph **b.** above to begin another match process.

d. As necessary, repeat the procedures beginning with paragraph **b.** above until all the desired matches have been made.

e. When all of the desired matches have been made, press **ESC** to save your matches. The cursor will return to the MAINTAIN: ring menu where you can make select another option or press **E-Exit** twice to return to the Load Planning menu.

8.3.1.4.2 Matching a Vehicle to a Single Trailer.

Use the following procedures to match a vehicle with a single trailer:

a. To begin this process, the Match Load List Equipment screen should be displayed with the cursor in the **UIC** field for the first piece of equipment. If it is not, use the procedures in paragraph 8.3.1.4 (page 8-41 above) to display it.

b. Use the cursor control keys to move the cursor to the vehicle to be matched and press F7. The data for the selected vehicle will be displayed on the first line in the upper portion of the screen.

Note: The **VT** field near the right side of the lower portion of the screen identifies the type equipment as follows: **V = Vehicle; T = Trailer;** or 0 = Other.

c. Use the cursor control keys to move the cursor to the trailer to be matched to the vehicle, and press **F8.** A prompt will be displayed:

Match the above pair ? (y/n)?

(1) If you want to match the vehicle and trailer displayed in the upper portion of the screen, respond y to this prompt. The Rail Load Match Type window will be displayed with the Load: ring menu at the top:

Load: I-Combat %-Administrative 3-Side by Side . . . .

The three dots at the end of the ring menu indicate that additional options are available by using the cursor control keys to move the cursor left or right to display:

... **4-Other E-Exit**

(a) Select the appropriate option and the data for this Match will be displayed in **the Remarks, Length, Width, Height,** and **Weight** fields at the bottom of the window.

(b) Press **ESC** to accept **this** data, or **Ctrl-C** to abort the selection.

1 When **ESC** is pressed, the window will close and the cursor will return to the first piece of equipment in the lower portion of the Match Load List Equipment screen. The two pieces of equipment that were just matched will no longer be displayed in the lower portion of the screen. The **fields** in the upper portion of the Match Load List Equipment screen will be cleared so you can begin another matching, starting with the procedures in paragraph **b.** above.

2 When **Ctrl-C** is pressed, a prompt will be displayed:

Abort this entry? (y/n)?

a When you respond y to this prompt, the window will close and the cursor will return to the first piece of equipment in the lower portion of the Match Load List Equipment screen. The two pieces of equipment that you were trying to match will still be in the list of equipment displayed in the lower portion of the screen. The fields in the upper portion of the Match Load List Equipment screen will be cleared so you can begin another matching.

b When you respond **n** to this prompt the cursor will return to the Remarks field of the Rail Load Match Type window where you again have the option to press **ESC** to accept this data, or **Ctrl-C** to abort the selection. In this case, repeat the procedures beginning with paragraph **(b)** above.

(2) If you want to abort the match for this vehicle and trailer, respond **n** to this prompt. A second prompt will be displayed:

Match a third piece? (y/n)?

To complete the abort process, respond **n** to this prompt. The cursor will return to the **UIC** field of the last piece of equipment you tried to match on the Match

Load List Equipment screen where you can use the procedures starting in paragraph **b.** above to begin another match process.

d. As necessary, repeat the procedures beginning with paragraph **b.** above until all the desired matches have been made.

e. When all of the desired matches have been made, press ESC to save your matches. The cursor will return to the MAINTAIN: ring menu where you can make select another option or press **E-Exit** twice to return to the Load Planning menu.

8.3.1.4.3 Matching a Vehicle with Two Trailers.

Use the following procedures to match a vehicle with a single trailer:

a. To begin this process, the Match Load List Equipment screen should be displayed with the cursor in the **UIC** field for the first piece of equipment. **If it** is not, use the procedures in paragraph 8.3.1.4 (page 8-41 above) to display it.

b. Use the cursor control keys to move the cursor to the vehicle to be matched and press F7. The data for the selected vehicle will be displayed on the first line in the upper portion of the screen.

Note: The **VT** field near the right side of the lower portion of the screen identifies the type equipment as follows: **V = Vehicle; T = Trailer;** or 0 = **Other.**

c. Use the cursor control keys to move the cursor to the first trailer to be matched to the vehicle, and press **F8.** A prompt will be displayed:

Match the above pair ? (y/n)?

d. Since you want to match a second trailer to this vehicle, you are not ready to match this pair. Respond **n** to this prompt. Another prompt will be displayed:

Match a third piece? (y/n)?

e. Respond y to this prompt. The cursor will return to the UIC field of the trailer you just selected.

f. Use the cursor control keys to move the cursor to the second trailer to be matched to the vehicle, and press **F9.** A prompt will be displayed:

Complete the Match? (y/n)?

(1) If you want to match the vehicle and the two trailers displayed in the upper portion of the screen, respond y to this prompt. The Rail Load Match Type window will be displayed with the Load: ring menu at the top:

Load: I-Combat 2-Administrative 3-Side by Side . . . .

The three dots at the end of the ring menu indicate that additional options are available by using the cursor control keys to move the cursor left or right to display:

... **4-Other E-Exit**

(a) Select the appropriate option and the data for this Match will be displayed in **the Remarks, Length, Width, Height,** and **Weight** fields at the bottom of the window.

(b) Press **ESC** to accept this data, or **Ctrl-C** to abort the selection.

1 When **ESC** is pressed, the window will close and the cursor will return to the first piece of equipment in the lower portion of the Match Load List Equipment screen. The three pieces of equipment that were just matched will no longer be displayed in the lower portion of the screen. The fields in the upper portion of the Match Load List Equipment screen will be cleared so you can begin another matching, starting with the procedures in paragraph **b.** above.

2 When **Ctrl-C** is pressed, a prompt will be displayed:

Abort this entry? (y/n)?

a When you respond y to this prompt, the window will close and the cursor will return to the first piece of equipment in the lower portion of the Match Load List Equipment screen. The three pieces of equipment that you were trying to match will still be in the list of equipment displayed in the lower portion of the screen. The fields in the upper portion of the Match Load List Equipment screen will be cleared so you can begin another matching.

b When you respond **n** to this prompt the cursor will return to the Remarks field of the Rail Load Match Type window where you again have the option to press **ESC** to accept this data, or **Ctrl-C** to abort the selection. In this case, repeat the procedures beginning with paragraph **(b)** above.

(2) If you want to abort the match for this vehicle and the two trailers, respond **n** to this prompt. The cursor **will** return to the **UIC** field of the last piece of equipment you tried to match on the Match Load List Equipment screen where **you can** use the procedures starting in paragraph b. above to begin another match process.

d. As necessary, repeat the procedures beginning with paragraph **b.** above until all the desired matches have been made.

e. When all of the desired matches have been made, press **ESC** to save your matches. The cursor **will** return to the MAINTAIN: ring menu where you can make select another option or press **E-Exit** twice to return to the Load Planning menu.

8.3.1.4.4 Matching a Trailer to a Trailer,

Use the following procedures to match a trailer with another trailer:

a. To begin this process, the Match Load List Equipment screen should be displayed with the cursor in the **UIC** field for the first piece of equipment. If it is not, use the procedures in paragraph 8.3.1.4 (page 8-41 above) to display it.

b. Use the cursor control keys to move the cursor to the first trailer to be matched and press F7. The data for the selected trailer will be displayed on the first line in the upper portion of the screen.

Note: The **VT** field near the right side of the lower portion of the screen identifies the type equipment as follows: **V = Vehicle; T = Trailer;** or 0 = **Other.**

c. Use the cursor control keys to move the cursor to the trailer to be matched to the first trailer, and press **F8.** A prompt will be displayed:

Match the above pair ? (y/n)?

(1) If you want to match the two trailers displayed in the upper portion of the screen, respond y to this prompt. The Rail Load Match Type window will be displayed with the Load: ring menu at the top:

Load: I-Combat P-Administrative &Side by Side . . . .

The three dots at the end of the ring menu indicate that additional options are available by using the cursor control keys to move the cursor left or right to display:

... **4-Other E-Exit**

(a) Select the appropriate option and the data for this Match will be displayed in **the Remarks, Length, Width, Height,** and **Weight** fields at the bottom of the window.

(b) Press **ESC** to accept this data, or **Ctrl-C** to abort the selection.

1 When **ESC** is pressed, the window will close and the cursor will return to the first piece of equipment in the lower portion of the Match Load List Equipment screen. The two trailers that were just matched **will** no longer be displayed in the lower portion of the screen. The fields in the upper portion of the Match Load List Equipment screen **will** be cleared so you can begin another matching, starting with the procedures in paragraph **b.** above.

2 When **Ctrl-C** is pressed, a prompt will be displayed:

Abort this entry? (y/n)?

a When you respond y to this prompt, the window will close and the cursor will return to the first piece of equipment in the lower portion of the Match Load List Equipment screen. The two trailers that you were trying to match will still be in the list of equipment displayed in the lower portion of the screen. The fields in the upper portion of the Match Load List Equipment screen will be cleared so you can begin another matching.

b When you respond n to this prompt the cursor will return to the Remarks field of the Rail Load Match Type window where you again have the option to press **ESC** to accept this data, or **Ctrl-C** to abort the selection. In this case, repeat the procedures beginning with paragraph (b) above.

(2) If you want to abort the match for these two trailers, respond **n** to this prompt. A second prompt will be displayed:

Match a third piece? (y/n)?

To complete the abort process, respond **n** to this prompt. The cursor will return to the UIC field of the last piece of equipment you tried to match on the Match Load List Equipment screen where you can use the procedures starting in paragraph **b.** above to begin another match process.

d. As necessary, repeat the procedures beginning with paragraph **b.** above until all the desired matches have been made.

e. When all of the desired matches have been made, press **ESC** to save your matches. The cursor will return to the MAINTAIN: ring menu where you can make select another option or press **E-Exit** twice to return to the Load Planning menu.

8.3.1.5 Unmatching Equipment.

To **unmatch** equipment combinations, follow these procedures:

a. At the Rail Load Planning menu, select **Load list Processing.**

b. At the Load List Processing **MAINTAIN:** ring menu, select **Unmatch.**

c. Enter a **Type Data** Code or press **F6** to display a list of valid **TDCs.** (If necessary, refer to the Note: on page **8-5** for more information on selecting the TDC.)

If you use the F6 help function, use the cursor control keys to move the cursor to the proper TDC, and then press **ESC.** A window **will** then be displayed from which you can receive a listing of matched equipment by **UIC,** SUN, Train Number, or combination of these three criteria.

The **UIC** field will be defaulted to your **login.** You can clear that field by pressing **Ctrl-D** or enter a new **TDC** over the displayed characters. If you are logged in at the

IT.0 level you must change this UIC or delete the contents of the field. When you have completed the query fields, press ESC.

Equipment combinations are now displayed in the Unmatch Loaded Equipment screen. Each combination has a separate number and comprises either three lines (2 piece matches), or four lines (3 piece matches). The first line will indicate the first vehicle selected (Prime Mover). The second line will provide data on the second vehicle or a trailer. The third line, in the case of three piece matches will display data on the last trailer of the match. The third line (in the case of two piece matches), or the fourth line (three piece matches only), indicates the type of match; **C=Combat, A=Administrative, S=Side by Side,** O=Other. Also on this line is the length of the match, width of the widest piece, height of the highest piece, and total weight for the combination, followed by the Train Number assignment for the match.

d. Move the cursor to the left column number of the match to be broken and press F9. Note that it does not matter which line of the match the cursor is on when F9 is pressed. The system will display the prompt:

Unmatch the equipment? (y/n)?

Answer y to the prompt. A message will be displayed at the bottom of the screen:

Unmatching Equipment

The combination you unmatched will disappear from the screen, allowing you to continue unmatching other if desired.

e. When unmatching operations are completed, press **ESC** to exit the function.

8.3.1.6 Viewina Rail Load Lists.

To view Rail Load Lists, follow the procedures below:

a. At the Rail Load Planning menu, select **Load List Processing.** The MAINTAIN: ring menu will be displayed.

b. At the MAINTAIN: ring menu, select the **View** option.

c. Enter a **TDC** and press **ESC** or press F6 to display a list of valid **TDCs.** Use the cursor control keys to locate the desired TDC. Then press **ESC** to accept that TDC. (If necessary, refer to the Note: on page 8-5 for more information on selecting the TDC.)

After you have selected a TDC and pressed ESC, you will see the Query A Rail Load List window. The **UIC** field in this window will display the UIC associated with your **login.** You may accept this **UIC,** enter another **UIC,** or delete the entry in this field by pressing **Ctrl-D.** If you are logged in at the IT0 level you must change this UIC or delete the contents of this field.

d. Press **ESC** to see the first 600 items on the list, or enter query values (by **filling** in the fields with information) and press **ESC. You** will see the Rail Load List screen.

e. You can use the cursor control keys to move up and down the list of displayed records.

f. When you are finished viewing the Rail Load List, enter **ESC** to get back to the MAINTAIN: ring menu.

8.3.1.7 Deletina a Rail Load List.

To delete a Rail Load List, follow the procedures below:

a. At the Rail Load Planning menu, select **Load List Processing.** The MAINTAIN: ring menu will be displayed.

b. At the MAINTAIN: ring menu, select the **Delete** option.

c. Enter a **TDC** and press **ESC** or press F6 to display a list of valid **TDCs.** Use the cursor control keys to locate the desired TDC. Then press **ESC** to accept that TDC.

After you have selected a TDC and pressed **ESC,** the following prompt will be displayed:

Do you want to delete the rail load list? (y/n)

d. At this point, if you have decided to keep the Rail Load List, enter **n.** TC ACCIS returns the cursor to the MAINTAIN: ring menu.

If you still want to delete the Rail Load List, enter y. If you enter y, you will see a series of messages that tell you that the load list, rail car setups, and load plan for TDC have been deleted. When TC ACCIS has completed the deleting process, it returns the cursor to the MAINTAIN: ring menu.

e. Press **E** to return to the Rail Load Planning menu.

8.3.1.8 Assianina Trains.

As mentioned under the Modify option where the planner can make Train Assignments for individual equipment pieces, train assignments can also be made by UIC. Under most circumstances, it is probably best to assign first by UIC, then use the Modify function to **fine tune the** selections. Or if you know that all pieces of equipment of a particular type are to be assigned to a specific train, to enter assignments to **a** train by LIN. To assign Train Numbers by UIC, use the following procedures:

a. At the Rail Load Planning menu, select **Load List Processing.**

b. From the Load List Processing: ring menu, select **Train Assg.**

c. Enter the **Type Data** Code for the exercise or press F6 to display **TDCs** for which Rail Load Lists exist, and press **ESC** to display the assignment choices. (If necessary, refer to the Note: on page 8-5 for more information on selecting the TDC.) A window will open that allows you to assign train numbers to the units using the **UIC,** by using the

LIN for specific types of equipment, or by using the LIN/Index for a specific piece of equipment.

(1) If you want to make train assignment by unit UIC, proceed to paragraph **d.** below.

(2) If you want to make train assignments by LIN for specific equipment types, proceed to paragraph e. below.

(3) If you want to make train assignments by LIN/Index for a specific piece of equipment, proceed to paragraph **f.** below.

d. Select **Assign by UIC** to assign train numbers to specific units, and the Train Assignments screen will be displayed with a list of all the units in the exercise. The UICs that appear to assign to specific train numbers each have equipment items in the exercise Rail Load List.

(1) Enter **Train Number Assignments** for each UIC and press **RETURN.**

(2) When assignments have been completed for all units, press **ESC** to accept.

e. Select **Assign by LIN** to assign train numbers to specific equipment by LIN. The Rail Preferred LIN Query screen will be displayed, with the cursor in the **LIN** field.

(1) Enter the **LIN** or press **RETURN** to access the field(s) from which to query. The query can be made from any single field or any combination of fields. You can use the * (asterisk) character or the ? (question mark) character(s) as "wild card" in you search criteria.

(2) As necessary, enter your selection criteria in any of the other fields, pressing **RETURN** after each entry.

(3) Review your entries to verify that they are correct.

(a) As necessary, press **RETURN** until the cursor is in the field where you want to make the change.

(b) Enter the correct data by typing over the displayed information, and press **RETURN.**

(c) Repeat the procedures in paragraph (a) and (b) above until all of your entries are correct.

(4) When all of your query criteria has been entered, press **ESC** to accept. A window will be opened that displays the LINs for all items of equipment that match your query criteria and the **Train** No. for that LIN, if a train number has been assigned.

Note: When you press **ESC** without entering any query criteria, the **LINs** for all pieces of equipment assigned to this exercise will be displayed in LIN number sequence.

(5) Enter the Train No. assignment for the **LIN(s),** and press **RETURN** to move the cursor to the next line. When all assignments have been completed, press **ESC** to accept. The data base will be updated and you will be returned to the MAINTAIN: ring menu on the Load List Processing screen.

Note: At this time you may wish to print a Rail Load List. It will give you an **at a glance** reference to assist you in Train/Rail Car decisions. Directions for printing the Rail Load List are contained in paragraph **8.3.1.11** below.

After your rail load list has been completed for the exercise, you must create the train setup. Refer to the paragraph ***8.3.1.9.1 - Creating a Train Setup,*** below.

f. Select **Assign by LIN/Linindex** to assign **train** numbers to specific equipment by LIN and Index. The Rail Preferred LIN Query screen will be displayed, with the cursor in **LIN** field.

(1) Enter the **LIN** or press **RETURN** to access the field(s) from which to query. The query can be made from any single field or any combination of fields. You can use the * (asterisk) character or the ? (question mark) character(s) as "wild card" in you search criteria.

(2) As necessary, enter your selection criteria in any of the other fields, pressing **RETURN** after each entry.

(3) Review your entries to verify that they are correct.

(a) As necessary, press **RETURN** until the cursor is in the field where you want to make the change.

(b) Enter the correct data by typing over the displayed information, and press **RETURN.**

(c) Repeat the procedures in paragraph (a) and (b) above until all of your entries are correct.

(4) When all of your query criteria has been entered, press **ESC** to accept. A window will be opened that displays the **LINs** for all items of equipment that match your query criteria and the **Train No.** for that LIN, if a train number has been assigned.

Note: When you press ESC without entering any query criteria, the **LINs** for all pieces of equipment assigned to this exercise will be displayed in LIN number sequence.

(5) Enter the Train No. assignment for the LIN(s), and press RETURN to move the cursor to the next line. When all assignments have been completed, press ESC to accept. The data base will be updated and you will be returned to the MAINTAIN: ring menu on the Load List Processing screen.

Note: At this time you may wish to print a Rail Load List. It will give you an **at a glance** reference to assist you in Train/Rail Car decisions. Directions for printing the Rail Load List are contained in paragraph 8.3.1.11 below.

After your rail load list has been completed for the exercise, you must create the train setup. Refer to the paragraph ***8.3.1.9.1 - Creating a Train Setup,*** below.

8.3.1.9 Completing Train Processing.

After you have created and modified a Rail Load List for an exercise, you must create the train setup and rail car setups to accept the equipment you selected for that list.

8.3.1.9.1 Creatina a Train Setup.

Follow these procedures to create a Train Setup. For a Detailed explanation of what is to be entered into each field of the Train Setup screen, see the Field Explanation in paragraph **b.** below.

a. At the Rail Load Planning menu, select **Train/Rail Cars Processing.**

b. At the Train/Rail Car Processing menu, select **Train Setups.** You will see the Train Setups screen, as shown in Figure 8-14.

The following is an explanation of each of the menu options available in the Train Setups: ring menu.

Menu Option	Explanation
Create	This option creates a train setup for an exercise. This includes the description, destination, loading, departure and arrival.
Modify	This option allows you to make changes to a train setup for a specific exercise.
Delete	This option deletes a train setup for a specific exercise. It will also delete any rail car setups or rail load associated with this train setup.

The following is an explanation of the fields and the data to be entered in the Train Setup screen.

Field Name	Type	Explanation

Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional

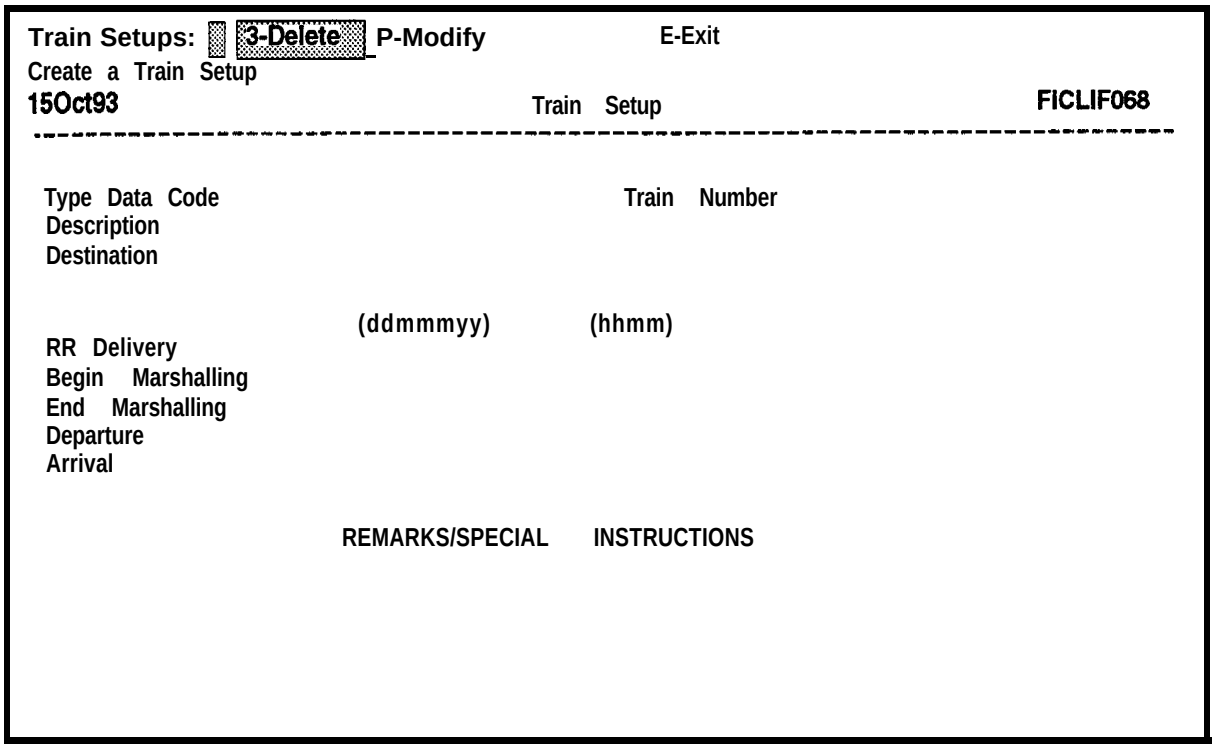


Figure 8-14. Train Setups Screen

Type Data Code	R	The one or two-character TDC assigned to the exercise for which this rail load is being planned.
Train Number	R	Number that you assigned to the train setup you are preparmg.
Description		Description of the train being created. Used to identify the tram and exercise.
Destination		Location of where the train will be going.
RR Delivery (ddmmmyy)		Date the rail cars will be delivered to the loading site. Date format is day, month, year.
RR Delivery (hhmm)		Time the rail cars will be delivered to the loading site. Time should be entered using military time.
Begin Marshaling (ddmmmyy)		Date the positioning of rail cars at loading ramps will begin so the loading of equipment on the rail cars can begin.
Begin Marshaling (hhmm)		Time the rail planners will begin positioning the rail cars to begin loading equipment on the rail cars.
End Marshaling (ddmmmyy)		Date the positioning of rail cars at loading ramps will be completed for the loading of equipment on rail cars.
Departure		Date the tram will depart for its destination.
Arrival		Date the train will arrive at its destination.
Remarks/Special Instructions		Used to enter any remarks or special instructions pertaining to this tram.

c. Select the **Create** option.

d. Enter the **TDC** and press **RETURN.** The cursor moves to **the Train Number** field. (If necessary, refer to the **Note:** on page 8-5 for more information on selecting the TDC.)

e. Enter a one or two digit number in this field and press **RETURN.** The cursor is now in **the Description** field.

f. Enter a brief **description** of the train setup and press **RETURN.** For example, you might enter **First train in Deployment. The** cursor is now in **the Destination** field.

g. Continue entering information appropriate to your intended train setup and press **RETURN** after each field.

h. When you have finished entering the Remarks, press **ESC** to save the train setup and return to the TRAIN SETUPS: ring menu. The following message **will** flash on your screen:

Saving train information

i. Press **E-Exit** to return to the Train/Rail Cars menu. You will now need to create the rail car setup. Refer to paragraph 8.3.1.10 below.

8.3.1.9.2 Modifvina a Train Setup.

Use the following procedures to modify a Train setup:

a. At the Rail Load Planning menu, select **Train/Rail Cars Processing.**

b. At the Train/Rail Car Processing menu, select **Train Setups.** The Train Setups screen will be displayed.

c. Select the **Modify** option.

d. Enter a **TDC** and **Train Number** and then press **ESC** or press F6 to display a list of valid **TDCs.** Use the cursor control keys to locate the desired TDC and then press **ESC** to accept that TDC. (If necessary, refer to the **Note:** on page 8-5 for more information on selecting the TDC.)

e. Press **RETURN** until the cursor is in the field where you want to make the change.

f. Enter the new data by typing over the displayed information, and press **RETURN.**

g. As necessary, repeat the procedures in paragraphs e. and **f.** above.

h. When all the changes have been made, press **ESC** to accept the changes. The cursor returns to the TRAIN SETUPS: ring menu.

i. Press **E-Exit** twice to return to the Rail Load Planning menu.

8.3.1.9.3 Deleting a Train Setup.

Use the following procedures to delete a Train Setup:

a. At the Rail Load Planning menu, select **Train/Rail Cars Processing.**

b. At the Train/Rail Car Processing menu, select **Train Setups.** The Train Setups screen will be displayed.

c. Select **the Delete** option.

d. Enter a **TDC** and **Train Number** and then press **ESC** or press **F6** to display a list of valid **TDCs.** Use the cursor control keys to locate the desired TDC and then press **ESC** to accept that TDC. (If necessary, refer to the Note: on page 8-5 for more information on selecting the TDC.) You will see the following prompt:

Do you want to delete the above data? (y/n)?

e. At this point, if you have decided to keep the Train Setup, enter **n.** The cursor returns to the TRAIN SETUPS: ring menu.

If you still want to delete the Train Setup, enter y. If you enter y, you will see a series of messages that tell you that the train setups and all related data for the TDC have been deleted. When TC ACCIS has completed the deleting process, it returns the cursor to the TRAIN SETUPS: ring menu.

f. Press **E-Exit** twice to return to the Rail Load Planning menu.

8.3.1.10 Setting U P Rail Cas and Generatma Rail Load Plans.

TC ACCIS provides you with the capability of creating Load Plans using two different options. The **AUTORAIL** option will create a rail load plan based on data which is entered in reference tables. The **MANUAL** option allows creation of a plan based on user selection of rail car quantities and types. TC ACCIS does verify that the rail cars selected by the user will accommodate the equipment dimensions. Each option is discussed in more detail in following paragraphs. Both allow the creation and manipulation of multiple setups, **allowing** the rail planner to specify ramp and ramp weight limit, rail car end clearances and vehicle clearances, track or car combinations. When a load plan has been generated, you can print the rail load plan which includes a train summary or select the modify option to view the train summary. You can also use the modify option to switch rail cars to other setups or switch equipment to other rail cars.

8.3.1.10.1 AUTORAIL.

The **AUTORAIL** function compares reference table selections with a loading algorithm to load equipment on rail cars. It selects rail cars, provides a view of loaded equipment on rail cars, and a view of a train summary. Equipment is loaded based on the Preferred Rail Car, Preferred Rail Car Groups, and the end and between clearances designated for the equipment. The actual

dimensions for the equipment are not used in the AUTORAIL algorithm. You can create more than one setup for the exercise using AUTORAIL. Using the modify option, you can switch cars to other setups and switch equipment from one rail car to another. AUTORAIL does not leave items unloaded (unless a preferred rail car has not been assigned or ramp weights are exceeded) and it does not include empty rail cars on the Rail Load List. It will, however provide a printed list of any items to be loaded for which a Preferred Rail Car has not been designated, or which couldn't be loaded because of exceeded ramp weights or overrides.

AUTORAIL uses information from specific reference tables:

- Rail Car Override
- Ramp ID Override
- Preferred Rail Car Lin
- Preferred Rail Car Group

For more information on these tables, see paragraph 8.3.1.1 • ***Reference Tables Maintenance*** above.

Note: The AUTORAIL function may be used to create and generate new load plans or to generate load plans where modifications have been made by selecting the **Modify option** from the Rail Car Setuns: ring menu.

Follow the procedures below to create an AUTORAIL Rail Car Setup:

a. At the Rail Load Planning menu, select **Train/Rail Cars Processing.**

b. At the Train/Rail Car Processing menu, select **Rail Car Setups.** The Railcar Setups screen will be displayed, as shown in Figure 8-15.

The following is an explanation of each of the options available on the Rail Car Setups: ring menu.

Menu Option	Explanation
Create	This option is used to create a rail car setup and generate a rail load plan for an exercise either using AUTORAIL or the manual method.
Modify	This option is used to make changes in the rail load plan that was generated when the create option was used. The rail car setup or equipment on the rail car can be changed. The train summary for the setup can also be viewed using this option.
Delete	This option is used to delete a specific rail car setup and load plan that was created for a TDC.

The following is an explanation of the fields and the data to be entered in the Railcar Setup screen

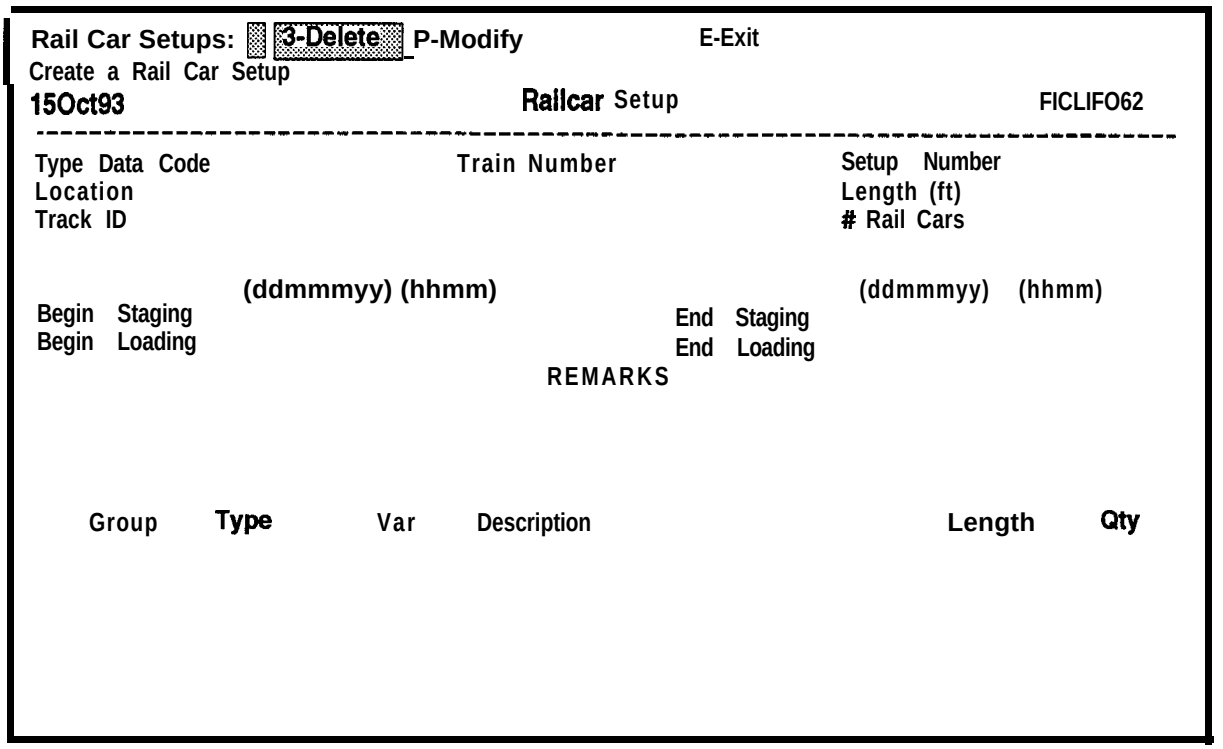


Figure 8-15. Railcar Setups Screen

Field Name	Type	Explanation

Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional

Type Data Code	R	Type Data Code that is assigned to identify the exercise
Train Number	R	The number of the train that either the equipment or UIC was assigned to that you want included in this rail load plan.
Setup Number	R	The number you assign to the setup you are creating, modifying, or deleting.
Location	R	Description of where the rail cars are being loaded
Length	A	The total length of feet of rail car needed to load all equipment.
Track ID	R	Alpha/numeric identification of track to load rail cars
# Rail Cars	A	The total number of rail cars needed to load the equipment
Begin Staging		
ddmmmyy		Date the positioning of the equipment for loading on the rail cars will begin.
hhmm		Time the positioning of the equipment for loading on the rail cars will begin.
End Staging		
ddmmmyy		

	Date the positioning of the equipment for loading on the rail cars will be completed.
hhmm	Time the positioning of the equipment for loading on the rail cars will be completed.
Begin Loading	
ddmmmyy	Date the loading of the rail cars will begin.
hhmm	Time the loading of the rail cars will begin.
End Loading	
ddmmmyy	Date the loading of the rail cars will end.
hhmm	Time the loading of the rail cars will end.
REMARKS	Enter any special instructions about the loading process

c. Select the **Create** option.

d. Enter the appropriate **TDC** for the planned exercise, **the Train Number,** and **Setup** Number pressing **RETURN** after each field. (If necessary, refer to the **Note:** on page 8-5 for more information on selecting the TDC.)

e. After you enter **the Setup Number** and press **RETURN,** continue to enter the information required in each field and press **RETURN,** until you have completed entering **remarks** in the **REMARKS** field.

f. Press **F10** to access the **Load By:** window.

LOAD BY: **1-AUTORAIL** 2-Generate 3-Exit
Run an autoload

Select **AUTORAIL,** or use the cursor control keys to highlight **the AUTORAIL** option and press **RETURN** to begin **AUTORAIL** processing. The Rail Loads Plan screen will be displayed, as shown in Figure 8-16, which allows you to enter rail loading clearance and restrictions information.

The following is an explanation of the fields and the data to be entered in the Rail Load Plans screen.

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Type Data Code	A	Type Data Code that is assigned to identify the exercise.
Train Number	A	The number of the train that either the equipment or UIC was assigned to that you want included in this rail load plan.

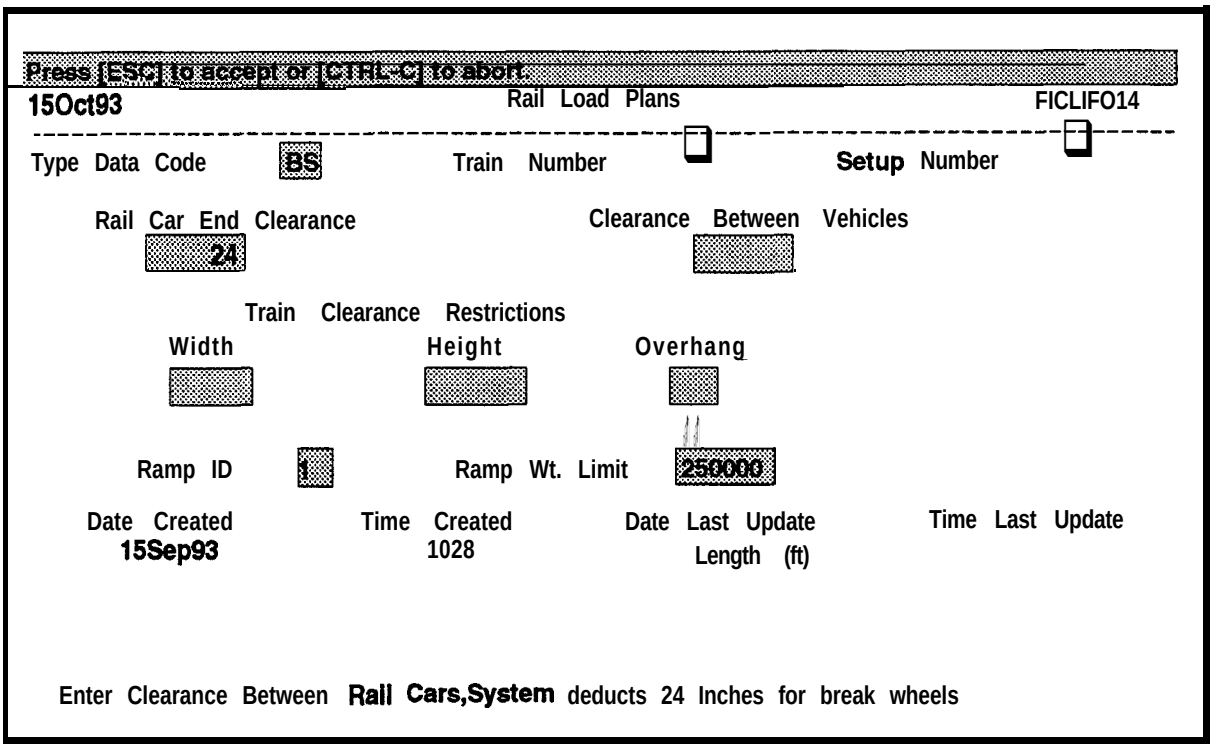


Figure 8-16. Rail Load Plans Screen

Setup Number	A	The number assigned to the setup.
Rail Car End Clearance	A	End Clearances between rail cars. The system defaults to deduction of 24 inches for break wheels. You can increase the amount of clearance but cannot make it any less than 24 inches.
Clearance Between Vehicles	R	The number of inches of clearance between vehicles
Train Clearanc Restrictions		
Width	R	The maximum width in inches of equipment that can be loaded on this train.
Height	R	The maximum height in inches of equipment that can be loaded on this train for clearances.
Overhang	R	The maximum overhang that equipment to be loaded can have on a rail car.
Ramp ID	R	The Identification of the Ramp on which the equipment is being loaded. The system checks to see if a ramp override has been entered in the reference tables for the exercise.
Ramp Wt. Limit	R	The maximum weight that can be accepted on a ramp for loading purposes.
Date Created	A	The date this load plan was created.
Time Created	A	The time this load plan was created.

Date Last Update A The date this load plan was last updated.

Time Last Update A Time this load plan was last updated.

g. In the Rail Load Plans screen, the cursor will be in **the Rail Car End Clearance** field which has been automatically defaulted to 24 inches. This default setting takes in to account the minimum clearance required (12 inches) at each end of a flat car for brake wheel avoidance. You may increase the clearance, but you may not decrease it.

h. Fill in the remaining fields pressing **RETURN** to move from field to field.

i. When data is correctly entered, press **ESC.**

j. The Generate Rail Load Plan screen will be displayed where the system **will** generate a rail load plan without any further intervention on your part. Upon completion of the Rail Load Plan generation, the system will again display the **Railcar** Setups screen. It will show the types and number of rail cars needed.

Any pieces of equipment that have not been assigned to preferred rail cars will be listed in a report that will be automatically printed to the default printer of TC ACCIS when the load plan has been completed.

k. A prompt will be displayed:

Do you want to print the Rail Load Plan Report (y/n)?

(1) Enter y to respond Yes and you will be prompted for the number of copies to print. Enter the number of copies (0 to 99) desired and press **ESC.** The Rail Load Plan Report will be printed on the system Default Printer. When the processing is complete, you will be returned to the Rail Car Setups: ring menu.

(2) Enter **n** to respond No and no report will be printed at this time, but it may be printed at a later time through the Reports Processing function discussed later in this section. You will be returned to the Rail Car Setups: ring menu.

l. Press **E** to return to the Train/Rail Car Processing menu.

8.3.1.10.2 Creatina Multiple Setups (AUTORAIL).

Due to rail car, track, or ramp restrictions, you may wish to create multiple setups for ease of loading your train. This is completed as a two part process. In the **first** part of the process you will create the new setups to include a Header Detail for each. In the second part of the process you will generate the rail load plans for each of the new setups

Figure 8-17 provides an overview of the procedures that must be completed in the successful creation of multiple setups.

Use the following procedures to modify the rail car assignments and create each of the additional setups before you actually print the new rail load plan:

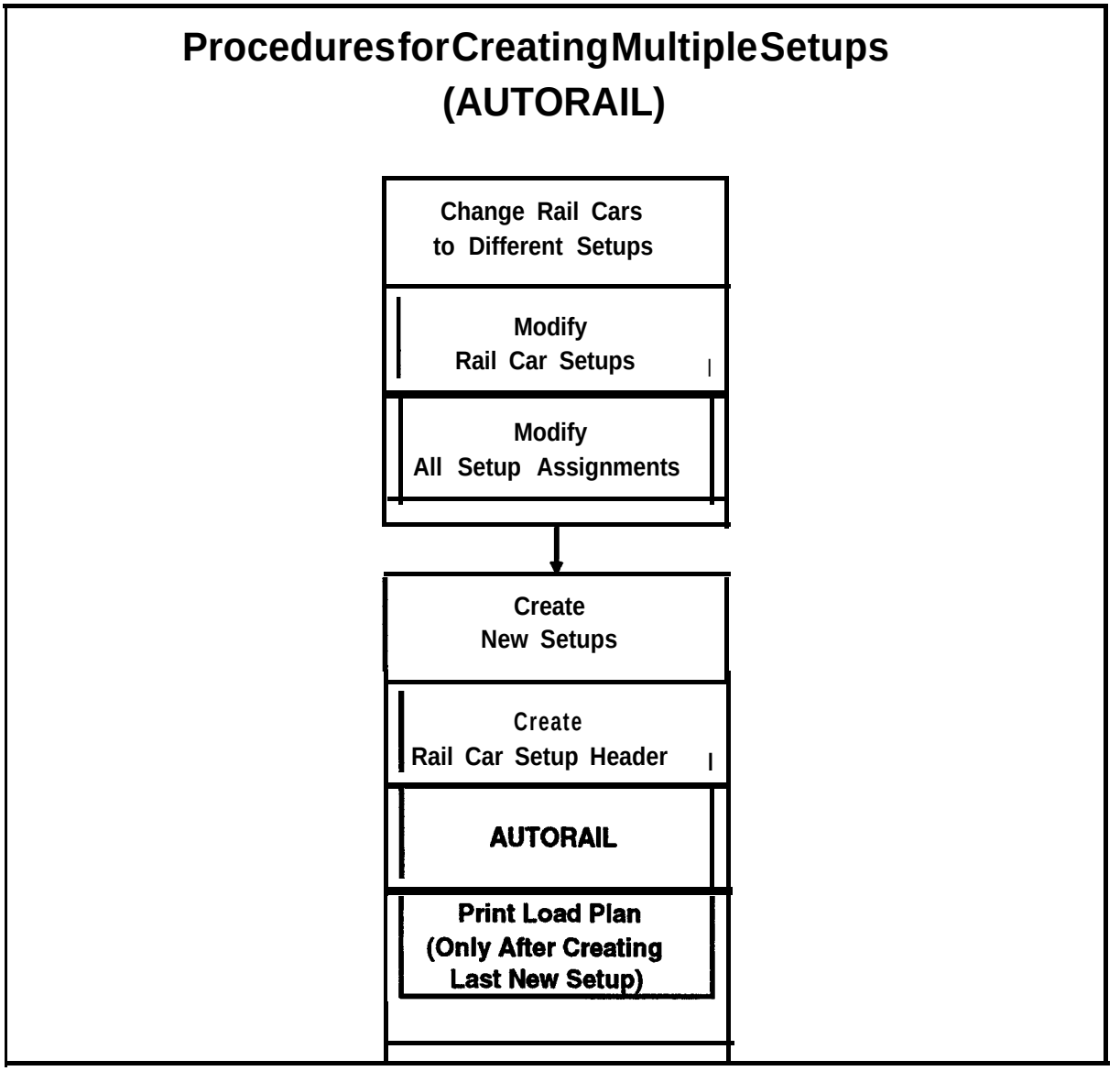


Figure 8-17. Procedures for Creating Multiple Setups (AUTORAIL)

a. Select **Train/Rail** Car Processing at the Rail Load Planning menu.

b. Select Rail Car Setups at the **Train/Railcar** Processing menu. The **Railcar** Setups screen will be displayed with the Rail Car Setups: ring menu displayed at the top.

c. Select **Modify** from the Rail Car Setups: ring menu. The cursor will move to the Type **Data Code** field.

d. Enter the **Type Date Code, Train Number,** and the **Setup Number** of your first setup and press **ESC** to fill the screen. (As necessary, refer to the Note: on page 8-5 for more information on the TDC.)

e. Press **F8** to modify assignments. The SWITCH: window menu will be displayed:

```
SWITCH: l-Setups 2-Equipment 3-Exit
Change Setups
```

f. Select **Setups,** or use the cursor control keys to highlight **Setups** and press **RETURN.** The Rail Car Assignment Screen will be displayed as shown in Figure **8-** 18. The cursor will be **in the Set-Up** field.

```
Enter [ESC] to accept, [CTRL-C] to abort or [F8] from setup to
car group, and [F9] from car group to equipment or vice versa.
01Jul96                          Rail Car Assignment                    FICLIFO77
Type Data Code   BS                Train Number   1
-----------------------------------------------------------------------------
  Set-Up      Ramp ID     Track ID      Car Length      Ramp  Weight Limit
    1           1           1              373                 250000

-----------------------------------------------------------------------------
Group  Set-Up  Type   Var   Description                          Length  Qty
  1      1     FLAT    5    89 FT., CHAIN TIE-DOWN WITH BRIDG     1121    1
  1      1     FLAT    5    89 FT., CHAIN TIE-DOWN WITH BRIDG     1121    1
  1      1     FLAT    5    89 FT., CHAIN TIE-DOWN WITH BRIDG     1121    1
  1      1     FLAT    5    89 FT., CHAIN TIE-DOWN WITH BRIDG     1121    1
-----------------------------------------------------------------------------
  UIC        LIN/LINIndex        Model              Equlpment  Description
 WD03AA      V12141     61      13217E7130          TRANK&PUMP UNIT LIQUI
 WD03AA      x40794     35      M923A2              TRK CGO D/S 5 TON
 WD03AA      x40794     35      M923A2              TRK CGO D/S 5 TON

Enter Traln Setup Number
```

Figure 8-18. Railcar Assignment Screen

g. As necessary, press RETURN to move the cursor to the field where you want to change the setup, and enter the new setup number by typing over the displayed information. The repeat this procedure until all the desired setups have been changed.

You can move your rail cars to multiple setups. For example, if you know that your train will consist of three setups, move any rail cars from your first setup to any of the other two setups you will be creating. When you have finished assigning all rail cars to the desired setups, press ESC. A message will be displayed for a few moments:

Please be patient... waiting to process update

Then another message will be displayed for a few moments:

Car Assignment information has been saved

Then the Header Detail window will then be displayed with data that duplicates the header information from the initial setup.

(1) Review the displayed data to determine whether it is correct for the next setup.

(2) As necessary, press **RETURN** to move the cursor to the field where you want to make a change. The data in any field can be changed except the **Type Data Code, Train Number,** and **Setup Number** fields.

(3) Enter the correct data by typing over the displayed information and pressing RETURN.

(4) As necessary, repeat the procedures in paragraph **(1)** through (3) until all the necessary changes have been made.

(5) When all of the information in this Header Detail window is correct, press **ESC.** A message will be displayed for a few moments:

Saving header for setup number N

(a) If you created more than one additional setups in paragraph g. above, the Header Detail window will be displayed for the next setup with data that duplicates the header information from the initial setup. In this case, repeat the procedures in paragraph **g.(l)** through g.(5) above until the Header Detail information for all the newly created setups has been correct.

(b) When you press **ESC** for the Header Detail window for the last newly created setup, A message will be displayed for a few moments:

Saving header for setup number N

Then a second message will be displayed:

Header(s) completes. Reload if required.

Then the cursor will return to the Rail Car Setups: ring menu. You are now ready to begin the second part of the process of generating rail load plans for the setups you just created.

h. From the Rail Car Setups: ring menu, press **Modify.** A blank Rail Car Setup screen will be displayed with **the Type Data Code** and **Train Number** displayed for the last train that was processed. The cursor **will be in the Setup Number** field.

i. Enter the Setup Number for the desired Setup and press **RETURN. The** cursor **will** move to the **Type Data Code** field.

(1) As necessary, enter a different **Type Data Code** and press RETURN. The cursor **will** move to **the Train Number** field.

(2) As necessary, enter a different **Train Number** and press **RETURN. The** cursor **will** move to **the Setup Number** field.

(3) When the correct **Type Data Code, Train Number,** and **Setup Number are** displayed, press ESC. The Rail Car Setups screen will be displayed with the data for the selected Setup Number.

j. Press **F10** for **AUTORAIL/Generate.** The LOAD BY: ring menu will be displayed:

```
LOAD BY: 1-Autorail 2-Generate 3-Exit
Run an autoload
```

(1) If the rail cars were automatically selected by **AUTORAIL** when the first setup was generated, you should select **AUTORAIL. The** Rail Load Plans screen will be displayed with the data that was previously entered. You have the opportunity to change the data in the following fields.

Field Name Type Explanation

Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional

Rail Car End Clearance	A	End Clearances between rail cars. The system defaults to deduction of 24 inches for break wheels. You can increase the amount of clearance but cannot make it any less than 24 inches.
Clearance Between Vehicles	R	The number of inches of clearance between vehicles
Train Clearance Restrictions		
Width	R	The maximum width in inches of equipment that can be loaded on this train.
Height	R	The maximum height in inches of equipment that can be loaded on this train for clearances.
Overhang	R	The maximum overhang that equipment to be loaded can have on a rail car.
Ramp ID	R	The Identification of the Ramp on which the equipment is being loaded. The system checks to see if a ramp override has been entered in the reference tables for the exercise.
Ramp Wt. Limit	R	The maximum weight that can be accepted on a ramp for loading purposes.

(a) As necessary, press **RETURN** to move the cursor to the field where you want to make the change.

(b) Enter the new data by typing over the displayed information, and pressing **RETURN.**

(c) As necessary, repeat the procedures in paragraphs (a) and (b) above until all of the changes have been made.

(d) When all of your data is correct, press **ESC** to accept it. A message will be displayed for a few moments:

Finding Equipment...

Then a prompt will be displayed:

Do you want to print the Rail Load Plan Report (y/n)?

Note: This prompt will be displayed only after you have generated a new rail car setup. If this is the last setup generated, you may wish to print the report now or wait for a more convenient time and Drint it bv using the procedures in paragraph 8.3.1.11 below.

1 A y response to this prompt will display the following menu options:

1. Print a Selected **Railcar** report

2. Print Full Rail Load Plan report

e. Exit

Please select:

a Select the desired option and a prompt will be displayed:

Number of Copies to be Printed:

b Enter the desired number of copies (0 to 99) and press **ESC.** A message will be displayed:

GENERATING REPORT

The Rail Load Plan Is being generated.
PLEASE WAIT

The cursor will then return to the Rail Car Setups: ring menu where **you can** select another option or press **E-Exit** four times to return to the Load Planning menu.

2 An **n** response to this prompt will **display** a message:

No report is generated

The cursor will then return to the Rail Car Setups: ring menu where you can select another option or press **E-Exit** four times to return to the Load Planning menu.

(2) If the rail cars were selected manually when the first setup was generated, you should select **Generate.** The Rail Car Setups screen will be displayed with the data that was previously entered. The cursor will be in the Type field at the bottom of the screen.

(a) As necessary, enter the **Rail Car Type** and press **ESC,** or press F6 to select the Rail Car Type for a list of available Rail Car Types.

1 When F6 is press, the Select a Rail Car Type window will be displayed. Use the cursor control keys to highlight the desired.

2 Press **ESC** to select the highlighted Rail Car Type. The window will close and the data for the selected Rail Car Type will be displayed. The cursor will move to the **Qty** field.

(b) Enter the number of this Rail Car Type you need and press **RETURN. The** cursor will move to the **Type** field on the next line.

(c) As necessary, repeat the procedures in paragraph **(a)** and **(b)** above until all the necessary Rail Car Types have been selected.

(d) When all of the necessary Rail Car Types have been selected, press **ESC** to accept them. A menu window will be displayed:

```
BY: l-Dimensional %-Preferred 3-Exit
Based on dimensions
```

(e) Select **Dimensional** and the Rail Load Plan Screen will be displayed with the data that was previously entered. The cursor **will** be in **the Rail Car End Clearance** field which has been automatically defaulted to 24 inches.

You have the opportunity to change the data in the following fields.

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Rail Car End Clearance	A	End Clearances between rail cars. The system defaults to deduction of 24 inches for break wheels. This default setting takes in to account the minimum clearance required (12 inches) at each end of a flat car for brake wheel avoidance. You

		can increase the amount of clearance but cannot make it any less than 24 inches.
Clearance Between Vehicles	R	The number of inches of clearance between vehicles
Train Ckarance Restrictions		
Width	R	The maximum width in inches of equipment that can be loaded on this train.
Height	R	The maximum height in inches of equipment that can be loaded on this train for clearances.
Overhang	R	The maximum overhang that equipment to be loaded can have on a rail car.
Ramp ID	R	The Identification of the Ramp on which the equipment is being loaded. The system checks to see if a ramp override has been entered in the reference tables for the exercise.
Ramp Wt. Limit	R	The maximum weight that can be accepted on a ramp for loading purposes.

1 As necessary, press RETURN to move the cursor to the field where you want to make the change.

2 Enter the new data by typing over the displayed information, and pressing **RETURN.**

3 As necessary, repeat the procedures in paragraphs **(a)** and **(b)** above until all of the changes have been made.

4 When all of your data is correct, press **ESC** to accept it. A message will be displayed for a few moments:

Finding Equipment...

Then a prompt will be displayed:

Do you want to print the Rail Load Plan Report (y/n)?

a A y response to this prompt will display the following menu options:

1. Print a Selected Railcar report

2. Print Full Rail Load Plan report

e. Exit

Please select:

Select the desired option and a prompt will be displayed:

Number of Copies to be Printed:

Enter the desired number of copies (0 to 99) and press **ESC. A** message will be displayed:

GENERATING REPORT

The Rail Load Plan is being generated.
PLEASE WAIT

The cursor will then return to the Rail Car Setups: ring menu where you can select another option or press **E-Exit** four times to return to the Load Planning menu.

2 An **n** response to this prompt will display a message:

No report is generated

The cursor will then return to the Rail Car Setups: ring menu where you can select another option or press **E-Exit** four times to return to the Load Planning menu.

8.3.1.10.3 Generatina a Manual Load Plan.

The MANUAL Load Planning option allows the Rail Load Planner to select rail cars and quantity for a Train and have the computer generate a Rail Load Plan based on those selections. This function considers the type of rail car and the quantity of each you have selected. It then begins loading the pieces of equipment based on dimensional information of the equipment and the rail cars you have selected for the equipment for this exercise. TC ACCIS continues loading rail cars using this dimensional information until it runs out of the quantity of rail cars selected on which to load equipment or runs out of equipment to load. If the user has not selected the quantity needed, some pieces will not be loaded. There is a second option to load by preferred rail car which has not been implemented in this release of the software.

This function will not totally separate tracked from wheeled vehicles or from items requiring special handling. You will have to **use the [F8] to Modify Assignments** option after selecting

the **Modify** option from the Rail Car Setups: **ring** menu to **fine** tune and maximize utilization of each rail car. The MANUAL function is best employed when the Train consists of limited types of equipment to be loaded on a limited diversity of rail cars. The number of rail cars and the types of cars must be known before a MANUAL generation of a plan can be produced to meet the train requirement.

Follow the procedures below to create a MANUAL Rail Load Plan.

a. At the Rail Load Planning menu, select **Train/Rail Cars Processing.**

b. At the **Train/Railcar** Processing menu, select **Rail** Car **Setups.** The **Railcar** Setups screen will be displayed with the Rail Car Setups: ring menu displayed at the top.

c. From the Rail Car Setups: ring menu, select **Create.**

d. Enter the Type **Data** Code if known, or use F6 help to select, then press RETURN. (If necessary, refer to the Note: on page 8-5 for more information on selecting the **TDC.)**

e. At **the Train Number** field, enter **the Train Number,** or press F6 for a listing of Train Descriptions within Type Data Codes. If **F6** is used, press ESC to accept.

f. Enter **the Setup number,** and press RETURN.

g. Sequentially enter data in the remaining fields through the REMARKS field, and press RETURN after each entry.

h. When all data is correctly entered, press **F10.** The LOAD BY: window menu will be displayed:

> LOAD BY: 1-AUTORAIL **2-Generate** 3-Exit
> **Run a manual load**

i. Select **Generate,** or use the cursor control keys to highlight **the Generate** option and press RETURN to select. The cursor will move to the bottom of the **Railcar** Setups screen for a rail car selection.

j. Enter the **Type** of the **first** rail car to be used in this Train, press **RETURN** and enter the Variant.

When F6 is used, the Select A **Railcar** Type screen will be displayed, as shown in Figure 8-19. It will provide a list of available Rail Car Types, Variants, and Descriptions from the Rail Car Type Reference Table. If **F6** is used, highlight the correct selection and press **ESC** to accept. **The Description** and **Length** fields will be **filled** in for you.

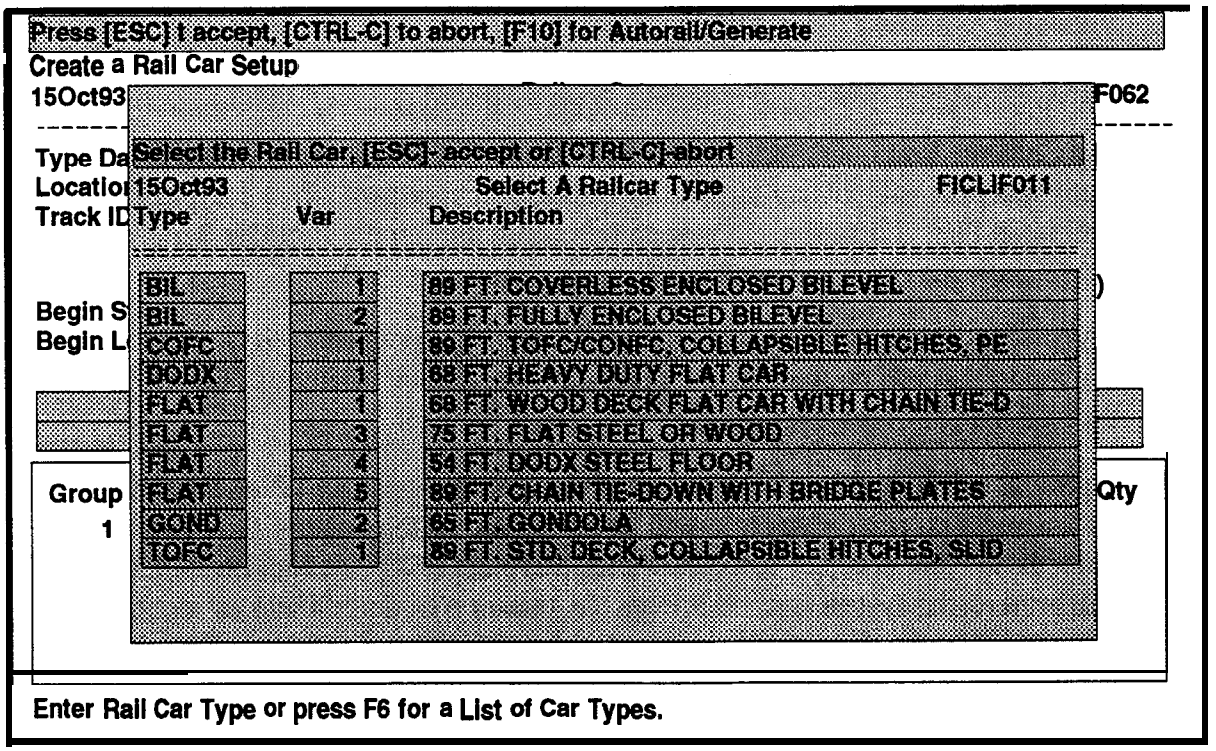


Figure 8-19. Selects a Railcar Type Window

k. Enter **the quantity** of this rail car desired and press **RETURN.**

l. Enter **car information** as needed for subsequent Car Groups. When all Rail Car selections have been made, press **ESC** and a window will be displayed requesting you to select the method by which to generate the load plan. The options are Dimensional and Preferred.

BY: **l-Dimensional** 2-Preferred 3-Exit

Note: You must select dimensional. Preferred has not been implemented.

m. Select **Dimensional,** or use the cursor control keys to highlight **Dimensional** and press **RETURN.** The Rail Loads Plan Screen will be displayed, as shown in Figure 8-16 (page **8-60),** which allows you to enter rail loading clearance and restrictions information.

The cursor **will** be **in the Rail Car End Clearance** field which has been automatically defaulted to 24 inches. This default setting takes in to account the minimum clearance required (12 inches) at each end of a flat car for brake wheel avoidance. You may increase the clearance, but you may not decrease it.

n. Fill in the remaining fields pressing RETURN to move from field to field.

o. When data is correctly entered, press **ESC.**

p. The Generate Rail Load Plan screen will be displayed, where the system will generate a rail load plan without any further intervention on your part. Upon completion of the Rail Load Plan generation, the system will again display the Rail Car Setups screen. It will show the types and number of rail cars needed.

Any pieces of equipment that have not been assigned to preferred rail cars will be listed in a report that will be automatically printed to the default printer of TC ACCIS when the load plan has been completed.

q. A prompt will be displayed: **Do you want to print the Rail Load Plan Report (y/n)?.** To answer Yes, enter y and you will be prompted for the number of copies to print. Enter the number of copies (0 to 99) desired and press **ESC. The** Rail Load Plan Report will print on the system Default Printer. To answer NO, enter **n** and no report will be printed at this time, but may be printed at a later time through the procedures described in paragraph 8.3.1.11 below. In either case, you will be returned to the Rail Car Setups: ring menu.

r. Press **E-Exit** to return to the Train/Rail Car Processing menu.

8.3.1.10.4 Creating Multiple Setups for a Manual Load Plan.

Due to rail car, track, or ramp. restrictions, you may wish to create multiple setups for ease of loading your train. This process is completed in two series of procedures. Figure 8-20 provides an overview of the procedures that must be completed to manually create a load plan for multiple setups.

You will need to modify the rail car assignments and then create each of the additional setups before you actually print the new rail load plan. To do so, use the following procedures:

a. At the Rail Load Planning menu, select **Train/Rail Cars Processing.**

b. At the **Train/Railcar** Processing menu, select Rail Car **Setups.** The **Railcar** Setups screen will be displayed with the **Rail** Car Setups: ring menu displayed at the top.

c. From the Rail Car Setups: ring menu, select **Modify.**

d. Enter the **Type Data Code, Train Number** and the **Setup Number. Press ESC after** you enter the **Setup Number,** to fill the screen. (If necessary, refer to the Note: on page 8-5 for more information on selecting the TDC.)

e. Press **F8** to modify assignments, and the SWITCH: window menu will be displayed:

Procedures for Creating Multiple Setups for a Manual Load Plan

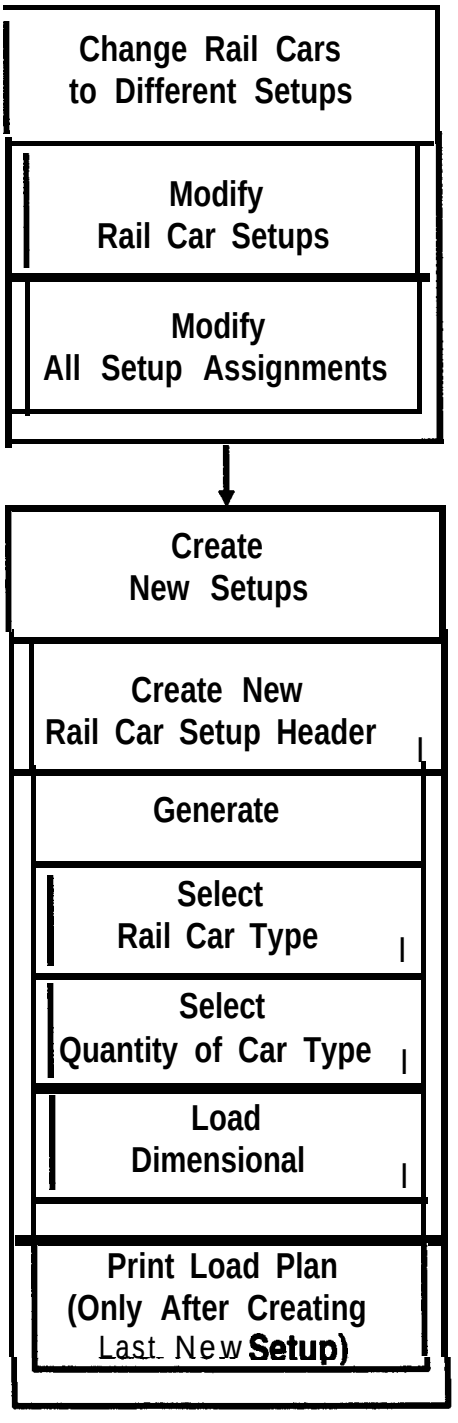


Figure 8-20 - Procedures for Creating Multiple Setups for a Manual Load Plan

SWITCH: **1-Setups** 2-Equipment 3-Exit
Change setups

f. Select **Setups,** or use the cursor control keys to highlight **Setups** and press **RETURN.** The **Railcar** Assignment screen will be displayed

g. Change the setup number of each rail car that you want to move to a different setup. You can move your rail cars to multiple setups. For example if you know that your train will consist of three setups. Move any rail cars from your first setup to any of the other two setups you will be creating. When you have assigned all rail cars to the desired setups, press **ESC** to exit and to save the changes. A message will be displayed:

Please be patient . . . Waiting to process update

Then a second message **will** be displayed:

Car assignment information saved

Then the Header Detail Screen will be displayed with the cursor in the Location field. TC ACCIS defaults the header to the same information that was in setup one. The user can accept or change the header information and press **ESC.**

Note: You are now moving rail cars to setups for which you will have to create new load plans. Therefore, this is the first part of a two part process required in multiple setup creation.

h. From the Rail Car Setups: ring menu, select **Modify.**

Note: When using the manual generate of rail load planning, if you select different rail cars in the second setup, the loading of rail cars left from the first setup will not be disturbed. TC ACCIS will be looking at the equipment that was on the rail cars you assigned to this new setup.

i. The TDC and Train Number previously selected will be displayed. Enter the Setup **Number** of the first additional Setup header created, and press **ESC. The** Rail Car Setups screen will be displayed.

j. Enter the remaining data in the fields and press **F10.** The LOAD BY: ring menu will be displayed:

LOAD BY: **1-AUTORAIL 2-Generate** 3-Exit
Run a manual load

k. Select **Generate,** or use the cursor control keys to highlight **Generate** and press **RETURN** to manually generate your setups. The cursor will move to the bottom of the screen for rail car selection.

l. Enter the **Type** of the first rail car to be used in this setup, press **RETURN** and enter **the Variant. F6** will provide a list of available Rail Cars and Variants from the Rail Car Type Reference Table. If **F6** is used, highlight the correct selection and press **ESC** to accept. **The Description** and **Length** fields will be filled in for you. The cursor will move to the **Qty** field.

m. Enter the **quantity** of this rail car desired and press RETURN. The cursor returns to **the Type** field for the next **Group.**

n. Enter **car information** as needed for subsequent Car Groups. When you have completed entering your car information, press **ESC** to accept. A window will be displayed for you to select loading by Dimensional or Preferred:

BY: **l-Dimensional** 2-Preferred 3-Exit

Note: You must select **Dimensional.** Preferred has not been implemented.

0. Select **dimensional,** or use the cursor control keys to highlight **Dimensional** and press **RETURN.** The Rail Load Plan Screen will be displayed, as shown in Figure 8-16 (page **8-60),** which allows you to enter rail loading clearance and restrictions information.

The cursor will be in **the Rail Car End Clearance** field which has been automatically defaulted to 24 inches. This default setting takes in to account the minimum clearance required (12 inches) at each end of a flat car for brake wheel avoidance. You may increase the clearance, but you may not decrease it.

p. **Fill** in the remaining fields pressing **RETURN** to move from field to field.

q. When the data is correctly entered, press **ESC.** The Generate Rail Load Plan screen will be displayed and a rail load plan will be generated without any further intervention by you. At the same time, an Unloaded Equipment Report will be generated if there are any pieces of equipment that remain unloaded for any reason. Upon completion of the Rail Load Plan generation, a prompt will be displayed:

Do you want to print the Rail Load Plan Report (y/n)?

(1) Enter y in response to this prompt and you will be prompted for the number of copies to print.

(a) Enter the desired number of copies (0 to 99) and press ESC. The Rail Load Plan Report will be printed on the system Default Printer.

(b) If an Unloaded Equipment Report was not generated, you will be returned to the Rail Car Setups: ring menu.

(c) If an Unloaded Equipment Report was generated, a prompt will be displayed:

Do you want to print the Unloaded Equipment Report (y/n)?

Enter **n** in response to this prompt if you do not want to print the report, or enter y and the Unloaded Equipment Report will be printed on the default printer. You will then be returned to the Rail Car Setups: ring menu.

(2) Enter **n** in response to this prompt and no report will be printed at this time. However, it may be printed at a later time by using the procedures described in paragraph 8.3.1.11 below.

(a) If an Unloaded Equipment Report was not generated, you will be returned to the Rail Car Setups: ring menu.

(b) If an Unloaded Equipment Report was generated, a prompt will be displayed:

Do you want to print the Unloaded Equipment Report (y/n)?

Enter **n** in response to this prompt if you do not want to print the report, or enter y and the Unloaded Equipment Report will be printed on the default printer. You will then be returned to the Rail Car Setups: ring menu.

r. Press **E-Exit** to return to the Train/Rail Car Processing menu.

8.3.1.10.5 Modifying Equipment Assianments.

Use the following procedures to modify Equipment Assignments.

a. To change the equipment assignments for a rail car, select **Modify** from the Rail Car Setup: ring menu.

b. Enter **the Type Data Code, Train Number,** pressing **RETURN** after each entry, and then enter the Setup **Number** and press **ESC,** for the setup you want to modify. (If necessary, refer to the **Note:** on page 8-5 for more information on selecting the TDC.) **F6-Help** is available which will **fill** all of these fields when you highlight the right **TDC** and press **ESC.**

c. Select **F8 Modify Assignments** from the Rail Car Setups screen. The SWITCH: ring menu window will be displayed:

SWITCH: l-Setups **2-Equipment** 3-Exit
Change Equipment

d. Select **Equipment,** or use the cursor control keys to highlight **Equipment** and press RETURN. The Modify Rail Car Load window will be displayed as shown in Figure 8-21.

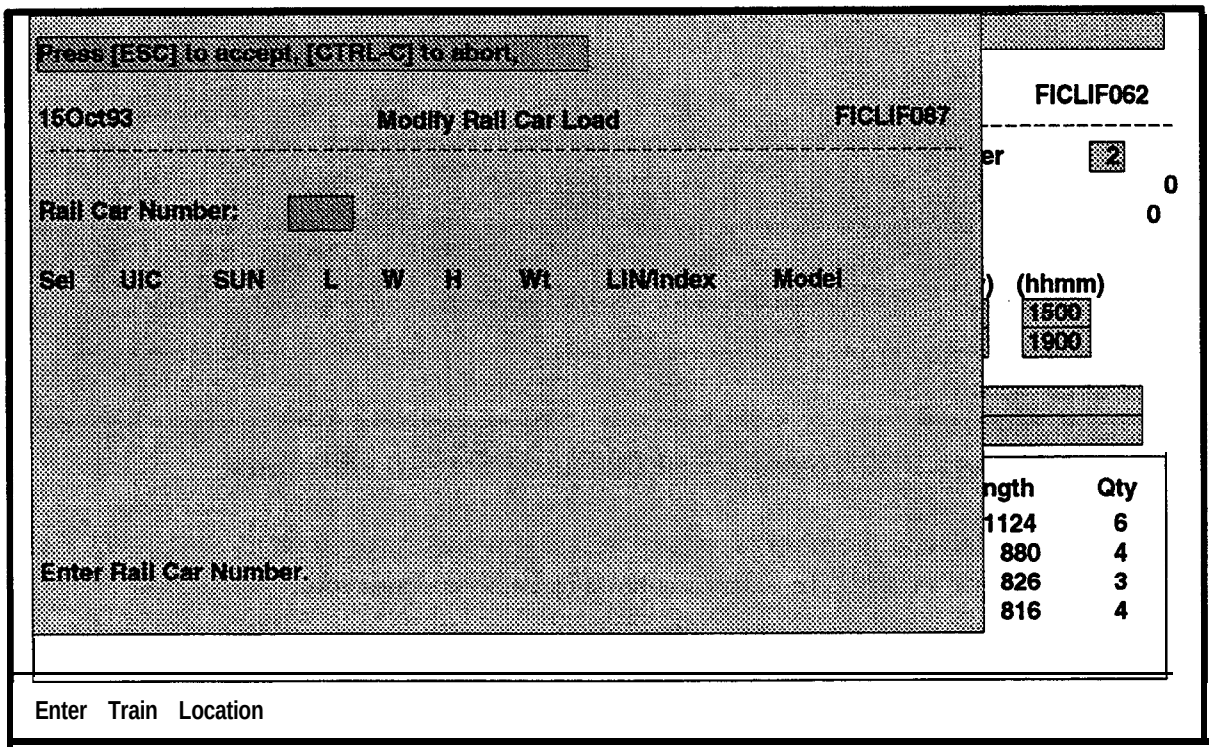


Figure 8-21. Modify Rail Car Load Window

e. Enter the Rail Car **Number** of the rail car that has the equipment loaded that you want to move to another rail car. This information is found on the assigned setup of the rail car on which the equipment is loaded that you want to modify. Press **ESC. The** list of equipment currently assigned to that rail car will be displayed as shown in Figure 8-22.

f. You can select specific pieces of equipment on this rail car by putting a X in the select field or **F10** to select all. When you have selected the pieces of equipment that you want to assign to other rail cars, press **ESC** to accept. If there are matches to any of the equipment you selected, a message will be displayed to indicate that the matches will also be loaded.

AERIE DO009 has matches and they will be loaded also.

When you have selected all equipment to be switched, press **ESC,** and the following message will be displayed:

Enter the new Rail Car Number, hit <CR>:

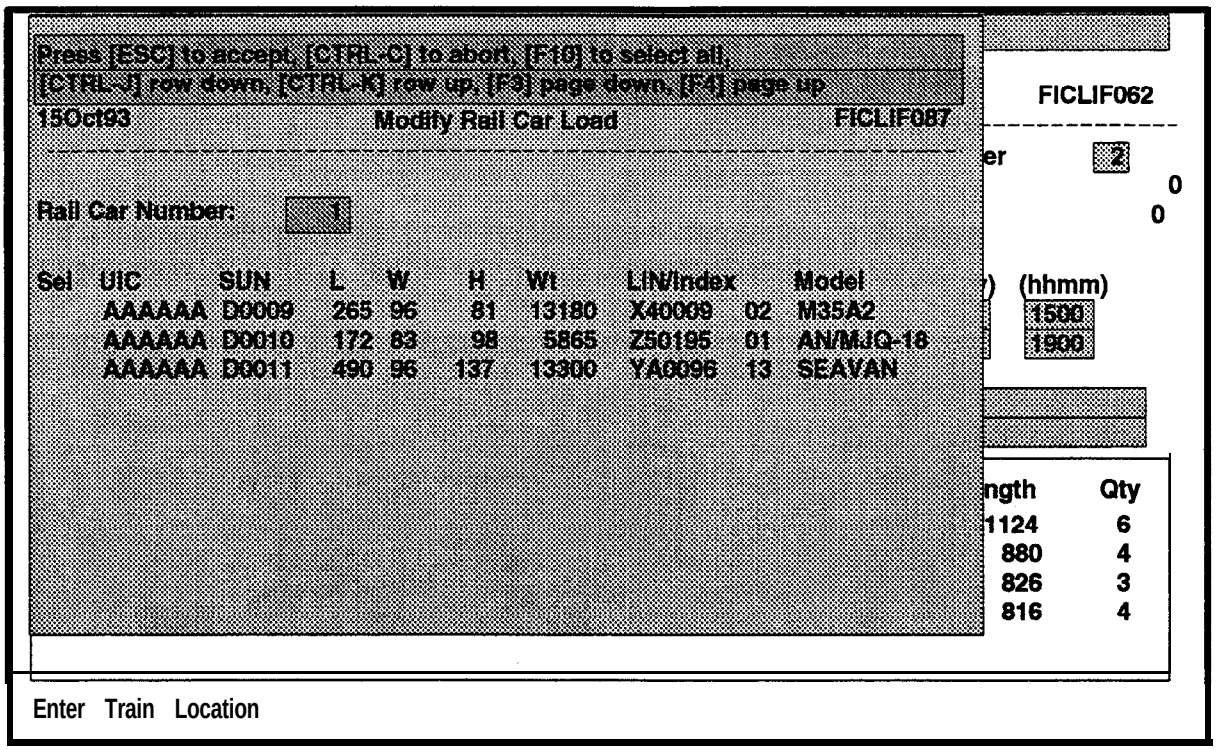


Figure 8-22. Modify Rail Car Load Screen with Data

g. Enter **the Rail Car Number** of the new rail car to which the equipment is to be switched and press RETURN. The following message will be displayed:

Enter the platform number <CR>:

h. You must enter a number **1, 2,** or 3.

(1) Enter **1** when the rail car had only one platform level, such as a 68 foot flat car.

(2) Enter 2 when the rail car had two platform levels such as a bi-level, and you wanted to load the equipment on the upper level of the bi-level.

(3) Enter 3 when the rail car had three platform levels such as a **tri-level,** and you wanted to load the equipment on the third level of the **tri-level.**

After you have entered the number of the platform, you must then press **RETURN.** A message will be displayed:

Checking limits...

This will be displayed while TC ACCIS verifies that the equipment you have selected to load on this rail car and platform meet the dimensional requirements. TC ACCIS will not load the equipment on the rail car if the equipment dimensions are to great for those allowable of this rail car. If the equipment has been successfully loaded on the new rail car, you will be returned to the rail car setup screen. You will be prompted to

print the rail load plan report at this time. You will be asked to enter the number of copies of the report you want printed.

Note: When you make modifications in the rail load plan by switching equipment from one rail car to another rail car, **DO NOT** use the **F10 AUTORAIL/Generate** because this will overwrite all the changes that you have made by switching equipment.

8.3.1.10.6 Viewina the Train Summary.

Before you can view the train summary of a TDC and setup, a rail car setup and load plan must have been created for that TDC and setup. There are times you may want to view the train summary information for a particular TDC and setup without printing the entire load plan. Follow the procedures below to view the train summary of a TDC and setup.

a. At the Rail Car Setups: ring menu, select **Modify.** Your cursor will move to the **Type Data Code** field.

b. Enter the **TDC** of the exercise and press **RETURN** or use F6 to access the **TDC** help window and select the TDC. (If necessary, refer to the Note: on page 8-5 for more information on selecting the TDC.)

Note: If **you** used **F6** to make your selection, **the Train Number** and **Setup Number** fields will be automatically filled and the cursor will move to the **Location** field. You will not need to enter data into these fields. Continue with paragraph c. below.

(1) Enter the **Train number** and press **RETURN.**

(2) Enter **the Setup Number** and press **ESC.** The Rail Car Header information will be displayed and the cursor will be in the **Location** field.

c. Press F7 to view train summary. A SUMMARY window will be displayed as shown in Figure 8-23.

d. Press **ESC** to return to the Rail Car Setups: ring menu.

e. Press **E** twice to return to the Rail Load Planning menu.

8.3.1.10.7 Deletina a Rail Car Setup.

Follow the procedures below to delete a Rail Car Setup:

a. From the Rail Car Setups: ring menu, select **the Delete** option. The Rail Car Setups screen will be displayed.

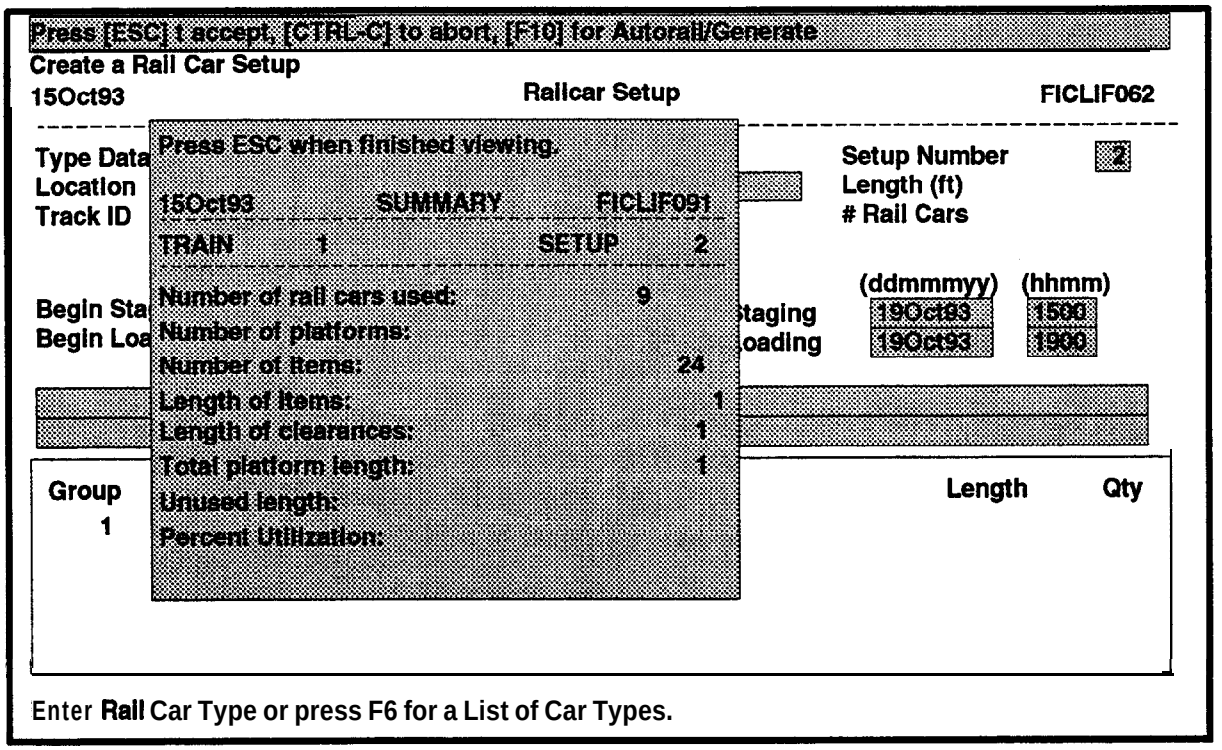


Figure 8-23. Summary Window for Rail Car Setups

b. Enter the **TDC** of the exercise and press **RETURN** or use F6 to access the TDC help window and select the TDC. (If necessary, refer to the Note: on page 8-5 for more information on selecting the TDC.)

Note: If **you** used **F6** to make your selection, **the Train Number** and **Setup Number** fields **will** be automatically filled and the cursor will move to the **Location** field. You will not need to enter data into these fields. Continue with paragraph c. below.

(1) Enter **the Train number** and press **RETURN.**

(2) Enter **the Setup Number** and press **ESC.** The Rail Car Header information will be displayed and the cursor will be in the **Location** field.

c. Press ESC again. The following prompt will be displayed:

Do you want to delete the above data? (y/n)?

d. At this point, if you must decide whether to retain or delete the Rail Car Setup.

(1) To retain the Setup, enter **n. You** will be returned to the Rail Car Setups: ring menu.

(2) If you still want to delete the Rail Car Setup, enter y. When you enter y, you will see a series of messages that **tell** you that the load list, rail car setups, and load

plan for the TDC have been deleted. When the deletion process is complete, you will be returned to the Rail Car Setups: ring menu.

e. Press **E** twice to return to the Rail Load Planning menu.

8.3.1.11 Printina Reports.

From the Reports Processing menu, you can print Rail Load Schedules, Rail Load Plans, Rail Load Lists, BBM Detail Report, or BBM Summary Report.

To print any of these options, follow the procedures below:

a. At the Load Planning menu, select **Rail Load Planning.**

b. At the Rail Load Planning menu, select **Reports Processing.** From the Reports menu, you can print any of the five different reports which provide the following information:

Report	Explanation
Rail Load Schedule	Tells you when and where each rail car setup will be loaded, as well as the type of equipment loaded on a particular setup. Enter the TDC, **Train Number,** and **UIC** and then press **ESC** to print.
Rail Load Plan	Identifies which equipment will be loaded on which rail cars. Enter the **TDC** and **Train Number** and then press **ESC** to print.
Rail Load List	Provides a complete list of all equipment on the DEL that must be transported by rail. There are two ring menu options: **1-Full** and **2-Changes.** To print a full rail load list, select **Full** and enter the **TDC** and **UIC.** To print a report on just the changes to a load list, select (this report function is not yet implemented) **Changes.**
BBM Detail	Provides a list of the Blocking and Bracing Material requirements for piece of equipment in the Equipment List that is to be transported by rail. The items are grouped by **LINs,** within **UICs,** within a TDC. To print a BBM Detail Report, enter the TDC (or use F6 for Help) and press **RETURN,** and then enter the **UIC** (or press F6 to select several) and press **ESC.**
BBM Summary	Provides the total quantity, linear feet, board feet, and/or weight for each type item of Blocking and Bracing Material to be used by each UIC within the TDC. **To print the BBM Summary Report, enter the TDC (o use F6 for Help) and press RETURN, and then enter** the **UIC** (or use F6 for Help) and **press ESC.**

c. To print a report, select the option that corresponds to the report that you want, and respond to the prompts that are displayed on the screen. When the report processing is compete, you will be returned to the Reports menu.

d. Press **E** twice to return to the Load Planning menu.

8.3.2 Air Load Plannina.

This function is not currently implemented.

8.3.3 Surface Load Planninq.

Surface Load Planning in TC ACCIS allows users to plan and document loads for Vehicles, Containers and Pallets. Of these, load planning for containers and pallets is not currently implemented.

8.3.3.1 Vehicle Load Plannina.

A Vehicle Load Plan (VLP) is a load plan for a group of vehicles and trailers which have a common identification. In TC ACCIS, Vehicle Load Planning provides an automated system for producing and printing FORSCOM Form 285R, Vehicle Load Cards. The procedures in this paragraph can be used to create and print a VLP. Each VLP consists of three distinct parts: a header, vehicle information, and load/cargo information.

In addition to creating a new VLP, the user has the capability to modify an existing VLP by adding or deleting vehicle(s) (with their load(s)), or adding and deleting the load(s) from the vehicle(s).

When a VLP header is created, TC ACCIS assigns a unique identification number consisting of the date the VLP is created and a three character sequence number assigned by the system. A VLP description can be added to the header information. After creating the VLP Header, vehicles may be added from a Unit Equipment List (UEL) or selected from the Equipment Characteristics Reference (ECR) table. Driver and bumper number information may also be entered. Vehicles from equipment lists may already have cargo load items, if these items were defined in the equipment list. However, the user must specifically bring these loads forward in order to include them in the VLP. Otherwise only the vehicle will be included in the VLP.

Cargo load items may also be selected from the ECR table or manually entered. Blocking, bracing, packing, crating, and tie-down items maybe included, and printed on the Vehicle Load Card.

Vehicles, along with their cargoes, may be added to the VLP or deleted at anytime.

TC ACCIS totals the cubic dimensions and weight for each Vehicle Load Card and compares these dimensions with the cubic dimensional limits and weight limits for the loaded vehicle. If the cubic dimension limit for a given vehicle is exceeded, cargo items must be removed or redlined except in those cases where the vehicle height may be increased. Similarly, if the weight limit for a vehicle is exceeded, cargo items must be redlined or removed from the load.

Vehicle Load Cards can be viewed on screen, printed on a printer at the computer site, or downloaded to a microcomputer and routed to an attached printer. The Vehicle Load Card is an 80 column by 60 lines report which can be printed on a laser printer or most other printers.

TC ACCIS Vehicle Load Planning provides On-Line Text Help for ring menu options and Function Keys.

Use the following procedures to access the Vehicle Load Planning function:

a. Select **Load Planning** from the TC ACCIS MAIN MENU.

b. Select **Surface Load Planning** from the Load Planning menu.

c. Select **Vehicles** from the Surface Load Planning menu. The Vehicle and Cargo screen will be displayed as shown in Figure 8-24.

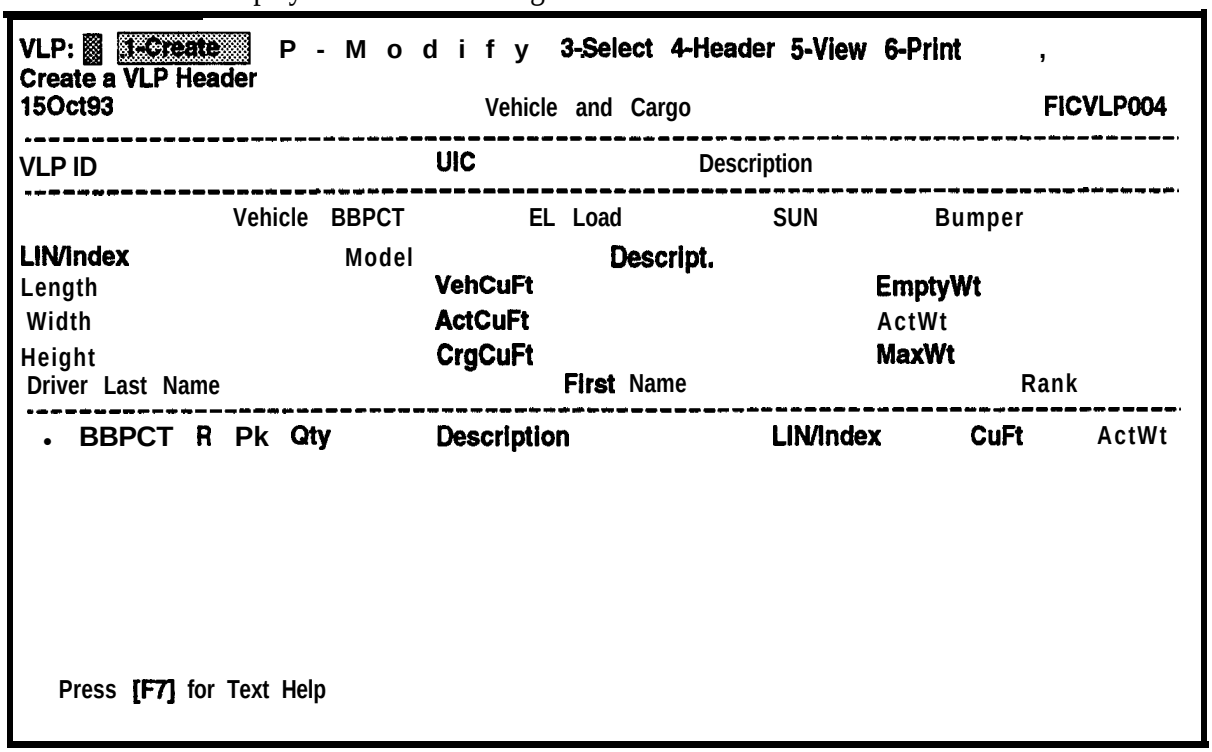


Figure 8-24. Vehicle and Cargo Screen

This is a **three** part screen consisting of **the VLP header information** just below the **VLP:** ring menu, **the vehicle information** section in the center of the screen, and the **cargo information** section at the bottom of the screen. Each of these sections and the fields in this screen **will** be described in subsequent paragraphs of this section.

The VLP: ring menu will be shown at the top of the Vehicle and Cargo screen as follows:

VLP: 1-Create 2-Modify 3-Select 4-Header 5-View 6-Print 7-Delete . . .

The three periods at the end of the VLP: ring menu indicate that additional options are available from this ring menu. Use the cursor control keys to move the highlight bar to the right or left to display the additional options. Another ring menu **will** be displayed:

VLP: . . . &Copy E-Exit

The following is an explanation of each of the options available on the VLP: ring menu:

Menu Option	Exulanation
Create	This option is used to create a VLP Header record
Modify	This option is used when changes need to be made to **VLPs** that have already been created. If a VLP has been selected, using **the Select, Header, View, Print** or **Copy** options, the vehicles in the selected VLP are displayed so that the vehicle and/or car go data for these vehicles can be modified. If no VLP has been **selected,** F6 help is available in choosing a VLP for modification.
Select	This option is used to change from one Vehicle Load Plan to another. Once a VLP has been selected, the **Modify** option is used to make changes to the VLP.
Header	This option is used to make changes to the header of a VLP which has been previously created. If a VLP has been selected, using **the Select, Modify, View, Print** or Copy options, the header for the selected VLP is dislayed for editing. If no VLP has been selected, F6 Relp is available in choosing a VLP header for editing.
View	This option is used view VLP data which has been previously entered. If a VLP has been selected, using the **Select Modify, Header, Print** or **Copy o**ptions, the vehicles in the VLP are drsplayed so that vehicle or cargo data can be viewed. If no VLP has been selected, F6 help is available in choosing a VLP header for viewing. This option does not allow changes to VLP data.
Print	This option is used to print VLP data in FORSCOM Form 285R format. If a VLP has been selected, using **the Select, Modify, Header, View** or Copy options, the vehicles in the VLP are displayed so that vehicle or cargo data can be chosen for printmg. If no VLP has been selected, F6 help is available in choosing a VLP for printing.
Delete	This option is used to delete an entire VLP. If a VLP has been selected, using **the Modify, Select, Header, View, Print** or **Copy** options, **the Delete Entire Vehicle Load Plan** window is displayed with the prompt: Are you sure you want to delete this VLP? (y/n)? If y is entered, the entire selected VLP is deleted. Ifn is en-, tered, the system returns to the VLP: ting menu. If no VLP has been selected, F6 help is available in choosing a VLP for deletion.
Copy	This option is used to copy an entire VLP into an exercise. ***This option is not implemented at this time.***

8.3.3.1.1 Selecting a Vehicle Load Plan.

Vehicle Load Planning is designed on the assumption that a user will want to perform several different types of operations during the same session. Therefore, once you enter this function, the same VLP will continue to be accessed, regardless of the option you select, until you either exit to the Surface Load Planning menu or you specifically select a different Vehicle Load Plan by using the following procedures. As necessary, review the procedures in paragraph 8.3.3.1 above to access the VLP: ring menu.

Note: Use this option only when you want to access an existing VLP. Use the procedures in paragraph 8.3.3.1.2.1 below to create and access a new VLP.

a. Select the **Select** option from the VLP: ring menu. The cursor **will** move to the **VLP** ID field of the Vehicle Cargo screen. The **VLP ID** field is a two part field consisting of **the Date the** VLP was created and a **Sequence Number** of up to eight numeric characters that are assigned by the system.

b. Enter the **VLP ID** and press **ESC,** or press F6 to display the Select Vehicle Load Plan screen with a list of available **VLPs.**

(1) Use the cursor control keys to highlight the desired VLP.

(2) Press **ESC** to accept the highlighted VLP.

c. The **VLP ID, UIC,** and **Description** fields of the selected VLP will be displayed in the top section of the Vehicle and Cargo screen. The cursor will return to the VLP: ring menu where you can select another option.

Note: The VLP you have just selected will continue to be accessed until you use the above procedures to access a different VLP or until you exit to the Surface Load Planning menu.

8.3.3.1.2 Creating a Vehicle Load Plan

The process of creating a Vehicle Load Plan (VLP) consists of three procedures as shown in Figure 8-25. Once the VLP has been created, the user may want to perform the related processes of viewing it to verify the contents and then modifying it by adding and/or deleting other vehicles and/or cargo. Finally the user may want to print the VLP.

8.3.3.1.2.1 Creating the Vehicle Load Plan Header.

The first procedure in creating a Vehicle Load Plan is to create the Header by using the following procedures. As necessary, review the procedures in paragraph 8.3.3.1 above to access the VLP: ring menu.

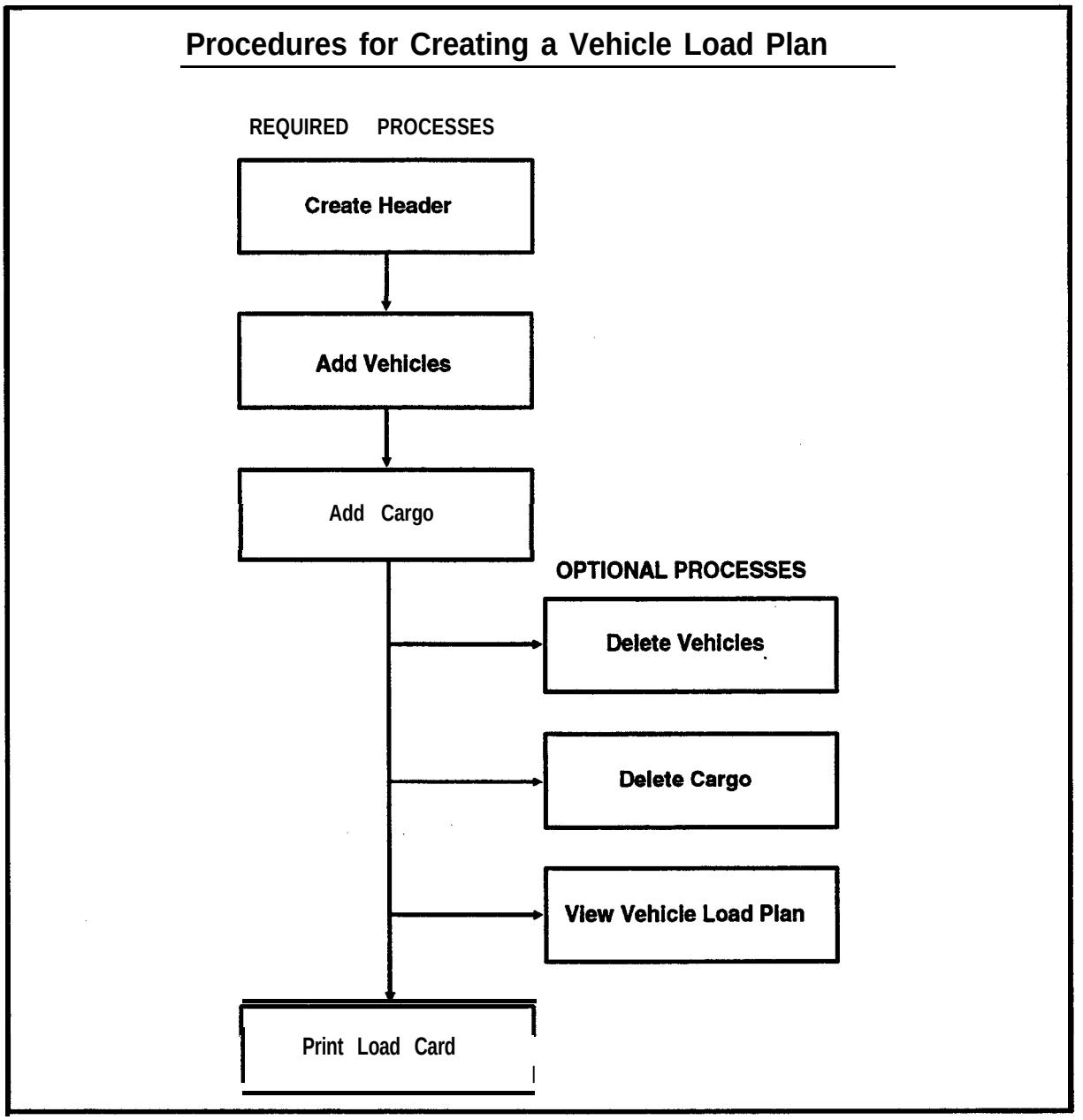


Figure 8-25. Flow Process for Creating a Vehicle Load Plan

a. Select Create from the **VLP:** ring menu.. The cursor will move to the **Description** field of the header section of the **Vehicle** and Cargo screen as shown in **Figure** 8-26.'

The following is a description of the fields in the Vehicle and Cargo screen.

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
VLP ID	R/A	This is a two part field consisting of a **Date** and a Sequence **Number.**

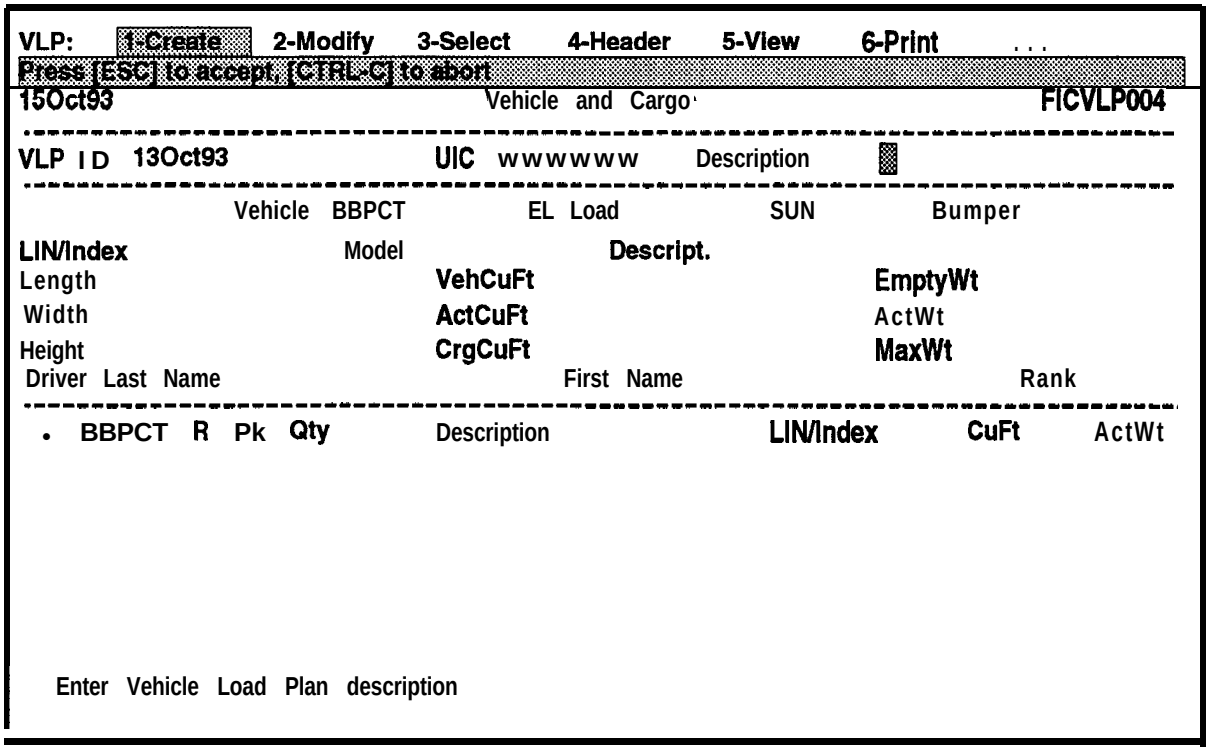


Figure 8-26. Vehicle and Cargo Screen for Entering Header Information

The Date is automatically filled with the current date.

The **Sequence Number** is automatically assigned by TC ACCIS when the user uses ESC to exit and save the VLP data. When modifying data, enter the Installation Situation Report (ISR) ID or press F6 for help.

UIC R/A This is the UIC of the user creating the VLP.

Description This is a description, or title, for the vehicle load plan. It is assigned by the user, or may be left blank.

b. Enter a brief **description,** or title, for the load plan or leave this field blank and press **ESC.** The system generates a new VLP Header Record and assigns a VLP ID sequence number to it. A message will be displayed at the bottom of the screen:

A new VLP Header has been created, use modify to add vehicles

The cursor will return to the VLP: ring menu and the Modify option will be highlighted.

8.3.3.1.2.2 Addina Vehicles to a New Load Plan.

The second procedure in creating a new Vehicle Load Plan is to add vehicles. If you want to add vehicles to an existing load plan that already has some vehicles assigned, use the procedures in paragraph 8.3.3.1.3 below.

Vehicles can be added to a new vehicle load plan by selecting them from a unit equipment list (UEL), or by selecting vehicles the Equipment Characteristics Record (ECR) table. For clarity purposes, the procedures in the following two paragraphs focus on selecting vehicles from either a UEL or the ECR table, however, vehicles in a given VLP can be a mixture of vehicles selected from a UEL and the ECR. To include a mixture of vehicles, you should first use these procedures to add vehicles from either the EL or the ECR table and then use the procedures in paragraph 8.3.3.1.3 below to add additional vehicles.

8.3.3.1.2.2.1 Selecting Vehicles from a Unit Equipment List (UEL).

Use the following procedures to select vehicles from a UEL. As necessary, review the procedures in paragraph 8.3.3.1 above to access the VLP: ring menu.

Note: When the UEL was created, loads may have been added to the vehicles by the unit. The procedures in this section will bring only the vehicles forward to the VLP. Vehicles that had a load in the UEL will be identified by a Y in the second part of the **EL Load** field on the Vehicle and Cargo screen. If you also want to bring the load forward to the VLP with the vehicle, this must be done as a separate process by following the procedures in paragraph 8.3.3.1.2.3.1 below.

a. Select **Modify** from the VLP: ring menu. The Vehicle Selection Parameters window will be displayed with the prompt:

Select Vehicles from EL or ECR

b. Enter **EL** and press **ESC.** The cursor will move to the **Mode to Port** field.

c. Enter **the mode to the port of embarkation** for vehicles to be included in the VLP, or leave this field blank, and then press **ESC.** The Equipment Selection window will be displayed with a list of the first ten vehicles corresponding to the MPOE which was entered. If no MPOE was entered, all of the vehicles in the UEL for the user's UIC will be displayed.

Note: The number of vehicles selected will be indicates in the lower left comer of the window as: **Record** N **of** NN where N is the sequence number for the highlighted vehicle and NN is the total number of vehicles selected.

d. Once the Equipment Selection window is displayed, use the following procedures to select vehicles for your VLP:

(1) Press **F10** to select all of the selected vehicles, or,

(2) Use the cursor control keys to highlight the vehicle to be selected, and enter X beside the highlighted vehicle to select that vehicle. The cursor will move down one line and highlight the next vehicle. Repeat this process to select additional vehicles.

(a) A selected vehicle can be deselected by highlighting the selected vehicle and pressing the **SPACE BAR** to remove the X.

(b) Additional information on specific vehicles can be viewed by highlighting the vehicle and then pressing **F6. The Equipment Characteristics** window will be displayed with the Type Equipment Code (TEC), Length, Width, Height and Weight of the vehicle. After viewing this dimensional information press **RETURN** to close the window and return to the Equipment Selection window.

e. Press **ESC** when all vehicles have been select and the following prompt will be displayed:

Have you completed selecting Vehicles (y/n)?

(1) Enter **n** in response to this prompt and you will be returned to the Equipment Selection window where you can select or deselect additional vehicles. In this case, repeat the procedures in paragraphs **d.** and e. above.

(2) Enter y in response **to** this prompt and the Vehicle and Cargo screen will be displayed with the vehicle identification information and the dimensional data for the first selected vehicle as shown in Figure 8-27.

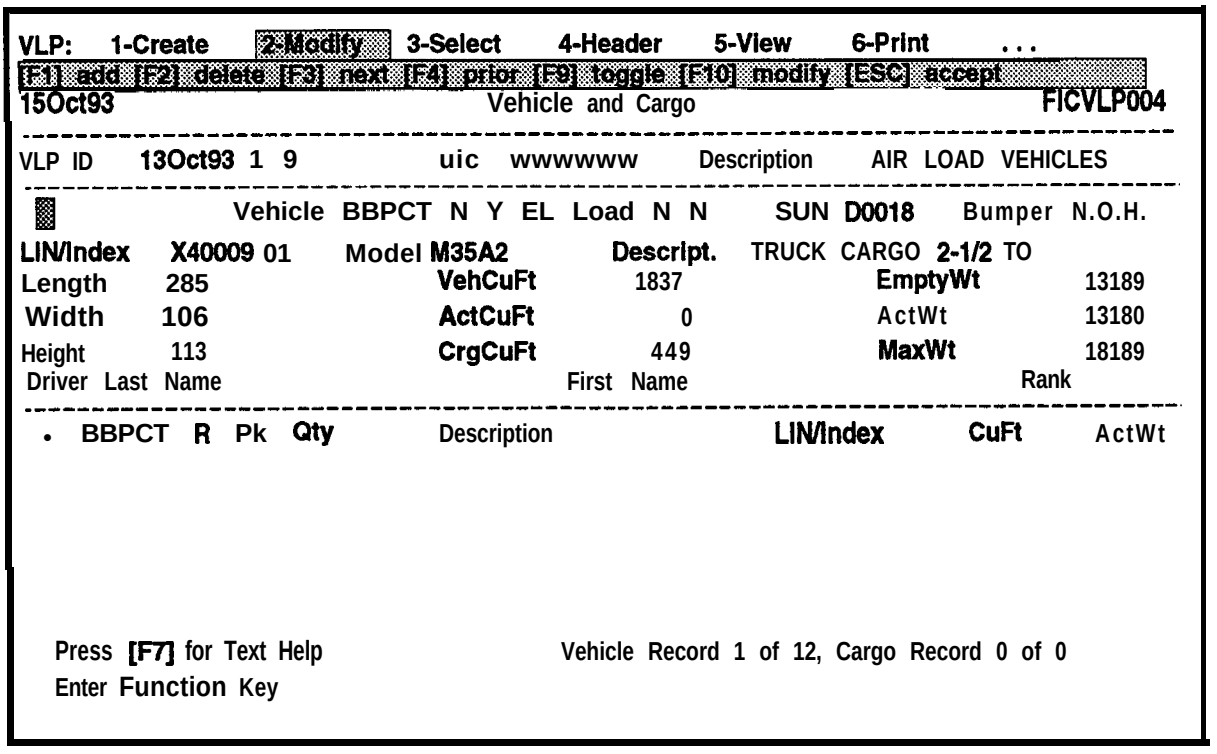


Figure 8-27. Vehicle and Cargo Screen Showing Vehicle Information

Note: A message will be displayed at the bottom center of the screen: **Vehicle Record N of NN, Cargo Record** N **of** NN, where N is the number of the displayed record and NN is the total number of records selected.

The following is an explanation of the fields in the vehicle information section of the Vehicle and Cargo screen:

Field	Description
Cursor Position	When you enter the screen, the cursor will be at the left side of the screen just below **the VLP ID** field. The cursor must be in this location to use any of the Function Keys in the Center Section of the screen.
Vehicle BBPCT	The **Blocking**, Bracing, Packing, Crating, and Tie Down (BBPCT) indicator field consists of two parts which can be **filled** with Y (Yes) or N (No). A Y in the second part of this field indicates that BBPCT materials accompany this vehicle in the Unit Equipment List. An N in the second part indicates that the vehicle does not have any BBPCT materials with it in the Unit Equipment List. The user can not access this field. The first part of this field is *not yet implemented* so it will always default to N to indicate that the BBPCT **materials** have not been brought forward to this VLP. The user can access this field when there is a Y in the second part of the field, but the user can not change the default N value.
EL Load	The Equipment List Load indicator field consists of two parts which can be filled with Y (Yes) or N (No). A Y in the second part of this field indicates that this vehicle has a load in the Unit Equipment List. An N in the second part indicates that the vehicle does not have a load with it in the Unit Equipment List. The user can not access this field when there **is an N in the second part. The Y in this part of** the field will change to X when the user changes the N in the first part of the field to Y to indicate that the EL Load has been brought forward to this VLP. The user can no longer access this field when it is filled with an X. The first part of this field indicates whether the EL Load was brought forward to this **VLP.** This field will initially default to N to indicate that the load **was not** brought forward. When there is a Y in the second part of the field, the user can access this first part of the field and **change** it to Y (Yes) to bring the EL Load forward to **this** VLP. When this is done, the Y in the second part of the field changes to X and the user can no longer access the a Load field.
SUN	Shipment Unit Number.

Bumper	Vehicle Bumper Number.
LIN/Index	Line Identification Number and the corresponding Index Number for the vehicle.
Model	Vehicle Move Number.
Description	Vehicle Description.
Length	Length in inches for the vehicle.
Width	Width in inches for the vehicle.
Height	Height in inches for the vehicle.
VehCuFt	Cubic Feet for the empty vehicle.
ActCuFt	Actual Cubic Feet for the vehicle plus the cargo.
CrgCuFt	Cubic Feet for the cargo only.
EmptyWt	Weight of the empty vehicle.
ActWt	Weight of the vehicle plus the cargo.
MaxWt	Maximum allowable weight for the vehicle plus the cargo.
Driver Last Name	Last Name of the vehicle driver.
First Name	First Name of the vehicle driver.
Rank	Rank of the vehicle driver.

f. When the vehicle identification information and the dimensional data is displayed in the vehicle section of the Vehicle and Cargo screen, you can review this information for the vehicles you have selected. In addition, you have the following options:

(1) Press **F1** to **Add** additional vehicles to this VLP. The **Vehicle Selection Parameters** window will be displayed as in paragraph **a.** above. Repeat the procedures in paragraphs **b.** through d. above to continue adding vehicles from the UEL.

(2) Press **F2** to **Delete the** displayed vehicle from the VLP. A message will be displayed:

Are you sure you want to delete vehicle/cargo (y/n)?

Enter **n** to abort the deletion action or enter y to delete this vehicle **and its cargo** from the VLP. The vehicle identification information and the dimensional data for the next vehicle in this VLP will be displayed in the Vehicle and Cargo screen.

Note: You can use the procedures in paragraph (2) in conjunction with the procedures in paragraphs (3) and (4) below to display and delete other vehicles from this VLP.

(3) Press F3 to display the vehicle identification information and the dimensional data for the next selected vehicle, or,

(4) Press F4 to display the vehicle identification information and the dimensional data for the previous vehicle.

Note: At this point you have only added vehicles to the VLP. To complete the VLP you must use the procedures in paragraph 8.3.3.1.2.3 below to add the loads/cargo to the vehicles you have just selected. You can do this at this time, or you can continue with paragraph g. below to exit from the Vehicle and Cargo screen and return to the VLP: ring menu. If you do this, you must return later to add the loads/cargo.

g. When the last vehicle has been selected from the UEL and you have completed your review of the selected vehicles, press **ESC** to complete the process of adding vehicles to the VLP. A message will be displayed:

Have you completed processing equipment (y/n)?

(1) Enter **n** in response to this prompt and you will be returned to the Vehicle and Cargo window where you can select or deselect additional vehicles. In this case, repeat the procedures in paragraph **f.** above.

(2) Enter y in response to this prompt to complete the process of adding vehicles to the VLP. You will be returned to the VLP: ring menu where you can select another option.

8.3.3.1.2.2.2 Selecting Vehicles from the Equipment Characteristics Reference (ECR) Table.

Use the following procedures to select vehicles from the ECR Table. As necessary, review the procedures in paragraph 8.3.3.1 above to access the VLP: ring menu.

a. Select **Modify** from the VLP: ring menu. The Vehicle Selection Parameters window will be displayed with the prompt:

Select Vehicles from EL or ECR

b. Enter **ECR** and press **ESC.** The cursor will move to the **LIN Index** field.

c. Enter **the search criteria** for the vehicle **in the Lin Index, Model** and/or **Description** fields. Wild card characters (* or ?) can be substituted for all or part of the data in any of these fields. Press **RETURN** to move from one field to the next.

d. When the search criteria have been entered, press **ESC.** The Equipment Selection window will be displayed with a list of vehicles that meet all of the specified search criteria.

Note: The number of vehicles selected will be indicates in the lower left comer of the window as: **Record N of NN** where N is the sequence number for the highlighted vehicle and NN is the total number of vehicles selected.

e. Once the Equipment Selection window is displayed, use the following procedures to select vehicles for your VLP:

(1) Press **F10** to select all of the selected vehicles, or,

(2) Use the cursor control keys to highlight the vehicle to be selected, and enter X beside the highlighted vehicle to select that vehicle. The cursor will move down one line and highlight the next vehicle. Repeat this process to select additional vehicles.

(a) A selected vehicle can be deselected by highlighting the selected vehicle and pressing the **SPACE BAR** to remove the X.

(b) Additional information on specific vehicles can be viewed by highlighting the vehicle and then pressing **F6. The Equipment Characteristics** window will be displayed with the Type Equipment Code (TEC), Length, Width, Height and Weight of the vehicle. After viewing this dimensional information press **RETURN** to close the window and return to the Equipment Selection window.

f. When all the vehicles have been selected, press **ESC** and the following prompt will be displayed:

Have you completed selecting Vehicles (y/n)?

(1) Enter **n** in response to this prompt and you will be returned to the Equipment Selection window where you can select or deselect additional vehicles. In this case, repeat the procedures in paragraphs e. and **f.** above.

(2) Enter y in response to this prompt and the Vehicle and Cargo screen will be displayed with the vehicle identification information and the dimensional data for the first selected vehicle as shown in Figure 8-28.

Note: A message will be displayed at the bottom center of the screen: **Vehicle Record N of NN, Cargo Record** N **of** NN, where N is the number of the displayed record and NN is the total number of records selected.

The following is an explanation of the fields in the vehicle information section of the Vehicle and Cargo screen:

Field	Description
Cursor Position	When you enter the screen, the cursor will be at the left side of the screen just below the **VLP ID** field. The cursor must be in this location to use any of the Function Keys in the Center Section of the screen.
Vehicle BBPCT	The Blocking, Bracing, Packing, Crating, and Tie Down indicator field consists of two parts which can be filled with Y (Yes) or N (No).

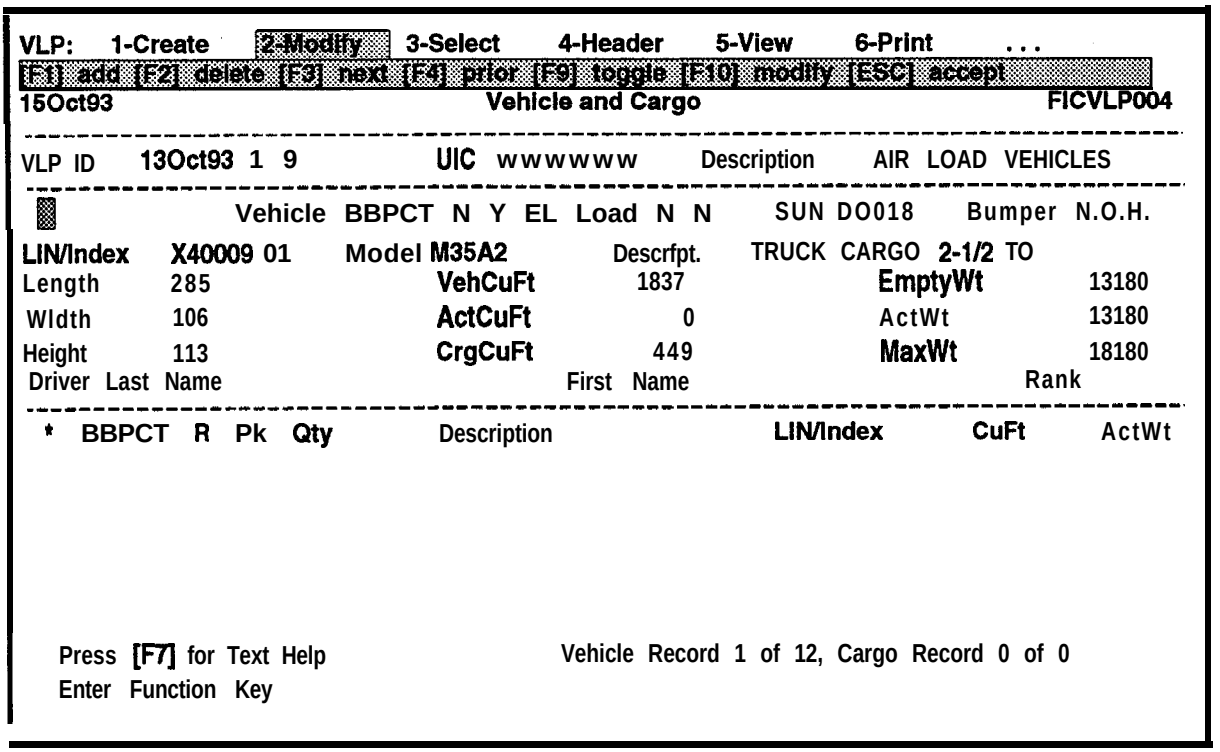


Figure 8-28. Vehicle and Cargo Screen Showing Vehicle Information

A Y in the second part of this field indicates that BBPCT materials accompany this vehicle in the Unit Equipment List. An N in the second part indicates that the vehicle does not have any BBPCT materials with it in the Unit Equipment List. The user can not access this field.

The first part of this field is *not yet implemented* so it will always default to N to indicate that the BBPCT materials have not been brought forward to this VLP. The user can access this field when there is a Y in the second part of the field, but the user can not change the default N value.

EL Load

The Equipment List Load indicator field consists of two parts which can be filled with Y (Yes) or N (No).

A Y in the second part of this field indicates that this vehicle has a load in the Unit Equipment List. An N in the second part indicates that the vehicle does not have a load with it in the Unit Equipment List. The user can not access this field when there is an N in the second part. The Y in this part of the field will change to X when the user changes the N in the first part of the field to Y to indicate that the EL Load has been brought forward to this VLP. The user can no longer access this field when it is filled with an X.

The first part of this field indicates whether the EL Load was brought forward to this VLP. This

field will initially default to N to indicate that the load was not brought forward. When there is a Y in the second part of the field, the user can access this first part of the field and change it to Y (Yes) to bring the EL Load forward to this VLP. When this is done, the Y in the second part of the field changes to X and the user can no longer access the a Load field.

SUN	Shipment Unit Number.
Bumper	Vehicle Bumper Number.
LIN/Index	Line Identification Number and the corresponding Index Number for the vehicle.
Model	Vehicle Move Number.
Description	Vehicle Description.
Length	Length in inches for the vehicle.
Width	Width in inches for the vehicle.
Height	Height in inches for the vehicle.
VehCuFt	Cubic Feet for the empty vehicle.
ActCuFt	Actual Cubic Feet for the vehicle plus the cargo. The data in this field may be adjusted automatically as you add or delete cargo for the vehicle.
CrgCuFt	The maximum allowable Cubic Feet for the cargo only.
EmptyWt	Weight of the empty vehicle.
ActWt	Weight of the vehicle plus the cargo. The data in this field may be adjusted automatically as you add or delete cargo for the vehicle.
MaxWt	Maximum allowable weight for the vehicle plus the cargo.
Driver Last Name	Last Name of the vehicle driver.
First Name	First Name of the vehicle driver.
Rank	Rank of the vehicle driver.

g. When the vehicle identification information and the dimensional data is displayed in the vehicle section of the Vehicle and Cargo screen, you can review this information for the vehicles you have selected. In addition, you have the following options:

(1) **Press F1** to **Add** additional vehicles to this VLP. The **Vehicle Selection Parameters** window will be displayed as in paragraph a above. Repeat the procedures in paragraphs **b.** through **f.** above to continue adding vehicles from the ECR.

(2) Press F2 to **Delete** the displayed vehicle from the VLP. A message will be displayed:

Are you sure you want to delete vehicle/cargo (y/n)?

Enter n to abort the deletion action or enter y to delete this vehicle and its cargo from the VLP. The vehicle identification information and the dimensional data for the next vehicle in this VLP will be displayed in the Vehicle and Cargo screen.

Note: You can use the procedures in paragraph (2) in conjunction with the procedures in paragraphs (3) and (4) below-to display and delete other vehicles from this VLP.

(3) Press F3 to display the vehicle identification information and the dimensional data for the next selected vehicle, or,

(4) Press F4 to display the vehicle identification information and the dimensional data for the previous vehicle.

-Note: At this point you have only added vehicles to the VLP. To complete the VLP you must use the procedures in paragraph 8.3.3.1.2.3 below to add the loads/cargo to the vehicles you have just selected. You can do this at this time, or you can continue with paragraph h. below to exit from the Vehicle and Cargo screen and return to the VLP: ring menu. If you do this, you must return later to add the loads/cargo.

h. When the last vehicle has been selected from the ECR table and you have completed your review of the selected vehicles, press ESC to complete the process of adding vehicles to the VLP. A message will be displayed:

Have you completed processing equipment (y/n)?

(1) Enter **n** in response to this prompt and you will be returned to the Vehicle and Cargo window where you can select or deselect additional vehicles. In this case, repeat the procedures in paragraph g. above.

(2) Enter y in response to this prompt to complete the process of adding vehicles to the VLP. You will be returned to the VLP: ring menu where you can select another option.

8.3.3.1.2.3 Adding Carao to Vehicles in a New Load Plan.

The third procedure in creating a new **VLP** is to add load(s)/cargo to the vehicles that were added to the VLP in paragraph 8.3.3.1.2.2 above. Cargo can be added by bringing vehicle loads forward as cargo, selecting cargo items from the ECR table, or by manually adding cargo to a vehicle.

Note: You can use any one or any combination of these these methods for adding loads to vehicles and they can be performed in any sequence. However, when multiple methods are used, it is recommended that they be performed in the sequence presented here: bringing vehicle loads forward as cargo, then selecting cargo items from the ECR table, and finally manually adding cargo to a vehicle.

In addition, the procedures for adding load(s)/cargo will allow you to add or change the data in **the Bumper, Driver Last Name, First Name,** and **Rank** fields.

Note: The VLP Header must have been created and the vehicles must have been added in accordance with paragraphs 8.3.3.1.2.1 and 8.3.3.1.2.2 before the following procedures can be initiated.

You will be using the Vehicle and Cargo screen as shown in Figure 8-29 for all three of the methods of adding loads and cargo to vehicles.

The Vehicle and Cargo screen is divided into **three** sections: **The VLP Header Information** is displayed near **the** top of **the** screen. **The Vehicle Information** is displayed in the center section of **the** screen. **The Load(s)/Cargo Information** is displayed in the bottom section of the screen.

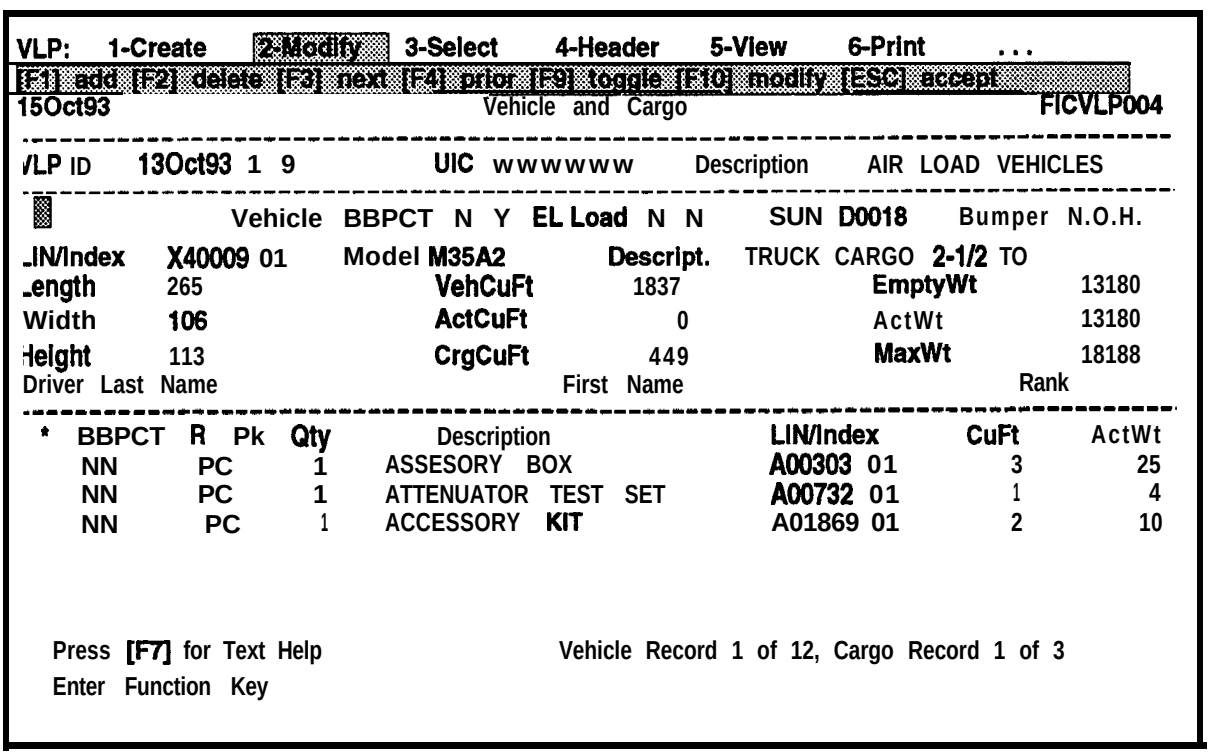


Figure 8-29. Vehicle and Cargo Screen Showing Header, Vehicle and Cargo Data

Note: A message will be displayed at the bottom center of the screen: **Vehicle Record N of** NN, Cargo **Record N of NN,** where N is the number of the displayed record and NN is the total number of records selected.

The following is an explanation of some of the key characteristics of the Vehicle and Cargo screen:

Section/Field	Explanation
VLP Header - Top Section:	Note: The user can not access or change the VLP Header Information from this screen.
VLP ID	The Vehicle Load Plan Identification Number consists of the date the VLP was create and a sequence number assigned by the system.
UIC	The Unit Identification Code of the unit that create this VLP.
Description	A descriptive title for the VLP.
Vehicle Information - Center Section:	
Cursor Position	When ou enter the screen, the cursor will be at the left side o?the screen just below the VLP ID field. The cursor must be in this location to use any of the Function Keys in the Center Section of the screen.
Vehicle BBPCT	The Blocking, Bracing, Packing, Crating, and Tie Down indicator field consists of two parts which can be filled with Y (Yes) or N (No). A Y in the second part of this field indicates that BBPCT materials accompany this vehicle in the Unit Equipment List. An N in the second part indicates that the vehicle does not have any BBPCT materials with it in the Unit Equipment List. The user can not access this field. The first part of *this* field *is not yet implemented* so it will always default to N to indicate that the BBPCT materials have not been brought forward to this VLP. The user can access this field when there is a Y in the second part of the field, but the user can not change the default N value.
EL Load	The Equipment List Load indicator field consists of two parts which can be filled with Y (Yes) or N (No). A Y in the second part of this field indicates that this vehicle has a load in the Unit Equipment List. An N in the second part indicates that the vehicle does not have a load with it in the Unit Equipment List. The user can not access this field when there is an N in the second part The Y in this part of the field will change to X when the user changes the N in the first part of the field to Y to indicate that the EL Load has been brought forward to this

VLP. The user can no longer access this field when it is filled with an X.

The first part of this field indicates whether the EL Load was brought forward to this VLP. This field will initially default to N to indicate that the load was **not** brought forward. When there is a Y in the second part of the field, the user can access this first part of the field and change it to Y (Yes) to bring the EL Load forward to this VLP. When this is done, the Y in the second part of the field changes to X and the user can no longer access the ELLoad field.

SUN	Shipment Unit Number.
Bumper	Vehicle Bumper Number.
LIN/Index	Line Identification Number and the corresponding Index Number for the vehicle.
Model	Vehicle Move Number.
Description	Vehicle Description.
Length	Length in inches for the vehicle.
Width	Width in inches for the vehicle.
Height	Height in inches for the vehicle.
VehCuFt	Cubic Feet for the empty vehicle.
ActCuFt	Actual Cubic Feet for the vehicle plus the cargo. The data in this field may be adjusted automatically as you add or delete cargo for the vehicle.
CrgCuFt	The maximum allowable Cubic Feet for the cargo only.
EmptyWt	Weight of the empty vehicle.
ActWt	Weight of the vehicle plus the cargo. The data in this field may be adjusted automatically as you add or delete cargo for the vehicle.
MaxWt	Maximum allowable weight for the vehicle plus the cargo.
Driver Last Name	Last Name of the vehicle driver.
First Name	First Name of the vehicle driver.
Rank	Rank of the vehicle driver.

Load(s)/Cargo Information - Bottom Section:

*	Indicates the initial Cursor Location in the Bottom Section of the screen.
BBPCT	The Blocking, Bracing, Packing, Crating, and Tie Down indicator field for the load consists of two parts which can be filled with Y (Yes) or N (No).

A Y in the second part of this field indicates that BBPCT materials accompany this load in the Unit Equipment List. An N in the second part indicates that the load does not have any BBPCT materials with it in the Unit Equipment List. The user can not access this field.

The first part of *this* field is *not yet implemented* so it will always default to N to indicate that the BBPCT materials have not been brought forward to this VLP. The user can access this field when there is a Y in the second part of the field, but the user can not change the default N value.

R	Redlined
Pk	Packing Code
Qty	Quantity of this item on the vehicle.
Description	Description of the piece of cargo.
LIN/Index	Line Identification Number and the corresponding Index Number for the piece of cargo.
CuFt	Cubic Feet of the piece of cargo.
ActWt	Actual Weight of the piece of cargo.

If the Vehicle and Cargo screen with your vehicle list is not currently displayed, use the following procedures to display it. As necessary, review the procedures in paragraph 8.3.3.1 above to access the VLP: ring menu.

a. Select Modify from the VLP: ring menu. The vehicles that you added to the new VLP in paragraph 8.3.3.1.2.2 will be displayed in the Equipment Selection screen.

Note: If the VLP you want to work with is not displayed, use the procedures in paragraph 8.3.3.1.1 to select the correct VLP before you select **Modify.**

b. Use the following procedures to select vehicles from your VLP that you want to work with during this session:

(1) Press **F10** to select all of the vehicles in your VLP, or,

(2) Use the cursor control keys to highlight the vehicles to be selected, and enter X beside the highlighted vehicle to select that vehicle. The cursor will move down one line and highlight the next vehicle. Repeat this process to select additional vehicles.

(a) A selected vehicle can be deselected by highlighting the selected vehicle and pressing **the SPACE BAR** to remove the X.

(b) Additional information on specific vehicles can be viewed by highlighting the vehicle and then pressing **F6. The Equipment Characteristics** window will be displayed with the Type Equipment Code **(TEC),** Length, Width,

Height and Weight of the vehicle. After viewing this dimensional information press **RETURN** to close the window and return to the Equipment Selection window.

c. When you are finished selecting vehicles, press **ESC** and the following prompt will be displayed:

Have you completed selecting Vehicles (y/n)?

(1) Enter **n** in response to this prompt and you will be returned to the Equipment Selection window where you can select or deselect additional vehicles. In this case, repeat the procedures in paragraphs **b.** and c. above.

(2) Enter y in response to this prompt and the Vehicle and Cargo screen will be displayed with the vehicle identification information and the dimensional data for the first selected vehicle as shown in Figure 8-30.

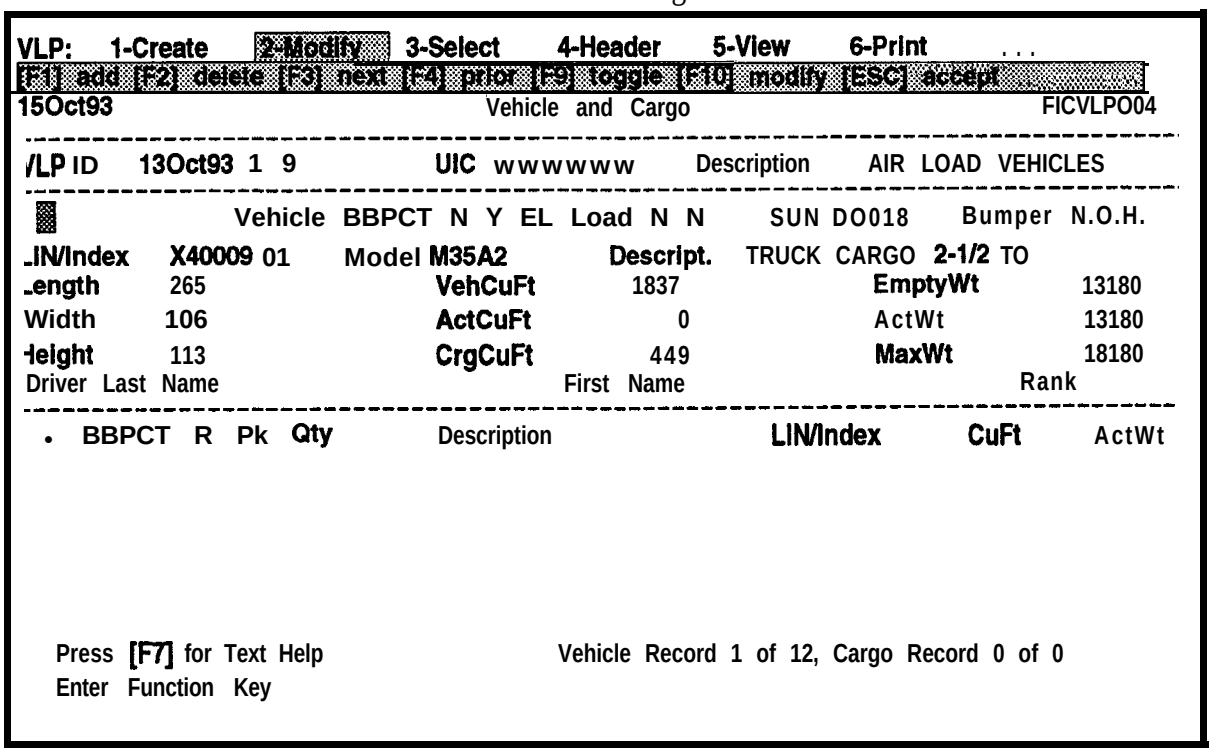


Figure 8-30. Vehicle and Cargo Screen Showing Vehicle Information for the First Selected Vehicle

8.3.3.1.2.3.1 Brinaina Vehicle Loads Forward as Carao.

When you added vehicles from the UEL to VLP in paragraph 8.3.3.1.2.2.1, only the vehicle was brought over to the VLP from the UEL. The load that was on that vehicle was not brought forward. However, a Y **in the** second part of **the EL Load** field on the Vehicle and Cargo screen indicates that the vehicle had a load that can also be brought forward from the UEL.

Use the following procedures to bring the vehicle loads forward from the UEL as VLP cargo items. The procedures in this paragraph are not applicable for vehicles that were added to the VLP from the ECR table.

a. If the Vehicle and Cargo screen with the appropriate vehicle list is not currently displayed on the screen, use the procedures in paragraphs 8.3.3.1.2.3 a through **c.** to display the correct list of vehicles.

b. Press F3 and/or F4 until a vehicle is displayed that has a Y in the second part of the **EL Load** field.

Remember: A message will be displayed at the bottom center of the screen: **Vehicle Record N of NN, Cargo Record** N **of** NN, where N is the number of the displayed record and NN is the total number of records selected.

c. Press **F10** to modify the vehicle data. Depending upon **the** data in **the Vehicle BBPCT** field, the cursor could move to one of two places:

(1) If there is a Y in **the** second part of **the Vehicle BBPCT** field, the cursor **will** move to **the** first part of **the Vehicle BBPCT** field. You can not change the information in this field so press RETURN to move the cursor to **the first** part of **the EL Load** field.

(2) If there is **an N** in the second part of **the Vehicle BBPCT** field, the cursor will move directly to **the** first part of **the EL Load** field.

d. When the cursor is in **the** first part of **the EL Load** field, use the following procedures:

(a) If you want to bring the load forward, enter **Y** in **the** first part of **the EL Load** field and press **RETURN.** The **Y** in **the** second part of **the EL Load** field will change to an X to indicate that the vehicle's load was brought forward to the VLP, and the cursor will move to **the Bumper** field. A load can be brought forward only once **so an X** in **the** second part of **the EL Load** field can not be changed in subsequent operations.

(b) If you do not want to bring the load forward, press **RETURN.** The cursor will move to the **Bumper** field.

e. When the cursor is in **the Bumper** field you can add or change **the** data **in the Bumper, Driver Last Name, First Name** and Rank fields. To do this:

(1) Enter the new information and press **RETURN to** exit each field. Any or all of these field can be left blank.

(2) When you **finish** making these entries, press **ESC. The** cursor will return to the **cursor location** at the left side of the screen under **the VLP ID** field.

f. Press F9 and four things will happen:

Note: The cursor must be in the cursor position at the left side of the screen under the VLP ID field before you can toggle to the bottom section of the screen to access the load(s)/cargo data.

(1) The data for the load that was brought over from the UEL will be displayed in the load information section at the bottom of the screen.

(2) The data in the ActCuFt and ActWt fields in the vehicle information section in the center of the screen will be incremented by the amounts shown in the CuFt and ActWt fields for the load(s) displayed in the load information section at the bottom of the screen.

(3) The Cargo Record counter in the lower right corner of the screen will indicate the number of cargo records that have been brought forward to the VLP.

(4) The cursor will move to the * (Cursor Location) field at the bottom of the screen.

g. At this point you can change the data in the Pk (Type Pack Code), and Qty fields. To do this, use the cursor control keys to highlight the load item to be updated, and press RETURN. The cursor will move to the Pk field.

Note: The BBPCT field is not used by this version of TC ACCIS even though some loads may have blocking, bracing, packing, crating, and tie-down materials. In these cases, a Y will be displayed in the second part of the BBPCT field and the cursor will move to the first part of the BBPCT field when RETURN is pressed. You can not change the data in this field so just press RETURN one more time to move the cursor to the Pk field.

(1) Enter the new Type Pack Code, or press F6 to select a new Type Pack Code from the Type Pack Code window, or retain the old Type Pack Code, and then press RETURN. The cursor will move to the Qty field.

(2) Enter the new Quantity that you want to bring forward from the UEL to this vehicle and then press RETURN. The data in the CuFt and ActWt fields in the load information section of the screen will be updated to reflect to new amounts and the ActCuFt and ActWt fields in the vehicle information section of the screen will be incremented by a corresponding amount. The cursor will move down one row and return to the * (Cursor Location) field at the left side of the screen where you can update another record.

(3) Repeat the procedures in paragraph g. until all the load changes are completed.

Note: If the amount displayed **in the ActCuFt** field is greater than the amount shown in the **CrgCuFt** field and/or the the amount displayed in **the ActWt** field of the vehicle information section is greater than the MaxWt field in the vehicle information section of the screen, a message will be displayed at the bottom of the screen that you must **redline or remove** cargo. This must be done before you can save the data and/or return to the vehicle information section of the screen.

h. If any of your changes produced a **redline or remove cargo** message, use the following procedures to correct the situation so you can exit from the load information section of the screen.

Note: You can use a combination of redline and/or delete procedures to reduce the ActCuFt and/or ActWt amounts down to an acceptable level.

(1) To **redline** a piece of equipment, **use the** cursor control keys to highlight that piece of equipment.

(a) Press **RETURN** until the cursor is in **the R (redline)** field.

(b) Enter Y and press **RETURN.** The cursor will move to the **Pk** field and the amount shown in **the ActCuFt** and **ActWt** fields in the vehicle section of the screen will be decremented by the amount shown in **the CuFt** and **ActWt** fields in the loads information section of the screen.

Note: Redlined cargo can still accompany the vehicle to the MPOE but it will have to be unloaded at the MPOE before shipment and it will be shipped separately from the vehicle.

(c) Repeat the procedures in paragraph **(1)** above until **the ActCuFt** and **ActWt** in the vehicle information section of the screen are less than the **CrgCuFt** and **MaxWt.**

(2) To remove cargo, use the cursor control keys to highlight that piece of equipment.

Note: Removed cargo is deleted from the VLP and will not be transported to the MPOE.

(a) Press F2 to delete this piece of equipment. A prompt will be displayed:

Are you sure you want to delete this cargo item (y/n)?

An **n** response will cancel the deletion process and the cursor will return to the load information section of the screen. The selected piece of cargo will still be in the load.

A y response will delete the piece of cargo. The amount shown in the **ActCuFt** and **ActWt** fields in the vehicle section of the screen will be decremented by the amount that was shown for the deleted item in **the CuFt** and **ActWt** fields in the loads information section of the screen. The cursor will return to the load information section of the screen.

(b) Repeat the procedures in paragraph (2) above until the **ActCuFt** and **ActWt** in the vehicle information section of **the** screen are less **than the CrgCuFt** and **MaxWt**.

Note: You can also add load(s)/cargo from the ECR table and by manual entry. While you are still in the load(s)/cargo section of the screen you may want to use the procedures in paragraphs 8.3.3.1.2.3.2 and/or 8.3.3.1.2.3.3 below to add additional loads or cargo to this vehicle.

i. If the cargo you have just added exceeds the cubic feet allowance for this vehicle, a message will be displayed at the bottom of the screen:

ActCuFt is over CrgCuFt limit, [F10] increase height, redline or remove cargo

(1) Use the procedures in paragraph **h.** above to redline or remove cargo, or,

(2) Press **F10** and the cursor will move to **the Height** field of the vehicle information section of the screen.

(3) Enter the **new height** (in inches) for the vehicle plus the load and press **ESC.** The cursor returns to **the * (cursor position)** of the loads/cargo section of the screen.

j. When all load(s)/cargo changes have been made, press F9 to return to the vehicle information section of the screen.

k. As necessary, repeat the procedures in paragraphs b. through **j.** above to select additional vehicles and bring their loads forward from the UEL.

1. When all loads have been brought forward from **the** UEL, make sure the cursor in the in **cursor location** at the left side of the screen under the **VLP ID** field, and then press **ESC.** A message will be displayed:

Have you completed processing equipment (y/n)?

(1) An n response to this message will return the cursor to the cursor location at the left side of the screen under the **VLP ID** field where you can continue to bring loads forward from the UEL.

(2) A y response to this message will end the process and you will be returned to the VLP: ring menu where you can select another option.

8.3.3.1.2.3.2 Selecting Cargo From the ECR Table.

Vehicles that were added to a VLP from the ECR table will not include loads or cargo. You must use the following procedures to add loads or cargo from the ECR table to these vehicles.

You may also want to use these procedures to add loads or cargo to vehicles that were added to your VLP from the UEL. In these cases, you should use the procedures in paragraph 8.3.3.1.2.3.1 above to bring loads forward from the UEL before you add loads or cargo to these vehicles from the ECR table.

When you have finished adding loads and cargo from the ECR table, you may want to use the procedures in paragraph 8.3.3.1.2.3.3 below to manually add loads and cargo to these vehicles.

Use the following procedures to add vehicle loads from the ECR table:

a. If the Vehicle and Cargo screen with the appropriate vehicle list is not currently displayed on the screen, use the procedures in paragraphs 8.3.3.1.2.3 **a.** through c. to display the correct list of vehicles.

b. Press F3 and/or F4 until a vehicle you want to work with is displayed in the vehicle information section of the screen.

Remember: A message will be displayed at the bottom center of the screen: **Vehicle Record** N **of** NN, Cargo **Record N of NN,** where N is the number of the displayed record and NN is the total number of records selected.

c. If you want to add or change **the** data in **the Bumper, Driver Last Name, First Name,** or **Rank** fields for this vehicle, press **F10.** These are all optional fields and these procedures may be bypassed if you do not want to add or change data in these fields.

(1) Depending upon **the** data in **the Vehicle BBPCT** and **EL Load** fields, the cursor could move to one of three places:

(a) **If** there is a **Y** in **the** second part of **the Vehicle BBPCT** field, the cursor will move to **the** first part of **the Vehicle BBPCT** field. The information in this field can not be changed. Press RETURN to move the cursor to the next field.

(b) If there is a **Y in the** second part of **the EL Load** field, the cursor will move to **the** first part of **the EL Load** field. A Y in this field indicates that a vehicle that was added to the VLP from the UEL has a load that can **also** be brought forward to the VLP.

If you want to bring the load forward, enter Y in the first part of the **EL Load** field and press **RETURN. The Y in the** second part of **the EL Load** field will change to an X to indicate that the vehicle's load was brought forward to the VLP, and the cursor will move to **the Bumper** field. A load can be brought forward only once **so an X** in **the** second part of **the EL Load** field can not

be changed in subsequent operations. When you access the load(s)/cargo information section of the screen (paragraph **d.** below), the load that was brought forward will be displayed in the load(s)/cargo section of the screen.

If you do not want to bring the load forward, press **RETURN.** The cursor will **move** to the **Bumper** field.

(c) If there is **an N** in **the** second part of both the **Vehicle BBPCT** and **EL Load** fields, the cursor will move directly to **the Bumper** field.

(2) When the cursor is in the **Bumper** field you can add or change the data in the **Bumper, Driver Last Name, First Name** and **Rank** fields. To do this:

(a) Enter the new information and press **RETURN** to exit each field. Any or **all** of these field can be left blank.

(b) When you **finish** making these entries, press **ESC.** The cursor will return to the **cursor location** at the left side of the screen under the **VLP ID** field.

d. Press **F9** and the cursor will move to **the * (cursor position)** field in the load(s)/cargo information section at the bottom of the screen.

Note: The cursor must be in the **cursor position** at the left side of the screen under **the VLP ID** field before you can toggle to the bottom section of the screen to access the load(s)/cargo data.

If the vehicle has a load that was brought forward from the UEL, the data for that load will be displayed. When this happens, **the** data in **the ActCuFt** and **ActWt** fields in the vehicle information section in the center of the screen will be incremented by the amounts shown in the **CuFt** and **ActWt** fields for the load(s) displayed in the load information section at the bottom of the screen. In addition, the Cargo Record counter in the lower right comer of the screen will indicate the number of cargo records that have been brought forward to the VLP.

e. Press **F1** to add loads or cargo from the ECR table. The Cargo Selection Parameters window **will** be displayed. This window allows you to enter the selection criteria for the items to be selected from the ECR table.

(1) Enter the search criteria for the cargo item(s) in the **Lin Index, Model** and/or **Description** fields. You can use any one field, or any combination of these fields. Wild card characters **(*** and ?) can be substituted for all or part of the data in any of these fields.

(2) Press RETURN to move to the next field.

(3) Press **ESC** when the search criteria have been entered. The Equipment Selection window will be displayed with a message at the bottom:

Finding cargo...

Depending upon the selection criteria, the search may take a minute or more. When the search is completed, the items corresponding to the search criteria will be displayed. A message will be displayed **Record N of NN** where N is the sequence number of the highlighted piece of cargo and NN is the total number of cargo items selected.

(4) Use the following procedures to select cargo items from the displayed list:

(a) Press **F10** to select all of the listed items, or,

CAUTION: Unless your selection criteria was very specific, the list of items selected from the ECR table may be very long and selecting all items will more than likely overload the weight and or cube capacity for the vehicle. Therefore, the **F10** option should be used only in the most limited circumstances.

(b) Use the cursor control keys to highlight the piece of cargo to be selected, and enter X beside the highlighted item to select it. The cursor will move down one line and highlight the next piece of cargo. Repeat this process to select additional pieces of cargo.

A selected piece of cargo can be deselected by highlighting the selected piece of cargo and pressing the **SPACE BAR** to remove the X.

Additional information on specific pieces of cargo can be viewed by highlighting the piece of cargo and then pressing **F6. The Equipment Characteristics** window will be displayed with the Type Equipment Code (TEC), Length, Width, Height and Weight of the piece of cargo. After viewing this dimensional information press **RETURN** to close the window and return to the Equipment Selection window.

(5) When you are finished selecting cargo, press **ESC** and the following prompt will be displayed:

Have you completed selecting Cargo (y/n)?

(a) Enter **n** in response to this prompt and you will be returned to the Equipment Selection window where you can select or deselect additional pieces of cargo. In this case, repeat the procedures in paragraph e. above.

(b) Enter y in response to this prompt and the Vehicle and Cargo screen will be displayed with the cargo identification information and the dimensional data for the first five pieces of selected equipment will be displayed as shown in Figure 8-31.

f. If the amount displayed in **the ActCuFt** field is greater than the amount shown in the **CrgCuFt** field and/or the the amount displayed **in the ActWt** field of the vehicle

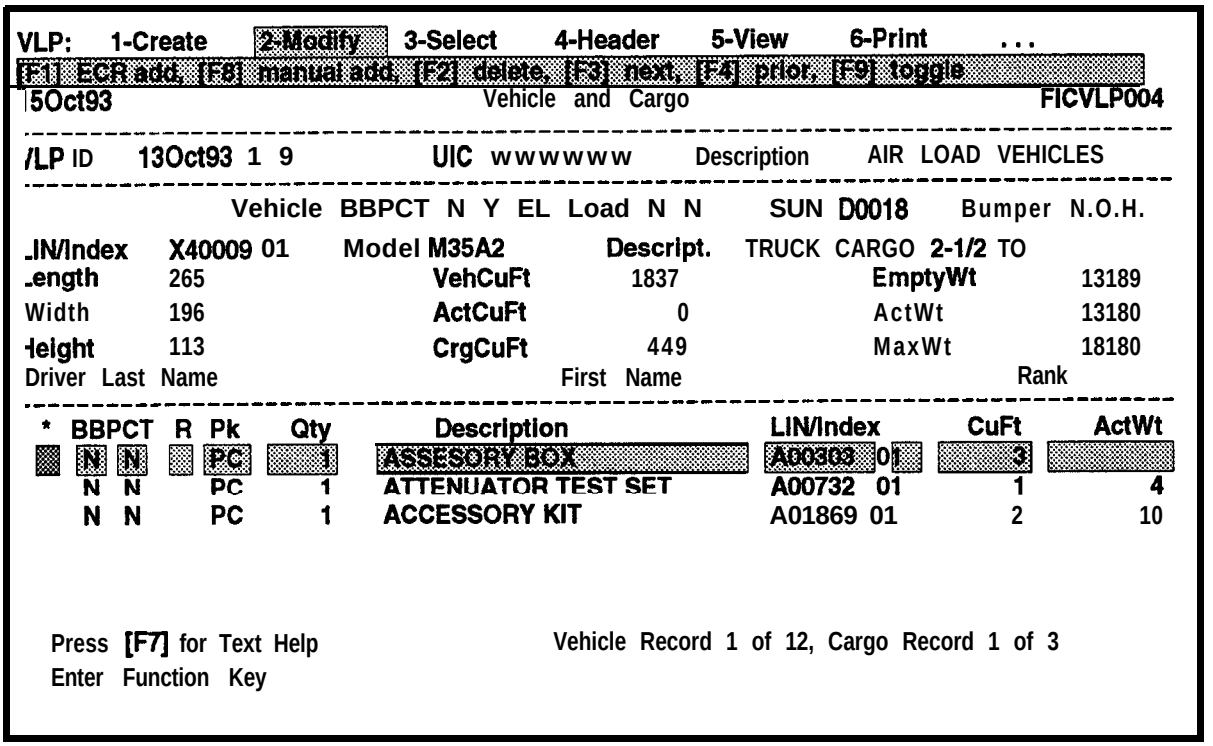


Figure 8-31. Vehicle and Cargo Screen Showing Cargo Information for Selected Cargo

information section is greater **than the MaxWt** field in the vehicle information section of the screen, a message will be displayed at the bottom of the screen:

ActWt is over MaxWt limit, redline or remove cargo

When you get this message, you must reduce the weight and/or cube of the cargo so that it is within the **limits** for the total weight and cube limits for the vehicle before you can exit from the **load(s)/cargo** information section of the screen and return to the vehicle information section of the screen.

Note:

You can use a combination of redline and/or delete procedures to reduce the ActCuFt and/or ActWt amounts down to an acceptable level.

Redlined cargo can still accompany the vehicle to the MPOE but it will have to be unloaded at the MPOE before shipment and it will be shipped separately from the vehicle.

Removed cargo is deleted from the **VLP** and will not be transported to the MPOE.

(1) To redline pieces of cargo, use the cursor control keys to highlight the load item to be modified, and press **RETURN.** The cursor will move to the **R (Redline)** field.

Note: The **BBPCT** field is not used by this version of TC ACCIS even though some loads may have blocking, bracing, packing, crating, and tie-down materials. In these cases, a Y will be displayed **in the** second part of **the BBPCT** field and the cursor will move to **the** first part of **the BBPCT** field when RETURN is pressed. You can not change the data in this field so just press RETURN one more time to move the cursor to the **Pk** field.

(a) Enter Y and press **RETURN. The** cursor will move to the **Pk** field and the amount shown **in the ActCuFt** and **ActWt** fields in the vehicle section of the screen will be decremented by the amount shown in **the CuFt** and **ActWt** fields in the loads information section of the screen.

(b) Repeat the procedures in paragraph **(1)** above until you have redlined all the pieces of cargo that will accompany you to the MPOE.

(2) To remove cargo, use the cursor control keys to highlight that piece of equipment.

(a) Press F2 to delete this piece of equipment. A prompt will be displayed:

Are you sure you want to delete this cargo item (y/n)?

An **n** response will cancel the deletion process and the cursor will return to the load information section of the screen. The selected piece of cargo will still be in the load.

A y response will delete the piece of cargo. The amount shown in the **ActCuFt** and **ActWt** fields in the vehicle section of the screen will be decremented by the amount that was shown for the deleted item in **the CuFt** and **ActWt** fields in the loads information section of the screen. The cursor will return to the load information section of the screen. If your load still exceeds the cube and/or weight limits, the following message will be displayed again:

ActWt is over MaxWt limit, redline or remove cargo

(b) Repeat the procedures in paragraph (2) above until you have deleted all the pieces of cargo that will not accompany you the MPOE.

(3) As necessary, repeat the procedures in paragraphs **(1)** and (2) above until the **ActCuFt** and **ActWt** amounts are within the load limits for the vehicle.

g. When your load is within the limits for the vehicle, you can change the Type Pack Code and Quantity for any piece of cargo. To do this, press **RETURN** until the cursor is in the **Pk** field.

(1) Enter the new **Type Pack Code,** or press F6 to select a new **Type Pack Code** from the Type Pack Code window, or retain the old **Type Pack Code,** and then press RETURN. The cursor will move to the **Qty** field.

(2) Enter **the** new **Quantity** that you want to bring forward from the UEL to this vehicle and then press **RETURN.** The data in the **CuFt** and **ActWt** fields in the load information section of the screen will be updated to reflect to new amounts and **the ActCuFt** and **ActWt** fields in the vehicle information section of the screen will be incremented by a corresponding amount. The cursor will move down one row and return to the * **(Cursor Location)** field at the left side of the screen where you can update another record.

Note: Changing the Quantity may cause a **redline or remove cargo** message to be displayed at the bottom of the screen. If this happens, perform the procedures in paragraph **h.** above until **the redline or remove cargo** conditions have been corrected.

(2) Repeat the procedures in paragraph g. until all the load changes are completed.

h. If the cargo you have just added exceeds the cubic feet allowance for this vehicle, a message will be displayed at the bottom of the screen:

ActCuFt is over CrgCuFt limit, [F10] increase height, redline or remove cargo

(1) Use the procedures in paragraph **f.** above to redline or remove cargo, or,

(2) Press **F10** and the cursor will move to **the Height** field of the vehicle information section of the screen.

(3) Enter **the new height** (in inches) for the vehicle plus the load and press ESC. The cursor returns to the *** (cursor position)** of the loads/cargo section of the screen.

i. When all load(s)/cargo changes have been made, press **F9** to return to the vehicle information section of the screen.

j. As necessary, repeat the procedures in paragraphs **b.** through **i.** above to select additional pieces of cargo from the ECR table.

k. When you are satisfied that all loads and cargo have been added from the ECR table, make sure the cursor is the in **cursor location** at the left side of the screen under the **VLP** ID field, and then press **ESC.** A message will be displayed:

Have you completed processing equipment (y/n)?

(1) An **n** response to this message will return the cursor to the cursor location at the left side of the screen under **the VLP ID** field where you can continue to add vehicles or loads to this VLP.

(2) A y response to this message will end the process and you will be returned to the VLP: ring menu where you can select another option.

8.3.3.1.2.3.3 Adding Cargo Manually.

Vehicles that were added to a VLP from the ECR table will not include loads or cargo. You can use the following procedures to manually add loads or cargo to these vehicles.

You may also want to use these procedures to add loads or cargo to vehicles that were added to your VLP from the UEL. In these cases, you should use the procedures in paragraph 8.3.3.1.2.3.1 above to bring loads forward from the UEL before you manually add loads or cargo to these vehicles.

Use the following procedures to manually add cargo to a load plan:

a. If the Vehicle and Cargo screen with the appropriate vehicle list is not currently displayed on the screen, use the procedures in paragraphs 8.3.3.1.2.3 **a.** through c. to display the correct list of vehicles.

b. Press F3 and/or F4 until the vehicle you want to work with is displayed.

Remember: A message will be displayed at the bottom center of the screen: **Vehicle Record N of NN, Cargo Record N of NN,** where N is the number of the displayed record and NN is the total number of records selected.

c. If you want to add or change the data in the **Bumper, Driver Last Name, First Name,** or **Rank** fields for this vehicle, press **F10. These are** all optional fields and these procedures may be bypassed if you do not want to add or change data in these fields.

(1) Depending upon the data in the **Vehicle BBPCT** and **EL Load** fields, the cursor could move to one of three places:

(a) If there is a **Y** in the second part of the **Vehicle BBPCT** field, the cursor will move to the first part of the **Vehicle BBPCT** field. You can not change the information in this field so press **RETURN** to move the cursor to the next field.

(b) If there is a Y in the second part of the **EL Load** field, the cursor will move to the first part of the **EL Load** field. A Y in this field indicates that a vehicle that was added to the VLP from the UEL has a load that can also be brought forward to the VLP.

If you want to bring the load forward, enter Y in the first part of the **EL Load** field and press **RETURN. The Y in the** second part of the **EL Load** field will change to an X to indicate that the vehicle's load was brought forward to the VLP, and the cursor **will** move to **the Bumper** field. A load can be brought forward **only** once **so an X in the** second part of **the EL Load** field can not be changed in subsequent operations. When you access the **load(s)/cargo** information section of the screen (paragraph **d.** below), the load that was brought forward will be displayed in the load(s)/cargo section of the screen.

If you do not want to bring the load forward, press **RETURN.** The cursor will move to **the Bumper** field.

(c) **If** there is an **N** in **the** second part of both the **Vehicle BBPCT** and **EL Load** fields, the cursor will move directly to **the Bumper** field.

(2) When the cursor is in **the Bumper** field you can add or change the data in the **Bumper, Driver Last Name, First Name** and **Rank** fields. To do this:

(a) Enter the new information and press **RETURN** to exit each field. Any or **all** of these field can be left blank.

(b) When you finish making these entries, press **ESC.** The cursor will return to the **cursor location** at the left side of the screen under the **VLP ID** field.

d. Press F9 and the cursor will move to **the * (cursor position)** field in the load(s)/cargo information section at the bottom of the screen.

Note: The cursor must **be in the cursor position** at the left side of the screen under **the VLP** ID field before you can toggle to the bottom section of the screen to access the load(s)/cargo data.

If the vehicle has a load that was brought forward from the UEL, the data for that load will be displayed. When this happens, the data in the **ActCuFt** and **ActWt** fields in the vehicle information section in the center of the screen will be incremented by the amounts shown in **the CuFt** and **ActWt** fields for the load(s) displayed in the load information section at the bottom of the screen. In addition, the Cargo Record counter in the lower right corner of the screen will indicate the number of cargo records that have been brought forward to the VLP.

e. Press **F8** and the Manual Entry of Cargo and BBPCT Load Items screen will be displayed. The cursor will **be** in **the BBPCT** field.

(1) If you are entering BBPCT material **as cargo,** enter **Y in the BBPCT** field. The cursor will move to the **Description** field.

(a) Enter a **description** for the BBPCT material and press RETURN. The cursor will move to the ActWt field.

(b) Enter the **actual weight of the BBPCT material** and press **ESC.** A prompt **will** be displayed:

Record added, do you want to enter another one (y/n)?

Enter **n** if you do not want to add any more cargo. The window will close and the cursor will return to **the * (cursor position)** field and the item(s) you just entered will be displayed in the loads/cargo section at the bottom of the Vehicle and Cargo screen, or,

Enter y and the cursor will return to the **BBPCT** field of the Manual Entry of Cargo and BBPCT Load Items window.

Note: BBPCT material is used in or on a vehicle or trailer to protect cargo during transit. The weight of BBPCT is included in the load weights, but the cubic dimensions are considered to be zero. For this reason, if y is entered in the **BBPCT** field, the cursor will not enter the fields for dimensional data.

(2) If you do not want to enter BBPCT materials as cargo, press **RETURN** to accept the default **N** in the **BBPCT** field. The cursor will move to **the Description** field.

(a) Enter a brief description of the cargo and press **RETURN.** The cursor moves to the **TEC** field.

(b) Enter **the Type Equipment Code (TEC)** and press **RETURN** or press F6 for help. IfF6 is pressed, the Type Equipment Code window will be displayed with a list of available codes.

Use the cursor control keys to highlight the desired TEC, and press **ESC** to accept it.

Press **RETURN** to move to the **Length** field.

(c) Enter the **length** (in inches) of the cargo and press **RETURN.** The cursor will move to **the Width** field.

(d) Enter **the width** (in inches) of the cargo and press **RETURN.** The cursor will move to **the Height** field.

(e) Enter **the height** (in inches) of the cargo and press **RETURN.** The cursor will move to **the ActWt** field.

(f) Enter **the actual weight** of **the cargo** and press **RETURN. The cubic feet** for this cargo item will be automatically computed and displayed in **the CuFt** field. The cursor will move to the **BBPCT** field.

(g) Press ESC and a prompt will be displayed:

Record added, do you want to enter another one (y/n)?

Enter **n** if you do not want to add any more cargo. The window will close and the cursor **will** return to **the * (cursor position)** field and the item(s) you just entered will be displayed in the loads/cargo section at the bottom of the Vehicle and Cargo screen, or,

Enter y and the cursor will return to the **BBPCT** field of the Manual Entry of Cargo and BBPCT Load Items window.

f. If the amount displayed in the ActCuFt field is greater than the amount shown in the CrgCuFt field and/or the the amount displayed in the ActWt field of the vehicle information section is greater than the MaxWt field in the vehicle information section of the screen, a message will be displayed at the bottom of the screen:

ActWt is over MaxWt limit, redline or remove cargo

When you get this message, you must reduce the weight and/or cube of the cargo so that it is within the limits for the total weight and cube limits for the vehicle before you can exit from the load(s)/cargo information section of the screen and return to the vehicle information section of the screen.

Note: You can use a combination of redline and/or delete procedures to reduce the ActCuFt and/or ActWt amounts down to an acceptable level.

Redlined cargo can still accompany the vehicle to the MPOE but it will have to be unloaded at the MPOE before shipment and it will be shipped separately from the vehicle.

Removed cargo is deleted from the VLP and will not be transported to the MPOE.

(1) To redline pieces of cargo, use the cursor control keys to highlight the load item to be modified, and press **RETURN.** The cursor will move to the **R (Redline)** field.

Note: The **BBPCT** field is not used by this version of TC ACCIS even though some loads may have blocking, bracing, packing, crating, and tie-down materials. In these cases, a Y will be displayed in the second part of the BBPCT field and the cursor will move to the first part of the BBPCT field when RETURN is pressed. You can not change the data in this field so just press RETURN one more time to move the cursor to the **Pk** field.

(a) Enter Y and press **RETURN.** The cursor will move to the **Pk** field and the amount shown in the ActCuFt and ActWt fields in the vehicle section of the screen will be decremented by the amount shown in the CuFt and ActWt fields in the loads information section of the screen.

(b) Repeat the procedures in paragraph **(1)** above until you have redlined all the pieces of cargo that will accompany you to the MPOE.

(2) To remove cargo, use the cursor control keys to highlight that piece of equipment.

(a) Press **F2** to delete this piece of equipment. A prompt will be displayed:

Are you sure you want to delete this cargo item (y/n)?

An **n** response will cancel the deletion process and the cursor will return to the load information section of the screen. The selected piece of cargo will still be in the load.

A y response will delete the piece of cargo. The amount shown in the **ActCuFt** and **ActWt** fields in the vehicle section of the screen will be decremented by the amount that was shown for the deleted item in **the CuFt** and **ActWt** fields in the loads information section of the screen. The cursor will return to the load information section of the screen. If your load still exceeds the cube and/or weight limits, the following message will be displayed again:

ActWt is over MaxWt limit, redline or remove cargo

(b) Repeat the procedures in paragraph (2) above until you have deleted all the pieces of cargo that will not accompany you the MPOE.

(3) As necessary, repeat the procedures in paragraphs **(1)** and (2) above until the **ActCuFt** and **ActWt** amounts are within the load limits for the vehicle.

g. When your load is within the limits for the vehicle, you can change the Type Pack Code and Quantity for any piece of cargo. To do this, press **RETURN** until the cursor is in the **Pk** field.

(1) Enter the new **Type Pack Code,** or press **F6** to select a new **Type Pack Code** from the Type Pack Code window, or retain **the** old **Type Pack Code,** and then press **RETURN.** The cursor will move to the **Qty** field.

(2) Enter **the** new **Quantity** that you want to bring forward from the UEL to this vehicle and then press **RETURN.** The data in **the CuFt** and **ActWt** fields in the load information section of the screen will be updated to reflect to new amounts and **the ActCuFt** and **ActWt** fields in the vehicle information section of the screen will be incremented by a corresponding amount. The cursor will move down one row and return to the * (Cursor **Location)** field at the left side of the screen where you can update another record.

Note: Changing the Quantity may cause a **redline or remove cargo** message to be displayed at the bottom of the screen. If this happens, perform the procedures in paragraph **h.** above until **the redline or remove** cargo conditions have been corrected.

(3) Repeat the procedures in paragraph g. until all the load changes are completed.

h. If the cargo you have just added exceeds the cubic feet allowance for this vehicle, a message will be displayed at the bottom of the screen:

ActCuFt is over CrgCuFt limit, [F10] increase height, redline or remove cargo

(1) Use the procedures in paragraph **f.** above to redline or remove cargo, or,

(2) Press **F10** and **the** cursor will move to **the Height** field of the vehicle information section of the screen.

(3) Enter **the new height** (in inches) for the vehicle plus the load and press ESC. The cursor returns to **the * (cursor position)** of the loads/cargo section of the screen.

i. When all load(s)/cargo changes have been made, press **F9** to return to the vehicle information section of the screen.

j. As necessary, repeat the procedures in paragraphs **b.** through **i.** above to manually add additional pieces of cargo.

k. When you are satisfied that all loads and cargo have been manually added, make sure the cursor is the in cursor **location** at the left side of the screen under the **VLP ID** field, and then press **ESC.** A message will be displayed:

Have you completed processing equipment (y/n)?

(1) An **n** response to this message will return the cursor to the cursor location at the left side of the screen under the VLP **ID** field where you can continue to add vehicles or loads to this VLP.

(2) A y response to this message will end the process and you will be returned to the VLP: ring menu where you can select another option.

8.3.3.1.3 Modifvina an Existina Vehicle Load Plan.

Modifying a VLP allows you to add or delete vehicles in the Load Plan and/or change the load on the vehicles. Use the following procedures to modify the Vehicle Load Plan. As necessary, review the procedures in paragraph 8.3.3.1 above (page 8-82) to access the VLP: ring menu.

a. Select **Modify** from the VLP: ring menu.

(1) If you have previously selected a VLP by using **the Select, Header, View, Print, Delete,** or **Copy** options from the VLP: ring menu, the vehicles in that VLP **will** be displayed in the Equipment Selection screen. In this case, continue with the procedures in paragraph **b.** below.

(2) If you have not previously selected a VLP by using the **Select, Header, View, Print, Delete,** or **Copy** options from the VLP: ring menu, the cursor will move to **the VLP ID** field.

(a) Enter a VLP ID, and then press **ESC,** or,

(b) Press F6 to display a list of VLP **IDs** for modification. If F6 is pressed; use the cursor control keys to highlight the desired VLP ID and then press **ESC** to select it.

(c) In either case, the Equipment Selection window will be displayed with a list the vehicles for this load plan.

b. At the Equipment Selection screen, you can modify the load card for all the vehicles in the load, or you can modify the load card for only selected vehicles.

(1) To modify the load cards for all the displayed vehicles, press **F10,** or,

(2) To modify a load card for only selected vehicles, use the cursor control keys to highlight the desired vehicle(s), and then enter an X next to each vehicle that is to have a load card modified.

Note: A Vehicle that has been selected for modifying can be deselected by using the cursor control keys to highlight that vehicle and pressing **the SPACE BAR.** This will remove the X that was used to select the vehicle.

Note: Additional information on specific vehicles can be viewed by using the cursor control keys to highlight the vehicle and then pressing **F6. The Equipment Characteristics** window will be displayed with the Type Equipment Code **(TEC),** Length, Width, Height and Weight of the vehicle. After viewing this dimensional information **press Return** to close the window.

c. When all of the vehicles have been selected for modification, press **ESC.** A prompt will be displayed:

Have you completed selecting Vehicles (y/n)

(1) Enter **n** in response to this prompt and you will be returned to the Equipment Selection window where you can select or deselect additional vehicles. In this case, repeat the procedures in paragraphs **b.** and c. above.

(2) Enter y in response to this prompt and the data for the first vehicle in the Load Plan will be displayed in the Vehicle and Cargo screen.

d. At the Vehicle and Cargo screen you have several options available.

(1) Press **F1** to add another vehicle to your Load Plan. The Vehicle Selection Parameters window will be displayed with a prompt:

Select Vehicles form EL or ECR

(a) To select vehicles from an Equipment List, follow the procedures beginning in paragraph 8.3.3.1.2.2. lb above (page 8-88).

(b) To select vehicles from the ECR table, follow the procedures beginning in paragraph **8.3.3.1.2.2.2b** above (page 8-92).

(2) Press **F2** to **Delete** the displayed vehicle from the VLP. A message will be displayed:

Are you sure you want to delete vehicle/cargo (y/n)?

Enter **n** to abort the deletion action or enter y to delete this vehicle **and its cargo** from the VLP. The vehicle identification information and the dimensional data for the next vehicle in this VLP will be displayed in the Vehicle and Cargo screen.

Note: You can use the procedures in paragraph (2) in conjunction with the procedures in paragraphs (3) and (4) below to display and delete other vehicles from this VLP.

(3) Press F3 to display the vehicle identification information and the dimensional data for the next selected vehicle.

(4) Press F4 to display the vehicle identification information and the dimensional data for the previous vehicle.

(5) Press F9 to modify the load for the displayed vehicle. The cursor will move to the bottom section of the Vehicle and Cargo screen

Note: The cursor must be in the cursor **position** at the left side of the screen under **the VLP** ID field before you can toggle to the bottom section of the screen to access the load(s)/cargo data.

If the vehicle has a load that was brought forward from the UEL, the data for that load will be displayed. When this happens, the data in **the ActCuFt** and **ActWt** fields in the vehicle information section in the center of the screen will be incremented by **the** amounts shown in **the CuFt** and **ActWt** fields for the load(s) displayed in the load information section at the bottom of the screen. In addition, the Cargo Record counter in the lower right corner of the screen will indicate the number of cargo records that have been brought forward to the VLP.

From this location you have several options:

(a) Use the cursor control keys to highlight the desired cargo item:

- Press RETURN until the cursor is in the field you want to change. You can change the information in **the R (Redline), TPC (Type Pack Code),** and **Quantity** fields.

- Enter the new data by typing over the displayed information and press **RETURN** after each entry. When you press RETURN from the Quantity field, the cursor moves down one line and highlights the next cargo item.

(b) Press **F1** to add more cargo from the ECR table, and then follow the procedures beginning with paragraph 8.3.3.1.2.3.2e (page 8-107).

(c) Press **F8** to manually add more cargo, and then follow the procedures beginning with paragraph 8.3.3.1.2.3.3e (page S-113).

(d) Press F2 to **Delete** the highlighted piece of cargo from the displayed vehicle. A message will be displayed:

Are you sure you want to delete this cargo item (y/n)?

Enter **n** to abort the deletion action or enter y to delete this cargo item from the vehicle. The information for the next piece of cargo on this vehicle will be displayed.

(e) Press F3 to display the next group of cargo items for this vehicle, if the vehicle has more cargo items than can be displayed on the screen at one time.

(f) Press F4 to display the previous group of cargo items for this vehicle, if the vehicle has more cargo items than can be displayed on the screen at one time.

(g) Press F9 to return to the vehicle information section of the screen.

(6) Press **F10** to modify the vehicle data. The cursor will move to the **BBPCT** field. You can change the information in the **Bumper, Driver Last Name, Driver First Name,** and **Rank** fields. Any of these field can also be left blank.

(a) Press RETURN until the cursor is in the field where you want to make the change.

(b) Enter the new data by typing over the displayed information and press **RETURN.**

(c) Repeat the procedures in paragraphs (a) and (b) above until all the changes have been made.

(d) When the all the desired **changes** have been made, press **ESC** to save your changes. The cursor will return to the position at the left of the screen just below **the VLP ID** field where you can make another selection.

e. When all of your modifications to the VLP have been made, press **ESC** to save them. A message will be displayed:

Have you completed processing equipment (y/n)?

(1) An **n** response to this message will return the cursor to the cursor location at the left side of the screen under the **VLP ID** field where you can continue to modify vehicles and/or loads for this VLP.

(2) A y response to this message will end the process and you will be returned to the VLP: ring menu where you can select another option.

8.3.3.1.4 Printing a Vehicle Load Plan,

Printing a VLP refers to printing of Load Cards (FORSCOM Form 285R) for vehicles in the Load Plan. To print Vehicle Load Cards for vehicles in a load plan, complete the following procedure. As necessary, review the procedures in paragraph 8.3.3.1 above to access the VLP: ring menu.

a. Select **Print** from the VLP: ring menu.

(1) If you have previously selected a VLP by using **the Modify,** Select, **Header, View, Delete,** or **Copy** options from the VLP: ring menu, the vehicles in that VLP will be displayed in the Equipment Selection screen. In this case, continue with the procedures in paragraph e. below.

(2) If you have not previously selected a VLP by using the **Modify, Select, Header, View, Delete,** or **Copy** options from the VLP: ring menu, the cursor **will** move to the **VLP** ID field.

(a) Enter a VLP ID, and then press **ESC,** or,

(b) Press F6 to display a list of VLP **IDs** for modification. If F6 is pressed, use the cursor control keys to highlight the desired VLP ID and then press **ESC** to select it.

(c) In either case, the Equipment Selection window will be displayed with a list the vehicles for this load plan.

b. At the Equipment Selection screen, you can print the load card for all the vehicles in the load, or you can print the load card for only selected vehicles.

(1) To print a load card for each of the displayed vehicles, press **F10,** or,

(2) To print a load card for only selected vehicles, use the cursor control keys to highlight the desired vehicle(s), and then enter an X next to each vehicle that is to have a load card printed.

Note: A Vehicle that has been selected for printing can be deselected by using the cursor control keys to highlight that vehicle and pressing the **SPACE BAR.** This will remove the X that was used to select the vehicle.

Note: Additional information on specific vehicles can be viewed by using the cursor control keys to highlight the vehicle and then pressing **F6. The Equipment Characteristics** window will be displayed **with** the Type Equipment **Code (TEC),** Length, Width, Height and Weight of the vehicle. After viewing this dimensional information press **Return** to close the window.

c. When all of the vehicles have been selected for printing, press **ESC.** A prompt will be displayed:

Have you completed selecting Vehicles (y/n)

(1) Enter **n** in response to this prompt and you will be returned to the Equipment Selection window where you can select or deselect additional vehicles. In this case, repeat the procedures in paragraphs **b.** and c. above.

(2) Enter y in response to this prompt and **the Vehicle Load Card Parameters** window will be displayed. You will be prompted to:

Enter your unique 3 character identifier

d. Enter a unique three character identifier for the load card print file and press **RETURN.** The cursor will move to **the Central Printer** field. This field gives you the option to have your load cards printed on the default printer for the minicomputer, or to create a file that can be downloaded for printing on a printer connected to a microcomputer.

(1) Enter y and press **RETURN** to print the selected load card(s) on the default printer for the minicomputer.

(2) Enter **n** and press **RETURN** to create a file with the three character extension that was entered in paragraph **h.** above. This file can be download later to a microcomputer for printing.

(3) In either case, the cursor will move to **the Vehicle Load Card Date Compiled** field.

e. Press **ESC** to accept the default (current) date and send the print job to the printer. After the report has printed, the cursor returns to the VLP: ring menu where you can select another option.

8.3.3.1.5 Viewing a Vehicle Load Plan.

The **View** option allows the user to view on screen vehicle load plan data as this data appears on vehicle load cards (FORSCOM 285R). To view Vehicle Load Cards for vehicles in a load plan, complete the following procedure. As necessary, review the procedures in paragraph 8.3.3.1 above to access the VLP: ring menu.

a. Select **View** from the VLP: ring menu. The cursor moves to the VLP ID field.

(1) If you have previously selected a VLP by using the **Modify, Select, Header, Print, Delete,** or **Copy** options from the VLP: ring menu, the vehicles in that VLP will be displayed in the Equipment Selection window. In this case, continue with the procedures in paragraph e. below.

(2) If you have not previously selected a VLP by using **the Modify, Select, Header, Print, Delete,** or **Copy** options from the VLP: ring menu, the cursor will move to **the VLP ID** field.

(a) Enter a VLP ID, and then press **ESC,** or,

(b) Press F6 to display a list of VLP IDs for modification. If F6 is pressed, use the cursor control keys to highlight the desired VLP ID and then press **ESC** to select it.

(c) In either case, the Equipment Selection window with a list of the vehicles for this load plan.

b. At the Equipment Selection window, you can view the load card for all the vehicles in the load, or you can view the load card for only selected vehicles.

(1) To view a load card for each of the displayed vehicles, press **F10,** or,

(2) To view a load card for only selected vehicles, use the cursor control keys to highlight the desired vehicle(s), and then enter an X next to each vehicle that is to have a load card printed.

Note: A Vehicle that has been selected for viewing can be deselected by using the cursor control keys to highlight that vehicle and pressing the **SPACE BAR.** This will remove the X that was used to select the vehicle.

Note: Additional information on specific vehicles can be viewed by using the cursor control keys to highlight the vehicle and then pressing F6. The **Equipment Characteristics** window will be displayed with the Type Equipment Code (TEC), Length, Width, Height and Weight of the vehicle. After viewing this dimensional information press **Return** to close the window.

c. When all of the vehicles have been selected for viewing, press **ESC.** A prompt will be displayed:

Have you completed selecting Vehicles (y/n)

(1) Enter **n** in response to this prompt and you will be returned to the Equipment Selection window where you can select or deselect additional vehicles. In this case, repeat the procedures in paragraphs **b.** and c. above.

(2) Enter y in response to this prompt and **the Vehicle Load Card Parameters** window will be displayed. You will be prompted to:

Enter your unique 3 character identifier

d. Enter a unique three character identifier for the load card print file and press **RETURN. The** cursor will move to **the Vehicle Load Card Date Compiled** field. The current date will be displayed in this field.

e. Press **ESC** to accept the default (current) date. The top section of the load card for the first vehicle will be displayed.

(1) Continue pressing RETURN until you have viewed all the load cards in the VLP. When all the load cards have been viewed, a Summary of Vehicle Load Cards screen will be displayed that shows the VLP ID, UIC, and VLP Description for the VLP, plus the:

Total Vehicles/Trailers:
Deleted Vehicles/Trailers:
Total Actual Weight:
Total Empty Weight:
Total Cargo Weight:

(2) Press **Ctrl-C** to abort the viewing and return to the to the VLP: ring menu

Note: At any time during the viewing, you can press **Ctrl-C** to abort the viewing and return to the to the VLP: ring menu.

8.3.3.1.6 Deletina a Vehicle Load Plan.

The **Delete** option allows the user to delete a complete vehicle load plan. To Delete a Vehicle Load Plan, complete the following procedure. As **necessary,** review the procedures in paragraph 8.3.3.1 above to access the VLP: ring menu.

a. Select **Delete** from the VLP: ring menu.

(1) If you have previously selected a VLP by using the **Modify, Select, Header, View, Print** or **Copy** options from the VLP: ring menu, the vehicles in that VLP will be displayed in the Equipment Selection screen. In this case, continue with the procedures in paragraph e. below.

(2) If you have not previously selected a VLP by using the **Modify, Select, Header, View, Print** or **Copy** options from the VLP: ring menu, the cursor will move to **the VLP ID** field.

(a) Enter a VLP ID, and then press **ESC,** or,

(b) Press F6 to display a list of VLP **IDs** for modification. If F6 is pressed, use the cursor control keys to highlight the desired VLP ID and then press **ESC** to select it.

b. In either case, the **Delete Entire Vehicle Load Plan** window will be displayed near the bottom center of the screen, and the following prompt will be displayed above **it:**

Are you sure you want to delete this VLP? (y/n)?.

(1) Enter **n** in response to this prompt if you want to abort this process. You will be returned to the VLP: ring menu where you can select another option.

(2) Enter y in response to this prompt and the load plan you have selected will be deleted. You will be returned to the VLP: ring menu where you can select another option.

(3) At any time during this process you can press Ctrl-C to abort the Delete process and return to the VLP: ring menu where you can select another option.

8.3.3.1.7 Copvina a Vehicle Load Plan.

This Function is not yet Implemented.

8.3.3.2 Container Load Planning.

This Function is not yet Implemented.

8.3.3.3 Pallet Load Plannina.

This Function is not yet implemented.

a.4 Related Processing.

Not Applicable.

8.5 Data Backup.

The TC ACCIS System Administrator will schedule and conduct all data backups. The end user should contact the TC ACCIS System Administrator to make special arrangements if a special backup is required for any reason.

8.6 Recover-v from Errors and Malfunctions.

The TC ACCIS functions are supported by Error Messages that are displayed at the bottom of the screen whenever a processing error condition is encountered. The end user should follow these instructions to correct the error. In the event the error or malfunction can not be corrected by following these instructions, the end user should contact the TC ACCIS System Administrator for assistance.

8.7 Messaaes.

Messages can be generated from four sources.

a. The TC ACCIS software can generate messages that are tailored to the situation and/or context of where you are working within TC ACCIS. The TC ACCIS messagesthat may be encountered in the Load Planning Function are listed below.

(1) TC ACCIS messages can be one of three types.

(a) Information Messages provide information that is appropriate for the operation you are performing at the time the message is displayed. You are not required to respond to this message in any way.

(b) Error Messages indicate you have attempted to perform an operation that can not be done in the current context. For example, you may have tried to enter the wrong type data into a screen field, or tried to select and option number that is not available on the current menu. When an error message is displayed, you must take some corrective action in order to resume operations.

(c) A Prompt indicates that you are required to enter some specific type data or respond to a question displayed on the screen. You must perform the specified action to resume operations.

(2) TC ACCIS messages are designed to be self explanatory

b. Messages generated by the SCO UNIX Operating System and the Informix 4GL Database Management Software are generally an indication that there is a serious problem in the operation of the system. In most cases they will ask you to contact your System Administrator. The SCO UNIX and Informix 4GL messages are not included in the list below. If you encounter a message that is not included in the list below or any message that is not clearly understood, contact you System Administrator for assistance.

List of Load Planning Messages

1st Alternate Car not found

1 st Alternate Car/Variant not found

2nd Alternate Car not found

2nd Alternate Car/Variant not found

3rd Alternate Car not found

3rd Alternate Car/Variant not found

4th Alternate Car not found

4th Alternate Car/Variant not found

5th Atternate Car not found

5th Alternate Car/Variant not found

A

A Load List exists for Type Data Code. Do you wish to reload

A new VLP Header has been created, use Modify to add vehicles

A Rail Load Plan with this Type Data Code and Train Assignment exists

A setup has not been defined for TDC and Train [train]

A SUN must be entered before a Train Assignment

A TDC must be entered

A Train Assignment is required

A Type Data Code is required

A UIC must be entered

A valid End Clearance value is from 24 to 9999

Aborted

Abort entry?

Abort this entry?

Abort Train Assignment

ActCuFt is over CrgCuFt limit, [F10] increase height, redline or remove cargo

ActCuFt is over CrgCuFt limit, redline or remove cargo

ActWt is over MaxWt limit, redline or remove cargo

Add a Preferred Rail Car Group

Add a Ramp Override entry

Add, Change or Delete Vehicles or Cargo

Adjusted to be evenly divisible by qty

After viewing, Press [ESC] or [CTRL-C] to return to Menu Options

An exercise has not been defined for this type data code

Another user has locked the rlldlsti table; could not insert

Another user has table RLLDLSTI locked.

Another user has table RLLDLSTI locked. Please exit TC ACCIS and try process later.

Another user has table RLLDLSTI locked. Please try switch process later.

Another user has the record locked, try later

Another User is in Rail Load Planning, do you want to try again

Another User is in the Autorail function, do you want to try again

Are you sure you want to delete this record

Are you sure you want to delete this VLP

Are you sure you want to delete vehicle/cargo

Assign a Rail Car LIN/Linindex entry

Assign another LIN to this car group

Assign Train Numbers to UICs

Assign Train Numbers to UICs or LINs

B

Based on dimensions

Based on preferred

BBM Material Code does not exist...Please try again

BBM Material Description does not exist...Please try again

BBM Material Quantity does not exist...Please try again

Begin and End Marshalling Times are out of order

Blocking and Bracing Report for Full Load List

Blocking and Bracing Report for Load Plan

C

Cannot update

Cannot update [car group]

Can not use Other for a 3 piece match

Can not use Side By Side for a 3 piece match

Car Assignment information has been saved

Car Assignment information was not saved

Cargo [count]

Cargo from ECR, LIN/INDEX = [LIN/Index]

Cargo item memory can only hold [count] items per vehicle - you have too many

Cargo Record [sequence number] of [records found]

Cars Ordered

Change equipment

Change setups

Change VLP Header Description

Changes have been cancelled

Changing Train Assignment for Match...

Checking ECR data...

Checking for existing railload records for TDC [TDC].

Checking for existing TDC and UIC(s)...

Checking limits...

Continuing to process delete request, please wait

Copy an entire VLP

Could not release Single User Access.

Could not release token that restricts Autorail to single-user mode

Could not update TEA Preferred Rail Car

Could NOT zero out trainnum

Complete the Match?

Continue?

Create a rail car setup

Create a Rail Load List

Create a train setup

Creating Temporary LIN...

Creating UIC Rollup . . . . Please wait.

Creating union...

[CTRL-C] to abort

D

Data has been viewed

Data type field must be defined to modify the Rail Car

Delete a Preferred Rail Car Group

Delete a Rail Car Category

Delete a Rail Car LIN/Linindex entry

Delete a rail car setup

Delete a Rail Load List

Delete a Ramp Override entry

Delete a train setup

Delete an entire VLP

Delete cargo with zero cubic feet

Delete cargo with zero weight

Delete the above data

Deleted All Rail Load Data for Type Data Code [TDC]

Deleting All Rail Load Data for Type Data Code [TDC]

Deleted by: [UC change] at [time] on [date]

Deleting old information... Please wait

Deleting previous Rail Load List...

Deleting Rail Load Data for the specified Unit(s)

Deleting this car will cause some equipment to be loaded on an alternate car for the following rail load plans:

Deleting this car will delete an alternate car for the following rail load plans:

Deleting this car will keep some equipment from being loaded for the following rail load plans:

Deletion aborted

Deletion failed...Entire process aborted

Deletion has been aborted

Dimensions are not computed and are supplied by the user

Do you want to allow overhang (Y/N)?

Do you want to change the train number

Do you want to delete the above data?

Do you want to delete the rail load list?

Do you want to print the Rail Load Plan Report

Do you want to process all the linindexes in this lin?

Do you wish to delete this rail car2 Enter Y or N:

Do you wish to delete this rail car group? Enter Y or N:

Do you wish to save changes?

Do you wish to save the Match information

Duplicate 1 st and 2nd Alternate Cars/Variants

Duplicate 1st and 3rd Alternate Cars/Variants

Duplicate 1st and 4th Alternate Cars/Variants

Duplicate 1 st and 5th Alternate Cars/Variants

Duplicate 2nd and 3rd Alternate Cars/Variants

Duplicate 2nd and 4th Alternate Cars/Variants

Duplicate 2nd and 5th Alternate Cars/Variants

Duplicate 3nd and 4th Alternate Cars/Variants

Duplicate 3nd and 5th Alternate Cars/Variants

Duplicate 4th and 5th Alternate Cars/Variants

Duplicate Preferred Car/Variant and 1st Alternate Car/Variant

Duplicate Preferred Car/Variant and 2nd Alternate Car/Variant

Duplicate Preferred Car/Variant and 3rd Alternate Car/Variant

Duplicate Preferred Car/Variant and 4th Alternate Car/Variant

Duplicate Preferred Car/Variant and 5th Alternate Car/Variant

E ECR data has been updated

END REPORT

Enter a Numerical Value Within the Range of 0 to 99; Press [ESC] to Accept

Enter Arrival date to be on or after Departure date

Enter Begin Loading time to be on or after Begin Staging time

Enter [ESC] to accept, [CTRL-C] to abort or [F8] from setup to car group, and [F9] from car group to equipment or vice versa.

Enter Information then press [ESC] to accept or [CTRL-C] to abort

Enter Rail Car Type and/or Variant OR enter search criteria

Enter Selection Criteria then Press [ESC]

Enter Selection Criteria then Press [ESC] or Press [ESC] to Select All. Press [CTRL-C] to abort.

Enter TDC and Press [RETURN], then Enter UIC and Press [E to Accept;

Enter TDC,Train number and UIC then press [ESC] to accept or [CTRL-C] to abort

Enter the Begin Loading date to be on or after the Begin Staging date.

Enter Departure Date to be on or after the Marshalling End Date

Enter Departure Date to be on or after the Marshalling Start Date

Enter Departure Date to be on or after the Rail Road Delivery Date

Enter either 'EL' or 'ECR'

Enter Length, Width and Height or enter CuFt

Enter load item and either length, width and height or CuFt.

Enter Marshalling End Date to be on or after Marshalling Start Date

Enter numeric greater than zero

Enter query, [ESC] to accept, [CTRL-C] to abort

Enter the End Loading date to be on or after the Begin Loading date

Enter the End Loading date to be on or after the End Staging date

Enter the End Marshalling Date to be on or after the Begin Marshalling date

Enter the End Staging date to be on or after the Begin Staging date

Enter the information then press [ESC] to Accept or [CTRL-C] to Abort

Enter the Loading date to be on or after a Delivery date of [date]

Enter the Loading date to be on or before a Departure date of [departure date}

Enter the new Rail Car Number:

Enter the platform number:

Enter the Staging date to be on or before a Departure date of [departure date]

Enter the TDC, Press [F9] to Select Units,[ESC] to Accept,CTRL-C to Abort

Enter the TDC then press [ESC] to Accept or [CTRL-C] to Abort

Enter the Train Number

Enter the Train Number or Press F6 for HELP

Enter Type Data Code, Train number and Setup number

Enter Type Data Code & Train number then [ESC] to Accept or [CTRL-C] to Abort

Entry deleted

Entry updated

EQUIPMENT ASSIGNED IN TRAIN ## BUT NOT LOADED

Equipment does not fit on any of the preferred or alternate rail car . . .

EQUIPMENT HAS BEEN LOADED ONTO RAILCAR

Equipment load completed

Equipment that exceeds RAMP WEIGHT will be printed

Equipment with Dimension Limit will be printed

Equipment without LINs have been processed

Equipment without PREFERRED settings will be printed

Equipment without RAIL CAR to load will be printed

Error accessing the rlldlsti table...Process aborted.

error: Bad data in traingrp table for this train

Error ▪ could not access table

Error... Could not retrieve UIC and Unit Name from tables

ERROR ▪ could NOT UPDATE TABLE

Error deleting from [rail car type table]

Error deleting from rlcarovrd table

Error deleting from rlprflin table

Error deleting from rlrmpovrd table

Error deleting from table rlcattyp or the associated lin or group table

Error deleting from table rlldlst

Error deleting from table rlldlsti

Error deleting from table rlldplan

Error deleting from table rlprfcar

Error deleting from table rlprflin

Error deleting from table rlprfcar

Error deleting from table traindef

Error deleting from table traingrp

Error deleting from table trainset

Error deleting from the RLLDLSTI table...Process Aborted!!

error: Duplicate union, UIC=[UIC] SUN=[SUN]

Error IN LINE: You MUST press the PF2 key to delete this line

error: Inconsistent union, UIC=[UIC] SUN=[SUN]

Error-insert failed table:rlldlsti

Error inserting into Cargo Table

Error inserting into rlcarovrd table

Error inserting into RLLDLSTI table...Process Aborted!!

Error inserting into rlrmpovrd table

Error inserting into table [rail car type]

Error inserting into table rlcartyp

Error inserting into table rlldlsti

Error inserting into table rlldlsti; could not insert

Error inserting into table rlprfcar

Error inserting into table traindef

Error inserting into Temporary Table

Error inserting into Vehicle Table

Error inserting new rows

error - Program error searching for second half of union

Error - Program error searching for union record

error: T/T union not allowed, UIC=[UIC] SUN=[SUN]

error: unable to insert into table: traindef

error: Unmatched union, UIC=[UIC] SUN=[SUN]

Error updating rlcarovrd table

Error updating rlldlsti table

Error updating rlprflin table

Error updating rlrmpovrd table

Error updating table rlldlsti

Error updating table rlprfcar

Error updating table traindef

Error updating table traingrp

Error updating table trainset

Error updating the RLLDLSTI table...Process Aborted!!

Error while processing delete request

[ESC] (Accept);CTRL-C (Abort); CTRL-K (Up); CTRL-J (Down)

[ESC] detected, use [F9] if you want to toggle to vehicles

[ESC] to accept, [CTRL-C] to abort

[ESC] to accept, [CTRL-C] to abort, [F6] for Help

Exit Query Menu

Exit to Previous Menu

F

[F1] add [F2] delete [F3] next [F4] prior [F9] toggle [F10] modify [ESC] accept

[F1] ECR add, [F8] manual add, [F2] delete, [F3] next, [F4] prior, [F9] toggle

F2 Delete Vehicle

[F3] Page down, [F4] Page up, [ESC] Commit, [CTRL-C] Abort

[F7] for Text Help

Finding cargo...

Finding equipment...

Finding matches...

Finding Rail Cars... Please wait

Finding train...Please wait

Finding WCs...

Finding vehicles...

First use [F1] to add vehicles to VLP

G

Generating Blocking & Bracing Material Report

GENERATING REPORT

H

Have you completed processing equipment

Have you completed selecting

Header(s) completes. Reload if required.

Height must be greater than zero

Help is not available

Help not available

I Information has been saved

Information was not saved

Input Aborted

Input has been aborted

Inserting item number [number]

Items chosen will not fit...

Invalid 1st Alternate Car/Variant pair

Invalid 2nd Alternate Car/Variant pair

Invalid 3rd Alternate Car/Variant pair

Invalid 4th Alternate Car/Variant pair

Invalid 5th Alternate Car/Variant pair

Invalid entry

Invalid-Entry Must be Numeric-Please Re-enter

Invalid entry... You must enter an \"X\" or a space.

Invalid LIN/Linindex; Please reenter

Invalid LIN; Please m-enter

Invalid Location

Invalid Match

Invalid Menu Choice

Invalid Platform Quantity

Invalid, please enter again

Invalid Preferred Rail Car

Invalid Preferred Variant

Invalid query for that Type Data Code; Press CTRL -C to abort

Invalid Rail Car Type

Invalid Rail Car Varience

Invalid Ramp Weight Limit

Invalid Setup Number... Please re-enter

Invalid Train Number... Please re-enter

Invalid TDC... Please try again.

Invalid TW and TV pair . . . Please re-enter

Invalid Type Data Code

Invalid Type Data Code... Please m-enter

Invalid Type Data Code... Please t-e-enter

Invalid Type Data Code...Rail load list does not exist

Invalid UIC... Please try again.

Invalid UIC/SUN combination

Invalid UIC... UIC must be six characters.

Invalid value

Items have been successfully updated

Items were NOT successfully updated

L

Last row - [CTRL-J] or [F3] will wrap to first row

Length must be greater than zero

Limit of first 75 in array

Limit to the first 500 LINs for this report

Limit of first 699 in array

LIN does not exist...Please try again

[LIN] has no Blocking and Bracing Materials defined in the ecr table

LIN/Linindex [LIN/Index] does not exist in rlprflin table

LIN/Linindex [LIN/Index] does not have assigned cars in [table name] checktable

Lin/linindex : [LIN/Index] is invalid

LIN must be six characters long. Please retry

M

Make sure this is the VLP to be deleted. If not, abort using [CTRL-C]. To delete, answer with [y]

Match aborted

Match completed...

Match Rail Load List Equipment

Match the above pair?

Max. number of users in Rail Load has been reached; Try again

MaxWt limit is less than Emptywt

Modification has been aborted

Modify a Preferred Rail Car Group

Modify a Rail Car LIN/Linindex entry

Modify a Rail Car Setup

Modify a Rail Load List

Modify a Ramp Override entry

Modify a train setup

N

Next item in query results

No Car Type

No entries found

No Equipment was available to load for Type Data Code [TDC]

No Help for Train Number field during Creating a Train Setup

No Information has been deleted

No information was saved...

No items were chosen

No Load List Items for this Report

No Load Plan Items for this Report

No loading rules defined for TOFC car type [rail car type]

No more data

No More Entry Required,

No more information in this direction

No more records in that direction.

No more records in the direction you are going

No number entered, entry aborted

No Rail Car has been selected

No records exist in RLP for TDC [TDC].

No Records Found

No records found for this report

No records found; Please try again or press CTRL-C to abort

No records in that direction.

No report is generated

No rows found

No such Train exists

No Trains are defined for this Type Data Code

No unique match; try [F6]

No units were found

No Valid Car Number Exist

Not a Valid LIN

Not a valid Lin/linindex

Not a valid Train for this Type Data Code

Not a valid Type Data Code

Not implemented yet...

NOT writing to vl_drivr

Not yet implemented

Number of UICs returned:

0 One row selected.

Only the first 200 Type Data Codes selected will be displayed

P Partial Match has been cleared

Plan UIC is not yours and is not subordinate to you

Please be patient, selecting data...

Please be patient, selecting query...

Please be patient...The report is assembling

Please be patient... waiting to process data

Please enter a time as a valid four character field (hhmm)

Please enter a Train Number

Please enter a Type Data Code

Please exit TC ACCIS and try process later.

Please try train process later.

PLEASE WAIT

Please wait to access the data...

Preferred Car and Alternate not assigned for

Preferred Rail Car Group has been saved

Preferred Rail Car information has been updated

Preferred Rail Car not found

Preferred Rail Car/Variant not found

Press ANY KEY TO CONTINUE

Press [CTRL-C] to Abort

Press [CTRL-C] to Abort or F(6) to select Car Group Input has been Aborted

Press [CTRL-C] to abort processing

Press ESC to accept.

Press [ESC] to accept or [CTRL-C] to abort.

Press [ESC] to Accept, [CTRL-C] to Abort, [CTRLJ] row down, [CTRL-K] row up, [F3] page down, [F4] page up

Press [ESC] to accept, [CTRL-C] to abort, [F7] for train summary, [F8] to modify assignments, [F10] for Autorail/Generate

Press [ESC] to accept,[CTRL-C] to abort,[FlO] Autorail

Press [ESC] to accept, [CTRL-C] to abort, [F10] for Autorail/Generate

Press [ESC] to accept, [CTRL-C] to abort, [F10] to query, [F3] page down, [F4] page up, [CTRL-J] row down or [CTRL-K] row up

Press [ESC] to accept,[CTRL-C] to abort,[F10] to select all[CTRL-J] row down,[CTRL-K] row up,[F3] page down,[F4] page up

Press [ESC] to Accept, [CTRL-C] to Abort, or [F10] to Select All UICs

Press [ESC] to Accept,[CTRL-D] to Clear or [CTRL-C] to Abort.

Press [ESC] to accept or [CTRL-C] to abort

Press [ESC] to return to menu or [CTRL-C] to abort

Press [ESC] to return to ring-menu

Press [ESC] when finished viewing

Press [ESC] when finished viewing or [CTRL-C] to abort.

Press [F2]-Delete a line, [ESC]-Accept or [CTRL-Cl-Abort.

Press [F3] to Page Up, [F4] to Page Down, [CTRL-K] to Scroll Up, [CTRL-J] to Scroll Down, [ESC] to Accept, [CTRL-C] to Abort

Press [F6] for help selecting a valid Rail Car Type

Press [F6] to select valid car number [ESC] to commit, [CTRL-C] to abort

Press [F7] for Text Help

Press [F7] for Text Help, [ESC] to accept or [CTRL-C] to abort

Press [F7] Select Vehicle,[F8] Select Vehicle or Trailer, [F9] Select Trailer

Press [F7] Vehicle or Trailer,[F8] Vehicle, Trailer, or Other,[F9] Trailer

Press [F9] to Unmatch, [ESC] to return to menu, or [CTRL-C to Abort

Press [F10] to Select All Units, CNTRL-C to abort and Press [F10] to Select All Units, CTRL-C to abort and [ESC] to accept.

Press [RETURN] or [CTRL-J] for row 1.

Press Return to continue

Press Return to Continue or CTRL-C to ABORT:

Previous item in query results

Print a Full Rail Load List.

Print BBM Material report

Print Only Changes to Rail Load List.

Print part or all of a VLP

Print Rail Car Category report

Problems updating the rlldlsti table

process aborted

Process has been aborted

Process was aborted

Processing . . .

Processing data...

Processing delete group request. Please wait.

Processing delete rail car request

Processing delete request, please wait

Processing equipment without LINS

Processing item from Deployment Equipment List

Processing ITEM NUMBER:

Processing LIN: [LIN]

Processing load list item # [count]

Processing...Please wait

Processing records .

Processing UIC: [UIC]

Processing Vehicle/Trailer Unions in Load List

Q

Quantity must be greater than zero

Query did not find any equipment; Please try again

Query did not return any LIN data. Please try again

Query Did not return any matches...

Query has been aborted

Query has been limited to first 60 rows

Query has been limited to first 75 rows

Query has been limited to first 100 BBM Material Codes

Query has been limited to first 100 BBM vehicle category

Query has been limited to first 100 LINs

Query has been limited to first 100 rows

Query has been limited to first 100 trains

Query has been limited to first 500 rows

Query has been limited to the first 20 rows

Query limited to the first 200 items

Query return no setup number. Please try again.

Query returned more than 600 items; the first 600 items will be displayed

Query returned more than 700 rows

Query returned no Blocking & Bracing Material. Please try again

Query returned no data

Query returned no rows...

Query returned no rows; Please try again

Query returned no Preferred Car Group. Please try again

Query returned no TEA Preferred Car Group. Please try again.

Query returned no trains; Please try again

Query returns more than 500 items

R

Rail Car information has been saved

Rail Car Number is null

Railcars have not been assigned for Type Data Code [TDC]

Rail Cars have not been assigned for Type Data Code [TDC] and Train [train]

Rail Load List completed

Rail Load List does not exist

Ramp Weight Limit must be greater than zero.

Recalculating totals

Record already exists for [rail car type]

Record Already Exists for Rail Car [rail car]

Record has been added

Record has been deleted

Record has been modified

Record is Matched, Unmatch before deleting...

Record [sequence number] of [record count]

Record the following message and report it to your system administrator:

Redline/over-height items will not be copied

Report has been aborted

Report has been sent to the Printer

Report not Implemented yet

Report printed to [printer]

Report to file [filename]

Request has been canceled

Required field

Return to Surface Load Planning Menu

Row Already Exists for [LIN/Index]

Row Already Exists for this Rail Car, and Variant

Run a manual load

Run an autoload

S

Saving header for setup number [number]

Saving Match data...

Saving Train... Please wait

Searching...

Searching for TDCs...

Searching for TDCs...Please wait

Searching Rail Load List...

Select a VLP

Select data then press [ESC] to accept or [CTRL-C] to abort

Select data then press [ESC] to Accept, [CTRL-C] to Abort, or press [F6] to view Valid Rail Car Types

Select the desired load type then press the return key

Select the Rail Car, [ESC]-accept or [CTRL-Cl-abort

Select Type Data Code...

Selected vehicles = [count], processing report...

Selected VLP has been deleted, including vehicles and cargo

Selecting all records...

Selecting requested records...

Setting UP The Train

Setup 1 has already been created. Select modify and F8 to create other setups

Setup Number field must be defined to modify the Rail Car

Setup Number is a required entry

Setup number must be between 1 and 99

Setup [setup number] for Train [train number] and all related data are being deleted

Setupno can not be null

Some tables are not dropped, call administrator...

START REPORT

System error, please call administrator...

System is building a RLP file. Please be patient....

System limit on cursors exceeded, maximum is 84.

T

TEA Preferred Rail Car group has been saved

TEA Preferred Rail Car information has been updated

That Rail Car is not available...

The 1st and 2nd pieces must be defined

The 2nd piece must be a trailer for a 3 piece match

The 3rd piece must be a trailer

The array is limited to the first one thousand

The Arrival date is a required entry

The BBM Detail Report is being generated

The Begin Loading date is a required entry

The Begin Loading date must be the same or later than the current date

The Begin Loading time is a required entry

The Begin Marshalling date cannot be before the current date

The Begin Marshalling Date is a required entry

The Begin Staging date is a required entry

The Begin Staging date must be the same or later than the current date

The Begin Staging time is a required entry

The Between Clearance must be greater than zero

The Departure Date is a required entry

The End Clearance must be greater than zero

The End Loading date is a required entry

The End Loading time is a required entry

The End Marshalling Date is a required entry

The End Staging date is a required entry

The End Staging time is a required entry

The entire Rail Load Plan has been deleted

The Height Clearance must be greater than zero

The information has been saved

The LIN cannot be null

The Load List has not been deleted

The Load Plan Is Complete

The Load Plan IS Incomplete

The Load Plan is not up to date . . . Please regenerate Load Plan

The Marshalling End Time is a required entry

The Marshalling Start Time is a required entry

The Overhang Clearance must be greater than or equal to zero

The Rail Car clearance has been deleted

The Rail Car Number [rail car number] cannot be found

The Rail Car setup has been deleted

The Rail Car Setup has not been deleted

The Rail Load List Detail has been deleted

The Rail Load List is being generated

The Rail Load List Master has been deleted

The Rail Load Plan details have been deleted

The Rail Load Plan has been deleted

The Rail Load Plan is being generated.

The Rail Load Schedule is being generated

The Rail Road Delivery Date cannot be before the current date

The Rail Road Delivery Date is a required entry

The specified unit(s) has been deleted

The Train already exists

The Train Group has been deleted

The Train Setup has been deleted

The Type Data Code must be input

The Setup Number does not exist

The Width Clearance must be greater than zero

There are no Deploying Equipment Lists defined to be loaded

There are no Load Lists defined

There are no more records in the direction you are going

There are more than 500 TOFC cars in the train.

There are no pieces of equipment for TDC [TDC] train : [train]

There are no Rail Car Setups

There are no TOFC cars in the train on which to load medium trailers.

There are no TOFC cars In the train on which to load size [size] trailers.

There are no Units with equipment TDC [TDC]

There are no unloaded [size] trailers in the rail load list.

There is no equipment defined in the rlldlsti table for TDC [TDC]

There is no equipment loaded onto this car

There is not clearance data for setup #

There is UNLOADED equipment... cannot run a report for a specific UIC

This is the same Train Number; Please try again

This field in required

This group is used by the following rail load plans:

This load already exists

This Rail Car And Variant Exists

This rail car will no longer exist in load plan.

This row has been deleted

This row has been updated

This Setup exists for this Type Data Code and Train

This SUN is not valid

This Train Number is not valid

This Type Data Code has not been loaded

TOFC loading failed.

Total number of rows found: [number]

Trailer tongue is placed under rear of Prime Mover

Trailers are connected to the Prime mover

Train assignment complete; [counter] records updated

Train does not exist

Train Information has been saved

Train Information is being Saved

Train Number field must be defined to modify the Rail Car

Train Number is a requlred entry

Train setup does not exist... Please re-enter

Train [train number], its setups and all related data are being deleted

TV field must be 'T' for Trailer or 'V' for ","prime mover

TW field must be 'T' for Tracked, 'W' for Wheeled, or '0' for Other

Type Data Code and Train number does not exist

Type Data Code and Train number pair does not exist

Type Data Code does not exist

Type Data Code is a required entry

U

UIC does not exist . . . Please reenter

Unable to complete your request

Unable to delete Rail Load List from rlldlst table

Unable to insert into table rlldlsti

Unable to insert Rail Load List into rlldlst table

Unable to insert Rail Load List into [table name]

Unable to insert rows into table rlldlsti

Unable to update table rlldlsti

Unexpected lin/index loaded onto gondola car

Unloaded Equipment List Is Sent to Printer

Unmatch Existing Rail Load Equipment

Unmatch the equipment?

Unmatching equipment...

Updating tables...

Updating Train Numbers...

Use F7 to select a vehicle or trailer

User Aborted

User aborted input

User aborted Rail Load List

V

Validating TDC...

Validating UIC...

Vehicle deleted from ECR

Vehicle Record [sequence number] of [records found]

Vehicles [count]

Vehicles loaded side by side with 6 inch spacing

Vehicle/Trailer unions completed

View a Rail Car LIN/Linindex entry

View a Rail Load List

View part or all of a VLP

View the First Row

View the Last Row

View the Next Row

View the Previous Row

VLP's of subordinate UIC's can only be Viewed or Printed

W

Waiting 9 seconds for locked record

Weight must be greater than zero

Weight of Cars exceeds Ramp Weight limit

When same dates, enter Begin Loading time to be on or after Begin Staging time

When same dates, enter End Loading time to be on or after Begin Loading time

When same dates, enter End Loading time to be on or after End Staging time

When same dates, enter End Staging time to be on or after Begin Staging time

When same date, enter Marshalling End Time to be on or after Marshalling Start Time

Width must be greater than zero

Will change Train Number for LIN CONTINUE? (Y/N)

Will change Train Number for LIN/Index CONTINUE? (Y/N)

Will update cargo ECR ROWID

X [X] to Select, [ ] Deselect, [F10] All, [F6] Detail data, [F3] Page Down, [F4] Page Up, [CTRLJ] Row Down, [CTRL-K] Up, [ESC] Accept, [CTRL-C] Abort

Y You are an invalid user to make changes to Rail Load Reference Tables

You Can Press [ESC] to Accept,

You cannot abort header process

You cannot match a vehicle to the back of a trailer

You cannot match equipment on different trains

You cannot match the same Item

You have defined setups greater than 1. Delete the other setups before setup 1

You must complete the line or delete it

You must complete the row or press [F2] to delete

You must do a Query first

You must enter a description

You must enter a model description

You must enter a Ramp Weight.

You must enter a Train Number

You must enter a Type Data Code.

You must enter a SUN

You must enter a UIC

You must enter a UIC, when querying by the SUN

You must enter a UIC or select several with F6 help to produce a report.

You must select view option first

Your UIC is not assigned to TDC 'D ' or 'S '

SECTION 9 PROCESSING REFERENCE GUIDE - Transportation Documentation

Disclaimer Statement:

The Department of Defense has directed that CONUS Freight Management (CFM) be used for all regular freight and unit material moves. As a result, the TC ACCIS Product Management Office shah no longer support these functions and the applicable End User Manual paragraphs will be so annotated. Eventually, these functions will be removed from the software and the End User Manual.

The purpose of the Transportation Documentation function is to generate and print Military Shipment Labels (MSL) and print the MSL Summary Reports.

9.1 Capabilities.

**See disclaimer statement on page 9-1
with regard to Material Move and/or SPWS references.**

The Transportation Documentation function allows you to:

a. Create Military Shipment Labels (DD Form 1387) (MSL) for Unit Moves using either automated or manual means.

b. Modify, delete, print, and view Military Shipment labels for Material Moves, Unit Moves, and Manual for Material Moves.

c. Print Military Shipment Labels Summary Reports.

d. Print MSLs from an INTERMEC printer connected directly to the Compaq 4500 enhanced file server, or create a file that can be downloaded, using the Micro Utilities, to a personal computer (PC) with a DOS operating system for printing.

9.2 Conventions.

The conventions used in this section are described in Paragraph 4.2 of this manual. In the **MSL ID** and **Shipment** ID fields, pressing **F6** will access a help window with no data presented. The user can press **ESC** to display all MSL ID data or move the cursor to the field where the user wants to enter the query criteria. When the user enters the selection criteria and presses **ESC,** a list of all the MSL IDs that match the criteria will be displayed. **The** use of **F6-Help** for Shipment ID responds in the same way as that for MSL ID. In all cases, use the cursor control keys to highlight your choice, and press **ESC** to select it.

9.3 Processing Procedures.

All functions in Transportation Documentation relate to Military Shipment Labels.

9.3.1 Military Shipment Labels (DD Form 1387).

See disclaimer statement on page 9-1 with regard to Material Move and/or SPWS references,

Sources for the MSLs will be an equipment list (EL) for Unit Move MSLs.

Military Shipment Labels can be printed on an INTERMEC printer connected to the Compaq 4500 by means of a mux, Systec, or DigiBoard, or the data can be put into a file that can be downloaded for printing from a DOS PC.

Use the following procedures to access the Military Shipment Labels function:

a. Select the **Transportation Documentation** option from the TC ACCIS Main Menu and the Transportation Documentation menu will be displayed as shown in Figure 9-1.

The following is an explanation of the Transportation Documentation menu options.

Menu Option	Explanation
Military Shipment Label	Use the Military Shipment Label option to prepare Military Shipment Labels (DD Form 1387). By select-

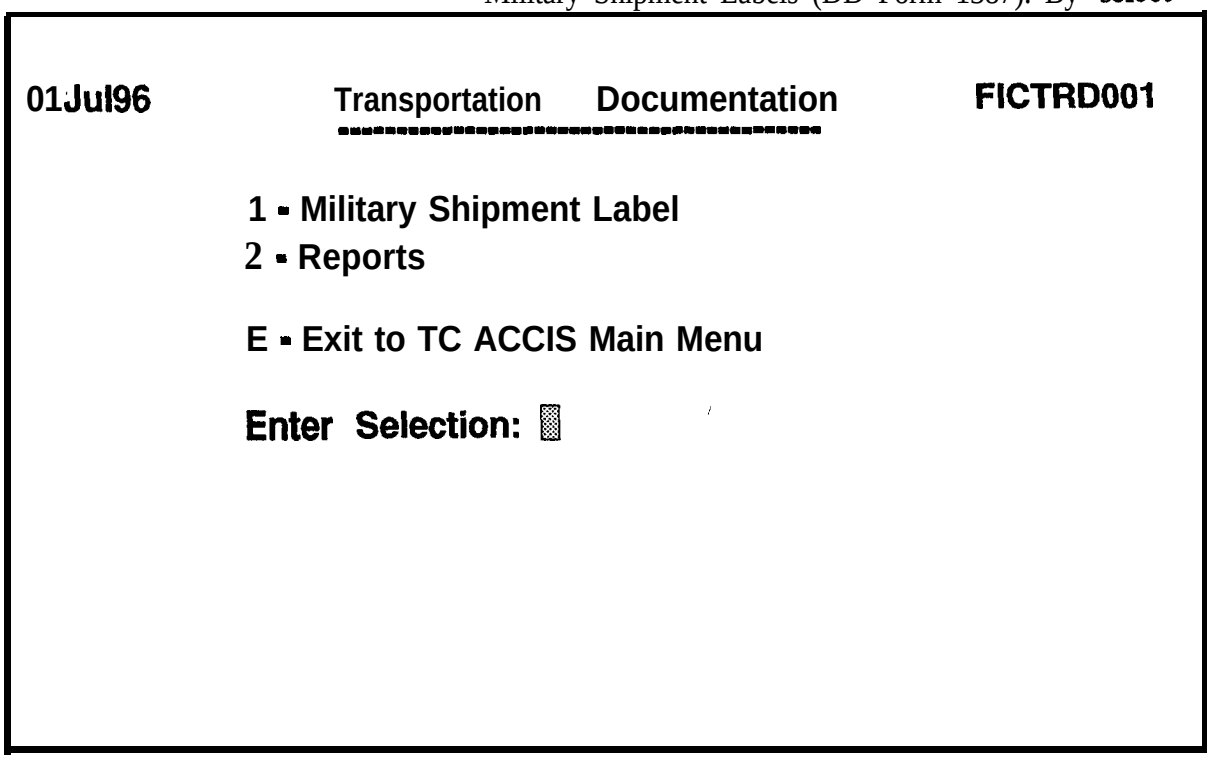


Figure 9-I. Transportation Documentation Menu

ing this option, you can create MSLs for Material Moves, Unit Moves, or Manually create labels for a Material Move when shipment units have not been created.

Reports — Use this function to prepare a Military Shipment Labels Summary Report.

A Menu Tree showing all the options available within the Transportation Documentation function is shown in Figure 9-2.

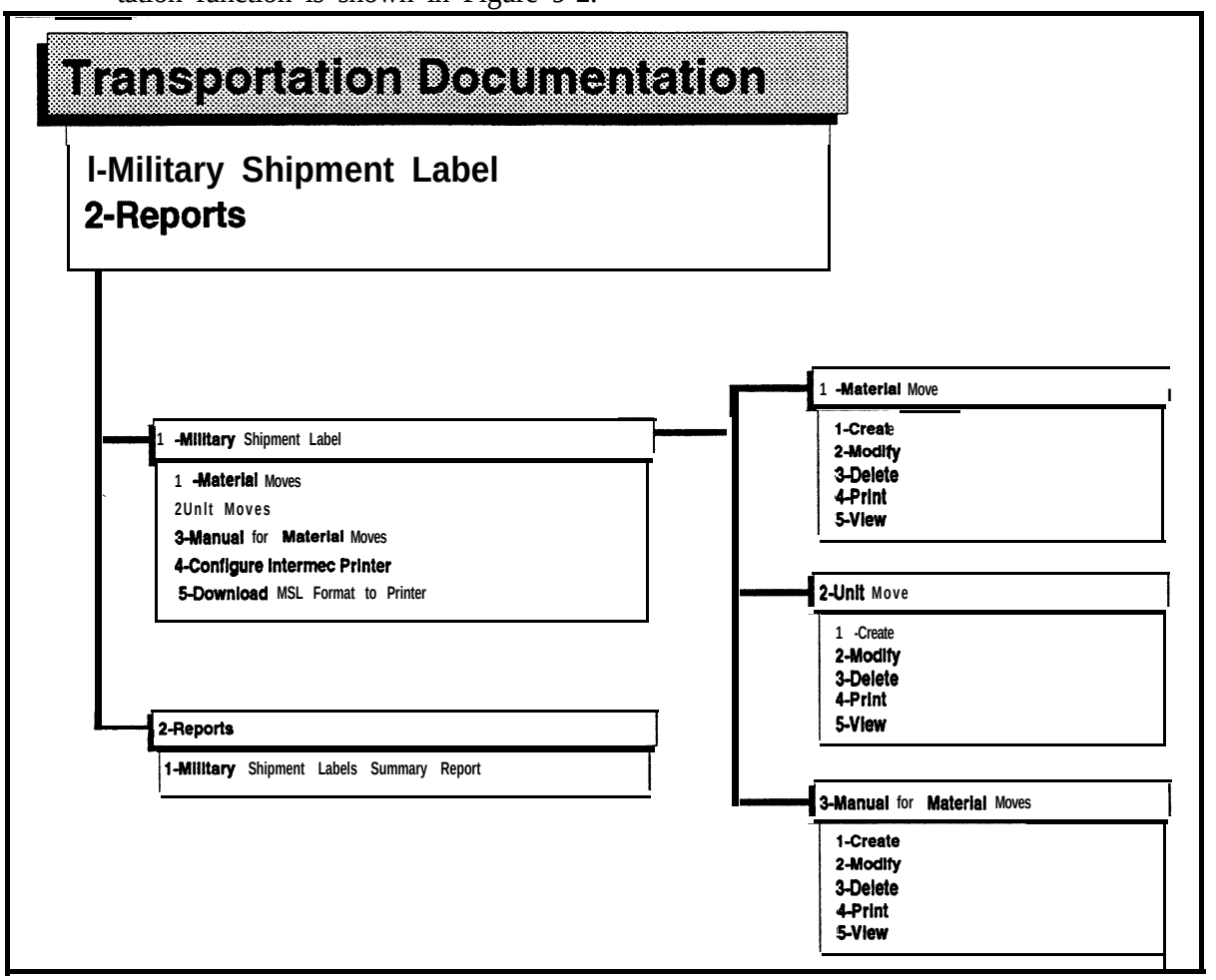


Figure 9-2. Transportation Documentation Menu Tree

b. Select **the Military Shipment Label** option from the Transportation Documentation menu, and the following prompt will be displayed:

Will you be sending the Military Shipment Labels to a DOS machine (y/n)?

(1) Enter y in response to this prompt when you want to create a file that can be downloaded to a DOS PC. You will be prompted to:

Enter your unique 3 character id.

Note: These three characters will be used as an extension that will uniquely identify the file with your MSL data that is to be downloaded to the PC. Make note of this extension because you will be prompted to enter it again when you download the file by using the procedures in Section 16 - *TC ACCIS Microcomputer Utilities*, of this manual.

(a) If you do not enter three alpha characters, the following error message will be displayed:

Must enter 3 alpha characters.

(b) After the ID has been entered, the Military Shipment Label menu will be displayed as shown in Figure 9-3.

```
01Jul96          Military Shipment Label          FICTRD002

        1 - Material Moves
        2 - Unit Moves
        3 - Manual for Material Moves
        4 - Configure Intermec Printer
        5 - Download MSL Format to Printer

        E - Exit to Tranportation Documentation Menu

        Enter Selection:
```

Figure 9-3. Military Shipment Label Menu

Note: After creating the MSL, use the **Print** option to create the file to be downloaded. This does not print the MSLs, but creates the file in the **/tcaccis/comm/msl** directory.

(2) Enter **n** in response to this prompt when you do not want to send the Military Shipment Labels to a DOS PC. The Military Shipment Label menu will be displayed as shown in Figure 9-3.

c. The following is an explanation of the options on this menu:

Menu Option	Explanation
Material Moves	Use this option to use shipment data from the Shipment Planning Worksheet to create MSLs for a Material Move.
Unit Moves	Use this option to use Equipment List data to create MSLs for a Unit Move.
Manual for Material Moves	Use this option to manually enter data to create MSLs for a Material Move when shipment units have not been created.
Configure Intermec Printer	Use this option to select the destination printer, and the number of copies of labels to be printed on the INTERMEC printer connected to the Compaq 4500.

9.3.1-I Generating MSLs for a Material Move.

See disclaimer statement on page 9-1.

Two separate procedures **must be completed** in order to generate MSLs for Material Move. First you must **Create** the label by entering the necessary information, and then **you must Print** the label(s) you created. In addition, you have the options to **Modify, View,** and **Delete** MSLs. These options are all addressed the following paragraphs.

9.3.1.1.1 Creating MSLs for a Material Move..

See disclaimer statement on page 9-1.

Use the following procedures to create MSLs for a Material Move.

a. Select **Material Moves** from the Military Shipment Label menu. As necessary, refer to paragraph 9.3.1 (page 9-2above) for procedures for getting to the Military Shipment Label Menu. The Material Move screen will be displayed as shown in Figure 9-4, with the Material Move: ring menu displayed at the top of the screen.

Material Move: I-Create P-Modify 3-Delete 4-Print 5-View E-Exit

The following is an explanation of the options available on the Material Move: ring menu.

Menu Option	Explanation
Create	Use this option to create a new MSL for a Material Move.
Modify	Use this option to make changes to MSLs that already exist.
Delete	Use this option to delete an existing Material Move MSL. You will receive a prompt before the record is deleted: **Are you sure you want to delete this MSL record (y/n)?**
Print	Use this option to print existing Material Move MSLs on the Intermec printer connected to the Compaq 4500.

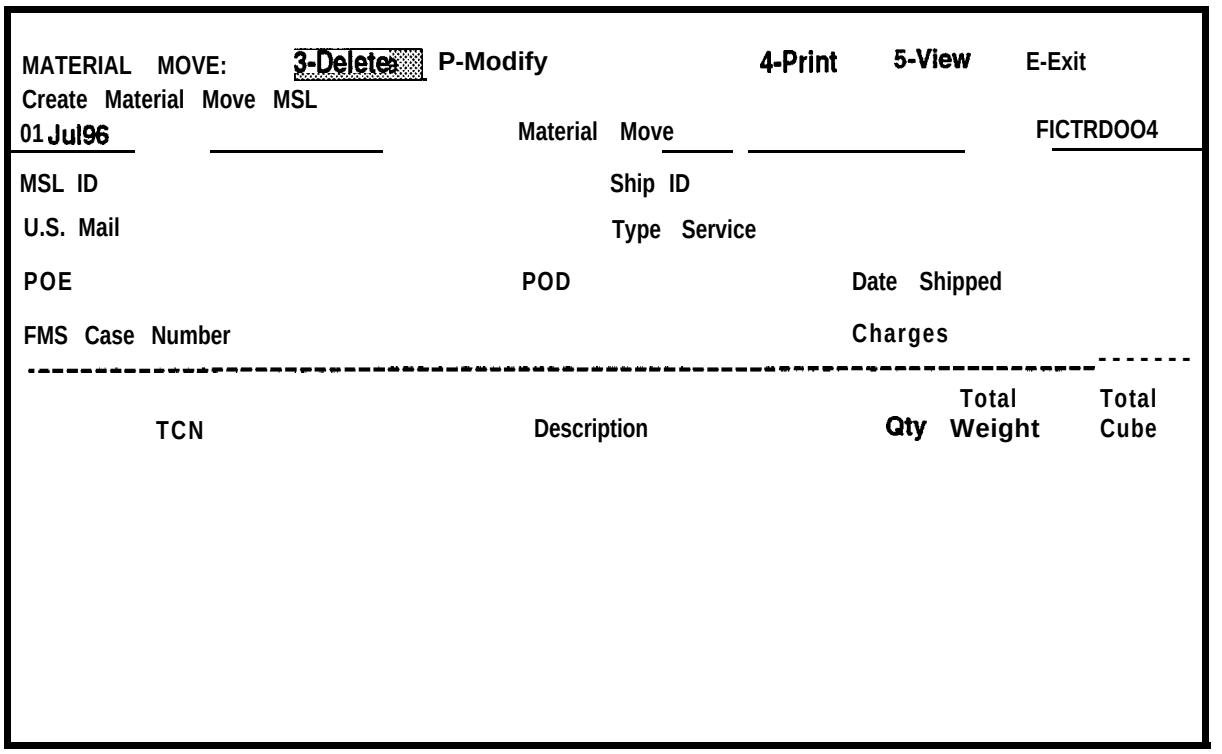


Figure 9-4. Material Move Screen

View — Use this option to review an existing MSL on the screen. It is displayed on the screen in two parts. Blocks 1 through 6 of the MSL are displayed on the first screen and blocks 7 through 17 are displayed on the second screen.

The rest of the screen is divided into two parts. The upper part contains information about the shipment. The lower portion contains information about the shipment units in the shipment.

The following is an explanation of data to be entered in each of the fields in the upper portion of the Material Move screen.

Field Name	Type	Explanation

NOTE: In Type Column: R = Required; A = Automatically; Blank = Optional

MSL ID	A,R	This is a two part field consisting of a **Date** and a **Sequence Number.** On Modify and Delete, you must enter the ID or use F6 to select. The **Date** is automatically filled with the current date. **The Sequence Number** is automatically assigned by TC ACCIS when you press **ESC** to exit and save the data. When modifying data, enter the MSL ID Sequence Number or F6 for help.
Shipment ID	R	ID of available Shipments that were created using 1348s (SPWS) with source of S and at least one shipment unit assigned.

U.S. Mail	If the U.S. Mail field (postage) = **M** or is left blank, no data will be printed in the **Postage Data** field of the MSL. You should enter **M** for Metered Mail, **P** for Permit Imprint Mail or leave blank.
Type Service	Enter a **Service Type** such as Air Express, Blue label, First Class, etc. This entry can be used when needed if **the U.S. Mail** entry (M or P) has been used. If the **U.S. Mail** field is blank, this field is bypassed.
POE	Enter the Port Identifier Code of the Port of Embarkation (POE) or leave blank. **F6-Help** is available in this field. The entry will be validated against the Port Code Reference Table. An entry is required in this field when it is an export shipment. This field is bypassed for a Domestic shipment.
POD	Enter the Port Identifier Code of the Port of Debarkation or leave blank. **F6-Help** is available in this field. The entry will be validated against the Port Code Reference Table. If the Shipment is Domestic, this field is bypassed. If the Shipment is Export or Seavan and U.S. Mail is M, or **P,** this field is bypassed.
Date Shipped R	Enter Date Shipped in the format (ddmmyy). When printing or viewing, if the date shipped is prior to the current date, an error message is drsplayed and a window for changing the Date Shipped will be displayed.
FMS Case Number	Enter Foreign Military Sales (FMS) Case Number or leave blank.
Charges	Enter CONUS inland freight charges on number one item of the shipment unit or leave blank. If U.S. Mail is **M** or **P,** and FMS Case **#** is blank, this field is bypassed. If FMS Case **#** contains data, this field is required.
TCN	The Transportation Control Number (TCN) for this Shipment Unit.
Description	A brief narrative identification of the Shipment Unit.
Quantity	The total number of items in this Shipment Units.
Total Weight	The total weight in pounds of the Shipment Unit.
Total Cube	The total cubic feet measurement for the Shipment Unit.

b. Select **Create** from the Material Move: ring menu and the cursor will move to the **Shipment ID** field. The current date will be automatically entered into the **MSL ID** field. The next available **Sequence Number** will be generated when you press **ESC** to accept the entry.

Note: You can press **Ctrl-C** at any time during this process to abort your current entries. When this is done, a blank Material Move screen will be displayed, a **Record not created** message will be displayed in the lower left of the screen, and the cursor will be returned to the Material Move: ring menu.

c. Enter the **date** for the Shipment ID in **the** first part of **the Shipment ID** field, press **RETURN,** enter the **sequence number** for the Shipment in the second part of the **Shipment ID** field, and press **RETURN. The** cursor will move to the **U.S. Mail** field.

As an alternative, you can press F6 in either **the** first or second part of **the Shipment** ID field to access the list of Shipments that were created using the Shipment Planning Worksheet and are currently available in the TC ACCIS system. In this case, the Shipment Id Help window will be displayed. Selection criteria can be entered into any one or **all** the fields on the screen to obtain a list of available Shipment Ids.

(1) Press **ESC** to display **all** the available **Shipment IDs,** or enter your selection criteria in one or more fields, pressing **RETURN** after each entry.

(2) When all the selection criteria has been entered, press **ESC.** A list of available Shipment Ids will be displayed.

(3) Use the cursor control keys to highlight the desired Shipment ID and press **ESC** to select it. The Shipment ID Help window will close and **the Shipment** ID will be entered in **the Shipment** ID field of the Material Move screen. The cursor will move to the **U.S. Mail** field.

d. Enter data into the remaining fields in the upper portion of the screen, pressing **RETURN** after each entry. As necessary, refer to the explanation of each field in paragraph **a.** above. When you press **RETURN** from the **Charges** field, the cursor will move to the **U.S. Mail** field.

e. Review the entries you have just made to verify that they are correct. As necessary, press **RETURN** to move to the field requiring a correction. Enter the correct data by typing over the existing data.

f. When **all** of the entries are correct, press F7 to move the cursor to the lower portion of the screen. You can only view the shipment units displayed in this portion of the screen. You cannot change the displayed information.

The first eight shipment units assigned to the selected shipment will be displayed. The first row will be highlighted. The message **Record n of** NN, where **n** is the sequence number of the highlighted record and NN is the total number of shipment units, is displayed at the bottom left of the screen.

(1) Use the cursor control keys to move up and down the list of shipment units.

(2) As necessary, press **F8** and the Ultimate Consignee Remarks window will be displayed for each Shipment Unit as shown in Figure 9-5.

Note: Press **Ctrl-C** at any time while in this window, and the **Remarks** process will be aborted. The window will be closed and the data will not be saved.

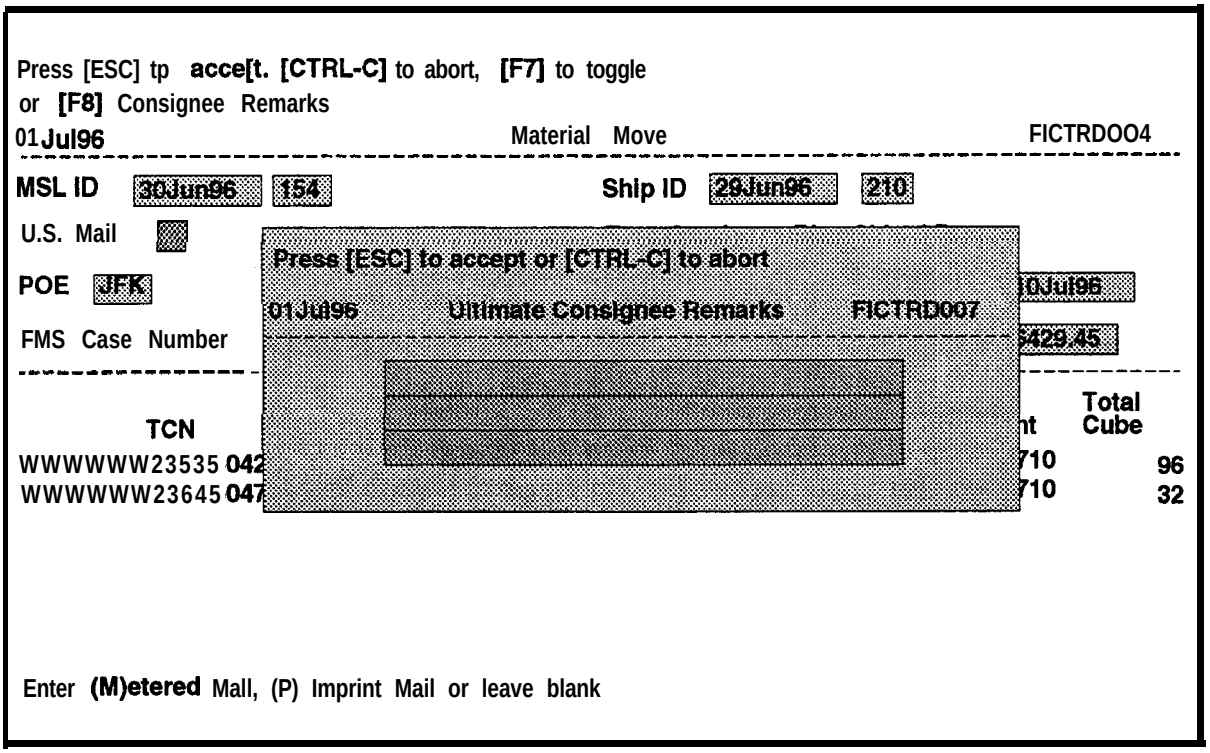


Figure 9-5. Ultimate Consignee Remarks Window in the Material Move Screen

(a) Enter any appropriate **Ultimate Consignee Remarks. You can** enter up to three lines of 35 character each.

(b) After **the Remarks are** entered, press **ESC** to save the data. The cursor will return to the field it was in when the **F8** was first pressed.

g. When you are done viewing the shipment units, press **F7** to return to the upper portion of the Material Move screen.

h. Press **ESC** to save the shipment information and return to the Material Move: ring menu. The next available **MSL ID Sequence Number** will be automatically assigned for the record. The sequence number will be displayed on the screen and the record will be saved. The following message will be displayed in the lower left of the screen:

Record created.

The cursor will then return to the Material Move: ring menu where you can select another option or press **E-Exit** twice to return to the Transportation Documentation menu.

Note: If you need to **Modify, View** or **Delete** an MSL before printing, refer to the procedures in paragraph 9.3.1.1.3, below.

9.3.1.1.2 Printing MSLs for a Material Move.

See disclaimer statement on page 9-1.

When you have completed creating the Material Move MSL and have made any modifications needed, you are ready to print the Material Move MSL.

As part of the printing process, you should verify that your Intermec Printer is configured properly and that the correct number of copies will be printed. The following procedures include the steps necessary to configure your Intermec printer and to print the MSLs.

a. Select **Configure Intermec Printer** from the Military Shipment Label menu. As necessary, refer to paragraph 9.3.1 (page 9-2 above) for procedures to access the Military Shipment Label Menu. The Configure Intermec Printer window will be displayed with **the Printer Name, Format** and **Number of Copies** set by the System Administrator for the default Intermec Printer.

Note: If you have only one Intermec printer installed at your installation, you may need to do this only one time. If there are multiple Intermec printers at your installation, you will have to select your printer and number of copies each time you print MSLs.

(1) To change Printers, enter the name of **the** new **Printer** and press **RETURN** to move the cursor to the **Copies** field.

As an alternative you can press F6 to display the Printer Help window with a list of all available printers. Use the cursor control keys to highlight the desired printer and press **ESC** to select it. The Printer Help window will close and the new printer will be displayed in the Configure Intermec Printer window. The cursor will be in the **Copies** field.

(2) Enter the number of **Copies** you want to print for each MSL and press **RETURN.**

(3) Press **ESC** to save your new settings. The cursor will return to the Military Shipment Label menu.

b. Select Material Moves from the Military Shipment Label menu. The Material Move screen will be displayed with the Material Move: ring menu at the top.

Material Move: I-Create 2-Modify 3-Delete 4-Print 5-View E-Exit

c. Select the **Print** option, and the Material Move MSL ID Help window will be displayed. The cursor will be in the **MSL ID** field

d. There are two ways to select the **MSLs** to be printed:

(1) **If you know the MSL ID, Shipment Id,** or other information that will identify the **MSLs** to be printed, enter your selection criteria in any one or in multiple

fields, pressing **RETURN** after each entry, and then press **ESC.** A list of all **MSL IDs** that meet your selection criteria will be displayed.

(2) If you do not have enough information to identify the Shipment with the MSLs to be printed, press **ESC** and a list of all the available **MSL IDs** is displayed .

e. Use the cursor control keys to highlight the desired **MSL ID** and press **ESC** to select it. The Material Move MSL ID Help window will close and a message will be displayed in the lower left of the screen:

Processing MSLs

(1) If the Date Shipped is prior to the current date, a message will be displayed:

Date Shipped field must be greater than or equal to today's date

A window will be displayed as shown in Figure 9-6 which allows you to change **the Data Shipped.**

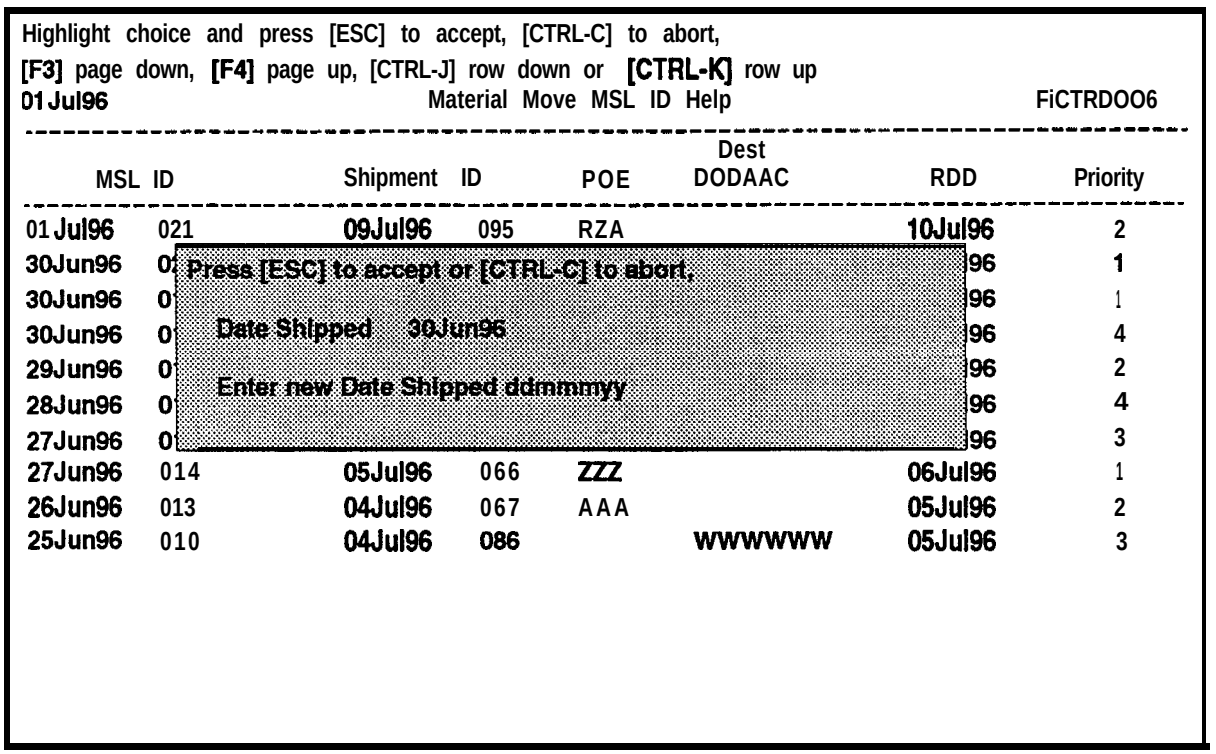


Figure 9-6. Enter Date Shipped Window on the Material Move MSL ID Help Screen

(2) Enter a new Shipment Date that is later than today's date.

f. When the MSL has a correct Shipment Date, another message will be displayed in the lower left of the screen:

Printing MSLs

When the MSLs have been printed, the cursor will return to the Material Move: ring menu where you **can** select another option or press **E-Exit** twice to return to the Transportation Documentation menu.

Figure 9-7 illustrates the format of an MSL for a freight shipment. Even though the **Official Business - Penalty For Private Use $300** message appears on **all MSLs,** it applies only to U.S. Mail shipments.

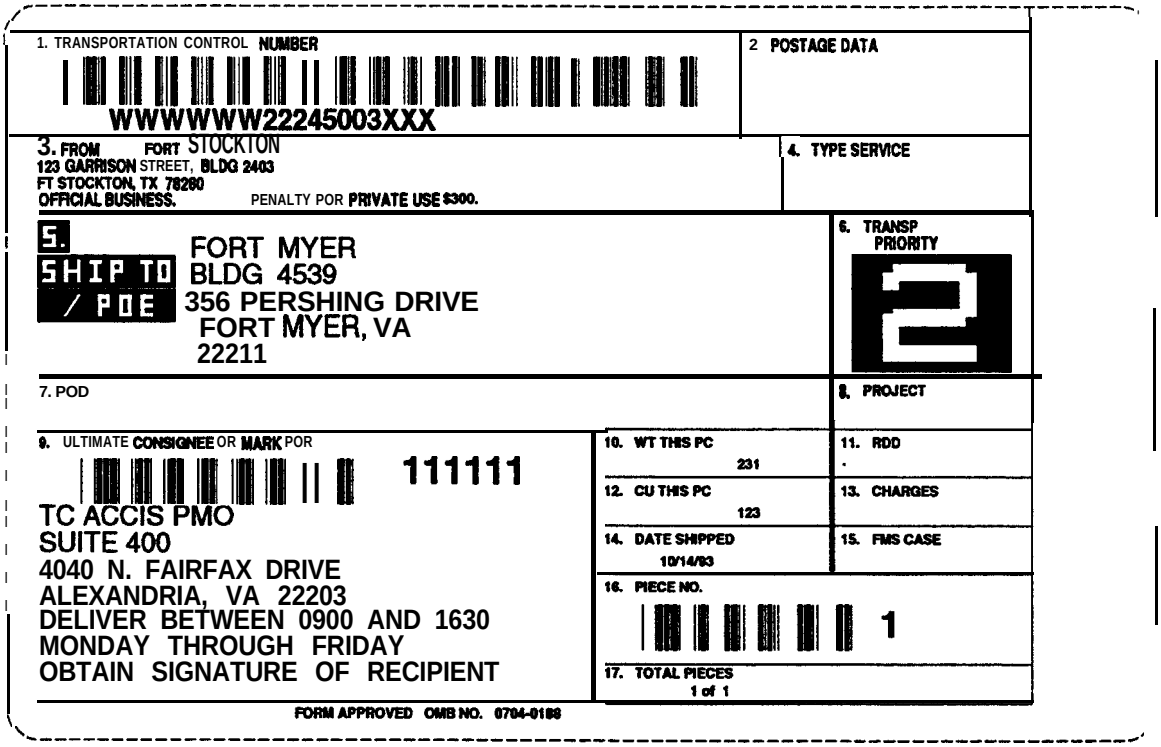


Figure 9-7. Format of Printed Military Shipment Label

9.3.1.1.3 Other Options for MSLs for a Material Move.

See disclaimer statement on page 9-1.

The following paragraphs explain the procedures to **Modify, View,** or **Delete MSLs** for a Material Move. Use the following procedures to access the Material Move: ring menu where you can select these options:

a. **Select the Transportation Documentation** option from the TC ACCIS Main Menu and the Transportation **Documentation menu as shown in Figure 9-1 (page 9-2) will be displayed.**

The following is an explanation of the Transportation Documentation menu options.

Menu Option	Explanation
Military Shipment Label	Use the Military Shipment Label option to prepare Military Shipment Labels (DD Form 1387). By selecting this option, you can create MSLs for Material Moves, Unit Moves, or Manually create labels for a Material Move when shipment umts have not been created.
Reports	Use this function to prepare a Military Shipment Labels Summary Report.

A Menu Tree showing all the options available within the Transportation Documentation function is shown in Figure 9-2 (page 9-3).

b. Select **Military Shipment Labels** from the Transportation Documentation menu. A prompt will be displayed:

Will you be sending the military shipping labels to a DOS machine (y/n)?

(1) Enter Y in response to this prompt when you want to create a file that can be downloaded to a DOS PC. You will be prompted to:

Enter your unique 3 character id.

Note: These three characters will be used as an extension that will uniquely identify the file with your MSL data that is to be downloaded to the PC. Make a note of this extension because you will be prompted to enter it again when you download the file by using the procedures in Section 16 - *TC ACCIS Microcomputer Utilities,* of this manual.

(a) If you do not enter three alpha characters, the following error message will be displayed:

Must enter 3 alpha characters.

(b) After the ID has been entered, the Military Shipment Label menu will be displayed.

(2) Enter N in response to this prompt when you do not want to send the Military Shipment Labels to a DOS PC. The Military Shipment Label menu will be displayed.

c. Select Material Moves from the Military Shipment Label menu. The Material Move screen will be displayed with the Material Move: ring menu at the top:

Material Move: I-Create 2-Modify 3-Delete 4-Print 5-View E-Exit

From this ring menu, use the procedures in the following paragraphs to perform the desired option:

Paragraph	Option
9.3.1.1.3.1	Modifying MSLs for a Material Move.

9.3.1.1.3.2 Viewing MSLs for a Material Move.
9.3.1.1.3.3 Deleting MSLs for a Material Move.

9.3.1.1.3.1 Modify MSLs for a Material Move.

See disclaimer statement on page 9-1.

Use the following procedures to **Modify the MSLs** for a Material Move:

a. To begin this procedure you should have the Material Move: ring menu displayed at the top of your screen.

Material Move: I-Create P-Modify &Delete 4-Print 5-View E-Exit

If it is not displayed, refer to the procedures in paragraph 9.3.1.1.3 (page 9-12) above for the procedures to get to this ring menu.

b. Select the **Modify** option from the Material Move: ring menu. The cursor will move to the first part of the **MSL ID** field.

(1) Enter the date for the MSL in the **first** part of the **MSL ID** field, press **RETURN,** enter **the sequence number** for the MSL in the second part of the **MSL ID** field, and press **ESC.** The data for this MSL will be displayed and the cursor will move to the **U.S. Mail** field.

As an alternative, you can press F6 to access the list of available **MSLs.** In this case, the Material Move MSL ID Help window will be displayed. At this point you have two options:

(a) The first option is to press **ESC** to display a list of all the available **MSLs.** Use the cursor control keys to highlight the desired MSL and press **ESC** to select it. T'he window will close and the data for the selected MSL will be displayed in the Material Move screen. The cursor will be in the **U.S. Mail** field.

(b) The second option is to enter selection criteria into any one or all the fields in the Material Move MSL ID Help window. To do this, press RETURN until the cursor is in the desired field, and enter the selection criteria. Repeat this procedure until all the selection criteria has been entered, and then press **ESC.** A list of **MSLs** that meet your selection criteria **will** be displayed. Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window **will** close and the data for the selected MSL will be displayed in the Material Move screen. The cursor will be in the **U.S. Mail** field.

c. Press RETURN until the cursor is in the field where you want to make the change and enter the new data by typing over the old information.

d. Repeat the procedures in paragraph c. above until **all** the changes have been made.

e. When all of the entries are correct, you can press F7 to move the cursor to the lower portion of the screen. You can only view the shipment units displayed in this portion of the screen.

The first eight shipment units assigned to the selected shipment will be displayed. The first row will be highlighted. **The** message **Record n of** NN, where **n** is the sequence number of the highlighted record and NN is the total number of shipment units, is displayed at the bottom left of the screen.

An explanation of the fields in the lower portion of the Material Move screen is included in paragraph 9.3.1.1.1 above.

(1) Use the cursor control keys to move up and down the list of shipment units.

(2) As necessary, press **F8** and the Ultimate Consignee Remarks window will be displayed for each Shipment Unit as shown in Figure 9-5 (page 9-9 above).

Note: Press **Ctrl-C** at any time while in this window, and the Remarks process will be aborted. The window will be closed and the data will not be saved.

(a) Use the cursor control keys to move to the location where you want to change the information. Enter the new information by typing over the displayed information. You can enter up to three lines of 35 character each.

(b) After the **Remarks are** entered, press **ESC** to save the data. The cursor will return to the field it was in when the **F8** was first pressed.

f. When you are done viewing the shipment units, press F7 to return to the upper portion of the Material Move screen.

g. When all of the changes have been made, press **ESC** to save your changes. The cursor will return to the Material Move: ring menu where you can select another option or press **E-Exit** twice to return to the Transportation Documentation menu.

9.3.1.1.3.2 Viewina MSLs for a Material Move.

See disclaimer statement on page 9-1.

Use the following procedures to **Modify** the **MSLs** for a Material Move:

a. To begin this procedure you should have the Material Move: ring menu displayed at the top of your screen.

Material Move: I-Create 2-Modify 3-Delete 4-Print 5-View E-Exit

If it is not displayed, refer to the procedures in paragraph 9.3.1.1.3 (page 9-12) above for the procedures to get to this ring menu.

b. Select the **View** option from the Material Move: ring menu. The Material Move MSL ID Help window will be displayed. At this point you have two options:

(1) The first option is to press **ESC** to display a list of all the available **MSLs.** Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window will close and the data for the first shipment unit in the selected MSL will be displayed in a format similar to the top half of the Military Shipment Label.

(2) The second option is to enter selection criteria into any one or **all** the fields in the Material Move MSL ID Help window. To do this:

(a) Press RETURN until the cursor is in the desired field, and enter the selection criteria.

(b) Repeat this procedure until all the selection criteria has been entered, and then press **ESC.** A list of **MSLs** that meet your selection criteria **will** be displayed.

(c) Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window will close and the first half of the data for the first shipment unit in the selected MSL will be displayed.

(3) Press **RETURN** to the display the second half of the MSL information for this shipment unit.

Note: You can press **Ctrl-C** at any time to abort the **View** process and return to the Unit Move: ring menu.

(4) Press **RETURN** again to the display the first half of the MSL information for the next shipment unit.

(5) Press **RETURN** again to the display the second half of the MSL information for this shipment unit.

(6) Repeat the procedures in paragraphs (4) and (5) above until the MSL data for all the shipment units has been viewed. When **RETURN** is pressed after the last shipment unit has been displayed, the cursor **will** return to the Material Move: ring menu where you **can** select another option or press **E-Exit** twice to return to the Transportation Documentation menu.

9.3.1.1.3.3 Deletina MSLs for a Material Move.

See disclaimer statement on page 9-1.

Use the following procedures to **Delete an** MSL for a Material Move:

a. To begin this procedure you should have the Material Move: ring menu displayed at the top of your screen.

Material Move: I-Create P-Modify &Delete 4-Print 5-View E-Exit

If it is not displayed, refer to the procedures in paragraph 9.3.1.1.3 (page 9-12) above for the procedures to get to this ring menu.

b. Select **the Delete** option from the Material Move: ring menu. The cursor will move to the first part of the **MSL ID** field.

(1) Enter the **date** for the MSL in the first part of the **MSL ID** field, press **RETURN,** enter the **sequence number** for the MSL in the second part of the **MSL JD** field, and press **ESC.** The data for this MSL will be displayed in the Material Move screen. A prompt will be displayed:

Are you sure you want to delete this MSL record (y/n)?

As an alternative, you can press F6 to access the list of available **MSLs.** In this case, the Material Move MSL ID Help window will be displayed. At this point you have two options:

(a) The first option is to press **ESC** to display a list of all the available **MSLs.** Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window will close and the data for the selected MSL will be displayed in the Material Move screen. A prompt will be displayed:

Are you sure you want to delete this MSL record (y/n)?

(b) The second option is to enter selection criteria into any one or all the fields in the Material Move MSL ID Help window. To do this, press RETURN until the cursor is in the desired field, and enter the selection criteria. Repeat this procedure until all the selection criteria has been entered, and then press **ESC.** A list of **MSLs** that meet your selection criteria will be displayed. Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window will close and the data for the selected MSL will be displayed in the Material Move screen. A prompt will be displayed:

Are you sure you want to delete this MSL record (y/n)?

(2) Respond to this prompt as follows:

(a) Press N if you do not want to **Delete this** MSL. The cursor will return to the Material Move: ring menu were you **can** select another option of press **E-Exit** twice to return to the Transportation Documentation menu.

(b) Press N if you want to **Delete** this MSL. A message will be displayed to indicate that the MSL has been deleted and the cursor will return to the Material Move: ring menu were you **can** select another option of press **E-Exit** twice to return to the Transportation Documentation menu.

9.3.1.2 Generating MSLs for a Unit Move.

Two separate procedures must be completed in order to generate MSLs for Unit Move. First you must **Create** the label by entering the necessary information, and then you must **Print the** label(s) you created. In addition, you have the options to **Modify, View,** and **Delete MSLs.** These options are all discussed in the following paragraphs.

9.3.1.2.1 Creatina MSLs for a Unit Move.

Use the following procedures to create MSLs for a Unit Move.

a. Select **Unit Moves** from the Military Shipment Label menu. As necessary, refer to paragraph 9.3.1 (page 9-2above) for procedures for getting to the Military Shipment Label Menu. The Unit Move screen will be displayed as shown in Figure 9-8, with the Unit Move: ring menu displayed at the top of the screen.

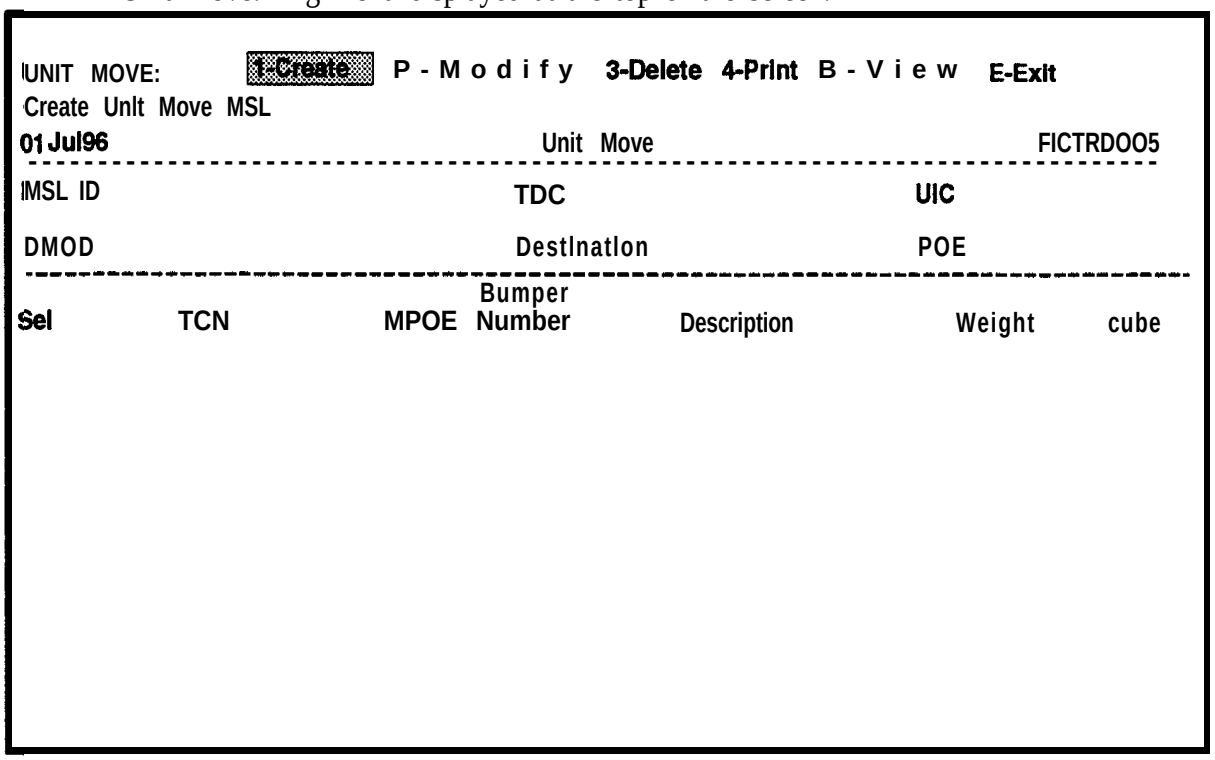


Figure 9-8. Unit Move Screen

Unit Move: 1-Create 2-Modify 3-Delete 4-Print 5-View E-Exit

The following is an explanation of the options available on the Unit Move: ring menu.

Menu Option	Explanation
Create	Use this option to create new MSLs for a Unit Move.
Modify	Use this option to make changes to MSLs that already exist.

Delete Use this option to delete existing MSLs for a Unit Move. You will receive a prompt before the record is deleted: **Are you sure you want to delete tlus MSL record (y/n)?**

Print Use this option to print existing MSLs for a Unit Move on the Intermec prmter connected to the Corn paq 4500 by means of a mux, Systec, or DigiBoard, or the data can be put into a file that can be downloaded for printing from a DOS PC.

View Use this option to review existing MSLs on the screen. Each MSL is displayed on the screen in two parts. Blocks 1 through 6 of the MSL are displayed on the first screen and blocks 7 through 17 are displayed on the second screen.

The following is an explanation of the fields and the data to be entered on the Unit Move MSL screen.

Field Name	Type	Explanation

NOTE: In Type Column: R = Required; A = Automatically; Blank = Optional

MSL ID A,R This is a two part field consisting of a **Date** and a **Sequence Number.**

When **you** create **an** MSL, the **Current Date** is automatically entered into the first part of the field. The next available **Sequence Number** is automatically assigned to the second part of the field when you press **ESC** to exit and save the data. When modifying enter the MSL ID (date created and sequence number) or F6 for help.

The Sequence Number is automatically assigned by TC ACCIS when you press **ESC** to exit and save the data. When modifying data, enter the **MSL ID** and **Sequence Number** or F6 for help.

TDC R Enter Type Data Code or F6 for help.

UIC Enter Unit Identification Code (UIC), F6 for help, or leave blank to select all UICs for the exercise. If you leave this field blank, you have told TC ACCIS to print labels for all pieces of selected equipment from each UIC's equipment list for this exercise, and your cursor does not move to the second half of the screen.

DMOD R Enter Deployment Mode of Debarkation (DMOD) or **F6** for help.

Destination Enter the Destination Department of Defense Activity Address Code (DODAAC), Cage Number, or F6 for help.

The Destination DODAAC is required if the DMOD is **D** or 0, and the POE is bypassed.

If the DMOD is **A** or S, the destination DODAAC is bypassed and the POE is required.

POE

	Enter Port Identifier Code, or F6 for help. If the DMOD is S or A, the POE must be entered. It is a required field if the **Destination** field is left blank.
Sel	Enter X to select or Space to deselect equipment.
TCN	The Transportation Control Number for this Shipment Unit.
MPOE	The Mode to Port of Embarkation for this Shipment Unit
Bumper Number	The bumper number for this Shipment Unit.
Description	A brief narrative identification of the Shipment Unit.
Weight	The total weight in pounds of the Shipment Unit.
Cube	The total cubic feet measurement for the Shipment Unit.

b. Select **Create** from the UNIT MOVE: ring menu. The cursor will move to the **TDC** field of the Unit Move screen. The current date will be automatically entered into the **MSL** ID field. The next available **Sequence Number** will be generated when you press **ESC** to accept the entry.

Note: You can press **Ctrl-C** at any time during this process to abort your current entries. When this is done, a blank Unit Move screen will be displayed, a **Record not** created message will be displayed in the lower left of the screen, and the cursor will be returned to the Unit Move: ring menu.

c. Enter **the TDC** of **the** exercise and press **RETURN,** or press **F6-Help** to display the Type Data Code window with a list of available TDC codes. When **F6-Help** is used, use the cursor keys to highlight the desired TDC, and then press **ESC** to select it. The selected TDC will be displayed and the cursor will move to the **UIC** field.

Note: **MSLs** cannot be created for a Unit's Master Equipment List (TDC **D** or S).

d. Enter the **UIC** of **the** unit and press **RETURN,** or press **F6-Help** to display the Unit Identification Code window with a list of valid **UICs.** When **F6-Help** is used, use the cursor control keys to highlight the desired UIC, and then press **ESC** to select it. The selected UIC will be displayed and **the** cursor **will** move to **the DMOD** field.

e. Enter **the DMOD** and press **ESC,** or press **F6-Help** to display the Mode Codes window with a list of valid Mode Codes. When **F6-Help** is used, use the cursor control keys to highlight the desired DMOD and then press **ESC** to select it. The selected DMOD will be displayed, and the cursor **will** move to **the Destination** field.

(1) If the DMOD **D** or 0 is entered, a **DODAAC** or Cage **Number** is required in the **Destination** field, and the **POE** field is bypassed. **In this case,** enter **the Destination DODAAC** or **Cage Number** and press RETURN. The cursor will return to

the DMOD field so you can verify the information before exiting from the Unit Move screen.

As an alternative, **you can** press **F6-Help** to display the DODAAC window with a list of all **valid** DODAACs and Cage Numbers. In this case:

(a) Enter the **query criteria** and press **ESC** to accept it, or,

(b) Press **ESC** to display a list of valid DODAACs and Cage Numbers. Use the cursor control keys to highlight the desired code and press **ESC** to select it.

Note: If the desired DODAAC or Cage Number is not on the list of valid codes, press **F1** to display the DODAAC window where you can add a new DODAAC or Cage Number to the Reference Table. Enter data into each of the fields, pressing **RETURN** after each entry and then press **ESC** to accept your entries.

(c) The cursor should now be in **the DMOD** field. Review the **DMOD** and **Destination** entries you have made to verify that they are correct. As necessary, press **RETURN** to move to the field requiring a correction. Enter the correct data by typing over the existing data and then press RETURN.

(2) If the DMOD **A** or S is entered the **Destination** field is bypassed, and the POE field is required. In this case, enter the **POE** and press **RETURN.** The cursor will return to **the DMOD** field so you can verify the information before exiting from the Unit Move screen.

As an alternative, **you can** press **F6-Help** to display the Port Code Help window. In this case:

(a) Enter the **query criteria** and press **ESC** to accept it, or,

(b) Press ESC to display a list of valid Port Codes. Use the cursor control keys to highlight the desired Port Code and press ESC to select it.

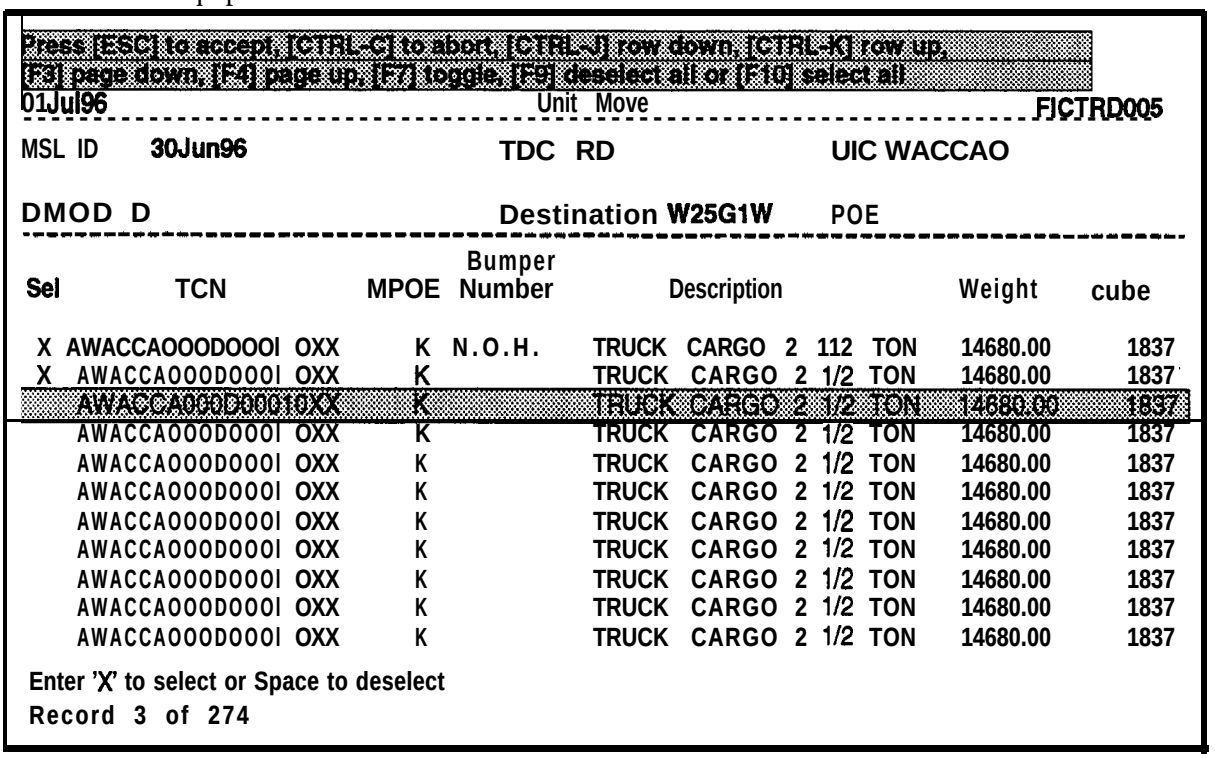
Note: If the desired Port Code is not on the list of valid codes, press **F1** to display the Port Code window where you can add a new Port Code to the Reference Table. Enter data into each of the fields, pressing **RETURN** after each entry, and then press **ESC** to accept your entries.

(c) The cursor should now be **in the DMOD** field. Review **the DMOD** and POE entries you have made to verify that they are correct. As necessary, press RETURN to move to the field requiring a correction. Enter the correct data by typing over the existing data and then press RETURN.

f. At this point you have the opportunity to select pieces of equipment to have **MSLs** printed.

(1) If the **UIC** field was left blank, all the pieces of equipment associated with the **TDC** will automatically be selected and an MSL will be printed for each piece of equipment. In this case, the cursor will not be allowed in the lower portion of the screen. Continue with paragraph **h.** below.

(2) If a **UIC** was entered, press F7 to move the cursor to the lower portion of the screen. The first eleven pieces of equipment with the TDC/UIC combination specified in the upper portion of the Unit Move screen will be displayed as shown in Figure 9-9. You can now select or deselect the pieces of equipment that will require a printed MSL. An X in the **Sel** field indicates that the piece of equipment has been selected for printing an MSL. A blank **Sel** field indicates that the piece of equipment is not selected, so no MSL will be printed for that piece of equipment.



Press [ESC] to accept, [CTRL-C] to abort, [CTRL-J] row down, [CTRL-K] row up,
[F3] page down, [F4] page up, [F7] toggle, [F9] deselect all or [F10] select all

01Jul96 Unit Move FJCTRD005

MSL ID 30Jun96 TDC RD UIC WACCAO

DMOD D Destination W25G1W POE

Sel	TCN	MPOE	Bumper Number	Description	Weight	cube
X	AWACCAOOODOOOI OXX	K	N.O.H.	TRUCK CARGO 2 112 TON	14680.00	1837
X	AWACCA000D000I OXX	K		TRUCK CARGO 2 1/2 TON	14680.00	1837
	AWACCA000D00010XX	K		TRUCK CARGO 2 1/2 TON	14680.00	1837
	AWACCA000D000I OXX	K		TRUCK CARGO 2 1/2 TON	14680.00	1837
	AWACCA000D000I OXX	K		TRUCK CARGO 2 1/2 TON	14680.00	1837
	AWACCA000D000I OXX	K		TRUCK CARGO 2 1/2 TON	14680.00	1837
	AWACCA000D000I OXX	K		TRUCK CARGO 2 1/2 TON	14680.00	1837
	AWACCA000D000I OXX	K		TRUCK CARGO 2 1/2 TON	14680.00	1837
	AWACCA000D000I OXX	K		TRUCK CARGO 2 1/2 TON	14680.00	1837
	AWACCA000D000I OXX	K		TRUCK CARGO 2 1/2 TON	14680.00	1837
	AWACCA000D000I OXX	K		TRUCK CARGO 2 1/2 TON	14680.00	1837

Enter 'X' to select or Space to deselect
Record 3 of 274

Figure 9-9. Unit Move Screen with Data

You can press **F9** at anytime to deselect all pieces of selected equipment, or, you can press **F10** at anytime to select all pieces of equipment.

(a) Use the cursor control keys to highlight the desired piece of equipment to be selected or deselected.

(b) Enter an X to select a piece of equipment, or press the **space bar** to deselect a piece of equipment that already has an X in the **Sel** field. The cursor will move down one row to the **Sel** field of the next piece of equipment.

(c) Repeat the procedures in paragraphs **(a)** and **(b)** above until all pieces of equipment have been selected or deselected.

g. When all the pieces of equipment have been selected, press **ESC** to save your selections. The next available **Sequence** Number will be automatically entered into the second part of the **MSL** ID field, and the cursor will return to the Unit Move: ring menu where **you can** select another option or press **E-Exit** twice to return to the Transportation Documentation menu.

As an alternative, you can press F7 while in the lower portion of the screen to return to **the DMOD** field in the upper portion of the screen. From here you change the data **in the DMOD, Destination,** or, **POE** fields. When all changes have been made, press **ESC** to save the data and return to the Unit Move: ring menu.

Note: If you need to **Modify, View,** or **Delete** an MSL before printing, refer to the procedures in paragraph 9.3.1.2.3 below.

9.3.1.2.2 Printing MSLs for a Unit Move.

When you have completed creating the Unit Move MSL and have made any modifications needed, you are ready to print the Unit Move MSL. As part of the printing process, you should verify that your Intermec Printer is configured properly and that the correct number of copies will be printed. The following procedures include the steps necessary to configure your Intermec printer and to print the MSLs.

a. Select **Configure Intermec Printer** from the Military Shipment Label menu. As necessary, refer to paragraph 9.3.1 (page 9-2above) for procedures for getting to the Military Shipment Label menu. The Configure Intermec Printer window will be displayed with the values set by the System Administrator for the default Intermec Printer displayed in **the Printer, Format** and **Copies** fields.

Note: If you have only one Intermec printer installed at your installation, you may need to do this only one time. If there are multiple Intermec printers at your installation, you will have to select your printer and number of copies each time you print MSLs.

(1) To change Printers, enter **the** name of **the** new **Printer** and press **RETURN** to move the cursor to the **Copies** field.

As an alternative, you can press F6 to display the Printer Help window with a list of all available printers. Use the cursor control keys to highlight the desired printer and press **ESC** to select it. The Printer Help window will close, and the new printer will be displayed in the Configure Intermec Printer window. The cursor will be in the **Copies** field.

(2) Enter the number of **Copies you** want to print for each MSL and press **RETURN.**

(3) Press **ESC** to save your new settings. The cursor will return to the Military Shipment Label menu.

b. Select Unit Moves from the Military Shipment Label menu. The Unit Move screen will be displayed with the Unit Move: ring menu at the top.

Unit Move: I-create P-Modify &Delete 4-Print 5-View E-Exit

c. Select **the Print** option, and the Unit Move MSL ID Help window will be displayed. The cursor will be in the **MSL ID** field

d. There are two ways to select the **MSLs** to be printed:

(1) If **you know the MSL ID, Shipment Id,** or other information that will identify the **MSLs** to be printed, enter your selection criteria in any one or in multiple fields, pressing **RETURN** after each entry, and then press **ESC.** A list of all **MSL IDs** that meet your selection criteria will be displayed.

(2) If you do not have enough information to identify the Shipment with the **MSLs** to be printed, press **ESC** to display a list of all the available **MSL IDs** will be displayed.

e. Use the cursor control keys to highlight the desired **MSL ID** and press **ESC** to select it. The Unit Move MSL ID Help window will close and a message **will** be displayed in the lower left of the screen:

Processing MSLs

When the MSL has a correct Shipment Date, a new message will be displayed in the lower left of the screen:

Printing MSLs

When the **MSLs** have been printed, the cursor **will** return to the Unit Move: ring menu where you **can** select another option or press **E-Exit** twice to return to the Transportation Documentation menu.

Figure 9-10 illustrates the format of an MSL for a unit move.

9.3.1.2.3 Other Options for MSLs for a Unit Move.

See disclaimer statement on page 9-1 with regard to Material Move and/or SPWS references.

The following paragraphs explain the procedures to **Modify, View,** or Delete **MSLs** for a Unit Move. Use the following procedures to access the Unit Move: ring menu where you can select these options:

a. Select **the Transportation Documentation** option from the TC ACCIS Main Menu and the Transportation Documentation menu as shown in Figure 9-l (page 9-2) **will** be displayed.

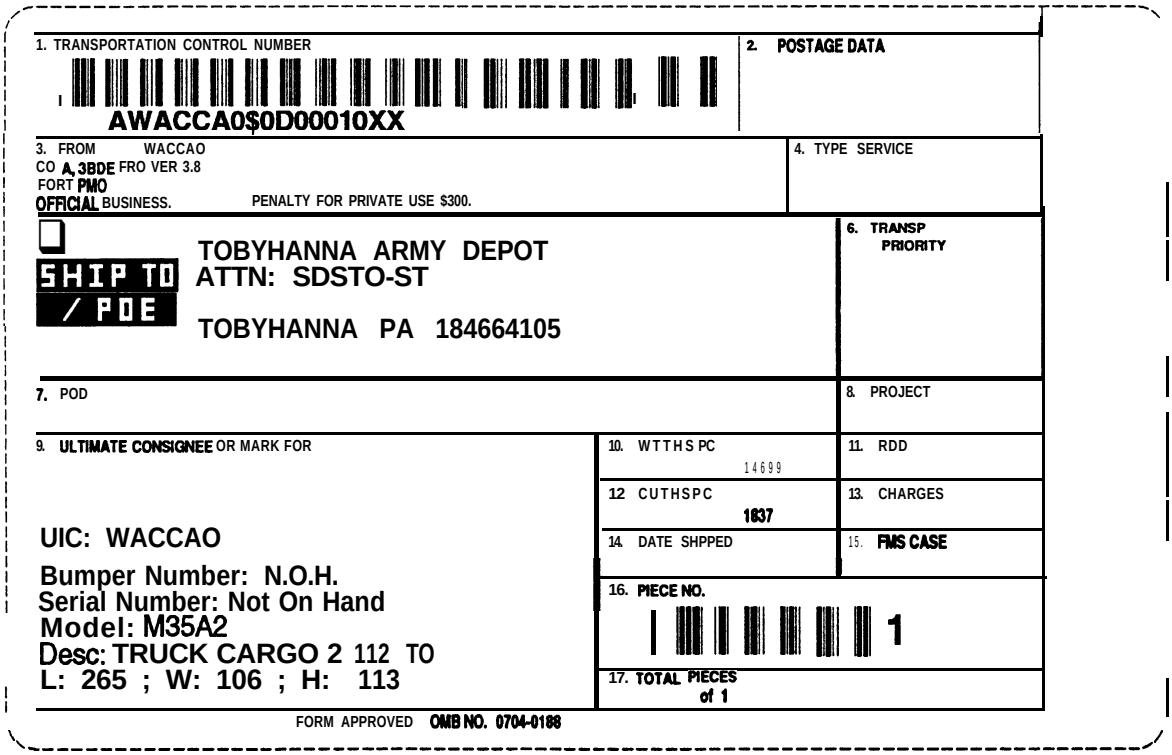

1. TRANSPORTATION CONTROL NUMBER
AWACCA0$0D00010XX
2. POSTAGE DATA
3. FROM WACCAO
CO A, 3BDE FRO VER 3.8
FORT PMO
OFFICIAL BUSINESS. PENALTY FOR PRIVATE USE $300.
4. TYPE SERVICE
SHIP TO / POE
TOBYHANNA ARMY DEPOT
ATTN: SDSTO-ST
TOBYHANNA PA 184664105
6. TRANSP PRIORITY
7. POD
8. PROJECT
9. ULTIMATE CONSIGNEE OR MARK FOR
UIC: WACCAO
Bumper Number: N.O.H.
Serial Number: Not On Hand
Model: M35A2
Desc: TRUCK CARGO 2 112 TO
L: 265 ; W: 106 ; H: 113
10. WTTHS PC 14699
11. RDD
12 CUTHSPC 1837
13. CHARGES
14. DATE SHPPED
15. FMS CASE
16. PIECE NO. 1
17. TOTAL PIECES of 1
FORM APPROVED OMB NO. 0704-0188

Figure 9-10. Military Shipment Label for a Unit Move

The following is an explanation of the Transportation Documentation menu options.

Menu Ootion	Explanation
Military Shipment Label	Use the Military Shipment Label option to prepare Military Shipment Labels (DD Form 1387). By selecting this option, you can create MSLs for Material Moves, Unit Moves, or Manually create labels for a Material Move when shipment units have not been created.
Reports	Use this function to prepare a Military Shipment Labels Summary Report.

A Menu Tree showing all the options available within the Transportation Documentation function is shown in Figure 9-2 (page 9-3).

b. Select **Military Shipment Labels** from the Transportation Documentation menu. A prompt will be displayed:

Will you be sending the military shipping labels to a DOS machine (y/n)?

(1) Enter Y in response to this prompt when you want to create a file that can be downloaded to a DOS PC. You will be prompted to:

Enter your unique 3 character id.

Note: These three characters will be used as an extension that will uniquely identify the file with your MSL data that is to be downloaded to the PC. Make you make of note of this extension because you will be prompted to enter it again when you download the file by using the procedures in Section 16 - *TC ACCIS* ***Microcomputer Utilities,*** of this manual.

(a) If you do not enter three alpha characters, the following error message will be displayed:

Must enter 3 alpha characters.

(b) After the ID has been entered, the Military Shipment Label menu will be displayed.

(2) Enter N in response to this prompt when you do not want to send the Military Shipment Labels to a DOS PC. The Military Shipment Label menu will be displayed.

c. Select Unit Moves from the Military Shipment Label menu. The Unit Move screen will be displayed with the Unit Move: ring menu at the top:

Unit Move: I-Create 2-Modify 3-Delete 4-Print 5-View E-Exit

From this ring menu, use the procedures in the following paragraphs to perform the desired option:

Paragraph	Option
9.3.1.2.3.1	Modifying MSLs for a Unit Move.
9.3.1.2.3.2	Viewing MSLs for a Unit Move.
9.3.1.2.3.3	Deleting MSLs for a Unit Move.

9.3.1.2.3.1 Modify MSLs for a Unit Move.

Use the following procedures to **Modify** the MSLs for a Unit Move:

a. To begin this procedure, you should have the Unit Move: ring menu displayed at the top of your screen.

Unit Move: I-Create P-Modify &Delete 4-Print 5-View E-Exit

If it is not displayed, refer to the procedures in paragraph 9.3.1.2.3 (page 9-24) above for the procedures to get to this ring menu.

b. Select the **Modify** option from the Unit Move: ring menu. The cursor will move to the first part of the **MSL ID** field.

c. Enter the date for the MSL in the first part of the **MSL ID** field, press RETURN, enter **the sequence number** for the MSL in the second part of the **MSL ID** field, and press

ESC. The data for this MSL will be displayed and the cursor **will** move to the **DMOD** field. **You can** change **the** data in **the DMOD, Destination,** and **POE** fields.

As an alternative, you can press F6 to access the list of available **MSLs.** In this case, the Unit Move MSL ID Help window will be displayed. At this point you have two options:

(1) The first option is to press **ESC** to display a list of all the available **MSLs.** Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window will close, and the data for the selected MSL will be displayed in the Unit Move screen. The cursor will be in **the DMOD** field. You can change **the** data in **the DMOD, Destination,** and **POE** fields.

(2) The second option is to enter selection criteria into any one or all the fields in the Unit Move MSL ID Help window. To do this, press **RETURN** until the cursor is in the desired field, and enter the selection criteria. Repeat this procedure until all the selection criteria have been entered, and then press **ESC.** A list of **MSLs** that meet your selection criteria will be displayed. Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window will close, and the data for the selected MSL will be displayed in the Unit Move screen. The cursor will be in **the DMOD** field. **You can** change **the** data in **the DMOD, Destination,** and **POE** fields.

d. Press RETURN until the cursor is in the field where you want to make the change and enter the new data by typing over the old information.

e. Repeat the procedures in paragraph c. above until all the changes have been made.

f. When all of the entries are correct, you can press F7 to move the cursor to the lower portion of the screen.

The first eleven pieces of equipment assigned to the selected shipment will be displayed as shown in Figure 9-9 (page 9-22). The pieces of equipment that were selected when this Unit Move was created will have an X in the **Sel** field. The first piece of equipment will be highlighted. The message **Record n of NN,** where **n** is the sequence number of the highlighted record and NN is the total number of shipment units, is displayed in the bottom left comer of the screen.

g. At this point you have the opportunity to change the pieces of equipment that have been selected or deselected.

Note: You can press **F9** at anytime to deselect all pieces of selected equipment, or, you can press **F10** at anytime to select all pieces of equipment.

(1) Use the cursor control keys to highlight the desired piece of equipment to be selected or deselected.

(2) Enter an X to select a piece of equipment, or press the **space bar** to deselect a piece of equipment that already has an X in the **Sel** field. The cursor will move down one row to the **Sel** field of the next piece of equipment.

(3) Repeat the procedures in paragraphs **(1)** and (2) above until **all** pieces of equipment have been selected or deselected.

h. When all the necessary changes have been made to the list of selected pieces of equipment, press **ESC** to save your changes. The cursor will return to the Unit Move: ring menu where you **can** select another option or press **E-Exit** twice to return to the Transportation Documentation menu.

As an alternative, you can press **F7** while in the lower portion of the screen to return to the **DMOD** field in the upper portion of the screen. From here you change the data in **the DMOD, Destination,** or, **POE** fields. When all changes have been made, press **ESC** to save the data and return to the Unit Move: ring menu where you can select another option or press **E-Exit** twice to return to the Transportation Documentation menu.

9.3.1.2.3.2 Viewina MSLs for a Unit Move.

Use the following procedures to **View** the **MSLs** for a Unit Move:

a. To begin this procedure you should have the Unit Move: ring menu displayed at the top of your screen.

Unit Move: I-create P-Modify 3-Delete 4-Print 5-View E-Exit

If it is not displayed, refer to the procedures in paragraph 9.3.1.2.3 (page 9-24) above for the procedures to get to this ring menu.

c. Select the **View** option from the Unit Move: ring menu. The Unit Move MSL ID Help window will be displayed. At this point you have two options:

(1) The first option is to press **ESC** to display a list of all the available **MSLs.** Use the cursor control keys to highlight the desired MSL and then press ESC to select it. The window will close and the data for the first shipment unit in the selected MSL will be displayed in a format similar to the top half of the Military Shipment Label.

(2) The second option is to enter selection criteria into any one or all the fields in the Unit Move MSL ID Help window. To do this:

(a) Press RETURN until the cursor is in the desired field, and enter the selection criteria.

(b) Repeat this procedure until all the selection criteria have been entered, and then press **ESC.** A list of **MSLs** that meet your selection criteria will be displayed.

(c) Use the cursor control keys to highlight the desired MSL and then press ESC to select it. The window will close, and the first half of the data for the first piece of equipment in the selected MSL will be displayed.

(3) Press **RETURN** to the display the second half of the MSL information for this piece of equipment.

(4) Press **RETURN** again to the display the first half of the MSL information for the next piece of equipment.

(5) Press **RETURN** again to the display the second half of the MSL information for this piece of equipment.

(6) Repeat the procedures in paragraphs (4) and (5) above until the MSL data for all the pieces of equipment has been viewed. When **RETURN** is pressed after the last piece of equipment has been displayed, the cursor will return to the Unit Move: ring menu where you **can** select another option or press **E-Exit** twice to return to the Transportation Documentation menu.

Note: You can press **Ctrl-C** at any time to abort the **View** process and return to the Unit Move: ring menu.

9.3.1.2.3.3 Deletina MSLs for a Unit Move.

Use the following procedures to **Delete** an MSL for a Unit Move:

a. To begin this procedure you should have the Unit Move: ring menu displayed at the top of your screen.

Unit Move: I-create 2-Modify 3-Delete 4-Print 5-View E-Exit

If it is not displayed, refer to the procedures in paragraph 9.3.1.2.3 (page 9-24) above for the procedures to get to this ring menu.

b. Select the **Delete** option from the Unit Move: ring menu. The cursor will move to the first part of the **MSL ID** field.

(1) Enter the **date** for the MSL in the first part of the **MSL ID** field, press **RETURN,** enter **the sequence number** for the MSL in the second part of the **MSL** ID field, and press **ESC.** The data for this MSL will be displayed in the Unit Move screen. A prompt will be displayed:

Are you sure you want to delete this MSL record (y/n)?

As an alternative, you can press F6 to access the list of available **MSLs.** In this case, the Unit Move MSL ID Help window will be displayed. At this point you have two options:

(a) The first option is to press **ESC** to display a list of all the available **MSLs.** Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window will close, and the data for the selected MSL will be displayed in the Unit Move screen. A prompt will be displayed:

Are you sure you want to delete this MSL record (y/n)?

(b) The second option is to enter selection criteria into any one or all the fields in the Unit Move MSL ID Help window. To do this, press **RETURN** until the cursor is in the desired field, and enter the selection criteria. Repeat this procedure until **all** the selection criteria have been entered, and then press **ESC.** A list of **MSLs** that meet your selection criteria will be displayed. Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window will close, and the data for the selected MSL will be displayed in the Unit Move screen. A prompt will be displayed:

Are you sure you want to delete this MSL record (y/n)?

(2) Respond to this prompt as follows:

(a) Press **n** if you do not want to Delete this MSL. The cursor will return to the Unit Move: ring menu were you can select another option or press **E-Exit** twice to return to the Transportation Documentation menu.

(b) Press y if you want to **Delete** this MSL. A message will be displayed to indicate that the MSL has been deleted, and the cursor will return to the Unit Move: ring menu were you **can** select another option or press **E-Exit** twice to return to the Transportation Documentation menu.

9.3.1.3 Generatina Manual MSLs for Material Moves.

See disclaimer statement on page 9-1.

This function includes the Create, Modify, Delete, Print, and View options, as discussed in the following paragraphs. Only users with IT0 privileges can use the Manual **MSLs** for Material Moves function.

9.3.1.3.1 Creating Manual MSLs for a Material Move.

See dischimer statement on page 9-1.

This paragraph will lead you through the steps to create and print a Manual for a Material Move MSL. **The Modify, Delete,** and **View** options will also be addressed.

a Select **Manual for Material Moves** from the Military Shipment Label menu. As necessary, refer to paragraph 9.3.1 above for procedures for getting to the Military Shipment Label menu. The Manual for Material Move screen will be displayed as shown in Figure 9-l 1. with the Manual: ring menu displayed at the top of the screen.

Manual: I-Create P-Modify 3-Delete 4-Print 5-View E-Exit

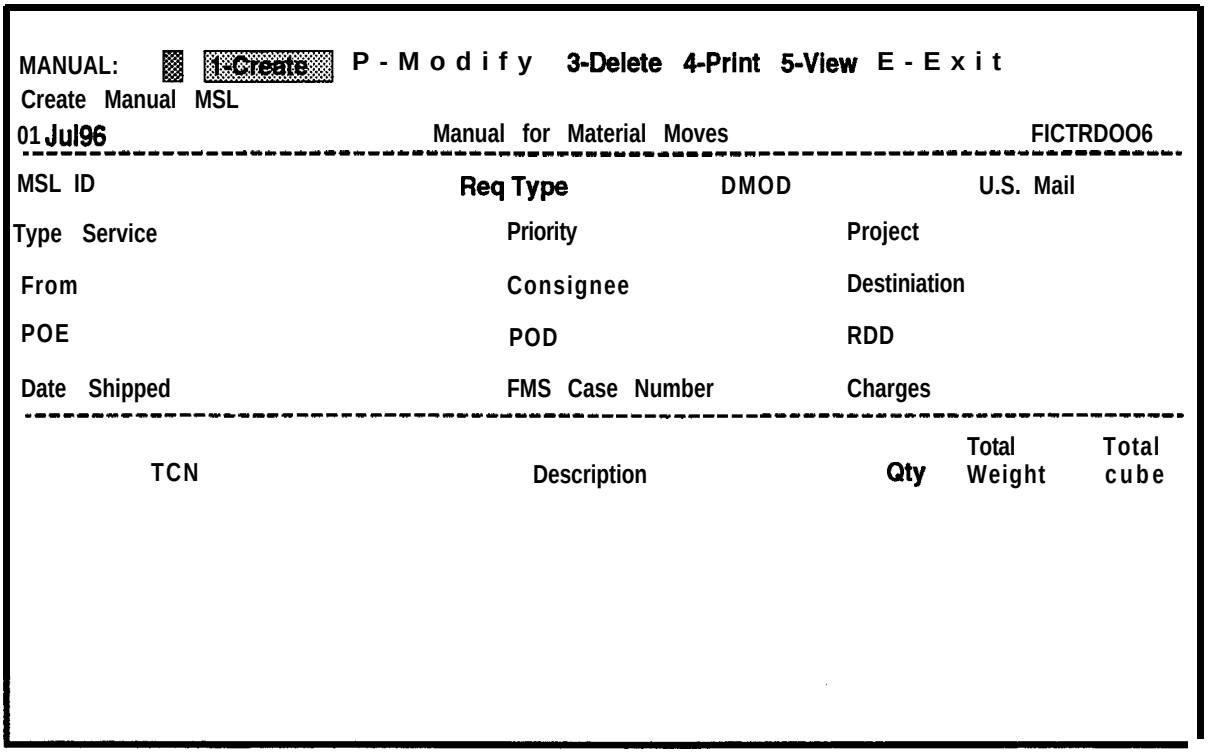


Figure 9-11. Manual for Material Moves Screen

The following is an explanation of the options available on the Manual: ring menu.

Menu Option	Explanation
Create	This option is used to create a Manual for a Material Move MSL.
Modify	This option is used when changes need to be made to MSLs that have already been created.
Delete	This option is used to delete a MSL that has been created Manual for a Material Move.
Print	This option is used to print a MSL that has been created Manual for a Material Move.
View	This option is used to view an MSL on the screen. It is displayed on the screen in two parts. Blocks l-6 of the MSL is displayed on the first screen and blocks 7-17 is displayed on the second screen.

b. Select **Create** from the Manual: ring menu. The cursor will move to the **Req Type** field. The current date will be automatically entered into the **MSL ID** field. The next available **Sequence Number** will be generated when you press **ESC** to accept the entry.

Note: You can press **Ctrl-C** at any time during this process to abort your current entries. When this is done, a blank Material Move screen will be displayed, a **Record not created** message will be displayed in the lower left of the screen, and the cursor will be returned to the Material Move: ring menu.

c. Use the following field explanations to enter the appropriate information in the remaining fields. This table provides an explanation of what should be entered in each field, which fields are automatically filled, and when the fields require data to be entered or can be left blank. Press **RETURN** after entering the data into each field. Fields that do not require an entry can be bypassed by pressing RETURN.

Note: An explanation of the information required in each field is also displayed at the bottom of the screen as the cursor enters each field.

Field Name	Type	Explanation
NOTE: In Type Column: R = Required; A = Automatically; Blank = Optional		
MSL ID	A,R	This is a two part field consisting of a **Date** and a **Sequence Number.** The **Date** is automatically generated by TC ACCIS when you are creating MSL. When modifying enter the MSL ID Date or F6 for help. **The Sequence Number** is automatically assigned by TC ACCIS when the user presses **ESC** to exit and save the data. When in modifying data, enter the MSL ID Sequence Number or **F6** for help.
Req Type	R	Enter **(O)CONUS** or (C)ONUS. If the Req Type is C and the **U.S. Mail** field is blank, you must enter the **Destination DODAAC** and bypass the **POE** and **POD** fields. If the Req Type is C and U.S. Mail is **M** or **P, the Destination DODAAC, POE** and **POD** fields are bypassed. If the Req Type is 0 for OCONUS, the Destination DODAAC is bypassed and the POE and POD are required. If the **U.S. Mail** field is left blank, the **Type Service** field is bypassed. When the **POE** and **POD** field entries are made, TC ACCIS verifies that the Port Code is found in the Port Code Reference table.
DMOD		Enter **(A)ir** or **(S)urface.** If **Req Type** is 0, DMOD is required. If **Req Type** is C, DMOD is bypassed.
U.S. Mail		**Enter (M)etered** Mail, **(P)ermit** Imprint Mail or leave **blank.**
Type Service		Enter Service Type (Air Express, Blue Label, First Class etc.) or leave blank. The Type Service field will be bypassed when the U.S. Mail field is blank.
Priority	R	Enter Transportation Priority i.e. **1, 2, 3,** or 4
Project		Enter Project or leave blank.

From	R	Enter the **DODAAC, Cage Number,** or press **F6-Help**. Entries in this field are validated against the DODAAC Reference table.
Consignee		Enter the Ultimate Consignee's **DODAAC, Cage Number,** or press **F6-Help**. Entries in this field are validated agamst the DODAAC Reference table.
Destination		Enter **the Destination DODAAC, Cage Number** or F6 for **help.** Entries in this field are validated against the DODAAC Reference table. If the **Req Type** is 0 for **OCONUS, the Destination** field is bypassed and the **POE** and **POD** fields are required. **If Req Type** is C for **CONUS** and **U.S. Mail** is blank, the **Destination** field is required. If the **Req Type** is C for **CONUS** and **U.S. Mail** is **M** or **P, the Destmation, POE,** and **POD** fields are bypassed. is entered.
POE		Enter Port Identifier Code for the Port of Embarkation or F6 for help. This field is required only if the **Req** Type is 0 for OCONUS. Entries are validated **against** the Port Code Reference table.
POD		Enter Port Identifier Code for the Port of Debarkation or F6 for help. This field is required only if the Req Type is 0 for OCONUS. Entries are validated against the Port Code Reference table.
RDD		Enter Required Delivery Date (RDD) in ddmmyy format or leave blank.
Date Shipped	R	Enter Date Shipped in ddmmyy format.
FMS Case Number		**Enter** Foreign Military Sales Case Number or leave **blank**.
Charges		Enter **CONUS** inland freight charges on number the number one piece of equipment (shipment unit). This field is required if data has been entered in **FMS** field.

d. When you press **RETURN** from the **Charges** field, the cursor will move back to the **Req Type** field. Review all your entries to verify that they are correct.

(1) As necessary, press **RETURN** until the cursor is in the field where you want to make a change.

(2) Enter the **correct** data by typing over the existing data, and press **RETURN.**

(3) Repeat the procedures in paragraphs **(1)** and (2) above until all corrections have been made.

e. Use the following procedures to access the Ultimate Consignee Remarks window shown in Figure 9-12.

(1) Use the cursor control keys to highlight the desired TCN.

(2) Press **F8** and the cursor **will** move to **the Ultimate Consignee Remarks** field.

(3) Enter the desired remarks.

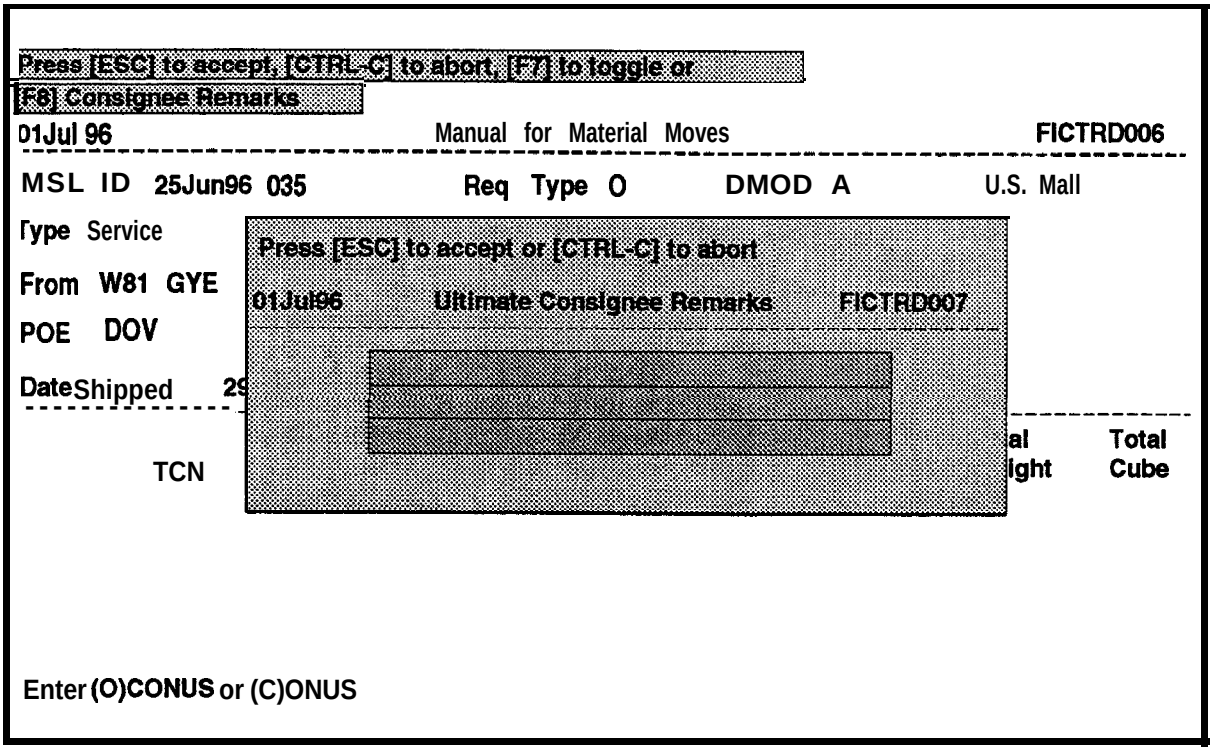


Figure 9-12. Ultimate Consignee Remarks Window on the Manual for Material Moves Screen

(4) Press **ESC** to save the information entered in the Ultimate Consignee Remarks window. The cursor will return to the field it was in when **F8** was pressed.

f. When all the corrections have been made, press F7 to toggle to the lower portion of the screen. The cursor will move to the **TCN** field of the first row, and the message **Record n of** N (up to 1000 records) is displayed, where **n** is the sequence number of the highlighted record, and N is the total number of records available. A two line message is displayed at the top of the screen with a list of function keys that are available in the lower portion of the screen, as follows:

Press [ESC] to accept, [CTRL-C] to abort, [CTRL-J] row down, [CTRL-K] row up, [F1] insert row, [F2] delete row, [F3] page down, [F4] page up or [F7] to toggle

The following is an explanation of data to be entered in each of the fields in the lower portion of the Manual for Material Moves screen.

Field Name	Type	Explanation
NOTE: In Type Column: R = Required; A = Automatically; Blank = Optional		
TCN		Enter Transportation Control Number.
Description	R	Enter Cargo/Equipment Description.
Qty	R	Enter the number of pieces of Cargo/Equipment.
Total Weight	R	Enter Total Weight in pounds for the Cargo/Equipment.
Total Cube	R	

Enter total number of Cubic Feet for the Cargo/Equipment.

If **ESC** is pressed, the current data will be verified to assure that all necessary data has been entered and is valid to process the record. At least one record must exist.

g. Enter the **TCN** or leave this field blank, and press **RETURN.** The cursor will move to **the Description** field.

(1) If this field is left blank, TC ACCIS will generate a TCN for each piece of Cargo/Equipment when you press **ESC** to save your detailed record entries. As the **TCNs** are being generated the message will be displayed in the lower left of the screen:

TCN[XXXXXXNNNN5NNNXXX] has been generated for [description name]

These **TCNs** will be generated in the following format.

(a) Characters l-6 are the **ITO** DODAAC for the installation preparing the MSL.

(b) Character 7 is the last digit of the year.

(c) Characters 8-10 are the current date's Julian date.

(d) The 1 lth character is always 5.

(e) Characters 12-14 are the sequence number of the **TCNs** assigned to the Julian date.

(f) The last 3 characters of the 17 character TCN are Xs.

(2) If you want to manually enter a **TCN** in the **TCN** field, and you change an existing TCN, the following prompt will be displayed:

TCN[XXXXXXNNNN5NNNXXX] has changed, do you want to restore the TCN (y/n)?

(a) If you enter Y in response to this prompt, the original TCN will be displayed in the TCN field and cursor will move to the Description field.

(b) If you enter N in response to the prompt, the new TCN will be displayed in the **TCN** field, and the cursor **will** move to **the Description** field.

h. Enter **the Description** of the Cargo/Equipment you are adding, and press **RETURN. The** cursor will move to the **Qty** field.

i. Enter the number of pieces (Quantity) of Cargo/Equipment and press **RETURN. The** cursor **will** move to **the Total Weight** field.

j. Enter the **Total Weight** in pounds for the Cargo/Equipment and press **RETURN.** The cursor will move to the **Total Cube** field.

k. Enter the Total **Cubic Feet** for the Cargo/Equipment and press **RETURN.** The cursor will return to the **TCN** field.

l. To add a detail record, press **F1** to insert a blank row and enter the information as described in paragraphs **f.** through **k.**

m. To delete a detail record, you must use the cursor control keys to highlight the row you want to delete, and press F2 to delete the highlighted detail record. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

(1) Enter **n** in response to this prompt if you do not want to Delete this detailed record. A **Row not deleted** message will be displayed and the cursor will return to the beginning of the row.

(2) Enter y in response to this prompt if you want to Delete this detailed record. A **Row deleted** message will be displayed and the cursor will return to the beginning of the row.

Note: You can press **Ctrl-C** at any time while in this window to exit without saving your entries.

n. When you are done entering data, press **ESC** to exit from the Manual for Material Move screen and save your data. The next available Military Shipment ID Sequence Number will be assigned to the record and will be displayed in **the** screen. The message **Record created** will be displayed in the lower left of the screen. If **Ctrl-C** is pressed to exit, the Manual for Material Moves fields will be cleared, the MANUAL: ring menu will be displayed, and **the** message **Record not created** will be displayed in the lower left of the screen. If you do not need to make a change, proceed to paragraph 9.3.1.3.2, below.

9.3.1.3.2 Printing Manual MSLs for a Material Move.

See disclaimer statement on page 9-1.

When you have completed creating the Manual Material Move MSL and have made any needed modifications, you are ready to print the Manual Material Move MSL.

Note: Before you select the **Print** option from the ring menu, you should have selected **the Configure INTERMEC Printer** option from the Military Shipment Label menu in order to select the printer, and the number of copies. If you have a default INTERMEC printer installed on your system, you may need to do this only one time. If there are more than one INTERMEC printer installed on your TC ACCIS system, you will have to select your printer each time you enter the Military Shipment Label option. To select the destination printer name, press **F6** on the Configure IN'IERMEC Printer window to access the list of printers available. Highlight the one needed, and press **ESC** to accept. Enter **the number of copies** and press **ESC** from the Configure Printer Screen.

a. Select **the Print** option from the Manual: ring menu and the Manual Material Move MSL Help window will be displayed. Enter the query criteria and press **ESC** or press **ESC** to display a list of all available **MSLs.** Use the cursor control keys to highlight the MSL record you want and press **ESC** to select it.

b. When you have highlighted the MSL record that you want printed, press **ESC** to select it for printing. The message, **Processing MSLs** will be displayed in the lower left of the screen. As it begins printing, the message **Printing MSLs** will be displayed. When the printing is finished, the screen will be displayed with blank fields and the ring menu will be displayed. To print more than one label for the same item at one time, you will need to make certain than you have set the number of copies to print to the number of labels you want printed.

9.3.1.3.3 Other Manual MSLs Material Move Options.

**See disclaimer statement on page 9-1
with regard to Material Move and/or SPWS references.**

The following paragraphs explain the procedures to **Modify, View,** or **Delete MSLs** for a Manual Material Move. Use the following procedures to access the Manual: ring menu where you can select these options:

a. Select **the Transportation Documentation** option from the TC ACCIS Main Menu, and the Transportation Documentation menu as shown in Figure 9-l (page 9-2) will be displayed.

The following is an explanation of the Transportation Documentation menu options,

Menu Option	Explanation
Military Shipment Label	Use the Military Shipment Label option to prepare Military Shipment Labels (DD Form 1387). By selecting this option, you can create **MSLs** for Material Moves, **Unit** Moves, or **Manually** create labels for a **Material** Move when **shipment units** have not been **created.**

Reports Use this function to prepare a Military Shipment Labels Summary Report.

A Menu Tree showing all the options available within the Transportation Documentation function is shown in Figure 9-2 (page 9-3).

b. Select Military **Shipment Labels** from the Transportation Documentation menu. A prompt will be displayed:

Will you be sending the military shipping labels to a DOS machine (y/n)?

(1) Enter Y in response to this prompt when you want to create a file that can be downloaded to a DOS PC. You will be prompted to:

Enter your unique 3 character id.

Note: These three characters will be used as an extension that will uniquely identify the file with your MSL data that is **to** be downloaded to the PC. Make you make of note of this extension because you will be prompted to enter it again when you download the file by using the procedures in Section 16 - *TC ACCIS Microcomputer Utilities,* of this manual.

(a) If you do not enter three alpha characters, the following error message will be displayed:

Must enter 3 alpha characters.

(b) After the ID has been entered, the Military Shipment Label menu will be displayed.

(2) Enter N in response to this prompt when you do not want to send the Military Shipment Labels to a DOS PC. The Military Shipment Label menu will be displayed.

c. Select Manual for Material Moves from the Military Shipment Label menu. The Manual for Material Move screen will be displayed with the Manual: ring menu at the top:

Manual: I-Create P-Modify 3-Delete 4-Print 5-View E-Exit

From this ring menu, use the procedures in the following paragraphs to perform the desired option:

Paragraph	Option
9.3.1.3.3.1	Modifying Manual **MSLs** for a Material Move.
9.3.1.3.3.2	Viewing Manual **MSLs** for a Material Move.
9.3.1.3.3.3	Deleting Manual **MSLs** for a Material Move.

9.3.1.3.3.1 Modifying Manual MSLs for a Material Move.

See disclaimer statement on page 9-1.

Use the following procedures to **Modify** the MSLs for a Manual Material Move:

a. To begin this procedure you should have the Manual: ring menu displayed at the top of your screen.

Manual: I-Create 2-Modify &Delete 4-Print &View E-Exit

If it is not displayed, refer to the procedures in paragraph 9.3.1.3.3 (page 9-37) above for the procedures to get to this ring menu.

b. Select the **Modify** option from the Manual: ring menu. The cursor will move to the first part of the **MSL ID** field.

(1) Enter the **date** for the MSL in the first part of the **MSL ID** field, press **RETURN,** enter **the sequence number** for the MSL in the second part of the **MSL ID** field, and press **ESC.** The data for this MSL will be displayed and the cursor will move to the **DMOD** field. You **can** change the data in the **DMOD, Destination,** and **POE** fields.

As an alternative, you can press F6 to access the list of available MSLs. In this case, the Manual MSL ID Help window will be displayed. At this point you have two options:

(a) The first option is to press **ESC** to display a list of all the available MSLs. Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window will close and the data for the selected MSL will be displayed in the Manual for Material Moves screen. The cursor **will** be in the **DMOD** field. You can change the data in the **DMOD, Destination,** and **POE** fields.

(b) The second option is to enter selection criteria into any one or all the fields in the Manual MSL ID Help window. To do this, press **RETURN** until the cursor is in the desired field, and enter the selection criteria. Repeat this procedure until all the selection criteria has been entered, and then press **ESC.** A list of MSLs that meet your selection criteria will be displayed. Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window will close and the data for the selected MSL will be displayed in the Manual for Material Moves screen. The cursor **will** be **in the DMOD** field. You **can** change the data **in the DMOD, Destination,** and **POE** fields.

c. Press RETURN until the cursor is in the field where you want to make the change and enter the new data by typing over the old information.

d. Repeat the procedures in paragraph **c.** above until all the changes have been made.

e. When **all** of the entries are correct, you can press F7 to move the cursor to the lower portion of the screen.

The first six pieces of equipment assigned to the selected shipment will be displayed as shown in Figure 9- 13. The first piece of equipment will be highlighted. The message **Record n of** NN, where **n** is the sequence number of the highlighted record and NN is the total number of shipment units, is displayed in the bottom left corner of the screen.

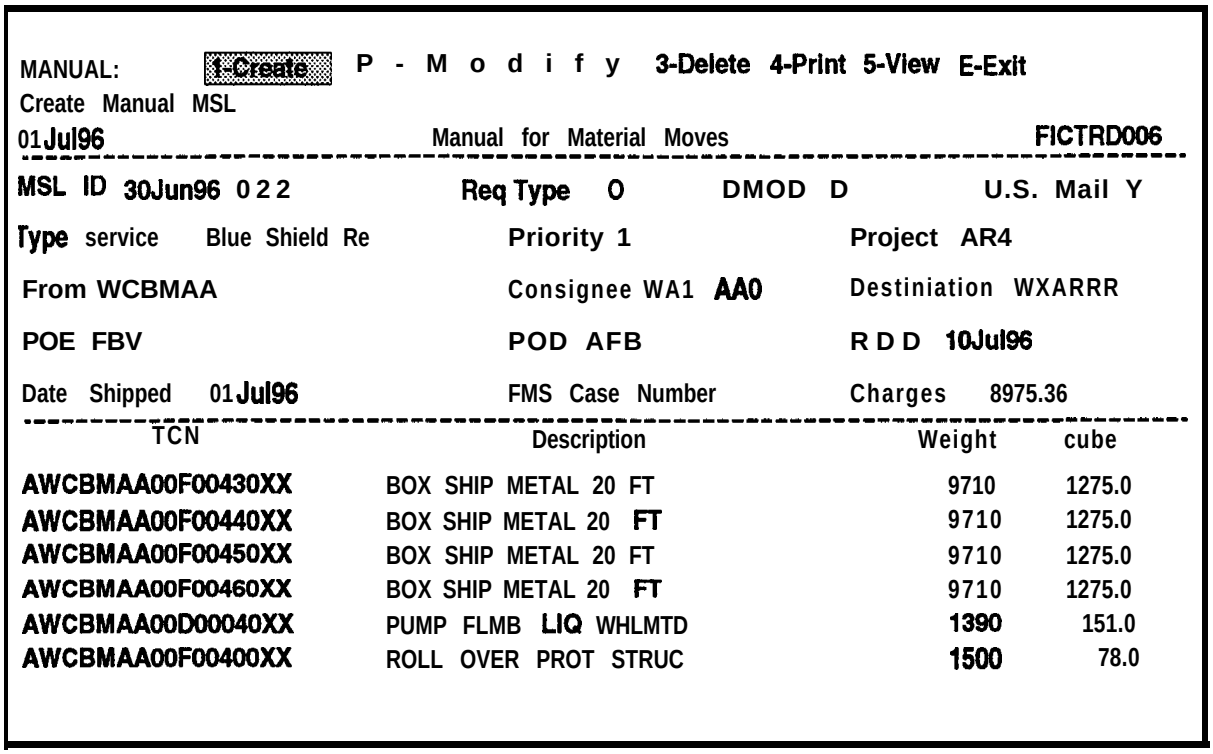


Figure 9-13. Manual for Material Moves Screen with Data

f. At this point you have the opportunity to Insert or **Delete** pieces of equipment.

(1) To **Insert** another piece of equipment, use the cursor control keys to move the cursor to the locations where you want to add the new item.

(a) Press **F1** to open a blank row at the cursor location. The cursor will be in the **TCN** field.

1 Enter the Document Number of the DD-1348, the Requisition Number from the DD-1149, or leave the field blank, and press **RETURN. The** cursor **will** move to **the Description** field.

2 Enter **the Description** of the cargo or equipment, and press **RETURN.** The cursor will move to the **Qty** field.

3 Enter **the number of pieces per TCN** in the Quantity field, and press RETURN. The cursor will move to the **Total Weight** field.

4 Enter **the Total Weight** for the cargo or equipment, and press **RETURN.** **The** cursor will move to the **Total Cube** field.

5 Enter the **Total Cube** for the cargo or equipment, and press **RETURN.** The cursor will move down one row and highlight the next piece of cargo/equipment.

(b) As necessary, repeat the procedures beginning with paragraph **(1)** above until all the desired pieces of equipment have been inserted.

(2) To **Delete** a piece of equipment, use the cursor control keys to highlight the desired piece of equipment to be deleted.

(a) Press F2 to delete the highlighted piece of equipment. A prompt will be displayed:

Are you sure you want to delete this row (y/n)?

1 Enter y in response to this prompt if you want to delete the highlighted row. A Row deleted message will be displayed, the highlighted piece of equipment will be removed from the list, and the cursor will highlight the next piece of equipment.

2 Enter **n** in response to this prompt if you do not want to delete the highlighted row. A Row not deleted message will be displayed and the cursor will move to the top of the list of equipment.

(b) As necessary, repeat the procedures beginning with paragraph (2) above until all the desired pieces of equipment have been deleted.

g. When all the necessary changes have been made to the list of equipment, press **ESC** to save your changes. The cursor will return to the Manual: ring menu where you can select another option of press **E-Exit** twice to return to the Transportation Documentation menu.

As an alternative, you can press F7 while in the lower portion of the screen to return to the **Req Type** field in the upper portion of the screen. From here you use the procedures beginning in paragraph c. above to modify the data in any of the fields in the upper portion of the screen. When all changes have been made, press **ESC** to save the data and return to the Manual: ring menu where you can select another option of press **E-Exit** twice to return to the Transportation Documentation menu.

9.3.1.3.3.2 Viewina Manual MSLs for a Material Move.

See disclaimer statement on page 9-1.

Use the following procedures to **View** the **MSLs** for a Manual Material Move:

a. To begin this procedure you should have the Manual: ring menu displayed at the top of your screen.

Manual: I-Create 2-Modify &Delete 4-Print 5-View E-Exit

If it is not displayed, refer to the procedures in paragraph 9.3.1.3.3 (page 9-37) above for the procedures to get to this ring menu.

c. Select the **View** option from the Manual: ring menu. The Manual MSL ID Help window will be displayed. At this point you have two options:

(1) The first option is to press **ESC** to display a list of all the available MSLs. Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window will close and the data for the first shipment unit in the selected MSL will be displayed in a format similar to the top half of the Military Shipment Label.

(2) The second option is to enter selection criteria into any one or all the fields in the Manual MSL ID Help window. To do this:

(a) Press RETURN until the cursor is in the desired field, and enter the selection criteria.

(b) Repeat this procedure until all the selection criteria has been entered, and then press **ESC.** A list of MSLs that meet your selection criteria will be displayed.

(c) Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window will close and the first half of the data for the first shipment unit in the selected MSL will be displayed.

(3) Press **RETURN** to the display the second half of the MSL information for this shipment unit.

Note: You can press **Ctrl-C** at any time to abort the **View** process and return to the Manual: ring menu.

(4) Press **RETURN** again to the display the first half of the MSL information for the next shipment unit.

(5) Press **RETURN** again to the display the second half of the MSL information for this shipment unit.

(6) Repeat the procedures in paragraphs (4) and (5) above until the MSL data for all the shipment units has been viewed. When **RETURN** is pressed after the last shipment unit has been displayed, the cursor will return to the Manual: ring menu where you **can** select another option or press **E-Exit** twice to return to the Transportation Documentation menu.

9.3.1.3.3.3 Deleting Manual MSLs for a Material Move.

See disclaimer statement on page 9-1.

Use the following procedures to **Delete** an MSL for a Manual Material Move:

a. To begin this procedure you should have the Manual: ring menu displayed at the top of your screen.

Manual: I-Create P-Modify 3-Delete 4-Print 5-View E-Exit

If it is not displayed, refer to the procedures in paragraph 9.3.1.3.3 (page 9-37) above for the procedures to get to this ring menu.

b. Select the **Delete** option from the Manual: ring menu. The cursor will move to the first part of the **MSL ID** field.

(1) Enter the **date** for the MSL in the first part of the **MSL ID** field, press **RETURN,** enter the **sequence number** for the MSL in the second part of the **MSL ID** field, and press **ESC. The** data for this MSL will be displayed in the Manual for Material Moves screen. A prompt will be displayed:

Are you sure you want to delete this MSL record (y/n)?

As an alternative, you can press F6 to access the list of available MSLs. In this case, the Manual MSL ID Help window will be displayed. At this point you have two options:

(a) The first option is to press **ESC** to display a list of all the available MSLs. Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window will close and the data for the selected MSL will be displayed in the Manual for Material Moves screen. A prompt will be displayed:

Are you sure you want to delete this MSL record (y/n)?

(b) The second option is to enter selection criteria into any one or all the fields in the Manual MSL ID Help window. To do this, press **RETURN** until the cursor is in the desired field, and enter the selection criteria. Repeat this procedure until all the selection criteria has been entered, and then press **ESC.** A list of MSLs that meet your selection criteria will be displayed. Use the cursor control keys to highlight the desired MSL and then press **ESC** to select it. The window will close and the data for the selected MSL will be displayed in the Manual for Material Moves screen. A prompt will be displayed:

Are you sure you want to delete this MSL record (y/n)?

(2) Respond to this prompt as follows:

(a) Press **n** if you do not want to **Delete** this MSL. The cursor will return to the Manual: ring menu were you **can** select another option of press **E-Exit** twice to return to the Transportation Documentation menu.

(b) Press y if you want to **Delete** this MSL. A message will be displayed to indicate that the MSL has been deleted and the cursor will return to the Manual: ring menu were you **can** select another option of press **E-Exit** twice to return to the Transportation Documentation menu.

9.3.2 Generatina Militarv Shipment Labels Summary Reports.

See disclaimer statement on page 9-1 with regard to Material Move and/or SPWS references.

Military Shipment Labels Summary Reports can be created from Unit Move (ELP) and Manual (MAN).

a. Select **Reports** from the Transportation Documentation menu to access this option.

b. Select **Military Shipment Labels Summary Report** from the Reports menu. The MSL Summary Report Help window will be displayed as shown in Figure 9-14.

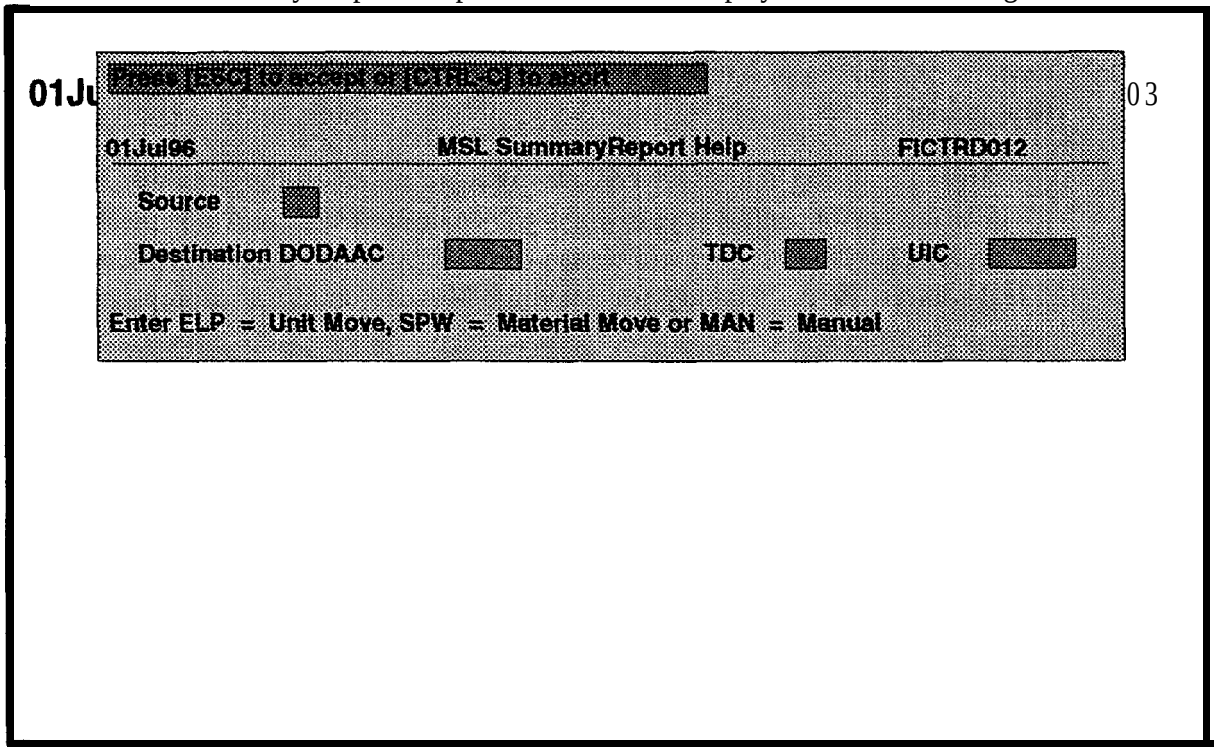


Figure 9-14. MSL Summary Report Help Window on the Reports Menu

Note: You can press **Ctrl-C** at any time to abort your current entries and return to the Reports menu.

c. In the **Source** field you must enter **ELP** if you want a summary report for all **MSLs** for Unit Moves, **SPWS** for a summary report of **MSLs** for a Material Move, or MAN for a list of **MSLs** Manually created for Material Moves.

(1) If you entered **was ELP,** the cursor will move to the **TDC** field. To complete the process continue with paragraph 9.3.2.1 below.

(2) If you entered **SPW** or **MAN** as the **Source,** and pressed **RETURN,** the cursor will move to **the Destination DODAAC** field. To complete the process, continue with paragraph 9.3.2.2 below.

9.3.2.1 MSL Summary Reports for a Unit Move.

Use the following procedures when **ELP** is entered into the **Source** field of the Military Shipment Label Summary Report.

a. Enter the **TDC** for the MSL Summary Report, and press **RETURN.** The cursor will move to the **UIC** field.

b. You have two options in the **UIC** field:

(1) When you press **ESC** in a blank **UIC** field, all **MSLs** for that TDC will be included in the summary report.

(2) When you enter a **UIC** and press **ESC,** only the **MSLs** that were generated for that UIC in the TDC will be displayed in the summary report. You can use the **F6-Help** to select a UIC from the Unit Identification Code help screen.

As the report is being generated a message **Processing MSLs** will be displayed in the lower left of the screen. After the report has been generated, **the** message **Printing Report** will be displayed in the lower left of the screen. Figure **9-** 15 illustrates the data fields that will be included in the Military Shipment Labels Summary Report for Unit Move **MSLs.**

b. After the report has been generated and printed, the Reports menu will be displayed again. Press **E** to exit from this menu an return to the Transportation Documentation menu.

9.3.2.2 MSL Summary Report for SPW and Manually Created Sources.

See disclaimer statement on page 9-1
with regard to Material Move and/or SPWS references.

Date: 01 Jul96 TC ACCIS - Transportation Documentation FICTRR01
Time: 13:48 MILITARY SHIPMENT LABELS SUMMARY REPORT Page: 1

MSL ID	UIC	Total Pieces	Total Weight	Total cubs
01Jul96 077	W1111A	10	37705	6163
	W1111B	11	43408	7066
	W1111C	11	43408	7066
	W1111D	11	43408	7066
	w55551	12	43536	7578
01 Ju196 075	W2222A	15	73804	9540
	W2222B	14	72970	8867
	W2222C	14	72970	8867

Figure 9-15. Sample Format for a-Military Shipment Labels Summary Report for Unit Move MSLs

Use the following procedures when SPW or MAN is entered into the Source field of the Military Shipment Label Summary Report.

a. If you enter **MAN** in **the Source** field, leave **the Destination DODAAC** field blank, and press **ESC.** The information for all the Manual Military Shipment Labels will be printed on the report.

   If you enter MAN in the **Source** field, press **RETURN,** and enter a **DODAAC** which exists for a manually created MSL or press F6 to select a **DODAAC** from the Destination DODAAC Help window. Press **ESC.** The information for all the Manual **MSLs** with that Destination DODAAC will be printed on the report.

b. If you enter **SPW** in **the Source** field, leave **the Destination DODAAC** field blank, and press ESC, the information for all the Material Move **MSLs** will be printed on the report.

   If you enter **SPW** in the **Source** field, and enter a **Destination DODAAC that exists** for a Material Move MSL or press **F6** to select a **DODAAC** from **the Destination DODAAC Help** window, and press **ESC, the** information for all the Material Move **MSLs** with that Destination DODAAC will be printed on the report.

As the report is being generated a message **Generating Report** will be displayed in the lower left of the screen. After the report has been generated, **the** message **Report printing** will be displayed in the lower left of the screen.

Figure 9-16 illustrates the data fields that will be displayed on a Military Shipment Labels Summarv Report for either a Material Move MSL or a Manual MSL.

Date: 01 Jul96 TC ACCIS - Transportation Documentation FICTRR01
Time: 13:46 MILITARY SHIPMENT LABELS SUMMARY REPORT Page: 1

MSL ID	Shipper DODAAC	Destination DODAAC	Total Pieces	Total Weight	Total Cuba
30Jun96 074	W1111A	WSYTAA	3	4250	1974
30Jun96 073	W1111A	WSYTAA	2	2378	1376
30Jun96 021	WIIIIB	WSYTAA	4	5768	2674
29Jun96 020	WIIIIB	WQ1PAA	2	1905	1203
29Jun96 019	WIIIIB	WP14AA	1	1297	798
29Jun96 018	WIIIIB	WP14AA	8	10963	9671
28Jun96 053	W2222C	WD1HAA	7	9841	9320
28Jun96 054	W2222C	WDBDA1	3	4675	1975

Figure 9-16. Sample Format of a Military Shipment Labels Summary Report for Material Move MSLs and Manual MSLs

c. When the report has been generated and printed, the Report menu will be displayed again. Press **E** to exit from the Report menu to the Transportation Documentation menu.

9.4 Related Processing.

Not Applicable.

9.5 Data Backup.

The TC ACCIS System Administrator will schedule and conduct all data backups. The user should contact the TC ACCIS System Administrator to make special arrangements if a special backup is required for any reason.

9.6 Recovery from Errors and Malfunctions.

The TC ACCIS functions are supported by Error Messages that are displayed at the bottom of the screen whenever a processing error condition is encountered. The user should follow these instructions to correct the error. In the event the error or malfunction can not be corrected by following these instructions, the user should contact the TC ACCIS System Administrator for assistance.

9.7 Messages.

Messages can be generated from four sources.

a. The TC ACCIS software can generate messages that are tailored to the situation and/or context of where you are working within TC ACCIS. The TC ACCIS messages that may be encountered in the Transportation Documentation Function are listed below.

(1) TC ACCIS messages can be one of three types.

(a) Information Messages provide information that is appropriate for the operation you are performing at the time the message is displayed. You are not required to respond to this message in any way.

(b) Error Messages indicate you have attempted to perform an operation that can not be done in the current context. For example, you may have tried to enter the wrong type data into a screen field, or tried to select and option number that is not available on the current menu. When an error message is displayed, you must take some corrective action in order to resume operations.

(c) A Prompt indicates that you are required to enter some specific type data or respond to a question displayed on the screen. You must perform the specified action to resume operations.

(2) TC ACCIS messages are designed to be self explanatory

b. Messages generated by the SCO UNIX Operating System and the Informix 4GL Database Management System Software are generally an indication that there is a serious problem in the operation of the system. In most cases they will ask you to contact your System Administrator. The SCO UNIX and Informix 4GL messages are not included in the list below. If you encounter a message that is not included in the list below or any message that is not clearly understood, contact you System Administrator for assistance.

List of Transportation Documentation Messages

See disclaimer statement on page 9-1 with regard to Material Move and/or SPWS references.

A **An entry is required in this field**

Are you sure you want to delete this MSL record

Are you sure you want to delete this record

Are you sure you want to delete this row

B

Barcode printer data is not added to the table printab, please check.

C

Can not add an already existing SCAC code

Can not delete a non existent SCAC code

Can not modify a non existent SCAC code

Can not use F1 key while in reference maintenance program

Can not view an non existent SCAC code

Creating UIC Rollup . . . . Please wait.

Create Manual MSL

Create Material Move MSL

Create SCAC CODE record

Create Unit Move MSL

[CTRLJ] row down, [CTRL-K] row up, [F3] page down, [F4] page up

D

Date field must be greater than or equal to today's date

Date must be entered

Date Required must be greater than or equal to today's date

Date Shipped must be greater than or equal to today's date

Delete Manual MSL

Delete Material Move MSL

Delete SCAC CODE record

Delete Unit Move MSL

Deselecting all rows

Disability Information Aborted

Disability Information Deleted

Disability Information Saved

Download Complete.

Download MSL label format is failed.

Downloading Intermec MSL label format.

E

Enter 1, 2, 3 or 4

Enter 'A' or 'S'

Enter 'C' or '0'

Enter 'ELP', 'SPW' or 'MAN'

Enter 'M', 'P' or space

Enter query criteria and press [ESC], [ESC] to list all MSL IDs or [CTRL-C] to abort

Enter query criteria and press [ESC], press [ESC] to list all SCACs or [CTRL-C] to abort
No rows found

Enter SCAC to insert into reference table

Enter 'X' or space

Exit to the previous menu

F

[F1] Add a SCAC, [CTRL-J] row down, [CTRL-K] row up, [F3] page down, [F4] page up

[F1] insert row, [F2] delete row, [F3] page down, [F4] page up or [F7] to toggle

[F3] page down, [F4] page up, [CTRL-J] row down, [CTRL-K] row up

[F3] page down, [F4] page up, [CTRLJ] row down or [CTRL-K] row up

[F3] page down, [F4] page up, [F7] toggle, [F9] deselect all or [F10] select all

F6 Help Aborted

F6 help key aborted

H

Highlight choice and press [ESC] to accept, [CTRL-C] to abort

Highlight chosen SCAC and press [ESC] to accept, [CTRL-C] to abort

I

Invalid Disability Transportation Mode

Invalid menu selection

Invalid Port Code

M

Maximum Number For MODE/SCAC Combination Already Exist.

Maximum number of rows has been reached.

Maximum number of rows reached

Modify Manual MSL

Modify Material Move MSL

Modify SCAC CODE record

Modify Unit Move MSL

MSL Summary Report aborted

Must enter 3 alpha characters

N

No equipment has been selected for this MSL.

No equipment is selected for this TDC

No more records in that direction.

No records found

No records in that direction.

No rows found

P

Press [ESC] to accept, [CTRL-C] to abort, [CTRL-J] row down, [CTRL-K] row up

Press [ESC] to accept, [CTRL-C] to abort, [CTRL-J] row down, [CTRL-K] row up, [F1] to insert, or [F2] to delete

Press [ESC] to accept, [CTRL-C] to abort, [CTRL-J] row down, [CTRL-K] row up, [F3] page down, [F4] page up or [F7] to toggle

Press [ESC] to accept, [CTRL-C] to abort, [F7] to toggle or [F8] Consignee Remarks

Press [ESC] to accept or [CTRL-C] to abort

Press [ESC] to accept, [CTRL-C] to abort, [CTRL-J] row down, [CTRL-K] row up,

Press [ESC] to accept, [CTRL-C] to abort or [F7] to toggle

Press Return to Continue or CTRL-C to ABORT:

Print Manual MSL

Print Material Move MSL

Print Unit Move MSL

printing

Printing aborted

Printing MSLs

Printing Report

Processing MSLs

Processing report

R

Record could not be added to the database

Record not added to the database

Row deleted

Row not deleted

S

SCAC code does not exists

Selecting all rows

Sequence ID not generated, try again

T

TCN [TCN] already exists for this MSL

TCN [TCN] has changed, do you want to restore the TCN

The cube field is required

The description field is required

The quantity field is required

The specified MSL record could not be deleted

The TCN cannot contain spaces

The weight field is required

There are more than one default printer, please configure one

There are no more records in the direction you are going

There are no more rows in the direction you are going

There are no Units with equipment TDC [TDC]

There is no default printer, please configure one

This Disability Type has been entered for this MODE/SCAC, try again.

This DMOD is not valid

This DODAAC is not valid

This field cannot be less than one

This field is required

This field may not be less than zero

This field may not exceed 99999.99

This is a required field

This is not a valid Destination DODAAC

This MSL ID date and sequence number combination does not exist

This printer does not exist.

This Shipment has no Shipment Units assigned to it.

This Shipment ID date and sequence number combination does not exist

This Shipment ID date and sequence number is not source type 'S'.

This shipment is already assigned to another MSL

This TDC does not exist

This TDC does not have any equipment assigned to it

This UIC does not have any equipment assigned to it under this TDC

This UIC is not valid

U UIC is invalid

User is attempting an invalid action

V View Manual MSL

View Material Move MSL

View SCAC CODE record

View Unit Move MSL

viewing

Viewing aborted

W Will you be sending the military shipping labels to a DOS machine

This page intentionally left blank.

SECTION 10 PROCESSING REFERENCE GUIDE - Requests for Transportation

Disclaimer Statement:

The Department of Defense has directed that CONUS Freight Management (CFM) be used for all regular freight and unit material moves. As a result, the TC ACCIS Product Management Office shall no longer support these functions and the applicable End User Manual paragraphs will be so annotated. Eventually, these functions will be removed from the software and the End User Manual.

This section provides the user with technical information on processing procedures. It is intended that the Transportation Requests function of TC ACCIS will be initiated by a unit Request for Transportation (RFT). The RFT is to be sent by Electronic Mail (E-Mail) through the Chain of Command (COC). Since both E-Mail and COC functions are embedded in TC ACCIS, this process is virtually automatic. Depending upon how the submitting unit completes the RFT, it will contain a request for transportation for a Type Data Code (TDC) exercise, a non Type Data Code exercise or a material movement. The RFT can be used for passenger, passenger and equipment, and equipment moves.

For a TDC Exercise the COC is automatically entered. It can, however, be edited. For the non TDC exercise the default, TDC D, COC is used but can be edited. For material movements the COC will be used to direct the Request to the correct Installation Freight personnel. Units entered in the COC will receive notification of a submitted RFT. Notified units may use the RFT Reply to approve, disapprove or change/cancel the RFT.

Note: RFT and the RFT Reply are provided as tools for use by an installation. It is intended that installations publish their own RFT submission and approval procedures.

10.1 Capabilities.

The Request for Transportation function contains the Commercial Requirements Detail screens. The unit commercial requirement screen is part of the Request for Transportation. The IT0 commercial requirements are completed under the **Reply to Transportation Request** option.

The Group Passenger Transportation (GOPAX) module is intended for use by the Installation Transportation Office to request transportation from MTMC for personnel beyond the Installation's ability to provide. It is intended that the Passenger Section of the IT0 office will initiate, process, and transmit the GOPAX Request to MTMC by means of the Defense Data Network with direct dial as a backup. Three types of GOPAX Requests are available: original, change and cancellation. When the Request is created, TC ACCIS automatically assigns a Sequence Number which will be used to identify the Request at the Installation.

Note: In order to transmit a TC ACCIS GOPAX Request to MTMC the responsible individual must have **DDN E-Mail authorization,** the **MTMC GOPAX user name (Login)** and **MTMC GOPAX password.**

MTMC, upon receipt of the Request, will assign a Movement Request Number (MRN) which will subsequently identify the Request at MTMC. MTMC will review and approve or disapprove the Request. When MTMC decides on the method of transportation to be used, they will approve the Request by sending an Offer Confirmation back to TC ACCIS GOPAX, by means of DDN or the appropriate direct dial process. Offer Confirmations will identify the move by MRN and Sequence Number. Five types of transportation are used: chartered air, scheduled air, line-haul bus, line-haul rail and supplemental bus.

TC ACCIS Users will be able to review the Offer Confirmation on a TC ACCIS Terminal and print a hard copy.

Note: In addition to F6 (Help), the Group Passenger Transportation Request function has Text Help. Text **Help** is available when listed on the prompt line of the screen and is displayed by pressing F7. Text Help explains exactly what is to be entered in each field of the Request screens.

The Group Passenger Transportation function is normally only available to personnel working in the ITO Passenger Section and who are assigned to the TC ACCIS Passenger Working Group.

Note: The TC ACCIS GOPAX module features **rolling** fields for data entry in **Telephone, Address, Pickup/Dropoff** and **IT0 Comment** fields. In these fields, pressing **RETURN** causes the data to **roll up** and positions the cursor at the beginning of a new blank field. More data can be entered, or pressing RE**TURN** with a blank field displayed, will move the cursor to the next field requiring data entry. F4 will roll (or page) fields backwards.

The following is a description of the functions available on the Transportation Requests menu.

Function	Description
Request For Transportation	Use this function to create, modify, delete, print and send E-Mail notification that an RFT has been generated for consideration. Further, this function will allow you to view or print a reply to a RFT. In addition, the unit level Commercial Requirements Detail screen is accessed through this menu item.
Reply to Transportation Request	Use this function to print or view a RFI' or create, modify, delete, view or print a RFT reply. In addition, the ITO Commercial Requirements Detail screen is accessed through this function.
Group Passenger Transportation	This function is intended for use by the IT0 Passenger Section. It can be used to create and transmit requests for passenger transportation to MTMC, receive and

view MTMC confirmations and, finally, list Requests waiting on confirmation or Offer Confirmations that have been canceled by MTMC.

10.2 Conventions.

The conventions used in this section are described in paragraph 4.2 of this manual.

10.3 Processing Procedures.

See disclaimer statement on page 10-l.

The RFT module allows units to indicate their transport requirements. An RFT is sent from the unit level to other units within the COC. Depending upon how the submitting unit completes the RFT, it will contain a request for transportation for a TDC exercise, a non-TDC exercise, or a material movement. The RFT can be used for passengers, passengers and equipment, and equipment moves.

For an exercise the COC which is automatically entered, is used to transmit the request. It can, however, be edited. For the non-TDC exercise the default COC is used but can be edited. For material movements the COC is used to direct the request to the correct Installation Freight personnel. Units entered in the COC receive notification of a submitted RFT. Notified units may use the RFT Reply function to approve, disapprove or change/cancel the RFT. Upon completion of an RFT Reply, only the COC units below the unit completing the RFT Reply and the RFT submitting unit will be notified.

Note: RFT and the RFT Reply are provided as tools for use by an installation. It is intended that installations publish their own RFT submission and approval procedures.

The Requests For Transportation (RFTs) module in TC ACCIS automates existing installation RFT procedures. As such there are guidelines as to when specific TC ACCIS RFT procedures should be performed. These guidelines include the following:

- If a unit has designated specific pieces of equipment in an exercise to be transported with a Mode to Port of Embarkation (MPOE) of **I,** the the unit must complete a **Request for Transportation for an Exercise.** This unit RFT must be approved on the system with the **Reply to an RFT** procedures. Finally, a shipment and a GBL (for a motor move) can be created by freight personnel for the equipment. The same is true for unit equipment designated to be transported with an MPOE of **R.** When the unit RFT is approved, the freight personnel can create a shipment and a GBL (for a rail move) for the equipment.

- A unit request for buses to transport unit personnel for an exercise would be processed in exactly the same way.

- If unit equipment and/or personnel had to be transported and the move was not connected to an exercise, the UMO would complete procedures for **Creating a Non-Type Data Code Unit Movement Request for Transportation.** This RFT would also have to be approved on the system using the Reply to Transportation Request procedures. Examples of this type of movement might be moving personnel and ammunition by bus and truck from the unit HQ and the Ammo Supply Point to the rifle range.

- If a unit wanted to transport equipment by commercial truck, the UMO would **Create a Material Movement Request for Transportation.** In this case, the unit would specify the equipment to be transported by identifying the pieces from the Equipment Characteristics Register (ECR). This type of RFT also requires approval.

- After approval, freight personnel can create Shipment Unit for the pieces of equipment, specifying that the source of the shipment unit data is a unit material RFT. Then, individual shipment units can then be combined into shipments, and shipping documentation (GBLs) for the shipments can be generated as required.

The Request for Transportation function also contains the Commercial Requirements Detail screens. The unit commercial requirement screen is part of the Request for Transportation. The IT0 commercial requirements are part of the **Reply to Transportation Request** option.

A Menu Tree showing all the options available within the Request for Transportation function is at Figure 10-l.

10.3.1 Creating a Request for Transportation for an Exercise.

See disclaimer statement on page 10-l.

The **Create:** ring menu option on the Request for Transportation - Part I screen allows the user to create records by means of several data entry screens. Use the following procedures to Create a Request for Transportation for an Exercise.

a. At the TC ACCIS MAIN MENU, select **Transportation Requests.**

b. Select **Request for Transportation** from the Transportation Requests menu. The Request for Transportation - Part I screen will be displayed, as shown in Figure 10-2.

The **RFT:** ring menu at the top of the screen provides the following options:

Menu Option	Explanation
Create	Use this option to create a RFT.
Modify	Use this option to modify a RFT.
Delete	Use this option to delete a RFT.
Print	Use this option to print a RFT and to view and print a Reply to a RFT.

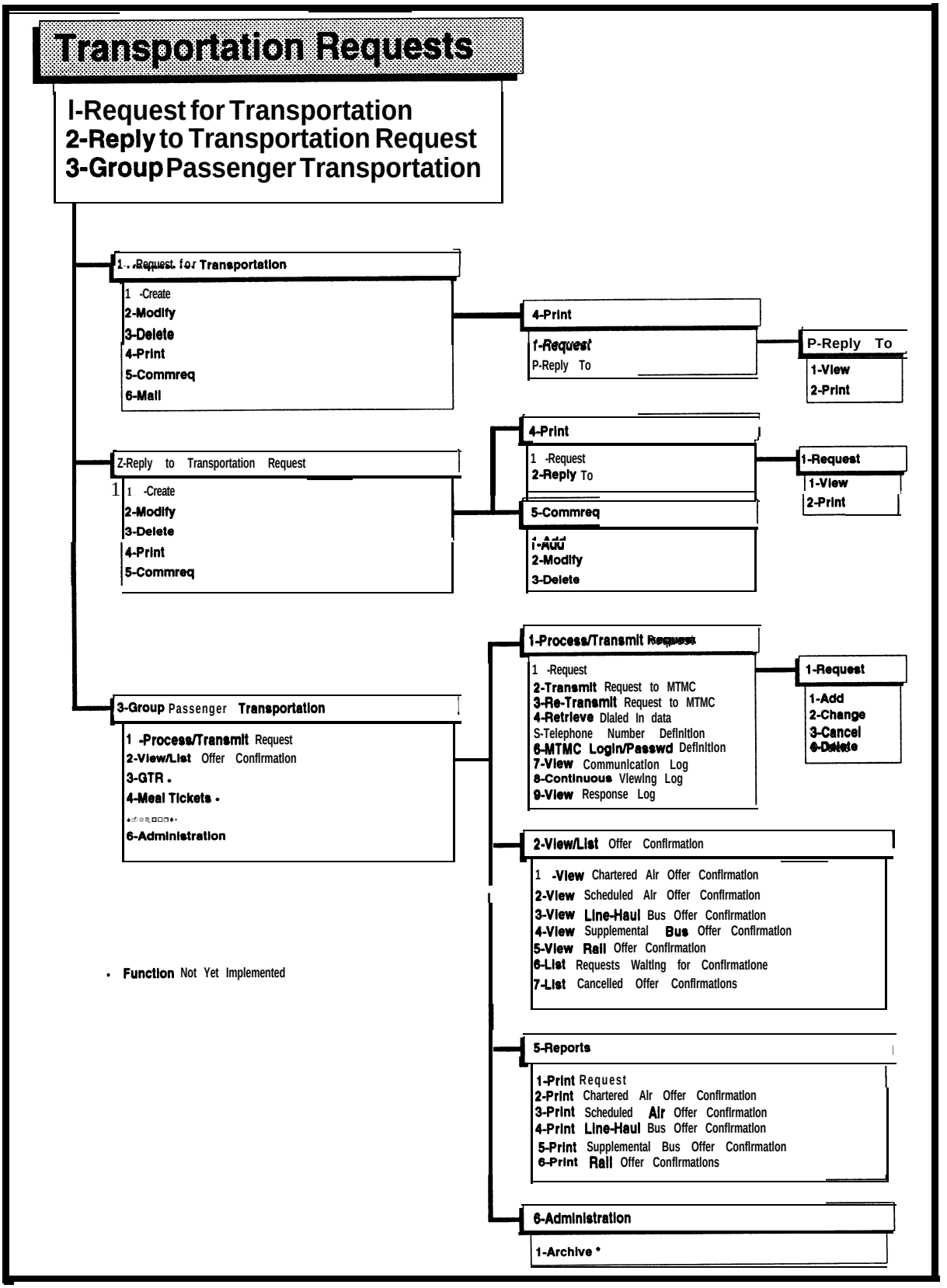


Figure 10-1 - Request for Transportation Menu Tree

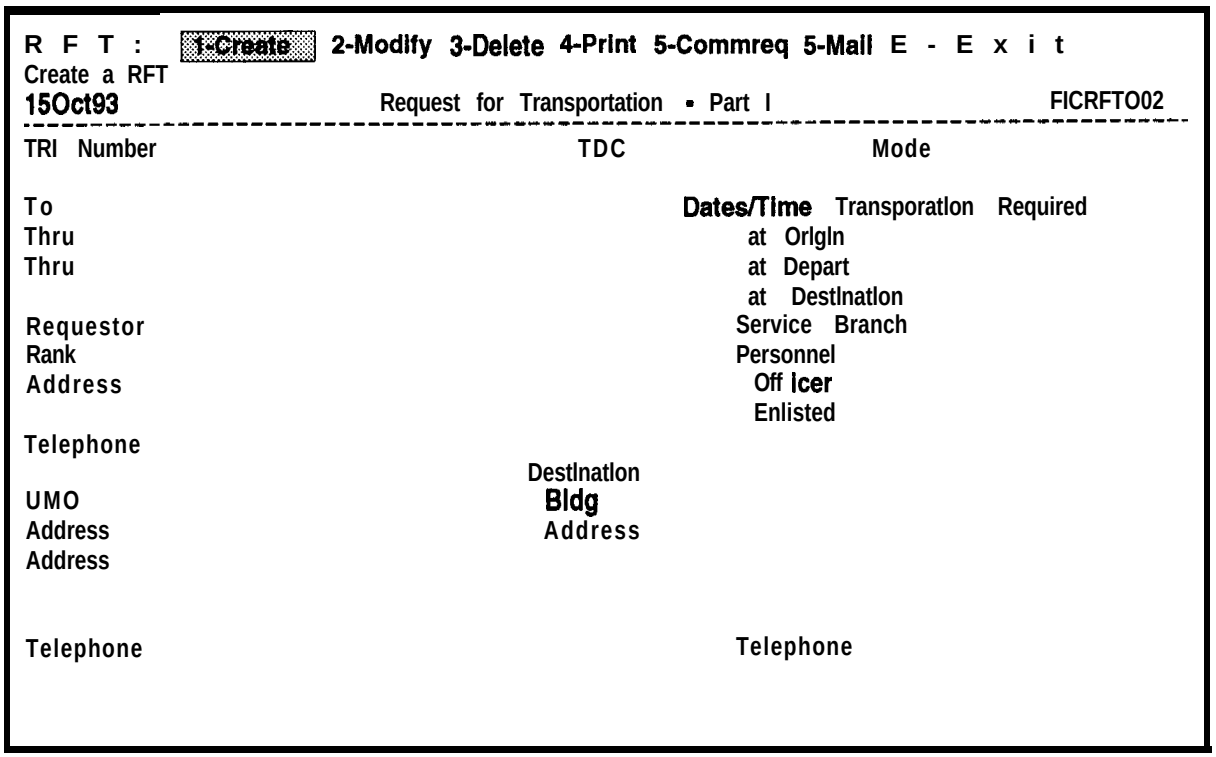


Figure 10-2. Request for Transportation-Part I Screen

Commreq — Use this option to indicate your commercial platform transportation requirements for a TDC exercise.

Mail — After your RFT is corn leted correctly, use this option to send an E-Mail R F ?generation notice.

Exit — Use this function to return to the Transportation Requests menu.

The **Create** process of the Request for Transportation -Part I screen uses the following fields:

Field Name	Type Explanation
TRI Number	Transportation Request Indicator (TRI) number consisting of the date created and an **TRI Sequence Number** fields. The **Sequence Number** field is automatically filled out upon successful acceptance of the RFT.
TDC	The Type Data Code if assigned. F6 help is available.
Mode	Transportation Mode Code. This field is used to indicate the MPOE Code for a TDC exercise or a movement not involving a TDC and material. For a non TDC material movement the mode of transportation desired is to be indicated. **F6** help is available.
To, Thru, Thru	In the clear designation and UICs of the COC. For non TDC exercise not involving material movement the Default COC is displayed. For non unit material moves the ITO determined COC is displayed. The **UIC** fields may be changed. **F6** help is available.

Dates/Time Transportation Required	The dates and times the requested transportation is required to be at the origin, to depart the origin and to arrive at the destination.
Requester	Name of requester.
Rank	Rank of requester.
Address	Address of requester including state abbreviation and zip code.
Telephone	Telephone number of requester. To enter an AUTOVON/DSN number use 00 for the Area Code (first three digits) followed by the AUTOVON/DSN telephone number.
Service Branch	Service branch requesting transportation. A for Army, N for Navy, M for Marine Corps and F for Air Force.
Personnel	Number of officers and/or enlisted transportation is being requested for.
Destination	C for CONUS or 0 for OCONUS. Field only available for non-exercise material movements.
Bldg, Address	Building number, address, state abbreviation and zip code of delivery point.
Telephone	Telephone number of the destination, To enter an AUTOVON/DSN number use 000 for the Area Code (first three digits) followed by the AUTOVON/DSN telephone number.
UMO, Address,Telephone	Name, address and telephone number of the unit UMO creating request; taken from the Unit Reference Table.

c. Select **Create** from the RFI': ring menu. The cursor will move to the **TDC** field on the **Request for Transportation - Part I** screen.

d. You can either enter a **TDC** or press F6 to display a TDC help window. If you enter a **TDC** go to paragraph **f.** below. If you pressed **F6** for TDC help, go to paragraph e. below.

e. At the Type Data Code for Current UIC window use the cursor control keys to highlight the desired **TDC** and press **ESC** to select it for this RFI'. Certain data fields are automatically completed and the cursor moves to the **Mode** field.

f. Enter the **Mode to Port of Embarkation (MPE) code** or use the F6 help key to select an **MPE code.** Press **RETURN** when you have entered the correct **Mode.** The cursor is advanced to the **To** field.

g. **The** UIC for the **To/Thru/Thru** Chain of Command for the TDC you selected was automatically filled in when you selected the TDC. You may now change the **RFT** submission COC by entering different **UICs** or pressing F6 to select from the COC assigned to that TDC Exercise.

Note: You can only enter the **UIC** of units that are in the selected **TDC Chain of Command.**

h. When you are finished with completing the **To/Thru/Thru** fields press **RETURN.** The cursor will move to the at **at Origin** field.

i. For the Dates/Time Transportation Required at Origin, enter the date using the **ddmmyy** format, and press **RETURN.** Enter the time using the **hhmm** format, and press **RETURN.** The cursor will move to the to **Depart** field.

j. For the Dates/Time Transportation Required to Depart, enter the date using the **ddmmyy** format, and press **RETURN.** Enter the time using the **hhmm** format, and press **RETURN.** The cursor will move to the to **Destination** field.

k. For the Dates/Time Transportation Required at Destination, enter the date using the **ddmmyy** format, and press **RETURN.** Enter the time using the **hhmm** format, and press **RETURN.** The cursor will move to **the Requester** field.

l. Enter the **Requester's name, Rank/Title, Address, State Abbreviation, Zip Code** and **Telephone number.** Press **RETURN** after each entry to move the cursor to the next field. Pressing **RETURN** at **the Telephone** field will move the cursor to the **Officer** field.

m. Enter **the number of Officers** requiring transportation and press **RETURN.** The cursor will move to **the Enlisted** field.

n. Enter the **number of Enlisted Personnel** requiring transportation and press **RETURN.** The cursor will move to the **Bldg** field.

o. Enter the **Building, Address, State Abbreviation, Zip Code** and **Telephone number.** Press **RETURN** after each entry to move the cursor to the next field. Pressing **RETURN** at the **Telephone** field will move the cursor to **Mode** field at the top of the screen.

p. Review your entries. If you want to make a change, press **RETURN** until the cursor is in the field to be changed. Enter the correct information and press **RETURN.** Continue this process until **all** corrections have been made and the cursor is in the **Mode field.**

q. When all fields are correctly entered, press **ESC** or **F8.** The **Request for Transportation - Part** II screen will be displayed as shown in Figure 10-3. The cursor will be in **the Baggage Weight** field.

After you have pressed **ESC** or **F8,** Part II of the RFT is displayed. You must press F9 to toggle between the upper and lower portion of this screen. When you toggle to the lower portion of the screen, **F1** and **F10** are available for use. **F1** allows insertion

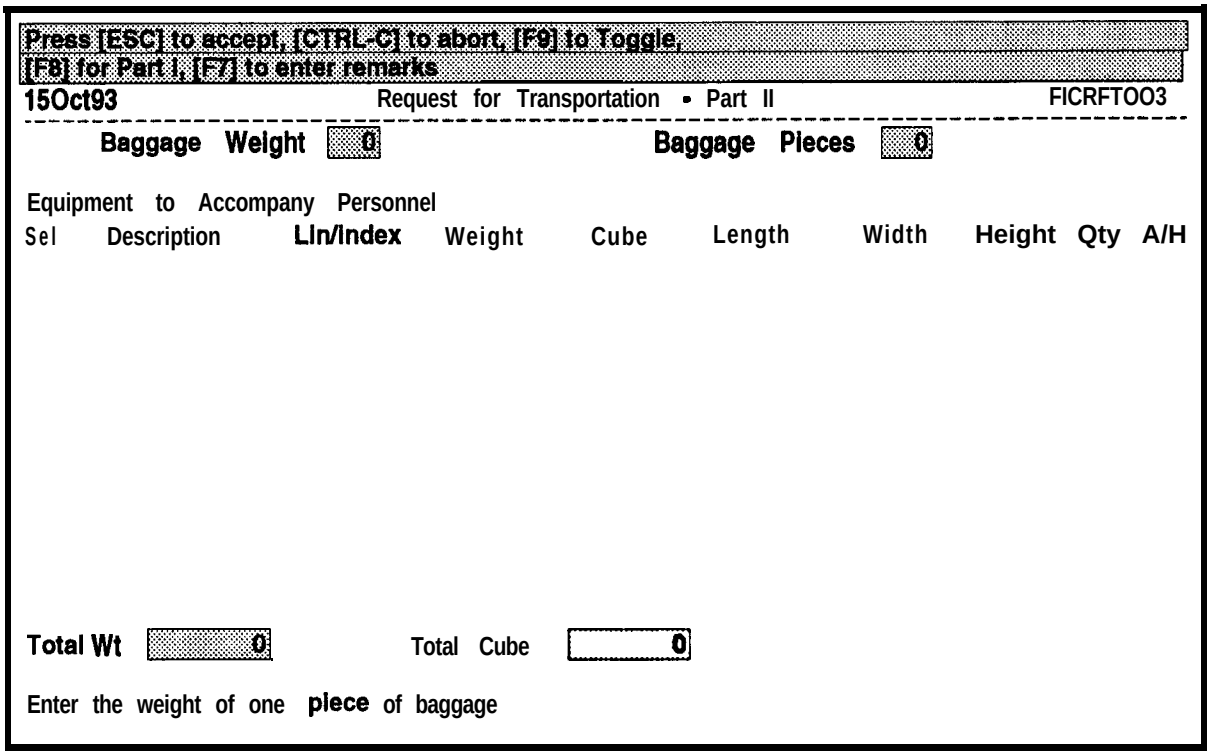


Figure 10-3. Request for Transportation-Part II Screen

of new rows and **F10** will copy rows. The following is a summary of the fields available in Request for Transportation - Part II screen.

Field Name	Type Explanation
Baggage Weight	Weight for a single baggage item.
Baggage Pieces	Number of pieces of baggage.
Sel	Enter X to select or space bar to deselect item. F6 help is available.
Description	Description of item.
Lin/Index	Line Item Number (LIN)/Index of the item.
Weight	Weight in pounds of the item.
Cube	Cubic feet of item.
Length	Length in inches of item.
Width	Width in inches of item.
Height	Height in inches of item.
Qty	Number of this item to be selected.
A/H	Ammunition/Hazardous material indicator; Y for hazardous, N for non-hazardous.
Total Wt	Total weight, in pounds, of the equipment to accompany personnel.

Total Cube — Total cubic feet of the equipment to accompany personnel.

r. Enter the average **Baggage Weight** of a single piece of baggage and press **RETURN.** Enter the total number of **Baggage** Pieces that will be included in the **RFT.** When you have entered the **Baggage weight** and **Baggage Pieces** correctly, press F9. The cursor will move to the **Equipment** section of your screen and your DEL will be displayed.

s. Use the cursor control keys to highlight the piece of equipment you want to select and enter X to select it. The cursor will move to the **Weight** field of the selected piece of equipment.

t. Enter the **Weight** of the vehicle if it differs from the weight displayed, and press **RETURN.** The cursor will move to the **Height** field.

U. Enter **the Height** of the vehicle if it differs from the height displayed, and press **RETURN.** The cursor will move to the A/H (Ammo/Hazardous) field.

v. Ensure that there is an N in the A/H field if the selected piece of equipment is considered non-hazardous. If the selected item is hazardous, enter Y, and press **RETURN.** The cursor will move to the **Select** field for the next piece of equipment.

W. Repeat paragraphs s. through v. above until all desired equipment has been selected. If you have selected a piece of equipment and then decide that it should not have been selected, use the cursor control keys to highlight the piece of equipment you want to deselect. With the cursor in the Sel field, press the **SPACEBAR** to deselect it. The cursor will move to the **Sel** field for the next piece of equipment. When you are finished selecting and deselecting equipment, press **ESC** to accept. The cursor will move to the Baggage portion of the screen.

X. Press F7 to enter any **Remarks** concerning Special Requirements. Pressing F7 will open the Special Requirements window. When you have finished entering remarks, press **ESC** to accept. 'The window will close and the cursor will be in **the Baggage Weight** field.

y. You can now make some changes before the information is saved. Use the following keys to move to the section where you want to make the changes:

Press F9 to make changes to the Equipment section of Part II of the screen.

Press **F8** to toggle back and forth between Part I and Part II of the screen.

Press F7 to open the Remarks window.

When you are satisfied that all data is correct, press **ESC** to accept. The message **Record added** will be displayed in the lower left corner of your screen. If you press **Ctrl-C** to abort the RFT, the message **Transportation request not created** will be displayed, and the cursor will return to the ring menu.

z. Select **Exit** to return to the Transportation Requests menu.

10.3.2 Creating a Non-TDC Unit Movement Request for Transportation.

See disclaimer statement on page 10-l.

Use the following procedures to create a non-TDC Unit Movement Request for Transportation:

a. From the TC ACCIS MAIN MENU, select **Transportation Requests.**

b. From the Transportation Requests menu, select **Request for Transportation.** The Request for Transportation - Part I screen will be displayed as shown in Figure 10-2 (page 10-6). The **RFT:** ring menu will be displayed at the top of the screen.

c. Select **Create** from the **RFT:** ring menu. The cursor will move to the **TDC** field.

d. Press **RETURN** which will leave the **TDC** field blank and the following question will be displayed:

Is this a request for movement of material (y/n)?

e. Press N. The cursor will move to the **Mode** field.

f. Enter the **MPE code** or use the F6 help key to select an **MPE Code** from the Transportation Mode Code screen. Press **RETURN** when you have entered the correct **Mode.** The cursor will move to the **To** field.

g. The Chain of Command (CCC) for the default exercise (TDC **D)** is displayed to complete the **To,Thru** and **Thru** fields for the RFT. You can now change the COC by entering different **UICs** or pressing F6 to select from the Chain of Command screen.

Note: You can only enter the **UIC** of units that are in the default (TDC **D)** Chain of Command.

h. When you have finished each of **the To, Thru** and **Thru** fields, press **RETURN.** The cursor will move to the **at Origin** field.

i. For the Dates/Time Transportation Required **at Origin** field, enter the date using the **ddmmyy** format, and press **RETURN.** Enter the time using the **hhmm** format, and press **RETURN.** The cursor will move to the **to Depart** field.

j. For the Dates/Time Transportation Required **to Depart** field, enter the date using the **ddmmyy** format, and press **RETURN.** Enter the time using the **hhmm** format, and press **RETURN.** The cursor will move to the **at Destination** field.

k. For the Dates/Time Transportation Required **at Destination** field, enter the date using the **ddmmyy** format and press **RETURN;** enter the time using the **hhmm** format, and press **RETURN.** The cursor will move to the **Requestor** field.

l. Enter **the Requestor's name, Rank/Title, Address, State Abbreviation, Zip Code** and **Telephone number.** Press **RETURN** to move the cursor to the next field. Pressing **RETURN** at **the Telephone** field will move the cursor to the **Officer** field.

m. Enter the **number of Officers** requiring transportation and press **RETURN.** The cursor will move to the **Enlisted** field.

n. Enter the **number of Enlisted** requiring transportation and press **RETURN.** The cursor will move to **the Bldg** field.

o. Enter the **Building, Address, State Abbreviation, Zip Code** and **Telephone number.** Press **RETURN** to move the cursor to the next field. Pressing **RETURN** at the **Telephone** field will move the cursor to **Mode** field at the top of the screen.

p. Review your entries. If you want to make a change, press **RETURN** until the cursor is in the field to be changed. Enter the correct information and press **RETURN.** Continue this process until all corrections have been made and the cursor is in the **Mode** field.

q. When all fields are correctly entered, press **ESC** of **F8.** The Request for Transportation - Part II screen will be displayed, as shown in Figure 10-3 (page 10-9), with the cursor in the **Baggage Weight** field.

r. Enter the average **Baggage Weight** of a single piece of baggage and press **RETURN.**

s. Enter the total number of **Baggage Pieces** that will be included in the **RFT.** When you have entered the **Baggage weight** and **Baggage** Pieces correctly, press F9 to move to the **Equipment** section of your display.

t. Equipment is selected from the ECR tables or the user can enter equipment that doesn't contain a LIN. If you do not know the LINIndex of the equipment, press F6 for help. The Equipment Selection Parameters window will open, as shown in Figure 10-4. Enter the selection criteria for the piece of equipment you wish to select and press **ESC.** Matching pieces of equipment, if found, will be displayed in the **Equipment** section of the Request for Transportation - Part II screen (Figure 10-3, page 10-9). Enter an X in the **Sel** field to select equipment from the ECR table.

If **you know the LINIndex** of the piece of equipment you want to select, press **F1. An** X will be displayed in the **Select** field. Then enter the **LIN** and **Index,** pressing **RETURN** after each entry. The cursor will move to the **Weight** field.

u. Enter the **Weight** of the vehicle if it differs from the weight displayed, and press **RETURN.** The cursor will move to **the Height** field.

v. Enter the **Height** of the vehicle if it differs from the height displayed, and press **RETURN.** The cursor will move to the **Qty** field.

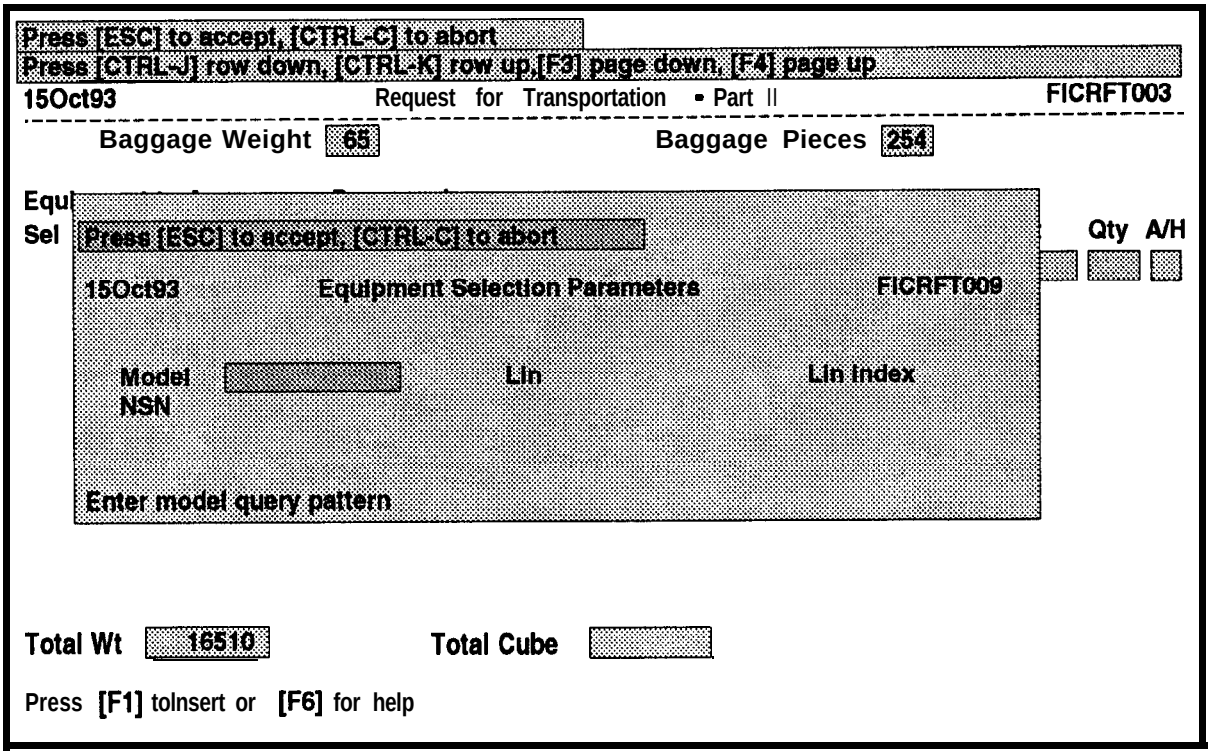


Figure 1 O-4. Equipment Selection Parameters Window

w. Enter the number of pieces of equipment you wish to select in the **Qty** field, and press **RETURN.** The cursor will move to the **A/H** (Ammo/Hazardous) field.

x. Ensure there is an N in the A/H field if **thc** selected piece of equipment is considered nonhazardous. If the selected item is hazardous, enter a Y. Press **RETURN.** The cursor will return to the **Sel** field.

y. To copy already selected equipment move the cursor to the Sel field of the piece of equipment you want to copy and press **F10**. The following message will be displayed:

Enter number of copies desired (100 max)

Enter the **number of copies** desired, and press **RETURN.** The equipment will be copied including the contents of the **Quantity** and **Remarks** fields for hazardous material. The cursor will be placed in **the Select equipment** field.

z. Repeat paragraphs **t.** through y. above, until all desired equipment has been selected. If you have selected a piece of equipment and then decide that it should not have been selected, use the cursor control keys to highlight the piece of equipment you want to deselect. With the cursor in the **Sel** field, press the **SPACEBAR** to deselect it. The cursor will move to the **Sel** field for the next piece of equipment. When you are finished selecting equipment, press **ESC** to accept. The cursor will move to the Baggage portion of the screen.

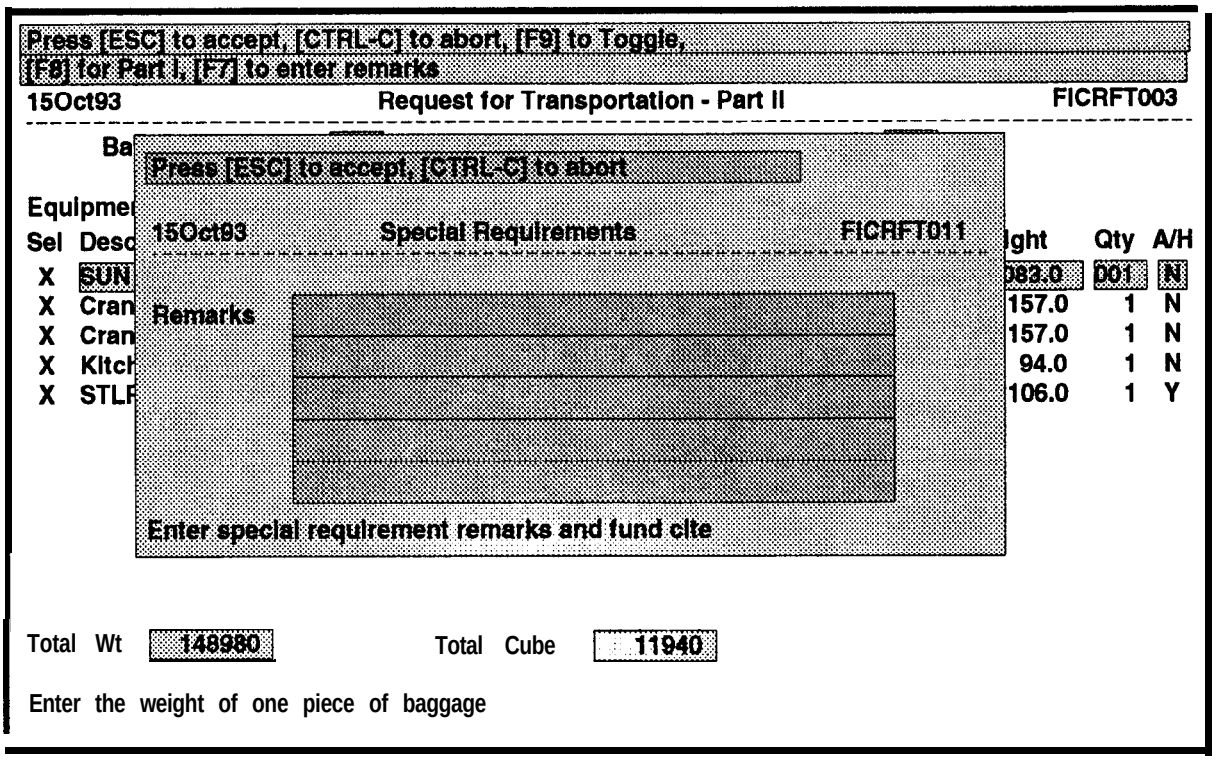


Figure 1 O-5. Special Requirements Remarks Window

aa. Press F7 to enter any **Remarks** concerning Special Requirements. Pressing F7 will open the Special Requirements window, as shown in Figure 10-5. When you have finished entering **remarks,** press **ESC** to accept. The window will close.

ab. You can now make some changes before the information is saved. Use the following keys to move to the section where you want to make the changes:

Press F9 to make changes to the Equipment section of Part II of the screen.

Press **F8** to toggle back and forth between Part I and Part II of the screen.

Press F7 to open the Remarks window.

When you are satisfied that all data is correct, press **ESC** to accept. The message **Record added** will be displayed in the lower left corner of your screen. If you use **Ctrl-C** to abort the **RFT, the** message **Transportation request not created** will be displayed, and the cursor will return to the ring menu.

ac. Select **Exit** to return to the Transportation Requests menu.

1033 creatina a Material Movement Request for Transportation.

See disclaimer statement on page 10-l.

Use the following procedures to create a material movement Request for Transportation:

a. Select **Transportation Requests** from the TC ACCIS MAIN MENU.

b. From the Transportation Requests menu, select **Request for Transportation.** The Request for Transportation - Part I screen will be displayed as shown in Figure 10-2 (page 10-6). The **RFT:** ring menu will be displayed at the top of the screen.

c. Select **Create** from the RFT: ring menu. The cursor will move to the **TDC** field.

d. Leave the **TDC** field blank by pressing **RETURN,** and the following question will be displayed on your screen.

Is this a request for movement of material (y/n)?

e. Enter Y. The cursor will move to the **Mode** field.

Note: Answering Y, for yes, to this question will cause the Freight office to be notified by its own COC. It also causes the **Mode** field to accept Transportation Control Movement Document (TCMD) Mode codes as opposed to the MPE Mode codes which the **Mode** field accepts for an RFT Unit Moves.

f. Enter the TCMD **Mode** code or Press F6 for a list of TCMD codes. After entering the correct code, press **RETURN.** The cursor moves to the **at Origin** field.

g. For the Dates/Time Transportation Required **at Origin** field, enter the date using the **ddmmyy** format, and press **RETURN.** Enter the time using the **hhmm** format, and press **RETURN.** The cursor will move to the **to Depart** field.

h. For the Dates/Time Transportation Required **to Depart** field, enter the date using the **ddmmyy** format, and press **RETURN.** Enter the time using the **hhmm** format, and press **RETURN.** The cursor will move to the **to Destination** field.

i. For the Dates/Time Transportation Required **at Destination** field, enter the date using the **ddmmyy** format, and press **RETURN.** Enter the time using the **hhmm** format, and press **RETURN.** The cursor will move to the **Requestor** field.

j. Enter the **Requestor's name, Rank/Title, Address, State Abbreviation, Zip Code** and **Telephone number.** Press **RETURN** after each entry to move the cursor to the next field. Pressing **RETURN** at the **Telephone** field will move the cursor to the **Officer** field.

k. Enter the number of **Officers** requiring transportation and press **RETURN.** The cursor will move to the **Enlisted** field.

l. Enter the number of **Enlisted** Personnel requiring transportation and press **RETURN.** The cursor will move to the **Destination** field.

m. Enter C for a CONUS or 0 for an OCONUS destination and press **RETURN.** The cursor will move **to** the **Bldg** field.

n. Enter the **Building, Address, State Abbreviation, Zip Code** and **Telephone** number. Press **RETURN** after each entry to move the cursor to the next field. Pressing **RETURN** after **the Telephone** field will move the cursor to **Mode** field at the top of the screen.

o. Review your entries. If you want to make a change, press **RETURN** until the cursor is in the field to be changed. Enter the correct information and press **RETURN.** Continue this process until all corrections have been made and the cursor is in the **Mode** field.

p. When all fields are correctly entered, press **ESC** or **F8**. The Request for Transportation - Part II screen, as shown in Figure 10-3 (page 10-9), will be displayed with the cursor in the **Baggage Weight** field.

q. Enter the average **Baggage Weight** of a single piece of baggage and press **RETURN.**

r. Enter the total number of **Baggage** Pieces that will be included in the RFT. When you have entered **the Baggage Weight** and **Baggage Pieces** correctly press F9 to move to **Equipment** section of your display.

s. Equipment is selected from the ECR tables or the user can enter equipment without a LIN. If you do not know the **LINIndex** of the equipment, press **F6** for help. The Equipment Selection Parameters window will open, as shown in Figure 10-4 (page 10-13). Enter the selection criteria for the piece of equipment you wish to select into one or more of the query fields and press **ESC.** The piece(s) of equipment matching your selection criteria will be displayed in the **Equipment to Accompany Personnel** section of the Request for Transportation - Part II screen.

t. Enter an X in the **Sel** field of Equipment data from the ECR tables will be displayed. If you know the LINIndex of the piece of equipment you want to select, press **F1** and an X will be displayed in the **Sel** field. Then enter the **LIN** and **Index** pressing **RETURN** after each entry. The cursor will move to the **Weight** field.

u. Enter the **Weight** of the vehicle if it differs from the weight displayed, and press **RETURN.** If the displayed **Weight** is correct, just press **RETURN.** The cursor will move to **the Height** field.

v. Enter the **Height** of the vehicle if it differs from the height displayed, and press **RETURN.** If the displayed **Height** is correct, just press **RETURN.** The cursor will move to the **Qty** field.

w. Enter the number of pieces of equipment you wish to select in the **QTY** field and press **RETURN.** The cursor will move to the A/H (Ammo/Hazardous) field.

x. If the selected piece of equipment is considered non-hazardous, ensure that there is an **N** in the **Ammo/Hazardous** field, and press **RETURN.** The cursor will move to the **Sel** field for the next piece of equipment.

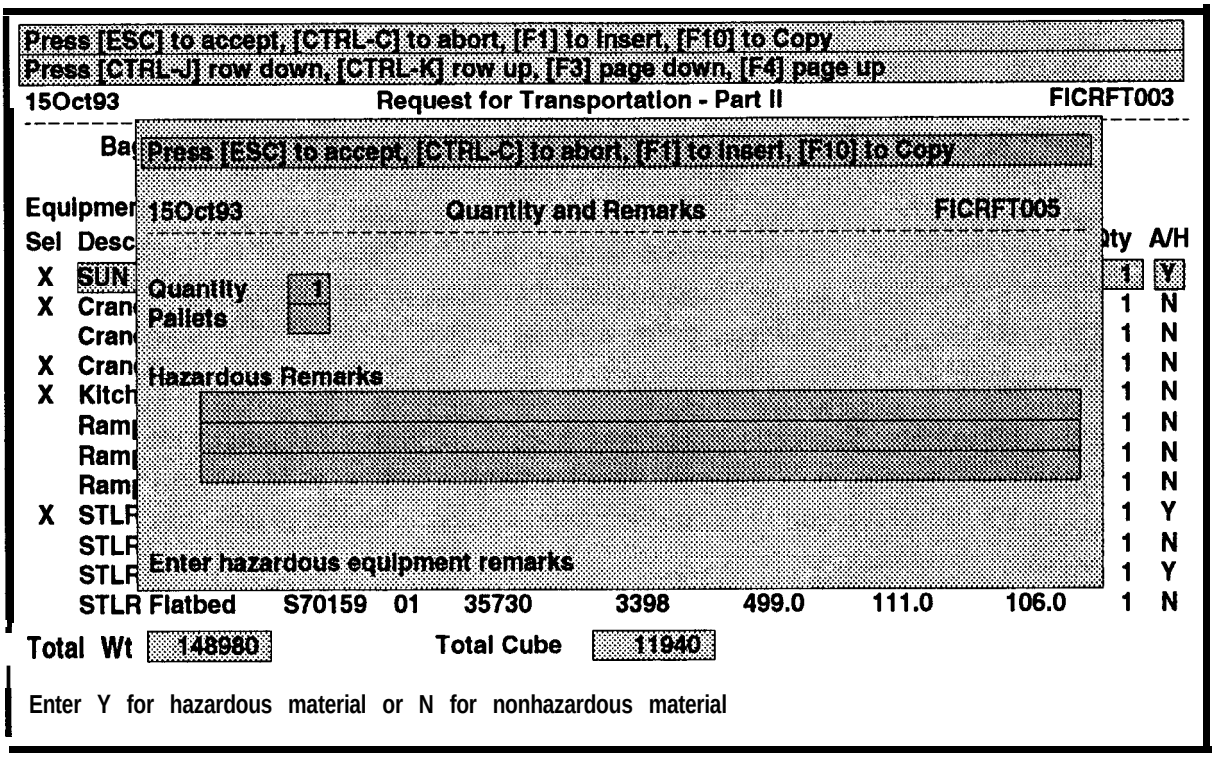


Figure 10-6. Quantity and Remarks Window

If the selected item is hazardous, enter a Y and press **RETURN.** For hazardous materials, the **Quantity and Remarks** window will open, as shown in Figure 10-6. Enter **Remarks** as indicated by the window prompt. Press **ESC** when finished. The window will close and the cursor will return to the **Sel** field.

The following is a summary of the three fields displayed by this window.

Field Name	Type	Explanation
Quantity		Number of items selected. This field may be modified for items with a Type Pack Code of PT (palletized items) only.
Pallets		Number of pallets making up single item. This field required only for items with a Type Pack Code of PT (palletized).
Remarks		Remarks for hazardous equipment.

y. To copy already selected equipment move the cursor to the **Select** field of the piece of equipment you want to copy and press **F10.** The following message will be displayed:

Enter number of copies desired (100 max).

Enter the **number of copies** desired, and press **RETURN.** The equipment will be copied into the **Equipment to Accompany Personnel** section of the screen, including

the contents of the **Quantity** and **Remarks** fields for hazardous material. The cursor will return to the **Sel** field.

z. Repeat paragraphs s. through y. above, until all desired equipment has been selected. If you have selected a piece of equipment and then decide that it should not have been selected, use the cursor control keys to highlight the piece of equipment you want to deselect. With the cursor in the **Sel** field, press the **SPACEBAR** to deselect it. The cursor will move to the **Sel** field for the next piece of equipment. When you have finished selecting equipment, press **ESC** to accept. The cursor will move to the Baggage section of the screen.

aa. Press F7 to enter **Remarks** concerning Special Requirements and/or the fund cite. Pressing F7 will open the **Special Requirements** window, as shown in Figure 10-5 (page 10-14). When you have finished entering **remarks,** press **ESC** to accept. The window will close.

ab. You can now make some changes before the information is saved. Use the following keys to move to the section where you want to make the changes:

Press F9 to make changes to the Equipment section of Part II of the screen.

Press **F8** to toggle back and forth between Part I and Part II of the screen.

Press F7 to open the Remarks window.

When you are satisfied that all data is correct, press **ESC** to accept. The message **Record added** will be displayed in the lower left corner of your screen. If you use **Ctrl-C** to abort the **RFT,** the message **Transportation request not created** will be displayed, and the cursor will return to the ring menu.

ac. Select **Exit** to return to the Transportation Requests menu.

10.34 Modifying a Request for Transportation.

See disclaimer statement on page 10-l.

Use the following procedures from the Main Menu to Modify a Request for Transportation.

a. Select **Transportation Request** from the TC ACCIS MAIN MENU.

b. Select **Request for Transportation** from the Transportation Requests menu. The **RFT:** ring menu will be displayed.

c. Select **Modify** from the **RFT:** ring menu. The cursor will move to the **TRI Number** field. Enter the **Transportation Request Identification** or press F6 to display the Transportation Request Identification Help window. Use the cursor control keys to highlight the desired record and press **ESC** to select it. The data for the selected record will be displayed in the Request for Transportation - Part I screen.

d. Press **RETURN** until the cursor is in the field you want to change. Modify the data. When all the changes have been made, press **ESC.** The Request for Transportation - Part II screen will be displayed.

e. After entering necessary changes, press **ESC** to save your changes. The cursor will return to the RFT: ring menu.

f. Press **E-Exit** to return to the Transportation Requests menu.

10.3.5 Deletina a Request for Transportation.

See disclaimer statement on page 10-l.

Use the following procedures to Delete a Request for Transportation:

a. Select **Transportation Requests** from the TC ACCIS MAIN MENU.

b. Select **Request for Transportation** from the Transportation Requests menu. The **RFT:** ring menu will be displayed at the top of the screen.

c. Select **Delete** from the **RFT:** ring menu. The Transportation Request Identification Help window will be displayed.

d. Use the cursor control keys to highlight the desired record and press **ESC** to select it. The data for the selected record will be displayed.

e. If a reply to the RFT has been completed, a prompt is displayed:

Are you sure you want to delete this record (y/n)?

f. If you enter **Y,** the message **Record deleted** will be displayed briefly in the lower left corner of the screen and the **Request** and the **Reply** are both deleted. If you entered **N** the message **Record not deleted** will be displayed and the cursor will return to the ring menu.

g. Select **Exit.** The system will display the Transportation Requests menu.

10.3.6 Request for Transportation - Commercial Requirements.

See disclaimer statement on page 10-l.

Use the following procedures to enter your **Commercial Transportation Requirements** from the Main menu.

a. Select **Transportation Request** from the TC ACCIS MAIN MENU.

b. Select **Request for Transportation** from the Transportation Requests menu. You will see the RFT: ring menu.

c. Select **Commreq** from the Reply: ring menu. The Type Data Code Help window will be displayed.

d. Use your cursor control keys to highlight the TDC you want to request commercial transportation for. Press **ESC** to select.

You will see the Commercial Requirements Detail screen. Echelons that you have assigned to your unit for this exercise are listed in the Echelon column, in ascending order. Column headings such as 54 ft, 60 ft, etc. -the standard asset types used for transporting equipment,—are provided in the Rail, Highway, Contr (Container), Bus and Trk (Truck/Tractor) sections. The cursor is in the first column of row 1.

e. Enter the **quantity of each commercial asset needed,** pressing **RETURN** to move from one field to the next. If a field is to remain at 0, simply press **RETURN** without entering any data.

f. When **you** press **RETURN** at the end of the first row, the cursor moves to the first field of the second row (the second Echelon you defined). Enter data for this row in the same way you did for the first row.

Note: You can stop entering data on the Commercial Requirements screen in any field by pressing **ESC.** Pressing **ESC** saves the data you have entered up to that point (but only if you have pressed **RETURN** after each field) and exits to the RFT: ring menu.

g. Continue to enter **commercial requirements for all Echelons** that need them.

h. Press **ESC** to save the commercial requirements data. You will see the RFT: ring menu.

i. Select **Exit.** Your screen will display the Transportation Requests menu.

10.3.7 Request for Transportation Approvals by E-Mail.

See disclaimer statement on page 10-l.

Use the following procedures notify your Request for Transportation Chain of Command by RFT E-Mail from the Transportation Requests menu.

a. Select **Request for Transportation** from the Transportation Requests menu. The RFT: ring menu will be displayed.

b. Select **Mail** from the RFT: ring menu. The Transportation Request Help window will open.

c. Use your cursor control keys to highlight the TRI ID you want to have approved. Press **ESC** to select. The RFT: ring menu will be displayed and an E-Mail will be sent to each unit on the RFT COC stating this RFT is available for approval.

10.3.8 Creating a Reply to a Request for Transportation.

See disclaimer statement on page 10-l.

When a unit enters a **Request for Transportation,** it requires that a superior command, within the unit's chain of command, reply to that request. In many cases, this reply is made by IT0 personnel.

Use the following procedures to create a Reply to a Request for Transportation from the Main menu.

a. Select **Transportation Requests** from the TC ACCIS MAIN MENU.

b. Select **Reply to Transportation Request** from the Transportation Requests menu. The system will display the Reply: ring menu.

c. Select **Create** from the Reply: ring menu. The cursor will move to the **TRI ID** field.

d. Enter the **Transportation Request Identification Date** and **Sequence Number** and press **RETURN** or press F6 to display the Transportation Request Identification Screen with a list of TRI IDs and submitting UICs. Use **Ctrl-J** and **Ctrl-K** to scroll through the list and press **ESC** to select a **TRI ID.** The Reply Number, Requestor Name and Title, and Requesting Assets are entered in automatically. The cursor will move to the **approval** field.

e. Indicate the action you want to take by entering **A** for approve, C for change or cancel, and **D** for disapproval, and then pressing **RETURN.** If you approved the RFT, the cursor will **go** to the **asset support** field and you should go to paragraph **f.** below. If you changed or disapproved the RFT, the cursor will go to the **Due to** field and you should go to paragraph **i.** below.

f. Choose the assets that will support the RFT by selecting **I** for ITO, **M** for MTMC or 0 for organic assets and pressing **RETURN.** The cursor will move to the **asset available date** field.

g. Enter the **date** the assets will be available in the **ddmmyy** or **ddmmmyy** format. Press **RETURN** when you have entered the correct date. The cursor will move down to the **Carrier Name** field.

h. Enter the **name of the carrier you** have selected in the **Carrier Name** field and press **RETURN.** The cursor will move to the **Remarks** field. Go to paragraph **j.** below.

i. Complete the **due to** field with the reason the RFT has to be changed or canceled or was disapproved. When you have finished press **RETURN** to move the cursor to the **Remarks** field.

j. Complete the **remarks field** as you want. It may be left blank. Press **RETURN** to move cursor to the **Approval Authority** field.

k. Enter **the name of the approving authority,** and press **RETURN.**

l. Enter the **title or rank** of the approving authority and press **RETURN.**

m. You may continue to press **RETURN** to move the cursor from field to field and make changes.

n. When all fields have been correctly completed, press **ESC** to accept. The message **RECORD ADDED** will be displayed in the lower left corner of your screen. If you use **CTRL-C** to abort the reply, the message **REPLY NOT CREATED** will be displayed. The cursor will return to the ring menu.

10.3.9 Modifying a Reply to a Request for Transportation,

See disclaimer statement on page 10-l.

Use the following procedures to modify a Reply to a Request for Transportation:

a. Select **Transportation Requests** from the TC ACCIS MAIN MENU.

b. Select **Reply to Transportation Request** from the Transportation Requests menu. The system will display the Reply: ring menu.

c. Select **Modify** from the Reply: ring menu. The cursor will move to the **TRI ID** field.

d. Enter the **Transportation Request Identification Date** and **Sequence Number** and press **RETURN** or press F6 to display the Transportation Request Identification Screen with a list of TRI IDs and submitting UICs. Use **Ctrl-J** and **Ctrl-K** to scroll through the list and press **ESC** to select a **TRI ID.** The selected Reply will be displayed with the cursor in the **approval** field.

e. Press **RETURN** to move the cursor from field to field and make the changes you want.

Note: Changes to the **approval** field from A to C or D, or the reverse, will cause changes in access to fields and the deletion of text which is no longer applicable.

f. When all fields are correctly completed, press **ESC** to accept.

10.3.10 Deleting a Reply to a Request for Transportation,

See disclaimer statement on page 10-l.

Use the following procedures to delete a Reply to a Request for Transportation:

a. Select **Transportation Requests** from the TC ACCIS MAIN MENU.

b. Select **Reply to Transportation Request** from the Transportation Requests menu. The system will display the Reply: ring menu.

c. Select **Delete** from the Reply: ring menu. The cursor will move to the TRI ID field.

d. Enter the **Transportation Request Identification Date** and **Sequence Number** and press **RETURN** or press F6 to display the Transportation Request Identification Screen with a list of TRI IDs and submitting UICs. Use **Ctri-J** and **Ctrl-K** to scroll through the list and press ESC to select a TRI **ID.** The selected Reply will be displayed with a question.

e. Enter Y or N to answer the question **Are you sure you want to delete this record (y/n)?**

If you enter Y to this question, only the Reply will be deleted. The RFT remains available until deleted by the originator.

After you enter Y, the message **Record deleted** will be displayed briefly in the lower left corner of your screen. **If you enter N, the** message **Record not deleted** will be displayed briefly. The cursor will return to the ring menu.

f. Select **Exit.** The system will display the Transportation Requests menu.

10.3.11 Viewing a Reply to a Request for Transportation.

See disclaimer statement on page 10-l.

Use the following procedures to view a Request for Transportation:

a. From the Transportation Request menu select **Request for Transportation.** A ring menu will be displayed.

b. Select **Print** from. the ring menu. The RFT Print Options window will be displayed.

c. Select **Reply to a RFT**. The RFT Print/View Options window will be displayed.

d. Select **View.** The Transportation Request Identification Help window will be displayed.

e. Use the cursor control keys to highlight the TRI ID you want and press **ESC** to select it. The first portion of the form will be displayed on your screen. Press **RETURN** to Continue to see the remainder of the form or press **Ctrl-C** to abort. The cursor will return to the ring menu you have viewed.

f. Select **Exit** to return to the Transportation Request menu.

10.3.12 Printing a Request for Transportation or a Reply to a Request for Transportation.

See disclaimer statement on page 10-l.

Use the following procedures to print a Request for Transportation or a Reply to a Request for Transportation.

a. From the Transportation Request menu select either **Request for Transportation** or **Reply to Transportation Request.** A ring menu will be displayed.

b. Select **Print.** The RFT Print Options window will be displayed.

c. Select either **Request** if you are printing an RFT or select **Reply to** if you are printing a Reply to an RFT. After you have made your selection, either the Transportation Request Identification Help or RFT Print/View Options window will be displayed. If the TRI Help window is displayed, go to paragraph e. below. If the RFT Print/View Options window is displayed, go to paragraph **d.** below.

d. At the RFT Print/View Options window select **Print.** The Transportation Request Identification Help Window will be displayed.

e. Use the cursor control keys to highlight the TRI ID you want and press **ESC** to select it. The message: **Report printed** will be displayed briefly at the bottom of your screen and the cursor will return to the ring menu.

f. Select **Exit.** The system will display the Transportation Requests menu.

10.3.13 Group Passenger Transportation (GOPAX).

The Group Passenger Transportation (GOPAX) module is intended for use by the Installation Transportation Office to request transportation for personnel. It is intended that the Passenger Section of the IT0 office will initiate, process, and then transmit, the GOPAX request to MTMC by means of the Defense Digital Network. Three types of GOPAX requests are available: original, change and cancellation. Before the request is sent to MTMC, TC ACCIS will automatically assign a sequence number which will be used to identify the request at the Installation.

MTMC, upon receipt of the request, will assign a Movement Request Number (MRN) which will subsequently identify the request at MTMC. MTMC will review and approve or disapprove the request. When MTMC decides on a form of transportation they will send a Travel Offer back to TC ACCIS GOPAX, by means of DDN, for all approved requests. These offers will identify the move by MRN and sequence number. Five types of transportation are used: chartered air, scheduled air, line-haul bus, line-haul rail and supplemental bus.

The Installation will be able to review the Offer on a TC ACCIS Terminal and print a hard copy.

Note: In addition to F6 Help, the Group Passenger Transportation Request has Text Help. Text Help is available when listed on the prompt line of the screen and is displayed by pressing the F7 key. Text Help explains exactly what is to be entered in each field of the Request screens.

The Group Passenger Transportation function is normally only available to personnel working in the IT0 Passenger Section and who are assigned to the TC ACCIS Passenger Working Group.

Note: The TC ACCIS GOPAX module features **roiling fields** for data entry in **Telephone, Address, Pickup/Dropoff** and **IT0 Comment** fields. In these fields, pressing **RETURN** causes the data to **roll up** and positions the cursor at the beginning of a new blank field. More data can be entered or, pressing **RETURN** with a blank field displayed, will move the cursor to the next field requiring data entry. The F3 and F4 keys will roll (or page) these fields forward and backwards.

10.3.13.1 Process/Transmit a GOPAX Request

The procedures in the paragraphs list below can be used to create, change, cancel, or delete a Group Passenger transportation request, transmit a Group Passenger transportation request to MTMC, changing a GOPAX request, and manage the administrative procedures used to transmit the requests.

Paragraph	Page	Function
10.3.13.1.1	10-25	Processing a GOPAX Request to MTMC.
10.3.13.1.2	10-39	Re-Transmitting a GOPAX Request to MTMC.
10.3.13.1.3	10-42	Re-Transmitting a GOPAX Request to MTMC.
10.3.13.1.4	10-43	Retrieving Dialed in Data.
10.3.13.1s	10-44	Defining Telephone Numbers.
10.3.13.1.6	10-45	Defining MTMC Logins and Passwords.
10.3.13.1.7	10-45	Viewing the Communications Log.
10.3.13.1.8	10-46	Continuous Viewing of the Communications Log.
10.3.13.1.9	10-47	Viewing the Response Log.

10.3.13.1.1 Processing a GOPAX Request to MTMC.

The processing function allows **you** to **Add, Change, Cancel,** and **Delete** GOPAX Requests as described in the following paragraphs.

10.3.13.1.1.1 Adding a GOPAX Request.

You will encounter three screens during the process of creating a GOPAX Request. The first screen accepts basic information about the unit requesting the transportation and the **Destina-**

tion leg of the trip from the unit's home station to the destination for the exercise. The second screen accepts basic information about the unit's **Returning** leg of the trip from the exercise location to the unit's home station. The third screen allows you to enter IT0 comments about the request.

Use the following procedures to Create a Group Transportation Request.

a. At the TC ACCIS MAIN menu, select **Transportation Requests.**

b. Select **Group Passenger Transportation** from the Transportation Requests menu.

c. Select **Process/Transmit Request** from the Group Passenger Transportation menu. The Process/Transmit Request menu will be displayed.

d. Select **Request** from the Process/Transmit Request menu. The REQUEST: ring menu will be displayed at the top of the Request screen:

REQUEST: I-Add P-Change 3-Cancel 4-Delete E-Exit

e. Select **Add** from the REQUEST: ring menu. **The** message **Processing** . . . will be displayed for a few moments and then the cursor will move to the **Installation** field.

Note: F7 Text Help is available for all fields in the Request screen. Text Help displays detailed information on the format and contents for each field. To use it, press F7 while the cursor is in the field where you want the help. When you are done using the Text Help, select **Resume** from the HELP: ring menu to return to the Request screen.

Note: You can press **Ctrl-C** at any time during this process to abort your current entries. When this is done, a **Request not added** message will be displayed in the lower left corner of the screen, a blank Request screen will be displayed, and the cursor will return to the REOUEST: ring menu.

f. As necessary, enter data into each of the following fields, pressing **RETURN** after each entry:

Field Name	Type	Explanation
NOTE: In Type Column: R=Required; A=Automatically; Blank = Optional		
Installation	R	This is the location of the unit making the request. It is a ten character field for the name of the installation or city, and the state. The first eight characters are the Installation Name. When the city/installation name is more than eight characters, it will be truncated to eight characters. When the city/installation name is less than eight characters, blank spaces will be added to the end of the city/installation name to make it eight characters in length. Positions nine and ten are the abbreviation for the state. Examples: BELVOIR VA, LEE VA, HUCHUCAAZ. Exceptions: LEONWOODMO, BEN-

JHARRIN, SAMHOUSTTX, ALEXANDRVA, SAN-FRANCCA, and SANJOSE CA. The data you enter will be validated against a reference table and you will not be able to proceed unless you enter the name of an installation/city and state that is on the list. **F6-Help** is available in this field.

Date	A	Date the request is prepared, the MMDDYY format. The current date is automatically displayed but can be changed by typing over the displayed information.
Time	A	Time this request is prepared, the hh:mm format. The current time is automatically displayed but can be changed by typing over the displayed information.
Name	R	Name of the IT0 point of contact at the Installation that is preparing the request.
Phone #	R	Area code or DSN and telephone number of the person making the request.
Ext.		Extension number, if necessary, for the Requesting Transportation Office.

Note:

You can enter up to ten telephone numbers with extensions. Only the first telephone number is required. When you press **RETURN** in the **Ext.** field, the last telephone number (and extension) entered will be blanked out and the cursor will return to the **Phone #** field where you can enter another telephone number (up to a total of ten). When **you** press **RETURN** in a blank **Phone #** field, the cursor will move to the **ID** field. If you have entered ten phone numbers and extensions, you must press **ESC** to continue. The first **telephone #** will then be displayed.

ID	R	Unit Identification Number (UIC) or Abbreviation of the Unit Name, in the clear.
ULN		Unit Line Number (ULN) for this passenger movement.
PIN		Personnel Increment Number (PIN). Either a **ULN** or a **PIN** can be entered but not both.
Pers Code	R	Personnel Code for the category of personnel who will be moving. **F6-Help** is available for this field.
POC		Name of the point of contact (POC) for the moving unit.
Phone #		Area code or DSN and telephone number of the POC for the moving unit.
Ext.		Extension number, if necessary, for the POC for the Moving Unit.

Note: You can enter up to ten telephone numbers with extensions. When you press **RETURN** in the **Ext.** field, the last telephone number (and extension) entered will be blanked out and the cursor will return to **the Phone #** field where you can enter another telephone number (up to a total of ten). When you press **RETURN** in a blank **Phone** # field, the cursor will move to the ID field. If you have entered ten phone numbers and extensions, you must press **ESC** to continue. The first **telephone** # will then be displayed.

Exercise Name		Name of the exercise being supported.
Overseas Indicator	R	Enter a Y or N to indicate if the request is for Overseas transportation.
Type Travel	R	Type Travel Reason: **TDY** (Temporary Duty), or **PCS** (Permanent Change of Station).
City St	R	This is the City/Installation that is the unit's point of departure for the **Going** leg of the trip. It is a ten character field for the name of the city/installation, and the state. The first eight characters are the City/Installation Name. When the city/installation name is more than eight characters, it will be truncated to eight characters. When the city/installation name is less than eight characters, blank spaces will be added to the end of the city/installation name to make it eight characters in length. Positions nine and ten are the abbreviation for the state. Examples: BELVOIR VA, LEE VA, HUCHUCAAZ. Exceptions: LEONWOODMO, BENJHARRIN, SAMHOUSTTX, ALEXANDRVA, SANFRANCCA, and SANJOSE CA. The data you enter will be validated against a reference table and you will not be able to proceed unless you enter the name of an city/installation and state that is on the list. **F6-Help** is available in this field.
Date	R	Requested date of departure from the point of origin for the **Going** leg of the trip. It will be displayed in the MMDDYY format and must be a date later than the current date.
Time	R	Requested time of departure from the point of origin for the **Going** leg of the trip requesting unit. It will be displayed in the hh:mm format.
Sup Bus	R	Supplemental Bus Indicator: If a supplemental bus is required at the point of departure, enter a Y. If a supplemental bus is not required, enter an N.
Pickup/Dropoff		This field can be accessed only when Y is entered into the Sup **Bus** field. It can be used to enter narrative information about the requirements for supplemental bus transportation at the point of origin for the **Going** leg of the trip. For example, it might include desired pickup point(s), pickup time(s), number of personnel at each location, or other information that will help the IT0 schedule the actual transportation. You can enter as many lines of information as necessary, with up to 40 characters per line. You must press **RETURN** at the end of each line to open the next blank line. Only the

current line will be displayed. The cursor will move to the City St field for the next row when you press RETURN in a blank Pickup/Dropoff field. The cursor control keys can be used to move the cursor up or down to display the other lines of information, one line at a time.

City St	R	This is the City/Installation that is the unit's destination for the **Destination** leg of the trip. It is a ten character field for the name of the city/installation, and the state. The first eight characters are the City/Installation Name. When the city/installation name is more than eight characters, it will be truncated to eight characters. When the city/installation name is less than eight characters, blank spaces will be added to the end of the city/installation name to make it eight characters in length. Positions nine and ten are the abbreviation for the state. Examples: BELVOIR VA, LEE VA, HUCHUCAAZ. Exceptions: LEONWOODMO, BENJHARRIN, SAMHOUSTTX, ALEXANDRVA, SANFRANCCA, and SANJOSE CA. The data you enter will be validated against a reference table and you will not be able to proceed unless you enter the name of an city/installation and state that is on the list. **F6-Help** is available in this field.
Date	R	Requested date of arrival at the destination for the **Destination** leg of the trip. It will be displayed in the MMDDYY format.
Time	R	Requested time of arrival at the destination for the **Destination** leg of the trip. It will be displayed in the hh:mm format.
Sup Bus	R	Supplemental Bus Indicator: If a supplemental bus is required at the destination, enter a Y. If a supplemental bus is not required, enter an N.
Pickup/Dropoff		This field can be accessed only when Y is entered into the Sup **Bus** field. It can be used to enter narrative information about the requirements for supplemental bus transportation at the destination for the **Destination** leg of the trip. For example, it might include desired dropoff point(s), dropoff time(s), number of personnel at each location, or other information that will help the IT0 schedule the actual transportation. You can enter as many lines of information as necessary, with up to 40 characters per line. You must press **RETURN** at the end of each line to open the next blank line. The cursor will move to the **Meals** when you press **RETURN** in a blank Pickup/Dropoff field. Only the current line will be displayed. The cursor control keys can be used to move the cursor up or down to display the other lines of information, one line at a time.
Meals	R	Requirement for meals at the destination for the **Destination** leg of the trip: Enter a Y to request meals or an N for no meals.
Going Pax	R	The **number of passengers** on the **Destination** leg of the trip.

g. Review all your entries to verify that they are correct.

(1) As necessary, press **RETURN** to move the cursor to the field where you want to make a change.

(2) Correct the data by typing over the displayed information and pressing **RETURN.**

(3) As necessary, repeat the procedures in paragraphs **(1)** and (2) above until all the entries are correct.

h. When all of the entries are correct, press **F9** to open the next screen where you can enter the data for the **Returning** leg of the trip. The cursor will be in the origin **City St** field. The **City St** that was entered as the destination for the **Destination** leg of the trip in the previous screen will be displayed in the point of origin **City St** for the **Returning** leg of the trip. This field can be edited.

(1) If this is a PCS or one way only move, use the following procedures:

(a) Press **Ctrl-D** to clear the data displayed in the point of origin **City/State** field for the **Returning** leg of the trip.

(b) Press **RETURN** four times until the cursor is in the destination **City/State** field for the **Returning** leg of the trip. The **City St** that was entered as the point of origin for the **Destination** leg of the trip in the previous screen will be displayed in the destination **City St** for the **Returning** leg of the trip.

(c) Press **Ctrl-D** to clear the data displayed in the destination **City/State** field for the **Returning** leg of the trip.

(d) Press **RETURN** six times until the cursor is in the **Number** field.

(e) Continue with the procedures in paragraph **i.** below.

(2) If this is a TDY 'or round trip move, use the following procedures:

(a) As necessary, enter data into each of the following fields, pressing **RETURN** after each entry:

Field Name	Type	Explanation
NOTE: In Type Column: R=Required; A=Automatically; Blank = Optional		
City St	A	This is the City/Installation that is the unit's point of origin for the **Returning** leg of the trip. It is a ten character field for the name of the city/installation, and the state. The first eight characters are the City/Installation Name. When the city/installation name is more than eight characters, it will be truncated to eight characters. When the city/installation name is less than eight characters, blank spaces will be added to the end of the city/installation name to make it eight characters in length. Positions nine and ten are the abbreviation for the state. Examples: BELVOIR VA, LEE VA,

HUCHUCAAZ. Exceptions:LEONWOODMO, BENJHARRIN, SAMHOUSTTX ALEXANDRVA. SANFRANCCA, and SANJOSE CA. The data you enter will be validated against a reference table and you will not be able to proceed unless you enter the name of an city/installation and state that is on the list. **F6-Help** is available in this field.

When second screen of the Request for Transportation is displayed, the **City St** that was entered as the destination for the **Destination** leg of the trip in the previous screen will be displayed in the point of origin City St for the **Returning** leg of the trip. The displayed data can be accepted by pressing **RETURN**, or a new City St can be entered by typing over the displayed information, or F6 can be used to selected a different City St from a list of available Cities and States.

Date

Requested date of departure from the point of origin **City St** for the **Returning** leg of the trip. It must be entered in the MMDDYY format. This field is required when the **City St** field is used.

Time

Requested time of departure from the point of origin **City St** for the **Returning** leg of the trip. It must be entered in the hh:mm format. This field is required when the **City St field** is used.

Sup Bus R

Supplemental Bus Indicator: If a supplemental bus is required at the point of origin for the **Returning** leg of the trip, enter a Y. If a supplemental bus is not required, enter an N.

Pickup/Dropoff

This field can be accessed only when Y is entered into the Sup **Bus** field. It can be used to enter narrative information about the requirements for supplemental bus transportation at the point of origin for the **Returning** leg of the trip. For example, it might include desired pickup point(s), pickup time(s), number of personnel at each location, or other information that will help the IT0 schedule the actual transportation. You can enter as many lines of information as necessary, with up to 40 characters per line. You must press **RETURN** at the end of each line to open the next blank line. The cursor will move to the **City St** field for the next row when you press **RETURN** in a blank **Pickup/Dropoff** field. Only the current line will be displayed. The cursor control keys can be used to move the cursor up or down to display the other lines of information, one line at a time.

city St A

This is the City/Installation that is the unit's destination for the **Returning** leg of the trip. This 'will normally be the unit's home station. It is a ten character field for the name of the city/installation, and the state. The first eight characters are the City/Installation Name. When the city/installation name is more than eight characters, it will be truncated to eight characters. When the city/installation name is less than eight characters, blank spaces will be added to the end of the city/installation name to make it eight characters in

length. Positions nine and ten are the abbreviation for the state. Examples: BELVOIR VA, LEE VA, HUCHUCAAZ. Exceptions: LEONWOODMO, BENJHARRIN, SAMHOUSTTX ALEXANDRVA, SANFRANCCA, and SANJOSE CA. The data you enter will be validated against a reference table and you will not be able to proceed unless you enter the name of an city/installation and state that is on the list. **F6-Help** is available in this field.

When the cursor enters this field, the **City St** that was entered as the point of origin for the **Going** leg of the trip in the previous screen will be displayed in the destination **City St** for the **Returning** leg of the trip. The displayed data can be accepted by pressing **RETURN,** or a new City St can be entered by typing over the displayed information, or F6 can be used to selected a different City St from a list of available Cities and States.

Date	A	Requested date of arrival at the destination for the **Returning** leg of the trip. It must be entered in the MMDDYY format. This field is required when the **City St** field is used.
Time		Requested time of arrival at the destination for the **Returning** leg of the trip. It must be entered in the hh:mm format. This field is required when the **City St** field is used.
Sup Bus	R	Supplemental Bus Indicator: If a supplemental bus is required at the destination for the **Returning** leg of the trip, enter a Y. If a supplemental bus is not required, enter an N.
Pickup/Dropoff		This field can be accessed only when Y is entered into the Sup **Bus** field. It can be used to enter narrative information about the requirements for supplemental bus transportation at the destination for the **Returnin** leg of the trip. For example, it might include desired %ropoff point(s), dropoff time(s), number of personnel at each location, or other information that will help the IT0 schedule the actual transportation. You can enter as many lines of information as necessary, with up to 40 characters per line. You must press **RETURN** at the end of each line to open the next blank line. The cursor will move to the **Meals** field when ou press **RETURN** in a blank Pickup/Dropoff ield. Only the current line will be displayed. The cursor control keys can be used to move the cursor up or down to display the other lines of information, one line at a time.
Meals	R	Requirement for meals at the destination for the **Returning** leg of the trip: Enter a Y to request meals or an N for no meals.
Returning Pax	R	The **number of passengers** on **the Returning** leg of the trip.

i. When the cursor is in the **Number** field, enter data into each of the following fields, pressing **RETURN** after each entry:

Field Name	Type	Explanation
NOTE: In Type Column: R=Required; A=Automatically; Blank = Optional		
Baggage Number	R	The average number of bags each passenger will take.
Baggage Total Wgt	R	Total weight carry-on baggage to be taken.
Total Number		Total number of pieces of Impedimenta which must be taken on the move.
Total Weight		Total weight of the impedimenta which must be taken.
Total Cube		Total cubic feet of space the impedimenta will occupy.
Largest Number		Number of largest pieces of impedimenta.
Largest Width		Width of the largest piece of impedimenta.
Largest Height		The height of the largest piece of impedimenta.
Largest Length		The length of the largest piece of impedimenta.
Heaviest Number		The number of the heaviest pieces of impedimenta.
Heaviest Weight		The weight of the heaviest piece of impedimenta.
POC Name		The name of the Point of Contact for the Charter Coach Certificate.
Phone		The telephone number of the Charter Coach Certificate.
Ext.		The Extension used with the telephone number of the Charter Coach Certificate.

Note:

You can enter up to ten telephone numbers with extensions. When you press **RETURN** in the **Ext.** field, the last telephone number (and extension) entered will be blanked out and the cursor will return to the **Phone #** field where you can enter another telephone number (up to a total of ten). When **you** press **RETURN** in the blank **Phone** # field, the cursor will move to the **Address** field. If you have entered ten phone numbers and extensions, you must press **ESC** to continue. The first **telephone #** will then be displayed.

Address		The Address of the Charter Coach Certificate. Up to three lines can be used for the address.

j. Review all your entries to verify that they are correct.

(1) As necessary, press **RETURN** to move the cursor to the field where you want to make a change.

(2) Correct the data by typing over the displayed information and pressing **RETURN.**

(3) As necessary, repeat the procedures in paragraphs **(1)** and (2) above until all the entries are correct.

k. When all of the entries are correct, press F9 to open the third Request screen where you can enter the IT0 Comments.

(1) You can enter up to 50 lines of 75 characters each for IT0 Comments.

(2) Press **RETURN** at the end of each line to move the cursor to the next line.

(3) As necessary, the cursor control keys can be used to move up, down and across the comment rows.

(4) Comments can be changed by moving the cursor to the location where you want to make the change and typing over the displayed information.

If you press **F8** to return to the second Request screen, the cursor will be in the origin **City St** field. The **City St** that was entered as the destination for **the Destination** leg of the trip in the previous screen will be displayed in the point of origin **City St** for **the Returning** leg of the trip.

1. When the IT0 Comments are complete, press **ESC** to save your request. A **Request has added!!** message will be displayed in the lower left corner of the screen. The cursor will return to the REQUEST: ring menu of the first Request screen where you can select another option or press **E-Exit** three times to return to the Transportation Requests menu.

Note: F7 Text Help is available for all fields in the Request screen. Text Help displays detailed information on the format and contents for each field. To use it, press F7 while the cursor is in the field where you want the help. When you are done using the Text Help, select **Resume** from the HELP: ring menu to return to the Reauest screen.

Note: You must now use the Transmitting a GOPAX Request to MTMC function in paragraph 10.3.13.1.2 (page 10-39) below, to complete the processing of a Reauest.

10.3.13.1.1.2 Chanaina a GOPAX Request.

You will encounter three screens during the process of changing a GOPAX Request.. The first screen changes basic information about the unit requesting the transportation and the **Destination** leg of the trip from the unit's home station to the destination for the exercise. The second screen changes basic information about the unit's **Returning** leg of the trip from the exercise location to the unit's home station. The third screen allows you to modify or add IT0 comments about the request.

Use the following procedures to Create a Group Transportation Request.

a. At the TC ACCIS MAIN menu, select **Transportation Requests.**

b. Select **Group Passenger Transportation** from the Transportation Requests menu.

c. Select **Process/Transmit Request** from the Group Passenger Transportation menu. The Process/Transmit Request menu will be displayed.

d. Select **Request** from the Process/Transmit Request menu. The REQUEST: ring menu will be displayed at the top of the Request screen:

REQUEST: I-Add P-Change 3-Cancel 4-Delete E-Exit

e. Select **Change** from the REQUEST: ring menu. The cursor will move **to** the **Sequence Number** field.

Note: F7 Text Help is available for all fields in the Request screen. Text Help displays detailed information on the format and contents for each field. To use it, press F7 while the cursor is in the field where you want the help. When you are done using the Text Help, select **Resume** from the HELP: ring menu to return to the Request screen.

Note: You can press **Ctrl-C** at any time during this process to abort your current entries. When this is done, a **Request not added** message will be displayed in the lower left corner of the screen, a blank Request screen will be displayed, and the cursor will return to the REQUEST: ring menu.

f. Enter the **Sequence Number** and press **ESC** to select the desired GOPAX Request, or press **F6** to make a selection from a list of available Sequence Numbers. A **Processing** . . . message will be displayed for a few moments and then the first Request screen will be displayed for the Request you selected. The fields for this screen are defined beginning on page 10-26 above.

(1) As necessary, press **RETURN** to move the cursor to the field where you want to make the change.

(2) Enter the new data by typing over the displayed information and press **RETURN.**

(3) As necessary, repeat the procedures in paragraphs **(1)** and (2) above until all of your changes have been made in the first Request screen.

g. When all of your changes have been made in the first Request screen, press F9 to move to the second Request screen. The fields for this screen are defined beginning on pages 10-30 and 10-33 above.

(1) As necessary, press **RETURN** to move the cursor to the field where you want to make the change.

(2) Enter the new data by typing over the displayed information and press **RETURN.**

(3) As necessary, repeat the procedures in paragraphs **(1)** and (2) above until all of your changes have been made in the second Request screen.

h. When all of your changes have been made in the second Request screen, press **F9** to move to the third Request screen where you can enter or change IT0 Comments.

(1) As necessary, use the cursor control keys to move up, down and across the comment rows to move the cursor to the location where you want to make the change.

(a) If this is a blank line, enter the desired information. You can enter up to 50 line of 75 characters each for ITO Comments.

(b) If this is a change to an existing IT0 comment, enter the new data by typing over the displayed information and press **RETURN.**

(2) As necessary, repeat the procedures in paragraph **(1)** above until all of your changes have been made in the third Request screen.

g. When all of your changes have been made in the third Request screen, press **ESC.** A **Request has changed!!** message will be displayed at the lower left comer of the screen. The cursor will move to the Request: ring menu of the first Request screen where you can select another option or press **E-Exit** three times to return to the Transportation Requests menu.

Note:

If you have not previously transmitted this request to MTMC, you must use the Transmit a GOPAX Request to MTMC function in paragraph 10.3.13.1.2 (page 10-39) below, to complete the processing of a Request.

If you have already transmitted this request to MTMC, you must now use the Re-Transmitting 'a GOPAX Request to MTMC function in paragraph 10.3.13.1.3 (page 10-42) below, to complete the processing of a Request.

10.3.13.1.1.3 Canceling a GOPAX Request.

The **Cancel** function is used after a request has been transmitted to MTMC (paragraph 10.3.13.1.2, page 10-39) to notify MTMC that a transportation requirement is no longer needed. This is different from the **Delete** function discussed in paragraph 10.3.13.1.1.4 (page 10-38) below, which is used before the request has been transmitted to MTMC. Requests that have been received by MTMC will be identified by the assignment of a number in the **MRN** (Move Request Number) field on the first Request screen. The request must have an MRN assigned before the **Cancel** function can be used. In the process of canceling a request, you will have the opportunity to view the data in each of the three Request screens.

Use the following procedures to Cancel a Group Transportation Request.

a. At the TC ACCIS MAIN menu, select **Transportation Requests.**

b. Select **Group Passenger Transportation** from the Transportation Requests menu.

c. Select **Process/Transmit Request** from the Group Passenger Transportation menu. The Process/Transmit Request menu will be displayed.

d. Select **Request** from the Process/Transmit Request menu. The REQUEST: ring menu will be displayed at the top of the Request screen:

REQUEST: I-Add 2-Change 3-Cancel 4-Delete E-Exit

e. Select **Cancel** from the REQUEST: ring menu. The cursor will move to **the Sequence Number** field.

f. Enter the **Sequence Number** and press ESC to select the desired GOPAX Request, or press F6 to make a selection from a list of available Sequence Numbers. A **Processing** ... message will be displayed for a few moments and then a prompt will be displayed:

Do you wish to continue viewing (y/n)?

(1) Responding y to this prompt will display the next Request screen and then redisplay this same prompt. After the third Request screen has been displayed, the cycle will continue to display each of the three Request screens in sequence until you respond **n** to this prompt. When an **n** response is entered, continue with the procedures in paragraph (2) below.

(2) When you enter an **n** response to this prompt, a second prompt will displayed:

Do you want to Cancel this Request (y/n)?

Note: You can press **Ctrl-C** at any time after you have finished viewing the request to abort the Cancel process. When this is done, a **Request not canceled** message will be displayed in the lower left corner of the screen, and the cursor will return to the REQUEST: ring menu.

(a) When you enter an **n** response to this prompt, a **Request not Canceled** message will be displayed in the lower left comer of the screen and the cursor will return to the Request: ring menu where you can select another option or press **E-Exit** three times to return to the Transportation Request menu.

(b) When you enter a y response to this prompt, a **Request Canceled** message will be displayed at the bottom of the screen and the cursor will return to the Request: ring menu where **you** can select another option or press **E-Exit** three time to return to the Transportation Request menu.

Note: You must now use the Re-Transmitting a GOPAX Request to MTMC function in paragraph 10.3.13.1.3 (page 10-42) below, to complete the processing of the cancellation.

10.3.13.1.1.4 Deletina a GOPAX Request.

The **Delete** function is used to remove a request from the database before the request has been transmitted to MTMC, or a request that has been canceled after it has been transmitted.. This is different from the **Cancel** function discussed in paragraph 10.3.13.1.1.3 (page 10-36) above, which is used after the request has been transmitted to MTMC. Requests that have been received by MTMC will be identified by the assignment of a number in the **MRN** field on the first Request screen.

Note: A request **can** be **deleted** only if it has never been transmitted to MTMC, **or** if it has been canceled after it was transmitted. **Before you delete a canceled request, make sure the cancellation has been re-transmitted to MTMC so they are aware that the transportation requirement no longer exists.**

Use the following procedures to **Delete** a Group Transportation Request.

a. At the TC ACCIS MAIN menu, select **Transportation Requests.**

b. Select **Group Passenger Transportation** from the Transportation Requests menu.

c. Select **Process/Transmit Request** from the Group Passenger Transportation menu. The Process/Transmit Request menu will be displayed.

d. Select **Request** from the Process/Transmit Request menu. The REQUEST: ring menu will be displayed at the top of the Request screen:

REQUEST: I-Add P-Change 3-Cancel 4-Delete E-Exit

e. Select **Delete** from the REQUEST: ring menu. The cursor will move to **the Sequence Number** field.

f. Enter the **Sequence Number** and press **ESC** to select the desired GOPAX Request, or press F6 to make a selection from a list of available Sequence Numbers. A **Processing** . . . message will be displayed for a few moments and then the first Request screen will be displayed for the Request you selected.

Do you wish to continue viewing (y/n)?

(1) Responding y to this prompt will display the next Request screen and then redisplay this same prompt. After the third Request screen has been displayed, the cycle will continue to display each of the three Request screens and the prompt in sequence until you respond **n** to this prompt. When an **n** response is entered, continue with the procedures in paragraph (2) below.

(2) When you enter an **n** response to this prompt, a second prompt will displayed:

Do you want to Delete this Request (y/n)?

(a) When you enter an **n** response to this prompt, a **Request not Deleted** message will be displayed in the lower left corner of the screen and the cursor will return to the Request: ring menu where you can select another option or press **E-Exit** three times to return to the Transportation Request menu.

(b) When you enter a y response to this prompt, a **Request Deleted** message will be displayed at the bottom of the screen and the cursor will return to the Request: ring menu where you can select another option or press **E-Exit** three time to return to the Transportation Request menu.

Note: If this request has been transmitted to MTMC and has not been canceled, a message will be displayed at the bottom of the screen:

This request must CANCEL first then be able to DELETE.

When this happens, you must use the procedures in paragraph 10.3.13.1.1.3 (page 10-36) above, before the deletion can be made.

10.3.13.1.2 Transmittina a GOPAX Request to MTMC.

This function is used in conjunction with the Add Request function in paragraph 10.3.13.1.1.1 (page 10-25) above. You must first add the Request to the database before you can transmit it to MTMC.

Use the following procedures to Transmit a Group Transportation Request.

a. At the TC ACCIS MAIN menu, select **Transportation Requests.**

b. Select **Group Passenger Transportation** from the Transportation Requests menu.

c. Select **Process/Transmit Request** from the Group Passenger Transportation menu. The Process/Transmit Request menu will be displayed.

d. Select **Transmit Request to MTMC** from the Process/Transmit Request menu. The Select Request window will be displayed with a list of Requests that have been added to the database but which have not been transmitted to MTMC. A **Record 1 of N** message will be displayed at the bottom of the window where N is the total number of Requests that could be transmitted at this time.

Note: You can press **Ctrl-C** at any time during this process to abort the selection process. When this is done, a **User aborted** message, followed by a No **request(s) selected** message will be displayed in the lower left corner of the screen, a blank Request screen will be displayed, and the cursor will return to the REQUEST: ring menu.

e. Use the cursor control keys to highlight the desired Request.

f. When the desired Request is highlighted, press X to select that Request. An X will be displayed in the **Sel** field for that Request and the cursor will move down one line. You can also press **F10** to select all requests listed or press F9 to deselect all requests.

g. As necessary, repeat the procedures in paragraphs e. and **f.** above until all the desired Requests have been highlighted for transmission.

h. When you have finished selecting requests for transmission, press **ESC** to accept your selections. The Transmission Categories menu will be displayed as shown in Figure 10-7.

i. You have two options for transmitting your request.

(1) The **DDN Request Transmit** option is the preferred means of transmission if your installation has access to DDN. When DDN is used, the MTMC system will automatically download the necessary data to the TC ACCIS database when your request has been processed.

(2) The **Dial Request Transmit** option should be used only when your installation does not have access to DDN or DDN is not accessible. When the Dial Request Transmit option is used, you must manually download the necessary data from MTMC to the TC ACCIS database when your request has been processed by using the procedures in paragraph 10.3.13.1.4 (page 10-43), below.

j. Select the desired Transmission option. A message will be displayed for a few moments:

Creating Transmission File
Request Sequence Number nnn

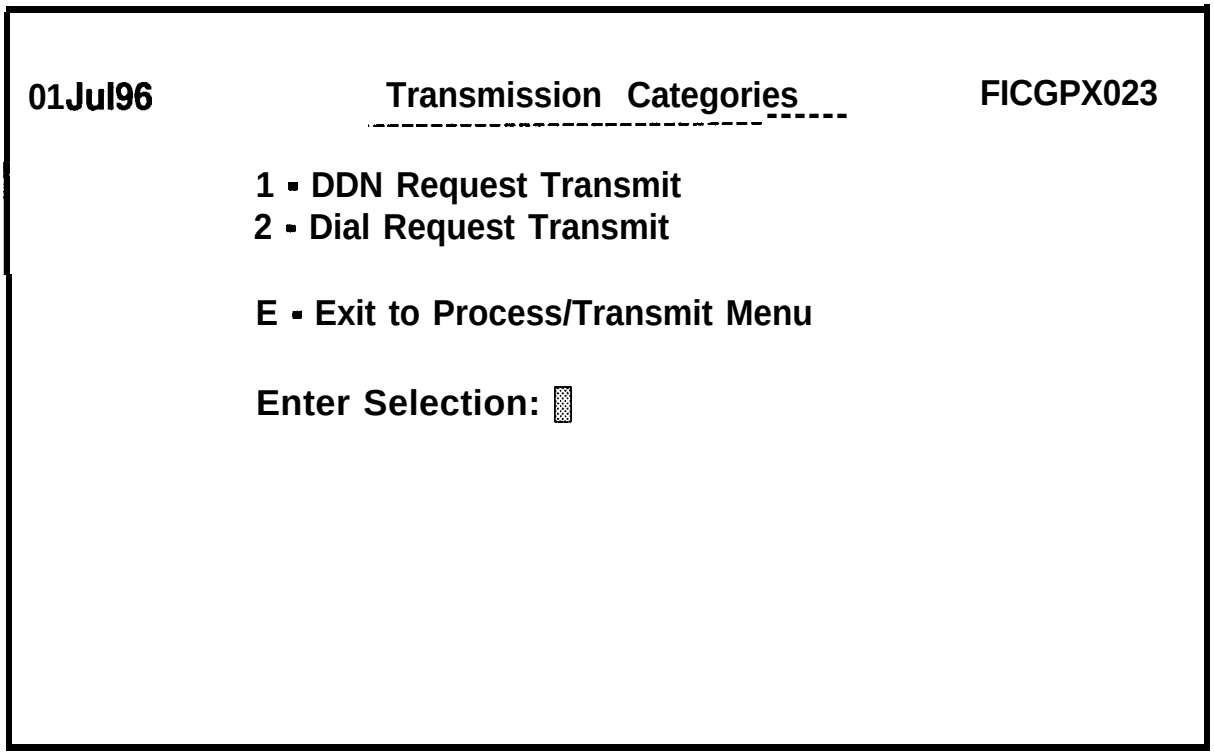


Figure 10-7. Transmission Categories Menu

(1) When the transmission has started to run in the background, the cursor will return to the Transmission Categories menu where you can press **E-Exit** three times to return to the Transportation Requests menu.

Note: You must use the **View the Communications Log** option in paragraph 10.3.13.1.7 (page 10-45), below, or the **Continuous Viewing of the Communications Log** option in paragraph 10.3.13.1.8 (page 10-46), below, to verify whether a transmission has been successfully completed.

(2) If the transmissions lines are not ready to accept this transmission, a message will be displayed for a few moments:

The network is busy now, please try later.. Thanks.

The cursor will then return to the Transmission Categories menu where you can press **E-Exit** three times to return to the Transportation Request menu.

Note: When you try again, you will have to use the Re-Transmitting a GOPAX Request to MTMC function in paragraph 10.3.13.1.3 below, to complete the processing of a Request. This request will no longer be displayed in the Select Request window if you try to use the Transmit Request to MTMC option.

k. When you have finished selecting requests for transmission, press **ESC** to accept your selections and continue.

10.3.13.1.3 Re-Transmittina a GOPAX Request to MTMC.

This function is used to transmit requests that have had a previously successfully transmission or where the previously attempted transmission was aborted because of some problem. It is used specifically for the transmission of Change and Cancel requests and requests the system has aborted because of communications problems.

Use the following procedures to Re-Transmit a Group Transportation Request.

a. At the TC ACCIS MAIN menu, select **Transportation Requests.**

b. Select **Group Passenger Transportation** from the Transportation Requests menu.

c. Select **Process/Transmit Request** from the Group Passenger Transportation menu. The Process/Transmit Request menu will be displayed.

d. Select **Re-Transmit Request to MTMC** from the Process/Transmit Request menu. The Select Request window will be displayed with a list of Requests that have been previously transmitted to MTMC. A **Record 1 of** N message will be displayed at the bottom of the window where N is the total number of Requests that could be transmitted at this time.

e. Use the cursor control keys to highlight the desired Request.

Note: You can press **Ctrl-C** at any time during the selection process to abort the selection process. When this is done, a **User aborted** message, followed by a **No request(s) selected** message will be displayed in the lower left corner of the screen, and the cursor will return to the **Process/Transmit** Request menu.

f. When the desired Request is highlighted, press X to select that Request. An X will be displayed in the **Sel** field for that Request and the cursor will move down one line. You can also press **F10** to select all requests listed or press F9 to deselect all requests.

g. As necessary, repeat the procedures in paragraphs g. and **h.** above until all the desired Requests have been highlighted for transmission.

h. The Transmission Categories menu will be displayed as shown in Figure 10-7 (page 10-41 above). You have two options for re-transmitting your request.

(1) The **DDN Request Transmit** option is the preferred means of transmission if your installation has access to DDN. When DDN is used, the MTMC system will automatically download the necessary data to the TC ACCIS database when your request has been processed.

Note: You must use the **View the Communications Log** option in paragraph 10.3.13.1.7 (page 10-45), below, or the **Continuous Viewing of the Communications Log** option in paragraph 10.3.13.1.8 (page 10-46), below, to verify whether a transmission has been successfully completed.

(2) The **Dial Request Transmit** option should be used only when your installation does not have access to DDN or DDN is not currently accessible. When the Dial Request Transmit option is used, you must manually download the necessary data from MTMC to the TC ACCIS database when your request has been processed by using the procedures in paragraph 10.3.13.1.4 (page 10-43), below.

i. Select the desired Transmission option, and a message will be displayed for a few moments:

Creating Transmission File
Request Sequence Number nnn

(1) When the transmission has started to run in the background, the cursor will return to the Transmission Categories menu where you can press **E-Exit** three times to return to the Transportation Requests menu.

(2) If the transmissions lines are not ready to accept this transmission, a message will be displayed for a few moments:

The network is busy now, please try later.. Thanks.

The cursor will then return to the Transmission Categories menu where you can press **E-Exit** three times to return to the Transportation Request menu.

j. When you have finished selecting requests for transmission, press **ESC** to accept your selections and continue.

10.3.13.1.4 Retrievina Dialed in Data.

This function is used in conjunction with **the Dial Request Transmit** option in paragraphs 10.3.13.1.2j.(2), (page 10-39) and 10.3.13.1.3j.(2), (page 10-42), above, when you Transmit or Re-Transmit a GOPAX Request to MTMC. When the **Dial Request Transmit** option is used, you must use this function to manually download the necessary data from MTMC to the TC ACCIS database after your request has been processed by MTMC.

Use the following procedures to retrieve data from dial in process.

a. At the TC ACCIS MAIN menu, select **Transportation Requests.**

b. Select **Group Passenger Transportation** from the Transportation Requests menu.

c. Select **Process/Transmit Request** from the Group Passenger Transportation menu. The Process/Transmit Request menu will be displayed.

d. Select **Retrieve Dialed in data** from the Process/Transmit Request menu. A number of different messages will be displayed as the process is working. When the process is done, a message will be displayed to indicate that there was no data to be retrieved, the process was successful, or the process was not successful.

10.3.13.1s Definina Telephone Numbers.

This function allows you to update the Direct Dial Telephone number to be used to transmit or re-transmit GOPAX requests to MTMC.

Use the following procedures to update the Direct Dial Telephone number.

a. At the TC ACCIS MAIN menu, select **Transportation Requests.**

b. Select **Group Passenger Transportation** from the Transportation Requests menu.

c. Select **Process/Transmit Request** from the Group Passenger Transportation menu. The Process/Transmit Request menu will be displayed.

d. Select **Telephone Number Definition** from the Process/Transmit Request menu. The Parameter Definition window will be displayed with the cursor in **the Direct Telephone Number** field.

Note: **You can** press **Ctrl-C** at any time during the selection process to abort your current entries. When this is done, a **User aborted** message, followed by a **No request(s) selected** message will be displayed in the lower left corner of the screen, and the cursor will return to the Process/Transmit Request menu.

e. Enter the **new telephone number** by typing over the displayed number, using the **99,1-800-732-0802** format.

(1) If you must dial a 9, 99, or some other prefix to get an outside line from your installation, be sure to include the prefix, followed by a comma.

(2) If you must dial **1** or some other number to access the long-distance company that services your installation, be sure to include that number, followed by a dash.

(3) Be sure to include a dash between the area code and the first number of the telephone number, and between the first three digits of the telephone number and the last four digits of the telephone number.

f. When you have completed entering the telephone number, press **ESC** to save it. The cursor will return to the Process/Transit Request menu where you can select another option or press **E-Exit** twice to return to the Transportation Requests menu.

10.3.13 1.6 Defining MTMC Loams and Passwords,

This function is used to change the **Login** and **Password** that allows you to gain access to the MTMC database when you Transmit or Re-Transmit a request.

Use the following procedures to change **the Login** and **Password.**

Note: Do not change the password unless directed to do so by the **GOPAX** or TC ACCIS office.

a. At the TC ACCIS MAIN menu, select **Transportation Requests.**

b. Select **Group Passenger Transportation** from the Transportation Requests menu.

c. Select **Process/Transmit Request** from the Group Passenger Transportation menu. The Process/Transmit Request menu will be displayed.

d. Select **MTMC Login/Passwd Definition** from the Process/Transmit Request menu. The MTMC Login/Passwd Info window will be displayed with the cursor in the **Login** field.

Note: You can press **Ctrl-C** at any time during the selection process to abort your current entries. When this is done, a **User aborted** message, followed by a **No request(s) selected** message will be displayed in the lower left corner of the screen, and the cursor will return to the Process/Transmit Request menu.

e. Enter the new **Login** by typing over the displayed information, and press **RETURN.** The cursor will move to the Password field.

f. Enter the new **Password** and press **RETURN.** For security reasons, the password you enter will not bc displayed. You will be prompted to enter the same new password a second time to verify that it is correct.

g. Enter **the same** new **Password** a second time and press **RETURN.**

(1) If the second entry does not match the first password that was entered, you will be prompted to repeat the procedures in paragraph e. through g. above.

(2) If the second entry matches the first password that was entered, the cursor will return to the Process/Transit Request menu where you can select another option or press **E-Exit** twice to return to the Transportation Requests menu.

10.3.13.1.7 Viewina the Communications Log

This function is used to manually review the entire log to determine which requests were successfully transmitted to MTMC.

Use the following procedures to Transmit a Group Transportation Request.

a. At the TC ACCIS MAIN menu, select **Transportation Requests.**

b. Select **Group Passenger Transportation** from the Transportation Requests menu.

c. Select **Process/Transmit Request** from the Group Passenger Transportation menu. The Process/Transmit Request menu will be displayed.

d. Select **View Communications Log** from the Process/Transmit Request menu. A series of messages will be displayed that are something like the following:

```
Using more to view communication log file . . .
-> 11:40:52 Accessing GOPAX to Retrieve data by telephone . . .
-> 11:40:57 Using telephone number 99,1-800-732-0802...
-> 11:40:57 This may take several minutes, please wait...
-> 11:41:54 No files were ready to be retrieved!!!
-> 11:41:54 All done!
Press <Return> to continue
```

Note: If there is more than one screen of information in the Communications Log, a **--More--(nn%)** message will bc displayed at the bottom of the screen. When this happens, press **RETURN** to display each successive screen of information until a **Press <Return> to continue** message is displayed from the bottom of the Communication Log file. The last entries in the log will tell you whether or not the file was successfully transmitted.

e. As necessary, press **RETURN** to progress through the log. When the last line of the log is displayed, a message will be displayed:

```
Press <Return> to continue
```

The last entries in the log will tell you whether or not the file was successfully transmitted.

f. Press **RETURN** to return to the Process/Transit Request menu where you can select another option or press **E-Exit** twice to return to the Transportation Requests menu.

J0.3.13.1.8 Continuous Viewina of the Communications Log.

This function is used to review the entries being made in the log as the transmission is taking place. If the transmission is already complete, only the last screen in the Communications Log File will be displayed.

Use the following procedures to continuously view the Communications Log.

a. At the TC ACCIS MAIN menu, select **Transportation Requests.**

b. Select **Group Passenger Transportation** from the Transportation Requests menu.

c. Select **Process/Transmit Request** from the Group Passenger Transportation menu. The Process/Transmit Request menu will be displayed.

d. Select **Continuous viewing** log from the Process/Transmit Request menu. A series of messages will be displayed that are something like the following:

```
Using ,CTRL-C> to EXIT . . .
-> 11:40:52 Accessing GOPAX to Retrieve data by telephone . . .
-> 11:40:57 Using telephone number 99,1-800-732-0802...
-> 11:40:57 This may take several minutes, please wait...
-> 11:41:54 No files were ready to be retrieved!!!
-> 11:41:54 All done!
```

The last entries in the log will tell you whether or not the file was successfully transmitted.

e. When you are done viewing the Communications Log, press **Ctri-C** to return to the Process/Transit Request menu where you can select another option or press **E-Exit** twice to return to the Transportation Requests menu.

10.3.13.1.9 Viewing the Response Transmission Log.

TC ACCIS generates a response transmission log each time MTMC responds to a request. This function is used to view the last response received from MTMC after a request has been transmitted. Each response received from MTMC will overwrite the previous Response so you will only be able to view the last one received.

Use the following procedures to view the Response Log.

a. At the TC ACCIS MAIN menu, select **Transportation Requests.**

b. Select **Group Passenger Transportation** from the Transportation Requests menu.

c. Select **Process/Transmit Request** from the Group Passenger Transportation menu. The Process/Transmit Request menu will be displayed.

Note: You can press **Ctrl-C** at any time during the view or list processes to abort these processes. When this is done, a **User aborted** message, followed by a **No request(s) selected** message will be displayed in the lower left corner of the screen, and the cursor will return to the View/List Offer Confirmation menu.

d. Select **View Response Log** from the Process/Transmit Request menu. A series of messages will be displayed that are something like the following:

```
Using more to view response log file . . .
stty: :

Mon Jul 01 14:01:57 EDT 1996
-> 14:01:57 Checking for locks...
-> 14:01:58 Setting the lock...
-> 14:01:59 Clean up the file...
-> 14:02:05 Found 'mm in' . . .
-> 14:02:13 processed 'mrn in' . . .
-> 14:02:17 Recording sending...

GOPAX is finished on Mon Jul 01 14:02:55 EDT 1996 for belvoir-tcaccis.army.mil.
Press <Return> to continue
```

e. Press **RETURN** to return to the Process/Transit Request menu where you can select another option or press **E-Exit** twice to return to the Transportation Requests menu.

10.3.13.2 Viewing/Listing GOPAX Offer Confirmation.

Use the following procedures to View or List a Group Transportation Request Offer Confirmation from the Main menu.

a. Select **Transportation Requests** from the **TC ACCIS MAIN menu.**

b. Select **Group Passenger Transportation** from the Transportation Requests menu.

c. Select **View/List Offer Confirmation** from the Group Passenger Transportation menu. The View/List Offer Confirmation menu will be displayed.

(1) To view a Confirmation, select the option for the desired type of Offer Confirmation displayed on the View/List Offer Confirmation menu. The appropriate Confirmation screen will be displayed.

(a) Enter either the **Sequence Number** or **MRN** in the correct field or Press F6 Help to display Offer Confirmations. After you have selected the Confirmation number, the MTMC provided data will be displayed.

(b) Use F9 to view the routing instructions, and **F10** to move the cursor between the blocks.

(c) When you have finished viewing the Confirmation data, press **ESC** to return to the View/List Confirmation menu. If another confirmation exists for the same Sequence Number/MRN, the following message will be displayed:

```
MRN XXXXXX Has Another Offer(s) for [Type of Confirmation Offer]
Press Any Key to Continue
```

Make note of the Confirmation Offer type in the message and press any key to continue. When you press any key, the cursor will return to the View/List Offer Confirmation menu.

(2) To list either requests waiting on Offer Confirmations or Offer Confirmations which have been canceled, select either **the List Requests Awaiting Offer Confirmations** or **the List Offer Confirmations Which Have Been Canceled** option. A window will open displaying the selected list. When you have completed viewing the list press **ESC** or **Ctrl-C. You** will be returned to the View/List Offer Confirmation menu.

d. Select **Exit** and the Group Transportation menu will be displayed.

10.3.13.3 Printing GOPAX Request or Offer Confirmations.

Use the following procedures to print a Group Transportation Request or Offer Confirmation from the Main menu.

a. Select **Transportation Requests** from the TC ACCIS MAIN menu.

b. Select **Group Passenger Transportation** from the Transportation Requests menu.

c. Select **Reports** from the Group Passenger Transportation menu. The Reports menu will be displayed as shown in Figure 10-8.

d. Select the **report** you want printed and the screen for the selected report will be displayed with the cursor in the **Sequence Number** field.

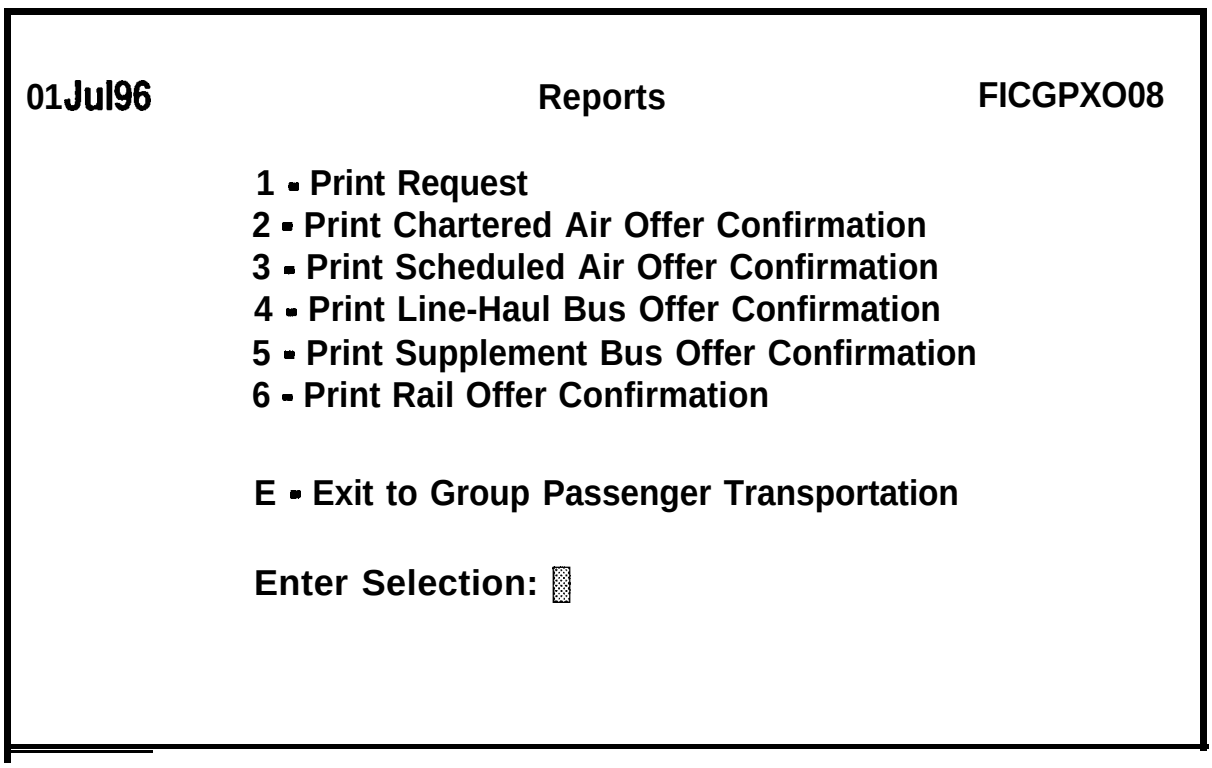


Figure 10-8. GOPAX Reports Menu

Note: You can press **Ctrl-C** at any time during the print process to abort your entries. When this is done, a **User aborted** message will be displayed in the lower left corner of the screen, and the cursor will return to the Reports menu.

e. Enter the **Sequence Number,** or **MRN** in the correct field, or press **F6** in the appropriate field to select the correct GOPAX report from a list of available requests. The message **Printing Request... Please wait** will be displayed while your request is being printed. When printing is completed the cursor will move to the **Reports Menu** where you can select another option or press **E-Exit** twice to return to the Transportation Requests menu.

10.3.13.4 Group Transportation Requests.

This function not yet implemented.

10.3.13.5 Meal Tickets.

This function not yet implemented.

10.3.13.6 GOPAX Administration.

This function not yet implemented.

10.4 Related Processing.

Not Applicable.

10.5 Data Backup.

The TC ACCIS System Administrator will schedule and conduct all data backups. The user should contact the TC ACCIS System Administrator to make special arrangements if a special backup is required for any reason.

10.6 Recovery from Errors and Malfunctions.

The TC ACCIS functions are supported by Error Messages that are displayed at the bottom of the screen whenever a processing error condition is encountered. The user should follow these instructions to correct the error. In the event the error or malfunction can not be corrected by following these instructions, the user should contact the TC ACCIS System Administrator for assistance.

10.7 Messaaes.

Messages can be generated from three sources.

a. The TC ACCIS software can generate messages that are tailored to the situation and/or context of where you are working within TC ACCIS. The TC ACCIS messages that may be encountered in the Request for Transportation Function are listed below.

(1) TC ACCIS messages can be one of three types.

(a) Information Messages provide information that is appropriate for the operation you are performing at the time the message is displayed. You are not required to respond to this message in any way.

(b) Error Messages indicate you have attempted to perform an operation that can not be done in the current context. For example, you may have tried to enter the wrong type data into a screen field, or tried to select and option number that is not available on the current menu. When an error message is displayed, you must take some corrective action in order to resume operations.

(c) A Prompt indicates that you arc required to enter some specific type data or respond to a question displayed on the screen. You must perform the specified action to resume operations.

(2) TC ACCIS messages arc designed to be self explanatory

b. Messages generated by the SCO UNIX Operating System and the Informix 4GL Database Management Software are generally an indication that there is a serious problem in the operation of the system. In most cases they will ask you to contact your System Administrator. The SCO UNIX and Informix 4GL messages are not included in the list below. If you encounter a message that is not included in the list below or any message that is not clearly understood, contact you System Administrator for assistance.

List of Reauest for Transportation Messages

A

A REPLY exists, Are you sure you want to delete this record

A Request for Transportation has been generated

Are you sure you want to delete this record

B

Baggage pieces must be greater than zero when baggage weight is not zero

C

Commercial requirements screen

Copying row

Could not add this record into the commreq table; try again.

Create a reply to RFT

Create a RFT

[CTRL-J] row down or [CTRL-K] row up

D

Date must be later than present date

Delete a reply to RFT

Delete a RFT

Departure date cannot be prior to today's date

Departure date must be greater than Origin date

Destination date must be greater than Departure date

Finding Equipment . . .

E

Either the Description or Lin is required

Enter Y for hazardous, N for non-hazardous

Enter number of copies desired (166 max)

F

[F3] page down, [F4] page up, [CTRL-J] row down or [CTRL-K] row up

[F4] page up, [CTRL-J] row down or [CTRL-K] row up

F6 help key aborted

[F8] for Part I, [F7] to enter remarks

Finding Equipment . . .

I

Invalid DODAAC code

Invalid LIN/LININDEX combination

Invalid menu selection

Invalid Mode

Invalid TDC

Invalid Selection

Invalid Time

Invalid Trans. ID

Invalid Type Data Code

ITO Commercial requirements screen

M

Mail has been sent

Mail request to approval authorities

Modify a reply to RFT

Modify a RFT

N

No Commercial Requirements data exists for this unit.

No more records in that direction

No records found

Number of copies must be greater than 0 and less than 101

P

Please enter a non-negative value.

Press [CTRL-J] row down, [CTRL-K] row up, [F3] page down,

Press [CTRL-J] row down, [CTRL-K] row up, [F3] page down, or [F4] page up

Press [ESC] to accept, [CTRL-C] to abort,

Press [ESC] to accept, [CTRL-C] to abort, [F1] to Insert, [F10] to Copy

Press [ESC] to accept, [CTRL-C] to abort, [F3] page down,

Press [CTRL-J] row down, [CTRL-K] row up, [F3] page down, or [F4] page up

Press [ESC] to accept, [CTRL-C] to abort, [F3] page down, [F4] page up, [CTRL-J] row down or [CTRL-K] row up

Press [ESC] to accept, [CTRL-C] to abort, [F8] for Part II

Press [ESC] to accept, [CTRL-C] to abort, [F9] to Toggle, [F8] for Part I, [F7] to enter remarks

Press [ESC] to accept, [CTRL-C] to abort, [F10] to query, [F3] page down, [F4] page up, [CTRL-J] row down or [CTRL-K] row up

Press [ESC] to accept, [CTRL-C] to abort

Press [ESC] to accept, [CTRL-C] to abort, [F1] to Insert, [F10] to Copy

Press [ESC] to accept, [CTRL-C] to abort, [F9] to Toggle,

Press [Fl] to Insert or [F6] for help

Press X to select, SPACEBAR to deselect

Press X to select, SPACEBAR to deselect, [F1] to Insert or [F6] for help

Press X to select, SPACEBAR to deselect or Press [F6] for help

Print a reply to RFT or print/view a RFT

Print a RFT or print/view a reply to RFT

Process aborted...

Processing report...

R

Record added

Record deleted

Record inserted...

Record not deleted

Record updated

Reply not created

Reply not modified

Reply print aborted

Report Printed

Return to Request For Transportation menu

Running...

S Searching...

T Table is being used by another user, Please wait . . .

The specified RFT does not exist

This is a required field

This option not implement yet

Transportation request not created

Transportation request not modified

Transportation request print aborted

U UIC not available to approve request

UIC not in your Chain of Command

Unable to lock record for update. Please try again later.

V Value must be greater than or equal to zero

Y You do not have a chain of command

SECTION 11 PROCESSING REFERENCE GUIDE ▪ Shipment Planning

Disclaimer Statement:

The Department of Defense has directed that CONUS Freight Management (CFM) be used for all regular freight and unit material moves. As a result, the TC ACCIS Product Management Office shall no longer support these functions and the applicable End User Manual paragraphs will be so annotated. Eventually, these functions will be removed from the software and the End User Manual

All non-unit move shipments will use the CONUS Freight Management (CFM) system. TC ACCIS freight functions for unit moves, including Rail GBLs and Motor Move GBLs, will still be supported. The following freight TC ACCIS functions shall no longer be supported:

- Shipment Units
- Domestic Unit Cargo Release (DUCR)/Exports Unit Cargo Release (EUCR)
- Export Traffic Release Request (ETRR)
- Domestic Routing Request(DRR); however, manual DRR is still used.
- Domestic Routing Order (DRO)

The following sections will be removed from the End Users Manual:

- 11.3.3 Preparing a Non-Unit Move Shipment using Shipment Units (DD Form 1348). However, section 11.3.3.3, Working with Shipments is still supported.
- Section 11.3.3.7.2.4 Creating A Manual Domestic Routing Order. Section 11.3.3.7.2.5 Modifying a Manual Domestic Routing Order.
- Section 11.3.7.2.6 deleting a Manual Domestic Routing Order.

For a Unit Move Rail Shipment:

- 11.3.4.1 Maintaining Domestic Unit Cargo Releases
- 11.3.4.2 Maintaining Export Unit Cargo Releases

For a Unit Motor Move Shipment;

- 11.35 1 Maintaining Domestic Unit Cargo Releases
- 11.3.5.2 Maintaining Export Unit Cargo Releases
- 11.3.6 Preparing a Unit Material Move
- 11.3.7 Sending Shipment Files to ASPUR
- 11.3.7.8 Resending Shipment Files to ASPUR

SECTION 11 PROCESSING REFERENCE GUIDE - Shipment Planning

This section provides the user with information on the processing procedures for planning shipments. The Shipment Planning function of TC ACCIS has several purposes: organizing cargo items to be shipped by commercial carriers, planning transportation details, assigning cargo to transports, creating and printing DD Forms 1085 (Domestic Routing Release) and 1086 (Export Traffic Release), processing routing orders and releases, and creating and printing a Government Bill of Lading.

When planning shipments, you must determine the compatibility of cargo. If possible, you should group items for shipment that are uniform in size and weight. Also, you must avoid shipping items together that might contaminate each other. TC ACCIS Shipment Planning will help you in determining the compatibility of shipment items.

The Shipment Planning function also assists you in identifying hazardous cargoes and materials that cannot be loaded, transported, or stored together.

In planning shipments, you will frequently be preparing Government Bills of Lading (GBL). Since the GBL is a legal document, it must be complete and accurate. You can use the Shipment Planning function to prepare, review, and print the GBL and all other documents required for the efficient coordination of shipments.

11.1 Capabilities.

The following is an explanation of the functions available on the Shipment Planning menu.

Function	Explanation
Shipment Units	Use this function to organize equipment/material into shipment units.
Shipments	Use this function to assemble various shipment units into one or more shipments and to create shipments from equipment lists, and rail load lists.

Note: In the current version of TC ACCIS, the Domestic Routing Order allows entry of only one carrier code. Therefore, you should maintain a copy of the Domestic Routing Order from the Military Traffic Management Command (MTMC) for alternative carrier selections.

Routing and Rating	Use this function to create, modify, and print Domestic Routing Orders, Domestic and Export Unit Cargo Releases, and Export Traffic Releases.
Shipping Documentation	Use this function to prepare and print GBL load lists, create GBL data, and perform Advance Transportation Control and Movement Document (TCMD) functions.

Reports	Use this function to generate and print DD Forms 1085 and 1086, GBLs, and Advance TCMD reports.
Reference Tables	Use this function to view and maintain various reference tables related to Shipment Planning.
ASPUR Communications	This function allows you to transmit DD Forms 1085 and 1086 to ASPUR.
In Bound Scanner	This function allows you access for maintenance, comparison, and printing of data provided on the MTMC bBL file and scanned in bound rail data.

11.2 Conventions.

The conventions used in this section are described in paragraph 4.2 of this manual.

11.3 Processing Procedures,

This section covers the principal processes of planning a shipment and creating the required forms used in moving cargo by commercial carriers. The Shipment Planning module of TC ACCIS covers a variety of related functions, not all of which will be covered in this section. Our main concern is to show the procedures in TC ACCIS that must be completed to prepare each of the following type shipments listed below:

- A Non Unit Move Shipment Using Shipment Units (DD Form 1348).
- A Unit Move Rail Shipment for an Exercise.
- A Unit Motor Move Shipment for an Exercise.
- A Unit Material Move Shipment.

The procedures involved in completing these four type shipments will allow the freight user to process through TC ACCIS such familiar forms as the Domestic Routing Release (DD Form 1085), an Export Traffic Request (DD Form 1086), Advance Transportation Control Movement Document (ATCMD) (DD Form 1384), and the Government Bill of Lading (GBL) (Standard Form 1103).

When needed the GBL Correction Notice can also be generated through TC ACCIS. In addition to the processing of these forms, through the communications available in TC ACCIS, the data from many of these forms can be electronically transmitted to MTMC.

A Menu Tree showing all the options available within the Shipment Planning function is at Figure 1 l-l.

11.3.1 Shipment Planning Reference Tables.

TC ACCIS uses Reference Tables to fill many fields in various documents such as the Export Traffic Releases, Domestic Routing Requests, Government Bills of Lading, and Military

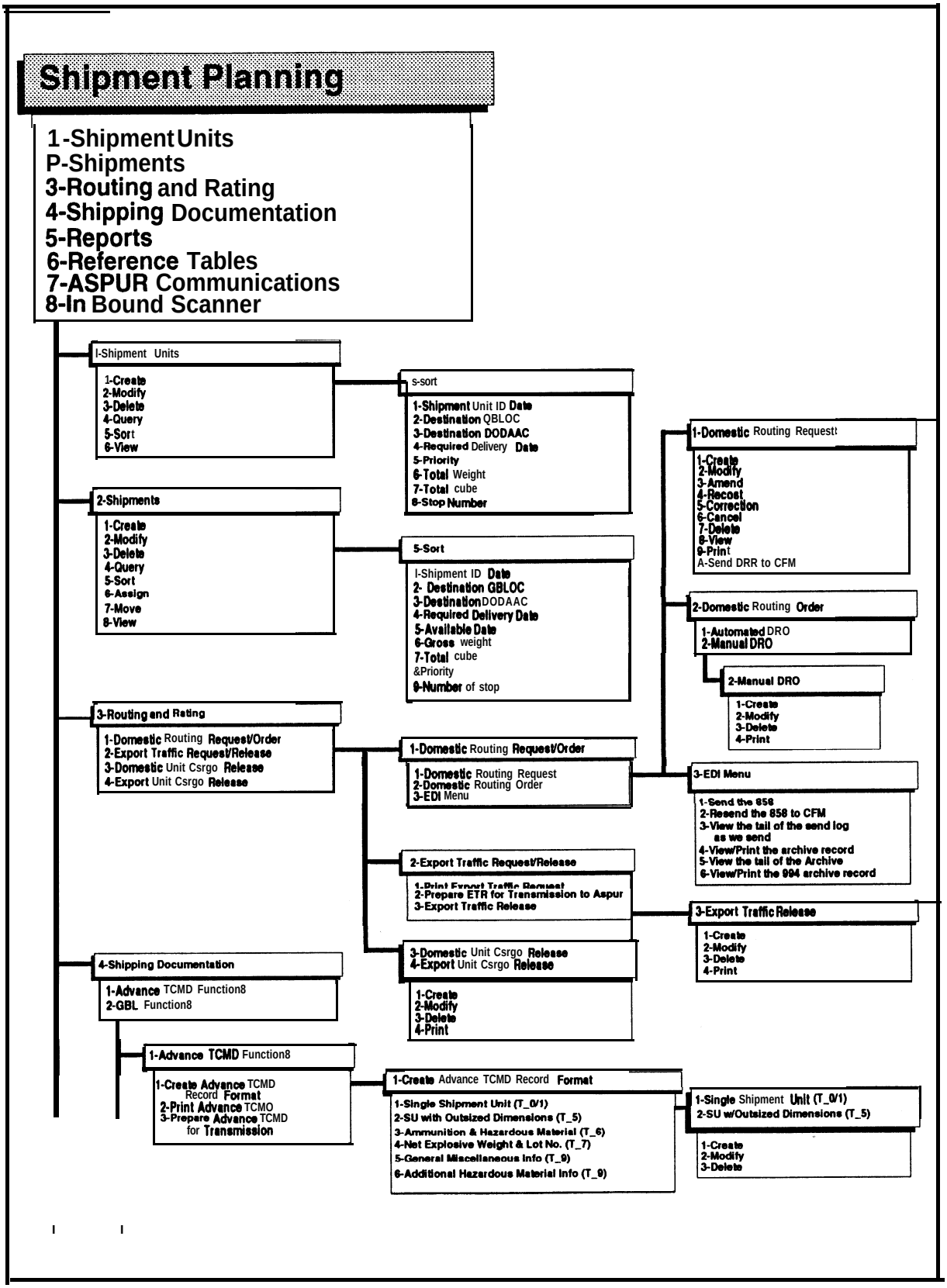


Figure 11-1 (Part 1). Shipment Planning Menu Tree

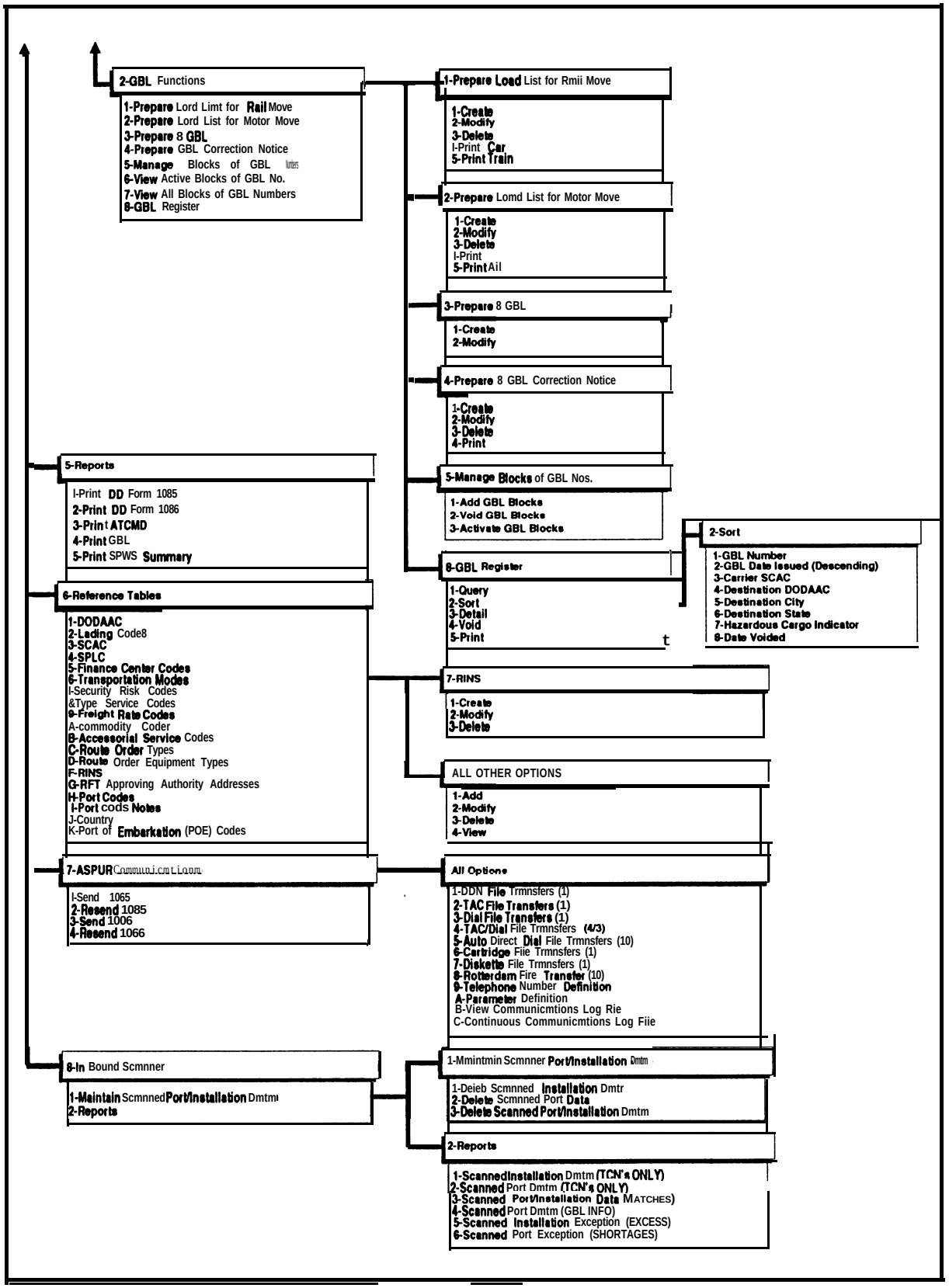


Figure 11-l (Part 2). Shipment Planning Menu Tree

Shipment Labels. Once the data is entered into the Reference Table, it is accessible by all users. In most cases multiple fields on your screen can be filled by simply entering a code rather than all the information. This saves data entry time and increases the accuracy when this data is pulled from a reference table.

Some of the reference tables are tilled when TC ACCIS is loaded at your installation. However, many of them will be empty when you initially use the system. When the table is empty, you must use the appropriate sources and enter the necessary information.

In order to prevent duplication of entries, a message will be displayed if you attempt to add a code that already exists in a reference table:

Cannot add an already existing code

You will not be allowed to exit from the field where the reference code is entered except by pressing **Ctrl-C** to abort the attempted entry, or until you enter a code that does not exist.

You can access and add new codes to these tables while you are creating shipment units and shipments. However, if you need to modify, delete, or view an existing record, you must use the **Reference Tables** option.

Use the following procedures to access the Reference Tables menu.

a. Select **Shipment Planning** from the TC ACCIS MAIN MENU. The Shipment Planning menu will be displayed.

b. Select **Reference Tables** from the Shipment Planning menu. The Reference Tables menu will be displayed as shown in Figure 1 l-2. The options on this menu are used to maintain all the codes in the reference tables related to Shipment Planning. Some of the information in some of these reference tables is also used when creating Military Shipment Labels.

The following is an explanation of the options available from the Reference Tables menu.

Menu Option	Explanation
DODAAC	Use this option to make periodic updates in the DODAAC or Cage Number Reference Table that have been populated by installation users. The DODAACs or Cage Numbers uniquely identify the installation or location for shipping purposes. The GBLOC (Government Bill of Lading Office Code) field is found in both the DODAAC Reference Table and the Standard Point Location Code (SPLC) reference table and ties these codes.
Lading Codes	Use this option to update Lading Code reference Table. These Lading Codes have been loaded into TC ACCIS.
SCAC	Use this option to update the Standard Carrier Account Code (SCAC) which are populated by the installation

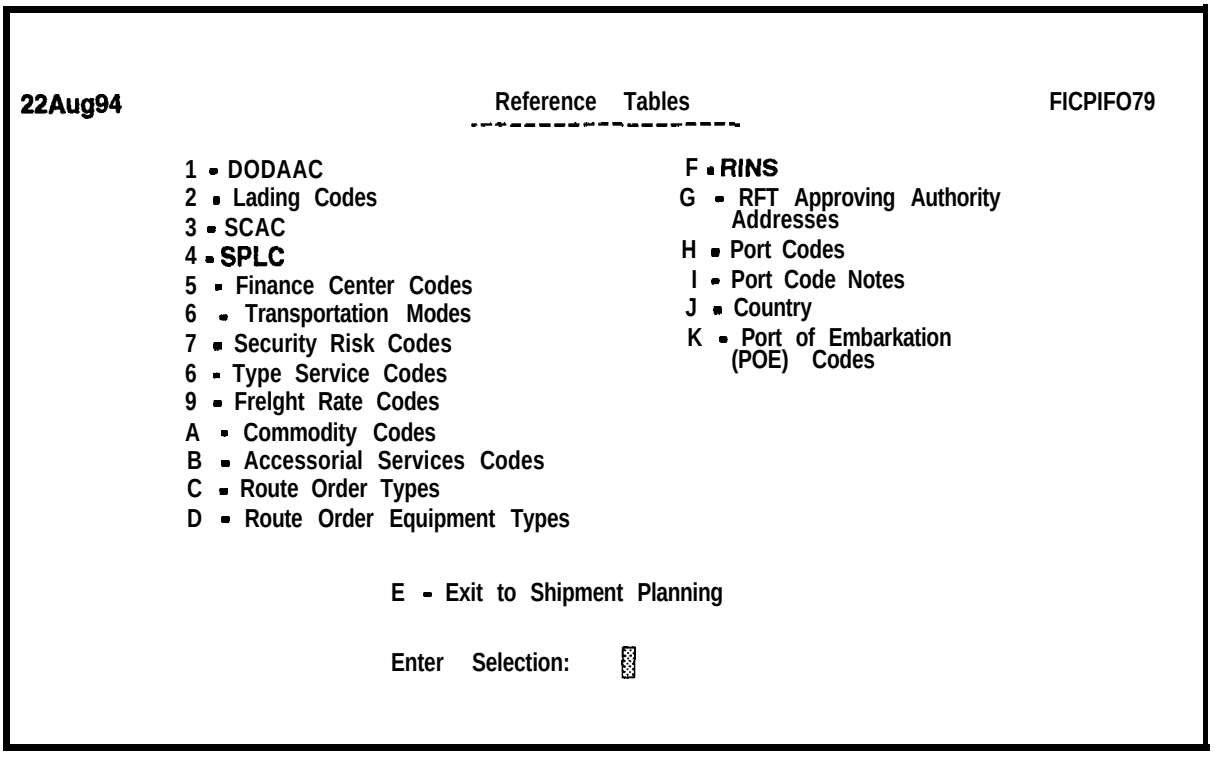


Figure 11-2. Reference Tables Menu

	users. SCAC codes are codes used in shipping to uniquely identify a carrier.
SPLC	Use this option to update the SPLC codes which are populated by the installation users. These codes are used to identify specific shipping locations.
Finance Center Codes	Use this option to update the address information for the Finance Centers which print on such documents as the GBL. These Finance Center Codes and addresses are loaded in TC ACCIS but require updating when the addresses change.
Transportation Modes	Use this option to update the Transportation Modes. These codes are loaded in TC ACCIS.
Security Risk Codes	Use this option to update the Security Risk Codes.
Type Service Codes	Use this option to update the Type Service Codes.
Freight Rate Codes	Use this option to update the Freight Rate Codes.
Commodity Codes	Use this option to update the Commodity Codes.
Accessorial Service Codes	Use this option to update the Accessorial Service Codes.
Route Order Types	Use this option to update the Route Order Types Codes.
Route Order Equipment Types	Use this option to update the Route Order Equipment Types Codes.

RINs	Use this option to update the information for Routing Indicator Numbers (RIN). This information is loaded in TC ACCIS but may require updates.
RFT Approving Authonty Addresses	Use this option to update the Request for Transportation Approving Authority login addresses which are used in the marl option of the Request for Transportation for a Unit Material Move. The login of at least one authorized freight user must be included as part of the chain of command of RFT for a Unit Material Move for a freight user to be notified when a Request for Transportation for a Unit Material Move has been made and approved so they can process the shipment documentation.
Port Codes	Use this option to update the Port Codes used in creating Military Shipment Labels. The Port Codes have been loaded in TC ACCIS.
Port Code Notes	Use this option to update the Port Code Notes used in creating Military Shipment Labels. The Port Code Notes have been loaded in TC ACCIS.
Country	Use this option to update the Country Reference table which is used to create Military Shipment Labels. The Country table has been loaded in TC ACCIS.
Port Of Embarkation (POE) Codes	Use this option to update the Port of Embarkation Codes. These codes are used in the creation of Military Shipment Labels. The table needs to be populated for each activity based on Figure H-l., Appendix H - *CONUS Water Port of Embarkation Selection Guide,* of MILSTAMP Volume 1 - ***Military Standard Transportation and Movement Procedures.***

11.3.1.1 DODAAC Reference Table.

This function allows you to **Add, Modify, Delete,** and **View** entries in the DODAAC Reference Table.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.1.1 Addina a DODAAC.

Use the following procedures to **Add DODAACs** to the Reference Table:

a. Select **DODAAC** from the Reference Tables menu. The DODAAC: ring menu will be displayed at the top of the DODAAC screen as shown in Figure 1 l-3.

b. Select **Add** from the DODAAC: ring menu. The cursor will move to **the DODAAC/ CAGE** field.

c. Enter the information for each field, pressing **RETURN** after each entry.

The following is an explanation of the information to be entered into each data field of the DODAAC screen.

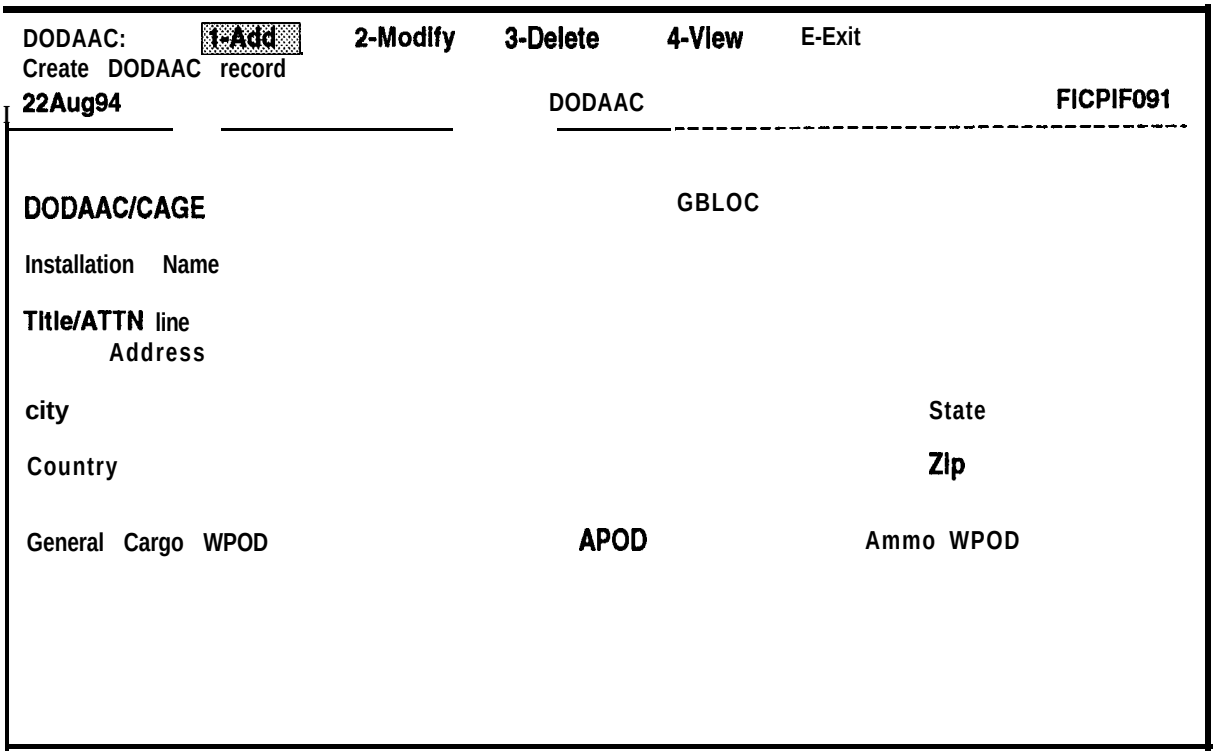


Figure 11-3. Add DODAAC to Reference Table Screen

Field Name	Type	Explanation

NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.

DODAAC/ CAGE	R	Enter the six-character, alpha-numeric character Department of Defense Activity Address Code or the five-character, alpha-numeric cage number.
GBLOC	R	Enter the four character alpha code GBL Office Code of the site location. If the DODAAC does not have a GBLOC, enter 1001 as the default value. You can press F9 from the GBLOC field to access the CFM DODAAC Disability Data window.
Installation Name		Enter the Name of the Installation, i.e., Ft. Carson, Camp Blanding.
Title/ATTN line Address		Enter the title of the addressee, such as Trans Officer and the shipping address of the site i.e. ATTN: AFZD-DIT-MF.
City		Enter the city in which the installation or shipping site is located.
State		Enter the state in which the shipping site is located. This is a required field if the country is not entered. If the country is entered the state is not required.
Country		Enter the Country in which the shipping site is located. This is a required field if the state is not entered.
Zip		

	Enter the zip code of the state in which the shipping site is located. This is a required field when the state is entered.
General Cargo WPOD	Enter the Water Port of Debarkation (WPOD) code that applies to this installation. An entry is required in this field only when there is data entered in the **Country** field or the entry in the **State** field is either **AK** (Alaska) or **HI** (Hawaii).
APOD	Enter the Air Port of Debarkation (APOD) for air for this installation. An entry is required in this field only when there is data entered in the **Country** field or the entry in the **State** field is either **AK** (Alaska) or **HI** (Hawaii).
Ammo WPOD	Enter the Water Port of Debarkation for items being shipped with ammo from this installation. An entry is requtred in this field only when there is data entered in the **Country field** or the entry in the **State** field is either **AK** (Alaska) or **HI** (Hawaii).

d. Data is required in the **General Cargo WPOD, APOD,** and **Ammo WPOD** fields when there is an entry in the **Country field** or the entry in the **State** field is **AK** (Alaska) or **HI** (Hawaii).

(1) If the **Country field** is blank and the entry in the **State** field is not **AK** or **HI,** press **ESC** after you have entered the **zip code,** to accept your entry. You will be returned to the DODAAC: ring menu to begin your next entry, deletion or modification.

(2) If the **Country** field is not blank or the entry in the **State** field is **AK** or **HI,** enter data into the **Zip Code, General Cargo WPOD, APOD,** and **Ammo WPOD** fields, pressing **RETURN** after each entry, and then press **ESC** to accept your entry. You will be returned to the DODAAC: ring menu to begin your next entry, deletion or modification.

11.3.1.1.2 Modifying a DODAAC.

Use the following procedures to **Modify** DODAAC entries in the Reference Tables:

a. From the Reference Tables menu, select **DODAAC.** The DODAAC: ring menu will be displayed at the top of the DODAAC screen.

b. From the DODAAC: ring menu, select **Modify.** The cursor will move to the **DODAAC/CAGE** field.

c. Enter the **DODAAC** or **Cage number** and press **RETURN,** or press **F6** to select a DODAAC from the DODAAC window. The cursor will move to the **GBLOC** field and all the data for this DODAAC will be displayed.

When **F6** is used, the **DODAAC, GBLOC,** and **Installation Name** fields will be blank when the DODAAC window is first displayed.

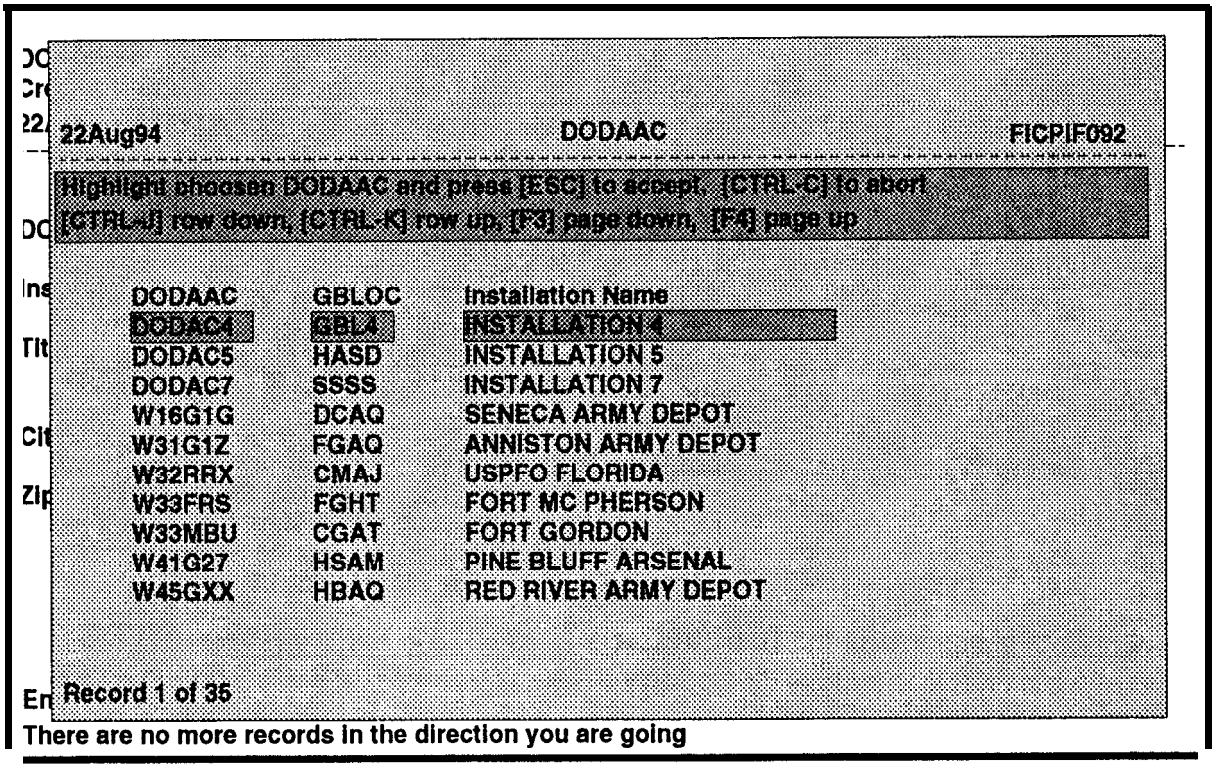


Figure 11-4. Modify DODAAC in Reference Table Screen

(1) You can query on any one of these fields by entering the appropriate information, or you can display the entire list of DODAACs as shown in Figure 11-4, by pressing **ESC.**

(2) Use the cursor control keys to highlight the DODAAC to be modified, and press **ESC.** The information for the selected DODAAC will be displayed in the DODAAC screen and the cursor will be in the **GBLOC** field

d. While in the **GBLOC** field, you can press F9 to access the CFM DODAAC Disability Data window as shown in Figure 11-5. The **DODAAC** field will automatically be filled from the DODAAC screen and the cursor will be in the **MODE** field.

(1) Enter the information for each field, pressing **RETURN** after each entry.

The following is an explanation of the information to be entered into each data field of the **CFM** DODAAC Disability Data window.

Field Name Type Explanation

NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.

DODAAC	A	The six-character., alpha-numeric character Department of Defense Activity Address Code or the five-character, alpha-numeric cage number is automatically entered from the DODAAC screen.

Mode

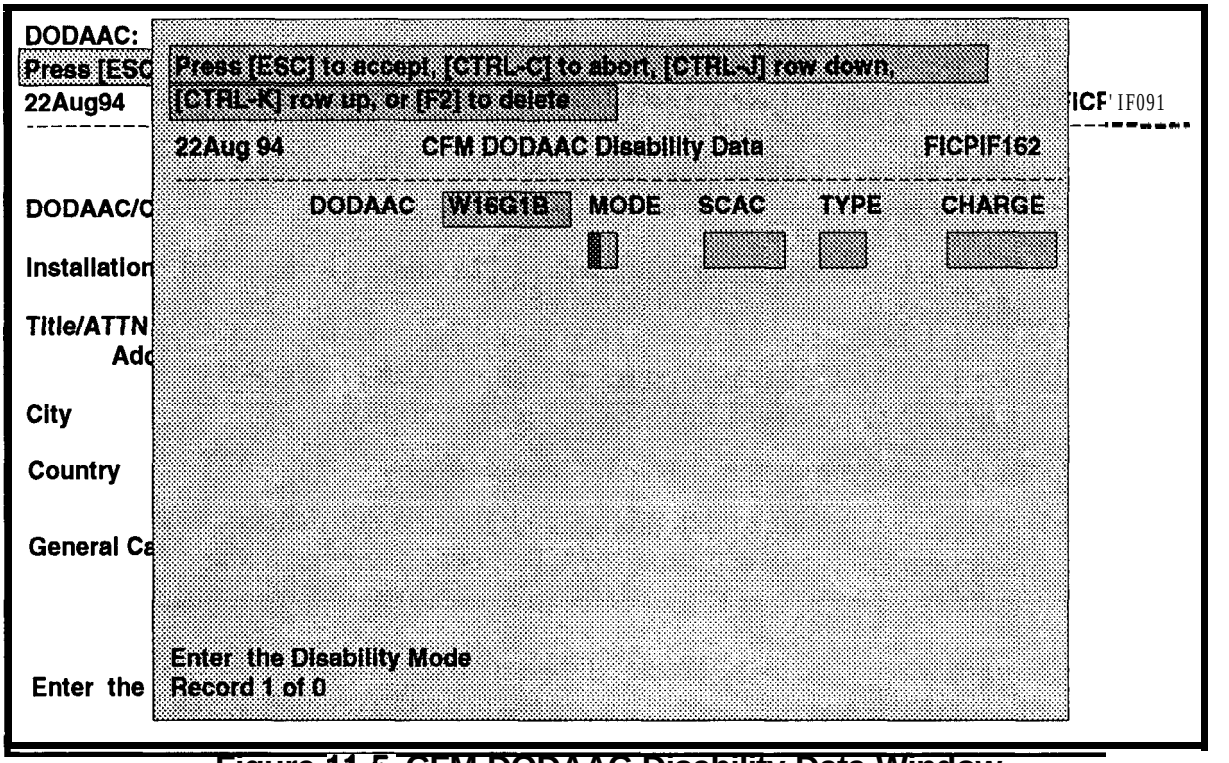


Figure 11-5. CFM DODAAC Disability Data Window

SCAC The four-character Standard Carrier Account Codes

Type

Charge

(2) When all of the entries have been made, press **ESC** to accept them. The cursor will return to the **GBLOC** field of the DODAAC screen where you can to make other changes.

e. Press **RETURN** until the cursor is in the field where you want to make the change. You can modify any field in the DODAAC reference tables except the **DODAAC/ CAGE** field. To change the **DODAAC/CAGE,** you must delete the entire entry and then add the correct data as a new record.

f. Enter the new data by typing over the displayed information.

g. Repeat the procedures in paragraphs **d.** through **f.** above until all the necessary changes have been made.

h. When all of the modifications have been made, press **ESC** to save them. The cursor will return to the DODAAC: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.1.3 Deleting a DODAAC.

Use the following procedures to **Delete** a DODAAC in the Reference Tables:

a. From the Reference Tables menu, select **DODAAC.** The DODAAC: ring menu will be displayed at the top of the DODAAC screen.

b. From the DODAAC: ring menu, select **Delete.** The cursor will move to the **DODAAC/ CAGE** field.

c. Enter the **DODAAC** or **CAGE number** and press **RETURN.** All the data for this DODAAC will be displayed, and a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(1) Enter **n** in response to this prompt and **Record not deleted** message will be displayed. The cursor will return to the DODAAC: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) Enter y in response to this prompt and a **Record deleted** message will be displayed that the DODAAC had been deleted. The cursor will return to the DODAAC: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

d. If you do not know the DODAAC, press F6 to select it from the DODAAC window. When the DODAAC window is first displayed, the **DODAAC, GBLOC,** and **Installation Name** fields will be blank.

(1) You can query on any one of these fields by entering the appropriate information and pressing **ESC,** or you can press **ESC** while the DODAAC field is blank to display the entire list of available DODAACs as shown in Figure 11-4 (page 1 l-10).

(2) Use the cursor control keys to highlight the DODAAC to be deleted, and press **ESC.** The cursor will return to the DODAAC screen, all the data for this DODAAC will be displayed, and a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(a) Enter **n** in response to this prompt and a **Record not deleted** message will be displayed. The cursor will return to the DODAAC: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(b) Enter y in response to this prompt and a message will be displayed that the DODAAC had been deleted. The cursor will return to the DODAAC: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.1 4 Viewing a DODAAC,

Use the following procedures to **View** a DODAAC in the Reference Tables:

a. From the Reference Tables menu, select **DODAAC.** The DODAAC: ring menu will be displayed at the top of the DODAAC screen.

b. From the DODAAC: ring menu, select **View.** The cursor will move to the **DODAAC/ CAGE** field.

c. Enter the **DODAAC** or **CAGE number** and press **RETURN.** The data for that DODAAC/CAGE will be displayed and the cursor will return to the DODAAC: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

If you do not know the DODAAC, press F6 to select it from the DODAAC window. When the DODAAC window is first displayed, the **DODAAC, GBLOC,** and **Installation Name** fields will be blank.

(1) You can query on any one of these fields by entering the appropriate information and pressing **ESC,** or you can press **ESC** while the DODAAC field is blank to display the entire list of available DODAACs as shown in Figure 11-4 (page 1 l-10).

(2) Use the cursor control keys to highlight the DODAAC to be viewed, and press **ESC.**

(3) All the data for this DODAAC will be displayed, and the cursor will return to the DODAAC: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.2 Lading Codes Reference Table.

This function allows **you** to **Add, Modify, Delete,** and **View** Lading Codes:

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.2.1 Adding a Ladina Code.

Most of the Lading Codes will be loaded when the TC ACCIS software was loaded on your system. However, you can use the following procedures if you need additional Lading Codes:

a. From the Reference Tables menu, select **Lading Codes.** The LADING CODE: ring menu will be displayed at the top of the Lading Code screen.

b. From the LADING CODE: ring menu, select **Add.** The cursor will move to the **Code** field.

c. Enter the **Lading Code** and **Description** in the appropriate fields, pressing **RETURN** after each entry.

d. Press **ESC** to accept the entries. The cursor will return to the LADING CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.2.2 Modifying a Lading Code.

Use the following procedures to modify Lading Codes in the Reference Table:

a. From the Reference Tables menu, select **Lading Codes. The** LADING CODE: ring menu will be displayed at the top of the Lading Code screen.

b. From the LADING CODE: ring menu, select **Modify.** The cursor will move to the **Code** field.

c. Enter the **Lading Code** to be modified and press **RETURN,** or press F6 while in the **Code** field. When F6 is pressed, use the cursor control keys to highlight the lading code to be modified, and press **ESC.**

Note: The cursor will move to the **Desc** field. You can make modifications to the **Description** only. If you need to modify the lading code, you must delete the entry and add the correct information as a new Lading Code.

d. Enter the new **Description** by typing over the displayed information.

e. When you have completed your changes, pressing **ESC** to accept the data. The cursor will return to the LADING CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.2.3 Deleting a Ladina Code.

Use the following procedures to delete Lading Codes from the Reference Table:

a. From the Reference Tables menu, select **Lading Codes. The** LADING CODE: ring menu will be displayed at the top of the Lading Code screen.

b. From the LADING CODE: ring menu, select **Delete.** The cursor will move to the **Code** field.

c. Enter the **Lading Code** to be deleted and press **RETURN,** or press F6 while in the **Code** field. When F6 is pressed, use the cursor control keys to highlight the lading code to be deleted, and press **ESC.**

A prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(a) Enter **n** in response to this prompt and a **Record not deleted** message will be displayed. The cursor will return to the LADING CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(b) Enter y in response to this prompt and a message will be displayed that the Lading Code has been deleted. The cursor will return to the LADING CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.2.4 Viewina a Lading Code.

Use the following procedures to view Lading Codes in the Reference Table:

a. From the Reference Tables menu, select **Lading Codes. The** LADING CODE: ring menu will be displayed at the top of the Lading Code screen.

b. From the LADING CODE: ring menu, select **View.** The cursor will move to the **Code** field.

c. Enter the **Lading Code** to be viewed and press **RETURN,** or press F6 while in the Code field. When F6 is pressed, use the cursor control keys to highlight the lading code to be viewed, and press **ESC.**

d. The information for the selected record will be displayed. The cursor will return to the LADING CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.3 SCAC Reference Table.

This function allows **you** to **Add, Modify, Delete,** and **View** the Standard Carrier Account Codes (SCAC) in the Reference Table.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.3.1 Addina a SCAC.

Use the following procedures to add SCACs to the Reference Table:

a. From the Reference Tables menu, select **SCAC.** The SCAC CODE: ring menu will be displayed at the top of the SCAC screen.

b. From the SCAC CODE: ring menu, select **Add.** The cursor will move to the **SCAC** field.

c. Enter the appropriate information in the fields, pressing **RETURN** after each entry.

d. When all the data has been entered, press **ESC.** The cursor will return to the SCAC CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.3.2 Modifying a SCAC.

Use the following procedures to modify **SCACs** in the Reference Table:

a. From the Reference Tables menu, select **SCAC.** The SCAC CODE: ring menu will be displayed at the top of the SCAC screen.

b. From the SCAC CODE: ring menu, select **Modify.** A blank SCAC screen will be displayed with the cursor in the **SCAC** field.

c. Enter the **SCAC** and press **RETURN.** The cursor will move to the **SCAC Desc** field and all the data for this SCAC will be **displayed.**

As an alternative you can press F6 to **select** a SCAC from the SCAC Code window. When F6 is used, the **SCAC** and **SCAC Description** fields will be blank when the SCAC Code window is first displayed.

(1) You can query on either or both of these fields by entering the appropriate information and pressing **ESC,** or you can display the entire list of **SCACs** by pressing **ESC.**

(2) Use the cursor control keys to highlight the SCAC to be modified, and press **ESC.**

(3) The cursor will return to the SCAC screen and the data for the selected SCAC will be displayed with the cursor in the **SCAC Desc** field.

d. Press **RETURN** until the cursor is in the field where you need to make the change. You can modify any field in the SCAC reference tables except the SCAC field. To make changes in the **SCAC** field you must delete the entire record and then add a new record with the correct data.

e. Enter the new data by typing over the displayed information.

f. Repeat the procedures in paragraphs **d.** and e. above until all the necessary changes have been made.

g. When all of the modifications have been made, press **ESC** to save your changes. The cursor will return to the SCAC CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.3.3 Deletina a SCAC.

Use the following procedures to delete a SCAC from the Reference Table:

a. From the Reference Tables menu, select **SCAC.** The SCAC CODE: ring menu will be displayed at the top of the SCAC screen.

b. From the SCAC CODE: ring menu, select **Delete.** The cursor will move to the **SCAC** field.

c. Enter the **SCAC** to be deleted and press **RETURN.**

As an alternative you can press F6 to select a SCAC from the SCAC Code window. When F6 is used, the **SCAC** and **SCAC Description** fields will be blank when the SCAC Code window is first displayed.

(1) You can query on either or both of these fields by entering the appropriate information and pressing **ESC,** or you can display the entire list of SCACs by pressing **ESC.**

(2) Use the cursor control keys to highlight the SCAC to be deleted, and press **ESC.**

d. All the data for this SCAC will be displayed and a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(1) Enter **n** in response to this prompt and a **Record not deleted** message will be displayed. The cursor will return to the SCAC CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) Enter y in response to this prompt and a message will be displayed that the SCAC has been deleted. The cursor will return to the SCAC CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.3.4 Viewina a SCAC.

Use the following procedures to view SCACs in the Reference Table:

a. From the Reference Tables menu, select **SCAC.** The SCAC CODE: ring menu will be displayed at the top of the SCAC screen.

b. From the SCAC CODE: ring menu, select **View.** The cursor will move to the **SCAC** field.

c. Enter the **SCAC** to be viewed and press **RETURN.**

As an alternative you can press F6 to select a SCAC from the SCAC Code window. When F6 is used, the **SCAC** and **SCAC Description** fields will be blank when the SCAC Code window is first displayed.

(1) You can query on either or both of these fields by entering the appropriate information and pressing **ESC,** or you can display the entire list of SCACs by pressing **ESC.**

(2) Use the cursor control keys to highlight the SCAC to be viewed, and press **ESC.**

d. The information for this SCAC will be displayed. The cursor will return to the SCAC CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.4 SPLC Reference Table.

This function allows **you** to **Add, Modify, Delete,** and **View** Standard Point Location Codes (SPLC) in the Reference Table.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.4.1 Adding a SPLC.

Use the following procedures to add SPLCs to the Reference Table:

a. From the Reference Tables menu, select **SPLC.** The SPLC CODE: ring menu will be displayed at the top of the SPLC screen.

b. Select the **Add** option. The cursor will move to the **SPLC** field.

c. Enter the data for the **SPLC,** pressing **RETURN** after each entry. If you attempt to add a SPLC that already exists in the reference table the following message will be displayed:

Cannot add an already existing SPLC Code

d. When all the entries have been made, press **ESC** to accept the data. The cursor will return to the SPLC CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.4.2 Modifying a SPLC.

Use the following procedures to modify SPLCs in the Reference Table:

a. From the Reference Tables menu, select **SPLC.** The SPLC CODE: ring menu will be displayed at the top of the SPLC screen.

b. From the SPLC CODE: ring menu, select **Modify.** A blank SPLC screen will be displayed with the cursor in the **SPLC** field.

c. Enter the **SPLC** and press **RETURN.** The cursor will move to the **GBLOC** field and all the data for this SPLC will be displayed.

As an alternative you can press **F6** to select a SPLC from the SPLC Code window. When **F6** is used, the **SPLC, GBLOC,** and **SPLC ADDRESS1** fields will be blank when the SPLC Code window is first displayed.

(1) You can query on any of these fields by entering the appropriate information and pressing **ESC,** or you can display the entire list of **SPLCs** by pressing **ESC.**

(2) Use the cursor control keys to highlight the SPLC to be modified, and press **ESC.**

(3) The cursor will return to the SPLC screen and the data for the selected SPLC will be displayed with the cursor in the **GBLOC** field.

d. Press **RETURN** until the cursor is in the field where you need to make the change. You can modify any field in the SPLC reference tables except the **SPLC** field. To make changes in the **SPLC** field you must delete the entire record and then add a new record with the correct data.

e. Enter the new data by typing over the displayed information.

f. Repeat the procedures in paragraphs **d.** and e. above until all the necessary changes have been made.

g. When all of the modifications have been made, press **ESC** to save them. The cursor will return to the SPLC CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.4.3 Deleting a SPLC.

Use the following procedures to delete a SPLC from the Reference Table:

a. From the Reference Tables menu, select **SPLC.** The SPLC CODE: ring menu will be displayed at the top of the SPLC screen.

b. From the SPLC CODE: ring menu, select **Delete.** The cursor will move to the **SPLC** field.

c. Enter the **SPLC** to be deleted and press **RETURN.**

As an alternative you can press F6 to select a SPLC from the SPLC Code window. When **F6** is used, the **SPLC, GBLOC,** and **SPLC ADDRESS1** fields will be blank when the SPLC Code window is first displayed.

(1) You can query on any of these fields by entering the appropriate information and pressing **ESC,** or you can display the entire list of **SPLCs** by pressing **ESC.**

(2) Use the cursor control keys to highlight the SPLC to be deleted, and press **ESC.**

(3) The cursor will return to the SPLC screen, the data for the selected SPLC will be displayed, and a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(a) Enter **n** in response to this prompt and a **Record not deleted** message will be displayed. The cursor will return to the SPLC CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(b) Enter y in response to this prompt and a message will be displayed that the SPLC has been deleted. The cursor will return to the SPLC CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.4.4 Viewing a SPLC.

Use the following procedures to view **SPLCs** in the Reference Table:

a. From the Reference Tables menu, select **SPLC.** The SPLC CODE: ring menu will be displayed at the top of the SPLC screen.

b. From the SPLC CODE: ring menu, select **View.** The cursor will move to the **SPLC** field.

c. Enter the **SPLC** to be viewed and press **RETURN.**

As an alternative you can press F6 to select a SPLC from the SPLC Code window. When F6 is used, the **SPLC, GBLOC,** and **SPLC ADDRESS1 fields** will be blank when the SPLC Code window is first displayed.

(1) You can query on any of these fields by entering the appropriate information and pressing **ESC,** or you can display the entire list of **SPLCs** by pressing **ESC.**

(2) Use the cursor control keys to highlight the SPLC to be modified, and press **ESC.**

d. The information for the selected record will be displayed. The cursor will return to the SPLC CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.5 Finance Center Codes Reference Table

This function allows **you** to **Add, Modify, Delete,** and **View** Finance Center Codes in the Reference Table.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.5.1 Addina a Finance Center Code.

The most frequently used Finance Center Codes were loaded into the TC ACCIS database when the software was installed. However, there is a capability to add more Finance Center Codes to

this reference table. Use the following procedures to add Finance Center Codes to the Reference Table when necessary:

a. From the Reference Tables menu, select **Finance Center Codes.** The FINANCE CENTER CODE: ring menu will be displayed at the top of the Finance Center Code screen.

b. Select the **Add** option. The cursor will move to the **Code** field.

c. Enter the data for **the Finance Center Code,** pressing **RETURN** after each entry. If you attempt to add a Finance Center Code that already exists in the reference table the following message will be displayed:

Cannot add an already existing finance center code

d. When all the entries have been completed, press **ESC** to accept the data. The cursor will return to the FINANCE CENTER CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.5.2 Modifying a Finance Center Code.

Use the following procedures to modify Finance Center Codes in the Reference Table:

a. From the Reference Tables menu, select **Finance Center Codes.** The FINANCE CENTER CODE: ring menu will be displayed at the top of the Finance Center Code screen.

b. From the FINANCE CENTER CODE: ring menu, select **Modify.** A blank Finance Center Code screen will be displayed with the cursor in the **Code** field.

c. Enter the **Finance Center Code** and press **RETURN.** The cursor will move to the **Desc** field and all the data for this Code will be displayed.

As an alternative you can press F6 to select a Finance Center Code from the Funding Code window. When **F6** is used, data will be displayed in the **Code** and **Description** fields when the Funding Code window is first displayed.

(1) Use the cursor control keys to highlight the Code to be modified, and press **ESC.**

(2) The cursor will return to the Finance Center Code screen and the data for the selected Code will be displayed with the cursor in the **Desc** field.

d. Press **RETURN** until the cursor is in the field where you need to make-the change. You can modify any field in the Finance Center Code reference tables except the **Code** field. To make changes in the **Code** field you must delete the entire record and then add a new record with the correct data.

e. Enter the new data by typing over the displayed information.

f. Repeat the procedures in paragraphs **d.** and e. above until all the necessary changes have been made.

g. When all of the modifications have been made, press **ESC** to save them. The cursor will return to the FINANCE CENTER CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.5.3 Deleting a Finance Center Code.

Use the following procedures to delete a Finance Center Code from the Reference Table:

a. From the Reference Tables menu, select **Finance Center Codes.** The FINANCE CENTER CODE: ring menu will be displayed at the top of the Finance Center Code screen.

b. From the FINANCE CENTER CODE: ring menu, select **Delete. The** cursor will move to the **Code** field.

c. You can enter the **Finance Center Code** to be deleted and press **RETURN,** or press F6 while in the **Code** field to display a list of available Funding Codes. When F6 is pressed, use the cursor control keys to highlight the Finance Center Code to be deleted, and press **ESC.**

The information for the selected Code will be displayed and a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(a) Enter n in response to this prompt and a **Record not deleted** message will be displayed. The cursor will return to the FINANCE CENTER CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(b) Enter y in response to this prompt and a message will be displayed that the Finance Center Code has been deleted. The cursor will return to the FINANCE CENTER CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.5.4 Viewina a Finance Center Code.

Use the following procedures to view Finance Center Codes in the Reference Table:

a. From the Reference Tables menu, select **Finance Center Codes.** The FINANCE CENTER CODE: ring menu will be displayed at the top of the Finance Center Code screen.

b. From the FINANCE CENTER CODE: ring menu, select **View.** The cursor will move to the **Code** field.

c. Enter the **Finance Center Code** and press **RETURN.** The information for the selected record will be displayed. The cursor will return to the FINANCE CENTER CODE: ring menu where **you** can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

As an alternative you can press F6 to select a Finance Center Code from the Funding Code window. When F6 is used, data will be displayed in the Code and **Description** fields when the Funding Code window is first displayed.

(1) Use the cursor control keys to highlight the Code to be viewed, and press **ESC.**

(2) The information for the selected record will be displayed. The cursor will return to the FINANCE CENTER CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3 1.6 Transportation Mode Codes Reference Table,

This function allows you to **Add, Modify, Delete,** and **View** Transportation Mode Codes in the Reference Table.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.6.1 Addina a Transportation Mode Code .

Most of the **Transportation Mode Codes** were loaded into the TC ACCIS database at the time the software was installed. However, there is an option to add additional Transportation Mode Codes. Use the following procedures to add Transportation Mode Codes to the Reference Table when necessary:

a. From the Reference Tables menu, select **Transportation Modes.** The TRANSPORTATION CODE: ring menu will be displayed at the top of the Transportation Mode Code screen.

b. Select the **Add** option. The cursor will move to the **MTMC Code** field.

c. Enter the data for the **Transportation Code,** pressing **RETURN** after each entry. If you attempt to add a MTMC Code that already exists in the reference table the following message will be displayed:

Cannot add an already existing transportation code

d. When all the entries have been made, press **ESC** to accept them. The cursor will return to the TRANSPORTATION CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.6.2 Modifying a Transportation Mode Code,

Use the following procedures to modify Transportation Mode Codes in the Reference Table:

a. From the Reference Tables menu, select **Transportation Modes.** The TRANSPORTATION CODE: ring menu will be displayed at the top of the Transportation Mode Codes screen.

b. From the TRANSPORTATION CODE: ring menu, select **Modify.** A blank Transportation Mode Code screen will be displayed with the cursor in **the MTMC Code** field.

c. Enter the **MTMC Code** and press **RETURN.** The cursor will move to the **Desc** field and all the data for this Code will be displayed.

As an alternative you can press F6 to select a Code from the Transportation Mode Code window as shown in Figure 1 l-6. . When F6 is used, data will be displayed in the **Code** and **Description** fields when the Funding Code window is first displayed.

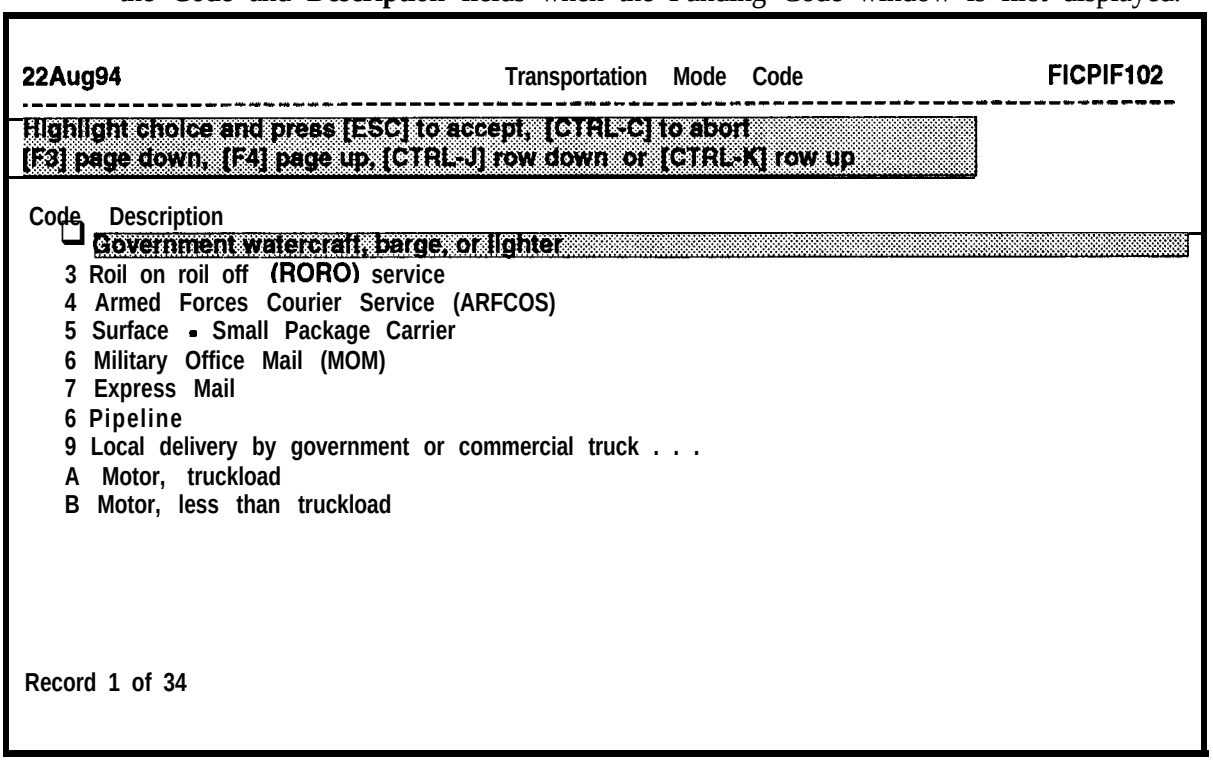


Figure 11-6. Transportation Mode Code Help Window

(1) Use the cursor control keys to highlight the Code to be modified, and press **ESC.**

(2) The cursor will return to the Transportation Mode Code screen and the data for the selected Code will be displayed with the cursor in the **Desc** field.

d. Press **RETURN** to move the cursor to the field where you want to make the change. **You** can change only the **Description** and **Ansi Code** for the Transportation Mode Code. To make changes in the **MTMC Code** field you must delete the entire record and then add a new record with the correct data.

e. Enter the new data by typing over the displayed information.

f. When all of the modifications have been made, press **ESC** to save them. The cursor will return to the TRANSPORTATION CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.6.3 Deleting a Transportation Mode Code.

Use the following procedures to delete a Transportation Mode Code from the Reference Table:

a. From the Reference Tables menu, select **Transportation Modes.** The TRANSPORTATION CODE: ring menu will be displayed at the top of the Transportation Mode Codes screen.

b. From the TRANSPORTATION CODE: ring menu, select **Delete.** The cursor will move to the **MTMC Code** field.

c. You can enter the **MTMC Code** to be deleted and press **RETURN,** or press F6 while in the **MTMC Code** field to display a list of available Codes. When F6 is pressed, use the cursor control keys to highlight the Code to be deleted, and press **ESC.**

The information for the selected Code will be displayed and a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(a) Enter **n** in response to this prompt and a **Record not deleted** message will be displayed. The cursor will return to the TRANSPORTATION CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(b) Enter y in response to this prompt and a message will be displayed that the MTMC Code has been deleted. The cursor will return to the TRANSPORTATION CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.6.4 Viewina a Transportation Mode Code.

Use the following procedures to view Transportation Mode Codes in the Reference Table:

a. From the Reference Tables menu, select **Transportation Modes.** The TRANSPORTATION CODE: ring menu will be displayed at the top of the Transportation Mode Codes screen.

b. From the TRANSPORTATION CODE: ring menu, select **View.** The cursor will move to **the MTMC Code** field.

c. Enter **the MTMC Code** and press **RETURN.** The information for the selected record will be displayed. The cursor will return to the TRANSPORTATION CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

As an alternative you can press **F6** to select a Code from the Transportation Mode Code window. When **F6** is used, data will be displayed in the **Code** and **Description** fields when the Transportation Mode Code window is first displayed.

(1) Use the cursor control keys to highlight the Code to be viewed, and press **ESC.**

(2) The information for the selected record will be displayed. The cursor will return to the TRANSPORTATION CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.7 Security Risk Codes Reference Table.

This function allows you to **Add, Modify, Delete,** and **View** the Security Risk Codes in the Reference Table.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.7.1 Addina a Security Risk Code.

Use the following procedures to add Security Risk Codes to the Reference Table:

a. From the Reference Tables menu, select **Security Risk Codes.** The SECURITY RISK CODE: ring menu will be displayed at the top of the Security Risk Codes screen.

b. From the SECURITY RISK CODE: ring menu, select **Add.** The cursor will move to the **Code** field.

c. Enter the appropriate information in the fields, pressing **RETURN** after each entry.

d. When all the entries have been entered, press **ESC** to accept them. The cursor will return to the SECURITY RISK CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu..

11.3.1.7.2 Modifying a Security Risk Codes.

Use the following procedures to modify Security Risk Codes in the Reference Table:

a. From the Reference Tables menu, select **Security Risk Codes.** The SECURITY RISK CODE: ring menu will be displayed at the top of the Security Risk Codes screen.

b. From the SECURITY RISK CODE: ring menu, select **Modify.** A blank Security Risk Codes screen will be displayed with the cursor in the **Code** field.

c. Enter the **Code** and press **RETURN.** The cursor will move to the **Desc** field and all the data for this Code will be displayed.

As an alternative you can press F6 to select a Code from the Security Risk Code window. When F6 is used, data will be displayed in the Code and **Description** fields when the Security Risk Code window is first displayed.

(1) Use the cursor control keys to highlight the Code to be modified, and press **ESC.**

(2) The cursor will return to the Security Risk Codes screen and the data for the selected Code will be displayed with the cursor in the **Desc** field.

d. Enter the new data by typing over the displayed information. You can not modify the information in the **Code** field. To make changes in the **Code** field you must delete the entire record and then add a new record with the correct data.

e. When all of the modifications have been made, press **ESC** to save them. The cursor will return to the SECURITY RISK CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.7.3 Deletina a Security Risk Code.

Use the following procedures to delete a Security Risk Code from the Reference Table:

a. From the Reference Tables menu, select **Security Risk Codes.** The SECURITY RISK CODE: ring menu will be displayed at the top of the Security Risk Codes screen.

b. From the SECURITY RISK CODE: ring menu, select **Delete.** The cursor will move to the **Code** field.

c. You can enter the **Code** to be deleted and press **RETURN,** or press F6 while in the Code field to display a list of available Codes. When F6 is pressed, use the cursor control keys to highlight the Code to be deleted, and press **ESC.**

The information for the selected Code will be displayed and a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(a) Enter **n** in response to this prompt and a **Record not deleted** message will be displayed. The cursor will return to the SECURITY RISK CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(b) Enter y in response to this prompt and a message will be displayed that the Code has been deleted. The cursor will return to the SECURITY RISK CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3 1.7.4 Viewing a Security Risk Code,

Use the following procedures to view Security Risk Codes in the Reference Table:

a. From the Reference Tables menu, select Security **Risk Codes.** The SECURITY RISK CODE: ring menu will be displayed at the top of the Security Risk Codes screen.

b. From the SECURITY RISK CODE: ring menu, select **View.**

c. Enter the **Code** and press **RETURN.** The information for the selected record will be displayed. The cursor will return to the SECURITY RISK CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

As an alternative you can press F6 to select a Code from the Security Risk Code window. When F6 is used, data will be displayed in the Code and **Description** fields when the Security Risk Code window is first displayed.

(1) Use the cursor control keys to highlight the Code to be viewed, and press **ESC.**

(2) The information for thc sclcctcd record will be displayed. The cursor will return to the SECURITY RISK CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.8 Type Service Codes Reference Table.

This function allows **you** to **Add, Modify, Delete,** and **View** the Type Service Codes in the Reference Table.

As necessary, refer to the procedures in paragraph 11.3.1 (page 11-2) above to access the Reference Tables menu.

11.3.1.8.1 Adding a Type Service Code.

Use the following procedures to add Type Service Codes to the Reference Table:

a. From the Reference Tables menu, select **Type Service Codes.** The TYPE SERVICE CODE: ring menu will be displayed at the top of the Type Service Codes screen.

b. From the TYPE SERVICE CODE: ring menu, select **Add.** The cursor will move to the **Code** field.

c. Enter the appropriate information in the fields, pressing **RETURN** after each entry.

d. When all the data has been entered, press **ESC.** The cursor will return to the TYPE SERVICE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu..

11.3.1.8.2 Modifying a Type Service Code.

Use the following procedures to modify Type Service Codes in the Reference Table:

a. From the Reference Tables menu, select **Type Service** Codes. The TYPE SERVICE CODE: ring menu will be displayed at the top of the Type Service Codes screen.

b. From the TYPE SERVICE CODE: ring menu, select **Modify.** A blank Type Service Codes screen will be displayed with the cursor in the **Code** field.

c. Enter the **Code** and press **RETURN.** The cursor will move to the **Desc** field and all the data for this Code will be displayed.

As an alternative you can press F6 to select a Code from the Type Service Code window. When F6 is used, data will be displayed in the **Code** and **Description** fields when the Type Service Code window is first displayed.

(1) Use the cursor control keys to highlight the Code to be modified, and press **ESC.**

(2) The cursor will return to the Type Service Codes screen and the data for the selected Code will be displayed with the cursor in the **Desc** field.

d. Enter the new data by typing over the displayed information. You can not modify the **Code** field. To make changes in the **Code** field you must delete the entire record and then add a new record with the correct data.

e. When all of the modifications have been made, press **ESC** to save your changes. The cursor will return to the TYPE SERVICE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

61.3.1.8.3 Deleting a Type Service Code

Use the following procedures to delete a Type Service Code from the Reference Table:

a. From the Reference Tables menu, select **Type Service Code.** The TYPE SERVICE CODE: ring menu will be displayed at the top of the Type Service Codes screen.

b. From the TYPE SERVICE CODE: ring menu, select **Delete.** The cursor will move to the **Code** field.

c. Enter the **Code** to be deleted and press **RETURN,** or press **F6** while in the **Code** field to display a list of available Codes. When F6 is pressed, use the cursor control keys to highlight the Code to be deleted, and press **ESC.**

The information for the selected Code will be displayed and a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(a) Enter **n** in response to this prompt and a **Record not deleted** message will be displayed. The cursor will return to the TYPE SERVICE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(b) Enter y in response to this prompt and a message will be displayed that the Type Service Code has been deleted. The cursor will return to the TYPE SERVICE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.8.4 Viewina a Type Service Code.

Use the following procedures to view Type Service Codes in the Reference Table:

a. From the Reference Tables menu, select **Type Service Codes. The** TYPE SERVICE CODE: ring menu will be displayed at the top of the Type Service Codes screen.

b. From the TYPE SERVICE CODE: ring menu, select **View.**

c. Enter the **Code** and press **RETURN.** The information for the selected record will be displayed. The cursor will return to the TYPE SERVICE CODE: ring menu where you can select another option or press **E-Exit twice** to return to the Shipment Planning menu.

As an alternative you can press F6 to select a Code from the Type Service Code window. When F6 is used, data will be displayed in the **Code** and **Description** fields when the Type Service Code window is first displayed.

(1) Use the cursor control keys to highlight the Code to be viewed, and press **ESC.**

(2) The information for the selected record will be displayed. The cursor will return to the TYPE SERVICE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.9 Freiaht Rate Codes Reference Table.

This function allows **you** to **Add, Modify, Delete,** and **View** the Freight Rate Codes in the Reference Table.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.9.1 Addina a Freiaht Rate Code,

Use the following procedures to add Freight Rate Codes to the Reference Table:

a. From the Reference Tables menu, select **Freight Rate Codes.** The FREIGHT RATE CODE: ring menu will be displayed at the top of the Freight Rate Codes screen.

b. From the FREIGHT RATE CODE: ring menu, select **Add.** The cursor will move to the **DOD Code** field.

c. Enter the appropriate information in all the fields, pressing **RETURN** after each entry.

d. When all the data has been entered, press **ESC.** The cursor will return to the FREIGHT RATE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu..

11.3.1.9.2 Modifying a Freight Rate Code.

Use the following procedures to modify Freight Rate Codes in the Reference Table:

a. From the Reference Tables menu, select **Freight Rate Codes.** The FREIGHT RATE CODE: ring menu will be displayed at the top of the Freight Rate Codes screen.

b. From the FREIGHT RATE CODE: ring menu, select **Modify.** A blank Freight Rate Codes screen will be displayed with the cursor in the **DOD Code** field.

c. There are two ways to select a Freight Rate Code to be modified. Use the first method when you have enough information to identify the specific code you want to modify. Use the second method when you need to select the code to be modified from a list of all available codes.

(1) The first method is to enter both the **DOD Code** and the Xl2 **Code,** pressing **RETURN** after each entry. After the Xl2 **Code** has been entered, the DOD Description will be displayed and the cursor will move to the **DOD Desc** field.

Note: Some Freight Rate Codes do not have a **DOD Code.** When this happens, leave the **DOD** Code field blank and press **RETURN** to move the cursor to the Xl2 **Code** field. Then enter the Xl2 **Code** and press **RETURN.**

(2) As an alternative you can press F6 when the cursor is in either the **DOD Code** or the Xl2 **Code** field to select a Freight Rate Code from the Freight Rate Code window. When F6 is used, data will be displayed in the **DOD Code** (when available), Xl2 **Code,** and **Description** fields when the Freight Rate Code window is first displayed.

(a) Use the cursor control keys to highlight the Code to be modified, and press **ESC.**

(b) The cursor will return to the Freight Rate Codes screen and the data for the selected Code will be displayed with the cursor in the **DOD Desc** field.

Note: You can modify only the **DOD Desc** field in the Freight Rate Codes, reference table. To make changes in the **DOD Code** or Xl2 **Code** fields you must delete the entire record and then add a new record with the correct data.

d. Enter the new data by typing over the displayed information.

e. When all of the modifications have been made, press **ESC** to save them. The cursor will return to the FREIGHT RATE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.9.3 Deletina a Freight Rate Code.

Use the following procedures to delete a Freight Rate Code from the Reference Table:

a. From the Reference Tables menu, select **Freight Rate Codes.** The FREIGHT RATE CODE: ring menu will be displayed at the top of the Freight Rate Codes screen.

b. From the FREIGHT RATE CODE: ring menu, select **Delete.** The cursor will move to the **DOD Code** field.

c. There are two ways to select a Freight Rate Code to be deleted. Use the first method when you have enough information to identify the specific code you want to modify. Use the second method when you need to select the code to be modified from a list of all available codes.

(1) The first method is to enter both the **DOD Code** and the Xl2 **Code,** pressing **RETURN** after each entry. After the Xl2 **Code** has been entered, the DOD Description will be displayed.

Note: Some Freight Rate Codes do not have a **DOD Code.** When this happens, leave the **DOD Code** field blank and press **RETURN** to move the cursor to the Xl2 **Code** field. Then enter the Xl2 Code and press **RETURN.**

(2) As an alternative you can press **F6** when the cursor is in either the **DOD Code** or the Xl2 **Code** field to select a Freight Rate Code from the Freight Rate Code window. When F6 is used, data will be displayed in the **DOD Code** (when available), Xl2 **Code,** and **Description** fields when the Freight Rate Code window is first displayed..

(a) Use the cursor control keys to highlight the Code to be deleted, and press **ESC.**

(b) The cursor will return to the Freight Rate Codes screen and the data for the selected Code will be displayed.

d. When the Code is selected, a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(1) Enter **n** in response to this prompt and a **Record not deleted** message will be displayed. The cursor will return to the FREIGHT RATE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) Enter y in response to this prompt and a message will be displayed that the Freight Rate Code has been deleted. The cursor will return to the FREIGHT RATE CODE: ring menu where you **can** select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.9.4 Viewing a Freight Rate Code.

Use the following procedures to view Freight Rate Codes in the Reference Table:

a. From the Reference Tables menu, select **Freight Rate Codes.** The FREIGHT RATE CODE: ring menu will be displayed at the top of the Freight Rate Codes screen.

b. From the FREIGHT RATE CODE: ring menu, select **View.** The cursor will move to **the DOD Code** field.

c. There are two ways to select a Freight Rate Code to be viewed. Use the first method when you have enough information to identify the specific code you want to modify. Use the second method when you need to select the code to be modified from a list of all available codes.

(1) The first method is to enter both the **DOD Code** and the Xl2 **Code,** pressing **RETURN** after each entry. After the Xl2 **Code** has been entered, the DOD Description will be displayed and the cursor will return to the FREIGHT RATE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

Note: Some Freight Rate Codes do not have a **DOD Code.** When this happens, leave the **DOD Code** field blank and press **RETURN** to move the cursor to the Xl2 **Code** field. Then enter the Xl2 **Code** and press **RETURN.**

(2) As an alternative you can press F6 when the cursor is in either the **DOD Code** or the Xl2 **Code** field to select a Freight Rate Code from the Freight Rate Code window. When F6 is used, data will be displayed in the **DOD Code** (when available), Xl2 **Code,** and **Description** fields when the Freight Rate Code window is first displayed.

(a) Use the cursor control keys to highlight the Code to be modified, and press **ESC.**

(b) The cursor will return to the Freight Rate Codes screen and the data for the selected Code will be displayed and the cursor will return to the FREIGHT RATE CODE: ring menu where **you can** select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.10 Commodity Codes Reference Table.

This function allows you to **Add, Modify, Delete,** and **View** the Commodity Codes in the Reference Table.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.10.1 Adding a Commodity Code,

Use the following procedures to add Commodity Codes to the Reference Table:

a. From the Reference Tables menu, select **Commodity Codes.** The COMMODITY CODE: ring menu will be displayed at the top of the Commodity Codes screen.

b. From the COMMODITY CODE: ring menu, select **Add.** The cursor will move to the **Code Type** field.

c. Enter the appropriate information in all the fields, pressing **RETURN** after each entry.

d. When all the data has been entered, press **ESC.** The cursor will return to the COMMODITY CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu..

11.3.1.10 2 Modifying a Commodity Code,

Use the following procedures to modify Commodity Codes in the Reference Table:

a. From the Reference Tables menu, select **Commodity Codes.** The COMMODITY CODE: ring menu will be displayed at the top of the Commodity Codes screen.

b. From the COMMODITY CODE: ring menu, select **Modify.** A blank Commodity Codes screen will be displayed with the cursor in the **Code Type** field.

c. There are two ways to select a Commodity Code to be modified. Use the first method when you have enough information to identify the specific code you want to modify. Use the second method when you need to select the code to be modified from a list of all available codes.

(1) The first way is to enter the **Code Type** and **Code,** pressing **RETURN** after each entry. The **Code Desc** field will be filled and the cursor will move to the Code **Desc** field.

(2) As an alternative you can press F6 when the cursor is in the **Code Type** field to select a Code from the Commodity Code window. When F6 is used, the available **Code Type, Code,** and **Code Desc** fields will be displayed in the Commodity Code window.

(a) Use the cursor control keys to highlight the Commodity Code to be modified, and press **ESC.**

(b) The cursor will return to the Commodity Codes screen and the data for the selected Code will be displayed with the cursor in the **Code Desc** field.

d. You can only modify the **Code Desc** field in the Commodity Code reference table. To make changes in the **Type Code** and **Code** fields you must delete the entire record and then add a new record with the correct data.

e. Enter the new data by typing over the displayed information.

f. When all of the modifications have been made, press **ESC** to save them. The cursor will return to the COMMODITY CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.10.3 Deletma a Commodity Code,

Use the following procedures to delete a Commodity Code from the Reference Table:

a. From the Reference Tables menu, select **Commodity Codes.** The COMMODITY CODE: ring menu will be displayed at the top of the Commodity Codes screen.

b. From the COMMODITY CODE: ring menu, select **Delete.** The cursor will move to the **Code Type** field.

c. There are two ways to select a Commodity Code to be deleted. Use the first method when you have enough information to identify the specific code you want to modify. Use the second method when you need to select the code to be modified from a list of all available codes.

(1) The first way is to enter the **Code Type** and **Code,** pressing **RETURN** after each entry. The **Code Desc** field will be filled when you press **RETURN** in the **Code** field.

(2) As an alternative you can press F6 when the cursor is in the **Code Type** field to select a Code from the Commodity Code window. When F6 is used, the available **Code Type, Code,** and Code **Desc** fields will be displayed in the Commodity Code window.

(a) Use the cursor control keys to highlight the Commodity Code to be deleted, and press **ESC.**

(b) The cursor will return to the Commodity Codes screen and the data for the selected Code will be displayed.

d. When all the data for this Commodity Code is displayed, a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(1) Enter n in response to this prompt and a **Record not deleted** message will be displayed. The cursor will return to the COMMODITY CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) Enter y in response to this prompt and a message will be displayed that the Commodity Code has been deleted. The cursor will return to the COMMODITY CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.10.4 Viewina a Commodity Code.

Use the following procedures to view Commodity Codes in the Reference Table:

a. From the Reference Tables menu, select **Commodity Codes.** The COMMODITY CODE: ring menu will be displayed at the top of the Commodity Codes screen.

b. From the COMMODITY CODE: ring menu, select **View.** The cursor will move to the **Code Type** field.

c. There are two ways to select a Commodity Code to be viewed. Use the **first** method when you have enough information to identify the specific code you want to modify. Use the second method when you need to select the code to be modified from a list of all available codes.

(1) The **first** way is to enter the **Code Type** and **Code,** pressing **RETURN** after each entry. The **Code Desc** will be displayed when **you** press **RETURN** in the **Code** field and the cursor will return to the COMMODITY CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) As an alternative you can press F6 when the cursor is in the **Code Type** field to select a Code from the Commodity Code window. When F6 is used, the available **Code Type, Code,** and Code **Desc** fields will be displayed in the Commodity Code window.

(a) Use the cursor control keys to highlight the Commodity Code to be viewed, and press **ESC.**

(b) The data for the selected Code will be displayed and the cursor will return to the COMMODITY CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.11 Accessorial Service Code Reference Table,

This function allows **you** to **Add, Modify, Delete,** and **View** the Accessorial Service Codes in the Reference Table.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.11.1 Addina an Accessorial Service Code .

Use the following procedures to add Accessorial Service Codes to the Reference Table:

a. From the Reference Tables menu, select **Accessorial Service Codes.** The ACCESSORIAL SERVICE C CODE: ring menu will be displayed at the top of the Accessorial Codes screen.

b. From the ACCESSORIAL SERVICE CODE: ring menu, select **Add.** The cursor will move to the **DOD Code** field.

c. Enter the appropriate information in the fields, pressing **RETURN** after each entry.

d. When all the data has been entered, press **ESC.** The cursor will return to the ACCESSORIAL SERVICE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu..

11.3.1.11.2 Modifying an Accessorial Service Code .

Use the following procedures to modify Accessorial Service Codes in the Reference Table:

a. From the Reference Tables menu, select **Accessorial Service Code.** The ACCESSORIAL SERVICE CODE: ring menu will be displayed at the top of the Accessorial Codes screen.

b. From the ACCESSORIAL SERVICE CODE: ring menu, select **Modify.** A blank Accessorial Codes screen will be displayed with the cursor in the **DOD Code** field.

c. Enter the **DOD Code** and Xl2 **Code,** pressing **RETURN.** The cursor will move to the **DOD Desc** field and all the data for this Accessorial Service Code will be displayed.

As an alternative you can press F6 when the cursor is in the **DOD Code** or Xl2 **Code** field to select a Code from the Accessorial Service Code window. When F6 is used, the **DOD Code, Xl2** Code, and **Description** fields will be filled when the Accessorial Service Code window is first displayed.

(1) Use the cursor control keys to highlight the Accessorial Service Code to be modified, and press **ESC.**

(2) The cursor will return to the Accessorial Codes screen and the data for the selected Accessorial Service Code will be displayed with the cursor in the **DOD Desc** field.

d. Press **RETURN** until the cursor is in the field where you need to make the change. You can modify only the **DOD Desc** and LOO3 **Val** fields in the Accessorial Service

Code reference tables. To make changes in the **DOD Code** or Xl2 **Code** fields you must delete the entire record and then add a new record with the correct data.

e. Enter the new data by typing over the displayed information.

f. Repeat the procedures in paragraphs **d.** and e. above until all the necessary changes have been made.

g. When all of the modifications have been made, press **ESC** to save your changes. The cursor will return to the ACCESSORIAL SERVICE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.11.3 Deleting Accessorial Service Codes

Use the following procedures to delete a Accessorial Service Codes in the Reference Table:

a. From the Reference Tables menu, select **Accessorial Service Codes.** The ACCESSORIAL SERVICE CODE: ring menu will be displayed at the top of the Accessorial Codes screen.

b. From the ACCESSORIAL SERVICE CODE: ring menu, select **Delete.** The cursor will move to the **DOD Code** field.

c. There are two ways to select an Accessorial Service Code to be deleted. Use the first method when you have enough information to identify the specific code you want to modify. Use the second method when you need to select the code to be modified from a list of all available codes.

(1) The first way is to enter the **DOD** Code and the Xl2 **Code** to be deleted and press **RETURN** after each entry. All fields for the selected code will be displayed when you press **RETURN** in the Xl2 **Code** field.

(2) As an alternative you can press F6 when the cursor is in the **DOD Code** or the Xl2 **Code** field to select a Code from the Accessorial Service Code window. When F6 is used, the **DOD Code, Xl2 Code** and **Description** fields will be displayed in the Accessorial Service Code window.

(a) Use the cursor control keys to highlight the Accessorial Service Code to be deleted, and press **ESC.**

(b) The cursor will return to the Accessorial Codes screen.

d. All the data for the selected Accessorial Service Code will be displayed and a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(1) Enter **n** in response to this prompt and a **Record not deleted** message will be displayed. The cursor will return to the ACCESSORIAL SERVICE CODE: ring

menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) Enter y in response to this prompt and a message will be displayed that the selected Code has been deleted. The cursor will return to the ACCESSORIAL SERVICE CODE ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.11.4 Viewing a Accessorial Service Codes.

Use the following procedures to view Accessorial Service Codes in the Reference Table:

a. From the Reference Tables menu, select **Accessorial Service Codes.** The ACCESSORIAL SERVICE CODE: ring menu will be displayed at the top of the Accessorial Codes screen.

b. From the ACCESSORIAL SERVICE CODE: ring menu, select **View.** The cursor will move to the **DOD** Code field.

c. There are two ways to select an Accessorial Service Code to be viewed. Use the first method when you have enough information to identify the specific code you want to modify. Use the second method when you need to select the code to be modified from a list of all available codes.

(1) The first way is to enter the **DOD Code** and the Xl2 **Code** to be viewed and press **RETURN** after each entry. All fields for the selected code will be displayed when **you** press **RETURN** in the Xl2 **Code** field and the cursor will return to the ACCESSORIAL SERVICE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) As an alternative you can press F6 when the cursor is in the **DOD Code** or the Xl2 **Code** field to select a Code from the Accessorial Service Code window. When F6 is used, the **DOD Code, Xl2 Code** and **Description** fields will be displayed in the Accessorial Service Code window.

(a) Use the cursor control keys to highlight the Accessorial Service Code to be viewed, and press **ESC.**

(b) The data for the selected Code will be displayed and the cursor will return to the ACCESSORIAL SERVICE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.12 Route Order Types Reference Table.

This function allows **you** to **Add, Modify, Delete,** and **View** the Route Order Types Codes in the Reference Table.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.12.1 Addina a Route Order Type Code.

Use the following procedures to add Route Order Types Codes to the Reference Table:

a. From the Reference Tables menu, select **Route Order Types.** The ROUTE ORDER TYPE: ring menu will be displayed at the top of the Route Order Type screen.

b. From the Route Order Type: ring menu, select **Add.** The cursor will move to the **Code** field.

c. Enter the appropriate information in each field, pressing **RETURN** after each entry.

d. When all the data has been entered, press **ESC.** The cursor will return to the ROUTE ORDER TYPE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu..

11.3.1.12.2 Modifying a Route Order Type Code.

Use the following procedures to modify Route Order Types Codes in the Reference Table:

a. From the Reference Tables menu, select **Route Order Types.** The ROUTE ORDER TYPE: ring menu will be displayed at the top of the Route Order Type screen.

b. From the ROUTE ORDER TYPE: ring menu, select **Modify.** A blank Route Order Type screen will be displayed with the cursor in the **Code** field.

c. Enter the **Code** and press **RETURN.** The cursor will move to the **Desc** field and all the data for this Route Order Type Code will be displayed.

As an alternative you can press F6 to select a Code from the Route Order Type window. When F6 is used, the **Code** and **Description** fields will be filled when the Route Order Type window is first displayed.

(1) Use the cursor control keys to highlight the Route Order Type Code to be modified, and press **ESC.**

(2) The cursor will return to the Route Order Type screen and the data for the selected Code will be displayed with the cursor in the **Desc** field.

d. You can modify only the data in the **Desc** field in the Route Order Type reference table. To make changes in the **Code** field you must delete the entire record and then add a new record with the correct data.

e. Enter the new data by typing over the displayed information.

f. When all of the modifications have been made, press **ESC** to save them. The cursor will return to the ROUTE ORDER TYPE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.12.3 Deletina a Route Order Type Code.

Use the following procedures to delete a Route Order Type Code from the Reference Table:

a. From the Reference Tables menu, select **Route Order Types.** The ROUTE ORDER TYPE: ring menu will be displayed at the top of the Route Order Type screen.

b. From the ROUTE ORDER TYPE: ring menu, select **Delete.** The cursor will move to the **Code** field.

c. Enter the **Code** to be deleted and press **RETURN.**

As an alternative you can press F6 to select a Route Order Type Code from the Route Order Type window. When F6 is used, the **Code** and **Description** fields will be filled when the Route Order Type window is first displayed.

(1) Use the cursor control keys to highlight the Route Order Type to be deleted, and press **ESC.**

(2) The cursor will return to the Route Order Type screen.

d. All the data for the selected Route Order Type will be displayed and a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(1) Enter **n** in response to this prompt and a **Record not deleted** message will be displayed. The cursor will return to the ROUTE ORDER TYPE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) Enter y in response to this prompt and a message will be displayed that the Route Order Type Code has been deleted. The cursor will return to the ROUTE ORDER TYPE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.12.4 Viewing Route Order Type Codes

Use the following procedures to view Route Order Type Codes in the Reference Table:

a. From the Reference Tables menu, select **Route Order Types.** The ROUTE ORDER TYPE: ring menu will be displayed at **thc** top of the Route Order Type screen.

b. From the ROUTE ORDER TYPE: ring menu, select **View.** The cursor will move to the **Code** field.

c. You can enter the **Code** to be viewed and press RETURN.

As an alternative you can press F6 to select a Code from the Route Order Type window. When F6 is used, the **Code** and **Description** fields will be filled when the Route Order Type window is first displayed.

(1) Use the cursor control keys to highlight the SCAC to be viewed, and press **ESC.**

(2) The cursor will return to the Route Order Type screen.

d. The information for the selected Code will be displayed. The cursor will return to the ROUTE ORDER TYPE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.13 Route Order Equipment Type Reference Table,

This function allows **you** to **Add, Modify, Delete,** and **View** the Route Order Equipment Types Codes in the Reference Table.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.13.1 Addina a Route Order Equipment Type Code.

Use the following procedures to add Route Order Equipment Types Codes to the Reference Table:

a. From the Reference Tables menu, select **Route Order Equipment Types.** The ROUTE ORDER EQUIPMENT TYPE: ring menu will be displayed at the top of the Route Order Equipment Type screen.

b. From the Route Order Equipment Type: ring menu, select **Add.** The cursor will move to the **Code** field.

c. Enter the appropriate information in each field, pressing **RETURN** after each entry.

d. When all the data has been entered, press **ESC.** The cursor will return to the ROUTE ORDER EQUIPMENT TYPE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu..

11.3.1.13.2 Modifying a Route Order Equipment Type Code .

Use the following procedures to modify Route Order Equipment Types Codes in the Reference Table:

a. From the Reference Tables menu, select **Route Order Equipment Types.** The ROUTE ORDER EQUIPMENT TYPE: ring menu will be displayed at the top of the Route Order Equipment Groups screen.

b. From the ROUTE ORDER EQUIPMENT TYPE: ring menu, select **Modify.** A blank Route Order Equipment Groups screen will be displayed with the cursor in the **Code** field.

c. Enter the **Code** and press **RETURN.** The cursor will move to the **Desc** field and all the data for this Route Order Equipment Type Code will be displayed.

As an alternative you can press F6 to select a Code from the Route Order Equipment Type window. When **F6** is used, the **Code** and **Description** fields will be filled when the Route Order Equipment Groups window is first displayed.

(1) Use the cursor control keys to highlight the Route Order Equipment Type Code to be modified, and press **ESC.**

(2) The cursor will return to the Route Order Equipment Groups screen and the data for the selected Code will be displayed with the cursor in the **Desc** field.

d. You can modify only the data in the **Desc** field in the Route Order Equipment Type reference table. To make changes in the Code field you must delete the entire record and then add a new record with the correct data.

e. Enter the new data by typing over the displayed information.

f. When all of the modifications have been made, press **ESC** to save them. The cursor will return to the ROUTE ORDER EQUIPMENT TYPE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.13.3 Deleting a Route Order Equipment Type Code.

Use the following procedures to delete a Route Order Equipment Type Code from the Reference Table:

a. From the Reference Tables menu, select **Route Order Equipment Types.** The ROUTE ORDER EQUIPMENT TYPE: ring menu will be displayed at the top of the Route Order Equipment Groups screen.

b. From the ROUTE ORDER EQUIPMENT TYPE: ring menu, select **Delete. The** cursor will move to the **Code** field.

c. Enter the **Code** to be deleted and press **RETURN.**

As an alternative you can press F6 to select a Route Order Equipment Type Code from the Route Order Equipment Groups window. When F6 is used, the Code and **Description** fields will be filled when the Route Order Equipment Groups window is first displayed.

(1) Use the cursor control keys to highlight the Route Order Equipment Type to be deleted, and press **ESC.**

(2) The cursor will return to the Route Order Equipment Groups screen.

d. All the data for the selected Route Order Equipment Type will be displayed and a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(1) Enter **n** in response to this prompt and a **Record not deleted** message will be displayed. The cursor will return to the ROUTE ORDER EQUIPMENT TYPE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) Enter y in response to this prompt and a message will be displayed that the Route Order Equipment Type Code has been deleted. The cursor will return to the ROUTE ORDER EQUIPMENT TYPE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.13.4 Viewina Route Order Equipment Type Codes.

Use the following procedures to view Route Order Equipment Type Codes in the Reference Table:

a. From the Reference Tables menu, select **Route Order Equipment Types.** The ROUTE ORDER EQUIPMENT TYPE: ring menu will be displayed at the top of the Route Order Equipment Groups screen.

b. From the ROUTE ORDER EQUIPMENT TYPE: ring menu, select **View.** The cursor will move to the **Code** field.

c. You can enter the **Code** to be viewed and press **RETURN.**

As an alternative you can press F6 to select a Code from the Route Order Equipment Groups window. When **F6** is used, the **Code** and **Description** fields will be filled when the Route Order Equipment Groups window is first displayed.

(1) Use the cursor control keys to highlight the Code to be viewed, and press **ESC.**

(2) The cursor will return to the Route Order Equipment Groups screen.

d. The information for the selected Code will be displayed. The cursor will return to the ROUTE ORDER EQUIPMENT TYPE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.14 RIN Codes Reference Table.

This function allows you to **Create, Modify,** and **Delete** Routing Instruction Number (FUN) Codes in the Reference Table.

The RIN can be a three-digit numeric code or a 4-character alpha numeric code for classification rule references. The numeric positions identify the rule number in the designated classification.

a. The three-digit number codes are classified as follows:

(1) The 100 series apply to any mode of transportation.

(2) The 200 series applies to rail transportation.

(3) The 300 series applies to motor transportation.

(4) The 400 series applies to transportation by modes other than rail or motor.

b. The four-character alpha numeric code are classified as follows:

(1) Those beginning with N indicate the National Motor Freight Classification.

(2) Those beginning with U indicate the Uniform Freight Classification.

c. If you try to enter a RIN code that is less than 100, greater than 499, or beginning with an alpha character other than N or U, a message will be displayed at the bottom left of the screen indicating that the RIN code is invalid and must be re-entered.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.14.1 Creatina a RIN Code.

Most of the RINs will be loaded in the TC ACCIS database at the time the software was installed. However, this option allows you to create additional RINs when necessary.

a. From the Reference Tables menu, select RINs. The RIN CODE: ring menu will be displayed at the top of the RIN Codes screen.

b. Select the Create option. The cursor will move to the RIN field.

c. Enter the RIN and press RETURN. The RIN Mode field will be automatically filled based on the classifications defined in paragraph 11.3.1.14a above, and the cursor will move to the Ann/Inst field.

d. Enter data for the Ann/Inst(Annotation/Instruction), Number, and A/I (Annotation/Instruction) Desc fields, pressing RETURN after each entry. If you attempt to create a new RIN that duplicates and existing record, a message will be displayed at the bottom of the screen:

This Combination already exists, Please re-enter

e. When all the entries have been made, press ESC to accept them. The cursor will return to the RIN CODE: ring menu where you can select another option or press E-Exit twice to return to the Shipment Planning menu.

11.3.1.14.2 Modifying a RIN Code.

Use the following procedures to modify the A/I Description field for a RIN Code in the Reference Table:

a. From the Reference Tables menu, select **RINs.** The RIN CODE: ring menu will be displayed at the top of the RIN Codes screen.

b. From the RIN CODE: ring menu, select **Modify.** A blank RIN Codes screen will be displayed with the cursor in the **RIN** field.

c. There are two ways to access the RINs in the database. Use the first method when you have enough information to identify the specific RIN you want to modify. Use the second method when you need to select the RIN to be modified from a list of all available RINs.

(1) The first way is to enter all the query criteria needed to identify the specific RIN, as follows:

(a) Enter the desired **RIN** and press **RETURN.** The cursor will move to the **Ann/Inst** field.

(b) Enter **A** for annotation or **I** for instruction and press **RETURN.** The cursor will move to the **Number** field.

(c) Enter the sequence **number** of the annotation or instruction and press **RETURN,** or leave this field blank and press **RETURN.** The cursor will move to the **A/I Desc** field and the description for the designated RIN will be displayed.

(c) Continue with the procedures in paragraph **d.** below.

(2) The second way is to press **F6** while the cursor is in the RIN field to display the RIN Code Help window as shown in Figure 1 l-7.

(a) Press **ESC** to display a list of all available **RINs,** or enter the RIN code for the RIN you want to modify and press **ESC** to display a list of all **RINs** with that RIN code.

(b) Use the cursor control keys to highlight the desired **RIN** and press **ESC** to select it. The RIN Code Help window will close, cursor will move to the **A/I Desc field** of the **RIN** Codes screen, and the data for the selected RIN will be displayed.

(c) Continue with the procedures in paragraph **d.** below.

d. Use the cursor control keys to move the cursor to the location where you want to make the change. You can enter the new information by typing over the existing data, or you

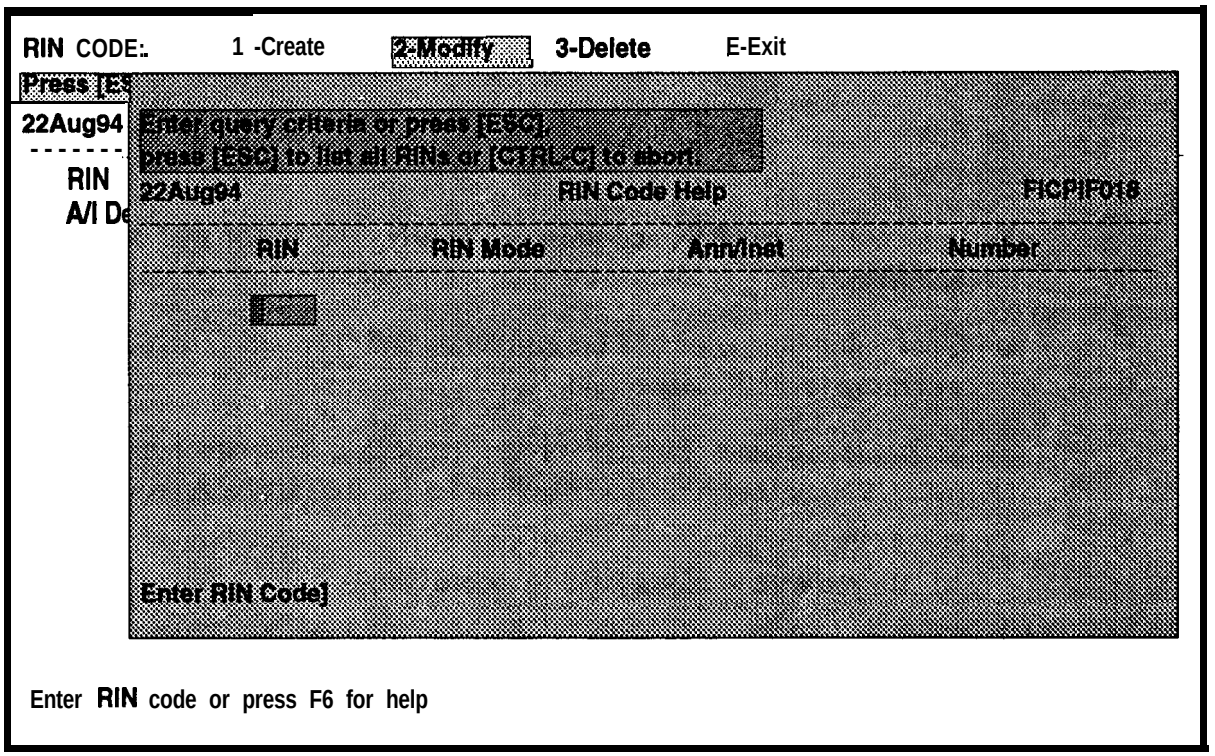


Figure 11-7. RIN Code Help Screen

can press **Ctrl-A** to insert new information into the existing description at the cursor location.

Note: **Ctrl-A** works as a toggle switch that allows you to change back and forth between the **insert** and the **type over** modes each time it is pressed. See paragraph 4.2.3 of this manual for other cursor control keys that are available while modifying your information.

e. When you complete all the necessary modifications, press **ESC** to save them. The cursor will return to the RIN CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.14.3 Deleting a RIN Code.

Use the following procedures to delete a **RIN** from the Reference Table:

a. From the Reference Tables menu, select **RINs.** The RIN CODE: ring menu will be displayed at the top of the **RIN** Codes screen.

b. From the RIN CODE: ring menu, select **Delete.** The cursor will move to the RIN field.

c. There are two ways to access the **RINs** in the database. Use the first method when you have enough information to identify the specific RIN you want to delete. Use the

second method when you need to select the RIN to be deleted from a list of all available RINs.

(1) The first way is to enter all the query criteria needed to identify the specific RIN, as follows:

(a) Enter the desired **RIN** and press **RETURN.** The cursor will move to the **Ann/Inst** field.

(b) Enter A for annotation or **I** for instruction and press **RETURN.** The cursor will move to the **Number** field.

(c) Enter the sequence **number** of the annotation or instruction and press **RETURN,** or leave this field blank and press **RETURN.** A prompt will be displayed:

Do you wish to delete this RIN record (y/n)?

(d) Continue with the procedures in paragraph **d.** below.

(2) The second way is to press F6 to display the RIN Code Help window as shown in Figure 11-7 (page 1 l-47).

(a) Press **ESC** to display a list of all available **RINs,** or enter the FUN code for the RIN you want to modify and press **ESC** to display a list of all **RINs** with that **RIN** code.

(b) Use the cursor control keys to highlight the desired RIN and press **ESC** to select it. The **RIN** Code Help window will close, the data for the selected RIN will be displayed, and a prompt will be displayed:

Do you wish to delete this RIN record (y/n)?

(c) Continue with the procedures in paragraph **d.** below.

d. Use one of the following options to respond to the prompt:

(1) Enter **n** to abort the deletion process, and the cursor will return to the RIN CODE: ring menu where you **can** select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) Enter y to delete the displayed RIN, and the cursor will return to the **RIN** CODE: ring menu where you **can** select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3 1.15 RFT Approving Authority Addresses Reference Table.

This function allows you to **Add, Modify, Delete,** and **View** RFT Approving Authority Addresses for your installation into the Reference Table.

This reference table allows you to have only three levels of approval authority for an **RFT.**

a. Level 3 is the **TO** address for the request.

b. Level **2** is the **first THRU** address for the request.

c. Level **1** is the **second THRU** address for the request.

As necessary, refer to the procedures in paragraph 11.3.1 (page 11-2) above to access the Reference Tables menu.

11.3.1.15.X Addina an RFT Approving Authority Address.

Use the following procedures to add an RFT Approval Authority Address to the Reference Table:

a. From the Reference Tables menu, select **RFT Approving Authority Addresses.** The AAA: ring menu will be displayed at the top of the RFT Approving Authority Address screen.

b. From the AAA: ring menu, select **Add.**

(1) If three addresses already exist in this reference table the cursor will remain in the AAA: ring menu and a message will be displayed:

You must remove an address before adding another address

When this happens, you must use the procedures in paragraph 11.3.1.15.3below to delete one of the existing approval authority addresses before you can add another new address.

(2) If there are fewer than three addresses in the reference table, the cursor will move to the **Login** field.

c. Enter the data for **the RFT Approval Authority Address,** pressing **RETURN** after each entry.

Note: The **Login** must be a valid **login** name for an authorized TC ACCIS user at your installation. If you attempt to add a **Login** that already exists in the reference table the following message will be displayed:

Login already exists. Please re-enter

d. When all the entries have been completed, press **ESC** to accept the data. The cursor will return to the AAA: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.15.2 Modifying an RFT Approvina Authority Address.

Use the following procedures to modify an RFT Approval Authority Addresses in the Reference Table:

a. From the Reference Tables menu, select **RFT Approving Authority Addresses.** The AAA: ring menu will be displayed at the top of the RFT Approving Authority Address screen.

b. From the AAA: ring menu, select **Modify.** The cursor will move to the **Login** field.

c. Enter the **Login** for the address you want to change and press **RETURN,** or press F6 to display the **Login** Help window with a list of **all** available addresses. When you use F6, use the cursor control keys to highlight the desired record and press **ESC.** The data for the selected record will be displayed and the cursor will be in the **Title** field.

d. Press **RETURN** until the cursor is in the field where you want to make the change.

e. Enter the new data by typing over the displayed information, pressing **RETURN** after each entry.

Note: You can not modify the **Login** field. If **the Login** needs to be changed, you must use the procedures in paragraph 11.3.1.15.3 below to delete the entire entry and then re-enter the new information.

f. When all the changes have have been made, press **ESC** to accept them. The cursor will return to the AAA: ring menu where you can select another option or press **E-EXIT** twice to return to the Shipment Planning menu.

11.3.1.15.3 Deleting an RFT Approving Authority Address.

Use the following procedures to delete an **RFT** Approval Authority Address from the Reference Table:

a. From the Reference Tables menu, select **RFT Approving Authority Addresses.** The AAA: ring menu will be displayed at the top of the RFT Approving Authority Address screen.

b. From the AAA: ring menu, select **Delete.** The **Login** Help window will be displayed with a list of available addresses.

c. Use the cursor control keys to highlight the desired record and press **ESC** to select it. The data for the selected record will be displayed in the RFT Approving Authority Addresses screen and a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(1) Enter **n** in response to this prompt and **Record not deleted** message will be displayed. The cursor will return to the AAA: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) Enter y in response to this prompt and a message will be displayed that the Transportation Mode Code has been deleted. The cursor will return to the AAA:

ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.15.4 Viewina an RFT Approvina Authority Address.

Use the following procedures to view an RFT Approval Authority Address in the Reference Table:

a. From the Reference Tables menu, select **RFT Approving Authority Addresses.** The AAA: ring menu will be displayed at the top of the RFT Approving Authority Address screen.

b. From the AAA: ring menu, select **View.** The Login Help window will be displayed with a list of available addresses.

c. Use the cursor control keys to highlight the desired record and press **ESC** to select it. The data for the selected record will be displayed in the RFT Approving Authority Addresses screen and the cursor will return to the AAA: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.16 Port Codes Reference Table,

This function allows you to **Add, Modify, Delete,** and **View** Port Codes in the Reference Table.

The Port Code information is used to create Military Shipment Labels. This option is selected from the Reference Tables menu found under the Shipment Planning function.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.16.1 Addina a Port Code,

Use the following procedures to add Port Codes to the Reference Table:

a. From the Reference Tables menu, select **Port Codes.** The Port CODE: ring menu will be displayed at the top of the Port Code screen.

b. Select **Add** from the Port CODE: ring menu. The cursor will move to **the Port Code** field of the Port Code screen, as shown in Figure 1 l-8.

c. Entry the following type information in each field, pressing **RETURN** after each entry:

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
Port Code	R	Enter the up to three alpha characters Port Code. The port codes will be loaded into TC ACCIS. If this code has already been entered in the reference table, you will receive a prompt indicating that it already exists. You cannot enter a Port Code more than one time. If

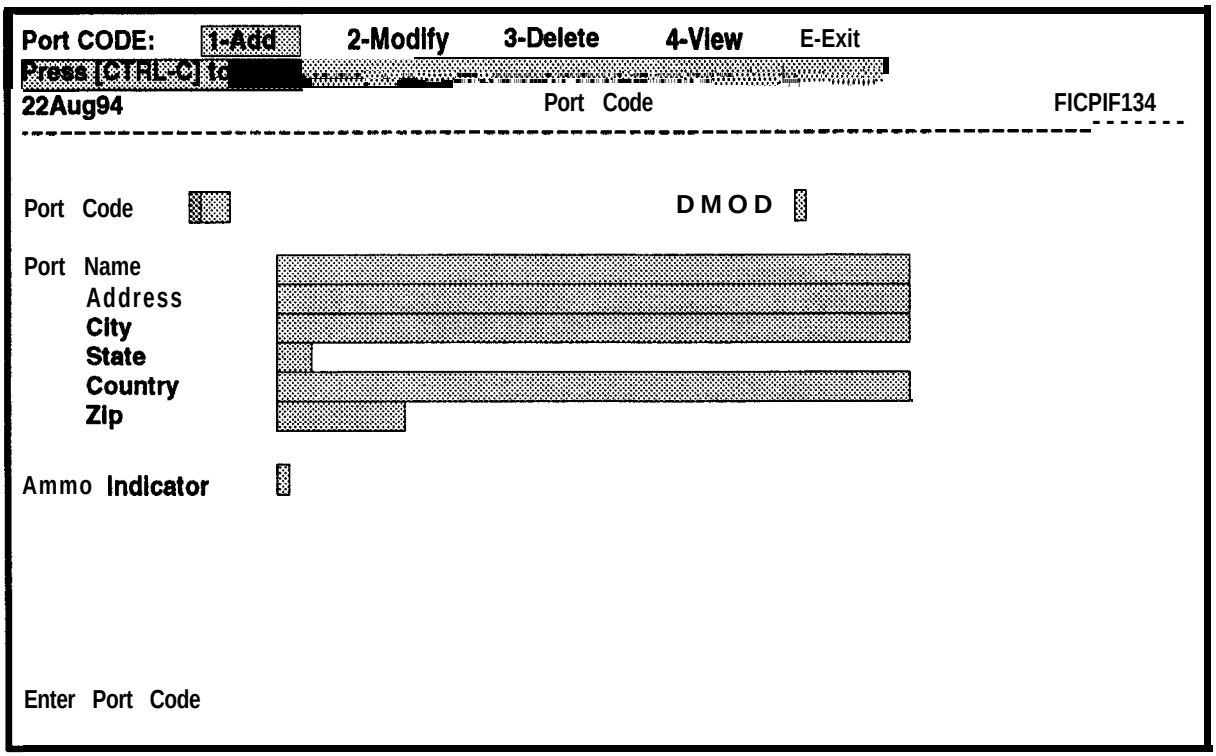


Figure 11-8. Port Code Screen

		the port code is unique, your cursor will move to the DMOD field to complete the new entry.
DMOD	R	Enter **A** to indicate Airlift or S to indicate Surface for the Deployment Mode (DMOD) of debarkation.
Port Name	R	Enter the common port name of the port code you are adding.
Address		Enter the freight address for this port.
City		Enter the city in which the port is located.
State	R	Enter the State in which the port is located. Required field only if the country field is not used.
Country	R	Enter the country in which the port is located. Required field only if the state field is not used.
Zip		Enter the zip code of the port location.
Ammo indicator	R	Enter a y if ammo is accepted and **n** if not.

d. Review the entries you have just made. As necessary, press **RETURN** to move the cursor to the field where you want to make a change. Enter the correct information by typing over the displayed data.

e. When all fields have been completed, press **ESC** to exit and save the information you have entered. The cursor will return to the Port Code: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu..

11.3.1.16 2 Modifying a Port Code,

Use the following procedures to modify Port Codes in the Reference Table:

a. From the Reference Tables menu, select **Port Codes.** The Port CODE: ring menu will be displayed at the top of the Port Code screen.

b. Select **Modify** from the Port CODE: ring menu. The cursor will move to the Port Code field.

c. Enter the **Port** Code you want to modify and press RETURN, or press F6 to select a Port Code from a list of available codes in the Port Code Help window.

(1) When F6 is used, you can enter the selection criteria in any or all of the displayed fields, pressing **RETURN** each time to move to the next field. When your selection criteria has been entered, press **ESC** to display a list of all records that meet that criteria. As an alternative you can press **ESC** to display all port codes currently available in TC ACCIS.

(2) When the entire list is displayed, use the cursor control keys to highlight your choice, and press **ESC** to select it. The cursor will return to **Port Code** field of the Port Code screen.

d. Press **RETURN** to move the cursor to the field where you want to make the change. Enter the new data by typing over the displayed information, pressing **RETURN** after each entry.

e. When all the changes have been made, press **ESC** to save them. A **Record Modified** message will be displayed at the bottom of the screen and the cursor will return to the Port CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

Note: **You can** press **Ctrl-C** at any time to abort the process. A **Record Not Modified** message will be displayed and changes will not be saved.

11.3.1.16.3 Deletina a Port Code,

Use the following procedures to delete a Port Code from the Reference Table:

a. From the Reference Tables menu, select **Port Codes.** The Port CODE: ring menu will be displayed at the top of the Port Code screen.

b. Select **Delete** from the Port CODE: ring menu. The cursor will move to the Port Code field.

c. Enter the **Port Code** you want to delete and press **RETURN,** or press F6 to select a Port Code from a list of available codes in the Port Code Help window.

(1) When F6 is used, you can enter the selection criteria in any or all of the displayed fields, pressing **RETURN** each time to move to the next field. When your selection criteria has been entered, press **ESC** to display a list of all records that meet that criteria. As an alternative you can press **ESC** to display all port codes currently available in TC ACCIS.

(2) When the entire list is displayed, use the cursor control keys to highlight your choice, and press **ESC** to select it. The cursor will return to the Port Code screen.

c. The following prompt will be displayed:

Are you sure you want to delete this record (Y/N)?

(1) Enter y if you want to delete the displayed record. A **Record deleted** message will be displayed at the bottom of the screen and the cursor will return to the Port CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) Enter n if you do not want to delete the displayed record. A **Record Not Deleted** message will be displayed at the bottom of the screen and the cursor will return to the Port CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

j1.3.1.16.4 Viewing a Port Code.

Use the following procedures to view Port Codes in the Reference Table:

a. From the Reference Tables menu, select **Port** Codes. The Port CODE: ring menu will be displayed at the top of the Port Code screen.

b. From the Port CODE: ring menu, select **View.** The cursor will move to the **Port Code** field.

c. Enter **the Port Code** you want to view and press **RETURN,** or press F6 to select a Port Code from a list of available codes in the Port Code Help window.

(1) When F6 is used, you can enter the selection criteria in any or all of the displayed fields, pressing **RETURN** each time to move to the next field. When your selection criteria has been entered, press **ESC** to display a list of all records that meet that criteria. As an alternative you can press **ESC** to display all port codes currently available in TC ACCIS.

(2) When the entire list is displayed, use the cursor control keys to highlight your choice, and press **ESC** to select it. The cursor will return to **Port Code** field of the Port Code screen.

c. The data for the selected record will be displayed in the Port Code screen, and the cursor will return to the Port CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.17 Port Code Notes Reference Table.

This function allows you to **Add, Modify, Delete,** and **View** Port Code Notes in the Reference Table.

The Port Code Notes are used in the creation Military Shipment Labels. This option is selected from the Reference Tables menu found under the Shipment Planning function.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.17.1 Adding a Port Code Note.

Use the following procedures to add Port Code Notes to the Reference Table:

a. From the Reference Tables menu, select **Port** Code **Notes.** The PORT NOTE CODE: ring menu will be displayed at the top of the Port Code Notes screen.

b. Select **Add** from the PORT NOTE CODE: ring menu. The cursor will move to the **DMOD** field of the Port Code Notes screen, as shown in Figure 11-9.

d. Entry the following type information in each field, pressing **RETURN** after each entry.

Field Name	Type	Explanation

NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.

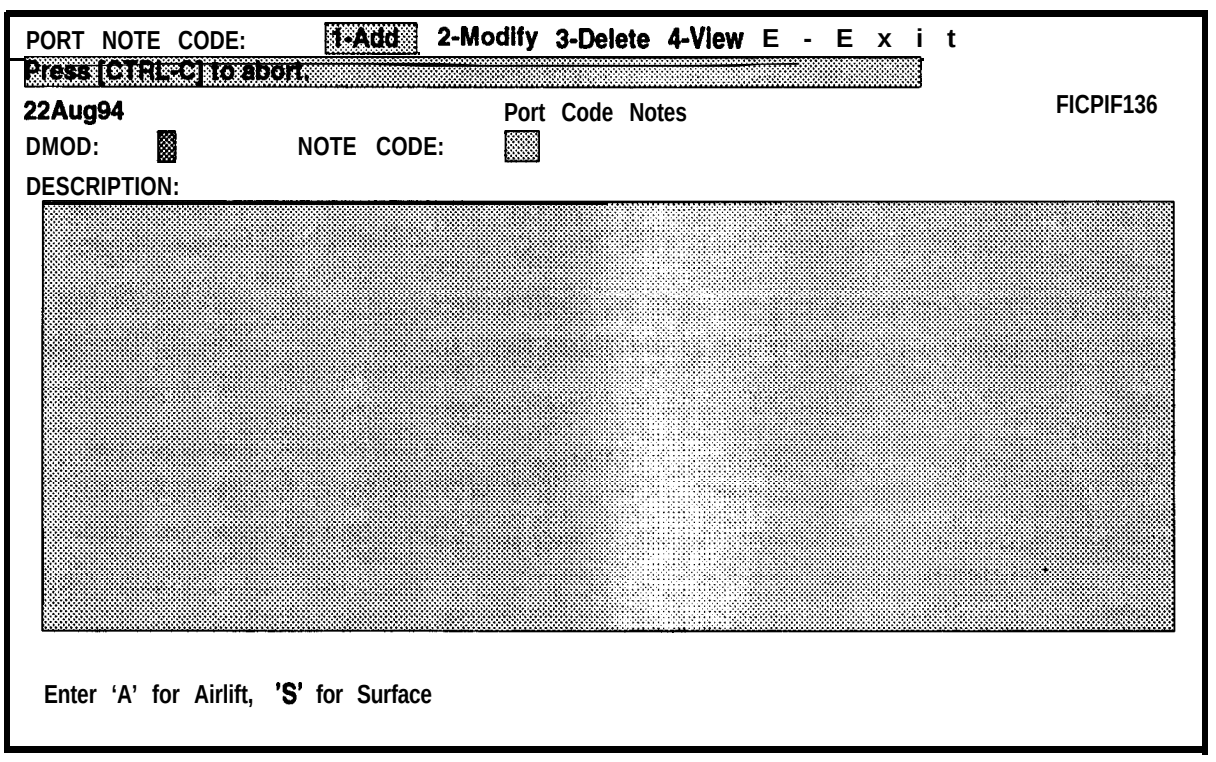


Figure 11-9. Port Code Notes Screen

DMOD	R	Enter **A** for Airlift or S for Surface.
Note Number	R	Enter the Note Number
Description	R	Enter the Note Description.

e. When all entries have been made, press **ESC** to save them. The cursor will return to the PORT NOTE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.17.2 Modifying a Port Code Note.

Use the following procedures to modify Port Code Notes in the Reference Table:

a. From the Reference Tables menu, select **Port** Code **Notes.** The PORT NOTE CODE: ring menu will be displayed at the top of the Port Code Notes screen.

b. Select **Modify** from the PORT NOTE CODE: ring menu. The cursor will move to the **DMOD** field of the Port Code Notes screen, as shown in Figure 1 l-9 (page 1 l-55).

Note: At any time you can press **Ctrl-C** to abort the modification process. A **Record Not Modified** message will be displayed and the changes will not be saved. The cursor will return to the PORT NOTE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

c. Enter **A** for Airlift and S for Surface in the **DMOD** field and press **RETURN.** The cursor will move to the **NOTE CODE** field.

d. There are two ways to select the specific Port Code Note to be modified. Use the first method when you know the Note Code that identifies the specific record you want to modify. Use the second method when you do not know the Note Code and you want to select the record from a screen that displays the available Note Codes, one at a time.

(1) The first way is to enter the **Note** Code to be modified and press **RETURN.** The cursor will move to **the Description** field and the **Description** for the selected code will be displayed.

Note If a record cannot be found a **Record does not exist** message will be displayed and the cursor will return to the **DMOD** field. At this point you can abort the modification process or enter the information necessary to select a different record.

(2) As an alternative you can press F6 when the cursor is in the Note **Code** field. The first Port Code Note will be displayed.

(a) As necessary, press F3 to display the next available Port Code Note, or press F4 to display the previous Port Code Note.

(b) When the desired Port Code Note is displayed, press ESC to select it. The cursor will move to the **Description** field

e. As necessary, use the cursor control keys to move the cursor to the location where you want to make the change in the Description.

f. Enter the new information by typing over the existing data, or you can press **Ctrl-A** to insert the new information into the existing description at the cursor location.

Note: **Ctrl-A** works as a toggle switch that allows you to change back and forth between the **insert** and the **type over** modes each time it is pressed. See paragraph 4.2.3 of this manual for other cursor control keys that are available while modifying your information.

g. When all the changes have been made in the **Description** field, you can press **RETURN** as necessary to move the cursor to the **DMOD** and/or Note Code fields to make changes there. Enter the new information by typing over the existing data.

h. As necessary, repeat the procedures in paragraphs e. through g. above until all the changes have been made.

i. When all the changes have been made, press **ESC** to save them. A **Record modified** message will be displayed at the bottom of the screen. The cursor will return to the PORT NOTE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.17.3 Deletina a Port Code Note.

Use the following procedures to delete Port Code Notes from the Reference Table:

a. From the Reference Tables menu, select **Port Code Notes.** The PORT NOTE CODE: ring menu will be displayed at the top of the Port Code Notes screen.

b. Select **Delete** from the PORT NOTE CODE: ring menu. The cursor will move to the **DMOD** field of the Port Code Notes screen, as shown in Figure 1 l-9 (page 1 l-55).

c. Enter **A** for Airlift or **S** for Surface in the **DMOD** field and press **RETURN.** The cursor will move to the **NOTE CODE** field.

d. There are two ways to select the specific Port Code Note to be deleted. Use the first method when you know the Note Code that identifies the specific record you want to delete. Use the second method when you do not know the Note Code and you want to select the record from a screen that displays the available Note Codes, one at a time.

(1) The first way is to enter the **Note Code** to be deleted and press **RETURN.**

Note If a record cannot be found a **Record does not exist** message will be displayed and the cursor will return to the **DMOD** field. At this point you can abort the modification process or enter the information necessary to select a different record.

(2) As an alternative you can press F6 when the cursor is in the Note **Code** field. The first Port Code Note will be displayed.

(a) As necessary, press F3 to display the next available Port Code Note, or press F4 to display the previous Port Code Note.

(b) When the desired Port Code Note is displayed, press **ESC** to select it.

e. The **Description** for the selected record will be displayed and a prompt will be displayed:

Do you wish to delete this Port Code Note record (y/n)?

(1) Enter y if you want to delete the displayed record. A **Record deleted** message will be displayed at the bottom of the screen and the cursor will return to the PORT NOTE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) Enter **n** if you do not want to delete the displayed record. A **Record Not Deleted** message will be displayed at the bottom of the screen and the cursor will return to the PORT NOTE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.17.4 Viewing a Port Code Note.

Use the following procedures to view Port Code Notes in the Reference Table:

a. From the Reference Tables menu, select **Port Code Notes.** The PORT NOTE CODE: ring menu will be displayed at the top of the Port Code Notes screen.

b. Select **View** from the PORT NOTE CODE: ring menu. The cursor will move to the **DMOD** field of the Port Code Notes screen, as shown in Figure 1 l-9 (page 1 l-55).

c. Enter A for Airlift and **S** for Surface in **the DMOD** field and press **RETURN.** The cursor will move to the **NOTE CODE** field.

d. There are two ways to select the specific Port Code Note to be viewed. Use the first method when you know the Note Code that identifies the specific record you want to view. Use the second method when you do not know the Note Code and you want to select the record from a screen that displays the available Note Codes, one at a time.

(1) The first way is to enter the **Note Code** to be viewed and press **RETURN.** The **Description** for the selected code will be displayed, and the cursor will return to

the PORT NOTE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

Note If a record cannot be found a **Record does not exist** message will be displayed and the cursor will return to the **DMOD** field. At this point you can abort the modification process or enter the information necessary to select a different record.

(2) As an alternative you can press F6 when the cursor is in the **Note Code** field. The first Port Code Note will be displayed.

(a) As necessary, press F3 to display the next available Port Code Note, or press F4 to display the previous Port Code Note.

(b) When the desired Port Code Note is displayed, press **ESC** to select it. The **Description** for the selected code will be displayed, and the cursor will return to the PORT NOTE CODE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.18 Country Reference Table.

The Country table is used in creating Military Shipment Labels. This option is selected from the Reference Tables menu found under the Shipment Planning function.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.18.1 Addina a Country Name.

Use the following procedures to add a Country to the Reference Table:

a. From the Reference Tables menu, select **Country.** The Country: ring menu will be displayed at the top of the Country Codes screen.

b. Select **Add** from the Country: ring menu. The cursor will move to the **Country** field of the Country screen shown in Figure 1 1- 10.

The following is an explanation of the field in this screen:

Field Name	Type	Max	D

NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.

Country	R	Enter Country Name up to 35 characters.

c. Enter the name of the Country to be added to the Reference Table.

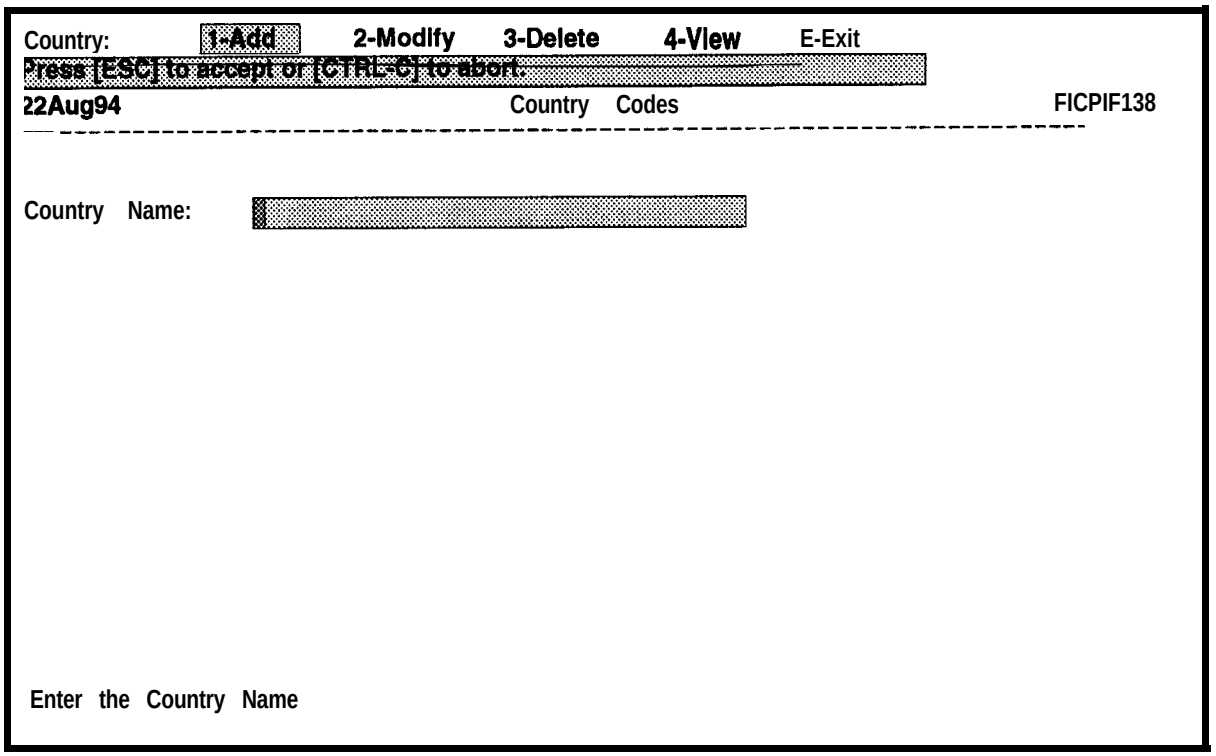


Figure 1 l-10. Country Codes Screen

Note: If you try to enter a country that already exists in the database, a message **Record already** exists will be displayed and the cursor will return to the Country field where you can enter a different name or press **Ctrl-C** to abort the process.

d. Press **ESC** to accept the entry. A **Record added** message will be displayed at the bottom of the screen and the cursor will return to the Country: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.18.2 Modifying a Country Name,

Use the following procedures to modify Country names in the Reference Table:

a. From the Reference Tables menu, select **Country.** The Country: ring menu will be displayed at the top of the Country Codes screen.

b. Select **Modify** from the Country: ring menu. The cursor will move to **the Country** field of the Country screen shown in Figure 1 l-10.

c. Enter the name of the **Country** you want to modify and press **ESC,** or press F6 to select a Country name from the Country Help window.

(1) When F6 is used, press **ESC** to display a list of valid Country names.

(2) Use the cursor control keys to highlight the desired name and then press **ESC** to select it.

The name of the Country will be displayed in the Country Codes screen.

d. Enter the new data by typing over the displayed information.

e. When all of the changes have been made, press **ESC** to save your changes. A **Record Modified** message will be displayed at the bottom of the screen and the cursor will return to the Country: ring menu where **you** can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

Note: You can press **Ctrl-C** at any time to abort the modification process. A **Record Not Modified** message will be displayed and changes will not be saved.

11.3.1.18.3 Deleting a Country Name

Use the following procedures to delete Country names from the Reference Table:

a. From the Reference Tables menu, select **Country.** The Country: ring menu will be displayed at the top of the Country Codes screen.

b. Select **Delete** from the Country: ring menu. The cursor will move to the **Country** field of the Country screen shown in Figure 1 l-10 (page 1 l-60).

c. Enter the name of the **Country** you want to delete and press **ESC,** or press F6 to select a Country name from the Country Help window.

(1) When F6 is used, press **ESC** to display a list of valid Country names.

(2) Use the cursor control keys to highlight the desired name and then press **ESC** to select it.

Note: A message may be displayed to indicate that the Country name is used elsewhere within TC ACCIS. When this happens, the Country can not be deleted. The deletion process will be aborted and the cursor will return to the Country: ring menu.

d. The name of the Country will be displayed in the Country Codes screen and a prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(1) Enter Y if you want to delete the displayed record. A **Record deleted** message will be displayed at the bottom of the screen and the cursor will return to the Country: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) If you do not want to delete the displayed record, enter **N.** A **Record Not Deleted** message will be displayed at the bottom of the screen and the cursor will return to the Country: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.18.4 Viewina a Country Name.

Use the following procedures to view Country names in the Reference Table:

a. From the Reference Tables menu, select **Country.** The Country: ring menu will be displayed at the top of the Country Codes screen.

b. Select **View** from the Country: ring menu. The cursor will move to the **Country** field of the Country screen shown in Figure 1 1- 10 (page 1 l-60).

c. Enter the name of the **Country you** want to view and press **ESC,** or press F6 to select a Country name from the Country Help window.

(1) When F6 is used, press **ESC** to display a list of valid Country names.

(2) Use the cursor control keys to highlight the desired name and then press **ESC** to select it.

d. The name of the Country will be displayed in the Country Codes screen, and the cursor will return to the Country: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.19 Port of Embarkation (POE) Codes Reference Table.

The Port of Embarkation (POE) codes in this table are used to create Military Shipment Labels. This table links up to three Port Code Notes from the Port Code Note Reference Table with a specific Port of Embarkation from the Ports Reference Table and a specific Destination Country from the Country Reference Table.

As necessary, refer to the procedures in paragraph 11.3.1 (page 1 l-2) above to access the Reference Tables menu.

11.3.1.19.1 Addina a Port of Embarkation (POE) Code.

Use the following procedures to add a Port of Embarkation Code to the Reference Table:

a. From the Reference Tables menu, select **Port of Embarkation (POE) Codes.** The POE: ring menu will be displayed at the top of the Port of Embarkation Codes screen.

b. Select **Add** from the POE: ring menu. The cursor will move to the **POE Code** field of the Port of Embarkation Codes screen shown as shown in Figure 1 l-l 1.

The following is an explanation of the information that should be entered in each data field.

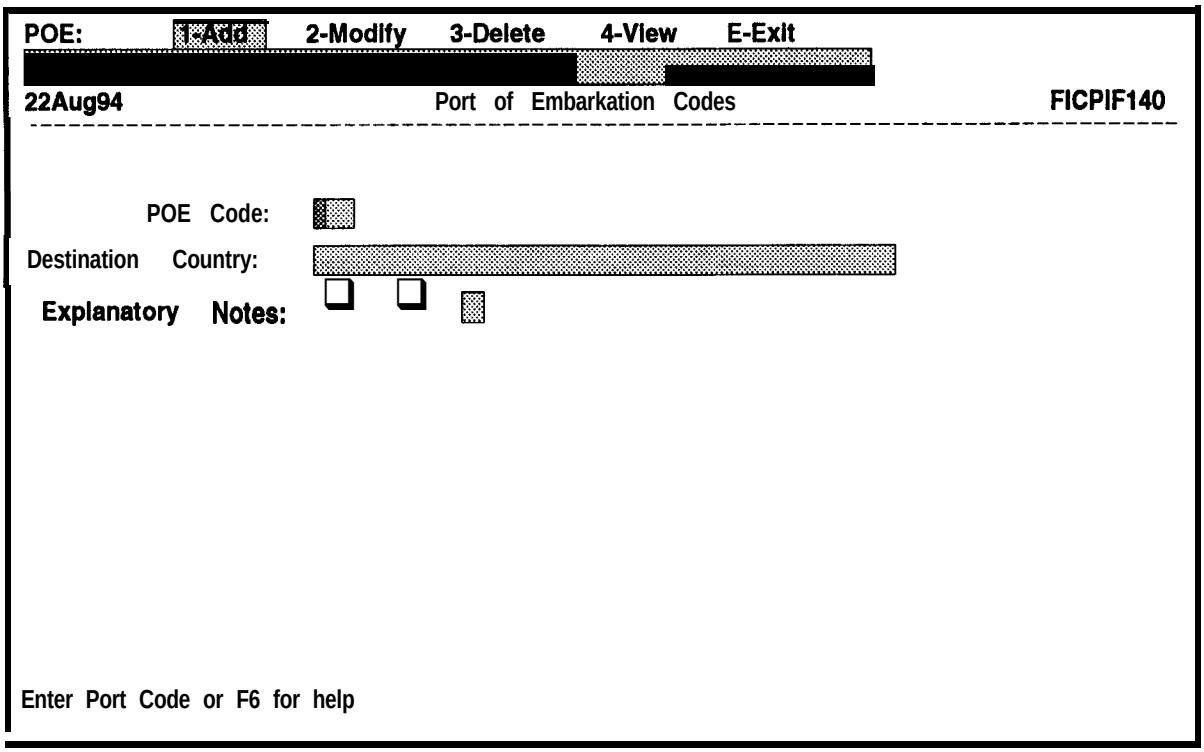


Figure 11-1 1. Port of Embarkation Codes Screen

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
POE Code	R	Enter the POE Code or F6 for help. This must be a valid entry in the Port Codes Reference Table described in paragraph 11.3.1.16 above.
Destination Country	R	Enter the Destination Country or F6 for help. This must be a valid entry in the Country Reference Table described in paragraph 11.3.1.18 above.
Explanatory Notes		Enter up to three Note Numbers or F6 for help. These must be valid entries in the Port Code Notes Reference Table described in paragraph 11.3.1.17 above.

c. Enter the **POE Code,** or press F6 to select a **POE Code** from the Port Code Help window. When F6 is used:

(1) Press **ESC** to display a list of all the valid Port Codes.

(2) Use the cursor control keys to highlight the desired Port Code, and press **ESC** to select it.

The cursor will return to the POE Code field of the Port of Embarkation Codes screen.

d. Press **RETURN** to move the cursor to the **Destination Country** field.

e. Enter **the Destination Country,** or press **F6** to select **the Country** from the Country Help window. When F6 is used:

(1) Press **ESC** to display a list of all the valid Country Names.

(2) Use the cursor control keys to highlight the desired Country, and press **ESC** to select it.

The cursor will return to the Destination Country field of the Port of Embarkation Codes screen.

f. Press **RETURN** to move the cursor to the first **Explanatory Notes** field.

g. Enter the **Note Number,** or press F6 to select a Note **Code** from the Port Code Notes Help window. When F6 is used:

(1) Press **ESC** to display the first Port Code Note.

(2) Use F3 to display the next Port Code Note, or F4 to display the previous Port Code Note. When the desired note is displayed, press ESC to select it.

The cursor will return to **the Explanatory Notes** field of the Port of Embarkation Codes screen.

h. Press **RETURN** to move the cursor to **the** next **Explanatory Notes** field.

i. As necessary, repeat the procedures in paragraphs g. and **h.** above to add the second and third **Explanatory Notes.**

j. When all of the entries have been made, press **ESC** to save the data. A **Record added** message will be displayed at the bottom of the screen and the cursor will return to the POE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

Note: If you enter a combination of **POE Code, Destination Country,** and **Explanatory** Notes that already exists in this table, a message **Record already** exists will be displayed and the cursor will return to the **POE Code** field. When this happens, correct the entries or press **Ctrl-C** to abort the process.

b1.3.1.19.2 Modifying a Port of Embarkation (POE) Code.

The function allows **you** to change **the Explanatory Notes** associated with a specific combination of a POE Code and a Destination Country.

Use the following procedures to modify a Port of Embarkation Code to the Reference Table:

a. From the Reference Tables menu, select **Port of Embarkation (POE) Codes.** The POE: ring menu will be displayed at the top of the Port of Embarkation Codes screen.

b. Select **Modify** from the POE: ring menu. The cursor will move to the **POE Code** field of the Port of Embarkation Codes screen shown as shown in Figure 1 1- 11 (page 1 l-63).

Note: There are several ways to select the record to be modified. The following procedures give you the greatest flexibility by entering you selection criteria and then selecting the desired record from a list of records that match your selection criteria. Another method is to follow the procedures in paragraphs 11.3.1.19.1c. through 11.3.1.19.1j. above.

c. Press F6 to display the POE Help window. The cursor will be in **the Destination Country** field. As necessary, press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

Note: You can enter selection criteria into any one or any combination of the displayed fields. The more specific your criteria, the shorter the list of matching records will be. The fastest technique is to enter only the **Destination Country** and the **Port Code.**

d. Enter your first selection criteria and press **RETURN.** The cursor will move to the next field.

e. As necessary, repeat the procedures in paragraph c. and **d.** above until all of your selection criteria is entered.

f. When all of you selection criteria is entered, press **ESC** to accept it. The records matching your selection criteria will be displayed in the POE Help window.

g. Use the cursor control keys to highlight the desired record and press **ESC.** The cursor will return to the first Explanatory Notes field of the Port of Embarkation screen and the data for the selected record will be displayed.

h. As necessary, press **RETURN** until the cursor is in the field where you want to make the change.

i. Enter the new Note Number by typing over the displayed information, and press **RETURN.** Press the **SPACEBAR** to remove a displayed Note Code.

j. When all of the changes have been made, press **ESC** to accept them. A **Record Modified** message will be displayed at the bottom of the screen and the cursor will return to the POE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.19.3 Deletina a Port of Embarkation (POE) Code.

Use the following procedures to delete a Port of Embarkation Code to the Reference Table:

a. From the Reference Tables menu, select **Port of Embarkation (POE) Codes.** The POE: ring menu will be displayed at the top of the Port of Embarkation Codes screen.

b. Select **Delete** from the POE: ring menu. The cursor will move to the **POE Code** field of the Port of Embarkation Codes screen shown as shown in Figure 1 1- 11 (page 1 l-63).

Note: There are several ways to select the record to be deleted. The following procedures give you the greatest flexibility by entering you selection criteria and then selecting the desired record from a list of records that match your selection criteria. Another method is to follow the procedures in paragraphs 11.3.1.19.1c. through 11.3.1.19.1j. above.

c. Press **F6** to display the POE Help window. The cursor will be in the **Destination Country** field. As necessary, press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

Note: You can enter selection criteria into any one or any combination of the displayed fields. The more specific your criteria, the shorter the list of matching records will be. The fastest technique is to enter only the **Destination Country** and the **Port Code.**

d. Enter your first selection criteria and press **RETURN.** The cursor will move to the next field.

e. As necessary, repeat the procedures in paragraph c. and **d.** above until all of your selection criteria is entered.

f. When all of you selection criteria is entered, press **ESC** to accept it. The records matching your selection criteria will be displayed in the POE Help window.

g. Use the cursor control keys to highlight the desired record and press **ESC.** The cursor will return to the Port of Embarkation screen and the data for the selected record will be displayed. A prompt will be displayed:

Are you sure you want to delete this record (y/n)?

(1) Enter Y if you want to delete the displayed record. A **Record deleted** message will be displayed at the bottom of the screen and the cursor will return to the POE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

(2) If you do not want to delete the displayed record, enter N. A **Record Not Deleted** message will be displayed at the bottom of the screen and the cursor will return to the POE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.1.19.4 Viewing a Port of Embarkation (POE) Code.

Use the following procedures to view a Port of Embarkation Code to the Reference Table:

a. From the Reference Tables menu, select **Port of Embarkation (POE) Codes.** The POE: ring menu will be displayed at the top of the Port of Embarkation Codes screen.

b. Select View from the POE: ring menu. The cursor will move to the **POE Code** field of the Port of Embarkation Codes screen shown as shown in Figure 11-11 (page 11-63).

Note: There are several ways to select the record to be viewed. The following procedures give you the greatest flexibility by entering you selection criteria and then selecting the desired record from a list of records that match your selection criteria. Another method is to follow the procedures in paragraphs 11.3.1.19.1c. through 11.3.1.19.1j. above.

c. Press F6 to display the POE Help window. The cursor will be in the **Destination Country** field. As necessary, press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

d. Enter your first selection criteria and press **RETURN.** The cursor will move to the next field.

e. As necessary, repeat the procedures in paragraph c. and **d.** above until all of your selection criteria is entered.

f. When all of you selection criteria is entered, press **ESC** to accept it. The records matching your selection criteria will be displayed in the POE Help window.

g. Use the cursor control keys to highlight the desired record and press **ESC. The** data for the selected record will be displayed in the Port of Embarkation Codes screen and the cursor will return to the POE: ring menu where you can select another option or press **E-Exit** twice to return to the Shipment Planning menu.

11.3.2 Managing and Viewina GBL Block Numbers.

When you first use TC ACCIS, you will need to enter the block of **GBL numbers** to be available for use on the Government Bills of Lading and then activate the block. If this is not done before the first user attempts to prepare a GBL, TC ACCIS will prompt the user that no blocks of GBL numbers have been entered and a GBL cannot be prepared.

11.3.2.1 Addina GBL Blocks.

GBLs are accountable documents so each GBL is given a unique number or letter and number, so. In order for this unique number to be assigned to each GBL, the Freight Section must use the following procedures to enter the block of numbers to be used into the TC ACCIS system:

a. From the Shipment Planning menu, select **Shipping Documentation.** The Shipping Documentation menu will be displayed.

b. From the Shipping Documentation menu, select **GBL Functions.** The GBL Functions menu will be displayed.

c. From the GBL Functions menu, select **Manage Blocks of GBL Numbers.** The Manage Blocks of GBL Numbers menus will be displayed.

d. From the Manage Blocks of GBL Numbers menu, select **Add GBL Blocks.** The Add Series of GBL Numbers screen will be displayed.

(1) Enter the one character **prefix for the series of GBL numbers.** This character will be entered for both the First and Last GBL Number in the Series and the cursor will move to the next part of the field.

(2) Enter the **first serial number** in the series (7 digit number) and press **RETURN.** The cursor will move to the second part of the **Last GBL Number is Series** field.

(3) Enter the **last serial number** in the series (7 digit number) and press **ESC.** After pressing **ESC.** A prompt will be displayed:

Do you want to add this series of GBL Numbers (y/n)?

(a) Enter Y in response to the prompt to add the new GBL series. A message will be displayed that a new series of GBL numbers has been added and the cursor will return to the Mange GBL Numbers menu.

(b) Enter N in response to the prompt to cancel the Add process. The cursor will return to the beginning of the **First GBL Number in Series** field. When this happens, repeat the procedures in paragraphs **(1)** through (3) above to enter the correct GBL numbers or press **Ctrl-C** to abort the Add process and return to the Manage Blocks of GBL Numbers menu. When **Ctrl-C** is pressed, a prompt will be displayed:

Do you want to exit without saving this series of GBL Numbers (y/n)?

1. Enter **n** in response to this prompt and the cursor will return to the Add Series of GBL Numbers where you can repeat the procedures in paragraph **(b)** above.

2. Enter y in response to this prompt and the process will be aborted. The cursor will return to the Manage Blocks of GBL Numbers menu where you can make another selection or press **E-Exit** three times to return to the Shipment Planning menu.

e. Select **Activate GBL Block** from the Manage Blocks of GBL Numbers menu and the Activate GBL Blocks screen will be displayed with a list of GBL number blocks that have note been activated.

f. Use the cursor control keys to highlight the block of GBL numbers you want to activate and press ESC.

(1) If no block of GBL numbers is active, a prompt will be displayed:

Do you want to Activate series X-nnnnnnn to X-nnnnnnnn (y/n)?

(a) Enter Y in response to the prompt to activate the new GBL series. A message will be displayed that a new series of GBL numbers has been activated and the cursor will return to the Manage Blocks of GBL Numbers menu.

(b) Enter N in response to the prompt to cancel the Activation process. The prompt window will close and the cursor will return to Activate GBL Blocks screen where you can select another block of GBL numbers to activate, or press **Ctrl-C** to abort the process.

(2) If another block of GBL numbers is already active, a message will be displayed:

You must void the Active Block before activating another Block.

You must press **Ctrl-C** to exit from the Add Series of GBL Numbers screen. The cursor will return to the Manage Blocks of GBL Numbers menu.

(a) Select the Void GBL Blocks option. The Void GBL Blocks screen will be displayed with a list of Active GBL Numbers.

(b) Use the cursor control keys to highlight the block of GBL numbers to be voided.

(c) Press **ESC** to void the highlighted block. A prompt will be displayed:

Do you want to Void series X-nnnnnnn to X-nnnnnnnn (y/n)?

Enter y in response to this prompt and a message will be displayed that the block of GBL numbers has been voided and the cursor will return to the Manage Blocks of GBL Numbers menu.

Enter **n** in response to this prompt and the cursor will return to the Void GBL Blocks screen. In this case, repeat the procedures in (a) and (b) above to Void another block of numbers, or press **Ctrl-C** to abort the Void process.

Note: Press **Ctrl-C** at any time to abort the Activation process and return to the Manage Blocks of GBL Numbers menu.

11.3.3 Preparing a Non Unit Move Shipment Using Shipment Units (DD Form 1348).

This function allows you to combine one or more items of cargo into a Shipment Unit (SU) that will be assembled into one container for shipment to a single consignee as a Non Unit Move. When the Shipment Units have been created, the Shipments option on the Shipment Planning menu can be used to create Shipments and assign various shipment units to them. If required,

you can then create and print the Export Traffic Request or the the Domestic Routing Request. The Shipment files for the Domestic Routing Request can then be sent to the MTMC ASPUR system. The Export Traffic Release or the Domestic Routing Order can then be created and printed. Finally, the Government Bill of Lading can be created and printed.

NOTE TO ALL FREIGHT PERSONNEL

READ THIS BEFORE YOU BEGIN

Before you can successfully prepare a shipment unit, create the shipment, prepare and transmit Domestic Routing Requests or Export Traffic Requests, and prepare and print GBLs for a Non Unit Move Shipment, the following procedures must be completed by those responsible.

a. Complete the reference tables in ITO Equipment List Processing and Shipment Planning.

b. Correctly set the ASPUR parameters.

c. Enter and activate the **GBL Block Numbers** Freight personnel.

A flow chart showing the general procedures for preparing a Domestic Routing Request (DRR) or an Export Traffic Release/Request (ETRR) for a non unit move shipment using shipment units is shown in Figure 11-12. Each procedure is described in the following paragraphs.

11.3.3.1 Cateaories of Domestic Routing Requests (DRR).

Depending upon the characteristics of your shipment, there are three different categories that could be used. They are listed below in their order of complexity.

- Less Than Truckload (LTL) Shipments.
- Automatic Freight of All Kinds (FAK) Shipment.
- Manual CONUS Freight Management (CFM) Shipment.

Some of the same basic procedures are used in all three types of shipments. However, the Automatic FAK shipment and the Manual CFM shipment are more complex and therefore use some additional procedures. Since the Manual CFM shipments the most complex, it has a few more procedures that are not part of the Automatic FAK shipment.

The following paragraphs provide more details on the differences in these type shipments.

11.3.3.1.1 Less Than Truckload Shipments.

A Less Than Truckload (LTL) shipment is any shipment that weighs less than 10,000 pounds. The shipment cannot have any of the following special shipment requirements:

- Ammo/Hazardous

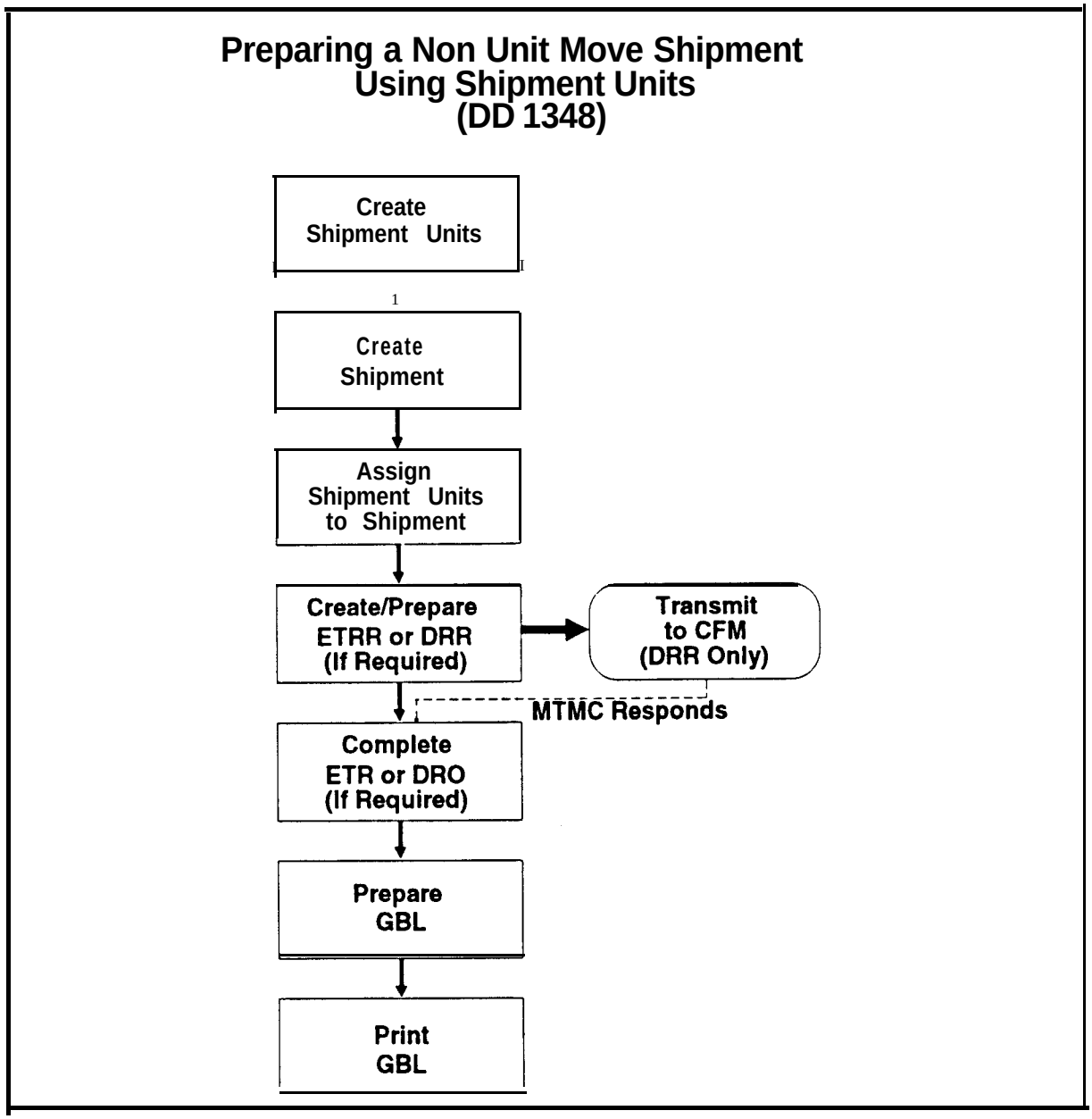


Figure 11-12. Flow Chart for Preparing a Non Unit Move

- Stop-offs
- Oversized items.
- Accessorial or Protective Services.

The Installation Transportation Officer (ITO) has the authority to select the carrier and route without forwarding the request through CFM.

The flow chart in Figure 11-13 shows the procedures to be used in creating an LTL shipment.

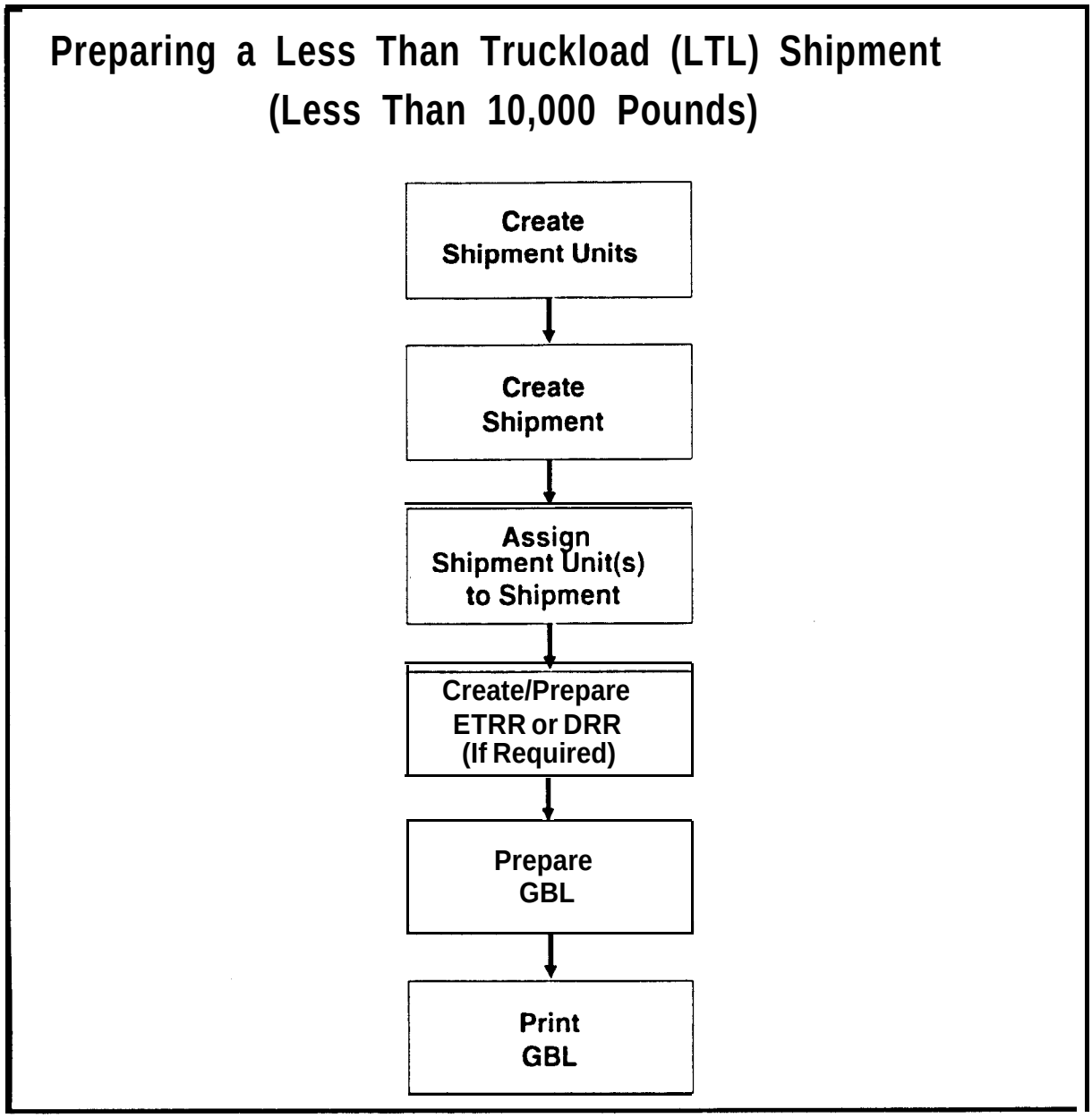


Figure 11-13. Flow Chart for Less Than Truckload (LTL)

11.3.3.1.2 Automatic Freight of All Kinds (FAK) Shipments.

An Automatic Freight of All Kinds (FAK) shipment is any shipment that weighs between 10,000 and 48,000 pounds. The shipment cannot have any of the following special shipment requirements:

- Ammo/Hazardous
- Stop-offs

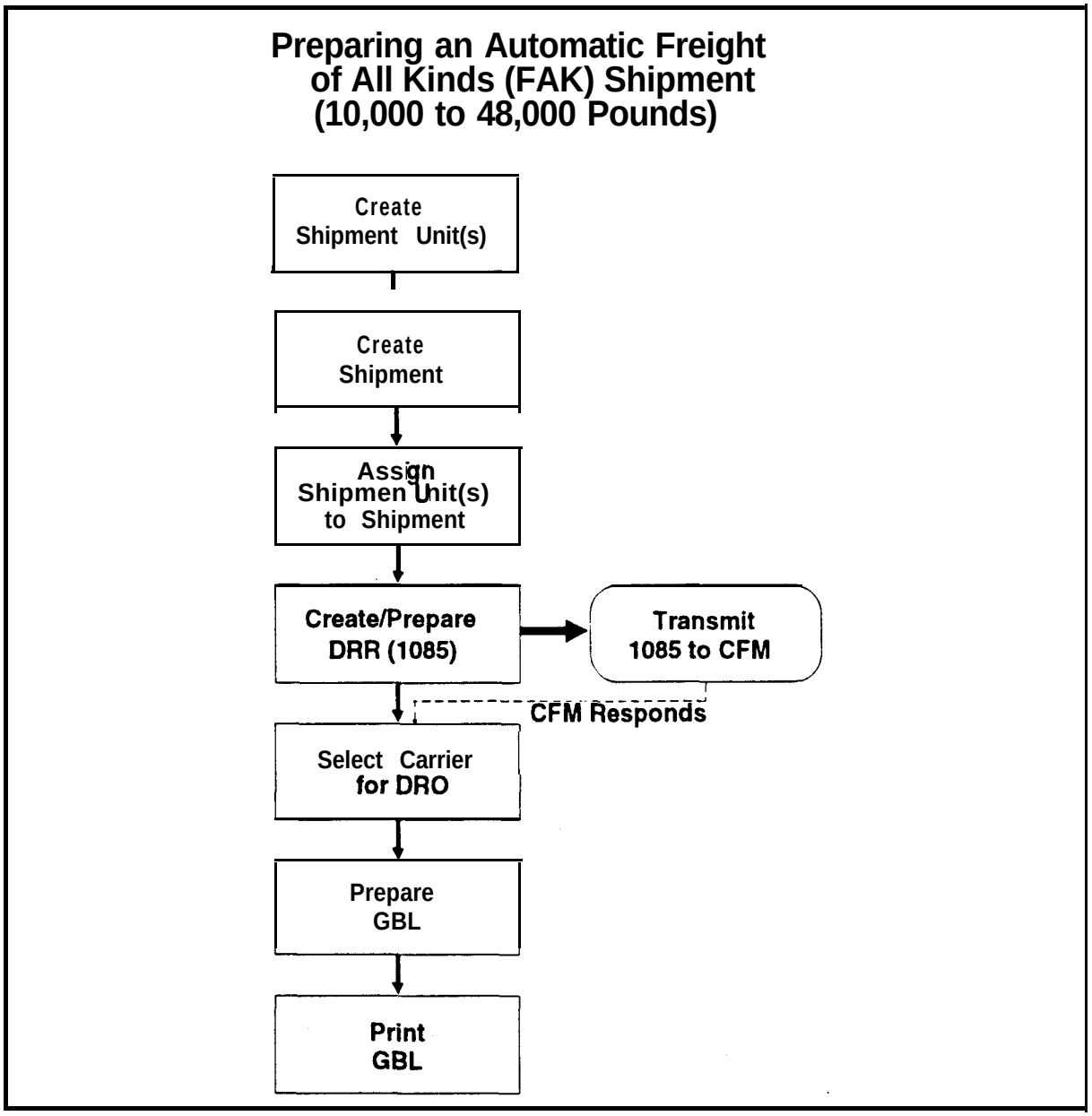


Figure 11-14. Flow Chart for Freight of All Kinds (FAK)

- Oversized items.
- Accessorial or Protective Services.

A Domestic Routing Request must be sent to CFM and an automatic response will be received from CFM within a half hour, on average, without human intervention.

The flow chart in Figure 1 1- 14 shows the procedures for creating an Automatic FAK shipment.

11.3.3.1.3 Manual CFM Shipments.

A Manual CFM shipment is any other shipment. It can weigh more than 48,000 pounds and can have any of the following special shipment requirements:

- Ammo/Hazardous
- Stop-offs
- Oversized items.
- Accessorial or Protective Services.

A Manual CFM Shipment requires the same procedures as an Automatic FAK Shipment, plus additional information necessary for CFM to process the DRR. Specifically it must include information on ammo/hazardous materials, stop-offs, oversized items, and accessorial or protective services that clearly identifies it as a shipment that requires a MTMC Area Command to approve and route the shipment. The response time of up to ten days, on average, from MTMC for a Manual CFM Shipment will be longer than for an Automatic FAK Shipment, however, the installation will now have the benefit of an audit trail of all inquiries.

The flow chart in Figure 11-15 shows the procedures to be used in creating a Manual CFM shipment.

11.3.3.2 Workina with Shipment Units.

A Shipment Unit is one or more pieces of cargo assembled into a single container for shipment to one consignee. This function allows **you to create, modify, delete, query, sort** or **view** Shipment Units.

11.3.3.2.1 Creating a Shipment Unit.

TC ACCIS assigns sequential Shipment Unit identification numbers consisting of the creation date and a sequence number, from 001 to 999, to each newly created Shipment Unit. For Shipment Units going to the same destination, you need to enter Shipment Unit header information only once.

Use the following procedures to create a Shipment Unit.

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipment Units.** Thc Shipment Units screen as shown in Figure 1 l-16 will be displayed with the SHIPMENT UNITS: ring menu displayed at the top.

SHIPMENT UNITS: I-Create 2-Modify 3-Delete 4-Query 5-Sort 6-View . . .

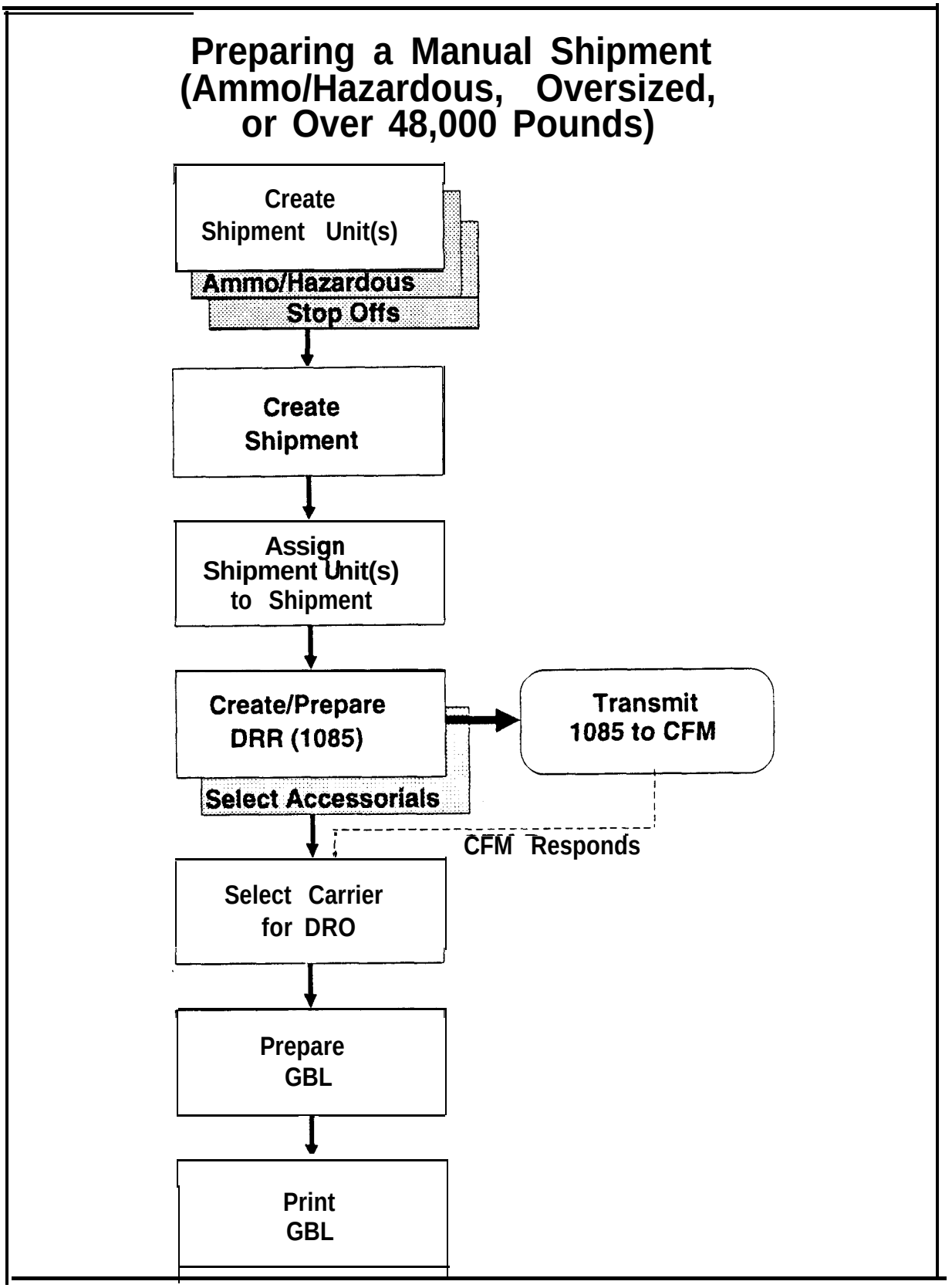


Figure 11-15. Flow Chart for Manual CFM Shipment

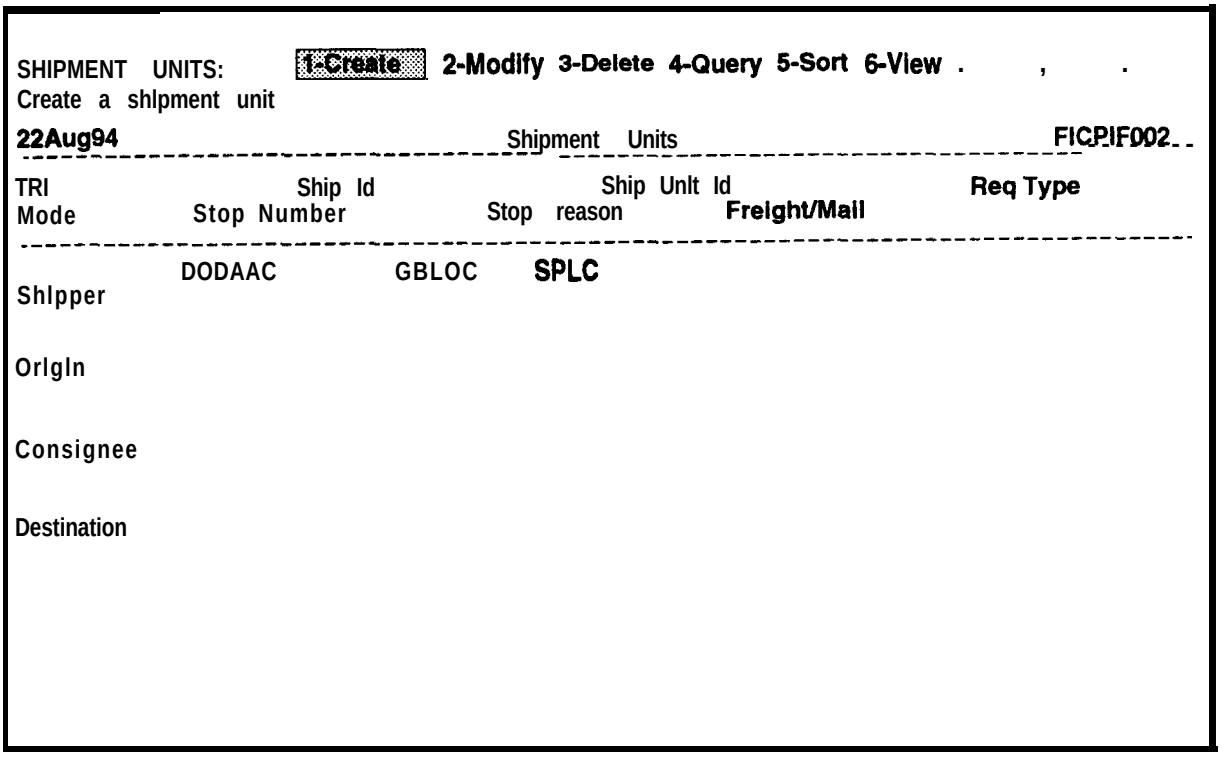


Figure 11-16. Shipment Unit Screen

The following is an explanation of the options in the **Shipment Units** ring menu.

Ring Menu Oetion	Explanation
Create	Use this option to prepare new Shipment Units.
Modify	Use this option to modify an existing Shipment Unit.
Delete	Use this option to delete an existing Shipment Unit.
Query	Use this option to enter **query values** to find a specific Shipment Unit.
Sort	Use this option to display the Shipment Units sorted by one of the following criteria: Shipment Unit ID Date, GBLOC Destination, DODAAC Destination, Required Delivery Date, Priority, Total Weight, Total Cube, or Stop Number.
View	Use this option to list all Shipment Units that have been assigned for a single shipment.

The following is an explanation of the fields in the header section (top portion) of the Shipment Units screen:

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
TRI		The **Transportation Request Identification (TRI) number** field is blank if the Shipment Unit is not for a Request for Transportation.

Ship ID		The identification number of the shipment that this shipment unit is assigned to (field is blank if Shipment Unit is unassigned).
Ship Unit Id	A	The unique identifying number for the Shipment Unit; this consists of the creation date (in ddmmmyy format) and the sequence number (ranging from 001 to 999).
Req Type		The type of request-D for Domestic Routing Request, E for Exportt Traffic Release, or 0 for Other (**Other** is used for shipments routed by the ITO). When there is a yes response to the prompt, "Is source of this SU a Transportatron Request? , then this field will be automatically filled from the RFT.
Mode		Indicates the method of transport (rail, truck, bus, other). When there is a yes response to the prompt, "Is source of this SU a Transportation Request. ?", then this field will be automatically filled from the RFT.
Stop Number		Indicates the sequential loading order for this Shipment Unit in a shipment with multiple Shipment Units.
Stop reason		This field is used only when a **Stop Number** has been entered. You can enter **UL** to indicate Unload or **LD** to indicate Load a shipment unit.
Freight/Mail		Enter **F** to indicate a Freight or **M** to indicate a Mail shipment unit classification.

Note: For fields that require entry of a Reference Table code, you can either enter the **code** and press **RETURN** or press **F6-Help** to display a list of valid codes from the reference table and select the appropriate code by pressing **ESC** at the desired code.

The fields in the lower portion of the Shipment Units screen are for entering or updating the **DODAAC** (Department of Defense Activity Address Code), **GBLOC** (GBL Office Code), and **SPLC** (Standard Point Location Code) for various locations related to the shipment: The following is an explanation of these fields:

Field Name	Type	Explanation
		NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.
Shipper	R	The carrier transporting this shipment.
Origin	R	Originating site of the shipment.
Consignee	R	Transportation Officer at the destination.
Destination	R	Receiving site of the shipment.

Note: The Origin, Consignee and Destination fields may be different to accommodate user needs for having different data in Blocks 5, 8, 9, and 11 of the GBL.

c. From the SHIPMENT UNITS: ring menu, select Create. A prompt will be displayed:

Is the source of this SU a Transportation Request (y/n)?

Note: The procedures in this section are for Non Unit Moves using the DD Form 1348 as the source. If the Request for Transportation has been completed for this move, the freight user needs to respond y to this prompt and then use the procedures in paragraph 11.3.6 below to create the shipment unit.

Note: After you have entered and saved the **Shipment Unit Header and Detail** information (including Hazardous Material data, if applicable), you can re-use the header information that you entered on the Shipment Units screen to create Shipment Units that are going to the same destination.

d. Enter **n** (no) in response to this prompt. The current date will be entered into the first portion of the **Ship Unit Id** field and the default **Shipper** and **Origin** information will be displayed in the **DODAAC, GBLOC,** and **SPLC** fields. The cursor will move to the **Req Type** field.

e. Enter **the Request Type** and press **RETURN.** The cursor will move to the **Mode** field.

f. Enter the **Mode** and press **RETURN,** or press F6 to select the **Mode** from a list of valid Mode Codes. When F6 is used, use the cursor control keys to highlight the desired Mode and press **ESC. The** cursor will move **to** the **Stop Number** field

g. The **Stop Number** is an optional field that can be used to identify stops along the route.

(1) When appropriate, enter the **sequential number** for the **Stop** for this shipment unit and press **RETURN.** The cursor will move to the **Stop reason** field.

Enter **UL** to indicate Unload or **LD** to indicate Load a shipment unit and press **RETURN.** The cursor will move to the **Freight/Mail** field.

(2) When there is no need to stop along the route, leave this field blank and press **RETURN.** The cursor will move to the **Freight/Mail** field.

h. Enter **F** to indicate a Freight or **M** to indicate a Mail shipment unit classification and press **RETURN.** The cursor will move to the **DODAAC Shipper** field..

i. The default information in the **Shipper,** and **Origin** fields that is associated with the Requester's DODAAC can be changed by entering a different **DODAAC** for the Shipper and/or Origin.

(1) To make a change, press **RETURN** until the cursor is in **the DODAAC** field where you want to make the change.

(a) Enter the new **DODAAC** by typing over the displayed information and press **RETURN,** or press **F6** to select the **DODAAC** from a list of valid DODAACs. When F6 is used, the DODAAC window will be displayed.

1 Enter your selection criteria in any one or all of the **DODAAC, GBLOC,** or **Installation Name** fields, pressing **RETURN** after each entry.

Note: As an alternative you can press **ESC** to display a list of all valid DODAACs.

2 When all of your selection criteria have been entered, press **ESC.** A list of all records that meet your selection criteria will be displayed.

3 Use the cursor control keys to highlight the desired DODAAC and press **ESC.** The cursor will move to the next field in the Shipment Units screen.

(b) As necessary, repeat the procedures in paragraphs **(1)** and **(a)** above until all the desired changes have been made.

(c) Press **RETURN** until the cursor is in the **Origin SPLC** field.

(2) If you do not want to change the Shipper, or Origin DODAAC, press **RETURN** twice to move the cursor to the **Origin SPLC** field.

Note: An entry in the **SPLC** field is appropriate **only** for Domestic shipments and the SPLC must be associated with the GBLOC.

j. Enter the **SPLC** and press **RETURN,** or press F6 to select the **SPLC** from a list of valid SPLCs associated with this GBLOC. When F6 is used, the SPLC Code window will be displayed.

(1) Enter your selection criteria in any one or all of the **SPLC, GBLOC,** or **SPLC Address1** fields, pressing **RETURN** after each entry.

Note: As an alternative you can press **ESC** to display a list of all valid SPLCs.

(2) When all of your selection criteria have been entered, press **ESC.** A list of all records that meet your selection criteria will be displayed.

(3) Use the cursor control keys to highlight the desired SPLC and press **ESC.** The SPLC Code window will close and the cursor will return to the **Origin SPLC** field of the Shipment Units screen.

(4) Press **RETURN** to move the cursor to the **Consignee DODAAC** field.

k. Enter the **DODAAC of the Consignee** and press **RETURN,** or press F6 to select the **DODAAC** from a list of valid DODAACs. When F6 is used, the DODAAC window will be displayed.

(1) Enter your selection criteria in any one or all of the **DODAAC, GBLOC,** or **Installation Name** fields, pressing **RETURN** after each entry.

Note: As an alternative you can press **ESC** to display a list of all valid DODAACs.

(2) When all of your selection criteria has been entered, press **ESC.** A list of all records that meet your selection criteria will be displayed.

(3) Use the cursor control keys to highlight the desired DODAAC and press **ESC.** The DODAAC window will close and the cursor will return to **the Destination DODAAC** field of the Shipment Units screen. The default information associated with that DODAAC will be displayed in the **Consignee,** and **Destination DODAAC** and **GBLOC** fields. The cursor will move to **the Destination DODAAC** field.

(a) If you want to change the Destination DODAAC, enter the new **DODAAC** by typing over the displayed information, or press **F6** to select the **DODAAC** from a list of valid DODAACs. When F6 is used, follow the procedures in paragraphs **(1)** through (3) above while in the **Destination DODAAC** field. When you press **ESC,** the cursor will move to the **Destination SPLC** field.

(b) If you do not want to change the Destination DODAAC, press **RETURN** to move the cursor to the **Destination SPLC** field.

Note: An entry in the **SPLC** field is appropriate **only** for Domestic shipments and the SPLC must be associated with the GBLOC.

l. Enter the **SPLC** and press **RETURN,** or press F6 to select the **SPLC** from a list of valid **SPLCs** associated with this GBLOC. When F6 is used, the SPLC Code window will be displayed.

(1) Enter your selection criteria in any one or all of the **SPLC, GBLOC,** or **SPLC Address1** fields, pressing **RETURN** after each entry.

Note: As an alternative you can press **ESC** to display a list of all valid SPLCs.

(2) When all of your selection criteria have been entered, press **ESC.** A list of all records that meet your selection criteria will be displayed.

(3) Use the cursor control keys to highlight the desired SPLC and press **ESC.** The SPLC Code window will close and the cursor will return **to the Destination SPLC** field of the Shipment Units screen.

m. Review the entries you have just made. As necessary, press **RETURN** until the cursor is in the field where you want to make the change.

(1) Enter the new information by typing over the displayed information and press **RETURN.** The data associated with the new entry will bc displayed.

(2) Repeat the procedures in paragraphs **m.** and **(1)** above until all the entries are correct.

n. As necessary, press F7 to add GBL Item Remarks. The Item Description Remarks window will be displayed as shown in Figure 11-17.

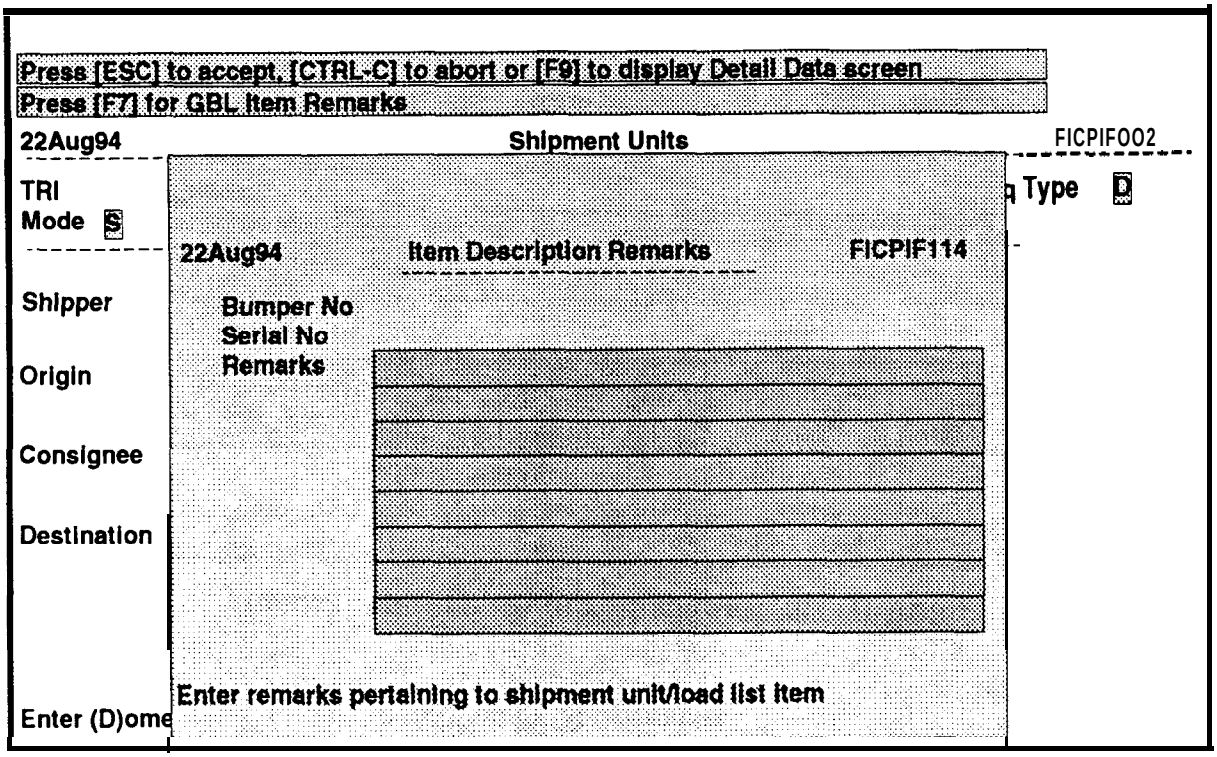


Figure 1 l-17. GBL Item Description Remarks Window

(1) Enter **the GBL Item Description Remarks** or change the existing remarks by typing over the displayed information. As necessary, use the cursor control keys to reposition the cursor.

(2) When all the changes have been made, press ESC to save your changes. The cursor will return to the Shipment Units screen.

o. When all of your entries are correct, press F9 or **ESC.** The Shipment Units Detail Data screen will be displayed as shown in Figure 1 1- 18.

p. As necessary, enter data in the following fields on this screen, pressing **RETURN** after each entry:

Field Name	Type	Explanation

NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.

unit of Issue		The Unit of Issue for this Shipment Unit.
National Stock Number		National Stock Number. This field is automatically filled from the RFT when the source is an RFT.

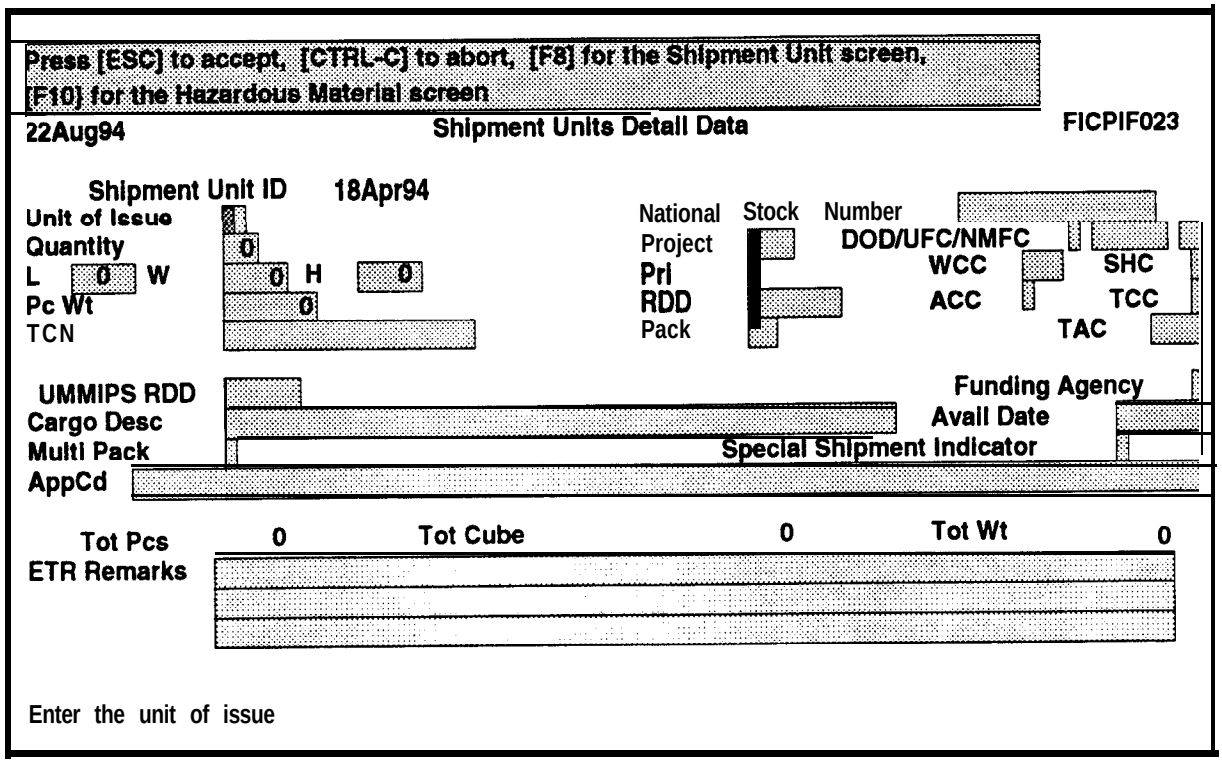


Figure 11-18. Shipment Unit Detail Data Screen

Quantity	R	Number of pieces in the Shipment Unit. This field is automatically filled from the RFT when the source is an RFT.
L, W, H		**Length, Width,** and **Height** in inches of the Shipment Unit. Defaults to 0 (zero) and can be skipped to enter only the **Total Cube.** This field is automatically filled from the RFT when the source is an RFT.
PC wt		Total weight in pounds of the Shipment Unit pieces. Defaults to 0 (zero) and can be slopped to enter **Total Weight** only. This field is automatically filled from the RFT when the source is an RFT.
TCN		Transportation Control Number (TCN) for the Shipment Unit. Must be 17 alpha/numeric characters in length.
Project		Project Code.
Pri	R	Transportation priority (Pri) of this shipment (**1, 2, 3,** or **4**).
RDD	R	Required Delivery Date (RDD). This field is automatically filled from the RFT when the source is an RFT.
Pack	R	Enter **Pack Code** (press F6 for help). This field is automatically filled from the RFT when the source is an RFT.
DOD/UFC/ NMFC Indicator	R	This is a three part field. In the first part of the field, enter **D** to indicate a Department of Defense Classification (DOD) Code, **U** to indicate a Uniform Freight

Classification (UFC) Code when the shipment method is rail, or N to indicate a National Motor Freight Classification (NMFC) Code when shipment method is truck.

In the second part of the field, enter the Commodity Classification Code, or press **F6** for help.

Enter the suffix in the third part of the field.

Note: The **WCC, ACC, SHC, TCC,** and **TAC** fields apply only to Shipment Units with request types of **E** (Export Traffic Request). If the request type is **D** (Domestic Routing Request), these fields are skipped.

WCC	Water Commodity Code (WCC) (Export Shipment Units only); press F6 to display a help window listing valid codes. This field is automatically filled from the RFT when the source is an RFT.
ACC	Air Commodity Code (ACC) (Export Shipment Units only). Press **F6** to display a help Window listing valid codes.
SHC	Special Handling Code (SHC) (Export Shipment Units only); press F6 to display a help window listing valid codes. This field is automatically filled from the RFT when the source is an RFT.
TCC	Type Cargo Code (TCC) (Export Shipment Units only); press F6 to display a help window listing valid codes. This field is automatically filled from the RFT when the source is an RFT.
TAC	Transportation Account Code (TAC) (Export Shipment Units only).
UMMIPS RDD	Enter the Required Delivery Date in accordance with the Uniform Material Movement and Issue Priority System.

Note: In the Funding Agency field, the information will be drawn from the Finance Center Code reference tables based on the letter code you enter. The address of the appropriate agency will print in block 13 of the GBL.

Funding Agency R	Funding Service Code; press F6 to display a help window listing valid codes. This determines the disbursing center to be printed in Block 13 of the GBL.
Cargo Desc	Brief description of the Shipment Unit. This field is automatically filled from the RFT when the source is an RFT.
Avail Date	Date that Shipment Unit will be available to ship. This field is automatically filled from the RFT when the source is an RFT.
Multi Pack	Y for yes, N for no.
Special Shipment Indicator	Enter y to indicate shipments that contain **Hazardous/Explosive Materials**, have a **Security Risk Code,** or a **Security Risk Category,** or have **Oversized** di-

mensions. Entering y in this field will automatically open the Special Shipment Indicators window where you can identify the specific type(s) of indicator.

AppCd		Appropriations Chargeable to this Shipment Unit.
Tot Pcs	A	Total number of pieces in this shipment. This field is automatically filled from the Quantity field.
Tot Cube	R	Total cubic inches of this Shipment Unit. When the Length, Width, and Height fields have been entered, this field is automatically calculated and entered, and the user can not access this field. When the **Length, Width,** and/or **Height** fields are zero, the cursor will move to this field so the user can manually enter the Total Cube for this Shipment Unit.
Tot Wt	R	Total weight of this Shipment Unit. When the **Quantity,** and **Pc Wt** fields have been entered, this field is automatically calculated and entered, and the user can not access this field. When the **Quantity** and/or **Pc Wt** fields are zero, the cursor will move to this field so the user can manually enter the Total Weight for this Shipment Unit.

Note: The total weight and/or total cube for a Shipment Unit cannot exceed 999,999,999. If the total weight and/or total cube of the items in the Shipment Unit exceed this limit, the Assign Shipment Unit screen and the Move Shipment Unit screen will lock up when trying to view that Shipment Unit. To avoid this problem, the user must create multiple Shipment Units for any items that exceeds the limits for the total weight and/or total cube.

Note: The ETR Remarks field applies only to Shipment Units with request types of E (Export Traffic Request). If the request type is D (Domestic Routing Request), this field is skipped.

ETR Remarks	Export Traffic Release (ETR) remarks (Export Shipment Units only). Remarks entered here will be printed on the Export Traffic Release in the R24 cards. If the Shipment Unit is outsized, Export Traffic Release Remarks will be generated on line 1. Therefore, only lines 2 & 3 will be available for input.

q. If this Shipment Unit includes Hazardous/Explosive materials, continue with the procedures in paragraph **r.** below. If this Shipment Unit does not include **Hazardous/Explosive** materials, continue with the procedures in paragraph **s.** below.

Note: This Shipment Unit includes **Hazardous/Explosive** materials if you entered **y (yes)** in the **Hazardous/Explosive** field of the Special Shipment Indicators window that is displayed when you entered **y (yes)** in the **Special Shipment Indicator** field described above.

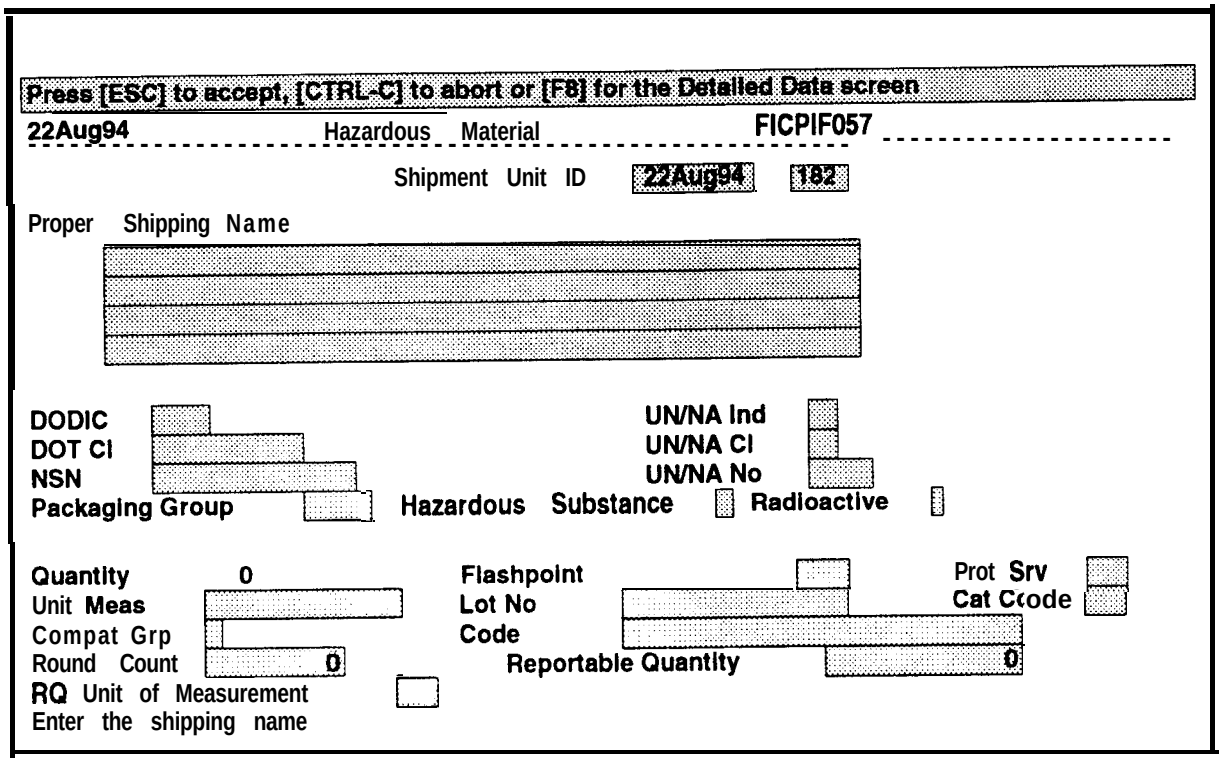


Figure 1 1-1 9. Hazardous Material Screen

r. If this Shipment Unit includes **Hazardous/Explosive** materials, press **F10** to access the Hazardous Material screen, as shown in Figure 1 l-19, before you press **ESC** to return the SHIPMENT UNITS: ring menu. The Hazardous Material screen will be displayed.

(1) As necessary, enter data in the following fields, pressing **RETURN** after each en try:

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
Shipment Unit ID	A	Shipment Unit Identification Number.
Proper Shipping Name		Shipping name of the hazardous material and Remarks.
DODIC	R	DOD Identification Code (DODIC) of the material.
DOT Cl	R	Department of Transportation Class (DOT Cl).
NSN	R	National Stock Number.
UN/NA Ind		United Nations or North American indicator (UN/NA).
UN/NA Cl		UN or NA classification code.
UN/NA No		UN or NA number.
Packaging Group	R	Enter the Packaging Group for this Shipment Unit.

Hazardous Substance		Enter y when this Shipment Unit contains a hazardous substance, or enter **n** when it does not contain a hazardous substance.
Radioactive		Enter **y** when this Shipment Unit contains radioactive materials, or enter **n** when it does not contain radioactive materials.
Quantity	A	Number of items in the Shipment Unit is automatically entered from the Shipment Unit Quantity.
Flashpoint	R	Temperature at which the ammo or hazardous/explosive material burns.
Prot Srv		Protective Services Code. The following are valid Protective Service Codes:
		G Armed Guard Surveillance.
		S Protective Security Service.
		D Dual Driver Protective Service.
		A DOD Constant Surveillance Service (non-confidential).
		C DOD Constant Surveillance Service (confidential).
		M Motor Surveillance Service.
		R Rail Surveillance Service.
		T Tank Surveillance Service.
Unit Meas	R	Unit of measure for the ammunition or hazardous material (gallons or pounds, for example).
Lot No		Lot number.
Cat Code		Sensitivity code.
Compat Grp	R	Load storage Compatibility Group code.
Code	R	Label code.
Round Count		Number of rounds of ammunition.
Reportable Quantity		Enter the reportable quantity of rounds
RQ Unit of Measurement	R	Enter the Unit of Measure for the Reportable Quantity of rounds.

(2) When all the entries have been made in the Hazardous Material screen, review the displayed data to verify that it is correct. As necessary, press RETURN to move the cursor to the field where a correction needs to be made and enter the correct information by typing over the displayed data. As necessary, repeat this procedure until all the entries arc correct.

(3) When all of the entries in the Hazardous Material screen are correct, press **ESC** to save the data. The cursor will return to the **Unit** of **Issue** field of the Shipment Units Detail Data screen.

s. Review the entries you have just made in the Shipment Units Detail Data screen.

(1) As necessary, press **RETURN** to move the cursor to the field where a change is to be made.

(2) Enter the new data by typing over the displayed information, and press **RETURN.**

(3) When all of your entries are correct, press **F8** to return to the access the Hazardous Materials screen and make corrections to the data displayed there.

t. When all of your entries are correct, press **ESC** to save the data. A prompt will be displayed:

Do you wish to create another shipment unit with the same header (y/n)?

(1) Enter y in response to this prompt and the data in the Shipment Units screen will be retained. However, a new sequence number will be assigned in the last part of the **Ship Unit Id** field. This will give the new Shipment Unit a different, but still unique, identification number. Some of the data in the Shipment Units Detail Data screen will also be retained and the other fields will be blank. The cursor will be in the **Unit of** Issue field where you can create another Shipment Unit by following the procedures in paragraphs **p.** through t. above.

(2) Enter **n** in response to this prompt and the cursor will return to the SHIPMENT UNITS: ring menu on the Shipment Units screen where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

Note: The next five paragraphs provide information on the other options available from the SHIPMENT UNITS: ring menu, which are to **modify, delete, query, sort,** and **view** the Shipment Units. To continue preparation of your Non Unit Move Shipment using Shipment Units, you should now create the Shipment by using the procedures in paragraph 11.3.3.3.1 *-Create Shipment.*

11.3.3.2.2 Modifying a Shipment Unit.

This function allows you to make changes to an existing Shipment Unit. The screens for modifying Shipment Unit data are the same as those used for creating them, as indicated in paragraph 11.3.3.2.1 (page 1 l-74) above.

Use the following procedures to **modify** a Shipment Unit:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipment Units.** The Shipment Units screen as shown in Figure 1 1-16 (page 1 l-76) will be displayed with the SHIPMENT UNITS: ring menu displayed at the top.

SHIPMENT UNITS: 1-Create 2-Modify 3-Delete 4-Query 5-Sort 6-View . . .

c. Select **Modify** from the SHIPMENT UNITS: ring menu. The cursor will move to the **Ship Unit Id** field.

d. Enter **the Shipment Unit ID** of the Shipment Unit you want to modify and press **ESC.** If you do not know the ID, press F6 to display a list of valid IDs. When F6 is used, use the cursor control keys to highlight the desired **Shipment Unit ID** and then press **ESC** to select it. The data for that Shipment Unit will be displayed. The cursor will be in the **Req Type** field.

(1) As necessary, press **RETURN** until the cursor is in the field where you want to make the change. A description of the data to be entered in each field begins on page 1 l-76 above.

(2) Enter the new data by typing over the displayed information.

(3) Repeat the procedures in paragraphs **(1)** and (2) above until all the necessary changes have been made in the Shipment Unit screen.

e. As necessary, press F7 to display the Item Description Remarks window (Figure 1 l-17, page 1 l-81).

(1) As necessary, use the cursor control keys to move the cursor to the location where you want to make the change.

(2) Enter **the GBL Item Description Remarks** or change the existing remarks by typing over the displayed information.

(3) When all the changes have been made, press **ESC** to save your changes. The cursor will return to the Shipment Units screen.

f. As necessary, press F9 to display the Shipment Units Detail Data screen (Figure 1 1- 18, page 1 l-82).

(1) As necessary, press **RETURN** until the cursor is in the field where you want to make the change. A description of the data to be entered in each field begins on page 1 l-81 above.

(a) Enter the new data by typing over the displayed information, and press **RETURN.**

(b) If there is a **Y** in the **Special Shipment Indicator** field, or if you enter a Y in this field, the Special Shipment Indicators window will be displayed when **you** press **RETURN** in this field. When this happens:

Note: If you change the **y** in the **Hazardous/Explosive** field by entering an **n**, the data in the Hazardous Material screen will be disconnected from this Shipment Unit but it will not be deleted from the data base. It will not be used in subsequent uses of this Shipment Unit.

Note: If there is a value remaining in any of the four fields in the Special Shipment Indicators window, the **Special Shipment Indicator** field in the Shipment Units Detail Data screen will continue to display y. It can not be changed to n until all of these fields are blank.

1 Use the cursor control keys to move to the field where you want to make the change.

2 Enter the new data by typing over the displayed information.

3 When all of the entries are correct, press ESC to return to the Shipment Units Detail Data screen. The cursor will be in the **AppCd** field.

(c) Repeat the procedures in paragraphs **(1)** through **(b)** above until all the changes have been made.

(2) The Hazardous Material screen, as shown in Figure 11-19 (page 11-85), can be accessed by pressing **F10** at any time while the cursor is in the Shipment Unit Detailed Data screen.

(a) When the Hazardous Material screen is displayed, press **RETURN** and/or the cursor control keys until the cursor is in the field where you want to make the change. A description of the data to be entered in each field begins on page 11-85 above.

(b) Enter the new data by typing over the displayed information.

(c) Repeat these procedures until all the changes have been made.

(d) There are two ways to exit from the Hazardous Material screen.

1 You can press **ESC** to save the changes. The cursor will return to the Shipment Unit Detail Data screen. Pressing **ESC** will also reconnect the Hazardous Material data to the Shipment Unit if it was disconnected by the procedures in paragraph **f(l)(b)** above.

2 **You can** press **CTRL-C** to abort the changes. The cursor will return to the Shipment Unit Detail Data screen. The Hazardous Material data that was disconnected from the Shipment Unit by the procedures in paragraph **f(l)(b)** above will remain disconnected when **CTRL-C** is pressed.

g. When all of your changes have been made, press **ESC** to save them or press **F8** to return to the Shipment Units screen.

(1) When **ESC** is pressed, your changes will be saved and the cursor will return to the SHIPMENT UNITS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

(2) When **F8** is pressed, your changes will be saved and the cursor will return to the Shipment Units screen.

(a) As necessary, repeat the procedures in paragraphs **b.** through **f.** above to make additional changes to this Shipment Units.

(b) When all of your changes have been made, press **ESC** to same them. The cursor will return to the SHIPMENT UNITS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

11.3.3.2.3 Deleting a Shipment Unit.

The function allows you to delete an existing Shipment Unit from the database. The screens for deleting Shipment Unit data are the same as those used for creating them, as indicated in paragraph 11.3.3.2.1 (page 1 l-74) above.

Use the following procedures to **Delete** a Shipment Unit:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipment Units.** The Shipment Units screen as shown in Figure 1 l-16 (page 1 l-76) will be displayed with the SHIPMENT UNITS: ring menu displayed at the top.

SHIPMENT UNITS: 1-Create 2-Modify 3-Delete 4-Query 5-Sort 6-View . . .

c. Select **Delete** from the SHIPMENT UNITS: ring menu. The cursor will move to the **Ship Unit Id** field of the Shipment Units screen (Figure 1 1-16, page 1 l-76).

d. Enter the **Shipment Unit ID** of the Shipment Unit you want to delete and press **ESC,** or press F6 to select it from a list of valid IDs. When F6 is used, use the cursor control keys to highlight the desired **Shipment Unit ID** and then press **ESC** to select it. The header information for this Shipment Unit will be displayed.

Note: You can press **CTRL-C** at any time to abort the deletion process.

e. Press F9 to display the Shipment Unit Detail Data screen (Figure 1 1-18, page 1 l-82). The detailed information will be displayed with a prompt:

Do you wish to delete this Shipment Unit record (y/n)?

(1) Enter **n** in response to this prompt and press **RETURN** to abort the deletion process. The cursor will return to the SHIPMENT UNITS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

(2) Enter y in response to this prompt and press **RETURN** to delete the Shipment Unit from the database. The record will be deleted and the cursor will return to the SHIPMENT UNITS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

11.3.3 2.4 Querying for a Shipment Unit.

The **Query** option on the SHIPMENT UNITS: ring menu allows you to display information about Shipment Units that meet the selection criteria you enter from the keyboard, regardless of the Shipment to which they are assigned. It is different from the **View** option in paragraph 11.3.3.2.6 below which displays only the the Shipment Units for a designated Shipment. It is a helpful means of finding specific type information in a hurry or determining how many records meet certain criteria, for example all the Shipment Units with a certain Required Delivery Date, or all the Shipment Units that exceed a certain weight.

Before you select the **Query** option you can specify the sequence for displaying the data by using the procedures for the Sort option in paragraph 11.3.3.2.5 below. The line just below the title of the Query Shipment Units screen shows the sequence in which the Shipment Units will be sorted.

Use the following procedures to **query** for Shipment Units:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipment Units.** The Shipment Units screen as shown in Figure 11-16 (page 1 l-76) will be displayed with the SHIPMENT UNITS: ring menu displayed at the top.

SHIPMENT UNITS: l-Create P-Modify 3-Delete 4-Query 5-Sort 6-View . . .

c. Select **Query** from the SHIPMENT UNITS: ring menu. The Query Shipment Units screen will be displayed as shown in Figure 1 l-20. The cursor will be in the first part of the **Ship Unit Id** field.

The following is an explanation of the fields in the Query Shipment Units screen. You can enter a **query value** in any one or any combination of these fields. Only the records that meet all of your query criteria will be displayed.

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
ShipUnit ID		Shipment Unit ID consisting of the date it was created and a sequential number assigned to the Shipment Unit.
DODAAC		DODAAC of the destination.
GBLOC		GBL Office Code of the destination.
RDD		Required delivery date.
Pri		Priority code (**1, 2, 3** or 4).
A/H		Ammo/hazard indicator.
SHC		Special Handling Code.
Qty		Number of pieces in the Shipment Unit.
Weight		Total combined weight of the pieces in the Shipment Unit.

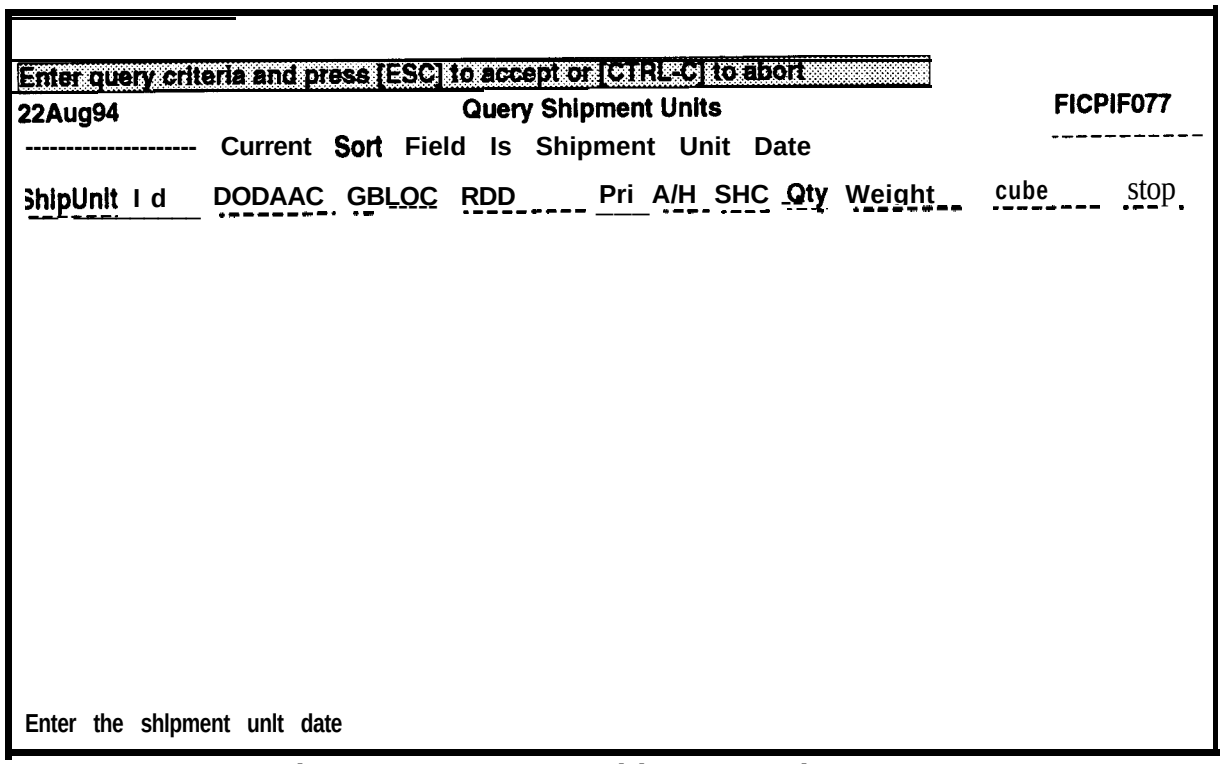


Figure 11-20. Query Shipment Units Screen

Cube	Total combined cubic feet of the pieces in the Shipment Unit.
stop	Stop number.

When you do not know the exact query values, you can use any of the query symbols shown below to search for a record. Note that the asterisk (*****) is a **wild card** designation-it replaces one or more characters in a value.

For example, move the cursor to the **Pri** (Priority) field and enter = **1** to locate all Shipment Units with a priority of one. Move the cursor to **the Weight** field and enter **>=** 200, to locate all Shipment Units with a weight of 200 pounds or more. Move the cursor to the **GBLOC** field and enter HS* to locate all records with a GBLOC that begins with HS, e.g., HSAT, HSZS, HSUT, etc.

Query Symbol	Meaning
=	equal to
>	greater than
<	less than
>=	greater than or equal to
<=	less than or equal to
<>	less than and greater than (everything **except** the specified value)

?	replaces one character in a value
*	replaces one or more characters in a value
:	specifies a range of values

Note: Never use quotation marks (" or ") when entering a query. When used as part of a query they will cause a system error.

d. Press **ESC** to display all available Shipment Units, or press **RETURN** to move the cursor to the field where you want to enter the query criteria.

e. Enter the query criteria and press **RETURN.**

f. As necessary, continue to press **RETURN** to move the cursor to the field where you want to enter additional query criteria, enter the criteria, and then press **RETURN.**

g. When all of your query criteria has been entered, press **ESC** to accept it. All of the records that meet your query criteria will be displayed in the Query Shipment Units screen.

h. Use the cursor control keys to move up and down the list of displayed records to find the Shipment Unit(s) you want. As necessary, write down the information from the record if you need to USC it in a later operation.

i. When you are done reviewing the displayed records, press **Ctrl-C**. The cursor will return to the SHIPMENT UNITS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

11.3.3.2.5 Sortina Shipment Units.

The **Sort** option on the SHIPMENT UNITS: ring menu is used to select the sequence in which the Shipment Units will bc displayed in the **Query** option in paragraph 11.3.3.2.4 above and the **View** option in paragraph 11.3.3.2.6 below.

Use the following procedures to **sort** the Shipment Units for the **Query** and **View** options:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipment Units.** The Shipment Units screen as shown in Figure 1 l-16 (page 1 l-76) will be displayed with the SHIPMENT UNITS: ring menu displayed at the top.

SHIPMENT UNITS: I-Create P-Modify 3-Delete 4-Query 5-Sort 6-View . . .

c. Select **Sort** from the SHIPMENT UNITS: ring menu. The Sort Criteria window will be displayed as shown in Figure 1 l-2 1.

d. Select the desired **sort option** from the Sort Criteria menu. The cursor will return to the SHIPMENT UNITS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

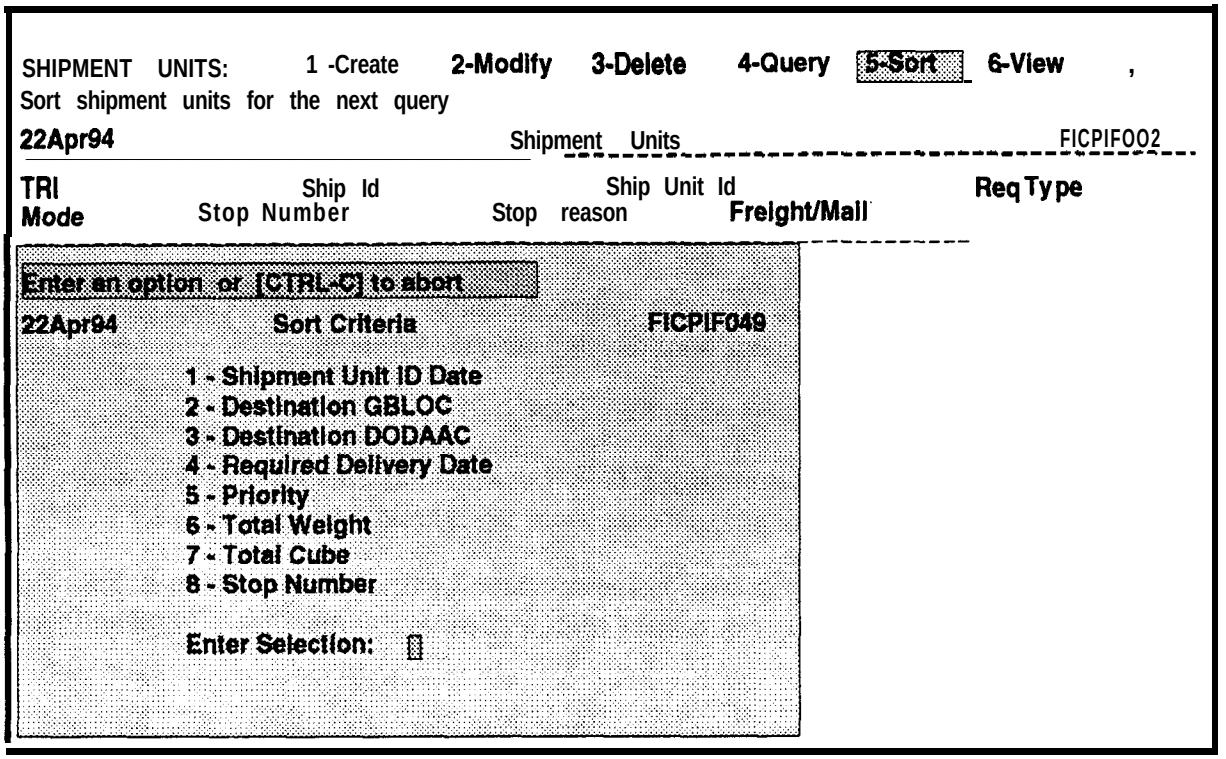


Figure 1 l-21. Sort Options for Shipment Units

In the future when you use the **Query** or **View** options, the records will be displayed in the sequence you have just selected.

11,3,3,2,6 Viewina a Shipment Unit.

The **View** option on the SHIPMENT UNITS: ring menu allows you to view certain information about all Shipment Units that have been assigned to a specific Shipment. It is different from the **Query** option in paragraph 11.3.3.2.4 above which displays information about Shipment Units that meet the selection criteria, regardless of the Shipment to which they are assigned. It is a helpful means for rapidly finding desired information about a Shipment.

Use the following procedures to view Shipment Units for a Shipment:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipment Units.** The Shipment Units screen as shown in Figure 11-16 (page 1 l-76) will be displayed with the SHIPMENT UNITS: ring menu displayed at the top.

SHIPMENT UNITS: I-Create P-Modify 3-Delete 4-Query 5-Sort 6-View . . .

c. Select **view** from the SHIPMENT UNITS: ring menu. The Shipment Id Help window will be displayed as shown in Figure 1 l-22. The cursor will be in the first part of the **Shipment Id** field.

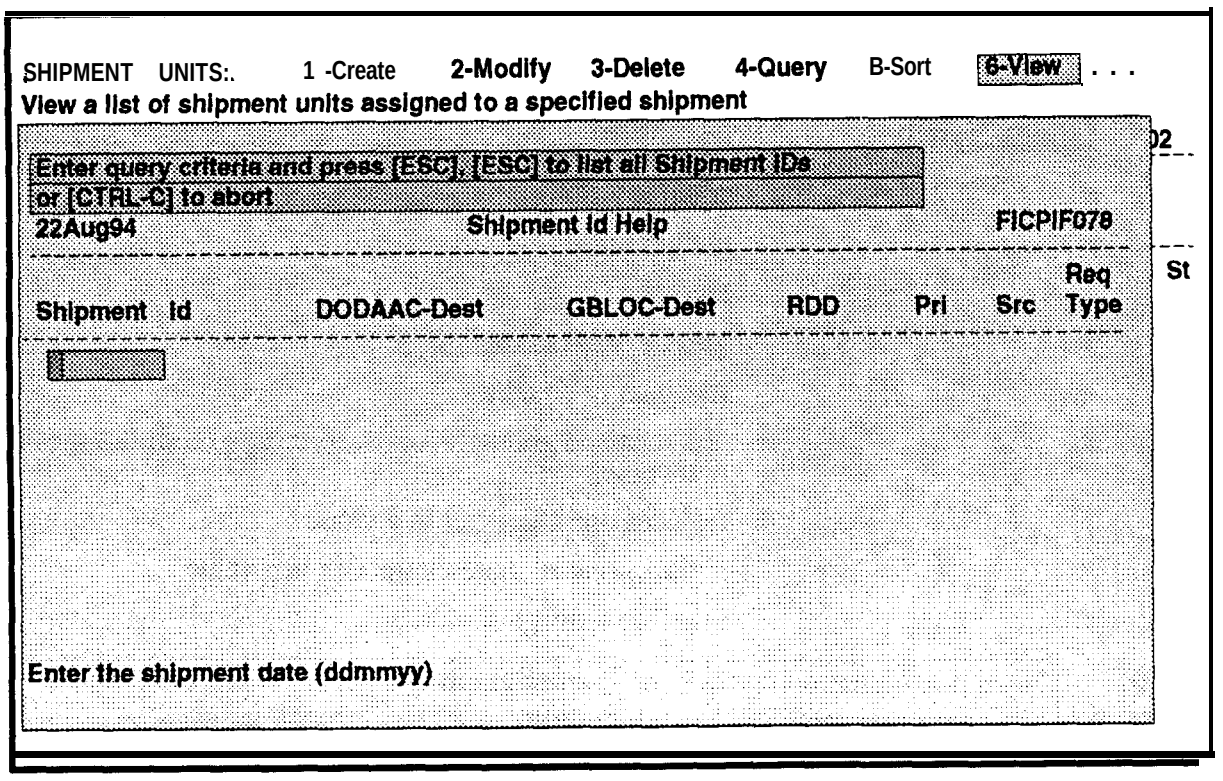


Figure 11-22. Shipment Id Help

The following is an explanation of the fields in the Shipment Id Help window. You can search for existing Shipment records by entering selection criteria in one or more of these fields:

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
ShipUnit ID		Shipment Unit ID; consists of the creation da&e and a sequential number assigned to the Shipment Unit.
DODAAC-Dest		DODAAC of the destination.
GBLOC-Dest		GBL Office Code of the destination.
RDD		Required delivery date.
Pri		Priority code (**1, 2, 3** or 4).
Src		Source of the Shipment.
Req Type		Request Type: D=Domestic; E=Export.

When you do not know the exact selection criteria, you can use any of the query symbols shown below to search for a record. Note that the asterisk (*) is a wild card designation-it replaces one or more characters in a value.

For example, move the cursor to the Pri field and enter >= 2 to locate all Shipments with a priority of two or more. Move the cursor to the Req Type field and enter D, to locate all Domestic Shipments. Move the cursor to the GBLOC-Dest field and enter

HS* to locate all records with a Destination GBLOC that begins with HS, e.g., HSAT, HSZS, HSUT, etc.

Query Symbol	Meaning
=	equal to
>	greater than
<	less than
>=	greater than or equal to
<=	less than or equal to
<>	less than and greater than (everything except the specified value)
?	replaces one character in a value
*	replaces one or more characters in a value
:	specifies a range of values

Note: Never use quotation marks (" or ') when entering a query. When used as part of a query they will cause a system error.

d. Press **ESC** to display all available Shipment Units, or press **RETURN** to move the cursor to the field where you want to enter the selection criteria.

e. Enter the selection criteria and press **RETURN.**

f. As necessary, continue to press **RETURN** to move the cursor to the field where you want to enter additional selection criteria, enter the criteria, and then press **RETURN.**

g. When all of your selection criteria has been entered, press **ESC** to accept it. All of the records that meet your criteria will be displayed in the Shipment Id Help window.

h. Use the cursor control keys to highlight the Shipment record you want and press **ESC** to select it. All of the Shipment Units assigned to the Shipment you have selected will be displayed in the View Shipment Units screen as shown in Figure 1 l-23. You cannot alter the information on this screen.

The line just below the screen title indicates the sequence in which the Shipment Unit records will be sorted. You can change the sort sequence by using the procedures in paragraph 11.3.3.2.5 above, before you select the **View** option.

i. Use the cursor control keys to move up and down the list of displayed records to find the Shipment Unit you want. As necessary, write down the information from this record if you need to use it in a later operation.

j. When you are done viewing the displayed records, press **Ctrl-C**. The cursor will return to the SHIPMENT UNITS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

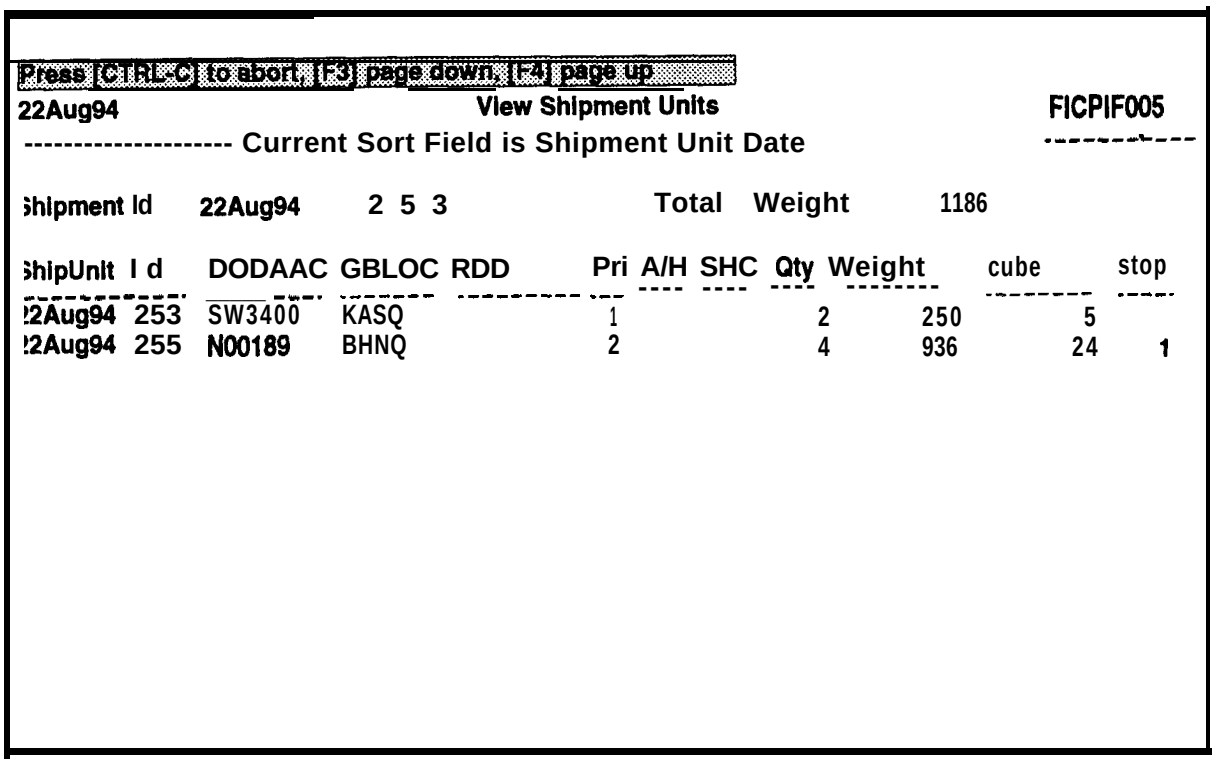


Figure 11-23. View Shipment Units Screen

11.3.3.3 Working with Shipments.

Once you have created the Shipment Unit for a Non Unit Move (paragraph 11.3.3.2.1 above), the next step is to assemble them into Shipments to one or more consignees. This function **allows you to create, modify, delete, query, sort, assign,** or **view** Shipments, and **move Shipment Units** from one Shipment to another.

11.3.3.3.1 Creating a Shipment.

Use this function to create a new shipment and assign Shipment Units to it, move Domestic Shipment Units from one Domestic shipment to another, assign Shipment Units to an existing shipment record, and create a shipment from an equipment or rail load list, in support of a unit move.

Use the following procedures to **create** a Shipment:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipments. The** Shipments screen will be displayed with the **SHIPMENTS:** ring menu at the top:

SHIPMENTS: I-Create P-Modify 3-Delete 4-Query 5-Sort S-Assign . . .

The three periods (. . .) at the end of the SHIPMENTS: ring menu indicate that there are some additional options available. You can move the cursor to the left or right until the rest of the ring menu is displayed, as follows:

SHIPMENTS: . . . 7-Move 8-View E-Exit

The following is an explanation of the ring menu options displayed when you select this function.

Ring Menu Option	Explanation
Create	Use this option to create a shipment.
Modify	Use this option to modify a previously created shipment.
Delete	Use this option to delete a shipment.
Query	Use this option to query all active shipments.
Sort	Select a **sort criterion.** Any queries you perform will be sorted according to that criterion.
Assign	Use this option to assign Shipment Units to a shipment.
Move	Use this option to move Domestic Shipment Units from one Domestic shipment to another.
View	View information about all Shipment Units assigned to a shipment.

c. From the SHIPMENTS: ring menu, select **Create.** The Shipments screen will be displayed as shown in Figure 1 l-24. The cursor will be in the **Pk Wt** field.

d. Enter the data needed to create this shipment, pressing **RETURN** after each entry. The following is an explanation of the fields in the top portion of this screen:

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
Ship Id	R	The unique identification code for this shipment; consists of creation date (in ddmmmyy format) and the sequence number (001 to 999).
PI-i	A	Transportation priority (1, 2, 3 or 4) of the shipment.
Avail	A	Date the shipment will bc available for shipping. If the shipment source is S, and you have assigned shipment units to the shipment, the system will fill in this field by defaulting to the Shipment Unit with the latest available date and retrieving that date.
UMMIPS RDD	A	Enter Required Delivery Date in accordance with the Uniform Material Movement and Issue Priority System.
RDD	A	Required Delivery Date for the shipment. If the shipment source is S, and you have assigned shipment units to the shipment, the system will fill in this field by defaulting to the Shipment Unit with the earliest RDD and retrieving that date.

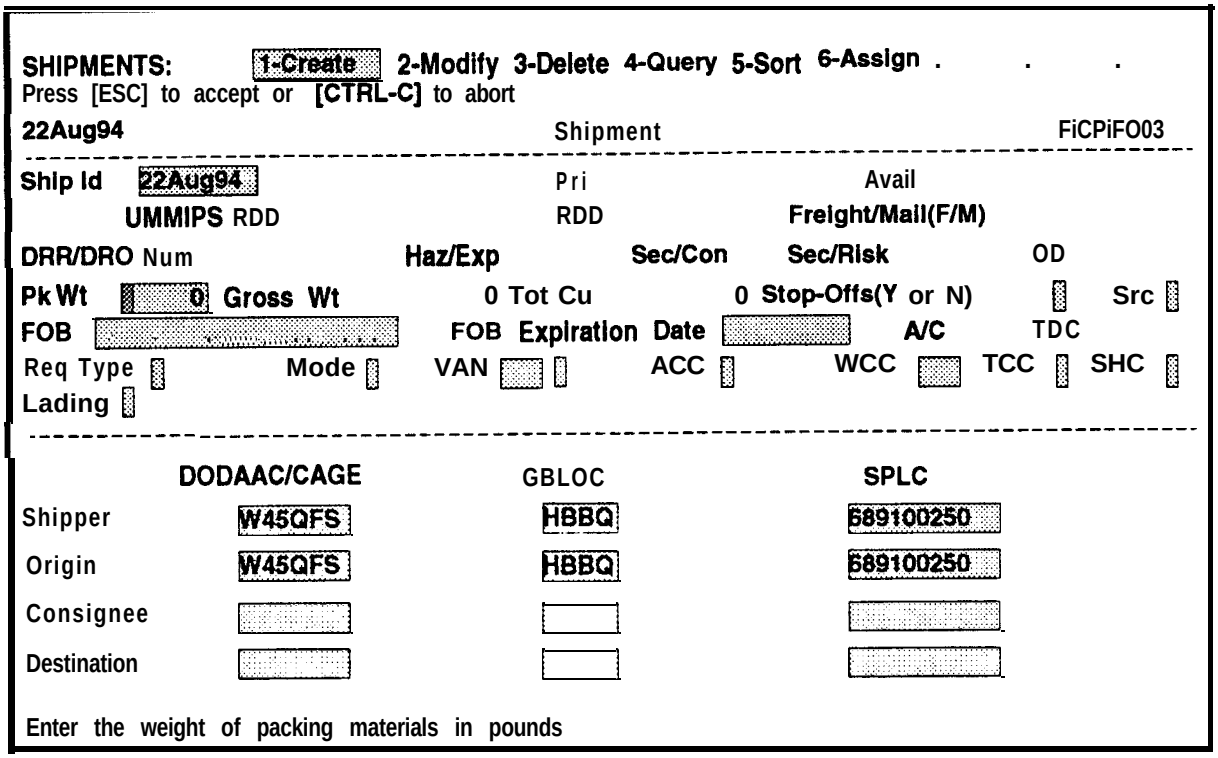


Figure 11-24. Create Shipments Screen

Freight/Mail (F/M)	A	Indicates whether this shipment is being sent by freight or U.S. Mail.
DRR/DRO Num	A	The DRR Number is generated by the system based on the DODAAC. The DR0 Number is generated by CFM after the transmission has been made.
Haz/Exp	A	Indicates Hazardous or Explosive material in this shipment. If the shipment source is S, and you have assigned Ammo/Hazardous or Sensitive shipment units to the shipment, the system will fill in this field.
Sec/Con	A	Indicates that the material being shipped is either Secret of Confidential in nature. The river of the carrier will have to have the appropriate security clearance for the security classification of the shipment.
Sec/Risk	A	The Security Risk Code. There are four different security levels.
OD	A	Over Dimensional indicator information pulled from the Shipment Unit.
Pk Wt		Total weight in pounds of packing materials.
Gross **Wt**	A	Gross weight in pounds of the shipment units (calculated from weight data pulled from the equipment list (source E), the rail from equipment list (source R), or Shipment Units assigned to a shipment with source S).
Tot Cu	A	Total size in cubic feet of the shipment units (calculated from dimensions data pulled from either the equipment list, the rail load list, or Shipment Units).

Stop-Offs(Y or N) — Enter y (yes) when the shipment has Stop-Offs. Enter n (no) when there are not Stop-Offs..

Src — Source Indicator-nter S (Shipment Units, or the Shipment Planning Worksheet (SPWS)), E (Equipment List), or R (Rail from Equipment List).

Note: The key field for TC ACCIS to pull in the appropriate data for the **SPLC** field is the **Src** field. You will enter S for Shipment Units for this shipment if the information is provided on a DD 1348, regardless of whether the information is for a unit piece of equipment.

FOB — Free on board terms.

FOB Expiration Date — The Expiration Date of the purchase order or contract designating the FOB terms.

A/C — Enter **E** for MTMC Eastern area, **W** for MTMC Western area, **H** for HQ MTMC, or I for ITO.

TDC — Type Data Code for the Equipment List or Rail Load List that is the source of cyuipment for this shipment; press F6 to display a help window listing valid codes.

Req Type — Request Type—D for Domestic Routing Request, E for Export Traffic Release, V for Scavan or 0 for Other.

Note: If the request type is **E** (Export), press **F10** to add ETR Remarks. These remarks, pertaining to the entire shipment, will be printed in the R14 card of the DD Form 1086.

Note: If the request type is **E** (export) and two or more DD Forms 1086 are required for a single shipment, the user must create another shipment in order to generate a second DD Form 1086. (See Defense Traffic Movement Regulations, page 34, data elements 9 and 10, to determine when two or more DD Forms 1086 are needed.)

Mode — Mode to Port of Embarkation (for shipments based on Equipment Lists or Rail Load Lists); press F6 to display a help window listing valid codes.

VAN — Total number of Scavans requested and size of Seavans; enter Y for small (up to 32 ft.) or **Z** for large (over 32 ft.).

Note: If the request type is **D** (Domestic), the ACC, WCC, TCC, and SHC fields are skipped; these fields apply only to Export shipments and some ITO routed shipments.

ACC — Air Commodity Code, press **F6** to display a Help window listing valid codes. Used only for export shipmenu. Not needed when **WCC** is used. Requires the use of only an **SHC.**

WCC	Water Commodity Code; press F6 to display a help window listing valid codes. Used only for export shipments. Not needed when **ACC** is used. Requires the use of both a **TCC** and an **SHC.**
TCC	Type Cargo Code; press F6 to display a help window listing valid codes. Ued only with a WCC.
SHC	Special Handling Code; press F6 to display a help window listing valid codes. Used with both **ACC** and **WCC.**
Lading	Lading Code; press F6 to display a help window listing valid codes.

e. When you press **RETURN** in the Lading field, the cursor will move to the **Shipper DODAACKAGE** field in the lower portion of the screen.

The fields in the lower portion of the Shipment screen are for entering or updating the **DODAAC** (Department of Defense Activity Address Code), **GBLOC** (GBL Office Code), and **SPLC** (Standard Point Location Code) for various locations related to the shipment. The **GBLOC** field will be filled automatically based on the **DODAAC/CAGE** that is entered. It can not be changed in the Shipment screen. The following is an explanation of these fields:

Note: An entry in the **SPLC** field is appropriate **only** for Domestic shipments and the SPLC must be associated with the GBLOC.

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
Shipper	R	The carrier transporting this shipment.
Origin	R	Originating site of the shipment.
Consignee	R	Transportation Officer at the destination.
Destination	R	Receiving site of the shipment.

Note: Entries in the SPLC fields on the Shipments screen are required only for Domestic shipments. The key field for TC ACCIS to pull in the appropriate data is the Src field. You will enter S for Shipment Units for this shipment if the information is provided on a DD 1348, regardless of whether the information is for a unit piece of equipment.

f. The default information displayed in the **Shipper,** and **Origin** fields is associated with the Requester's DODAAC. It can be changed by entering a different **DODAAC** for the **Shipper** and/or **Origin.**

(1) If you do not want to change and of the Shipper, or Origin information, press **RETURN** until the cursor to the **Consignee DODAAC/CAGE** field and then continue with the procedures in paragraph **g.** below.

(2) To make a change, press **RETURN** until the cursor is in the **DODAACKAGE** field where you want to make the change. Pressing **RETURN** in any of the fields will accept the displayed data without changing it.

(a) To change the **DODAACKAGE,** enter the new **DODAACKAGE** by typing over the displayed information and press **RETURN,** or press F6 to select the **DODAACKAGE** from a list of valid DODAACs. When F6 is used, the DODAAC window will be displayed.

1 Enter your selection criteria in any one or all of the **DODAAC, GBLOC,** or **Installation Name fields,** pressing **RETURN** after each entry.

Note: As an alternative, press **ESC** to display a list of valid DODAACs.

2 When all of your selection criteria has been entered, press **ESC.** A list of all records that meet your selection criteria will be displayed.

3 Use the cursor control keys to highlight the desired DODAAC and press **ESC**. The cursor will move to the **SPLC** field in the Shipments screen.

(b) To change a **SPLC,** enter the new **SPLC** by typing over the displayed information and press **RETURN,** or press F6 to select the **SPLC** from a list of valid **SPLCs** associated with this GBLOC. When F6 is used, the SPLC Code window will be displayed.

1 Enter your selection criteria in any one or all of the **SPLC, GBLOC,** or **SPLC Address1** fields, pressing **RETURN** after each entry.

Note: [As an alternative, press **ESC** to display a list of valid SPLCs.

2 When all of your selection criteria has been entered, press **ESC.** A list of all records that meet your selection criteria will be displayed.

3 Use the cursor control keys to highlight the desired SPLC and press **ESC**. The SPLC Code window will close and the cursor will return to the **DODAACKAGE** field on the next row of the Shipments screen.

(3) As necessary, repeat the procedures in paragraph (1) above until all the desired changes have been made in all of the **Shipper** and **Origin** fields.

(4) Press **RETURN** until the cursor is in the **Consignee DODAACKAGE** field.

g. Use the following procedures to enter the Consignee and Destination data:

(1) Enter the **DODAACKAGE** and press **RETURN,** or press F6 to select the **DODAACKAGE** from a list of valid DODAACs. When F6 is used, the DODAAC window will bc displayed.

(a) Enter your selection criteria in any one or all of the DODAAC, GBLOC, or **Installation Name** fields, pressing **RETURN** after each entry.

Note: As an alternative you can press **ESC** to display all valid DODAACs.

(b) When all of your selection criteria has been entered, press **ESC.** A list of all records that meet your selection criteria will be displayed.

(c) Use the cursor control keys to highlight the desired DODAAC and press **ESC.** The cursor will move to the **SPLC** field in the Shipments screen.

(2) Enter the SPLC and press RETURN, or press F6 to select the **SPLC** from a list of valid **SPLCs** associated with this GBLOC. When F6 is used, the SPLC Code window will be displayed.

(a) Enter your selection criteria in any one or all of the **SPLC,** GBLOC, or SPLC **Address1 fields,** pressing RETURN after each entry.

Note: As an alternative you can press ESC to display all valid SPLCs.

(b) When all of your selection criteria has been entered, press **ESC.** A list of all records that meet your selection criteria will be displayed.

(c) Use the cursor control keys to highlight the desired SPLC and press ESC. The SPLC Code window will close and the cursor will be in the **Destination DODAACKAGE** field of the Shipments screen. The **Consignee DODAAC/CAGE,** GBLOC, and SPLC information will be duplicated in the Destination fields.

(3) The information displayed in the **Destination fields** can be retained or changed.

(a) If you do not want to change and of the displayed Destination information, press **RETURN** twice to move the cursor to the **Pk Wt** field. Continue with the procedures in paragraph **h.** below.

(b) Use the following procedures to make a change in the displayed Destination information. Pressing RETURN in any of the fields will accept the displayed data without changing it and move the cursor to the next field.

1 To change the DODAACKAGE, enter the new DODAACKAGE by typing over the displayed information and press RETURN, or press F6 to select the DODAACKAGE from a list of valid DODAACs. When F6 is used, the DODAAC window will be displayed.

a. Enter your selection criteria in any one or all of the **DODAAC, GBLOC,** or **Installation Name** fields, pressing **RETURN** after each entry.

Note: As an alternative press **ESC** to display all valid DODAACs.

b. When all of your selection criteria has been entered, press **ESC.** A list of all records that meet your selection criteria will be displayed.

c. Use the cursor control keys to highlight the desired DODAAC and press **ESC.** The cursor will move to the **Destination SPLC** field in the Shipments screen.

2) To change a **Destination SPLC,** enter the new **SPLC** by typing over the displayed information and press **RETURN,** or press F6 to select the SPLC from a list of valid SPLCs associated with this GBLOC. When F6 is used, the SPLC Code window will be displayed.

a. Enter your selection criteria in any one or all of the SPLC, GBLOC, or **SPLC Address1** fields, pressing **RETURN** after each entry.

Note: As an alternative you can press ESC to display all valid SPLCs.

b. When all of your selection criteria has been entered, press ESC. A list of all records that meet your selection criteria will be displayed.

c. Use the cursor control keys to highlight the desired SPLC and press ESC. The SPLC Code window will close and the cursor will return to the **Pk Wt** field of the Shipments screen.

h. Review all of your entries to verify that the information is correct. As necessary press **RETURN** to move the cursor to the field were a change must be made.

(1) Enter the new data by typing over the displayed information and press **RETURN.**

(2) As necessary, repeat the procedures in paragraph **h.** until all the displayed data is corrcct.

i. When all of your data is correct, press ESC to accept it. The cursor will return to the SHIPMENTS: ring menu where you can select another option **or** press **E-Exit** to return to the Shipment Planning menu.

Note: When the cursor returns to the SHIPMENTS: ring menu, a three digit sequence number will be added to the **Ship ID** field. This number in combination with the date the Shipment was created gives a unique identifier to your Shipment that will be needed in subsequent TC ACCIS operation. Record and secure this Ship ID in a place where it will be available for subsequent operations.

11.3.3.3.2 Modifying a Shipment.

This function allows you to change the data for an existing Shipment. The screen fields for modifying an existing shipment are the same as those for creating a shipment, as shown in Figure 1 l-24 (page 1 l-99) above.

Use the following procedures to **modify** a Shipment:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipments.** The Shipments screen will be displayed with the SHIPMENTS: ring menu at the top:

SHIPMENTS: I-Create 2-Modify 3-Delete 4-Query 5-Sort 6-Assign . . .

c. Select **Modify** from the SHIPMENTS: ring menu. The cursor will move to the **Ship Id** field.

d. Enter the **Shipment ID** and press **ESC,** or press F6 to select the Shipment ID from a list of available Shipments.

(1) When F6 is used, the Shipment Id Help window will be displayed with the cursor in the **Shipment Id** field. You can enter your selection criteria in any field or any combination of fields.

(a) Press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

Note: As an alternative you can press **ESC** to display a list of available Shipments. When this is done, continue with the procedures in paragraph (2) below.

(b) Enter your selection criteria, pressing **RETURN** after each entry.

(c) When all of your selection criteria has been entered, press **ESC.** A list of all Shipments that meet your selection criteria will be displayed.

(2) Use the cursor control keys to highlight the shipment you want to modify and press **ESC.** The details for this Shipment will be displayed in the Shipments screen and the cursor will be in the **Pk Wt** field.

e. As necessary, press **RETURN** until the cursor is in the field where you want to make the change.

f. Enter the new information by typing over the displayed data, and press RETURN.

g. As necessary, repeat the procedures in paragraphs e. and **f.** above until all the changes have been made.

h. When all the changes have been made, press **ESC** to save them. The cursor will return to the **SHIPMENTS:** ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

11.3.3.3.3 Deleting a Shipment.

Use this function to delete an existing Shipment from the data base. The screen for deleting Shipments is the same as those used for creating them, as indicated in Figure 1 l-24 (page 1 l-99) above.

Use the following procedures to **Delete** a Shipment Unit:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipments.** The Shipments screen will be displayed with the SHIPMENTS: ring menu at the top:

SHIPMENTS: I-Create 2-Modify 3-Delete 4-Query 5-Sort 6-Assign . . .

c. Select **Delete** from the SHIPMENTS: ring menu. The cursor will move to **the Ship Id field.**

d. Enter the **Shipment ID** and press **ESC,** or press F6 to select the Shipment ID from a list of available Shipments.

(1) When F6 is used, the Shipment Id Help window will be displayed with the cursor in the **Shipment Id** field. You can enter your selection criteria in any field or any corn bination of fields.

Note: You can press **CTRL-C** at any time to abort the deletion process.

(a) Press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

Note: As an alternative you can press **ESC** to display a list of available Shipments. When this is done, continue with the procedures in paragraph **(2)** below.

(b) Enter your selection criteria, pressing **RETURN** after each entry.

(c) When all of your selection criteria has been entered, press **ESC.** A list of all Shipments that meet your selection criteria will be displayed.

(2) Use the cursor control keys to highlight the shipment you want to delete and press **ESC.** The details for the selected Shipment will be displayed in the Shipments screen and a prompt will be displayed:

Do you wish to delete this Shipment record (y/n)?

(a) Enter **n** in response to this prompt and press **RETURN** to cancel the deletion process. The cursor will return to the SHIPMENTS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

(b) Enter y in response to this prompt and press **RETURN** to delete the Shipment. The record will be deleted from the data base and the cursor will return to the SHIPMENTS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

11.3.3.3.4 Sorting and Querying Shipments.

When you have a number of planned shipments, you can select one of them and then assign Shipment Units to it. Since the list of existing shipments could bc fairly long, you can use the **Query** option on the SHIPMENTS: ring menu to quickly find the appropriate shipment. Prior to doing the Query, you can USC the **Sort** option to arrange the list in one of the nine sequences that will be most convenient for you to use.

USC the following procedures to **sort** and **query** for a Shipment:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipments.** The Shipments screen will be displayed with the SHIPMENTS: ring menu at the top:

SHIPMENTS: 1-Create 2-Modify 3-Delete 4-Query 5-Sort 6-Assign . . .

c. As necessary, select **Sort** option from the SHIPMENTS: ring menu to determine the manner in which shipments will be listed in the query screen. The Sort Criteria window will be displayed as shown in Figure 1 l-25.

d. Select any one of the nine options on the Sort Criteria window. When the sort is completed the cursor will return to the SHIPMENTS: ring menu.

e. Select **Query** from the SHIPMENTS: ring menu. The cursor will move to the **Shipment Id** field of the Query Shipments screen, as shown in Figure 1 l-26.

The following is an explanation of the fields on this screen. You can enter your selection criteria in any field or any combination of fields.

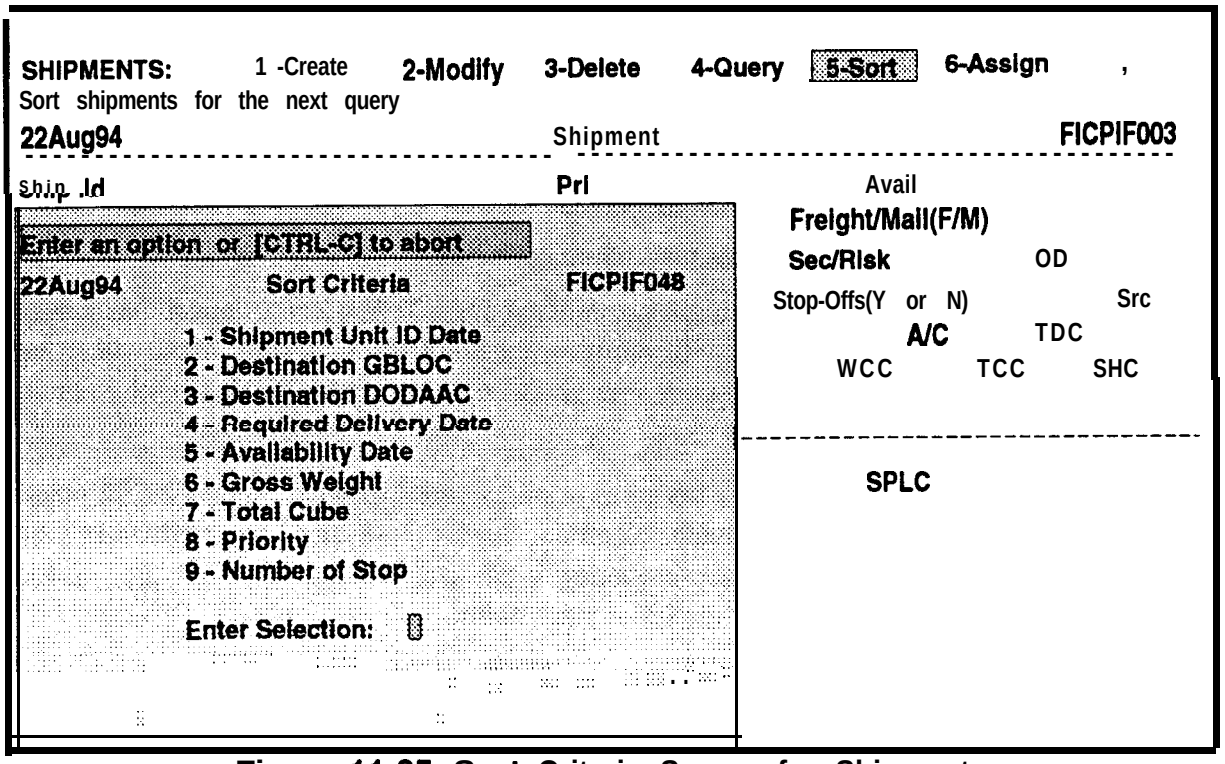


Figure 11-25. Sort Criteria Screen for Shipments

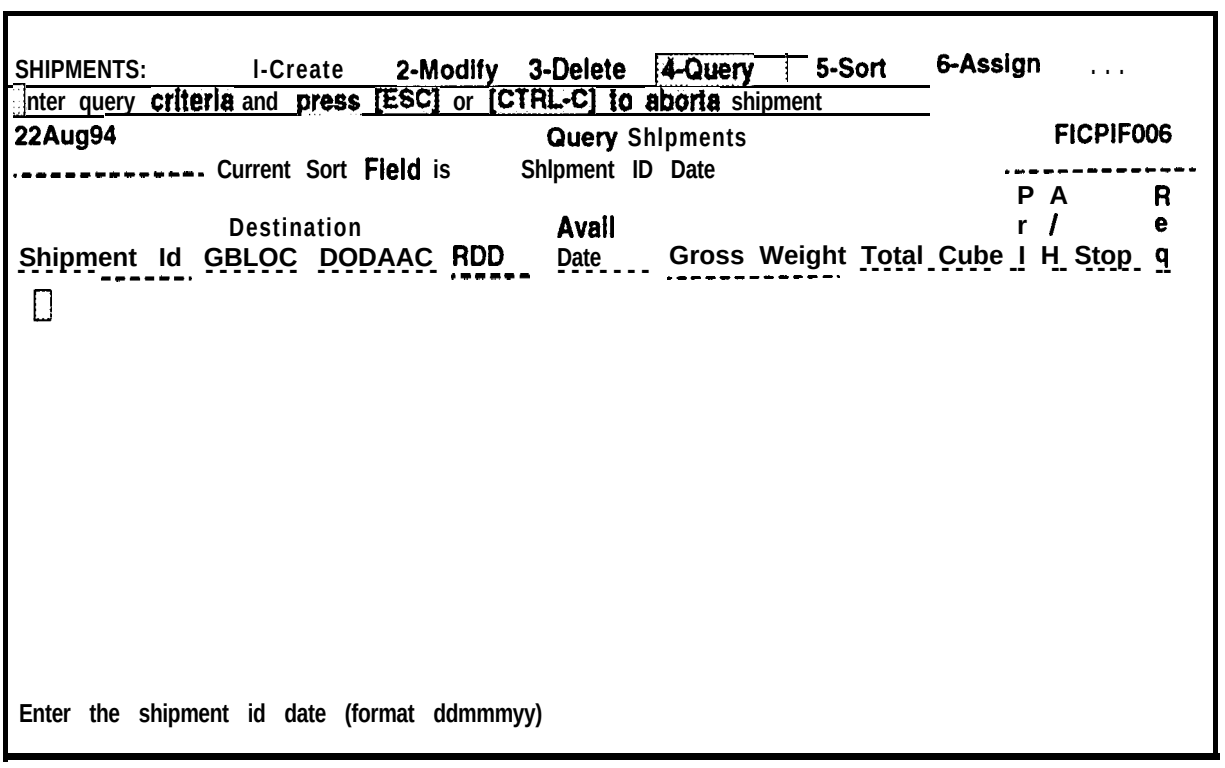


Figure 11-26. Query Shipments Screen

Field Name	Type	Explanation

NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.

Shipment Id		Enter the Shipment ID date in ddmmmyy format, press RETURN, and then enter the Shipment ID Sequence Number (for example, 23Oct93 999). As an alternative you can press F6, enter your query criteria and press ESC to view those Shipment IDs that match the query criteria. Or when F6 is use, you can press ESC to display a help window listing all valid Shipment IDs.
De&n&ion		Enter the Government Bill of Lading Office Code for the shipment destination.
Destinatio DODAAC		Enter the Department of Defense Activity Address Code for the shipment destination.
RDD		Enter the required delivery date of the shipment.
Avail Date		Enter the date that the shipment will be available to ship.
Gross Weigbt		Enter gross weight in pounds of the shipment.
Total Cube		Enter total cubic inches of the shipment.
Pri		Enter the transportation priority code (1, 2, 3 or 4).
SSI		Enter Special Shipment Indicator (Y or N).
stop		Enter Y(es) if there are any stop offs for the shipment.
Req		Enter the type of request — D for Domestic Routing Request, F for Export Traffic Release, V for Seavan, or O for Other.

You can use the query symbols shown in the table below when you do not know the exact values for the items you are searching for. Note that the asterisk (*) is a wild card designation that can be used to replace one or more characters in a value.

For example, to locate all records with a priority of one, move the cursor to the P field and enter = 1. To locate all records with a weight of 200 pounds or more, move the cursor to the Weight field and enter >= 200.

Query Symbol	Meaning
=	equal to
>	greater than
<	less than
>=	greater than or equal to
c =	less than or equal to
<>	less than and greater than (everything except the specified value)

?	replaces one character in a value
*	replaces one or more characters in a value
;	specifies a range of values

Note: Never use double quotation marks (“or ”) when entering a query. Entering double quotation marks as part of a query will cause a system error.

f. Press **RETURN** until the cursor is in the field where you want to enter your selection criteria.

Note: As an alternative you can press **ESC** to display a list of all available Shipments. When this is done, continue with the procedures in paragraph **g.** below.

(1) Enter the selection criteria and press **RETURN.** As necessary, repeat this procedure until all of your selection criteria has been entered.

(2) When all of your selection criteria have been entered, press **ESC.** A list of all Shipments that meet all of your criteria will be displayed.

g. Use the cursor control keys to highlight the shipment you want to query. As necessary, make a note of this information for USC in future operations.

h. When there is a Y in the Stop field of the highlighted record, you can press **F8** to display the Stop Destinations. The Shipment Unit Destination DODAAC/CAGE window will display the the DODAAC or Cage Number for each stop for this Shipment.

(1) As necessary, use the cursor control keys to display additional pages of Stop Destination information.

(2) When you are done viewing the Stop Destinations, press **CTRL-C** to return to the Query Shipments screen.

i. When you are done viewing the query information, press **CTRL-C** to return to the SHIPMENTS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

11.3.3.4 Assign Shipment Units to Shipment.

After you have created your Shipment Units and your Shipments, it is necessary to assign the Shipment Units to a Shipment. These same procedures will also allow you to remove a Shipment Unit from a Shipment.

Use the following procedures to assign or remove Shipment Units from a Shipment:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipments.** The Shipments screen will be displayed with the SHIPMENTS: ring menu at the top:

SHIPMENTS: I-Create P-Modify 3-Delete 4-Query 5-Sort 6-Assign . . .

c. From the SHIPMENTS: ring menu, select **Assign.** The Shipment Id Help window will be displayed, as shown in Figure 1 l-27. The cursor will be in **the Shipment Id** field.

d. Enter the selection criteria for **the Shipment** to which you want to assign Shipment Units and press **ESC,** or press **ESC** to display a list of all Shipment **IDs.** Shipment Units that meet all of your selection criteria will be displayed

e. Use the cursor control keys to highlight the desired Shipment ID and then press **ESC.** The Assign Shipment Units to Shipments screen will be displayed with information about the Shipment Units, including the total weight and cube. An X will be displayed in the left column of Shipment Units currently assigned to this Shipment. The information on this screen cannot be changed.

Note: The Shipment ID of the Shipment should be displayed in the **Shipment Id** field, and the **Total Cuft** and **Total Weight** fields at the top of the screen should change as the shipment units are assigned or removed.

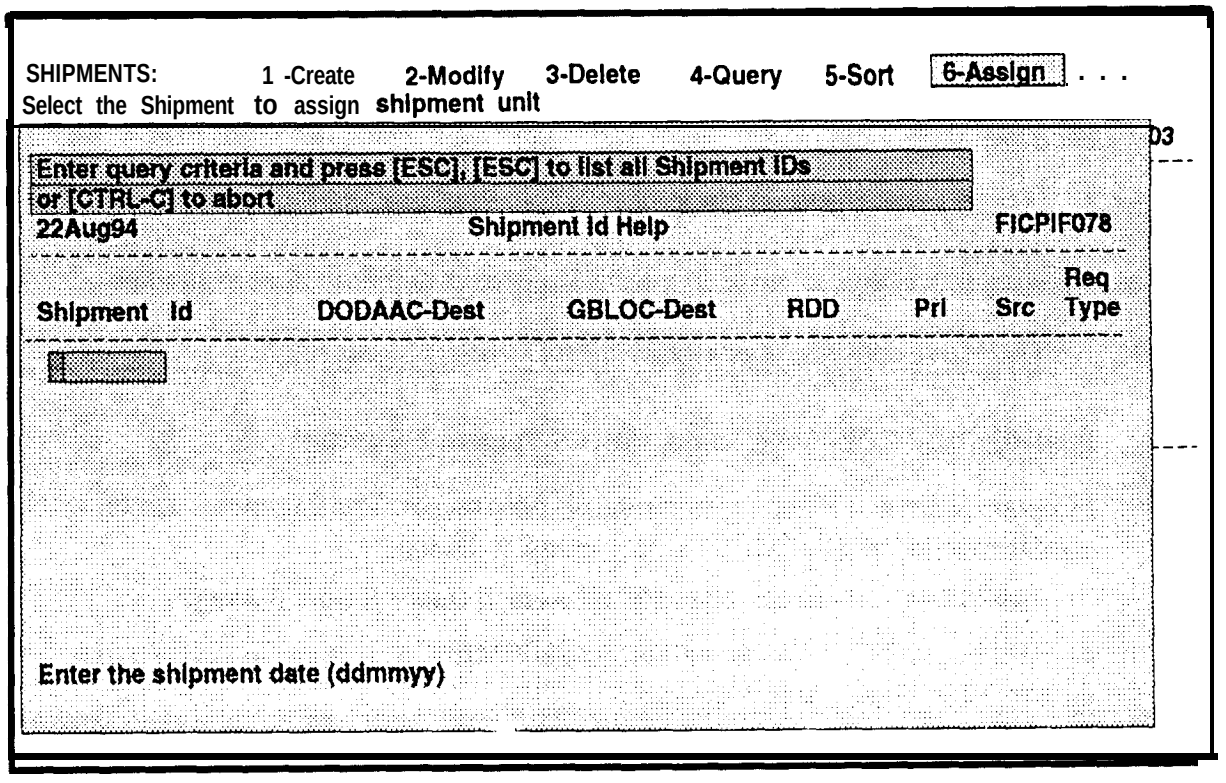


Figure 11-27. Shipment ID Help Window

f. Use the cursor control keys to highlight the Shipment Unit you want to assign or remove from this Shipment.

(1) Enter an X next to the Shipment Unit if you want to **assign** it to this shipment.

(2) Press the **SPACEBAR** to delete the X next to any Shipment Unit if you want to **remove** it from this Shipment.

g. Repeat the procedures in paragraph **f.** until the desired Shipment Units are assigned to this Shipment. These Shipment Units will be identified by an X in the column to the left of **the ShipUnit Id** field.

h. When all of desired Shipment Units are assigned to this Shipment, press **ESC** to save the changes. The cursor will return to the SHIPMENTS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

Note: Export Shipment Units can not be assigned to an Export Shipment when the weight and/or cube of that Shipment Unit causes the Total Weight of the Export Shipment to exceed 9,999,949 and/or the Total Cube to exceed 99,994. A second Shipment should be created to satisfy a requirement to assign additional Shipment Units.

i. When you have completed assigning the Shipment Units to your Shipment, you are ready to complete, when required, either your Domestic Routing Request for a Domestic Shipment or Export Traffic Release if it is an Export Shipment. If the Shipment is less than 10,000 pounds, you will probably need to prepare only a Government Bill of Lading.

11.3.3.4.1 Moving a Shipment Unit.

Use the following procedures to move Shipment Units from one Shipment to another.

Note: The **Move** option is only available for Domestic Shipments.

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipments.** The Shipments screen will be displayed with the SHIPMENTS: ring menu at the top:

SHIPMENTS: I-Create P-Modify 3-Delete 4-Query 5-Sort 6-Assign . . .

The three periods (. . .) at the end of the SHIPMENTS: ring menu indicate that there are some additional choices available.

c. Move the cursor to the left or right until the rest of the ring menu is displayed, as follows:

SHIPMENTS: . . . 'I-Move 8-View E-Exit

d. Select **Move** from the SHIPMENTS: ring menu. The Shipment ID Help window will be displayed.

Note: The Shipment ID Help window will be displayed twice. The first time you select the **Shipment ID you** will be moving the selected Shipment Unit **from.** The second time you will select **the Shipment ID you** wish to move the selected Shipment Unit **to.** The source Shipment will not be displayed on the Shipment ID Help window where the shipments are being moved to.

e. Enter your selection criteria for the Shipment you want to move the Shipment Unit **from** and press **ESC,** or press **ESC** to display a list of available Shipments. The fields on this screen cannot be altered.

f. Use the cursor control keys to highlight the shipment you want to move Shipment Units **from** and press **ESC.** A list of the Shipment Units assigned to this shipment will be displayed.

g. Use the cursor control keys to highlight the first Shipment Unit you want to move and press **ESC.** The Shipment Id Help window will be displayed again.

h. Enter your selection criteria for the Shipment you want to move the Shipment Unit **to** and press **ESC,** or press **ESC** to display a list of available options.

i. Use the cursor control keys to highlight the Shipment you want to move this Shipment Unit **to** and press **ESC.** The Shipment Unit is moved, and the cursor will return to the SHIPMENTS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

g. Repeat these procedures as necessary to move additional Shipment Units.

11.3.3.4.2 Viewing a Shipment.

Use the following procedures to view information on all Shipment Units that have been assigned to a shipment.

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipments.** The Shipments screen will be displayed with the SHIPMENTS: ring menu at the top:

SHIPMENTS: I-Create P-Modify 3-Delete 4-Query 5-Sort 6-Assign . . .

The three periods (. . .) at the end of the SHIPMENTS: ring menu indicate that there are some additional options available.

c. Move the cursor to the left or right until the rest of the ring menu is displayed, as follows:

SHIPMENTS: . . . 'I-Move 8-View E-Exit

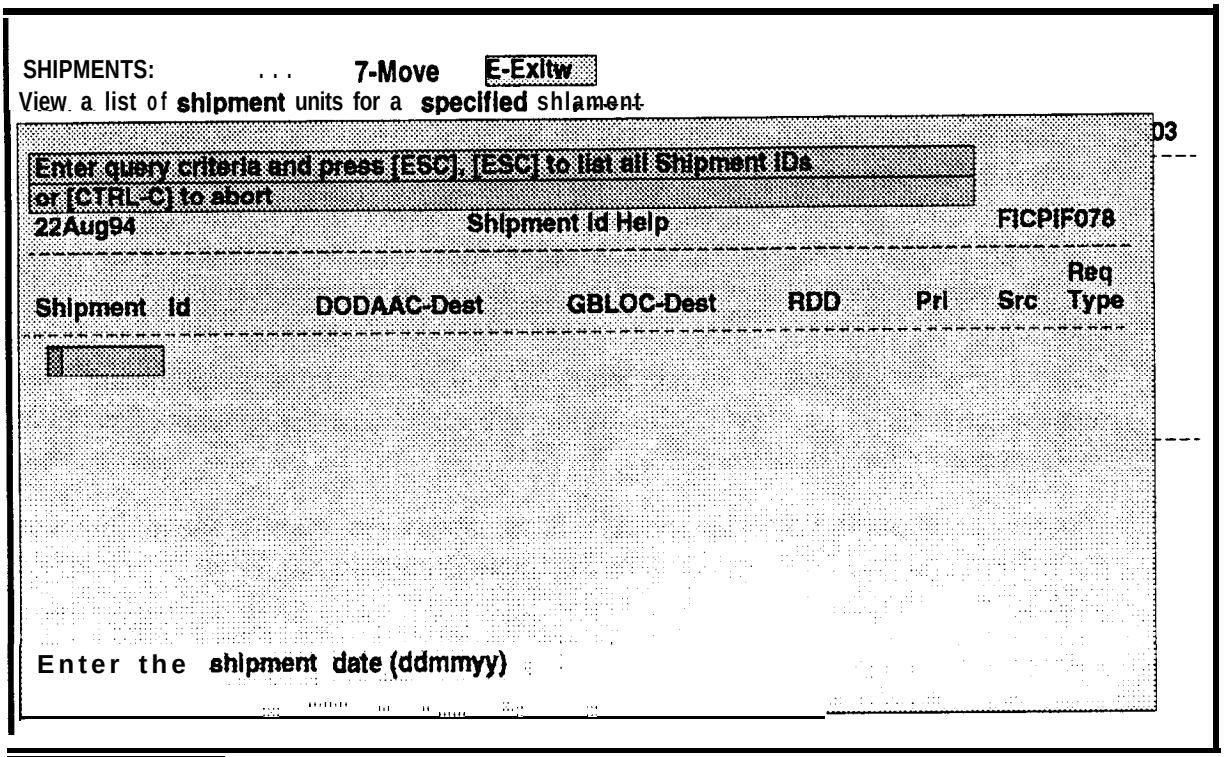


Figure 11-28. Shipment ID Help Window to View Shipments

d. Select **View** from the SHIPMENTS: ring menu. The Shipment ID Help window will be displayed as shown in Figure 11-28.

e. Enter your selection criteria for the **Shipment** that you want to view and press ESC, or press **ESC** to list all Shipment IDs. The Shipments that meet all of your selection criteria will be displayed.

f. Use the cursor control keys to highlight the desired Shipment ID and then press **ESC.** Information about the Shipment Unit(s) for that Shipment will be displayed, in the View Shipment Units screen. The information on this screen cannot be changed.

The following is an explanation of the fields that are displayed.

Field Name	Type	Explanation

NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.

Shipment ID		The Shipment ID of the shipment you have selected.
Total Weight:		Total weight (in pounds) of all Shipment Units assigned to this shipment.
ShipUnit Id		ID of each Shipment Unit assigned to this shipment.
DODAAC		Department of Defense Activity Address Code for the Shipment Unit destination.
GBLOC		Government Bill of Lading Code for the Shipment Unit destination.

RDD	Required delivery date of the Shipment Unit.
Pri	Priority of the Shipment Unit (**1, 2, 3** or 4).
A/H	Ammo/Hazard Indicator (Y or **N**).
SHC	Special Handling Code.
Qty	Number of items in the Shipment Unit.
Weight	Gross weight (in pounds) of the Shipment Unit.
Cube	Total cubic inches of the Shipment Unit.
stop	Sequential order of delivery for this Shipment Unit.

g. When you are done viewing this information, press **ESC.** The cursor will return to the SHIPMENTS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

11.3 3.5 Prepare/Create Export Traffic Request or Domestic Routing Request (if Required).

Use the Routing and Rating function to maintain and print Export Traffic Requests and Domestic Routing Requests. Preparation of these documents is essential to shipment planning. A response to a Domestic Routing Request or an Export Traffic Request can come in one of two ways: as a paper form or as a telephone message.

11.3.3.5.1 Traffic Requests.

This function is used to prepare and print Export Traffic Requests.

11.3.3.5.1.1 Preparina an Export Traffic Request.

Note: Unlike many of the functions in TC ACCIS, the Export Traffic Request does not have a **Create** option. The data is pulled from the Shipment with the assigned shipment units based on the Req Type (Request Type) **E** for export. The user need only prepare the Export Traffic Request. This prepares the file for transmission to ASPUR. It does not actually complete the transmission. The transmission to ASPUR is the communications procedure.

Use the following procedures to prepare the Export Traflic Request:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Export Traffic Request/Release.**

d. From the Export Traffic Request/Release menu, select **Prepare ETR for Transmission to ASPUR.** The Shipment Id Help window will be displayed.

e. Highlight the **Shipment Id** desired and press **ESC** to accept. A message will be displayed in the lower left of the screen indicating that a 1086 is being prepared and you will be returned to the Export Traffic Request/Release menu.

Remember, this option sets up the necessary files. To send the files to **ASPUR,** you must use **ASPUR Communications** on the Shipment Planning menu.

11.3.3.5.1.2 Printing an Export Traffic Request.

Use the following procedures to print the Export Traffic Request:

a. To print the DD Form 1086, select Print Export Traffic Request from the Export Traffic Request/Release menu. The Shipment Id Help window will be displayed.

b. Enter the query criteria and press **ESC.** Highlight the Shipment Id you want to print and press **ESC** to accept it. A message will be displayed in the lower left of the screen indicating that the DD Form 1086 is being printed and you will be returned to the Export Traffic Request/Release menu.

c. From the Export Traffic Request/Release menu, select Exit to return to the Routing and Rating menu.

d. From the Routing and Rating menu, **Exit** to the **Shipment** Planning menu.

Note: You will need to transmit this request to **ASPUR** before you create and print the Export Traffic Release.

11.3.3.5.2 Domestic Routing Request.

This Domestic Traffic Requests function is used to **create, modify, amend, recost, correct, cancel, delete, view, print,** and **send** the DRR to CFM.

J1.3.3.5.2.1 Creatina a Domestic Routing Request.

Domestic Routing Requests and Domestic Routing Orders are documentation used to support shipments created from source type **S** (Shipment Units or Shipment Planning Worksheet), **R** (Rail Load), or **E** (Motor Move).

Use the following procedures to **create** a Domestic Routing Request:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Request.** The Domestic Routing Request Header screen will be displayed with the following ring menu at the top:

DOMESTIC ROUTING REQUEST: l-Create 2-Modify 3-Amend 4-Recost . . .

The three periods (. . .) at the end of the DOMESTIC ROUTING REQUEST: ring menu indicate that there are some additional options available. You can access these options by moving the cursor to the right until the rest of the ring menu is displayed, as follows:

DOMESTIC ROUTING REQUEST: . . . 5-Correction 6-Cancel 'I-Delete . . .

Again the three periods (. . .) at the end of the DOMESTIC ROUTING REQUEST: ring menu indicate that there are more options available that can be accessed by moving the cursor to the right until the rest of the ring menu is displayed, as follows:

DOMESTIC ROUTING REQUEST: . . . 6-View O-Print A-Send DRR to CFM E-Exit

e. Select **Create** from the DOMESTIC ROUTING REQUEST: ring menu. The cursor will move to the **Shipment ID** field.

f. Enter the Shipment ID and press **ESC,** or press F6 to select the Shipment form a list of available Shipments.

When F6 is used, the Shipment Id Help window will be displayed with the cursor in the **Shipment Id** field. You have two alternatives for selecting the Shipment:

(1) You can press **ESC** to display a list of all available Shipments.

(a) Use the cursor control keys to highlight the desired Shipment Id and press **ESC** to select it.

(b) Continue with the procedures in paragraph g. below.

(2) As an alternative, you can enter your selection criteria in any one or any combination of the displayed fields.

(a) As necessary, press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

(b) Enter your selection criteria, pressing **RETURN** after each entry.

(c) As necessary, repeat the procedures in paragraph **(a)** and **(b)** above until all of your selection criteria has been entered.

(d) When all of your selection criteria has been cntcred, press **ESC.** A list of Shipments that meet all of your selection criteria will be displayed.

(e) Use the cursor control keys to highlight the desired Shipment Id and press **ESC** to select it.

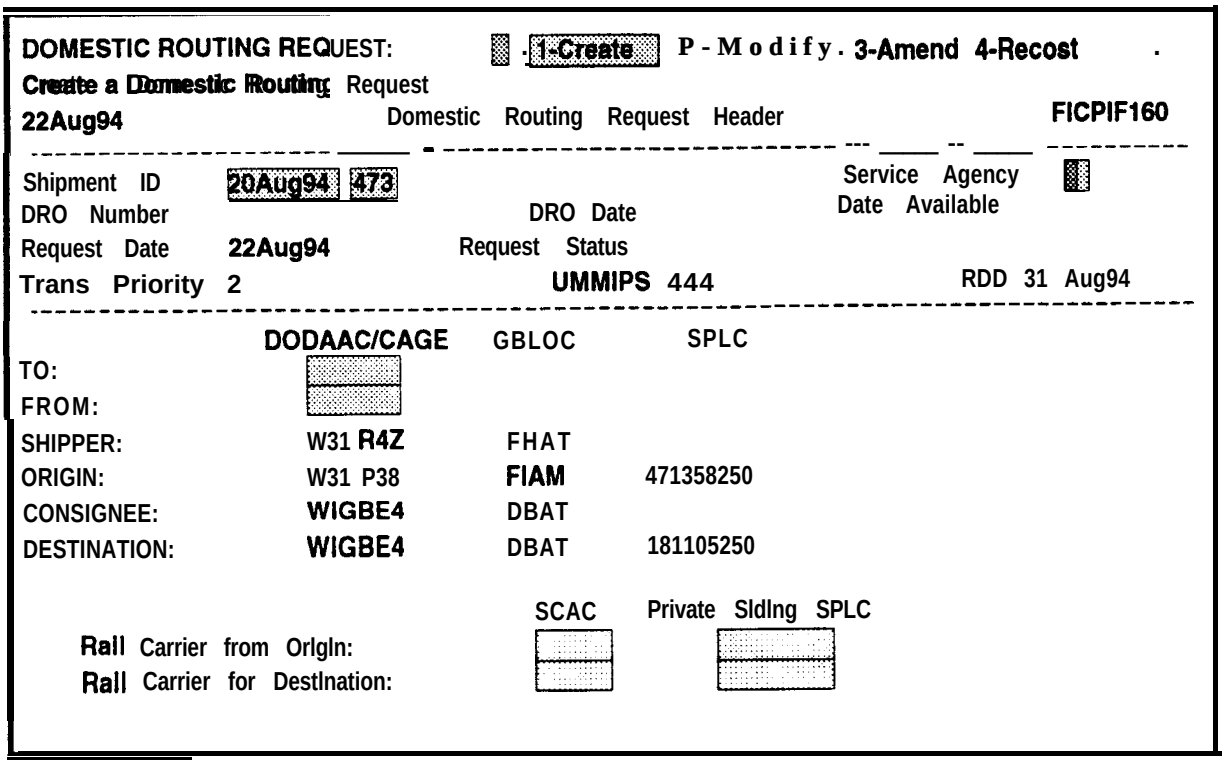


Figure 11-29. Domestic Routing Request Header Screen

g. The Domestic Routing Request Header screen, as shown in Figure 1 l-29, will be displayed. The cursor will be in the Service Agency field.

The following is an explanation of the fields that will be automatically filled when the Shipment and Shipment Unit(s) information is displayed in the Domestic Routing Request Header screen.

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
DRO Number	A	Domestic Routing Order Number assigned by CFM. This field will be blank until the DRO Number is received from CFM.
DRO Date	A	Date of the Domestic Routing Order assigned by CFM. This field will be blank until the DRO Number is received from CFM.
Date Available	A	Date the equipment will be available to ship; pulled from the Shipment Unit.
Request Date	A	Date of this request (in ddmmmyy format); system generated when the Domestic Routing Request is first printed or prepared for transmission.
Request Status	A	Current status of the DRR with CFM. This field will be blank until the DRO Number is received from CFM.
Trans Priority	A	Priority of this shipment (1, 2, 3, or 4); pulled from the Shipment Unit.

UMMIPS	A	The Required Delivery Date in accordance with the Uniform Material Movement and Issue Priority System.
RDD	A	Required Delivery Date for the Shipment.
SHIPPER DODAACKAGE	A	The DODAAC or Cage Number for the Shipper of the Domestic Routing Request; pulled from the Shipment Unit.
SHIPPER GBLOC	A	The GBLOC for the Shipper of the Domestic Routing Request; pulled from the Shipment Unit.
ORIGIN DODAACKAGE	A	The DODAAC or Cage Number for the Domestic Routing Request origin; pulled from the Shipment Unit.
ORIGIN GBLOC	A	The GBLOC for the Domestic Routing Request origin; pulled from the Shipment Unit.
ORIGIN SPLC	A	The SPLC for the Domestic Routing Request origin; pulled from the Shipment Unit.
CONSIGNEE DODAAC/ CAGE	A	The DODAAC or Cage Number for the Consignee of the Domestic Routing Request; pulled from the Shipment Unit.
CONSIGNEE GBLOC	A	The GBLOC for the Consignee of the Domestic Routing Request; pulled from the Shipment Unit.
DESTINATION DODAACICAGE	A	The DODAAC or Cage Number for the Domestic Routing Request destination; pulled from the Shipment Unit.
DESTINATION GBLOC	A	The GBLOC for the Domestic Routing Request destination; pulled from the Shipment Unit.
DESTINATION SPLC	A	The SPLC for the Domestic Routing Request destination; pulled from the Shipment Unit.

h. Enter data into the following fields, pressing **RETURN** after each entry.

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
Service Agency	R	Enter the agency responsible for the funding for the GBL. **F6-Help** is available for this field.
TO DODAAC/ CAGE	R	Enter the DODAAC or Cage Number for the Domestic Routing Request destination.
TO GBLOC	A	The GBLOC for the Domestic Routing Request destination; automatically filled based on the **TO: DODAACKAGE** entry.
FROM DODAACICAGE	R	Enter the DODAAC or Cage Number for the Domestic Routing Request origin.
From GBLOC	A	The GBLOC for the Domestic Routing Request origin; automatically filled based on the **FROM: DODAAC/CAGE** entry.
Rail Carrier from Origin SCAC		For Rail Shipments, enter the SCAC for the Rail Carrier at the point of origin for the Domestic Routmg Request. **F6-Help** is available for this field.

Rail Carrier from Origin Private Siding SPLC	For Rail Shipments, enter the SPLC for the Private Siding for the Rail Carrier at the point of origin for the Domestic Routing Request; pulled from the Shipment Unit. **F6-Help** is available for this field.
Rail Carrier for Destination SCAC	For Rail Shipments, enter the SCAC for the Rail Carrier at the destination for the Domestic Routing Request; pulled from the Shipment Unit. **F6-Help** is available for this field.
Rail Carrier for Destination Private Siding SPLC	For Rail Shipments, enter the SPLC for the Private Siding for the Rail Carrier at the destination for the Domestic Routing Request; pulled from the Shipment Unit. **F6-Help** is available for this field.

i. When all of the entries have been made, review the displayed information.

(1) As necessary, press **RETURN** until the cursor is in the field where you want to make a change.

(2) Enter the correct data by typing over the displayed information.

(3) Repeat the procedures in paragraph **(1)** and (2) until all the information is correct.

j. When all of the entries are correct in the Header screen, press F7 to access the DRR Remarks window.

(1) Enter the appropriate Remarks, pressing **RETURN** at the end of each line.

(2) When the entire Remark has been entered, press **ESC** to save it. The cursor will return to the Domestic Routing Rcyucst Header screen.

k. Press **F8** to access the FOB Terms window.

(1) Enter the **FOB Expiration Date** in ddmmmyy format, pressing **RETURN** after each entry.

(2) Enter the **FOB Expiration Date** in ddmmmyy format and the **FOB Terms,** pressing **RETURN** after each entry.

(3) When the entries have been made, press **ESC** to save them. The cursor will return to the Domestic Routing Request Header screen.

l. Press F9 to access the Domestic Routing Request Detail Screen for the Preferred Equipment List, as shown in Figure 1 l-30. The cursor will be in the Equipment Type field.

The following is an explanation of the fields in the Domestic Routing Request Detail Screen:

Field Name	Type	Explanation

NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.

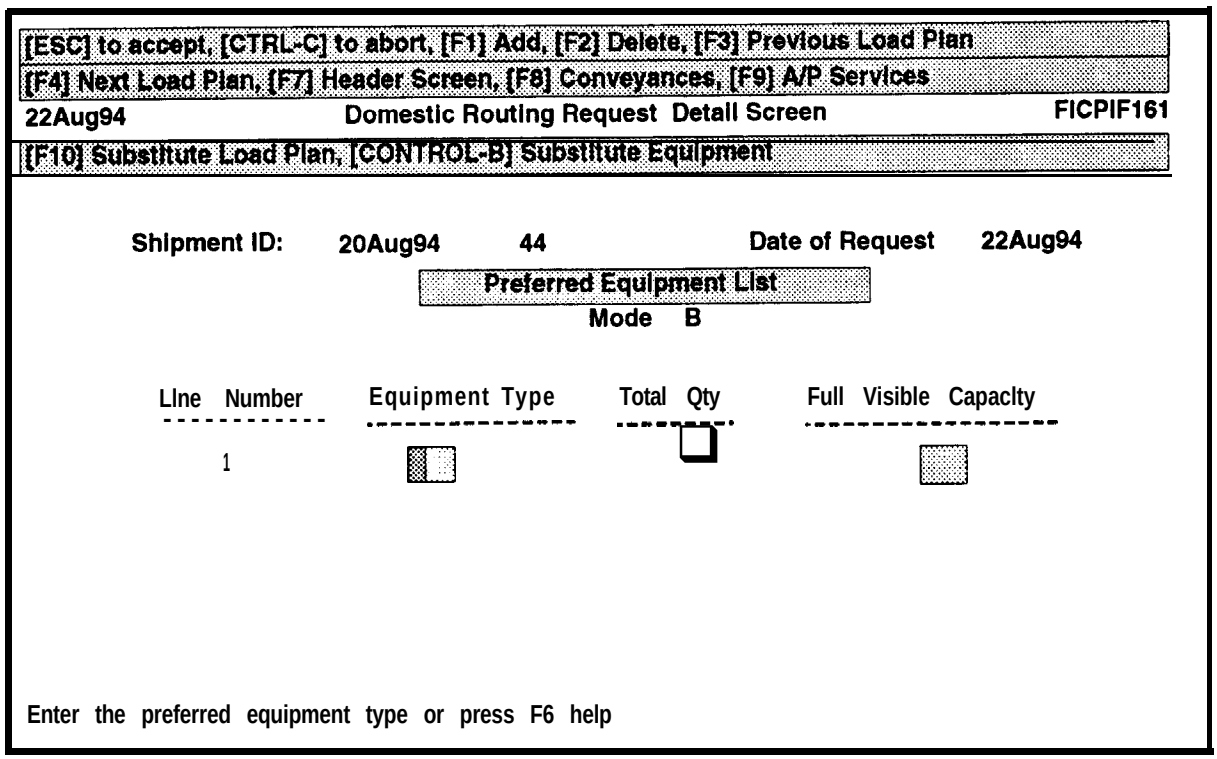


Figure 11-30. Domestic Routing Request Detail Screen

Shipment ID	A	The Identification Number assigned to this Shipment.
Date of Request	A	Date of this request (in ddmmmyy format); system generated when the Domestic Routing Request is first printed or prepared for transmission.
Mode	A	Mode of Transportation to Port of Embarkation.
Line Number	A	A sequential Line Number that is automatically assigned to this DRR.
Equipment Type	R	Type Equipment Code. F6 **Help** is available to select this code from the list of available equipment.
Total Qty	R	Enter the total number of pieces of this type transportation equipment needed for this DRR.
Full Visible Capacity	R	Enter Y or N to indicate whether the equipment will be loaded to full capacity.

(1) Enter the **Type Equipment** to be used to transport the load and press **RETURN,** or press F6 to select an Equipment Type from a list of available transportation.

When **F6** is used, the Route Order Equipment Groups window will bc displayed with a list of available types of transportation equipment.

(a) Use the cursor control keys to highlight the desired Equipment Type and press **ESC** to select it. The window will close and the cursor will return to the **Equipment Type** field of the Domestic Routing Request Detail Screen.

(b) Press **RETURN** to move the cursor to the **Total Quantity** field.

(2) Enter the **Total Quantity** of this type equipment that will be needed and press **RETURN.** The cursor will move to **the Full Visible Capacity** field.

(3) Enter Y (yes) or N (no) to indicate whether the equipment will be loaded to full capacity and press **RETURN.** A new **Line Number** will be displayed with the cursor **in** the **Equipment Type** field of the new line.

Note: As necessary **you can** press **F1** to **Add** another Equipment Type code into an existing list. You can also press F2 to **Delete** an Equipment Type code from an existing list. To do this, use the cursor control keys to highlight the location where you want to perform the function and then press **F1** or F2 as appropriate.

(4) Repeat the procedures in paragraphs **(1)** through (3) above until all the necessary equipment types have been added to the Preferred Equipment List.

(5) When all of your Preferred Equipment Items have been added, use the cursor control keys to highlight the Equipment Type to which you want to assign a Shipment Unit.

(a) Press **F8** (Conveyance). **The** Domestic Routing Request Assign Commodity Screen will be displayed with a list of the Shipment Units for this Shipment that have not been assigned to a transportation **equipment** type.

(b) Use the cursor control keys to highlight **the** desired Shipment Unit.

(c) Enter an X in the **field** to the left of the **ShipUnit Id** field to select that Shipment Unit for this type of equipment.

Note: If a Shipment Unit has been selected (an X in the left column), you can use the cursor control keys to highlight that Shipment Unit and then press the **SPACE BAR** to deselect that Shipment Unit from this DRR.

(d) As necessary, **repeat** the procedures in paragraphs **(b)** and (c) above to select additional Shipment Units for this type of equipment.

(e) When all the Shipment Units have been selected for this **type** of **equipment,** press **ESC.** The cursor will return to the Equipment **Type** field of the Domestic Routing Request Detail Screen.

(6) As necessary, repeat the procedures in paragraph (5) above until all the Shipment Units have been assigned to a piece of equipment.

(7) The next step in **creating** your Preferred Equipment List is to select the Accessorial and/or **Protective** Services needed for **each** type of equipment. To do this, use the

cursor control keys to highlight Equipment Type that will require Accessorial or Protective Services.

(a) Press F9 to display the ACCESSORIAL/PROTECTIVE SERVICES window as shown in Figure 1 l-3 1. The **Shipment Id, Date of Request** and **Mode** fields will be automatically filled. The cursor will be in the **Code** field.

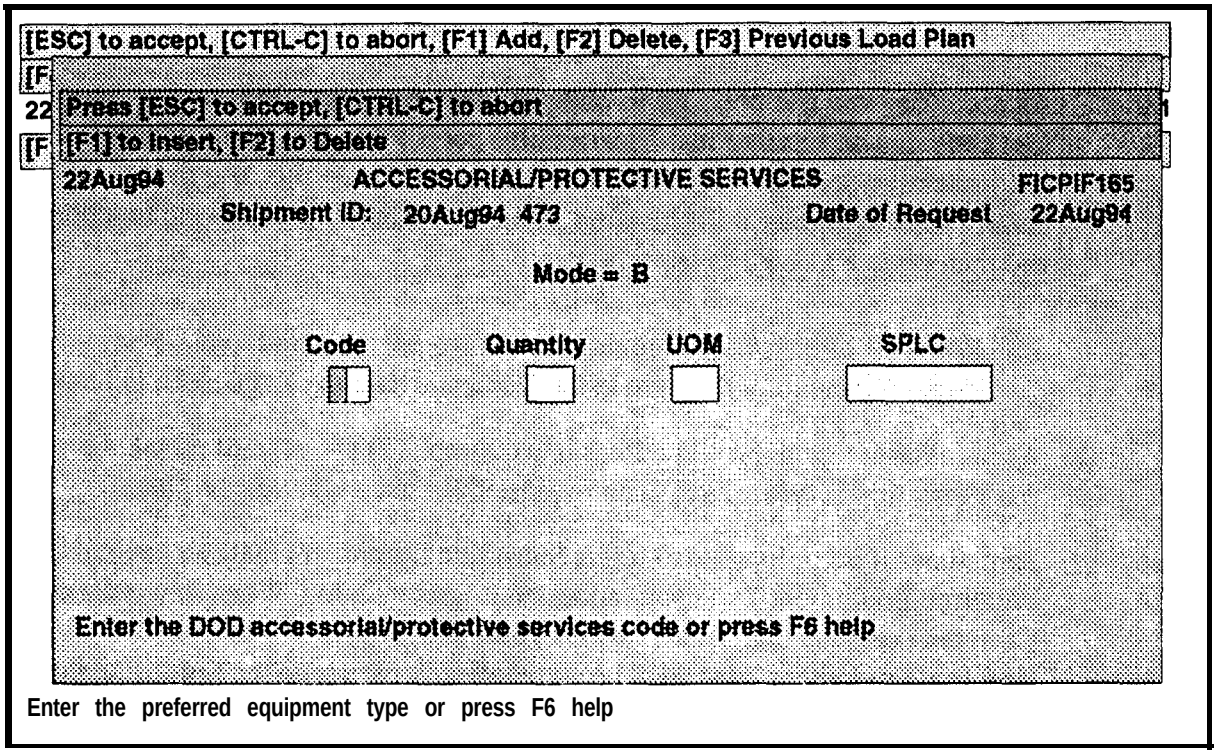


Figure 11-31. Accessorial/Protective Services Window

The following is an explanation of the fields in the Accessorial/Protective Services window that will need to be completed:

Field Name	Type	Explanation
		NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.
Code	R	The code for the type Accessorial or Protective Services being requested. **F6-Help** is available for this field.
Quantity	R	The number of this type of Accessorial or Protective Services that is requested.
UOM	R	Unit of Measurement for the Accessorial or Protective Services being requested. Press RETURN while this field is blank and the valid choices will be displayed. **F6-Help** is also available for this field to display a list of all possible units of measure.

SPLC	R	The Standard Point Location Code where the Accessorial or Protective Services will be required. **F6-Help** is available for this field.

(b) Enter the appropriate data in each field, pressing **RETURN** after each entry. The cursor will move to the next field. When **you** press **RETURN** in the **SPLC** field, the cursor will go to the next line. You can continue this process until up to ten services requirements have been entered.

Note: As necessary you can press **F1** to Insert another Accessorial/Protective Services code into an existing list. You can also press F2 to Delete an Accessorial/Protective Services code from an existing list. To do this, use the cursor control keys to highlight the location where you want to perform the function and then press **F1** or F2 as appropriate.

(c) When all of the service rcquircmcnts have been entered, press **ESC** to save them. The cursor will return to the Domestic Routing Request Detail Screen.

(8) As necessary, repeat the procedures in paragraph (7) above until all the Accessorial/Protective Services have been requested for each type of equipment.

(9) Sometimes it is appropriate to select Substitute Equipment that can be used if the Preferred Equipment Type you rcqucsted is not available. When this is done, the **Conveyances** and the **Accessorial/Protective Services you** selected for the Preferred Equipment Types will bc automatically used with the Substitute Equipment Type. There is no need to enter these items again.

Use the following procedures, asnecessary, to select Substitute Equipment Types:

(a) Use the cursor control keys to highlight Equipment Type that will require Substitute Equipment Type(s) in case your Preferred Equipment Type is not available.

(b) Press **Ctrl-B** and the Substitute Equipment window will be displayed as shown in Figure 1 l-32. The cursor will be in the **Equipment Type** field. Note that the Preferred Equipment Type for which you arc selecting Substitute Equipment is identified in the first field of the window.

1 Enter the **Type Equipment** to be used as a substitute to transport the load and press **RETURN,** or press F6 to select an Equipment Type from a list of available transportation.

When F6 is used, the Route Order Equipment Groups window will be displayed with a list of available types of transportation equipment.

a Usc the cursor control keys to highlight the desired Equipment Type and press **ESC** to select it. The window will close and the cursor

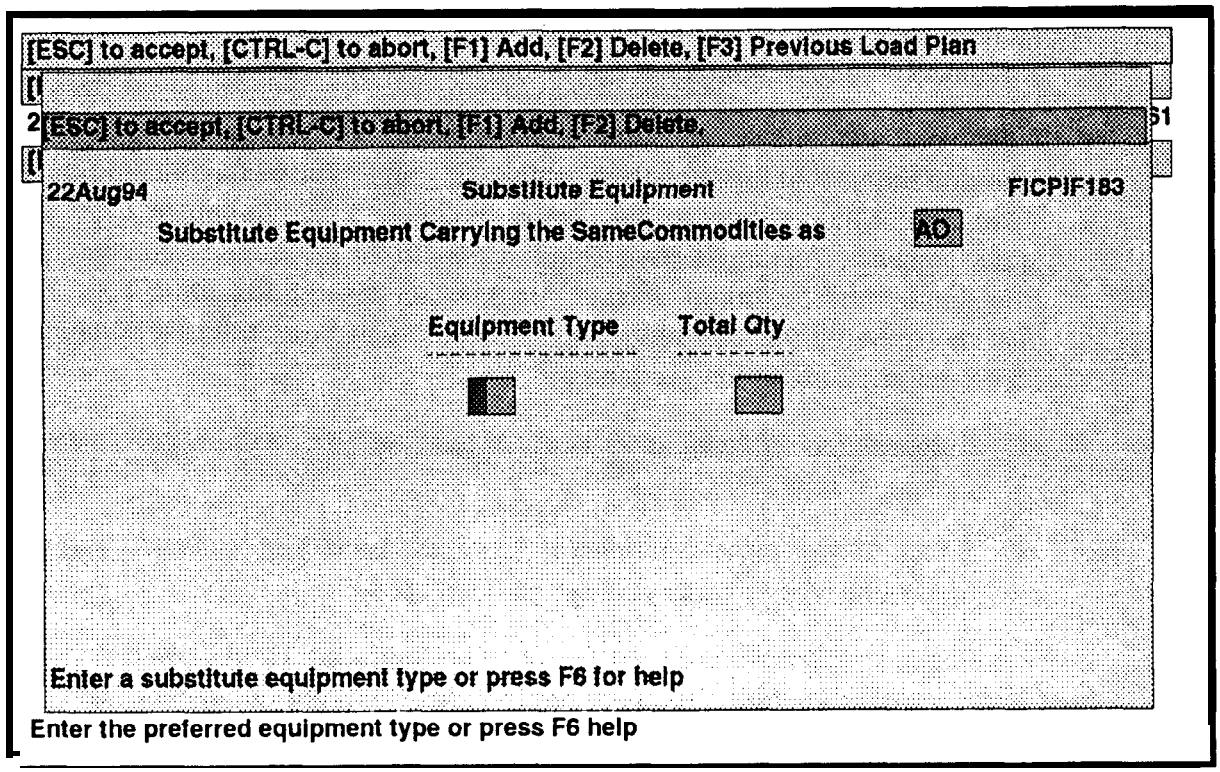


Figure 1 I-32. Substitute Equipment Window

will return **to the Equipment Type** field of the Domestic Routing Request Detail Screen.

b Press **RETURN** to move the cursor to the **Total Quantity** field.

2 Enter the **Total Quantity** of this substitute type equipment that will be needed and press **RETURN.** A new **Line Number** will be displayed with the cursor in the **Equipment Type** field of the new line.

Note: As necessary you can press **F1** to **Add** another Equipment Type code into an existing list. You can also press F2 to **Delete** an Equipment Type code from an existing list. To do this, use the cursor control keys to highlight the location where you want to perform the function and then press **F1** or F2 as appropriate.

3 Repeat the procedures in paragraphs **1** and **3** above until all the necessary Substitute Equipment Types have been selected for this Preferred Equipment Type.

4 When all of the data have been entered, press **ESC.** The data will be saved and the cursor will return to the Domestic Routing Request Detail Screen for the Preferred Equipment List.

(10) As necessary, repeat the procedures in paragraph (9) above to select Substitute Equipment for other Equipment Types on your preferred Equipment List.

(11) When you have selected Substitute Equipment for all Equipment Types on the Preferred Equipment List, you have completed your Preferred Equipment List for a Domestic Routing Request. The cursor should be in the Equipment Type field of the Domestic Routing Request Detail Screen for the Preferred Equipment List. You should now determine whether you want to create a Substitute Load Plan that can be used if the transportation you requested in your Preferred Equipment List is not available when you need it.

(a) If you want to create a Substitute Load List, continue with the procedures in paragraph **m.** below.

(b) If you do not want to createe a Substitute Load List, continue with the procedures in paragraph **p.** (Page 1 l-133) below.

m. Sometimes it is appropriate to create one or more Substitute Load Lists that can be used if the type transportation you requested in your Preferred Equipment List is not available. This may occur when your Preferred Equipment List mode is by truck and you want to create a Substitute Load List by rail in case the requested trucks are not available. When this is done, you will have to create an entirely new Equipment List. Only the information in the Domestic Routing Request Header screen (Figure 1 l-29, Page 1 l-l18), the Domestic Routing Request Remarks, and the FOB Terms will remain with the Substitute Load List. None of the other choices you made in your Domestic Routing Request Detail Screen for the Preferred Equipment List (Figure 1 l-30, Page 1 1-12 1), or its subordinate screens and windows, will be carried forward to the new Substitute Load Plan.

Use the following procedures, as necessary, to create a Substitute Load List:

(1) Press **F10** from the Domestic Routing Request Detail Screen to select the Substitute Load Plan option. A prompt window will be displayed:

Press [ESC] to accept, [CTRL-C] to abort, [F6] help
Enter the mode for the new substitute load plan:

(2) Enter the **Mode** for the Substitute Load Plan and press **ESC** to accept it, or press **F6** to select a Mode from a list of available Modes.

When **F6** is used. the Mode Code window will be displayed.

(a) Use the cursor control keys to highlight the desired Mode.

(b) Press **ESC** to select the highlighted Mode. The cursor will return to the prompt window and the selected prompt will be displayed.

(c) Press **ESC** to accept the Mode Code displayed in the prompt window. The cursor will move to the Domestic Routing Request Detail Screen for the Substitute Equipment List, as shown in Figure 1 l-33. The cursor will be in the Eouioment Tvpe field.

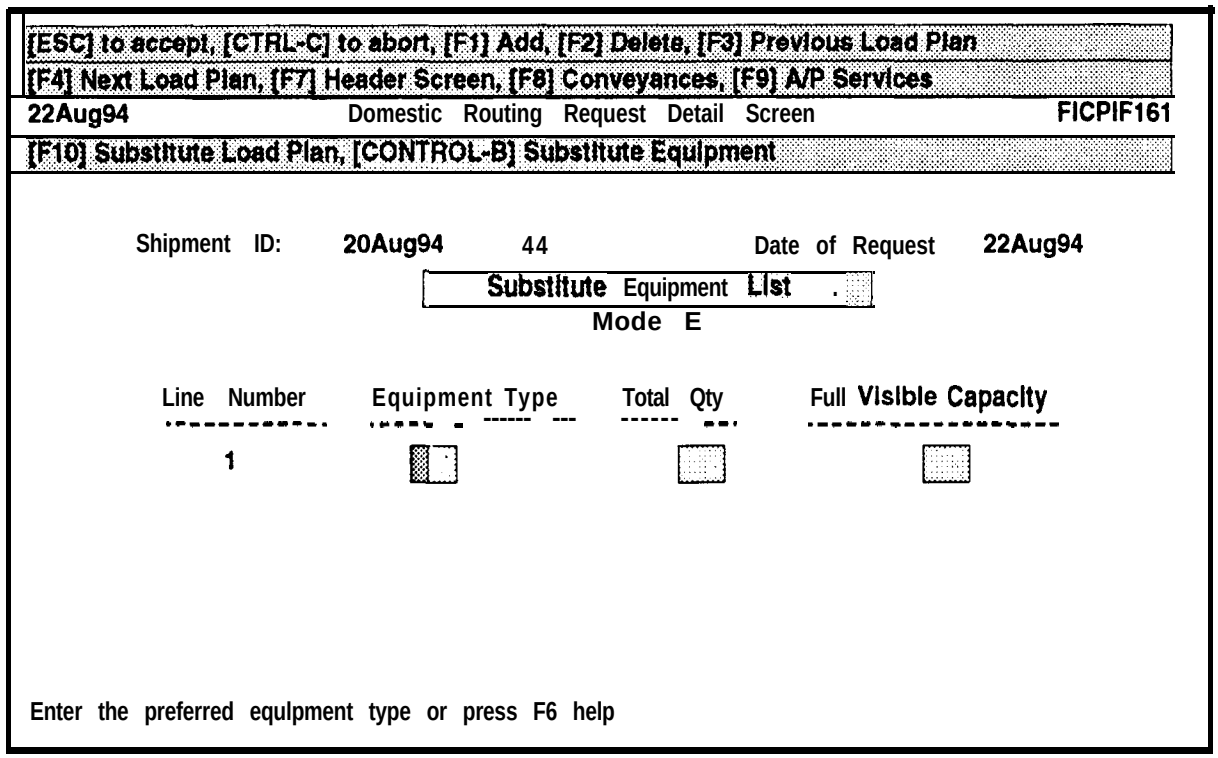


Figure 11-33. Domestic Routing Request Detail Screen

The following is an explanation of the fields in the Domestic Routing Request Detail Screen:

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
Shipment ID	A	The Identification Number assigned to this Shipment.
Date of Request	A	Date of this request (in ddmmmyy format); system generated when the Domestic Routing Request is first printed or prepared for transmission.
Mode	A	Mode of Transportation to Port of Embarkation.
Line Number	A	A sequential Line Number that is automatically assigned to this DRR.
Equipment Type	R	Type Equipment Code. **F6 Help** is available to select this code from the list of available equipment.

Total Qty	R	Enter the total number of pieces of this type transportation equipment needed for this DRR.
Full Visible Capacity	R	Enter Y or N to indicate whether the equipment will be loaded to full capacity.

(3) Enter the **Type Equipment** to be used to transport the load and press **RETURN,** or press F6 to select an Equipment Type from a list of available transportation.

When F6 is used, the Route Order Equipment Groups window will be displayed with a list of available types of transportation equipment.

(a) Use the cursor control keys to highlight the desired Equipment Type and press **ESC** to select it. The window will close and the cursor will return to the **Equipment Type** field of the Domestic Routing Request Detail Screen.

(b) Press **RETURN** to move the cursor to the **Total Quantity** field.

(4) Enter the **Total Quantity** of this type equipment that will be needed and press **RETURN.** The cursor will move to the **Full Visible Capacity** field.

(5) Enter Y (yes) or N (no) to indicate whether the equipment will be loaded to full capacity and press **RETURN. A** new **Line Number** will be displayed with the cursor in the **Equipment Type** field of the new line.

Note: As necessary **you** can press **F1** to **Add another** Equipment Type code into an existing list. You can also press F2 to **Delete** an Equipment Type code from an existing list. To do this, use the cursor control keys to highlight the location where you want to perform the function and then press **F1** or F2 as appropriate.

(6) Repeat the procedures in paragraphs (1) through (3) above until all the necessary equipment types have been added to the Substitute Equipment List.

(7) When all of your Substitute Equipment Items have been added, use the cursor control keys to highlight the Equipment Type to which you want to assign a Shipment Unit.

(a) Press **F8** (Conveyance). The Domestic Routing Reyucst Assign Commodity Screen will be displayed with a list of the Shipment Units for this Shipment that have not been assigned to a transportation equipment type.

(b) Use the cursor control keys to highlight the desired Shipment Unit.

(c) Enter an X in the field to the left of the **ShipUnit Id** field to select that Shipment Unit for this type of equipment.

Note: If a Shipment Unit has been selected (an X in the left column), you can use the cursor control keys to highlight that Shipment Unit and then press the **SPACE BAR** to deselect that Shipment Unit from this DRR.

(d) As necessary, repeat the procedures in paragraphs **(b)** and (c) above to select additional Shipment Units for this type of equipment.

(e) When all the Shipment Units have been selected for this type of equipment, press **ESC.** The cursor will return to the Equipment **Type** field of the Domestic Routing Request Detail Screen.

(8) As necessary, repeat the procedures in paragraph (5) above until all the Shipment Units have been assigned to a piece of equipment.

(9) The next step in creating your Substitute Equipment List is to select the Accessorial and/or Protective Services needed for each type of equipment. To do this, use the cursor control keys to highlight Equipment Type that will require Accessorial or Protective Services.

(a) Press F9 to display the ACCESSORIAL/PROTECTIVE SERVICES window as shown in Figure 1 **l-34.** The **Shipment Id, Date of Request** and **Mode** fields will be automatically filled. The cursor will be in the **Code** field.

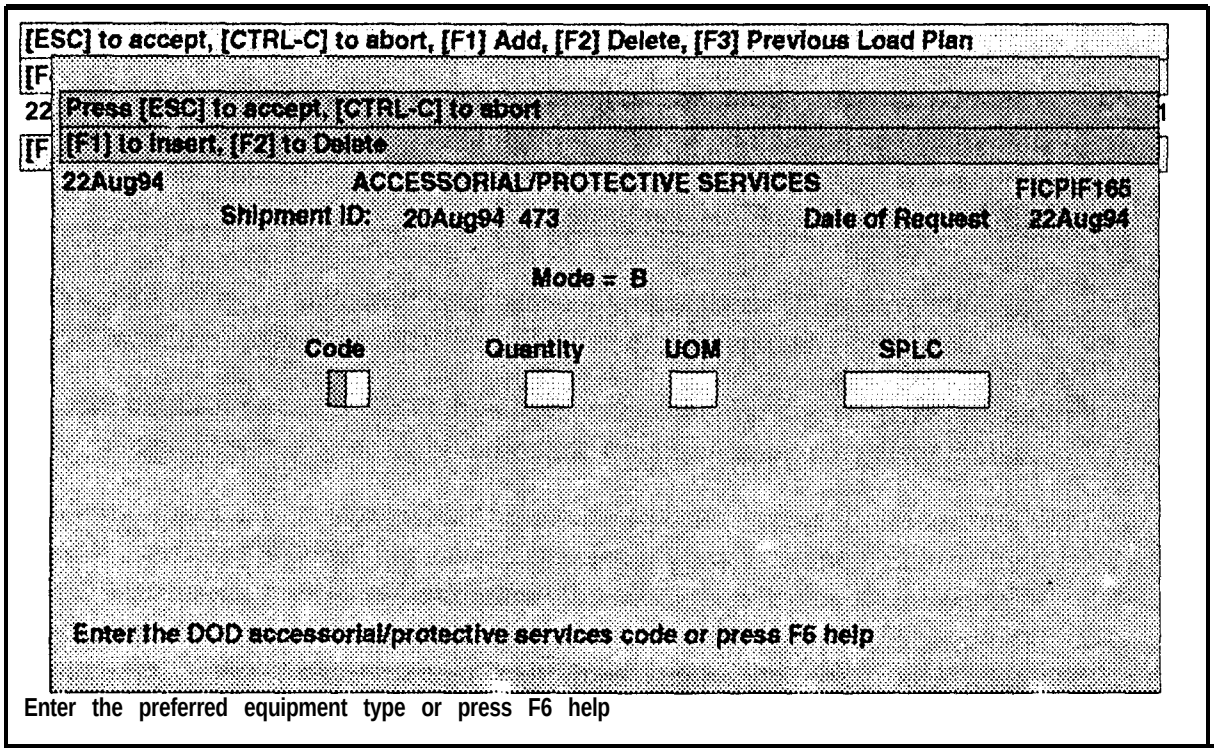


Figure 1 l-34. Accessorial/Protective Services Window

The following is an explanation of the fields in the Accessorial/Protective Services window that will need to be completed:

Field Name	Type	Explanation
		NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.
Code	R	The code for the type Accessorial or Protective Services being requested. **F6-Help** is available for this field.
Quantity	R	The number of this type of Accessorial or Protective Services that is requested.
UOM	R	Unit of Measurement for the Accessorial or Protective Services being requested. Press RETURN while this field is blank and the valid choices will be displayed. **F6-Help** is also available for this field to display a list of all possible units of measure.
SPLC	R	The Standard Point Location Code where the Accessorial or Protective Services will be required. **F6-Help** is available for this field.

(b) Enter the appropriate data in each field, pressing **RETURN** after each entry. The cursor will move to the next field. When you press **RETURN** in the **SPLC** field, the cursor will go to the next line. You can continue this process until up to ten services requirements have been entered.

Note: As necessary you can press **F1** to Insert another Accessorial/Protective Services code into an existing list. You can also press F2 to Delete an Accessorial/Protective Services code from an existing list. To do this, use the cursor control keys to highlight the location where you want to perform the function and then press **F1** or F2 as appropriate.

(c) When all of the service requirements have been entered, press **ESC** to save them. The cursor will return to the Domestic Routing Request Detail Screen.

(10) As necessary, repeat the procedures in paragraph (7) above until all the Accessorial/Protective Services have been requested for each type of equipment.

(11) Sometimes it is appropriate to select Substitute Equipment that can bc used if the Prefcrrcd Equipment Type you requested is not available. When this is done, the **Conveyances** and the **Accessorial/Protective Services you** selected for the Preferred Equipment Types will be automatically used with the Substitute Equipment Type. There is no need to enter these items again.

Use the following procedures, as necessary, to select Substitute Equipment Types:

(a) Use the cursor control keys to highlight Equipment Type that will require Substitute Equipment Type(s) in case your Preferred Equipment Type is not available.

(b) Press **Ctrl-B** and the Substitute Equipment window will be displayed as shown in Figure 1 l-35. The cursor will be in the **Equipment Type** field. Note that the Preferred Equipment Type for which you are selecting Substitute Equipment is identified in the first field of the window.

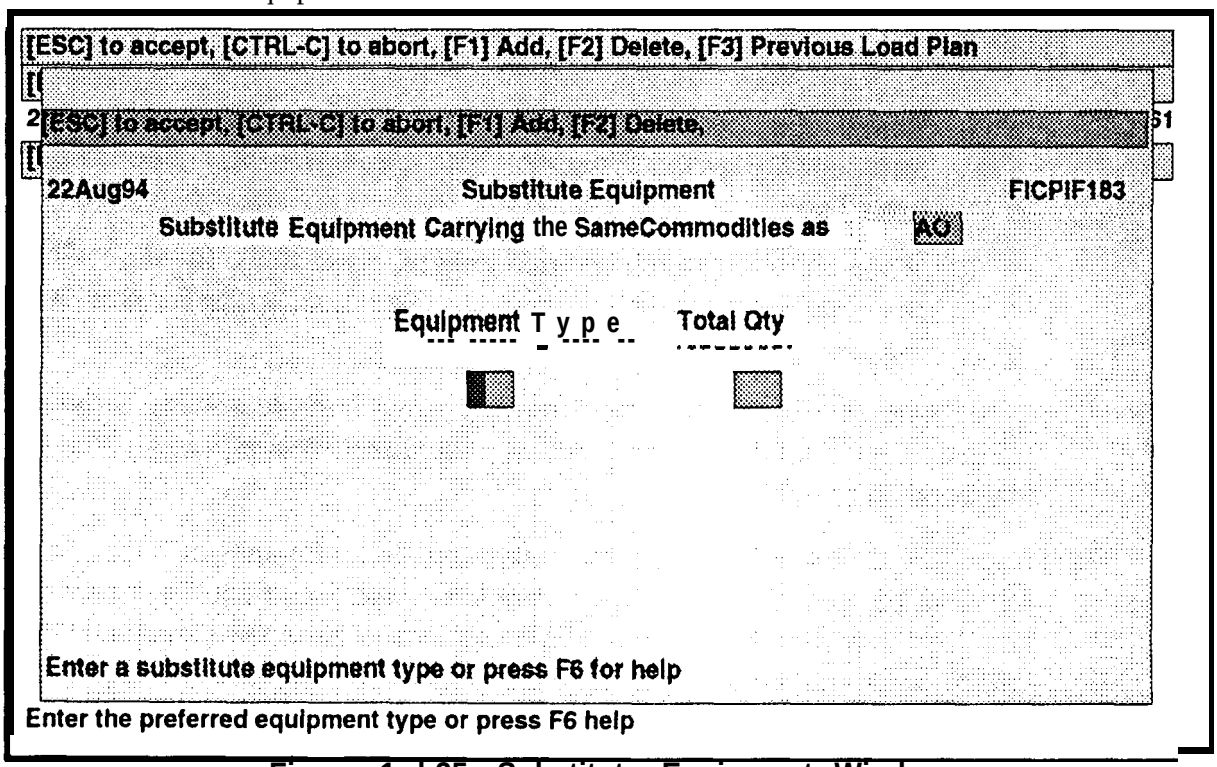


Figure 1 l-35. Substitute Equipment Window

1 Enter the **Type Equipment** to bc used as a substitute to transport the load and press **RETURN,** or press F6 to select an Equipment Type from a list of available transportation.

When F6 is **used,** the Route Order Equipment Groups window will be displayed with a list of available types of transportation equipment.

a Use the cursor control keys to highlight the desired Equipment Type and press **ESC** to select it. The window will close and the cursor will return to the **Equipment Type** field of the Domestic Routing Request Detail Screen.

b Press **RETURN** to move the cursor to the **Total Quantity** field.

2 Enter **the Total Quantity** of this substitute type equipment that will be needed and press **RETURN.** A new **Line Number** will be displayed with the cursor in **the Equipment Type** field of the new line.

Note: As necessary **you** can press **Fl** to **Add** another Equipment Type code into an existing list. You can also press F2 to **Delete** an Equipment Type code from an existing list. To do this, use the cursor control keys to highlight the location where you want to perform the function and then press **Fl** or F2 as appropriate.

3 Repeat the procedures in paragraphs **1** and **3** above until all the necessary Substitute Equipment Types have been selected for this Preferred Equipment Type.

4 When all of the data have been entered, press **ESC.** The data will be saved and the cursor will return to the Domestic Routing Request Detail Screen. .

(12) As necessary, repeat the procedures in paragraph (11) above to select Substitute Equipment for other Equipment Types on your Substitute Equipment List for the Substitute Equipment List.

(13) When you have selected Substitute Equipment for all Equipment Types on the Preferred Equipment List, you have completed your Substitute Equipment List for a Domestic Routing Request. The cursor should be in the Equipment Type field of the Domestic Routing Request Detail Screen for the Substitute Equipment List. You can now create another Substitute Load List, return to your Preferred Equipment List, or save the data for your Domestic Routing Request.

(a) To create another Substitute Load List, press **F10** and then repeat the procedures in paragraph **m.** (Page 1 1- 126 above).

(b) To return to your Preferred Equipment List, continue with the procedures in paragraph **n.** below.

(c) To save the data for your Domestic Routing Request, continue with the procedures in paragraph **o.** below.

n. Once you have created a Substitute Load List, you can toggle back and forth between the Preferred Equipment List and one or more Substitute Load Plans which will be accessed in the order in which they were created. The Preferred Equipment List will be displayed first when you access the Domestic Routing Request Detail Screen (Figure 1 l-30, Page 1 1- 121) from the Domestic Routing Request Header screen (Figure 1 l-29, Page 1 1-1 18).

Use the following procedures to toggle back and forth between the Preferred Equipment List and one or more Substitute Load Plans.

(1) When the Preferred Equipment List is displayed, press F4 to display the **Next Load Plan,** which will be your first Substitute Equipment List.

(a) Repeat this process, as necessary, until the desired Substitute Equipment Plan is displayed. If you press F4 when the last Substitute Equipment Plan is displayed, a message will be displayed at the bottom of the screen:

This is the last load plan

(b) When this happens, continue with the procedures in paragraph (2) below.

(2) When a Substitute Equipment List is displayed, you can:

(a) Press F3 to display the **Previous Load Plan.**

1 Repeat this process, as necessary, until the Preferred Equipment List or the desired Substitute Equipment Plan is displayed. If you press F3 when the Preferred Equipment Plan is displayed, a message will be displayed at the bottom of the screen:

This is the preferred load plan

2 When this happens, refer to the procedures in paragraph **(1)** above.

(b) Press F4 to display the **Next Load Plan,** which will be your next Substitute Equipment List.

1 Repeat this process, as necessary, until the desired Substitute Equipment Plan is displayed. If you press F4 when the last Substitute Equipment Plan is displayed, a message will be displayed at the bottom of the screen:

This is the last load plan

2 When this happens, continue with the procedures in paragraph (2) below.

o. As necessary, repeat the procedures in paragraph **n.** above to review the data in your Preferred and Substitute Equipment Lists.

p. When you are satisfied that all of your Equipment Lists arc correct, press **ESC** to return to the DOMESTIC ROUTING REQUEST: ring menu where you can select another option or press **E-Exit** three times to return to the Shipment Planning menu.

q. After you have created the DRR, you should use the *Sending a Domestic Routing Request to CFM* option described in paragraph 11.3.3.5.2.11 (Page 1 1-15 1 below) to transmit the request to CFM.

11.3.3.5.2.2 Modifying a Domestic Routing Request.

The Modify function is used to make changes to a DRR before it is transmitted to CFM. You can use this option as many times as you want so long as the DRR has not been transmitted. Once the DRR has been transmitted, you must USC the Correction function (paragraph

11.3.3.5.2.5, page 1 l-141 below) to change the contents of the DRR. When you attempt to modify a DRR that has been transmitted to CFM, the following message will be displayed:

You can not modify amended, recosted, or canceled DRRs

Press any key to resume operations after this message is displayed.

Use the following procedures to modify a Domestic Routing Request:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Request.** The Domestic Routing Request Header screen will be displayed with the following ring menu at the top:

DOMESTIC ROUTING REQUEST: I-Create 2-Modify 3-Amend 4-Recost . . .

e. Select **Modify** from the DOMESTIC ROUTING REQUEST: ring menu. The cursor will move to the **Shipment ID** field.

f. Enter the Shipment ID and press **ESC,** or press F6 to select the Shipment form a list of available Shipments.

When F6 is used, the Shipment ld Help window will be displayed with the cursor in the **Shipment Id** field. You have two alternatives for selecting the Shipment:

(1) You can press **ESC** to display a list of all available Shipments.

(a) Use the cursor control keys to highlight the desired Shipment ld and press **ESC to** select it.

(b) Continue with the procedures in paragraph **g.** below.

(2) As an alternative, you can enter your selection criteria in any one or any combination of the displayed fields.

(a) As necessary, press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

(b) Enter your selection criteria, pressing **RETURN** after each entry.

(c) As necessary, repeat the procedures in paragraph **(a)** and **(b)** above until all of your selection criteria has been entered.

(d) When all of your selection criteria has been entered, press ESC. A list of Shipments that meet all of your selection criteria will be displayed.

(e) Use the cursor control keys to highlight the desired Shipment Id and press **ESC** to select it.

g. The Domestic Routing Request Headers screen will be displayed, as shown in Figure 1 l-29 (page 1 l-l18). The fields will be filled with data from the Shipment you selected. An explanation of the fields on the Domestic Routing Request Header screen begins on page 1 l-l 18 . The cursor will be in the **Service Agency** field.

Note: Domestic Routing Requests and Domestic Routing Orders are documentation used to support shipments created from source type S (Shipment Units), **R**, (Rail Load), or **E** (Motor Move).

(1) Press **RETURN** until the cursor is in the field where you want to make the change.

(2) Enter the new information by typing over the displayed data, and press **RETURN.**

(3) Repeat the procedures in paragraphs **(1)** and (2) above until all the changes have been made in the Domestic Routing Request Header screen.

h. When all of your changes have been made in the Header screen, press F7 to access the DRR Remarks window.

(1) Use the cursor control keys to position the cursor where you want to make the change.

(2) Enter the new information by typing over the displayed data. You can also press **Ctrl-A** to insert new information at the cursor location. When you are done inserting information, press **Ctrl-A** again to return to the type over mode.

(3) Repeat the procedures in paragraphs **(1)** and (2) above until all the changes have been made in the DRR Remarks.

(4) When all the changes have been made to the Remarks, press **ESC** to save them. The cursor will return to the Domestic Routing Request Header screen.

i. As necessary, press **F8** to access the FOB Terms window.

(1) Press **RETURN** until the cursor is in the field where you want to make the change.

(2) Enter the new information by typing over the displayed data, and press **RETURN.**

(3) Repeat the procedures in paragraphs **(1)** and (2) above until all thechanges have been made in the Domestic Routing Request Header screen.

(4) When the changes have been made, press **ESC** to save them. The cursor will return to the Domestic Routing Request Header screen.

j. As necessary, press F9 to access the Domestic Routing Request Detail Screen, as shown in Figure 1 l-30 (page 1 l-121). The fields on the Domestic Routing Request Detail Screen for the Preferred Equipment List are explained on page 1 l-120.

(1) Press RETURN until the cursor is in the field where you want to make the change.

(2) Enter the new information by typing over the displayed data, and press **RETURN.**

(3) Repeat the procedures in paragraphs **(1)** and (2) above until all the changes have been made in the Domestic Routing Request Header screen.

(4) When all of your changes have been made, use the following procedures if it is necessary to change the Conveyance information:

(a) Use the cursor control keys to highlight the Equipment Type for which you want to modify the Shipment Unit assignments.

(b) Press **F8** (Conveyance). The Domestic Routing Request Assign Commodity Screen will be displayed with a list of the Shipment Units assigned to the piece of equipment.

(c) Use the cursor control keys to highlight the desired Shipment Unit.

(d) Press the **SPACE BAR** to deselect that Shipment Unit from this piece of equipment.

Note: If a Shipment Unit has been deselected (no X in the left column), you can use the cursor control keys to highlight that Shipment Unit and then enter an X to the left of the ShipUnit Id field to select that Shipment Unit for inclusion on this piece of equipment.

(e) As necessary, repeat the procedures in paragraphs (a) through (d) above to select or deselect additional Shipment Units for this piece of equipment.

(f) When all the Shipment Units have been modified for this piece of equipment, press **ESC.** The cursor will return to the Domestic Routing Request Detail Screen.

(5) As necessary, repeat the procedures in paragraph (4) above until the Shipment Units assigned to all the Equipment Types have been modified.

(6) As necessary, use the cursor control keys to highlight the Equipment Type that will require changes to the requested Accessorial or Protective Services.

(a) Press F9 to display the ACCESSORIAL/PROTECTIVE SERVICES window as shown in Figure 1 l-3 1 (page 1 1- 123). The fields in the Accessorial/Protective Services window are also explained on page 1 l-123.

(b) Press **RETURN** until the cursor is in the field where you want to make the change.

(c) Enter the new information by typing over the displayed data, and press **RETURN.**

(d) Repeat the procedures in paragraphs **(b)** and (c) above until all the changes have been made in the ACCESSORIAIJPROTECTIVE SERVICES window.

(e) When the changes have been made, press **ESC** to save them. The cursor will return to the Domestic Routing Request Detail Screen.

(7) As necessary, repeat the procedures in paragraph (6) above until all the Accessorial/Protective Services have been modified for each Equipment Type.

(8) As necessary, use the cursor control keys to highlight Equipment Type that will require changes to a Substitute Equipment.

(a) Press **Ctrl-B** to display the Substitute Equipment window.

(b) Press **RETURN** until the cursor is in the field where you want to make the change.

(c) Enter the new information by typing over the displayed data, and press **RETURN.**

(d) Repeat the procedures in paragraphs **(b)** and (c) above until all the changes have been made in the Substitute Equipment window.

(e) When the changes have been made, press **ESC** to save them. The cursor will return to the Domestic Routing Request Detail Screen.

(9) As necessary, repeat the procedures in paragraph (8) above until the Substitute Equipment information has been changed for each Equipment Type.

(10) If this Preferred Equipment List has a Substitute Equipment List, you can also make changes to it by using the following procedures:

(a) As necessary, use F4 ((Next Load Plan) and F3 (Previous Load Plan) to display the Substitute Equipment List you want to change.

(b) As necessary, use all the procedures in paragraph j. above to change the data in an existing Substitute Equipment List.

(c) When all of your changes have been made, press ESC until the cursor is in the Substitute Equipment List of the Domestic Routing Request Detail Screen.

(d) As necessary, use F3 (Previous Load Plan) and F4 (Next Load Plan) to display the Preferred Equipment List of the Domestic Routing Request Detail Screen.

(11) As necessary, use the following procedures in paragraph 11.3.3.5.2.1m (page 1 1- 126) to create a new Substitute Load Plan.

k. When you are satisfied that all of the changes have been made to all of your Equipment Lists, press **ESC** to return to the DOMESTIC ROUTING REQUEST: ring menu where you can select another option or press **E-Exit** three times to return to the Shipment Planning menu.

l. After you have modified the DRR, you should ***use*** the ***Sending a Domestic Routing Request to CFM*** option described in paragraph 11.3.3.5.2.11 (Page 1 l-151 below) to transmit the request to CFM.

11.3.3.5.2 3 Amending a Domestic Routing Request.

This function allows the user to request a list of up to six additional carriers after it has been determined that the previous list of carriers is not appropriate for the job. You can amend a Domestic Routing Request only after it has been received, processed and responded to with a Domestic Routing Order from CFM. The Domestic Routing Request can be amended if the original, recosted, or corrected shipment request has a corresponding Domestic Routing Order.

Note: Before you use this function, you should print the current list of carriers associated with your DRR/DRO. When this function is completed, the previous list will be deleted from the system and will not longer be available should you later have to recost one of those carriers in accordance with paragraph 11.3.3.5.2.4 (page 1 l-139) below.

Use the following procedures to **amend** a Domestic Routing Request:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Request.** The Domestic Routing Request Header screen will be displayed with the following ring menu at the top:

DOMESTIC ROUTING REQUEST: I-Create 2-Modify 3-Amend 4-Recost . . .

e. Select **Amend** from the DOMESTIC ROUTING REQUEST: ring menu. The cursor will move to the **Shipment ID** field.

Note: If you attempt enter a DRR that does not have a DRO response, you will get a message:

You cannot amend this DRR until a DRO response is received

Press any key to continue...

f. Enter the Shipment ID and press **ESC,** or press F6 to select the Shipment form a list of available Shipments.

When F6 is used, the Shipment Id Help window will be displayed-with the cursor in **the Shipment Id** field. You can enter your selection criteria in any one or any combination of the displayed fields.

(1) As necessary, press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

Note: As an alternative you can press **ESC** to display a list of available Shipments. A list of Shipments that meet your selection criteria will be displayed. Use the cursor control keys to highlight the desired Shipment Id and press **ESC.** Continue with the procedures in paragraph **g.** below.

(2) Enter your selection criteria, pressing **RETURN** after each entry.

(3) When all of your selection criteria has been entered, press **ESC.** A list of Shipments that meet your selection criteria will be displayed.

(4) Use the cursor control keys to highlight the desired Shipment Id and press **ESC.**

g. The data for the selected DRR will be displayed in the Domestic Routing Request Headers screen and a prompt will be displayed in the DRR Amendment window:

Enter quantity of additional carriers:

h. Enter a number from 1 to 6 and press **ESC** to accept it. A DRR Amended message will be displayed at the bottom of the screen. A list of new carriers, totalling the number you specified, will now replace the previous list of carriers for your DRR/DRO. The cursor will return to the DOMESTIC ROUTING REQUEST: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

11.3.3.5.2.4 Recosting a Domestic Routing Request.

This function allows the user to use the keyboard to enter the SCAC of a carriers after it has been determined that the carrier is appropriate for the job, even though this carrier is not on the current list of carriers provided by CFM. You can recost a Domestic Routing Request only after it has been received, processed and responded to with a Domestic Routing Order from CFM. The Domestic Routing Request can be recosted if the original, recosted, or corrected shipment request has a corresponding Domestic Routing Order.

Use the following procedures to **recost** a Domestic Routing Request:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Request.** The Domestic Routing Request Header screen will be displayed with the following ring menu at the top:

DOMESTIC ROUTING REQUEST: 1-Create 2-Modify 3-Amend 4-Recost . . .

e. Select **Recost** from the DOMESTIC ROUTING REQUEST: ring menu. The cursor will move to the **Shipment ID** field.

f. Enter the Shipment ID and press **ESC,** or press F6 to select the Shipment form a list of available Shipments.

When F6 is used, the Shipment Id Help window will be displayed with the cursor in the **Shipment Id** field. You can enter your selection criteria in any one or any combination of the displayed fields.

(1) As necessary, press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

Note: As an alternative you can press **ESC** to display a list of available Shipments. A list of Shipments that meet your selection criteria will be displayed. Use the cursor control keys to highlight the desired Shipment Id and press **ESC.** Continue with the procedures in paragraph **g.** below.

(2) Enter your selection criteria, pressing **RETURN** after each entry.

(3) When all of your selection criteria has been entered, press **ESC.** A list of Shipments that meet your selection criteria will be displayed.

(4) Use the cursor control keys to highlight the desired Shipment Id and press **ESC.**

g. The data for the selected DRR will be displayed in the Domestic Routing Request Headers screen and a prompt will be displayed in the DRR **Recost** window:

Enter carrier SCAC to be recosted:

h. Enter the **SCAC** and press **ESC** to accept it. A DRR Recosted message will be displayed at the bottom of the screen. The cursor will return to the DOMESTIC ROUTING REQUEST: ring menu where you **can** select another option or press **E-Exit** three time to return to the Shipment Planning menu.

11.3.3.5.2.5 Corrections to a Domestic Routing Request.

This function allows the user to a Domestic Routing Request only after it has been received, processed and responded to with a Domestic Routing Order or 994 Error Message from CFM. The Domestic Routing Request can be recosted if the original, recosted, or corrected shipment request has a corresponding Domestic Routing Order. The correction may be because of a 994 Error Message from CFM with edit error information, or because something about the shipment has changed.

Use the following procedures to **correct** a Domestic Routing Request:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Request.** The Domestic Routing Request Header screen will be displayed with the following ring menu al the lop:

DOMESTIC ROUTING REQUEST: I-Create P-Modify 3-Amend 4-Recost . . .

The three periods (. . .) at the end of the DOMESTIC ROUTING REQUEST: ring menu indicate that there are some additional options available. You can access these options by moving the cursor to the right until the rest of the ring menu is displayed, as follows:

DOMESTIC ROUTING REQUEST: . . . 5-Correction 6-Cancel 7-Delete . . .

e. Select **Correction** from the DOMESTIC ROUTING REQUEST: ring menu. The cursor will move to the **Shipment ID** field.

f. Enter the Shipment ID and press ESC, or press F6 to select the Shipment form a list of available Shipments.

When F6 is used, the Shipment Id Help window will be displayed with the cursor in **the Shipment Id** field. You can enter your selection criteria in any one or any combination of the displayed fields.

(1) As necessary, press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

Note: As an alternative you can press **ESC** to display a list of available Shipments. A list of Shipments that meet your selection criteria will be displayed. Use the cursor control keys to highlight the desired Shipment Id and press **ESC.** Continue with the procedures in paragraph g. below.

(2) Enter your selection criteria, pressing **RETURN** after each entry.

(3) When all of your selection criteria has been entered, press **ESC.** A list of Shipments that meet your selection criteria will be displayed.

(4) Use the cursor control keys to highlight the desired Shipment Id and press **ESC.**

g. The Domestic Routing Request Headers screen will be displayed, as shown in Figure 11-29 (page 11-l 18). The fields will be filled with data from the Shipment you selected. An explanation of the fields on the Domestic Routing Request Header screen begins on page 1 1- 118 . The cursor will be in the Service **Agency** field.

Note: Domestic Routing Requests and Domestic Routing Orders are documentation used to support shipments created from source type S (Shipment Units), **R** (Rail Load), or **E** (Motor Move).

(1) Press **RETURN** until the cursor is in the field where you want to make the correction.

(2) Enter the new information by typing over the displayed data, and press **RETURN.**

(3) Repeat the procedures in paragraphs (1) and (2) above until all the corrections have been made in the Domestic Routing Request Header screen.

h. When all of your corrections have been made in the Header screen, press **F7** to access the DRR Remarks window.

(1) Use the cursor control keys to position the cursor where you want to make the correction.

(2) Enter the new information by typing over the displayed data. You can also press **Ctrl-A** to insert new information at the cursor location. When you are done inserting information, press **Ctrl-A** again to return to the type over mode.

(3) Repeat the procedures in paragraphs **(1)** and (2) above until all the corrections have been made in the DRR Remarks.

(4) When all the corrections have been made to the Remarks, press **ESC** to save them. The cursor will return to the Domestic Routing Request Header screen.

i. As necessary, press **F8** to access the FOB Terms window.

(1) Press **RETURN** until the cursor is in the field where you want to, make the correction.

(2) Enter the new information by typing over the displayed data, and press **RETURN.**

(3) Repeat the procedures in paragraphs **(1)** and (2) above until all the corrections have been made in the Domestic Routing Request Header screen.

(4) When the corrections have been made, press **ESC** to save them. The cursor will return to the Domestic Routing Request Header screen.

j. As necessary, press F9 to access the Domestic Routing Request Detail Screen, as shown in Figure 1 l-30 (page 11-121).The fields on the Domestic Routing Request Detail Screen for the Preferred Equipment List are explained on page 1 l-121.

(1) Press **RETURN** until the cursor is in the field where you want to make the correction.

(2) Enter the new information by typing over the displayed data, and press **RETURN.**

(3) Repeat the procedures in paragraphs **(1)** and (2) above until all the corrections have been made in the Domestic Routing Request Header screen.

(4) When all of your corrections have been made, use the following procedures if it is necessary to correct the Conveyance information:

(a) Use the cursor control keys to highlight the Equipment Type to which you want to assign a Shipment Unit,

(b) Press **F8** (Conveyance). The Domestic Routing Request Assign Commodity Screen will be displayed with a list of the Shipment Units assigned to the piece of equipment.

(c) Use the cursor control keys to highlight the desired Shipment Unit.

(d) Press the **SPACE BAR** to deselect that Shipment Unit from this piece of equipment.

Note: If a Shipment Unit has been deselected (no X in the left column), you can use the cursor control keys to highlight that Shipment Unit and then enter an X to the left of the ShipUnit Id field to select that Shipment Unit for inclusion on this piece of equipment.

(e) As necessary, repeat the procedures in paragraphs (a) through **(d)** above to select or deselect additional Shipment Units for this piece of equipment.

(f) When all the Shipment Units have been corrected for this piece of equipment, press **ESC.** The cursor will return to the Domestic Routing Request Detail Screen.

(5) As necessary, repeat the procedures in paragraph (4) above until the Shipment Units assigned to all the piece of equipment have been corrected.

(6) As necessary, use the cursor control keys to highlight Equipment Type that will require corrections to the requested Accessorial or Protective Services.

(a) Press **F9** to display the ACCESSORIAL/PROTECTIVE SERVICES window as shown in Figure 11-31 (page 11-123). The fields in the Accessorial/Protective Services window are also explained on page 11-123.

(b) Press **RETURN** until the cursor is in the field where you want to make the correction.

(c) Enter the new information by typing over the displayed data, and press **RETURN.**

(d) Repeat the procedures in paragraphs (b) and (c) above until all the corrections have been made.

(e) When the corrections have been made, press **ESC** to save them. The cursor will return to the Domestic Routing Request Detail Screen.

(7) As necessary, repeat the procedures in paragraph (6) above until all the Accessorial/Protective Services have been requested for each piece of equipment.

(8) If this Preferred Equipment List has a Substitute Equipment List, you can also make changes to it by using the following procedures:

(a) As necessary, use F4 ((Next Load Plan) and F3 (Previous Load Plan) to display the Substitute Equipment List you want to change.

(b) As necessary, use all the procedures in paragraph **j.** above to change the data in an existing Substitute Equipment List.

(c) When all of your changes have been made, press ESC until the cursor is in the Substitute Equipment List of the Domestic Routing Request Detail Screen.

(d) As necessary, use F3 (Previous Load Plan) and F4 (Next Load Plan) to display the Preferred Equipment List of the Domestic Routing Request Detail Screen.

(9) As necessary, repeat the procedures in paragraph (8) above until the Substitute Equipment information has been corrected for each piece of equipment.

(10) As necessary, use the following procedures in paragraph 11.3.3.5.2.1m (page 11-126) to create a new Substitute Load Plan.

(11) When all of the **Conveyances, Accessorial/Protective Services,** and **Substitute Equipment** information has been corrected for each Equipment Type, and **Substitute Load Plan(s)** have been corrected or created, press **ESC** to save your corrected Preferred Equipment List. The cursor will return to the DOMESTIC ROUTING REQUEST: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

1. After you have corrected the DRR, you should use the *Sending a Domestic Routing Request to CFM* option described in paragraph 11.3.3.5.2.11 to transmit a corrected copy of the request to CFM.

11.3.3.5.2.6 Canceling a Domestic Routing Request.

The Cancel function is used after a DRR has been sent to CFM to inform CFM that you no longer need a response. The data for this DRR will remain in the data base and you can resend it to CFM at a later date. This is different from the **Delete** function that is used before the DRR has been sent to CFM and which removes the data for the DRR from the data base.

Use the following procedures to cancel a Domestic Routing Request:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Request.** The Domestic Routing Request Header screen will be displayed with the following ring menu at the top:

DOMESTIC ROUTING REQUEST: l-Create 2-Modify 3-Amend 4-Recost . . .

The three periods (. . .) at the end of the DOMESTIC ROUTING REQUEST: ring menu indicate that there are additional options available. You can access these options by moving the cursor to the right until the rest of the ring menu is displayed, as follows:

DOMESTIC ROUTING REQUEST: . . . &Correction 6-Cancel 7-Delete . . .

e. Select **Cancel** from the DOMESTIC ROUTING REQUEST: ring menu. The cursor will move to **the Shipment ID** field.

f. Enter the Shipment ID and press **ESC,** or press F6 to select the Shipment form a list of available Shipments.

When F6 is used, the Shipment Id Help window will be displayed with the cursor in **the Shipment Id** field. You can enter your selection criteria in any one or any combination of the displayed fields.

(1) As necessary, press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

Note: As an alternative you can press **ESC** to display a list of available Shipments. A list of Shipments that meet your selection criteria will be displayed. Use the cursor control keys to highlight the desired Shipment Id and press ESC. Continue with the procedures in paragraph **g.** below.

(2) Enter your selection criteria, pressing **RETURN** after each entry.

(3) When all of your selection criteria has been entered, press **ESC.** A list of Shipments that meet your selection criteria will be displayed.

(4) Use the cursor control keys to highlight the desired Shipment Id and press ESC.

g. The data for the selected DRR will be displayed in the Domestic Routing Request Headers screen and a prompt will be displayed:

Do you wish to cancel this DRR (y/n)?

(1) Enter **n** in response to this prompt to abort the cancel process. A **DRR not prepared for cancel** message will be displayed at the bottom of the screen. The cursor will return to the DOMESTIC ROUTING REQUEST: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

(2) Enter y in response to this prompt to cancel the DRR. A **DRR canceled** message will be displayed at the bottom of the screen. The cursor will return to the DOMESTIC ROUTING REQUEST: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

11.3.3.5.2.7 Deleting a Domestic Routing Request.

The **Delete** function is used before a DRR has been sent to CFM. The data for this DRR will be removed from the **data** base. This is different from the **Cancel** function that is used after the DRR has **been** sent to CFM and which leaves the data in the data base where you can resend it to CFM at a later date.

A DRR that has been sent to CFM must be canceled by using the procedures in paragraph 11.3.3.5.2.6 above before it can be deleted. When you try to delete a DRR that has not been canceled, a message will be displayed:

You must cancel this DRR before deleting

Press any key to continue operations after this message has been displayed.

Use the following procedures to delete a Domestic Routing Request:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select Routing **and Rating.**

c. From the Routing and Rating **menu,** select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Request.** The Domestic Routing Request Header screen will be displayed with the following ring menu at the top:

DOMESTIC ROUTING REQUEST: I-Create P-Modify 3-Amend 4-Recost . . .

The three periods (. . .) at the end of the DOMESTIC ROUTING REQUEST: ring menu indicate that there are additional options available. You can access these options by moving the cursor to the right until the rest of the ring menu is displayed, as follows:

DOMESTIC ROUTING REQUEST: . . . 5-Correction &Cancel 'I-Delete . . .

e. Select **Delete** from the DOMESTIC ROUTING REQUEST: ring menu. The cursor will move to **the Shipment ID** field.

Note: You can press **CTRL-C** at any time to abort the deletion process.

f. Enter the Shipment ID and press ESC, or press F6 to select the Shipment form a list of available Shipments.

When F6 is used, the Shipment Id Help window will be displayed with the cursor in **the Shipment Id** field. You can enter your selection criteria in any one or any combination of the displayed fields.

(1) As necessary, press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

Note: As an alternative you can press **ESC** to display a list of available Shipments. A list of Shipments that meet your selection criteria will be displayed. Use the cursor control keys to highlight the desired Shipment Id and press **ESC.** Continue with the procedures in paragraph g. below.

(2) Enter your selection criteria, pressing **RETURN** after each entry.

(3) When all of your selection criteria has been entered, press **ESC.** A list of Shipments that meet your selection criteria will be displayed.

(4) Use the cursor control keys to highlight the desired Shipment Id and press **ESC.**

g. The data for the selected DRR will be displayed in the Domestic Routing Request Headers screen and a prompt will be displayed:

Do you wish to delete this DRR record (y/n)?

(1) Enter **n** in response to this prompt to abort the deletion process. A **DRR not deleted** message will be displayed at the bottom of the screen. The cursor will return to the DOMESTIC ROUTING REQUEST: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

(2) Enter y in response to this prompt to delete the DRR. A **DRR deleted** message will be displayed at the bottom of the screen. The record will be removed from the data base. The cursor will return to the DOMESTIC ROUTING REQUEST: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

11.3.3.5.2.8 Viewing a Domestic Routing Request

This function allows you to review the DRR information on the screen in the DA For 1085 format, which is the same format it will be in when it is printed.

Use the following procedures to view a Domestic Routing Request:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Request.** The Domestic Routing Request Header screen will be displayed with the following ring menu at the top:

DOMESTIC ROUTING REQUEST: I-Create P-Modify 3-Amend 4-Recost . . .

The three periods (. . .) at the end of the DOMESTIC ROUTING REQUEST: ring menu indicate that there are additional options available. You can access these options by moving the cursor to the right until the rest of the ring menu is displayed, as follows:

DOMESTIC ROUTING REQUEST: . . . 5-Correction 6-Cancel 7-Delete . . .

Again the three periods (. . .) at the end of the DOMESTIC ROUTING REQUEST: ring menu indicate that there are more options available that can be accessed by moving the cursor to the right until the rest of the ring menu is displayed, as follows:

DOMESTIC ROUTING REQUEST: . . . &View 9-Print A-Send DRR to CFM E-Exit

e. Select **View** from the DOMESTIC ROUTING REQUEST: ring menu. The cursor will move to the **Shipment ID** field.

f. Enter the Shipment ID and press **ESC,** or press F6 to select the Shipment form a list of available Shipments.

When F6 is used, the Shipment Id Help window will be displayed with the cursor in the **Shipment Id** field. You can enter your selection criteria in any one or any combination of the displayed fields.

(1) As necessary, press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

Note: As an alternative you can press **ESC** to display a list of available Shipments. A list of Shipments that meet your selection criteria will be displayed. Use the cursor control keys to highlight the desired Shipment Id and press **ESC.** Continue with the procedures in paragraph g. below.

(2) Enter your selection criteria, pressing **RETURN** after each entry.

(3) When all of your selection criteria has been entered, press **ESC.** A list of Shipments that meet your selection criteria will be displayed.

(4) Use the cursor control keys to highlight the desired Shipment Id and press **ESC.**

g. The data for the selected DRR will display the first portion of the DRR data in the DA Form 1085 format. A -- **more** -- message will be displayed at the bottom of the screen.

h. Press **RETURN** to display the next screen of information.

i. Continued to press **RETURN** until the last page of information is displayed. When you press **RETURN** on the last page of information, the cursor will return to the DOMESTIC ROUTING REQUEST: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

11.3.3.5.2 9 Printing a Domestic Routing Request.

If you want a printed copy of the Domestic Routing Request, complete the following procedures. If you do not want a printed copy, skip this paragraph and go to paragraph 11.3.3.6 • ***Sending Non Unit Move Shipment Files to ASPUR,*** below.

Use the following procedures to cancel a Domestic Routing Request:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Request.** The Domestic Routing Request Header screen will be displayed with the following ring menu at the top:

DOMESTIC ROUTING REQUEST: I-Create P-Modify 3-Amend 4-Recost . . .

The three periods (. . .) at the end of the DOMESTIC ROUTING REQUEST: ring menu indicate that there are additional options available. You can access these options by moving the cursor to the right until the rest of the ring menu is displayed, as follows:

DOMESTIC ROUTING REQUEST: . . . 5-Correction 6-Cancel 7-Delete . . .

Again the three periods (. . .) at the end of the DOMESTIC ROUTING REQUEST: ring menu indicate that there are more options available that can be accessed by moving the cursor to the right until the rest of the ring menu is displayed, as follows:

DOMESTIC ROUTING REQUEST: . . . 8-View O-Print A-Send DRR to CFM E-Exit

e. Select **Print** from the DOMESTIC ROUTING REQUEST: ring menu. The cursor will move to **the Shipment ID** field.

f. Enter the Shipment ID and press **ESC,** or press F6 to select the Shipment form a list of available Shipments.

When F6 is used, the Shipment Id Help window will be displayed with the cursor in **the Shipment Id** field. You can enter your selection criteria in any one or any combination of the displayed fields.

(1) As necessary, press RETURN to move the cursor to the field where you want to enter your selection criteria.

Note: As an alternative you can press ESC to display a list of available Shipments. A list of Shipments that meet your selection criteria will be displayed. Use the cursor control keys to highlight the desired Shipment Id and press ESC. Continue with the procedures in paragraph g. below.

(2) Enter your selection criteria, pressing **RETURN** after each entry.

(3) When all of your selection criteria has been entered, press ESC. A list of Shipments that meet your selection criteria will be displayed.

(4) Use the cursor control keys to highlight the desired Shipment Id and press ESC.

g. The data for the selected DRR will be displayed in the Domestic Routing Request Headers screen and a message will be displayed in the lower left of the screen indicating that the **Domestic Routing Request** is being printed.

h. When the printing is complete your cursor will return to the DOMESTIC ROUTING REQUEST: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

11.3.3.5.2.10 Sending a Domestic Routing Request to CFM.

Use the following procedures to send a Domestic Routing Request to the CONUS Freight Management (CFM) system:

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Request.** The Domestic Routing Request Header screen will be displayed with the following ring menu at the top:

DOMESTIC ROUTING REQUEST: l-Create P-Modify 3-Amend 4-Recost . . .

The three periods (. . .) at the end of the DOMESTIC ROUTING REQUEST: ring menu indicate that there are additional options available. You can access these options by moving the cursor to the right until the rest of the ring menu is displayed, as follows:

DOMESTIC ROUTING REQUEST: . . . 5-Correction 6-Cancel 'l-Delete . . .

Again the three periods (. . .) at the end of the DOMESTIC ROUTING REQUEST: ring menu indicate that there are more options available that can be accessed by moving the cursor to the right until the rest of the ring menu is displayed, as follows:

DOMESTIC ROUTING REQUEST: . . . 8-View 9-Print A-Send DRR to CFM E-Exit

e. Select **Send DRR to CFM** from the DOMESTIC ROUTING REQUEST: ring menu. The cursor will move to **the Shipment ID** field.

f. Enter the Shipment ID and press **ESC,** or press F6 to select the Shipment form a list of available Shipments.

When F6 is used, the Shipment Id Help window will be displayed with the cursor in **the Shipment Id** field. You can enter your selection criteria in any one or any combination of the displayed fields.

(1) As necessary, press **RETURN** to move the cursor to the field where you want to enter your selection criteria.

Note: As an alternative you can press **ESC** to display a list of available Shipments. A list of Shipments that meet your selection criteria will be displayed. Use the cursor control keys to highlight the desired Shipment Id and press ESC. Continue with the procedures in paragraph **g.** below.

(2) Enter your selection criteria, pressing **RETURN** after each entry.

(3) When all of your selection criteria has been entered, press **ESC.** A list of Shipments that meet your selection criteria will be displayed.

(4) Use the cursor control keys to highlight the desired Shipment Id and press **ESC.**

g. The data for the selected DRR will be displayed in the first portion of the DRR data in the DA Form 1085 format. The following messages will be displayed:

Preparing DRR file

System sending DRR to CFM

DRR sent

h. After the last message is displayed, the cursor will return to the DOMESTIC ROUTING REQUEST: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

11.3.3.5.2.11 Preparing a Domestic Routing Request Files for Transmission to ASPUR.

This function sets up the files needed to transmit a Domestic Routing Request to MTMC's ASPUR system, by use the following procedures:

a. From the DOMESTIC ROUTING REQUEST: ring menu, select **Prepare.** The Shipment ID Help window will be displayed.

b. Enter the query criteria and/or press **ESC.** Highlight **the Shipment Id you** want and press **ESC** to accept. A message will be displayed in the lower left of the screen indicating that the Domestic Routing Request has been prepared for transmission to MTMC's ASPUR system.

c. When you return to the DOMESTIC ROUTING REQUEST: ring menu, select **Exit** to return to the Domestic Routing Request/Order menu.

d From the Domestic Routing Request/Order menu, select **Exit** to return to the Routing and Rating menu.

e. From the Routing and Rating menu, select **E-Exit** to return to the Shipment Planning menu.

Note: You will need to transmit this request to ASPUR before you create and print the Domestic Routing Order.

11.3.3.6 Sending Non Unit Move Shipment Files to ASPUR.

The procedures for sending Non Unit Move Shipment files to ASPUR are contained in paragraph 11.3.7 below.

11.3.3.7 Completing Export Traffic Release or Domestic Routing Order (If Required).

A response to an Export Traffic Request or Domestic Routing Request can come in one of two ways: as a paper form, or as a telephone message.

11.3.3.7.1 Export Traffic Release.

This function is used to create, modify, delete, and print Export Traffic Releases.

11.3.3.7.1.1 Creatina an Export Traffic Release.

Use the following procedures to create an Export Traffic Release.

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Export Traffic Request/Release.**

d. From the Export Traffic Request/Release menu, select **Export Traffic Release.** The Export Traffic Release screen will be displayed with the ETR: ring menu at the top:

ETR: I-Create 2-Modify 3-Delete 4-Print E-Exit

The following is an explanation of the options available on the ETR: ring menu at the top of this screen:

Ring Menu Option	Explanation
Create	Create a new Export Traffic Release.
Modify	Modify an existing Export Traffic Release.
Delete	Delete an existing Export Traffic Release.
Print	Print an existing Export Traffic Release.

e. From the ETR: ring menu, select **Create.** The Export **Traffic** Release Help window will be displayed.

f. Highlight the **Shipment Id** desired and select by pressing **ESC.** The window will close and the Export Traffic Release screen will be displayed as shown in Figure 1 l-36. The cursor will be in **the ETR NO** field.

The following is an explanation of the fields on the Export Traffic Release screen:

Field Name	Explanation
	NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.
Requester ID	ID of the person requesting the Export Traffic Release; automatically filled in only when the Export Traffic Request is first transmitted. This ID consists of the last three digits of the Julian date and the time of transmis-

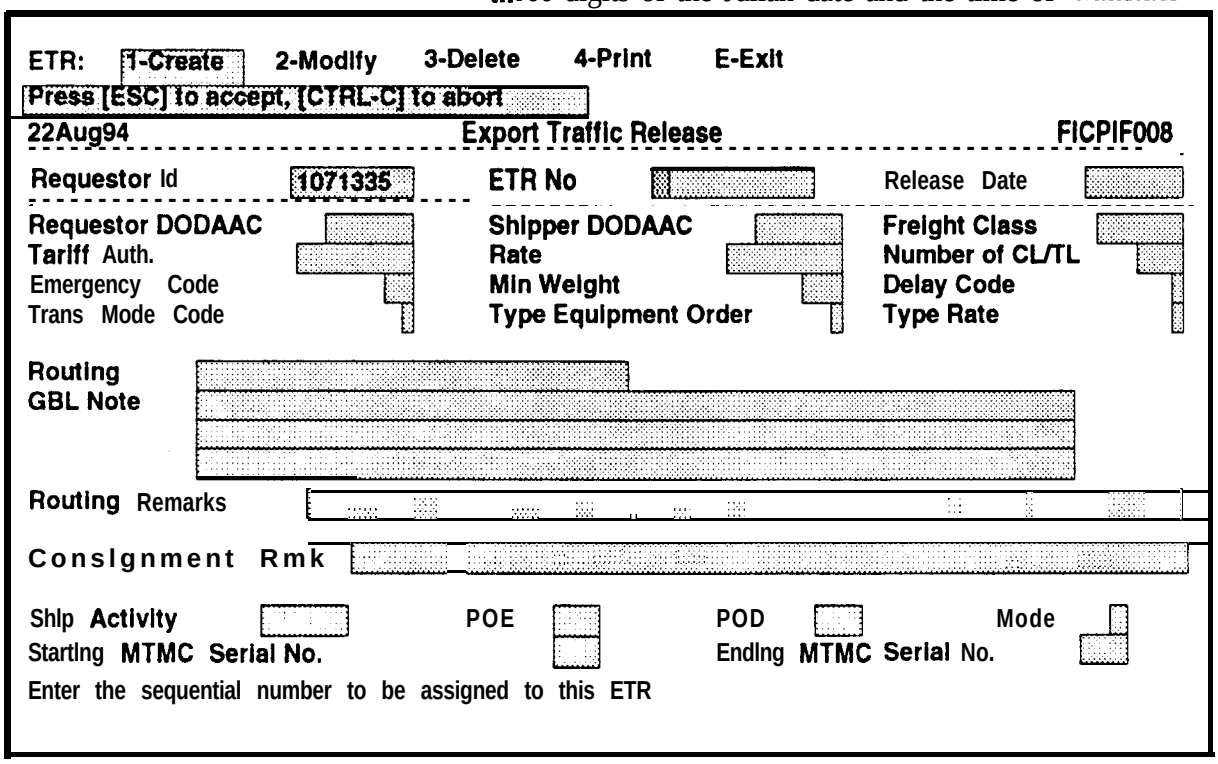


Figure 11-36. Export Traffic Release Screen

	sion. It is used to link the Export Traffic Release to the original Export Traffic Request.
ETR No	Sequential number assigned to Export Traffic Release.-
Release Date	Date of release for this Export Traffic Release in ddmmmyy format.
Requester DODAAC	Department of Defense Activity Address code of the requester.
Shipper DODAAC	DODAAC of the shipper.
Freight Class	Freight classification number.
Tariff Auth.	Name of the tariff authority.
Rate	Enter dollars per cwt. If not known, enter 0.0 here and enter the rate factor in the GBL Note section below.
Number of CL/TL	Total number of carloads or truckloads (CL/TL).
Emergency Code	Emergency Condition Code.
Min Weight	Minimum weight allowed.
Delay Code	Delay code.
Trans Mode Code	Transportation Mode Code
Type Equipment Order	Code for type of equipment ordered.
Type Rate	Type Rate code-l, 2, 3, 4, 5, or 9.
Routing	SCACs (up to 7) of shippers involved in routing.
GBL Note	Government Bill of Lading notes (3 lines maximum).
Routing Remarks	Routing remarks text.
Consignment Rmk	Consignment remarks text.
Ship Activity	Shipping Activity code.
POE	Code for Port of Embarkation.
POD	Code for Port of Debarkation.
Mode	Enter either V for Seavan or P for bill of lading.
Starting MTMC Serial No.	Starting serial number assigned by MTMC.
Ending MTMC Serial No.	Ending serial number assigned by MTMC.

Note: 'This version of TC ACCIS does not accommodate the entering of RINs on the Export Traffic Release for printing on the GBL. RINs provided on the Export Traffic Release must be entered on the GBL by using F9 to enter GBL remarks on Part II of the GBL Data screen.

g. Enter the data based on the information provided by MTMC in response to your Export Traffic Request made earlier.

h. When you have completed entering the data for this **Export Traffic Release,** press **ESC** to save the data. A prompt message will be displayed on the screen:

Do you want to add a detail record (y/n)?

If you enter **Y,** the Maintain Export Traffic Release Detail window opens, as shown in Figure 1 l-37.

The following is an explanation of the fields in this window:

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
No. Vans		Total number of vans required (maximum of 10).
Size		Size of the vans required.
Voyage No.		Number of this voyage.

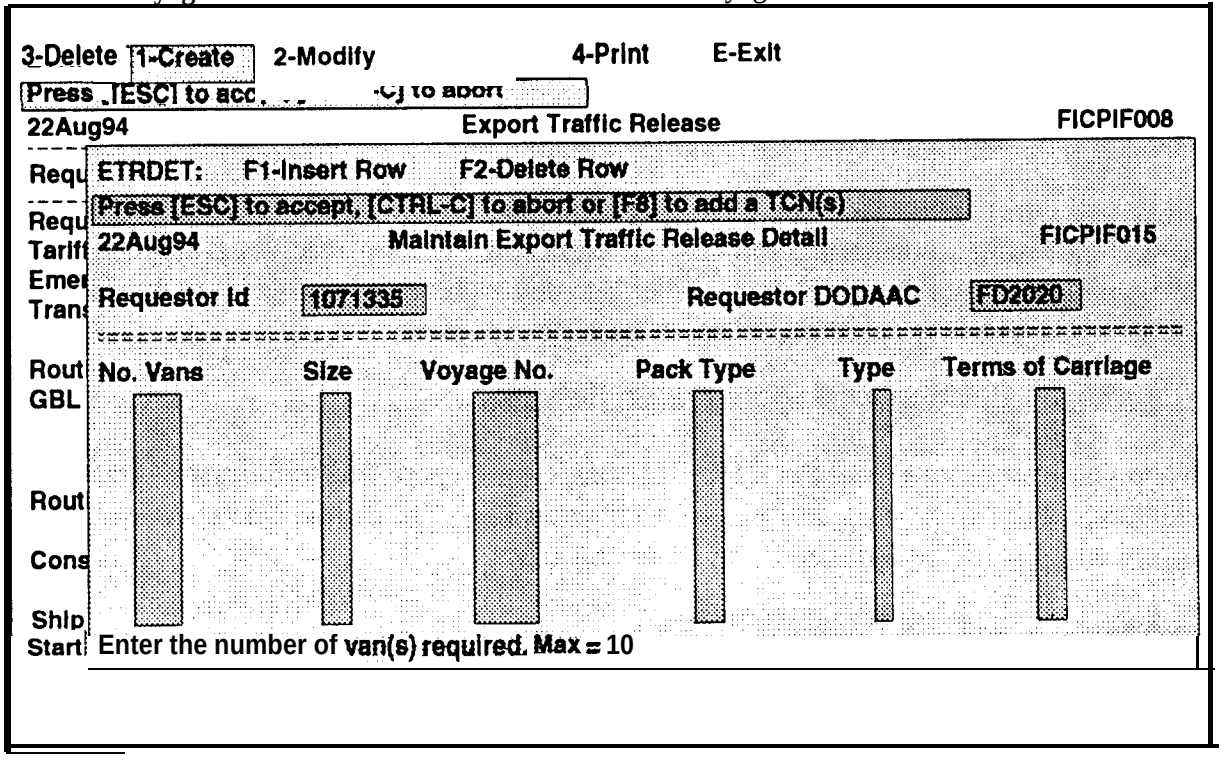


Figure 1 l-37. Maintain Export Traffic Release

Pack Type	Type Pack code.
Type	Type of seavan required.
Terms of Carriage	Terms of carriage.

i. When you press **F8** at the Export Traffic Release Detail screen, a window opens that allows you to enter **Transportation Control Numbers** for this Export Traffic Release detail record. Enter the data into the fields in the Export Traffic Release Detail window and press **ESC.** The window closes and you are returned to the ETR: ring menu.

j. From the ETR: ring menu, select **Exit** to return to the Export Traffic Request/Release menu.

k. From the Export Traffic Request/Release menu, select **Exit** to return to the Routing and Rating menu.

l. From the Routing and Rating menu, select **Exit** to return to the Shipment Planning menu.

11.3.3.7.1.2 Modifying an Export Traffic Release.

When you select **Modify** from the ETR: ring menu, the Export Traffic Release Help window opens. Scroll to the shipment that you want and press **ESC.** The Export Traffic Release screen is displayed. The screens and fields are the same as those used with **Create** function explained in paragraph 11.3.3.7.1.1 above. Add or modify data on this screen as necessary and press **ESC** to return to the ETR: ring menu.

11.3.3.7.1.3 Deleting an Export Traffic Release.

When you select **Delete** from the ETR: ring menu, the Export Traffic Release Help window opens. Scroll to the shipment that you want and press **ESC.** You will receive a prompt to confirm deletion of this Export Traffic Release. Enter Y to delete the record and return to the ETR: ring menu or N to abort the delete and return to the ETR: ring menu.

11.3.3.7.1.4 Printing an Export Traffic Release.

When you select **Print** from the ETR: ring menu, the Export Traffic Release Help window opens. Scroll to the shipment that you want and press **ESC.** The Export Traffic Release will be printed and you will be returned to the ETR: ring menu.

11.3.3.7.2 Domestic Routing Order.

The Domestic Routing Order function provides a list of up to six authorized carriers from the CONUS Freight Management (CFM) system for the shipment defined in the Domestic Routing Request. It will also provide detailed information for each carrier on the list. This carrier information is then automatically printed in the Government Bill of Lading (GBL) for the shipment.

This function is used to **create, delete,** and **print** an Automated Domestic Routing Orders and to **create, modify, delete,** and **print** a Manual Domestic Routing Orders. Since you can select only one carrier from the Domestic Routing Order (DRO), keep a copy of the original Domestic Routing Order received from MTMC in case the primary carrier that you input is not used. You can use the original Domestic Routing Order as a source of information about alternative carriers.

01.3.3.1.2.1A Creation of Automated Domestic Routing Order

a. From the TC ACCIS Main Menu, select **Shipment Planning**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Order.** Domestic Route Order: ring menu will be displayed:

Domestic Route Order: I-Automated DRO 2-Manual DRO E-Exit
Process a EDI Domestic Route Order

e. Select **Automated DRO** from the Domestic Route Order: ring menu. The ED1 DRO Query Screen will be displayed with live fields to query for the appropriate Domestic Routing Request.

The following is an explanation of the fields in this window:

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
Shipment Id		The Shipment Identification Number. The first part is the date the Shipment was prepared. The second part is the sequence number assigned by the system.
Destination DODAAC/ CAGE		The DODAAC where this Shipment will be sent.
DRR Date		Date of the Domestic Routing Request
Status Code	A	The Code indicating the status of the Domestic Routing Request in the CFM process.
DRO Date	A	Date this Domestic Routing Order is created.

NOTE: **I-An entry must be made in the Shipment Id, Destination DODAAC/CAGE or DRR Date field.**

f. You can query on any one or any combination of the Shipment Id, Destination DODAAC/CAGE, or DRR Date fields. Press RETURN until the cursor is in the field where you want to enter your query criteria.

(1) Enter the selection criteria, pressing **RETURN** after each entry,

Note: As an alternative you can press ESC to display a list of available Shipments. Use the cursor control keys to highlight the desired Shipment Id and press ESC. The ED1 DRO Header Screen will be displayed as shown in Figure 1 l-38. Continue with the procedures in paragraph g. below.

(2). When all of your selection criteria is entered, press ESC. A list of Shipments that meets your selection criteria will be displayed.

(3) Use the cursor control keys to highlight the desired Shipment Id and press ESC. The EDI DRO Header Screen will be displayed as shown in Figure 1 l-38.

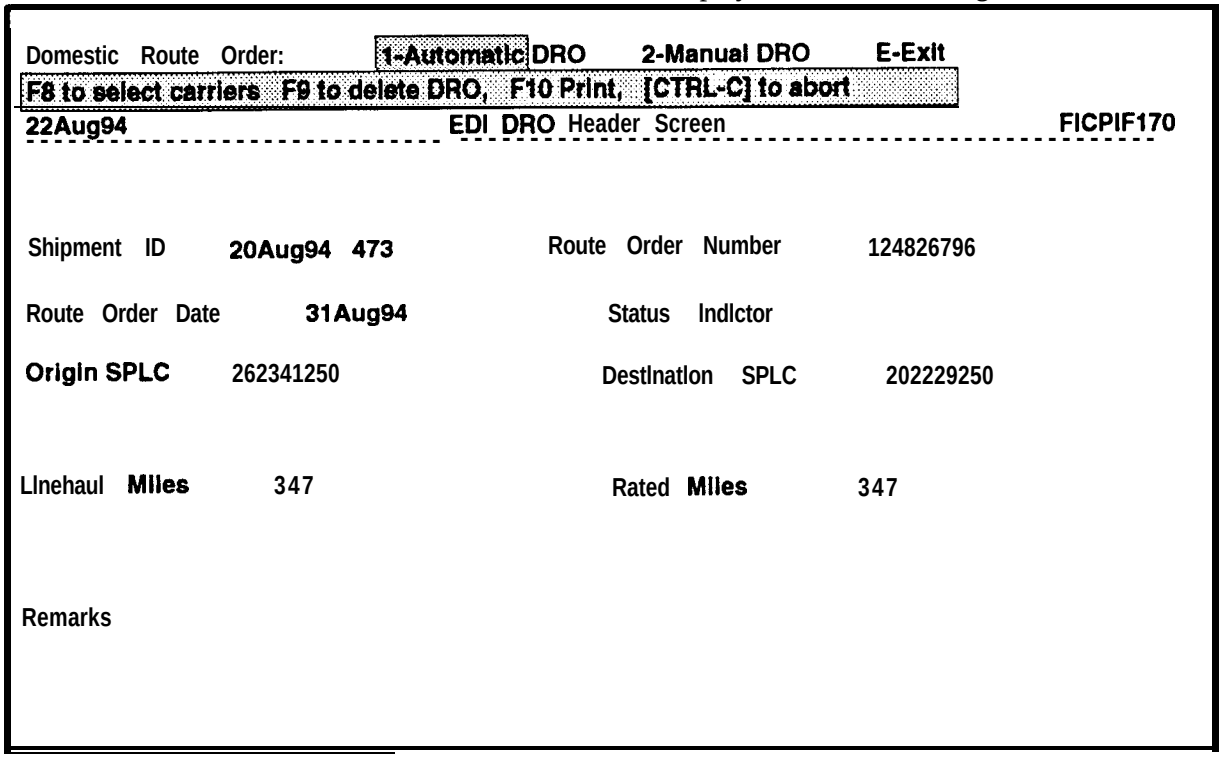


Figure 1 l-38. EDI DRO Header Screen

g. The four options on the ED1 DRO Header Screen are explained below:

Option	Explanation
F8	To select carriers.
F9	To delete the DRO. These procedures are provided in more detail in paragraph 11.3.3. 2.2 (page 1 l-162 below)
F10	To print the DRO. These procedures are provided in more detail in paragraph 11.3.3.7. 2.3 (page 1 l-l 6. below)
Ctrl-C	To exit from the EDI DRO Header Screen and return to the Domestic Routing Order: ring menu.

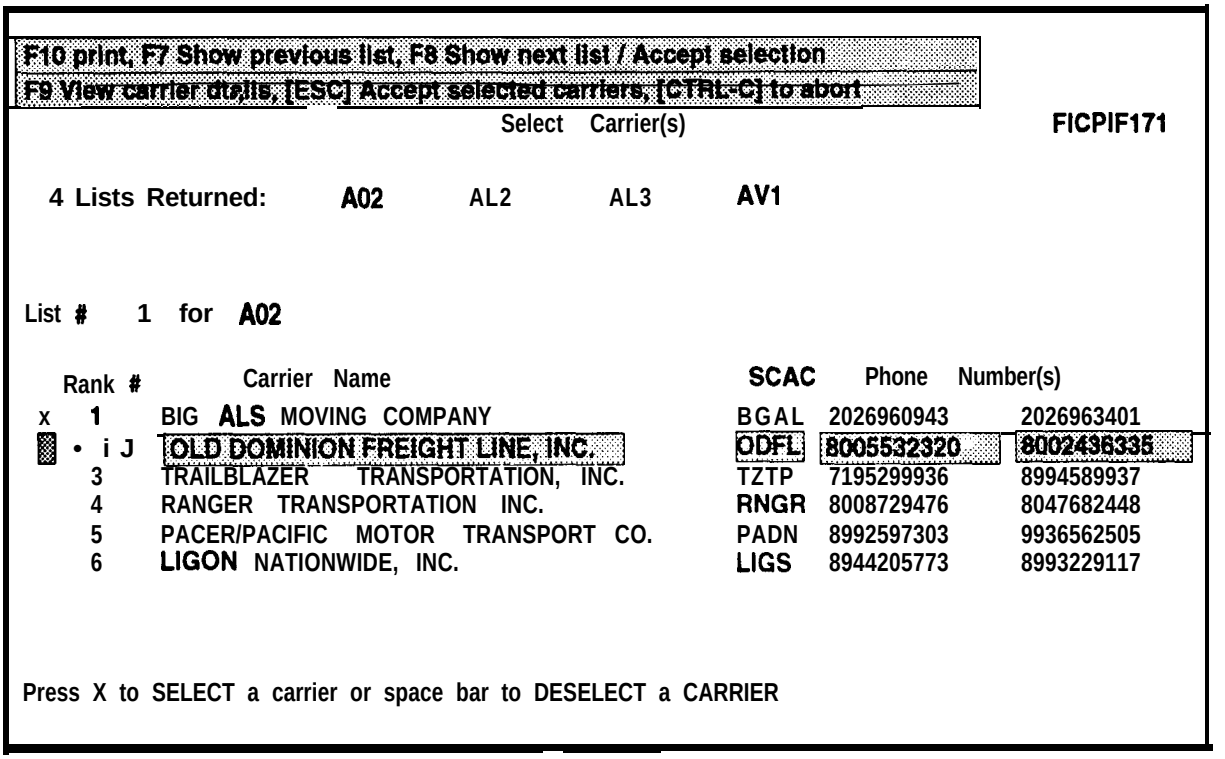


Figure 1 l-39. Select Carrier(s) Screen

h. Press **F8** to select the carriers for this DRO. The Select Carrier(s) screen will be displayed with a list of available carriers, as shown in Figure 1 l-39.

The following four options are available on the Select Carrier(s) screen:

Option	Explanation
F7	To display the List of Carriers for the Previous Equipment Type, if one is available.
F8	To Display the List of Carriers for the Next Equipment Type, if one is available.
F9	To display the detailed information for the highlighted Carrier.
F10	To save the Carrier Information you have selected and return to the EDI DRO Header Screen.
Ctrl-C	To exit from the Select Carrier(s) screen and return to the Domestic Routing Order: ring menu. You can press **CTRL-C** at any time to abort the Carrier Selection process. None of your selections will be saved.

Notice the following lines near the top of the screen:

4 List Returned: A02 AL2 AL3 AV1

List # 1 for A02

The following is an explanation of these lines:

Line Item Example	Explanation
4	Number of Lists (Equipment Types) Returned for this DRO EDI Header.
A02, AL2, AL3, AV1	The specific Equipment Types included in the Returned List for this DRO.
List # 1	Indicates list of carriers displayed on the screen have the capability of providing the first item (Equipment Type) of transportation on the list.
for A02	Corresponds to the first Returned item on the List and indicates the Equipment Type to be provided by the carriers listed.

(1) Use the cursor control keys to highlight the preferred carrier.

(2) Enter an X in the column to the left of the Rank# field to select this carrier. The cursor will move down one row and highlight the next carrier.

Note: Only one carrier can be selected at any one time. If you want to deselect a carrier that has an X in the column to the left of the Rank# field, use the cursor control keys to highlight that carrier and then press the SPACE BAR. The X will be deleted and this carrier will no longer be selected for this DRO.

Note: At any time, you can view the details for any carrier. To do this, use the cursor control keys to highlight the desired carrier and then press F9. The ED1 DRO Carrier Details screen will be displayed. After you are done viewing the data, press F10 to return to the Select Carrier(s) screen.

(3) As necessary, press F8 to display the List of Carriers for the Next Equipment Type, if one is available. The List Returned and List # fields will change as follows:

4 List Returned: A02 AL2 AL3 AV1

List # 2 for AL2

This indicates that you are now working with the List of Carriers for the next Equipment Type. In this example, it is List # 2 for Equipment Type AL2. The list of carriers now displayed on the screen have the capability of providing the next item (Equipment Type) of transportation on the list.

(4) As necessary, repeat the procedures in paragraph (1) through (3) above until the carrier has been selected for each Equipment Type on the Returned List

Note: At any time you can press F7 to return to the previous Equipment Type, if one is available, on the Returned List.

(5) As necessary, you can use the following procedures to print the carrier information for each Equipment Type.

(a) Press **F10** to save your carrier selections and return to the ED1 DRO Header Screen as shown in 11-38 (page 11-158 above).

(b) Press **F10** again to display a window with two printing options as shown in Figure 1 l-40 (page 11-161 below).

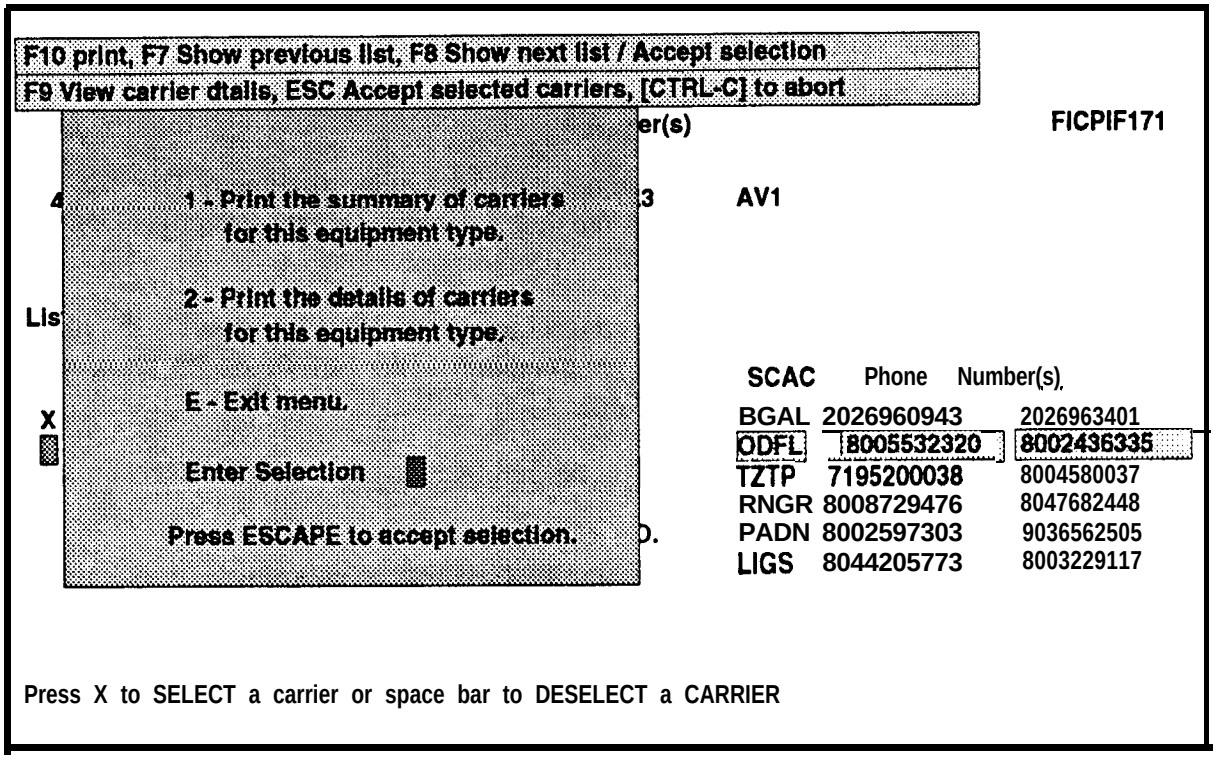


Figure 1 l-40. Print Selected Carriers Window

1 Enter **1** and press **ESC** to Print the summary of carriers for these equipment types. The cursor will return to the ED1 DRO Header Screen where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu, or,

2 Enter 2 and press **ESC** to Print the carrier details for the equipment types. The cursor will return to the EDI DRO Header Screen where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

(6) When the carrier has been selected for each Equipment Type on the Returned List and the carrier information has been printed, press **ESC** to accept the selected carriers. The cursor will return to the Domestic Route Order: ring menu where you can select another option or press **E-Exit** three times to return to the Shipment Planning menu.

11.3.3.7.2.2 Deleting an Electronic Data Interface Domestic Routing Order.

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Order.** Domestic Route Order: ring menu will be displayed:

Domestic Route Order: I-Automated DRO P-Manual DRO E-Exit
Process a EDI Domestic Route Order

e. Select **Automated DRO** from the Domestic Route Order: ring menu. The ED1 DRO Query Screen will be displayed with five fields to query for the appropriate Domestic Routing Request.

The fields in this window are described in paragraph 11.3.3.7.2.1 (page 11-157 above). You can query on any one or any combination **of the Shipment Id, Destination DODAAC/CAGE,** or **DRR Date** fields.

f. Press **RETURN** until the cursor is in the field where you want to enter your query criteria.

(1) Enter the selection criteria, pressing **RETURN** after each entry.

Note: As an alternative you can press **ESC** to display a list of available Shipments. Use the cursor control keys to highlight the desired Shipment Id and press **ESC.** The ED1 DRO Header Screen will be displayed as shown in Figure 11-38 (page 11-158 above). Continue with the procedures in paragraph g. below.

(2). When all of your selection criteria is entered, press **ESC.** A list of Shipments that meets your selection criteria will be displayed.

(3) Use the cursor control keys to highlight the desired Shipment Id and press **ESC.** The EDI DRO Header Screen will be displayed as shown in Figure 11-38 (page 11-158 above).

g. Press F9 to delete this DRO. A prompt will be displayed:

Do you really want to delete this (Y/N)?

(1) Enter **n** and press **RETURN** in response to this prompt to abort the deletion process. A **DRO not deleted** message will be displayed at the bottom of the screen. The cursor will return to the EDI DRO Header Screen.

Press Ctri-C to return the cursor to the Domestic Route Order: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

(2) Enter y and press **RETURN** in response to this prompt to delete the DRO. A **DRO deleted** message will be displayed at the bottom of the screen. The record will be removed from the data base. The cursor will return to the Domestic Route Order: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

11.3.3.7.2.3 Process an Automated Domestic Routing Order

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Order.** Domestic Route Order: ring menu will be displayed:

Domestic Route Order: I-Automated DRO P-Manual DRO E-Exit
Process a EDI Domestic Route Order

e. **Select Automated DRO** from the Domestic Route Order: ring menu. The EDI DRO Query Screen will be displayed with five fields to query for the appropriate Domestic Routing Request.

The fields in this window are described in paragraph 11.3.3.7.2.1 (page 11-157 above). You can query on any one or any combination **of** the **Shipment Id, Destination DODAAC/CAGE,** or **DRR Date** fields.

f. Press **RETURN** until the cursor is in the field where you want to enter your query criteria.

(1) Enter the selection criteria, pressing **RETURN** after each entry.

Note: As an alternative you can press **ESC** to display a list of available Shipments. Use the cursor control keys to highlight the desired Shipment Id and press **ESC.** The ED1 DRO Header Screen will be displayed as shown in Figure 11-38 (page 11-158 above). Continue with the procedures in paragraph g. below.

(2). When all of your selection criteria is entered, press **ESC.** A list of Shipments that meets your selection criteria will be displayed.

(3) Use the cursor control keys to highlight the desired Shipment Id and press **ESC.** The ED1 DRO Header Screen will be displayed as shown in Figure 11-38 (page 1 l-158 above).

g. Press **F10** to display a window with two printing options as shown in Figure 1 l-40.

(1) Enter **1** and press **ESC** to Print the summary of carriers for these equipment types. The cursor will return to the ED1 DRO Header Screen where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu, or,

(2) Enter 2 and press **ESC** to Print the carrier details for the equipment types. The cursor will return to the ED1 DRO Header Screen where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

11.3.3.7.2.4 Creating a Manual Domestic Routing Order.

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Order.** Domestic Route Order: ring menu will be displayed:

Domestic Route Order: 1-EDI DRO P-Manual DRO E-Exit
Process a EDI Domestic Route Order

e. Select **Manual DRO** from the Domestic Route Order: ring menu. The Manual DRO screen will be displayed with four fields and the Manual DRO Entry: ring menu at the top:

Manual DRO Entry: l-Create P-Modify 3-Delete E-Exit

f. Select **Create** from the Manual DRO Entry: ring men, The cursor will move to the **Shipment Id** field.

g. Enter the Shipment ID and press **ESC,** or press F6 to select the Shipment form a list of available Shipments.

When F6 is used, the Shipment Id Help window will be displayed with the cursor in the **Shipment Id** field. You can enter your selection criteria in any one or any combination of the displayed fields.

(1) As necessary, **press RETURN** to move the cursor to the field where you want to enter your selection criteria.

Note: As an alternative you can press **ESC** to display a list of available Shipments. A list of Shipments that meet your selection criteria will be displayed. Use the cursor control keys to highlight the desired Shipment Id and press **ESC.** Continue with the procedures in paragraph g. below.

(2) Enter your selection criteria, pressing **RETURN** after each entry.

(3) When all of your selection criteria has been entered, press **ESC.** A list of Shipments that meet your selection criteria will be displayed.

(4) Use the cursor control keys to highlight the desired Shipment Id and press **ESC.**

h. The Shipment Id will be displayed in the Manual DRO screen. The cursor will move to the **Route Order Number** Field.

i. Enter the **Route Order Number** and press **RETURN.** The cursor will move to the **Route Order Date** field.

j. Enter the **Route Order Date** and press **RETURN.** The cursor will move to the **Status Indicator** field.

k. Enter the **Status Indicator** and press **ESC.** The Equipment Type window will be displayed and the cursor will move to **the Equipment Type** field.

l. Enter the **Equipment Type** and press **RETURN.** The cursor will move to the **Rank#** field.

m. Enter the **Rank#** and press **RETURN.** The cursor will move to the **Carrier Name** field.

n. Enter **the Carrier Name** and press **RETURN.** The cursor will move to the **SCAC** field.

o. Enter the **SCAC** and press **RETURN.** The cursor will move to the first **Phone Number** field.

p. Enter the first **Phone Number** and press **RETURN.** The cursor will move to the second **Phone Number** field.

q. Enter the second **Phone Number** and press **RETURN.** The cursor will move to the first of 24 **RIN** fields.

r. Enter up 24 **RINs** for this Equipment Type, pressing **RETURN** after each entry. The cursor will move to the next FUN field.

s. When all of the RINs have been entered, press **ESC** to save the data for the Equipment Type. The Equipment Type window will clear and the cursor will move to the Equipment Type field.

t. As necessary, repeat the procedures in paragraphs **l.** through s. until your data has been entered for all Equipment Types for this DRO.

u. When the data has been entered for all of your Equipment Types, press **F10** to save all of your data for this DRO. The cursor will return to the Domestic Route Order: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

11.3.3.7.2.5 Modifying a Manual Domestic Routing Order.

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Order.** Domestic Route Order: ring menu will be displayed:

Domestic Route Order: 1-EDI DRO P-Manual DRO E-Exit
Process a EDI Domestic Route Order

e. Select **Manual DRO** from the Domestic Route Order: ring menu. The Manual DRO screen will be displayed with four fields and the Manual DRO Entry: ring menu at the top:

Manual DRO Entry: l-Create O-Modify 3-Delete E-Exit

f. Select **Modify** from the Manual DRO Entry: ring men. The data for the DRO you have selected will be displayed with the data for the first Equipment Type for this DRO. The cursor will move to the **Route Order Date** field.

You can make changes in any of the highlighted field. The **Shipment Id, Route Order Number,** and **Equipment Type** field can not be changed.

g. As necessary, press **RETURN** to move the cursor to the field where you want to make a change.

h. Enter the new information by typing over the displayed data, pressing **RETURN** after each entry.

i. When you are done making changes to the data for the first Equipment Type, press **ESC** to save the changes. The data for the next Equipment Type will be displayed.

j. As necessary, repeat the procedures in paragraphs **h.** and **i.** until the necessary changes have been made to all the Equipment Types for this DRO.

k. When all the changes have been made for all of your Equipment Types, press **F10** to save all of your changes for this DRO. The cursor will return to the Domestic Route Order: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

11.3 3.7.2.6 Deleting a Manual Domestic Routing Order.

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Routing and Rating.**

c. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

d. From the Domestic Routing Request/Order menu, select **Domestic Routing Order.** Domestic Route Order: ring menu will be displayed:

Domestic Route Order: 1-EDI DRO P-Manual DRO E-Exit
Process a EDI Domestic Route Order

e. Select **Manual DRO** from the Domestic Route Order: ring menu. The Manual DRO screen will be displayed with four fields and the Manual DRO Entry: ring menu at the top:

Manual DRO Entry: I-Create P-Modify 3-Delete E-Exit

f. Select **Delete** from the Manual DRO Entry: ring men. The data for the DRO you have selected will be displayed with the following prompt:

Do you really want to delete this (Y/N)?

(1) Enter **n** and press **RETURN** in response to this prompt to abort the deletion process. A **DRO not deleted** message will be displayed at the bottom of the screen. The cursor will return to the Domestic Route Order: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

(2) Enter y and press **RETURN** in response to this prompt to delete the DRO. A **DRO deleted** message will be displayed at the bottom of the screen. The record will be removed from the data base. The cursor will return to the Domestic Route Order: ring menu where you can select another option or press **E-Exit** three time to return to the Shipment Planning menu.

11.3.3.8 GBL for a Non Unit Move Usina Shipment Units.

Once the Shipment Units have been assigned to a Shipment for a Non Unit Move, you are ready to prepare and print the Government Bill of Lading (GBL) for the Shipment. The following paragraphs provide the procedures related to this process:

Paragraph	Procedures
11.3.9.1	Preparing the GBL.
11.3.9.2	Uses for the GBL Register.
11.3.9.3	Recreating a GBL from a Voided GBL.
11.3.9.4	Printing the GBL.
11.3.9.5	Preparing GBL Correction Notices.

11.3.4 Preparina a Unit Move Rail Shipment,

NOTE TO ALL FREIGHT PERSONNEL

READ THIS BEFORE YOU BEGIN

Before you can successfully prepare a shipment, GBL rail load list, prepare a GBL, and print the GBL, the following procedures should have been completed by those responsible.

a. Reference tables in IT0 ELP and Shipment Planning

b. TDC and Chain of Command Created

c. Equipment list prepared for the exercise for each unit in the exercise with equipment designated for rail

d. Communications to ASPUR by UMC

e. Entry of GBL Block numbers by Freight personnel

A flowchart showing the procedures involved in preparing a shipment for a unit move with equipment moving by rail has been provided in Figure 11-41. For detailed instructions refer to the corresponding number of the written procedures sheet which follows the flowchart.

A response to Unit Movement Data (UMD) submitted is the Domestic Unit Cargo Release (DUCR) or Export Unit Cargo Release (EUCR). This response is received through TC ACCIS. At this time, receipt of these responses requires you to enter the necessary information manually because the information is sent from MTMC to the freight user in a file that is retrieved and printed to the default printer when a authorized TC ACCIS user communicates with ASPUR.

Note: Domestic Routing Orders and Export Traffic Releases are responses provided to support non-unit move type requirements. Unit Cargo Releases (UCR) are responses used to support unit moves.

11.3.4.1 Maintainina Domestic Unit Cargo Releases.

Usc the following procedures to create or modify a Domestic Unit Cargo Release (DUCR).

a. Select the **Routing and Rating** option from the Shipment Planning menu.

b. Select the **Domestic Unit Cargo Release** option from the Routing and Rating menu to create or modify a DUCR. If you arc updating, the DUCR Help window opens; select the DUCR and press **ESC.** When you are finished entering or modifying data, press **ESC.** TC ACCIS prompts you to add or modify RTE records. You can add or modify records before you return to the ring menu.

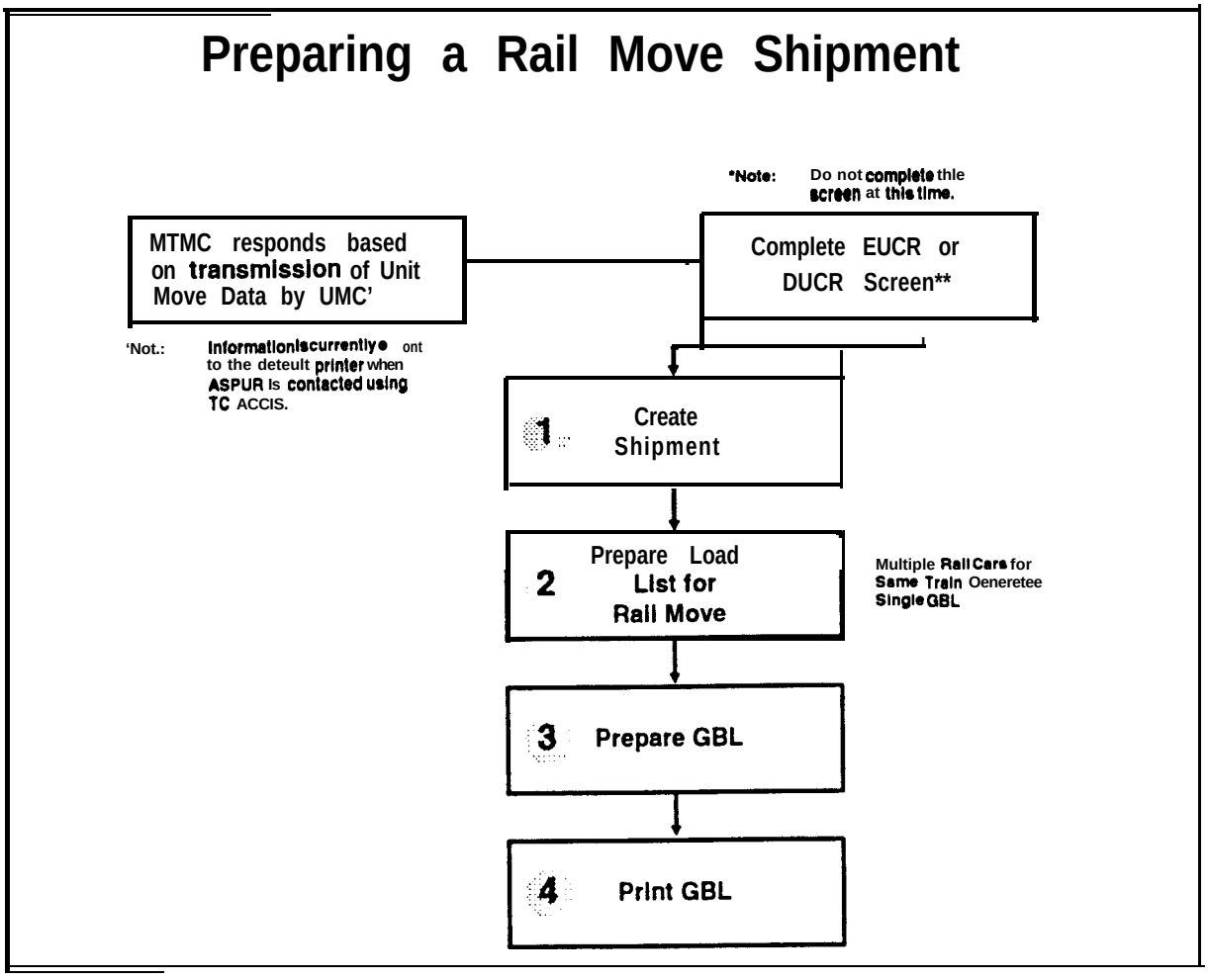


Figure 11-41. Flowchart for Preparing a GBL

Note: This version of TC ACCIS does not accommodate the entering of RINs on the Export Traffic Release, DUCR, or EUCR for printing on the GBL. RINs provided on these type responses must be entered on the GBL by using the F9 GBL remarks found on Part 11 of the GBL data screen. The RINs will print on the continuation sheet of the GBL.

11.3.4.2 Maintaining Export Unit Carao Releases.

Use the following procedures to create or modify an Export Unit Cargo Release (EUCR).

a. Select the **Routing and Rating** option from the Shipment Planning menu.

b. Select the **Export Unit Cargo Release** option on the Routing and Rating menu to create or modify EUCRs. To update an EUCR, enter the **TDC** and **UIC**. When you are finished entering or modifying data, press **ESC.** You will be prompted to add or modify RTE records before you return to the ring menu.

11.3.4.3 Create Shipment.

Use the following procedures to create a Shipment.

Note: These are abbreviated instructions. For more instructions, refer to paragraph 11.3.3.3.1 of this manual

a. From the Shipment Planning menu, select **Shipments.** The Shipments screen will be displayed as shown in figure 1 l-24 (page 1 l-99). with the SHIPMENTS: ring menu at the top.

b. From the ring menu, select **Create.** The cursor will move to the **Pk Wt** field.

c. Enter the appropriate shipment data.

Be sure to enter **R** in the **SRC** field for a Rail move.

Be sure to note the Shipment ID that was assigned to the shipment.

d. Return to the Shipment Planning menu.

11.3.4.4 Prepare Load List for a Unit Move Rail Shipment.

Use the following procedures to create, modify, or delete a Load List for a Unit Move Rail Shipment.

11.3.4.4.1 Creating a Load List for Unit Move Rail Shipment.

Use the following procedures to create a Load List for a Unit Move Rail Shipment.

a. From the Shipment Planning menu, select **Shipping Documentation.**

b. From the Shipment Documentation menu, select **GBL Functions.**

c. From the GBL Functions menu, select **Prepare Load List for Rail Move.** The **Prepare Load List for Rail Move** screen will be displayed. The following ring menu will be at the top:

GBL RAILLIST: I-Create P-Modify 3-Delete 4-Print Car 5-Print Train . . .

Note:
1 - If you are using Scanned Data, proceed with paragraph **d.**
2 - If you arc using equipment data selected from the Unit Equipment List, go to paragraph e.

d. Use the following procedures if you are using **Scanned Data:**

(1) Select **Create** and enter the appropriate data in the first section of the screen.

(2) Enter the **Ship Id Date** and **Seq** number from the shipment you just created for the rail move and press **RETURN.**

(3) Enter the **Train Number.** If the train information has been scanned at the rail head, use F6 to access the Train and Car Serial Help window to determine the train numbers and car serial numbers scanned.

(4) Enter the **Car Serial Number.** If the rail car information has been scanned at the rail head, they will be entering the Rail Car Serial Number and scanning all Military Shipment labels associated with the car. Once this data is unloaded to the TC ACCIS minicomputer by a modem, the Rail Car Serial Numbers will be displayed in a window. When the **Car Serial Number** is selected, the **Car Furnished** data is automatically filled in.

Note: If the Car Serial Number needs to be changed, you must first create the Load List for Rail Scanned Data and then use the Modify option to modify it.

(5) Enter the **Car Ordered.**

(6) Enter the **Car Furnished.**

(7) When you select the rail car from the list then the equipment data is assigned to the GBL Load List. You will not need to re-enter the information.

e. IF you are not using the scanner, you can select the equipment from the **Unit Equipment List.** To do this, you must first manually enter the rail car serial number. Enter the **Car Ordered** and the **Car Furnished.** You will then be ready to begin entering the equipment for that rail car.

(1) Enter the data for the **specific rail car.** Enter only the equipment assigned to that rail car.

(a) When your cursor is in the **UIC field,** you may press F6 to access the UIC Help window as shown in Figure 1 l-42. This window will display all units that are part of the exercise (part of the TDC). Use the cursor control keys to highlight the appropriate unit and press **ESC** to accept the selection.

(b) When your cursor is in the **SUN** field, F6 will allow you to access the SUN Help window, as shown in Figure 1 l-43, which provides you with acomplete list of the equipment for this TDC of the unit you previously selected.

(c) When you enter the **UIC** and **SUN** number the details on that piece of equipment will be automatically displayed. You will then only need to complete **UFC** field.

Note: When **you press RETURN** in the **UFC** field, the UIC and UFC will be duplicated on the next blank line based on the data entered on the prior line.

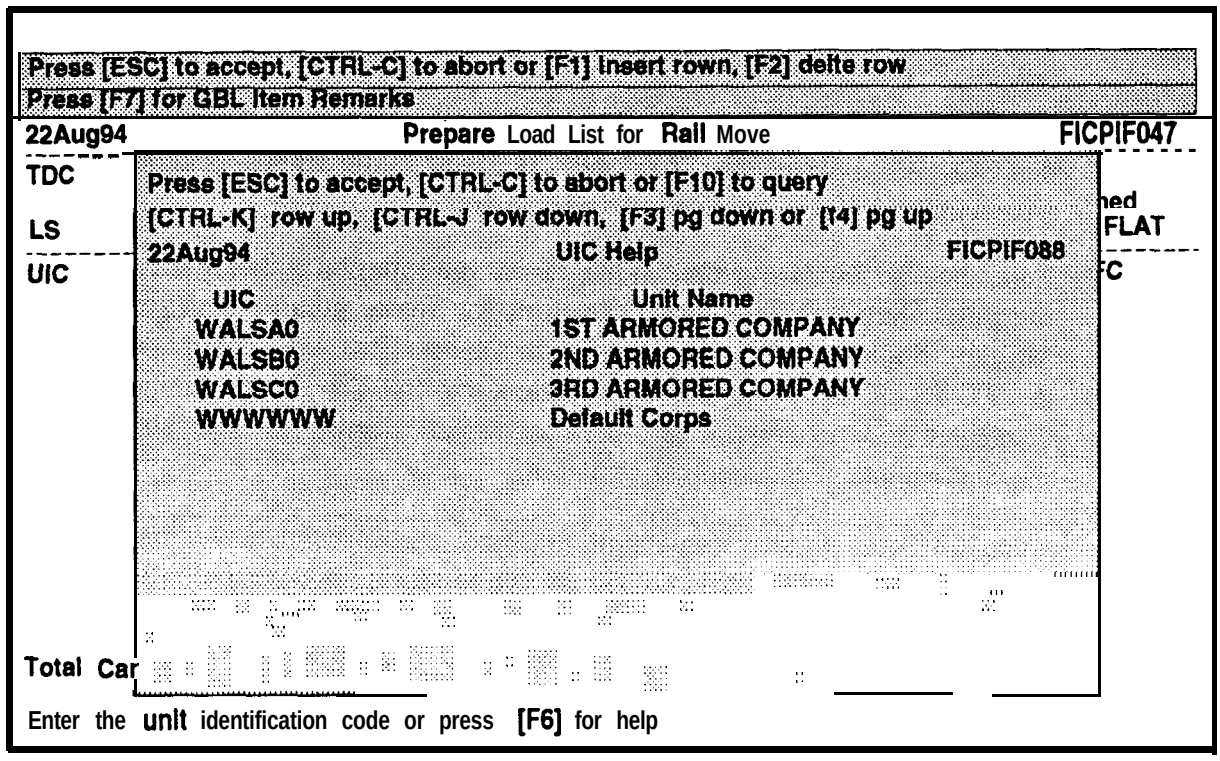


Figure 11-42. UIC Help Screen

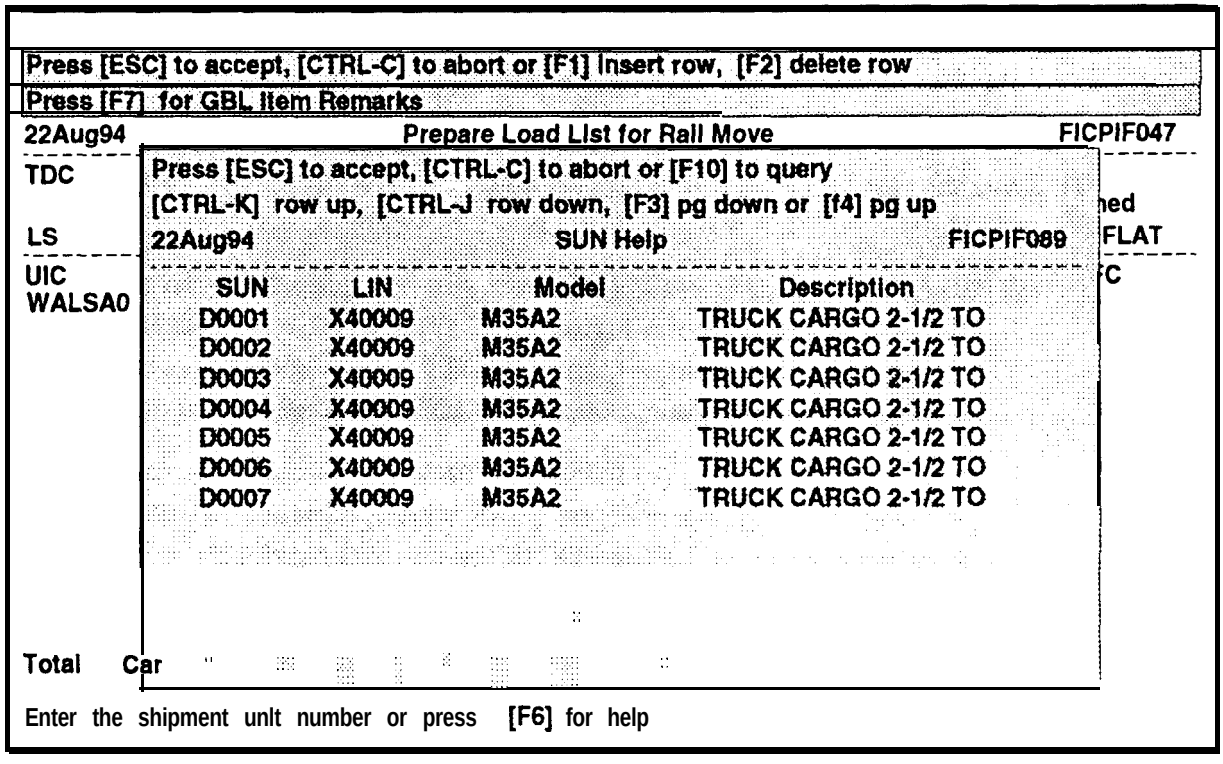


Figure 11-43. SUN Help Screen

Note: Duplication of a specific piece of equipment on more than one rail car in a shipment is not allowed and will give the user an error message in the lower left of screen if this is attempted.

(2) If you need additional information about each piece of equipment to appear on the GBL continuation sheet, press F7 to access the ITEM DESCRIPTION REMARKS window as you add each piece of equipment to the load list or make certain the piece of equipment the remarks reference is highlighted before you press **F7. You** can enter the **Bumper Number, Serial Number** or any other **Remarks** required for the specific piece of equipment. Press **ESC** when you complete the entry. You can add this information for each and every piece of equipment in the load list, if needed.

(3) Press **ESC** when you have entered all the equipment for that rail car. If you have other rail cars with equipment to be entered, you will respond N to the prompt:

Is this the final rail car to be loaded on this train? (y/n)?

Enter the unit identification code or press F6 for help. When you are returned to the **Car Serial Number** field enter the information for the next rail car. Enter the **Car Ordered** and **Car Furnished.** When you have entered the last rail car's list of equipment, you will respond Y to the prompt.

(4) When you are returned to the GBL RAILLIST: ring menu, you can print all of the information on every rail car entered for a specific train, by selecting **Print Train** or for a specific rail car by selecting **Print Car.** lf a printout is not desired at this time, select **E-Exit** to return to the GBL Functions menu.

Note: After selecting the **Modify** option and entering the **Shipment ID, F6** allows **you** to access the **TRAIN AND CAR SERIAL HELP** window so that you can view and select from a list of available rail cars. To access and modify the list of equipment in the second part of the Load List screen, press **ESC.** se **Fl** to insert a row in the load list. Highlight the piece of equipment and press F2 to delete that piece of equipment from the rail car.

Jl.3.4.4.2 Modifying a Load List for Unit Move Rail Shipment.

Use the following procedures to modify a Load List for a Unit Move Rail Shipment:

a. From the Shipment Planning menu, select **Shipping Documentation.**

b. From the Shipment Documentation menu, select **GBL Functions.**

c. From the GBL Functions menu, select **Prepare Load List for Rail Move.** The Prepare Load List for Rail Move screen will be displayed with the GBL RAILLIST: ring menu at the top:

d. Select **Modify. The** cursor will move to **the Ship Id Date** field.

e. Enter **the Ship Id Date** and the **Ship Id Sequence Number,** pressing **RETURN** after each entry, or press F6 to select the shipment from the Shipment Id Help window by pressing **ESC.** The cursor will move to **the Train Number** field.

f. Enter the **Train Number** and press **RETURN,** or press F6 to select it from the Train and Car Serial Help window. When F6 is used, use the cursor control keys to highlight the desired Train Number and press **ESC**. The other information about the train will be filled in an the cursor will move to the **Car Serial Number** field

g. Press **RETURN** to move the cursor to the field where you want to make the change and enter the correct data by typing over the existing data, pressing **RETURN** after each entry. When **you** press **RETURN** in the **Car Furnished** field, the equipment assigned to this load will be displayed in the bottom of the screen. Three options are now available:

(1) Use **Ctrl-J** and/or **Ctrl-K** to move the cursor to the line where you want to add a new piece of equipment, and press **Fl.** A blank line will be opened at the cursor location.

(a) Enter the **UIC** or press F6 to select a **UIC** from the UIC Help window. When F6 is used, use the cursor control keys to highlight the desired **UIC** and press **ESC** to select it. The cursor will move to the SUN field.

(b) Enter the SUN or press F6 to select a **SUN** from the SUN Help window. When F6 is used, USC the cursor control keys to highlight the desired SUN and press **ESC** to select it. The information for that piece of equipment will be displayed and the cursor will move to the **UFC** field.

(c) Enter the **UFC** and press **RETURN** to move to the next row.

(2) Use **Ctrl-J** and/or **Ctrl-K** to move the cursor to the line where you want to delete a piece of equipment, and press F2. The piece of equipment on the line at the cursor location will be deleted from the Load List.

(3) Press F7 to add or modify GBL Item Remarks. The ltem Description Remarks window will open. The cursor will be in the **Bumper No** field.

(a) **You** can enter the **Bumber Number, Serial Number,** and/or **Remarks** to be printed on the GBL for this piece of equipment, pressing **RETURN** after each entry.

(b) When all the Item Description Remarks have been entered, press **ESC** to save the Remarks. The cursor will return to the field it was in when F7 was pressed.

h. When all of the changes have been made, press **ESC** to save the changes. A prompt will be displayed:

Is this the final rail car load list to be modified on this train (y/n)?

(1) Respond **n** to this prompt and the screen will clear and the cursor will be in the **Car Serial Number** field for the same Shipment Id and Train Number. As necessary, repeat the procedures in paragraphs g. and **h.** above to modify additional rail cars.

(2) Respond y to this prompt and the cursor will return to the GBL RAILLIST: ring menu where you can select another option or press **E-Exit** three times to return to the Shipment Planning menu.

11.3.4.4.3 Deleting an Entire Rail Cars and its Load List.

The **Delete** option allows the freight user to delete the load list for a specific rail car and train. This option is selected only when you need to delete the entire rail car and its load list. This option differs from the deleting of a specific piece of equipment from a rail car by using the F2 as described previously because it allows the freight user the ability to delete the rail car and the equipment to be loaded on that rail car. The procedures for deleting rail cars and their loads are listed below:

Use the following procedures to delete an entire rail car and its load list.

a. From the Shipment Planning menu, select **Shipping Documentation.**

b. From the Shipment Documentation menu, select **GBL Functions.**

c. From the GBL Functions menu, select **Prepare Load List for Rail Move.** The **Prepare Load List for Rail Move** screen will be displayed. The following ring menu will be at the top:

GBL RAILLIST: l-Create 2-Modify 3-Delete 4-Print Car 5-Print Train . . .

d. Select **Delete** from the GBL **RAILLIST:** ring menu. The cursor will move to the date portion of **the Ship Id** field.

e. Enter the **Date** of the load list you want to delete and press **RETURN.** The cursor will move to **the Sequence Number** portion of the **Ship Id** field. In this case, continue with the procedures in paragraph **f.** below.

If you do not know the Shipment Id information, press F6 to select a load list from a list of available load lists. When F6 is used, enter you selection criteria or press ESC to list all available load lists. Then use the cursor control keys to highlight the desired load list and press **ESC** to accept it. The cursor will move to the **Train Number** field of the Prepare Load List for Rail Move screen. ln this case, continue with the procedures in paragraph g. below.

f. Enter the Sequence Number of the Shipment Id and press RETURN. The cursor will move to the **Train Number** field of the Prepare Load List for Rail Move screen.

g. There are two methods for selecting the specific train and car serial number to be deleted:

(1) The first method is to:

(a) Enter the **Train Number** to be deleted and press **RETURN.** The cursor will move to the **Car Serial Number** field.

(b) Enter the **Car Serial Number** to be deleted and press **RETURN.** The following prompt will be displayed:

Are you sure you want to delete this car (y/n)?

(c) Enter Y to begin deleting the equipment and rail car, or enter N to abort the deletion process. A message indicating the rail car has been deleted or the process has been aborted will be displayed at the bottom of the screen. The cursor will then return to the GBL RAILLIST: ring menu where you can select another option or press **E-Exit** three times to return to the Shipment Planning menu.

(2) The second method is to press **F6** to select the **Train Number** and **Car Serial Number** from Train and Car Serial Help window.

(a) Use the cursor control keys to highlight the **Train Number** and **Car Serial Number** to be deleted.

(b) Press **ESC** to accept the highlighted option. The data for the selected rail car will be displayed in the Prepare Load List for Rail Move screen and the cursor will be in the **Car Serial Number** field.

(c) Press **RETURN** and the following message will be displayed.

Are you sure you want to delete this car (y/n)?

(d) Enter Y to begin deleting the equipment and rail car. When the deletion is complete, a message indicating the rail car has been deleted will be displayed at the bottom of the screen and the cursor will return to the GBL RAILLIST: ring menu where you can select another option or press **E-Exit** three times to return to the Shipment Planning menu.

As an alternative you can enter N to abort the deletion process. A **Delete aborted** message will be displayed at the bottom of the screen and the cursor will return to the GBL RAILLIST: ring menu where you can select another option or press **E-Exit** three times to return to the Shipment Planning menu. The rail car will not be deleted.

11.3.4.5 Preparing and Printing a GBL for a Unit Move Rail Shipment.

Once the Load List for a Unit Move Rail Shipment has been created, you are ready to prepare and print the Government Bill of Lading (GBL) for the Shipment. The following paragraphs provide the procedures related to this process:

Paragraph	Procedures
11.3.9.1	Preparing the GBL.
11.3.9.2	Uses for the GBL Register.
11.3.9.3	Recreating a GBL from a Voided GBL.
11.3.9.4	Printing the GBL.
11.3.9.5	Preparing GBL Correction Notices.

11.3.5 Preparing a Unit Motor Move Shipment.

NOTE TO ALL FREIGHT PERSONNEL

READ THIS BEFORE YOU BEGIN

The following procedures should have been completed before you can successfully prepare a shipment, GBL load list for a Unite Motor Move, a GBL, and print the GBL.

- Refcrcnce tables in ITO ELP and Shipment Planning
- TDC and Chain of Command Created
- Equipment list prepared for the exercise for each unit in the exercise with equipment assigned a motor MPOE
- Communications to ASPUR by UMC
- Entry of GBL Block numbers by Freight personnel

The flowchart in Figure 1 l-44 shows the procedures involved in preparing a shipment for a unit move with equipment moving by motor truck.

A response to Unit Movement Data (UMD) submitted is the Domestic Unit Cargo Release (DUCR) or Export Unit Cargo Release (EUCR). This response is received through TC ACCIS. At this time, receipt of these responses requires you to enter the necessary information manually because the information is sent from MTMC to the freight user in a file that is retrieved and printed to the default printer when an authorized TC ACCIS user communicates with ASPUR.

Note: Domestic Routing Order:, and Export Traffic Releases are responses to support non-unit move type requirements. UCRs are responses to support unit moves. The procedures for accessing the DUCR and EUCR screens are provided, but they are not required at this time.

Procedures for a Motor Move Shipment

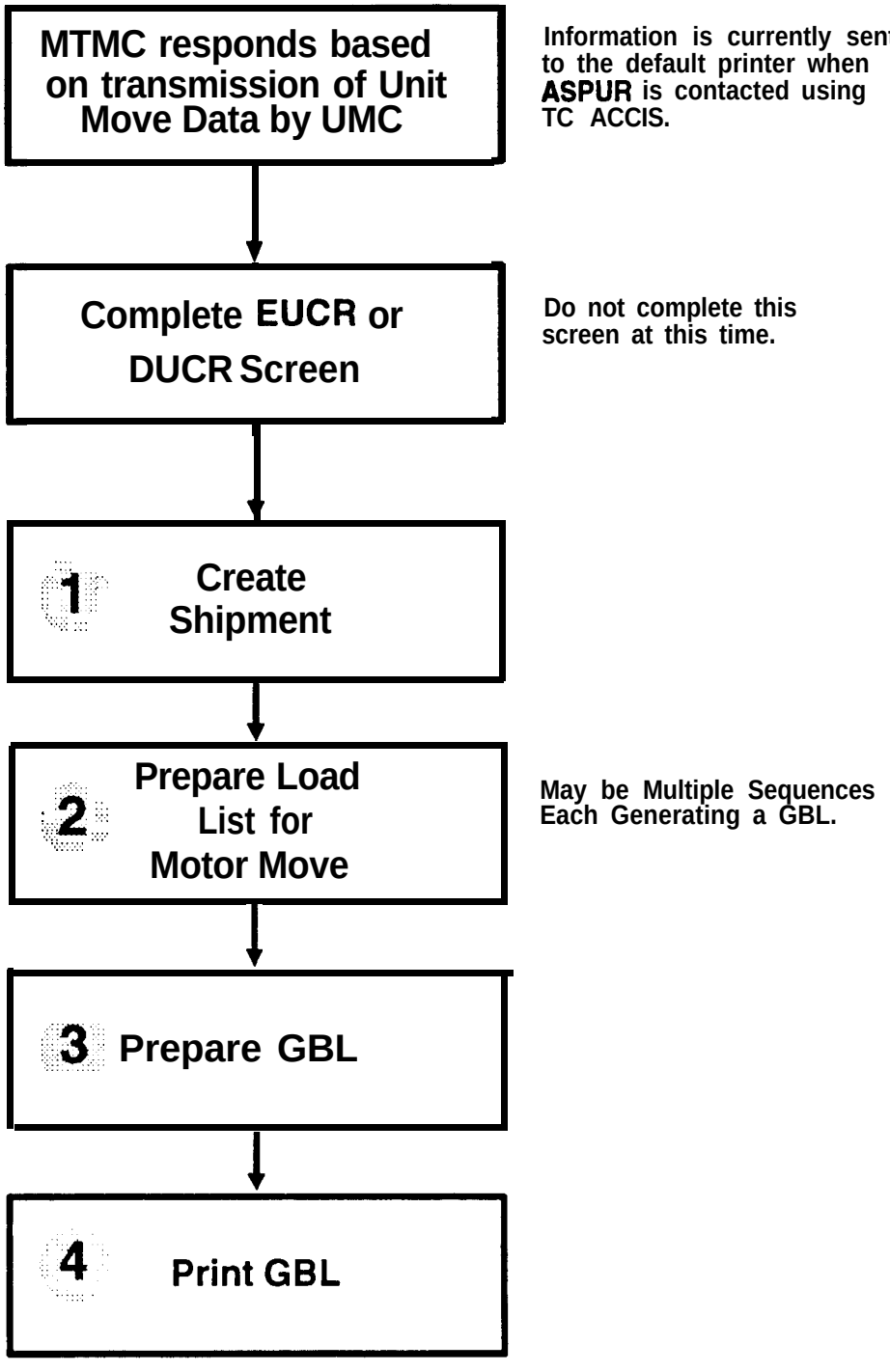


Figure 11-44. Flowchart for a Motor Move Shipment

11.3.5.1 Maintaining Domestic Unit Cargo Releases.

Use option **Domestic Unit Cargo Release** on the Routing and Rating menu to create or modify Domestic Unit Cargo Releases (DUCRs). If you are updating, the DUCR Help window opens; select the **DUCR** and press **ESC.** When you are finished entering or modifying data, press **ESC.** TC ACCIS prompts you to add or modify RTE records. You can add or modify records before you return to the ring menu.

Note: This version of TC ACCIS does not allow **RINs** to be entered on the Export Traffic Release, DUCR, or EUCR for printing on the GBL. Use the GBL Remarks (F9) of the GBL Data (PART II) screen to enter RINs which will be printed on the continuation sheet of the GBL.

11.3.5.2 Maintaining Export Unit Carao Releases.

Use option **Export Unit Cargo Release** on the Routing and Rating menu to create or modify Export Unit Cargo Releases (EUCRs). To update an EUCR, enter the **TDC** and **UK.** When you are finished entering or modifying data, press ESC. TC ACCIS prompts you to add or modify RTE records. You can add or modify these records before you return to the ring menu.

11.3.5.3 Creatina a Shipment.

Follow these procedures to create a Unit Motor Move Shipment:

a. From the TC ACCIS Main Menu, sclect **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipments.**

c. From the SHIPMENT: ring menu, select **Create.**

d. Enter the appropriate **shipment data.**

   Be sure to enter **E** in the **SRC** field for a motor move.

   Be sure to note the Shipment ID that was assigned to the shipment.

e. Return to the Shipment Planning menu.

11.3.5.4 Preparing a Load List for a Unit Motor Mo ve Shipment.

Use the following procedures to create, modify, or delete a Load List for a Unit-Motor Move Shipment.

11.3.5.4.1 Creatina a Load List for a Unit Motor Move Shipment.

Use the following procedures to create a Load List for a Unit Motor Move Shipment:

a. From the Shipment Planning menu, select **Shipping Documentation.**

b. From the Shipment Documentation menu, select **GBL Functions.**

c. From the GBL Functions menu, select **Prepare Load List for Motor Move.** The Prepare Load List for Motor Move screen will be displayed as shown in Figure 1 l-45 with the GBL EL: ring menu at the top.

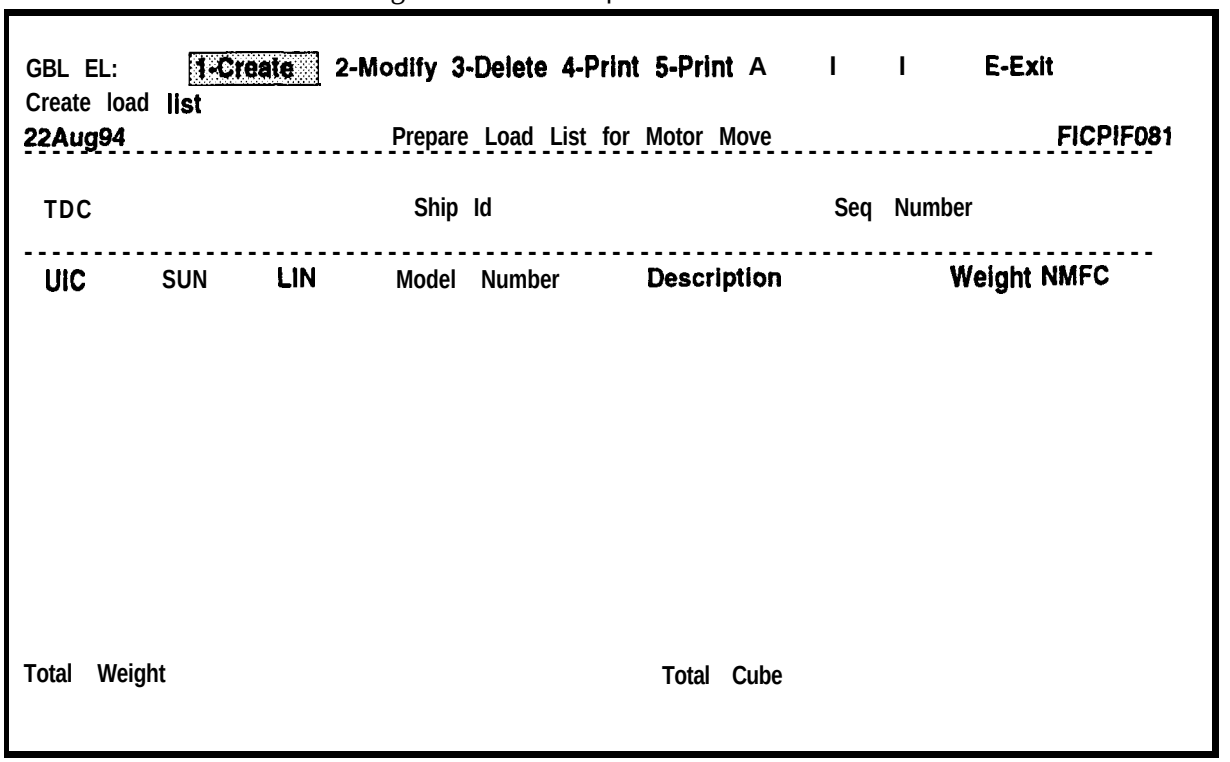


Figure **11-45.** Prepare Load List for Motor Move Screen

d. Select **Create.** The cursor will move to the **Ship Id** field.

e. Enter the **Shipment ID** from the Shipment you just created for the Unit Motor Move and press **RETURN,** or press F6 to select if form the Shipment Id Help window. The cursor will move to the **Seq Number** field.

f. Enter the **Sequence Number.** You will probably want to begin with **1.** Each sequence number will generate a new GBL. This will allow for trucks of different carriers, departures at different times, or different destinations to have separate GBLs created. The cursor will move to the UIC field in the lower portion of the screen where you can enter the **data for the Motor carrier.** Enter only the equipment assigned to that carrier.

g. Enter the **UIC** for the first piece of equipment in this load list, or press F6 to select the **UIC** from the UIC Help window which will display the units that are part of this exercise When F6 is pressed, use the cursor control keys to highlight the desired **UIC** and press **ESC** to select it. The cursor will move to the **SUN** field.

h. Enter the **SUN** for the first piece of equipment in this load list, or press F6 to select the **SUN** from the SUN Help window which will display the pieces of equipment assigned to this unit. When F6 is pressed, use the cursor control keys to highlight the desired **SUN** and press **ESC** to select it. The rest of the data for that piece of equipment will be displayed and the cursor will move to the **NMFC** field.

Note: Duplication of a specific piece of equipment on more than one truck in a shipment is not allowed and an error message will be displayed at the bottom of screen if this is attempted.

i. Enter the **National Motor Freight Classification Code** or leave this field blank, and press **RETURN.** The cursor will move to the NMFC Suffix field.

j. Enter the Suffix **Code** for the NMFC or leave this field blank, and press **RETURN.** The cursor will move to the **UIC** field on the next line. The UIC used for the previous entry will be displayed.

k. Press **RETURN** to accept the displayed UIC, or enter the **UIC** for the next piece of equipment in this load list, or press F6 to select the **UIC** from the UIC Help window which will display the units that arc part of this exercise. When F6 is pressed, use the cursor control keys to highlight the desired **UIC** and press **ESC** to select it. The cursor will move to the SUN field.

l. As necessary, repeat the procedures in paragraphs **h.** through **k.** above to add additional pieces of equipment to this load list.

m. Three other options are available while you are in the lower portion of the screen:

(1) Use **Ctrl-J** and/or **Ctrl-K** to move the cursor to line where you want to add a new piece of equipment to the load, and press **Fl.** A line will be opened at the cursor location. The **UIC, NMFC,** and **NMFC Suffix** from the previous line will be duplicated on this line.

(a) Press **RETURN** to accept the displayed UIC, or enter a different **UIC** and press **RETURN,** or press F6 to select a **UIC** from the UIC Help window. When F6 is used, use the cursor control keys to highlight the desired **UIC** and press **ESC** to select it. The cursor will move to the SUN field.

(b) Enter the **SUN** or press F6 to select a **SUN** from the SUN Help window. When F6 is used, use the cursor control keys to highlight the desired SUN and press **ESC** to select it. The information for that piece of equipment will be displayed and the cursor will move to the **NMFC** field.

(c) Press **RETURN** to accept the displayed NMFC, or enter a different **NMFC** and press **RETURN,** or **use** the **SPACEBAR** to type over the displayed NMFC and press **RETURN.** The cursor will move to the NMFC **Suffix** field.

(d) Press **RETURN** to accept the displayed NMFC Suffix, or enter a different **NMFC Suffix** and press **RETURN,** or use the **SPACEBAR** to type over the displayed NMFC Suffix and press **RETURN.** The cursor will move to the **UIC** field of the next row.

(2) Use the cursor control keys to highlight the piece of equipment you want to delete from the load, and press F2 to delete it. That piece of equipment will be deleted from the Load List.

(3) Press F7 to add or modify GBL Item Remarks. The Item Description Remarks window will open. The cursor will be in the **Bumper No** field.

(a) **You can** enter the **Bumber Number, Serial Number, and/or Remarks** to be printed on the GBL for this piece of equipment, pressing **RETURN** after each entry.

(b) When all the Item Description Remarks have been entered, press **ESC** to save the Remarks. The cursor will return to the field it was in when F7 was pressed.

n. When all of the pieces of equipment have been entered, press **ESC** to save you Load List. A prompt will be displayed:

Is this the final load list to be created on this shipment (y/n)?

(1) Respond **n** to this prompt and the screen will clear and the cursor will be in the **Seq Number** field for the same Shipment Id. As necessary, repeat the procedures in paragraphs **f.** through **n.** above to create additional Sequence Numbers for this shipment.

(2) Respond y to this prompt and the cursor will return to the GBL EL: ring menu where you can select another option or press **E-Exit** three times to return to the Shipment Planning menu.

Note: When the cursor returns to the GBL EL: ring menu, you can print all of the information for the motor carrier entered by selecting **Print All.** If a printout is not desired at this time, press **E-Exit** to return to the GBL Functions menu where you can prepare your GBL.

jl.3.5.4.2 Modifying a Load List for a Unit Motor Move Shipment.

Usc the following procedures to modify a Load List for a Unit Motor Move Shipment:

a. From the Shipment Planning menu, select **Shipping Documentation.**

b. From the Shipment Documentation menu, select **GBL Functions.**

c. From the GBL Functions menu, select **Prepare Load List for Motor Move.** The **Prepare Load List for Motor Move** screen will be displayed. The following ring menu will be at the top:

GBL EL: I-Create 2-Modify 3-Delete 4-Print 5-Print All E-Exit

d. Select the **Modify** option. The cursor will move to the **Ship Id** field.

e. Enter **the Ship Id** and press **RETURN** or press **F6** to select the shipment from the Shipment Id Help window by pressing **ESC. The** cursor will move to **the Seq Number** field.

f. Enter the **Seq Number** or press F6 to select the sequence number from the GBL Sequence Number Help screen by pressing **ESC.** The cursor should still be in the **Seq Number** field but with the Sequence Number displayed.

g. Press **ESC** to accept this Shipment and Sequence Number. The equipment for this Shipment and Sequence Number will be displayed and the cursor will be in the **UIC** field for the first piece of equipment.

h. As necessary, use the cursor control keys to highlight the desired piece of equipment:

(1) Press **RETURN** to move the cursor to the field where you want to make the change.

(2) Enter the correct data by typing over the existing data, pressing **RETURN** after each entry.

i. As necessary, repeat the procedures in paragraph **h.** above until all the changes have been made.

j. When all of the changes have been made, press **ESC** to save the changes. A prompt will be displayed:

Is this the final load list to be modified for this shipment (y/n)?

(1) Enter **n** in response to this prompt and the list of equipment will be cleared and the cursor will move to the **Seq Number** field. In this case, continue with the procedures beginning in paragraph **f.** above.

(2) Enter y in response to this prompt and the cursor will return to the GBL EL: ring menu where you can select another option or press **E-Exit** three times to return to the Shipment Planning menu.

11.3.5.4. [redacted] a Load List from a Unit Motor Move Shipment.

This option is used only when the freight user must delete a load list from a truck or series of trucks. The sequence number determines the generation of a GBL. If you respond Y to the prompt that is displayed in the box on the screen, it will delete the entire load list. This option

is different from the use of the F2 key used when modifying the load list for a motor move because the F2 selectively deletes the equipment.

11.3.5.5 Preparing and Printing a GBL for a Unit Motor Move Shipment-

Once the Unit Motor Move Load List has been created in accordance with paragraph 11.3.5.4.1 above, you are ready to prepare and print the Government Bill of Lading (GBL) for the Shipment. The following paragraphs provide the procedures related to this process:

Paragraph	Procedures
11.3.9.1	Preparing the GBL.
11.3.9.2	Uses for the GBL Register.
11.3.9.3	Recreating a GBL from a Voided GBL.
11.3.9.4	Printing the GBL.
11.3.9.5	Preparing GBL Correction Notices.

11.3.6 Preparing a Unit Material Move.

This function allows you to combine one or more items of cargo into a Shipment Unit (SU) that will be assembled into one container for shipment to a single consignee as a Unit Material Move. When the Shipment Units have been created, the **Shipments** option on the Shipment Planning menu can be used to create Shipments and assign various shipment units to them. If required, you can then create and print the Export Traffic Request or the the Domestic Routing Request. The Shipment files for the Domestic Routing Rcqucst can then be sent to the MTMC ASPUR system. The Export Traffic Release or the Domestic Routing Order can then be created and printed. Finally, the Government Bill of Lading can be created and printed.

The Request for Transportation is made by the Unit; therefore, the procedures for completing the Request for Transportation (RFT) are found in Section *9 - Request for Trunsportution,* of this manual. Once the unit has made their request for transportation, the TC ACCIS Freight user can begin preparing the shipment unit for this move.

NOTE TO ALL FREIGHT PERSONNEL

READ THIS BEFORE YOU BEGIN

Before you can successfully prepare a shipment unit, create the shipment, prepare and transmit Domestic Routing Requests or Export Traffic Requests, and prepare and print GBLs for a Unit Material Move Shipment, the following procedures must be completed by those responsible.

a. Complete the reference tables in ITO Equipment List Processing and Shipment Planning.

b. Correctly set the ASPUR parameters.

c. Enter and activate the **GBL Block Numbers** Freight personnel.

d. TDC D OR S Equipment List must exist for the unit.

e. Units must complete a Request for Transportation or a DD Form 1348 or equiyalent.

A flowchart showing the procedures involved in preparing a shipment for a Unit Material Move is provided in Figure 1 l-46. Each of these procedures are described in the following paragraphs.

11.3 6.1 Working with Shipment Units.

A Shipment Unit is one or more pieces of cargo assembled into a single container for shipment to one consignee. This function allows you to **create, modify, delete, query, sort** or view Shipment Units.

11.3.6.1.1 Creating a Shipment Unit.

TC ACCIS assigns sequential Shipment Unit identification numbers consisting of the creation date and a sequence number, from 001 to 999, to each newly created Shipment Unit. For Shipment Units going to the same destination, you need to enter Shipment Unit header information only once.

Use the following procedures to create a Shipment Unit.

a. From the TC ACCIS Main Menu, select **Shipment Planning.**

b. From the Shipment Planning menu, select **Shipment Units.** The Shipment Units screen as shown in Figure l l-47 will be displayed with the **SHIPMENT UNITS:** ring menu displayed at the top.

SHIPMENT UNITS: 1-Create 2-Modify 3-Delete 4-Query 5-Sort 6-View . . .

The following is an explanation of the ring menu options available when you select **Shipment Units.**

Ring Menu Option	Explanation
Create	Use this option to prepare new Shipment Units.
Modify	Use this option to modify an existing Shipment Unit.
Delete	Use this option to delete an existing Shipment Unit.
Query	Use this option to enter **query values** to find a specific Shipment Unit.
Sort	Use this option to display the Shipment Units sorted by one of the following criteria: Shipment Unit ID Date, GBLOC Destination, DODAAC Destination, Required Delivery Date, Priority, Total Weight, Total Cube, or Stop Number.
View	Use this option to list all Shipment Units that have been assigned for a single shipment.

The following is an explanation of the fields in the header section (top portion) of the Shipment Units screen:

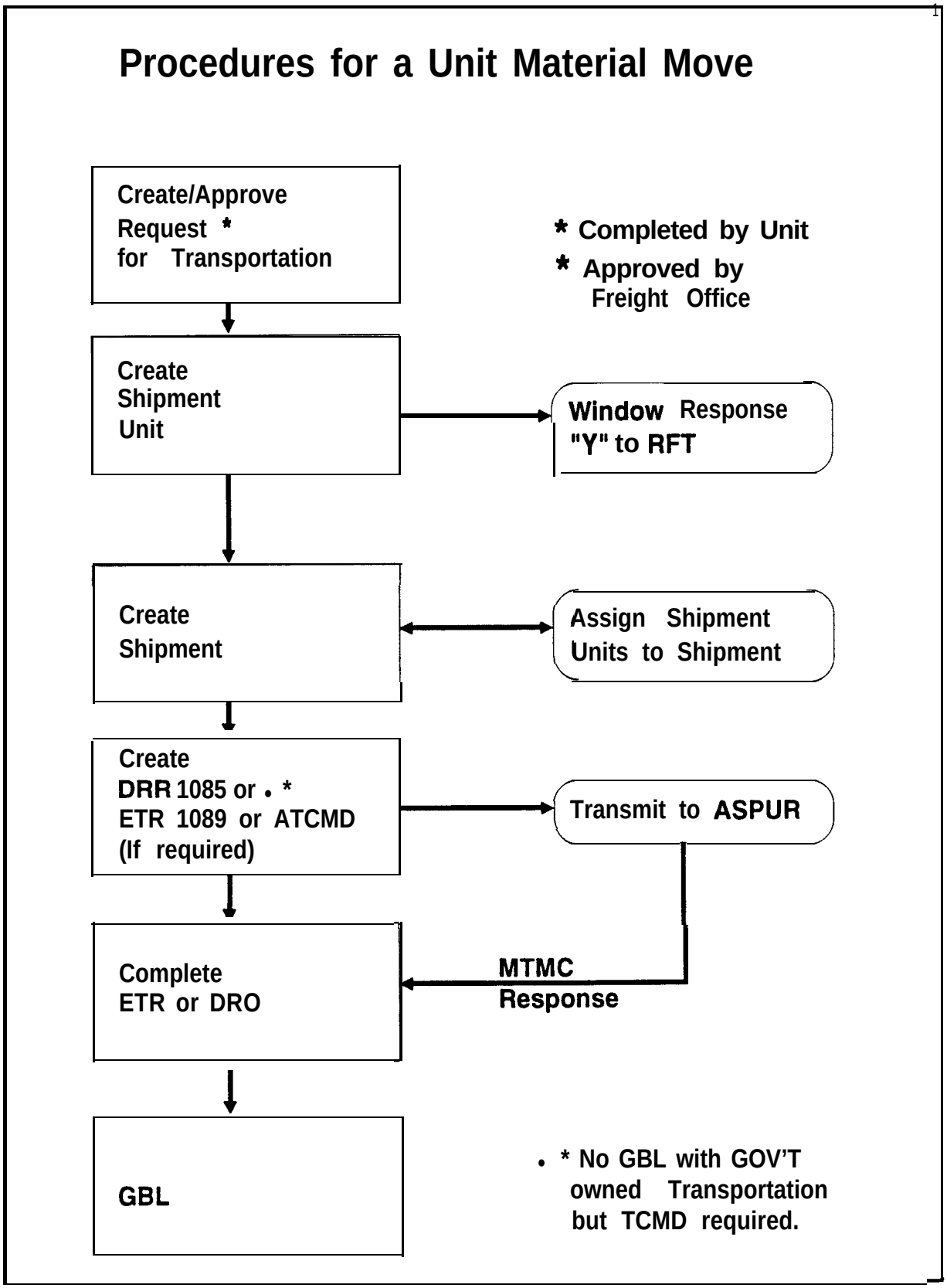


Figure 11-46. Flowchart for a Unit Material Move

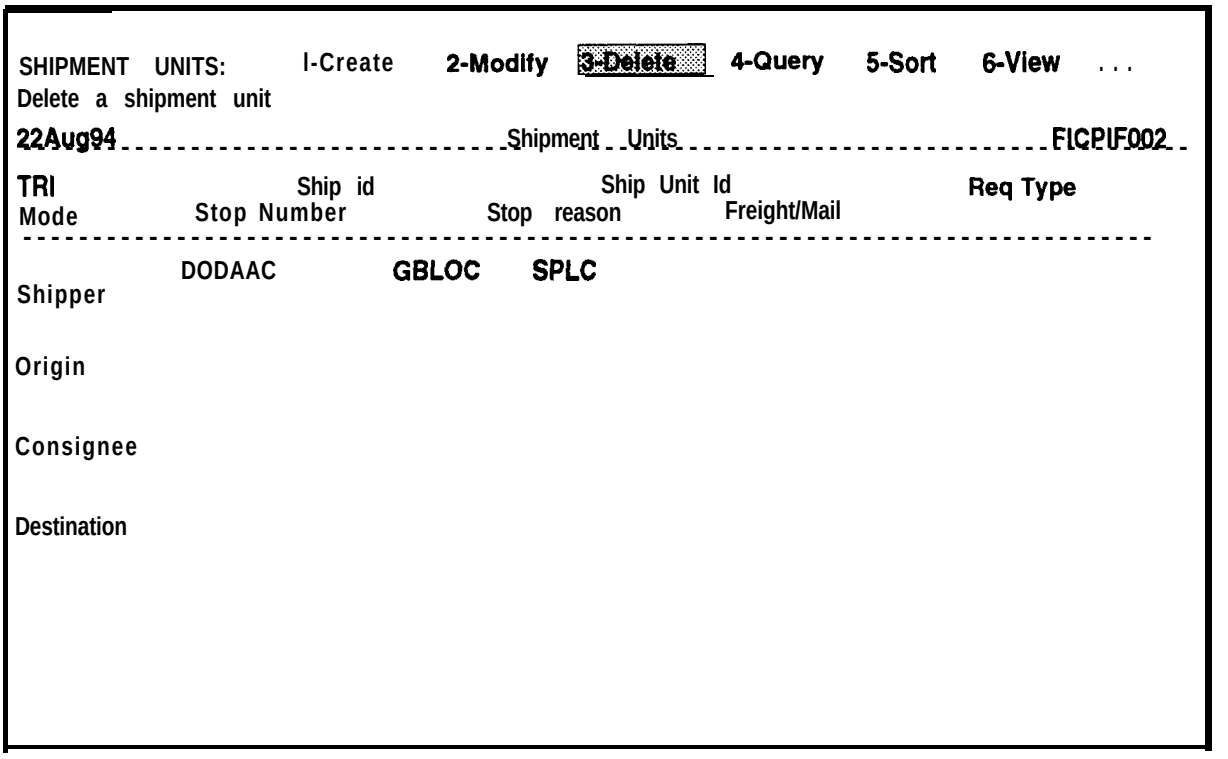


Figure 11-47. Shipment Unit Screen

Field Name	Type	Explanation

NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.

TRI		The **Transportation Request Identification (TRI) number** field is blank if the Shipment Unit is not for a Request for Transportation.
Ship ID		The identification number of the shipment that this shipment unit is assigned to (field is blank if Shipment Unit is unassigned).
Ship Unit Id	A	The unique identifying number for the Shipment Unit; this consists of the creation date (in ddmmmyy format) and the sequence number (ranging from 001 to 999).
Req Type		The type of request- **D** for Domestic Routing Request, **E** for Export Traffic Release, or 0 for Other (**Other** is used for shipments routed by the ITO). When there is a **yes** response to the prompt, **Is source of the Shipment Unit an RFT?,** then this field will be automatically filled from the RFT.
Source		Indicates the source of the transportation request (e.g. Form 1348 or Form 1384)
Req DODAAC		The Requester Department of Defense Activity Address Code. When you respond yes to the **Is source of the Shipment Unit an RFT?** prompt, this field will be automatically filled from the RFT.
Mode		Indicates the method of transport (rail, truck, bus, other). When there is a yes response to the prompt, **Is**

	source of the Shipment Unit an RFT?, then this field will be automatically filled from the **RFT.**
Stop Number	For shipments **with** multiple Shipment **Units,** this **indicates** the sequential **loading** order for **this** Shipment **Unit.**

Note: For **fields** that require entry of a Reference Table code, you can either enter the **code** and press **RETURN** or press **F6-Help** to display a list of valid codes from the reference table and select the appropriate code by pressing **ESC** at the desired code.

The fields in the lower portion of the Shipment Units screen are for entering or updating the **DODAAC** (Department of Defense Activity Address Code), **GBLOC** (GBL Office Code), **SPLC** (Standard Point Location Code), **Address, City/Zip,** and **State** for the locations related to the shipment. The following is an explanation of these fields:

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
Shipper		The shipper transporting this shipment.
Consignor		Transportation Officer at the originating site.
Origin		Originating site of the shipment.
Consignee		Transportation Officer at the destination.
Destination		Receiving site of the shipment.
Pickup		Pickup location at origin.
Drop Off		Drop off location at destination.

Note: The **Consignor** and **Origin** fields as well as the **Consignee** and **Destination** fields may be different to accommodate user needs for having different data in Blocks 5. 8. 9. and 11 of the GBL.

c. From the SHIPMENT UNITS: ring menu, select **Create.** A prompt will be displayed:

Is the source of this SU a Transportation Request (y/n)?

Note: The procedures in this section are for Unit Material Moves using a Transportation Request as the source. If the Request for Transportation has not been completed for this move, the freight user needs to respond **n** to this prompt and then use the procedures in paragraph 11.3.3.2.1 above to create the shipment unit.

Note: After you have entered and saved the **Shipment Unit Header and Detail** information (including Hazardous Material data, if applicable), you can re-use the header information that you entered on the Shipment Units screen to create Shipment Units that are going to the same destination.

d. Enter y (yes) in response to this prompt. The cursor will move to the **TRI** field.

e. Enter the **Transportation Identification number** and press **ESC** or press F6 to select it from a list of available **TRI IDs.** When F6 is used, use the cursor control keys to highlight the desired **TRI** ID and press **ESC.** The current date will be entered into the first portion of **the Ship Unit Id field,** the Type Request will be entered into the **Req Type** field, and the cursor will move to the **Source** field.

f. Enter the **Source** for this Shipment Unit, e.g., TR, and press **RETURN.** The cursor will move to the **Req DODAAC** field where the DODAAC of the requesting unit will be displayed.

g. Press **RETURN** to accept the displayed DODAAC, or enter a different **DODAAC for the Requester** by typing over the displayed information, and press **RETURN.** As an alternative **you** can press **F6** to select the **DODAAC** from a list of valid DODAACs. When F6 is used, use the cursor control keys to highlight the desired DODAAC and **press ESC.** The cursor will move to the **Mode** field **where** the Mode of Transportation from the Transportation Request will be displayed.

h. Press **RETURN** to accept the displayed Mode, or **enter** different **Mode** by typing over the displayed information, and press **RETURN.** As an alternative you can press F6 to select the **Mode** from a list of valid Mode Codes. When F6 is used, use the cursor control keys to highlight the desired Mode and press **ESC. The** cursor will move to the **Stop Number** field

i. Enter the **Sequential Loading Order** for this shipment unit and press **RETURN.** The cursor will move to the **Shipper DODAAC** field.

j. Enter the **Shipper DODAAC** and press **RETURN,** or press **F6 to** select a **DODAAC** from a list of valid DODAACs. When F6 is used, use the cursor control keys to highlight the desired DODAAC and press **ESC.** The default information associated with the DODAAC will be displayed in the **Shipper, Consignor,** and **Origin** fields. The cursor will move **to** the **Consignor DODAAC** field. If necessary, you can change the Consignor and/or Origin DODAACs.

(1) To make a change, press **RETURN** until the cursor is in the **DODAAC** field where you want to make the change.

(a) **Enter** the new **DODAAC** by typing over **the** displayed information and press **RETURN,** or press **F6 to** select the **DODAAC** from a list of valid DODAACs. When F6 is used, **use** the cursor control keys to highlight the desired

DODAAC and press ESC. The information associated with the new DODAAC will be displayed.

(b) As necessary, repeat the procedures in paragraphs (1) and **(a)** above until all the desired changes have been made.

(c) Press RETURN until the cursor is in the SPLC field for the Origin.

(2) If you do not want to the Consignor, or Origin DODAAC, press **RETURN** twice to move the cursor to the SPLC field.

k. Enter the SPLC and press RETURN, or press F6 to select the SPLC from a list of valid **SPLCs.** When F6 is used, use the cursor control keys to highlight the desired SPLC and press ESC. The cursor will move to the **Consignee** DODAAC field.

Note: An entry in the SPLC field is appropriate **only** for Domestic shipments and the SPLC must be associated with the GBLOC.

l. Enter the DODAAC **of the Consignee** and press RETURN, or press F6 to select the DODAAC from a list of valid **DODAACs.** When F6 is used, use the cursor control keys to highlight the desired DODAAC and press **ESC**.

The DODAAC will be displayed and the default information associated with that DODAAC will be displayed in the **Consignee,** and **Destination** fields. The cursor will move to the **Destination** DODAAC field.

(1) If you want to change the Destination DODAAC, enter the new DODAAC by typing over the displayed information, or press F6 to select the DODAAC from a list of valid **DODAACs.** When F6 is used, use the cursor control keys to highlight the desired DODAAC and press ESC. The cursor will move to the SPLC field.

(2) If you do not want to change the Destination DODAAC, press RETURN to move the cursor to the **Destination SPLC** field.

m. Enter the **Destination SPLC** and press RETURN, or press F6 to select the SPLC from a list of valid **SPLCs.** When F6 is used, use the cursor control keys to highlight the desired SPLC and press ESC. The cursor will move to the **Pickup** field.

Note: An entry in the SPLC field is appropriate **only** for Domestic shipments and the SPLC must be associated with the GBLOC.

n. Enter the **Pickup Point** for the Origin location and press RETURN. The cursor will move to the **Drop** Off field.

o. Enter the **Drop Off Point** for the Destination location and press RETURN. The cursor will return to the **Source** field.

p. Review the entries you have just made. As necessary, press **RETURN** until the cursor is in the field where you want to make the change.

(1) Enter the new information by typing over the displayed information and press **RETURN.** The data associated with the new entry will be displayed.

(2) Repeat the procedures in paragraphs **p.** and **(1)** above until all the entries are correct.

q. As necessary, press F7 to add GBL Item Remarks. The Item Description Remarks window will be dismayed as shown in Figure 1 l-48.

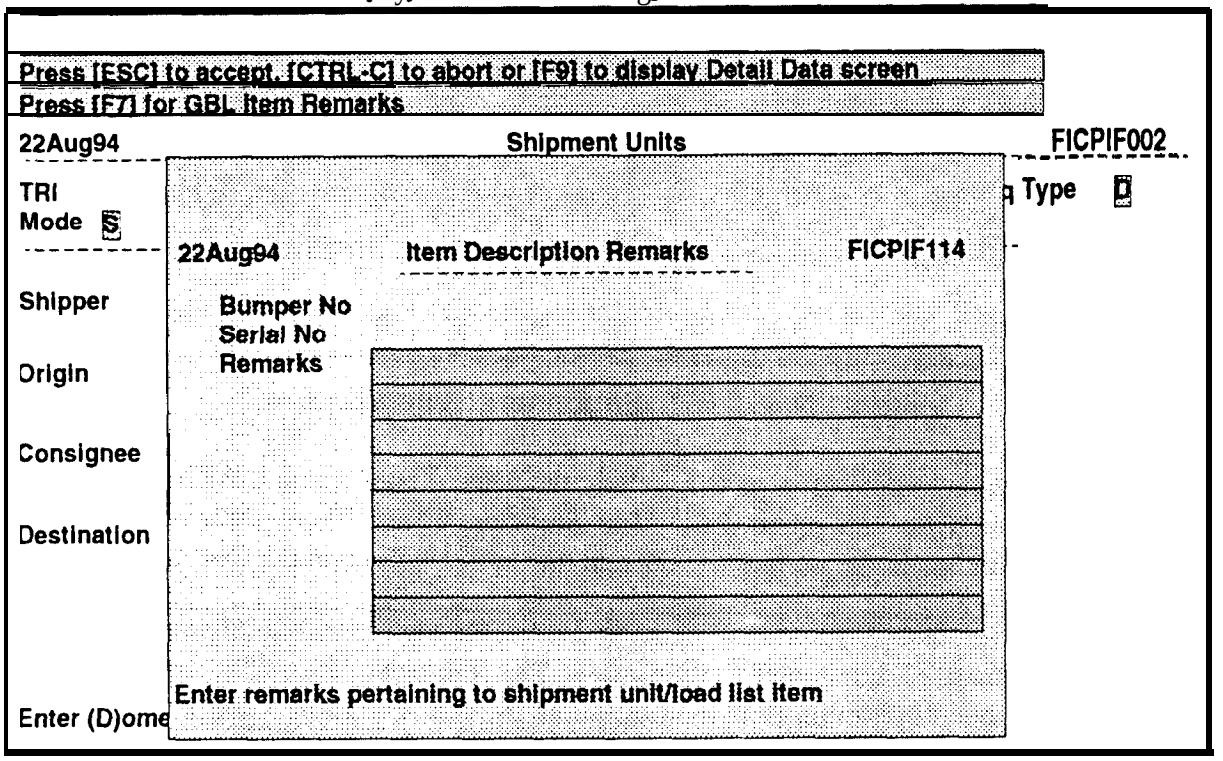


Figure 11-48. GBL Item Description Remarks Window

(1) Enter the **GBL Item Description Remarks** or change the existing remarks by typing over the displayed information. As necessary, use the cursor control keys to reposition the cursor.

(2) When all the changes have been made, press **ESC** to save your changes. The cursor will return to the Shipment Units screen.

r. When all of your entries are correct, press **F9** or **ESC.** The RFT Equipment Help window will be displayed, as shown in Figure 1 l-49 with a list of equipment in your Request for Transportation.

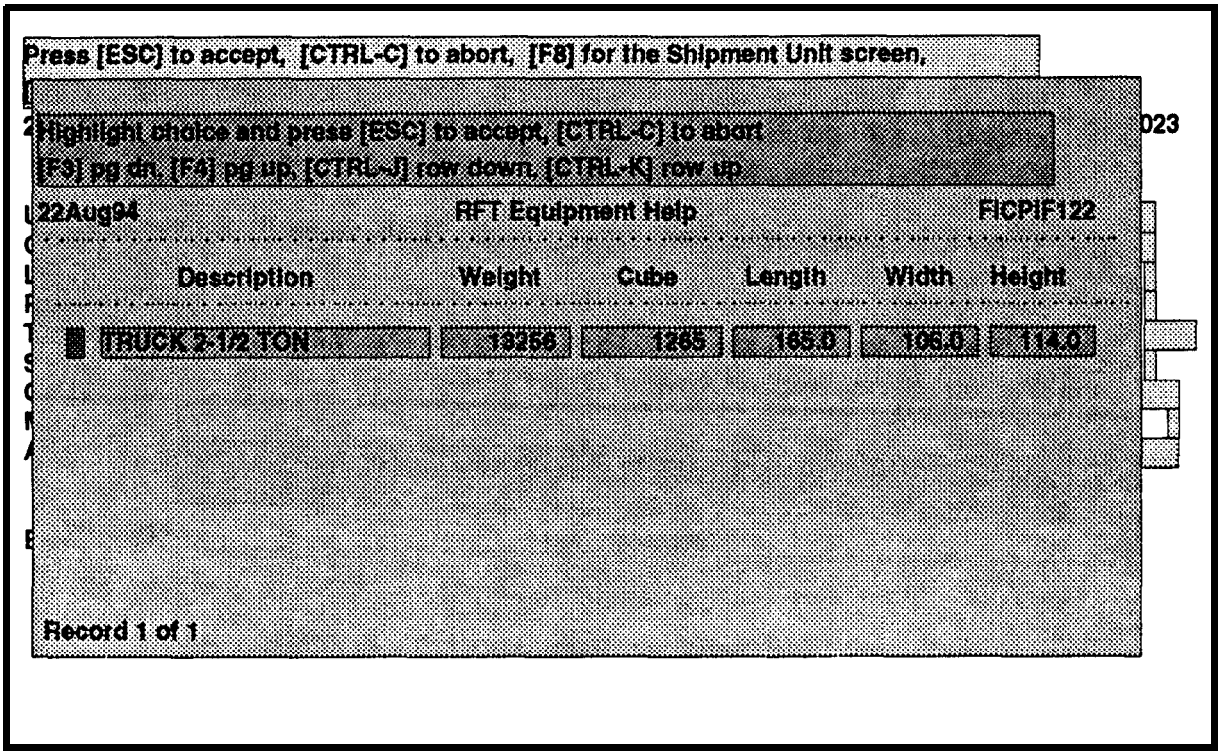


Figure 11-49. RFT Equipment Help Window

s. Use the cursor control keys to highlight the piece of equipment to be included in this Shipment Unit and press **ESC**. The Shipment Units Detail Data screen will be displayed as shown in Figure 1 1-50 and the cursor will be in the **Unit** of Issue field.

Note: A separate Shipment Unit must be created for each item of equipment listed in the RFT Equipment Help window. The Shipment Unit will include the total quantity for this item as specified in the Transportation Request.

t. As necessary, enter data in the following fields on this screen, pressing **RETURN** after each entry. Data that is automatically filled in any field can be changed by typing over the displayed information.

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
Unit of Issue		The Unit of Issue for this Shipment Unit.
National Stock Number	A	National Stock Number. This field is automatically filled from the RFT when the source is an RFT.
Quantity	A	Number of pieces in the Shipment Unit. This field is automatically filled from the RFT when the source is an RFT.
L, W, H	A	Length, **Width,** and **Height** of the Shipment Unit. Defaults to 0 (zero) and can be skipped to enter only the

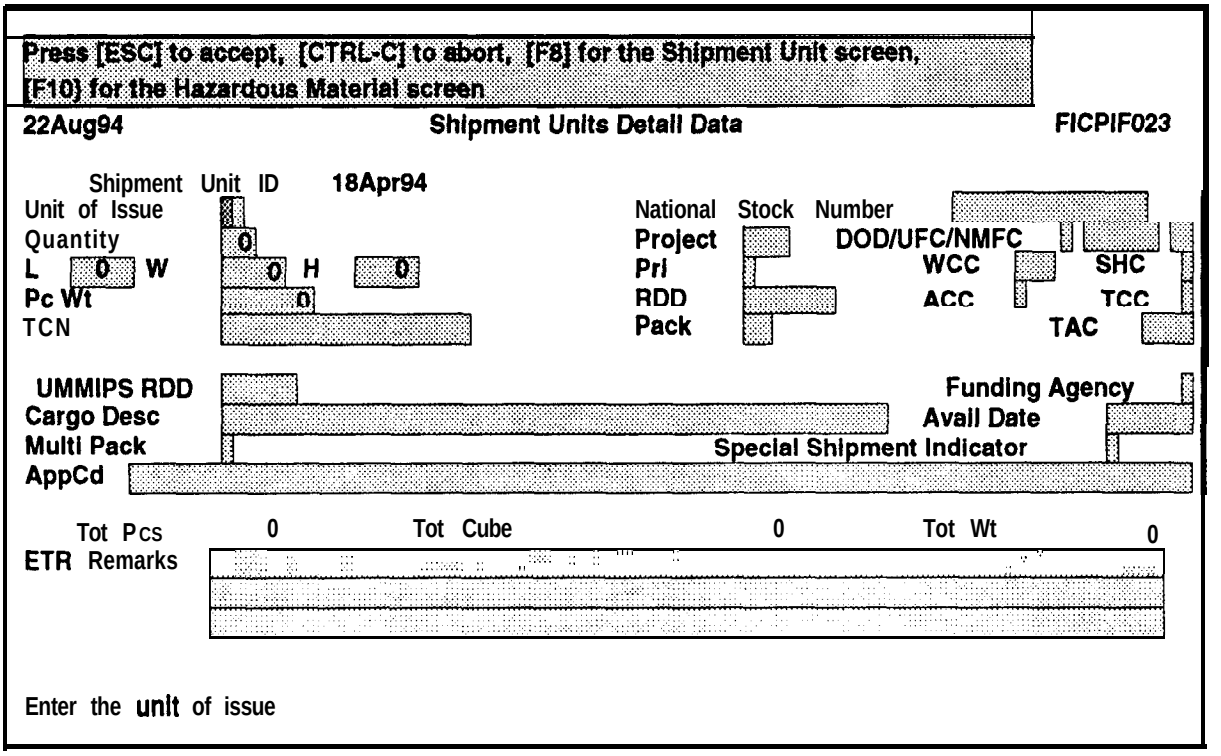


Figure 11-50. Shipment Unit Detail Data Screen

		Total Cube. This field is automatically filled from the RFT when the source is an RFT.
PC Wt	A	Total weight in pounds of the Shipment Unit pieces. Defaults to 0 (zero) and can be skipped to enter **Total Weight** only. This field is automatically filled from the RFT when the source is an RFT.
TCN		Transportation Control Number (TCN) for the Shipment Unit. Must be 17 alpha/numeric characters.
Suppl. Addr.		Supplementary Address (DODAAC).
Project		Project Code.
Pri	R	Transportation priority of this shipment (**1, 2, 3,** or 4).
RDD	A	Required Delivery Date (RDD). This field is automatically filled from the RFT when the source is an RFT.
Pack	A	Enter **Pack Code** (press F6 for help). Field is automatically filled from the RFT when the source is an RFT.
UFC/NMFC Indicator		Uniform Freight Classification (UFC) Code or National Motor Freight Classification (NMFC) indicator-enter U for rail shipments or N for truck shipments.
UFC/NMFC		Uniform Freight Classification Code (if shipment method is rail) number or National Motor Freight Classification (if shipment method is truck) number.
NMFC Suffix		NMFC suffix for truck shipment.

Note: The **WCC, ACC, SHC, TCC,** and **TAC** fields apply only to Shipment Units with request types of **E** (Export Traffic Request). If the request type is **D** (Domestic Routing Request), these fields are skipped.

WCC	Water Commodity Code (WCC) (Export Shipment Units only); press F6 to display a help window listing valid codes. This field is automatically filled from the RFT when the source is an RFT.
ACC	Air Commodity Code (ACC) (Export Shipment Units only). Press **F6** to display a window listing valid codes.
SHC	Special Handling Code (SHC) (Export Shipment Units only); press F6 to display a help window listing valid codes. This field is automatically filled from the RFT when the source is an RFT.
TCC	Type Cargo Code (TCC) (Export Shipment Units only); press F6 to display a help window listing valid codes. This field is automatically filled from the RFT when the source is an RFT.
TAC	Transportation Account Code (TAC) (Export Shipment Units only).

Note: In the Funding Agency field, the information will be drawn from the Finance Center Code reference tables based on the letter code you enter. The address of the appropriate agency will print in block 13 of the GBL.

Funding Agency	R	Funding Service Code; press F6 to display a help window listing valid codes. This determines the disbursing center to be printed in Block 13 of the GBL.
Cargo Desc	A	Description of the Shipment Unit. This field is automatically filed from the RFT when the source is an RFT.
Avail Date	A	Date that Shipment Unit will be available to ship. This field is automatically filled from the RFT when the source is an RFT.
Multi Pack		Y for yes, N for no.
Ammunition, Hazardous/Sensitive Material Indicator		Enter y for Hazardous/Sensitive Material. (Leave this field blank for non-ammo/hazard item.) This field is automatically filled from the RFT when the source is an RFT.

Note: When y is entered, the Hazardous Material screen will be displayed, or press F7 to display it. In this case, use the procedures in paragraph v. below to complete the entries in this screen. When you are done entering data, press **F8** to return to the Shipment Units Detail Data screen where you can resume operation at this location.

AppCd	Appropriations Chargeable to this Shipment Unit.

Tot Pcs, Tot Wt, Tot Cube	Total number of pieces, total weight, and total cubic inches of this Shipment Unit (automatically calculated and entered by TC ACCIS when length, width, and height are not left 0 (zero), thus allowing manual entry).

Note: The total weight and/or total cube for a Shipment Unit cannot exceed 999,999,999. If the total weight and/or total cube of the items in the Shipment Unit exceed this limit, the Assign Shipment Unit screen and the Move Shipment Unit screen will lock up when trying to view that Shipment Unit. To avoid this problem, the user must create multiple Shipment Units for any items which would cause the total weight and/or total cube to exceed 999.999.999.

Note: The **ETR Remarks** field applies only to Shipment Units with **E** (Export) Traffic Requests. If the request type is **D** (Domestic), this field is skipped.

ETR Remarks	Export Traffic Release (ETR) remarks (Export Shipment Units only). Remarks entered here will be printed on the Export Traffic Release in the R24 cards. If the Shipment Unit is outsized, Export Traffic Release Remarks will be generated on line 1. Therefore, only lines 2 & 3 will be available for input.

u. When all the entries have been made in the Shipment Units Detail Data screen, continue with the procedures in paragraph w. below.

v. If **you** enter **y** in the **Ammunition, Hazardous/Sensitive Material Indicator** field, you will access the Hazardous Material screen, as shown in Figure 1 1-51, before you are allowed to **ESCAPE** back to the SHIPMENT UNITS: ring menu. This screen will not be displayed when this field is blank,

As necessary, enter data in the following fields, pressing **RETURN** after each entry:

Field Name	Type	Explanation
		NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.
Proper Shipping Name		Shipping name of the hazardous material and Remarks.
DODIC		DOD Identification Code (DODIC) of the material.
DOT Cl		Department of Transportation Class (DOT Cl).
NSN		National Stock Number.
UN/NA Ind		United Nations or North American indicator (UN/NA).
UN/NA Cl		UN or NA classification code.
UN/NA No		UN or NA number.
Quantity	A	Number of items in the Shipment Unit. Pulled from the Shipment Unit Quantity.

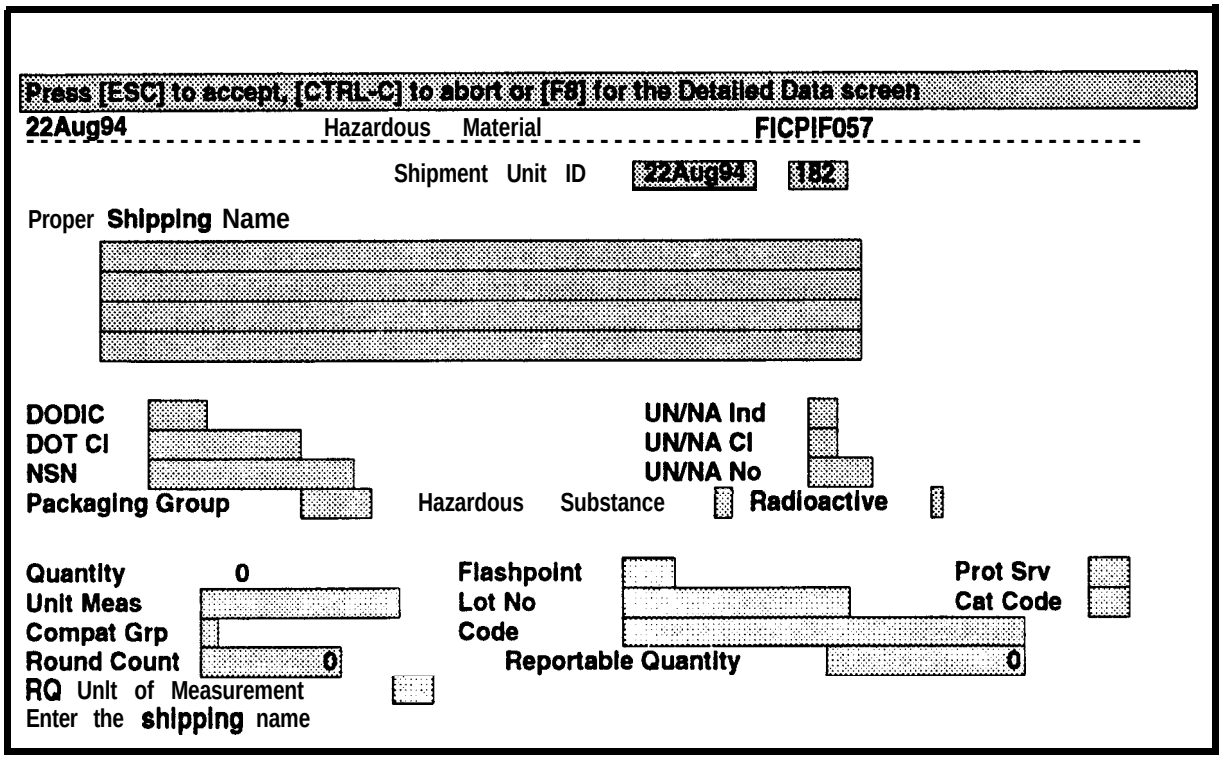


Figure 1 I-51. Hazardous Material Screen

Unit Meas — Unit of measure for the ammunition or hazardous material (gallons or pounds, for example).

Compatibility Grp — Load storage group code.

Round Count — Number of rounds of ammunition.

Flashpoint — Temperature at which the ammo or hazardous material burns.

Lot No — Lot number.

Label Code — Label code.

Prot Srv — Protective Services Code. The following are valid Protective Service Codes:

- G — Armed Guard Surveillance.
- S — Protective Security Service.
- D — Dual Driver Protective Service.
- A — DOD Constant Surveillance Service (non-confidential).
- C — DOD Constant Surveillance Service (confidential).
- M — Motor Surveillance Service.
- R — Rail Surveillance Service.
- T — Tank Surveillance Service.

Cat Code Sensitivity code.

Note: When all of the entries have been made in the Hazardous Material screen, press **F8** to return to the Shipment Units Detail Data screen as discussed in paragraph **t.** above. The cursor will be in **the AppCd (Appropriation Chargeable)** field, where you can resume operations.

w. Review the entries you have just made in the Shipment Units Detail Data screen.

(1) As necessary, press **RETURN** to move the cursor to the field where a change is to be made.

(2) Enter the new data by typing over the displayed information, and press **RETURN.**

(3) As necessary, press **F10** to access the Hazardous Materials screen and make corrections to the data displayed there.

x. When all of your entries are correct, press **ESC.** A prompt will be displayed:

Do you wish to create another shipment unit with the same header (y/n)?

(1) Enter y in response to this prompt and **the** data in the Shipment Units screen will be retained. Some of the data in the Shipment Units Detail Data screen will be retained and the other fields will be blank, The cursor will be in the Unit of Issue field where you can create another Shipment Unit by following the procedures in paragraphs **s.** through x. above.

(2) Enter **n** in response to this prompt and the cursor will return to the SHIPMENT UNITS: ring menu on the Shipment Units screen where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

Note: The next five paragraphs provide information on the remaining options available from the SHIPMENT UNITS: ring menu, which all **you** to **modify, delete, query, sort,** and **view** the Shipment Units. To continue preparation on your Unit Material Move Shipment using Shipment Units, you should now create the Shipment by using the procedures in paragraph 11.3.3.3.1 *-Create Shipment.*

11.3.6.1.2 Modifying a Shipment Unit.

The screens for modifying Shipment Unit data are the same as those **uscd** for creating them, as indicated below.

Use the following procedures to **modify** a Shipment Unit:

a. Select **Modify** from the SHIPMENT UNITS: ring menu. **The** cursor will move to the **Ship Unit ld** field of the Shipment Units screen (Figure 1 l-47, page 1 l-187).

b. Enter **the Shipment Unit ID** of the Shipment Unit you want to modify and press **ESC.** If you do not know the ID, press F6 to display a list of valid **IDs.** When F6 is used, use the cursor control keys to highlight the desired **Shipment Unit ID** and then press **ESC** to select it. The data for that Shipment Unit will be displayed.

(1) As necessary, press **RETURN** until the cursor is in the field where you want to make the change.

(2) Enter the new data by typing over the displayed information.

(3) Repeat the procedures in paragraph (2) and (3) above until all the necessary changes have been made in the Shipment Unit screen.

c. As necessary, press F7 to display the Item Description Remarks window (Figure 1 l-48, page 1 l-191).

(1) As necessary, use the cursor control keys to position the cursor at the location where you want to make the change.

(2) Enter the **GBL Item Description Remarks** or change the existing remarks by typing over the displayed information.

(3) When all the changes have been made, press **ESC** to save your changes. The cursor will return to the Shipment Units screen.

d. As necessary, press **F9** to display the Shipment Units Detail Data screen (Figure 1 l-50, page 1 l-193).

(1) **As** necessary, press **RETURN** until the cursor is in the field where you want to make **the change.**

(2) Enter **the** new data by typing over the displayed information.

(a) The Hazardous Material screen, as shown in Figure 1 **1-51** (page 1 **1-196),** can **be** accessed in three ways:

- You can press **F10** at any time to change the data displayed there.
- If **there** is a **Y** in the **Ammunition, Hazardous/Sensitive Material Indicator** field, it will be automatically displayed when you press **RETURN** in that field.
- **If** you enter **Y** in the **Ammunition, Hazardous/Sensitive Material Indicator** field, it will be automatically displayed.

(b) When the Hazardous **Material** screen is displayed, press **RETURN** until the cursor is in the field where you want to make the change and enter the new data by typing over the displayed information.

(c) If you remove **the Y** in **the Ammunition/Hazardous/Sensitive Material Indicator** field by entering **a blank space,** the data in the Hazardous Material screen will continue to be associated with this Shipment Unit. However, it will not be automatically displayed.

(d) When all the changes have been made in the Hazardous Material screen press **ESC** to save them. The cursor will return to the Shipment Units Detail Data screen.

(3) Repeat the procedures in paragraph **(1)** and (2) above until all the necessary changes have been made in the Shipment Units Detail Data screen.

e. When all of your changes have been made, press **ESC** to save them or press F8 to return to the Shipment Units screen.

(1) When **ESC** is pressed, your changes will be saved and the cursor will return to the SHIPMENT UNITS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

(2) When **F8** is pressed, your changes will be saved and the cursor will return to the Shipment Units screen.

(a) As necessary, repeat the procedures in paragraphs **b.** through e. above to make additional changes.

(b) When all of your changes have been made, press **ESC** to same them. The cursor will return to the SHIPMENT UNITS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

11.3.6.1.3 Deleting a Shipment Unit.

The screens for deleting Shipment Unit data are the same as those used for creating them, as indicated below.

Use the following procedures to **Delete** a Shipment Unit:

a. Select **Delete** from the SHIPMENT UNITS: ring menu. The cursor will move to the **Ship Unit Id** field of the Shipment Units screen (Figure 1 l-47, page 1 l-187).

b. Enter **the Shipment Unit ID** of the Shipment Unit you want to delete and press **ESC.** lf you do not know the ID, press F6 to display a list of valid IDs. When F6 is used, use the cursor control keys to highlight the desired **Shipment Unit ID** and then press **ESC** to select an ID. The header information for this Shipment Unit will be displayed.

c. Press F9 to display the Shipment Unit Detail Data screen (Figure 1 l-50, page 1 l-193). The detailed information will be displayed with a prompt:

Do you wish to delete this Shipment Unit record (y/n)?

(1) Enter Y in response to this prompt and press **RETURN** to delete the Shipment Unit. The record will be deleted and the cursor will return to the SHIPMENT UNITS: ring menu where you **can** select another option or press **E-Exit** to return to the Shipment Planning menu.

(2) Enter N in response to this prompt and press **RETURN** to cancel the delete. The cursor will return to the SHIPMENT UNITS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

11.3.6.1.4 Querying for a Shipment Unit.

The Query option on the SHIPMENT UNITS: ring menu allows you to display designated information about Shipment Units that meet the selection criteria you enter from the keyboard, regardless of the Shipment to which they are assigned. lt is different from the **View** option in paragraph 11.3.3.2.6 below which displays only the the Shipment Units for a designated Shipment. It is a helpful means of finding specific type information in a hurry or determining how many records meet certain criteria, for example all the Shipment Units with a certain Required Delivery Date, or all the Shipment Units that exceed a certain weight.

Use the following procedures to **query** for Shipment Units:

a. Select **Query** from the SHIPMENT UNITS: ring menu. The Query Shipment Units screen will be displayed as shown in Figure 1 l-52. The cursor will be in the first part of the **Ship Unit Id** field.

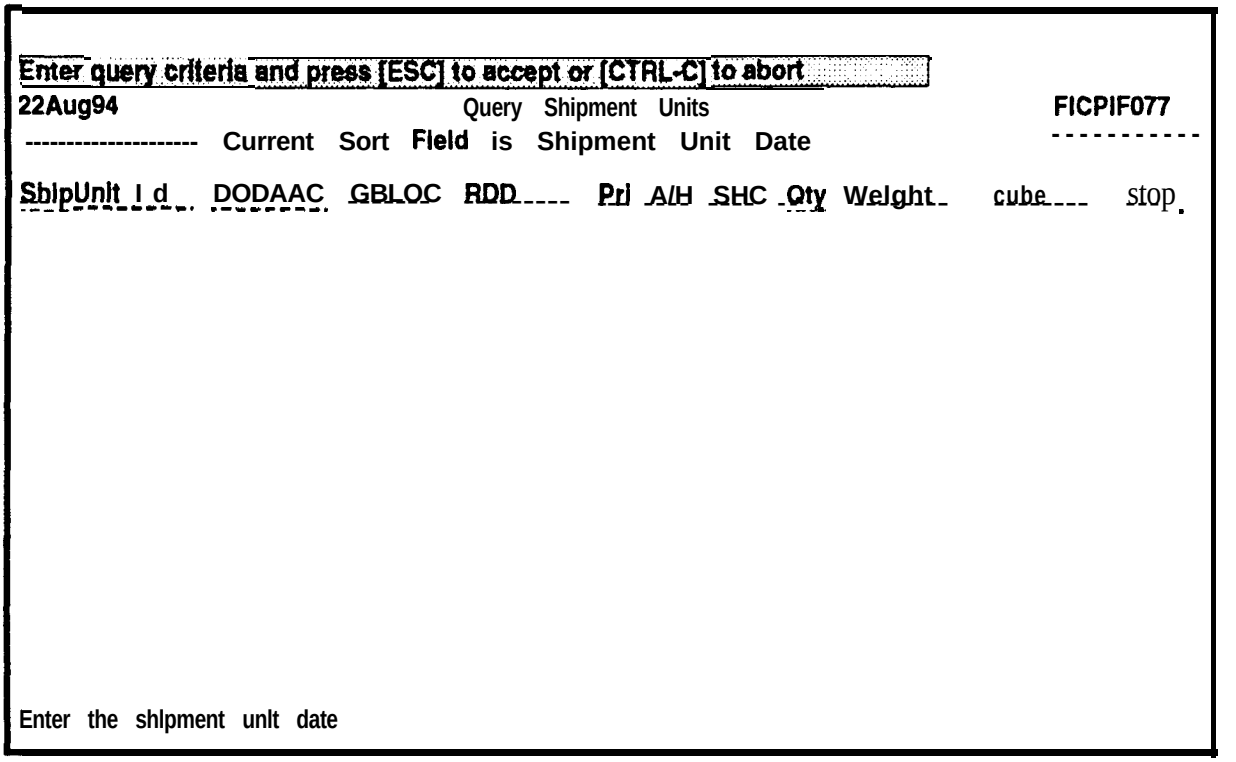


Figure 11-52. Query Shipment Units Screen

The line just below the screen title indicates the sequence in which the Shipment Unit records will be sorted. You can change the sort sequence by using the procedures in paragraph 11.3.3.2.5 below, before you select the Query option.

The following is an explanation of the fields in the Query Shipment Units screen. You can enter a **query value** in any of these **fields.** You can search for existing Shipment Unit records by entering query criteria in one or more of the fields displayed.

Field Name	Type	Explanation

NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.

ShipUnit ID		Shipment Unit ID consisting of the date it was created and a sequential number assigned to the Shipment Unit.
DODAAC		DODAAC of the destination.
GBLOC		GBL Office Code of the destination.
RDD		Required delivery date.
Pri		Priority code (**1, 2, 3** or 4).
A/H		Ammo/hazard indicator.
SHC		Special Handling Code.
Qty		Number of pieces in the Shipment Unit.
Weight		Total combined weight of the pieces in the Shipment Unit.
Cube		Total combined cubic feet of the pieces in the Shipment Unit.
stop		Stop number.

b. Press **RETURN** to move the cursor to the field where you want to enter the query criteria and enter the criteria.

c. Enter the query criteria and press **RETURN,** or press **ESC** to display all available Shipment Units.

When you do not know the exact query values, you can use any of the query symbols shown below to search for a record. Note that the asterisk (*) is **a wild card** designation-it replaces one or more characters in a value.

For example, move the cursor to the **P** field and enter **= 1** to locate all Shipment Units with a priority of one. Move the cursor to the **Weight** field and enter **>= 200,** to locate all Shipment Units with a weight of 200 pounds or more. Move the cursor to the **GBLOC** field and enter **HS*** to locate all records with a GBLOC that begins with HS, e.g., HSAT, HSZS, HSUT, etc.

Query Symbol	Meaning
=	equal to
>	greater than

<	less than
>=	greater than or equal to
<=	less than or equal to
<>	less than and greater than (everything except the specified value)
?	replaces one character in a value
*	replaces one or more characters in a value
:	specifies a range of values

Note: Never use quotation marks (" or ") when entering a query. When used as part of a query they will cause a system error.

d. As necessary, repeat the procedures in paragraphs b. and c. above to enter query criteria in additional fields, until all the query criteria is entered.

e. When all the query criteria has been entered, press ESC to accept it. All of the records that meet your query criteria will be displayed in the Query Shipment Units screen.

f. Use the cursor control keys to move up and down the list of displayed records to find the Shipment Unit(s) you want. As necessary, write down the information from the record if you need to use it in a later operation.

g. When you are done reviewing the displayed records, press Ctrl-C. The cursor will return to the SHIPMENT UNITS: ring menu where you can select another option or press E-Exit to return to the Shipment Planning menu.

11.3.6.1.5 Sorting Shipment Units.

The Sort option on the SHIPMENT UNITS: ring menu is used to designate the sequence in which the Shipment Units will be displayed in the Query option in paragraph 11.3.3.2.4 above and the View option in paragraph 11.3.3.2.6 below.

Use the following procedures to sort the Shipment Units for the Query and View options:

a. Select Sort from the SHIPMENT UNITS: ring menu. The Sort Criteria window will be displayed as shown in Figure 1 l-53.

b. Select the desired sort option from the Sort Criteria menu. The cursor will return to the SHIPMENT UNITS: ring menu where you can select another option or press E-Exit to return to the Shipment Planning menu. In the future when you use the Query or View options, the records will be displayed in the sequence you have just selected.

11.3.6.1 6 Viewing a Shipment Unit.

The View option on the SHIPMENT UNITS: ring menu allows you to view designated information about all Shipment Units that have been assigned to a specific Shipment. It is

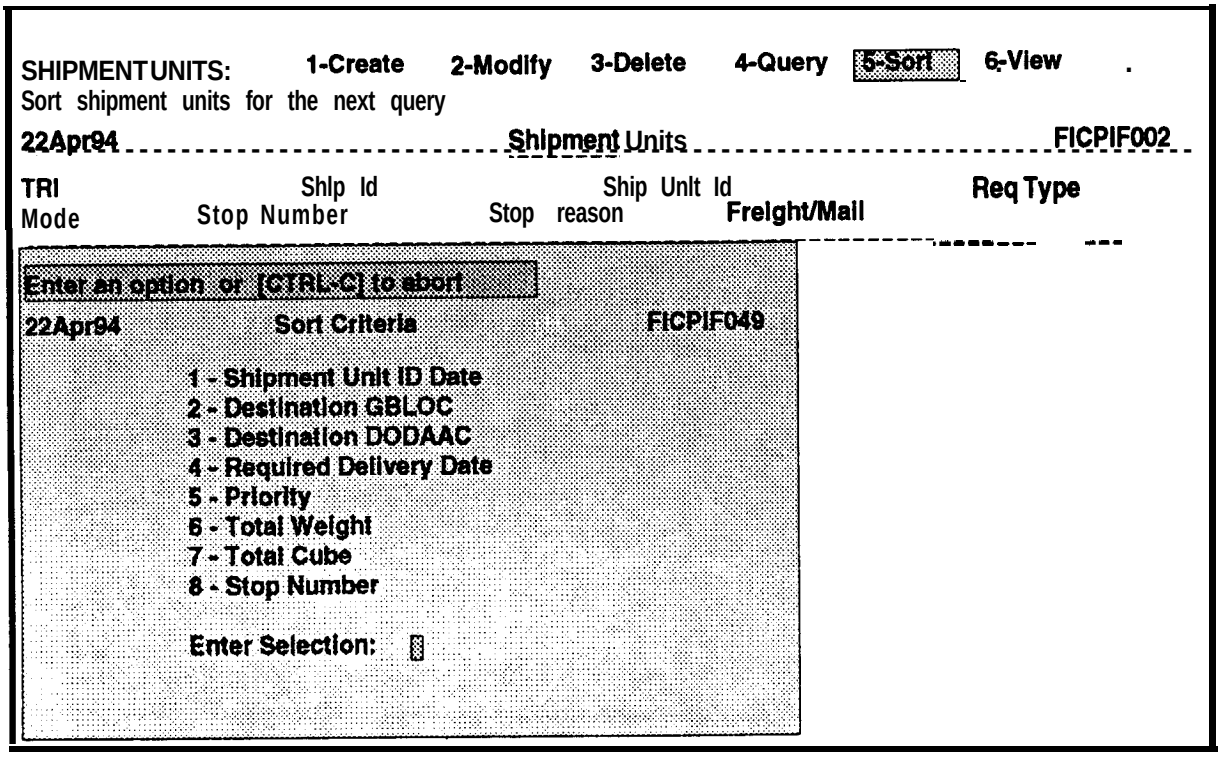


Figure 11-53. Sort Options for Shipment Units Window

different from the **Query** option in paragraph 11.3.3.2.4 above which displays designated information about Shipment Units that meet the selection criteria you enter from the keyboard, regardless of the Shipment to which they are assigned. It is a helpful means for rapidly finding desired information about a Shipment.

Use the following procedures to view Shipment Units for a Shipment:

a. Select view from the SHIPMENT UNITS: ring menu. The Shipment Id Help window will bc displayed as shown in Figure 1 l-54. The cursor will be in the first part of the **Shipment Id** field.

The following is an explanation of the fields in the Shipment Id Help window. You can search for existing Shipment records by entering selection criteria in one or more of these fields:

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
ShipUnit ID		Shipment Unit ID; consists of the creation date and a sequential number assigned to the Shipment Unit.
DODAAC-Dest		DODAAC of the destination.
GBLOC-Dest		GBL Office Code of the destination.
RDD		Required delivery date.
Pri		Priority code (1, 2, 3 or 4).

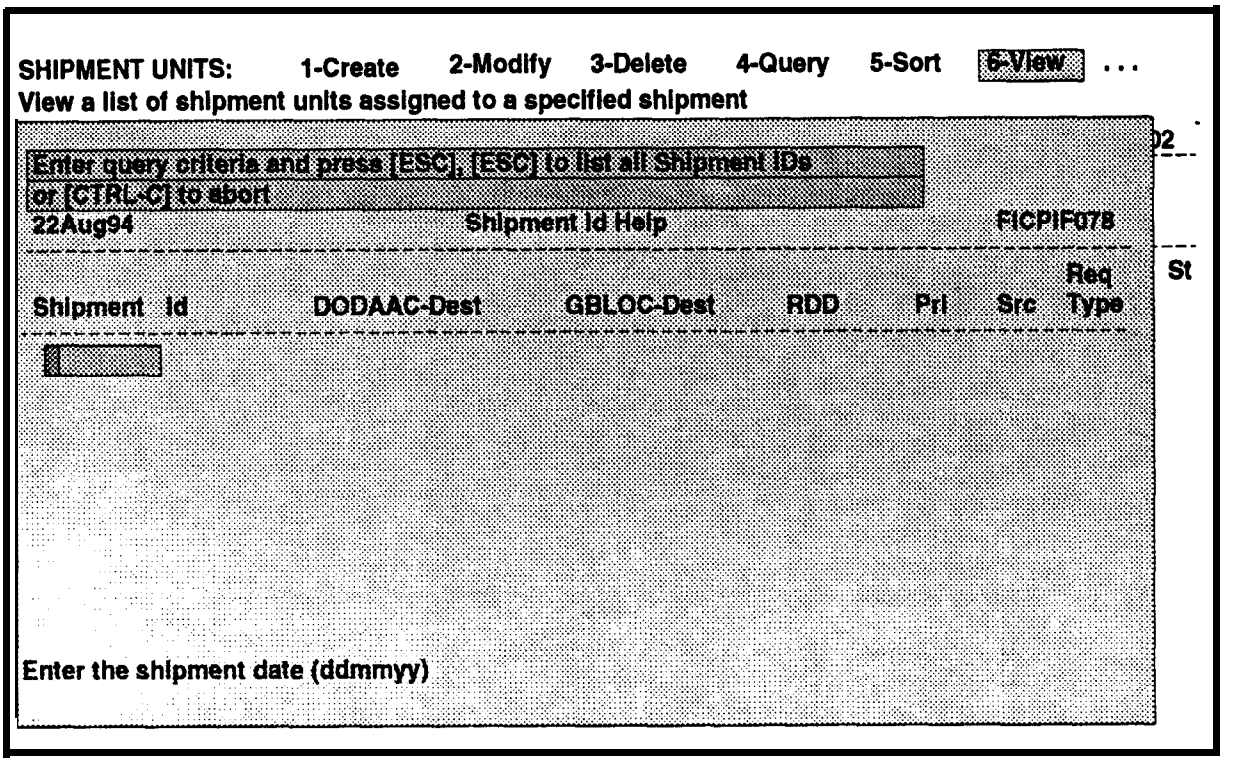


Figure 11-54. Shipment Id Help Window

Src	Source of the Shipment.
Req Type	Request Type: D=Domestic; E=Export.

b. Press **RETURN** to move the cursor to the field where you want to enter the selection criteria for the Shipment you want to view.

c. Enter the selection criteria and press **RETURN,** or press **ESC** to display a list of all available Shipments.

When you do not know the exact selection criteria, you can use any of the query symbols shown below to search for a record. Note that the asterisk **(*)** is a **wild card** designation-it replaces one or more characters in a value.

For example, move the cursor to the **Pri** field and enter **>=** 2 to locate all Shipments with a priority of two or more. Move the cursor to the **Req Type** field and enter **D,** to locate all Domestic Shipments. Move the cursor to **the GBLOC-Dest** field and enter **HS*** to locate all records with a Destination GBLOC that begins with HS, e.g., **HSAT, HSZS,** HSUT, etc.

Query Symbol	Meaning
=	equal to
>	greater than
<	less than

>=	greater than or equal to
<=	less than or equal to
<>	less than and greater than (everything **except the** specified value)
?	replaces one character in a value
*	replaces one or more characters in a value
:	specifies a range of values

Note: Never use quotation marks (" or ") when entering a query. When used as part of a query they will cause a system error.

d. As necessary, repeat the procedures in paragraph b. and c. above to enter selection criteria in additional fields on the Shipment Id Help window.

e. When all of your selection criteria has been entered, press ESC to accept it. All the Shipment records that meet your selection criteria will be displayed.

f. Use the cursor control keys to highlight the Shipment record you want and press ESC to select it. All of the Shipment Units assigned to the Shipment you have selected will be displayed in the View Shipment Units screen as shown in Figure 1 l-55. You cannot alter the information on this screen.

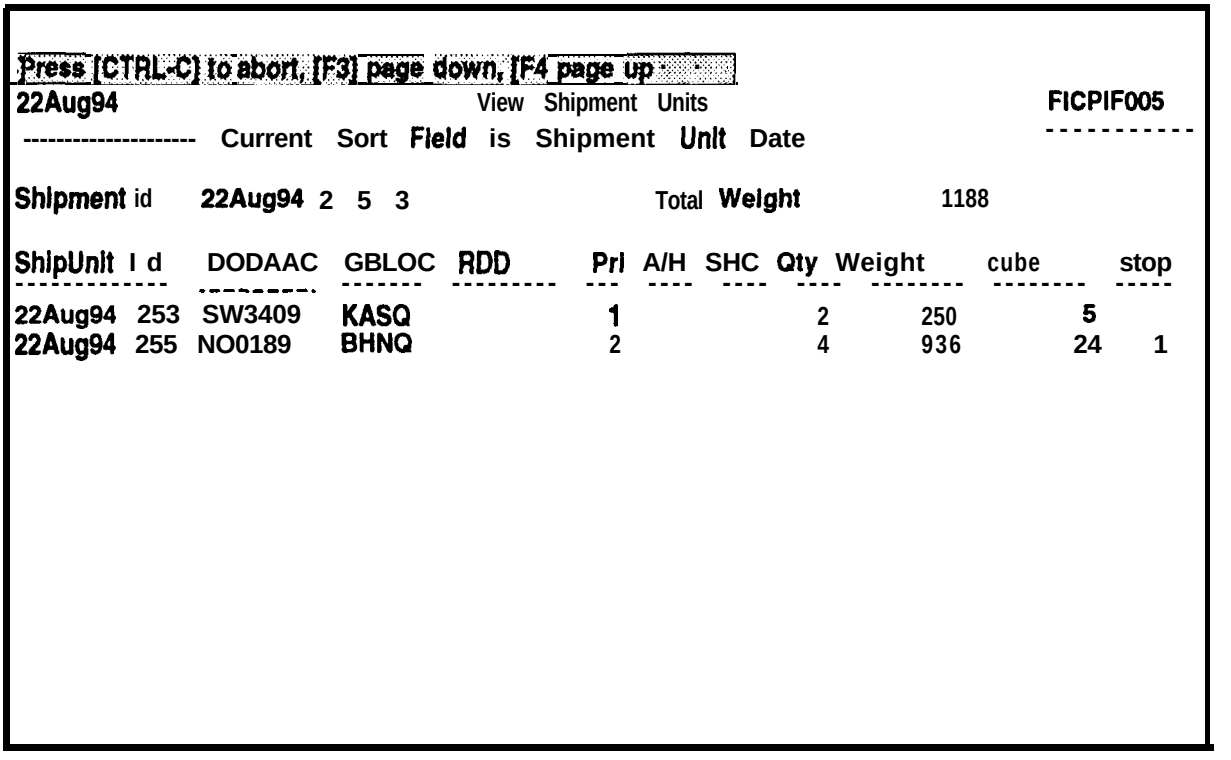


Figure 11-55. Shipment Id Help Window

The line just below the screen title indicates the sequence in which the Shipment Unit records will be sorted. You can change the sort sequence by using the procedures in paragraph 11.3.3.2.5 above, before you select the View option.

g. Use the cursor control keys to move up and down the list of displayed records to find the Shipment Unit you want. As necessary, write down the information from this record if you need to use it in a later operation.

h. When you are done viewing the displayed records, press **Ctrl-C.** The cursor will return to the SHIPMENT UNITS: ring menu where you can select another option or press **E-Exit** to return to the Shipment Planning menu.

11.3.6.2 Workina with Shipments.

Once you have created the Shipment Unit for a Unit Material Move (paragraph 11.3.3.2.1 above), the next step is to assemble into Shipment to one or more consignees. This function allows **you** to **create, modify, delete, query, sort** or **view** Shipment, and **move Shipment Units** from one Shipment to another.

11.3.6.2.1 Creating a Shipment.

a. From the Shipment Planning menu, select **Shipments.**

b. From the SHIPMENTS: ring menu, select **Create.**

c. The TC ACCIS system will assign the next available Shipment ID after all data is entered and accepted for this shipment. Be sure to remember this Shipment ID just as you should your Shipment Unit ID. Enter the needed data to create this shipment.

Note: Entries in the SPLC fields on the Maintain Shipments screen are required **only** for Domestic shipments. The key field for TC ACCIS to pull in the appropriate data is the **Src** field. You will enter **S** for Shipment Unit for this shipment if the information is provided on a DD 1348, regardless of whether the information is for a unit piece of equipment.

d. When you have completed entering the data, press **ESC** to accept the data and return to the SHIPMENTS: ring menu.

Note: On an export shipment, use the **F10** to add ETR Remarks. These remarks pertain to the entire shipment and will print in the R 14 card of the 1086.

11.3.6.2.2 Querying and Sorting Shipments.

Thcrc are a number of planned shipments stored in TC ACCIS for use during day-to-day operations. You can select one of these from a list and then assign Shipment Units to it. Since the list of existing shipments could be fairly long, you can use the Query option on the

SHIPMENTS: ring menu to find the appropriate shipment quickly. In addition, you can use the **Sort** option to sort the list according to eight different criteria.

To enter a query, select **Query** at the ring menu. Press **ESC** to display the entire list. Write down the Shipment ID Date and Sequence number of the shipment you want. Press **ESC** to exit the query screen and return to the ring menu.

11.3.6.2.3 Assign Shipment Units to Shipment.

a. From the SHIPMENTS: ring menu, select **Assign.**

b. When the Shipment Id Help window is displayed, highlight to select your **Shipment Id** and press **ESC** to accept.

c. When the Assign Shipment Units to Shipments screen is displayed, select the **shipment units you want to assign to your shipment** by putting an X to the left of the ShipUnit Id. A message will bc displayed at the lower left of the screen indicating that this shipment unit has been assigned to the shipment.

Note: The Shipment ID of your shipment should be displayed in **the Shipment Id** field, and the **Total Cuft** and **Total Weight** fields should change as the units are added.

d. When you have completed your selections, press **ESC** to accept the data and return to the SHIPMENTS: ring menu.

e. From the SHIPMENTS: ring menu, select **Exit** to return to the Shipment Planning menu. When you have completed assigning the shipment units to your shipment, you are ready to complete, when required, a Domestic Routing Request if it is a domestic shipment or Export Traffic Release if it is an export shipment. If the shipment is less than 10,000 pounds you will probably need only prepare your Government Bill of Lading. The procedures for moving and viewing shipment units assigned to your shipments is provided in the next two paragraphs. The procedures for creating the Domestic Routing Request or Export Traffic Request and GBL follow these two paragraphs.

11.3.6.2.4 Moving Shipment Units.

Another function on the SHIPMENTS: ring menu is the ability to move Shipment Units from one shipment to another. Use the **Move** option. Follow these procedures to move Shipment Units:

a. At the SHIPMENTS: ring menu, select the **Move** option. The Shipment Id Help window will be displayed.

b. Enter the query criteria or press **ESC** to display a list of available shipments, and the following prompt will be displayed below the ring menu:

Select source Shipment; Function not implemented for Export Shipments

c. Use the cursor control keys to highlight the shipment that you want to move Shipment Units from and press ESC. The Move Shipment Units to Shipments screen will be displayed with a list of Shipment Units assigned to this shipment.

d. Scroll to the first Shipment Unit you want to move, and press ESC. The Shipment Id Help window will be displayed again.

e. Enter the query criteria or press ESC to display a list of available shipments, and the following prompt will be displayed below the ring menu:

f. Scroll to the shipment you want to move this Shipment Unit to and press ESC. The Shipment Unit is moved, and the cursor returns to the ring menu.

g. Repeat these procedures to move any other Shipment Units.

Note: You will encounter two Shipment ID Help windows. In the first Shipment ID Help window you select which Shipment ID you will be moving the selected Shipment Unit from. In the second Shipment ID Help window you select which Shipment ID you wish to move the selected Shipment Unit to. The source shipment will not be displayed on the Shipment ID Help window where the shipments are being moved to.

11.3.6.2.5 Viewing Shipments.

To view information on all Shipment Units that have been assigned to a shipment, use the View option. Select the shipment that you want to view from the Shipment Id Help window and press ESC. Information about each Shipment Unit-including Shipment Unit ID, destination DODAAC and GBLOC, Required Delivery Date, quantity, weight, cubic dimensions, and stop number-is displayed. The total weight of the Shipment Units assigned to this shipment is also provided. You cannot alter the information on this screen.

Press ESC to exit from the View screen and return to the ring menu.

11.3.6.3 Advance TCMD Functions=

The Advance Transportation Control Movement Document (ATCMD) is to be prepared at the Installation by the Freight Section.

ATCMD provides clearance authorities, ports, receivers, and other interested transportation personnel with advance notice of shipments and the information necessary to process the shipments through the Defense Transportation System.

The completed Export Shipment Unit ID must be available for use by the ATCMD function.

Note: When all options of the ATCMD are implemented including the prepare function, the freight user will be able to transmit the ATCMD directly to MTMC. Currently, the user will need to prepare a 1086 as well and transmit this to MTMC.

11.3.6.3.1 Creatina an ATCMD Single Shipment Unit Record.

Follow these procedures to create a Single Shipment Unit (T_0/1) record:

a. Select **Shipping Documentation** from the Shipment Planning menu.

b. Select **Advance TCMD Functions** from the Shipping Documentation menu.

c. Select **Create Advance TCMD Record Format** from the Advance TCMD Functions menu.

d. Select **Single Shipment Unit (T_0/1)** from the Advance TCMD Record Format. The Single Shipment Unit (T_0/1) screen will be displayed as shown in Figure 1 l-56 with the T_0/1: ring menu shown at the top.

T_0/1 : I-Create 2-Modify 3-Delete E-Exit

e. Select **Create.** The Export Shipments Units Help window will be displayed with a list of available Export Shipment Unit Ids.

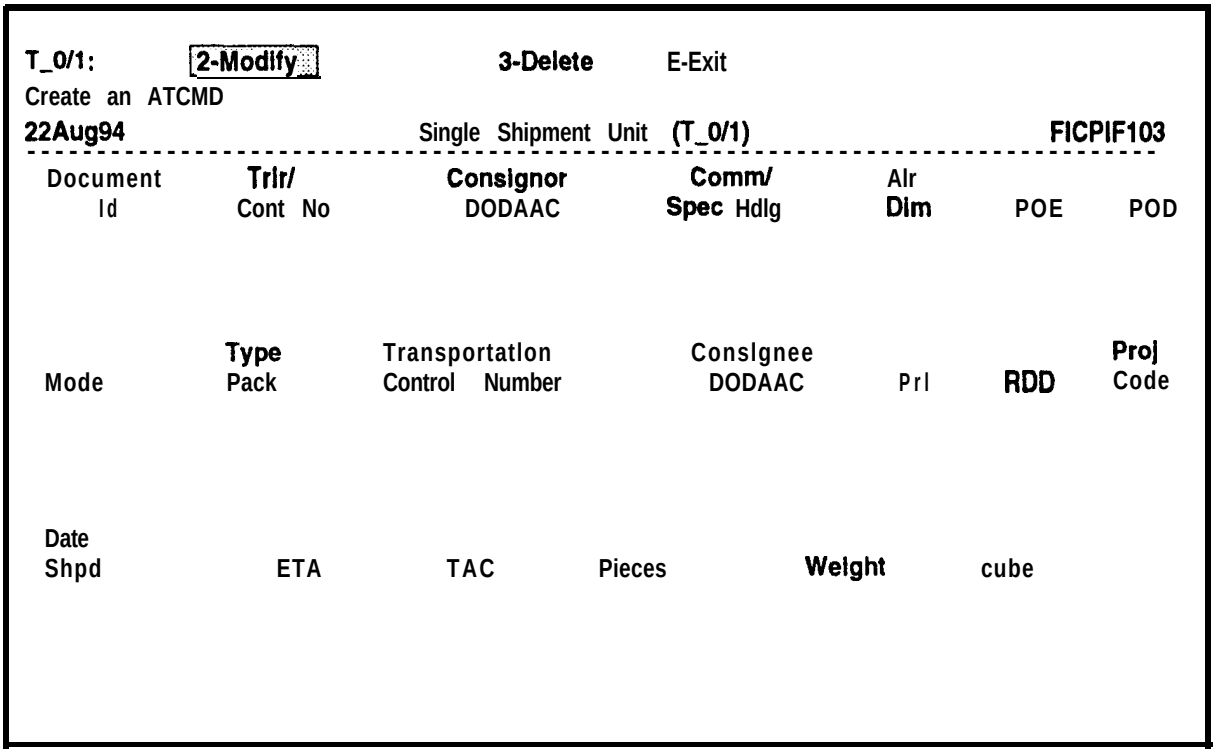


Figure 11-56. Single Shipment Unit (T_0/1) Screen

Note: Shipments units which exceed 10,000 lbs or Class A,B,C Explosives and Sensitive items or anything requiring specialized equipment are required to have 1086s prepared for export shipments. otherwise ATCMDs are required.

f. Use the cursor control keys to highlight the Shipment Unit Id you want. Press ESC to select it. The Single Shipment Units (T_0/1) screen will be displayed with many fields automatically filled in for the selected Shipment Unit Id.

g. Enter **the Document ID, Trailer/Container Number, Port of Embarkation, Port of Debarkation, Date Shipped** and **Estimated Time of Arrival.**

Note: No F6 help is provided. Check the message at the bottom of the screen for entry prompts. All entries are to be in accordance with the MILSTAMP regulation DoD 4500.32-R Vol. I. and Appendix F, CODES.

h. When all highlighted fields are filled in correctly, press ESC to accept. Answer Y to the prompt to create a different ATCMD record for the selected Shipment Unit or N to end processing ATCMD records for that Shipment Unit.

Note: Answering Y will display the Advance TCMD Record Format screen where you may select another **Record Format** for the Shipment Unit you have selected. Answering N will return you to the T_0/1 Record: ring menu.

Note: When you have completed entering the correct data and have returned to the ring menu, Select **Exit** to return to the Advance TCMD Functions menu.

11.3.6.3.2 Creatina an ATCMD Record for a Shipment Unit with Outsized Dimensions.

Use the following procedures to create a Shipment Unit with Outsized Dimensions (T-5) record:

a. Select **SU with Outsized Dimensions (T-5)** from the Create Advance TCMD Record Format menu. The Outsized Dimensions T-5 screen will be displayed as shown in Figure 1 l-57, with the T-5: ring menu shown at the top:

T_5: I-Create 2-Modify 3-Delete E-Exit

b. **Select Create** from the T-5: ring menu. The Export Shipments Units Help window will be displayed with a list of available Shipment Unit Ids.

c. Usc the cursor control keys to highlight the Shipment Unit Id to bc selected, and press **ESC** to select it. The Oversized Dimensions (T-5) screen will be displayed, with some field automatically filled in for the Shipment Unit ld you selected.

d. Enter the **Document Identification Type of Shipment Code** and press **RETURN.** It should be the same as the corresponding prime data entry T_0/1 record.

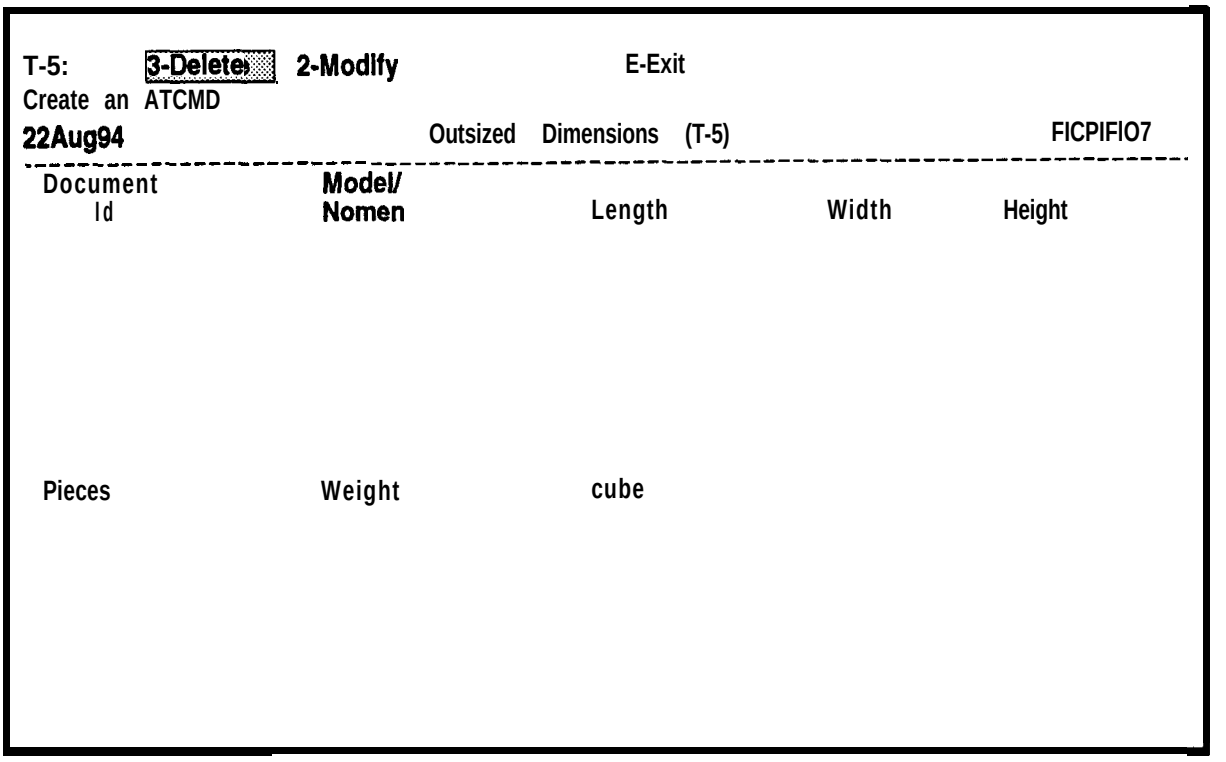


Figure 11-57. Outsized Dimensions (T-5) Screen

e. Enter the **Model** or **Nomenclature** for government vehicles or leave blank, and press **RETURN.**

f. Press **ESC** to accept the data you have entered. You are now ready to prepare an Export Traffic Request or Domestic Routing Request and then transmit it to MTMC.

11.3.6.3.3 Modifying an ATCMD Record.

Use the following procedures to modify an ATCMD record:

a. At the Advance TCMD Record Format Menu select by number, the **ATCMD record format** you want to modify. The ring menu for the selected format will be displayed.

b. Select **Modify.** The Export Shipments Units Help window will open and display a list of Shipment Unit Ids and their Consignee DODAACs, Required Delivery Dates, Priorities, etc.

c. Use the cursor control keys to highlight the Shipment Unit Id of the record to be modified and press **ESC** to select it.

d. Press **RETURN** to move the cursor to the field where you want to make the change. Enter the new information by typing over the displayed data.

e. When all the changes have been made, press **ESC** to save the new information. The cursor will return to the ring menu.

f. Press **E-Exit** to return to the Advance TCMD Record Format menu.

11.3.6.3.4 Deleting an ATCMD Record.

Use the following procedures to delete an ATCMD record:

a. At the Advance TCMD Record Format screen, select by number, **the ATCMD record format** you want to delete. The ring menu for the selected format will be displayed.

b. Select **Delete.** The Export Shipment Units Help window will open and display a list of Shipment Unit Ids and their Consignee DODAACs, Required Delivery Dates, Priorities, etc.

c. Use the cursor control keys to highlight **the Shipment Unit Id** to be deleted, and press **ESC** to select it.

d. In response to the prompt displayed on the screen, enter Y to delete and N to abort the deletion process. The cursor will return to the ring menu.

e. **Select E-Exit** to return to the Advance TCMD Record Format menu.

11.3.6.3.5 Printina an ATCMD Record..

Use the following procedures to print a ATCMD record:

a. Select **Print Advance TCMD** and print the Export Traffic Request for a Unit Material Move.

11.3.6.4 Completing an Export Traffic Request or Domestic Routing Request (If Required&

This function allow you to create and print an Export Traffic Request or a Domestic Routing Request for a Unit Material Move.

11.3.6.4.1 Export Traffic Request.

This function allows you to create and print the Export Traffic Request for a Unit Material Move.

11.3.6.4.1.1 Preparing an Export Traffic Request.

Unlike many of the functions in TC ACCIS, the Export Traffic Request does not have a create option. The data is pulled from the Shipment with the assigned shipment units when the Req Type (Request Type) is E for Export. You only need to prepare the Export Traffic Request file that can be used to both print the Export Traffic Request and transmit the information to ASPUR. However, it does not actually complete the transmission to ASPUR. The transmission to ASPUR is a separate communications procedure described in paragraphs 11.3.7 and 11.3.8 below.

Use the following procedures to prepare the Export Traffic Request:

a. From the Shipment Planning menu, select Routing and Rating.

b. From the Routing and Rating menu, select **Export Traffic Request/Release.**

c. From the Export Traffic Request/Release menu, select **Prepare Export Traffic Request.**

d. When the Shipment Id Help window is displayed, enter the query criteria and press **ESC** or press ESC to access the entire list. Highlight the Shipment Id desired and press **ESC** to accept. A message will be displayed in the lower left of the screen indicating that a 1086 is being prepared and you will be returned to the Export Traffic Request/Release menu.

11.3.6.4.1.2 Printing an Export Traffic Request.

Use the following procedures to print the Export Traffic Request for a Unit Material Move:

a. If you want to print the **1086,** select **Print Export Traffic Request** from the Export Traffic Request/Release menu.

b. When the Shipment Id Help window is displayed, highlight the Shipment Id desired to print, and press **ESC** to accept. A message will be displayed in the lower left of the screen indicating that the 1086 is being printed and you will be returned to the Export Traffic Request/Release menu.

c. From the Export Traffic Request/Release menu, select **Exit** to return to the Routing and Rating menu.

d. From the Routing and Rating menu, select **Exit** to return to the Shipment Planning menu.

Note: You will need to transmit this request to ASPUR before you create and print the Export Traffic Release.

11.3.6.4.2 Domestic Routing Request.

The function allows you to create and print the Domestic Routing Request for a Unit Material Move.

11.3.6.4.2.1 Creating a Domestic Routing Request.

Use the following procedures to create the Domestic Routing Request and then prepare the files for transmission to ASPUR:

a. From the Shipment Planning menu, select **Routing and Rating.**

b. From the Routing and Rating menu, select **Domestic Routing and Request/Order.**

c. From the Domestic Routing Request/Order menu, select **Domestic Routing Request.**

d. From the DOMESTIC ROUTING REQUEST: ring menu, select **Create.**

e. When the Shipment Id Help window is displayed, enter your **query criteria** and press **ESC** (or press **ESC** to access the entire list). **Highlight the Shipment Id** desired and press **ESC** to accept.

f. The TC ACCIS system will fill most of the fields in the Domestic Routing Request using data from other areas of the TC ACCIS program.

g. Complete the data fields on Part I that need to be completed, then press F9 to access Part II.

h. Enter **the inbound references** if needed and then press **RETURN** to the **Equipment** field to enter the **category of equipment information.** Use F7 for Domestic Routing Request remarks.

i. Press **ESC** to save the data and return to the DOMESTIC ROUTING REQUEST: ring menu.

11.3.6.4.2.2 Printing a Domestic Routing Request.

Use the following procedures to print the Domestic Routing Request:

a. If you want a printed copy of the Domestic Routing Request, complete the following procedures. If you do not want a printed copy, continue with the next paragraph to preparing Domestic Routing Request Files for transmission to ASPUR.

b. To print the Domestic Routing Request, select **Print** from the DOMESTIC ROUTING REQUEST: ring menu. Using F6, enter your **query criteria** and press **ESC (** or press **ESC** to select all). The Shipment ID Help Window is displayed to select the Shipment. A message will be displayed in the lower left of the screen indicating that the Domestic Routing Request is being printed. When the printing is complete the cursor will return to the DOMESTIC ROUTING REQUEST: ring menu.

11.3.6.4.2.3 Preparing a Domestic Routing Request File for Transmission to ASPUR.

Use the following procedures to prepare the Domestic Routing Request Files for transmission to ASPUR for a Unit Material Move:

a. From the DOMESTIC ROUTING REQUEST: ring menu, select **Prepare.**

b. After entering your **query criteria** (or pressing **ESC)** when the Shipment ID Help window is displayed, **highlight the Shipment ID** dcsircd, and press **ESC** to accept.

A message will be displayed in the lower left of the screen indicating that the Domestic Routing Request has been prepared for transmission to MTMC's ASPUR system.

c. From the DOMESTIC ROUTING REQUEST: ring menu, press **E-Exit three times** to return to the Shipment Planning menu.

11.3.6.4.3 Sending a Unit Material Move Shipment Fil o

The procedures for sending Domestic Routing Request and Export Traffic Request files for shipments are contained in paragraph 11.3.7 below.

11.3.6.5 Completiringan Export Traffic Release or a Domestitt Routirig Order r (If Required).

A response to an Export Traffic Request or a Domestic Routing Request can come in a paper form, or as a telephone message.

11.3.6.5.1 Export Traffic Release

The following paragraphs allow you to complete and print the Export Traffic Release:

11.3.6.5.1.1 Completing an Export Traffic Release (If Required).

Use the following procedures to complete the Export Traffic Release:

a. From the Shipment Planning menu, select **Routing and Rating.**

b. From the Routing and Rating menu, select **Export Traffic Request/Release.**

c. From the Export Traffic Request/Release menu, select **Export Traffic Release.**

d. From the ETR: ring menu, select **Create.**

e. When the Export Traffic Release Help window is displayed, highlight the Shipment Id desired and select by pressing **ESC.**

f. When the cursor moves into the **ETR** NO field, begin entering the data for this **Export Traffic Release** based on the information provided by MTMC in response to your Export Traffic Request made earlier.

Note: The TC ACCIS system assigns the Requester Id based on the Requester Id assigned earlier to your shipment.

g. When you have completed entering the data for this **Export Traffic Release,** press **ESC** to save the data and return to the ETR: ring menu.

11.3.6.5.1.2 Printing an Export Traffic Release.

a. From the ETR: ring menu, you can print this Release by selecting **Print.** When the print request is complete, you will be returned to the **ETR: ring menu.**

b. From the ETR: ring menu, select **Exit** three times to return to the Shipment Planning menu.

11.3.6.5.2 Domestic Routing Order.

The following paragraphs allow you to complete and print the Domestic Routing Order for a Unit Material Move.

11.3.6.5.2.1 Completing a Domestic Routina Order,

Use the following procedures to complete the Domestic Routing Order for a Unit Material Move:

a. From the Shipment Planning menu, select **Routing and Rating.**

b. From the Routing and Rating menu, select **Domestic Routing Request/Order.**

c. From the Domestic Routing Request/Order menu, select **Domestic Routing Order.**

d. When the DRO: ring menu is displayed, select **Create.**

c. When the Domestic Route Order Help window is displayed, highlight the desired Shipment Id and select by pressing **ESC.**

f. When the cursor moves to the **Routing Order No** field, begin entering the **Domestic Routing Order** data based on the information provided by MTMC in response to your Domestic Routing Request made earlier.

g. When you have completed the entry of data and selection of RIN Codes for this Domestic Routing Order, press **ESC** to save the data and return to the DRO: ring menu.

11.3.6.5.2.2 Printing a Domestic Routina Order.

Use the following procedures to print a Domestic Routing Order for a Unit Material Move:

a. From the DRO: ring menu, you can print this Order by selecting **Print.** When the print request is complete, you will be returned to the DRO: ring menu.

b. From the DRO: ring menu, select **Exit** three times to return to the Shipment Planning menu.

11.3.6.6 Preparing and Printing a GBL for a Unit Material Move.

Once the Material Move Load List for a Unit Move has been created, you are ready to prepare and print the Government Bill of Lading (GBL) for the Shipment. The following paragraphs provide the procedures related to this process:

Paragraph	Procedures
11.3.9.1	Preparing the GBL.
11.3.9.2	Uses for the GBL Register.
11.3.9.3	Recreating a GBL from a Voided GBL.
11.3.9.4	Printing the GBL.
11.3.9.5	Preparing GBL Correction Notices.

11.3.7 Sendina Shipment Files to ASPUR.

This function allows you to send Domestic Routing Requests and Export Traffic Requests for Unit Material Move Shipments and Non Unit Move Shipments to the MTMC ASPUR system.

All the Domestic Routing Requests for both Unit Material Move Shipments and for Unit Move Shipments that have been prepared since the last transmission will be consolidated into a single transmission when the next Domestic Routing Requests Shipment Files are sent to ASPUR. Similarly, all Export Traffic Requests for both Unit Material Move Shipments and for Unit Move Shipments that have been prepared since the last transmission will be consolidated into a single transmission when the next Export Traffic Requests Shipment Files are sent to ASPUR.

Use the following procedures to send Shipment files to the MTMC ASPUR system:

a. Select **ASPUR Communications** from the Shipment Planning menu.

b. Select **Send** 1085 or **Send** 1086 from the ASPUR Communications menu. The ASPUR Send Communications menu will be displayed as shown in Figure 1 l-58.

The following is an explanation of the ASPUR Send Communications menu options:

Option	Explanation
DDN File Transfer (1)	This option transfers the ASPUR file by DDN telephone lines. It will attempt to send the file once.
TAC File Transfers (1)	This option transfers the ASPUR file by TAC telephone lines. It will attempt to send the file once.
Dial File Transfers (1)	This option transfers the ASPUR file by Dial telephone lines. It will attempt to send the file once.
TAC/Dial File Transfers (4/3)	This option. transfers. the ASPUR file by TAC or Dial telephone lines. It will alternately attempt to send the file four times by TAC telephone lines and three times by Dial telephone lines.

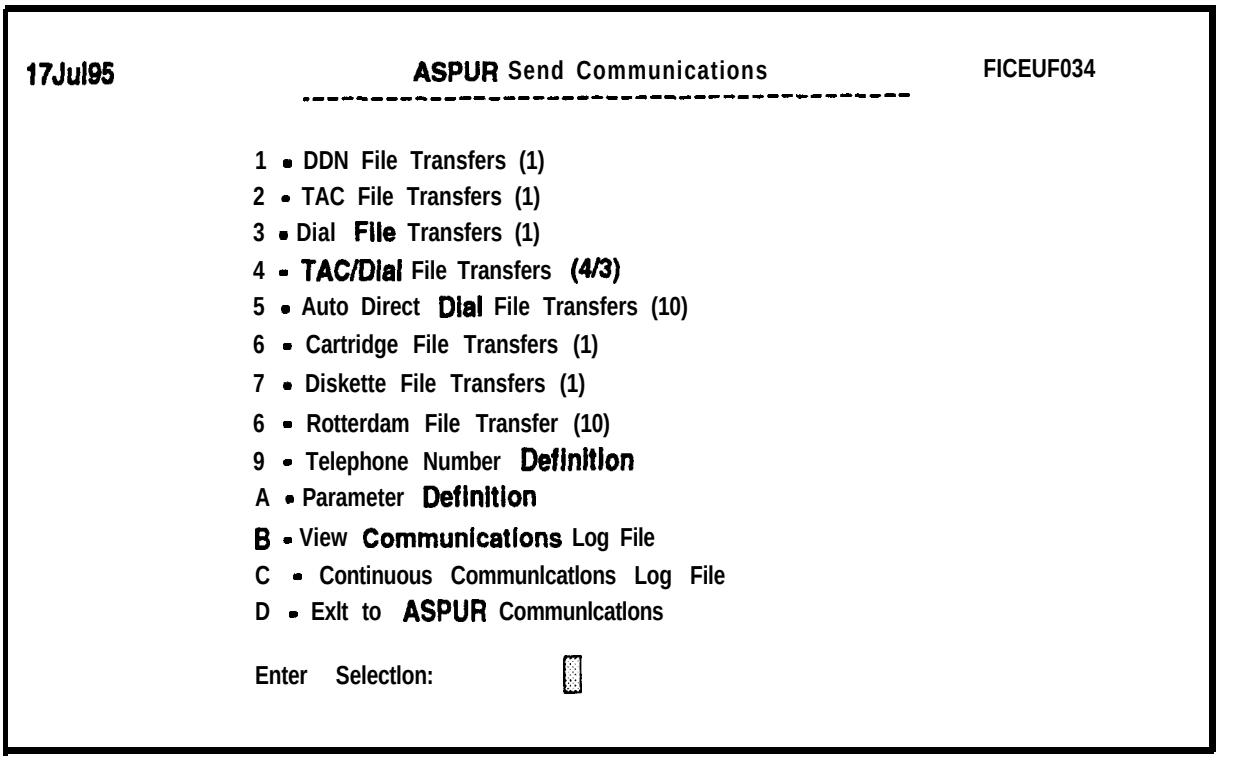


Figure 1 I-58. ASPUR Send Communications Menu

Auto Direct Dial File Transfers (10)	This option transfers the ASPUR file by Automatic Direct Dial telephone lines. It will attempt to send the file ten times.
Cartridge File Transfers (1)	This option transfers the ASPUR File to a tape cartridge. It is for use only on the Unisys 6000 computer system. It will attempt to send the file once.
Diskette File Transfers (1)	This option transfers the ASPUR File to a 5 1/4 inch diskette. It is for use only on the Unisys 6000 computer system. It will attempt to send the file once.
Rotterdam File Transfer (10)	This o tion is for OCONUS Europe only and for use on the e nisys 6000 computer system only. It will attempt to send the file ten times.
Telephone Number Definition	Allows the user to enter up to ten telephone numbers that will be accessed one after another in the **Auto Direct Dial File Transfers** option.
Parameter Definition	This option allows you to update the parameters used to transfer the ASPUR file.
View Communications Log File	Allows the user to view the status of the current ASPUR communications process
Continuous Communication Log File	Allows the user a continuous look at the status if ASPUR communications as the processing takes place.

c. Select the appropriate **communications** option for the hardware at your installation. A **Running ASPUR send in background** message will be displayed at the bottom of the screen. The cursor will then return to the ASPUR Send Communications menu.

(1) As the Shipment file is being transmitted, entries pertaining to the progress will be recorded in the Communications Log File. This Log File receives input from three different programs but it retains only the entries for the last transmission. The final entries in the log will indicate whether or not the most recent transmission was successful.

(2) If the transmission was successful, the original copy of the Domestic Routing Request Shipment files or the Export Traffic Request files (depending upon the option selected) will be deleted, and a copy of the last successfully transmitted Domestic Routing Request files and the Export Traffic Request files will be retained in a separate directory. As necessary, you can use the Resend 1085 or Resend 1086 functions described in paragraph 11.3.8 below to send an additional copy of this Shipment files to ASPUR.

(3) If the transmission is not successful, the original Shipment file will be retained so you can try to send it again.

Note: You should always check the Communications Log File after each ASPUR transmission. This is the only way you will know whether or not the transmission was successful. The information in this log file will be over written when the next transmission is made from any of the three programs that send input to the Log File.

d. Select the **View Communications Log File** or **Continuous Communications Log File** to determine whether the Shipment files were successfully transmitted.

(1) The View Communications Log File option allows you to manually review the entire log for the last transmission. The --More--(nn%) message at the bottom of the screen indicates there is addition information to be displayed.

(a) As necessary, press **RETURN** to progress through the log. When the last line of the log is displayed, a message will be displayed:

Press <Return> to continue

The last entries in the log will tell you whether or not the file was successfully transmitted.

(b) Press **RETURN** and the cursor will return to the ASPUR Send Communications menu.

(2) The Continuous Communications Log File option allows you to review the entries being made in the log as the transmission is taking place. If the transmission is complete, only the last screen in the Communications Log File will be displayed.

(a) The last entries in the log will tell you whether or not the file was successfully transmitted.

(b) Press **Ctrl-C** to return to the ASPUR Send Communications menu.

e. If the transmission was not successful, repeat the procedures in paragraphs c. and **d.** above to try again to send the update file.

f. When the transmission is successful, press **E-Exit** twice to return to the Shipment Planning menu.

Note: With most of the options, the sending process takes place entirely in the background. You can perform other TC ACCIS functions while the transmission is taking place. However, make sure you return to the ASPUR Send Communications menu to check the Communications Log File before you attempt to send another ASPUR transmission from any of the three ASPUR programs.

11.3.8 Resendina Shipment Files to ASPUR.

A copy of the last Domestic Routing Request Shipment Files and the Export Traffic Request Files that were successfully transmitted to ASPUR are retained in a separate directory within TC ACCIS. The **Resend 1085** and **Resend 1086** options on the ASPUR Communications menu is used to send an additional copy of these files to ASPUR.

USC the procedures outlined in paragraph 11.3.7 above to Resend an update file to ASPUR, except in paragraph **b.,** select the **Resend** 1085 option from the ASPUR Communications menu.

11.3.9 Workina with GBLs.

This paragraph provides information on managing GBLs for the various type Shipments that were created in other paragraphs above. The procedures for the user are the same regardless of the type shipment. However, depending upon the type shipment, TC ACCIS will access and enter different types of information into some part of the GBL.

The procedures for modifying a GBL are somewhat unique. Before a GBL is printed, you can make changes to the information by using the Modify option on the PREPARE GBL: ring menu. Oncc it is printed however, it becomes a legal contractual document and two other means must bc used to make changes under the following circumstances.

a. If the shipment has not left the installation, and you still have all copies of the GBL, you can void the GBL and then use the information from the voided GBL to create a new GBL. This process allows the user access to the shipment data used in the **Prepare GBL** option and assigns a new GBL number to the same shipment information.

b. If the shipment has departed the installation, or if all copies of the GBL are not in your possession, you can only change the terms of the GBL by generating a GBL Correction Notice. The Correction Notice identifies the infomlation exactly as it appears on the original GBL and the provides the new wording to who how the terms of the GBL are

modified. In this case, both the original GBL and the GBL Correction Notice are need to show a complete picture of the shipment.

Besides the capability to void a GBL, the GBL Register provides freight users many useful options such as the capability to view the details of a GBL that has been previously printed or voided, query for specific GBLs that have been printed, and print partial or complete lists of the GBLs in the system. These options can be very useful in tracking shipments, and providing information for shipping status reports that may be required of an installation.

Each of these options is described in more detail in the following paragraphs:

Paragraph	Procedures
11.3.9.1	Preparing the GBL.
11.3.9.2	Uses for the GBL Register.
11.3.9.3	Recreating a GBL from a Voided GBL.
11.3.9.4	Printing the GBL.
11.3.9.5	Preparing GBL Correction Notices.

11.3.9.1 Preparing a GBL.

Preparing a Government Bill of Lading includes two processes. The lirst is to create the GBL for any of the types of shipments that you prepared in the previous paragraphs. After you have created the GBL and before it is printed, you can also modify the information in the GBL.

11.3.9.1.1 Creating a GBL.

Use the following procedures to **Create** a Government Bill of Lading for any of the types of shipments you created in the previous paragraphs. After you have prepared the GBL, you can then print it using **Reports** on the Shipment Planning menu.

a. From the Shipment Planning menu, select **Shipping Documentation.**

b. From the Shipping Documentation menu, select **GBL Functions.**

c. From the GBL Functions menu, select **Prepare a GBL.** The GBL Data (Part I) screen will be displayed, as shown in Figure 1 l-59, with the PREPARE GBL: ring menu shown at the top.

This is the first of the three GBL Data screens that can be displayed with the PREPARE GBL: ring menu displayed at the top.

The following is an explanation of the options available on the PREPARE GBL: ring menu:

Menu Option	Explanation
Create	Create a new GBL.

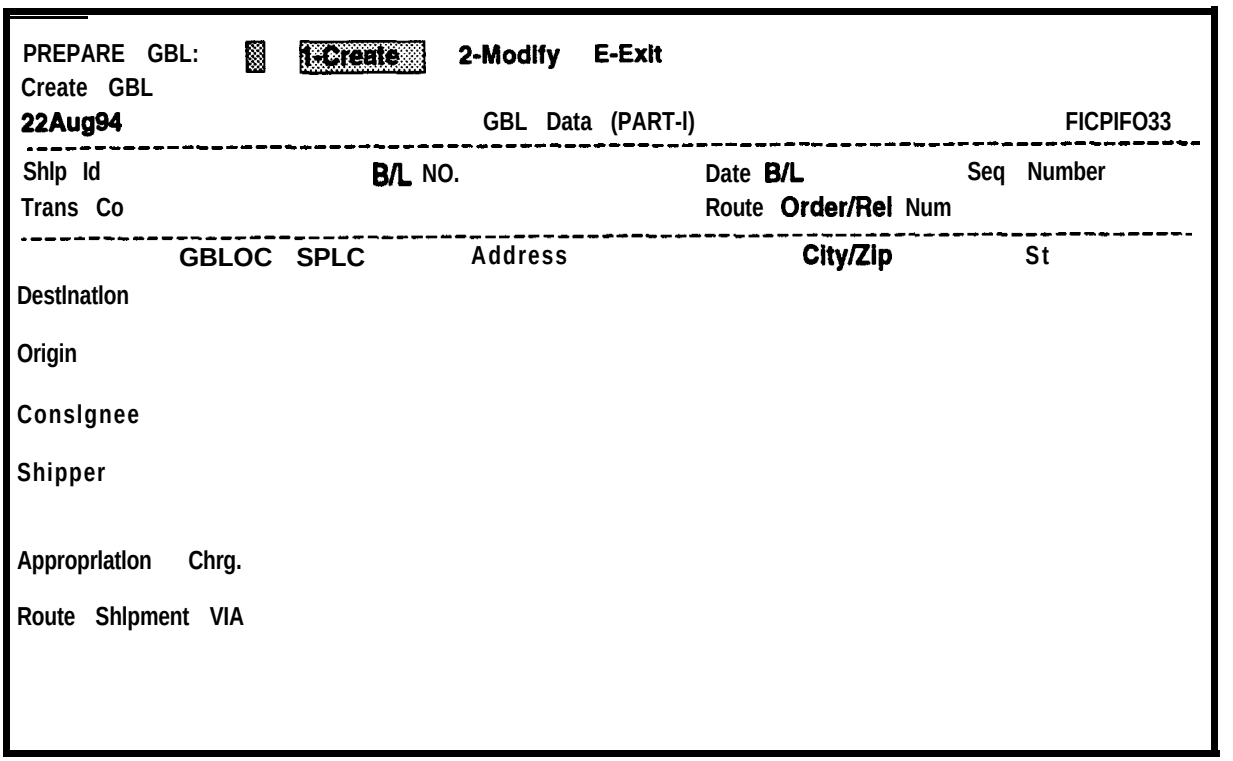


Figure 11-59. GBL Data Screen (Part I)

Modify Modify an existing GBL.

The following is an explanation of function keys used in the GBL Data (PART-I) screen:

Function Key	Purpose
F7	Opens a window that allows you to enter **GBL Block 16 and 18 Remarks.**
F8	Opens a window to enter **GBL Block 19 Remarks.**
F9 or ESC	Displays GBL Data (PART-II) screen.
F10	Displays GBL Data (PART-U) screen.

d. Select **Create** from the ring menu. The cursor will start blinking in the **Ship Id** field.

The following is an explanation of the fields in which you must enter data for Part I of the GBL Data screen when you are creating a new GBL:

Field Name	Type	Explanation
NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.		
Ship ID		Entt " the **Shipment ID** (date and sequence number!, or press F6 enter the query criteria and press **ESC** to display a list of current Shi pment IDs that match your query criteria or press **ESC** to display all shipments.

B/L NO.	Bill of Lading number; automatically filled in when the GBL is created.
Date B/L	Date the Bill of Lading was created; automatically filled in.
Seq Number	User-entered **sequence number** for this GBL; required only for shipments created from Equipment Lists.
Trans Co	Enter the SCAC of the Primary Transportation Company for this shipment, or press F6 to display the SCAC help window and select the appropriate one.
Route Order/Rel Num	Enter the **MTMC area command release number** for this shipment.
Appropriation Chrg.	Enter the **Appropriation Code** for the shipment.
Route Shipment VIA	Enter **remarks** related to the shipment route.

e. Enter your **Ship Id** or press F6 for help in selecting the Shipment Id.

f. When your cursor enters the **Trans** Co field, you will note that much of the information is already complete for you. Enter the remaining needed information.

(1) If necessary, press F7 to display the GBL Block 16 and 18 Remarks window as shown in Figure 1 l-60. This window allows you to enter the **number in Block 16 remarks, kind of Block 16 remarks,** and **Block 18 remarks.** Press **RETURN** at the end of each line to enter another line. When you have completed these entries, press **RETURN** at the end of the last line and then press **ESC** to accept the data and return to the GBL Data (PART-I) screen.

(2) If necessary, press **F8** to display the GBL Block 19 Remarks window as shown in Figure 11-61. This window allows you to enter **Block 19 remarks.** Press **RETURN** at the end of each line to enter another line. When you have completed these remarks, press **RETURN** at the end of the last line and then **ESC** to accept the data and return to the GBL Data (PART-I) screen.

g. Press **ESC** to accept the data in the GBL Data (PART-I) screen. The GBL Data (Part-II) screen will be displayed as shown in Figure 1 l-62.

Except for remarks, there are no data entry fields on this screen. The top of the screen displays the Shipment ID and other header data found at the top of the Part I screen.

The bottom section of the screen displays the following information about the equipment listed:

Field Name	Explanation
NOTE: *In* Type Column: R = Required, A = Automatically Filled, Blank = Optional.	
Packages No.	Number of packages of the article on this row.
Kind	Kind of packing for this article.

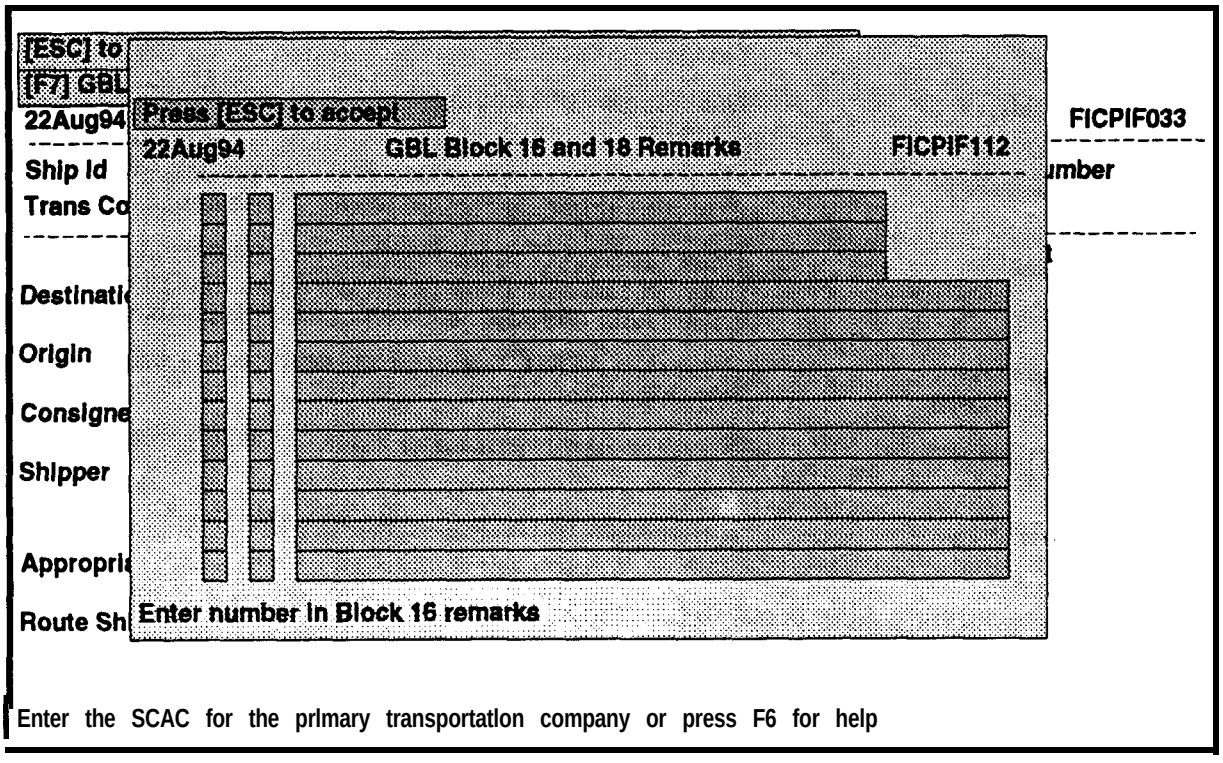


Figure 11-60. GBL Block 16 and 18 Remarks Window

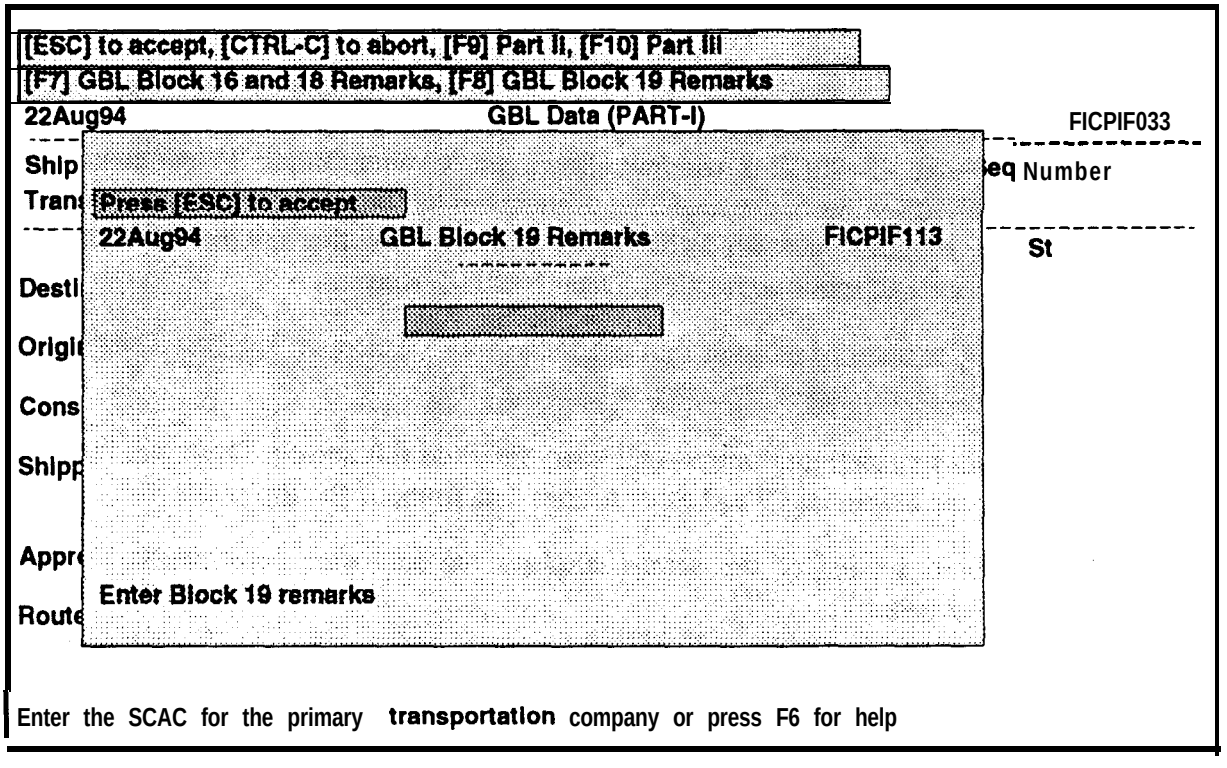


Figure 1 l-61. GBL Block 19 Remarks Window

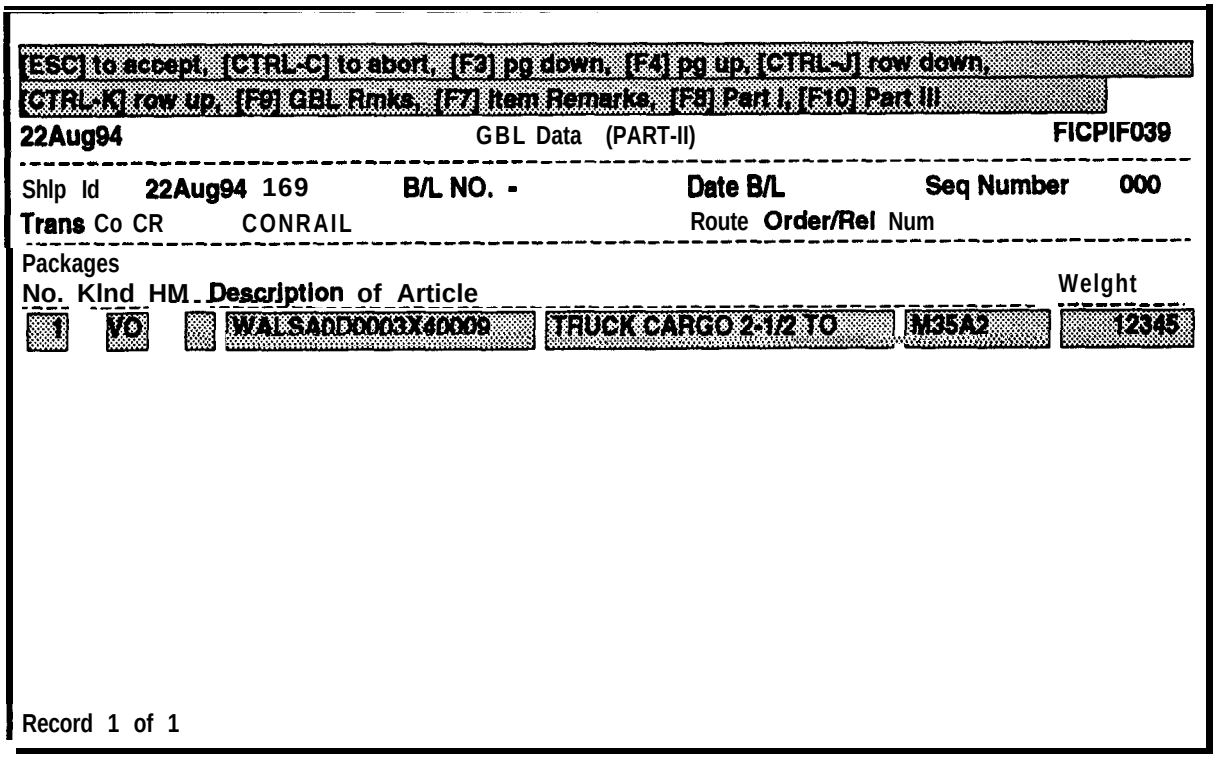


Figure 11-62. GBL Data (PART-II) Screen

HM	Hazardous Material (HM) indicator; Y indicates hazardous, a **blank space** indicates non-hazardous.
Description of Article	A brief description of the article.
Weight	Total weight of the article.

The following is an explanation of function keys used in the GBL Data (PART-II) screen:

Function Key	Purpose
F7	Opens a window that allows you to enter **remarks** related for the highlighted article.
F8	Displays the GBL Data (PART-l) screen.
F 9	Opens a window to enter **general GBL remarks, including** any RINs from the Export Traffic Release, DUCR, or EUCR.
F10 or ESC	Displays the GBL Data (PART-III) screen.

(1) If necessary, press **F7** to display the Item Description Remarks window as shown in Figure 1 l-63.

This window allows you to enter **remarks pertaining to a shipment unit/load list item.** Press **RETURN** at the end of each line to enter another line. When the

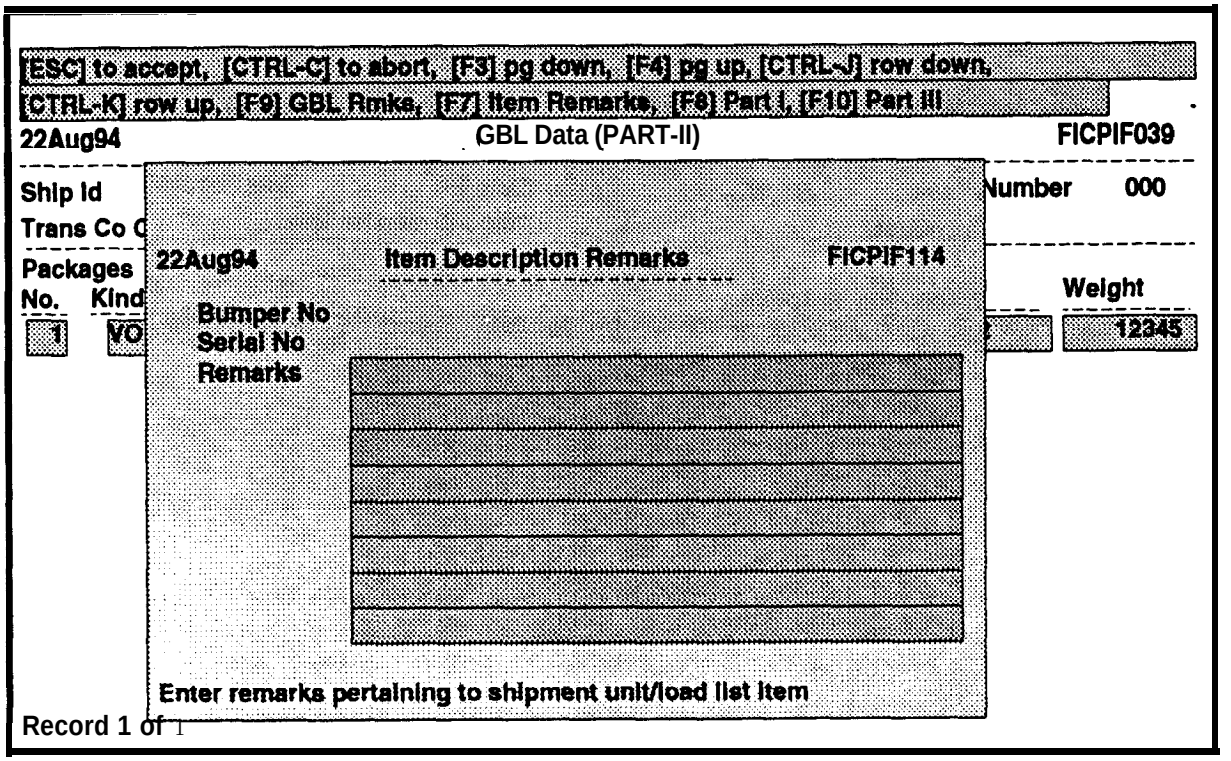


Figure 11-63. Item Description Remarks Window

last line is entered, press **RETURN** and then press **ESC** to accept the data and return to the GBL Data (PART-II) screen.

(2) If necessary, press F9 to display the GBL Remarks window as shown in Figure 1 l-64. This window allows **you** to enter the **additional remarks pertaining to this GBL.** Press **RETURN** at the end of each line to enter another line. When the last line is entered, press **RETURN** and then press **ESC** to accept the data and return to the GBL Data (PART-II) screen.

Note: You must **use the GBL Remarks** field to enter **RINs** from the Export Traffic Release, DUCR, or EUCR to be printed on the GBL continuation sheets. The **RINs** on the Domestic Routing Order will be automatically pulled into the GBL for printing even though they do not appear on the screen

h. Press **ESC** to accept the data in the GBL Data (PART-II) screen. The GBL Data (Part-III) screen will be displayed as shown in Figure 1 l-65.

The following is a summary of the fields in which you must input data on the third screen when you are creating a new GBL.

Field Name	Type	Explanation

NOTE: In Type Column: R = Required, A = Automatically Filled, Blank = Optional.

Marks		Enter text for **freight marking.**

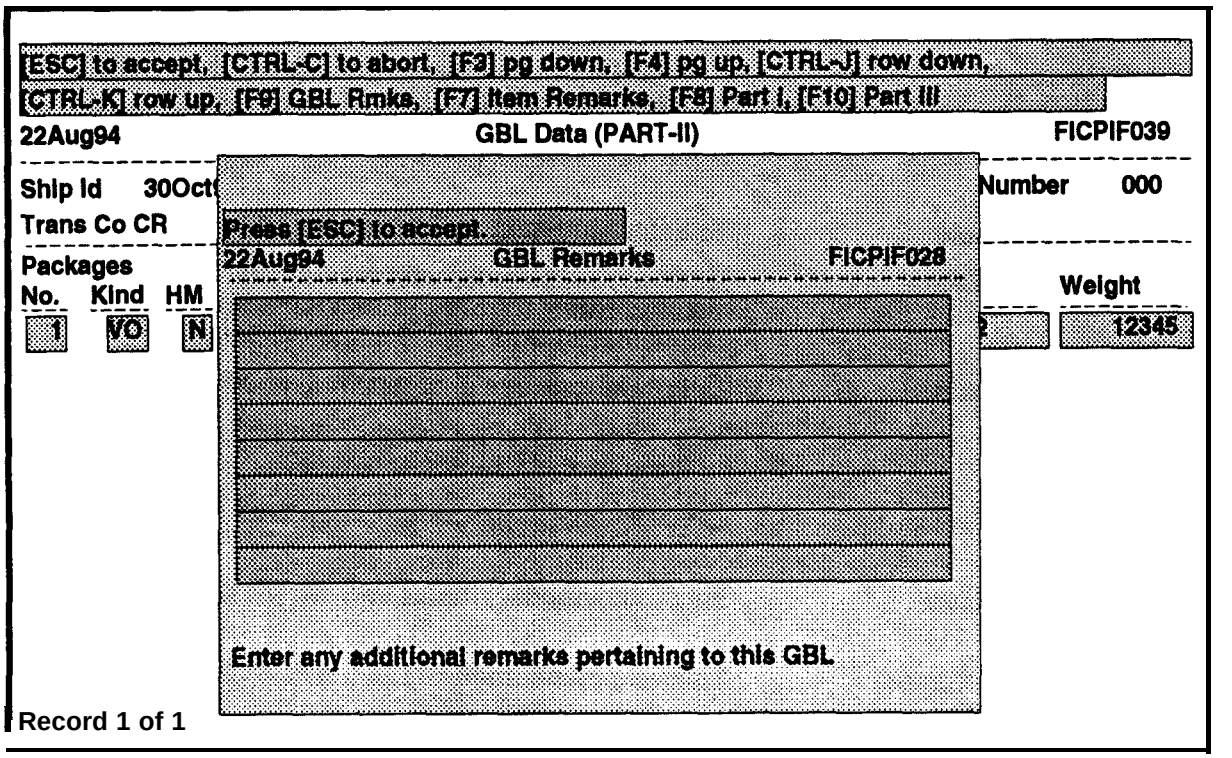


Figure 11-64. GBL Remarks Window

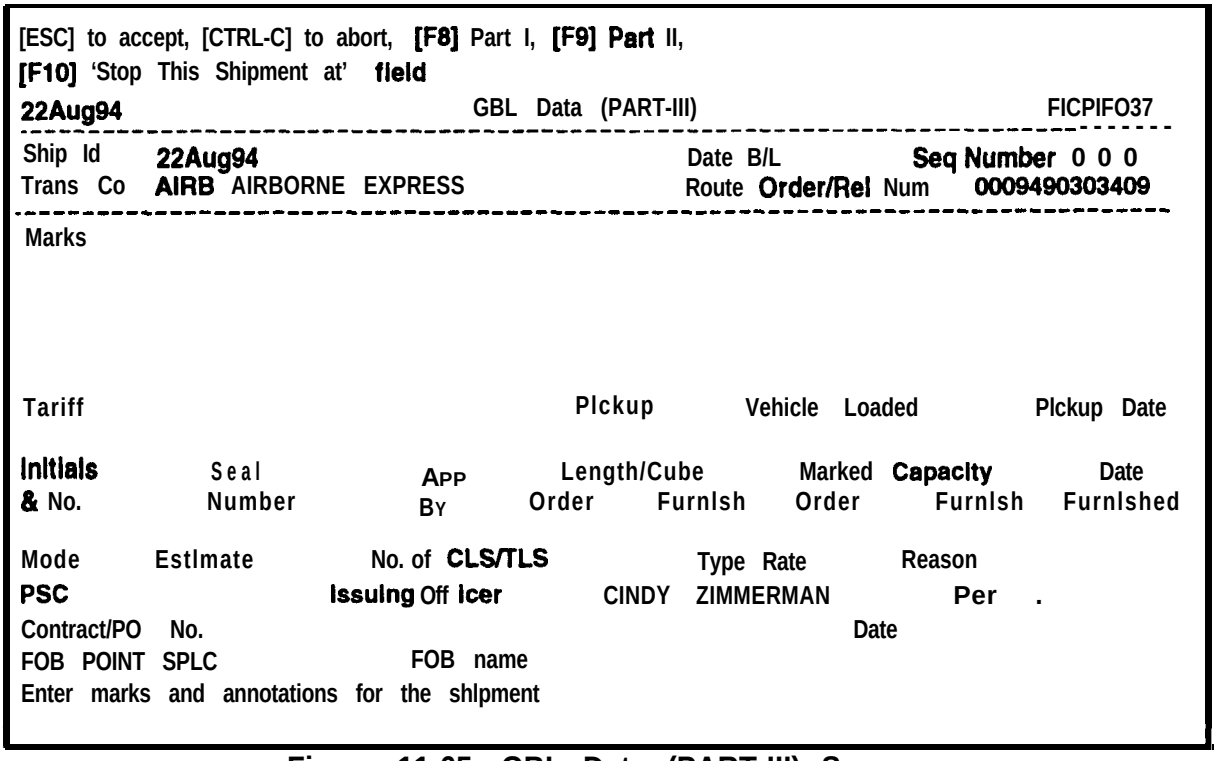


Figure 11-65. GBL Data (PART-III) Screen

Tariff	Name of tariff authority.
Pickup	Enter X if carrier furnishes pickup service at origin; otherwise leave blank.
Vehicles Loaded	Enter X if vehicles are loaded; otherwise leave blank.
Pickup Date	Date that shipment will be picked up.
Initials & No.	Enter a four-character abbreviation and a six-character **serial number** for the car/truck/container carrying the shipment. Enter **NONE** if not applicable.
Seal Number	Enter **seal number** if shipment is to be sealed.
App By	Enter code indicating whether the seal is to be applied by the shipper (S) or the carrier (C).
Length/Cube Order	Enter the **length or cubic feet** ordered for the shipment.
Length/Cube Furnish	Enter the **length or cubic feet** for the shipment.
Marked Capacity Order	Enter the **mark capacity** that was ordered.
Marked Capacity Furnish	Enter **the mark capacity** that was furnished.
Date Furnished	Date that transport was furnished.
Mode	Enter **the mode of transportation.**
Estimate	Enter the **estimated transportation charges,** rounded to the nearest dollar.
No. of CLS/TLS	Enter the **number of carloads/truckloads (CLS/TLS)** of carrier equipment used.
Type Rate	Enter the **Type Rate** Code for the shipment. The following are valid entries: 1 Section 10721 tender or quotation rate. 2 Commodity or volume tariff rate. 3 Exception rating. 4 Class tariff rate. **5** All other types of rates. 9 Not identifiable.
Reason	If the shipment is being transported by other than the lowest cost route, enter the code specifying the reason.
PSC	Enter **the Protective Service** Code. The following are valid Protective Service Codes: G Armed Guard Surveillance. S Protective Security Service. **D** Dual Driver Protective Service.

A	**DOD Constant** Surveillance Service **(non-confidential).**
C	**DOD** Constant Surveillance Service **(confidential).**
M	Motor Surveillance Service.
R	Rail Surveillance Service.
T	Tank Surveillance Service.

Issuing Officer	Enter the name of the issuing officer.
Contract/PO No.	Enter **the contract or PO number.**
Date	Enter **the date of the contract or PO.**
FOB Point SPLC	Enter **the Standard Point Location Code** of the destination.
FOB name	Enter the **name** of the destination for the SPLC.

The following function keys are available on the GBL Data (PART-III) screen:

Function Key	Purpose
F8	Displays the GBL Data (PART-I) screen.
F 9	Displays the GBL Data (PART-II) screen.
F10	Opens the Stop This Shipment At window that allows you to enter a **Shipment Stop Destination** and the **Reason for the Stop.**
ESC	Accepts and saves GBL data.

i. Enter the data as necessary and press **RETURN** after each field.

j. If necessary, press **F10** to display the Stop This Shipment At screen, as shown in Figure 1 l-66. This window allows you to enter the **Shipment Stop Destination** and the **Shipment Stop Reason.** Press **RETURN** at the end of each entry. When you have completed these entries, press **RETURN** at the end of the last line and then press **ESC** to accept the data and return to the GBL Data (PART-III) screen.

k. Press **ESC** to accept the data. The cursor will return to the PREPARE GBL: ring menu where you can select another option or press **E-Exit** three times to return to the Shipment Planning menu.

Note: When you return to the GBL Data (PART-I) screen, you will be assigned a GBL number before being returned to the PREPARE GBL: ring menu.

11.3.9.12 Modifying a GBL.

This function allows you to add or change information for an existing GBL before that GBL has been printed. To make a change after the GBL is printed, you must void the GBL and

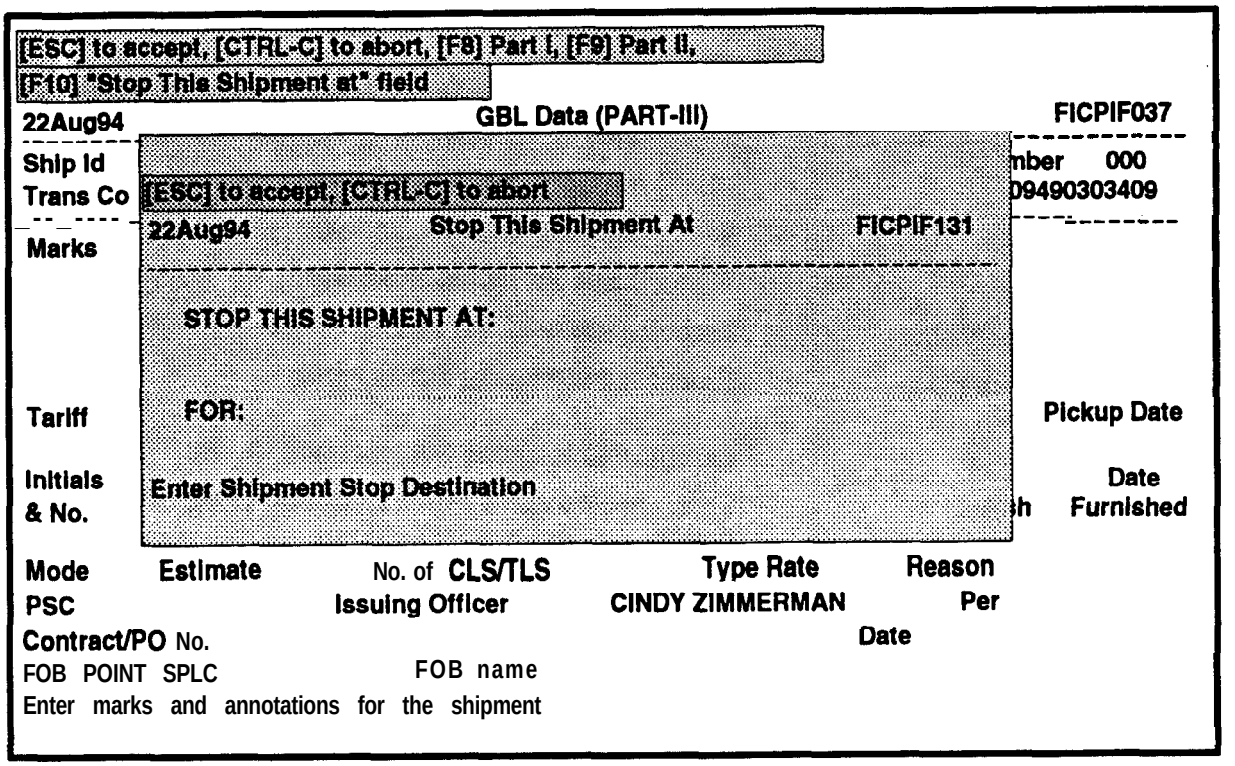


Figure 11-66. Stop This Shipment At Window

recreate the GBL which assigns a new GBL number to the same shipment information and allows the freight user access to the shipment data in **the Prepare GBL** option. If the shipment has left the installation with the printed GBL and modifications must be made, the GBL Correction Notice must be used.

Use the following procedures to modify a GBL before that GBL has been printed:

a. From the Shipment Planning menu, select **Shipping Documentation.**

b. From the Shipping Documentation menu, select **GBL Functions.**

c. From the GBL Functions menu, select **Prepare a GBL.** The GBL Data (Part I) screen will be displayed, as shown in Figure 11-59 (page 1 l-222). with the PREPARE GBL: ring menu shown at the top.

   This is the first of the three GBL Data screens that can be displayed with the PREPARE GBL: ring menu displayed at the top. You can use the Function Keys identified at the top of each screen to move between these three screens and make changes to any or all of them.

d. Select **Modify** from the PREPARE GBL: ring menu. The cursor moves to the **Ship Id** field. Enter the desired **Ship Id** or press F6 to open the Shipment Id Help window and enter your query criteria or press ESC to access the entire list that will display a list of Shipment Ids. Use the instructions on the screen to move the cursor to the

Shipment Id that you want and press **ESC. The** window closes and the data for that Shipment Id is displayed on the GBL Data (PART **I)** screen. The screens and **fields** are the same as those used with the **Create** option explained above. Add or modify data on this screen as necessary and press **ESC** to accept the modified data. The GBL Data (PART II) screen will be displayed, as shown in Figure 1 l-62 (page 1 l-225).

e. Add or modify data on this screen as necessary. You can also use **F7** to modify the **remarks pertaining toshipment unit/load list items** and F9 to modify the **additional remarks pertaining to this GBL.** When all changes have been made, press **ESC** to accept the modified data. The GBL Data (PART III) screen will be displayed, as shown in Figure 1 l-65 (page 1 l-227).

f. Add or modify data on this screen as necessary. You can also use **F10** to modify the **Stop This Shipment At** information. When all changes have been made, press **ESC** to accept the modified data. You will be returned to the PREPARE GBL: ring menu where you can select another option or press **E-Exit** three times to return to the Shipment Planning menu.

11.3.9 2 Uses for the GBl Register.

Besides the ability to void a **GBL,** the GBL Register provides the freight user with many useful options such as the ability to view the details of a GBL that has been previously printed or voided, the ability to query for specific **GBLs** that have been printed, and the ability to print partial or complete lists of the **GBLs** in the system. These options can be very useful in tracking shipments; and providing information for shipping status reports that may be required of an installation.

11.3.9.2.1 Querying (Searching) for a GBL.

To use the GBL Register to search for a specific GBL that has been previously printed or voided, use the following procedures:

a. From the Shipment Planning menu, select **Shipping Documentation.**

b. From the Shipping Documentation menu, select **GBL Functions.**

c. From the GBL Functions menu, select **GBL Register.**

d. When the GBL REGISTER: ring menu is displayed, select **Query.**

When you enter the Query **GBL Register** screen, you have the option of querying based on GBL Number, Current Date Issued, Carrier **SCAC,** Destination **DODAAC,** Destination City and State, Hazard Indicator or Date Voided. After you enter your query criteria, then press **ESC.** TC ACCIS will bring up a list of **GBLs** associated with your query criteria. If several **GBLs** are displayed based on your query, you must now highlight the GBL for which you need to display details, void, or print by using the appropriate cursor control keys, and press **ESC to** select.

Note: You must use the query function to select your GBL before you can use the Detail, Void, and Print options.

11.3.9.2.2 Viewing the Details of a GBL.

To view the details about a specific GBL that has been printed or voided, you must first query for that GBL. The procedures for querying the GBL Register are provided in paragraph 11.3.9.2.1 above. When you have completed the query, follow the procedures listed below.

a. From the GBL REGISTER: ring menu, select Detail. The View GBL Register • Detail screen will be displayed, as shown in Figure 1 l-67.

```
Press [CTRL-C] to abort
22Aug94                    View GBL Register • Detail                    FICPIF042
-----------------------------------------------------------------------------------
GBL Number    M • 1,111,122      Date Prepared   20Aug94   Date Issued    20Aug94

Shipment ID   20Aug94   417      Date Volded     20Aug94   Est Cost        $5000

SCAC          ATSF               SCAC Name   ATCHESON, TOPEKA, AND SANTA FE

Destination   DODAAC  W45GXX City   TEXARKANA          State  TX
Consignee     DODAAC  W45GXX  City   TEXARKANA          State  TX

Haz Data Ind        Tot Pieces     Tot Weight     Tot Cube
     N                    13          171348         15388

Commodity Desc

GBL Register Entry Remarks        READY TO REPRINT


Record 11 of 18
```

Figure 11-67. View of Detailed GBL Register Screen

b. To exit from the View GBL Register • Detail screen, press **Ctrl-C.** The cursor will return to the GBL REGISTER: ring menu where you can select another option.

11.3.9.2.3 Printing the Contents of the GBL Register.

To print part or all of the GBL Register, you must first query for all or part of the GBLs. The procedures for querying the GBL Register are provided in paragraph 11.3.9.2.1 above. When you have completed the query, follow the procedures listed below:

a. From the GBL REGISTER: ring menu, select **print.** The message is displayed:

Printing the GBL Register

The GBL Register that is primed will be based on the criteria used when you queried just prior to selecting the **print** option. It may be the entire GBL Register or only a portion of the register. When the printing has completed the cursor will return to the GBL REGISTER: ring menu.

b. To exit from the GBL REGISTER, select **Exit.**

11.3.9.2.4 Sorting a GBL List.

The freight user can sort the list of GBL by eight different criteria.

- GBL Number
- GBL Date Issued (Descending)
- Carrier SCAC
- Destination DODAAC
- Destination City
- Destination State
- Hazardous Cargo Indicator
- Date Voided

The sort criteria must be selected prior to querying for the list of **GBLs.**

a. From the GBL REGISTER: ring menu, select **Sort.** The select Sort Criteria window will be displayed.

b. From the Select Sort Criteria window, select one of the eight criteria by which you may sort the list of **GBLs** in the Register. Press ESC to accept. Now when you query for either the entire GBL Register or a portion of the register, the list will be sorted based on your selection and displayed. To see your sorted list follow the query instructions provided in paragraph 11.3.9.2.1 above.

11.3.9.3 Recreating a GBL from a Voided GBL.

When a freight user prepares a GBL, as long as that GBL has not been printed, edits can be made to the GBL when needed. Once the GBL has been printed, the freight user cannot access the data for that GBL unless the GBL has been voided in the TC ACCIS system. When the GBL is voided, the information contained on that GBL can be accessed under the modify option of prepare a GBL and reassigned a new GBL number. This capability will save the freight user a great deal of time since there is no re-entering of data once the GBL is voided. The actual procedures for voiding and recreating a GBL from a voided GBL are listed below:

11.3.9.3.1 Voiding a GBL

Use the following procedures to void a GBL:

a. From the Shipment Planning Menu, select **Shipping Documentation.**

b. From the Shipping Documentation menu, select **GBL Functions.**

c. From the GBL Functions menu, select **GBL Register** and the Query GBL Register screen will be displayed as shown in Figure 11-68, with the GBL REGISTER: ring menu at the top:

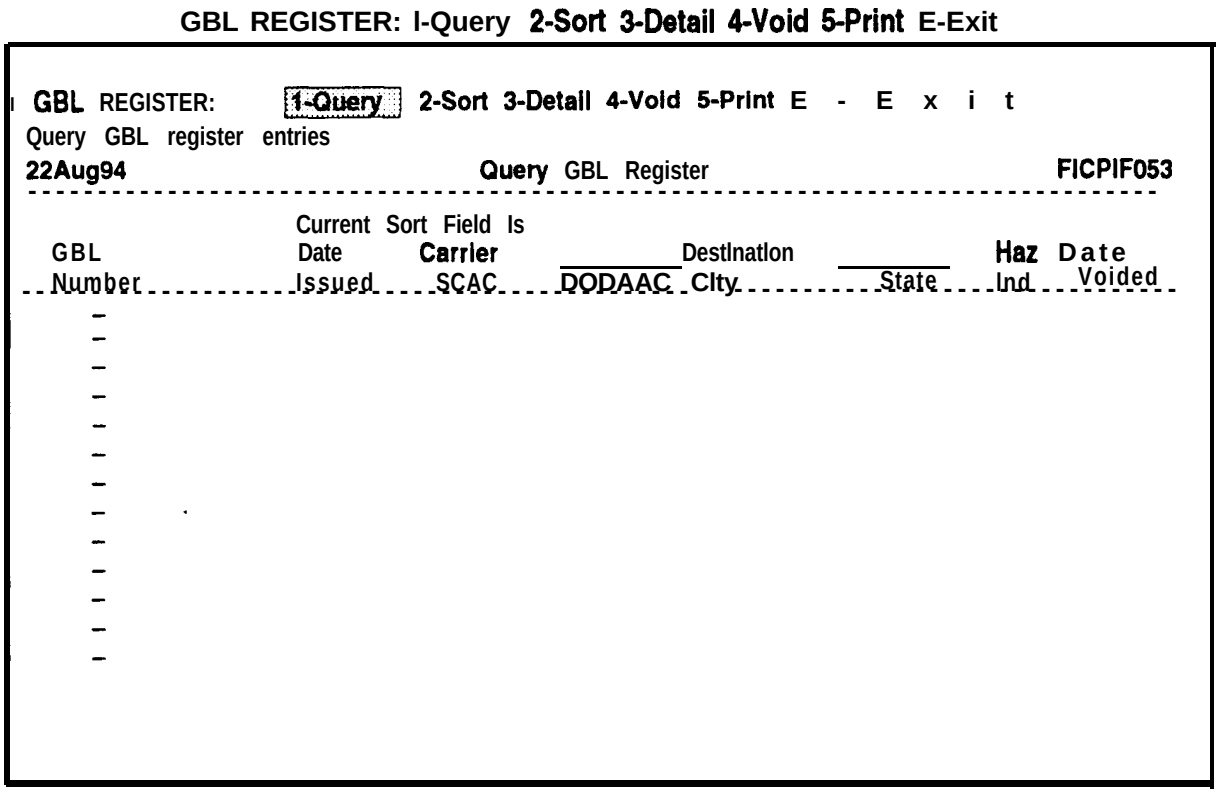


Figure 11-68. Query GBL Register Screen

d. From the GBL REGISTER: ring menu, select Query. The cursor will move to the GBL Number field. The Query option will allow you to select one, some or all of the GBLs from which to make your selection.

e. Enter the specific criteria on which to search and press **ESC to** accept the criteria, or press **ESC** to select all. The GBL Numbers meeting you selection criteria will be displayed.

f. Use the cursor control keys to highlight the GBL you want to void and then press **ESC** to accept it. The cursor will return to the GBL REGISTER: ring menu.

Note: Be sure to make a note of the Shipment ID associated with the GBL you are voiding as this will be needed to access the previously entered **GBL data** when you return to the Prepare GBL function to prepare a new GBL from a voided GBL by assigning a new GBL number.

f. From the GBL REGISTER: ring menu, select **Void.** When the box is displayed with **the** message **Do you want to void this record (y/n)?,** answer Y. A Void GBL Register Entry Remarks window will be displayed.

g. Enter the **reason for voiding the GBL** in the **GBL Register Remarks** field, and press **ESC** to accept and exit.

Note: **GBL remarks** is a required field, you must enter a reason for voiding the GBL in this field before you are allowed to exit from this window.

h. Press **E-Exit** to return to the GBL Functions menu.

11.3.9.3.2 Preparing a New GBL from a Voided GBL.

Use the following procedures to prepare a new GBL:

a. From the GBL Functions menu, select **Prepare GBL.** When the PREPARE GBL: ring menu is displayed, **select modify.** When you enter the GBL screen, use the F6 key to access the window of available Shipments. The Shipment ID of the GBL you previously voided should now be displayed in this window. Select the Shipment ID and press **ESC.** The data you previously entered should reappear in the fields. You will need to press **ESC** three times before TC ACCIS will reassign a GBL number. You do not need to re-enter any data, unless you desire to make changes.

b. When you have completed re-preparing the GBL, select the **Exit** option from the PREPARE GBL: ring menu. This will return you to the GBL Functions menu. To return to the Shipment Planning menu, exit from the GBL Functions menu and then exit from the Shipping Documentation menu.

11.3.9.3.3 Printing Another GBL.

Use the following procedures to print another GBL:

a. lf you are ready to print the re-prepared GBL, select **Reports** from the Shipment Planning menu.

b. From the Reports menu, select **Print GBL.**

c. When the Print GBL Help window is displayed, select the GBL to be printed by using the appropriate cursor control keys, and pressing **ESC.**

Note: Be sure to turn on the printer and align the paper before the printer is selected.

d. Select the printer that is to print the GBL and continuation sheet, and press **ESC.** When the GBL has been printed, return to the Shipment Planning menu.

11.3.9.4 Printing a GBL.

a. From the Shipment Planning menu, select **Reports.**

b. From the Reports menu, select **GBL Print.** The Print GBL Help window will be displayed.

c. Use the instructions on the screen to move the cursor until the GBL you want to print is highlighted and then press **ESC** to select it. The GBL Printer Selection window will be displayed on the screen.

Note: Be sure to turn on the printer and align the paper before the printer is selected.

d. Enter your **printer selections** or use F6 to determine what printers are available.

e. Press **ESC** to start the printing process. When the GBL is printed, you will be returned to the Reports menu.

f. From the Reports menu, select **Exit** to return to the Shipment Planning menu.

11.3.9.5 Preparing GBL Correction Notices.

After you create and print a GBL and the shipment has left the installation, you may be required to make some corrections or changes to it. You can do this by creating a GBL Correction Notice. The correction notice comes in three parts (three separate screens). From the GBL Function menu you can select option **Prepare GBL Correction Notice** to **Create, Modify, Print,** or **Delete** a GBL Correction Notice.

Use the following procedures to access the Prepare GBL Correction Notice menu a GBL Correction Notice:

a. At the TC ACCIS Main Menu, select **Shipment Planning.**

b. Select **Shipping Documentation** from the Shipment Planning menu.

c. Select **GBL Functions** from the Shipment Documentation menu.

d. Select **Prepare GBL Correction Notice** from the GBL Functions menu. The GBL Correction Notice (PART-I) screen will be displayed with the GBL NOTICE: ring menu shown at the top.

GBL NOTICE: I-Create 2-Modify 3-Delete 4-Print E-Exit

Each of these options is described in the following paragraphs.

11.3.9.5.1 Creating a GBL Correction Notice.

Use the following procedures to **Create** a GBL Correction Notice:

a. As necessary, refer to the procedures in paragraph 11.3.9.5 to access the GBL NOTICE: ring menu.

b. Select **Create** from the GBL NOTICE: ring menu. The cursor will move to the **B/L** NO field.

c. Enter **the Bill of Lading Number** and press **ESC,** or press F6 to select the GBL from a list of available **GBLs.** When you press F6, use the cursor control keys to highlight the desired GBL and press **ESC.** The data for the selected GBL will be displayed and the cursor will move to the **To GBLOC** field. You now have the opportunity to make changes in **the To GBLOC, To SPLC, From GBLOC,** and **From SPLC** fields:

(1) As necessary, enter a new **GBLOC** of the activity to which the notice is to be sent, or press F6 to select the GBLOC from a list of available **GBLOCs.** When you press F6, use the cursor control keys to highlight the GBLOC where you want to send the GBL Correction Notice and press **ESC.** The data for the selected GBLOC will be displayed and the cursor will remain in the **To GBLOC** field.

(2) Press **RETURN** to accept the data displayed in the **To GBLOC** field. The cursor will move to the To **SPLC** field.

(3) As necessary, enter a new **SPLC** of the activity to which the notice is to be sent, or press F6 to select the SPLC from a list of available **SPLCs.** When you press F6, use the cursor control keys to highlight the SPLC where you want to send the GBL Correction Notice and press **ESC.** The data for the selected SPLC will be displayed and the cursor will remain in the **From SPLC** field.

(4) Press **RETURN** to accept the data displayed in the **To SPLC** field. The cursor will move to **the From GBLOC** field.

(5) As necessary, enter a new **GBLOC** of the activity issuing the notice, or press F6 to select the GBLOC from a list of available **GBLOCs.** When you press **F6,** use the cursor control keys to highlight the GBLOC of the activity sending the GBL Correction Notice and press **ESC.** The data for the selected GBLOC will be displayed and the cursor will remain in **the From GBLOC** field.

(6) Press **RETURN** to accept the data displayed in the **From GBLOC** field. The cursor will move to **the From SPLC** field.

(7) As necessary, enter a new **SPLC** of the activity issuing the notice, or press F6 to select the SPLC from a list of available **SPLCs.** When you press **F6,** use the cursor control keys to highlight the SPLC where you want to send the GBL Correction

Notice and press **ESC.** The data for the selected SPLC will be displayed and the cursor will remain in the **From SPLC** field.

(8) Press RETURN to accept the data displayed in the **To SPLC** field. The cursor will move to the **From GBLOC** field.

(9) Review the corrections you have made to verify that they are correct. As necessary, press **RETURN** until the cursor is in the field where the correction needs to be made.

(10) Enter the corrected data by typing over the displayed information and press **RETURN.**

(11) Repeat the procedures in paragraphs (9) and **(10)** above until all the corrections are made.

d. When all of the data is correct, press **ESC** to save it. The GBL Correction Notice (PART **II**) screen will be displayed as shown in Figure 1 l-69. The cursor will be in the **Authority for Correction** field. The following cursor control keys are available in this screen in additional to those used in other TC ACCIS screens:

Function [redacted]	[redacted]
F7	Toggles to the next field on this screen.
F8	Return to Part **I** of the GBL Correction Notice screen.

```
[ESC] to accept, [CTRL-C] to abort, [F7] toggle, [F8] PART-I, [F10] PART-III
22Aug94                    GBL Correction Notice (PART-II)                    FICPIFO85
-----------------------------------------------------------------------------------
Date of Notice   931015    B/L NO A-000000001    Date B/L   931012 Weight    174855
-----------------------------------------------------------------------------------
Authority for Correction

  Bill of Lading Now Reads                    Correct Bill of Lading to Read



Enter any Information which justifies the correction
```

Figure 11-69. GBL Correction Notice Screen (Part II)

F10 Go forward to Part III of the GBL Correction Notice screen.

(1) Enter Authority for making this correction and press F7. The cursor will move to **the Billing of Lading Now Reads** field.

(2) Enter information as it now reads in the GBL. You can make a multiple line entry by pressing **RETURN** at the end of each line. The cursor will be at the beginning of the new line that is opened. When all the information as it now read has been entered, press **F7**. The cursor will move to the **Correct Billing of Lading to Read** field.

(3) Enter the information as you want it to read in the GBL Correction Notice. You can make a multiple line entry by pressing **RETURN** at the end of each line. The cursor will be at the beginning of the new line that is opened. When all the information as it now read has been entered, press F7. The cursor will return to **the Authority for Correction** field.

(4) Review the entries you have just made to verify that they are correct.

(5) As necessary, press **F7** to move the cursor to the field where a correction has to be made.

(6) As necessary, use the cursor control keys to position the cursor on the line that needs to be corrected and enter the correct data by typing over the existing information.

(7) As necessary, repeat the procedures in paragraphs (5) and (6) above until all the entries are correct.

e. When all the entries are correct, press **ESC. The** GBL Correction Notice (PART III) screen will be displayed. The cursor will be in the **SF 361** field. As indicated in the following procedures, the following cursor control Keys are available in some **fields** of this screen in additional to those used in other TC ACCIS screens:

Function Key	Explanation
F 7	Toggles to the next field on this screen.
F8	Return to Part I of the GBL Correction Notice screen.
F 9	Return to Part II of the GBL Correction Notice screen.

(1) Enter reference file of the **SF 361** and press **RETURN.** The cursor, will move to **the Name and Title of Initiating Official** field.

(2) Enter **the Name and Title of the Initiating Official. You** can make a two-line entry by pressing **RETURN** at the end of each line.. The cursor will move to the **Carrier Representative's Name** field.

(3) Enter the **Carrier Representative's Name** and press F7. The cursor will move to the **Remarks** field.

(4) Enter any **Remarks** that pertain to this GBL Correction Notice. You can make a multiple line entry by pressing **RETURN** at the end of each line. The cursor will be at the beginning of the new line that is opened. When all the information as it now read has been entered, press **F7.** The cursor will move to **the Information Copy To DODAAC** field.

(5) Enter **the DODAAC** and press **RETURN,** or press **F6** to select a DODAAC from a list of available **DODAACs.** When F6 is used, use the cursor control keys to highlight the desired DODAAC and then press ESC to select it. The information for the **GBLOC** and Name for this DODAAC will be displayed and the cursor will move to the cursor will be at the beginning of the new line that is opened.

You can enter up to three **DODAACs** by repeating these procedures.

(6) Review the entries you have just made to verify that they are correct.

(7) As necessary, press **F7** to move the cursor to the field where a correction has to bc made.

(8) As necessary, use the cursor control keys to position the cursor on the line that needs to be corrected and enter the correct data by typing over the existing information.

(9) As necessary, repeat the procedures in paragraphs (7) and (8) above until all the entries are correct.

f. When all the information is correct, press **ESC** to save your GBL Correction Notice. The cursor will return to the GBL NOTICE: ring menu where you can select another option or press **E-Exit** three times to return to the Shipment Planning menu.

11 3.9.5.2 Modifvina a GBL Correction Notice.

Use the following procedures to Modify a GBL Correction Notice:

a. As necessary, refer to the procedures in paragraph 11.3.9.5 to access the GBL NOTICE: ring menu.

b. Select Modify from the GBL NOTICE: ring menu. The cursor will move to the **B/L** NO field.

c. Enter **the GBL Number** and press **ESC.** Press F6 if you need help. If you press F6 you **will** see the list of existing GBL Correction Notices. Scroll to the GBL Correction Notice that you want to modify and press **ESC.**

d. Modify the correction notice.

11.3.9.5.3 Printing a GBL Correction Notice,

Use the following procedures to **Print** a GBL Correction Notice:

a. As necessary, refer to the procedures in paragraph 11.3.9.5 to access the GBL NOTICE: ring menu.

b. Select **Print** from the GBL NOTICE: ring menu. The cursor will move to the **B/L NO** field.

c. Enter the **GBL Number** and press **ESC.** If you need help, press F6 to select a GBL Correction Notice. You will see the following message:

GBL Correction Notice printed.

11.3.9.5.4 Deleting a GBL Correction Notice..

Use the following procedures to **Delete** a GBL Correction Notice:

a. As necessary, refer to the procedures in paragraph 11.3.9.5 to access the GBL NOTICE: ring menu.

b. Select **Delete** from the GBL NOTICE: ring menu. The cursor will move to the **B/L** NO field.

c. Enter the **GBL Number** and press **ESC.** If you need help, press F6 to select a GBL Correction Notice. The following prompt will be displayed:

Delete this GBL Correction Notice (y/n)?

Enter N to cancel the delete, or enter Y to execute the delete. If you execute the delete, you will see a message saying that the correction notice was deleted.

11.3.10 Using the In Bound Scanner Data.

When MTMC transmits a GBL file to a TC ACCIS site, the following option in TC ACCIS provides access for maintenance, comparison, and printing of data provided by the MTMC GBL file and in bound scanned rail data. For specific information on how to scan military shipment labels for in bound rail, refer to Section 12 - *TC ACCIS Scanner,* in this manual.

a. To access the Inbound Scanner option, select **lnbound Scanner** from the Shipment Planning menu.

b. The following selections are available on the Inbound Scanner menu.

- Maintain Scanned Port/Installation data
- Reports

c. From the Maintained Scanned Port/Installation Data menu, you can select from any of the three options.

- Delete Scanned Installation Data. This selection will delete a GBL number from the Installation data file.

- Delete Scanned Port Data. This selection will delete a GBL number from the Port data file.

- Delete Scanned Port/Installation Data. This selection deletes a GBL number from the Port and Installation data file.

d. From the Reports menu, you have the following list of menu options:

- Scanned Installation Data (TCNs ONLY). This selection prints the TCNs from Installation data file for the selected GBL number.

- Scanned Port Data (TCNs ONLY). This selection will print the TCNs from Port data file for the selected GBL number.

- Scanned Port/Installation Data (MATCHES). This selection will print the data from the installation and port data files where the TCNs match for the selected GBL number.

- Scanned Port Data (GBL INFO). This selection will print descriptive equipment information from the port data file for the selected GBL number.

- Scanned Installation Exception (EXCESS). This selection will print records in the installation data file for the selected GBL numbers that do not have a match in the port data file and a listing of which GBL number it appeared on if it was in previous installation data.

- Scanned Port Exception (SHORTAGE). This selection will print records in the port data file for the selected GBL numbers that do not have a match in the installation data file and a listing of which GBL number it appeared on if it was in a previous port data tile.

11.4 Related Processing.

Not Applicable.

11.5 Data Backup.

The TC ACCIS System Administrator will schedule and conduct all data backups. The end user should contact the TC ACCIS System Administrator to make special arrangements if a special backup is required for any reason.

11.6 Recovery from Errors and Malfunctions,

The TC ACCIS functions are supported by Error Messages that are displayed at the bottom of the screen whenever a processing error condition is encountered. The end *user* should follow these instructions to correct the error. In the event the error or malfunction can not be corrected by following these instructions, the end user should contact the TC ACCIS System Administrator for assistance.

11.7 Messages,

Messages can be generated from four sources.

a. The TC ACCIS software can generate messages that are tailored to the situation and/or context of where you are working within TC ACCIS. The TC ACCIS messages that may be encountered in the Shipment Planning Function are listed below.

(1) TC ACCIS messages can be one of three types.

(a) Information Messages provide information that is appropriate for the operation you are performing at the time the message is displayed. You are not required to respond to this message in any way.

(b) Error Messages indicate you have attempted to perform an operation that can not be done in the current context. For example, you may have tried to enter the wrong type data into a screen field, or tried to select and option number that is not available on the current menu. When an error message is displayed, you must take some corrective action in order to resume operations.

(c) A Prompt indicates that you arc required to enter some specific type data or respond to a question displayed on the screen. You must perform the specified action to resume operations.

(2) TC ACCIS messages are designed to be self explanatory

b. Messages generated by the SCO UNIX Operating System and the lnformix 4GL Database Management System Software are generally an indication that there is a serious problem in the operation of the system. In most cases they will ask you to contact your System Administrator. The SCO UNIX and lnformix 4GL messages are not included in the list below. If you encounter a message that is not included in the list below or any message that is not clearly understood, contact you System Administrator for assistance.

List of Shipment Planning Messages

To Be Published

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SECTION 12 PROCESSING REFERENCE GUIDE - Passenger Manifest

This section provides the procedures for the user to create a Passenger Manifest function with only limited data from some reference tables.

12.1 Capabilities.

The user has the capability to **create, modify, delete, query, print,** and **copy** a passenger manifest that documents the departing passengers and the departing conveyance for air and bus. The user can **also add, modify, query,** and **delete** individual passengers on a specific manifest. All data is entered by the user and/or selected from manifest related reference tables. The system checks for entries in the mandatory fields after the user has requested a final print. During the create and modify processes, the user can leave the fields blank pending receipt of the needed information. The user can page between parts of the passenger manifest.

12.2 Conventions.

The conventions used in this manual are described in paragraph 4.2 of the TC ACCIS End User Manual.

12.3 Processing Procedures.

The user creates the manifest prior to the departure of the conveyance and updates it with final departure information, which includes both passenger data and conveyance data. Once the manifest has been created, the user can modify the header data or delete, query, and print the entire manifest. The user can also add, or delete passengers from the manifest, or add, modify, query, or delete information about a specific passenger on the manifest.

A Menu Tree showing the options available in the Passenger Manifest function is at Figure 12-l.

12.3.1 Creating the Passenger Manifest.

Four different screens will be accessed as you create a Passenger Manifest.

- The **Personnel Manifest - Header Data** screen is used to enter the header information that pertains to all elements of the manifest.
- The **Personnel Manifest - Passenger Data** screen is used to enter the information about individual passengers.

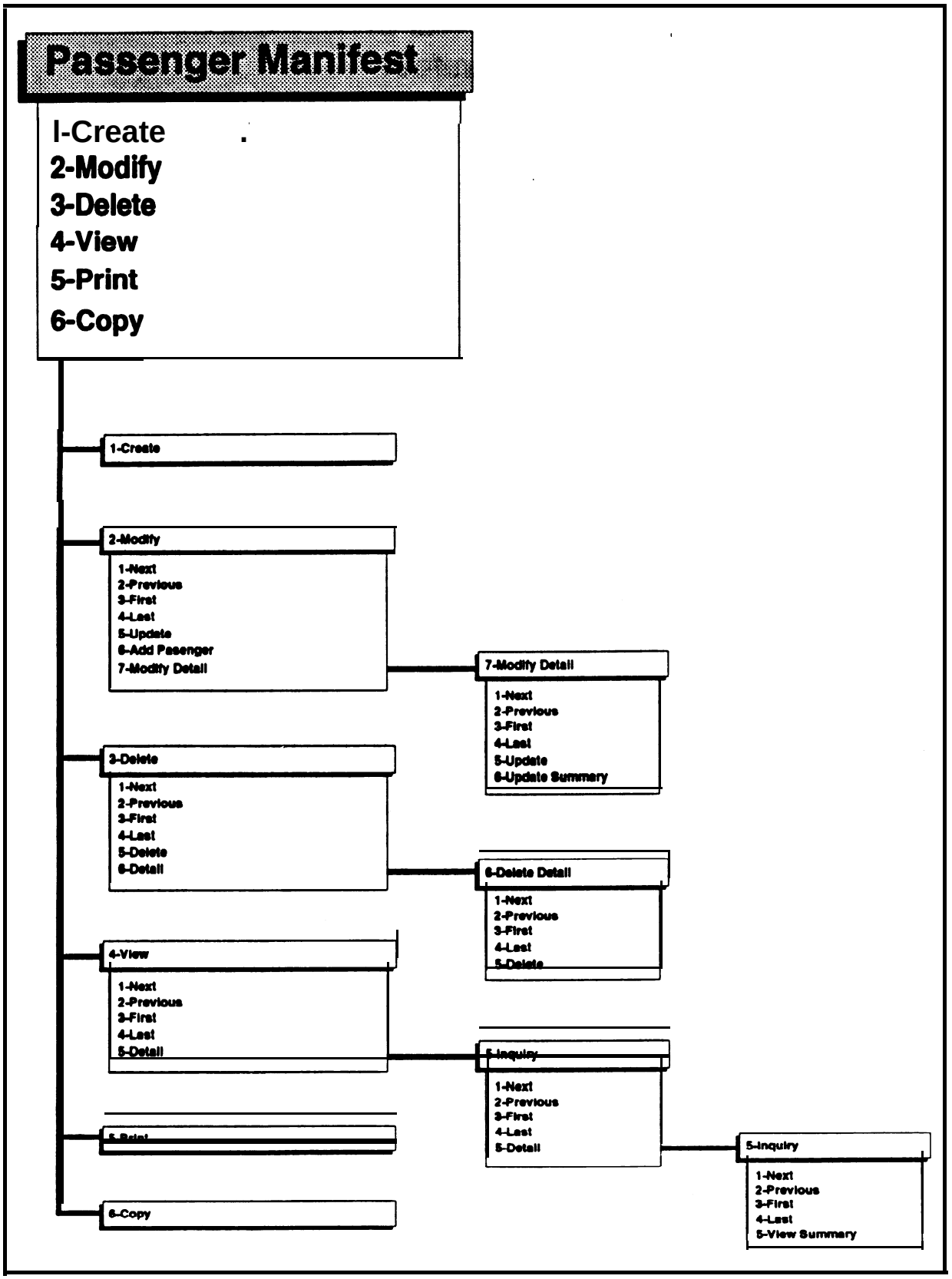

Figure 12-l. Passenger Manifest Menu Tree

- The **Personnel Manifest - Summary** screen allows you to enter the total weight of excess baggage, impedimenta, or additional equipment other than personal baggage that will accompany the passengers.

- The **Manifest Remarks** screen can be accessed at any time from any of the other three screens by pressing F7.

Use the following procedures to create a Passenger Manifest:

a. Select **Passenger Manifest** from the TC ACCIS MAIN MENU. The Personnel Manifest - Header Data screen, as shown in Figure 12-2, will be displayed with the Request: ring menu at the top:

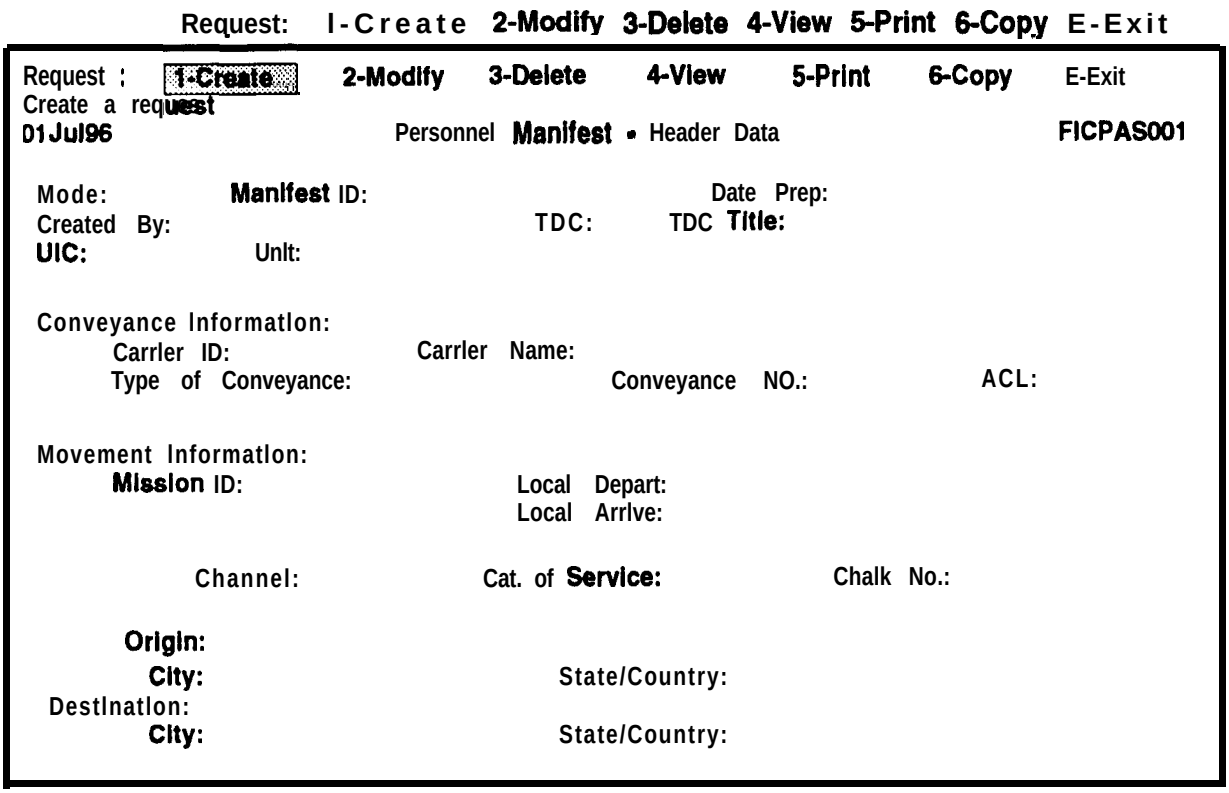

Figure 12-2. Personnel Manifest - Header Data Screen

While creating a Passenger Manifest, the following special keys are available to perform specific functions when indicated on the screens.

Key	Function
Ctrl-C	Aborts the current activity and returns the cursor to the Request: ring menu, or from the Manifest Remarks window, it will return the cursor to the screen from which the Manifest Remarks windows was activated. None of the data you have entered will be saved.
ESC	Saves the new or changed data as it is displayed on the screen. When the data is saved, the cursor will move as follows:

From the Personnel Manifest - Header Data screen, the cursor will move to the Personnel Manifest - Passenger Data screen.

From the Personnel Manifest - Passenger Data screen, a prompt will be displayed: **Do you want to add another passenger (y/n)?.** A yes response to this prompt will return the cursor to a blank Personnel Manifest - Passenger Data screen so you can add another passenger. A no response to this prompt will move the cursor to the Personnel Manifest - Summary screen.

From the Personnel Manifest - Summary screen, the cursor will move to the Request: ring menu where you can select another option or press E-Exit to return to the TC ACCIS MAIN MENU.

From the Personnel Manifest - Remarks window, the cursor will move to the screen from which the Remarks window was opened.

F6 — When available, F6 is used to display a list of valid data entries that can be entered into the field where the cursor is located.

F7 — Used to access the Manifest Remarks window.

Note: In the Personnel Manifest - Passenger Data screen you should always press ESC to save your data before you access the Manifest Remarks screen.

F8 — Used to move back to the previous screen in the sequence. From the Personnel Manifest - Passenger Data screen, F8 will return you to the Personnel Manifest - Header Data screen. From the Personnel Manifest - Summary screen, F8 will return you to the Personnel Manifest - Passenger Data screen.

Note: In the Personnel Manifest - Passenger Data screen you should always press ESC to save your data before you use F8 to move between the screens.

FY — Used to move forward to the next screen in the sequence. From the Personnel Manifest - Header Data screen, FY will move you to the Personnel Manifest - Passenger Data screen. From the Personnel Manifest - Passenger Data screen, FY will move you to the Personnel Manifest - Summary screen.

Note: In the Personnel Manifest - Passenger Data screen you should always press ESC to save your data before you use FY to move between the screens.

b. Select **Create** from the Personnel Manifest - Header Data screen. The cursor will move to the **Mode** field.

c. Enter data into each of the fields as follows, and press **RETURN** after each entry unless the explanation below indicates that the cursor will automatically move to the next field.

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Mode	R	Mode of transportation for the manifest. **E** = Bus, **F** = Air. The cursor will automatically move to the **TDC** field.
Manifest ID	A	The Manifest ID is generated by the system to give each manifest a unique number that reveals a significant amount of information about when the Manifest was created. The first character is always an **M** (for manifest) followed by a string of eleven numbers. The **M** and the eleven numbers are the Manifest ID number to be used when you enter selection criteria for a Manifest ID number. MS0591445006 is an example of a complete Manifest ID. The eleven numbers consist of four groupings, as follows: The first number is the last number of the year in which the manifest was created. In the above example, the **M5** indicates the manifest was created in **1995**. The next three numbers are the Julian Date on which the manifest was created. In the example above, the **M5059** indicates the manifest was created on the 59th day of 1995, or **February 28, 1995.** The next four numbers are the time of day, using the 24-hour clock system, the Manifest was created. In the example above, the **M50591445** indicates the manifest was created at **1445 hours,** or 2:45 p.m. on **February 28, 1995**. The last three numbers are the sequence number in which this Manifest ID is created for this particular day. In the above example the 006 at the end of the manifest number indicates that this was the 6th manifest created on **February 28, 1995**.
Date Prep	A	The date this manifest is created will be automatically entered into this field.
Created By	A	The login for the individual who created this manifest will be automatically displayed.
TDC		Type Data Code for this exercise. **F6-Help** is available for this field. When **F6-Help** is used, the selected TDC will be accepted and the cursor will automatically move to the **UIC** field. The **TDC** field may be left blank.
TDC Title	A	The name/title for the TDC is automatically displayed when the **TDC** field is used.

UIC	A/R	The Unit Identification Code of the user is automatically entered into this field. The displayed UIC can be accepted by pressing **RETURN**, or modified by typing a valid UIC over the displayed information. F6-Help is available for this field.
Unit	A	The name of the unit associated with the UIC is automatically displayed.
Carrier ID		Standard Carrier Account Code (SCAC) for the organization that will provide the transportation. When the SCAC can not be validated against the SCAC Reference Table, the user will be required to exit the Passenger Manifest function and add the SCAC to the SCAC Reference Table before the new SCAC can be used. **F6-Help** is available for this field. When **F6-Help** is used, the selected Carrier ID will be accepted and the cursor will automatically move to the **Type of Conveyance** field.
Carrier Name	A	The name of the carrier associated with the SCAC is automatically displayed.
Type of Conveyance	R	The type of aircraft or the size of the bus being requested.
Conveyance NO.	R	The aircraft tail number or the identifying number for the bus.
ACL		The Allowable Cabin Load is the maximum number of seats on the conveyance. This is interpreted as the maximum passenger capacity for the mission.
Mission ID		The assigned mission identification number for the manifest. The user has to obtain this from either the Installation Transportation Office (ITO) or other source with knowledge of the mission ID for this movement.
Local Depart	A	The local departure date and time from the Port of Embarkation. The current date is automatically displayed in this field and the time will initially be displayed as 0000. The displayed date and/or time can be changed by typing over the displayed information.
Local Arrive	A	The local arrival date and time at the Port of Debarkation. The current date is automatically displayed in this field and the time will initially be displayed as 0000. The displayed date and/or time can be changed by typing over the displayed information.
Channel		This is a two-part field that is used only for air manifests to identify the three-digit codes for the Air Port of Embarkation (APOE) and the Air Port of Debarkation (APOD) for CHANNEL. **F6-Help** is available for this field.
Cat. of Service		Used only for air manifests to identify the Category of Service. **F6-Help** is available for this field.
Chalk No.		The identification number given to a complete aircraft load and to the transporting carrier.
Origin		The street address, building number, or specific pickup location at the point of departure. This is a required en-

	try for bus manifests. It is a required entry for an air manifest only when the CHANNEL Codes are unknown.
city	The city for the point of departure. This is a required entry for bus manifests. It is a required entry for air manifest only when the CHANNEL Codes are unknown.
State/ Country	The state or Country for the point of departure. This is a required entry for bus manifests. It is a required entry for air manifest only when the CHANNEL Codes are unknown.
Destination	The street address, building number, or specific drop-off location at the point of delivery. This is a required entry for bus manifests. It is a required entry for an air manifest only when the CHANNEL Codes are unknown.
city	The city for the point of delivery. This is a required entry for bus manifests. It is a required entry for air manifest only when the CHANNEL Codes are unknown.
State/ Country	The state or Country for the point of delivery. This is a required entry for bus manifests. It is a required entry for air manifest only when the CHANNEL Codes are unknown.

d. When all of your entries have been made, review the data to make sure it is correct.

(1) As necessary, press **RETURN** until the cursor is in the field where you want to make the change.

(2) Enter the correct data by typing over the displayed information, pressing RETURN after each entry.

(3) Repeat this process as necessary, until all of the entries are correct.

e. When all of your entries are correct, press **ESC.** Your entries will be saved and the Personnel Manifest - Passenger Data screen will be displayed as shown in Figure 12-3, and then the following prompt will be displayed:

Do you want to enter sequence number for passenger (y/n)?

(1) If you want to assign a specific sequence number to each passenger, enter y in response to this prompt. When y is entered, the cursor will move to the **Seq. No.** field where you can entere **the Sequence Number** and press **RETURN.** The cursor will move to the **First Name** field.

(2) Enter **n** in response to this prompt if you do not want to assign a specific sequence number to each passenger. The cursor will move **to the First Name** field.

The data in the following fields will be carried forward from the Personnel Manifest - Header Data screen and can not be accessed or changed from the Personnel Manifest - Passenger Data screen.

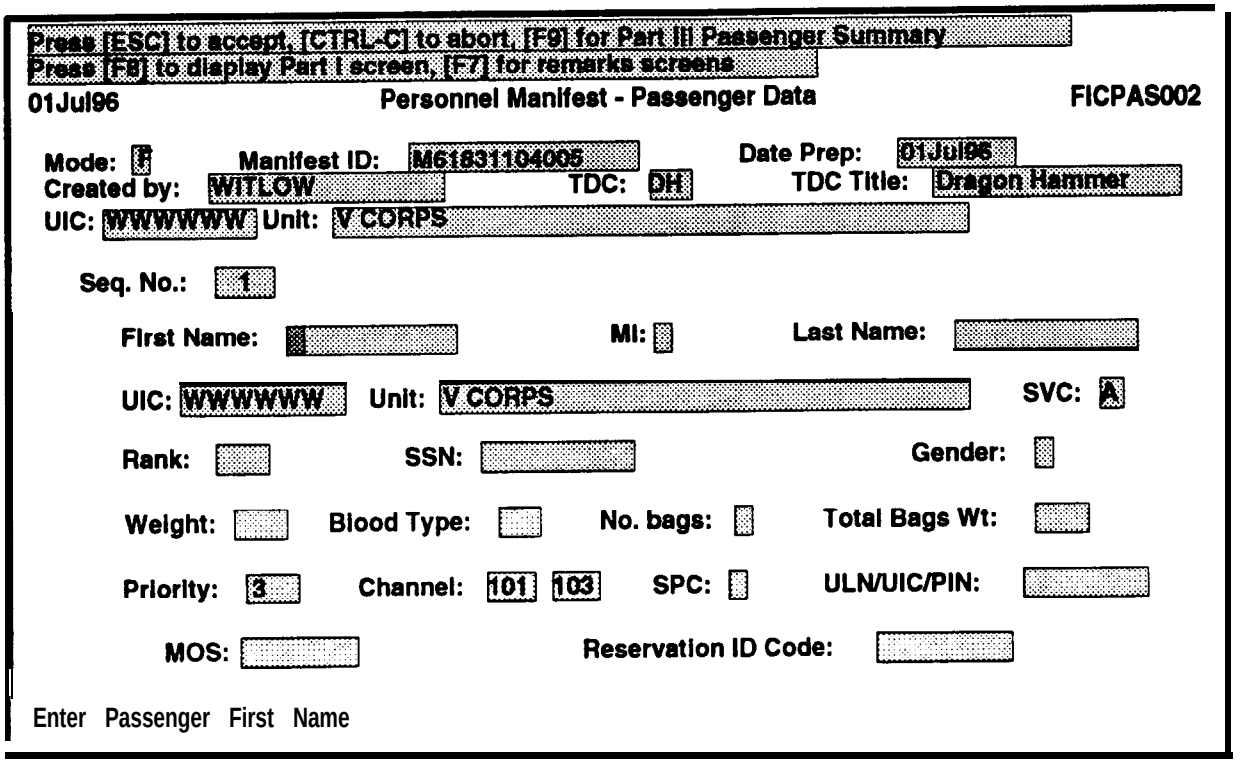

Figure 12-3. Personnel Manifest - Passenger Data Screen

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Mode	A	Mode of transportation for the manifest. E = Bus, F = Air.
Manifest ID	A	The Manifest ID is generated by the system to give each manifest a unique number.
Date Prep	A	The date this manifest is created.
Created By	A	The login of the individual who created this manifest.
TDC	A	Type Data Code for this exercise.
TDC Title	A	The name/title for the TDC.
UIC	A	The Unit Identification Code of the user is automatically entered into this field from the Personnel Manifest • Header Data screen.
Unit	A	The name of the unit associated with the UIC is automatically displayed.
Seq. No	A	The sequence number or boarding pass number. The user can choose to enter this number for each passenger, or the system will assign it automatically.

f. Enter data into each of the fields as follows, and press **RETURN** after each entry.

Field Name	Type	Explanation

Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional

First Name	R	First Name of passenger.
MI		Middle Initial of passenger.
Last Name	R	Last Name of passenger.
UIC	A	The Unit Identification Code of the user is automatically entered into this field from the Personnel Manifest - Header Data screen. The displayed UIC can be accepted by pressing **RETURN,** or modified by typing a valid UIC over the displayed information and pressing **RETURN.** Once a new UIC is entered, it will be displayed for each subsequent passenger until it is changed again. The new UIC must be in the UIC Reference Table. If it is not, the user must exit the Passenger Manifest module and enter the UIC into the UIC Reference Table before it can be used. **F6-Help** is available in this field.
unit	A	The name of the unit associated with the UIC is automatically displayed.
SVC	A	Code for Service of passenger. **A = Army, N = Navy, F = Air Force, M = Marine,** or **SPACEBAR (blank space) = Other.** The default entry of **A** for **Army** will be displayed for the first passenger entered. At any time, the displayed value can be changed by typing any other valid Service Code over the displayed entry. The new Code will continue to be displayed for each subsequent passenger record until the value is changed again.
Rank	R	Rank of the passenger. **F6-Help** is available for this field.
SSN		Social Security Number of the passenger.
Gender		Gender of the passenger. **M = Male, F = Female.**
Weight		Weight of the passenger, between 1 and 500 pounds.
Blood Type		Blood Type of the passenger. Acceptable values are:

Entry	Blood Type
blank	No Type Entered
A+	Type A Positive
A-	Type A Negative
B+	Type B Positive
B-	Type B Negative
O+	Type 0 Positive
O-	Type 0 Negative
AB+	Type AB Positive
AB-	Type AB Negative

No. Bags		Number of Bags per passenger, up to nine.
Total Bags Wt		Total weight of all the bags for this passenger, up to 999 pounds.
Priority	R/A	

	Priority Code for this passenger. **F6-Help** is available for this field. Once this field is complete d for a passenger, the same data will be dis layed for the next passenger to be entered. However, t !e displayed data can be changed by typing over the displayed information.
Channel	This is a two-part **Channel** field designating the pick-up and drop-off point for this passenger when the individual passenger. It is used only for air manifests to identify the three-di git codes for the Air Port of Embarkation (APOE) and the Air Port of Debarkation (APOD). The APOE and APOD defien the Channel or leg ofthe flight. If Channel data was entered in the Personnel Manifest - Header Data screen, the same Channel information will be automatically displayed here. However, the displayed data can be change d by typing over the dis layed information. Once this information is complete h) for a passenger, the new data will be displayed for the subsequent passengers until this data is changed again. **F6-Help** is available for this field.
SPC	Special Passenger Category code for this passenger. **F6-Help** is available for this field. Once this field is completed for a passenger, the same data will be displayed for the next passenger to be entered. However, the displayed data can be changed by typing over the displayed information.
ULN/UIC/PIN	Unit Line Number, Unit Identification Code, or Personnel Identification Number of the passenger. This field can not be blank when the **Special Passenger Category (SPC) field** is G. Once this field is corn pleted for a passenger, the same data will be displayed for the next passenger to be entered. However, the displayed data can be changed by typing over the displayed information.
MOS	Military Occupational Specialty of the passenger. This is a Required field when the **SPC** = G (Exercise or Contingency).
Reservation ID R Code	A nine-character code uniquely associated with a given reservation. It is normally the passenger's Social Security Number or passport number unless overridden by a unit or group number that identifies a team. This is a required field for an Air Manifest.

g. When all of your entries have been made, review the data to make sure it is correct.

(1) As necessary, press **RETURN** until the cursor is in the field where you want to make a change.

(2) Enter the correct data by typing over the displayed information, pressing RE-**TURN** after each entry.

(3) As necessary, repeat the procedures in paragraphs (1) and (2) above until all of the entries are correct.

h. When all of your entries are correct, press **ESC.** Your entries will be saved and a prompt will be displayed:

Do you want to add another passenger (y/n)?

(1) Enter **n** (no) in response to this prompt when you do not want to add any additional passengers, and then continue with the procedures in paragraph **j.** below.

(2) Enter y (yes) in response to this prompt to add another passenger. The screen will be cleared, the **Seq.** No. field will be incremented by 1, and the cursor will move to the **Last Name** field. If you hve previously indicated that you want to assign specific sequence numbers to each passenger, the cursor will move to the **Seq.** No. field.

i. As necessary, repeat the procedures in paragraphs **f.** through **h.** above until all passengers have been added to the manifest.

j. When you enter **n** (no) to indicate that you do not want to enter another passenger, the Personnel Manifest • Summary screen will be displayed as shown in Figure 12-4. The cursor will be in **the Excess Bag/Imped(Total Wt)** field.

The data in the following fields will **be** carried forward from the Personnel Manifest • Header Data screen and can not be changed from the Personnel Manifest • Summary screen.

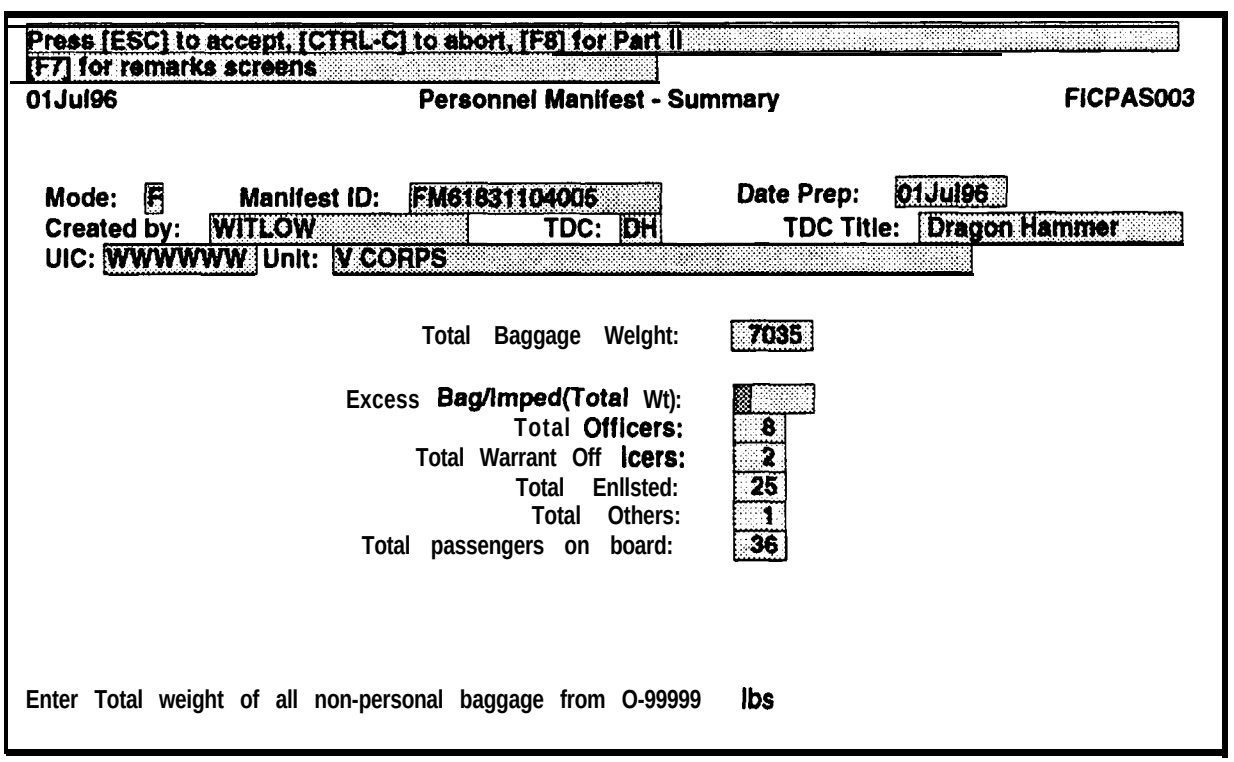

Figure 12-4. Personnel Manifest • Summary Screen

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Mode	A	Mode of transportation for the manifest. E = Bus, F = Air.
Manifest ID	A	The Manifest ID is generated by the system to give each manifest a unique number.
Date Prep	A	The date this manifest was created.
Created By	A	The login for the individual who created this manifest.
TDC	A	Type Data Code for this exercise.
TDC Title	A	The name/title for the TDC.
UIC	A	The Unit Identification Code of the user is automatically entered into this field from the Personnel Manifest - Header Data screen.
unit	A	The name of the unit associated with the UIC is automatically displayed.

In addition, the following summary data will be displayed, based on the passenger information entered in the Personnel Manifest - Passenger Data screen. This information can not be changed by the user from the Personnel Manifest - Summary screen.

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Total Baggage Weight	A	Total weight of all passenger baggage in pounds.
Total Officers	A	Total number of passenger in the Officer Grades, to include Cadets and Officer Candidates.
Total Warrant Officers	A	Total number of passenger in the Warrant Officer Grades, to include Warrant Officer Candidates.
Total Enlisted	A	Total number of passenger in the Enlisted Grades.
Total Others	A	Total number of passenger who are not included in the Officer, Warrant Officer, and Enlisted totals.
Total Passengers on Board	A	Total number of passenger in this manifest.

k. Enter the Excess Baggage/Imped(Total Wt) that is to be included in this manifest, and press RETURN. This includes the weight of all equipment that is to accompany the passengers but does not include the weight for any baggage that was entered into the Personnel Manifest - Passenger Data screen.

l. Press ESC to save the entry. The cursor will return to the Request: ring menu where you can select another option or process E-Exit to return to the TC ACCIS MAIN MENU.

12.3.2 Modifying the Passenaer Manifest.

The Modify option on the Request: ring menu allows you to **Update the Header Data** for the Manifest, **Add Passengers** to the Manifest, **Modify** the **Details** for a Passengers previously entered into the Manifest, and **Update the Summary Data** for the Manifest.

Four different screens can be accessed as you modify a Passenger Manifest.

- The **Personnel Manifest - Header Data** screen is used to enter the header information that pertains to all elements of the manifest.
- The **Personnel Manifest - Passenger Data** screen is used to enter the information about individual passengers.
- The **Personnel Manifest - Summary** screen allows you to enter the total weight of excess baggage, impedimenta, or additional equipment other than personal baggage that will accompany the passengers.
- The **Manifest Remarks** screen can be access at any time from any of the other three screen by pressing **F7.**

12 3.2.1 Selecting the Passenaer Manifest to be Modified.

USC the following **proccdures** to select the Passenger Manifest to be modified:

a. Select **Passenger Manifest** from **the TC ACCIS** MAIN Menu. The Personnel Manifest - Header Data screen, as shown in Figure 12-2 (page **12-3),** will be displayed with the Request: ring menu at the top:

Request: 1-Create 2-Modify 3-Delete 4-View 5-Print 6-Copy E-Exit

While modifying a Passenger Manifest, the following special keys are available to perform specific functions when indicated on the screens.

Key	Function
Ctrl-C	Aborts the current activity and returns the cursor to the Request: ring menu or, from the Manifest Remarks window, it will return the cursor to the screen from which the Manifest Remarks windows was activated. None of the data you have entered will be saved.
ESC	Saves the new or changed data as it is displayed on the screen. When the data is saved, the cursor will move as follows: From the Personnel Manifest - Header Data screen, the cursor will move to the MODIFY: ring menu. When the Personnel Manifest - Passenger Data screen is accessed from the **Add Passenger** option of the MODIFY: ring menu, the cursor will move to the MODIFY: ring menu.

When the Personnel Manifest - Passenger Data screen is accessed from the MODIFY DETAIL: ring menu, the cursor will move to the MODIFY DETAIL: ring menu.

From the Personnel Manifest - Summary screen, the cursor will move to the UPDATE SUMMARY: ring menu where you can select E-Exit to return to the MODIFY DETAIL: ring menu.

From the Personnel Manifest - Remarks window, the cursor will move to the screen from which the Remarks window was opened.

F 6 — When available, F6 is used to display a list of valid data entries that can be entered into the field where the cursor is located.

F 7 — Used to access the Manifest Remarks window.

b. Select **Modify** from the Request: ring menu. The cursor will move to the **Mode field.** You can use three methods to select the Manifest ID record you want to modify:

(1) If you know the Manifest ID number, the best method is to:

(a) Enter the **Mode** and press **RETURN,** or press **RETURN** to move the cursor to the Manifest ID field.

(b) Enter the Manifest ID number and press **RETURN.** The cursor will return to the **Mode** field.

(c) Press **ESC** to display all the data in the l-leader Data screen for this specific Manifest ID record. The cursor will move to the **MODIFY:** ring menu.

(d) Continue with the procedures in paragraph **c.** below.

(2) If you know either the mode and/or only a portion of the Manifest ID number for the desired manifest, use the following procedures:

(a) Enter the **Mode** and press **RETURN,** or press **RETURN** to move the cursor to the Manifest ID field.

(b) Enter the portion of the **Manifest ID** number that you know in combination with any of the following symbols, and press **RETURN.**

Symbol	Name	Example	Record Selected
>	greater than	>M4329 1440003	All records with a Manifest ID number higher than M43291440003
<	less than	<M43291440003	All records with a Manifest ID number lower than M43291440003

>=	greater than or equal to	>=M43291440003	All records with a Manifest ID number that is equal to or higher than M43291440003
<=	less than or equal to	<=M43291440003	All records with a Manifest ID number that is equal to or higher than M4329 1440003
*	wild card	M432914*	All records with a Manifest ID number that begins with M432914

(c) Press **ESC** to display the Header Data for the first Manifest ID record that meets all of your selection criteria, The cursor will return to the MODIFY: ring menu.

(d) Continue with the procedures in paragraph c. below.

(3) If you do not know'either the mode or the Manifest ID number for the desired manifest, press **ESC** to select all Manifest ID records. The Header Data screen will be displayed with the data for the the first Manifest ID record. The cursor will move to the MODIFY: ring menu. Continue with the procedures in paragraph . c. below

c. You can now perform any of the following functions for the selected record(s) by using the procedures in the designated paragraph, or press **E-Exit** to return to the Request:ring menu where you can select another option.

Paragraph	Function
12.3.2.2	Modify the Passenger Manifest Header Data
12.3.2.3	Add Another Passenger to the Manifest
12.3.2.4	Modify the Detail Data for an Existing Passenger in the Manifest and Update the Excess Baggage and Impedimenta field in the Personnel Manifest Summary screen.

12.3.2.2 Modifying the Passenger Manifest Header Data.

Use the following procedures to modify the Header Data for a Passenger Manifest. To begin this process, the MODIFY: ring menu should be displayed at the top of the screen:

MODIFY: I-NEXT 2-PREVIOUS 3-FIRST 4-LAST 5-UPDATE 6-ADD PASSENGER . . .

If the MODIFY: ring menu is not displayed, use the procedures in paragraph 12.3.2.1 above to display it.

a. Notice that a **Records n of** N message will be displayed in the lower left comer of the screen where **n** is the sequence number of the displayed manifest and N is the total number of manifests that meet your selection criteria. When more than one manifest are selected, N will be larger than **n.**

b. As necessary, select **Next, Previous, First,** or **Last** from the MODIFY: ring menu to display the data for the desired Manifest ID record.

c. Select **UPDATE** from the MODIFY: ring menu. The cursor will move the the **Mode** field of the Header Data screen for the displayed record.

d. Press **RETURN** until the cursor is in the field where you want to make the change.

e. Enter the new data by typing over the displayed information, and press **RETURN** after each entry. An explanation of the fields in the Header Data screen is shown below.

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Mode	A/R	Mode of transportation for the manifest. E = Bus, F = Air. The cursor will automatically move to the TDC field.
Manifest ID	A	The Manifest ID is generated by the system to give each manifest a unique number.
Date Prep	A	The date this manifest was created will be automatically entered into this field.
Created By	A	The login for the individual who created this manifest will be automatically displayed.
TDC	A	Type Data Code for this exercise. **F6-Help** is available for this field. When **F6-Help** is used, the cursor will automatically move to the **UIC** field. The **TDC** field may be left blank.
TDC Title	A	The name/title for the TDC is automatically displayed when the **TDC** field is used.
UIC	A/R	The Unit Identification Code of the user is automatically entered into this field. The displayed UIC can be accepted by pressing **RETURN,** or modified by typing a valid UIC over the displayed information.
Unit	A	The name of the unit associated with the UIC is automatically displayed.
Carrier ID	A	Standard Carrier Account Code (SCAC) for the organization that will provide the transportation. When the SCAC can not be validated against the SCAC Reference Table, the user will be required to exit the Passenger Manifest function and add the SCAC to the SCAC iieference Table before the new SCAC can be used. **F6-Help** is available for this field. When **F6-Help** is used, the selected Carrier ID will be accepted and the cursor will automatically move to the **Type** of **Conveyance** field.

Carrier Name	A	The name of the carrier associated with the SCAC is automatically displayed.
Type of Conveyance	A/R	The type of aircraft or size of the bus being requested.
Conveyance No.	A/R	The aircraft tail number or the identifying number for the bus.
ACL	A	The Allowable Cabin Load is the maximum number of seats on the conveyance. This is interpreted as the maximum passenger capacity for the mission.
Mission ID	A	The assigned mission identification number for the manifest. The user has to obtain this from either the ITO or other source with knowledge of the mission ID for this movement.
Local Depart	A	The local departure date and time from the Port of Embarkation. The current date is automatically displayed in this field and the time will initially be displayed as 0000. The displayed date and/or time can be changed by typing over the displayed information.
Local Arrive	A	The local arrival date and time at the Port of Debarkation. The current date is automatically displayed in this field and the time will initially be displayed as 0000. The displayed date and/or time can be changed by typing over the displayed information.
Channel	A	This is a two-part field that is used only for air manifests to identify the three-digit codes for the Air Port of Embarkation (APOE) and the Air Port of Debarkation (APOD) for CHANNEL. **F6-Help** is available for this field.
Cat. of Service	A/R	Used only for air manifests to identify the Category of Service. **F6-Help** is available for this field.
Chalk No.	A	The identification number given to a complete aircraft load and to the transporting carrier.
Origin	A/R	The street address, building number, or specific pickup location at the point of departure. This is a required entry for bus manifests. It is a required entry for an air manifest only when the CHANNEL Codes are unknown.
City	A/R	The city for the point of departure. This is a required entry for bus manifests. It is a required entry for air manifest only when the CHANNEL Codes are unknown.
State/ Country	A/R	The state or Country for the point of departure. This is a required entry for bus manifests. It is a required entry for air manifest only when the CHANNEL Codes are unknown.
Destination	A/R	The street address, building number, or specific drop-off location at the point of delivery. This is a required entry for bus manifests. It is a required entry for an air manifest only when the CHANNEL Codes are unknown.

city	A/R	The **city** for the point of delivery. This is a required entry for bus **manifests.** It is a required entry for air **manifest** only when the CHANNEL Codes are unknown.
State/ Country	A/R	The state or Country for the point of delivery. This is a required entry for bus **manifests.** It is a required entry **for air manifest** only when the CHANNEL Codes are **unknown.**

f. As necessary, repeat the procedures in paragraphs **d.** and e. above until all the desired changes have been made.

g. When all of your entries are correct, press **ESC.** Your changes will be saved and the cursor will return to the MODIFY: ring menu.

h. As **necessary,** repeat the procedures in paragraphs **b.** through g. above until the Header Data for all of the selected records is correct.

i. When all of the Header Data changes have been made, you can perform either of the following functions for the selected record(s) by using the procedures in the designated paragraph, or press **E-Exit** to return to the **Request:ring menu** where you can select another option.

Paragraph	Function
12.3.2.3	Add Another Passenger to the Manifest
12.3.2.4	Modify the Detail Data for an Existing **Passenger** in the Manifest and Update the Excess Baggage and **Impedimenta** field in the Personnel Manifest Summary screen.

12.3.2.3 Addina Another Passenaer to a Manifest.

Use the following procedures to add another passenger to a Passenger Manifest. To begin this process, the MODIFY: ring menu should be displayed at the top of the screen:

MODIFY: I-NEXT 2-PREVIOUS 3-FIRST 4-LAST 5-UPDATE S-ADD PASSENGER . . .

If the MODIFY: ring menu is not displayed, **use** the procedures in paragraph 12.3.2.1 above to display it.

a. Notice **that** a **Records n of N** message **will** be **displayed** in **the** lower **left** corner of tie **screen** where **n** is the sequence number of the displayed manifest and N is the total **number** of manifests that meet your selection criteria. When more than one manifests are **selected,** N will be larger than **n.**

b. **As necessary,** select **Next, Previous, First,** or **Last** from the **MODIFY:** ring menu to display the data for the desired Manifest ID record.

c. **Select Add Passenger** from the MODIFY: ring menu. The Personnel Manifest - **Passenger** Data screen will be displayed as shown in Figure 12-3 (page **12-8),** and then **the** following prompt **will** be displayed:

Do you want to enter sequence number for passenger (y/n)?

(1) If you want to assign a specific sequence number to each passenger, enter y in response to this prompt. When y is entered, the cursor will move to the **Seq. No.** field where you can entere **the Sequence Number** and press **RETURN.** The cursor will move to the **First Name** field.

(2) Enter **n** in response to this prompt if you do not want to assign a specific sequence number to each passenger. The cursor will move to the **First Name** field.

The data in the following fields will be carried forward from the Personnel Manifest - Header Data screen and can not be accessed or changed from the Personnel Manifest - Passenger Data screen.

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Mode	A	Mode of transportation for the manifest. **E** = Bus, **F** = Air.
Manifest ID	A	The Manifest ID is generated by the system to give each manifest a unique number.
Date Prep	A	The date this manifest is created.
Created By	A	The login of the individual who created this manifest.
TDC	A	Type Data Code for this exercise.
TDC Title	A	The name/title for the TDC.
UIC	A	The Unit Identification Code of the user is automatically entered into this field from the Personnel Manifest - Header Data screen. The displayed UIC can be accepted by pressing **RETURN**, or modified by typing a valid UIC over the displayed information.
Unit	A	The name of the unit associated with the UIC is automatically displayed.
Seq. No	A	The sequence number or boarding pass number. The user can choose to enter this number for each passenger, or the system will assign it automatically.

(1) Enter data into each of the fields as follows, and press **RETURN** after each entry.

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
First Name	R	First Name of passenger.
MI		Middle Initial of passenger.
Last Name	R	Last Name of passenger.
UIC	A	The Unit Identification Code of the user is automatically entered into this field from the Personnel Manifest - Header Data screen. The displayed UIC can be accepted by pressing **RETURN,** or modified by typing

		a valid UIC over the displayed information. However, the new UIC must be in the UIC Reference Table. If it is not, the user must exit the Passenger Manifest module and enter the UIC into the UIC Reference Table before it can be used. F6-Help is available in this field.
unit	A	The name of the unit associated with the UIC is automatically displayed.
SVC	A	Code for Service of passenger. A = Army, N = Navy, F = Air Force, M = Marine, or SPACEBAR (blank space) = Other. The default entry of A for Army will be displayed for the first passenger entered. At any time the displayed value can be changed by typing any other valid Service Code over the displayed entry. The new Code will continue to be displayed for each subsequent passenger record until the value is changed again.
Rank	R	Rank of the passenger. F6-Help is available for this field.
SSN		Social Security Number of the passenger.
Gender		Gender of the passenger. M = Male, F = Female.
Weight		Weight of the passenger, between 1 and 500 pounds.
Blood Type		Blood Type of the passenger.
No. Bags		Number of Bags per passenger, up to nine.
Total Bags Wt		Total weight of all the bags for this passenger, up to 999 pounds.
Priority	R	Priority Code for this passenger. F6-Help is available for this field. Once this field is completed for a passenger, the same data will be displayed for the next passenger to be entered. However, the displayed data can be changed by typing over the displayed information.
Channel		This is a two-part Channel field that designates the pick-up or drop-off points for this passenger when the individual passenger will be departing the conveyance en route or will be continuing beyond the destination of the conveyance. It is used only for air manifests to identify the three-digit codes for the Air Port of Embarkation (APOE) and the Air Port of Debarkation (APOD). The APOE and APOD define the channel or leg of the flight. Once this field is completed for a passenger, the same data will be displayed for the next passenger to be entered. However, the displayed data-can be changed by typing over the displayed information. F6-Help is available for this field.
SPC		Special Passenger Category code for this passenger. F6-Help is available for this field. Once this field is completed for a passenger, the same data will be displayed for the next passenger to be entered. However, the displayed data can be changed by typing over the displayed information.
ULN/UIC/PIN		Unit Line Number, Unit Identification Code, or Personnel Identification Number of the passenger. This field

can not be blank when the **Special Passenger Category (SPC)** field is G. Once this field is completed for a passenger, the same data will be displayed for the next passenger to be entered. However, the displayed data can be changed by typing over the displayed information.

MOS — Military Occupational Specialty of the passenger. This is a Required field when the **SPC** = G (Exercise or Contingency).

Reservation ID Code — A nine-character code uniquely associated with a given reservation. It is normally the passenger's Social Security Number or passport number unless overridden by a unit or group number that identifies a team. This is a required field for an Air Manifest.

(2) When all of your entries have been made, review the data to make sure it is correct.

(a) As necessary, press **RETURN** until the cursor is in the field where you want to make a change.

(b) Enter the correct data by typing over the displayed information, pressing **RETURN** after each entry.

(c) As necessary, repeat the procedures in paragraphs **(1)** and (2) above, until all of the entries are correct.

(3) When all of your entries are correct, press **ESC.** Your changes will be saved and the cursor will return to the MODIFY: ring menu.

(4) As necessary, repeat the procedures in paragraphs **c.(l)** through c.(3) above to add additional passengers.

d. When all of the new passengers have been added, you can perform either of the following functions for the selected record(s) by using the procedures in the designated paragraph, or press **E-Exit** to return to the **Request:ring** menu where you can select another option.

Paragraph	Function
12.3.2.2	Modify the Passenger Manifest Header Data
12.3.2.4	Modify the Detail Data for an Existing Passenger in the Manifest and Update the Excess Baggage and Impedimenta field in the Personnel Manifest Summary screen.

12.3.2.4 Modifying the Details for an Existing Passenger on a Manifest.

This options allows you to modify the information for any existing passenger listed in a manifest and to update the data in the Summary screen.

Use the following procedures to modify the Details for an existing Passenger Manifest or to update the **total weight of the Excess Baggage/Impedimenta** field of the Personnel Manifest

Summary screen. To begin this process, the data for a previously entered Manifest ID should be displayed in the Personnel Manifest - Header Data screen and the MODIFY: ring menu should be displayed at the top of the screen:

MODIFY: I-NEXT 2-PREVIOUS 3-FIRST 4-LAST 5-UPDATE 6-ADD PASSENGER . . .

If the MODIFY: ring menu is not displayed, use the procedures in paragraph 12.3.2.1 above to display it.

a. Notice that a **Records n of** N message will be displayed in the lower left comer of the screen where **n** is the sequence number of the displayed passenger and N is the total number of passenger that meet your selection criteria. When more than one passenger is selected, N will be larger than **n.**

b. As necessary, select **Next, Previous, First,** or **Last** from the MODIFY: ring menu to display the data for the the desired Manifest ID record.

c. Select **Modify Detail** from the MODIFY: ring menu. The Personnel Manifest - Passenger Data screen will be displayed with the cursor in the **Seq.** No. field.

The data in the following fields will be carried forward from the Personnel Manifest - Header Data screen and can not be changed from the Personnel Manifest - Passenger Data screen.

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Mode	A	Mode of transportation for the manifest. **E = Bus, F =** Air.
Manifest ID	A	The Manifest ID is generated by the system to give each manifest a unique number.
Date Prep	A	The date this manifest was created.
Created By	A	The **login** for the individual who created this manifest.
TDC	A	Type Data Code for this exercise.
TDC Title	A	The name/title for the TDC.
UIC	A	The Unit Identification Code of the user is automatically entered into this field from the Personnel Manifest - Header Data screen.
unit	A	The name of the unit associated with the **UIC** is automatically displayed.

(1) There are two ways to select the record of one or more passengers for modification.

(a) First. you can press ESC to select all passengers in the Manifest. The previously entered data for the first passenger in the Manifest will be displayed and the cursor will move to the MODIFY DETAIL: ring menu. Now continue with the procedures in paragraph (2) below.

(b) As an alternative, you can enter your selection criteria into any one or any combination of the following fields:

Field Name	Type Explanation
Seq. No.	The Sequence Number assigned to a specific passenger on the Passenger Manifest.
Last Name	Last Name of passenger.
First Name	First Name of passenger.
MI	Middle Initial of passenger.

1 Press **RETURN** until the cursor is in the field where you want to enter your selection criteria.

2 Enter the selection criteria and press **RETURN** again. The cursor will move to the next field.

3 As necessary, repeat the procedures in paragraphs 1 and 2 above until all of your selection criteria has been entered.

4 When all of your selection criteria has been entered, press **ESC** to select the passenger record(s). The previously entered data for the first passenger who meets your selection criteria will be displayed and the cursor will move to the MODIFY DETAIL: ring menu.

5 Continue with the procedures in paragraph (2) below.

(2) Notice that a **Records n of** N message will be displayed in the lower left comer of the screen where **n** is the sequence number of the displayed passenger and N is the total number of passenger that meet your selection criteria. When more than one passenger is selected, N will be larger than **n.**

The MODIFY DETAIL: ring menu will be displayed at the top of the screen.

MODIFY DETAIL: 1-Next 2-Previous 3-First 4-Last 5-Update . . .

The three periods at the end of the ring menu indicate that there are more options available that can be accessed by moving the cursor to the right or left until these options are displayed.

. . . **6-Update Summary E-Exit**

The following is an explanation of the options available from the MODIFY DETAIL: ring menu to display the desired record.

Menu Option	Explanation
NEXT	Displays the Passenger Data information for the next passenger in the series of records that meets your selection criteria.

PREVIOUS	Displays the Passenger Data information for the previous passenger in the series of records that meets your selectron criteria.
FIRST	Returns to and displays the Passenger Data information for the first passenger in the series of records that meets your selection criteria.
LAST	Moves to and displays the Passenger Data information for the last passenger in the series of records that meets your selectron criteria.
UPDATE	Allows you to access and modify the data fields for the passenger record that is displayed.
UPDATE SUMMARY	Displays the Passenger Manifest - Summary screen for the Passenger Manifest that was displayed when you started this process.
Exit	Returns the cursor to the MODIFY: ring menu.

(a) As necessary, select **Next, Previous, First** or **Last** until the desired passenger record is displayed. The cursor will return to the MODIFY DETAIL: ring menu after each selection.

(b) When the desired passenger record is displayed, select **Update** from the MODIFY DETAIL: ring menu. The cursor will move to the **Last Name** field.

(c) As necessary, press **RETURN** until the cursor is in the field where you want to make the change.

(d) As necessary, enter the new information by typing over the displayed data, and press **RETURN** after each entry. You can add or change information in any of the following fields:

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
First Name	**A/R**	First Name of passenger.
MI		Middle Initial of passenger.
Last Name	AIR	Last Name of passenger.
UIC	A	The Unit Identification Code of the user is automatically entered into this field from the Personnel Manifest - Header Data screen. The displayed UIC can be accepted by pressing **RETURN**, or modified by typing a valid UIC over the displayed information.
Unit	A	The name of the unit associated with the UIC is automatically displayed.
svc	A	Code for Service of passenger. **A = Army, N = Navy, F = Air Force, M = Marine**, or **SPACE-BAR (blank space) =** Other. The default entry of **A** for **Army** will be displayed for the first

		passenger entered. At any time the displayed value can be changed by typing any other valid Service Code over the displayed entry. The new Code will continue to be displayed for each subsequent passenger record until the value is changed again.
Rank	R	Rank of the passenger. **F6-Help** is available for this field.
SSN		Social Security Number of the passenger.
Gender		Gender of the passenger. **M = Male, F = Female.**
Weight		Weight of the passenger.
Blood Type		Blood Type of the passenger.
No. Bags		Number of Bags per passenger, up to nine.
Total Bags Wt		Total weight of all the bags for this passenger.
Priority	R	Priority Code for this passenger. **F6-Help** is available for this field. Once this field is completed for a passenger, the same data will be displayed for the next passenger to be entered. However, the displayed data can be changed by typing over the displayed information.
Channel		This is a two-part **Channel** field that designates the pick-up or drop-off points for this passenger when the individual passenger will be departing the conveyance en route or will be continuing beyond the destination of the conveyance. It is used only for air manifests to identify the three-digit codes for the Air Port of Embarkation (APOE) and the Air Port of Debarkation (APOD). The APOE and APOD define the channel or leg of the flight. Once this field is completed for a passenger, the same data will be displayed for the next passenger to be entered. However, the displayed data can be changed by typing over the displayed information. **F6-Help** is available for this field.
SPC		special passenger Category Code for this passenger. **F6-Help** is available for this field. Once this field is completed for a passenger, the same data will be displayed for the next passenger to be entered. However, the displayed data can be changed by typing over the displayed information.
ULN/UIC/PIN		Unit Line Number, Unit Identification Code, or Personnel Identification Number of the passenger. This field can not be blank when the **Special Passenger Category (SPC) field** is G. Once this field is completed for a passenger, the same data will be displayed for the next passenger to be entered. However, the displayed data can be changed by typing over the displayed information.

MOS		Military Occupational Specialty of the passenger.
Reservation ID Code	R	A nine-character code uniquely associated with a given reservation. It is normally the passenger's Social Security Number or passport number unless overridden by a unit or group number that identifies a team. This is a required field for an Air Manifest.

(e) Repeat the procedures in paragraphs (c) and (d) above until all of your desired changes have been made.

(f) When all of your changes have been made, review the data to verify that it is all correct. As necessary, repeat the procedures in paragraphs (c) through (e) above until all the entries are correct.

(g) When all of your desired changes are correct, press ESC to save them. The cursor will return to the MODIFY DETAIL: ring menu where you can repeat the procedures in paragraphs (a) through (f) above to Update another passenger records, or you can use the procedures in paragraph (h) below to Update the Summary screen data.

(h) As necessary, select the Update Summary option from the MODIFY DETAIL: ring menu. The Personnel Manifest - Summary screen will be displayed with the cursor in the Excess Bag/Imped(Total Wt) field.

The data in the following fields will be carried forward from the Personnel Manifest - Header Data screen and can not be changed from the Personnel Manifest - Summary screen.

Field Name	Type	Explanation
Mode	A	Mode of transportation for the manifest. E = Bus, F = Air.
Manifest ID	A	The Manifest ID is generated by the system to give each manifest a unique number.
Date Prep	A	The date this manifest was created.
Created By	A	The login for the individual who created this manifest.
TDC	A	Type Data Code for this exercise.
TDC Title	A	The name/title for the TDC.
UIC	A	The Unit Identification Code of the user is automatically entered into this field from the Personnel Manifest - Header Data screen.
Unit	A	The name of the unit associated with the UIC is automatically displayed.

In addition, the following summary data will be displayed, based on the passenger information entered in the Personnel Manifest - Passenger Data

screen. This information, except for the Excess Bag/Imped(Total Wt) field, can not be changed by the user from the Personnel Manifest - Summary screen. The following is an explanation of the fields in the Personnel Manifest - Summary screen:

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Total Baggage Weight	A	The Total Weight of the Baggage for the passenger records that were selected in this Query.
Excess Bag/Imped(Total Wt)	A	The Total Weight for all Excess Baggage and all Impedimenta for the entire Manifest selected in this Query.
Total Officers	A	The Total Number of Officer passengers records that were selected in this Query.
Total Warrant Officers	A	The Total Number of Warrant Officer passenger records that were selected in this Query.
Total Enlisted	A	The Total Number of Enlist passenger records that were selected in this Query.
Total Others	A	The Total Number of Other passenger records (those that are not Officers, Warrant Officers, or Enlisted) that were selected in this Query.
Total Passengers on Board	A	The Total Number of Passenger Records that were selected in this Query.

Use the following procedures to modify the data in the **Excess Bag/Imped(Total Wt)** field:

1. Enter the new data by typing over the displayed information.
2. When your change is completed, press **ESC** to move the cursor to the UPDATE SUMMARY: ring menu.
3. Press **E-Exit** to return to the MODIFY DETAIL: ring menu where you can select another option or press **E-Exit** three more times to return to the TC ACCIS MAIN MENU.

(3) As necessary, repeat the procedures in paragraph **(a)** through **(h)** above to update the details of other passenger records.

(4) When the Detail Data and the Summary data have been updated for all passengers records, press **E-Exit** to return to the MODIFY: ring menu.

d. You can now perform any of the following functions for the selected record(s) by using the procedures in the designated paragraph, or press **E-Exit** to return to the Request:ring menu where you can select another option.

Paragraph	Function
12.3.2.2	Modify the Passenger Manifest Header Data
12.3.2.3	Add Another Passenger to the Manifest

e. When you are done modifying all Personnel Manifest data, press **E-Exit** to return to the TC ACCIS MAIN MENU.

12.3.3 Deleting Passengers and/or an Entire Passenger Manifest.

The **Delete** option allows you to **delete** individual passengers from a Manifest or the entire Passenger Manifest.

Use the following procedures to access the Delete: ring menu where you can perform either or both of these functions:

a. Select **Passenger Manifest** from the TC ACCIS MAIN Menu. The Personnel Manifest - Header Data screen, as shown in Figure 12-2 (page 12-3), will be displayed with the Request: ring menu at the top:

Request: 1-Create 2-Modify 3-Delete 4-View 5-Print 6-Copy E-Exit

b. Select **Delete** from the Request: ring menu. The cursor will move to the **Mode** field. There are three methods available to select a Passenger Manifest record:

(1) If you know the Manifest ID number, the best method is to:

(a) Enter the **Mode** and press **RETURN,** or press **RETURN** to move the cursor to **the Manifest ID field.**

(b) Enter **the Manifest** ID number and press **RETURN.** The cursor will return to the **Mode** field.

(c) Press **ESC.** The Header Data screen will be displayed with the data for the the designated Passenger Manifest record. The cursor will move to the DELETE: ring menu.

Continue with the procedures in paragraph **c.** below.

(2) If you know either the mode and/or only a portion of the Manifest ID number for the desired manifest, use the following procedures:

(a) Enter **the Mode** and press **RETURN,** or press **RETURN** to move the cursor to the Manifest ID field.

(b) Enter the portion of **the Manifest ID** number that you know in combination with any one of the following symbols, and press **RETURN.**

Symbol	Name	Example	Record Selected
>	greater than	>M43291440003	All records with a Manifest ID number higher than M43291440003
c	less than	<M43291440003	All records with a Manifest ID number lower than M43291440003
>=	greater than or equal to	>=M4329 1440003	All records with a Manifest ID number that is equal to or higher than M43291440003
c=	less than or equal to	<=M4329 1440003	All records with a Manifest ID number that is equal to or higher than M43291440003
*	wild card	M432914*	All records with a Manifest ID number that begins with M432914

(c) Press **ESC** to display the Header Data for the first Passenger Manifest record that meets all of your selection criteria. The cursor will move to the DELETE: ring menu.

Continue with the procedures in paragraph c. below.

(3) If you do not know either the mode or the Manifest ID number for the desired manifest, press ESC to select all Passenger Manifest records. The Header Data screen will be displayed with the data for the the first Passenger Manifest record in the database. The cursor will move to the DELETE: ring menu.

Continue with the procedures in paragraph c. below.

c. When you press ESC in paragraph (1), (2), or (3) above, the Personnel Manifest - Header Data screen will be displayed with the DELETE: ring menu at the top as shown in Figure 12-5:

DELETE: 1-NEXT 2-PREVIOUS 3-FIRST 4-LAST 5-DELETE 6-DETAIL E-Exit

The following is an explanation of the options available from the DELETE: ring menu to display the desired record.

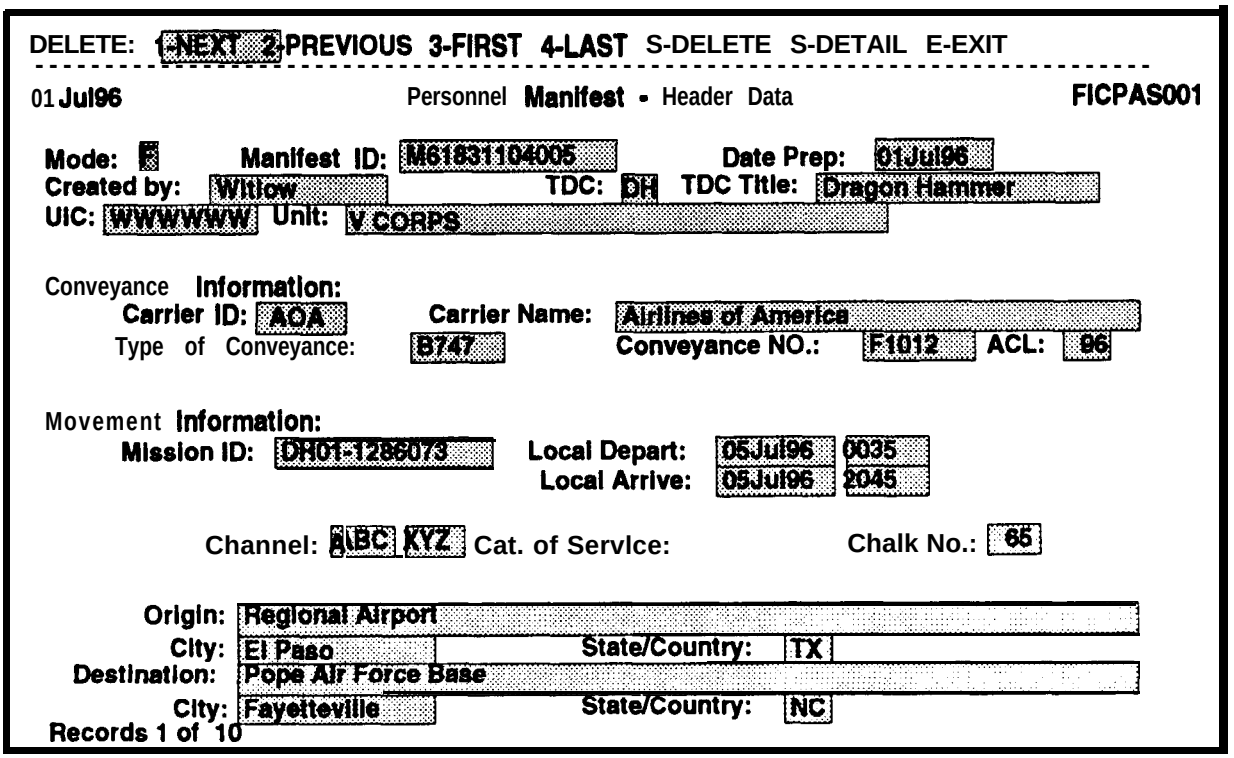

Figure 12-5. Passenger Manifest - Header Data Screen with Data

Menu Option	Explanation
NEXT	Displays the Header Data information for the next Passenger Manifest in the series of records that meets your selection criteria.
PREVIOUS	Displays the Header Data information for the previous Passenger Manifest in the series of records that meets your selection criteria.
FIRST	Returns to and displays the Header Data information for the first Passenger Manifest in the series of records that meets your selection criteria.
LAST	Moves to and displays the Header Data information for the last Passenger Manifest in the series of records that meets your selection criteria.
DELETE	Allows you to delete the entire Passenger Manifest that was displayed when the Delete option is selected.
DETAIL	Moves to the Seq. No. field of the Personnel Manifest - Passenger Data screen where you can select the specific passenger record(s) to be deleted.
Exit	Returns the cursor to the Request: ring menu.

Notice that a **Records n of** N message is displayed in the lower left corner of the screen where **n** is the sequence number of the displayed Passenger Manifest and N is the total

number of Passenger Manifests that meet your selection criteria. When more than one Manifest is selected, N will be larger than n.

(a) As necessary, select Next, **Previous, First,** or **Last** from the DELETE: ring menu to display the data for the the desired Manifest ID record.

(b) When the Header Data for the desired Manifest ID is displayed, continue with the procedures in one of the following paragraphs to perform one of the delete functions.

Paragraph	Page	Function
12.3.3.1	12-31	**Delete** individual passenger(s) from a Passenger **Manifest.**
12.3.3.2	12-34	Delete an Entire Passenger Manifest to include all passengers assigned to it.

12.3.3.1 Deleting a Passenger from a Passenaer Manifest.

This option on the Request: **ring** menu allows you to **delete** individual passengers from the Manifest. When you are done, the Manifest will remain in the system, however the deleted passengers will no longer appear on the Passenger List.

Use the following procedures to delete a passenger:

a. To begin this process, the Personnel Manifest - Header Data screen should be displayed with the DELETE: ring menu at the top of the screen, as shown in Figure 12-5 (page 12-30). If it is not, refer to the procedures in paragraph 12.3.3 (page 12-28 above) to get to the DELETE: ring menu.

DELETE: I-NEXT 2-PREVIOUS 3-FIRST 4-LAST 5-DELETE 6-DETAIL E-Exit

b. Select **Detail** option from the DELETE: ring menu. The Personnel Manifest - Passenger Data screen will be displayed with the cursor in the **Seq. No.** field.

(1) There are three ways to select the record of one or more passengers for modification.

(a) First, you can press **ESC** to select all passengers in the Manifest. The data for the first passenger in the Manifest will be displayed and the cursor will move to the DELETE DETAIL: ring menu. Now continue with the procedures in paragraph **(2)** below.

(b) Second, you can enter your selection criteria in to any one or any corn bination of the following fields:

Field Name	Explanation

Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional

Seq. No.	The Sequence Number assigned to a specific passenger on the Passenger Manifest.
Last Name	Last Name of passenger.
First Name	First Name of passenger.
MI	Middle Initial of passenger.

1 Press **RETURN** until the cursor is in the field where you want to enter your selection criteria. Then enter the selection criteria and press **RETURN** again, The cursor will move to the next field.

2 As necessary, repeat the procedures in paragraph 1 above until all of your selection criteria has been entered.

3 When all of your selection criteria has been entered, press **ESC** to select the passenger record(s). The data for the first passenger who meets your selection criteria will be displayed and the cursor will move to the DELETE DETAIL: ring menu.

4 Continue with the procedures in paragraph (2) below.

(c) Third, you can narrow the search criteria by entering only a portion of the data in one or more of the **Seq. No., Last Name, First Name,** or **MI** fields in conjunction with any one of the following Wild Card characters to select a group of records that falls within the specified range. The following examples arc for the **Last Name** licld but the same procedures will work for any of thesc fields.

Symbol	Name	Example	Record Selected
>	greater than	>Johnson	All records with a Last Name that come after **Johnson** in an alphabetical sequence
<	less than	<Johnson	All records with a Last Name that come before **Johnson** in an alphabetical sequence
>=	greater than or equal to	>=Johnson	All records with a Last Name that come after or

			are equal to **Johnson** in an alphabetical sequence
<=	less than or equal to	<=Johnson	
			All records with a Last Name that comes before or **are** equal to **Johnson** in an alphabetical sequence
*	wild card	Johns*	
			All records with a Last Name that begin with **Johns** such as Johnson, Johnston, or Johnstown

(2) After you enter the selection criteria, press ESC. The cursor will return to the DELETE DETAIL: ring menu and the first passenger record that meets your selection criteria will be displayed.

(3) Notice that a **Records n of** N message will be displayed in the lower left comer of the screen where **n** is the sequence number of the displayed passenger and N is the total number of passenger that meet your selection criteria. When more than one passenger is selected, N will be larger than **n.**

The DELETE DETAIL: ring menu will be displayed at the top of the screen.

DELETE DETAIL: I-NEXT 2-PREVIOUS 3-FIRST 4-LAST 5-DELETE E-Exit

The following is an explanation of the options available from the DELETE DETAIL: ring menu to display the desired record.

Menu Option	Explanation
NEXT	Displays the Passenger Data information for the next passenger in the series of records that meets your selection criteria.
PREVIOUS	Displays the Passenger Data information for the previous passenger in the series of records that meets your selectron criteria.
FIRST	Returns to and displays the Passenger Data information for the first passenger in the series of records that meets your selection criteria.
LAST	Moves to and displays the Passenger Data information for the last passenger in the series of records that meets your selection criteria.
DELETE	Deletes the passenger records that is displayed.
Exit	Returns the cursor to the DELETE: ring menu.

(a) As necessary, select Next, Previous, First or Last until the desired passenger record is displayed. The cursor will return to the DELETE DETAIL: ring menu after each selection.

(b) When the desired passenger record is displayed, select DELETE from the DELETE DETAIL: ring menu. A prompt will be displayed:

Do you want to delete this passenger record (y/n)?

1 Enter n in response to this prompt to abort the deletion process. The cursor will return to the DELETE DETAIL: ring menu where you can select another option or press E-Exit twice to return to the Request: ring menu.

2 Enter y in response to this prompt to delete the displayed passenger record from the Manifest. The cursor will return to the DELETE DETALL: ring menu where you can select another option or press E-Exit twice to return to the Request: ring menu. When you enter y in response to the prompt, the passenger records is only marked for deletion. It can still be viewed with the other passenger records for this manifest until you press E-Exit to return to the DELETE: ring menu, at which time it will be permanently removed from the database.

12.3.3.2 Deleting an Entire Passenger Manifest.

This option on the Request: ring menu allows you to delete the entire Passenger Manifest, to include all the passengers associated with that Manifest.

Use the following procedures to delete a passenger:

a. To begin this process, the Personnel Manifest - Header Data screen should be displayed with the DELETE: ring menu at the top of the screen, as shown in Figure 12-5 (page 12-30).

DELETE: 1-NEXT 2-PREVIOUS 3-FIRST 4-LAST 5-DELETE 6-DETAIL E-Exit

If it is not, refer to the procedures in paragraph 12.3.3 (page 12-28 above) to get to the DELETE: ring menu.

b. Select Delete option from the DELETE: ring menu. A prompt will be displayed:

Do you want to delete this record (y/n)?

(1) Enter n in response to this prompt to abort the deletion process. The cursor will return to the DELETE: ring menu where you can select another option or press E-Exit to return to the Request: ring menu.

(2) Enter y in response to this prompt to delete the displayed Passenger Manifest and all of the passenger records associated with it from the system. The cursor will

return to the DELETE: ring menu where you can select another option or press **E-Exit** to return to the Request: ring menu.

12.3.4 Viewing the Passenger Manifest.

The **View** option allows you to enter your selection criteria from the keyboard and then view the manifest record(s) that meets the criteria you entered. You can not change the data in the View mode. **You** can query on **the Mode of Transportation Code** and/or a **Manifest ID number** fields and all manifest records that meet your selection criteria will be selected from the database for viewing, one at a time.

When the Header Data of the desired manifest is displayed, you also have the option to view the record for one or more passengers on the Manifest.

Use the following procedures to view a passenger record.

a. Select **Passenger Manifest** from the TC ACCIS MAIN Menu. The Personnel Manifest - Header Data screen, as shown in Figure 12-2 (page 12-3) will be displayed with the Request: ring menu at the top:

Request: I-Create 2-Modify 3-Delete 4-View 5-Print 6-Copy E-Exit

b. Select the **View** option and the cursor will move to the **Mode** field.

c. You can select the desired manifest by entering selection criteria in the **Mode** and/or **Manifest** ID fields. With the cursor in the **Mode** field, use one of the following four sets of procedures, depending upon how much information your have about the desired record:

(1) If **you** know both the **Mode** and the **Manifest ID:**

(a) Enter **E** for bus or **F** for air in **the Mode of Transportation** field and press **RETURN.** The cursor will move to **the Manifest ID** field.

(b) Enter the complete **Manifest ID.** When you know only a portion of the Manifest ID number you can use the information you know in conjunction with any one of the following symbols to select a group of records that falls within the range you specify. After you enter the selection criteria, press **RETURN.** The cursor will return to the **Mode** field,

Symbol	Name	Example	Record Selected
>	greater than	>M4329 1440003	All records with a Manifest ID number higher than M43291440003
<	less than	<M43291440003	All records with a Manifest ID number lower than M43291440003

>=	greater than or equal to	>=M43291440003	All records with a Manifest ID number that is equal to or higher than M43291440003
<=	less than or equal to	<=M4329 1440003	All records with a Manifest ID number that is equal to or higher than M43291440003
*	wild card	M432914*	All records with a Manifest ID number that begins with M432914

(c) Press **ESC** to display the Header Data for the desired Manifest record . The cursor will move to the INQUIRY: ring menu.

(d) Continue with the procedures in paragraph **d.** below.

(2) If you **know** only the **Manifest ID,** or part of the **Manifest ID:**

(a) Press **RETURN** to move **the** cursor to the **Manifest ID** field.

(b) Enter **the Manifest ID** for the desired record and press **RETURN.** The cursor will return to the **Mode** field.

Note: The symbols shown in paragraph **c.(l)(b)** above can be used when you know only part of the Manifest ID.

(c) Press **ESC** to display the Header Data for the first Manifest record that meets your selection criteria. The cursor will move to the INQUIRY: ring menu.

(d) Continue with the procedures in paragraph **d.** below.

(3) If you **know** only the **Mode of Transportation:**

(a) Enter **E** for bus or **F** for air in **the Mode of Transportation** field and press **RETURN.** The cursor will move to the **Manifest ID** field.

(b) Press **ESC** to display the Header Data for the first Manifest record that meets your selection criteria The cursor will move to the INQUIRY: ring menu.

(c) Continue with the procedures in paragraph **d.** below.

(4) If you do not know either **the Mode of Transportation or the Manifest ID:**

(a) Press **ESC** to display the Header Data for the first Manifest record that meets your selection criteria. The cursor will move to the INQUIRY: ring menu.

(b) Continue with the procedures in paragraph d. below.

d. After you press **ESC** for any of the options in paragraph **c.** above, the data for the first Manifest ID record that meets your selection criteria will be displayed and the INQUIRY: ring menu displayed at the top of the screen:

INQUIRY: I-NEXT 2-PREVIOUS 3-FIRST 4-LAST 5-DETAIL E-Exit

A **Records n of** N message will be displayed in the lower left comer of the screen where **n** is the sequence number of the displayed record and N is the total number of records that meet your selection criteria. If more than one Manifest ID number meets you selection criteria, N will be larger than **n.** The cursor will return to the INQUIRY: ring menu.

e. The following is an explanation of the options available from the INQUIRY: ring menu to display the desired record.

Menu Option	Explanation
NEXT	Displays the Header Data information for the next record in the series of records that meets your selection criteria.
PREVIOUS	Displays the Header Data information for the previous record in the series of records that meets your selection criteria.
FIRST	Returns to and displays the Header Data information for the first record in the series of records meets your selection criteria.
LAST	Moves to and displays the Header Data information for the last record in the series of records meets your selection criteria.
DETAIL	Displays the Personnel Manifest - Passenger Data screen for the Personnel Manifest that was displayed on the Header Data screen at the time the DETAIL option is selected.
Exit	Returns the cursor to the Request: ring menu.

(1) As necessary, select **Next, Previous, First** or **Last** until the desired Manifest ID record is displayed. With each selection, the **n** number in the **Records n of N** message will change to show the sequence number of the displayed record. The cursor will remain in the INQUIRY: ring menu after each selection.

(2) When the desired Manifest ID record is displayed in the Header Data screen, select **Detail** from the INQUIRY: ring menu if you want to display the Passenger Data for this Manifest ID record. The Personnel Manifest - Passenger Data screen will be displayed and the cursor will be in the **Seq. No.** field

The data in the following fields will be carried forward from the Personnel Manifest - Header Data screen and can not be changed from the Personnel Manifest - Passenger Data screen.

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Mode	A	Mode of transportation for the manifest. E = Bus, F = Air.
Manifest ID	A	The Manifest ID is generated by the system to give each manifest a unique number.
Date Prep	A	The date this manifest was created.
Created By	A	The login for the individual who created this manifest.
TDC	A	Type Data Code for this exercise.
TDC Title	A	The name/title for the TDC.
UIC	A	The Unit Identification Code of the user is automatically entered into this field from the Personnel Manifest - Header Data screen.
Unit	A	The name of the unit associated with the UIC is automatically displayed.

(3) There are two ways to select one or more passengers from the Manifest.

(a) First, you can press ESC to select all passengers in the Manifest. The data for the first passenger in the Manifest will be displayed and the cursor will return to the INQUIRY: ring menu. Now continue with the procedures in paragraph (4) below.

(b) As an alternative, you can enter your selection criteria into any one or any combination of the following fields:

Field Name	Explanation
Seq. No.	The Sequence Number assigned to a specific passenger on the Passenger Manifest.
Last Name	Last Name of passenger.
First Name	First Name of passenger.
MI	Middle Initial of passenger.

1 Press RETURN until the cursor is in the field where you want to enter your selection criteria. Then enter the selection criteria and press RETURN again. The cursor will move to the next field.

2 As necessary, repeat the procedures in paragraph 1 above until all of your selection criteria has been entered.

3 When all of your selection criteria has been entered, press ESC to select the passenger record(s). The data for the first passenger who meets your selection criteria will be displayed and the cursor will return to the INQUIRY: ring menu. Now continue with the procedures in paragraph (4) below.

(4) Notice that a **Records n of** N message will be displayed in the lower left comer of the screen where **n** is the **sequence** number of the displayed passenger and N is the total number of passengers that meet your selection criteria. When more than one passenger is selected, N will be larger than **n.**

The following is an explanation of the options available from the INQUIRY: ring menu to display the desired record.

Men tion	EOp ion	Explanation
NEXT		Displays the Passenger Data information for the next passenger in the series of records that meets your selection criteria.
PREVIOUS		Displays the Passenger Data information for the previous passenger in the series of records that meets your selectron criteria.
FIRST		Returns to and displays the Passenger Data information for the first passenger in the series of records that meets your selection criteria.
LAST		Moves to and displays the Passenger Data information for the last passenger in the series of records that meets your selectron criteria.
VIEW SUMMARY		Displays the Personnel Manifest - Summary screen for the Manifest ID record that was displayed in the Header Data screen at the time the DETAIL option was selected.
Exit		Returns the cursor to the INQUIRY: ring menu.

(a) As necessary, select **Next, Previous, First** or **Last** until the desired passenger record is displayed. The cursor will return to the INQUIRY: ring menu after each selection.

(b) As necessary, repeat the procedures in paragraph **(a)** above until you have viewed all the desired passenger records.

(c) When a passenger record is displayed in the Passenger Data screen, you can select **View Summary** from the INQUIRY: ring menu to display the Personnel Manifest - Summary screen for the selected passenger records. The cursor will return to the VIEW SUMMARY: ring menu.

(d) The following is an explanation of the fields in the Personnel Manifest - Summary screen:

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Total Bag gage Weight	A	The Total Weight of the Baggage for the passenger records that were selected in this Query.

Excess Bag/Imped(Total Wt)	A	The Total Weight for all Excess Baggage and all Impedimenta for the entire Manifest selected in this Query.
Total Officers	A	The Total Number of Officer passengers records that were selected in this Query.
Total Warrant Officers	A	The Total Number of Warrant Officer passenger records that were selected in this Query.
Total Enlisted	A	The Total Number of Enlist passenger records that were selected in this Query.
Total Others	A	The Total Number of Other passenger records (those that are not Officers, Warrant Officers, or Enlisted) that were selected in this Query.
Total Passengers on Board	A	The Total Number of Passenger Records that were selected in this Query.

(e) When you are done viewing the displayed data, press **E-Exit** three times to return to the Request: ring menu where you can select another option or press **E-Exit** one more time to return to the TC ACCIS MAIN MENU.

12.3.5 Printing the Passenger Manifest*

The print function allows you to **print** the entire Passenger Manifest, to include the list of passengers. In this process you can select the printer, and the number of copies to be printed. In addition. you will determine whether to retain a copy of the file that is used to print the manifest so that a copy of the manifest can be send by Electronic Mail to another TC ACCIS user, or to other authorized DDN or Electronic Mail users.

Use the following procedures to print a complete Passenger Manifest:

a. Select **Passenger Manifest** from the TC ACCIS MAIN Menu. The Personnel Manifest - Header Data screen, as shown in Figure 12-2 (page 12-3), will be displayed with the Request: ring menu at the top:

Request: 1-Create 2-Modify 3-Delete 4-View 5-Print 6-Copy E-Exit

b. Select **Print** from the Request: ring menu. The cursor will move to the **Mode** field. There are two methods for selecting the manifest to be printed:

(1) The first method is use when you know the **Mode** and the **Manifest ID:**

(a) Enter the **Mode** and the cursor will move to the **Manifest ID** field.

(b) Enter the **Manifest ID** and press **RETURN.** The Cursor will return to the **Mode** field.

(c) Press **ESC** to make your selection. The Header Data information for the desired manifest will be displayed. A **Processing** . . . message will be displayed in the upper left corner of the screen and the a prompt will be displayed:

Do you need to print the remarks (y/n)?

1. Enter y if you want the Remarks to be printed as part of your manifest and then continue with the procedures in paragraph c. below.

2. Enter **n** if you do not want the Remarks to be printed as part of your manifest and then continue with the procedures in paragraph c. below.

(2) If you do not know the **Mode** or the **Manifest ID,** press F6 to display a list of available Manifest ID numbers. The Manifest ID Help window will be displayed with the cursor in the **Mode** field.

Press **ESC** to display a list of all available manifests. The list will be sorted in descending order so the most recent Manifest ID is at the top of the list.

As an alternative you can enter the **Mode** and press **ESC** to display only those Manifest ID records for the specific mode you entered.

With both of these alternatives, a list of valid Manifest ID numbers will be displayed. The list will be sorted in descending order so the highest Manifest ID number is at the top of the list.

(a) Use the cursor control key to move up and down the list until the Manifest ID number you want to select is highlighted.

(b) Press **ESC** to select the highlighted Manifest ID number. The Personnel Manifest - Header Data screen will be displayed with a all the data for the selected Manifest ID number.

(c) Press **ESC** to print the manifest for the displayed Manifest ID number, or press **Ctrl-C** to abort the printing process.

1. When **you** press **ESC,** a **Processing . . .** message will be displayed in the upper left comer of the screen and the a prompt will be displayed:

   Do you need to print the remarks (y/n)?

   a. Enter y in response to this prompt if you want the Remarks to be printed as part of your manifest and then continue with the procedures in paragraph c. below.

   b. Enter **n** in response to this prompt if you do not want the Remarks to be printed as part of your manifest and then continue with the procedures in paragraph c. below.

2. When you press **Ctrl-C,** the cursor will return to the Request: ring menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN MENU.

c. After you enter your response, the Number of Copies window will be displayed with a prompt:

Enter number of copies: 4

The default number of copies is four. Press **ESC** if you want four copies, or enter the desired **number of copies** by typing over the displayed number and press **ESC** to specify a different number of copies. Acceptable values are one through nine copies. After pressing **ESC,** the Input Loading and and Unloading Officer window will be displayed as shown in Figure 12-6.

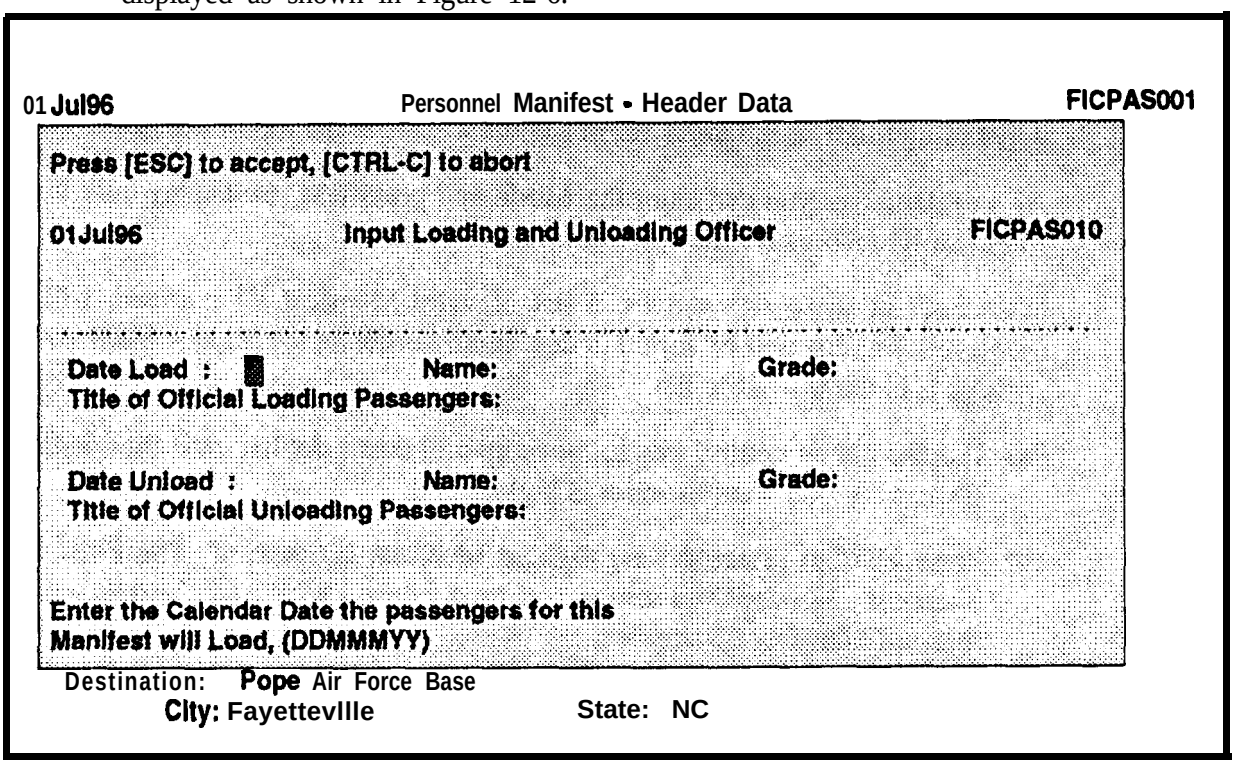

Figure 12-6. Input Loading and Unloading Officer Window

The following is an explanation of the fields in the Input Loading and Unloading Officer window:

Field Name	Type	Explanation
Note: In Type Column: R = Required, A = Automatically Filled, Blank = Optional		
Date Load		Date the passengers on this manifest will be loading.
Name		Name of Official responsible for the loading process.
Grade		Grade of Official responsible for the loading process.
Title of Official Loading Passenger		Title of the Official responsible for the loading process.
Date Unload		Date the passengers on this manifest will be unloading.

Name	Name of the Official responsible for the unloading process.
Grade	Grade of the Official responsible for the unloading process.
Title of Official Unloading Passenger	Title of the Official responsible for the unloading process.

d. As necessary, enter the appropriate information in each field.

e. When all of the loading and unloading officer information has been entered, press **ESC** to accept your entries. **An Updating Printer Status** message will be displayed and then the System Printer Selection window will be displayed. The cursor will highlight the printer option at the top of the list of available printers.

f. As necessary, use the cursor control keys to highlight the printer that will be used to print this manifest.

g. When the desired printer is highlighted, press **ESC** to print the manifest or press **Ctrl-C** to abort the printing process.

(1) When you press **Ctrl-C** the cursor will return to the Request: ring menu where you can select another option. Continue with the procedures in paragraph c. below.

(2) When you press **ESC,** a **Processing . . .** message will be displayed in the upper left corner of the screen, followed by a **Report sent to printer** message. Finally, a prompt will be displayed:

Do you need to delete report pasnnnnnnn.txt (y/n)?

pasnnnnnnn.txt, where **nnnnnnn** is a number assigned by TC ACCIS to the **pas.txt** file that is used to print your manifest. This file can be transmitted later by E-Mail to any other user with an address in the TC ACCIS Electronic Mail system. You should retain this file in the system until you are sure there is no further need for it. You can then use the procedures in paragraph 12.3.6 below to transmit and/or delete this file.

(a) Enter y in response to this prompt if you want to delete this file from the system. The file will be deleted from the system and the cursor will return to the Request: ring menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN MENU.

(b) Use the following procedures if you want to retain this file on the TC ACCIS system.

1. Write down the file name, to include the **.txt** extension, and the Manifest ID number for future reference. You will need this information later to transmit this manifest by E-Mail and/or to delete it from your work directory.

2 Enter **n** in response to the prompt. The file will be retained in your work directory on the TC ACCIS system. Later, you can use the procedures in paragraph 12.3.6 below to transmit this file by E-Mail to another user. The cursor will return to the Request: ring menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN MENU.

12.3.6 Sending and Deleting a Passenger Manifest from E-Mail.

The Sending Passenger Manifest by E-Mail function allows you to **send** a Passenger Manifest, to another authorized E-Mail address on the TC ACCIS system. This function will not work unless you have printed the manifest **and** retained the file on the system during the printing process, as follows:

a. Use the procedures in paragraph **12.3.5g.(3)(a)** (page 12-40) to print the Passenger Manifest.

b. During the printing process, retain the file on the system in accordance with the procedures in paragraph **12.3.5g.(2)(** b) above.

After the Passenger Manifest has been transmitted by E-Mail, and after you no longer have a need to retain the tile in your work directory, you can **deletc** the file.

Use the procedures in the designated paragraph to perform one of these options.

Paragraph	Page	Function
12.3.6.1	12-44	Sending a Passenger Manifest by E-Mail.
12.3.6.2	12-46	Deleting a Passenger Manifest from an E-Mail Directory.

12.3.6.1 Sending a Passenger Manifest bv E-Mail.

Use **thc** following procedures to **Send a Passenger Manifest by E-Mail.** As necessary refer to the procedures in Chapter 14 - Using TC ACCIS Electronic Mail for the E-Mail procedures.

a. Select **Electronic Mail** from the TC ACCIS **MAIN** MENU. The Electronic Mail menu will be displayed.

b. Sclcct **E-Mail Utilities** from the Electronic Mail menu. The E-Mail Utilities menu will be displayed.

c. As **neccssary,** select **View a Message** from the E-Mail Utilities menu. This will allow you to find the file name and view the message before you transmit it. The TC **ACCIS** Electronic Mail - View a Message screen will be displayed with a list of messages in your work directory. A prompt will be displayed at the bottom of the screen:

[CTRL-C] to abort or
Enter the name of the file you want to view and
then press the enter key:

Note: If the list of files is longer than a single screen, press the Hold Screen key in the upper left comer of your keyboard. This will stop the list from advancing so you can read the file name. When you are done reading, press the Hold Screen key again to advance the list. Repeat this procedures as necessary until the entire list has been reviewed.

(1) Find the name of the desired **file** in the list of files and enter this **file name,** to include the **.txt** extension.

(2) Press **RETURN** to display the contents of the file. A message will be displayed at the bottom of the screen. This indicates that the file to too large to **be** displayed on a single screen.

-More-

(3) As necessary press the **SPACEBAR** to display the next screen of information from the file.

(4) As necessary, repeat the procedure in paragraph (3) above, until a message is displayed **at the bottom** of the screen.

End of viewing a message

(5) When you are done viewing the manifest, press **Ctrl-C** to return to the E-Mail Utilities menu.

(6) Press **E-Exit** to return to the Electronic Mail menu.

d. Select **Send Mail** from the Electronic Mail menu. You will be prompted to enter the addressee for the E-Mail.

e. Enter **the login name(s)** of the E-Mail **action addressees** who are to receive this message, and press **RETURN.** If you are sending this manifest to multiple addressees, enter a backslash character after the last character of all but the last addressee **login** name. As necessary refer to the procedures in Chapter 14 - Using TC ACCIS Electronic Mail for the E-Mail for more detailed procedures on addressing an E-Mail message.

f. When all of the **login** names for action addressees have been entered, press **RETURN** immediately after the last character of the last **login** name. A prompt will be displayed:

Return Receipt required (y/n, default n)?

(1) Enter y and then press **RETURN,** if you want a Return Receipt to acknowledge that the addressee(s) received your message.

(2) Press **RETURN,** or enter **n** and press **RETURN** if you do not want a Return Receipt to acknowledge that the addressee(s) received your message. A prompt will **be** displayed.

CC:

g. Enter **the login name(s)** of the E-Mail **information addressees** who are to receive this message, and press **RETURN.** If you are sending this manifest to multiple addressees, enter a backslash character after the last character of all but the last addressee **login** name. As necessary refer to the procedures in Chapter 14 - Using TC ACCIS Electronic Mail for the E-Mail for more detailed procedures on addressing an E-Mail message.

h. When all of the **login** names for information addressees have been entered, press RETURN immediately after the last character of the last **login** name. A **Subject:** prompt will be displayed:

i. Enter subject for your message and press **RETURN.** A blank screen will be displayed.

j. Enter any explanatory message you want to accompany your manifest. As necessary refer to the procedures in Chapter 14 - Using TC ACCIS Electronic Mail for the E-Mail for more detailed procedures on writing a message in E-Mail.

k. When you are done writing your message, press **Ctrl-E** to save your message. A Saving Message **message** will be displayed at the bottom of the screen and then a **Command or?:** prompt will be **displayed.**

l. Enter **f** (for file **include**) and press **RETURN.** A **File:** prompt will be displayed at the bottom of the screen.

m. **Enter** the **name of** the **file,** to include the .txt extension, you recorded in paragraph **12.3.5g.(3)(a)** above and press **RETURN.** A prompt will be displayed:

...included
Command or ?:

n. Enters **(send)** and press **RETURN** to send your message and the manifest. A message will be displayed that the addresses are OK, or if they are not, refer to the procedures in Chapter 14 - Using TC ACCIS Electronic Mail for the E-Mail for more detailed procedures on correcting a message address in E-Mail. The cursor will return to the Electronic Mail **menu** where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN MENU.

12.3.6.2 Deleting a Passenger Manifest from an E-Mail Directory.

Use **the** following **procedures** to **Delete a Passenger Manifest from an E-Mail Directory.** As **necessary refer** to the procedures in Chapter 14 - Using TC ACCIS Electronic Mail for the E-Mail **procedures.**

a. **Select Electronic Mail** from the TC ACCIS MAIN MENU. The Electronic Mail menu will **be** displayed.

b. **Select E-Mail Utilities** from the Electronic Mail menu. **The** E-Mail Utilities menu will be displayed.

c. Select **Delete a Message** from the E-Mail Utilities menu. The TC ACCIS Electronic Mail - Delete a Message screen will be displayed with a list of messages in your work directory. A prompt will be displayed at the bottom of the screen:

[CTRL-C] to abort or
Enter the name of the file you want to DELETE and
then press the enter key:

Note: If the list of files is longer than a single screen, press the Hold Screen key in the upper left comer of your keyboard. This will stop the list from advancing so you can read the file name. When you are done reading, press the Hold Screen key again to advance the list. Repeat this procedures as necessary until the entire list has been reviewed.

(1) Find the name of the desired file in the list of files and enter this **file name,** to include the **.txt** extension.

(2) Press **RETURN** to delete this file. A message will be displayed at the bottom of the screen. This indicates that the file to too large to be displayed on a single screen.

End of delete a file.

(5) Press **Ctrl-C** to return to the E-Mail Utilities menu.

(6) Press **E-Exit** twice to return to the TC ACCIS MAIN MENU.

12.3.7 Copying a Passenger Manifest to Create Another Passenaer Manifest.

The **Copying Passenger Manifest** function allows you to **copy** an entire existing Passenger Manifest to create a new Passenger Manifest ID number. The new one will be a duplicate of the existing manifest that was copied. The new manifest can then be modified to reflect the current transportation requirement. This function is generally used when you have recurring requirements that are very similar so that it is faster and easier to modify a copy of an existing manifest than it would be to create an entirely new manifest from scratch. This is especially true when you have a rather large passenger list that is fairly stable over time.

Use the procedures to copy an entire existing Passenger Manifest to another Passenger Manifest ID number.

a. Select **Passenger Manifest** from the TC ACCIS MAIN Menu. The Personnel Manifest - Header Data screen, as shown in Figure 12-2 (page 12-3), will be displayed with the Request: ring menu at the top:

Request: I-Create 2-Modify 3-Delete 4-View 5-Print 6-Copy E-Exit

b. Select **Copy** from the Request: ring menu. The Manifest ID Help window will be displayed with the cursor in the **Mode** field. There are two methods for selecting the Manifest ID number.

(1) If you do not know either the Mode or the Manifest ID number, press ESC to display a list of all available Manifest ID number. The list will be sorted in descending order so the most recent Manifest ID is displayed at the top of the list.

(a) Use the cursor control keys to highlight the desired Manifest ID number and press **ESC** to select that manifest. The cursor will move to the Request: ring menu at the top of the Personnel Manifest - Header Data screen. A message will be displayed at the bottom of the screen:

NEW PASSENGER MANIFEST Mnnnnnnnnnnn CREATED

Mnnnnnnnnnnn is the Manifest ID number assigned to the new manifest.

(b) Continue with the procedures in paragraph c. below.

(2) If you know the Mode and at least a portion of the Manifest ID number, use the following procedures:

(a) Enter the **Mode** and press **RETURN.** The cursor will move to the **Manifest ID** field.

(b) Enter **the Manifest** ID and press **RETURN.** lf you do not know the complete Manifest ID number, enter the portion of the number that you know in combination with any one of the following symbols, and press **RETURN.** The Cursor will return to **thc Mode** field.

Symbol	Name	Example	Record Selected
>	greater than	>M43291440003	All records with a Manifest ID number higher than M43291440003
<	less than	<M43291440003	All records with a Manifest ID number lower than M43291440003
>=	greater than or equal to	>=M4329 1440003	All records with a Manifest ID number that is equal to or higher than M4329 1440003
<=	less than or equal to	<=M4329 1440003	All records with a Manifest ID number that is equal to or higher than M43291440003
	wild card	M4329 14*	All records with a Manifest ID number that begins with M432914

(3) Press **ESC** to display a list of available Manifest Id numbers that match your selection criteria.

(a) Use the cursor control keys to highlight the desired Manifest ID number and press **ESC** to select that manifest. The cursor will move to the Request: ring menu at the top of the Personnel Manifest - Header Data screen. A message will be displayed at the bottom of the screen:

NEW PASSENGER MANIFEST Mnnnnnnnnnnn CREATED

Mnnnnnnnnnnn is the Manifest ID number assigned to the new manifest.

(b) Continue with the procedures in paragraph c. below.

c. Record the **Mode** and the **Manifest ID** number of the new manifest for future reference. The new Mode will be the same as the Mode for the Manifest ID that you copied. The new Manifest ID will be displayed at the bottom of the screen.

d. Use the procedures in paragraph 12.3.2 (page 12-13) to select and modify the information in the newly created manifest to meet your current requirements.

12.4 Related Processing.

Not Applicable.

12.5 Data Backup.

The TC ACCIS System Administrator will schedule and conduct all data backups. The user should contact the TC ACCIS System Administrator to make special arrangements if a special backup is required for any reason.

12.6 Recovery from Errors and Malfunctions.

The TC ACCIS functions are supported by Error Messages that are displayed at the bottom of the screen whenever a processing error condition is encountered. The user should follow these instructions to correct the error. In the event the error or malfunction can not be corrected by following these instructions, the user should contact the TC ACCIS System Administrator for assistance.

12.7 Messaaes.

Messages can be generated from three sources.

a. The TC ACCIS software can generate messages that are tailored to the situation and/or context of where you are working within TC ACCIS. The TC ACCIS messages that may be encounter in the Highway Planning Function arc listed below.

(1) TC ACCIS messages can be one of three types.

(a) Information Messages provide information that is appropriate for the operation you are performing at the time the message is displayed. You are not required to respond to this message in any way.

(b) Error Messages indicate you have attempted to perform an operation that can not be done in the current context. For example, you may have tried to enter the wrong type data into a screen field, or tried to select and option number that is not available on the current menu. When an error message is displayed, you must take some corrective action in order to resume operations.

(c) A Prompt indicates that you arc required to enter some specific type data or respond to a question displayed on the screen. You must perform the specified action to resume operations.

(2) TC ACCIS messages are designed to be self explanatory

b. Messages generated by the SCO UNIX Operating System and the lnformix 4GL Database Managcmcnt Software are generally an indication that there is a serious problem in the operation of the system. In most cases they will ask you to contact your System Administrator. The SCO UNIX and Infonnix 4GL messages are not included in the list below. If you encounter a message that is not included in the list below or any message that is not clearly understood, contact you System Administrator for assistance.

List of Passenger Manifest Messages

A

A Request for Passenger Manifest has been generated by [UIC]

A value must **be entered for either the Mode or Manifest ID**

Adding a new record...

C

Can not use Fl key while in reference maintenance program

Copy a request

Create a request

[CTRL-J] row down, [CTRL-K] row up, [F3] page down or [F4] page up

D

Delete a request

Dest City:Is This a CONUS Location

Dest State:Is This a CONUS Location

Do you need to delete report

Do you need to print remarks

Do you want to add a temporary Carrier ID

Do you want **to add a temporary Channel Code**

Do you want to add a temporary Country Code

Do you want to add a temporary State Code

Do you want to delete this passenger record

Do you want to delete this record

Do you want to enter sequence number for passenger

Do you wish to exit without saving

Duplicate Sequence Number Please Enter Again

Duplicate Social Security Number

E

E-mall a Passenger Manifest

Enter Passenger Sponsor Service Code (A), (N), (F), (M),or Space Bar for Others

Enter query criteria and press [ESC], press [ESC] to list all Channel codes or [CTRL-C] to abort

Enter query criteria and press [ESC] or press [ESC] to list all CITY, [CTRL-C] to abort

Enter query criteria and press [ESC] or press [ESC] to list all Manifest ID, [CTRL-C] to abort

Enter query criteria and press [ESC] or press [ESC] to list all mode, [CTRL-C] to abort

Enter query criteria and press [ESC] or press [ESC] to list all Passenger, [CTRL-C] to abort

Enter query criteria and press [ESC] or press [ESC] to list all Priority Code, [CTRL-C] to abort

Enter query criteria and press [ESC] or press [ESC] to list all RANK, [CTRL-C] to abort

Enter query criteria and press [ESC] or press [ESC] to list all SCAC, [CTRL-C] to abort

Enter query criteria and press [ESC] or press [ESC] to list all SERVICE CODE, [CTRL-C] to abort

Enter query criteria and press [ESC] or press [ESC] to list all SPC Code, [CTRL-C] to abort

Enter query criteria and press [ESC] or press [ESC] to list all states, [CTRL-C] to abort

Enter query criteria and press [ESC] or press [ESC] to list all TYPE DATA CODE, [CTRL-C] to abort

Enter query criteria and press [ESC] or press [ESC] to list all UIC Code, [CTRL-C] to abort

Enter the Calendar Date the passengers for this Manifest will Load, (DDMMMYY)

Enter the Calendar Date the passengers for this Manifest will Unload, (DDMMMYY)

Entry must be between 1 and 9

Exlt REPORTS sub-menu

Exlt to the previous menu

F

[F1] Add a Port code, [CTRL-J] row down, [CTRL-K] row up, [F3] page down

[F3] page down, [F4] page up, [CTRL-J] row down or [CTRL-K] row up

F6 help key aborted

File extension must be 3 characters

file ready for transfer

H

Highlight choice and press [ESC] to accept, [CTRL-C] to abort

Highlight choosen Channel Code and press [ESC] to accept, [CTRL-C] to abort

Highlight choosen Port Code and press [ESC] to accept, [CTRL-C] to abort,

I

Invalid Category Service Code

Invalid Channel Code

Invalid Country Code

Invalid Manifest ID Number

Invalid Rank Code

Invalid SCAC Code

Invalid State Code

Invalid TDC Code

Invalid Transportation Priority Code

Invalid UIC Code

Invalid UIC CODE; Do you want to add a temporary UIC Code

M

Mail has been sent

Manifest identification number is\n [manifest id]

Modify a request

MODIFY DETAIL

Modifying an existing record...

N

NEW PASSENGER MANIFEST [manifest id] CREATED

No data exist in database

NO PASSENGER EXIST

NO PASSENGER MANIFEST EXIST

No rows found

0 Origin City:Is This a CONUS Location

Origin State:Is This a CONUS Location

P Passenger Manifest ID created

Passenger Manifest ID not created

Passenger Manifest report created, file ready for transfer

Passenger Manifest report [manifest id] created

Passenger Manifest report not found . . .

Please enter 9 digit Social Security Number

Please enter A for Army

Please enter First Name

Please enter Last Name

Please enter M for Male,F for Female

Please enter Manifest ID first.

Please enter number from 0-99999

Please enter proper blood type

Please enter the E-Mail address:

Please enter the first Carbon copy address:

Please enter the second Carbon copy address:

Please Press [ESC] to accept header data

POD Channel: Is This a CONUS Location

POE Channel: is This a CONUS Location

Press [ESC] or [CTRL-C] to abort

Press [ESC] to accept, [CTRL-C] to abort

Press [ESC] to accept, [CTRL-C] to abort or Press [F6] for help.

Press [ESC] to accept, [CTRL-C] to abort, [F7] for remarks screen

Processing...

Press [ESC] to accept, [CTRL-C] to abort, [F8] for Part Ii

Press [ESC] to accept, [CTRL-C] to abort, [F9] for Part iii Passenger Summary

Press [ESC] to accept, [CTRL-C] to abort or [F9] to display Detail screen

Press [ESC] to accept, [CTRL-C] to abort, Press [F7] for remarks screen

Press [ESC] to accept OR [CTRL-C] to abort

Press [F6] for help.

Press [F7] for remarks screen

Press [F7] to display remark screen

Press [F8] to display Part I screen, [F7] for remarks screens

Print a request

Processing ...

Processing Data for Passenger Manifest report.

R

Record added

Record not added

Record updated

Records 1 of nn

Records n of nn

Report Finished

Report sent to printer.

Resubmit or Contact Systems Administrator

S

Send report to a File for Remote Printing

Send report to the Printer

T

The arrive date is early than departure date

The arrive time is early than departure time

The time of Midnight must be typed in as 2359

There are no more records in the direction you are going

This entry can only be made up of letters or digits

This field is required for E or F

This field need positive number greater than 0

This is a required field

This is a required field when Mode = (E)

THIS IS FIRST ROW

THIS IS LAST ROW

This is not allowed field when Mode = (E)

This is required field

This record already deleted!

This record deleted!

Time must be between 00:01 and 23:59 inclusive

U Updating Printer Status.

Use Military Standard time: hhmm

User aborted

V Valid bags number is l-9

Valid bags weight is O-999 lbs

Valid weight is 001-500 lbs

View a request

Y You must enter a value in this field.

This page intentionally left blank.

SECTION 13 PROCESSING REFERENCE GUIDE - TC ACCIS Scanner

This section provides the user with technical information on the use of the TC ACCIS scanner.

13.1 Capabilities.

The user has the capability to scan, transmit, and clear data for the scanners which will be used with TC ACCIS to scan data from the Military Shipment Labels (MSL) generated by TC ACCIS and placed on equipment to be transported. This scanned data can then be used by TC ACCIS Freight users to create the load lists for Government Bills of Lading (GBL), to generate comparison reports, and create an Installation Situation Report (ISR).

13.2 Conventions,

The conventions used in this manual are described in paragraph 4.2 of this manual.

13.3 Processing Procedures.

The instructions in this section are for using the Intermec 9440 Trakker scanning equipment with the TC ACCIS scanner program loaded on the EPROM Chip.

13.3.1 Establishing an E-Mail Address for Scanner Messages.

When you transmit scanned TC ACCIS equipment data from the Intermec Reader to the Compaq 4500 Enhanced File Server, an E-Mail messages will be generated, as described in paragraph 13.3.4.3 below, that indicates whether the uploading process succeeded or failed. If the upload is successful, a second E-Mail message will be generated after the data is processed. It will indicate whether or not the transfer was successful and it will provide a list of errors, if any, encountered during the processing of the data.

TC ACCIS can send these messages to an E-Mail address group called **scan-group,** if this address group has been created by the TC ACCIS System Administrator. All users included in the **scan-group** address will receive **these** messages. **If the scan-group** address is not created, these E-Mail **messages** will be sent to the mailbox for the TC ACCIS **postmaster.** Most users do not have access to **the postmaster** mailbox so the TC ACCIS E-Mail administrator would have to forward these messages to the individual users if **the scan-group** address has not been **created.**

Before you begin scanning equipment, you should contact your System Administrator and **request** that your **login** be added to the TC ACCIS E-Mail address group called **scan-group.** If **the scan-group** address does not already exist, you should request the System Administrator to create it and to add your **login** to it.

So long as your login remains in the scan_group address, you will continue to receive copies of all messages for uploaded scanned data. If you do not transmit scanned data on a regular basis, you may want to have the TC ACCIS System Administrator remove you name from the scan-group address during the period(s) when you are not making transmissions.

13.3.2 Equipment Required for Scanning.

In order to use scanning procedures in TC ACCIS, there are specific equipment requirements. All required equipment is supplied by the TC ACCIS Product Management Office (PMO).

Note: The only scanning equipment that will work with TC ACCIS is the Intermec 9440 Trakker. The TC ACCIS PMO does not support the use of any other scanning equipment on the system.

The basic set of scanning equipment as shown in Figure 13-1, is supplied by the TC ACCIS PMO, and includes:

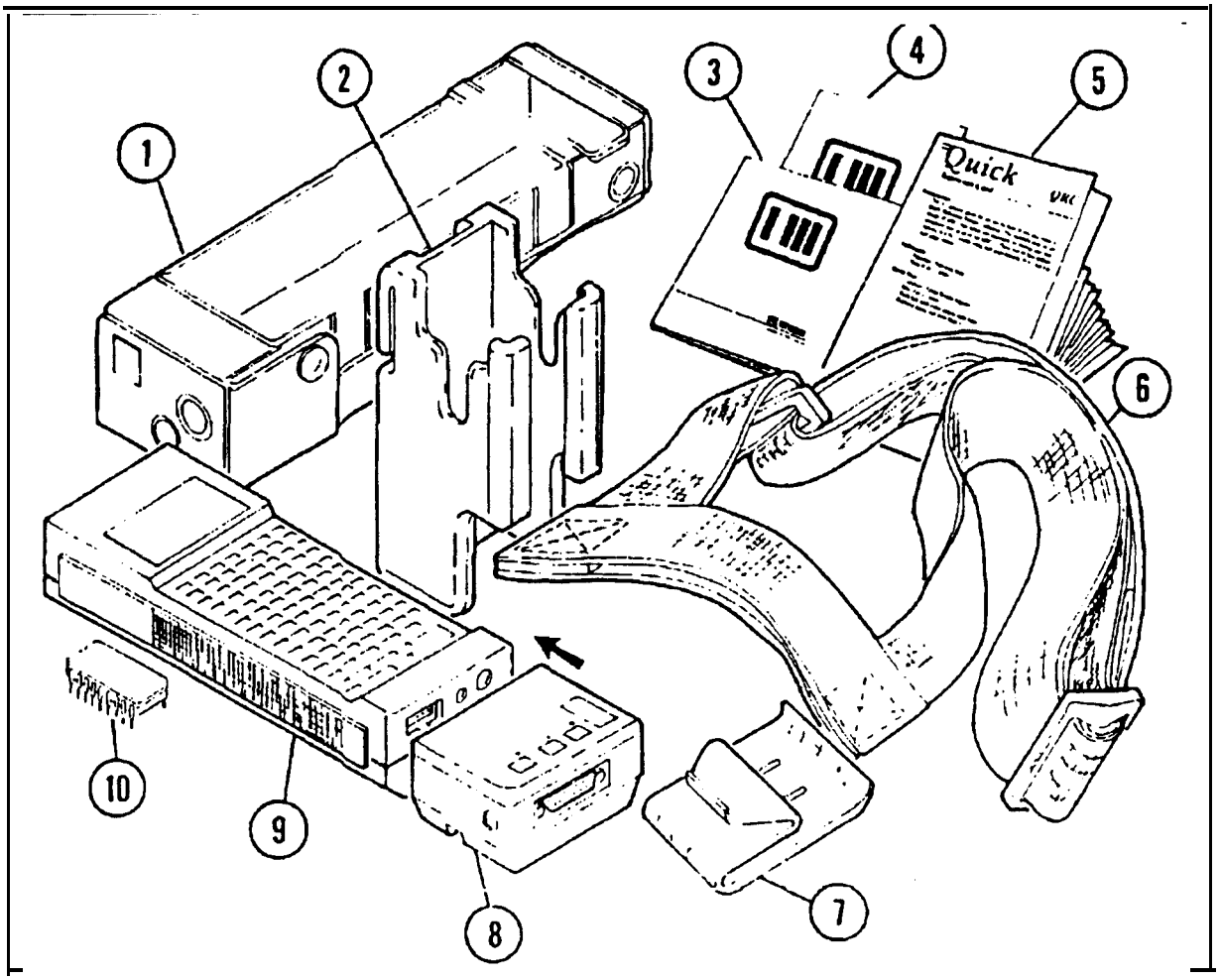

Figure 13-1. Basic Set of Scanning Equipment Supplied by the TC ACCIS PMO

No.	Equipment	Description
1	Protective Case	Case to hold the Trakker Reader (Item 9), 40MD Modem (Item 8), and one Battery Pack (See List of Accessory Items below) when they are assembled together.
2	Holster	Clip used for carrying the Intermec Scanner Gun. It is designed to be used with the Shoulder Strap (Item 6).
3,4,5	Documentation for the Scanning Equipment	Separate documentation from the Intermec Corporation that is provided with the scanning equipment. described above. This includes: Trakker Operator s Guide, 40MD Modem Operator's Guide, and Quick Reference Card.
6	Shoulder Strap	Used to hang the Holster (Item 2) and/or the Belt Clip (Item 7) from your shoulder.
7	Belt Clip	Used to hand the Protective Case (Item 1) from you belt or from the Shoulder Strap.
8	40MD Modem	The 40MD Modem *is* designed to be used on standard telephone lines using a standard USOC RJ- 11C modular telephone jack. It can be attached to the bottom of the Reader by simply aligning the connections and pushing it firmly onto the Reader. It can transmit the scanned MSL data to the Compaq 4500 or it can receive data transmitted from the Compaq 4500 to the Reader. The Modem operates from the power supplied by the Battery Pack for the Reader but it has a separate, orange off-on switch which should be turned off except when you are actually transmitting data to the host Compaq 4500.
9	9440 Trakker Reader (Reader)	The Intermec hand-held 9440 Trakker Reader, hereafter referred to as the Reader, is the central piece of equipment for the scanning and collection of data. It is identified by the scanner screen, keyboard, and an orange on-off switch that controls the power supply to the Reader. It includes the EPROM Chip with the TC ACCIS scanner program and the memory used to store the scanned data until it can be sent to a host Compaq 4500. The Reader also contains a Lithium Battery that maintains a power supply for the memory when the battery pack is removed. The user does not have access to the Lithium Battery. When the Reader is delivered, the TC ACCIS scanner program will be loaded on the EPROM Chip. The Reader can be used to scan data with or without the 40MD Modem attached, but the Modem must be attached to transmit the data to the host Compaq 4500.
10	EPROM Chip	The Chip that holds the TC ACCIS scanner program.

In addition to the items shown in Figure 13-1 (page 13-2), the following accessories are provided by the TC ACCIS PMO:

Accessory	Description
AC Adapter Power Supply Unit	The plug-in connector to a conventional 120V, 50/60 Hz electrical power source. It includes a cable that connects the Power Supply Unit to the Battery Pack Charger/Discharger Unit or to the Reader. When connected to the Battery Pack Charger/Discharger Unit, it can be used to recharge the NiCad Battery Pack. When connected to the Reader it will simultaneously recharge the NiCad Battery Pack and operate the Reader.
Alkaline Battery Pack with 5 Alkaline Batteries	This is a backup power source for the Reader and can be used in lieu of the Rechargeable NiCad Battery Pack. The Alkaline Batteries CAN NOT BE RECHARGED and must be replaced when they are no longer serviceable.
Battery Pack Charger/Discharger Unit	A unit that allows you to recharge the NiCad Battery Pack from a conventional 120V, 50/60 Hz electrical power source. It allows the NiCad Battery Pack to be recharged in six hours instead of the 14 hours required when recharging the Pack while in the Reader. The Battery Pack Charger/Discharger Unit must be used with the Power Supply Unit described below.
Rechargeable NiCad Battery Pack	This is the primary power source for the Reader. The NiCad Battery Pack must be charged when it first arrives, by using the Battery Pack Charger/Discharger Unit and the Power Supply Unit described below. After the initial charge, the NiCad Battery Pack can be recharged, as necessary, by using the Battery Pack Charger/Discharger Unit and the Power Supply Unit.
Wand	A hand-held digital device used to scan MSLs and send digital data signals to the Jntermec digital readers. It includes wand and the cable to connect the wand to the Reader.

3.3.3 General Operating Procedures for the Scanning Equipment.

The general operating procedures include the steps necessary to initially set up the scanning cquipmcnt, daily operational procedures, maintaining the power supply, scanning hints, and actions to be taken if the Reader locks up.

13.3.3.1 Initial Set UD Procedures.

When you receive your scanning equipment, you will have to install the battery pack on the Rcadcr.

a. The preferred method of operation is to use the rechargeable NiCad Battery Pack. However, it will NOT be charged when you receive it. It must be connected to Battery Pack Charger/Discharger Unit for charging. This process will take approximately six

or seven hours. The procedures for recharging the NiCad Battery Packs are in paragraph 13.3.3.3.2 below.

b. The Reader also comes with an Alkaline Battery Pack and 5 Alkaline Batteries that can be installed and used for immediate operations while the NiCad Battery Pack is being charged.

13.3.3.2 Routing Daily Operating Procedures.

The Reader and the Modem both operate from the same battery pack power supply. In order to help you to conserve power and improve your operations, the Reader and the Modem have separate power switches .

a. The orange switch on the Reader is labeled **on-off** and controls only the power going to the Reader. When the power is turned on for the Reader, the power is automatically supplied to the Wand connected to the Reader.

b. The orange switch on the modem is labeled **off-on** and controls only the power going to the Modem.

13.3.3.2.1 Turning On the Reader.

The Reader must be turned on whenever you want to scan data, use the modem to transmit data to the host Compaq 4500, or erase data. When the Reader is turned on, it will remember the screen that was displayed when it was last turned off and will display that same screen again. This allows you to continue operations exactly where you left off. To turn on the power for the Reader:

a. Press the orange **on-off** key that is located in the upper right corner of the keyboard **just** below the screen and F4 key.

b. The data from the previous scans will not be lost.

c. Continue operations where you left off the last time the Reader was in operation.

13.3.3.2.2 Automatic Removal of Duplicate Records.

This feature allows you to save time if you loose track of where you are in the scanning process because you do not have to spend time trying to determine which pieces of equipment have been scanned. Instead, simply resume scanning with the last piece of equipment that you know was not scanned and the duplicate records will be removed when the data is transmitted to the host Compaq 4500.

13.3.3.2.3 Turning Off the Reader.

In order to conserve power in the battery pack, the Reader should be turned off whenever it is not in operation. If the Reader is not connected to the modem, it will power down by itself after about sixty seconds. However, the Reader and modem arc designed to work together and it is

often more convenient to leave them connected. When this happens, the Reader remains in a constant state of being ready to receive a signal from the modem so it will not power itself down automatically. Therefore, you should develop a habit of specifically turning it off each time you have finished scanning and anytime your scanning operations are discontinued for more than a few minutes. To turn off the power for the Reader:

a Press the orange **on-off** key that is located in the upper right corner of the keyboard just below the screen and F4 key.

b. The data from the most recent scans will not be lost. The Reader will remember the screen that is displayed when it is turned off and will display that same screen again the next time it is turned on. This allows you to continue operations exactly where you left off.

13.3.3.2.4 Turning On the Modem.

The Modem draws power from the battery pack whenever it is turned on. In addition, the Reader will not automatically power down when the modem is turned on. Therefore, the modem should be turned on only when you are ready to transmit scanned data to the host Compaq 4500. To do this, slide the orange **off-on** switch, in the lower left comer of the modem, to the right **(on** position). Otherwise you can not use the procedures in paragraph 13.3.4.3 below to transmit the scanned TC ACCIS data in the Reader to the host Compaq 4500.

13.3.3.2.5 Turning Off the Modem.

As soon as you are done transmitting scanned data to the host Compaq 4500, the modem should be turned **off** to conserve power in the battery pack. Do not try to scan MSLs while the modem is turned on. Slide the **off-on** switch, in the lower left corner of the modem, to the left **(on** position).

13.3.3.3 Maintainina the Power Supply.

The Intermec Reader is equipped with three battery systems: an internal lithium battery, a rechargeable NiCad Battery Pack, and an alkaline battery pack.

a. The internal lithium battery is sealed inside the reader. It provides backup power for the memory system whenever the battery pack is removed from the Reader. The lithium battery has a life expectancy of about five years under normal operating use. The user does not have access to the lithium battery, so when it gets low on power or fails, the entire Reader must be returned to the TC ACCIS PMO for a replacement battery and/or Reader. When this happens, you should call the TC ACCIS Customer Support Hot Line on the Toll-Free commercial number listed in paragraph 2.8 of this manual.

b. The rechargeable NiCad Battery Pack is designed as a single unit with the battery cover on the back of the Reader. It is the primary power source for the Reader and

modem during normal scanning operations. This battery can be recharged from a conventional 120V, 50/60 Hz power source by using the Battery Pack Charger/Discharger Unit and the AC Adapter Power Supply that was provided with the Scanner Equipment. The procedures for recharging the NiCad Battery Pack are in paragraph 13.3.3.3.2 below.

c. An additional battery cover is provided with the Scanner Equipment. It is designed to hold five alkaline batteries that can be used as a secondary power source when the rechargeable NiCad Battery Pack is being recharged or is otherwise not available. The alkaline batteries can not be recharged and must be replaced when they are low on power or otherwise become inoperative.

13.3.3.3.1 Indications of a Low Power Supply.

A blinking cursor on the Reader screen indicates that the power supply is low. If this happens, check the condition of the batteries. To do so, press and release the **Alt** key and then press B.

a. If the display shows LOW BATT, it indicates that the battery pack is low. As noted above, during routine operations, the rechargeable NiCad Battery Pack should be used. Thus, when the display shows that external battery power is low, remove the rechargeable NiCad Battery Pack, connect it to the Battery Pack Charger/Discharger Unit and use the alkaline battery pack with the Reader until the rechargeable NiCad Battery Pack is recharged.

Note: To check the condition of the alkaline batteries, remove the rechargeable NiCad Battery Pack, install the alkaline battery pack, and check the cursor. If it blinks, press **Alt** and then the B. lf the display shows LOW BATT, replace the alkaline batteries with new batteries of the same type.

b. If the display shows LOW BACKUP, it means that the internal lithium battery is low. The user does not have access the lithium battery so you must return the Reader to the TC ACCIS PMO for replacement of the backup battery.

c. If the display shows both the LOW BATT and LOW BACKUP messages, it means that the rechargeable NiCad Battery Pack is low, AND the backup battery is low. Return the Reader to the TC ACCIS PMO for replacement and recharging of the lithium battery. The user should recharge the NiCad Battery Pack before using it with the Reader when the Reader is returned from the TC ACCIS PMO.

If the power in the rechargeable NiCad Battery Pack or the alkaline battery pack becomes too low, the Reader will automatically shut down. Data and programs will not be lost because the Reader runs off the internal lithium backup battery when external battery power is inadequate or when the Reader is turned off. This lithium battery (which can only be replaced by returning the Reader to the PMO) is designed to last five years, provided it is not overworked by allowing the external battery power (NiCad or alkaline) to run down too often. Thus, it is important lo bc attentive to the power condition of the Reader.

Scanning operations require more power to operate the laser scanner and the wand. The condition of the rechargeable NiCad Battery Pack may be low at any time, but not low enough to activate the blinking cursor. Scanning operations can quickly lower the power condition of the Reader to shutdown levels. Because of this, it is a good idea to fully charge the rechargeable NiCad Battery Pack prior to beginning scanning operations.

13.3.3.3.2 Recharaina and Discharaina the NiCad Battery Packs..

When the Rechargeable NiCad Battery Pack indicates it is low on power, it can be recharged by removing the battery pack from the Reader and using the Battery Pack Charger/Discharger Unit or by connecting the AC Adapter Power Supply Unit directly to the battery pack while it is still attached to the Reader. In addition, the Battery Pack Charger/Discharger Unit can be used to discharge the NiCad Battery Pack.

Note: Only the NiCad Battery Pack can be recharged and discharged by using these procedures. The Alkaline Batteries must be replaced when they get low on power or otherwise become inoperative.

There are considerations for each method of recharging.

a. The NiCad Battery Pack must be removed from the Reader when the Battery Pack Charger/Discharger Unit is used. The Alkaline Battery Pack must be used to do any scanning during the six hours it takes to recharge the NiCad Battery Pack.

b. The Reader can still be used during the 14 hours it takes to recharge the NiCad Battery Pack when the AC Power Supply Unit is connected directly to the battery pack. However, your scanning area is restricted to the close proximity of the electrical power source being used to recharge the battery pack.

13.3.3.3.2.1 Using the Battery Pack Charger/Discharger Unit

The Battery Pack Charger/Discharger Unit will recharge the NiCad Battery Pack in about six hours.

Note: The NiCad Battery Pack will not be sufficiently charged if it is left in the Battery Pack Charger/Discharger Unit for a shorter period of time.

Use the following procedures to recharge the NiCad Battery Pack:

a. As necessary, turn the Reader off by pressing the **on-off** switch that is located in the upper right comer of the keyboard **just** below the screen and F4 key.

b. Remove the NiCad Battery Pack from the Reader by doing the following:

(1) Remove the Modem from the Reader.

(2) Turn the screw on the bottom of the NiCad Battery Pack one-quarter turn counterclockwise and lift the battery pack from the Reader.

c. Set up the Battery Pack Charger/Discharger Unit by doing the following:

(1) Plug the AC Adapter Power Source into the receptacle on the right side of the Battery Pack Charger/Discharger Unit.

(2) Plug the AC Adaptor Power Supply into a conventional 120V, 50 Hz electrical power source.

d. With the beveled edges of the NiCad Battery Pack down, slide the battery pack into the slot in the Battery Pack Charger/Discharger Unit.

(1) The **Charge** light on the Battery Pack Charger/Discharger Unit will come on.

(2) After about six hours, when the battery pack is fully charged, the **Ready** light on the Battery Pack Charger/Discharger Unit will come on.

e. When the **Ready** light on the Battery Pack Charger/Discharger Unit comes on, remove the battery pack from the Battery Pack Charger/Discharger Unit and insert it into the slot on the back of the Reader.

f. Turn the screw on the bottom of the battery pack one-quarter turn clockwise.

g. As necessary, reattach the Modem to the Reader by sliding it onto the bottom of the Reader and resume operations.

13.3.3.3.2.2 Usina the AC Adapter Power Supply to Recharge the NiCad Battery Pack.

The NiCad Battery Pack can be recharged while it is still attached to the Reader. In this case, the Reader can continue to operate during the recharging process. It will take approximately 14 hours (normally overnight) to recharge the NiCad Battery Pack when this method is used.

Note: Only the NiCad Battery Pack can be recharged and discharged by using these procedures. The Alkaline Batteries must be replaced when they get low on power or otherwise become inoperative.

Use the following procedures to recharge the NiCad Battery Pack while the battery pack is still connected to the Reader:

a. As necessary, remove the Modem from the Reader.

b. Plug the AC Adapter Power Source into the receptacle on the Reader.

c. Plug the AC Adapter Power Supply into a conventional 120V, 50 Hz electrical power source.

d. As necessary, continue to use the Reader while the NiCad Battery Pack is being recharged. While the AC Adapter Power Supply Unit is being used, the automatic power-off capability of the Reader is disabled. This allows the Reader to remain on indefinitely, because the Reader is powered by the power supply, not the NiCad Battery Pack.

e. After 14 hours, disconnect the AC Adapter Power Supply Unit from the Reader and from the conventional 120V, 50 Hz electrical power source.

f. Resume normal operations using the NiCad Battery Pack.

13.3.3.3.3 Discharcjna the NiCad Battery Pack.

Intermec recommends that each NiCad Battery Pack be discharged at least monthly to reduce memory effects from reduced battery capacity. Memory effects can occur when the NiCad Battery Pack is only partially discharged before recharging. Over time the battery becomes conditioned to this level of use and will not take a full charge.

a. To prevent memory effects, Intermec recommends the following procedures:

(1) DO NOT recharge the NiCad Battery Pack until the Reader indicates a low battery condition.

(2) Stock one fully charged spare battery for every *two* Readers.

(3) When the Reader indicates a low battery condition, replace the low battery with a fully charged battery.

(4) Recharge the low battery.

(5) Discharge the NiCad Battery Pack about once a month or whenever the memory effect appears to be occurring.

b. The Battery Pack Charger/Discharger Unit will discharge the NiCad Battery Pack and then automatically recharge. The complete Discharge/Recharge cycle take approximately 16 hours: 10 hours to discharge the battery pack, and six hours to recharge it. Use the following procedures to discharge and recharge the NiCad Battery Pack:

(I) As necessary, turn the Reader off by pressing the on-off switch that is located in the upper right corner of the keyboard just below the screen and F4 key.

(2) Remove the NiCad Battery Pack from the Reader by doing the following:

(a) Remove the Modem from the Reader.

(b) Tom the screw on the bottom of the NiCad Battery Pack one-quarter turn counterclockwise and lift the battery pack from the Reader.

(3) Set up the Battery Pack Charger/Discharger Unit by doing the following:

(a) Plug the AC Adapter Power Source into the receptacle on the right side of the Battery Pack Charger/Discharger Unit.

(b) Plug the AC Adapter Power Supply into a conventional 120V, 50 Hz electrical power source.

(4) With the beveled edges of the NiCad Battery Pack down, slide the battery pack into the slot in the Battery Pack Charger/Discharger Unit. The **Charge** light on the Battery Pack Charger/Discharger Unit will come on.

(5) Press **the Discharge** switch on the Battery Pack Charger/Discharger Unit.

(a) The **Charge** light on the Battery Pack Charger/Discharger Unit will go off and **the Discharge** light will go on.

(b) After about ten hours the discharge process will be complete and the Battery Pack Charger/Discharger Unit will automatically begin recharging the NiCad Battery Pack. After about six hours, when the battery pack is fully charged, **the Ready** light on the Battery Pack Charger/Discharger Unit will come on.

(6) When the **Ready** light on the Battery Pack Charger/Discharger Unit will come on, remove the battery pack from the Battery Pack Charger/Discharger Unit and insert it into the slot on the back of the Reader.

(7) Turn the screw on the bottom of the battery pack one-quarter turn clockwise.

(8) As necessary, reattach the Modem to the Reader by sliding it onto the bottom of the Reader and resume operations.

1[illegible]4 Battery Pack Storage and Safety Precautions

Rechargeable NiCad Battery Packs can be stored for a very long time, regardless of their charge/discharge state at the time of storage. They should be stored where there is no risk of metal touching the terminals and no possibility of other damage.

If rechargeable NiCad Battery Packs are stored for several months without use, they may become discharged and require recharging prior to use. The batteries may be stored at temperatures between -4 and 158 degrees Fahrenheit (-20 to 70 degrees Celsius). If stored at the high end of this temperature range, the discharge rate is more rapid.

WARNING

Do not burn, crush, or puncture batteries. The electrolyte contained in NiCad Battery Packs is composed of caustic materials that are harmful to eyes and skin.

WARNING

Do not short-circuit a battery. Burns may result. Short circuits can occur if a battery is placed on a metal shelf, metal tools are used, or if the battery is placed in a pocket containing coins or keys.

13.3.3.4 Scanning Hints.

With TC ACCIS, the Intermec 9440 equipment includes a contact wand for scanning. The wand should be held comfortably in the hand, similar to the way a pencil is held. With the wand at a slight angle, place the lighted tip on the label in a clear spot near the edge of the MSL. Then move the wand directly across the MSL in a straight line in either direction. When the data is read, the Reader will emit an audible beep. If no tone is heard, change the angle of the wand slightly and repeat the scan. A rough surface under the label can reduce the effectiveness of the wand.

13.3.3.5 Actions When the Reader Locks Up.

Occasionally the Reader may lock up and fail to respond to your commands. If this happens, information will still be displayed on the screen but the Reader will not accept any commands you attempt to enter. This is generally caused by a communications problem and the problem must be resolved before the Reader can be used again. Your first step should be to break the communications connection to see if this will solve the problem. If this works, the data in the Reader can generally be salvaged. When this fails, it will be necessary to reset the EPROM chip in the Reader. When the EPROM chip is reset, all the data in the Reader will be lost.

CAUTION

The procedures in the following paragraphs are not part of your normal operations. They should be used only if you experience a lock up of the Reader.

13.3.3.5.1 Breaking the Communications Connection.

Use the following procedures to break the communications connection to the Reader.

a. Turn the Reader off by pressing the orange **on-off** button.

b. Remove the modem by pulling it off the Reader.

c. Leave the Reader turned off for at least two minutes.

d. After the two minute wait, and while the modem is still detached, turn the Reader on by pressing the orange **on-off** button. A message should be displayed:

Ready

e. Attempt to enter a command that will return you to the TC ACCIS - MAIN MENU.

(1) If the Reader responds, resume normal operations. Any data that was in the Reader before the lock up should still be there. You can verify this by transferring the file to the Compaq 4500 and reviewing the data there.

(2) If the Reader does not respond, it will be necessary to reset the EPROM chip in the Reader by following the procedures in paragraph 13.3.3.5.2 below.

13.3.3.5.2 Resetting the EPROM Chip in the Reader.

When the Reader is at the TC ACCIS - MAIN MENU it can be reset back to the **Ready** prompt by: turning the Reader off, removing the EPROM chip, turning the Reader back on, and then replacing the EPROM chip. These procedures should not have to be performed during normal operations of the Reader.

CAUTION

Resetting the EPROM chip will destroy any data that has been scanned. Before you attempt to reset the EPROM chip, you should try to resolve the lock up problem by using the Breaking the Communications Connection procedures in paragraph 13.3.3.5.1 above

Use the following procedures to reset the EPROM chip in the scanning equipment:

a. Turn the Reader off by pressing **the** orange **on-off** button on the Reader.

b. Remove the 40MD Modem by pulling it directly away from the Reader.

c. Use the following procedures to remove the EPROM chip from the Reader:

(1) Loosen the thumbscrew that secures **the** battery pack to the **reader** one-quarter turn in a counterclockwise direction.

(2) Remove the battery pack from the reader by lifting up and slightly away from the reader.

(3) Use your thumb to slidt the EPROM door backward toward the void left by the removal of the battery pack.

(4) Remove the EPROM Retainer from the EPROM socket.

Note: Place the Reader on a level table surface before performing step (5) below.

(5) Lift up both ends of the EPROM strap (stiff white paper) and carefully pull the EPROM chip directly up out of the EPROM socket.

d. Replace the battery pack by sliding it under the lip and pressing down.

e. Turn the silver screw on the bottom of the Reader on quarter turn clockwise.

f. Turn the Reader on by pressing the orange **on-off** button. A message will be displayed:

Ready

g. Turn the Reader off again by pressing **the** orange **on-off** button one more time.

h. Use the following procedures to reset the EPROM chip that contains the MENU.IRL program back into the Reader.

(1) Position the EPROM chip with the EPROM socket by aligning the beveled edge of the chip with the beveled edge of the socket. This end is identified by the one retaining bar that slides down into one retaining slot. The other end has two retaining bars that will slide into two retaining slots.

Note: Place the Reader on a level table surface before performing the procedures in paragraphs (2) through (6) below.

(2) Insert the EPROM chip into the socket, then use your thumbs to snap it into place. After snapping into place, the EPROM chip should be flush with the walls of the socket.

(3) Replace the EPROM Retainer into the EPROM socket with the flat side on top of the EPROM chip.

(4) Slide the EPROM door back into place.

(5) Place the battery pack back on top of the Reader, sliding the locking edge under the Reader casing.

(6) Tighten the thumbscrew on the end of the battery pack one-quarter turn in a clockwise direction to secure the battery pack to the Reader.

i. Replace the 40MD Modem by pushing it onto the end of the Reader, matching the prongs on the modem with the receptacles on the Reader.

j. Turn the Reader on by pressing the orange **on-off** button. A message should be displayed:

Ready

k. Attempt to enter a command that will return you to the TC ACCIS - MAIN MENU.

(1) If the Reader responds, resume normal operations. Any data that was is still in the Reader when it locked up will be lost. You will have to rescan all equipment that was scanned since the last time the data was uploaded to the Compaq 4500.

(2) If the Reader does not respond, it will be necessary to contact the TC ACCIS PMO for instructions.

13.3.4 Using Intermec Scanning Equipment With the TC ACCIS Scanner Proaram.

The procedures in this paragraph are to be used if the 9440 Intermec scanning equipment has the TC ACCIS scanner program loaded and is functioning normally. The Title screen and TC ACCIS - MAIN MENU for the TC ACCIS scanner program will be similar to the ones shown in Figures 13-2 and 13-3 below. The following paragraphs describe the procedures for Outbound, Inbound, Transmitting, and Erasing scanned data.

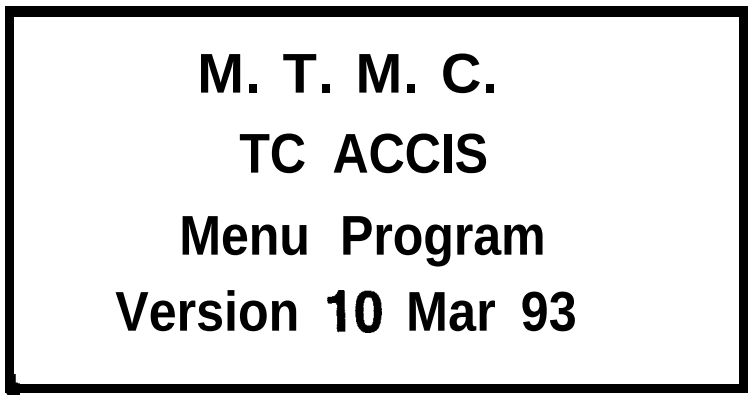

Figure 13-2. Title Screen for INTERMEC Scanner Program

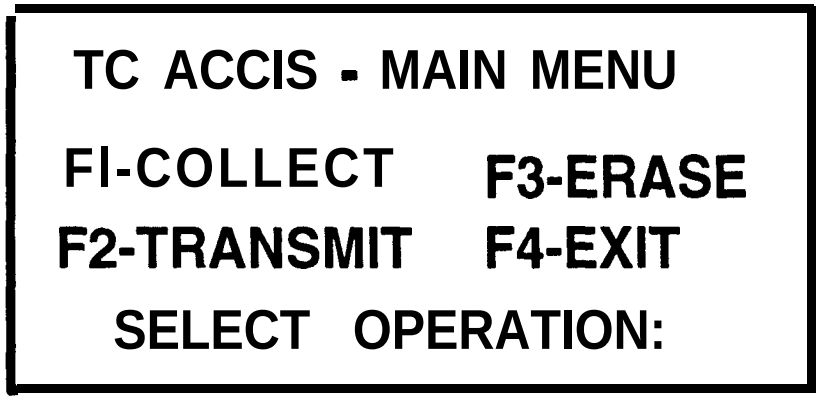

Figure 13-3. TC ACCIS - MAIN MENU for the TC ACCIS Scanner Program

Note: If you are using the TC ACCIS scanner program with the Modem attached to the Reader, you must remember to turn off the power to the Reader when it is not in use. The Reader does not automatically **power-down** unless the Modem is removed from the Reader.

13.3.4.1 Scanning of Outbound Equipment.

Scanning of Outbound Equipment is initiated by selecting **F1** from the TC ACCIS - MAIN MENU for the Reader.

a. The following is an explanation of the fields that will be displayed:

Field Name	Type	Explanation
TDC	R	The Type Data Code for the exercise that includes the equipment being shipped.
Mode	R	The Mode to the Port of Embarkation which refers to the means by which the equipment was moved to the port. Choices are: **RAOT** for Rail Load Data. **AIOT** for Air Load Data. **COOT** for Convoy Data. **BUOT** for Bus Data. **TROT** for Truck Load Data. **BAOT** for Barge Load Data. The first two characters represent the **Mode** and the **OT** represents **Outbound.**

b. Depending upon the Mode entered, continue with the procedures in the paragraph indicated below:

Paragraph	Mode
13.3.4.1.1	Rail Load Data
13.3.4.1.2	Air Load Data
13.3.4.1.3	Convoy Data
13.3.4.1.4	Bus Load Data
13.3.4.1.5	Truck Load Data
13.3.4.1.6	Barge Load Data

13.3.4.1.1 Scanning Outbound Rail Load Data.

Use the following procedures to scan Rail Load data into the lntermec Reader:

a. From the TC ACCIS - MAIN MENU on the Reader, select **F1** to collect data.

Note: All entries should be in upper case and of the length specified. If your entries appear in lower case, press the **bksp** key to erase the erroneous entries, press the **caps** key, and then enter the data again. As necessary, numeric fields should be padded on the left with zeroes and alphanumeric fields should be padded on the right with **blank spaces** to achieve the required field length.

b. Enter the **TDC** (2 characters) of the exercise for this equipment and press **ENTER.**

c. Enter the **Mode** of **RAOT (4** characters) and press **ENTER.**

d. Enter **the Ramp Identification** (6 alphanumeric characters) and press **ENTER.**

e. Enter **the Train Number** (2 digits) and press **ENTER.**

f. Enter the **Rail Car Identification Number** (10 alphanumeric characters) and press **ENTER.**

g. Scan or enter the **Rail Car Description** (12 alphanumeric characters). If you entered **the Description,** press **ENTER.**

h. Scan or enter the **TCNs** (17 characters) from the **MSLs** on each piece of equipment on the Rail Car. When you have completed scanning equipment for the Rail Car, you have the following options:

Key(s) to Press	Option
Alt and then **F1**	Enter a new Train Number.
Alt and then **F2**	Enter a new Ramp Identification.
F 2	Enter a new Rail Car Description.
F 3	Enter a new Rail Car Identification Number.
F 4	Enter a new Mode.
F4 twice	Exit to the TC ACCIS - MAIN MENU.

13.3.4.11.2 Scanning Outbound Air Load Data.

Use the following procedures to scan Air Load data into the lntermec Reader:

a. From the TC ACCIS - MAIN MENU on the Reader, select **F1** to collect data.

Note: All entries should be in upper case and of the length specified. If your entries appear in lower case, press the **bksp** key to erase the erroneous entries, press **the caps** key, and then enter the data again. As necessary, numeric fields should be padded on the left with **zeroes** and alphanumeric **fields** should be padded on the right with **blank spaces** to achieve the required field length.

b. Enter the **TDC** (2 characters) of the exercise for this equipment and press **ENTER.**

c. Enter the **Mode** of **AIOT** (4 characters) and press ENTER.

d. Enter **the Mission Number** (16 alphanumeric characters and the first character must be M) and press ENTER.

e. Enter the **Tail Number** (16 alphanumeric characters and the first character must be T) and press ENTER.

f. Scan or enter the **TCNs** (17 characters) from the **MSLs** on each piece of equipment in the Air Load. When you have completed scanning equipment for the Tail Number, you have the following options:

Key to Press	Option
F2	Enter a new Tail Number.
F3	Enter a new MAC Mission Number.
F4	Enter a new Mode.
F4 twice	Exit to the TC ACCIS - MAIN MENU.

Scanning Outbound Convoy Data

Use the following procedures to scan Convoy data into the Intermec Reader:

a. From the TC ACCIS - MAIN MENU on the Reader, select **F1** to collect data.

Note: All entries should be in upper case and of the length specified. If your entries appear in lower case, press the **bksp** key to erase the erroneous entries, press the caps key, and then enter the data again. As necessary, numeric fields should be padded on the left with zeroes and alphanumeric fields should be padded on the right with **blank spaces** to achieve the required field length.

b. Enter the **TDC** (2 characters) of the exercise for this equipment and press ENTER.

c. Enter the **Mode** of **COOT** (4 characters) and press **ENTER.**

d. Enter the **Convoy Identification Number** (11 digits) and press **ENTER.** This information can be found on the DD Form 1265 or 1266 for the approved convoy.

e. Scan or enter the **TCNs** (17 characters) from the **MSLs** on each piece of equipment in the Convoy. When you have completed scanning equipment for the Convoy Identification Number, you have the following options:

Key to Press	Option
F2	Enter a new Convoy Identification Number.
F4	Enter a new Mode.
F4 twice	Exit to the TC ACCIS - MAIN MENU.

13.3.4.1.4 Scanning Outbound Bus Data.

Use the following procedures to scan Bus data into the Intermec Reader:

a. From the TC ACCIS - MAIN MENU on the Reader, select **F1** to collect data.

Note: All entries should be in upper case and of the length specified. If your entries appear in lower case, press the **bksp** key to erase the erroneous entries, press the **caps** key, and then enter the data again. As necessary, numeric fields should be padded on the left with **zeroes** and alphanumeric fields should be padded on the right with **blank spaces** to achieve the required field length.

b. Enter the **TDC** (2 characters) of the exercise for this equipment and press **ENTER.**

c. Enter **the Mode** of **BUOT** (4 characters) and press **ENTER.**

d. Enter **the Bus Number** (15 alphanumeric characters) and press **ENTER.**

e. Scan or enter **the TCNs** (17 characters) from the **MSLs** on each piece of equipment in the Bus Load. When you have completed scanning equipment for the Bus Number, you have the following options:

Key to Press	Option
F 2	Enter a new Bus Number.
F4	Enter a new Mode.
F4 twice	Exit to the TC ACCIS - MAIN MENU.

13.3.4.1.5 Scanning Outbound Truck Load Data.

Use the following procedures to scan Truck Load data into the Intermec Reader:

a. From the TC ACCIS - MAIN MENU on the Reader, select **F1** to collect data.

Note: All entries should be in upper case and of the length specified. If your entries appear in lower case, press the **bksp** key to erase the erroneous entries, press the **caps** key, and then enter the data again. As necessary, numeric fields should be padded on the left with **zeroes** and alphanumeric fields should be padded on the right with **blank spaces** to achieve the required field length.

b. Enter the **TDC** (2 characters) of the exercise for this equipment and press **ENTER.**

c. Enter the **Mode** of **TROT (4** characters) and press **ENTER.**

d. Enter **the Truck/Trailer Number** (15 alphanumeric characters) and press **ENTER.**

e. Scan or enter the **TCNs** (17 characters) from the **MSLs** on each piece of equipment in the Truck Load. When you have completed scanning equipment for the **Truck/Trailer** Number, you' have the following options:

Key to Press	Option
F 2	Enter a new Truck/Trailer Number.
F 4	Enter a new Mode.
F4 twice	Exit to the TC ACCIS - MAIN MENU.

13.3.4.1.6 Scanning Outbound Barge Load Data,

Use the following procedures to scan Barge Load data into the Intermec Reader:

a. From the TC ACCIS - MAIN MENU on the Reader, select **F1** to collect data.

Note: All entries should be in upper case and of the length specified. If your entries appear in lower case, press the **bksp** key to erase the erroneous entries, press the **caps** key, and then enter the data again. As necessary, numeric fields should be padded on the left with zeroes and alphanumeric fields should be padded on the right with **blank spaces** to achieve the required field length.

b. Enter the **TDC (2** characters) of the exercise for this equipment and press **ENTER.**

c. Enter the **Mode** of **BAOT (4** characters) and press **ENTER.**

d. Enter **the Barge Number** (15 alphanumeric characters) and press **ENTER.**

e. Scan or enter the **TCNs** (17 characters) from the **MSLs** on each piece of equipment on the Barge. When you have completed scanning equipment for the Barge Number, you have the following options:

Key(s)	Option
F 2	Enter a new Barge Number.
F 4	Enter a new Mode.
F4 twice	Exit to the TC ACCIS - MAIN MENU.

13.3.4.2 Scanning of Inbound Equipment

Scanning of Inbound Equipment is initiated by selecting **F1** from the TC ACCIS - MAIN MENU for the Reader.

a. The following is an explanation of the fields that will be displayed:

Field Name	Type	Explanation
TDC	R	The Type Data Code for the exercise that includes the equipment being shipped.

Mode	R	The Mode to the Port of Debarkation which refers to the means by which the equipment was moved to the port. Choices are: RAIN for Rail Load Data. AIIN for Air Load Data. COIN for Convoy Data. **BUIN** for Bus Data. **TRIN** for Truck Load Data. **BAIN** for Barge Load Data. The first two characters represent the **Mode** and the IN represents **Inbound.**

b. Depending upon the Mode entered, continue with the procedures in the paragraph indicated below:

Paragraph	Mode
13.3.4.2.1	Rail Load Data
13.3.4.2.2	Air Load Data
13.3.4.2.3	Convoy Data
13.3.4.2.4	Bus Load Data
13.3.4.2.5	Truck Load Data
13.3.4.2.6	Barge Load Data

13.3.4.2.1 Scanning Inbound Rail Load Data.

Use the following procedures to scan Rail Load data into the Intermec Reader:

a. From the TC ACCIS - MAIN MENU on the Reader, select **F1** to collect data.

Note: All entries should be in upper case and of the length specified. If your entries appear in lower case, press the **bksp** key to erase the erroneous entries, press the **caps** key, and then enter the data again. As necessary, numeric fields should be padded on the left with **zeroes** and alphanumeric fields should be padded on-the right with **blank spaces** to achieve the required field length.

b. Enter the **TDC** (2 characters) of the exercise for this equipment and press **ENTER.**

c. Enter the **Mode** of RAIN (4 characters) and press **ENTER.**

d. Enter **the GBL Number** (8 characters) and press **ENTER.**

e. Scan or enter the **TCNs** (17 characters) from **the MSLs** on each piece of equipment in **the** GBL. When you have completed scanning equipment for the GBL, you have the following options:

Key(s) to Press	Option
F 2	Enter a new GBL Number.
F 4	Enter a new Mode.
F4 twice	Exit to the TC ACCIS - MAIN MENU.

13.3.4.2.2 Scanning Inbound Air Load Data.

Use the following procedures to scan Air Load data into the Intermec Reader:

a. From the TC ACCIS - MAIN MENU on the Reader, select **F1** to collect data.

Note: All entries should be in upper case and of the length specified. If your entries appear in lower case, press the **bksp** key to erase the erroneous entries, press the caps key, and then enter the data again. As necessary, numeric fields should be padded on the left with **zeroes** and alphanumeric fields should be padded on the right with **blank spaces** to achieve the required field length.

b. Enter the **TDC** (2 characters) of the exercise for this equipment and press **ENTER.**

c. Enter the **Mode** of **AIIN** (4 characters) and press **ENTER.**

d. Enter the **GBL Number** (8 characters) and press **ENTER.**

e. Scan or enter the **TCNs** (17 characters) from the **MSLs** on each piece of equipment in the GBL. When you have completed scanning equipment for the GBL, you have the following options:

Key to Press	Option
F 2	Enter a new GBL Number.
F 4	Enter a new Mode.
F4 twice	Exit to the TC ACCIS - MAIN MENU.

13.3.4.2.3 Scanning Inbound Convoy Data.

Use the following procedures to scan Convoy data into the Intermec Reader:

a. From the TC ACCIS - MAIN MENU on the Reader, select **F1** to collect data.

Note: All entries should be in upper case and of the length specified. If your entries appear in lower case, press the **bksp** key to erase the erroneous entries, press the **caps** key, and then enter the data again. As necessary, numeric fields should be padded on the left with **zeroes** and alphanumeric fields should be padded on the right with **blank spaces** to achieve the required field length.

b. Enter the **TDC** (2 characters) of the exercise for this equipment and press **ENTER.**

c. Enter the **Mode** of **COIN (4** characters) and press **ENTER.**

d. Enter the **GBL Number** (8 characters) and press **ENTER.**

e. Scan or enter the **TCNs** (17 characters) from the **MSLs** on each piece of equipment in the GBL. When you have completed scanning equipment for the GBL, you have the following options:

Key to Press	Option
F 2	Enter a new GBL Number.
F 4	Enter a new Mode.
F4 twice	Exit to the TC ACCIS - MAIN MENU.

13.3.4.2.4 Scanning Inbound Bus Data.

Use the following procedures to scan Bus data into the Intermec Reader:

a. From the TC ACCIS - MAIN MENU on the Reader, select **F1** to collect data.

Note: All entries should be in upper case and of the length specified. If your entries appear in lower case, press the **bksp key to erase** the erroneous entries, press the **caps** key, and then enter the data again. As necessary, numeric fields should be padded on the left with zeroes and alphanumeric fields should be padded on the right with **blank spaces** to achieve the required field length.

b. Enter the **TDC (2** characters) of the exercise for this equipment and press **ENTER.**

c. Enter the **Mode** of **BUIN** (4 characters) and press **ENTER.**

d. Enter the **GBL Number** (8 characters) and press **ENTER.**

e. Scan or enter the **TCNs** (17 characters) from the **MSLs** on each piece of equipment in the GBL. When you have completed scanning equipment for the GBL, you have the following options:

Key to Press	Option
F 2	Enter a new GBL Number.
F 4	Enter a new Mode.
F4 twice	Exit to the TC ACCIS - MAIN MENU.

13 3.4.2.5 Scanning Inbound Truck Load Data.

Use the following procedures to scan Truck Load data into the Intermec Reader:

a. From the TC ACCIS - MAIN MENU on the Reader, select **F1** to collect data.

Note: All entries should be in upper case and of the length specified. If your entries appear in lower case, press the bksp key to erase the erroneous entries, press the caps key, and then enter the data again. As necessary, numeric fields should be padded on the left with zeroes and alphanumeric fields should be padded on the right with blank spaces to achieve the required field length.

b. Enter the TDC (2 characters) of the exercise for this equipment and press ENTER.

c. Enter the Mode of **TRIN** (4 characters) and press ENTER.

d. Enter the GBL Number (8 characters) and press ENTER.

e. Scan or enter the **TCNs** (17 characters) from the **MSLs** on each piece of equipment in the GBL. When you have completed scanning equipment for the GBL, you have the following options:

Key to Press	Option
F 2	Enter a new GBL Number.
F 4	Enter a new Mode.
F4 twice	Exit to the **TC** ACCIS - MAIN MENU.

13 3.4.2.6 Scanning Inbound Barge Load Data

Use the following procedures to scan Barge Load data into the Intermec Reader:

a. From the TC ACCIS - MAIN MENU on the Reader, select **F1** to collect data.

Note: All entries should be in upper case and of the length specified. If your entries appear in lower case, press the bksp key to erase the erroneous entries, press the caps key, and then enter the data again. As necessary, numeric fields should be padded on the left with zeroes and alphanumeric fields should be padded on the right with **blank** spaces to achieve the required field length.

b. Enter the TDC (2 characters) of the exercise for this equipment and press ENTER.

c. Enter the Mode of BAIN (4 characters) and press ENTER.

d. Enter the GBL **Number** (8 characters) and press ENTER.

e. Scan or enter the **TCNs** (17 characters) from the **MSLs** on each piece of equipment in the GBL. When you have completed scanning equipment for the GBL

, you **have** the following options.

Key(s)	Option
F 2	Enter a new GBL Number.

F4	Enter a new Mode.
F4 twice	Exit to the TC ACCIS - MAIN MENU.

13.3.4.3 Transmitting TC ACCIS Reader Data.

The following paragraph describes the procedures for sending the scanned TC ACCIS equipment data to the Compaq 4500 from the Intermec Reader. The Intermec Reader has an external modem.

a. Connect the modem to a working telephone line:

(1) First locate a modular telephone outlet on the wall.

(2) Plug one end of the standard modular telephone cable into the wall outlet.

(3) Plug the other end of the telephone cable into the right side of the modem.

b. Before you begin transmitting data from the Reader to the TC ACCIS Compaq 4500, make certain that the orange on/off switch on the modem is in the **on** position.

c. From the TC ACCIS - MAIN MENU, press **F2-TRANSMIT**.

d. From the TC ACCIS - TRANSMIT menu you will be prompted to respond with **F1** key if the modem is turned on. Press **F1**. The Reader will attempt to reset the modem. The TC ACCIS - TRANSMIT screen will display the message:

Resetting the Modem please wait.

If the modem does not respond, the message will be displayed:

The modem did not respond

e. Enter the phone of the host Compaq 4500 when the TC ACCIS-TRANSMIT menu displays the prompt:

enter phone number

Use a comma if you need to pause between any of the numbers during the dialing phase. e.g., 9,17033557285. A message will be displayed:

dialing the phone ATDP########

While the Reader program is waiting for the connection to be made with the host Compaq 4500, the message will be displayed on the Reader screen:

waiting for connect

If no connection is made, the message:

no carrier detected <enter> to continue

f. When the connection is made, the Reader will wait for the TC ACCIS Compaq 4500 to respond with the login prompt. You must login to the TC ACCIS Compaq 4500 as **scan. The** Reader screen will display a prompt:

waiting for password

g. At the PASSWORD prompt, enter **the Password** for your **login** on the TC ACCIS Compaq 4500.

h. Once the password has been entered, the following message will be displayed until the TC ACCIS Compaq 4500 validates the password that was entered:

waiting for RZ

If the password is valid, the Compaq 4500 will begin the data processing program that will receive the transmitted data. The Reader will automatically transmit the collected data to the Compaq **4500.** A **transmitting** message and the number of records being transmitted will be displayed on the Reader screen during the process.

i. When the Compaq 4500 has received the records, the following message will be displayed on the Reader screen:

Transmit complete
Host processing
Do not disconnect

This indicates that the Compaq 4500 is assembling the records for processing. An E-Mail message will be sent to the scan-group or postmaster mailbox as described in paragraph 13.3.1 above. Use the procedures in Section 13 - *Using TC ACCIS Electronic Mail* of this manual to read this message.

(1) The following message will be sent when the uploading is successful:

Upload successful!
Processing started...

(2) The following message will be sent when the uploading is not successful:

Scanner transfer failed!

j. After the records have been assembled, the following message will be displayed on the Reader screen to indicate the processing has begun:

Disconnect collection device

At this time you should:

(1) Disconnect the phone line.

(2) Press the **ENTER** key on the Reader.

(3) Turn off the Modem.

k. When all the records have been processed, an E-Mail message about the processing will be sent to the scan-group or postmaster mailbox as described in paragraph 13.3.1 above. The message will show any errors and unprocessed records. This E-Mail message must be checked to determine whether the scanned records have been processed. Use the procedures in Section 13 - *Using TC ACCIS Electronic Mail* of this

manual to read this message. The following are examples of the type processing error messages you might receive:

Error(s) encountered processing data.
Error Log follows:

BAD DETAIL DATA FOR THIS HEADER:
MODE: R TDC: JO CAR SERIAL #: RCN2222222 TRAIN #: 85

EQUIPMENT NOT FOUND IN THE EQUIPLST TABLE:
TDC: JO TCN: AWALSC000D00280XX

HEADER PORTION OF SCANNED RECORD WAS A DUPLICATE:
MODE: R TDC: JO CAR SERIAL #: RCNUMO0003 TRAIN #: 3

BAD DETAIL DATA FOR THIS HEADER:
MODE: R TDC: JO CAR SERIAL #: RCNUM00003 TRAIN #: 3

DETAIL PORTION OF SCANNED RECORD WAS A DUPLICATE:
TDC: JO TCN: AWWWWWW00D00540XX

DETAIL PORTION OF SCANNED RECORD WAS A DUPLICATE:
TDC: JO TCN: AWWWWWW00D00600XX

1. When you press the ENTER key, the ERASE screen will be displayed with a prompt:

ERASE DATA FILE?

CAUTION

Responding yes to this prompt will be deleted all the data in the Reader. You may want to verify the data on the host Compaq 4500 before you erase It from the memory of the Reader. In thls case, respond no to this prompt and later you can use the procedures In paragraph 13.3.4.4 below to erase all the data from the Reader memory.

(1) If you do **not** want to erase all the data in memory of the Reader, press F2 which is the key for a **no** response. You will then be returned to the TC ACCIS - MAIN MENU for the scanner program and all the data will remain in the Reader memory.

(2) If you want to erase all the data in memory of the Reader, press **F1** which is the key for a yes response. All the data in the Reader memory will be deleted and you will be returned to the TC ACCIS - MAIN MENU for the scanner program.

13.3.4.4 Clearing All Data from the Reader Memory.

WARNING

The ERASE function from the TC ACCIS - MAIN MENU will clear all data from the Reader memory. Make sure you have used the procedures In paragraph 13.3.4.3 above to transmit the data to the host Compaq 4500 before you use thls function.

Using the **ERASE** option from the TC ACCIS - MAIN MENU is the preferred method of clearing all data from the Reader. This allows the user to verify that the transmitted data was received by and is readable on the host Compaq 4500. To use the **ERASE** option, press F3 from the TC ACCIS - MAIN MENU. A prompt will be displayed.

ERASE DATA FILE?

a. If you do **not** want to erase all the data in memory of the Reader, press F2 which is the key for a **no** response. You will then be returned to the TC ACCIS - MAIN MENU for the scanner program and all the data will remain in the Reader memory.

b. If you want to erase all the data in memory of the Reader, press **F1** which is the key for a yes response. All the data in the Reader memory will be deleted and you will be returned to the TC ACCIS - MAIN MENU for the scanner program.

13.4 Related Processing.

Not Applicable.

13.5 Data Backup.

Not Applicable.

13.6 Recovery from Errors and Malfunctions.

Four beeps will sound when there is a data entry error. When this happens, re-enter the data.

13.7 Messages.

Messages can be generated from four sources.

a. The TC ACCIS software can generate messages that are tailored to the situation and/or context of where you are working within TC ACCIS. The TC ACCIS messages that may be encountered in the TC ACCIS Scanner Function are listed below.

(1) TC ACCIS messages can be one of three types.

(a) Information Messages provide information that is appropriate for the operation you are performing at the time the message is displayed. You are not required to respond to this message in any way.

(b) Error Messages indicate you have attempted to perform an operation that can not be done in the current context. For example, you may have tried to enter the wrong type data into a screen field, or tried to select and option number that is not available on the current menu. When an error message is displayed, you must take some corrective action in order to resume operations.

(c) A Prompt indicates that you are required to enter some specific type data or respond to a question displayed on the screen. You must perform the specified action to resume operations.

(2) TC ACCIS messages are designed to be self explanatory

b. The messages displayed on the scanner arc generated by the chip in the scanner. These messages are documented in the documentation that comes with the scanner and are not repeated here.

c. Messages generated by the SCO UNIX Operating System and the Informix 4GL Database Management Software are generally an indication that there is a serious problem in the operation of the system. In most cases they will ask you to contact your System Administrator. The SCO UNIX and Informix 4GL messages are not included in the list below. If you encounter a message that is not included in the list below or any message that is not clearly understood, contact you System Administrator for assistance.

List of TC ACCIS Scanner Messages

B **Bad scanner data received!!!**

E **E-mail sent to postmaster.**

End of Error Log.

Error(s) encountered processing data.

Error Log follows:

F **Files not sent!!!**

P **Processing started...**

S **Scanner data processed!**

Scanner transfer failed!

send

T Terminated on [date]

The address list [name] is not valid.

The following data was not processed:

Try again!

U Upload Failed!

Upload successful!

SECTION 14 PROCESSING REFERENCE GUIDE - TC ACCIS Electronic Mail

The TC ACCIS Electronic Mail is based on the Elm Electronic Mail System which is, in turn, was designed to operate in a UNIX environment.

14.1 Capabilities.

TC ACCIS Electronic Mail (E-Mail) has the capability of sending and receiving messages, as well as storing, forwarding, printing, deleting, and moving them. Mail can be sent and received between authorized users who are connected directly to the TC ACCIS Compaq 4500 Enhanced File Server, connected by telephone line and modem, orconnected by the Defense Data Network (DDN). For installations connected to DDN, TC ACCIS automatically processes E-Mail messages to and from users at other TC ACCIS E-Mail sites as well as other E-Mail hosts with access to DDN.

E-Mail can be sent to local and non-local users. Local users are the the users who have an authorized login and password for the Compaq 4500 where your TC ACCIS system is located. Regardless of whether they are connected to this Compaq 4500 directly or by telephone lines and a modem, they are considered a local user. Non-local users are users who have an authorized login and password for a different computer, normally at another installation. This may be another TC ACCIS E-Mail site at another installation or a different type E-Mail host with access to DDN.

An E-Mail message can be sent to one or to multiple addressees. Addressees can also be identified as **To:** Addressees and cc: Addressees.

a. The **To:** address is used for **an Action Addressee,** i.e., you expect the receiver of the message to take some specific action(s) as a result of the message.

b. The cc: address is used for **an Information Addressee.** It is used when you want to provide a **Courtesy Copy** of the message to someone for information purposes but you do not expect this recipient to take any special action(s) as a result of the message.

c. Refer to paragraph 14.2, below for the procedures to be used when you want to send a message to multiple **Action Addressees** or to provide a **Courtesy Copy** to multiple addressees.

14.2 Conventions.

The general conventions used in this section are described in paragraph 4.2, of Section 4 - *Getting* Starred, of this manual. In addiuon to these general conventions, TC ACCIS Electronic Mail uses the Visual Editor (vi) commands discussed in paragraph 14.3.2 (page 14-29) below to create and send E-Mail messages through the Elm Mail System.

14.3 Using Procedures.

This paragraph explains how to use the basic features in Elm E-Mail. For more detailed information on any feature, refer to the following document:

a. The Elm Users Guide, dated October 1, 1992.

b. The Elm Reference Guide, dated October 1, 1992.

c. The Elm Alias System Users Guide, dated October 1, 1992.

d. Elm Forms Mode Guide, dated October 1, 1992.

14.3.1 Using Elm Electronic Mail on the Compaq 4500.

To use E-Mail on the Compaq 4500, log into the Compaq 4500, and select **Electronic Mail** from the TC ACCIS Main Menu, The Electronic Mail menu will be displayed as shown in Figure 14-1.

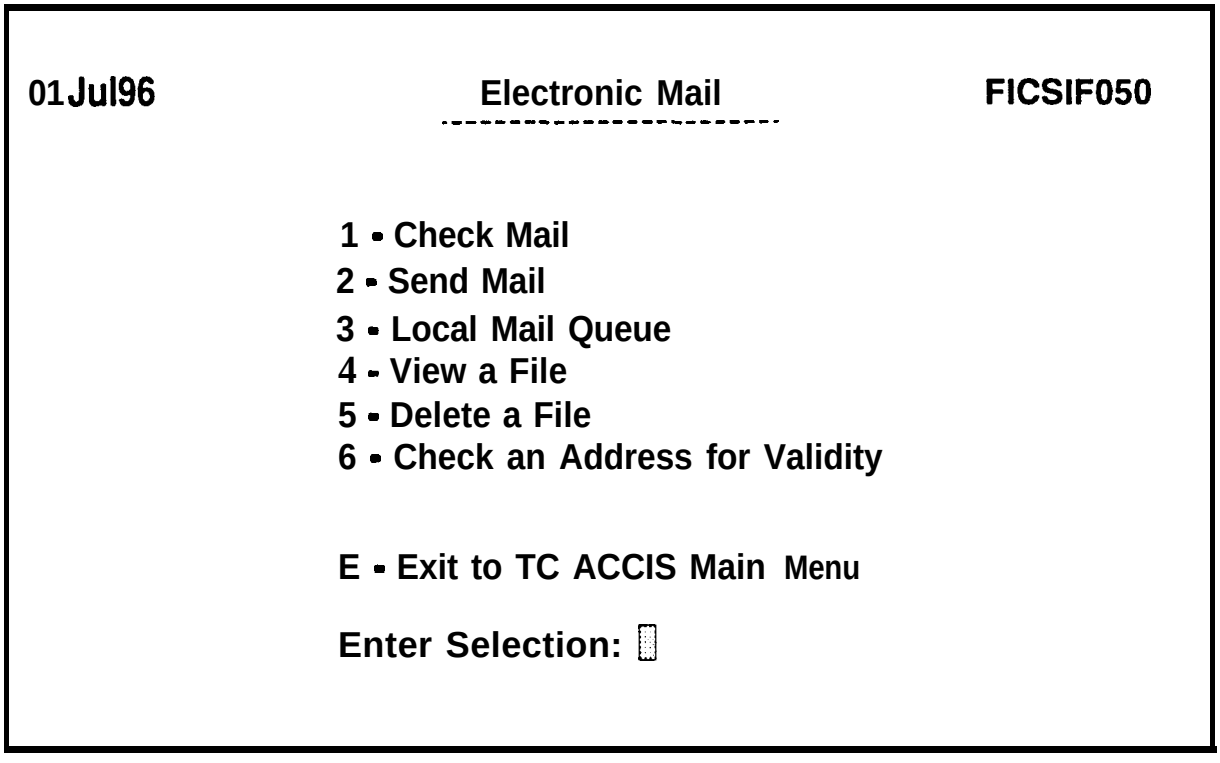

Figure 14-1. Electronic Mail Menu

The following is an explanation of each of the options available on the Electronic Mail menu:

Menu Option	Explanation
Check Mail	This option is used to access mail messages in your mailbox.

Send Mail	This option is used to send mail messages to other system users.
Local Mail Queue	Allows you to check your E-Mail delivery queue to see if any of your messages are still awaiting delivery.
View a File	Provides a list of the files in your home directory and allows you to display the contents of any file.
Delete a File	Provides a list of the files in your home directory and allows you to delete any file on that list.
Check an Address for Validity	Checks to see if E-Mail addresses are valid.

14.3.1.1 First Time Use of Elm E-Mail.

The first time you attempt to check your mail in Elm, you will be prompted to establish a **.elm** directory and a **folders** directory that will be used thereafter each time you access E-Mail. Establishing these directories is a one time procedure. Once they are established, the following messages will not be displayed again and you will use the procedures in paragraph 14.3.1.2 (page 14-4) below to check your mail. If you do not establish them when prompted, you will continue to receive these prompts until these directories are established.

Use the following procedures to check for mail in your mailbox:

a. To begin these procedures, the Electronic Mail menu should be displayed as shown in Figure 14-1 (page 14-2) above. If this is not the case, use the procedures in paragraph 14.3.1 (page 14-1) above to display it.

b. Select **Check Mail** from the Electronic Mail menu. A prompt will be displayed:

Notice:
This version of ELM requires the use of a .elm directory in your home directory to store your elmrc and alias files. Shall I create the directory .elm for you and set it up (y/n/q)?

(1) Enter y to set up the .elm directory. A message will be displayed:

Great! I'll do it now.

Then another prompt will be displayed:

ELM requires the use of a folders directory to store your mail folders in. Shall I create the directory /[login]/Mail for you (y/n/q)?

(a) Enter y to set up the folders directory. A message will be displayed:

Great! I'll do it now.

The main Elm screen will then be displayed and you can continue with the procedures in paragraph 14.3.1.2 below.

(b) Enter **n** to continue without setting up the folders directory. A message will be displayed:

Very well. I won't create it.
But, you may run into difficulties later.

The main Elm screen will then be displayed and you can continue with the procedures in paragraph 14.3.1.2 below.

(c) Enter q to quit and return to the Electronic Mail menu.

(2) Enter n to continue without setting up the .elm directory. A message will be displayed:

Very well. I won't create it.
But, you may run into difficulties later.

Then a second prompt will be displayed:

Notice:
ELM requires the use of a folders directory to store your mail folders in.
Shall I create the directory /[login]/Mail for you (y/n/q)?

(a) Enter y to set up the folders directory. A message will be displayed:

Great! I'll do it now.

The main Elm screen will then be displayed and you can continue with the procedures in paragraph 14.3.1.2 below.

(b) Enter n to continue without setting up the folders directory. A message will be displayed:

Very well. I won't create it.
But, you may run into difficulties later.

The main Elm screen will then be displayed and you can continue with the procedures in paragraph 14.3.1.2 below.

(c) Enter q to quit and return to the Electronic Mail menu.

(3) Enter q to quit and return to the Electronic Mail menu.

J4.3.1.2 Checking Mail.

Note: If this is your first attempt to check your mail in Elm, or if you have not previously established the .elm directory and the folders directory, follow the procedures in paragraph 14.3.1.1 (page 14-3) above, which allow you to establish these directories as you check your E-Mail

When an E-Mail message is sent to a user, it is placed in the user's mailbox. The mailbox is like the In Box on a desk. The message st s here until the user copies the message to another folder or deletes the message.

Usc the following procedures to check for mail in your mailbox:

a. To begin these procedures, the Electronic Mail menu should be displayed as shown in Figure 14- 1 (page 14-2) above. If this is not the case, use the procedures in paragraph 14.3.1(page 14-2) above to display it.

b. Select **Check Mail** from the Electronic Mail menu. The main Elm screen will be dismayed as shown in Figure 14-2. Notice the following characteristics of this screen:

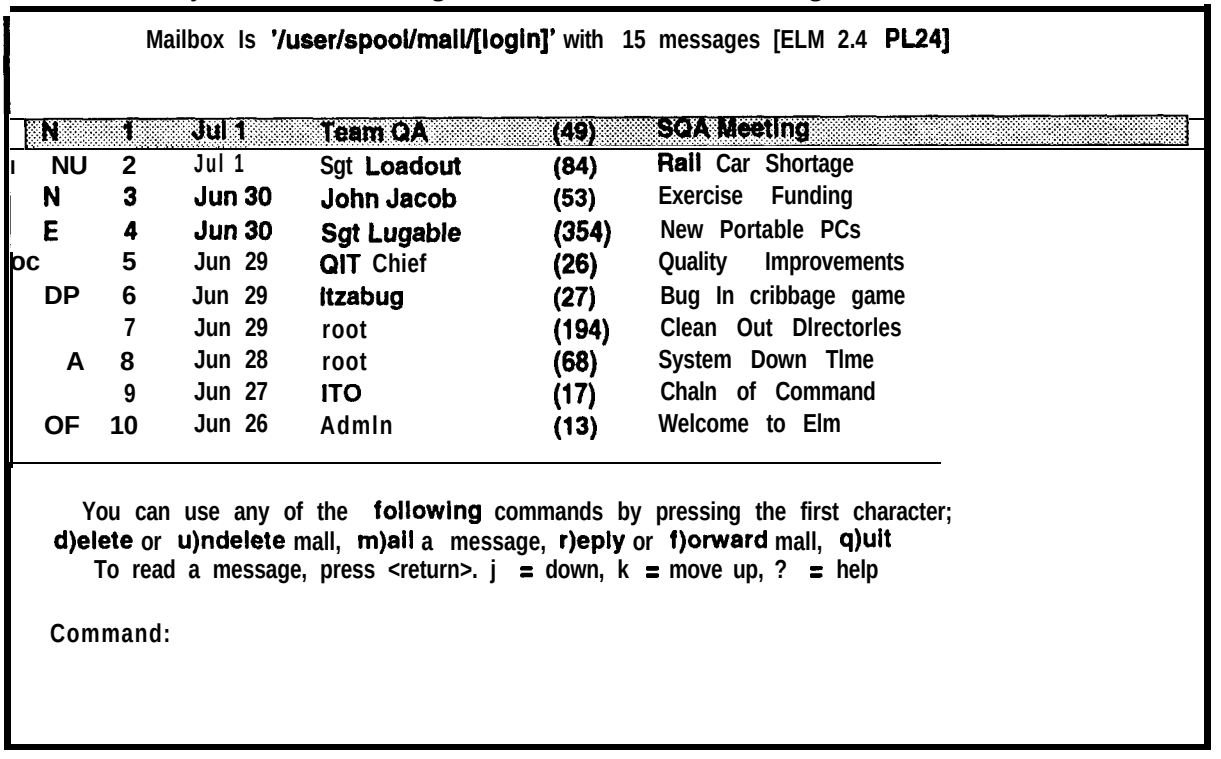

Figure 14-2. Main Elm Screen

(1) The first line on the screen always displays the name of the current folder ('/usr/spool/mail/[login]' in this example), the number of messages in the folder (15 in this example), and the current Elm version number (Elm 2.4 PL24 in this example).

(2) The top section of the screen displays information to identify the ten most recent messages in this folder. The first message will be highlighted which means this is the current or active message.

(a) The first field identifying the messages is a two character field:

1 The first character identifies the temporary status of the message:

D Deleted message.

E Expired message.

N New message.

0 Old message, i.e., an unread message displayed on this screen during a former time that you checked your E-Mail but which was not read at that time.

2 The second character identifies the permanent status of the message:

A Message that has an Action associated with it.

C Confidential message.

F **Form** letter.

P Private message.

U Urgent message.

(b) The second field shows a temporary sequence number assigned to each message. The most current number at the top of the list is assigned sequence number 1. A new sequence number will be assigned each time a message is added or deleted from the list of displayed messages.

(c) The third field is the date the message was mailed.

(d) The fourth field shows the name of the sender. If you arc the sender it will start with **To** followed by the name of the addressee.

(e) The fifth field shows the number of lines in the message, to include the message header.

(f) The sixth field is the subject of the message.

(3) The bottom section of the screen identifies some of the basic options available from this screen:

Key	Function
?	Display the first of three **Help** screens with additional options that are available.
d	**Delete** the highlighted message. The deleted message will still be displayed in the list of message but a D will be displayed in the first column of the first field to mark this message for deletion from the database when you exit from the main Elm screen. While a message marked for deletion is still displayed in the list of messages, you can use the **Undelete** function to remove the **Delete** marker.
f	**Forward** the highlighted message to another E-Mail user with an option to include your own comments with the forwarded message.
j	Move **Down** one row to highlight the next message.
k	Move **Up** one row to highlight the previous message.
m	**Mail** (create and send) a message to another E-Mail user. This option allows you to Send a message from the Check Message option of the Electronic Mail menu rather than Quitting here and then selecting the Send Message option. When

this option is used, a **Send message to:** prompt will be displayed. Continue with the procedures in paragraph 14.3.1.3.1 (page 14-11) for sending a message. When you are done mailing this message by this means, you will be returned to the main Elm screen.

q	**Quit** and return to the Electronic Mail menu.
r	**Reply** to the highlighted message.
RETURN	**Display the** contents of the highlighted message. When you are done reading the message contents, press **i** to return to the main Elm screen.
u	**Undelete** the last message that was deleted. This function works only when a message in the list has been marked for Deletion.

(4) The cursor will be at the **Command** prompt which is the last line on the screen.

c. As necessary, press **k** or **j** to move the highlight bar up or **down** the list of messages.

d. When the desired message is highlighted, press the key corresponding to the desired function you want to perform with the highlighted message. In addition to the nine options shown at the bottom of the main Elm screen (Figure 14-2 (page 14-5 above), Elm has several additional options that are described in paragraph 14.3.1.2.1 below. Any of these option can be executed directly from the main Elm screen by pressing the key corresponding to the option.

Note: In most cases the option will execute when you press the appropriate key. If it does not, press **RETURN** to execute the option.

These additional options can also be listed on the screen by using the **Help** option described paragraph 14.3.1.2.1 below.

e. As necessary, use the procedures beginning with paragraph c. above to perform another function.

f. When you have completed all the desired functions, press **q** to **Quit** from the main Elm screen. A prompt will be displayed:

Move read messages to "received" folder? (y/n)

(1) Press **n** in response to this prompt is you want to retain all of your read messages in the current folder. A **[Keeping Messages]** message will be displayed at the bottom of the screen for a few moments and then the cursor will return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu.

(2) Press y in response to this prompt is you want to move all of you read messages to the Received folder. A **[Keeping n Messages and storing** N.] message will be displayed at the bottom of the screen for a few moments, where **n** is the number of messages remaining in your Mailbox and N is the number of messages stored.

Then the cursor will return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu. The next time you Check Mail, only the retained messages will be displayed on the main Elm screen.

Note: All messages that have been marked for deletion (paragraph 14.3.1.2.2 (page 14-9 below), will be deleted from the database when you use the **q-quit** command. You will not be able to access these messages again.

14.3.1.2.1 Help Options in Main Elm Screen.

In addition to the nine options shown at the bottom of the main Elm screen (Figure 14-2 (page 14-5 above), Elm has three Help screens that list additional options available from the main Elm screen. Any of these options can be executed directly from the main Elm screen by using the procedures in paragraph 14.3.1.2d. (page 14-4 above).

Use the following procedures to access the Elm Help screens:

a. To begin the process, the main Elm screen as shown in Figure 14-2 (page 14-5) above, must be displayed with the 'cursor in the **Command:** prompt. If this is not the case, use the procedures in paragraphs 14.3.1(page 14-2) and 14.3.1.2(page 14-4) above to display it.

b. As necessary, press ? for **Help,** which will display a message:

ELM Help System
Press the key you want help for, '?' for a key list, or '.' to exit help.
Help for key:

(1) If you want to verify the function of any key, press that key, and the purpose for that key will be displayed at the bottom of the screen, or,

(2) Press ? to display the first of three **Help** screens with additional options that are available.

(a) If the desired function is not listed on the first **Help** screen, press the **SPACEBAR** to display the second **Help** screen with additional options, or press **q** to return to the main Elm screen.

(b) If the desired function is not listed on the second **Help** screen, press the **SPACEBAR** again, to display the third **Help** screen with additional options, or press **q** to return to the main Elm screen.

(c) If the desired function is not listed on the third **Help** screen, press any key to return to the main Elm screen.

(3) Press. (period) to exit the Help option. The cursor will return to the **Command:** prompt where **you can** select another option, or press **q** to **Quit** from the main Elm screen. When you press **q,** a prompt will be displayed:

Move read messages to "received" folder? (y/n)

(1) Press **n** in response to this prompt is you want to retain all of your read messages in the current folder. A **[Keeping Messages]** message will be displayed at the bottom of the screen for a few moments and then the cursor will return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu.

(2) Press y in response to this prompt is you want to move all of you read messages to the Received folder. A **[Keeping n Messages and storing** N.] message will be displayed at the bottom of the screen for a few moments, where **n** is the number of messages remaining in your Mailbox and N is the number of messages stored. Then the cursor will return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu. The next time you Check Mail, only the retained messages will be displayed on the main Elm screen.

Note: All messages that are marked for deletion (paragraph 14.3.1.2.2 (page 14-9 below), will be deleted from the database when **you** use the **q-quit** command. You will not be able to access any of these messages again.

c. As necessary, repeat the procedures beginning with paragraph **b.** above to repeat this procedure.

14.3.1.2.2 Deletina and Undeletina a Message from Your Mailbox.

One of the options available in the Help screens allows you to mark a message for Deletion from the list shown on the main Elm screen (Figure 14-2 (page 14-5 above). The message will not be actually deleted from the database until **you** press **q** to **quit** the main Elm screen. Any time before you press **q** to **quit,** you can Undelete the marked record. When you do this, the message is restored just as if it had never been marked for deletion. This option can be executed directly from the main Elm screen by using the following procedures:

a. To begin the process, the main Elm screen as shown in Figure 14-2 (page 14-5) above, must be displayed with the cursor at the **Command:** prompt. If this is not the case, use the procedures in paragraphs 14.3.1(page 14-2) and 14.3.1.2(page 14-4) above to display it.

b. As necessary, press **j** or **k** to move the cursor down or up the list of messages until the message to be deleted is highlighted.

c. When the message to be deleted is highlighted, press d. A **D** will bc displayed in the left column of the record that was highlighted and the cursor will move down one row

to highlight the next message. This action only marks this message for deletion. It will not be actually deleted until you press **q** to **quit** the main Elm screen.

(1) Use the following procedures to **Undelete** a message marked for deletion:

(a) When a message is marked for deletion, it can not be highlighted when you use **j** or **k** to move the cursor down or up the list of messages in the main Elm screen. You can highlight it by entering **the message sequence number** of the message to be undeleted and press **RETURN.** The cursor will move to and highlight the designated message.

(b) Press **u** to **Undelete** the highlighted message. This will remove the **D** in the left column of the message that was highlighted and the cursor will move down one row to highlight the next message. The undeleted message will be restored to the status it had before it was marked for deletion.

d. As necessary, repeat the procedures beginning in paragraph (1) above to delete and/or Undelete additional messages listed in the main Elm screen.

e. When all the necessary messages have been Deleted and/or Undeleted, and you have completed all other desired options with the messages listed in the main Elm screen, press **q** to **quit.** A prompt will be displayed:

Move read messages to "received" folder? (y/n)

(1) Press **n** in response to this prompt is you want to retain all of your read messages in the current folder. A **[Keeping Messages]** message will be displayed at the bottom of the screen for a few moments and then the cursor will return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS **MAIN** menu.

(2) Press y in response to this prompt is you want to move all of you read messages to the Received folder. A **[Keeping n Messages and storing N.]** message will be displayed at the bottom of the screen for a few moments, where **n** is the number of messages remaining in your Mailbox and N is the number of messages stored. Then the cursor will return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu. The next time you Check Mail, only the retained messages will be displayed on the main Elm screen.

Note: All messages that are marked for deletion will be deleted from the database when you use the **q-quit** command. You will not be able to access any of these messages again.

14.3.1.3 Creating and Sending an E-Mail Mess-

This function allows you to create and send an E-Mail message by using the following procedures:

a. Select Electronic Mail from the TC ACCIS MAIN menu. The Electronic Mail menu will be displayed.

b. Select the **Send Mail** option from the **Electronic Mail** menu. The Send Mail screen will be displayed with the following prompt:

[CTRL-C] to abort or
Enter the name(s) of the recipient
ten press the enter key:

Use the procedures in the following paragraphs, in the order listed, to create and send a message.

Paragraph	Page	Procedure
14.3.1.3.1	14-11	Creating the Message Header.
14.3.1.3.2	14-12	Preparing the Body of the Message.
14.3.1.3.3	14-14	Editing and Sending an E-Mail Message.

14.3.1.3.1 Creating the Message Header.

This function allows you to address to message to enter one or more Action Addressees, one or more Information Addressees, and a subject for the message. Before you begin this process you must complete the procedures in paragraph 14.3.1.3 above to display the Send screen, or you must have used the **m** (mail a message option from the main Elm screen (Figure 14-2, page 14-5 above).

a. You have the option to send this message to one or more Action Addressees.

(1) Use the following procedures to send the message to one Action Addressee:

(a) If the Addressee is a local user connected to the same Compaq 4500, enter the **login** name of the Action Addressee who is to receive your message, and press **RETURN.**

(b) If the Addressee is a non-local user who is connected to a different host computer, you must enter the **login** name of the Action Addressee plus the complete DDN address of the non-local user, and then press **RETURN.** For example, for a user at Ft. Hood to send an E-Mail message to a user named **Jones** at Ft. Campbell, the Ft. Hood user must enter the following complete DDN address at the **To:** prompt:

jones@campbell-tcaccis.army.mil

All other procedures for sending an E-Mail message to a local and a non-local user are the same.

Note: Not all users have authorization to send messages on the DDN. If you do not have DDN authorization and attempt to send a message on the DDN, the message will not be sent.

(c) See your System Administrator if you have questions about complete DDN addresses or access authorizations for DDN.

(2) To send this message to more than one Information Addressee, enter all **login** names in sequence, separated by a comma. A blank space after the comma and before the next **login** name is optional. Press **RETURN** after the last **login** name has been entered.

(3) When you press **RETURN,** a prompt will be displayed:

To: [login of Addressee(s)]
Subject of message:

b. Enter a brief statement that describes the contents of the message and press **RETURN.** The Subject should not exceed ten words. A prompt will be displayed:

Copies to:

c. You have the option to send this message to one or more Information Addressees, sometimes referred to as cc: Addressees.

(1) To send the message to one Information Addrcssec, enter the **login** name of the Addressee who is to receive your message, and press **RETURN.**

Note: The complete DDN address as described in paragraph **(l)(b)** above can also be used at the **Copies to:** prompt to send messages to one or more non-local Information Addressees.

(2) To send this message to more than one Information Addressee, enter all **login** names in sequence, separated by a comma. A blank space after the comma and before the next **login** name is optional. Press **RETURN** after the last **login** name has been entered.

(3) When you press **RETURN,** the vi screen will be displayed as shown in Figure 14-3. The cursor will be in the upper, left corner of the screen.

c. Continue with the procedures in the next paragraph.

J4.3.1.3.2 Preparing the Body of the Message.

Elm uses the vi editor to prepare, and format the body of the message. Before you begin this process you must complete the procedures in paragraphs 14.3.1.3 (page 14- 11) and 14.3.1.3.1 (page 14-11) above.

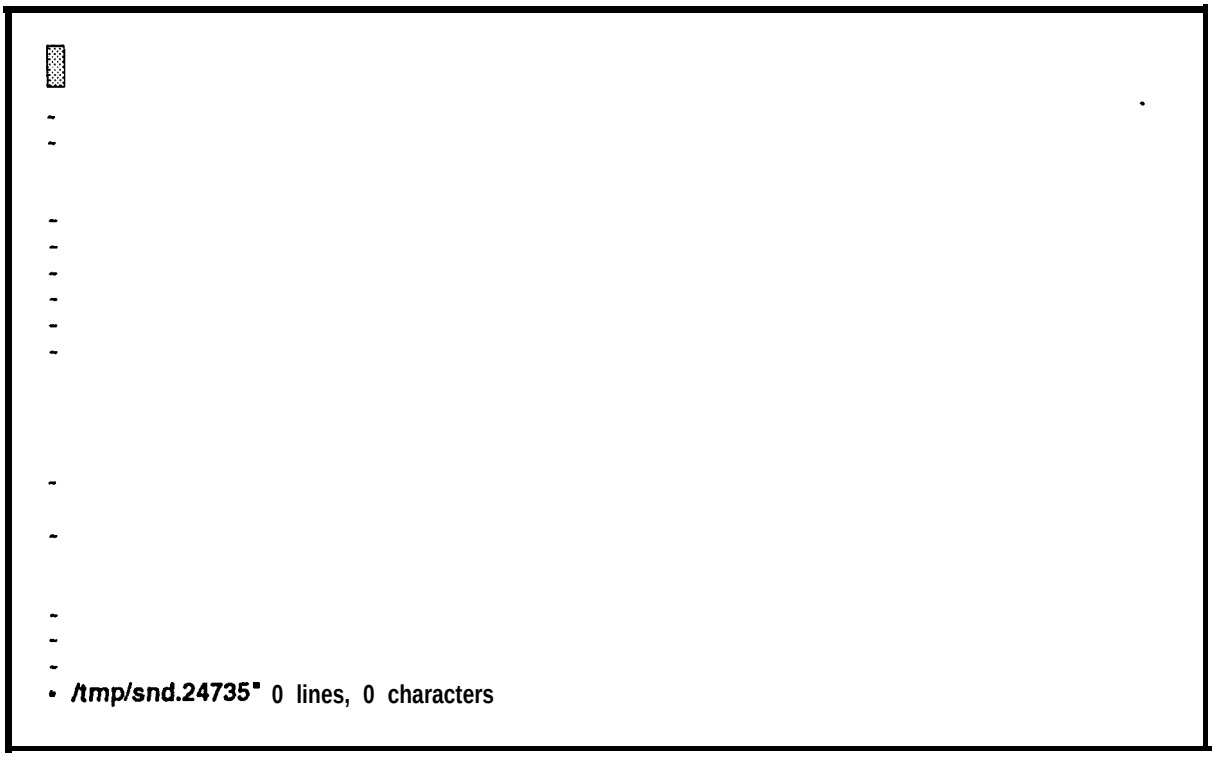

Figure 14-3. Elm Screen Editor Screen for Creating and Editing the Body Text for a Message

a. To begin the text entry process, press **i** to enter the vi Text Insert mode.

b. As necessary, enter the body text for your message. Remember, vi works like a typewriter and has very few editing capabilities while you are entering the text. As necessary, refer to the procedures in paragraph 14.3.2 (page 14-29) below for a description of the vi commands.

Note:

vi will do a word wrap at the end of a line. However, it will not force the last whole word to the next line. Instead, it will split a word so the maximum number of characters will be used to fill the first line and the rest of the characters for that word will be at the beginning of the next line, e.g., **Ele** could be the last characters of the first line and **ctronic** would be the first characters on the next line. It does not use a hyphen to connect the two parts so you may want to use a **RETURN** after the last full word on each line, like using a typewriter!

c. When you are done entering the text for the body of the message, made sure you press **RETURN** to move press **ESC** to return to the vi Command mode and then continue with the procedures in the next paragraph to edit the text of your message.

14.3.1.3.3 Editing and Sending an E-Mail Message.

Elm uses the vi editor to edit the body of the message. Before you begin this process you must complete the procedures in paragraphs 14.3.1.3 (page 14-11), 14.3.1.3.1 (page 14-11), and 14.3.1.3.2 (page 14-12) above.

a. To begin the text editing process, you must be in the vi Command mode. If you are unsure whether you are in the vi Command mode, press **ESC.** This will not do any harm if you were already in the vi Command mode.

b. Use the appropriate vi cursor movement command(s) to positions the cursor where you want to make the change. As necessary, refer to the procedures in paragraph 14.3.2 (page 14-29) below for a description of the vi commands. After you enter each cursor movement command you will still be in the vi Command mode.

c. When the cursor is in the right location, use the appropriate vi Text Edit command to make the change. When you will still be in the vi Command mode.

d. As necessary, repeat the procedures in paragraphs **b.** and c. above until all the editing changes have been made.

e. When you are done editing the body text of your message, press **ESC** to ensure that your are in the vi Command mode. You now have two options for saving your message. You can use either one of these options, or both to meet your needs. When you want to use both of these options, you should **use** the vi **:w filename** command before you use the vi **ZZ** command.

(1) Enter **:w filename to Write(save)** the message, including all the changes that have been made, to a file with a name indicated by **"filename," e.g., :w testdata** will save you message in a file named **testdata.** Normal Unix file naming conventions must be used. The header information for the message will not be saved. You can later use the vi **:r filename** command to include this file in a different message or to send this file as a separate message through Elm.

(2) Enter **ZZ** and press **RETURN** to save your changes and exit from vi. A prompt will be displayed:

Please choose one of the following options by parenthesized letter:
e)dit message, edit h)eaders, s)end it, or f)orget it.

(a) Enter e to return to the vi Text Edit mode and then repeat the procedures beginning with paragraph **a.** above.

(b) Enter **h** to edit the message header you created in paragraph 14.3.1.3.1 (page 14-11) above. The Message Header Edit Screen will be displayed as shown in Figure 14-4. The cursor will be at the **Choice:** prompt at the bottom of the screen. Notice that each field on this screen is identified by a letter followed by a "close parenthesis" character.

```
                    Message Header Edit Screen

T)o: [login]

C)c:

B)cc:

S)ubject: [Subject of Message]

R)eply-to:
A)ction:                                E)xpires:
P)riority:                              Precede(n)ce:
I)n-reply-to:

        Choose header, u)ser defined header, d)omainize, or <return>.

Choice:
```

Figure 14-4. Elm Message Header Edit Screen

1. Enter the letter corresponding the to field you want to change. The field name and the current contents of that field will be displayed at the bottom of the screen where the Choice: prompt had been.

2. Enter the correct data. When you enter the first character of the new data the old information will be cleared so you must re-enter all the data necessary to complete this field. **You** can use the **BACKSPACE** key to move back along the line but you must then re-enter all the data again from that point to the end of the field.

3. When your new data is correct, press **RETURN** to save your change. The new data will be displayed in the appropriate field and the **Choice:** prompt will be displayed again.

4. As necessary, repeat the procedures beginning with paragraph **1** above until all of your data is correct.

5. When all of your changes have been made, press **RETURN** to save your changes. The following prompt will be displayed again.

Please choose one of the following options by parenthesized letter:
e)dit message, edit h)eaders, s)end it, or f)orget it.

(c) Enter **s** to send the message. A **Mail send complete** message will be displayed. Press **Ctrl-C** to return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu.

(d) Enter **f** to abort this attempt to send a message. A **Mail send complete** message will be displayed. Press **Ctrl-C** to return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu. The header and the message you just create will not be saved and this information can not be recovered in the future.

14.3.1.3.4 Printina a Messaae.

You can print one or multiple messages in your mailbox by using the following procedures.

a. To begin this process, the main Elm screen should be displayed as shown in Figure 14-5. The cursor should be at the Command: prompt. If this is not the case, use the procedures in paragraph 14.3.1.2 (page 14-4) to display it.

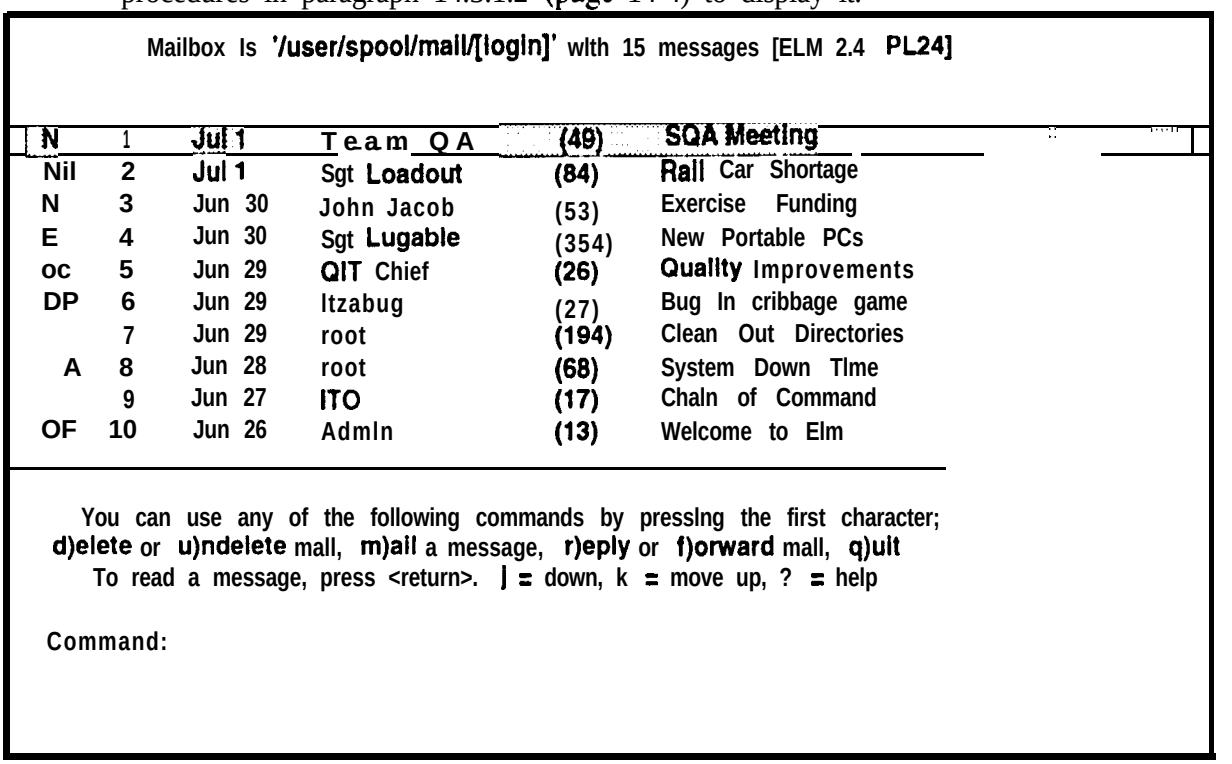

Figure 14-5. Main Elm Screen with a List of Messages in Your Mailbox

b. To print one message:

(1) Press j and k to move the cursor down and up the list of messages until the message to bc printed is highlighted.

(2) Press **p** to print the highlighted message. A **Print job has been spooled.** message will be displayed at the bottom of the screen. The cursor will return to the **Command:** prompt where you can perform another function or press **q** to **Quit.** The message will be printed on the Compaq 4500 default printer. When **q** is pressed to **Quit,** continue with the procedures in paragraph **d.** below.

c. To print more than one message:

(1) Press **j** and **k** to move the cursor down and up the list of messages until one of the messages to be printed is highlighted.

(2) Press **t** to tag the highlighted message for future operations. The cursor will return to **the Command:** prompt.

(3) As necessary, repeat the procedures in paragraphs (1) and (2) above until all of the messages to be printed have been tagged.

(4) Press **p** to print the tagged messages. A **Print job has been spooled.** message will be displayed at the bottom of the screen. The cursor will return to the **Command:** prompt where you can perform another function or press **q** to **Quit.** The message will be printed on the Compaq 4500 default printer. When **q** is pressed to **Quit,** continue with the procedures in paragraph **d.** below.

d. When you have printed all the desired messages, press **q** to **Quit** from the main Elm screen. A prompt will be displayed:

Move read messages to "received" folder? (y/n)

(1) Press **n** in response to this prompt is you want to retain all of your read messages in the current folder. A **[Keeping Messages]** message will be displayed at the bottom of the screen for a few moments and then the cursor will return to the Electronic Mail menu where you can select another option or press **E-Exit to** return to the TC ACCIS MAIN menu.

(2) Press y in response to this prompt is you want to move all of you read messages to the Received folder. A **[Keeping n Messages and storing** N.] message will be displayed at the bottom of the screen for a few moments, where **n** is the number of messages remaining in your Mailbox and N is the number of messages stored. Then the cursor will return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu. The next time you Check Mail, only the retained messages will be displayed on the main Elm screen.

Note: All messages that have been marked for deletion (paragraph 14.3.1.2.2 (page 14-9 below), will be deleted from the database when **you use the q-quit** command. You will not be able to access these messages again.

14.3.1.3.5 Including a File in an E-Mail Mess-

This function allows you to include a files in an E-Mail message or send a file by E-Mail without including a message.

Before you begin this process, you must have a file available for inclusion. This can be a file created by using the procedures in paragraph 14.3.1.3.2 (page 14-12) above to prepare the body of a message and then using the :w filename command described paragraph 14.3.1.3.3e. (page 14-14) above to save the body of the message as a file. In most cases, you can also include any file that can be Listed and Viewed in your Home Directory when you use the procedures in paragraph 14.3.1.5 (page 14-25) below.

Use the following procedures to include a file in an E-Mail message.

a. Select Electronic Mail from the TC ACCIS MAIN menu. The Electronic Mail menu will be displayed.

b. Select the Send Mail option from the **Electronic Mail** menu. The Send Mail screen will be displayed with the following prompt:

[CTRL-C] to abort or
Enter **the name(s) of the recipient**
ten press the enter key:

c. As necessary, use the procedures in the following paragraphs, in the order listed, to create a message header, prepare the body of the message, and edit a message. As a minimum, you must create a message header.

Paragraph	Page	Procedure
14.3.1.3.1	14-11	Creating the Message Header.
14.3.1.3.2	14-12	Preparing the Body of the Message.
14.3.1.3.3	14-14	Editing an E-Mail Message.

d. You should now be in the Command mode of the vi screen similar to the one shown in Figure 14-6.

Note: Figure 14-6 is an example of including a tile in an existing message. A file can also be read into a blank vi screen and sent without any message text, or the message text can be added after the file is read into a blank vi screen.

(1) As ncccssary, USC the vi cursor movement functions defined on page 14-32 to position the cursor on the line above the line where you want the included file to start.

(2) Enter **:r filename** and **press RETURN,** to read the specified file into the message, where "**filename**" is the name of the file, to include the extension, of the file you

```
The TC ACCIS User Group will meet tomorrow at 10:00 hours in the Main Conference
Room. All UMOs and UMCs are expected to attend.

~
~
~

~
~
~
~
~
" /tmp/snd.24735" 0 lines, 0 characters
```

Figure 14-6. vi Screen Ready to Include a File.

want to include in this message. The contents of the file will be copied into the message, beginning on the live immediately below the cursor location.

(3) As necessary, use the procedures in paragraph 14.3.1.3.3 (page 14-14) to edit the message. You can also edit the contents of the file that was copied into this message.

e. When you are done editing your message and/or file, press **ESC** to verify that you are in the vi Command mode.

f. Enter **ZZ** and press **RETURN** to save your changes and exit from vi. A prompt will be displayed:

Please choose one of the following options by parenthesized letter:
e)dit message, edit h)eaders, s)end it, or f)orget it.

You can now perform any one of more of the following options:

(1) Enter **s** to send the message. A **Mail send complete** message will be displayed. Press **Ctrl-C** to return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu.

(2) Enter e to return to the vi Text Edit mode and then repeat the procedures beginning with paragraph **d.(3)** above.

(2) Enter **h** to edit the message header you created in paragraph 14.3.1.3.1 (page 14-11) above. The Message Header Edit Screen will be displayed as shown in Figure 14-4 (page 14-15). The cursor will be at the **Choice:** prompt at the bottom of the screen. Notice that each field on this screen is identified by a letter followed by a "close parenthesis" character.

(a) Enter the letter corresponding the to field you want to change. The field name and the current contents of that field will be displayed at the bottom of the screen where the **Choice:** prompt had been.

(b) Enter the correct data. When you enter the first character of the new data the old information will be cleared so you must re-enter all the data necessary to complete this field. After you begin entering data, you can use the **BACK-SPACE** key to move back along the line but you must then re-enter all the data again from that point to the end of the field.

(c) When your new data is correct, press **RETURN** to save your change. The new data will be displayed in the appropriate field and the **Choice:** prompt will be displayed again.

(d) As necessary, repeat the procedures beginning with paragraph **(a)** above until all of your data is correct.

(e) When all of your changes have been made, press **RETURN** to save your changes. The following prompt will be displayed again.

Please choose one of the following options by parenthesized letter:
e)dit message, edit h)eaders, s)end it, or f)orget it.

You can now select any of the options beginning with **(1) above.**

(4) Enter **f** to abort this attempt to send a message that includes a file. A **Mail send complete** message will be displayed. Press **Ctrl-C** to return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu. The header and the message you just create will not be saved and this information can not be recovered in the future.

14.3.1.3.6 Forwarding Mess -

You can Forward one or multiple messages in your mailbox to another user by using the following procedures.

a. To begin this process, the main Elm screen should be displayed as shown in Figure 14-7. The cursor should be at the Command: prompt. If this is not the case, use the procedures in paragraph 14.3. 1.. ,page 14-4) to display it.

b. To forward a message to another user:

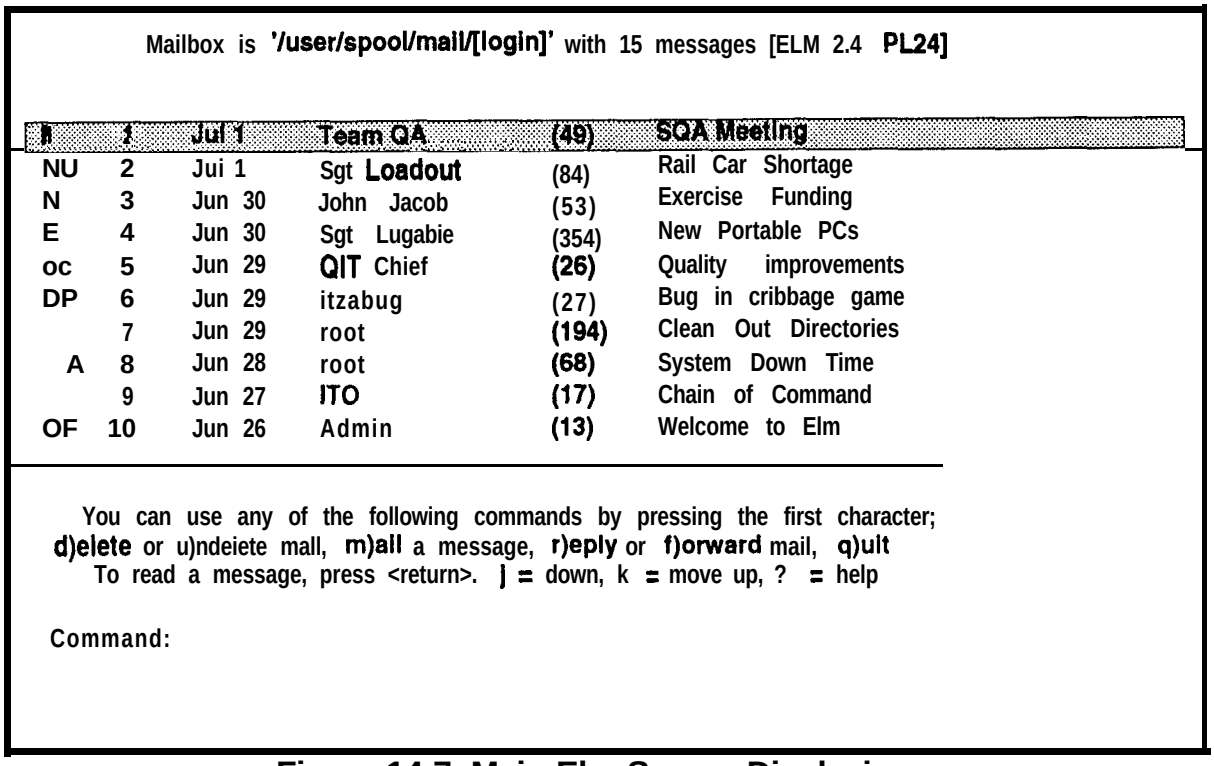

Figure 14-7. Main Elm Screen Displaying a List of Messages Currently in the Mailbox

(1) As necessary, press **j** and **k** to move the cursor down and up the list of messages until the message to be forwarded is highlighted.

(a) If you want to forward multiple message to the same users, press **t** to tag the highlighted message for future operation.

(b) As necessary, repeat the procedures beginning in paragraph **b.** above to tag additional messages.

(2) When all the messages to be forwarded have been highlighted and/or tagged, press **f** to initiate the forwarding process for the highlighted message(s). A prompt will **be** displayed:

Edit outgoing message? (y/n)

(a) Enter **n** in response to this prompt if you do not want to edit the selected message. A prompt will be displayed:

Send the message to:

1 Enter the **login** of the user(s) to who the message is to be forwarded and press **RETURN**. When multiple users arc listed, add a **comma** after each login name and press **RETURN** only after the last login has been entered. The current subject for the message will bc displayed with **(fwd)** added at the end to identify this **as** a **Forwarded** message.

2 As necessary, press the **BACKSPACE** key (F12) erase the existing subject and then enter the new subject and press **RETURN.** A **Copies** to: prompt will be displayed.

3 As necessary enter the **login** for any user(s) who are to receive a copy of this forwarded message, and press **RETURN.** When multiple users are listed, add a **comma** after each login name and press **RETURN** only after the last **login** has been entered. A prompt will be displayed:

Please choose one of the following options by parenthesized letter:
e)dit message, edit h)eaders, s)end it, or f)orget it.

You can now perform any one or more of the following functions:

a Enters to forward the message. A **Mail send complete** message will be displayed. Press **q** to **Quit** and return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu.

b Enter e to return to the vi Text Edit mode where you can use any of the Text Edit function to edit the text of the message to be forwarded or to add additional text to the mcssagc. When you are done, you can perform any of the functions beginning with paragraph **a** above.

c Enter **h** to edit the message header you have just created. The Message Header Edit Screen will be displayed as shown in Figure 14-4 (page 14-15) above. The cursor will be at the **Choice:** prompt at the bottom of the screen. Notice that each field on this screen is identified by a letter followed by a "close parenthesis" character.

Enter the letter corresponding the to field you want to change. The field name and the current contents of that field will be displayed at the bottom of the screen where the Choice: prompt had been.

Enter the correct data. When you enter the first character of the new data the old information will be cleared so you must re-enter all the data necessary to complete this field. **You can use** the **BACK-SPACE** key to move back along the line but you must then re-enter all the data again from that point to the end of the field.

When your new data is correct, press **RETURN** to save yqur change. The new data will be displayed in the appropriate field and the **Choice:** prompt will be displayed again.

As necessary, repeat the procedures beginning with paragraph **1** above until all of your data is correct.

When all of your changes have been made, press **RETURN** to save your changes. The following prompt will be displayed again.

Please choose one of the following options by parenthesized letter: e)dit message, edit h)eaders, s)end it, or f)orget it.

You can now perform any of the functions beginning with paragraph a above.

d Enter **f** to abort this attempt to send a message. A **Mail send complete** message will be displayed. Press **q** to **Quit** and return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu. The header and the message you just tried to forward will not be saved and this information can not be recovered in the future.

(b) Enter y in response to this prompt to edit the message(s) to be forwarded. A prompt will be displayed:

Send the message to:

1 Enter the **login** of the user(s) to who the message is to be forwarded and press **RETURN.** When multiple users are listed, add **a comma** after each login name and press **RETURN** only after the last login has been entered. The current subject for the message will be displayed with **(fwd)** added at the end to identify this as a **Forwarded** message.

2 As necessary, press the **BACKSPACE** key (F12) erase the existing subject and then enter the new subject and press **RETURN.** A **Copies** to: prompt will be displayed.

3 As necessary enter the **login** for any user(s) who are to receive a copy of this forwarded message, and press **RETURN.** When multiple users are listed, add a **comma** after each login name and press **RETURN** only after the last login has been entered. The message(s) selected to be forwarded will be displayed and you will be in the vi text editor.

a Press **ESC** to verify that your are in the Test Edit mode.

b As necessary, use any of the Text Insert, Cursor Movement, and/or Text Edit Functions described beginning on page14-31 to modify the contents of the message(s) to be forwarded .

c. When you are done editing this text, press **ESC** to verify that your are in the Test Edit mode.

d Enter **ZZ** to exit from the vi editor and save your changes. A prompt will be displayed:

Please choose one of the following options by parenthesized letter: e)dit message, edit h)eaders, s)end it, or f)orget it.

You can now perform any one or more of the following functions

e Enters to forward the message. A **Mail send complete** message will be displayed. Press **q** to **Quit** and return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu.

f Enter e to return to the vi Text Edit mode where you can use any of the Text Edit function to edit the text of the message to be forwarded or to add additional text to the message. When you are done, you can perform any of the functions beginning with paragraph **a above.**

g Enter **h** to edit the message header you have just created. The Message Header Edit Screen will be displayed as shown in Figure 14-4 (page 14-15) above. The cursor will be at the **Choice:** prompt at the bottom of the screen. Notice that each field on this screen is identified by a letter followed by a "close parenthesis" character.

Enter the letter corresponding the to field you want to change. The field name and the current contents of that field will be displayed at the bottom of the screen where the Choice: prompt had been.

Enter the correct data. When you enter the first character of the new data the old information will be cleared so you must re-enter all the data necessary to complete this field. You can use the BACK-SPACE key to move back along the line but you must then re-enter all the data again from that point to the end of the field.

When your new data is correct, press **RETURN** to save your change. The new data will be displayed in the appropriate field and the **Choice:** prompt will be displayed again.

As necessary, repeat the procedures beginning with paragraph **1** above until all of your data is correct.

When all of your changes have been made, press **RETURN** to save your changes. The following prompt will be displayed again.

Please choose one of the following options by parenthesized letter: e)dit message, edit h)eaders, s)end it, or f)orget it.

You can now perform any of the functions beginning with paragraph **a** above.

h Enter **f** to abort this attempt to send a message. A **Mail send complete** message will bc displayed. Press **q** to **Quit** and return to

the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu. The header and the message you just tried to forward will not be saved and this information can not be recovered in the future.

3. 1 4 Checking the Local Mail Queue for Undelivered Messages.

To check for undelivered messages, select **Local Mail Queue** from the Electronic Mail menu. A screen similar to Figure 14-8 will be displayed with a list of any messages that have not been delivered. When you are done viewing this list, press **Ctrl-C** to return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu.

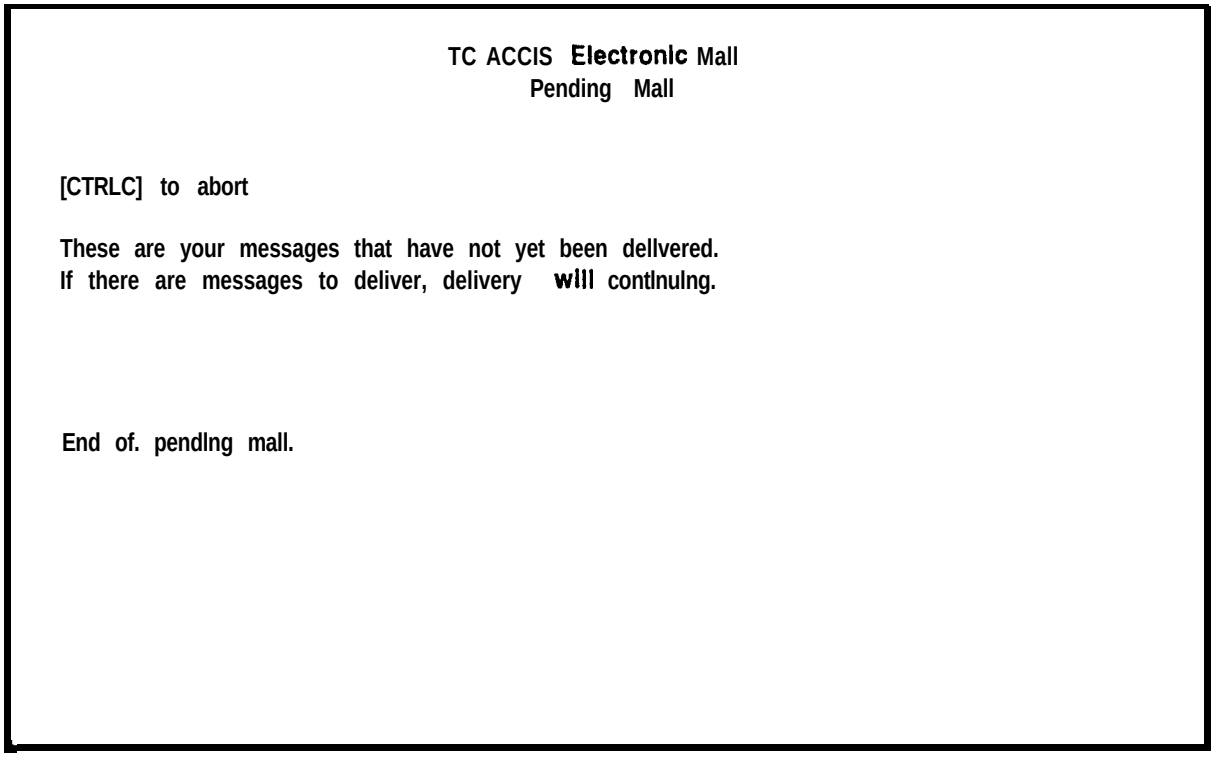

Figure 14-8 . Pending Mail Screen used to Check the Local Mail Queue

14.3.1.5 Listina and Viewing Files in the Home Directory.

This option allows you to list all the files in your Home Directory, and then view the contents, onc file at a timc.

Use the following procedurcs to list and view the files in your Home Directory:

a. Select **View a File** at the Electronic Mail menu to list all the files in your Home Directory. A screen similar to Figure 14-9 will bc displayed.

```
                    TC ACCIS Electronic Mail
                        View a Message

1                   Makefile            Makefile.bak        Makefiledb
Makefiledb.bak      makef ilep          makefilep.bak       \tmp\tc_run1.bat
\tmp\tc_run2.bat    add_auth*           add_auth.old*       add_auth.sh*
add-list*           add_list.old*       add_list.sh*        add-print*
add_print.sh        add_print.sh.bak    adm_main.4gl        adm_main.4go
adm_main.o          adm_usr4.4gl        adm_usr4.4go        adm_usr4.o
adm_usr5.4gl        adm_usr5.4go        adm_usr5.o          adm_usr6.4gl
adm_usr6.egl.bak    adm_usr6.4go        adm_usr6.o          adm_work.4gl
adm_work.4gl.bak    adm_work.4go        adm_work.o          al.out
al_mn               aliases.test        chdt*               chdt.sh*
chk_adr*            chk_adr.old*        chk_adr.sh*         chk_con*
chk_con.old*        chk_con.sh*         chk_divr*           chk_divr.sh*
chk_list*           chk_list.sh*        chk_mail*           chk_mail.old
chk_mail.sh*        chk_que*            chk_que.old*        chk_que.sh*

[CTRL-C] to abort or
Enter the name of the file you want to view and
then press the enter key:
```

Figure 14-9. View a Message Screen

(1) If your Home Directory contains more than one screen of files, it will be necessary to press the **Hold Screen** key in the upper left comer of your keyboard to temporarily stop the scrolling list of files.

(2) When you are done reviewing the files on the Halted screen, press the **Hold Screen** key one more time to resume listing the files.

(3) As necessary, repeat the procedures in paragraphs **(1)** and (2) above until you have reviewed each screen of files.

b. To view the contents of any tile, enter the **name of the file** to be viewed, e.g., **makefile**, and press **RETURN.** File names are upper and lower case sensitive so **myfile** and **MYFILE** will by identified as two different files. The contents of the file will be displayed. When the file contains more information than can be displayed on a single screen, a **--More--** message will be displayed at the bottom of the first screen of information.

(1) Press the **SPACEBAR** to display the next screen of information, or,

(2) Press **RETURN** to display the next line of information. Pressing **RETURN can** be very helpful when you want **to study** information that continues from the bottom of one screen to the top of the next screen. This will advance the text, one line at a time so you can get all of the pertinent information on a single screen.

c. When the last line of the file is displayed, press **Ctrl-C** to return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu.

14.3.1.6 Deletina a File in the Home Directory,

To delete a message from your Home Directory, select **Delete a Message** at the Electronic Mail menu. A screen similar to Figure 14-10 will be displayed.

```
                    TC ACCIS Electronic Mail
                      Delete a Message

1                   Makefile            Makefile.bak        Makefiledb
Makefiledb.bak      makefilep           makefilep.bak       \tmp\tc_run1.bat
\tmp\tc_run2.bat    add_auth*           add_auth.old*       add_auth.sh*
add-list'           add_list.old*       add_list.sh*        add-print*
add-print.sh        add-print.sh.bak    adm_main.4gl        adm_main.4go
adm_main.o          adm_usr4.4gl        adm_usr4.4go        adm_usr4.o
adm_usr5.4gl        adm_usr5.4go        adm_usr5.o          adm_usr6.4gl
adm_usr6.egl.bak    adm_usr6.4go        adm_usr6.o          adm_work.4gl
adm_work.4gl.bak    adm_work.4go        adm_work.o          al.out
al_mn               aliases.test        chdt*               chdt.sh*
chk_adr*            chk_adr.old*        chk_adr.sh*         chk_con*
chk_con.old*        chk_con.sh*         chk_dlvr*           chk_dlvr.sh*
chk_list*           chk_list.sh*        chk_mail*           chk_mail.old
chk_mail.sh*        chk_que*            chk_que.old*        chk_que.sh*

[CTRL-C] to abort or
Enter the name of the file you want to DELETE and
then press the enter key:
```

Figure 14-l 0. Deleting Undelivered Messages Screen

a. Enter the **name of** the **message** to be deleted, e.g., **al.out**, and press RETURN. File names are upper and lower case sensitive so **myfile** and **MYFILE** will by identified as two different files. A message will be displayed:

End of delete a file.

(1) If your Home Directory contains more than one screen of files, it will be necessary to press the **Hold Screen** key in the upper left comer of your keyboard to temporarily stop the scrolling list of files.

(2) When you are done revicwing the files on the Halted screen, press **the Hold Screen** key one more time to resume listing the files.

(3) As necessary, repeat the procedures in paragraphs **(1)** and (2) above until you have reviewed each screen of files.

b. As necessary, repeat the procedures in paragraph **a.** to delete another file.

c. When all of the desired files have been deleted, press **Ctrl-C** to return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu.

14.3.1.7 Checking an Address for Validity.

Elm messages are sent to the addresses established for the TC ACCIS user's **login.** Use the following procedures to determine whether a user has a valid address established in TC ACCIS:

a. Select **the Check an Address for Validity** option from the Electronic Mail menu. A Check an Address for Validity screen similar to the one shown in Figure 14-11 will be displayed.

[CTRL-C] to abort or
Enter the address that you want checked and
then press the enter key:

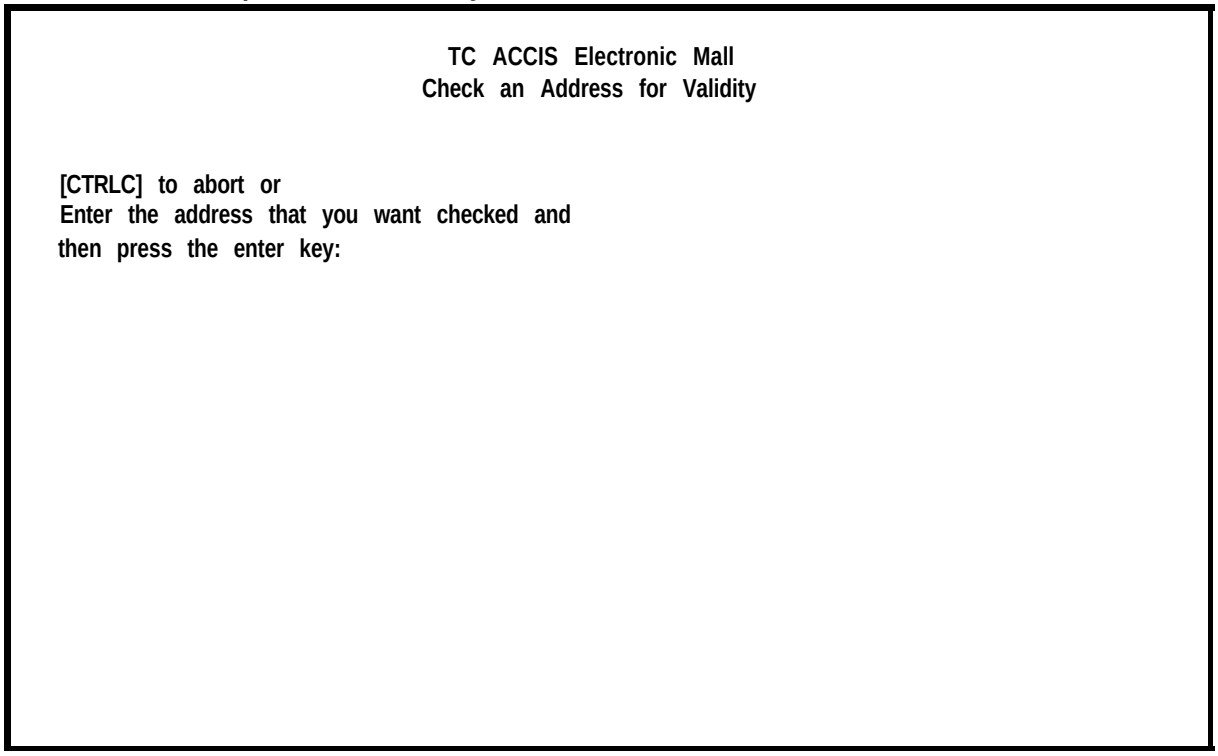

Figure 14-11. Check an Address for Validity Screen

b. Enter the **login** name of the user whose address is to bc checked and press **RETURN.** For example, to check the validity of the login name **bruce,** enter **bruce** at the prompt, and press **RETURN.**

(1) If the address is valid, a message will bc displayed for a few moments:

bruce: OK

Address validity checking complete.

Press **Ctrl-C** to return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu.

(2) If the login name entered is not a valid E-Mail address, the system displays:

bruce: (USER) Unknown user name in "bruce"

Address validity checking complete.

Press **Ctrl-C** to return to the Electronic Mail menu where you can select another option or press **E-Exit** to return to the TC ACCIS MAIN menu.

14.3.2 Visual Editor (vi) Commands..

Elm uses the Visual Editor (vi) Commands to create, edit, and modify messages. However, vi does not let you do special formatting features such as bold face text, italics, graphics, or create headers and/or footers. Normally, Elm creates, saves, and manages your input as messages which must be accessed and edited through Elm. However, you also have the opportunity to create, name, and save your inputs as a file. This saved file will not have the header information normally included in a message, but it can later be included and sent as part of another message or as a separate message.

The vi program uses a full screen editor to create and modify the text of your message. When you first enter vi, a tilde (-) will be displayed at the beginning of each line. As you begin to insert text, the tilde will be replaced with the first character of text on that line. If the message is not long enough to fill a full screen, the tilde will be at the beginning of each blank line at the bottom of the screen, as shown in Figure 14-12.

The vi program uses three modes of operation: **Command, Text Insert,** and **Text Edit.** Text Edit operations include the cursor movement commands and the editing commands. The key thing to remember is that you must perform a specific action to enter or exit each mode.

a. The **Command** mode is the central control mode for vi. While in the Command mode you can enter the Text Insert mode or perform the various Text Edit mode functions. You will be in the Command mode when you first enter vi and you must return to the Command mode before you can exit from vi. Pressing **ESC** will return you to the **Command** mode after you have been working in the **Text Insert** mode. In most cases, you will still be in the Command mode after you have completed a function in the Text Edit mode.

b. In the **Text Insert** mode you can **insert** or **append** the text for your message like you were typing on a typewriter. That's right, a typewriter, because vi provides only very limited editing capabilities while you are in the Text Insert mode. You must exit to the Command mode to use the more sophisticated editing features found in most word processing programs. The only editing feature available in the Text Insert mode is the back space key (F12). Each time you press the back space key the cursor will move to the left one character. It does not erase the character to the left of its former position.

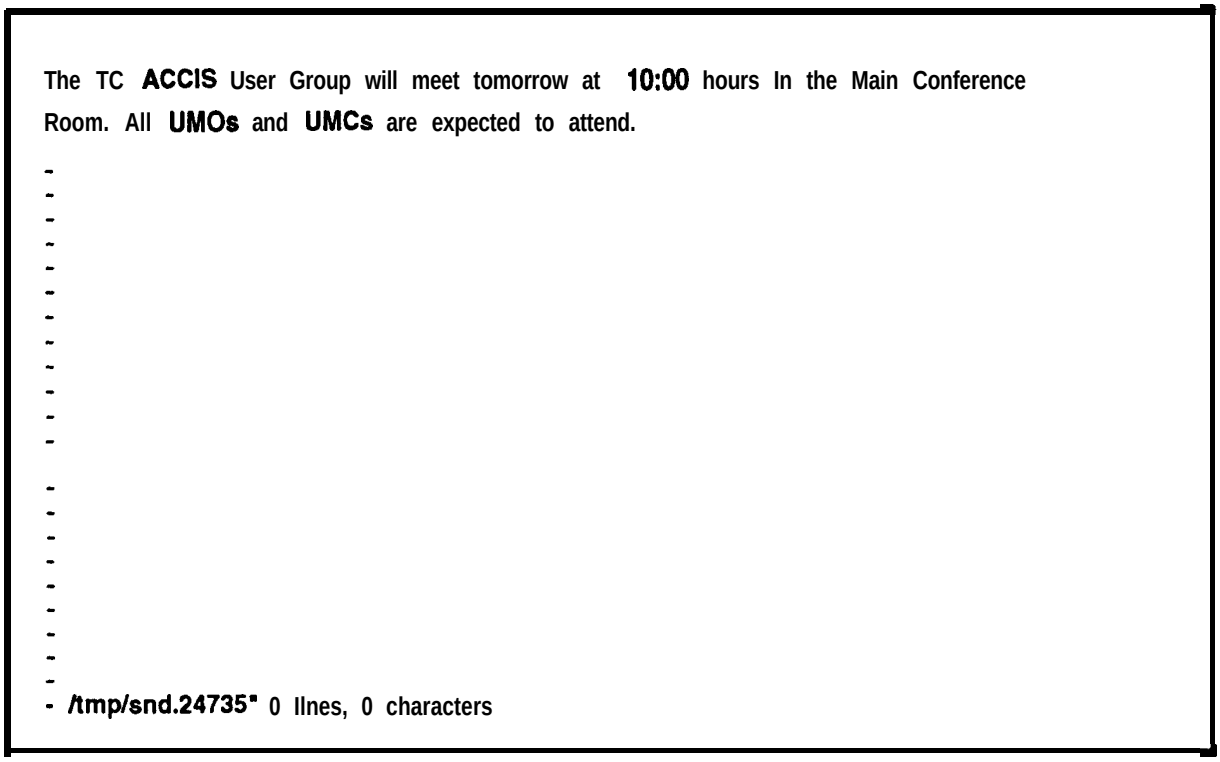

Figure 14-12. Elm Full Screen Editor Screen

When you resume typing from this new location, vi will **typeover** the displayed characters to the right of your new location. The **UP, DOWN, LEFT,** and **RIGHT ARROW** keys may produce erratic results in the Text mode and therefore should not bc used.

Note:

vi will do a word wrap at the end of a line. However, it will not force the last whole word to the next line. Instead, it will split a word so the maximum number of characters will be used to fill the first line and the rest of the characters for that word will be at the beginning of the next line, e.g., **Ele** could be the last characters of the first line and **ctronic** would be the first characters on the next line. It does not use a hyphen to connect the two parts so you may want to use a RETURN after the last full word on each line, like using a typewriter!

c. The **Text Edit** mode includes cursor movement functions and text modification functions. They allow you to move the cursor to any location in the text that was created in the Text Insert mode, and then change the text at that location. You can perform the Text Edit functions only when you are in the Command mode.

When you enter vi through Elm, you will be prompted to create the header information for your message When this is done, you will automatically **go** into the **Command** mode, When you **first enter** vi **you** can execute only the **insert, append,** or **exit** functions. Once you have inserted or appended text, you can press **ESC** to return to the Command mode and then perform any of

the other Text Edit or Text Insert functions. The list below include only the minimum vi functions that will be needed to perform your TC ACCIS operations. Other vi reference books are available through commercial sources if you want to use the full range of vi functions. You can perform the following functions by pressing the key(s) indicated:

Note: All vi commands are upper and lower case sensitive. For example, **d** and D will give you different results. When multiple characters (keys) are shown together, you must press each of them in the sequence shown, e.g., :q! means to press the : key, then the q key, and then the ! key. When multiple characters (keys) are shown together but separated by a hyphen **(-)** they should both be pressed simultaneously, e.g., **Ctrl-L** means to hold down the **Ctrl** (Control) key while you press the **L** key. When all the characters have been entered, press **RETURN** to execute the command.

Key(s) Exiting and/or Saving Functions

Note: You must be in the Command mode to perform these functions.

z z	**Exit** from vi and save all changes.
:q!	**Exit** from vi without saving any changes.
:w	**Writes** current changes. The vi editor works on a copy of the message. The **:w** command causes the editor to write the copy of the message over the original message.
:wq!	**Writes** (saves) the current changes and Exits from vi.
:w filename	**Writes** current changes to a file with a name indicated by "filename," **e.g., :w testdata** will save you message in a file named **testdata.** Normal Unix file naming conventions must be used. The header information for the message will not be saved. You can later use the **:r filename** command to include this file in a different message or to send this file as a separate message through Elm.

Key(s) Text Insert Functions

Note: You must be in the Command mode to perform these functions and you must press ESC to return to the Command mode when you are done.

i	Insert text to the left of the cursor. Text will be displayed as it is typed.
a	**Append** (insert) text to the right of the cursor. Text will be displayed as it is typed.
A	Append (insert) text at the end of the line where the cursor is located. Text will be displayed as it is typed.
R	**Replace** 'typeover) characters, starting at the current cursor location.

Key(s) Cursor Movement Functions

Note: You must be in the Command mode to perform these functions. You will remain in the Command mode when you have completed these functions.

}	Move the cursor **down** one paragraph.
{	Move the cursor up one paragraph.
bornb	Move the cursor **left** one word. or move the cursor **left** the number of words indicated by "**n**", **e.g., 3b** means move the cursor **left three words.**
h ornh	Move the cursor **left** one character position, or move the cursor **left** the number of characters indicated by "**n**", **e.g., 3h** means move the cursor **left three characters.**
j or **nj**	Move the cursor **down** one line, or move the cursor **down** the number of characters indicated by "**n**", **e.g., 3j** means move the cursor **down three characters.**
kornk	Move the cursor **up** one line, or move the cursor **up** thc number of characters indicated by "**n**", e.g., **3k** means move the cursor **up three characters.**
I or **nl**	Move the cursor **right** one line, or move the cursor **right** the number of characters indicated by **"n",** e.g., 31 means move the cursor **right three characters.**
mx	Marks the current cursor location with a letter label indicated by the "**x**".
'm	Returns the cursor to the cursor location marked (labeled) by the "**x**" when the **mx** command was used.
w o r n w	Move the cursor **right** onc word, or movc the cursor **right the** number of words indicated by **"n", e.g., 3w** means move the cursor **right three words.**
0 (zero)	Move the cursor to the **beginning** of the line.
G or **nG**	Move the cursor to the **bottom** of the message, or move the cursor to the **line number** within the message as indicated by **"n", e.g.,** 3G means move the cursor to the **third line of the message text.**
Ctrl-D	Move the cursor **down** 1/2 screen.
Ctrl-U	Move the cursor **up** 1/2 screen.
Ctrl-L	Refresh the screen by clearing it and redrawing it with the previous information.

Key(s) Text Edit Functions

Note: You must be in the Command mode to perform these functions. Unless otherwise indicated, you will remain in the Command mode when you have completed these functions.

/string<RET>	**Search** forward for the next occurrence of the specified search string indicated by **string**. This command is upper and lower case sensitive **so** a string **Rapp** will search for something different from **a** string **rapp,** or **RAPP.**

?string<RET>	**Search** backwards for the next occurrence of the specified search string indicated by **string**. This command is upper and lower case sensitive so a string **Rapp** will search for **something** different from a string **rapp,** or **RAPP..** (period)
	Repeat the last command.
:a,bs/old/new/	Move the cursor **down** the number of characters indicated by **"n",** e.g., **3j** means move the cursor **down three characters.**
dd or **ndd**	**Delete** the line the cursor is on, or **delete** the number of lines indicated by **"n",** e.g., **3dd** means **delete three lines,** starting with the line the cursor is currently on. This command can be used in conjunction with the **P** command to **"cut and paste"** text.
dw	**Delete** the next word after the current cursor location.
D	**Delete** all characters from the current cursor positions to the end of the current line. This command can be used in conjunction with the **P** command to **"cut and paste"** text.
0 (lower case 0)	**Open** one line immediately below the line where the cursor is located.
0 (upper case 0)	**Open** one line immediately above the line where the cursor is located.
P	**Pastes** (puts) line(s) of text that were deleted with the **D, dd,** and **ndd** commands just before you initiated the **P** command. Text is entered after the current cursor location.
P	**Pastes** (puts) line(s) of text that were deleted with the **D, dd,** and **ndd** commands just before you initiated the **P** command. Text is entered before the current cursor location.
:r filename	**Read** an existing file in your home directory into your message so it will be transmitted as part of the message. The name of the file should be substituted for [file name] as shown in this command.
u	**Undo** the last change. You can "undo" an "undo", i.e., restore the text to the state it was in before you executed an "undo." one line.
x or **nx**	**Delete** the character at the current cursor location, or **delete** the number of characters indicated by **"n",** e.g., 3x means **delete three characters,** starting at the current cursor location.

14.4 Related Processing.

Not Applicable

14.5 Data Backup.

The TC ACCIS System Administrator will schedule and conduct all data backups. The user should contact the TC ACCIS System Administrator to make special arrangements if a special backup is required for any reason.

14.6 Recovery from Errors and Malfunctions,

The TC ACCIS functions are supported by Error Messages that are displayed at the bottom of the screen whenever a processing error condition is encountered. The user should follow these instructions to correct the error. In the event the error or malfunction can not be corrected by following these instructions, the user should contact the TC ACCIS System Administrator for assistance.

14.7 Messaaes.

Messages can be generated from three sources.

a. The TC ACCIS software can generate messages that are tailored to the situation and/or context of where you are working within TC ACCIS. The TC ACCIS messages that may bc encountered in the TC ACCIS Electronic Mail Function are listed below.

(1) TC ACCIS messages can be one of three types.

(a) Information Messages provide information that is appropriate for the operation you are performing at the time the message is displayed. You are not required to respond to this message in any way.

(b) Error Messages indicate you have attempted to perform an operation that can not be done in the current context. For example, you may have tried to enter the wrong type data into a screen field, or tried to select and option number that is not available on the current menu. When an error message is displayed, you must take some corrective action in order to resume operations.

(c) A Prompt indicates that you are required to enter some specific type data or respond to a question displayed on the screen. You must perform the specified action to resume operations.

(2) TC ACCIS messages are designed to be self explanatory

b. Messages generated by the SCO UNIX Operating System, to include thc Visual Editor (vi), and thc Informix 4GL Database Management Software are generally an indication that there is a serious problem in the operation of the system. In most cases they will ask you to contact your System Administrator. The SCO UNIX and Informix 4GL messages are not included in the list below. If you encounter a message that is not included in the list below or any message that is not clearly understood, contact you System Administrator for assistance.

List of TC ACCIS Electronic Mail Messages

To Be Determined

SECTION 15 PROCESSING REFERENCE GUIDE - User Utilities

The User Utilities allow the user to perform certain administrative operations to support the TC ACCIS functions.

15.1 Capabilities.

Two functions are found under the **User Utilities** option of the TC ACCIS Main Menu:

- Printer Utilities
- Changing a Password

15.2 Conventions.

The conventions used in this section are described in paragraph 4.2 of this manual.

15.3 Processing Procedures.

Each user is responsible for performing certain administrative operations to facilitate the the printing of TC ACCIS data and changing his/her own password to ensure security of the TC ACCIS system.

The TC ACCIS User Utilities enable the user to set a default printer and direct printed material to that printer. Once the default printer is set, the user can check on the status of print jobs or cancel one or more scheduled print jobs.

The TC ACCIS User Utilities also enable the user to change his/her password. This should be done immediately after a new user login name is assigned. Thereafter the password should be changed on a periodic basis and at any time the user has reason to suspect that his/her password have been compromised.

15.3.1 Printer Utilities.

TC ACCIS Printer Utilities allow the user to select an individual **default printer,** display the print status of all printers, and to cancel a print job by Id or by printer name The following paragraphs explain the procedures involved in each of the options on this menu.

15.3.1.1 Accessing Printer Utilities.

Use the following procedures to access Printer Utilities:

a. At the TC ACCIS MAIN MENU. select **User Utilities**

b. At the TC ACCIS - System Services USER UTILITIES menu, select **Print Service.** The TC ACCIS - System Services PRINT SERVICE menu will be displayed.

All user printer utilities are available from this Print Service menu.

15.3.1.2 Setting a Default Printer.

When a user is added to TC ACCIS, the system default printer is assigned as his/her default printer. All printing requests will be sent to this default printer unless a different default printer is set, or a different printer is specified in the request. The **Set Default Printer** option allows a user to select a different printer as the default printer. This allows the user to send jobs to a printer in a more convenient location or to meet the requirements of a particular print job, e.g., a high speed, 132 character per line printer for printing Automated Unit Equipment Lists (AUEL) or a letter quality printer to print DD Forms 1265 and 1266.

To select a default printer:

a. At the Print Service menu, select **Set Default Printer.** A list and descriptions of available printers will bc displayed.

b. Use the **Ctrl-J** and **Ctrl-K** keys to move to cursor to the printer desired as a default printer. With the cursor positioned on the printer name, press **ESC.** You will be returned to the Print Service menu.

c. To USC the newly selected default printer, log off the TC ACCIS system and then **login again.**

15.3.1.3 Displaying the Status of all Printers.

When you send a document to a printer, that print request is placed in a queue along with all other print requests. Each form or report that is sent to a printer is known as a **print job.** The operating system places each print job in **the print queue.** As print jobs enter the print queue, the queue assigns each job a unique **ID.** The print queue, in turn, sends the print jobs to their respective printers one at a time according to the ID.

You can review the status of all recently sent print jobs to determine whether your print job was indeed placed in the print queue for the appropriate printer and to find out how many other print jobs are ahead of yours in the qucuc.

Follow these procedures to display the print queue:

a. At the Print Service menu, select **Display Status of all Printers.** The Printers Status screen will be displayed, showing the **Request Id, Login name, Size, Date,** and **Time** of each request in the qucuc. Except for those jobs currently being printed, the print jobs for all printers are listed. If no print jobs are listed, then the print queue is empty.

b. Press RETURN. If there is a second page of the print queue, it will be displayed. Otherwise, the screen returns to the Print Service menu. The end of the print queue is indicated by the message EOF (end of file) on the bottom line of the screen.

c. To return to the Print Service menu without viewing all pages of the print queue, press **Ctrl-C**.

15.3.1.4 Canceling a Print Job by ID,

This function allows a user to cancel a print job by entering that **job's ID. You** can cancel only those print jobs that are not currently being printed. This function is useful if you discover that you must make last-minute changes to a document, or if you discover that the printer you sent the job to is not working properly.

Follow these procedures to cancel a print job:

a. At the Print Service menu, select **Cancel a Job by ID.** The Printers Status screen will be displayed, showing the **Request Id, Login name, Size, Date,** and **Time** of each request in the queue. Except for those jobs currently being printed, the print jobs for all printers are listed. If no print jobs are listed, then the print queue is empty.

b. Press **RETURN** to view additional pages (if any) of the print queue. When you have reached the end of the print queue, the following prompt will be displayed at the bottom of the screen:

Enter print request ID of job you want canceled or Ctrl-C to abort:

c. At the prompt, enter the entire **Request Id** number which consists of the printer name, a hyphen, and the job number itself. Press **RETURN.** The following message will be displayed on the screen:

request [print request id] canceled.

d. Press any key to exit to the Print Service menu.

15.3.1.5 Canceling Print Jobs by Printer Name.

This function has not yet been implemented.

153.2 Changing a User Password.

When you are authorized access to TC ACCIS, the System Administrator will assign you a user **login** and a user **password.** Your password must be used in combination with your **login** to gain access to TC ACCIS. This is a security procedures to ensure that only authorized users have access to the TC ACCIS data. You password should be known only to you.

The password assigned to you by your System Administrator should be changed immediately after you receive it so that it is known only to you. In addition, you should change your password on a periodic basis, at least every three months or on the schedule established by your System

Administrator, It should also be change immediately whenever you suspect that your password has been compromised.

You can change your password by using the following procedures:

CAUTION: Whenever you change your password, make sure you remember the new password because you can not gain access to TC ACCIS without it. No one, not even the System Admmistrator can learn your password from the system.

a. At the TC ACCIS Main Menu, select **User Utilities.**

b. At the TC ACCIS - System Services USER UTILITIES menu, select **Change User Password.** A message will be displayed:

```
Type Ctrl-C to abort . . .
Changing password for [User ID]
Old password:
```

c. Enter your **old password** and press **RETURN.** A prompt will be displayed:

```
New password:
```

Note: The **new password** must be at least six characters long and contain at least two alphabetic characters and at least one numeric or special character.

d. Enter the **new password** and press **RETURN.** A prompt will be displayed:

```
Re-enter new password:
```

e. Enter the same **new password** for the second time.

(1) If the same password is entered both times, the password is changed.

(2) If the same password is not entered both times, the following message will be displayed:

```
They don't match; try again.
New password:
```

When this happens, repeat these procedures until the password has been successfully changed.

f. In all future operations, USC this new password with your User ID.

15.4 Related Processing.

Not Applicable.

15.5 Data Backup.

The TC ACCIS System Administrator will schedule and conduct all data backups. The end user should contact the System Administrator to make special arrangements if a special backup is required for any reason.

15.6 Recovery from Errors and Malfunctions.

The TC ACCIS functions are supported by Error Messages that are displayed at the bottom of the screen whenever a processing error condition is encountered. The end user should follow these instructions to correct the error. In the event the error or malfunction can not be corrected by following these instructions, the end user should contact the TC ACCIS System Administrator for assistance.

15.7 Messages.

Messages can bc generated from three sources.

a. The TC ACCIS software can generate messages that are tailored to the situation and/or context of where you arc working within TC ACCIS. The TC ACCIS messages that may be encountered in the User Utilities Function are listed below.

(1) TC ACCIS messages can bc one of three types.

(a) Information Messages provide information that is appropriate for the operation you are performing at the time the message is displayed. You are not required to respond to this message in any way.

(b) Error Messages indicate you have attempted to perform an operation that can not be done in the current context. For example, you may have tried to enter the wrong type data into a screen field, or tried to select and option number that is not available on the current menu. When an error message is displayed, you must take some corrective action in order to resume operations.

(c) A Prompt indicates that you are required to enter some specific type data or respond to a question displayed on the screen. You must perform the specified action to resume operations.

(2) TC ACCIS messages are designed to be self explanatory

b. Messages generated by the SCO UNIX Operating System and the Informix 4GL Database Management Software are generally an indication that there is a serious problem in the operation of th system. In most cases they will ask you to contact your System Administrator. The SCO UNIX and Informix 4GL messages arc not included in the list below. If you encounter a message that is not included in the list below or any message that is not clearly understood, contact you System Administrator for assistance.

List of User Utilities Messages

To Be Determined

SECTION 16 PROCESSING REFERENCE GUIDE - TC ACCIS Microcomputer Utilities

TC ACCIS Microcomputer Utilities allow the user access TC ACCIS from a PC, to transfer TC ACCIS data between the TC ACCIS Compaq 4500 Enhanced File Server and Personal Computer (PC), and to print TC ACCIS reports from the PC.

Beginning with Version 3.10, TC ACCIS will use some different Microcomputer Utilities. The primary change will be in the use of Kermit as the new communications protocol software for transferring TC ACCIS data files to and from the PC. Kermit replaced the Procomm Plus Communications Software that was previously used. After Kermit is loaded and operating, the Procomm Plus Communications Software will no longer be supported by TC ACCIS and it may be removed from the TC ACCIS hardware.

16.1 Capabilities.

TC ACCIS Microcomputer Utilities provide the means for users to access the TC ACCIS Compaq 4500 from a PC and perform routine TC ACCIS functions. In addition, these Microcomputer Utilities allow the user to transfer the following specific types of data between the Compaq 4500 and a PC:

- Automated Unit Equipment Lists (AUEL)/Passenger Manifest (PAX);
- Type Unit Characteristics (TUCHA) Cargo Detail Report data;
- Military Shipment Labels (MSL);
- Vehicle Load Plans (VLP); and
- Standard Property Book System (SPBS) data.

Of these, AUEL/PAX, TUCHA, MSL, and VLP data can be printed from printers installed on the PC. SPBS is uploaded from the PC to the TC ACCIS Compaq 4500 and from there integrated into unit equipment lists.

Finally, TC ACCIS Microcomputer Utilities allow for the creation and printing of specialized bar codes for identifying rail car types.

16.2 Conventions.

The conventions used in this section are described in paragraph 4.2 of this manual.

16.3 Processing Procedures.

In order to USC these utilities, you must have access to the Compaq 4500 by one of three methods,

a. A Modem, a Telephone Connection, Kermit Software and a PC.

b. A MUX, Kermit Software, and a PC.

c. A Systech, Kermit Software, and a PC.

In all cases, the PC must have DOS version 3.21 or higher and at least one 3.5inch floppy disk drive that can read the TC ACCIS installation and utilities files which are installed on one 3.5-inch double sided, high density diskette.

The installation of the Kermit software and the Microcomputer Utilities software need to be done only once.

16.3.1 Installing the Microcomputer Utilities.

Beginning with Version 3.10, TC ACCIS started using Kermit as the new communications software for the Utilities. Kermit replaced the Procomm Plus communications software that had been previously used. Since the release of Version 3.10, the TC ACCIS Product Management Officer (PMO) has no longer supported Procomm Plus or the older version of Microcomputer Utilities. They may be deleted from your PCs.

Note: Kermit software is in the Public Domain. You may freely copy the diskette and distribute it. All Microcomputer Utilities users will need copies. As an alternative to copying the diskette, a copy of the four files is being included in the Compaq 4500 tape for TC ACCIS version 3.10 in the tcaccis/util directory. You may download the files from the Compaq 4500 to your PC and install them as if they came from a diskette. If you have any difficulties accessing the files on either the diskette or the Compaq 4500, please call the TC ACCIS Customer Support Hot Line on the Toll-Free number 1-800-635-0921.

Note: The version of Kermit used in the Microcomputer Utilities has been tailored for TC ACCIS. This is the ONLY version of Kermit you should install for use with TC ACCIS. Other versions of Kermit may be available at your installation, but they will not include the modification necessary to work with TC ACCIS properly.

Installing the Microcomputer Utilities involves six steps as follows:

- Create the \mcutil directory on your PC and copy the diskette files into this directory, using the procedures in paragraph 16.3.1.1 below.
- Determine if your PC already has \kermit, \tc-utl, or \tc-up directories and, if so, move desired files and clean out the directories, using the procedures in paragraph 16.3.1.2 below.

- Unpack the kermit files into the **hermit** directory, using the procedures in paragraph 16.3.1.3 below.
- Customize the Kermit software for your PC configuration, using the procedures in paragraph 16.3.1.4 below.
- Unpack the other Microcomputer Utilities software into the **\tc-utl** directory, using the procedures in paragraph 16.3.1.5 below.
- Unpack ATCMD software into **the tc-up** directory, using the procedures in paragraph 16.3.1.6 below.

Note: This last step may be skipped for installations without the TC ACCIS ATCMD capability.

The following conventions are used throughout this section:

a. The instructions assume your 5.25inch drive is the "A:" drive, your 3.5-inch drive is the "B:" drive, and your destination hard drive is "C:". Substitute the correct drive names for your particular configuration as necessary.

b. Data to be entered from the keyboard follows the word "enter" and will be shown in boldface. The information to be entered may show the specific key strokes to be used or it may be a generic description of the type data to be entered. The specific meaning will have to be determined by the context of the instruction. For example, "Enter dir" means to enter the specific key strokes **d, i,** and **r, while** "Enter the **Corn Port Number"** means to enter the specific number for the com port being used.

c. The word "press" followed by the name of the specific key shown in upper case and boldface is used for special keys and function keys, e.g., "Press RETURN" means to press the Return or Enter key.

16.3.1.1 Creating the \mcutil Directory and Copying the Files into the Directory.

a. Insert the Microcomputer Utilities diskette into the B: drive of your micocomputer.

b. Be sure you are running MS-DOS on the PC. Enter C: and press RETURN to set the default drive to C:.

c. Enter **cd ** and press RETURN to move to the root directory.

d. Enter **prompt pg** and press RETURN to set the prompt. The MS-DOS prompt should now look like: C:\>.

e. Enter **md \mcutil** and press **RETURN** to create the \mcutil directory.

Note: If you receive the message "Directory already exists" you should inspect the directory (using the "dir" command) to see if you have any files there with the same names as the diskette files (see page 4 above). If you want to save these files, use the "copy" command to preserve them in another directory or on a floppy diskette.

f. Beginning with Version 3.10 of TC ACCIS, each new software release for TC ACCIS Microcomputer Utilities will include one 3.5inch high density diskette and also on four 5.25inch 360 KB diskettes to accommodate both type hardware configurations. Both the 3.5inch and the 5.25-inch versions include the same files listed below. However, the difference in the diskette capacities require different.

File Name	Purpose
msker.exe	Installs the Kermit communications software.
tca-util.exe	Installs the new Microcomputer Utilities.
tc-up.exe	Installs the TC ACCIS Advance Transportation Control Movement Document (ATCMD) capability. (Note: unless your installation has ATCMD capability enabled, you will not need this file.)
tc_read.me	Contains an addendum with the installation instructions for the TC ACCIS Microcomputer Utilities in a readable and printable format.

The first three files are in a compressed format and can not bc run directly from the diskette(s). To install and USC the new TC ACCIS Microcomputer Utilities, you must follow the instructions in this section.

(1) If you have the 3.5-inch diskette version of TC ACCIS Microcomputer Utilities, USC the following procedures:

(a) Enter **cd\mcutil** and press **RETURN** and verify the MS-DOS prompt is C:\mcutil>.

(b) lnsert the 3.5-inch diskette into the "B:" drive, or substitute the correct drive name for your particular configuration if the "B:" drive is not your 3.5inch floppy drive.

(c) Enter **copy B: *.*** and press **RETURN** to copy the four files from the diskette into the \mcutil directory on the "C:" drive. The name of each file will be displayed as it is copied into the C:\mcutil directory.

(2) If you have the 5.25inch diskette version of TC ACCIS Microcomputer Utilities, use the following procedure

(a) Enter **A:** and press **RETURN** to change to the "A:" drive, or substitute the correct drive name for your particular configuration if the "A:" drive is not your 5.25inch floppy drive.

(b) Insert the the first 5.25inch diskette into the "A:" drive. If necessary, substitute drive name used in paragraph **(a)** above, if the "A:" drive is not your 5.25inch floppy drive.

(c) Enter **setup** and press **RETURN** to begin the process of combining all the files on the four diskettes and copying them into the **\mcutil** directory on your hard drive. A screen will be displayed that prompts you to enter the disk drive letter for the drive where the TC ACCIS Microcomputer Utilities files are to be installed.

(d) Enter C and press **RETURN,** or substitute the correct letter for your particular configuration if the **"C:"** drive is not your hard drive. The name of each file will be displayed as it is copied into the **C:\mcutil** directory. As the files are being copied you will be prompted, in turn, to place each of the other three **5.25-inch** diskettes in the floppy drive you specified in paragraph

(e) At the prompt, place each of the designated diskette into the floppy drive and press **RETURN.**

(f) When the procedures in either paragraph (1) or (2) are **completed** and the last file has been copied, the **C:\mcutl>** prompt will be displayed. The **contents** of the **C:\mcutl>** directory will now be the same, regardless of whether you used the **3.5-inch** diskette or the four 5.25inch diskettes. You are now ready to **continue** with the procedures in the next paragraph.

16.3.1.2 Determining if Your PC Already Has \kermit, \tc-utl, or \tc-up Directories and Cleaning Out These Directories if Present.

a. Enter **cd \kermit** and press **RETURN** and check the response from MS-DOS. If you get an error message "Invalid directory," then you don't **have** this directory on your hard drive and you may proceed to paragraph **b.** below.

However, if you get no error message and your prompt now reads **C:\kermit>,** the directory does exist and you probably have another version of kcrmit in it. In this case, use the following procedures:

(1) Two files in your **\kermit** directory contain information you may want to save **before** you **delete** them.

(a) The **MSCUSTOM.INI** file contains information on **the** Kermit settings for your computer to include baud rate, port speed, modem **type,** etc. You will need this information later on in these instructions.

(b) The DIALUPS.TXT file is a directory of file numbers you recorded in Kermit. You may also want this information for the new Kermit. Both these files are in a **viewable** (ASCII) format and can be read on **the** screen or printed in hard

copy using standard MS-DOS commands, for example, "type mscustom.ini" or "print dialups.txt".

(2) If you want to save the files in the \kermit directory, you will need to make a new directory and copy them there. To do this:

(a) Enter **md \new-kerm** and press **RETURN** to create a "new Kermit" directory on your hard drive. (Feel free to make up your own name if you prefer.)

(b) Enter **copy *.* hew-kerm** and press **RETURN** to copy the files from \kermit to /new-kerm.

(c) Enter **dir *.** and press **RETURN** to see if there are any sub-directories under the \kermit directory. If there are, you may want to make identical sub-directories under hew-kerm and copy each sub-directory's files in a similar manner.

(3) Finally, you will delete all the files in the \kermit directory. Be sure the MS-DOS prompt reads C:\KERMIT>.

(a) Enter **Del *.*** and press **RETURN** and enter y and press **RETURN** when asked "Are you sure (Y/N)?".

(b) Enter **dir *.** and press **RETURN** to check for the presence of sub-directories. If there are any, you must delete their files, too. For example, if you have a sub-directory titled "tutorial," the sequence of commands would be:

1 Enter **del tutorial*.*** and press **RETURN** and enter y and press **RETURN** when asked "Are you sure (Y/N)'?".

2 Repeat the procedures in paragraph 1 above for each sub-directory.

Note: There may be sub-directories underneath these sub-directories, so this could get complicated. More recent MS-DOS versions include a "deltree" command to make this easier,

b. At this point, you either haven't got a \kermit directory or you have just cleaned it out. If you don't have a \kermit directory, make one by entering **md \kermit** and pressing **RETURN.**

c. Now you must detect and clean out the \tc-util directory. Follow the procedures in paragraphs **a.** and **b.** above, only replace "kermit" with "tc-utl" wherever it appears. For example, start by entering **cd \tc-utl** and press **RETURN.** If you get an "Invalid directory" message, proceed with the procedures in paragraph **d.** below; otherwise, you must copy files and clean out the \tc-util directory.

d. Finally, you must follow the same procedure for the \tc-up directory, if you intend to install the TC ACCIS ATCMD software.

16.3.1.3 Unpacking the Kermit Software.

a. Enter cd **\mcutil** and press **RETURN** and verify the MS-DOS prompt is C:\mcutil>.

Note: If you copied the TC ACCIS Microcomputer Utilities files to a different directory and\or to a different hard drive in paragraph 16.3.1.1 (page 16-3) above, substitute the directory name and\or drive letter where the compressed TC ACCIS Microcomputer Utilities files are now located.

b. Enter **msker** and press **RETURN** to display the Kermit 3.14 Compliments of TC ACCIS screen.

c. Read the instructions on the screen and then enter a response to the prompt at the bottom of the screen to initiate a process.

(1) If this is your first installation of MS-DOS Kermit, or if the procedures in paragraph 16.3.1.2 (page 16-5) above have been completed, enter y in response to this prompt. A list of files will be displayed on the screen as each file is unpacked into the correct directory or subdirectory. When the unpacking process is complete, the DOS prompt will be displayed.

(2) If the procedures in paragraph 16.3.1.2 (page 16-5 above) have not been completed, enter **n** in response to this prompt, and then perform the procedures in paragraph 16.3.1.2.

16.3 1.4 Installing the Kermit Software.

Note: Before you begin these procedures you must know the baud rate (speed), and corn port number for your modem, and whether your phone line uses Tone or Pulse dialing. If you do not know this information, contact your technical support representative for assistance in determining this information.

a. Enter cd **\mcutil** and press **RETURN** and verify the MS-DOS prompt is C:\mcutil>.

Note: If you copied the TC ACCIS Microcomputer Utilities files to a different directory and\or to a different hard drive in paragraph 16.3.1.1 (page 16-3) above, substitute the directory name and\or drive letter where the compressed TC ACCIS Microcomputer Utilities files are now located.

b. Enter **\kermit\install** and press **RETURN** to display the Kermit 3.14 Installation for TC ACCIS screen.

c. When you are done reading the information on the screen, enter y and press **RETURN** to display the first continuation screen.

d. When you are done reading the information on the screen, enter y and press **RETURN** to display the second continuation screen.

e. When you are done reading the information on the screen, enter y and press **RETURN** to display two column screen of modem choices. The left column is the brand name of modems available in **the kermit\modems** subdirectory. The right column is the DOS file name for each modem listed.

f. You must now select your modem.

(1) Enter one of the following and press **RETURN.**

(a) The DOS file name of your modem as it appears in the right column,

(b) **direct** if Kermit will be used *on* a direct line connection, or,

(c) **none** if you do not want to use the modem script.

(2) lf you entered **direct** or **none,** in paragraph (1) above, you will be prompted to enter the baud rate (speed) of your line:

(a) Enter the baud rate of your line (9,600 or **19,200)** and press **RETURN. You** will be prompted to enter the corn port number for your line:

(b) Enter the corn port number, e.g., **1, 2, 3,** etc., for your line and press **RETURN.** You will be asked whether a printer is attached to your PC.

(c) Continue with the procedures in paragraph g. below.

(3) If you entered a **DOS file name,** in paragraph **(1)** above, you will be prompted to enter the corn port number for your line:

(a) Enter the corn port number, e.g., **1, 2, 3,** etc., and press **RETURN.** A message will be displayed that your corn port is being tested and then you will be prompted to enter **T** (or **t)** if your phone line uses Tone dialing or **P** (or **p)** if your phone line uses Pulse dialing.

(b) Enter the type dialing for your phone line and press **RETURN.** You will be prompted to enter a TC ACClS telephone number.

(c) Enter the telephone number you will use to dial into TC ACClS and press **RETURN. You** will be asked whether your want to enter more TC ACClS telephone numbers.

1 Entering y and pressing **RETURN** will prompt you to enter a TC ACCIS telephone number. When this happens, repeat the procedures in paragraph (c) above until all of the TC ACCIS numbers have been entered.

2 Entering **n** and pressing **RETURN** will ask you whether you have a printer attached to your PC.

g. Enter y if you have a printer attached, or n if you do not have a printer and press RETURN. Several messages will be displayed and then the following message will be displayed when the installation of Kermit is complete:

Install complete...C:\kermit\>

16.3.1.5 Installing the TC ACCIS Microcomputer Utilities Software.

a. Enter **cd \mcutil** and press RETURN and verify the MS-DOS prompt is **C:\mcutil>**.

Note: If you copied the TC ACCIS Microcomputer Utilities files to a different directory and\or to a different hard drive in paragraph 16.3.1.1 (page 16-3) above, substitute the directory name and\or drive letter where the compressed TC ACCIS Microcomputer Utilities files are now located.

b. Enter **tca-utl** and press RETURN to display the TC ACCIS Utilities screen with a [Y/NJ prompt at the bottom of the screen.

c. Enter **y** and press RETURN to initiate the process. When all the files have been loaded, the cursor will return to the **C:\mcutil>** prompt,

d. Enter **cd \tc-utl** and press RETURN and verify the MS-DOS prompt is **C:\tc-utl>**.

e. Enter **rm_old_** and press RETURN to remove some additional old files and directories that arc no longer needed in TC ACCIS. The TC ACCIS REMOVE OLDIES screen will be displayed.

f. Press RETURN to initiate the process. When all of the old files are removed, a message will be displayed:

TC ACCIS Utilities clean up Complete!!!

16.3.1.6 Installing the Advance Transportation Control Movement Document (ATCMD) Software.

You do not need to install the ATCMD **software on your** PC **if your installation does not use the** TC ACCIS ATCMD **function.**

a. Enter **cd \mcutil** and press R-TURN and verify the MS-DOS prompt is C:\mcutil>.

Note: If you copied the TC ACCIS Microcomputer Utilities files to a different directory and\or to a different hard drive in paragraph 16.3.1.1 (page 16-3) above, substitute the directory name and\or drive letter where the compressed TC ACCIS Microcomputer Utilities files are now located.

b. Enter **tc-up** and press RETURN to display the TC ACCIS **ATCMD/WPS** Utilities screen with a [Y/N] prompt at the bottom of the screen.

c. Enter y and press RETURN to initiate the process. When all the files have been loaded, the cursor will return to the **C:\mcutil>** prompt.

d. Enter **cd \tc-up** and verify the MS-DOS prompt is **C:\tc-up>.**

e. Enter **rm_old_** and press **RETURN** to remove some old files and directories that are no longer needed in TC ACCIS. The TC ACCIS REMOVE OLDIES screen will be displayed.

f. Press **RETURN** to continue. When all of the old files are removed, a message will be displayed:

TC ACCIS Utilities clean up Complete!!!

16.3.2 Preparing an INTERMEC Printer for Use.

In order to print Military Shipping Labels from a PC, an INTERMEC Barcode printer must be installed on the PC and prepared for printing.

The following procedures must bc completed to install and prepare an INTERMEC printer for use:

a. Installation of the INTERMEC Printer

b. Setting the Printer Dip Switches.

b. Loading the Printer Ribbon.

c. Loading the Label Stock.

16.3.2.1 Setting Printer Dip Switches.

To set the dip switches on the INTERMEC printer, follow these procedures:

a. Turn the INTERMEC printer off and locate the three banks of switches on the back of the printer. Refer to the documentation supplied with the INTERMEC printer for guidance on the location of thes. dip switches.

b. Set the top bank of switches **(1-5)** to off unless you wish to activate the take up reel option. To activate the take up reel (batch) option, switch 4 should bc set to **on.**

c. Set the middle bank of switches as follows: switch 1 set to on, and switches 2-7 set to off.

d. Set the bottom bank of 8 switches to off.

e. When you have finished setting the printer switches as desired, turn the printer back on.

16.3.2.2 Loading a Printer Ribbon.

Follow the procedures below to load or change a printer ribbon:

a. Remove the side cover (right side when facing the front) by gently depressing the top and pivoting down the cover.

b. Release the printhead assembly latch. Refer to the INTERMEC printer documentation for this and the remaining procedures.

c. Pull the ribbon spindle locking lever to release tension on the ribbon spool.

d. Remove the ribbon take up spool and **save the empty cardboard roller.**

e. Place the new ribbon on the lower spindle matching the notch on the ribbon spool with the key on the spindle.

f. Place the empty cardboard roller on the upper spindle, again matching the notch on the cardboard roller with the key on the spindle.

g. Pull the ribbon material over the print head and attach it to the cardboard roller using the supplier tape.

h. Lower the print head assembly and lock it in place.

16.3.2.3 Loading Label Stock.

Label stock can be loaded for printing with or without the take-up reel activated.

16.3.2.3.1 Printing Label Stock without the Take-up Reel.

Follow the procedures below to load the label stock for printing **without** the take-up reel activated:

a. Release the printhead assembly latch. Refer to the INTERMEC printer manual for this and the following procedures.

b. Release the label supply retainer.

c. Place new roll of label stock over the reel.

d. Secure the label supply retainer in place.

e. Feed the label stock through the paper pan and under the two sensors. Allow the label stock to extend out of the front of the printer.

f. Lower and secure printhead assembly latch. Press down to secure latch.

g. Turn the power switch on. The printer will advance two blank labels. The printer will be in **ready** mode signified by the 0.0 on the status display window.

Note: If the printer power was on when the printhead assembly was raised, lowering and latching the assembly will not place the printer in a ready mode. Press the **RELOAD** button and the printer will advance two blank labels. The status display will change from 0.3 to 0.0. The printer is now in **ready** mode.

The system is now ready to download and print bar code labels **without the** take-up reel activated.

16.3.2.3.2 Printing Labels with the Take-up Reel Activated.

Follow the procedures below for the procedures to load label stock for printing with the take-up reel activated:

a. Release the printhead assembly latch. Refer to the INTERMEC printer manual for this and the following procedures.

b. Release the label supply retainer.

c. Place new roll of label stock over the reel.

d. Secure the label supply retainer in place.

e. Feed the label stock through the paper pan and under the two sensors. Allow the label stock to extend out of the front of the printer.

f. Lower and secure printhead assembly latch. Press down to secure latch.

g. Turn the power switch on. The printer will advance two blank labels. The printer will be in **ready** mode signified by the 0.0 on the status display window.

h. Remove the batch guide, located in the inner lower right side of the printer.

i. Attach batch guide to the front panel.

j. Press the **RELOAD** button to release enough paper to feed the label stock back into the printer and attach to the take up reel as shown in the illustration below.

Note: Make sure that on the top bank of dip switches, you turn switch 4 to on to activate the take-up reel (batch) option.

The system is now ready to download and print bar code labels with the take-up reel activated.

16.3.2.4 Installing an INTERMEC Printer.

The INTERMEC Barcode printer is a serial printer. As such, it must be connected to a COM port on a PC. PCs are normally configured with one or two **COM** ports.

a. If your PC has a modem attached and installed, the modem is connected to a **COM** port. Check the labels on the back of your PC to see if there is a **COM1** and/or and **COM2.**

(1) If your PC has only one COM port, it will be necessary to attach an **A/B Switch box** to use the single COM port for downloading then for printing. To do this, connect the modem (or the MUX wire or system wire if either of these are used in lieu of a modem) wire to the **A** plug on the **A/B Switch Box.** Connect the INTERMEC printer to the **B** plug on the **A/B Switch Box.** The center plug on the **A/B Switch Box** is connected to the single available COM port. The system can then be tested by using the procedures above. In paragraph **d.** enter 0 for COM 1.

When accessing the TC ACClS Compaq 4500, the switch on **the A/B Switch Box** should be set to **A.** After downloading, the TC ACCIS Microcomputer Utilities allow the user to change the A/B **Switch Box** setting to **B** to allow printing.

(2) If your PC is equipped with two communications ports (**COM1** and **COM2**), note which port is connected to the modem and then connect the INTERMEC printer to the other port. After connecting the printer, setting the DIP switches, and loading the label and ribbon stock, access the TC ACCIS Microcomputer Utilities as described below, enter the correct system setting by completing the following procedure:

b. Select **Run MSL Printing Demo** from the TC ACClS Microcomputer Utilities menu and press **RETURN.** You will be prompted to set the A/B switch to the Intermec Printer.

c. If you have an A/B Switch Box connected between your PC and your INTERMEC Printer, verify that the INTERMEC Printer is selected and press **RETURN.** A small MAIN MENU will be displayed in the upper left comer of your screen.

d. Use the cursor control keys to highlight **the PERSONALIZE SYSTEM,** and press **RETURN** to display the SETUP MENU.

e. Use the cursor control keys to highlight **the SET COMMUNICATIONS PARAMETERS,** and press **RETURN** to display the COMMUNICATIONS PARAMETERS menu.

f. Usc the cursor control keys to highlight the **PORT** ID option,

g. Enter the correct port designations and press **ESC** to display the SETUP MENU.

Note: For **COM1,** enter 0; for COM2, enter **1;** for COM3, enter 2; for COM4, enter **3.**

h. Press **ESC** to return to the MAIN MENU.

i. Use the cursor control keys to highlight the **CREATE MSL LABELS** option, and press **RETURN** to display the LABEL PRINT ROUTINE window.

j. Enter the number of copies you want of each label and press **RETURN.** Since this is a test of the setup, **1** copy is normally sufficient.

(1) If the Corn Port is set correctly, the test labels will be printed on the INTERMEC printer.

(2) If the Corn Port is set incorrectly, the an error message will be displayed. In this case, repeat the procedures beginning with paragraph **b.** above to reset the system parameters.

k. When you are done printing the labels, press **ESC** twice to return to the TC ACCIS Microcomputer Utilities Menu.

16.3.3 Trouble Shootina INTERMEC Printers.

The following trouble shooting techniques should be used for the type problems indicated. For information on troubleshooting **MSL** problems see section 4.2.5.3 of the ***Compaq 4500 Operations Manual.***

16.3.3.1 Correcting Label Formats and Font Problems.

If at anytime there is an indication of a memory error, it may be necessary to clear memory by removing the battery backup power. Some indications of a memory error could be:

- a status indicator of 8.2.
- incomplete or incorrect printing of fields on bar code labels.

To remove the battery backup power you will need to unscrew the two screws on the bottom side of panel. Refer to the illustration below. At the top left hand side you will notice two batteries. Remove each battery for approximately ten seconds each, then replace them back on the board. This process will clear the RAM memory. Close printer back up and begin to download your format labels again.

16.3.3.2 Adjusting Printhead Exposure Time.

After printing the test labels, you may determine that the printhead exposure time needs adjustment. To make this adjustment, use the two bum time potentiometers (Fine Bum and

Coarse Bum) located on the back right side in the inside panel. Refer to the illustration below. These potentiometers should be turned clockwise to produce darker print and counter-clockwise to produce lighter print.

1634 Using the TC ACCIS Microcomputer Utilities.

Note: To use the TC ACCIS Microcomputer Utilities, you must be in the root directory of your C: drive. If you are on another drive or in another directory, use the DOS commands to change to the C: drive and the root directory.

At the DOS **C:\>** prompt, enter **tcaccis** and press **RETURN** to display TC ACCIS Microcomputer Utilities Menu. The following is an explanation of the available options:

Menu Option	Explanation
Access TC ACCIS Compaq 4500	Allows access to the TC ACCIS Compaq 4500 by Kermit Software. With this option, the user can perform routine TC ACCIS functions on the Compaq 4500.
Print AUEL/PAX Manifest	Moves Unit Equipment List (AUEL) and Passenger Manifest report files from the TC ACCIS Compaq 4500 to a PC and prints reports on a printer connected to the PC.
Copy AUEL/PAX Manifest to Floppy Disk and Print	Moves Unit Equipment List (AUEL) and Passenger Manifest report files from the TC ACCIS Compaq 4500 to a PC, copies the files to a floppy disk, and prints UEL reports on a printer connected to the PC.
Print TUCHA Cargo Detall Report	This function not implemented.
Print TUCHA Report and Copy TUCHA to Floppy Disk	This function not implemented.
Print MSLs	Moves Military Shipping Label (MSL) data from the TC ACCIS Compaq 4500 to a PC, and prints the MSLs on a Barcode Printer connected to the PC.
Copy MSLs to Floppy Disk and Print MSLs	Moves Military Shipping Label (MSL) data from the TC ACCIS Compaq 4500 to a PC, copies files to a floppy disk, and prints the MSLs on a Barcode Printer connected to the PC.
Run MSL Printing Demo	Simulates the printing of bar code data for the purpose of testing the MSL printing software and hardware.
Print old MSL data	Prints the last MSL labels that were downloaded from the Compaq 4500 to the MSLDATA file in the MSL-IN.DAT directory on the PC.
Print Vehicle Load Plan (VLP) Data	Moves Vehicle Load Plan (VLP) data from the TC ACCIS Compaq 4500 to a PC, and prints the VLPs on a printer connected to the PC.

Copy VLP Data to Floppy Disk and Print VLP Data	Moves Vehicle Load Plan (VLP) data from the TC ACCIS Compaq 4500 to a PC, copies files to a floppy disk, and prints the VLPs on a printer connected to the PC.
Standard Property Book System Transfer	Moves a Standard Property Book System file from a PC to the TC ACCIS Compaq 4500.
Print Railcar Identifier Barcode	Allows for the creation and printing of bar code labels to identify data for a specific rail car.

Figure 16-1 is a Flow Chart illustrating the procedures for downloading tiles from the Compaq 4500 to the PC.

16.3.4.1 Setting and Changing the Automatic or Manual Dialing Option.

The first time you select an option on the Version 3.10 TC ACCIS Microcomputer Utilities Menu, you will be prompted to set the automatic or manual dialing option. if you save the option you set, this option will be used again in all future attempts to select an option from the TC ACCIS Microcomputer Utilities Menu, and you will not receive this prompt again. If you do not save the option you set, you will prompted again to set the dialing option in all future attempts to select an option from the TC ACCIS Microcomputer Utilities Menu.

Once the automatic or manual dialing option has been set and saved, you must use the procedures in paragraph 16.3.4.1.2 below, to change the dialing option.

16.3.4.1.1 Setting the Automatic or Manual Dialing Option.

If this is your first attempt to select an option on the Version 3.10 TC ACCIS Microcomputer Utilities Menu, or if you did not save the dialing option you previously used, you will be asked whether you want to use automatic or manual dialing.

Note: Prior to receiving this prompt, you will have used the procedures in paragraph 16.3.4.2 below to select an option from the TC ACCIS Microcomputer Utilities Menu and you will have entered your user ID once and your assigned password twice.

a. If your site uses normal dialing procedures to access the TC ACCIS Compaq 4500 through commercial or military leased lines, enter **a** (automatic). This option will use the telephone numbers you entered when you installed Kermit in paragraph 16.3.1.4 above to access the TC ACCIS Compaq 4500. Almost all sites will use this option.

b. If your site does not use normal dialing procedures to access the TC ACCIS Compaq 4500 through commercial or military leased lines, enter **m** (manual). This option requires that you enter the telephone number to be dialed each time you select an option from the TC ACCIS Microcomputer Utilities Menu.

c. Regardless of whether you selected automatic or manual in paragraph **a.** or **b.** above, you will be asked whether your want to save your response.

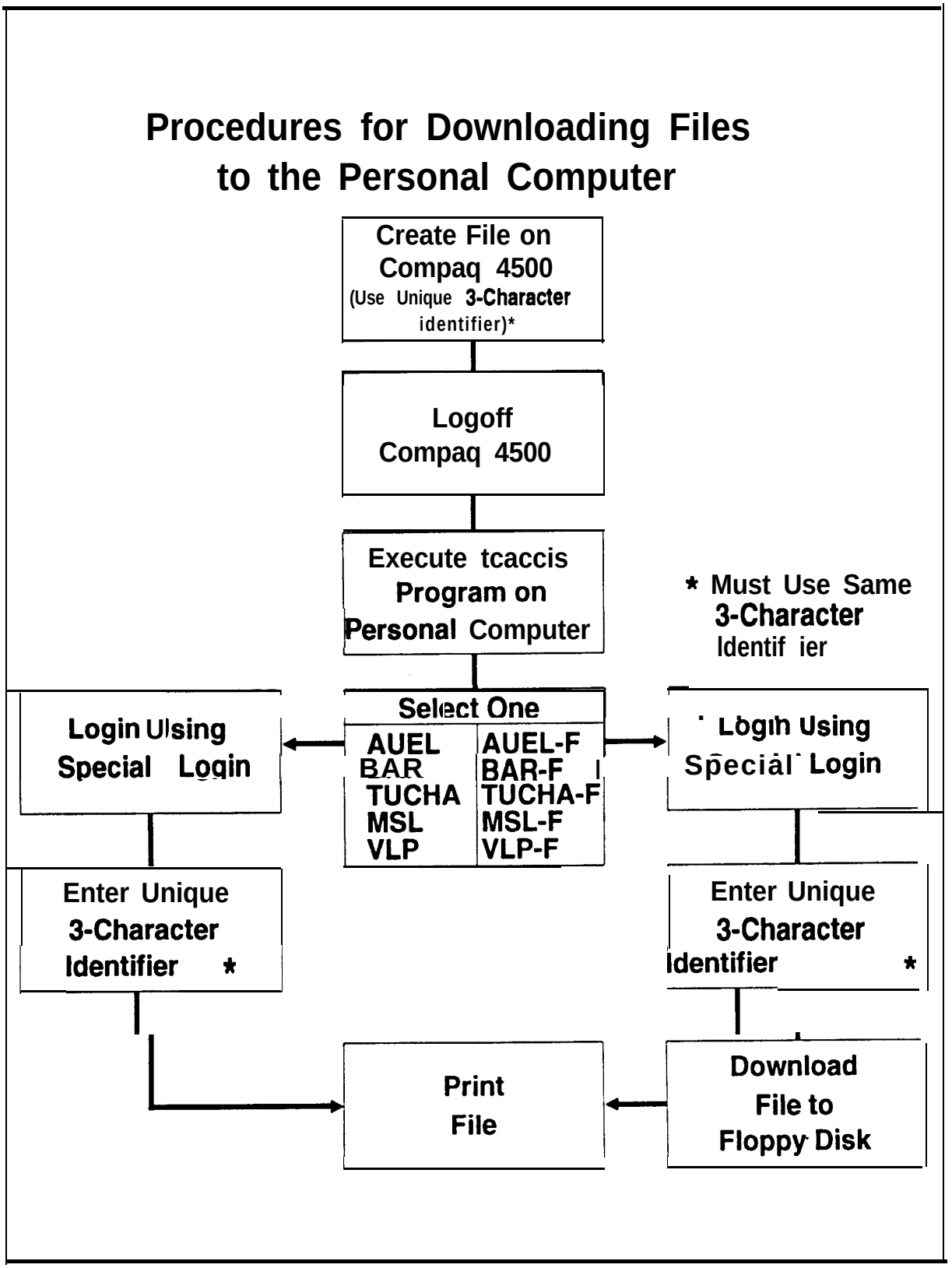

Figure 16-I. Flow Chart for Downloading Files From the Compaq 4500 to the PC

(1) Enter y to save the automatic or manual selection you made in paragraph a. or b. above. Your dial setting will be saved in the tc-fun.sav file that is created in the c:\tc-utl directory on your PC. From now on, the information in this file will used to set your dialing option each time you select an option from the TC ACCIS Microcomputer Utilities Menu.

(a) If you saved the automatic option, the telephone numbers you entered when you installed Kermit in paragraph 16.3.1.4 above will be used in all future attempts to select an option from the TC ACCIS Microcomputer Utilities Menu. You will not be asked to set the automatic or manual option again.

(b) If you saved the manual option, you will be asked to enter the telephone number to be dialed each time you select an option from the TC ACCIS Microcomputer Utilities Menu. However, you will not be asked to set the automatic or manual option again.

(2) Enter n if you do not want to save the automatic or manual selection you made in paragraph a. or b. above. In the future you will be asked whether you want to use automatic or manual dialing and whether you want to save your setting when you select an option from the TC ACCIS Microcomputer Utilities Menu.

16.3.4.1.2 Changing the Automatic or Manual Dialing Option.

Once the Automatic or Manual dialing option has been set and saved in the tc-fun.sav file, use the following procedures to change it:

a. At the C:\> prompt, enter cd \ tc-utl.

b. Enter del tc-fun.sav to delete the file containing the dialing option.

c. Enter cd \ to return to the root directory.

d. Enter tcaccis to access the TC ACCIS Microcomputer Utilities Menu.

e. Resume normal operation by selecting one of the options described in paragraph 16.3.4.2 below.

16.3.4.2 Accessing TC ACCIS Compaq 4500.

The procedures listed below are used to access the TC ACCIS Compaq 4500 and perform any routine TC ACCIS functions that you could otherwise perform with your login and password.

Use the following procedures to perform routine TC ACCIS Functions from a PC:

a. Use the procedures in paragraph 16.3.4 above to access the TC ACCIS Microcomputer Utilities Menu on your PC.

b. Select **Access TC ACCIS Compaq** 4500, and you will be prompted to enter your user ID.

c. Enter your user ID and press **RETURN.** You will be prompted to enter your password.

d. Enter your password and press **RETURN.** You will be prompted to enter your password again.

e. Enter your password a second time and press RETURN.

(1) If you have previously set and saved the automatic dialing option in paragraph 16.3.4.1.1 above, continue with the procedures in paragraph **f.** below.

(2) If you have previously set and saved the manual dialing option in paragraph 16.3.4.1.1 above, you will be asked to enter the telephone number to be dialed to access the TC ACCIS Microcomputer Utilities Menu.

(a) Enter the desired telephone number and press **RETURN.**

(b) Continue with the procedures in paragraph **f.** below.

(3) If this is your first attempt to select an option on the Version 3.10 TC ACCIS Microcomputer Utilities Menu, or if you did not save the dialing option you previously used, you will be asked whether you want to use automatic or manual dialing. In this case, follow the procedures in paragraph 16.3.4.1.1 and then continue with the procedures in paragraph **f.** below.

f. The TC ACCIS MAIN MENU will be displayed and you can select an option that is authorized for your user ID and password.

Procedures for performing TC ACCIS functions, i.e., creating a file for printing on a PC, are contained in the sections of this manual that are listed below:

File Type	Manual Section
Equipment Lists	Unit Equipment List Processing.
Military Shipping Labels	Transportation Documentation.
Vehicle Load Plans	Load Planning.
Passenger Manifests	Passenger Manifest Supplement (July 17, 1995).

g. When you have completed your procedures, press **E-Exit** until the cursor returns to the TC ACCIS MAIN MENU.

h. Press **E-Exit** to log off **the** system. The **NO CARRIER** prompt will be displayed.

i. Press **Alt-X** to return the TC ACCIS Microcomputer Utilities Menu.

k. Select **Exit to DOS** and press **RETURN** to exit from TC ACCIS and return to the DOS **C:\>** prompt.

16.3.4.3 Print AUEL/PAX Manifest Files.

The procedures downloading and printing the AUEL files assume that a Unit Equipment list Report has been created and stored under a unique three character extension on the TC ACCIS Compaq 4500. As necessary, use the procedures in paragraph 16.3.4.2 above to access the Compaq 4500 to create these tiles.

The procedures listed below are used to move Unit Equipment List (AUEL) and Passenger Manifest report files from the TC ACCIS Compaq 4500 to a PC and prints reports on a printer connected to the PC.

Use the following procedures to Print AUEL and Passenger Manifest data:

a. Use the procedures in paragraph 16.3.4 above to access the TC ACCIS Microcomputer Utilities Menu on your PC.

b. Select **Print AUEL/PAX Manifest,** and you will be prompted to enter your user ID.

c. Enter your installation's assigned **user** ID for AUEL and press **RETURN. You** will be prompted to enter your password.

d. Enter your installation's AUEL password and press **RETURN.** You will be prompted to enter your password again.

e. Enter your installation's AUEL password a second time and press **RETURN.**

(1) If you have previously set and saved the automatic dialing option in paragraph 16.3.4.1.1 above, continue with the procedures in paragraph **f.** below.

(2) If you have previously set and saved the manual dialing option in paragraph 16.3.4.1.1 above, you will be asked to enter the telephone number to be dialed to access the TC ACCIS Microcomputer Utilities Menu.

(a) Enter the desired telephone number and press **RETURN.**

(b) Continue with the procedures in paragraph **f.** below.

(3) If this is your first attempt to select an option on the Version 3.10 TC ACCIS Microcomputer Utilities Menu, or if you did not save the dialing option you previously used, you will be asked whether you want to use automatic or manual dialing. In this case, follow the procedures in paragraph 16.3.4.1.1 and then continue with the procedures in paragraph **f.** below.

f. After the Kermit connection is made to TC ACCIS on the Compaq 4500, a prompt will be displayed in the center of the screen:

Enter **your unique 3 character identifier _ _ _**
Press RETURN.

Note: When the AUEL file was created on the Compaq 4500, the system requested the entry of three characters (normally the user's initials) to give the file a unique identification.

g. Enter the unique three character identifier and press **RETURN.** You must use the same three characters or initials that were used to create the file so the system can retrieve the correct file.

A message will be displayed warning against touching the keyboard. At this time the file transfer begins.

h. When the file has been transferred to the PC, the following prompt will be displayed indicating that the file can be sent to the printer:

Name of list device [PRN]

Note: Make sure that the printer is turned on and is on-line.

i. Press **RETURN** to begin the printing process.

j. When the printing is completed, the TC ACCIS Microcomputer Utilities menu will be displayed.

k. Select **Exit to DOS** and press **RETURN** to exit from TC ACCIS and return to the DOS **C:\>** prompt.

16.3.4.4 Copy AUEL/PAX Manifest to a Floppy Disk, and Print.

These procedures assume a Unit Equipment List Report has been created and stored under a unique three character extension on the TC ACCIS Compaq 4500. As necessary, use the procedures in paragraph 16.3.4.2 above to access the Compaq 4500 to create these files.

Use the following procedures to download an AUEL/Passenger Manifest from the TC ACCIS Compaq 4500, copy the file to floppy disk on the PC, and then print the it.

a. Use the procedures in paragraph 16.3.4 above to access the TC ACCIS Microcomputer Utilities Menu on your PC.

b. Before you begin this process, verify that the printer is connected to your PC, on-line, and turned on.

c. Select **Copy AUEL/PAX Manifest to Floppy Disk and Print.** Several messages will be displayed in the upper left comer of the screen, and then a prompt:

Welcome to the TC ACCIS automat.

Do as I say and we'll get along fine.
You have requested that the data be written to tape.
Which drive will you use? (ie: a: or b:)

d. Enter the disk drive designation followed by a colon, e.g., **a:** or **b:,** and press **RETURN.** You will be prompted to designate whether the disk is High or Low density.

e. Enter H or **L** to indicate High or Low density and press RETURN. You will be prompted to enter your AUEL user ID.

f. Enter your installation's AUEL user ID and press **RETURN.** You will be prompted to enter your password.

g. Enter your installation's AUEL password and press **RETURN.** You will be prompted to enter your password again.

h. Enter your installation's AUEL password a second time and press **RETURN.**

(1) If you have previously set and saved the automatic dialing option in paragraph 16.3.4.1.1 above, continue with the procedures in paragraph i. below.

(2) If you have previously set and saved the manual dialing option in paragraph 16.3.4.1.1 above, you will be asked to enter the telephone number to be dialed to access the TC ACCIS Microcomputer Utilities Menu.

(a) Enter the desired telephone number and press **RETURN.**

(b) Continue with the procedures in paragraph i. below.

(3) If this is your first attempt to select an option on the Version 3.10 TC ACCIS Microcomputer Utilities Menu, or if you did not save the dialing option you previously used, you will be asked whether you want to use automatic or manual dialing. In this case, follow the procedures in paragraph 16.3.4.1.1 and then continue with the procedures in paragraph i. below.

i. After the Kermit connection is made to TC ACCIS on the Compaq 4500, a prompt will be displayed:

Enter your unique 3 character identifier:

Note: When the AUEL file was created on the Compaq 4500, the system requested the entry of three characters (normally the user's initials) to give the tile a unique identification.

j. Enter the unique three character identifier and press **RETURN. You** must use the same three characters or initials that were used to create the file so the system can retrieve the correct file. Several screens of information will be displayed as the data is being prepared for downloading, and then a prompt will be displayed:

Make sure a blank formatted floppy Is in drive [a: or b:]:
Press enter when floppy is ready!

Note: The drive designed in paragraph d. above will be shown in lieu of [a: or b:]

k. When you have verified that the disk is loaded in the designated drive, press **RETURN.** The file will be downloaded and a message will be displayed:

Remove the disk and label it with PRTDATA.l

1, Remove the disk from the drive and label it **PRTDATA.l, as** shown in the message, plus a short narrative description of the AUEL data that was downloaded.

WARNING: PRTDATA. 1 is a standard file name and extension that is used every time AUEL data is down loaded to a floppy disk. When you are down-loading multiple files at the same time, make sure you have a separate floppy disk for each file. Otherwise, it will overwrite any file of the same name that is already on the floppy disk.

When the printing process is complete the TC ACCIS Microcomputer Utilities menu will be displayed.

m. Select **Exit to DOS** and press **RETURN** to exit from TC ACCIS and return to the DOS **C:\>** prompt.

16.3.4.5 Print TUCHA Cargo Detail Report.

This function not implemented.

16.3 4.6 Print TUCHA Report and Copy TUCHA to Floppy Disk.

This function not implemented.

16.3.4.7 Print MSL.

Before you begin these procedures, Military Shipping Labels (MSLs) must be created and stored under a unique three character extension on the Compaq 4500. Procedures for creating MSLs are contained in Section 9 • *Transportation Documentation* of this manual.

These procedures for downloading, copying to a floppy disk, and printing the MSL files assume:

- Military Shipping Labels have been created and stored on the TC ACCIS Compaq 4500. As necessary, use the procedures in paragraph 16.3.4.2 above to access the Compaq 4500 to create these files.
- An INTERMEC Barcode Printer has been connected to the PC and the correct label formats have been loaded.

Use the following procedures to access the TC ACCIS Compaq 4500 and print the MSLs:

a. Use the procedures in paragraph 16.3.4 above to access the TC ACCIS Microcomputer Utilities Menu on your PC.

b. Select **Print MSL,** and you will be prompted to enter your user ID.

c. Enter your installation's MSL user **ID** and press **RETURN.** You will be prompted to enter your password.

d. Enter your installation's MSL password and press **RETURN.** You will be prompted to enter your password again.

e. Enter your installation's MSL password a second time and press **RETURN.**

(1) If you have previously set and saved the automatic dialing option in paragraph 16.3.4.1.1 above, continue with the procedures in paragraph **f.** below.

(2) If you have previously set and saved the manual dialing option in paragraph 16.3.4.1.1 above, you will be asked to enter the telephone number to be dialed to access the TC ACCIS Microcomputer Utilities Menu.

(a) Enter the desired telephone number and press **RETURN.**

(b) Continue with the procedures in paragraph **f.** below.

(3) If this is your first attempt to select an option on the Version 3.10 TC ACCIS Microcomputer Utilities Menu, or if you did not save the dialing option you previously used, you will be asked whether you want to use automatic or manual dialing. In this case, follow the procedures in paragraph 16.3.4.1.1 and then continue with the procedures in paragraph **f.** below.

f. After the Kermit connection is made to TC ACCIS on the Compaq 4500, a prompt will be displayed in the center of the screen:

Enter your unique 3 character identifier _ _ _
Press RETURN.

Note: When the MSLs were created on the Compaq 4500, the system requested the entry of three characters (normally the user's initials) to give the file a unique identification.

g. Enter the unique three character identifier and press **RETURN** to download the data. You must use the same three characters or initials that were used to create file so the system can retrieve the correct file.

h. When the file has been transferred to the PC, the following prompts are displayed:

Switch A/B to the INTERMEC Printer!!!!!
Press any key to continue

(1) If your PC is equipped with an A/B Switch Box, **turn the** control switch so that it points to rhe position for the 'NTERMEC printer, and then press **RETURN.** The system displays a window called **MAIN MENU** in the upper left of the screen. The light bar cursor will be on the **CREATE MSL LABELS** option.

(2) If your PC is equipped with a separate port for the INTERMEC printer, simply press **RETURN** at these prompts. The system displays a window called **MAIN MENU** in the upper left of the screen. The light bar cursor will be on the **CREATE MSL LABELS** option.

i. Press **RETURN.** The system briefly displays a window stating that the selected COM port is open, and then displays the **LABEL PRINT ROUTINE** menu.

j. Enter the number of labels that you want to print for each item and press **RETURN.** The system will print the MSLs.

k. When the last label has been printed press **ESC** twice and then press **RETURN** to display the TC ACCIS Microcomputer Utilities menu.

l. Select **Exit to DOS** and press **RETURN** to exit from TC ACCIS and return to the DOS **C:\>** prompt.

16.3.4.8 Copy MSLs to Floppy Disk and Print MSLs.

Before you begin these procedures, Military Shipping Labels (MSLs) must be created and stored under a unique three character extension on the Compaq 4500. Procedures for creating MSLs are contained in Section 9 - *Transportation Documentation* of this manual.

The procedures for downloading and printing MSL files assume:

- Military Shipping Labels have been created and stored on the TC ACCIS Compaq 4500. As necessary, use the procedures in paragraph 16.3.4.2 above to access the Compaq 4500 to create these files.

- An INTERMEC Barcode Printer has been connected to the PC and the correct label formats have been loaded.

Use the following procedures to download MSL data from the Compaq 4500 and to print them from a PC.

a. Use the procedures in paragraph 16.3.4 above to access the TC ACCIS Microcomputer Utilities Menu on your PC.

b. Before you begin this process, verify that the INTERMEC printer is connected to your PC, on-line, and turned on.

c. Select **Copy MSLs to Floppy Disk and Print MSLs**. Several messages will be displayed in the upper left comer of the screen, and then a prompt:

Welcome to the TC ACCIS automat.

Do as I say and we'll get along fine;
You have requested that the data be written to tape.
Which drive will you use? (ie: a: or b:)

d. Enter the disk drive designation followed by a colon, e.g., **a:** or **b:,** and press **RETURN.** You will be prompted **to** designate whether the disk is High or Low density.

e. Enter **H** or **L to** indicate High or Low density and press **RETURN. You** will be prompted to enter your MSL user ID.

f. Enter your installation's MSL user **ID** and press **RETURN.** You will be prompted to enter your password.

g. Enter your installation's MSL password and press **RETURN.** You will be prompted to enter your password again.

h. Enter your installation's MSL password a second time and press **RETURN.**

(1) If you have previously set and saved the automatic dialing option in paragraph 16.3.4.1.1 above, continue with the procedures in paragraph i. below.

(2) If you have previously set and saved the manual dialing option in paragraph 16.3.4.1.1 above, you will be asked to enter the telephone number to be dialed to access the TC ACCIS Microcomputer Utilities Menu.

(a) Enter the desired telephone number and press **RETURN.**

(b) Continue with the procedures in paragraph i. below.

(3) If this is your first attempt to select an option on the Version 3.10 TC ACCIS Microcomputer Utilities Menu, or if you did not save the dialing option you previously used, you will be asked whether you want to use automatic or manual dialing. In this case, follow the procedures in paragraph 16.3.4.1.1 and then continue with the procedures in paragraph i. below.

i. After the Kermit connection is made to TC ACCIS on the Compaq 4500, a prompt will be displayed:

Enter your unique 3 character identifier:

Note: When the MSL file was created on the Compaq 4500, the system requested the entry of three characters (normally the user's initials) to give the file a unique identification.

j. Enter the unique three character identifier and press **RETURN.** You must use the same three characters or initials that were used to create the file so the system can retrieve the correct file. Several screens of information will be displayed as the data is being prepared for downloading, and then a prompt will be displayed:

Make sure a blank formatted floppy is in drive [a: or b:]:
Press enter when floppy is ready!

Note: The drive designed in paragraph d. above will be shown in lieu of [a: or b:]

k. When you have verified that the disk is loaded in the designated drive, press RETURN. The file will be downloaded and a message will be displayed:

Remove the disk and label it with MSLDATA.l

l. Remove the disk from the drive and label it **MSLDATA.1,** as shown in the message, plus a short narrative description of the MSL data that was downloaded.

WARNING: MSLDATA.l is a standard file name and extension that is used every time MSL data is down loaded to a floppy disk. When you are down-loading multiple tiles at the same time, make sure you have a separate floppy disk for each file. Otherwise, it will overwrite any file of the same name that is already on the floppy disk.

m. When the file is down loaded, the printing process will begin automatically and a prompt will be displayed:

Switch A/B to the INTERMEC Printer!!!
Press any key to continue

(1) If your PC is equipped with an A/B Switch Box, turn the control switch so that it points to the position for the INTERMEC printer, and then press RETURN. The system displays a window called MAIN MENU in the upper left of the screen. The light bar cursor will be on the CREATE MSL LABELS option.

(2) If your PC is equipped with a separate port for the INTERMEC printer, simply press RETURN at these prompts. The system displays a window called MAIN MENU in the upper left of the screen. The light bar cursor will be on the CREATE MSL LABELS option.

n. Press RETURN. The system briefly displays a window stating that the selected COM port is open, and then displays the LABEL PRINT ROUTINE menu.

o. Enter the number of labels that you want to print for each item and press RETURN. The system will print the **MSLs.**

p. When the last label has been printed press ESC twice and then press RETURN to display the TC ACCIS Microcomputer Utilities menu.

q. Select Exit to DOS and press RETURN to exit from TC **ACCIS** and return to the DOS C:\ **>** prompt.

16.3.4.9 Run MSL Printing Demo.

The MSL Printing Demonstration prints test labels to verify communications between the INTERMEC printer and the PC.

Use the following procedures to run the MSL printing demonstration:

a. Use the procedures in paragraph 16.3.4 above to access the TC ACCIS Microcomputer Utilities Menu on your PC.

b. Select **Run MSL Printing Demo,** and you will be prompted to verify the setting on your A/B switch.

c. If you have an A/B Switch Box connected between your PC and your INTERMEC Printer, verify that the INTERMEC Printer is selected and press **RETURN.** A small MAIN MENU will be displayed in the upper left comer of your screen.

d. Use the cursor control keys to highlight **PERSONALIZE SYSTEM,** and press **RETURN** to display the SETUP MENU.

e. Use the cursor control keys to highlight **the SET COMMUNICATIONS PARAMETERS,** and press **RETURN** to display the COMMUNICATIONS PARAMETERS menu.

(1) If the Port ID setting is correct, press **ESC** to display the SETUP MENU.

(2) If the Port ID setting is not correct, use the cursor control keys to highlight the **PORT** ID option, Then enter the correct port designation and press **ESC** to display the SETUP MENU.

Note: For COM 1 enter 0; for COM2 enter **1;** for COM3 enter 2; for COM4 enter 3.

f. Press **ESC** to return to the MAIN MENU.

g. Use the cursor control keys to highlight **the CREATE MSL LABELS** option, and press **RETURN** to display the LABEL PRINT ROUTINE window.

h. Enter the number of copies you want of each label and press **RETURN.** Since this is a test of the setup, **1** copy is normally sufficient.

(1) If the Corn Port is set correctly, the test labels will be printed on the INTERMEC printer.

(2) If the COM Port is set incorrectly, the an error message will be displayed. In this case, repeat the procedures beginning with paragraph **b.** above to reset the system parameters.

i. When you are done printing the labels, press **ESC** twice to return to the TC ACCIS Microcomputer Utilities Menu.

j. Select **Exit to DOS** and press **RETURN** to exit from TC ACCIS and return to the DOS **C:\>** prompt.

16.3.4.10 Print Old MSL Data.

Prints the last MSL labels that were downloaded from the Compaq 4500 to the MSLDATA file in the MSL-IN.DAT directory on the PC.

The option prints the procedures listed below are used to access the TC ACCIS Compaq 4500 and perform any routine TC ACCIS functions that you could otherwise perform with your login and password.

Use the following procedures to print old MSL data:

a. Use the procedures in paragraph 16.3.4 above to access the TC ACCIS Microcomputer Utilities Menu on your PC.

b. Select **Print OLD MSL Data,** and you will be prompted to verify the setting on your A/B switch.

c. If you have an A/B Switch Box connected between your PC and your INTERMEC Printer, verify that the INTERMEC Printer is selected and press **RETURN.** A small MAIN MENU will be displayed in the upper left comer of your screen.

d. Use the cursor control keys to highlight the **CREATE MSL LABELS** option, and press **RETURN** to display the LABEL PRINT ROUTINE window.

e. Enter the number of copies you want of each label and press **RETURN.**

f. When you are done printing the labels, press ESC twice to return to the TC ACCIS Microcomputer Utilities Menu.

g. Select **Exit to DOS** and press **RETURN** to exit from TC ACCIS and return to the DOS **C:\>** prompt.

16.3.4.11 Print Vehicle Load Plan (VLP) Data.

Before you begin these procedures, a Vehicle Load Plan (VLP) must be created and stored under a unique three character extension on the Compaq 4500. Procedures for creating a VLP are contained in Section 8 - *Load Planning* of this manual.

The procedures for downloading and printing VLP files assume that a VLP has been created and stored on the TC ACCIS Compaq 4500. As necessary, use the procedures in paragraph 16.3.4.2 above to access the Compaq 4500 to create these files.

Use the following procedures to download the VLP files from the Compaq 4500 and print them from a PC.

a. Use the procedures in paragraph 16.3.4 above to access the TC ACCIS Microcomputer Utilities Menu on your PC.

b. Select **Print Vehicle Load Plan (VLP)Data** and you will be prompted to enter your user ID.

c. Enter your installation's VLP user ID and press **RETURN.** You will be prompted to enter your password.

d. Enter your installation's VLP password and press **RETURN.** You will be prompted to enter your password again.

e. Enter your installation's VLP password a second time and press **RETURN.**

(1) If you have previously set and saved the automatic dialing option in paragraph 16.3.4.1.1 above, continue with the procedures in paragraph **f.** below.

(2) If you have previously set and saved the manual dialing option in paragraph 16.3.4.1.1 above, you will be asked to enter the telephone number to be dialed to access the TC ACCIS Microcomputer Utilities Menu.

(a) Enter the desired telephone number and press **RETURN.**

(b) Continue with the procedures in paragraph **f.** below.

(3) If this is your first attempt to select an option on the Version 3.10 TC ACCIS Microcomputer Utilities Menu, or if you did not save the dialing option you previously used, you will be asked whether you want to use automatic or manual dialing. In this case, follow the procedures in paragraph 16.3.4.1.1 and then continue with the procedures in paragraph **f.** below.

f. After the Kermit connection is made to TC ACCIS on the Compaq 4500, a prompt will be displayed in the center of the screen:

Enter your unique 3 character identifier _ _ _
Press RETURN.

Note: When the VLP was created on the Compaq 4500, the system requested the entry of three characters (normally the user's initials) to give the file a unique identification.

g. Enter the unique three character identifier and press **RETURN.** It is imperative to use the same three characters or initials that were used in the creation of the file so the system can retrieve the correct file.

A message will be displayed warning against touching the keyboard. At this time the file transfer begins.

h. When the file has been transferred to the PC, the following prompt will be displayed indicating that the file can be sent to the printer:

Name of list device [PRN]

Note: Make sure that the printer is turned on and is on-line.

i. Press **RETURN** to begin the printing process. When the printing is completed, the TC ACCIS Microcomputer Utilities menu will be displayed.

j. Select **Exit to DOS** and press **RETURN** to exit from TC ACCIS and return to the DOS **C:\>** prompt.

16.3.4.12 Copy VLP Data to a Floppy Disk and Print VLP Data.

Before you begin these procedures, a Vehicle Load Plan (VLP) must be created and stored under a unique three character extension on the Compaq 4500. Procedures for creating a VLP are contained in Section 8 - *Load Planning* of this manual.

The procedures for downloading, copying to a floppy disk, and printing the VLP files assume that a VLP file has been created on the TC ACCIS Compaq 4500. As necessary, use the procedures in paragraph 16.3.4.2 above to access the Compaq 4500 to create these files.

Use the following procedures to download VLP files from the Compaq 4500, copy them to a floppy disk, and print them from a PC.

a. Use the procedures in paragraph 16.3.4 above to access the TC ACCIS Microcomputer Utilities Menu on your PC.

b. Before you begin this process, verify that the printer connected to your PC is on-line and turned on.

c. Select **Copy VLP Data to Floppy Disk and Print VLP Data.** Several messages will be displayed in the upper left corner of the screen, and then a prompt:

Welcome to the TC ACCIS automat.

Do as I say and we'll get along fine.
You have requested that the data be written to tape.
Which drive will you use? (ie: a: or b:)

d. Enter the disk drive designation followed by a colon, e.g., **a:** or **b:,** and press **RETURN. You** will be prompted to designate whether the disk is High or Low density.

e. Enter **H** or **L** to indicate High or Low density and press **RETURN. You** will be prompted to enter your VLP user ID.

f. Enter your installation's VLP **user ID** and press **RETURN. You** will be prompted to enter your password.

g. Enter your installation's VLP password and press **RETURN. You** will be prompted to enter your password again.

h. Enter your installation's VLP password a second time and press **RETURN.**

(1) If you have previously set and saved the automatic dialing option in paragraph 16.3.4.1.1 above, continue with the procedures in paragraph i. below.

(2) If you have previously set and saved the manual dialing option in paragraph 16.3.4.1.1 above, you will be asked to enter the telephone number to be dialed to access the TC ACCIS Microcomputer Utilities Menu.

(a) Enter the desired telephone number and press RETURN.

(b) Continue with the procedures in paragraph i. below.

(3) If this is your first attempt to select an option on the Version 3.10 TC ACCIS Microcomputer Utilities Menu, or if you did not save the dialing option you previously used, you will be asked whether you want to use automatic or manual dialing. In this case, follow the procedures in paragraph 16.3.4.1.1 and then continue with the procedures in paragraph i. below.

i. After the Kermit connection is made to TC ACCIS on the Compaq 4500, a prompt will be displayed:

Enter your unique 3 character identifier:

Note: When the VLP file was created on the Compaq 4500, the system requested the entry of three characters (normally the user's initials) to give the file a unique identification.

j. Enter the unique three character identifier and press RETURN. You must use the same three characters or initials that were used to create the file so the system can retrieve the correct file. Several screens of information will be displayed as the data is being prepared for downloading, and then a prompt will be displayed:

Make sure a blank formatted floppy is in drive [a: or b:]:
Press enter when floppy is ready!

Note: The drive designed in paragraph d. above will be shown in lieu of [a: or b:]

k. When you have verified that the disk is loaded in the designated drive, press RETURN. The file will be downloaded and a message will be displayed:

Remove the disk and label it with VLPDATA.l

l. Remove the disk from the drive and label it **VLPDATA.1**, as shown in the message, plus a short narrative description of the VLP data that was downloaded.

WARNING: VLPDATA.l is a standard file name and extension that is used every time VLP data is dou. loaded to a floppy disk. When you are downloading multiple files at the same time, make sure you have a separate floppy disk for each file. Otherwise, it will overwrite any file of the same name that is already on the floppy disk.

m. When the printing is complete the TC ACCIS Microcomputer Utilities menu will be displayed.

n. Select **Exit to DOS** and press **RETURN** to exit from TC ACCIS and return to the DOS **C:\>** prompt.

16.3.4.13 Standard Property Book System Transfer,

A Unit Equipment List can be developed in TC ACCIS by three basic means:

- When TC ACCIS is installed at an installation, a FORSCOM tape can be loaded that includes all the equipment assigned to each UIC at the installation.
- The equipment for each unit can be manually entered into TC ACCIS.
- When Unit Equipment List data is not available in TC ACCIS by the other two means, units can use their Standard Property Book System (SPBS) equipment list data to create it. These files can be converted to an **ASCII** format and saved to a floppy disk formatted on an MS DOS PC. They can then be either moved to the TC ACCIS Compaq 4500 using a PC with the PC utilities software and Kermit, or read directly from the floppy disk into a TC ACCIS Compaq 4500. After they are loaded onto the TC ACCIS Compaq 4500, these SPBS files are converted into TC ACCIS Unit Equipment List files. Once converted, TC ACCIS can be used to modify and/or verify the data, as necessary, to reflect the actual items of equipment in each unit.

Converting SPBS data into UEL Equipment List data that can be used in TC ACCIS involves procedures which are performed by either the Unit Movement Officers (UMO) or the installation's Unit Movement Coordinator (UMC). Individual units do not have access to SPBS conversion function on the TC ACCIS Compaq 4500. This function is available only to users with either an UMC or ADMIN access in TC ACCIS because the SPBS equipment list files is likely to include more than a single unit. A Flow Chart illustrating the procedures for importing SPBS data into TC ACCIS is at Figure 16-2.

Note: If the Type Data Code (TDC) **D** or S already exists for a specific unit, the SPBS files for that unit will not be loaded into TC ACCIS.

16.3.4.13.1 Formattina a Floppy Disk and Transferring the SPBS Data.

The first procedure in uploading SPBS files to the Compaq 4500 is performed by the Unit Movement Officer of the unit whose data is to be uploaded from SPBS to TC ACCIS. The SPBS data, which is located in the Tactical Army Combat Services Support Computer System (TACCS) on the Burroughs BTOS System, must be copied to a floppy disk in an MS DOS format. Obtaining SPBS data files in the correct format is essential.

The floppy disk(s) to which the SPBS data will be copied must be formatted on an MS **DOS PC** before beginning the following procedures which are completed on the Burroughs TACCS

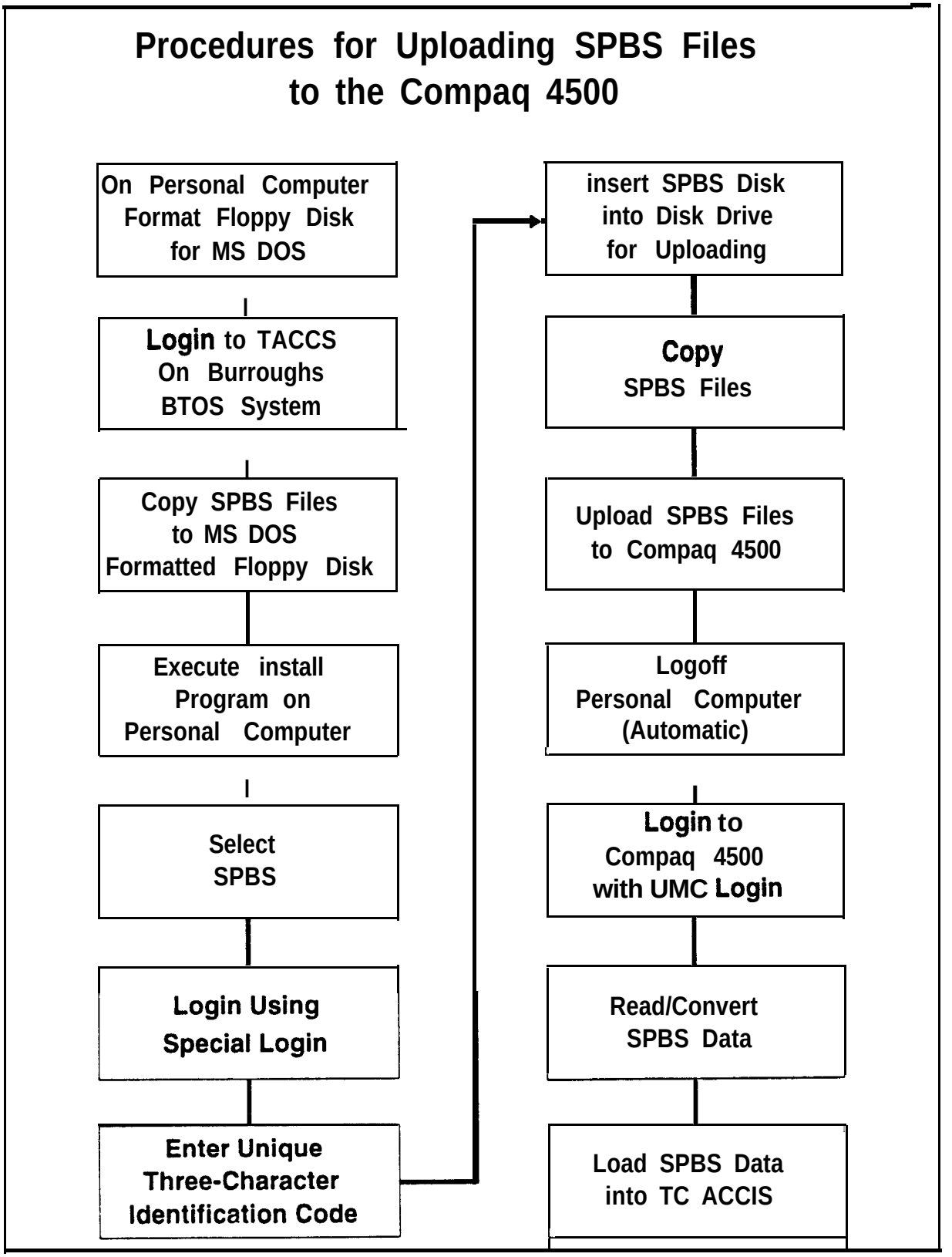

Figure 16-2. Flow Chart for Uploading SPBS Files From the PC to the Compaq 4500

BTOS System. The Following is a brief description of the procedures used on TACCS, as described in TM 38-L18- 14, to transfer the SPBS files to an MS DOS formatted disk:

a. Login to TACCS on the Burroughs BTOS System.

b. From the SPBS Master Menu, select **Property Book Transactions.**

c. From the Property Book Transactions menu, select **ZRH Request for Hand Receipt.** As part of this process the following prompt will be displayed:

Do you want to produce the Hand Receipt on Diskette y/n.

d. Respond with y, and another prompt will be displayed:

B for BTOS and M for MS-DOS

e. Enter **M** for MS DOS. The TACCS computer will convert the SPBS data to MS DOS format and copy the file(s) onto the MS DOS-formatted disks.

16.3.4.13.2 Uploading SPBS Files to the TC ACCIS Compaq 4500.

Once the data is on the floppy disk in the MS DOS format, the installations Unit Movement Coordinator can use the TC ACCIS Microcomputer Utilities to transfer the data from the PC to a Compaq 4500. To move SPBS data from floppy disks to the TC ACCIS Compaq 4500, complete the following procedure:

a. Use the procedures in paragraph 16.3.4 above to access the TC ACCIS Microcomputer Utilities Menu on your PC.

b. Select **Standard Property Book System Transfer,** and you will be prompted to enter your user ID.

c. Enter your installation's SPBS user ID and press **RETURN.** You will be prompted to enter your password.

d. Enter your installation's SPBS password and press **RETURN.** You will be prompted to enter your password again.

e. Enter your installation's SPBS password a second time and press **RETURN.**

(1) If you have previously set and saved the automatic dialing option in paragraph 16.3.4.1.1 above, continue with the procedures in paragraph **f.** below.

(2) If you have previously set and saved the manual dialing option in paragraph 16.3.4.1.1 above, you will be asked to enter the telephone number to be dialed to access the TC ACCIS Microcomputer Utilities Menu.

(a) Enter the desired telephone number and press **RETURN.**

(b) Continue with the procedures in paragraph **f.** below.

(3) If this is your first attempt to select an option on the Version 3.10 TC ACCIS Microcomputer Utilities Menu, or if you did not save the dialing option you previously used, you will be asked whether you want to use automatic or manual dialing. In this case, follow the procedures in paragraph 16.3.4.1.1 and then continue with the procedures in paragraph **f.** below.

f. After the Kermit connection is made to TC ACCIS on the Compaq 4500, a prompt will be displayed in the center of the screen:

Enter your unique 3 character identifier _ _ _
Press RETURN.

g. Enter a unique three character identifier (usually the user's initials) and press RE-**TURN.** This three-character identifier will later be used to identify the file when the data is converted for use as a TC ACCIS UEL. A prompt will be displayed:

Do you have a diskette to read?

h. Place the floppy disk on which SPBS data was copied into the **a:or b:** disk drive, as appropriate to your system, and enter y.

The system will search the disk for the SPBS data files and copy the files it finds to the PC with the three character extension. When it completed the process, the system again prompts: **Do you have a diskette to read?** Repeat this procedure until all disks have been read. Enter **n** to the prompt when all diskettes have been loaded.

The data is then transmitted automatically to the TC ACCIS Compaq 4500. When the process has been completed, the TC ACCIS Microcomputer Utilities menu will be displayed.

i. Select **Exit to DOS** to exit from TC ACCIS Utilities and return to the PC **C:\>** prompt.

Procedures for converting the SPBS data to TC ACCIS Unit Equipment List (UEL) data is contained in Section 4 - Getting *Started* of this manual.

J6.3.4.14 Printina Rail Car Identifier Barcodes,

TC ACCIS Microcomputer Utilities provide a means by which bar codes for specific rail car types can be created in advance of a rail load so that these rail car identifier bar codes can be scanned during rail load equipment scanning operations to save time and effort. As an example, an installation might routinely receive the following types of rail cars whenever rail cars are ordered: 89 Ft Flat; 89 Ft Gondola; 68 Ft Flat; 54 Ft DODX; Boxcar, 89 Ft Bilevel; and 89 Ft Trilevel. During scanning operations, each rail car type would have to be manually typed into the scanner prior to the scanning of the MSLs for the equipment on the rail car. This can be time consuming.

The Rail Car Identifier Barcode utility allows a user to create and print a bar code in advance for each type of possible rail car that might be ordered and delivered. These Rail Car ID bar codes are used during loading operations. Instead of manually typing in the rail car type, the

user simply uses the scanner wand to scan in the rail car type from the rail car ID bar codes and then manually enters the rail car serial number prior to scanning the equipment MSLs.

To create Rail Car Identifier Barcodes, complete the following procedures:

Note: If your PC is equipped with an A/B switch Box, make sure the switch is set to **B** so that the output of the PC is sent to the INTERMEC printer.

a. Use the procedures in paragraph 16.3.4 above to access the TC ACCIS Microcomputer Utilities Menu on your PC.

b. Select **Print Railcar Identifier Barcode** and a small MAIN MENU will be displayed in the upper left corner of your screen and the **CREATE MSL LABELS** option will be highlighted.

c. Press **RETURN** to display the LABEL PRINT ROUTINE window with a prompt to enter the Rail Car Description.

d. Enter the Rail Car Type, e.g. 89 Ft Flat, and press **RETURN.**

e. Enter the number of copies you want of each label. Since this procedure is designed to print a single bar code for each type of possible rail car, enter **1** and press **RETURN.** The system will print the Rail Car ID Barcode for the selected rail car.

f. Repeat paragraphs **d.** and e. for each rail car type for which a Identifier Barcode will be printed

g. When the last Rail Car ID Barcode has been printed for the last rail car type, press **ESC** twice to return to the TC ACCIS Microcomputer Utilities menu.

h. Select **Exit to DOS** and press **RETURN** to exit from TC ACCIS and return to the DOS **C:\>** prompt.

16.3.5 Failure Indicators.

The following is a list of TC ACCIS Microcomputer Utilities errors and explanations:

Error	Description
Password	Any errors in password entry cannot be corrected with backspace. Enter the password again.
No Modem Connection	Problems with modems can occur in one of three ways: a. The PC has no modem internally, or is not directly connected. This connection must be made to use the TC ACCIS Microcomputer Utilities b. The PC has a modem that is incorrectly installed. Check the installation of the modem.

	c. The modem is connected and installed correctly, but a connection on the back is bad. Check all your hardware connections.
Wrong Directory	Verify the directory that you should be working in.

16.4 Related Processing.

Not Applicable.

16.5 Data Backup.

The TC ACCIS System Administrator will schedule and conduct all data backups. The user should contact the TC ACCIS System Administrator to make special arrangements if a special backup is required for any reason.

16.6 Recovery from Errors and Malfunctions.

The TC ACCIS functions are supported by Error Messages that are displayed at the bottom of the screen whenever a processing error condition is encountered. The user should follow these instructions to correct the error. In the event the error or malfunction can not be corrected by following these instructions, the user should contact the TC ACCIS System Administrator for assistance.

16.7 Messages.

Messages can be generated from three sources.

a. The TC ACCIS software can generate messages that are tailored to the situation and/or context of where you are working within TC ACCIS. The TC ACCIS messages that may be encountered in the TC ACCIS Microcomputer Utilities Function are listed below.

(1) TC ACCIS messages can be one of three types.

(a) Information Messages provide information that is appropriate for the operation you are performing at the time the message is displayed. You are not required to respond to this message in any way.

(b) Error Messages indicate you have attempted to perform an operation that can not be done in the current context. For example, you may have tried to enter the wrong type data into a screen field, or tried to select and option number that is not available on the current menu. When an error message is displayed, you must take some cot. ective action in order to resume operations.

(c) A Prompt indicates that you are required to enter some specific type data or respond to a question displayed on the screen. You must perform the specified action to resume operations.

(2) TC ACCIS messages are designed to be self explanatory

b. Messages generated by the SCO UNIX Operating System and the Informix 4GL Database Management Software are generally an indication that there is a serious problem in the operation of the system. In most cases they will ask you to contact your System Administrator. The SCO UNIX and Informix 4GL messages are not included in the list below. If you encounter a message that is not included in the list below or any message that is not clearly understood, contact you System Administrator for assistance.

List of TC ACCIS Microcomputer Utilities Messages

A

All numbers must be complete and exactly as you would type them. For example if you must type 99 to get an outside line, them type a number like 99,123-4567 And you should include the , for a pause and the -'s to allow more dialing time.

Avoid flow control deadlocks

Avoid parity foulups

Automat started...

B

Begin by dropping DTR

But first, Do your phone lines use Tone or Pulse dialing?

C

Close tacccis.tmp error

Close tcdial.dir error

D

Define login script

Define the Transaction log

Define the Transaction log with an echo

Dial complete

Do as I say and we'll get along fine.

Do not touch the keyboard unless or until I ask for something!

Do you have a diskette to read? (Y or N):

Do you have a printer attached to you PC?

Do you have more numbers you want to enter?

Do you want to enter new initials? (Y or N):

Do you want to try another port?

Do you want to try another port? (y/n)

Do you want to use Automatic or Manual? (A or M)

Done Reading?

E Enter a T (or t) for Tone or P (or p) for Pulse:

Enter your unique 3 character identifier:

Error exit

F Files exist for those initials!!!

For more detailed information, consult "Using MS-DOS Kermit", second edition, by Christine M. Gianone, ISBN 1655584823, published by:

Digital Press}

Butterworth-Heinemann}

Woburn, MA, 1992)

To order, call (USA, toil free)}

1-800-366-2665, or l-21 2-854-3703}

Function is: [function name]

G Good choice...

I I will now test the your port corn [n]

ID entered is: [id]

if Kermit will be used on a line directly connected to the system, enter the word "direct" when requested.

if you dial directly into a TC ACCIS modem, the Automatic method is your best method. in Automatic mode, Kermit and I will take care of ail of the dialing from the TC ACCIS dialing directory. The Manual method should also be used for direct connects.

if you do not dial directly into TC ACCIS, you MUST use the Manual method. This method must be used if you go through a TAC, DDN or any other system to get to your TC ACCIS system.

if you do not want to modify a script, you can choose the HAYES.SCR.

if you do not want to use a modem script (not the recommended method) enter the word "none" when requested (may not work with TC ACCIS).

if you make any modifications to mscustom.ini, any of the modem scripts or any of the other Kermit files, Kermit may no longer work with TC ACCIS.

if your modem does not appear in the following list, feel free to adapt one of these scripts to work with your modem. To work with TC ACCIS and allow the dial command to function correctly, the new modern script must use the same format as the one you modified or adapted.

install complete...

K

Kermit initialization failure

Kermit not started

Kermit will now enter terminal mode so that you can Manually dial and connect to Equipment found --

L

Let me test for a modem...

Login failed!

Login successful

Lost connection!

Lost Kermit 1

Lost Kermit 2

Lost Kermit 3

Lost Kermit 4

Lost Kermit 5

Lost Kermit 6

M

Macro to try to get attention of modem's command processor at the given speed, or if no speed given, at the current speed.

Make sure a blank formatted floppy is in drive b

Maximum interface speed 57000

Missed the prompt 2...

Missed the prompt 3...

Missed the prompt 4...

Missed the prompt 6...

Missed the prompt 7...

Modem does not respond..

N

No files found on disk...

No files to process

No Login prompt not received from TC ACCIS

No password prompt from TC ACCIS

No transfer can be made with incomplete data!

NOTE: The PP14400.SCR file should be usable with any Practical Peripherals V.32 or V.32bis model: PM9600, PM9600SA, PM9600FXMT, PM14400FXSA, PM14400FXMT.

Now I must know what the number is for your comm port:

Now we will build a dial directory...

0

Open tcaccis.tmp error

Open tc-dial.dir error

output Is [output]

P

Place the diskette in the drive [drive]

Please entry the TC ACCIS telephone number:

Please enter your comm port number?

Port seems to have a modem attached...

Port tests okay, but it could be a mouse.

Process those files or Use different initials!!!

Press enter when floppy is ready!

Press enter when the drive is ready!

Q

quit

T

TC ACCIS. When you receive the TC ACCIS login prompt type an X

R

Read error

Remove the disk and label it with [file name]

Reportedly it is also compatible with the Zoltrix Platinum 14400.

S

Select one of these modems or one you have modified. The modem MUST exist in the \kermit\modems directory.

Send failure - slowing it down...

Send failure - slowing it down some more...

Send failure -- slowing it down to a crawl...

Send failure! Terminated.

Send of comm_set failed

Setup aborted!

Setup terminated!

Shifting gears, Please wait....

Should I try another, (Y or N):The number [number] is bad!

So we can watch what happens.

T

The corn [n] port is not responding...

The documentation included with Kermit may be found in these files,

KERMIT.BWR -- Hints and tips

KERMIT.UPD -- Update to Using MS-DOS Kermit Version 3.11

Changes and new Features since version 3.11

KERMIT.HLP -- Summary of commands and features of Ver 3.14

READ.ME -- Installation instructions and file descriptions

The file [file name] missing or not located in the [directory name]\modems directory

the modem speed that works is [speed]

There are two ways of logging in to and using TC ACCIS. One is Manual and the other is Automatic.

There is no unit data....

There is not equipment data...

This copy of kermit is the COMPLETE package as received from Columbia University.

This install program was written for the installation of Kermit for use with TC ACCIS and it's utility programs.

Transfer aborted!

Transfer for floppy complete

Transfer rate:

Transfer rate: [rate]

Try to connect at current speed, whatever it is.

Type q to quit or return to try again...

U

Unable to send

Unable to send clean up file

Unit data found --

Uploading clean

Use caseless string comparisons

V

Very good!

W

Wait for Kermit

Wait for the Kermit to start

We are about done. I will save your original mscustom as mscustom.org (if we have not done this before) and then replace it with tcaccis.ini.

We hope that you find this installation program helpful.

We will go on...

We will now start the install...

We will start over...

Welcome to the TC ACCIS automat.

What drive (a: *or* b:):

What is the password?

What is the speed (baud rate) of your line (9600 or 19299):

What is your user ID?

What number do you want to dial?

Which drive will you use? (ie: a: or b:)

Will you use High or Low density (H or L):

Work directory is: [directory name]

Write DIALFILE error

Write set modem error

Write set port error

Write set printer error

Write tc-dial.dir error

Y You did not enter the same password both times.

You have requested that the data be written to tape.

You will be asked question about your computer and it's-modem. These questions must be answered correctly for Kermit to function properly.

Your answer to the Automatic or Manual question can be saved so that you will not be asked the question again. Do you want your response saved? (Y or N):

Your choice was not valid!

Your response has been saved in [file name] To change your connection method you must remove the file.

Your SPBS transfer is complete...

APPENDIX A References

A.1 Project Request.

Contract DAEA32-93-D-0003 by USAISC Contracting Activity, ATTN: ASPC-T, Fort Huachuca, Arizona 85613-5000, with Research Analysis and Maintenance, Incorporated, 1993, Delivery Orders 0055, and 0066.

A.2 Hardware Documentation.

a. C.ITOH CI-400/CI-800 Matrix Line Printer User's Manual. CIE Terminals, 1987

b. FasTalk 1200 Users' Manual, Universal Data Systems Inc., 1985.

c. Intermec 8640 Series Thermal Transfer Printer Manual. Intermec Corporation, 1987.

d. Texas Instrument Model 8900 Series Printer User's Manual. Texas Instruments, Inc, 1989.

e. Unisys AP 1327/AP 1329 Printer Implementation/Operations Guide. Unisys Corporation, 1987.

f. Unisys AP 1327/AP 1329 Printer Installation Guide. Unisys Corporation, 1987.

g. Unisys Model 9246-7 Printer Operations Guide, Unisys Corporation, 1990.

h. TELEBIT T1000 modem, Reference Manual, 90062-02,Rev. E, 199 1.

i. Unisys SVT 1220/1224 Terminal, Sperry Video Terminal User Guide, UP-l 1205, Rev I, 1984.

A.3 Software Documentation.

a. "The Elm Mail System: A Replacement Mailer for All Unix Systems", Usenet Version, (2.4 Release System), by Datacomp Systems, Inc., 3837 Byron Road, Huntingdon Valley, PA 19006-2320, email: elm@DSI.COM or dsinc!elm, which includes the following publications:

(1) The Elm Alias System Users Guide.

(2) Elm Forms Mode Guide.

(3) The Elm Reference Guide.

(4) The Elm Users Guide.

b. Documentation for the Kermit Communications Software comes from two sources:

(1) The following four files are included with the software when it is issued to each installation. These files can be viewed on line or they can be printed locally.

KERMIT.BWR	Hints and tips
KERMIT.UPD	Update to Using MS-DOS Kermit Version 3.11. Changes to Using MS-DOS since Version 3.11.
KERMIT.HLP	Summary of commands and features of Version 3.11.
READ.ME	Installation instructions and file descriptions.

(2) The following commercial publications may be helpful in using Kermit. They are available for local purchase by the installation.

(a) "Using MS-DOS Kermit: Connecting Your PC to the Electronic World", second edition, by Christine M. Gianone, ISBN l-55558-082-3, published by Digital Press, Butterworth-Heinemann, 313 Washington Street, Wooburn, MA, 1992. To order, call (USA) l-800-366-265 (toll free), or 1-212-854-3703.

(b) "Using C-Kermit: Communications Software for UNIX, VMS, OS/2, AOS/VS, OS-9, Amiga, Atari ST", by Frank da Cruz and Christine M. Gianone, ISBN l-55558-108-0, published by Digital Equipment Corporation. Purchasing information is available from: Special Sales Department, Digital Press, One Burlington Woods Drive, Burlington, MA 01803.

A 4 Previously Published TC ACCIS Documentation.

The documents listed below were developed for the Transportation Coordinator Automated Command and Control Information System (TC ACCIS), based on the guidance provided in DoD Standard 7935A - DoD Automated Information Systems (AIS) Documentation Standards, 31 December 1988.

a. Functional Description, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 9 October 1987.

b. Database Specification, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 28 November 1994.

c. Maintenance Manual - GOPAX Function, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 2 March 1992.

e. Maintenance Manual - Highway Movement Planning Function, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 6 November 199 1.

f. Maintenance Manual - Installation Transportation Office Equipment List Processing Function, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 3 l January 1993.

g. Maintenance Manual - Load Planning Function, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 27 September 1991.

h. Maintenance Manual - Request for Transportation Function, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 3 1 December 1995.

i. Maintenance Manual - Shipment Planning Function, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 2 March 1992.

j. Maintenance Manual - Support and Administration Function, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 2 March 1992.

k. Maintenance Manual - Transportation Control Movement Document, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 31 December 1995.

l. Maintenance Manual - Unit Equipment List Processing, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 3 1 January 1993.

m. System Specification - Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 1 June 1993.

n. Subsystem Specification - GOPAX Function, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 27 August 1991.

o. Subsystem Specification - Highway Movement Planning Function, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 4 September 1991.

p. Subsystem Specification - Installation Transportation Office Equipment List Processing Function, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 23 August 1991.

q. Subsystem Specification - Passenger Manifest Function, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 31 December 1995.

r. Subsystem Specification - Rail Load Planning Function, Transportation Coordinator Automated Command and Control lnformation System (TC ACCIS), 31 July 1991.

s. Subsystem Specification - Request for Transportation Function, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 31 December 1995.

t. Subsystem Specification - Shipment Planning Worksheet Function, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 30 August 1991.

u. Subsystem Specification - Support and Administration Function, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 1 September 1991.

v. Subsystem Specification - Transportation Control Movement Document, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 3 1 December 1995.

w. Subsystem Specification - Unit Equipment List Processing, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), 4 October 1991.

x. Compaq 4500 Implementation Manual, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), TBP.

y. Compaq 4500 Operations Manual, Transportation Coordinator Automated Command and Control Information System (TC ACCIS), TBP.

APPENDIX B Glossary

A

A Records — See Records

Archive — A copy on magnetic tape of data that is taken off a computer system. This copy is used as a long term historical record.

AUTODIN — An Army communications system that allows electronic communication with COMPASS.

Automated Unit Equipment List (AUEL) — A computerized Equipment List that inventories all equipment by all units and cross-links specific units of equipment against MTOEs. The AUEL primarily identifies movement requirements to the transportation managers. The AUEL can also be used to search for specific units of equipment, and can be used to facilitate transfer of equipment between units. (FORSCOM Reg 55-1) (Also See: Deployment Equipment List, Equipment List, Master Equipment List, and Unit Equipment List.

B

Backup — A copy on magnetic tape of data that remains on a computer system. This backup is used as replacement data in case of crashes or other losses of data.

Baud — The rate of bits per second over a communications wire.

C

Cluster Controller — A device that allows you to attach a number of peripheral devices to a computer.

Cursor Control Keys — As used within TC ACCIS this refers to the keys on the computer keyboard that are used to repositron the cursor on the screen. They are:

Control(Ctrl)-H	Move the Cursor left one space.
Control(Ctrl)-J	Move the Cursor down one line.
Control(Ctrl)-K	Move the Cursor up one line.
Control(Ctrl)-L	Move the Cursor right one space.
F3(PF3)	Page down one page (Next screen).
F4(PF4)	Page up one page (Previous screen).

D

D Records — See Records

Data Communications — Various methods of sending data between different computers. These methods include cables, modems, and/or phone lines.

Database — In TC ACCIS, the set of data used by TC ACCIS that is stored on the computer disk.

Defense Data Network (DDN) — A communications software package that is used. by many DoD computer systems to communicate with each other.

Deployment Equipment List (DEL) — List of equipment that will accompany units during relocations to desired areas of operation. (Also See: Automated Unit Equipment List, Master Equipment List, and Unit Equipment List)

Deployment Exercise — The relocation of forces to desired areas of operation. (Also See: Exercise, and Type Data Code)

Dot Matrix Printer — A type of printer that prints by translating electronic data rnto a set of mechanical dots that are pnnted on a piece of paper.

E

E Records — See Records

Echelons (ECH) — As used within TC ACCIS, a data control field used to group equipment items and personnel within the unit movement data file for some specific purpose. Echelons can be defined by units except for Echelons 00, 01.02, and 03 which are reserved for specific purposes within TC ACCIS, as follows:

- 00 Active Army personnel and equipment.
- 01 Reserve Personnel and/or equipment requiring commercial transportation from home station/origin to the Mobilization station.
- 02 Reserve Personnel and/or equipment moving to the Mobilization station by organic without regard to the point of origin (home station/other location).
- 03 Reserve Personnel and/or equipment requiring Commercial Transportation to the Mobilization Station from a location other than Home Station.

Equipment List (EL) — A list that inventories all equipment by all units and cross-links specific units of equipment against MTOEs. The EL primarily identifies movement requirements to the transportation managers. (Also See: Automated Unit Equipment List, Deployment Equipment List, Master Equipment List, and Unit Equipment List.)

Error Messages — Any message sent by software to a terminal screen that indicates some sort of error with the computer system, a program, or user input. In TC ACCIS, error messages indicate that the user has either entered a non-valid value into a field, or has used some aspect of TC ACCIS incorrectly.

Exercise — As used within TC ACCIS, the relocation of forces to desired areas of operation (Deployment) that is associated with a specific Type Data Code.

F

F Records — See Records

H

H Records — See Records

Hard copy — A printed piece of paper from a computer printer.

Hardware — Those physical devices that perform one or more of the three part's of a computer process (input, processing, and output).

I

INFORMIX SQL-4GL — The database management system used to develop TC ACCIS.

Input Devices — Those physical devices that perform the input part of a computer process

J

J Records — See Records

K

Key board — The device used in conjunction with a computer that allows a user to enter data into a computer.

L

Laser Printer — A type of printer that prints by translating electronic data mto a photo image that is imprinted on a piece of paper.

Local Area Network — A set of data communication devices that like a group of computers together.

Logical Printer Name — A name assigned by the system administrator so that the operating system can identify a prmter. This name is usually associated with the prmter's functionality.

Login Name — A unique name assigned to each user by the System Administrator. It must entered by the user at a login prompt in order to access the TC ACCIS. In TC ACCIS, most login names allow direct access to TC ACCIS. The Login Name is sometimes referred to as the User Identification or USERID. It is used in conjunction with the Password to gain access to TC ACCIS.

M

Master Equipment List — Within TC ACCIS, the comprehensive inventory of all of a unit's equipment. The Master EL is maintained

and used primarily as an administrative list of equipment that can be copied to an exercise when it is created. It is not associated with any specific Type Data Codes. (Also See: Automated Unit Equipment List, Deployment Equipment List, Equipment List, and Unit Equipment List.)

Memory Board — The physical device that contains the computer's memory.

Message of the Day — In TC ACCIS, the function that allows the system administrator to issue a message to all users that is displayed when they log on to the Compaq 4500.

Multi user Mode — In UNIX, the condition of the operating system when multiple users can access the computer.

N

Network — A group of computers linked to each other by data communications devices within a relatively small area.

Q

Off-line — Any activity that is not electronically connected to a particular computer.

Operating System — The software that regulates the activity between software programs and the computer.

P

Parallel Printer — A printer that has a parallel cable connected to it. A parallel cable is made up of a multiple number of wires (usually 9). This allows the computer to send 8 bits at a time to a printer.

Password — A unique group of characters that a user must enter after entering a login name in order to access TC ACCIS. A password is initially assigned to each user by the System Administrator, but once assigned, the users can change their own passwords as a way of increasing system security.

Physical Memory — The set of circuits that stores software temporarily for use by the CPU.

Physical Printer Name — A name assigned by the system administrator to help identify a printer. It usually identifies a printer within a group of printers (such as prl, pr2, etc.).

Port Number — The number of the connection on a computer and a device used by UNIX to uniquely identify that device.

Print Job — A particular print request made by a user.

Print Job Number — The number assigned to a print job by the print queue.

Print Queue — The device that organizes print jobs and sends them, one at a time, to the printer each print job is assigned to.

Printer Interface Program — The program that defines the output onto a printer. In TC ACCIS, different interface programs are usually associated with different forms and reports.

Process — In UNIX, every unique program that is run. UNIX assigns each process a unique PID (Process Identification Number).

Process Identification (PID) Number — In UNIX, the number that the operating system uses to identify a unique process.

Program — A set of code that is identified by its own filename. Each program that is run is recognized by the operating system as a separate process.

Programming Language — The set of code that a user enters into a computer to run computer processes, Each language has its own unique syntax.

R

Reboot — Restarting the operating system.

Records — As used in TC ACCIS, this refers to the "Card Type" entry used in the FORCOM 900-R Series Forms of reporting exercises in accordance with FORSCOM Reg 55-2. They are used as follows:

- **A Record** — Basic Header information used on all reports.
- **D Record** — Vehicles reported on FORSCOM Form 900-1-R.
- **E Record** — Secondary cargo and equipment loaded on vehicles and reported on FORSCOM Form 900-2-R.
- **F Record** — Non-vehicular oversized/outsized and palletized, unitized, or containerized cargo which will move apart from unit vehicles and reported on FORSCOM Form 900-3-R.
- **J Records** — Types of commercial transportation equipment required to augment the unit's move and reported on FORSCOM Form 900-4-R.
- **H Record** — Contingency Standin Route Order (CRSO) reported on FORSCOM Form 900-5-R.

Reference Table — In TC ACCIS, a file that contains standard information that is used throughout TC ACCIS.

Restore — The process that takes data off of a backup tape and places it back on the computer system disk.

Retrieve — The process that takes data off archive tape and places it back on the computer system disk.

root

1) The UNIX login name that allows the user to perform any function he wishes on the UNIX operating system. In TC ACCIS, the System Administrator must log in as root: in order to perform the Backup and Restore functions.

2) The highest level in the hierarchical tile system. All system directories and sub directories are below root.

S

Serial Printer

A printer that has a serial cable connected. to it. A computer can only send a printer one bit at a time across a serial interface.

Software

The programs that instruct the computer to perform processes.

System Administrator

In TC ACCIS, the person who is responsible for the proper functioning of the computer system and who performs the TC ACCIS functions explained in the Support and Administration Manual.

System Maintenance

In TC ACCIS, the set of functions that are accessed from the System Maintenance menu.

System Utilities

In TC ACCIS, the set of functions that are accessed from the System Utilities menu.

T

tcadmin

The login name used by the TC ACCIS system administrator to access the System Administration menus (System Maintenance and System Utilities).

Type Data Code (TDC)

A one or two-character code that describes the type of Unit Movement Data associated with a movement plan or Exercise. It also enables a Unit Identification Code (UIC) to be on file under different movement plans. In most cases, the TDC will be assigned by FORSCOM. The first character of the TDC must always be an alphabetic character. A TDC must be created for every Exercise before you can generate the Equipment List and/or Chain of Command. Company level TDC must begin with an X. (Also See: Deployment Exercise, and Exercise.)

U

Unit Equipment List (UEL)

An Equipment List associated with a specific Unit Identification Code (UIC). It may include equipment assigned to and identified for its subordinate units. (Also See: Automated Unit Equipment List, Deployment Equipment List, Equipment List, and Master Equipment List.)

Unit Identification Code (UIC)

A six-position alpha numeric code that uniquely identifies each active, reserve, and National Guard unit of the Army Forces. (FORSCOM Reg 55-1)

Unit Line Number (ULN) — The ULN is extracted from the Time Phase Force Deployment List (TPFDL) consisting of a Force Requirement Number (FRN), Fragmentation Code (FRA8) and Insert code (INSERT) used in the TPFDL.

UNIX Command Prompt — The symbol on a screen where a user enters UNIX commands.

User — In TC ACCIS, a single entity that is assigned a login name, password, and privileges.

User Account — In UNIX, the set of information that defines a unique user.

User Identification (USERID) — A unique name given to each user by the System Administrator. It is used by the user to login to TC ACCIS and it is used by TC ACCIS to validate that the user is authorized access to TC ACCIS and/or the various functions within TC ACCIS. It is sometime referred to as a Login Name. The USERID is used in conjunction with the Password to gain access to TC ACCIS.

User Privileges — In TC ACCIS, the access to certain groups of menus assigned to a particular user.

User Utilities — In TC ACCIS, the set of functions that all TC ACCIS users can use to perform minor system administration tasks.

V

vi — In UNIX, an editor program. The system administrator edits the message of the day using the vi editor.

W

Working Group — In TC ACCIS, a group that is assigned access to certain TC ACCIS functions. Each TC ACCIS user is assigned to a particular work group.

Write-enable Ring — The plastic device that you place on the back of a magnetic tape that allows the computer to write data to that tape.

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APPENDIX C Acronyms and Abbreviations

A

AALPS	Automated Air Load Planning System
ACC	Air Commodity Code
ACCIS	Automated Command and Control Information System
ADP	Automated Data Processing
ADPE	Automated Data Processing Equipment
A/H	Ammo/Hazardous Material
AIMS	Automated Information for Movements System
AMC	U.S. Army Materiel Command, or Air Mobility Command
Ann/Inst	Annotation/Instruction
APOD	Air Port of Debarkation
ATCMD	Advance Transportation Control Movement Document
AUEL	Automated Unit Equipment List
AUTODIN	Automatic Digital Network
AUTOVON	(See: **DSN)**

B

BBM	Blocking and Bracing Materials
BII	Basic Issue Item
BILV	Bilevel (Rail Car)

C

CCB	Configuration Control Board
c c c	Cargo Category Code
CESE	Civil Engineer Support Equipment
Char	Character

CIC	Content Indicator Code
CL/TL	Carload/Truckload
CLS/TLS	Carloads/Truckloads
CM	Configuration Management
CMP	Configuration Management Plan
COC	Chain of Command
COFC	Container(s) on Flat Car(s)
COMPASS	Computerized Movement Planning and Status System
CONEX	Container Express
CONUS	Continental United States
COOP	Continuity of Operations Plan
CSCI	Computer Software Configuration Item
CSRO	Contingency Standing Route Order
CTN	Container
Ctrl	Control Key on the Keyboard
c u	Cube

D

DA	Department of Army
DB	Database
DBA	Database Administrator
DBMS	Data Base Management System
DCA	Defense Communications Agency
DCSLOG	Deputy Chief of Staff, Logistics
DDForm1085	Domestic Routing Request (DRR)
DDForm1265	Request for Convoy Clearance (RCC)
DDForm1266	Request for Special Hauling Permit (SHP)
DDForm 1384	Advanced Transportation Control Movement Documcnl (ATCMD)

DDN	Defense Data Network
DEL	Deployment Equipment List
DEMSTAT	Deployment/Employment Status Report System
DES	Deployment Event Schedule
DFRIF	Defense Freight Railcar Interchange Fleet
DI	Document Identifier
DID	Data ltem Description
DIC	Document Identifier Code
DLA	Defense Logistics Agency
DMOD	Deployment Mode
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODIC	Department of Defense Identification Code
DOT Cl	Department of Transportation Class
DRO	Domestic Routing Order
DRR	Domestic Routing Request
DSCLOG	Deputy Chief of Staff-Logistics
DSN	Digital Switch Network
DTMR	Defense Traffic Movement Regulations
DTO	Division Transportation Office
DTS	Defense Transportation System
DUCR	Domestic Unit Cargo Release

E

E-Mail	Electronic Mail
EA	Eastern . .rea
EC	Equipment Code
Ech	Echelon

ECP	Engineering Change Proposal
ECR	Equipment Characteristics Reference (Table)
EDRE	Emergency Deployment Readiness Exercise
EL	Equipment List
ELP	Equipment List Processing
EMPTYWT	Empty Weight
EOF	End of File
EQUIPTYPE	Type Equipment
ESC	Escape Key on the Keyboard
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
EUCR	Export Unit Cargo Release

F

FAD	Force/Activity Designator
FD	Functional Description
FM	Functional Manager
FOB	Free on Board
FOC	Full Operational Capability
FORSCOM	U.S. Army Forces Command
FRA	Federal Railroad Administration
FRN	Force Requirement Number
FSC	Federal Supply Classification
FSN	Federal Stock Number
FTP	File Transfer Program

G

GBL	Government Bill of Lading
GBLOC	GBL Office Code

GEOLOC	Geographical Location
GMT	Greenwich Mean Time
GOPAX	Group Passenger Transportation

H

H	Height
HW	Highway Planning

I

IBS	Integrated Booking System
ID	Identification
ICP	Interim Change Package
IOC	Initial Operational Capability
IRR	Inbound Routing Remarks
ISQL	INFORMIX-Structured Query Language
ISR	Installation Situation Report
ITO	Installation Transportation Office/Officer (CONUS) (Also See: **MCC)**
IV&V/T&E	Independent Verification and Validation/Test & Evaluation

J

JCCO	Joint Container Control Office
JDA	Joint Deployment Agency
JOPES	Joint Operations Planning and Executing System

L

L	Length
Lbs	Pounds
LC	Load Code
LCD	Land Carrier Departure (Report)
LCS	Land Carrier Schedule

LIN	Line Item Number
LinFt	Linear Feet
LINIndex	Line Item Number Index
LOGSA	Logistic Support Activity of the U.S. Army Materiel Command

M

MAC	Military Airlift Command
MACOM	Major Command
MCC	Movement Control Center (OCONUS) (Also See: ITO)
MILSTAMP	Military Standard Transp. and Movement Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MILVAN	Military-Owned Demountable Container
ML	Military Address
MOB	Mobilization or Mobilization Station
MOBSTAT	Mobilization Station
MOS	Military Occupation Speciality
MPE	Mode to Port of Embarkation
MPOE	Mode to Port of Embarkation
MRN	Move Request Number
MSC	Military Sealift Command
MS	Mobilization Station
MSC	Military Sealift Command
MS DOS	Microsoft Disk Operating System
MSL	Military Shipment Label
MTMC	Military Traffic Management Command
MTOE	Modified Table of Organization and Equipment

N

NIIN	National Item Identification Number
NMFC	National Motor Freight Classification (Code)
NSN	National Stock Number

Q

OCONUS	Outside the Continental United States
OJCS	Office of Joint Chiefs of Staff

P

PASTRAM	Passenger Transportation Module
PAX	Passenger Transportation
PC	Personal Computer (Microcomputer)
PCS	Permanent Change of Station
PK	Type Pack Code
PLA	Plain Language Address
PM	Product Manager
PMO	Product Management Office
PMP	Project Management Plan
POD	Port of Debarkation
POE	Port of Embarkation
Pri	Priority

4

QTY	Quantity

R

RCC	Request for Convoy Clearance
RDBMS	Relational Database Management System
RDD	Required Delivery Date

RDSQL	Relational Database Structured Query Language
RFT	Request For Transportation
RI	Routing Indicator
RIN	Routing Instruction Number
RLL	Rail Load List
RLP	Rail Load Planning
RMKS	Remarks
RON	Rest Overnight
Rpt	Report

S

SA	System Administrator
SAAM	Special Assignment Airlift Mission
SAT	Software Acceptance Test
SC	Super Cargo
SCAC	Standard Carrier Account Code
SCP	Software Change Package
SEAVAN	Commercial or Government Owned (or leased) Shipping Container
SF 1103	Standard Form 1103 - Government Bill of Lading
SHC	Special Handling Code
SHE	Special Handling Equipment
SHP	Special Hauling Permit
SIDPERS	Standard Installation/Division Personnel System
SLIR	Single Line Item Release (Form 1348-1)
SOP	Standard Operating Procedures
SPBS	Standard Property Book System
SPECHAND	Special Handling
SPLC	Standard Point Location Code

SPOE	Sea Port of Embarkation
SPOE/MOB	Sea Port of Embarkation/Mobilization Station
SPR	Software Problem Report
SPWS	Shipment Planning Worksheet
SQL	Structured Query Language
SQT	Software Qualification Test
SqFt	Square Feet
Src	Source Indicator
SRS	System Requirements Specification
s s	System/Subsystem Specification
STD	Software Test Description
STD Ind	Standard Indicator
s u	Shipment Unit
SUN	Shipment Unit Number
Ston	Short Tons
Str	Strength

T

TAC	Transportation Account Code
TACCS	Tactical Automated Combat Cntrl Service Support System
TAT	To Accompany Troops
TB	Technical Bulletin
TBE	Teledyne Brown Engineering
TC	Transportation Coordinator
TC ACCIS	Transportation Coordinator Automated Command and Control Information System
TCC	Type Cargo Code
TCMD	Transportation Control and Movement Document (Also See **ATCMD)**

TCN	Transportation Control Number
TDC	Type Data Code
TDY	Temporary Duty Travel
TEC	Type Equipment Code
TECR	Temporary Equipment Characteristics Register
TO	Transportation Officer
TOFC	Trailer(s) on Flat Car(s)
TPC	Type Pack Code
TRADOC	U.S. Army Training and Doctrine Command
TRI	Transportation Request Identification Number, or Trilevel Rail Car
TSC	Transportation Systems Center
TUCHA	Type Unit Characteristics
T/V	Trailer/Vehicle

U

UCR	Unit Cargo Release
UEL	Unit Equipment List
UFC	Uniform Freight Classification (Code)
UIC	Unit Identification Code
ULN	Unit Line Number
UMC	Unit Movement Coordinator
UMD	Unit Movement Data
UMMIPS	Uniform Materiel Movement and lssue Priority System
UMO	Unit Movement Officer
UND	Urgency of Need Designator
UN/NA	United Nations/North America
USAR	U.S. Army Reserve

V

VI	Vehicle Identification
VLP	Vehicle Load Plan
V/T	Trailer/Vehicle

W

W	Weight
WA	Western Area
WCC	Water Commodity Code
WI	Waiver Indicator
WPOD	Water Port of Debarkation
WT	Weight

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