MIL-PAC TECHNOLOGY

CONTRACT MANAGEMENT SERIES™

DD-MASTER®

DD-FORMSTATION®

USER MANUAL

Version 2008-2

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CONTENTS

INTRODUCTION

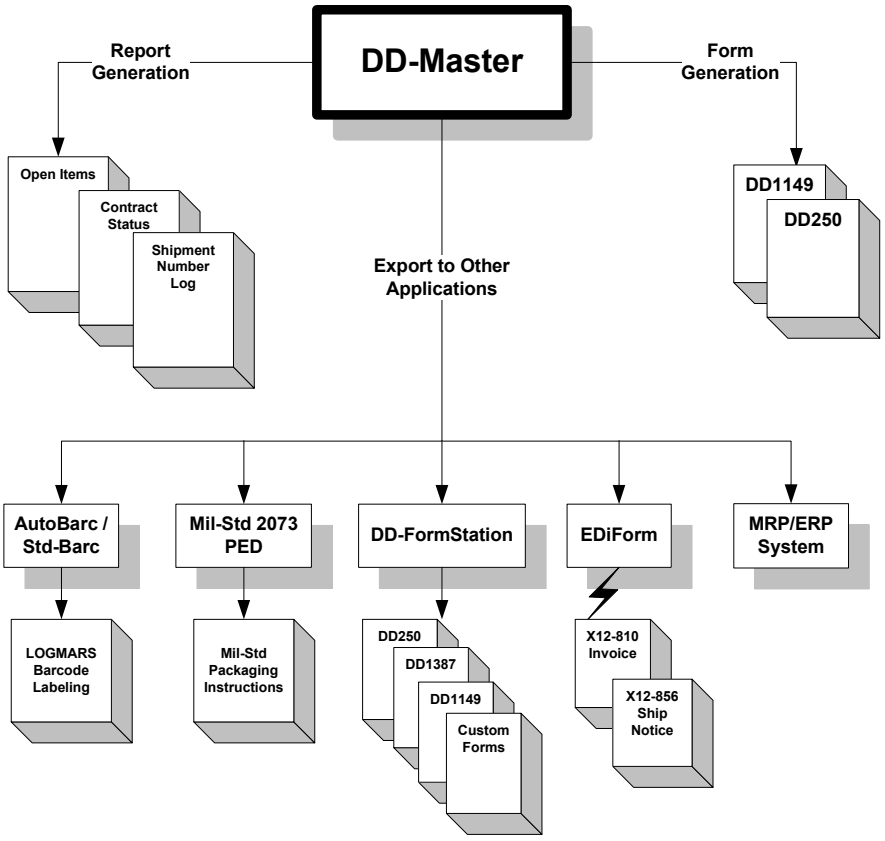
Featured Products

Mil-Pac Technology currently offers two contract management software applications designed to create government forms and to manage Department of Defense contracts. These programs are **DD-Master** and **DD-FormStation** which are described in this manual.

All Mil-Pac Technology contract management software programs are built around our integrated DD-FormEditor (herein referred to as FormEditor), a graphical form processor that is specifically designed for the specialized requirements of completing government forms.

While each of these programs can be used as a stand-alone application, they are also designed to enable the user to link them with other Mil-Pac Technology software programs and ERP/MRP systems. Data can be shared through import and export capabilities built into each of our applications.

The following diagram illustrates one example of how DD-Master can generate several detailed reports and forms, and link to other applications within a company's workflow to share contract information.



Defense Shipping Automation

Mil-Pac Technology has taken an open-systems approach to ensure compatibility with today's workgroup and collaborative computing environments. DD-Master and DD-FormStation are designed to fit into a company's document-related workflow while enhancing the quality of that work.

How to Use This Manual

This User Manual is divided into separate chapters for the software applications, and has been designed to assist you through each step of using the DD-Master and DD-FormStation software. The principles of operation are generally the same as those for any other program designed for Microsoft Windows. The programs are user friendly and can be easily mastered.

A Tutorial Guide is included for each program to assist users in producing practice documents with the different software applications. The Tutorial Guide introduces the functions of each program through a number of easy-to-complete walk-through exercises. The Tutorial Guide can also be used in conjunction with the detailed Reference sections of the User Manual as a quick reference tool for the functions and capabilities of the program.

While every effort is made to keep the User Manual up to date, the current release of the software often includes features not yet incorporated in the manual. Be sure to refer to the product ReadMe files for news of the latest product features, as well as the online help, which is accessed via the **Help** command found on the main menu bar of each application.

Getting Assistance from Mil-Pac

If you need assistance or wish to make comments concerning the manual or software program, please contact our Technical Support Division at:

Phone: (760) 788-3030

Email: Support@milpac.com

Mail: Mil-Pac Technology
PO Box 2066
Ramona, CA 92065

System Requirements

Operating System – DD-Master and DD-FormStation require a current Microsoft Windows operating system.

Hardware Requirements - The DD-Master and DD-FormStation require computer hardware that meets the Microsoft minimum recommended hardware requirements for the installed operating system. Additionally, they require at least 25MB of available hard drive space.

Printer – DD-Master and DD-FormStation can be used with most printers that use standard Windows drivers (in non-PostScript mode).

NOTE: A connection to a Value Added Network (VAN) or a government Network Entry Point (NEP), such as the Ogden GEX (Government Exchange), may be required for submitting transactions to WAWF.

For additional information or if you experience any problems, please contact our Technical Support.

Keyboard Commands

Throughout this manual, data or commands that are to be entered by the user will appear in **bold** printing.

DD-FormStation makes use of several of the function keys, which will be referred to as **<F1>** through **<F12>**.

The **<Control>** and **<Alt>** keys are used in conjunction with other keys. For example the notation "**<Alt-X>**" means to press the **X** key while holding down the **<Alt>** key.

Typographical constructs, such as **File>Save,** refer to the menu selections found below the application's title bar. In this particular case the user is directed to select the Save option from the File menu. This is done by clicking on each word in order, first **File**, then **Save**, in this example. The selections on the application's main menu also may be selected by pressing the underscored character while holding down the **<Alt>** key. For example, the **File** option can be selected by pressing **<Alt-F>**. Selections in the drop down menu may be clicked on, cursored up or down to, or immediately selected by pressing the underscored character (without pressing the **<Alt>** key).

Although we recommend using a mouse with the software, most operations can easily be performed using the keyboard. A summary of relevant keystroke combinations is listed on the following page.

Common Terms and Keystrokes

<Tab>	Used to move forward to the next block or command. The Tab key will be the main function key and will be available for use at any time in the program.
<Shift-Tab>	This keyboard function is used to move backwards to a previous block or command. It is used in conjunction with the Tab key to move freely through the screen.
<Enter>	In some screens, the **<Enter>** key will move the cursor forward to the next block or selection.
<Spacebar>	Activates a selected button or checks a selected box for a value.
<Fn>	Function key # (usually **<F1>** through **<F12>**).
<Alt-Spacebar>	Opens the Control menu for the application.
<Alt-Hyphen>	Opens the Control menu for the dialog box.
Dialog (Box)	A window that pops up and contains fields to be completed and/or buttons which may invoke other similar windows.
Cursor (|)	The cursor indicates where text will be inserted on the screen. It is sometimes referred to as the insertion point.
Check	The user positions the mouse pointer on a check box and clicks the left mouse button to select it.
Click	The user positions the mouse pointer on a check box and clicks the left mouse button to select an object. For example, to follow the instruction “Click OK,” move the pointer to the **[OK]** button, then click the left mouse button.
Drag	The user holds down the left mouse button while moving the mouse. Depending on the type of the object selected, dragging will create, resize, or move an object.
FTP	File Transfer Protocol.
Selected	A field or button that is active and will accept input, which is indicated by the dashed-line box surrounding it, or by being highlighted.

PRODUCT OVERVIEW

DD-Master

- An electronic form generator that makes it easy to create documents of a repetitive nature quickly and easily.
- Creates and submits Receiving Reports, Invoices and Combos to Wide Area Workflow (WAWF)
- Generates DD250s for multiple shipment contracts.
- Tracks what items have been shipped and what items remain to be shipped for each contract.
- Assigns and manages shipment number sequences, even for contracts being shipped from multiple locations.

DD-FormStation

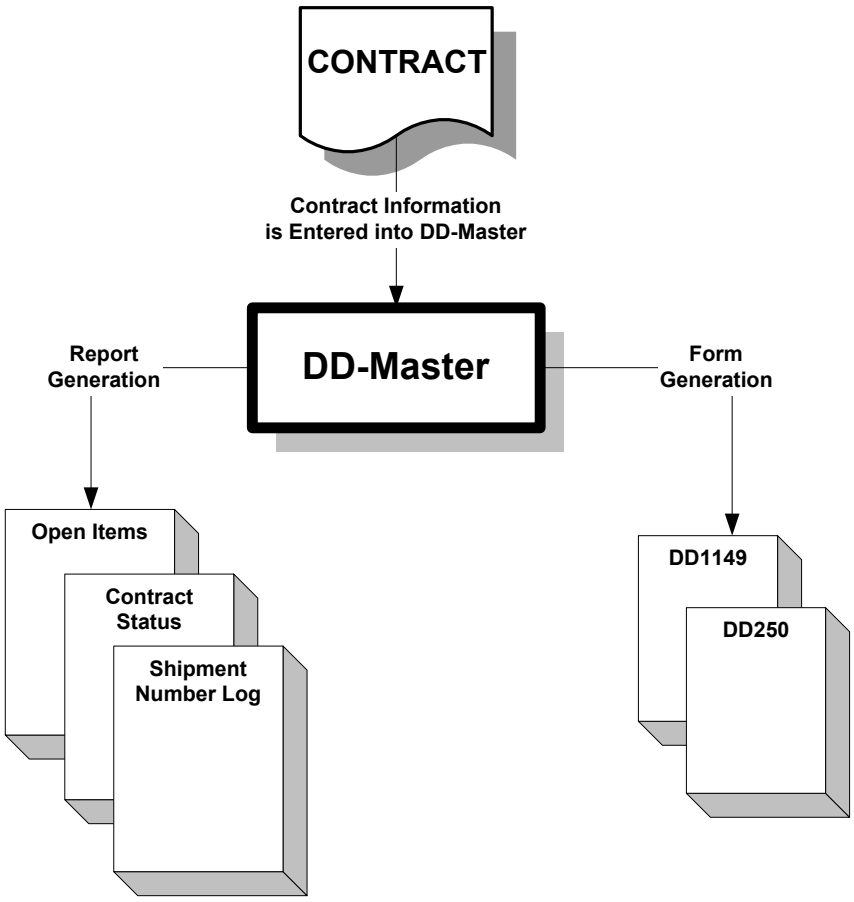
- An effective document preparation and management tool for Department of Defense contracts.
- Creates and submits Receiving Reports, Invoices and Combos to Wide Area Workflow (WAWF)
- Greatly speeds and simplifies the preparation of government forms, such as the DD250, in accordance with the Defense Acquisition Regulations (DFARs).
- Connects easily with other business systems to exchange data and automate form generation.
- Provides a database for cataloging and accessing the documents created by the FormEditor, and manages the interchange of these documents and form-related data with other systems and applications.
- A powerful back-end processor for third party business systems such as ERP and other systems that benefit from having Department of Defense form processing capabilities.
- Supports a wide variety of Department of Defense and commercial forms. Contact Mil-Pac for a list of forms currently supported.

DD-Master versus DD-FormStation

The choice between using DD-Master and DD-FormStation depends mostly on the number of shipments expected for a contract. DD-Master's shipment number management and reporting capabilities make it the obvious choice for multiple shipment contracts. DD-FormStation is perfect for short run contracts and to produce other forms, such as the SF1034, DD1659 and DD1387. DD-FormStation is included with DD-Master software for this reason.

DD-Master

DD-Master's forms generator creates documents of a repetitive nature quickly and easily. While designed specifically for use with the DD250, DD-Master can work with many similar forms such as the DD1149 and commercial shippers and invoices.



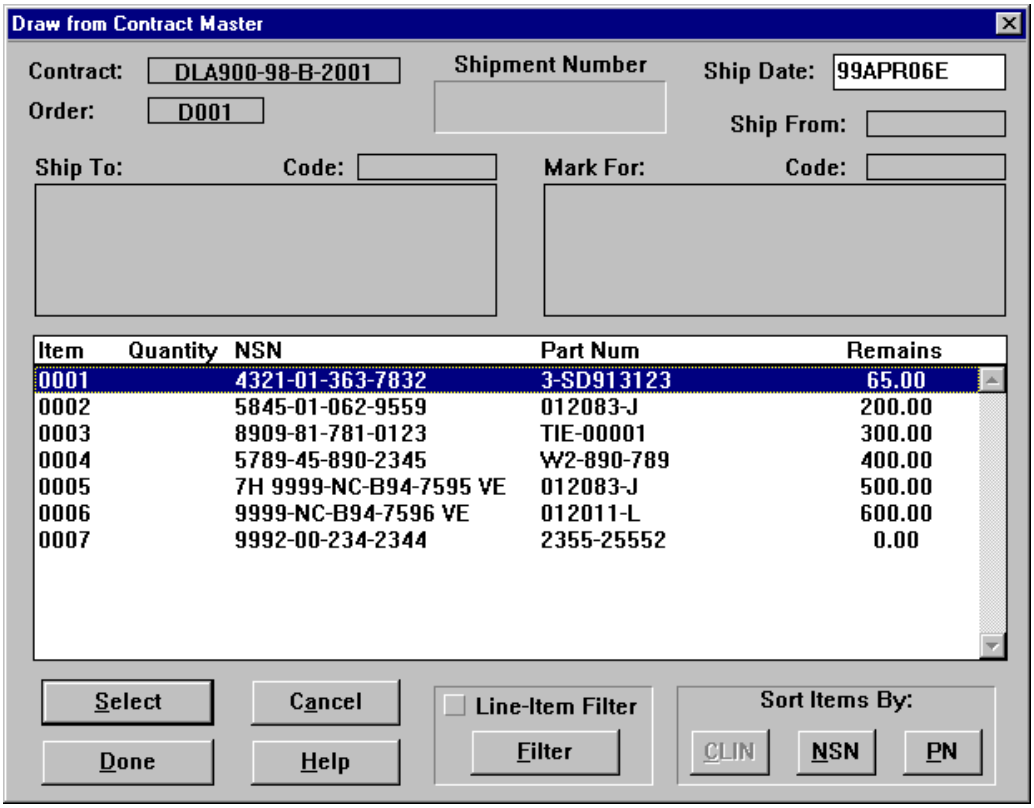
DD-Master starts with a template of the form to be created called a Master Document. In the case of DD250 shipments, the Master is simply a DD250, which is created as if all items for a contract were to be shipped at one time. Each time a shipment is to be made, the user simply picks the item(s) to ship and DD-Master generates the DD250 from the Master Document.

For simple contracts with all shipments going to the same location and Mark-For, DD-Master uses the information in the Ship-To and Mark-For blocks on the Master. However, the unique Ship-From, Ship-To and Mark-For address can be specified for each line item, and DD-Master will make sure that particular item is addressed correctly.

Item #	Stock/Part No. / Description	Qty	Unit	Price
0043	8470-00-141-0443 Operators Console P/N: CON-23-07053 This article was manufactured with CFC-free materials and processes.	12	EA	2,700.00
0044	8470-00-141-0443 Users Manual P/N: MAN-23-00553 **@S/T: DAAL04-D6** **@M/F: *RCV-OFCR**	12	EA	100.00
0045	8470-00-141-0936 Field Service Kit P/N: FSK-23-00723 This article conforms in all respects to the following contract clauses: **@INCLUDE: CFC-Free** **@INCLUDE: Recyc-Pkg**	12	EA	150.00

Contract Master using Predefined Address and Text Blocks

DD-Master keeps track of what has been shipped and what still remains to be. It knows where each line item is to go, and makes sure the Ship-To and Mark-For blocks are filled in correctly. It ensures that nothing is over-shipped, and tells you when it is time to close out the contract.



Drawing from a DD-Master Contract

Shipping is as easy as point and click. DD-Master generates the DD250 using the correct address information for each item. It keeps track of shipment numbers, maintaining a separate sequence for each Ship-From address.

DD-Master's report generator keeps you informed about the status and history of each contract. It's most basic report is the Contract Status Report. It is also capable of creating other reports as detailed in the *Reports* section of the User Manual.

CONTRACT STATUS REPORT *mpt/DD-Master*

CONTRACT NUMBER (PIIN)	ORDER NUM (SPIIN)	REPORT DATE	SHIPMENTS	CONTRACT STATUS	PAGE
DLA900-98-B-2001 R918		4/19/00-13:07:09	2	OPEN	1

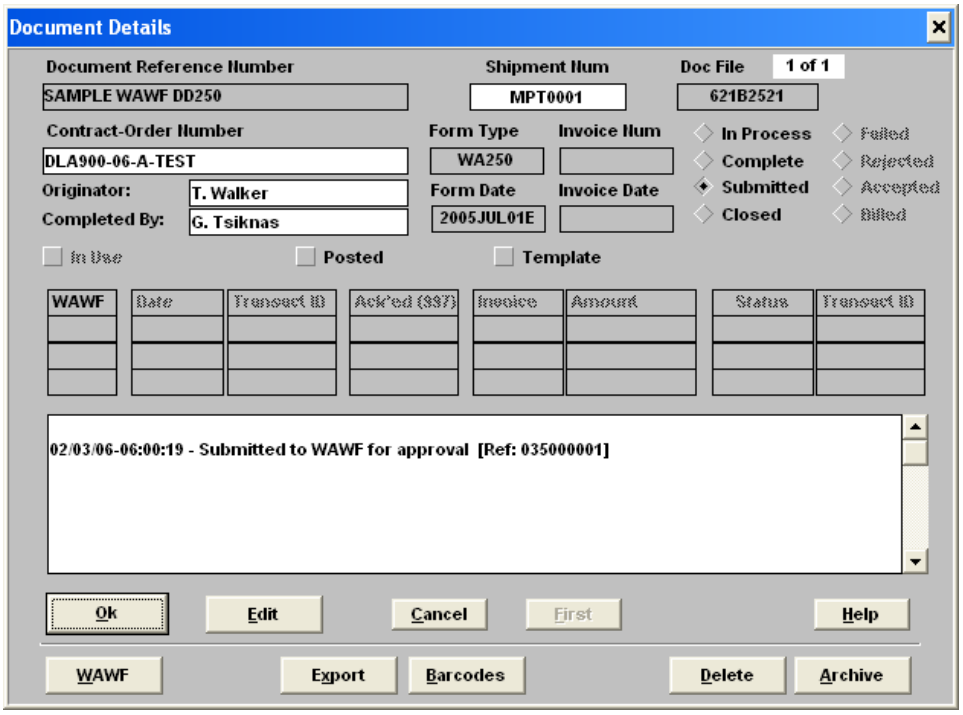
ITEM	CONTRACT REQUIREMENTS			SHIPPED		REMAINING	
NUMBER	UNITS	PRICE	DOLLARS	UNITS	DOLLARS	UNITS	DOLLARS
0001	100	1,922.18	192,218.00	52	99,953.36	48	92,264.64
0002	200	466.67	93,334.00	0	0.00	200	93,334.00
0003	300	2,799.57	839,871.00	4	11,198.28	296	828,672.72
0004	400	3,695.50	1,478,200.00	15	55,432.50	385	1,422,767.50
0005	500	3,875.00	1,937,500.00	0	0.00	500	1,937,500.00
0006	600	2,389.00	1,433,400.00	0	0.00	600	1,433,400.00
0007	0	0.00	0.00	0	0.00	0	0.00
			5,974,523.00		166,584.14		5,807,938.86

DD-Master interfaces easily with other systems. It can receive contract definitions from other systems in plain-text format, and share the data from documents it creates in that same format. DD-Master connects directly with DD-FormStation to make it simple to pass documents along for additional processing, such as automatically creating an invoice from a DD250.

DD-Master can create EDI documents such as the ANSI X12 856 Ship Notice/Manifest and the 810 Invoice, as well as driving custom flat-file generators for interfacing with other systems. Its barcode label linkage allows it to use software, such as Mil-Pac's Std-Barc barcode labeling software, to automatically create Mil-Std 129-compliant barcode labels.

DD-FormStation

DD-FormStation is a tool designed for organizing and sharing documents, such as the DD250, created by its integrated FormEditor. Documents are stored by reference number, contract and order number, and form type. This provides a number of ways to access and retrieve documents.



Document Details Dialog

DD-FormStation has a number of features which allow documents to be created from templates and from outside data sources, such as plain-text files imported from other systems. Notes regarding a document can be attached and passed along when the document is shared with others. Document databases may be shared, or documents can be passed from user to user.

Document Sharing Capabilities

The real power of DD-FormStation is realized when it is placed in the flow of document data in a workgroup. DD-FormStation is designed to be the originating source and/or ultimate consumer of contract data. DD-FormStation can be placed anywhere in the data/work flow as an intermediate data processor and generator of applicable forms and reports.

DD-FormStation has an integrated In-Box and Out-Box to simplify the exchange of data with other DD-FormStations and business systems via Email, shared LAN/WAN areas, ANSI X12 transactions, or other site-defined methods. Documents to be processed by a user are placed into the In-Box by background processes to provide the user a simple method of managing the work to be done. When the user is finished with a document, it is placed into the Out-Box for automatic printing or dissemination.

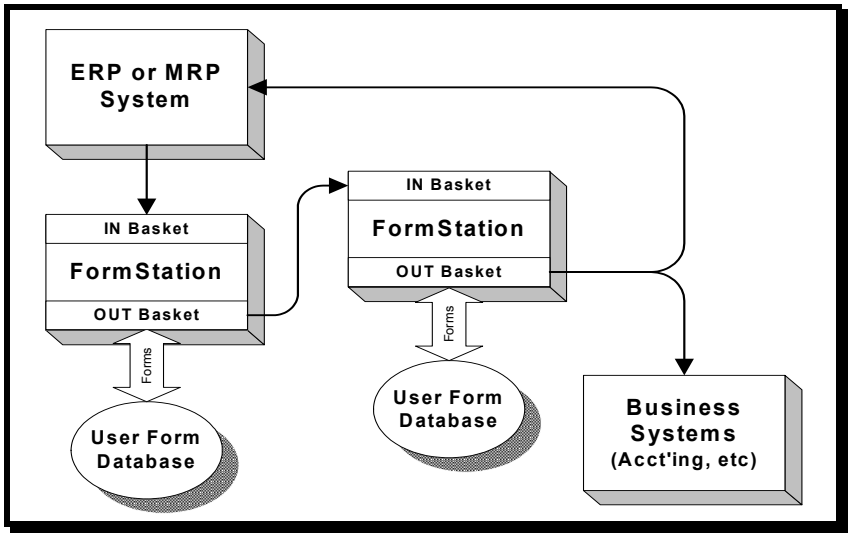
In-Box Features

A document in plain text format from an external system can be imported to a DD-FormStation user via a shared network directory. The plain text file document with the information to be imported to the DD250 will be placed in the appropriate boxes on the DD250. DD-FormStation can also import data into other forms supported by DD-FormStation, such as the DD1149. By having the necessary information provided by another data source, the DD-FormStation user's workload is reduced, allowing better accuracy.

When the import file is ready to be sent to the DD-FormStation user, the file is placed in the In-Box of the DD-FormStation user. Once received, the DD-FormStation user's screen will show a new icon or button flashing on the taskbar at the bottom of the application window to show there is a new document waiting to be reviewed. Clicking on the flashing icon then opens the In-Box, showing the files waiting in the In-Box. Clicking on a file name will open the Document Details window and you can preview the new form's contract-order number, shipment number, originator, etc. Clicking on **[Edit]** will open the actual DD250 form and show the form filled in appropriately with the imported information. You can now jump to any block and edit as necessary.

Linking DD-FormStation In/Out Boxes

Once the DD250 is edited, it can be sent to another user's In-Box for final changes, then printed and signed to go with the shipment. This linking of one person's In-Box to another's Out-Box is a simple method for efficient flow of documents.



Typical Workgroup with ERP/MRP and Two DD-FormStations

When the Out-Box sends the document on, the next user's screen will show a new button flashing on the taskbar at the bottom of the application window, which the user then clicks on to open his In-Box. The In-Box application is opened the same way, enabling the final user to print the DD250 after making the final changes. The form can now be signed and distributed.

If the department that printed the final copy needs to send a copy onto another department such as accounting, this can be done using the Out-Box feature. The form is sent electronically to the accounting department's In-Box in plain text file format for that user to read and/or to upload into another software package.

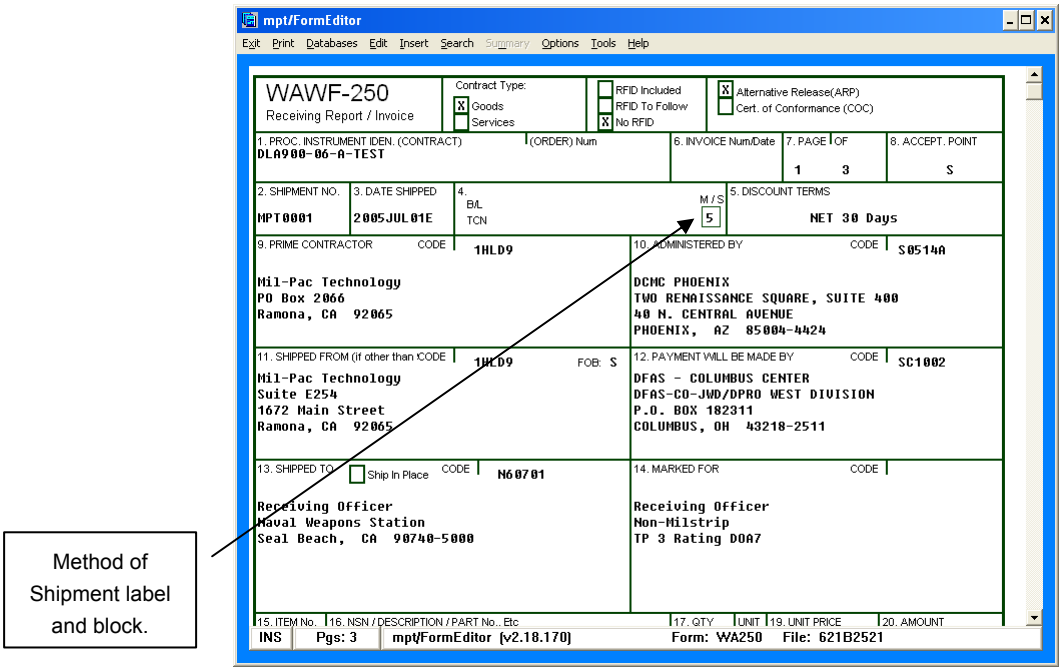
DD-FormStation documents travel in a package-format that allows for automatic routing and permits individual users to add notes and other status information along the way. The open systems design of the DD-FormStation allows it to be easily connected to external business systems, such as manufacturing, accounting and shipping systems.

NOTE: The example shown at the top of the page entails only four users: Data coming from an external system, to the one who first creates the DD250, to the one who prints the DD250, and back to an external user. However, the In-Box/Out-Box feature can chain together as few or as many users as necessary in a particular organization's system.

DD-FormEditor

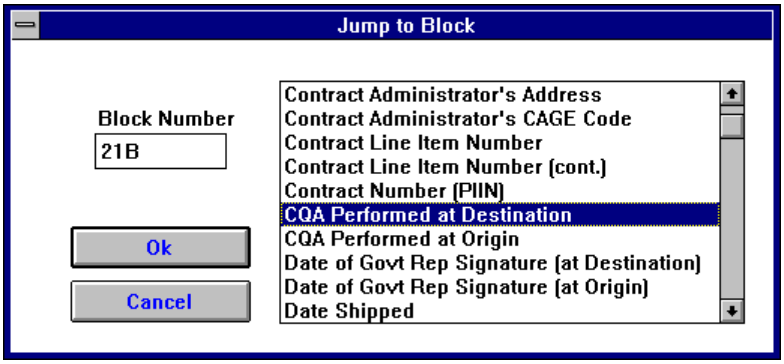
The integrated FormEditor used by DD-FormStation and DD-Master employs an enhanced graphical approach to form processing. The user is presented with a nearly exact replica of a DD250 or other such form. Rather than simply using a scanned image of a form,

the FormEditor exploits advanced printer technology to produce the crispest possible form image.



FormEditor DD250 Edit Session

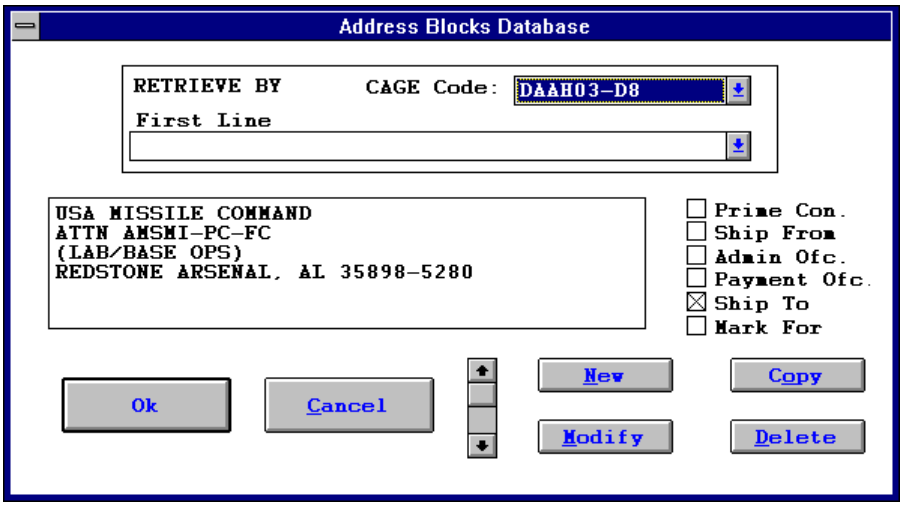
The FormEditor's form images are adjusted in scale to achieve the best fit around the form's text fields. The form's block titles and instructions may also be enhanced or reduced to maximize readability. For example, the "M/S" label and block have been added to Block 4 in the DD250 form displayed above to depict the Method of Shipment field, which is required but not shown on the government-issue form. When the form is printed, just the data is transferred into an exact replica of the real form using Mil-Pac's field-proven form generation technology.



Block Selection by Name

Features of the DD250 FormEditor include:

- Context-sensitive help screens associated with each block.
- Data format checking to ensure greater DFARS compliance.
- DFARS Appendix F excerpts to aid in form completion.
- Databases for address blocks, part descriptions, Block-23 text, Block-16 certifications and declarations.
- Selection Lists for mil-std abbreviations and codes, and other distinct data.
- Print Manager interface for background and network printing.
- Quick form navigation via keystroke and mouse commands which jump to a specific block, field, or page.

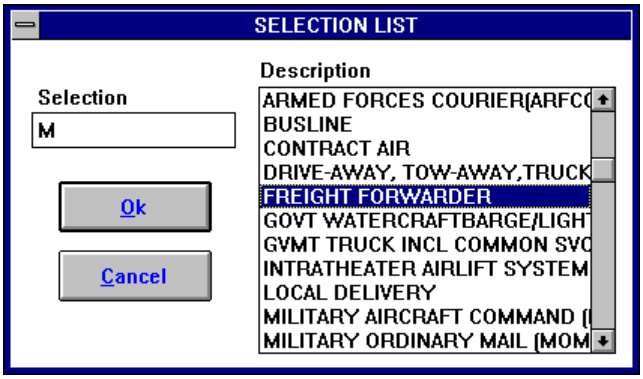


Address Database Dialog

DD-FormStation maintains databases that are created as you generate them for each of the address blocks as well as for part descriptions and Block-23 text formats. It adds a database for other Block-16 text blocks, such as certifications and declarations. DD-FormStation has interactive database managers which allow the user to page through the

entries, as well as modify and delete them. The user can also copy text to create similar items. .

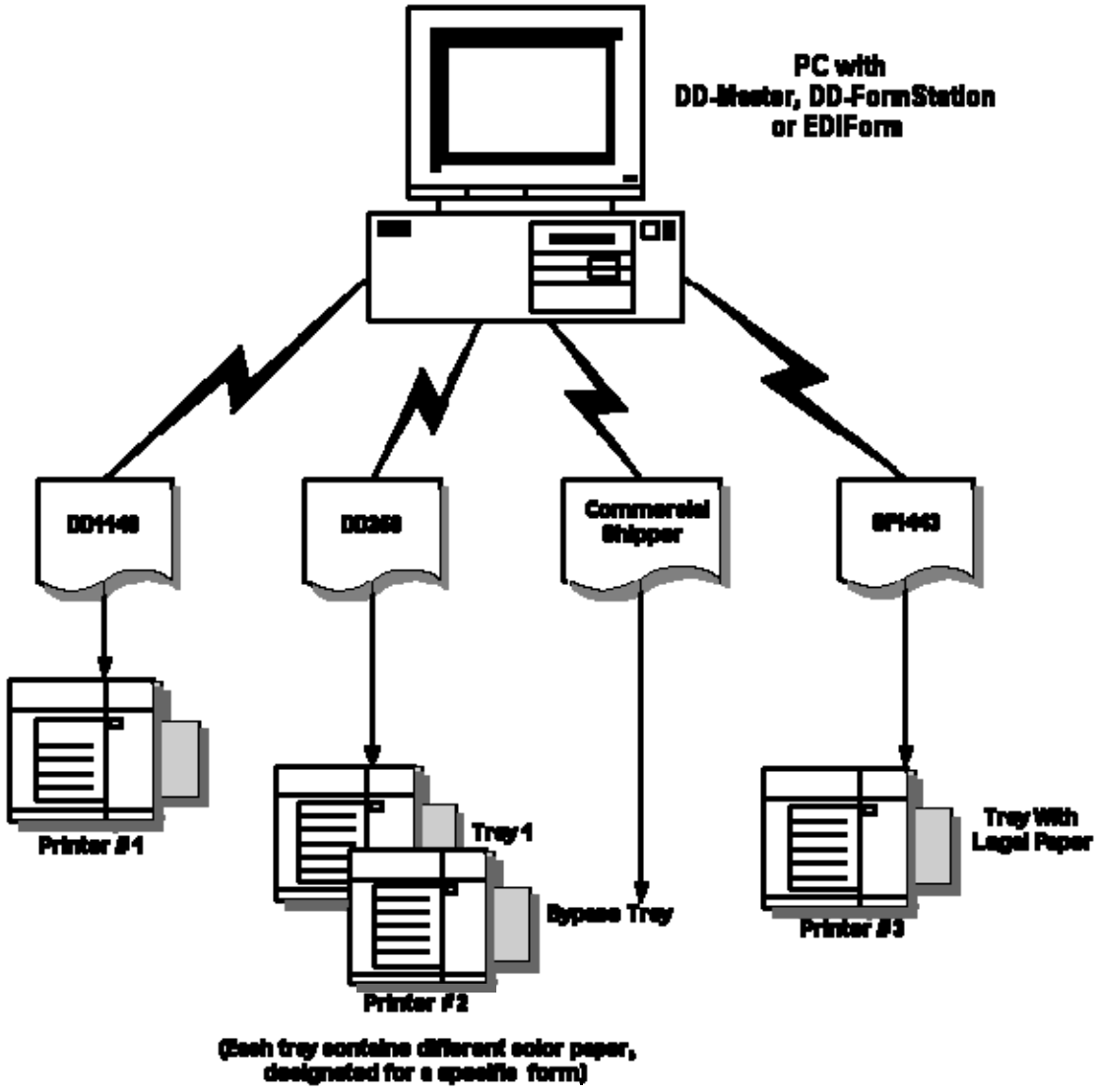
DD-FormStation assists the user in determining the special codes that must be placed on certain forms. For example, when entering the Method of Shipment into a DD250, the user can open the selection list shown below to look up the appropriate code, which will then be placed into the document automatically.



Block Code Lookup

Form Specific Printer Selection

All of Mil-Pac's powerful form processing applications are further enhanced by the ability to designate specific printers and print trays for each type of form created. This enables the user to print a specific form to a designated printer and/or print tray with just the click of a button.


PC with
DD-Master, DD-FormStation
or EDIForm
DD1149
DD250
Commercial
Shipper
SF1449
Printer #1
Tray 1
Bypass Tray
Printer #2
Tray With
Legal Paper
Printer #3
(Each tray contains different color paper,
designated for a specific form)

Value Added Network (VAN) Support

EDI transactions with the Department of Defense go through Value Added Networks (VAN) certified by the government's Electronic Commerce Interoperability Process (ECIP). Mil-Pac Network Services provides a low cost ECIP-certified VAN, easily accessible via the Internet. Mil-Pac Technology software works automatically with the Mil-Pac VAN, but also supports the option of using other VANs.

DD-MASTER

Tutorial Section

In this section, we will go through the following processes step by step:

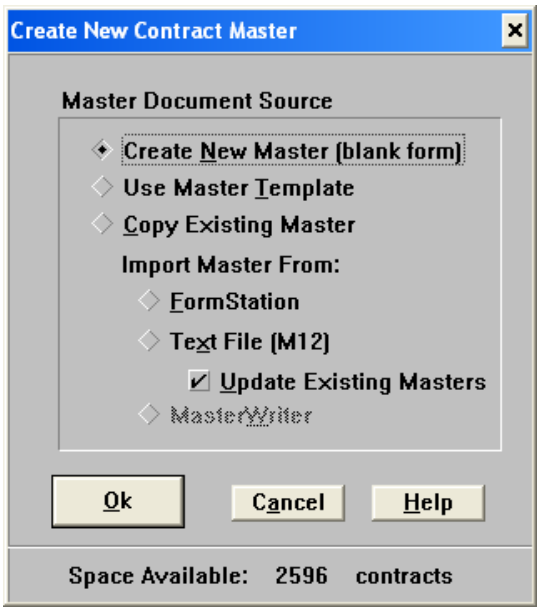
- **Creating a Contract Master from a blank form**
- **Selecting and opening an existing contract**
- **Making shipments from the Contract Master**
- **Editing the DD250 Shipper**
- **Generating reports**

Creating a Master Document

A Master Document is created by using the information contained in a contract. Once this information in entered, DD-Master will automatically generate the DD250 (or other shipping document), assign a sequential shipment number, and update the status of the contract. DD-Master does all this based on a Contract Master created by the user. This document contains shipping instructions and addresses, a description of all the items to be shipped, the quantity to be shipped and other information. It is like a shipper that would be used if the entire contract were being delivered in a single shipment. When making a shipment, DD-Master extracts the selected items from the Master, using it as a template.

The Master can also contain instructions to control how shippers are generated for each item. This information can include addresses to be used in the Ship-From, Ship-To and Mark-For blocks. Lengthy descriptive and certification text can be included for each item, which can be imported from associated text files.

To create a new Contract Master, start by selecting the **Contract>New** command from the main menu. The Create New Contract Master dialog will be presented.



From this dialog, you would choose one of the following methods for creating a new Master:

Create New Master: Allows the user to create a Master from a blank form.

Use Master Template: Creates a new document using the Master Template. See the chapter titled *Creating a Master Template* in the Reference section.

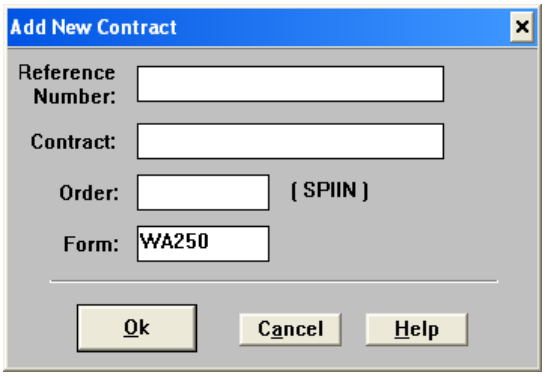
Copy Existing Master: Allows the user to copy an existing contract to create a new Master.

Import Master From:

DD-FormStation - Imports a Master from an existing DD-FormStation form.

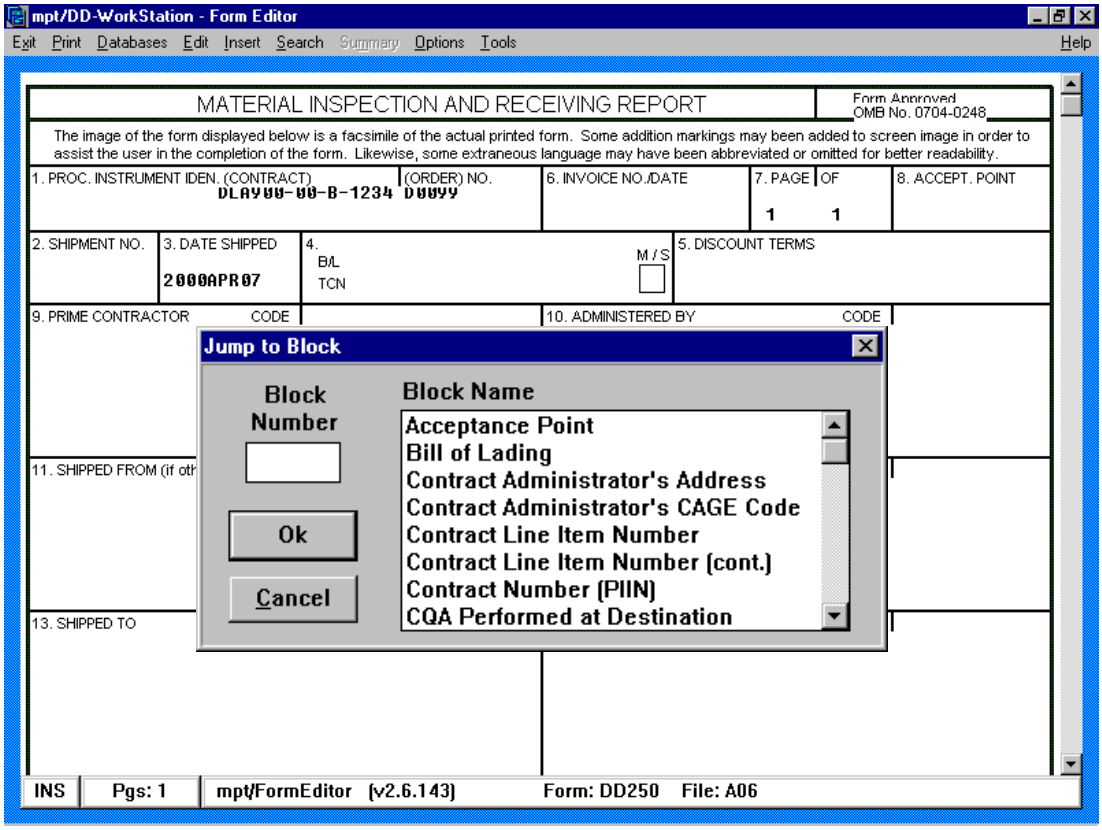
Text File (M12) - Creates a new Master from a text file that is in M12 format.

In this example, we will create a new Master from a blank form. To begin, select the **Create New Master** option and then click on **[Ok]**.



The **Add New Contract** dialog will be presented into which you must enter a Reference Number, the Contract Number and the Form Type that will be used (e.g. DD250). If the contract has an order number, enter that also. The Reference Number is intended to be a number by which DD-Master users can find the Contract, such as a Sales Order Number. Generally speaking the Contract and Order numbers will be the PIIN and SPIIN of a contract, and in the case of a DD250, will be placed in block 1. However, these two numbers can be whatever you want to use to identify the contract, such as a subcontract or purchase order number. The Contract Number is limited to 25 characters and the Order Number to 10 characters.

Once the Add New Contract dialog has been completed, press the **[Ok]** button and a blank DD250 form will be presented by the FormEditor.



In this example we will be using a DD250 with a Single Point Contract. This is the simplest type of Master, in which all shipments come from one Ship-From point and share the

same Ship-To and Mark-For addresses. In this case the Master is completed just as if the entire contract were being delivered in a single shipment. The Shipment Number and Date Shipped blocks will be filled in automatically by DD-Master. Other blocks that will change with each shipment can be left blank, and then completed when the shipment is made.

NOTE: For instructions on how to create a Master Document for a Multi-Point Contract, refer to the chapter titled Defining A Master Document in the DD-Master Reference section of this manual.

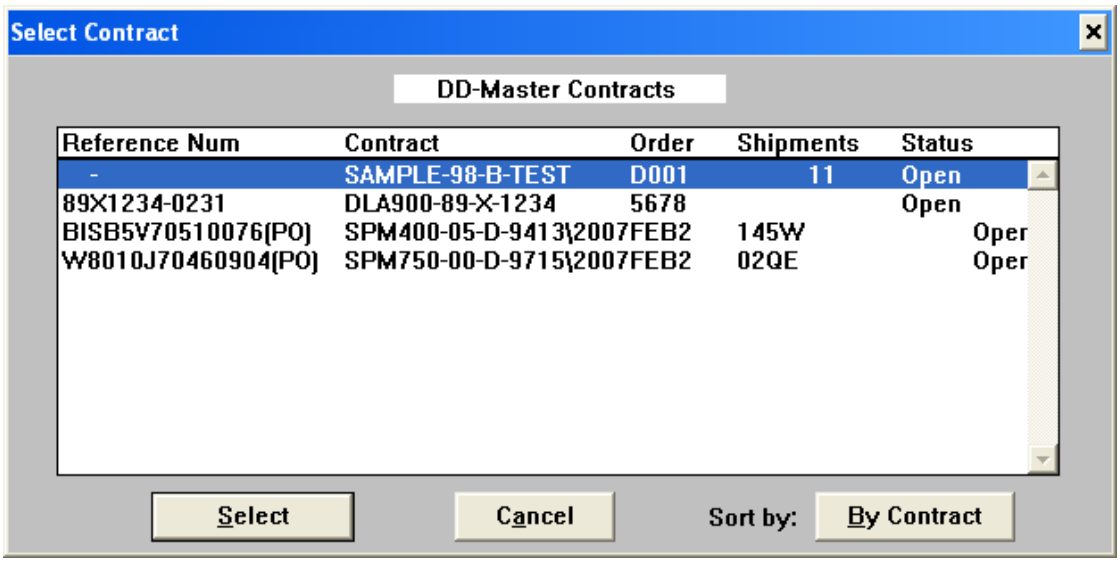
The Jump To Block dialog enables you to 'jump' directly to a particular field in the DD250. You can also look through the list of blocks and select one by name. This list also includes fields within a block, such as Block 4 that contains Bill of Lading information as well as Method of Shipment. You will find this feature particularly helpful if you are less familiar with using the DD250 form.

To see just how the dialog works, press **<Tab>** to change the focus to the list of block descriptions, and notice that the first one is now surrounded by a faint box. Now use your **<Down Arrow>** to scroll down through the list, noticing many of the sub-blocks in the list. Press the **M** key three times until the Method of Shipment entry is selected. Press **<Enter>** and the cursor will jump right to the selected field, which is located within Block 4. Once an entry has been made using the Jump To Block dialog, the dialog will be closed. To access the Jump To Block dialog again, press the **<F7>** function key.

In blocks 4 and 8 (Acceptance Point and Method of Shipment) that can only contain entries specified by the Department of Defense, a Selection List has been provided. To access the list, place the cursor in the block and use the **Ctrl>F** command. Select the appropriate entry and press **<Ok>**.

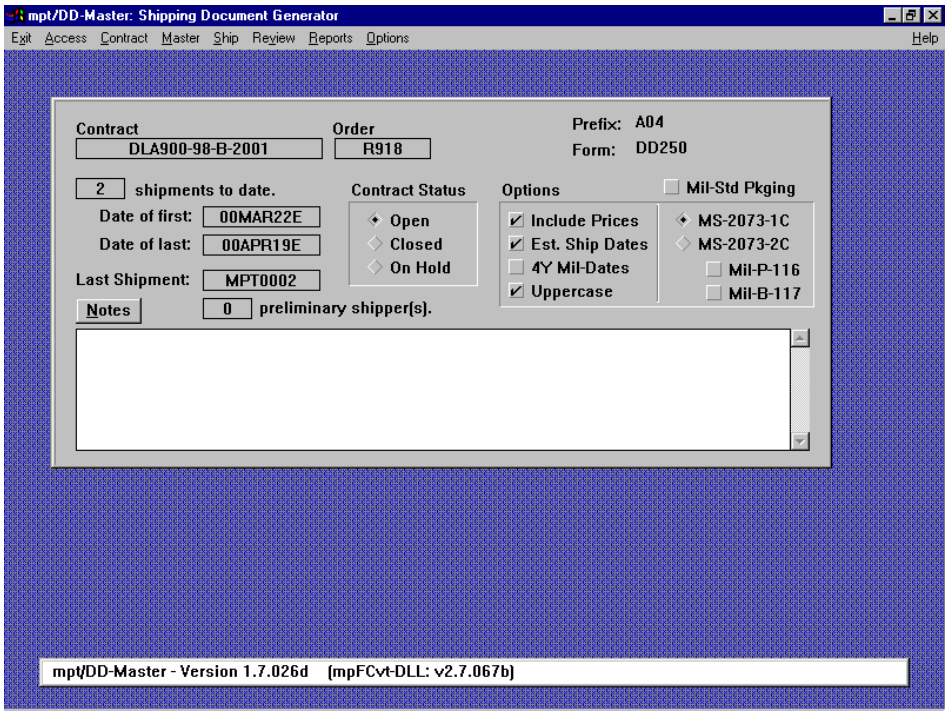
Opening a Contract

Once you have created a Master document for the contract, the next step is to open it. This is done with the **Contract>Open** command from the main menu bar.



Status Screen

Once a contract is opened, the Status Screen will appear. This screen indicates that a contract is open. Notes that are entered here will only appear on this screen and will not be printed on the document.



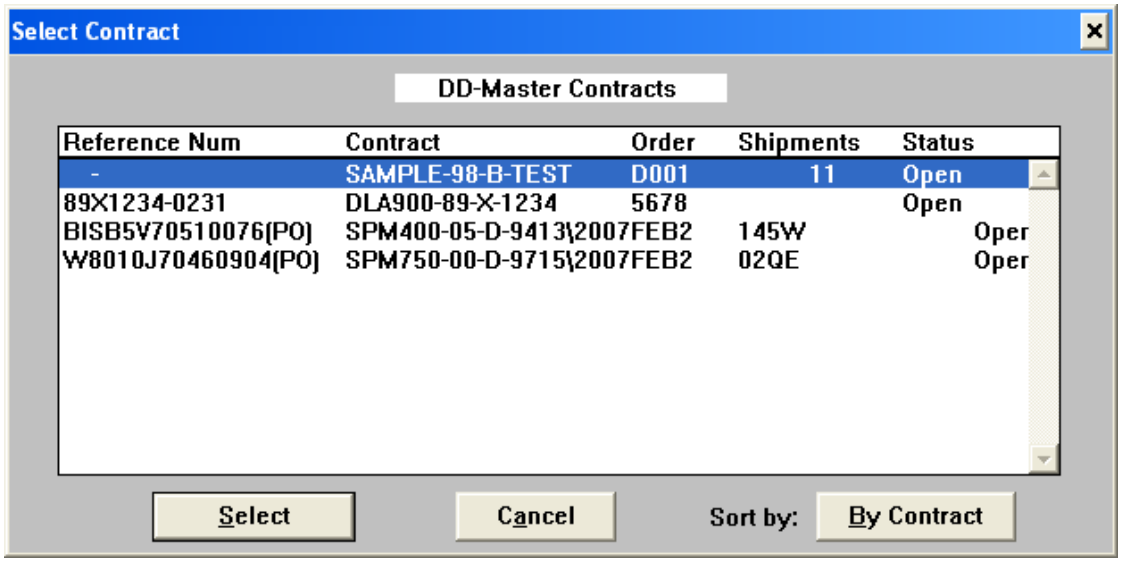
From this screen, you can edit some of the items shown simply by clicking on them. Once you have checked one of the boxes, the edit dialog will appear, allowing you to make changes to the document.

Making a Shipment - Drawing from the Contract Master

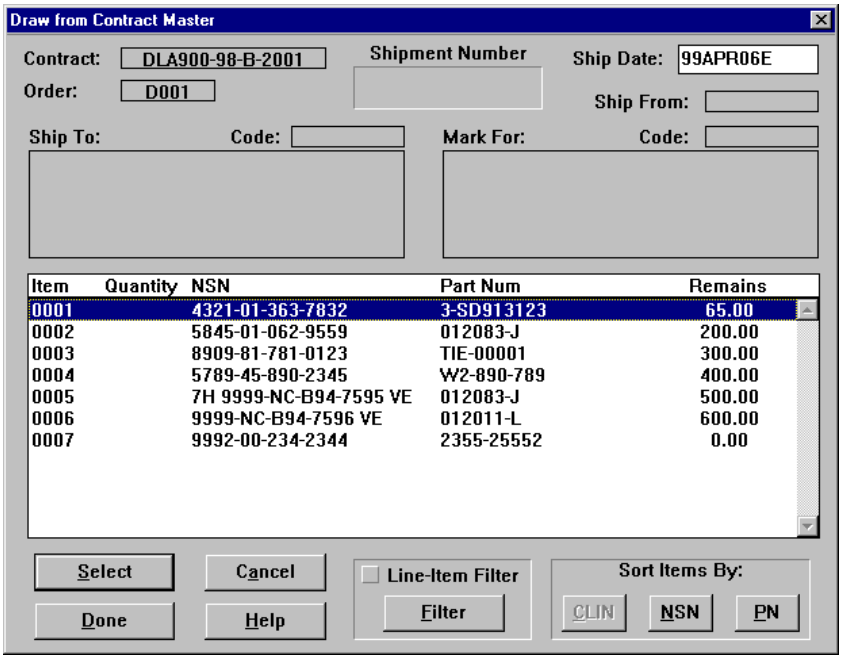
Making shipments with DD-Master is easy. Just open the contract, then select the items to ship and indicate how many of each item is to be shipped at that time. DD-Master does the rest, automatically generating the DD250 (or other shipping document), assigning a shipment number, and updating the status of the contract.

The shipping process is referred to as 'Drawing from the Master' because each time an item is shipped, the quantity remaining to be shipped is 'drawn down'.

To begin, open the contract that you wish to ship from by using the **Contract>Open** command. Choose the contract you want to open and click **[Select]**.



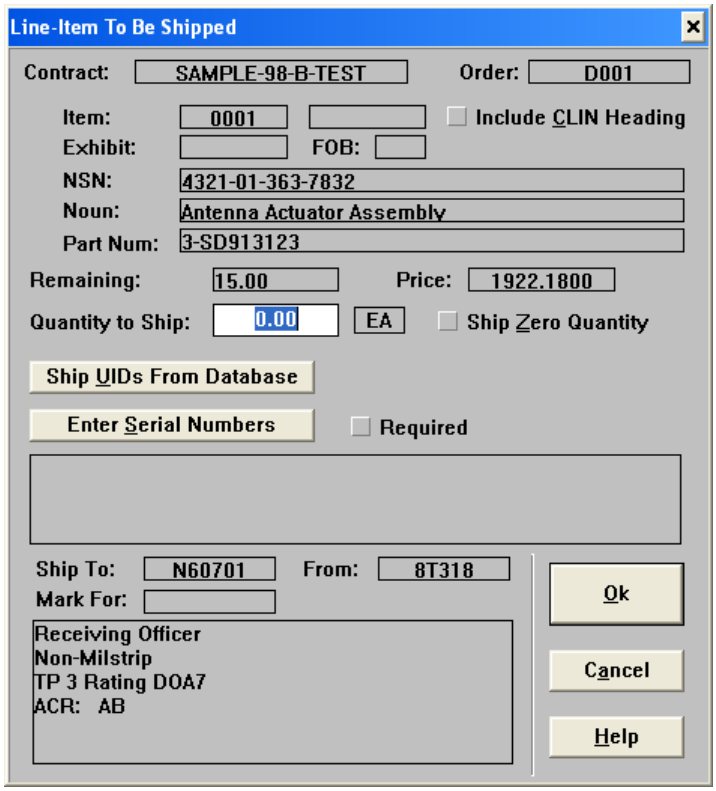
Then access the **Ship** command from the main menu bar, which will bring up a list of the items remaining to be shipped under the contract. A list of the contract items will be displayed within the Draw from Contract Master dialog.



When this dialog is brought up for the first time, the shipment number and address blocks will all be blank. Selecting the first item for shipment determines this information, which will be filled in at that point. After selecting the first item, the list of items to ship may be reduced by the actions of the Item Filter, which pares the list down to just those items with the same Ship-From, Ship-To, and Mark-For addresses as the first item. Pressing the **[Show All]** button turns the filter off.

The Item Filter excludes those items with zero units remaining to be shipped. Turning on the Item Filter before the first item is selected will reduce the list of items to just those remaining to be shipped.

To select an item to ship, either double-click on the item or click the item once then use the **[Select]** button. This will access the Line-Item To Be Shipped dialog:



Line Item to be Shipped dialog

NOTE: The first time you ship from a contract you may receive an error message stating that the program cannot find the Shipment History file. This message can be ignored since there is no history yet.

A description of the selected item will be displayed by the Line Item To Be Shipped dialog. The information displayed includes the item number, NSN, noun, part number, price and the quantity remaining to be shipped. Enter the number of units to be sent in this shipment in the **Quantity to be Shipped** field.

Serial numbers can be entered at this point, if known, by clicking on the **[Edit Serial Numbers]** button. For more information, refer to the Serial Number Processing and Edit Serial Number List sections. Serial numbers can be entered at this point, if known.

UIDs can be attached to the shipment by clicking the **[Ship UIDs From Database]** button. For more information refer to the UID Processing section.

Press the **[Ok]** button to accept the item and include it in the shipment. Several things will happen after the first item is selected. The Ship-From, Ship-To and Mark-For blocks will be filled in and a shipment number will be proposed. The quantity selected for shipment will appear in the Quantity column and the number in the Remains column will be decreased accordingly.

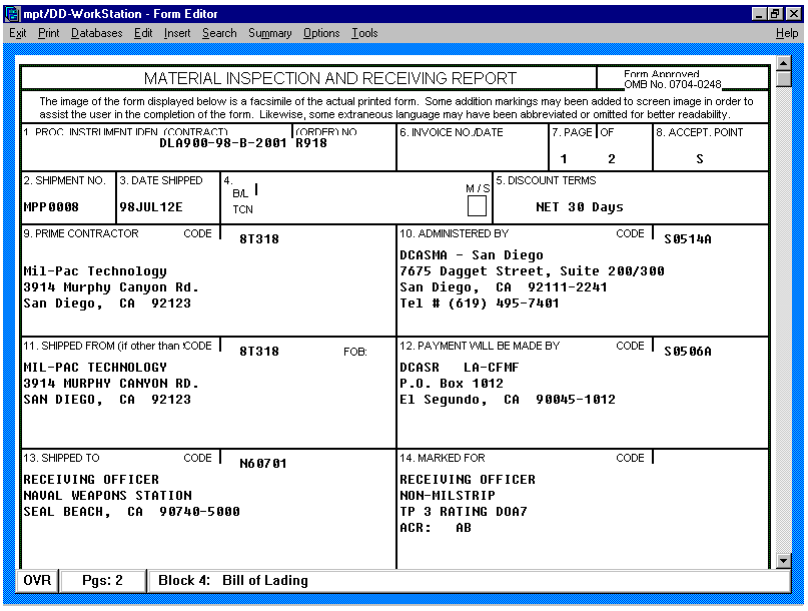
Selecting the first item to ship may also reduce the number of items listed because doing so turns on the Item Filter, which limits the list to just those items that could be on this same shipper. Excluded are all items with a different Ship-From, Ship-To or Mark-For address, and those with zero remaining quantity. This may inadvertently eliminate an item that should be shipped, due to the way it appears on the Master. Pressing the **[Show All]** button will restore the list to include all items.

Additional items may be selected for shipment by following the same procedure. Pressing the **[Done]** button will cause DD-Master to generate the shipping document including the selected items and copying all of the other blocks from the Master.

Editing the Shipper (DD250)

Once each of the items to be shipped has been selected, DD-Master will generate the shipping document and present it in the FormEditor. Here additional information not included on the contract Master can be added, including new line items. Normally there should be little need to make any corrections or additions to shipping documents.

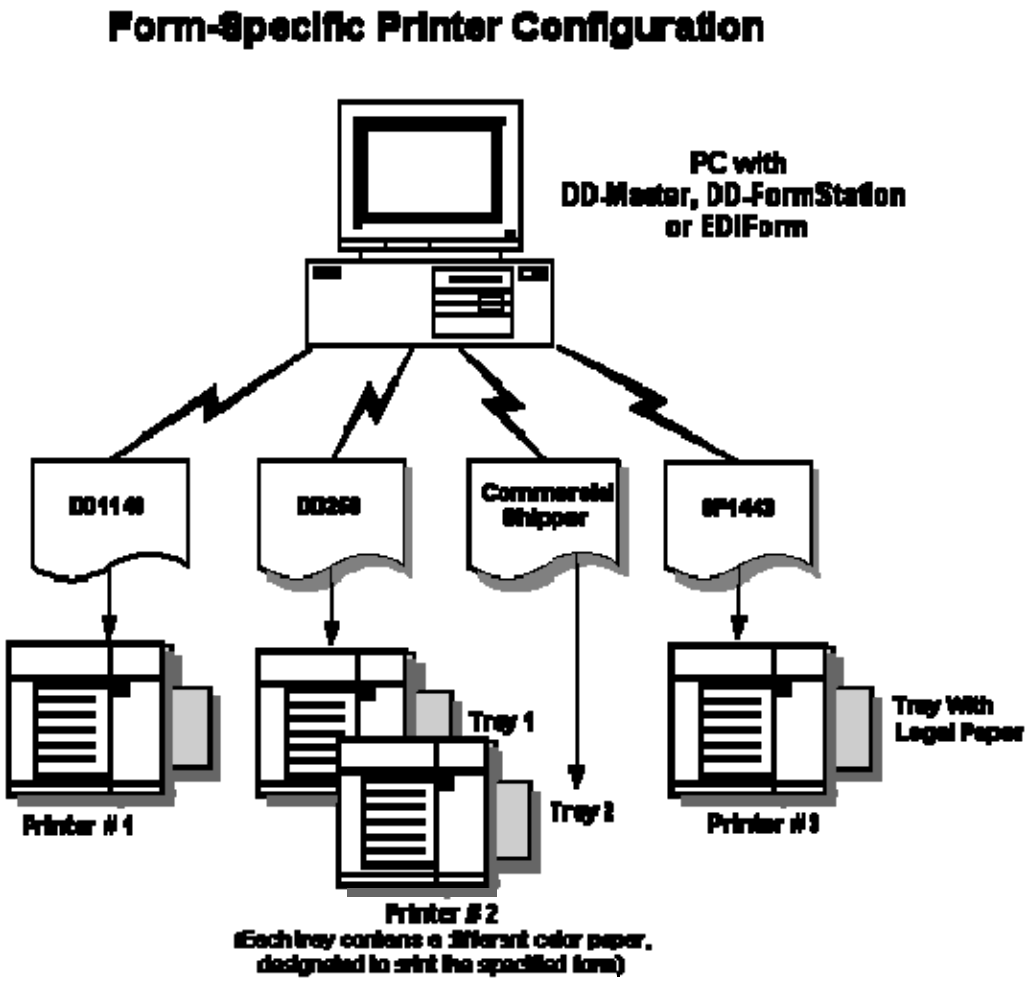
Changes made to the shipper after its creation by DD-Master are reflected in the contract's shipment history. This allows the user to include any changes that may occur at the last minute, such as those that may occur due to final inspection of the shipment. DD-Master has the ability to review all of the shippers it has on file at any time to generate the most accurate status possible.



Printing

DD-Master documents can be printed on any Windows supported ink jet or laser printer. With the Form-Specific Printer Configuration feature, each form may be automatically printed to a designated printer or print tray.

For example, you may set your configuration to print all DD250s to the Bypass tray of your HP LaserJet, at the same time having all SF1443s print to a legal size paper tray in a Xerox printer.



Once you have printed a form, you may find it necessary to make an adjustment to the positioning of the form on the paper.

The dialog box that is accessed with the **Options>Form** command in the FormEditor will allow you to make any horizontal or vertical adjustments. Refer to the FormEditor Tutorial section titled Form-Specific Printer Configuration for detailed information on this feature.

NOTE: **The FormEditor is automatically activated whenever you open or edit a form.**

Generating Reports

One of the most useful features of DD-Master is its ability to generate a number of different contract history and status reports. DD-Master comes with a number of standard reports that enable the user to track shipments and determine the status of contracts.

To print a report, open the contract, access the Report command from the main menu, then select the report you wish to print. The following standard DD-Master reports are currently supported:

Contract Status Report

The Contract Status Report summarizes what has been shipped to date and what remains to be shipped. To print this report, use the **Reports>Contract Status** command from the main menu while the contract is open. The Contract Status Report contains the following information about each line item:

Contract Requirements

Units - total number of units to be shipped under the contract
Price - unit price of each item
Dollars - the extended amount for this line item

Shipped

Units - total number of units shipped so far
Dollars - the total dollar amount shipped for this item

Remaining

Units - total number of units remaining to be shipped
Dollars - the total dollar value for the remaining quantity of this item

CONTRACT STATUS REPORT *mpt/DD-Master*

CONTRACT NUMBER (PIIN)	ORDER NUM (SPIIN)	REPORT DATE	SHIPMENTS	CONTRACT STATUS	PAGE
DLA900-98-B-2001 R918		4/19/00-13:07:09	2	OPEN	1

ITEM	CONTRACT REQUIREMENTS			SHIPPED		REMAINING	
NUMBER	UNITS	PRICE	DOLLARS	UNITS	DOLLARS	UNITS	DOLLARS
0001	100	1,922.18	192,218.00	52	99,953.36	48	92,264.64
0002	200	466.67	93,334.00	0	0.00	200	93,334.00
0003	300	2,799.57	839,871.00	4	11,198.28	296	828,672.72
0004	400	3,695.50	1,478,200.00	15	55,432.50	385	1,422,767.50
0005	500	3,875.00	1,937,500.00	0	0.00	500	1,937,500.00
0006	600	2,389.00	1,433,400.00	0	0.00	600	1,433,400.00
0007	0	0.00	0.00	0	0.00	0	0.00
			5,974,523.00		166,584.14		5,807,938.86

NOTE: The Contract Shipment Number Log, Open Items, and Contract Status reports will be printed. At this time, they cannot be displayed on the screen.

Shipment Number Log

The Shipment Number Log provides a one-line summary of each shipment made against a contract, sorted by shipment number. Use the **Reports>Shipment Number Log** command from the main menu. The following is a description of the report columns:

Shipment: The shipment number as it appears on the shipper (or assigned by user)

Date: The date of shipment, taken from the shipping document

Ship-To: The CAGE code of the address to which the shipment was made

Mark-For: The CAGE code of the entity/activity to which the shipment was consigned

Transportation Control Number: The TCN or other applicable shipment tracking number

Shipment Reference: A number assigned by the user to identify the shipment

Open Items Report

The Open Items Report lists the line items remaining to be shipped on a contract. Use the **Reports>Open Items** command from the main menu to access this report. The Open Items Report is available in three different collating orders:

By Line Item (CLIN)
By National Stock Number (NSN)
By Part Number

Other standard reports will be added in future upgrades to this program, along with the ability to export contract and shipment data in database formats compatible with popular off-the-shelf report generators.

DD-Master Reference Section

Defining a Master Document

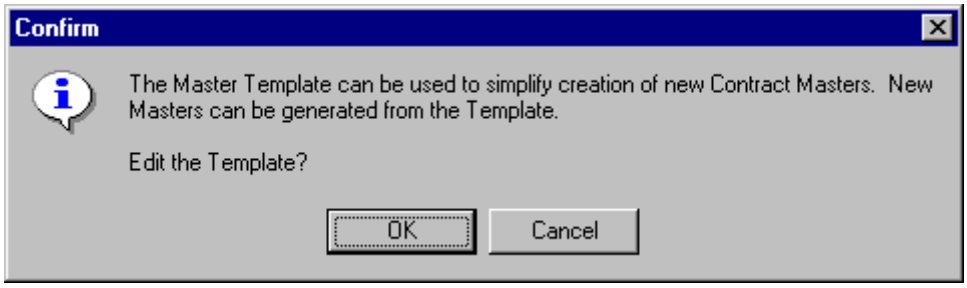
DD-Master supports a wide range of contracts, from those in which all shipments go to the same location to those that have a multitude of different Ship-To, Mark-For and Ship-From addresses. Line items can include large blocks of text for detailed descriptive information such as certification language.

You may notice that the text in the examples appears in both upper and lowercase. DD-Master allows you to enter it this way because most people find it easier to read. However, you can make your shipping documents appear in all UPPERCASE by accessing the General Configuration Options dialog. Go to **Options>General**, then check the **[Force To All Uppercase]** option in the dialog.

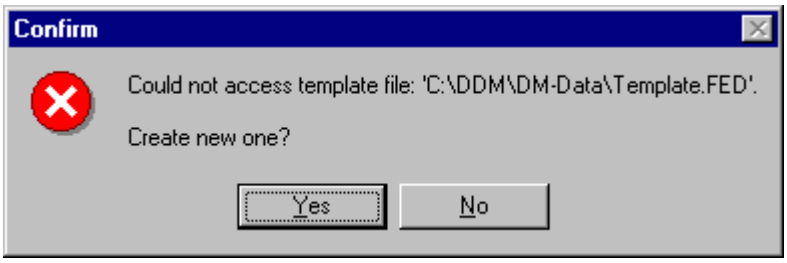
Creating a Master Template

A Master Template can be created to save time and data entry by including information that is consistently used on many DD250 contracts.

To create a Master Template, use the **Access>Edit Template** command from the Main Menu. The following Confirmation dialog will be presented:



The first time this option is opened, there will not be an existing template. Therefore, the following warning dialog will appear:



Click **[Yes]** to create a new template. This will open the FormEditor, where a blank DD250 document will be displayed, along with the Jump To Block dialog.

Notice that Block 1 displays the word, “TEMPLATE” and that Block 2 displays *MASTER*. You can use the Jump To Block dialog to go directly to any block to enter information for your template.

Enter information that will be consistent throughout most of the Master documents you will use the template to create.

To enter Prime Contractor information, go to block 9, then enter the CAGE code for the Prime Contractor. Enter the name and address in the main portion of the block. To add the Prime Contractor CAGE code and address to the database, use the **Ctrl>P** command. Refer to the section titled “Accessing and Building the CAGE Code Database” for more information on this feature.

The Template can be edited at any time by first opening it using the **Contract>Open** command. Select Template, then go to **Master>Edit**. Make the desired changes and save changes when the document is closed.

Accessing and Building the CAGE Code Database

One of the features that DD-Master offers is an address database for each DD250 address block. The database is created as you enter information into a Master document. Once the database is built, you can access the address for a specific CAGE code or DODAAC within a block by entering the CAGE code or DODAAC then pressing **<Ctrl-G>**:

If there is no address specified for the CAGE code or DODAAC entered for this block, you will see the above Warning dialog.

To add the address to the database, complete the name and address information in the appropriate block, and then use the **<Ctrl-P>** command to add it to the database:

After the address has been saved for the specified block, you will only need to enter the CAGE code or DODAAC within that block then press **<Ctrl-G>** to have the name and address automatically entered.

Single-Point Contracts

The simplest type of Master is for a Single-Point Contract, in which all shipments come from one Ship-From point and share the same Ship-To and Mark-For addresses. In this case the Master is completed just as it would if the entire contract were being delivered in a single shipment. The Shipment Number and Date Shipped blocks will be filled in by DD-Master. Other blocks that will change with each shipment can be left blank, and then completed when the shipment is made.

Item #	Stock/Part No. / Description	Qty	Unit	Price	Amount
0017	8470-00-141-0936 Field Service Kit P/N: FSK-23-00723 This article was manufactured with CFC-free materials and processes	10	EA	$150.00	$1,500
0018	8470-00-141-0443 Operators Manual P/N: MAN-23-00553	12	EA	$100.00	$1,200

Figure 1. Basic Line Item

When a shipment is made, each of the blocks on the Master is copied to the new document, along with the line items selected for that shipment. The next shipment number is assigned and the current date is entered. Then the newly created form is presented to the user to allow for entry of any additional information.

Line items for a Master typically appear as shown in the simple example above, with the NSN on the first line, the Nomenclature (noun) on the next and the manufacturer's part number on the third. However, the line item description is not limited to appearing in this format; it can be any text that meets your contractual requirements.

The description of an item that is transferred to the shipping document is everything starting from the first line of the item to the start of the next line item, as indicated by a new line item number (CLIN) in the leftmost column. However, what is copied over is limited to the description block (i.e. Block 16 on a DD250). Also note that the quantity, unit of issue and price must appear on the same line as the CLIN.

Multi-Point Contracts

In Single-Point Contracts, the Ship-From (S/F), Ship-To (S/T) and Mark-For (M/F) address blocks transfer directly from the Master document to the shipper. A Multi-Point Contract is one in which any one of these addresses is different on any shipment. The specific addresses for a line item are identified by placing them in the line item description anywhere after the NSN, Noun and Part Number lines. Any or all three of the addresses for an item can be specified. The rule is that when a shipment is made, the addresses in the S/F, S/T and M/F blocks are transferred from the Master to the new document unless a specific address is defined for the item. The example below shows an item with a Ship-To address.

Item #	Stock/Part No. / Description	Qty	Unit	Price	Amount
0017	8470-00-141-0936 Field Service Kit P/N: FSK-23-00723 **@S/T: DAAL04-D6** **USA Materials Technology Lab** **Arsenal Street** **Watertown, MA 02172**	10	EA	150.00	$1,500
0018	8470-00-141-0443 Operators Manual P/N: MAN-23-00553 **@S/T: DAAL04-D6**	12	EA	100.00	$1,200

Figure 2. Items with individual Ship-To addresses

The example above shows two items that are both going to a location other than that defined in the Ship-To block of the Master document. When these two items are drawn from the Master, the address specified here will be used instead. Notice in the example that the complete address is included only as part of item 0017. Item 0018 needs only to refer to it by CAGE code, since it was already defined as part of item 0017. Ship-From and Mark-For addresses are handled in exactly the same manner.

Defining Addresses

The addresses transferred to shippers are taken from the Master document address blocks, unless a specific address is identified for an item, in which case that address is substituted. Addresses can be specified for the Ship-From (S/F), Ship-To (S/T) and Mark-For (M/F) address blocks. Addresses are entered as part of the line item description in the format shown below and in the example in Figure 2:

@A/B: CAGE Code
Address Line 1
Address Line 2
Address Line 3

where "@A/B" is one of the following codes identifying the address block:

@S/F:	Ship From
@S/T:	Ship To
@M/F:	Mark For

The CAGE Code following the address block identifier is optional. If provided, it will be placed into the appropriate part of the address block on the shipper. In cases where CAGE codes are not used on the form, such as the DD1149, the CAGE code serves simply as an identifier so other items can use it. If an address has no CAGE code you may leave it blank. However, if you want to use such an address in another item, you will need to give it an Internal CAGE code, as described below.

Internal Address Codes

In some cases you may need to create your own code for an address that does not have one specified in the contract. This is often the case for Mark-For addresses on DD250 contracts. DD-Master allows you to create address codes which are for internal use only. This allows you to identify an address so other items can share it, without the code being transferred to the shipper.

Internal codes are created by placing an asterisk at the beginning of the code, as shown in the following example.

Item #	Stock/Part No. / Description	Qty	Unit	Price	Amount
0017	8470-00-141-0936	10	EA	150.00	$1,500
	Field Service Kit				
	P/N: FSK-23-00723				
	@S/T: DAAL04-D6				
	@M/F: *0017				
	Receiving Officer				
	MILSTRIP: V0469601850750XY				
0018	8470-00-141-0443	12	EA	100.00	$1,200
	Operators Manual				
	P/N: MAN-23-00553				
	@M/F: *0017				

Figure 3. Items using Internal CAGE Codes.

In the example shown in Figure 3, the Mark-For address for item 0017 is given an internal CAGE code; in this case it is the same as the item number. This is done so that the address can be used for item 0018 without the need to re-enter it. The asterisk at the beginning of the CAGE code denotes that the code is for internal use only. Such codes are recognized only by DD-Master - they do not get transferred to shipping documents.

Another use for internal codes is to create variants of an address. In some cases an address may appear in several variations in a contract, each having the same CAGE code which must be included on the shipper as stated in the contract.

Item #	Stock/Part No. / Description	Qty	Unit	Price	Amount
0023	Item 0023	10	EA	150.00	$1,500
	...				
	@M/F: DAAD05*0023				
	Lab Support Activity				
	Attn: STEAP-PR				
0024	Item 0024	20	EA	300.00	$6,000
	...				
	@M/F: DAAD05				
	Lab Support Ops				
	Attn: STEAP-PR				
0025	Item 0025	12	EA	250.00	$3,000
	...				
	@M/F: DAAD05*0023				

Figure 4. Items using Internal Variant CAGE codes.

Figure 4 demonstrates the use of internal codes for identifying address variants. Item 0023 creates an internal variant of CAGE code DAAD05 by appending an internal identifier to it with an asterisk. When this item is drawn only the part of the code up to the asterisk is transferred to the shipper. Notice that item 0025 also uses this Mark-For address. The code

for item 0024 was entered normally, because it was the most prevalent use of the address. In all three cases, the CAGE transferred to the shipper will be the exact same “DAAD05” code.

Named Text Blocks

Each line item description in a Master document can include descriptive text beyond the standard NSN, Noun and Part Number. This text, placed in the description block, can include up to 64,000 characters of text. Text blocks which are used for more than one item can be given a name, and then used for other items by referring to that identifier.

```
Item # |      Stock/Part No. / Description        |   Qty |Unit |  Price
-------|-------------------------------------------|-------|-----|-------
       |                                           |       |     |
0043   | 8470-00-141-0443                          |    12 | EA  | 100.00
       | Operators Manual                          |       |     |
       | P/N: MAN-23-00553                         |       |     |
       |                                           |       |     |
       | @TEXT: CFC-Free                           |       |     |
       |    This article was manufactured with     |       |     |
       |    CFC-free materials and processes.      |       |     |
       |                                           |       |     |
0044   | 8470-00-141-0778                          |    10 | EA  |  30.00
       | System 43 Cable Set                       |       |     |
       | P/N: MAN-23-00635                         |       |     |
       |                                           |       |     |
       | @TEXT: Recyc-Pkg                          |       |     |
       |    Packaging is certified to include a    |       |     |
       |    minimum of 50% post-consumer recycled  |       |     |
       |    material.                              |       |     |
       |                                           |       |     |
0045   | 8470-00-141-0936                          |    12 | EA  | 150.00
       | Field Service Kit                         |       |     |
       | P/N: FSK-23-00723                         |       |     |
       |                                           |       |     |
       | This article conforms in all respects to  |       |     |
       | the following contract clauses:           |       |     |
       | @INCLUDE: CFC-Free                        |       |     |
       | @INCLUDE: Recyc-Pkg                       |       |     |
       |                                           |       |     |
```

Figure 5. Definition and use of named text blocks.

The example in Figure 5 shows how to share text blocks by giving them names. Items 0043 and 0044 define a small block of text included after the description. The line above the text, e.g. “**@TEXT: CFC-Free**” assigns an identifier to the text block so that it can be used by other items. This identification line is removed when the items are transferred to the shipping document.

Item 0045 shows how a named text block is used. It includes both of the text blocks created in items 0043 and 0044, following a section of unnamed text. When the item is drawn it would appear as follows:

```
      |                                          |
 0045 | 8470-00-141-0936                         |
      | Field Service Kit                        |
      | P/N: FSK-23-00723                        |
      |                                          |
      | This article conforms in all respects to |
      | the following contract clauses:          |
      |    This article was manufactured with CFC-|
      |    free materials and processes.         |
      |                                          |
      |    Packaging is certified to include a   |
      |    minimum of 50% post-consumer recycled |
      |    material.                             |
      |                                          |
```

Figure 6. Example of text blocks after processing.

Named text blocks can appear anywhere in the Master document, before or after items that use them. More than one text block can be defined in an item. Each is simply preceded by its own **"@TEXT: Text-ID"** identification line.

Text blocks can also be defined as a group at the very end of the Master document as shown below in Figure 7. The first one must be preceded by the "**@DEFINITIONS"** operator so as to separate them from the last item.

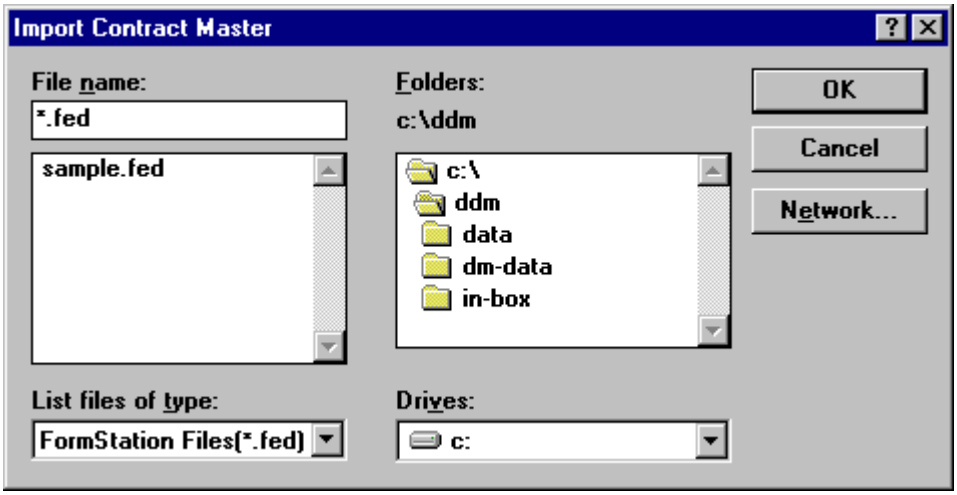
```
Item # |      Stock/Part No. / Description        |   Qty |Unit | Price
-------|-------------------------------------------|-------|-----|-------
       |                                           |       |     |
0043   | 8470-00-141-0443                          |    12 | EA  | 100.00
       | Operators Manual                          |       |     |
       | P/N: MAN-23-00553                         |       |     |
       | @INCLUDE: CFC-Free                        |       |     |
       |                                           |       |     |
       |                                           |       |     |
       | @DEFINITIONS                              |       |     |
       |                                           |       |     |
       | @TEXT: Recyc-Pkg                          |       |     |
       |    Packaging is certified to include a    |       |     |
       |    minimum of 50% post-consumer recycled  |       |     |
       |    material.                              |       |     |
       |                                           |       |     |
       | @TEXT: CFC-Free                           |       |     |
       |    This article was manufactured with     |       |     |
       |    CFC-free materials and processes.      |       |     |
       |                                           |       |     |
```

Figure 7. Definition of text blocks following last item.

Importing a DD-FormStation Document

To create a new Master from an existing DD-FormStation document, start by selecting the **Contract>New** command on the main menu. Then select **Import from DD-FormStation** from the menu and press **[Ok]**.

An Import Contract Master dialog will be presented with a list of the DD-FormStation document files found in the DD-Master In-Box directory. If the file to be imported is not there, use the browse feature in the dialog to locate the correct one. Since it can be difficult to identify DD-FormStation documents by their filenames, it may be best to start by using the DD-FormStation to first locate the document and look at its Document Details dialog. The name of the file will be shown in the Doc File field. From DD-FormStation, the file can be exported to the DD-Master In-Box, a common network directory, or to a floppy disk for importing into DD-Master.



Once a document file has been selected, DD-Master will open it and display the document's Contract and Order numbers as well as the type of form it is. If this is the desired document, press **[Ok]** to accept it. If not, pressing the **[Browse]** button will allow you to look at another file.

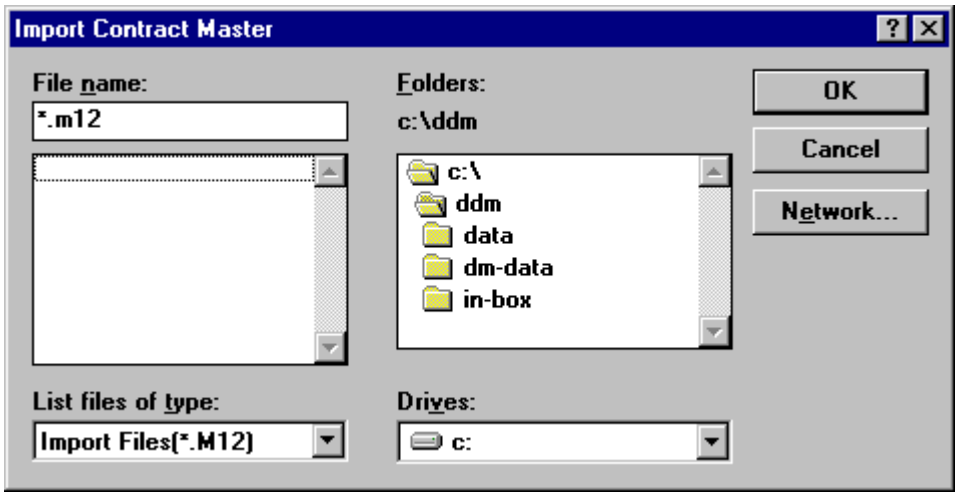
If the import file is accepted, the Add New Contract dialog will be presented, with the Contract and Order Numbers and the Form Type of the import form. Generally speaking, these two numbers will be the PIIN and SPIIN of a contract. However, these two numbers can be whatever you want to use to identify the contract, such as a subcontract or purchase order number. The Contract Number is limited to 25 characters and the Order Number to 10 characters. DD-Master will check to see that the Contract and Order number are not already in the system. If they are, you must either delete the pre-existing contract, or change the way the imported one is stored by altering its Contract or Order Number.

Once the imported file has been logged into the system, it may be viewed by using the **Master>View** menu command.

Importing a Contract in Plain-Text Format

Master Documents may be imported in plain-text files using the M12 format. This allows contract data contained in other business and manufacturing systems to be downloaded into the DD-Master. Refer to the M12 File Specification section for information on creating these files.

To create a new Master from a plain text file, start by using the **Contract>New** command on the main menu. Then select **Import Master From: Text File [M12]** from the Create New Contract Master dialog and press **[Ok]**.



An Import Contract Master dialog will be presented with a list of the M12 files in the DD-Master In-Box directory. If the file to be imported is not there, use the browse feature in the dialog to locate the correct one. Once an import file has been selected, DD-Master will open it and display the document's Contract and Order numbers as well as the type of form it is. If this is the desired document, press **[Ok]** to accept it. If not, pressing the **[Browse]** button will allow you to look at another file.

If the import file is accepted, the Add New Contract dialog will be presented with the Contract and Order Numbers and the Form Type of the import form. Generally speaking, these two numbers will be the PIIN and SPIIN of a contract. However, these two numbers can be whatever you want to use to identify the contract, such as a subcontract or purchase order number. The Contract Number is limited to 25 characters and the Order Number to 10 characters. DD-Master will check to see that the Contract and Order number are not already in the system. If they are, you must either delete the pre-existing contract, or change the way the imported one is stored by altering its Contract or Order Number.

Once the imported file has been logged into the system, it may be viewed by using the **Master>View** menu command.

Serial Number Processing

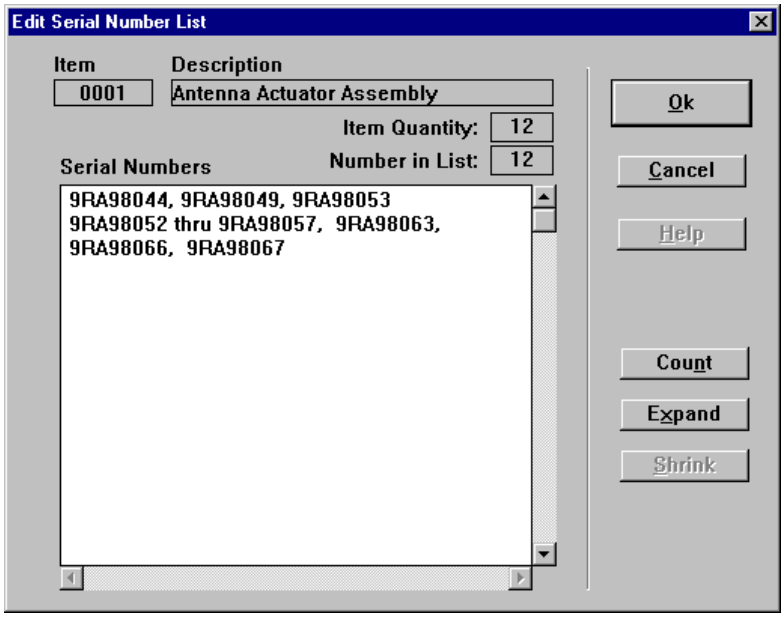
Serial numbers can be incorporated into shipping documents at four distinct stages during document preparation, depending on at what point they are available to the user:

Entered on Master. In the rare cases where the serial numbers are predetermined, they can be entered into the Master.

During Shipment Draw. Pressing the **[Edit Serial Numbers]** button when drawing an item will present the Edit Serial Number List dialog into which the numbers can be entered. Lists can be entered manually or pasted from another application via the cut and paste Windows command. To help ensure accuracy, the list of serial numbers is counted and compared with the quantity to ship. If a quantity has not yet been entered, the serial number count will be entered automatically.

Included from a File. This is method allows large numbers of serial numbers to be imported during the shipment draw process. This is particularly useful when the serial numbers come from sources such as barcode scanners or QA databases.

Entered into Document. Serial numbers can be entered into the shipping document if not known at the time it is drawn from the Master.



A contract Master does not require any special setup to allow serial numbers to be entered during the draw process. DD-Master will place them immediately following the line item description, below the part number line. However, placing the label “S/N:” on a line by itself in the line item description will do two things: 1) It will allow the user to control where the serial numbers are placed in the line item when it is created, and 2) it will also prompt DD-

Master to remind the user that serial numbers are required. If they are not entered at this point, the “S/N:” label will be transferred to the shipping document as a further reminder that serial numbers should be entered for the item.

Serial Number Lists

DD-Master can handle lists of serial numbers that appear individually in any order and may include ranges of numbers. They are entered into the Edit Serial Number List dialog when an item is selected for shipment, by pressing the **[Edit Serial Numbers]** button found on the Line Item To Ship dialog. Individual numbers can be separated by spaces, commas or placed on individual lines.

Ranges of serial numbers are separated by either a dash or the word “thru” with a space on either side. Examples of acceptable styles of serial numbers in a list are:

WDG01018, WDG01019 WDG01022
WDG01025
WDG01026, WDG01029 - WDG01035
WDG01044 thru WDG01049

Lists can be entered in any desired order and will be transferred to the shipper in the order entered. DD-Master will place them as compactly as possible into the shipper, separated by commas. The list processor will count the items in the list and warn the user if it does not match the quantity to be shipped.

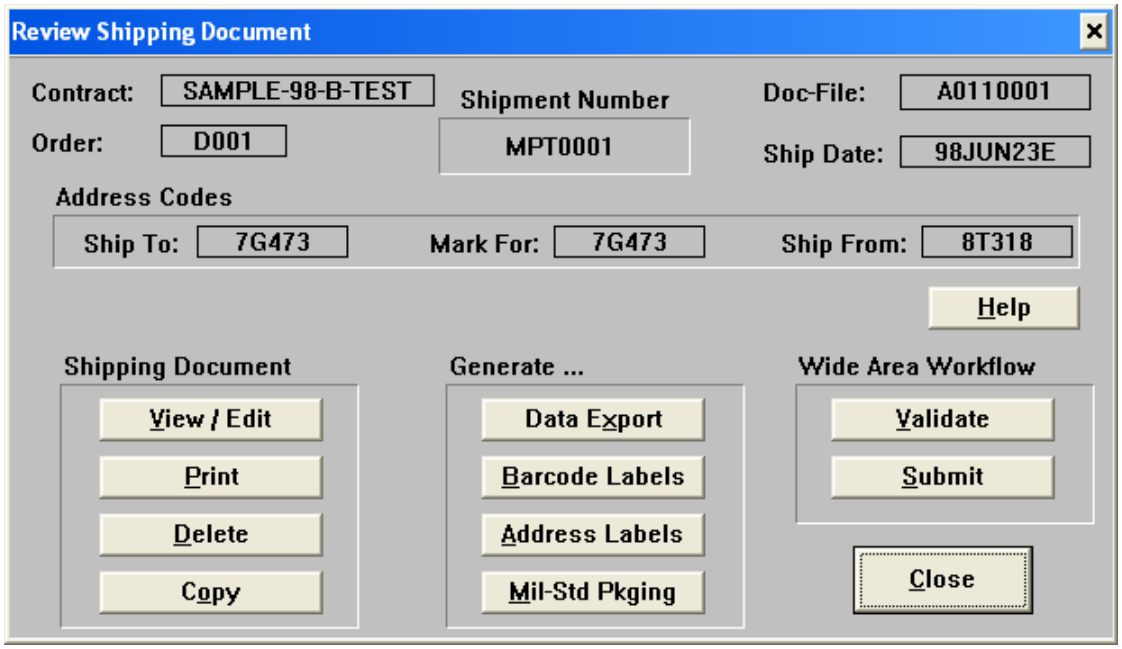
Ranges of serial numbers can be properly interpreted and counted as long as they meet two criteria. They must be no more than twenty-five (25) characters in length, and the incremented part must be at the end of the string. The remainder can be composed of any other characters. For example: WIDGET030018; 351-135155; A-020535; 01-BETA-01235.

Reviewing Past Shipments

Shipping documents created by DD-Master are saved until the contract is closed. Once the contract is closed, they are archived off of the system. Using the Review command on the main menu can retrieve previous shipments. If the desired contract is not already open, this must be done first using the **Contract>Open** command.

The Review command brings up a list of the shipments made against the contract. Simply choose the one you want and either double-click on it or press the **[Select]** button.

The Review Shipping Document dialog will be displayed. From there the shipping document can be viewed, edited, printed, exported or used to generate barcode labels or EDI transactions.



Multi-User Capability

DD-Master's modular design allows its various functions to be performed by different people sharing the information in the contract database. One person can develop and maintain contract Masters while others ship from them, and still others generate reports on demand. Its design will also allow DD-Master to limit the functions that individual users are allowed to perform in order to maintain tighter control over contract shipments.

Shipping data and documents can be shared with other systems for purposes such as barcode labeling and updating contract and accounting databases. DD-Master has built-in linkages for easy generation of plain-text export files and EDI transaction files. Documents can be shared directly with DD-Master and DD-FormStation and can automate barcode label generation by connecting with Mil-Pac's Std-Barc Mil-Std 129 barcoding system.

Sharing Documents with Others

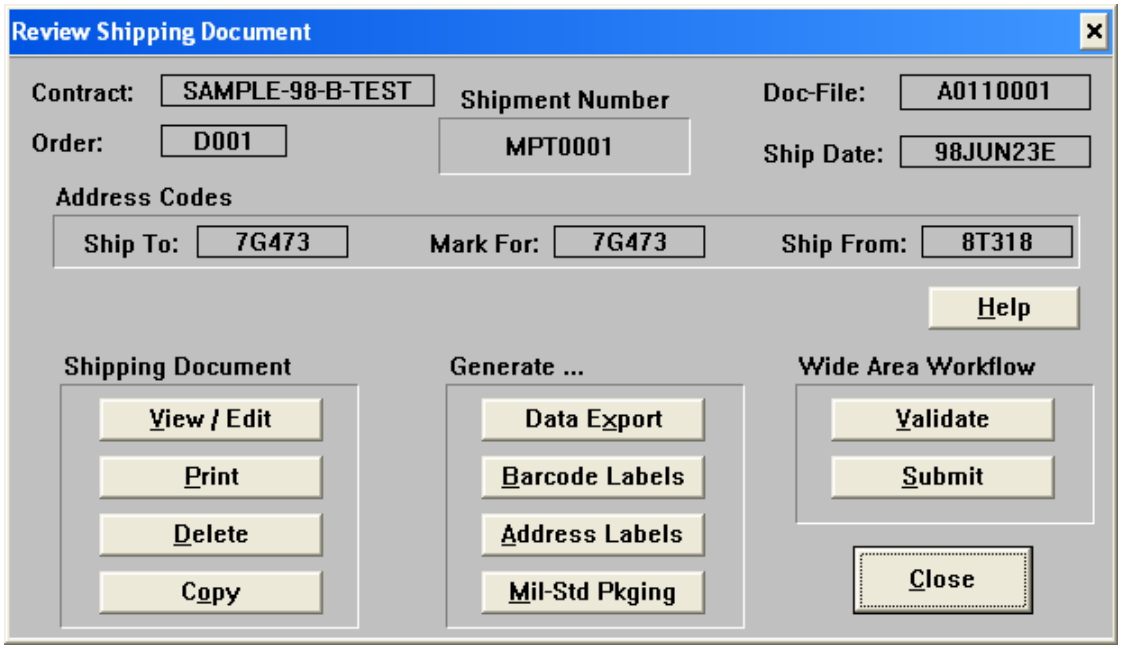
The data contained in DD-Master documents such as DD250s can be shared with other external systems. This data can be used to create barcode labels, advise accounts receivables systems, and update databases. DD-Master has built-in linkages for easy generation of plain-text export files, EDI transaction files and Mil-Std 129 barcode labels. Buttons for these functions are found on the Review Shipping Document dialog.

DD-Master uses plain-text files to supply other applications with data from documents created by it. The M12 export file is a plain unformatted text file using field names to delimit the data. Refer to the M12 File Specification for a description of the file format. Other export formats may be available; contact Mil-Pac Technical Assistance for information.

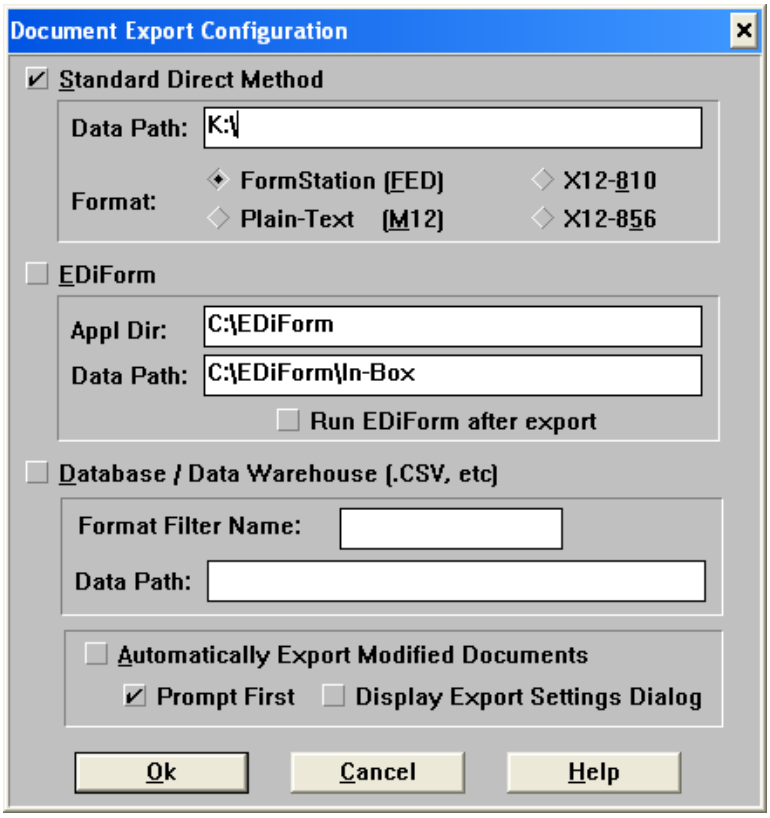
The first step in exporting data is to determine a network directory that is accessible to DD-Master and each of the applications that might use the data. Enter this location into the ***Direct Method Path*** and set the ***Format*** to "Plain-Text File".

Next, determine if document passing will occur manually (by clicking on a dialog button) or automatically whenever a document is changed. Automatic exporting is enabled within the Document Export Configuration dialog.

Should you choose to export documents manually, use the **[Data Export]** button on the Review Shipping Document dialog to export the currently selected document:

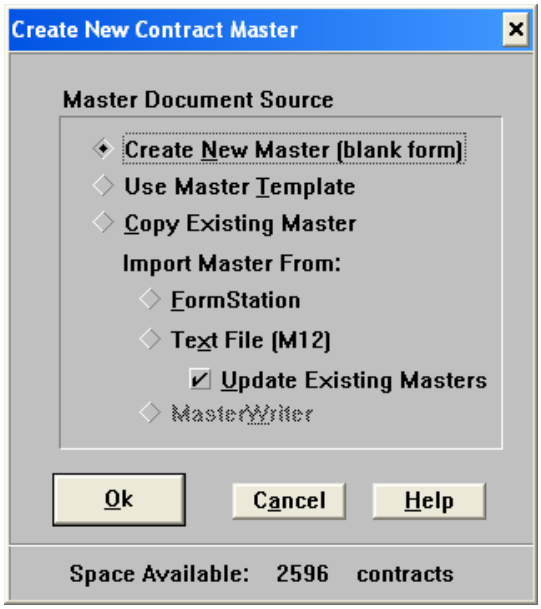


The Document Export Confirmation dialog will be presented so the destination and format of the export file can be modified or simply confirmed:



Guide to DD-Master Menus & Dialogs

Create New Contract



After selecting the **Contract>New** command on the main menu, the Create New Contract Master dialog will be presented. From here, choose one of the following methods for creating a new Master:

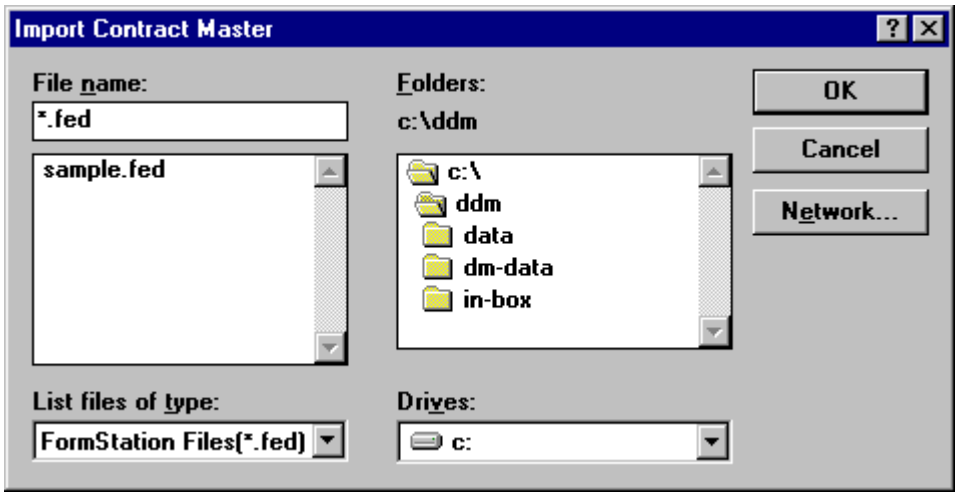
Create New Master: Allows the user to create a Master from a blank form.

Use Master Template: Creates a new Master from the Master Template. Refer to the section titled "Creating a Master Template" for instructions on how to create a Master Template.

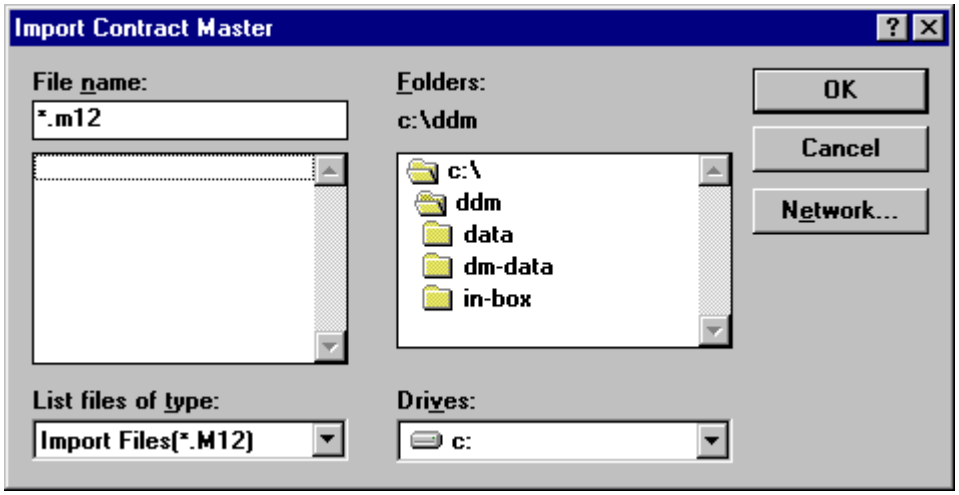
Copy Existing Master: Allows the user to copy an existing Master to create a new Contract Master.

Import From:

DD-FormStation - Imports a Master from an existing DD-FormStation form:

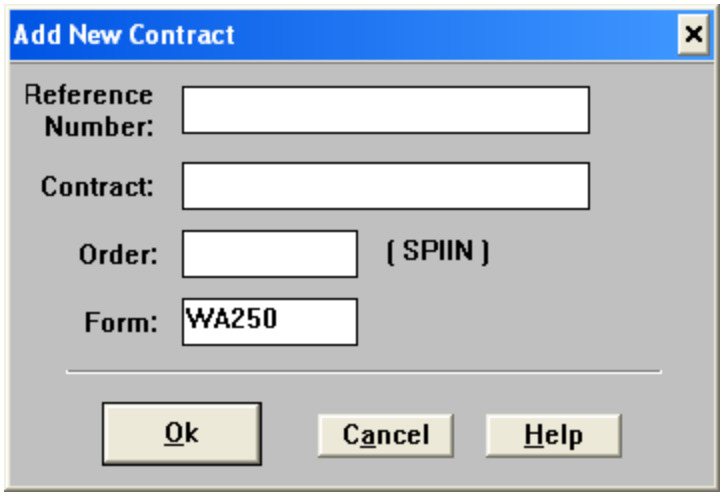


Text File (M12) - Creates a new Master from a text file that is in M12 format:



Add New Contract

Once you have chosen the document source from the Create New Contract Master dialog, the Add New Contract dialog is presented. This is the point where a new contract is logged into the system and given a unique identifier by the user.



Dialog Fields

Reference Number is an internal number that would be helpful in locating a particular DD250. Sometimes DD-Master users use a sales order number or commonly-understood contract name.

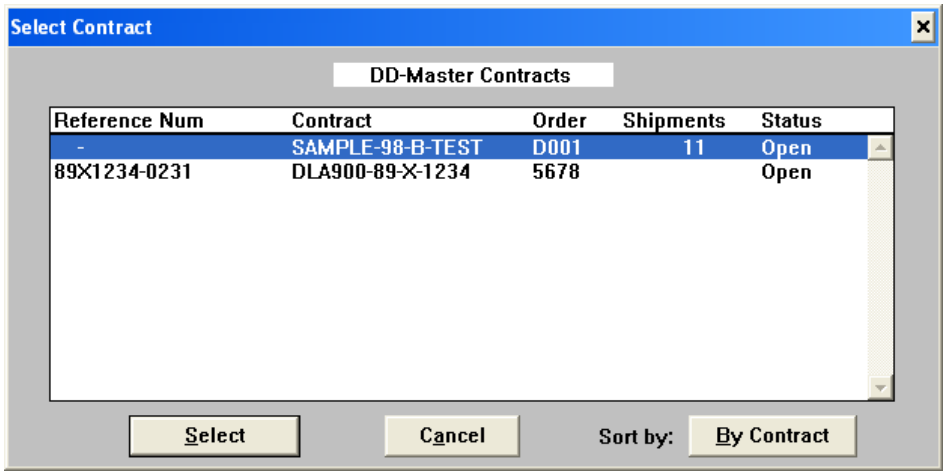
Contract Number is the identifier by which a contract is stored. For DD250s this number is associated with the contract's PIIN (block 1). However, this can be whatever you want to use to identify the contract, such as a subcontract or purchase order number. The Contract Number is limited to 25 characters.

Order Number is a supplementary identifier of the Contract Number, identifying a unique instance of the contract. For DD250s this number is generally the delivery order number, associated with the SPIIN (block 1). The Order Number is limited to 10 characters. This field is optional.

Form Type indicates the type of form, such as DD250 or DD1149, to use when creating shipping documents.

Open Contract Master

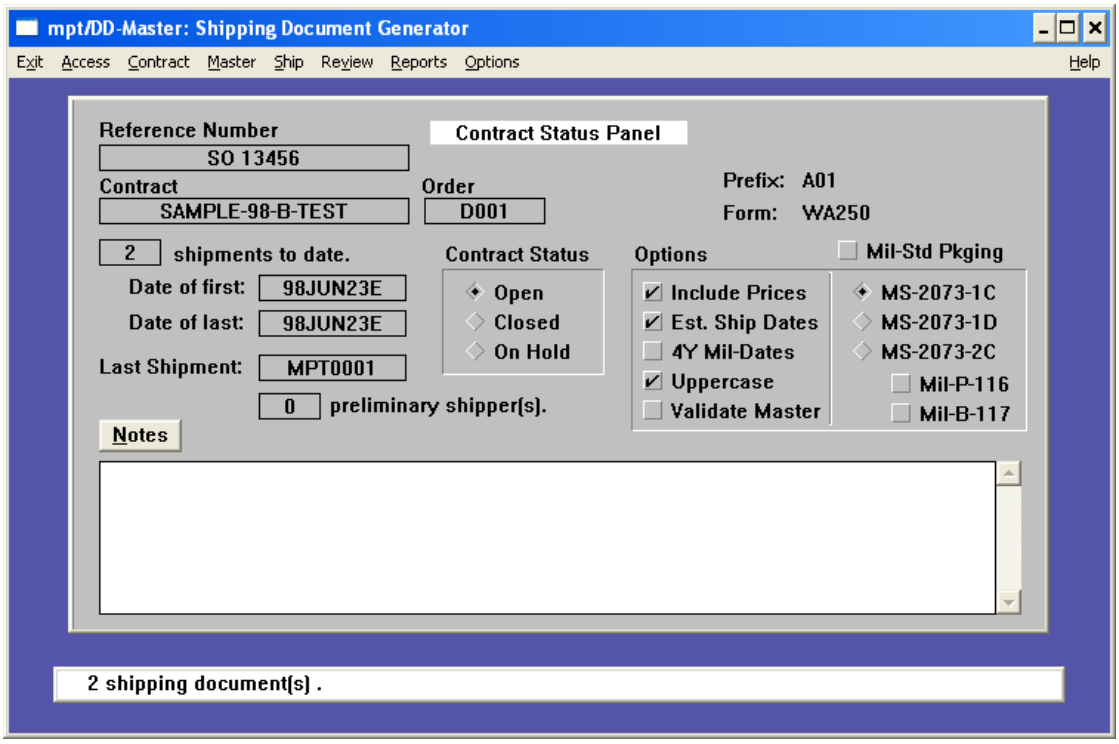
After selecting the **Contract>Open** command on the main menu, the Select Contract dialog will be presented. From here, choose one of the existing contracts to open by either double-clicking the contract or clicking once to highlight and then clicking the [Select] button:



Note that you can change the sort order by clicking the button beside the words “Sort by”.

Contract Status Panel

Once you create a new contract or open an existing contract, DD-Master displays the Contract Status Panel. The Contract Status Panel provides information about the contract and makes available more main menu options necessary to manage the contract and shipments.



Reference Fields

Reference Number, Contract Number, Order, and Form fields show the data entered when the Contract was created.

Prefix is a sequential counter that DD-Master uses to distinguish shipment files from different contracts. This information is useful when seeking technical support from Mil-Pac Technology, but is not required for day-to-day operations.

Shipments to date is the number of shipments that have been made against this contract.

Date of first and Date of last the dates of the earliest and latest shipments that have been made.

Last Shipment is the shipment number of the latest shipment made.

Preliminary shipper(s) indicates how many Preliminary Shippers currently exist for this contract.

Contract Status indicates the current contract status.

Include Prices determines if unit and extended prices of items will be transferred to shipping documents drawn from the Master. This allows pricing information to be included with the Master for reporting purposes, without revealing it on shipping documents.

Est. Ship Dates appends an 'E' to the Ship-Date field of shipping documents where applicable.

4Y Mil Dates uses four digits for the year on military style dates, e.g. 2000JAN01.

Uppercase forces all documents to uppercase.

Validate Master - Determines if the Master is properly formatted, to ensure that it can be used as a source for shipping and/or reporting.

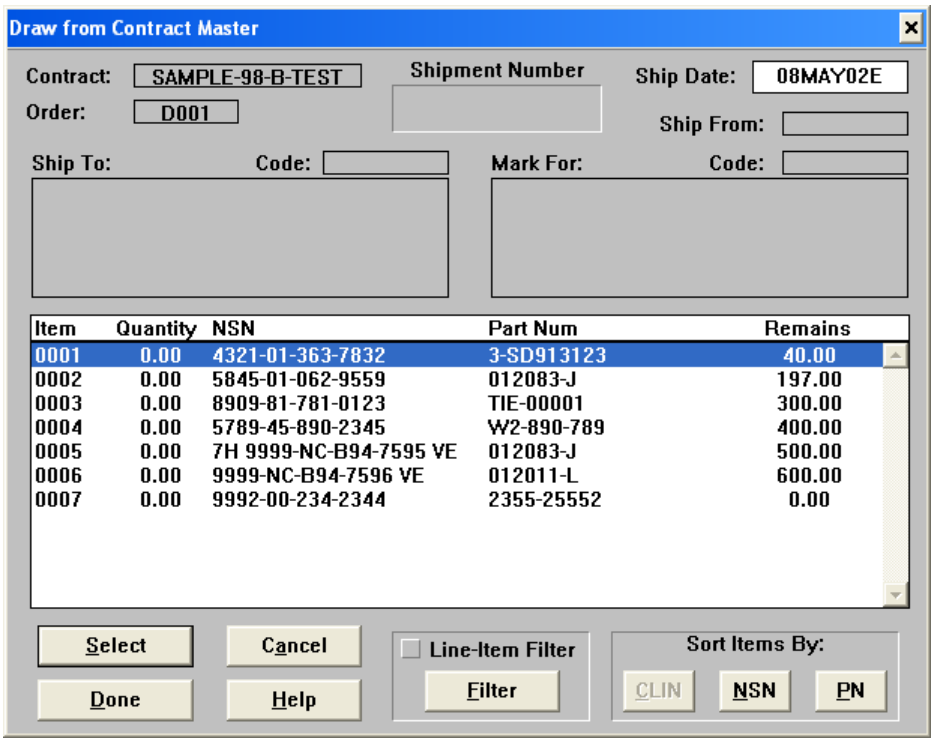
Mil-Std Pkging – enables Mil-Std-2073 packaging support for the contract.

MS-2073-xx fields determine the version of Mil-Std 2073 that is referenced.

Notes button and field allow users to add free-text notes to the contract.

Draw from Contract Master

The Draw from Contract Master dialog allows the user to create shipping documents for the currently open contract. The Master document for the contract is used as a template. To open a contract, use the **Contract>Open** command from the main menu. For instructions on how to create a Master document, please refer to the *Creating a Master Document* chapter in the DD-Master Tutorial section.



When the dialog is accessed, some of the fields such as the shipment number and address blocks will be blank. Selecting the first item for shipment determines this information, which will be filled in at that point. After selecting the first item, the list of items to ship may be reduced by the actions of the Item Filter, which pares the list down to just those items with the same Ship-From, Ship-To, and Mark-For addresses as the first item. Pressing the **[Show All]** button (the **[Filter]** button changes to read **[Show All]** when it is clicked on) turns the filter off.

The Item Filter excludes those items with zero remaining units to be shipped. Pressing the **[Filter]** button to activate it before the first item is selected will reduce the list of items to just those remaining to be shipped.

Reference Fields

The following fields display information about the shipment. None of them can be changed directly.

Contract & Order numbers refer to the identification given to the contract when it was established in DD-Master. Generally speaking, these will correspond to the PIIN and SPIIN found on the shipper.

Shipment Number is the sequential number proposed for this document. It is assigned based on the Ship-From address of the first item selected for shipment. This field cannot be changed, but before the shipping document is created the user

will be prompted to confirm or modify the shipment number by the Confirm Shipment Number prompt.

Doc File is the filename that the document is stored as. The file's extension, ".FED", is not shown. The document can be found in the Data Directory defined in General Configuration Options. This field will be empty initially.

Ship From is the CAGE code of the address from which the shipment shall originate.

Ship To Code is the CAGE code of the address to which the shipment will be addressed.

Mark For Code is the CAGE code of the individual or activity to which the shipment will be consigned.

Item Filter indicates that the Item Filter is active. It can be turned on and off by pressing the **[Item Filter / Show All]** button.

Dialog Fields

Ship Date is the shipping date proposed for this shipment. It defaults to the current system date, but can be changed now, or after the shipping document is created. The use of 4-digit years and the estimated ship date indicator ('E') is controlled by settings in the General Configuration Options.

Item List contains a complete list of the line items defined in the contract Master. The order in which the items appear can be changed by pushing one of the **[Sort Items By]** buttons described below. A number in the Quantity column indicates that the item has been selected for shipment.

Dialog Buttons

[Select] brings up the Line Item To Ship dialog for the item highlighted in the list. Double-clicking on the item will do the same thing. This is the method for designating items to be shipped.

[Done] indicates that all items to be shipped have been designated. A shipping document will now be created.

[Cancel] aborts the shipment. There is no effect on the contract status. The proposed shipment number will be recycled.

[Item Filter / Show All] turns the Item Filter on and off, respectively. The box above the button will be checked if the Item Filter is active.

Item Sort Order changes the current sorting order for the item list to one of the following:

[CLIN] - sorts items by Contract Line Item Number

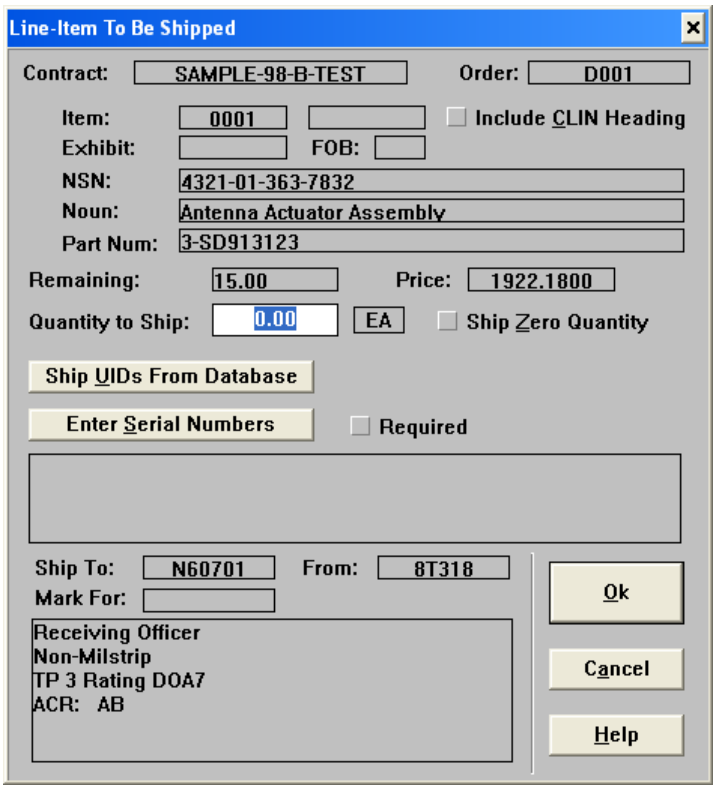
[NSN] - sorts items by National Stock Number

[PN] - sorts items by manufacturer's Part Number

The default sorting order is set in the General Configuration Options.

Line-Item To Be Shipped

The Line-Item To Be Shipped dialog is invoked when an item is selected for shipment from the Draw from Contract Master dialog:



Reference Fields

The following fields display information about the shipment. None of them can be changed from this dialog.

Contract & Order numbers refer to the identification given to the contract when it was established in DD-Master. Generally speaking these will correspond to the PIIN and SPIIN found on the shipper.

Item, NSN, Noun and **Part Num** identify the selected line item.

Price is the Unit Price of the item, if provided on the Master.

UOI is the Unit of Issue as it will appear on the shipper when drawn.

Remaining is the total number of this item (in UOI units) that is yet to be shipped.

Serial Numbers Required is checked if “S/N:” was found in the Master description of the line item.

Dialog Fields

The following fields can be accessed and edited by the user.

Quantity is completed by the user to indicate the number (in UOI units) to be shipped in this shipment. A warning will be given if this exceeds the **Remaining** quantity. If the user chooses to exceed the remaining quantity, the item will show as over-shipped until the Master is updated to reflect an increased requirement.

A non-zero quantity has to be entered in order for the item to appear on the shipper. If a zero quantity really is desired, make that change to the shipper itself. The contract status will reflect the quantity as found on the actual shipper.

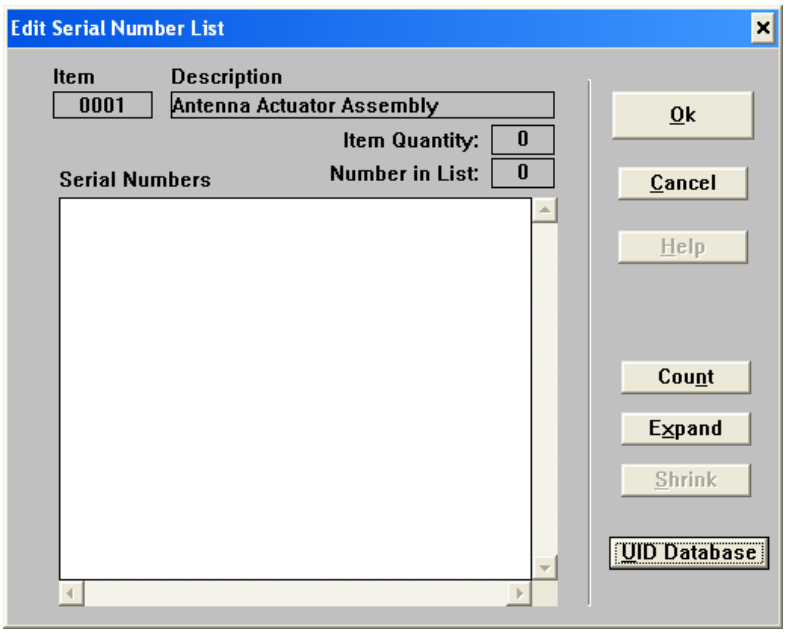
Ship UIDs from Database allows the user to select UIDs to attach to the shipment from a database of available UIDs. See the section on titled *Ship UIDs from Database* on page 63.

Serial Numbers can be entered into this field, or into the shipper itself after it is created.

Edit Serial Number List

The **Edit Serial Number List** dialog allows the user to enter lists and ranges of serial numbers associated with an item. It is accessed when creating a new shipment by pressing the **[Edit Serial Numbers]** button on the Line Item To Ship dialog.

This section describes the fields and buttons on this dialog.



Dialog Fields

Item Quantity is the number of parts to be shipped as indicated by the Quantity field on the Line Item To Ship dialog.

Number in List is the number of serial numbers counted by the serial number processor, including those implied by any ranges of numbers. This number is updated when coming into and leaving this dialog. Use the **[Count]** button to check on the count while editing the list.

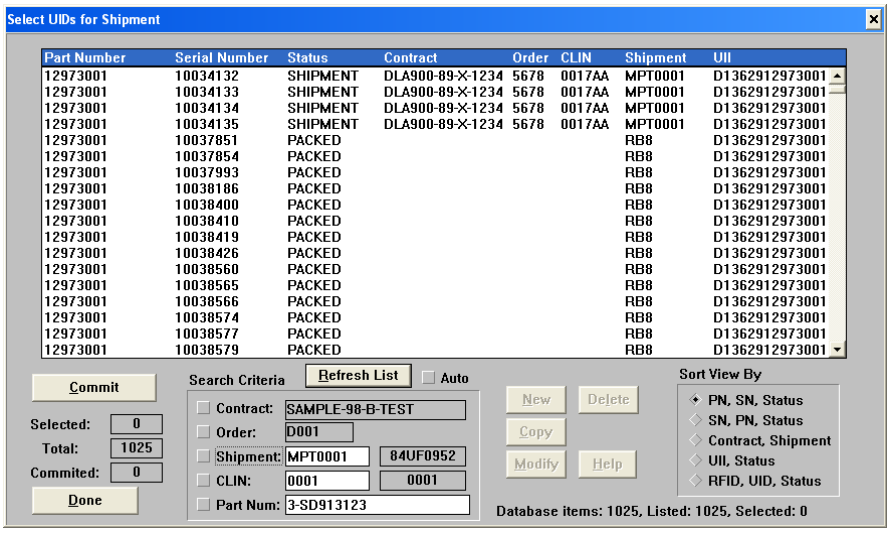
[Count] counts the serial numbers in the list, including any ranges, and updates the **Number in List** field.

[Expand] converts ranges into discrete list of numbers. *(This feature is not yet implemented.)*

[Shrink] sorts the list after expanding any ranges. It then reduces the list by creating ranges wherever possible. The result is the smallest possible ordered list. *(This feature is not yet implemented.)*

Ship UIDs from Database

The **Ship UIDs from Database** dialog allows the user to select UIDs to add to the current shipment. It is accessed when creating a new shipment by pressing the **[Ship UIDs from Database]** button on the Line Item To Ship dialog.



This section describes the fields and buttons on this dialog.

Dialog Fields

Search Criteria filters the list of available UIDs to a list matching entered criteria. When this dialog is first displayed, the search criteria is automatically set to match the selected line item, including Contract, Order, CLIN, and Part Number. Change the list of displayed UIDs by changing the search criteria. Change the search criteria by checking and un-checking the search criteria checkboxes and by changing the data in the Shipment, CLIN, and Part Number fields.

Auto (Search Criteria) refreshes the displayed list of UIDs immediately when search criteria are changed. Unchecking Auto would require the user to click the **[Refresh List]** button to display the UIDs.

Refresh List (Search Criteria) displays UIDs with the defined search criteria. Clicking this button is necessary when the Auto checkbox is un-checked.

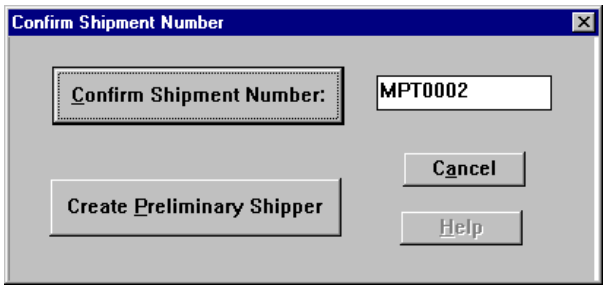
Sort View By changes the sequence in which UID records are displayed.

Commit adds highlighted UIDs to the current line item for the current shipment.

Done exits the UID screen and returns to the Line Item To Ship dialog.

Confirm Shipment Number Dialog

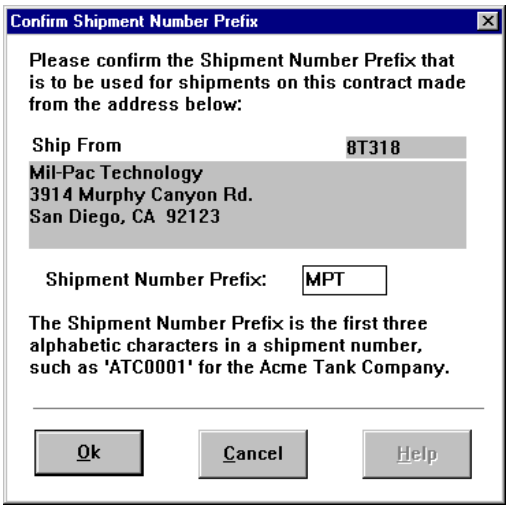
The **Confirm Shipment Number** dialog is invoked each time a shipment number is about to be assigned to a shipment created by the Draw From Contract Master process. The Shipment Number Log keeps track of the sequential shipment numbers for each contract. A separate sequence is maintained for each address that is shipped from. Each time a new shipment sequence is started the three letter prefix is presented by the Assign Shipment Number Prefix dialog for confirmation or alteration.



The sequence number automatically assigned can be overridden by typing a new value into the dialog field. DD-Master will assume that this is an attempt to reset the Shipment Number Log for the contract and will ask if that is the intended action. A positive reply will make the revised shipment number the last one in the sequence, and the next shipment will be assigned a shipment number that is greater by one (i.e.: If the current shipment number is MPT0001, the next one will be assigned MPT0002). A negative response allows this shipment number to be used for the current shipment without affecting the number that will be assigned to the next shipment number.

Assign Shipment Number Prefix

The **Assign Shipment Number Prefix** dialog is encountered the first time a shipment is made from a Ship-From address. It allows the user to assign the three character alpha prefix for shipment numbers, such as MPT0001.



A shipment number is composed of a three alpha character prefix and a four-digit numeric sequence number. The three character alpha prefix is controlled and assigned by the prime contractor, such as the *MPT* in *MPT0001*. The shipment number prefix must be different for each Ship-From address and should remain constant throughout the life of the contract/ order. DD-Master maintains a log of shipment numbers used for each contract. A separate sequence is for each Ship From address, per the DD250 usage regulations stated in the DFARs:

> The prime contractor shall control and assign the shipment number prefix. The shipment number shall consist of three alphabetic characters for each "Shipped From" address (Block 11). The shipment number prefix shall be different for each "Shipped From" address and shall remain constant throughout the life of the contract. The prime contractor may assign separate prefixes when shipments are made from different locations within a facility identified by one "Shipped From" address.
>
> Number the first shipment 0001 for shipments made under the contract or contract and order number shown in Block 1 from each "Shipped From" address, or shipping location within the "Shipped From" address. All subsequent shipments with the identical shipment number prefix shall be consecutively numbered. Use alpha-numeric serial numbers when more than 9,999 numbers are required. Serially assign alpha-numeric numbers with the alpha in the first position (the letters I and O shall not be used), followed by the three position numeric serial number.

Dialog Fields

Ship From Point is the address and CAGE/FSCM code for which a new prefix is being requested. (Read only)

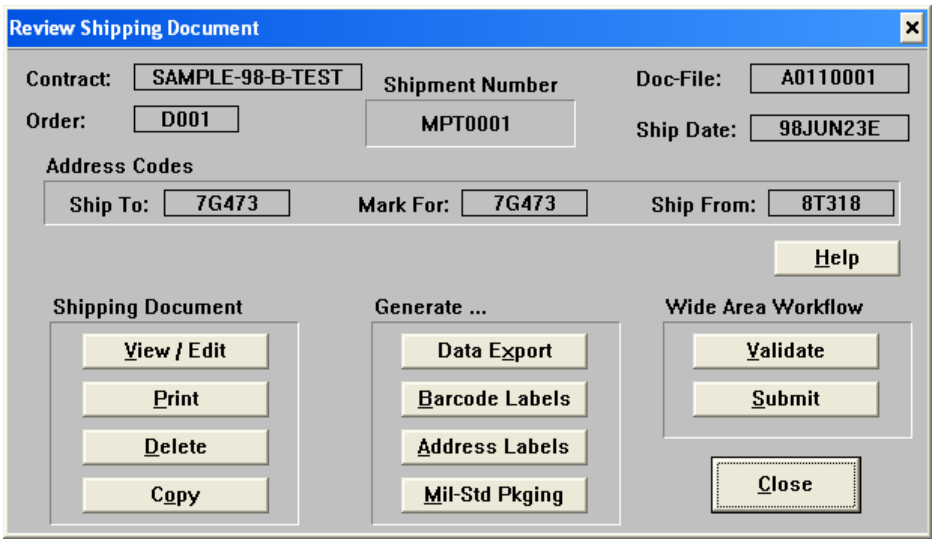
Shipment Number Prefix is the three character alphabetic prefix to be used for the **Ship From** address shown. Enter any three characters from A to Z, except the letters I and O.

Review Shipping Document

The **Review Shipping Document** dialog allows access to previously created shipments so that the shipping document can be viewed, edited, printed, exported or used to generate barcode labels and EDI transactions. This dialog appears after creating a new shipper (see *Making a Shipment*) or after retrieving a previously created one (see *Reviewing Past Shipments*).

The CAGE codes for the Ship-To and Mark-For addresses are displayed as found in the shipment history.

To exit this dialog, be sure to use the **[Close]** button, not the ☒ in the upper right hand corner of the screen.



Reference Fields

The following fields display information about the shipment. None of them can be changed directly.

Contract & Order numbers refer to the identification given to the contract when it was established in DD-Master. Generally speaking these will correspond to the PIIN and SPIIN found on the shipper.

Shipment Number is the sequential number given to this document.

Doc File is the filename that the document is stored by. The file's extension, ".FED", is not shown. The document can be found in the Data Directory defined in General Configuration Options.

Ship Date is the shipping date extracted from the shipping document, if applicable. Otherwise, it is the date the document was created.

Address Codes:

Ship To is the CAGE code of the address to which the shipment was addressed.

Mark For is the CAGE code of the individual or activity to which the shipment was consigned.

Ship From is the CAGE code of the address from which the shipment originated.

Dialog Buttons

The following buttons perform operations on the currently selected document.

[View / Edit] invokes the FormEditor with the current document. Changes made to the document are incorporated in the contract history.

[Print] prints a copy of the document.

[Delete] deletes the document from DD-Master. This does not affect the shipment number sequence, nor does it affect the shipment history, unless a contract status reconciliation is performed. Care should be taken when deleting shippers.

[Data Export] creates a copy of the document for use by another software application, in plain-text, EDI or DD-FormStation format, and places the file in the directory/location indicated by the user. The action to be taken is presented to the user for adjustment or confirmation in the Document Export Confirmation dialog. The default operation of this button is set in the Document Export Configuration dialog.

[Barcode Labels] creates an export file for use by a barcode labeling software, such as Mil-Pac's Std-Barc. The operating characteristics of this button are determined by the settings in the Barcode Labeling Options dialog.

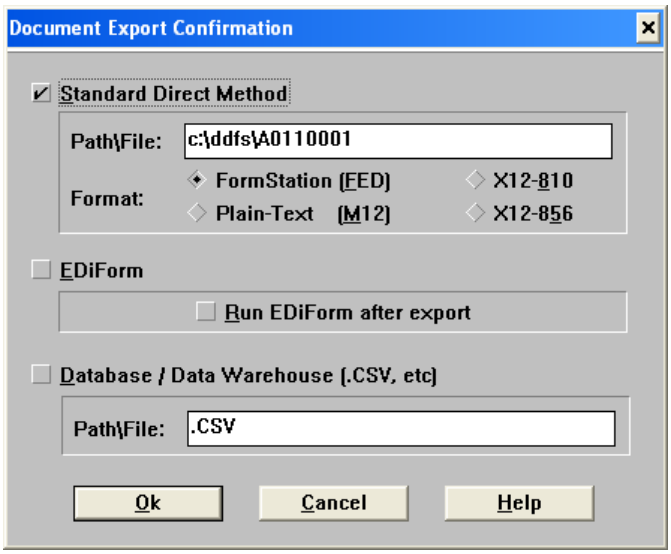
Address Labels – *This feature is not yet implemented*

Mil-Std Packaging – *This feature is not yet implemented*

Document Export Confirmation

The **Document Export Confirmation** dialog occurs whenever a document is about to be exported from the document database. It allows the user to modify the method, format

and/or destination of the export file before the export is allowed to occur. The default values displayed in these fields are established in the Document Export Configuration dialog. Changing them here affects only the export of this document, not the default values themselves. Should you wish to perform a number of ad hoc exports to a location other than the default path, the easiest approach is to temporarily change the Document Export Configuration (responding No when asked to save it), prior to performing the exports.



This dialog is invoked as a confirmation whenever the currently selected document is exported.

Dialog Fields

Export Method determines how this document is to be exported:

Standard Direct Method creates a copy of the document file in the location defined in the Standard Out-Box Path field below. This option is used when documents are generally sent to only one location.

EDiForm is an obsolete feature and included only for backwards compatibility.

Database / Data Warehouse outputs data in a columnar file with each record on a separate line and each field on the line separated by commas.

Path\File is the drive\subdirectory and filename to which this exported document will be created.

Format determines the type of file created by the export process.

DD-FormStation Doc (.FED) is the file type used by the FormEditor, and should be used when sending a document to another DD-FormStation.

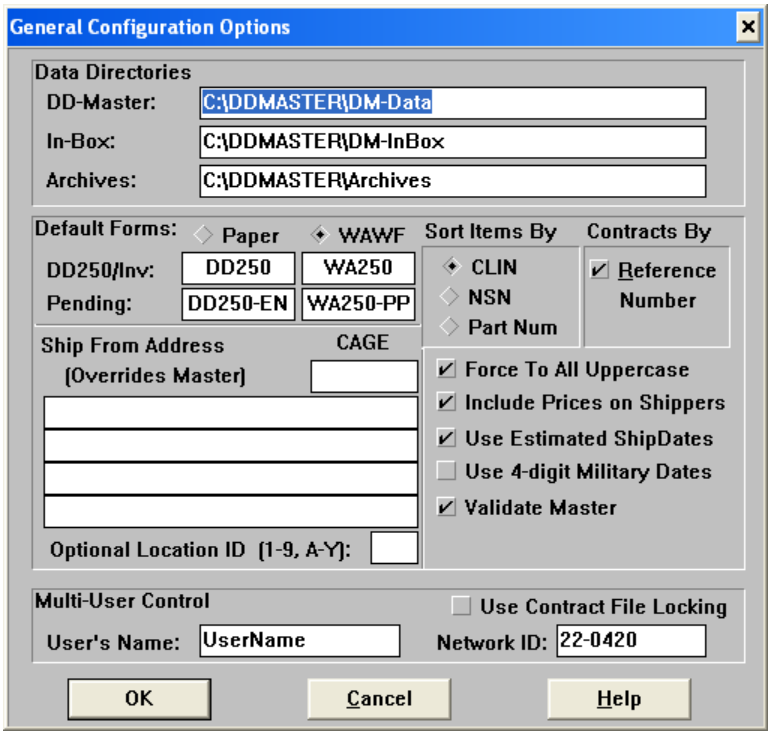
Plain-Text Flat-File (.M12) is a plain ASCII file, using field names to delimit the data. This format is used when the document is to be read by other applications. Refer to the M12 File Specification for a description of this file format.

X12-810 is an ANSI-X12 Commercial Invoice document format for Electronic Data Interchange (EDI). This format is used to transmit a DD250 as an invoice to the payment office.

X12-856 is an ANSI-X12 Ship Notice document format for Electronic Data Interchange (EDI). This format is used to transmit a DD250 to the DCMR for acceptance. This electronic format is designed to replace the distribution of some paper copies of the DD250.

General Configuration Options

The **General Configuration Options** dialog contains a number of fields which affect the general operation of DD-Master. This dialog is accessed with the main menu **Options>General** command.



Dialog Fields

Data Directories:

DD-Master is the drive\subdirectory that the document and contract status files are stored in. For normal installations this will be the **C:\DDMASTER\DM-DATA** folder. It can also be a shared directory on a Local Area Network (LAN) accessible by other DD-Master users.

In-Box is the drive and sub-directory from which DD-Master will import new Contract Masters.

Archives is where DD-Master stores archived Contracts.

Default Form is the type of form suggested whenever a new contract is created. This is the default value for that field, which can be changed at the time the contract is being created.

Pending Form is the type of form printed for pending shipments.

Sort Items By is the default method of sorting line items displayed in Draw From Contract Master:

CLIN: Contract Line Item Number

NSN: National Stock Number

Part Num: Manufacturer's Part Number

Sort Contracts By is the default method of sorting Contracts.

Force to All Uppercase generates documents with all uppercase data, regardless of how it was entered on the contract Master.

Include Prices on Shippers determines if unit and extended prices of items will be transferred to shipping documents drawn from the Master. This allows pricing information to be included with the Master for reporting purposes, without revealing it on shipping documents.

Use Estimated Ship Dates appends an 'E' to the Ship-Date field of shipping documents where applicable.

Use 4-digit Military Dates uses four digits for the year on military style dates, e.g. 2000JAN01.

Validate Master – validates the Master prior to shipping or reporting.

***Multi-User Control* –** locks contracts to prevent access by more than one user at a time.

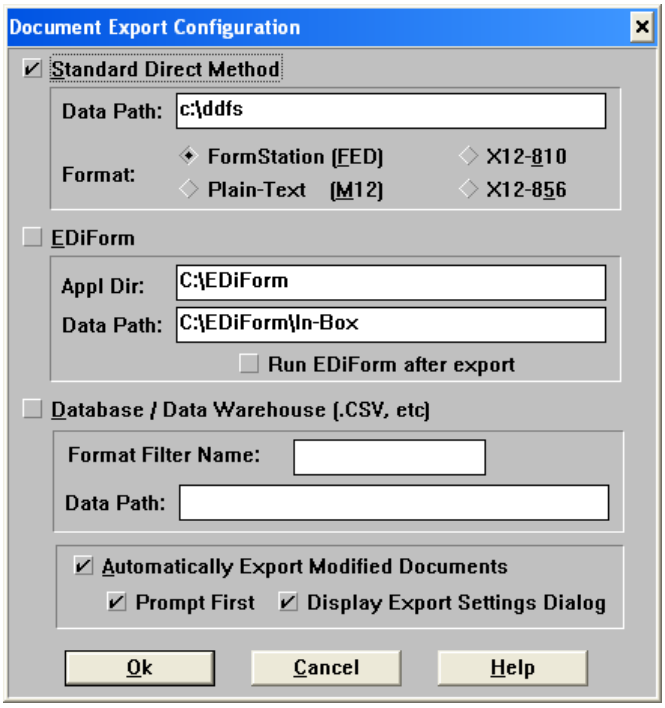
User's Name – name to be reported to other users attempting to access a locked contract.

Network ID – formal ID of user, such as a network ID. Defaults to product serial number.

Use Contract File Lock – enables the feature.

Document Export Configuration

The **Document Export Configuration** dialog determines the method, format and destination of documents exported from the DD-Master document database. This dialog is accessed with the main menu **Options>Exporting** command.



Dialog Fields

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Database / Data Warehouse outputs data in a columnar file with each record on a separate line and each field on the line separated by commas.

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X12-856 is an ANSI-X12 Ship Notice document format for Electronic Data Interchange (EDI). This format is used to transmit a DD250 to the DCMR for acceptance. This electronic format is designed to replace the distribution of some paper copies of the DD250.

Automatically Export Modified Documents will cause DD-Master to automatically export documents that you modify in the FormEditor. DD-Master checks for modifications every time the user exits the FormEditor.

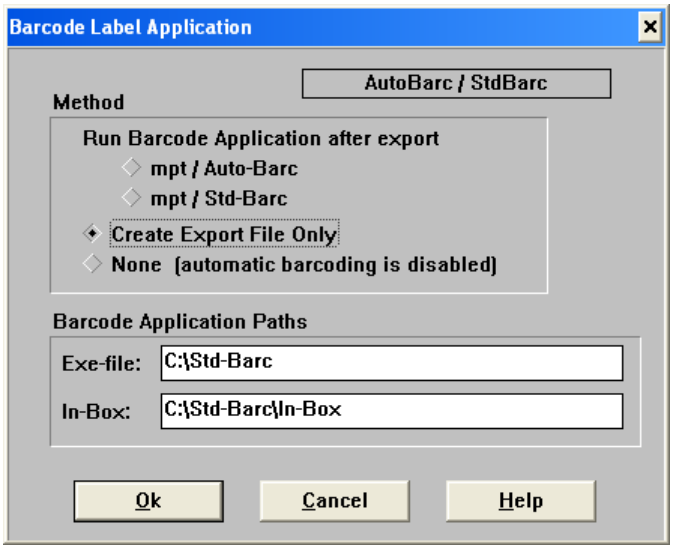
Prompt First causes DD-Master to request confirmation before performing the export function.

Display Export Settings Dialog causes DD-Master to display the Export Settings Dialog prior to exporting documents.

Barcode Labeling Configuration

The **Barcode Labeling Configuration** dialog determines the method by which DD-Master uses the Std-Barc barcode labeling application to automatically generate labels using the data from documents created by it. The fields below determine what action is taken when the **[Barcode]** button is pressed on the **Review Shipping Document** dialog.

This dialog is accessed with the main menu **Options>Barcoding** command.



Dialog Fields

Method determines what action is taken when the **[Barcodes]** button is pushed on the Review Shipping Document dialog:

Run Barcode Application will cause DD-FormStation to create a document export file and invoke the barcoding application with it. It is assumed that the barcoding application is in the ***Barcode Application Path*** named below.

Auto-Barc is an obsolete application and is provided for backwards compatibility.

Std-Barc will cause Std-Barc to start when the **[Barcodes]** button is pushed.

Create Export File Only generates a document export file for the current document in the ***In-Box*** path indicated below, but no other action is taken. This option is useful when the barcoding application is performed at another computer connected via a LAN. It also allows the user to simply generate the file for use on the same system at a later time.

None will disable automatic barcoding operation.

Barcode Application Paths

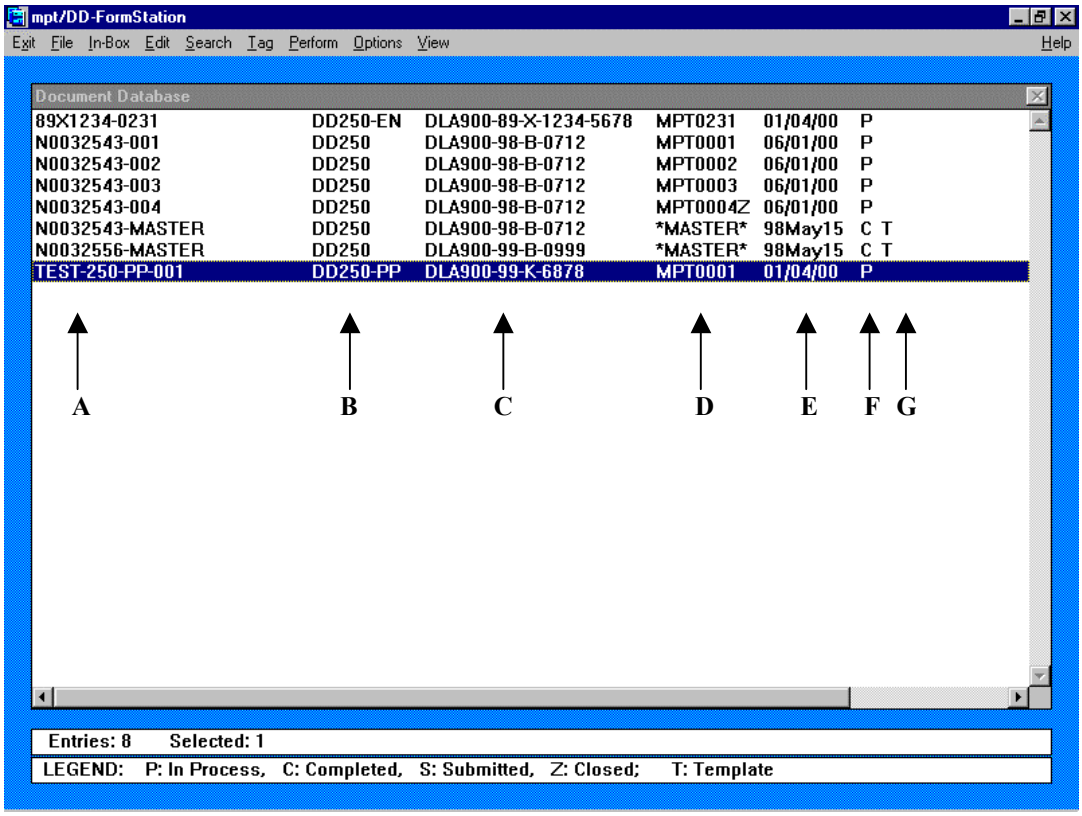
Exe-file is the location of the Barcode Labeling Software. It is used only when the ***Method*** option above is *Run Barcode Application*.

In-Box is the directory to which DD-Master will generate the document export file. This should be set to the In-Box folder for the barcoding application, which is generally ***c:\Std-Barc\In-Box***.

DD-FORMSTATION

Tutorial Section

The main DD-FormStation screen displays a list of the documents currently stored in your database. When first installed, the database will contain only one document, a sample DD250. In the figure below, the reference to that document, TEST-250-PP-001, is shown with an inverse bar, indicating that it is the document currently selected. This means that the next command, such as Edit, will be performed on that document.



Main DD-FormStation Screen – The Document Database

The DD-FormStation Document Database is a summary of the descriptive information stored in the database about each document. From left to right, the data items displayed are:

A. Document Reference Number - An internal number, such as a work order or sales order number, assigned by you to refer to a contract or a single shipment.

B. Form Type – Indicates the type of form by its name and/or number.

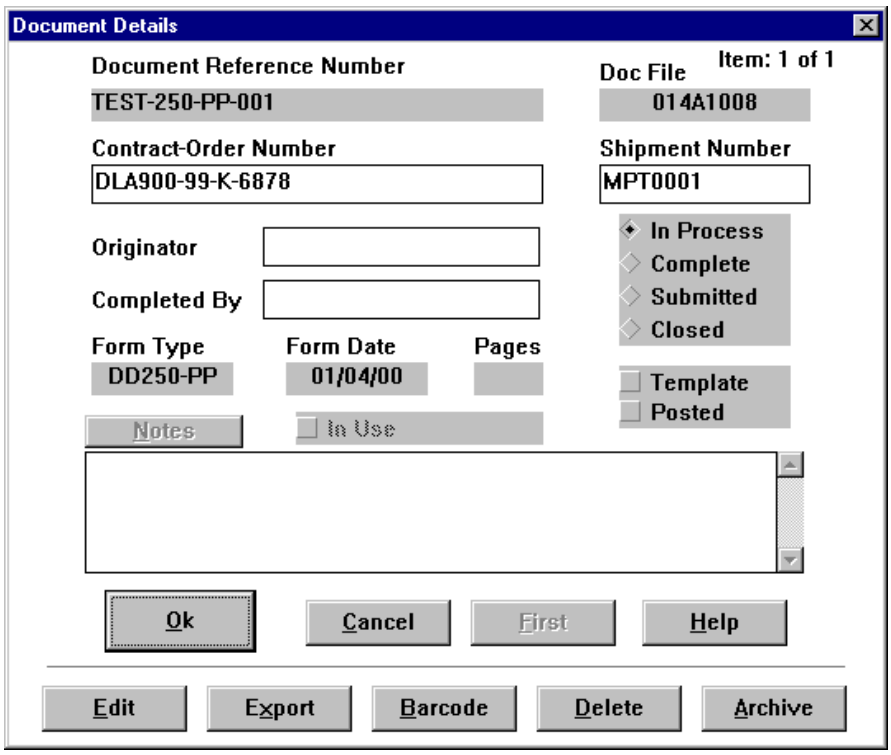
C. Contract-Order Number - Identifies the contract or purchase order for which the document was prepared (if necessary).

D. Shipment Number - Used when more than one shipment is made against a contract or purchase order. It also can be used as a sequence number for a series of documents.

E. Form Date - Refers to the shipment date on the document, if applicable, or the date the form was prepared. The default for this field is the current day's date.

F. Form Status - Indicates whether the form is currently being processed, or whether it has been completed, submitted, or closed out.

G. Template Flag - Indicates if the document is a special read-only document, used as a basis to create others.



Document Details Dialog

Of the data elements described on the previous page, the Document Reference Number and Form Type are the most critical. Together, they form an index that is used to store document information in the DD-FormStation database for later retrieval.

More detailed information about each document is available on the Document Details dialog, which you can access by pressing the **<Enter>** key or using the **View>Details** command, while a document is selected. This dialog displays more detailed information about a document, including who created and processed it, as well as notes about it.

With the exception of the Reference Number, Form Type and Document File fields, the information in the Document Details dialog can be modified and updated as needed. You may have noticed that the Notes field has horizontal scroll bars. This is because data entered here can be longer than the display area. In fact, you can store up to 32,000 characters of information in this field.

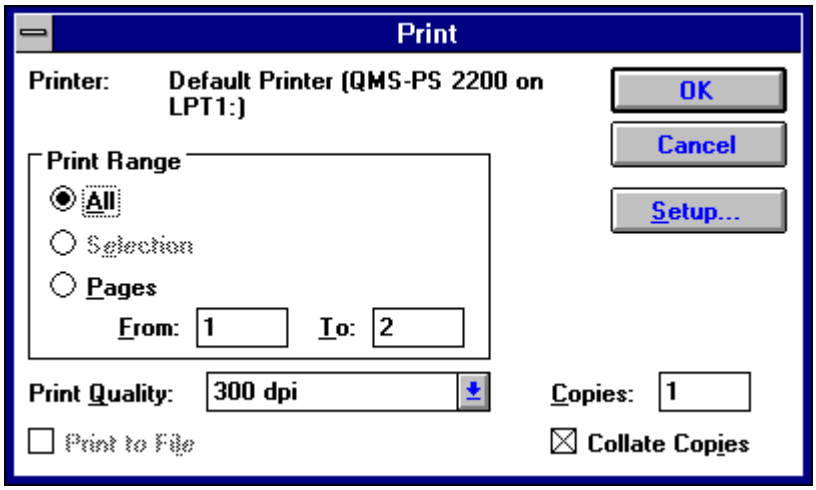
Looking back at the Document Details dialog, you will see that the **[First]** button appears to be dimmed. This button is only available when a number of document summaries are being viewed, and is used to get back to the top of the list. More than one document summary can be selected for review.

Multiple documents can be selected on DD-FormStation's main screen by holding down and dragging the mouse when making a selection, or by holding down the **<Ctrl>** key and clicking on individual entries. In this example, the "Item x of y" legend at the top of the dialog will show your current place in the list. The **[First]** button will be active (unless you are on number 1) and the **[Ok]** button will read **[Next]** to allow you to easily page through the summaries of the documents selected.

Editing an Existing Document

To review or edit an existing document, the first step is to select it by moving the inverse bar on the DD-FormStation's document list using the mouse or the cursor keys. Then click on **[Edit]** or press **<Alt E>** to invoke the form editor. Or simply double-click the document in the list.

Printing an Existing Document



DD-FormStation Print Dialog

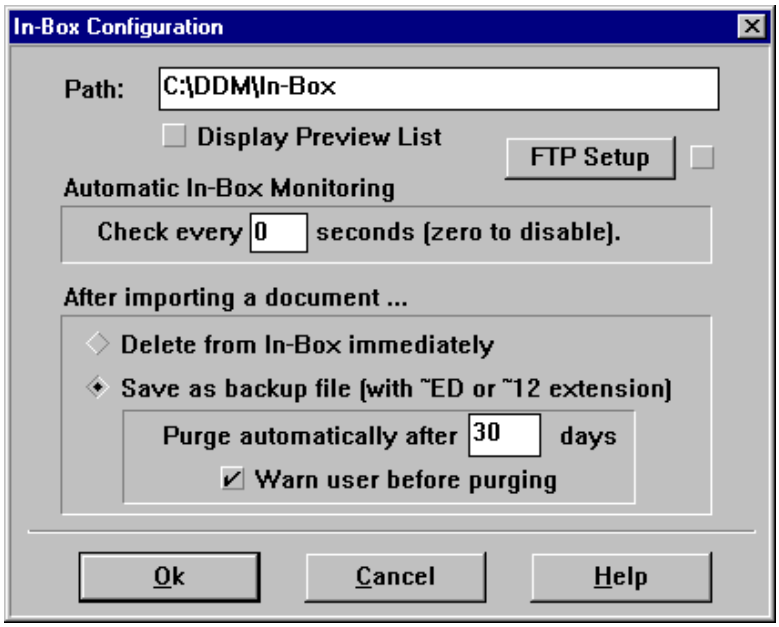
To print an existing document directly from the DD-FormStation, first select it by moving the inverse bar on the DD-FormStation's document list using the mouse or the cursor keys. Then click on **Perform** and **Print** (or press **<Ctrl P>**) to invoke the form editor print module. The document will be displayed, and then the standard Windows print dialog will appear. If the Printer shown is the one you intend to use, simply click on **[Ok]** or press the **<Enter>** key. Otherwise select an appropriate printer with the Printer Setup button, and then **[Ok]** to print.

DD-FormStation In-Box

The DD-FormStation provides two simple ways of receiving documents from external sources, such as other DD-FormStation users, or business systems such as ERP, order-entry, or database management systems. DD-FormStation is capable of accepting such documents in either its own format, or a simplified plain-text import format which can be readily produced by almost any computer system. Accepting externally-sourced documents in either format is very straightforward.

DD-FormStation maintains an in-box subdirectory for each user. In networked environments, this subdirectory should be made public to allow other users and external systems to deposit files to be processed by the user. Examining this directory gives the user an idea of what forms need processing.

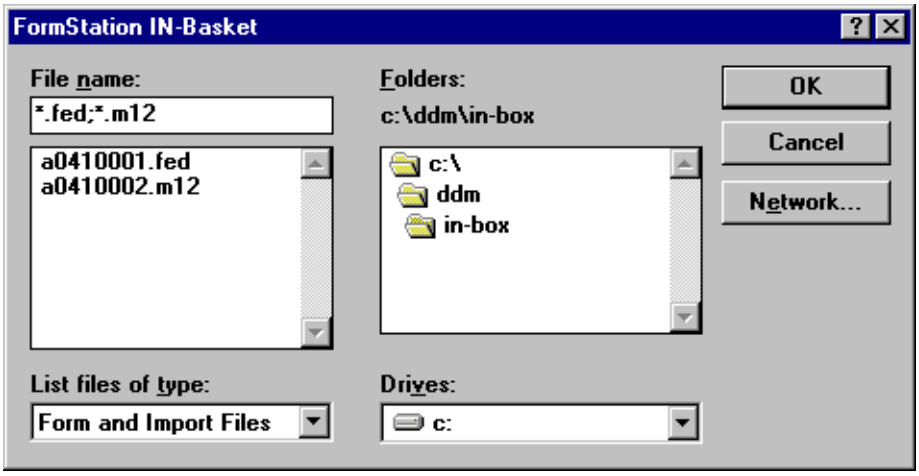
There are two options for viewing the DD-FormStation In-Box. You may either view the normal IN-Basket dialog or it can be displayed in Preview List mode. To access these options, click Options on the main menu bar. This will open the In-Box Configuration dialog:



In-Box Configuration dialog

To view the Preview List dialog, click on the box to the left of Display Preview List. *(To return to normal view, remove the check mark by clicking on it again.)*

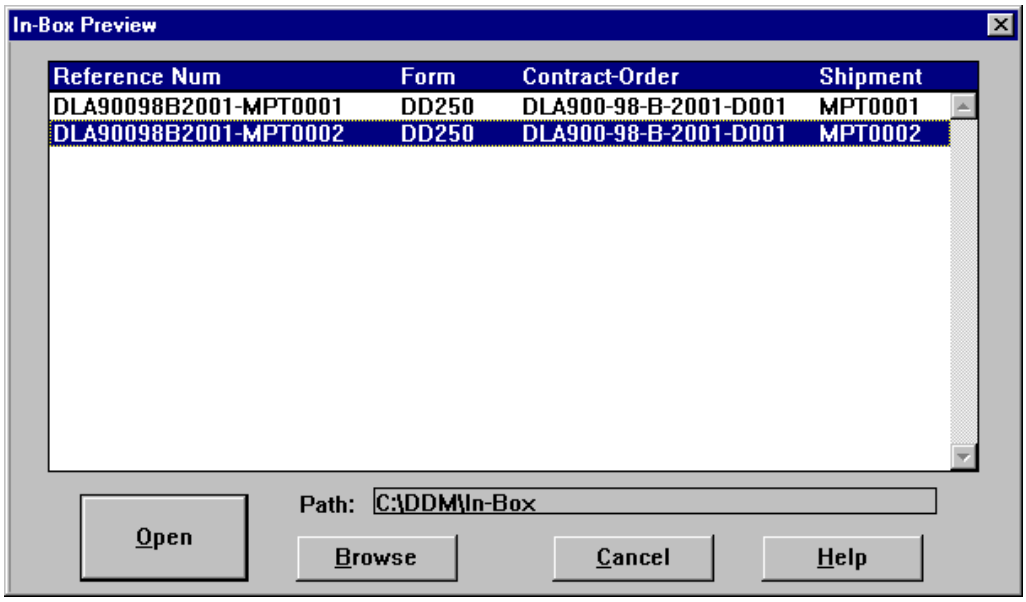
The following dialogs show the two viewing options. The first example shows the IN-Basket as accessed by using the **In-Box** command from the main menu bar:



DD-FormStation In-Box in Normal View

The In-box dialog shown in the example above has two new documents waiting to be processed. The first document file (a0410001.fed) was produced by another DD-FormStation and passed to the user via a modem or network connection of some type (or transferred from a floppy disk). The second one (a0410002.m12) was exported in a flat-file format from another application.

The second example is the In-Box Preview display, accessed by using the In-box command with the Display Preview List option enabled. This shows all pending documents contained in the in-box:



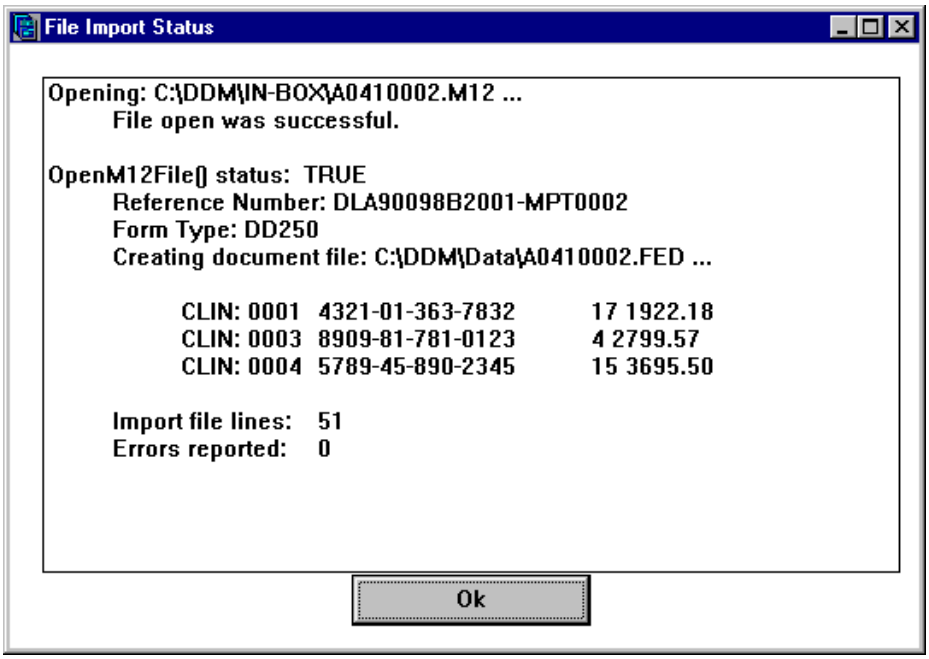
DD-FormStation In-Box in Preview List View

In the example above, the same two files are viewed in the In-Box Preview dialog.

When DD-FormStation imports an ASCII import-file, it goes through a translation process, attempting to identify relevant data items and place them within the appropriate form block.

The use of an ASCII flat-file format is beneficial to those attempting to create data for the DD-FormStation, as it is fairly simple to generate an acceptable file, even using another program's report generator.

As the DD-FormStation translates an import file, it produces a status report in the form of a running log. An example of the display created when importing a file is shown below.



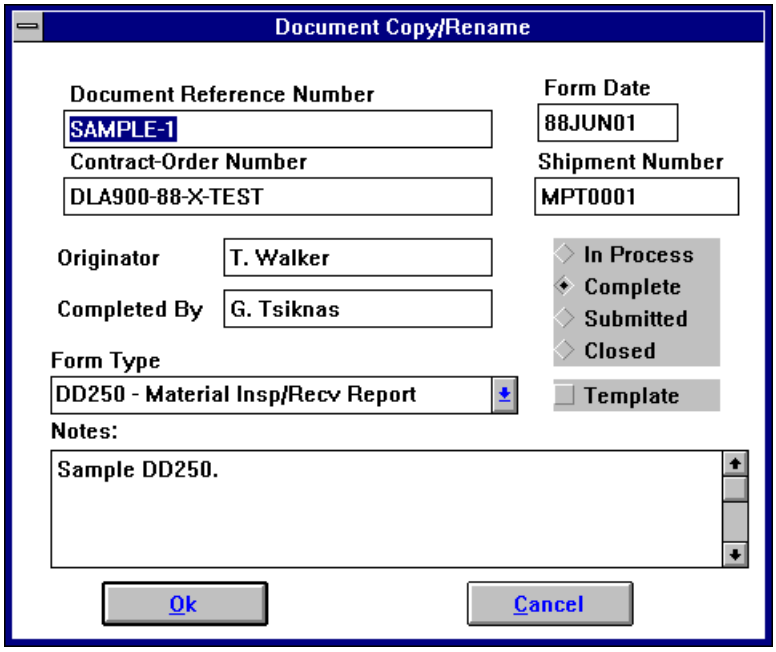
ASCII-Import Status Log

It shows a line for each line item in the file, reporting the item's CLIN, National Stock Number (NSN), quantity and price (if provided). The import process can automatically format the data and do price extensions.

Any errors encountered will be reported. Use the scroll bars to review the report.

Copying an Existing Document

The DD-FormStation allows the user to select one document to use as the basis of another, simplifying the generation of similar documents. To copy an existing document, the first step is to select it. Do this by moving the selection (inverse) bar on the DD-FormStation's document list using the mouse or the cursor keys. Then click on **[File]** and then **[Copy-Form]** (or press **<Alt F>** and then the **C** key). This will bring up the Document Copy/Rename dialog, which you may notice looks similar to the New Document dialog.



Document Copy/Rename Dialog

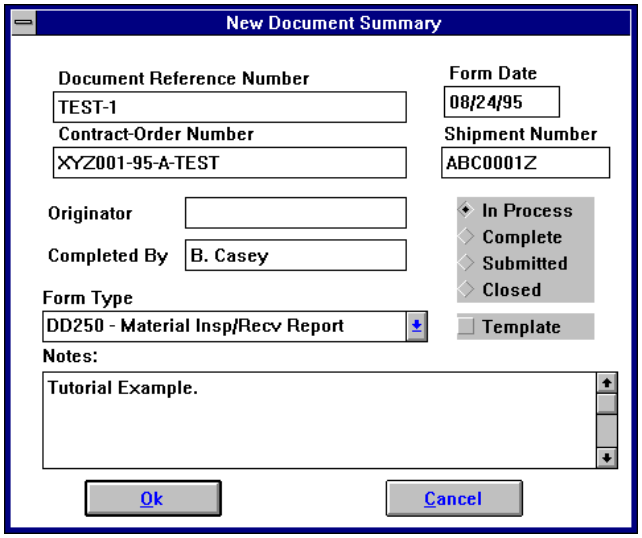
To complete the copy process, simply change any of the details you wish on the dialog, then click on the **[Ok]** button, or press **<Enter>** (in the Notes section you must press **<Alt O>** instead of **<Enter>**). Remember that the Document Reference Number and the Form Type, taken together, form the index used to store and retrieve documents. Since duplicate entries are not allowed, at least one or the other must be altered to create a new retrieval index.

The Copy/Rename dialog also allows the user to copy data from one form type to another, transferring information between related blocks on the two forms. To do this, simply change the Form Type instead of the Reference Number. This will create a separate document with the new form type. Changing the form type during a rename operation will change the form associated with the existing document, without creating a new document. Be careful doing this, as the Form Editor will discard any blocks which do not exist on the new form type.

Creating a New Document

The first step in creating a new document begins on DD-FormStation's main screen. Click on the **[File]** menu choice, then on **[New-Form]** (or press **<Alt F>** then **N**). This will bring up the new document summary dialog, as seen below. You will notice that some of the fields are already filled in with current or default information, such as the date and the form status.

The most important and only required field is the Document Reference Number. This, together with the Form Type, identifies each document stored in the DD-FormStation database so that they can be retrieved later. Therefore, a unique number must be entered in this field. DD-FormStation will warn you if a form with that identifier is already in the system, and will allow you to use a different number or to overwrite the original.

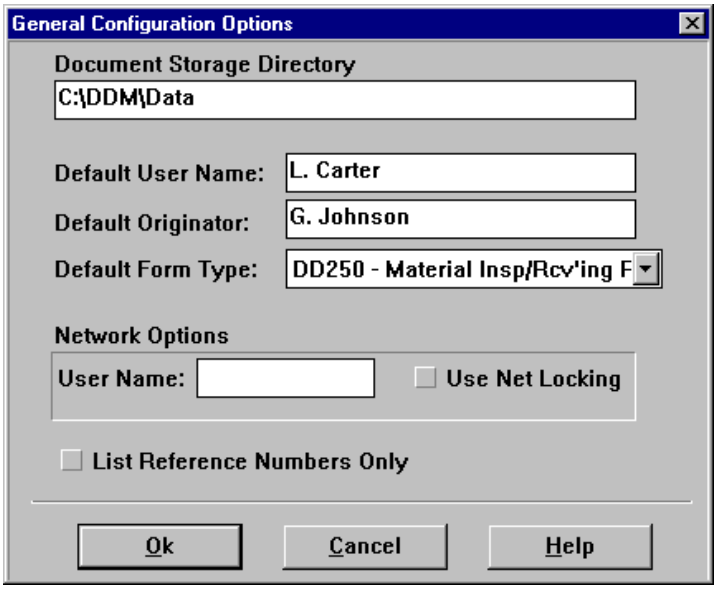


New Document Summary

The Document Reference Number can be any string of numbers, letters, spaces and dashes, up to twenty-five characters long. Generally, if compatibility with other systems is a consideration, use of spaces should be avoided (use dashes instead). Enter something such as "**TEST-1**" as the name of the document to create. Then press **<Tab>** to move on to the next field, Form Date. The current system date will already be filled in. Modify it if you desire, then press **<Tab>** again to move on to the next field.

Complete the Contract Number and Shipment Number fields, with something like "**XYZ001-95-A-TEST**" and "**ABC0001Z**", pressing **<Tab>** after entering each. Since we are creating a DD250, these fields will be transferred into Blocks 1 and 2 on the new form. These numbers are not necessarily required for other types of documents created by the DD-FormStation (in future versions).

The Originator field refers to the person or process responsible for origination of the document. The name of the person actually processing the form should be placed in the Completed By field. If desired, fill in this information, or skip over it with the **<Tab>** key. If either or both of these fields are generally the same most of the time, you may instruct the DD-FormStation to enter those names automatically. This is accomplished by entering them as default values in the General Configuration Options dialog. To access this dialog, use the **Options>General** command.



DD-FormStation General Configuration Dialog

The Form Type field is a combination box, meaning that you can scroll up and down through its choices with the up and down cursor keys, or see its list by clicking on the arrow button. Remember that the Form Type is combined with the Reference Number to create a retrieval index for each document, so only one of a form type is allowed per reference number. Currently, only the DD250 is supported by the DD-FormStation. Press **<Tab>** to move onto to the next field.

The next field to be completed would be Notes, into which you can place information describing the nature of the document, its current status, or list changes to it. Future versions of the DD-FormStation will support automatic logging into the Notes section, which will occur whenever the document is edited. The date, time, and user name will be appended to the log, and the user will be given the chance to add to further specifics.

The Notes section allows the user to press the **<Enter>** key to add another line of text, as would be expected. However, this means that **<Enter>** will not terminate the dialog, as it does in other fields. To do so, you must either click on the **[Ok]** button, press **<Alt O>**. Similarly, you may also choose to Cancel the dialog. You may also move to another field in the dialog by pressing the **<Tab>** or **<Shift Tab>** keys, or clicking on the desired field.

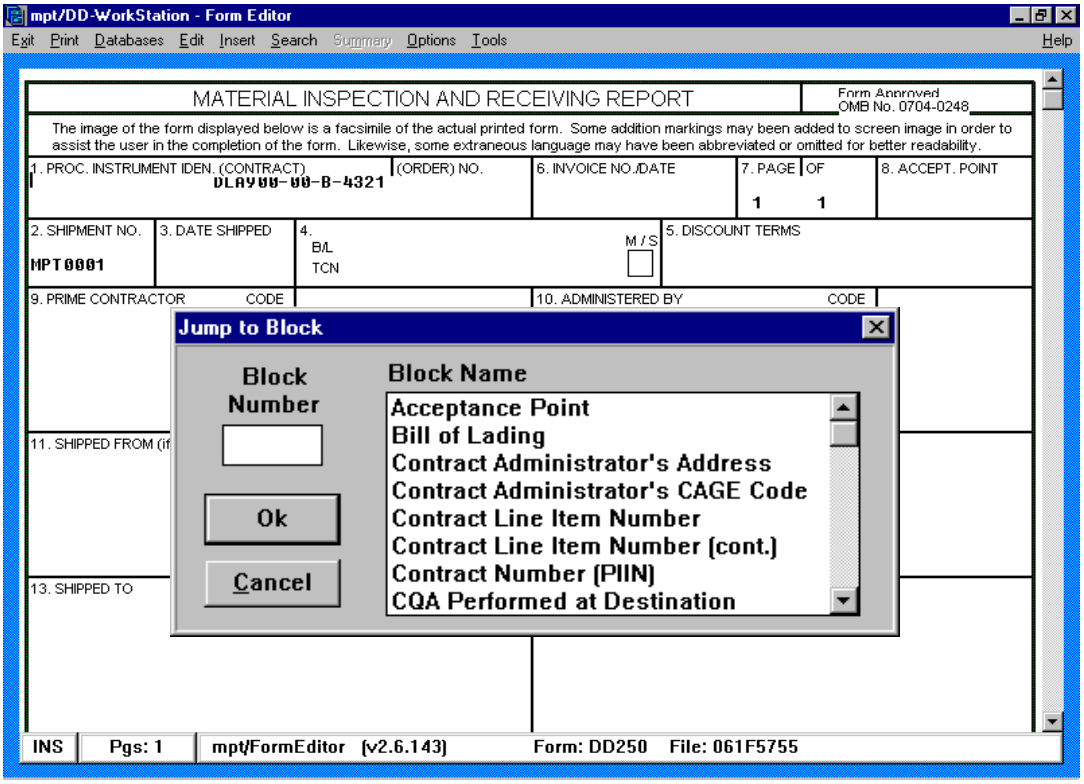
You may notice that the Form Status and Template fields are skipped over, as the dialog focus goes from **Form Type** to **Notes** and then on to the **[Ok]** button. The DD-FormStation assumes that a new document is still "In Process". You will be given the opportunity to change this to "Complete", if desired, after editing the document when the document summary will reappear. The Template box can be checked if you want to designate this is as a read-only document to be used to create similar documents.

Future versions of the DD-FormStation will prevent this document from being modified and/or deleted. The DD-FormStation will also allow the user to select from a list of templates when creating a new document.

At this point, click on the **[Ok]** button, or press **<Enter>** or **<Alt O>** to create the new document, or **<Alt C>** to cancel it.

Entering Data into a New Document

Use the **File>New Form** command from the main menu to access the New Document Summary dialog. After completing the New Document Summary and pressing the **[Ok]** button, the DD-FormStation form editor, called the FormEditor, will display a new, mostly blank, DD250 form. Notice that the contract and shipment numbers that you entered in the New Document dialog were transferred to the form.



For your convenience, you can use the Jump To Block dialog to go directly to a specific block. Or, you can press the **<Enter>** key to navigate block to block through the document, and watch the cursor (also called the insertion point) move. First it moves to the second line of Block 1, then to the Order Number block, then to the next line of the block. Pressing the **<Enter>** key will traverse the entire form in this manner, moving to the beginning of each line of each block in succession. This may prove to be a little slow in the blocks with more lines, such as the address blocks.

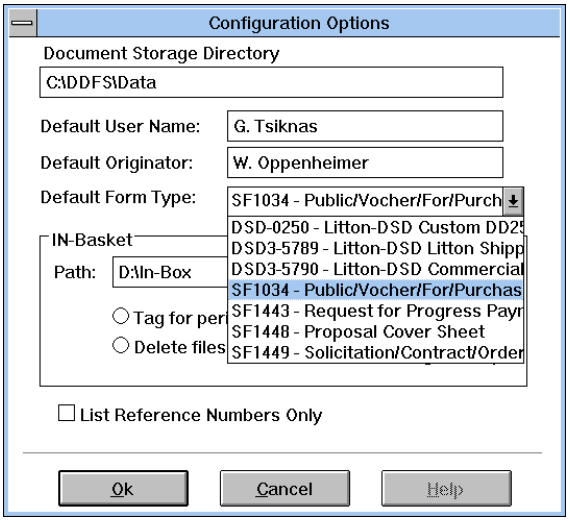
Press the **<Tab>** key a few times and notice that each time you do, the cursor moves to the first line of the next block. As you will see later, pressing **<Tab>** will sometimes move within a block, if that block contains multiple fields or sub-blocks. For example, keep pressing **<Tab>**, and notice that in Block 4, pressing **<Tab>** goes to the Bill of Lading part of the block, then to the TCN, then to the Method of Shipment.

DD-FormStation Reference Section

This section explains in detail the specific use of the DD-FormStation dialogs and functions.

Selecting a Default Form Type

When a new document is created on a DD-FormStation with more than a form type, the user must choose the form type for the new document. If the user does not select a form type, DD-FormStation will select the default form. *The Default Form Type* selection in the *Configuration Options* dialog allows the user to control which form is used as the default selection. For convenience, this option should be set to the most commonly used form.



Selecting a Default Form Type

Focusing the Document Database Listing

The DD-FormStation document database display is limited to the first 1200 documents in the Document Database. Documents beyond that limit cannot be displayed (use **[Search]** to access documents not listed). The scope of the list can be narrowed by using Document Display Filters to limit the list to only those of interest, and reduce the number loaded into the list.

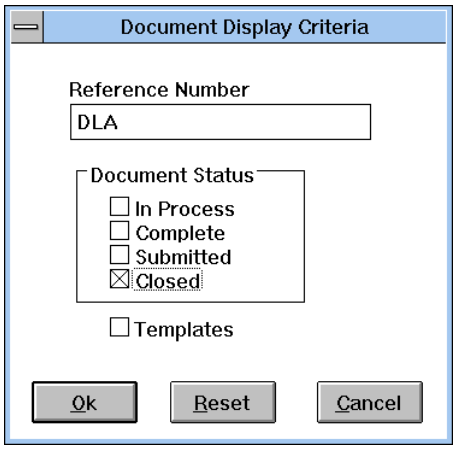
It is suggested that the number of old documents in the database be periodically reduced by either deleting or moving them to the Document Archive. Refer to the *Archiving Document Data* section for more information.

Maximizing the Document Database List

The maximum number of documents in the listing can be increased to approximately 3100 documents by instructing the DD-FormStation to display less information about each document. Use the **View>Ref-Numbers Only** command to switch to this mode. The option will be check-marked to show that the mode is active. Select it again to restore the display to normal. The mode select is only in effect during the current session. To select the mode in which the program normally starts, use the **Options>List Reference Numbers Only** option.

Document Type Filter

The document display filters allow the user to focus the Document Database Listing by limiting the documents read into the list. The display criteria, set using the **View>Type-Filter** command, can be any combination of a partial reference number, document status or template designation. In the example below, the display is being limited to only those *Closed* documents with reference numbers beginning with “DLA”.



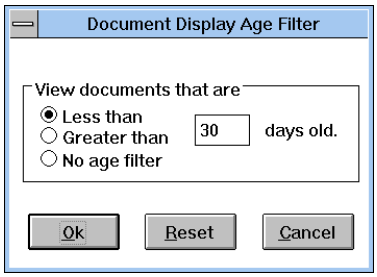
Database-View Type Filter

Once the user has activated a filter, the DD-FormStation will reload the listing using the criteria. Use the **[Reset]** button to return the DD-FormStation to the normal, non-filtered mode.

One use of the Document Display Type Filter is to locate document templates when using them to create new documents. However, an easier method is to use the **File>Copy Template** menu command (see *Using Document Templates*).

Document Age Filter

Another way to restrict the documents displayed in the Database Listing is to use the Document Age Filter. Using this feature allows the user to look only at documents newer than, or older than a specific number of days. Use the **[Reset]** button to return the DD-FormStation to the normal, non-filtered mode. In the example below, the DD-FormStation is being instructed to only display documents created within the last 30 days.

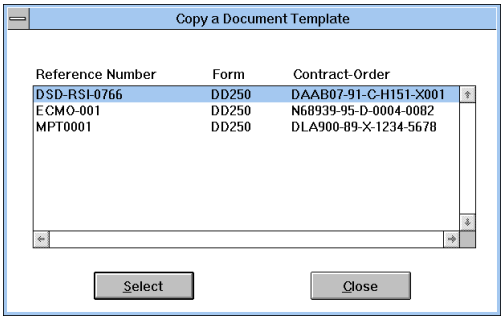


Database-View Age Filter

Another example of Age Filter use would be the selection of old documents to delete or archive. To do this, select *Greater than*, enter the number of days, and then press **[Ok]**. Use the **Perform>Delete** or **Perform>Archive** commands.

Using Document Templates

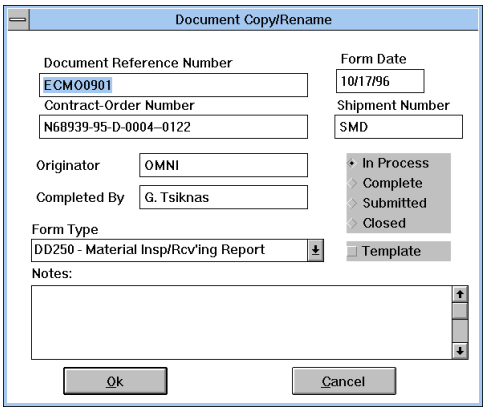
The DD-FormStation allows the user to use any document as the skeleton or boilerplate for creation of a new document. One method is simply to select any document, then use **File>Copy** to create a copy of it and give it a new reference number. Then use **[Edit]** to access the newly created document. Using the Document Templates feature makes this process faster, simpler and safer through the use of document templates. Selecting, naming and editing the new document is reduced to one step. Locating a template to select from is easier because the function lists only templates. Designating a document as a template also affords it extra protection from accidental deletion.



Selecting a Template to Copy

To designate a document as a template, select it then check the **[Template]** box on the Document Detail dialog. To create a document using a template, select the **File>Copy Template** menu command, which will display a list of templates to select from, as shown above.

Once a template has been selected, DD-FormStation will display the template's document header, which includes the Reference Number and Form Type, as seen below. Since documents are stored by these two values, you will need to enter a new Reference Number for this document. Note that DD-FormStation highlights the Reference Number to remind you to do this.



Template Copy Dialog

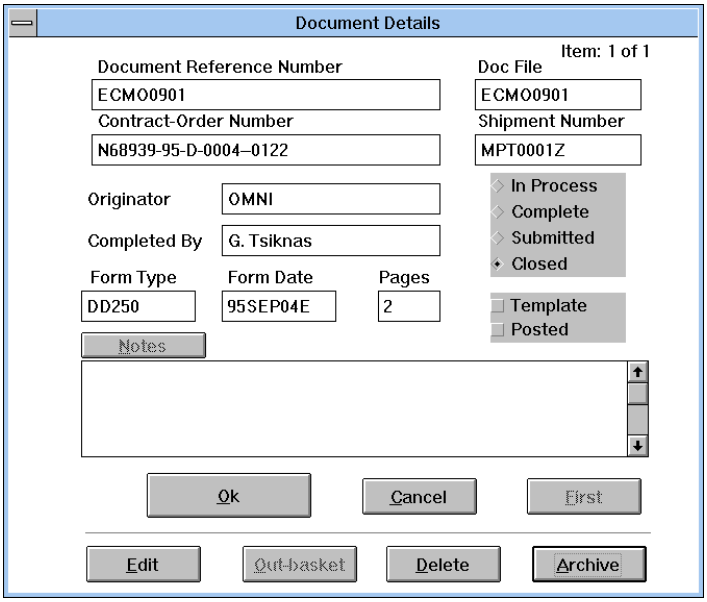
Database Maintenance Procedures

Document Archives Database

The DD-FormStation document database display is limited to about 1200 documents. Those documents beyond the limit cannot be displayed without using one of the database (see *Focusing the Document Database Listing*). It is probably better to limit the number of active documents in the database. It is recommended that the number of old documents in the database be periodically reduced by deleting them, or moving them to the Document Archive.

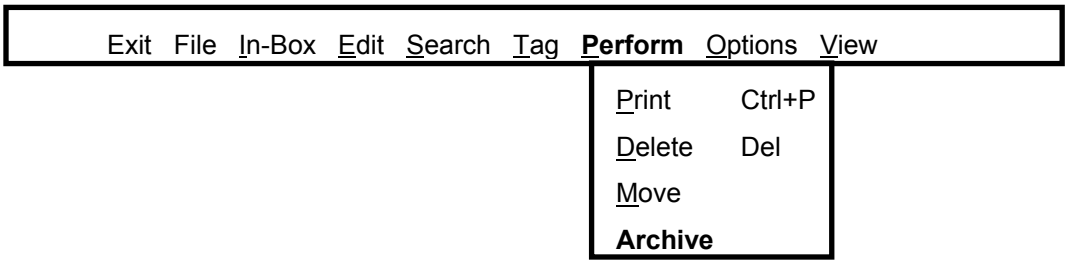
Archiving Document Data

There are two methods of archiving an active document. Individual documents can be archived directly from the Document Details Dialog by pressing the **[Archive]** button. This will remove the document from the Active Documents database. The document file, "ECMO-0901.FED" in the example above, will be renamed by changing the extension to ".~ED" in accordance with standard Windows practices. The user should periodically delete all such backup files to maintain the greatest possible amount of available hard disk space.



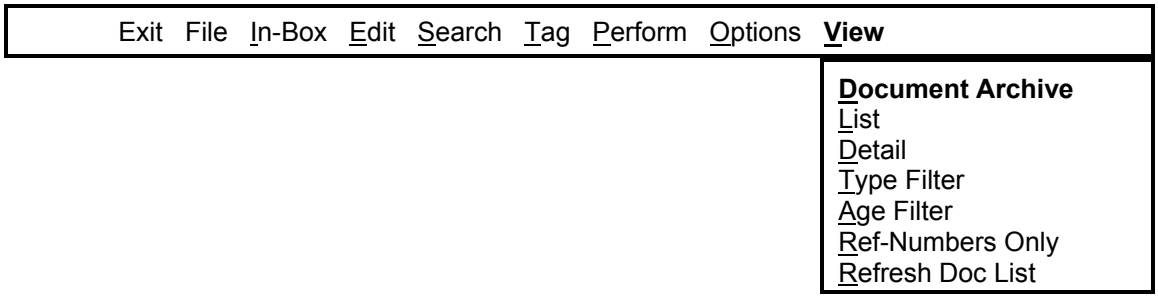
Document Details Dialog

Multiple documents can be archived by first tagging them (by hand, or with the **[Tag]** command) and followed by the **Perform>Archive** command. (See *Document Age Filter*.)

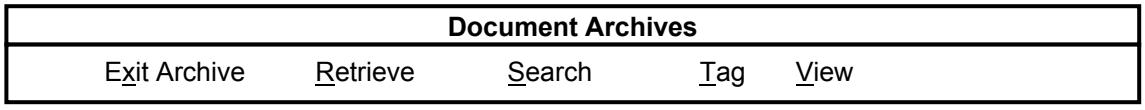


Retrieving Archived Documents

The Document Archives database is viewed in the same manner as the active Documents Database. The archive is accessed via the **View>Document Archive** menu command.



This command changes the menu to the following:



The Archive menu has many of the same commands as the Document Database menu, with the addition of the **[Retrieve]** command. To retrieve documents from the archive into the active database, they must first be tagged. This may be done by hand, clicking on individual documents (clicking while pressing the **<Ctrl>** key), or a range of documents (clicking while pressing the **<Shift>** key). Once the desired documents are tagged, select **[Retrieve]** to copy them back into the active database, where they may be viewed, edited or printed.

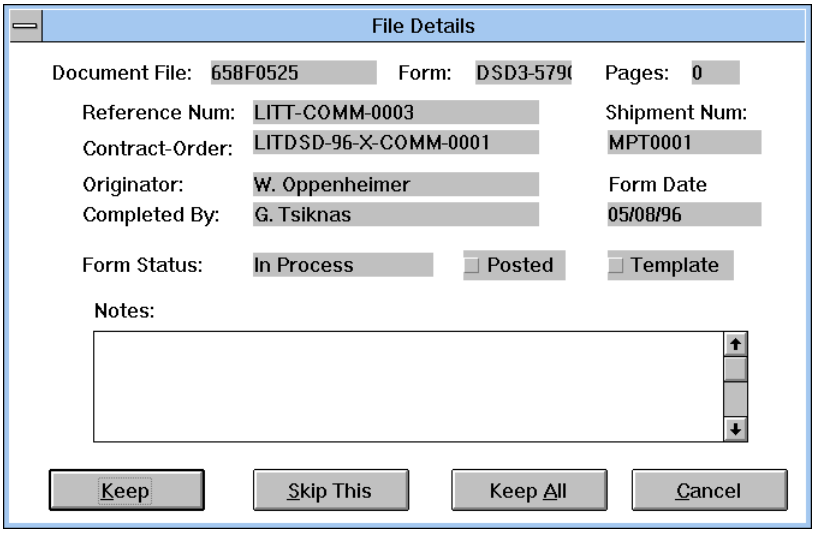
The Search, Tag and View menu commands work in generally the same manner as they do in the active document display. Use the **Exit>Archive** command to return to the active document display.

Document Archive Database

The Document Archive is implemented as a single table Paradox database, composed of three files: DBDocArc.PX, DBDocArc.DB and DBDocArc.MB. Backup and recovery of these files must always be performed as a single unit in order to maintain their integrity. The individual document files created by the DD-FormStation, listed in the active Document Database, are assimilated directly into the archive database tables to reduce the number of files stored within the DD-FormStation data directory.

Rebuilding the Document Database

You may find the need to rebuild your Documents Database should it ever be accidentally deleted, or become corrupted by a hardware glitch. Database recovery is possible because the document database is really just an index for the documents, which exist as individual files.



Database Rebuild Document Review Dialog

Rebuilding the database is initiated by using the **File>Database ReBuild** command. During the process, each document file in the data directory is read in turn, and information about the document is presented in the Document Review Dialog shown above. The user can step through each document file deciding to keep it **[Keep]** or skip it **[Skip This]**, deciding at any point to keep all of the remaining files.

The database rebuilding process is not perfect, and cannot recover deleted document (.FED) files. It starts by deleting the existing database. Rebuilding should be avoided as a standard practice. Instead, Mil-Pac recommends that the DD-FormStation data be backed up on a regular basis to avoid the need to rebuild the database, and to avoid the incidental loss of

document files, addresses, parts and/or text block databases. Refer to the *Backing Up DD-FormStation Data* section for instructions.

As an alternative to rebuilding the entire database, individual documents can be restored by dropping the document files into the user's In-Box, and then processing them with the **In-Box** command. This allows these documents to be added to the document index without the need to rebuild the entire database.

Backing Up DD-FormStation Data

Mil-Pac highly recommends periodic backup of your DD-FormStation data files to minimize the impact of unforeseen disasters such as disk crash, sector or cluster loss, or inadvertent human error. In addition, it is recommended that copies of your original product distribution disks be made.

The following list includes all of the data files generated by the user and the configuration files generated by the DD-FormStation and the FormEditor. All other files located in the DD-FormStation directory are provided on the product distribution disk(s).

File(s)	Usage
FS-Idx.DB, *.PX, *.MB	DD-FormStation Document Database
FEd-Addr.DB, *.PX, *.MB	Address Blocks Database
Part250.DB, *.PX, *.MB	Parts Database
DD250B23.DB, *.PX, *.MB	DD250 Block 23 Database
DDFS.UCF	DD-FormStation User Configuration
FEditor.UCF	FormEditor User Configuration
data*.FED	Document files
in-box*.M12, *.FED	Unprocessed In-Box files
FD-Forms.INI	Forms Catalog (if applicable)

NOTE:

The first four entries are databases, each of which consists of three files. For example, the Document Database consists of FS-Idx.DB, FS-Idx.PX, and FS-Idx.MB. All three files must be backed up and restored as a unit.

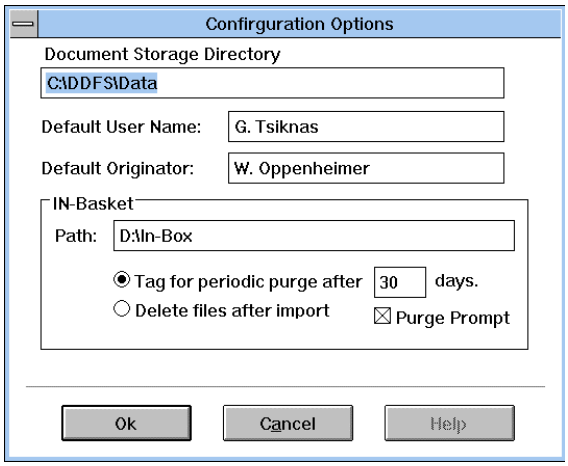
As installed, the DD-FormStation creates its own *data* subdirectory (usually C:\DDFS\DATA) in which to store document (.FED) files. However, the user has the option of specifying a different location. Refer to the *Document Storage Directory* entry of the DD-FormStation's **Options>Configuration** dialog to determine the location of FED files.

The *in-box* location can also be specified by the user. Refer to the *In-Box Path* entry of the DD-FormStation's **Options>Configuration** menu dialog for its location.

In many instances there will not be a FD-Forms.INI file. This is normal.

DD-FormStation Program Configuration

The operational characteristics of the DD-FormStation under the user's control are set by the configuration dialog described below.



DD-FormStation Configuration Options Dialog

Configuration Options Dialog

Document Storage Directory. Determines where the DD-FormStation stores individual document files. Default is the Data subdirectory of the working directory.

Default User Name. Default value placed in *Completed By* field in document summaries

Default Originator. Default value placed in *Originated By* field in document summaries.

In-Box

Path. Where the DD-FormStation looks for In-Box files.

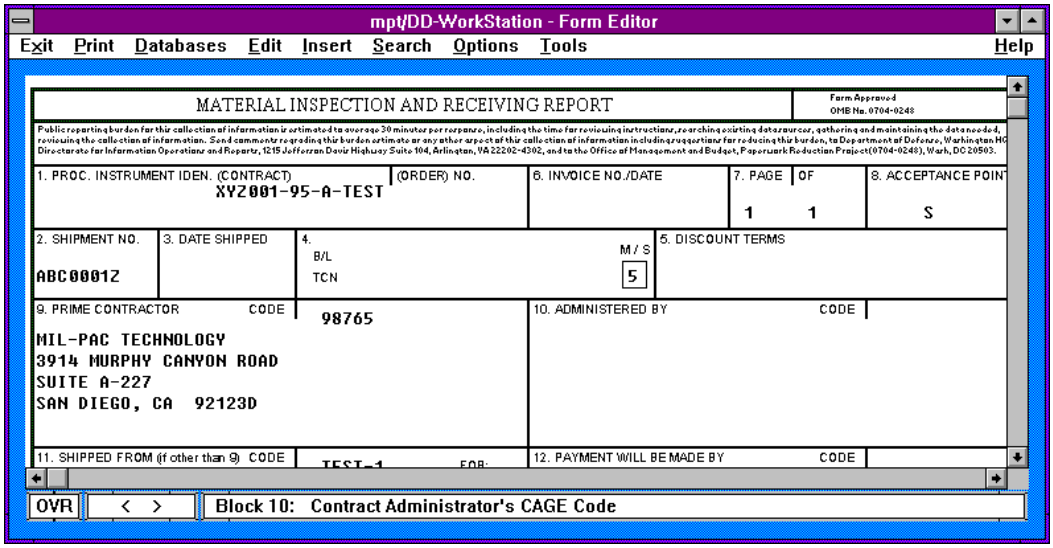
Tag for periodic purge after n days. Determines how often processed files are deleted from system.

Delete files after import. If checked, files read from the In-Box are immediately deleted from *the In-Box. Otherwise, they are marked by* changing the first letter of the file extension to a tilde (~). Files *n* days old are then purged.

FORMEDITOR

Tutorial Section

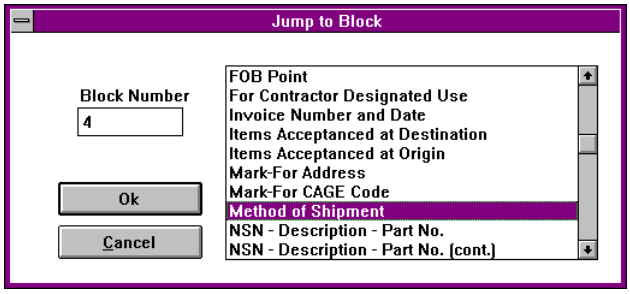
The FormEditor, used by DD-FormStation and DD-Master has many features that make form completion quick and painless. In this section, a few of the FormEditor features will be demonstrated by walking through the process of creating a new form.



FormEditor Display of a DD250

Notice that the onscreen form, while bearing considerable resemblance to a real DD250, is slightly different. The FormEditor attempts to replicate the form as closely as possible, so those users of the form will feel more comfortable working with it. The software goes one step further by adding descriptive information to the onscreen form to make it easier to use. Block 4 is a good example, in that the "TCN" label and "M/S" sub-block have been added to make form completion more obvious. In cases where language on the form is unnecessary to the completion of the form, it has been abbreviated or abridged in the onscreen form by FormEditor. None of these modifications to the form will be visible when it is printed. The data you enter on the form is extracted and printed on a standard DD250 form using Mil-Pac's standard laser form technology.

While skipping through the form, we forgot to complete the Acceptance Point, Block 8. Hold down the **<Shift>** key, then press the **<Tab>** key a few times. Notice that the cursor moves backwards through the blocks. Keep doing this until you reach Block 8. Then press the **S** key, to indicate Source as the acceptance point. Of course, since this is a Windows program, you can just use the mouse to point and click on the field you want. However, many keystroke commands have been included in the FormEditor to make it just as simple to use with the keyboard. A complete list of keystroke commands is found in the Appendix.



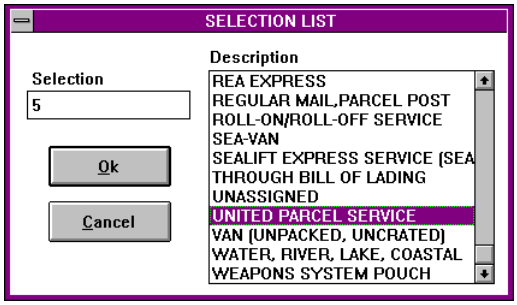
Jump-to-Block Dialog

Jumping To A Block

In the FormEditor it is possible to jump directly to the block you want by pressing the **<F7>** key (or the menu's **Search>Jump-To-Block** command). This will bring up the Jump-to-Block Dialog that allows you to enter the block number desired. You can also look through the list of blocks and select it by name. This list also includes fields within a block, such as those discussed above for Block 8. You will find this feature particularly helpful if you are less familiar with using the DD250 form. Press **<Tab>** to change the focus to the list of block descriptions, and notice that the first one is now surrounded by a faint box. Now use your **<Down Arrow>** to scroll down through the list, noticing many of the sub-blocks in the list. Press the **M** key three times, until the Method of Shipment entry is selected. Press **<Enter>** and the cursor will jump right to the selected field, Block 4.

Selection Lists

The Method of Shipment field of Block 4 is a good place to demonstrate the FormEditor's selection list capability. The FormEditor provides users with a list of the possible, or most likely, entries for blocks requiring specific entries or codes. For example, the Method of Shipment is a one-character code defined by Mil-Std 129. Press **<Ctrl F>** (Find Entry command) while in this block and the following selection list will appear:



Selection List for Method of Shipment

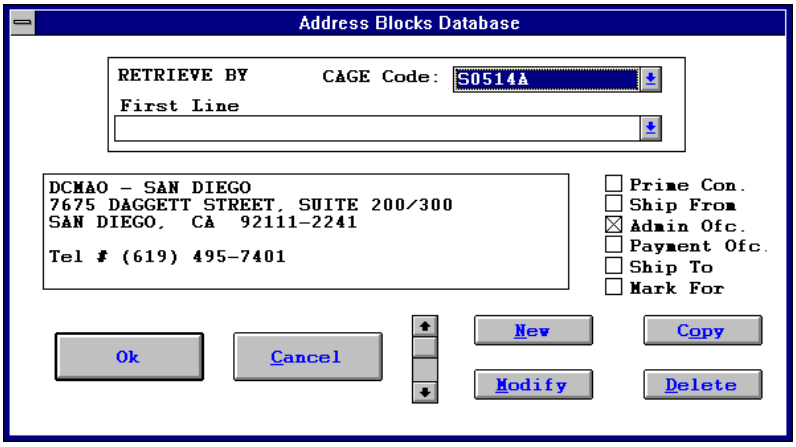
As you press the **<Down Arrow>,** notice the shipment code in the Selection field changes. Select UPS by pressing the **U** key, twice. The first time, "Unassigned" is selected. The second time you press **U**, "United Parcel Service" is selected, along with its shipment code "5". Press **<Enter>** and notice that this code is inserted into the proper place in the DD250 form. Then press **<Tab>** a couple of times to move to Block 9, Prime Contractor.

Address Block Databases

To speed your work and make it more accurate, the FormEditor maintains a database for all six of the address blocks. To see a quick example of this feature, first type "**98765**" with the cursor in the Code section of Block 9. Then press **<Ctrl G>** (to get the entry) and you will notice that Mil-Pac's address appears. The FormEditor stores each address by its CAGE or FSCM code, keeping them separated by block of use. This allows you to maintain a number of different addresses for the same code, depending on their usage. You may store addresses which have no CAGE by assigning your own code.

An address retrieved into the form can be changed on the current copy of the document by editing what is in the block. You can also modify, or update, the address on the form and save it on the database version. This will be discussed later on.

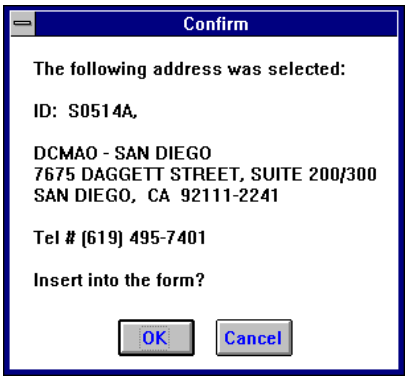
Addresses can be retrieved even if you do not know the appropriate code. To see a example of this feature, press **<Tab>** a couple of times, or **<Enter>** until the cursor is somewhere in Block 10, Administered By. Press **<Ctrl F>** to find an address. The Address Database Dialog will appear, as shown below.



Address Block Database Dialog

Notice that the CAGE code field is highlighted. Press the **<Down Arrow>** and **<Up Arrow>** keys a few times. As the displayed code changes, the address that is associated with it is displayed in the field in the middle of the dialog. However, the address type that is checked remains the same: "Admin Ofc". Because you accessed the database from Block 10, it is assumed you do not want to see addresses for all of the other blocks. You can look at all of the address categories by accessing the database from the **Databases>Address** menu command. This allows you to copy addresses between blocks, and perform other kinds of operations on the database.

You also can scroll through the address CAGE codes with the mouse by clicking on the arrow button to the right of the field. This action displays a selection list of CAGEs. Its scroll bars can be used to scroll the list up and down. However, unlike using the cursor keys, the address displayed does not change until you leave the CAGE field by clicking on another field or pressing the **<Tab>** key. Press **<Enter>** (or **<Alt O>**) or click on the **Ok** button to accept your address selection (use any address for the tutorial). The confirmation message shown below will be displayed before the selected address is copied into the current document.



Address Insertion Confirmation

Addresses not in your database can be added very easily. To try this procedure, first press the **<Tab>** key a couple of times to move to the Code section of Block 11, Shipped From. Type in "**TEST-1**" then **<Tab>** a couple of times to get into the block. Then type in:

ACME MILITARY SUPPLY
123 MAIN STREET
ANYTOWN, USA 12345

following each line with the **<Enter>** key. Then press **<Ctrl P>** to put the address in the database. If it already exists, you will be warned before the new one is saved. To confirm that the address was saved, press **<Ctrl F>** (find). Press the **T** key, until **TEST-1** appears in the CAGE code block and confirm that the address is correct. You can correct this address or modify others by looking them up, then clicking the **[Modify}** button or pressing **<Alt M>**.

Use of some of the other Address Database dialog features is explained in the Reference Guide. Also explained is the use of the Address Database Tool, which allows for the import and export of address data. Of particular use to MasterWriter users is the facility which imports the MasterWriter address database for use with the FormEditor.

Cursor-Movement Keystrokes

There are quite a few keystroke commands which control the FormEditor's cursor or text insertion point. They are listed fully in the Keystroke Guide found in the appendices, and are summarized below. Whenever possible, the keystroke commands are contrasted to those found in the MasterWriter, for the benefit of users familiar with that product. In general, the same keystroke commands used by the MasterWriter have been replicated in the FormEditor. Some have been changed to reflect current standards, and many new commands have been added.

Three keystroke commands changed for Windows compatibility have already been discussed. The address block Get, Find and Put commands, **<Alt G>**, **<Alt F>** and **<Alt P>** in the MasterWriter were changed in the FormEditor to **<Ctrl G>**, **<Ctrl F>** and **<Ctrl P>**, respectively. This change was required because the **<Alt>** key is used to access menus in Windows.

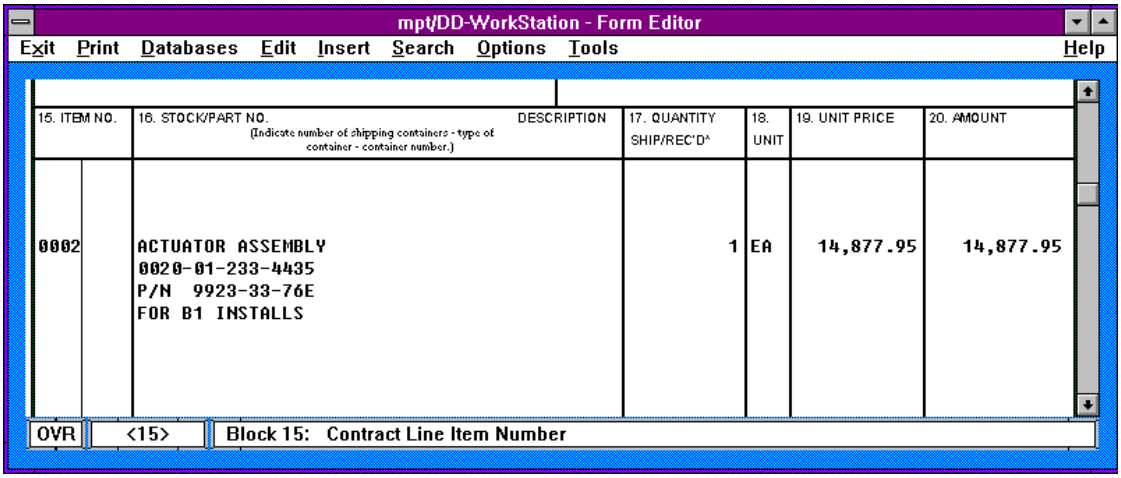
The FormEditor design includes a number of keystroke commands that make it easier to move the cursor around in a block of text. These include the **<Ctrl Right-Arrow>** and **<Ctrl Left-Arrow>** keystrokes, which move the cursor forward and backwards a word at a time, each time placing the cursor at the first letter of the word or number.

The function of the **<Home>** and **<End>** keys also has been enhanced in the FormEditor. The operation of these keys is dependent on where the cursor is when they are pressed. The first press of the **<Home>** key will cause the cursor to move to the beginning of the current line. The next press will move it to the beginning of the first line in the current block. In a similar fashion, the first press of the **<End>** key moves the cursor to the end of the text on the current line so that you can add more to the line. The next press of **<End>** moves the cursor to the last character position on the current line, and pressing **<End>** again moves the cursor to the very end of the block.

A very significant improvement over the MasterWriter is the addition of a true insert mode. By default, the FormEditor starts in overstrike mode, meaning that text entered will write over and replace whatever is already there. By pressing the **<Ins>** key, the FormEditor switches into insert mode, in which the existing text is moved over to make room for each new character entered. Press the **<Ins>** key several times and notice that the small status window in the bottom-left corner of the screen toggles between OVR and INS, indicating the current mode. Be sure to switch back to OVR before continuing this tutorial. The default startup insertion mode can be set by the user in the Configuration Options dialog.

Entering Line Items Into Block 16

Contract Line Items (CLINs) shipped on a DD250 are entered into Blocks 15 through 20 of the DD250, referred to as the CLIN section in this manual. The operation of some keystrokes is unique to this block and is discussed below.



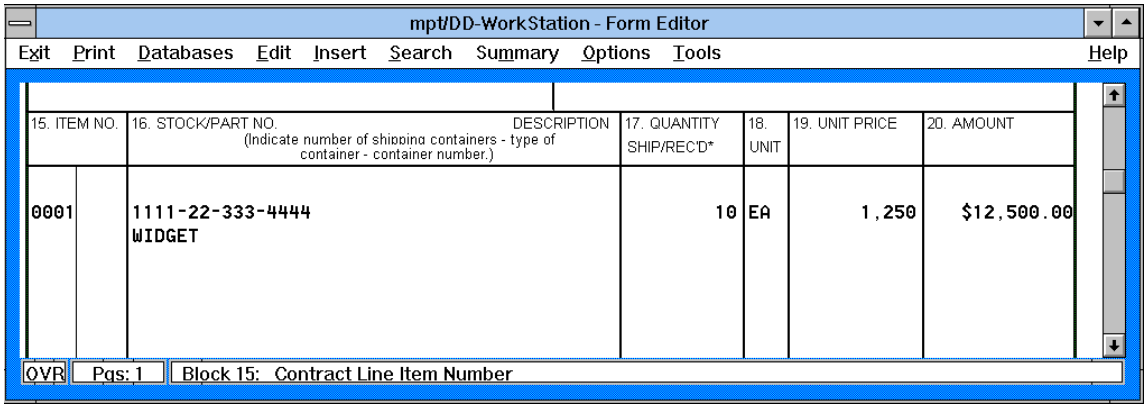
Line Item (CLIN) Section

The operation of some keystrokes in the CLIN section differs slightly from other blocks in order to accommodate the way data is generally formatted. The most significant differences are with the **<Tab>** key, which moves the cursor to the first line of the next block in the rest of the form. In the CLIN section, the **<Tab>** key moves from Block 15 through Block 20, staying even with the top of the current item in Block 16.

For example, if a line item is started on the fifth line of Block 15, the **<Tab>** key will move the cursor onto the same line of Block 16. After several lines of line item description are entered into Block 16 (each followed by **<Enter>**), pressing **<Tab>** will place the cursor up on the fifth line of Block 17, Quantity. The cursor will continue to stay on the fifth line as it moves through Blocks 18 through 20, the Units, Price and Total blocks. Pressing **<Tab>** in Block 20 will return the cursor to Block 15, Item No, leaving a blank line after the item description in Block 16.

Data Calculations and Formatting

To demonstrate the action of the **<Tab>** key, and the automatic formatting in the CLIN section, first move the cursor to Block 15 by using the **<Tab>** key, **<F7>**, or the mouse. Once in Block 15, press **<Enter>** a couple of times to move down to the third line. Now type in "**0001**", and then **<Tab>**. Notice that the cursor moves to the same line of Block 16. Type in "**1111-22-333-4444**" as a sample NSN number, then **<Enter>** to move to the next line in Block 16. Type in "**WIDGET**" for the nomenclature then **<Tab>**. Notice that the cursor moves back up, even with the top line of the CLIN as it moves to Block 17. Type "**10**" for the quantity, then **<Tab>**. Notice that the cursor again stays on the same line, and that the "**10**" has been moved to the right for proper numeric alignment.



Block 15 after inserting an item

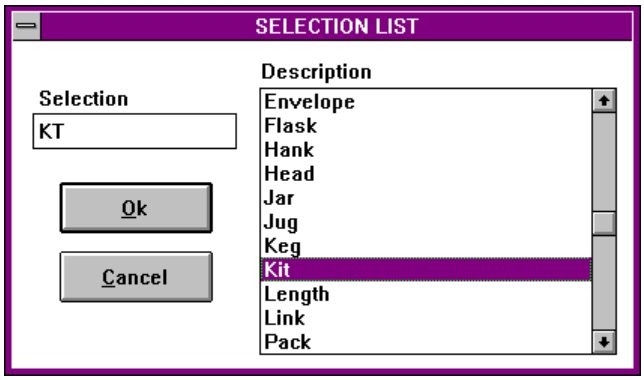
Finally, enter "**1250**" as the unit price, and press **<Tab>**. Again the cursor moves to the same line of the next block. Notice also that the price has been decimally aligned, a comma was added along with ".00" to properly format the number. DD-FormStation does not automatically add a ".00", leaving the decision to the user. Notice that the extended price has been calculated automatically for you. Finally press **<F2>** to have FormEditor calculate and insert the grand total. In this case, since the DD250 is only one page, the grand total is placed on the first page. Otherwise it would have been placed automatically after the last item on the continuation pages.

Automatic alignment, formatting, and calculations are generally welcome, but can be bothersome in some situations. The FormEditor can be configured to not perform these functions, or to only do some of them, some of the time.

Line Item Databases

One of the selection lists provided for the DD250 is linked to the Units of Issue, Block 18. Assume for example that Widgets are sold by the Kit, but you cannot remember if Kit is

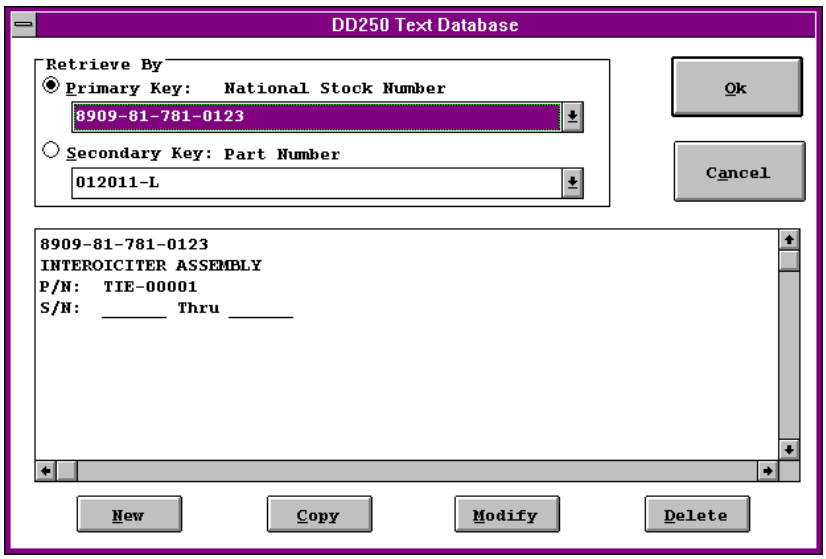
abbreviated *KI* or *KT*. Click on the "EA" in Block 18, then press **<Ctrl F>** (as you would in one of the address blocks). The selection list shown above/below appears, with the official units of measure as defined by Mil-Std 129. Press **<Enter>** and that abbreviation is placed into the form, replacing “EA” that was there.



Unit of Measure Selection List

Like the MasterWriter, the FormEditor has a database of part descriptions to simplify data entry in Block 16. The FormEditor parts database is dual keyed, so that you can retrieve items by either their NSN or your part number. To access the parts database, move the cursor to the line in Block 16 where you wish the item description to be placed and press **<Ctrl F>.**

You may notice that the Parts Database dialog looks much like the Address Database dialog described in a previous section. It also operates in much the same manner. Press the **<Down Arrow>** and **<Up Arrow>** keys a few times. Notice that as the NSN changes, the part description in which it is associated with is displayed.



Block 16 Parts Database Dialog

The Parts Database adds a second independent index, labeled Part Number, which is intended for that purpose. In actuality, the values of both indices used to store part descriptions are at the discretion of the individual user.

The two separate index fields operate totally independently. The NSN field is the primary database index. A unique NSN for each part is required in order to store and retrieve them from the database. The secondary index is optional, and can be repeated in the database. This allows you to use this field as a category or group name for parts. The part description displayed is dependent on the active index values, as indicated by the Primary Key and Secondary Key selection buttons next to the index fields. You may toggle the activation between them by alternately pressing **<Alt P>** and **<Alt S>**. Notice that the part description displayed changes as you do. Selecting an index value from either of the lists will also make that list the active key.

You may examine the index values associated with a particular entry by clicking on Modify or pressing **<Alt M>**. Clicking the **[New]** button will create a blank entry, and **[Copy]** will allow you to create a new entry similar to the current one. Clicking on **[Ok]**, or pressing **<Enter>** or **<Alt O>** will accept the entry and insert it into the form at the current location of the cursor. New parts also can be added to the database by first typing them into the DD250, then pressing **<Ctrl P>** (put) while the cursor is located somewhere within the description.

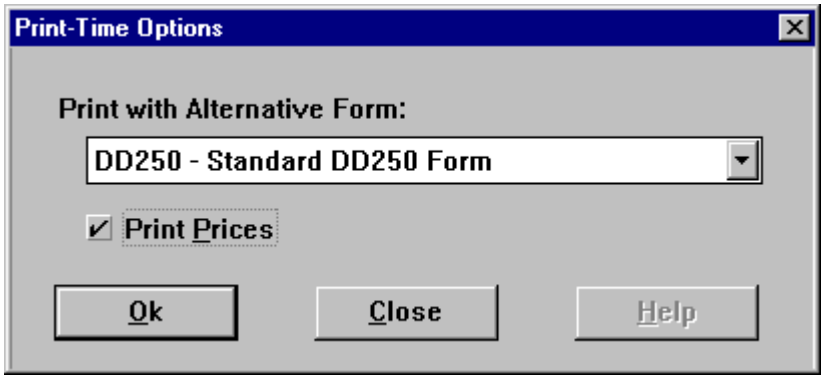
You can use the dialog to modify entries without placing them into the form by selecting **[Cancel]** instead of **[Ok]** when finished, or by accessing the dialog through the **Database>Parts** menu command. Use of Parts Database dialog features is further explained in the Reference Guide. Also explained is the use of the Address Database Tool, which allows the import and export of parts data. Of particular use to MasterWriter users is the facility which imports the MasterWriter parts database for use with the FormEditor.

Leaving the CLIN Section

As discussed above, pressing the **<Tab>** key while in the CLIN section causes the cursor to cycle through Blocks 15 through 20, then back to Block 15. The **<Shift Tab>** has the same effect but in the other direction. Pressing the **<Enter>** key within any of these blocks moves to the next line, until the last line is reached, then goes to the next block. Thus it would appear that you could get stuck in the CLIN section forever, but this is not the case. To leave this section, use the mouse to click on some other block, or use **<F7>** or **<Ctrl J>** to jump to another block or page.

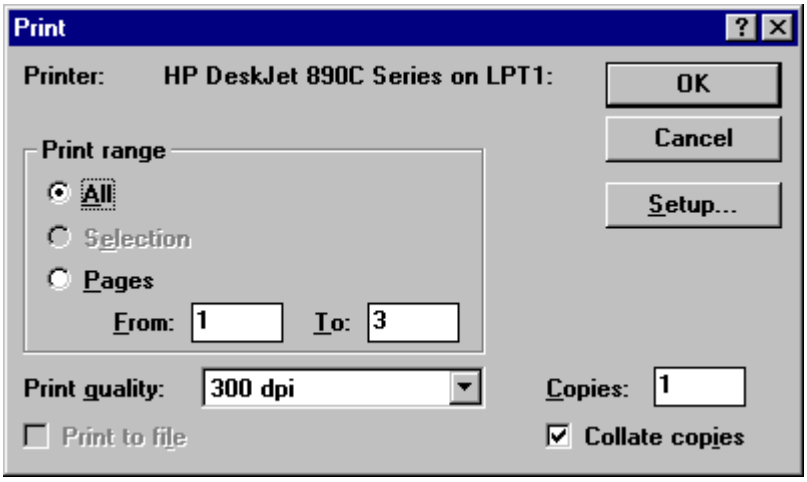
Printing the Current Document

To print the current document, you may do so at any time from within the FormEditor by clicking on **[Print]** (or press **<Alt P>**). If your default printer is a LaserJet compatible printer, simply click on **[Ok]** or press the **<Enter>** key. This will open the Print-Time Options dialog that offers you the chance to print to a different form. Make your selection and click on **[Ok]**.



Print-Time Options Dialog

The Print dialog will appear, where you may continue to print using the default printer or select an optional printer:

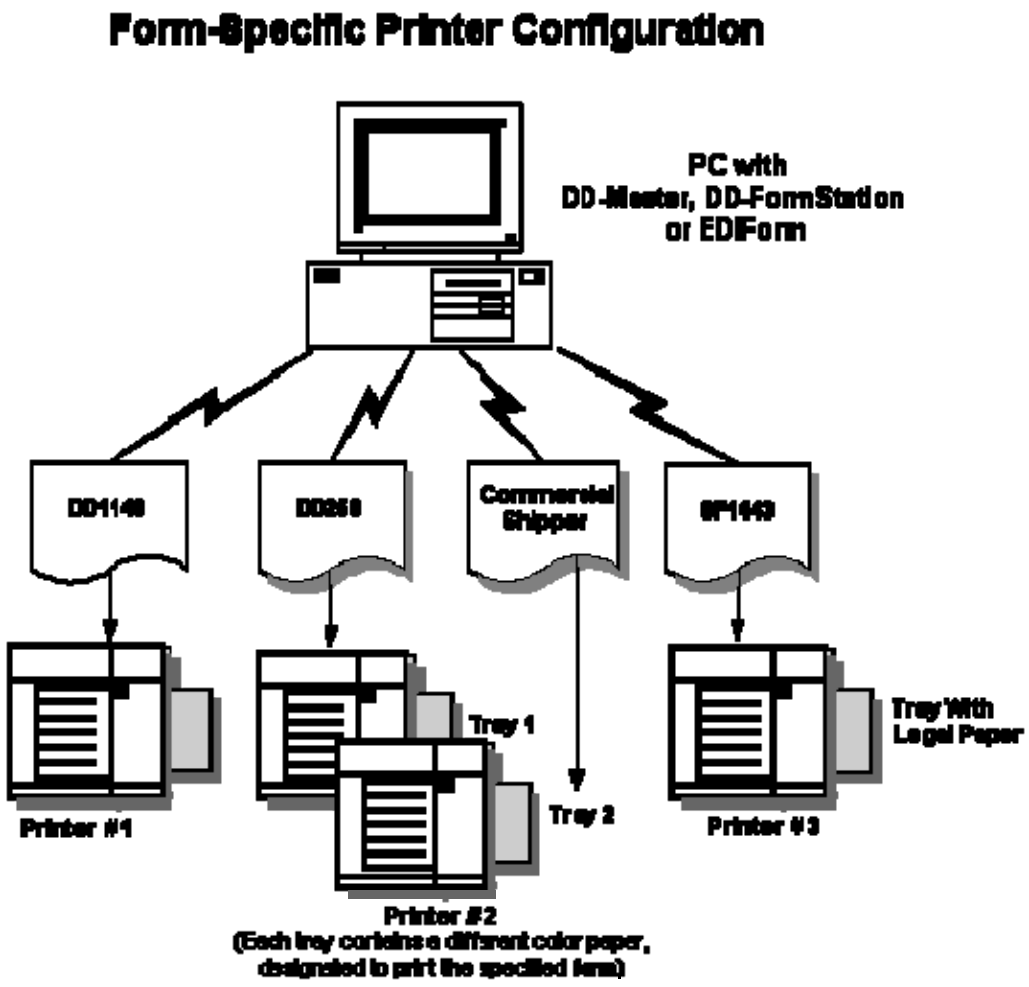


FormEditor Print Dialog

Form-Specific Printer Selection

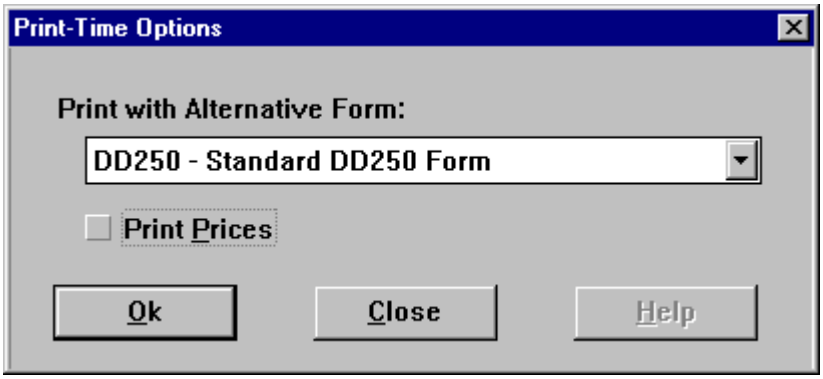
All of Mil-Pac's powerful form processing applications are further enhanced by the ability to designate specific printers and print trays for each type of form created. This enables the user to print a specific form to a designated printer and/or print tray with just the click of a button.

The diagram on the following page illustrates an example of how this feature can be used to automatically print each form to a specified target printer or print tray.



Configuring Printers for Specified Forms

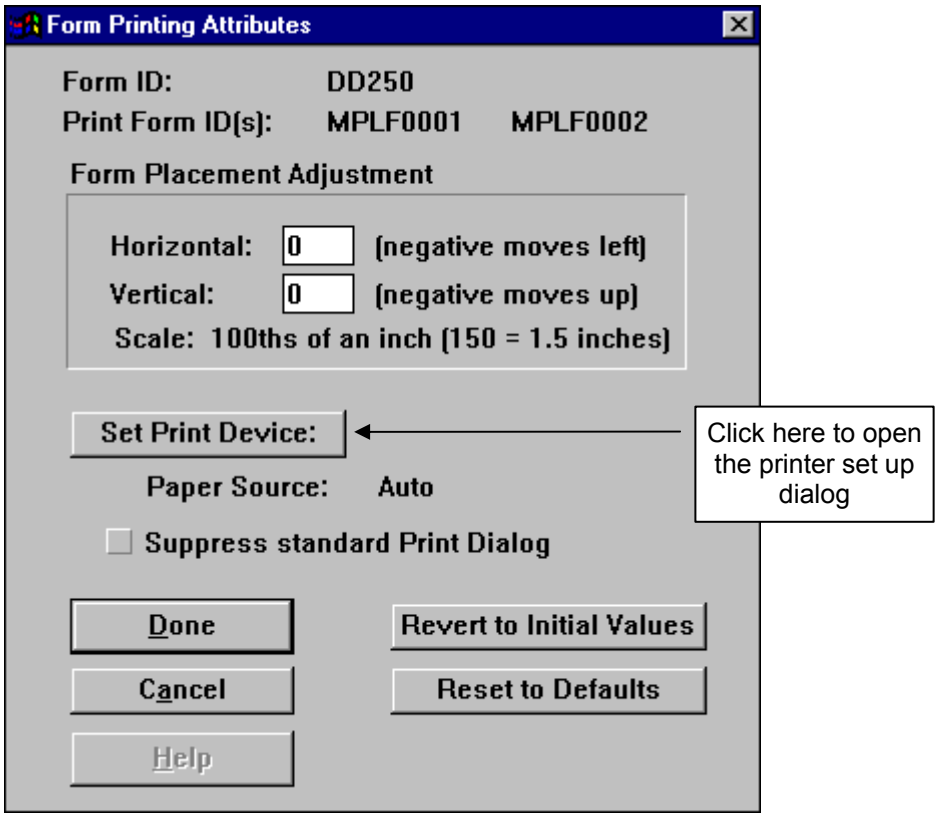
From the **Options>Forms** command, the following dialog will appear:



Print-Time Options dialog

Select a form from the drop down menu under Print with Alternative Form, then click on **[Ok]**. The Form Pinting Attributes dialog will then be presented.

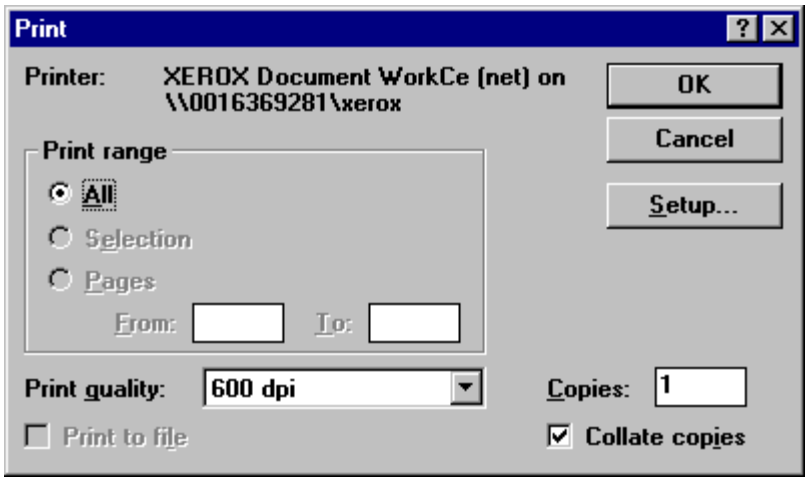
In the following example, a DD-FormStation user needs to print all DD250s to a printer with the proper paper already loaded. The user will set up the required printer for this form in the Form Printing Attributes dialog:



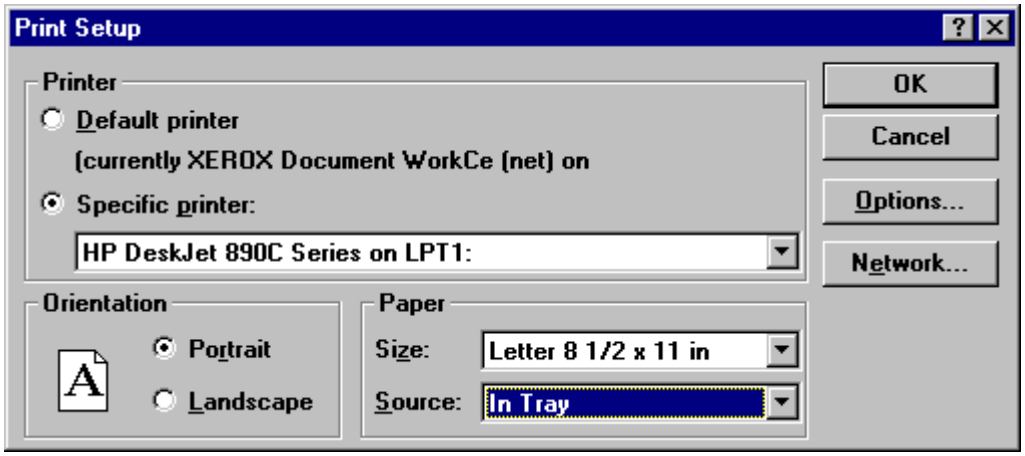
Form Printing Attributes dialog

This dialog is where you would make any necessary adjustments to the position of the form when printed. At any time, you can revert all adjustments to the default values, or to the values that you set with the latest change.

To set up a printer for this form other than the default, click on the **[Set Print Device]** button, which will open the following dialog:



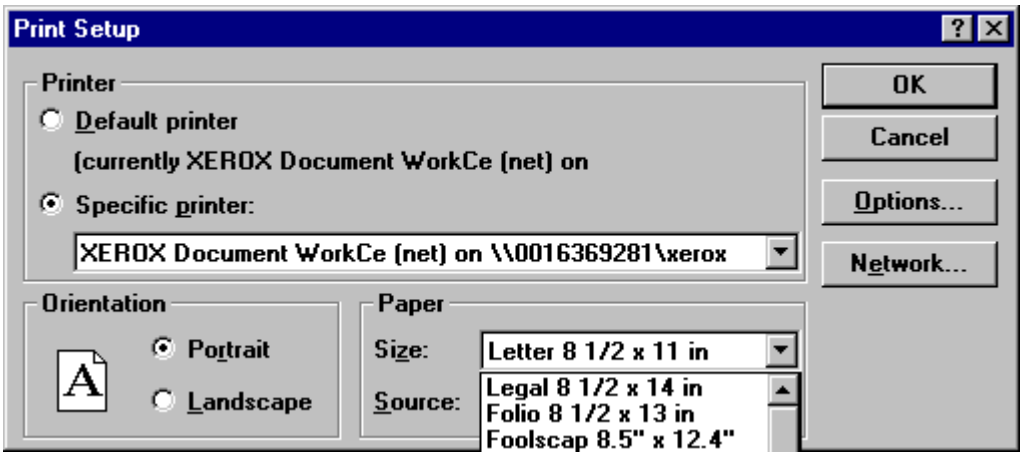
To select a different printer than the default, click on **[Setup]**:



Print Setup Dialog

The program will allow you to select from all printers currently set up on your computer or network. Depending on the printer, you may even be able to specify a specific tray into which you may load different size or color of paper:

The example below demonstrates how you can select different paper sizes:



You may then follow the same procedure for selecting a specific printer and/or print tray for each form.

Saving the Current Document

To save the current document, you may do so at any time by pressing **<Ctrl S>**. This may be done as often as desired to ensure that the current version of your work is safe. You also may choose to wait until you are ready to exit the editor, and the document will be saved.

Exiting the FormEditor

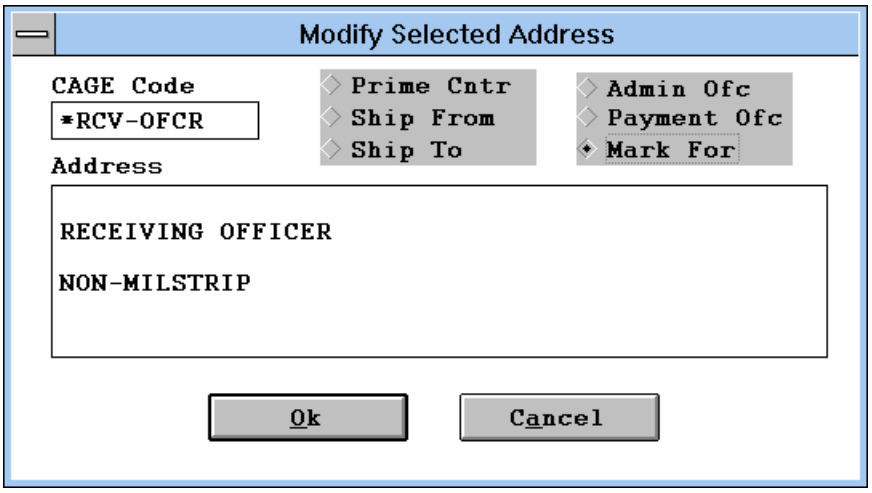
To exit the editor after completing work on a document, click on **[Exit]** or press the **<Alt X>** key. If any changes have been made to the document, you will be asked if you would like to save it. Click on **[Yes]** or press the **Y** or **<Enter>** key. If you have made changes you do not wish to save, click on **[No]** or press the **N** key. If you have exited by mistake, pressing **<Esc>** or selecting **[Cancel]** will return you to the FormEditor.

FormEditor Reference Section

This section explains the FormEditor dialogs and functions in greater detail.

Internal Address Block Codes

On some forms, such as the DD250, the need may arise to create an address in the Address Database using an index (CAGE code) that is not to be printed on the form. Such is the case if a particular address does not have an official CAGE code (e.g. many DD250 Mark-For addresses). The user is free to create an *internal* reference for his own use. To prevent internal codes from printing, start them with an asterisk, such as the "*RCV-OFCR" in the example below.

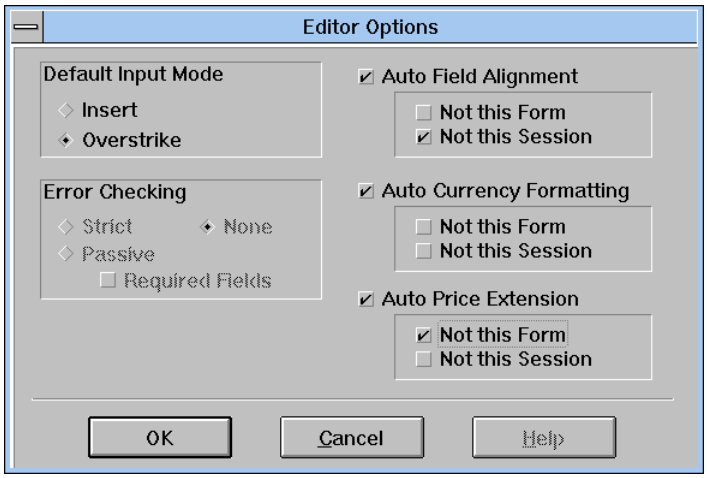


Non-Printing Address Code

Internal CAGE codes are also relevant to forms which provide only a space for the address, but not for the code itself (e.g. DD1149). In such cases, there is no need to use a leading asterisk character since the code is not going to be printed.

FormEditor Configuration

The operational characteristics of the DD-FormStation under the user's control are set by the configuration dialog described below.



Editor Options Dialog

Editor Options Dialog

The Editor Options dialog controls the way some editor features work. The individual controls are described below:

Default Input Mode: Determines whether the FormEditor starts up in Insert Mode or Overstrike Mode (default).

Error Checking: Determines the start up error checking mode.

Strict: User is not allowed to leave a block containing an error until the error is corrected or error checking is toggled off.

Passive: User is warned about error conditions, and given the opportunity to return to the offending block.

None: No error checking is performed (the default).

Required Fields: User is warned if any required fields are blank before saving or printing.

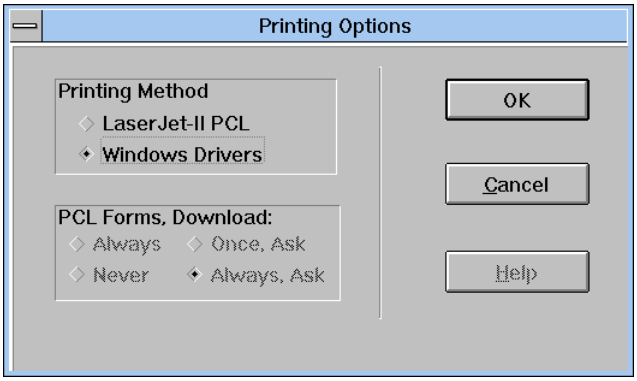
Auto Field Alignment: If checked, some fields are automatically centered, right- or decimal-aligned. This setting can be overridden by the two selections below:

Not this Form: The alignment is disabled for this form, regardless of the setting above, during this and future sessions.

Not this Session: The setting is disabled, but only for the remainder of the session.

Auto Currency Formatting: If checked, financial fields are automatically formatted with the addition of commas, decimal points, cents and where appropriate, dollar signs. Negative values are shown in parentheses. This setting can be overridden as described above.

Auto Price Extensions: If checked, extended prices are automatically calculated. This setting can be overridden as described above.



Printing Options Dialog

Printing Options Dialog

Printing Method: Determines the method of printing the graphical forms:

LaserJet-II PCL: LaserJet-II commands are sent to the printer, bypassing all Windows print-driver translation. This produces the best and fastest output on most LaserJet-II compatible printers.

Windows Drivers: The form is printed using the driver for the currently selected printer. This option must be used for printers that are not LaserJet-II compatible, and for all fax-modems. Results may vary depending on the capabilities of the printer driver.

Download Forms: Determines when forms are downloaded. This is only in effect if the current *Printing Method* is *LaserJet-II PCL.*

Always: Fonts and forms are downloaded automatically every time a document is printed. Suggested for shared printer environments.

Always, Ask: Same as *Always*, but the user is prompted first (default).

Once, Ask: *Forms* are downloaded once per session, user is prompted first.

Never: Forms are never downloaded. It is assumed that they are printer resident or are downloaded separately.

Common Error Messages

Paradox Database Engine Errors

DD-Master and DD-FormStation's editor employ the Paradox Database Engine to maintain various databases for things such as address blocks, part descriptions, and form status. These databases require simultaneous access by multiple applications, which is not inherently permitted by DOS. The DOS "Share" driver overcomes this basic deficiency, and therefore must be in place in order to run the DD-FormStation and DD-Master.

Many computer systems running Windows already have the Share driver running. Should you encounter an "Error opening or initializing the Paradox Engine" message when bringing up the DD-FormStation, you may need to install Share. To do this, follow these simple steps:

Edit AUTOEXEC.BAT file, found in the root directory.

After the path statement(s) which define the DOS directory, place the word "SHARE" on a line by itself somewhere after the PATH statements.

Exit and save the file.

Reboot your system and try running DDFS again.

If this problem occurs after upgrading a DD-FormStation, ensure that only one Paradox lock file exists. Should more than one file with the .LCK file extension exist in the DDFS directory, delete both of them. Contact the Mil-Pac Technology Technical Support Division should you have any questions or encounter any problems with this procedure.

WAWF TRANSACTIONS

Transactions Supported

	DDMaster	DD-FormStation	RFID Load Mgr
DD250 Receiving Report	●	●	
Invoice	●	●	
Combo (Receiving Report & Invoice)	●	●	
Receiving Report Pack Update (RFID ASN)			●
Public Cost Voucher		●	
Progress Payment		●	
Direct UID Submittal	●	●	

DD250 Receiving Reports

The WAWF Receiving Report is the electronic equivalent of the DD250. Submitting it using Mil-Pac's EDI or UDF-FTP format is roughly the same as manually entering the same data in web-WAWF.

Invoices

The standard invoice supported is a billing for shipments made on a DD250. A DD250 must be submitted and in the system before, or at the same time as the invoice. The invoice is held in WAWF, until forwarded to the appropriate payment system after the DD250 is accepted by the government quality representative.

Combos

The Combo is a DD250 that includes invoice data. It acts roughly the same, except that it does not allow for RFID data to be submitted as an update. The government's EDI Combo transaction does not provide an RFID To Follow flag. The current Mil-Pac implementation does not allow for embedded RFID, although this is slated to change in the future. For now, if

you are going to submit RFID data it must be done with an RFID Pack Update, which requires a DD250 rather than a Combo.

DD250/Invoice (Both)

The DD250/Invoice (Both) option is a shortcut that submits both DD250 and an invoice in the same operation. It has the same effect as sending the DD250, then sending the invoice. If the DD250 is not successfully imported the invoice will bounce as well.

RFID Pack Update (ASN)

RFID data is submitted separately, at any point after a DD250 has been successfully imported or manually entered into web-WAWF. Since RFID submittal is not a condition of acceptance, it does not have to be done before the shipment can be accepted, however, the RFID data must arrive at the destination before the shipment does. Remember, you must mark the DD250 with the Pack Later (or RFID to Follow) flag in order to be able to submit RFID data in this manner.

Public/Cost Voucher

The Public/Cost Voucher is supported as a variant of the 810 Commercial Invoice transaction. Complete the SF1034/1035 form to create the required data set.

Progress Payment

The Request for Progress Payment is supported as another variant of the 810 Commercial Invoice transaction. Complete the SF1443 form to create the required data set.

Direct UID Submittal

In most cases, UID data is submitted to the UID Registry by simply including on a DD250 Receiving Report, as described below. In those cases where that is not possible, for instance when the receiving activity is not WAWF-compatible, a regular DD250 can be completed for submission as a paper document and the UIDs submitted directly to the UID Registry.

Data Formatting for WAWF Transactions

Mil-Pac created a modernized DD250 form, the WA250, specifically for creating WAWF Receiving Reports. It is very similar in appearance to the paper DD250 but has some added

fields that simplify data entry and make it easier for WAWF to interpret the data. Either form can be used to prepare data for WAWF submittal. The DD250 must be used when an inspector's physical signature is required (i.e. not processed through WAWF).

Data entered onto a DD250 or WA250 form must follow certain formatting conventions in order to be successfully processed into the highly regimented electronic transactions specified by WAWF. Following these guidelines accomplishes that while also ensuring compliance with the DFARS rules for paper DD250s.

Line Item Formatting

Line item descriptions, which can be a challenge for an electronic system to understand, may be successfully translated into WAWF transactions by observing the following guidelines.

National Stock Number (NSN)

Generally speaking each line item should appear as follows:

0001	1111-22-333-4444 WIDGET P/N: 343634-009 < other lines> S/N: (if needed)	2	EA	$2,200.00

The first line should be the NSN, with nomenclature on the second line and part number on the third. Serial numbers are always the last part of the item. Other data such as MILSTRIP, ACRN, etc. can appear in any order between the Part Number (if one) and the Serial Number (if applicable).

The NSN is not required if not applicable, but the message "Warning: No National Stock Number" will be given. This is to remind you to check the data, in case the NSN was forgotten or not properly formatted.

0002	**NSN: NONE** WIDGET < etcetera >	2	EA	$15,500.00

The *No NSN* warning can be ignored, or eliminated by stating “NSN: NONE” on the first line of the item. In either case, the transaction will be properly encoded to indicate that no NSN is present. The warning is there to draw your attention in case the lack of a proper NSN was due to a data-entry error. However, there are cases where certain data formats may fool the WAWF translator into thinking there is an NSN, resulting in a WAWF error. Use of NSN: NONE eliminates this problem.

MILSTRIPs

When it is necessary to include a MILSTRIP number, place it anywhere after the Part Number (if any) and before the first Serial Number (if any):

0017	4452-01-551-9007 WIDGET P/N: 343634-009 **MILSTRIP: 29723598724460** S/N: (if needed)	2	EA	$5,200.00

Multiple MILSTRIPs

In cases where an item is allocated to multiple MILSTRIPs, the item should be formatted as such:

0017	4452-01-551-9007 WIDGET P/N: 343634-009 **MILSTRIP: 29723598723801 EA 10** **MILSTRIP: 29723598723802 EA 12** **MILSTRIP: 29723598723803 EA 2** S/N: (if needed)	40	EA	$1,807.00

In the case above, only 24 of the 40 units were allocated to individual MILSTRIP numbers. The remainder would be allocated to "NONE" for proper accounting of the quantity shipped. In this case, a warning will be issued, so that it does not occur inadvertently.

ACRNs

Single ACRNs are entered as shown below, with ACRN placed anywhere after the part number and before the first serial number (if any).

0017	4452-01-551-9007 WIDGET P/N: 343634-009 **ACRN: XY** MILSTRIP (if necessary) S/N: (if needed)	2	EA	$500.00	$1,000.00

Multiple ACRNS

0003	4452-01-551-9007 WIDGET P/N: 343634-009 **ACRN: XY $750** **ACRN: XZ $250** S/N: (if needed)	2	EA	$500.00	$1,000.00

Multiple ACRNs can be listed as shown above. They must add up to the extended price of the item. Note that single ACRNs do not require a dollar amount.

Zero-Lot Items

For partial lot shipments, the quantity shown on each partial shipment will be 0 LT. The shipment that completes the lot indicates this by stating a quantity of 1 LT. This confuses more than just people. When WAWF is trying to figure out how many MILSTRIPs to allocate, or UIDs to expect, it needs to know the actual number of THINGEEs you sent. Starting in WAWF-3.0.9 we have the concept of Actual Quantity:

0017	4452-01-551-9007 ELECTRICAL CONNECTOR P/N: RE11-442S MILSTRIP N005354281X001XXX EA 2 MILSTRIP N005354281X002XXX EA 3 **ACTUAL: 5** UID: TYPE2 S/N: 4087002, 4087005, 4087008	**0**	**LT**	$5,200.00

	S/N: 4087009, 4087012			

For Zero-Lot, Mil-Pac now requires the "ACTUAL: n" line to appear somewhere between the P/N and the S/N, if applicable. For UIDs and MILSTRIPs this is a critical error-checking item. For non-serialized items, it is the only way that the Mil-Pac software knows what quantity was actually shipped, which became an absolute requirement in WAWF-3.0.10.

Government Furnished Property (GFP)

0017	4452-01-551-9007 WIDGET P/N: 343634-009 **GFP** S/N: (if needed)	2	EA	$5,200.00

Placing the GFP flag in a line item will set the Shipping Advice code to indicate that the item includes, or is, Government Furnished Property (GFP).

Continuation Beyond End of Page 1

This is an example of an item that continues beyond Page 1. Do not enter anything besides the data at the end of Page 1 or the beginning of the Continuation Page. Entries such as "0017 | Continued" will create a second item 0017 or a serial number “Continued” depending on how you do it.

Item #	Stock/Part No. / Description	Qty	Unit	Price	Amount
0017	8470-00-141-0936	10	EA	150.00	$1,500
	Field Service Kit				
	P/N: FSK-23-00723				
	MILSTRIP N005354281X001XXX				
	ACRN AB $1,500.00				
	ACRN: AC $500				
	UID: TYPE2				
	S/N: 4087002, 4087005				
	4087021, 4087022, 4087023,				
21.	...				
	CONTINUATION SHEET				
Item #	Stock/Part No. / Description	Qty	Unit	Price	Amount
	4087025, 4087027, 4087028,				
	4087029, 4087030, 4087033				

Proper Address Formats

Address blocks require special formatting to allow for the identification of the entity (company or activity) and the city, state and zip code, and in the case of foreign (OCONUS) addresses, the country code. The main rule is that City, ST Zip must be on the last line. The Entity should be the first line. Anything else, like a phone number, or ATTN, should go on the second line.

CONUS Address Blocks

Domestic addresses must be at least three lines, with the "City, ST Zipcode" appearing on the last line. The WAWF translator cannot properly interpret other formats. Always follow these rules:

- Must be at least three lines
- *City, ST Zipcode* must always be the last line
- Two letter State Code, without a period
- Five or nine digit Zip Code. If using a nine-digit Zip Code, be sure to include a hyphen (example: "65336-3201").

CODE: DODAAC
Entity
Division / Attn / Phone / etc.
Bldg / Suite / etc.
Street Address
City, ST Zipcode

Foreign Address (OCONUS) Blocks

Foreign addresses must be at least three lines, with the “City, Postal Code (Country Code) as the last line of the block.

- City, Postal Code (Country Code) is always last line
- Country Code is required (two or three characters in parenthesis)
- When there is no Postal Code, use the country name instead:

MONTREAL, H3Y 5T7 (CAN)
KANDAHAR, AFGHANISTAN (AF)

CODE: DODAAC
Entity
Division or Attn
Bldg/Suite/etc.
Street Address
City, Postal Code (Country Code)

Mark-For Address Blocks

The Mark-For block can contain either a physical address, in cases where the Ship-To is not the ultimate consignee. It may also contain non-address data, referred to as Mark-For Instructions.

- If the DODAAC is the same as the Ship-To, leave Mark-For CODE blank.
- If the DODAAC and address are the same as the Ship-To, leave the entire Mark-For block blank, unless adding *Mark For Instructions*, as described below.
- When DODAAC is placed in the CODE field, the address must be properly formed:

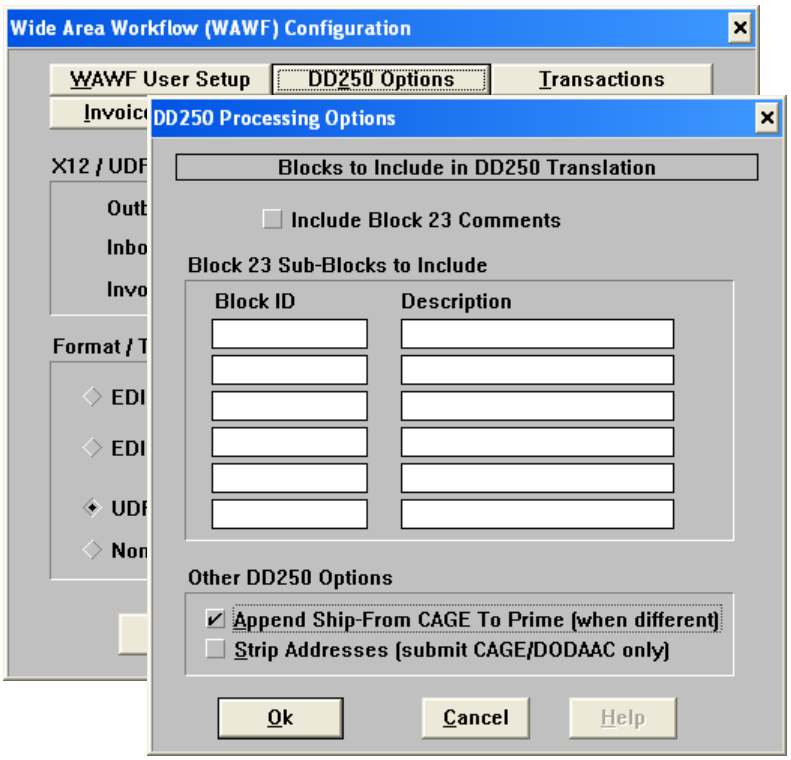
14. MARK FOR CODE: DODAAC
Entity
Division / Attn / Phone / etc.
Bldg / Suite / etc.
Street Address
City, ST Zipcode

- When not a proper address, the contents of the block are referred to as *Mark For Instructions*. In this case, do not put a DODAAC in the CODE field. (It may, however be placed in the text):

14. MARK FOR	CODE:
M/F: DODAAC Contract: XYZ123-05-A-0001 Proj: XYZ TP: 1	

CAGE Code Extensions

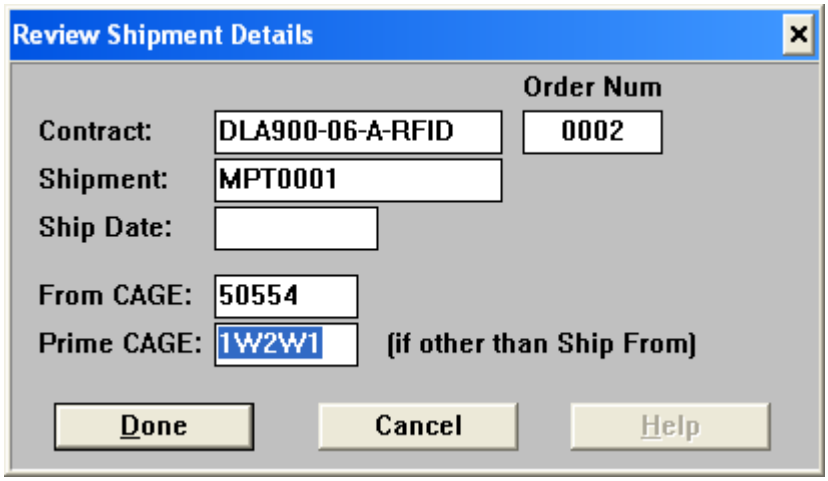
A CAGE code other than the Prime Contractor's may appear in the Ship-From block in cases where a shipment is made on behalf of the prime by a sub-entity, sub-contractor or packaging contractor. In order to be properly recognized by WAWF, the Prime can establish the CAGE of the Sub entity as a CAGE-Extension. This process is initiated by the Sub in web-WAWF, which will forward the request for an extension to the Prime. Once granted the Sub will have the ability to submit on behalf of the Prime and view documents the Sub submits. More information on this subject is available from WAWF.



Mil-Pac's WAWF Support Library can generate CAGE extensions, but only after being so enabled by the user. Check the *Append Ship-From CAGE to Prime* option in DD250 Options.

Cage Extensions in RFID Load Manager

Cage Extensions are automatic in RFID Load Manager, as long as both the Prime and the Ship-From CAGE codes are created by Std-Barc. Ship-From will always be present, as it is required to generate RF Tag IDs. The Prime is only present if RF Tags are printed in the Exterior Container Label format.



Whenever shipping as an entity other than the Prime contractor, it is important that both the Ship-From and Prime CAGE codes appear in Review Shipment Details, which appears when you create and submit an RFID Pack Update (ASN). You can also review these details before creating the ASN. If the Prime is different from the Ship-From, and it does not appear, you must enter it, as shown above.

Inspector / QAR Office

The office code and optional extension of the QAR/QAS to inspect and accept the DD250 is placed in Block 21A next to "TITLE:" legend. The address and phone number of the QAR is optional and should be left out. The form of the code is:

TITLE: S0504A

or TITLE: S0504A-123

For CQA at Destination (i.e. when Block 21B CQA is checked) place the DODAAC of the QAR/QAS in Block 21B instead.

Note that the ACCEPTANCE checkboxes in both 21A and 21B are ignored for WAWF transactions. Block 8 is the sole determiner of Acceptance Point. Note also that checking CQA in 21A/B does not imply that CQA has been performed - it is a required informational item for WAWF transactions.

Local Processing Office (LPO)

For contracts where it is necessary to include the DODAAC of the Local Processing Office (LPO), place it as the last line in the Payment Office block (12). For example:

12. PAYMENT WILL BE MADE BY CODE: N68688

DFAS CLEVELAND CENTER & OPLOCS
SAN DIEGO
4181 RUFFIN ROAD
SAN DIEGO, CA 92123-1819

LPO: N68937

If you are sending just CAGEs/DODAACs (Options > WAWF > DD250 Options > Strip Addresses) then the LPO can appear anywhere in the (Payment Office) block. WA250 Form users should put the LPO DODAAC in the appropriate field in Block 21.

Ship-In-Place

The phrase "Ship-In-Place" can be used in place of the address text in the Ship-To block. This also triggers submittal of the proper Shipping Advice code. Users of the WA250 form can just check the *Ship-In-Place* checkbox to get the same effect. In either case, no Ship-To address is submitted, only the block's CAGE/DODAAC code. Use of a DODAAC is allowed if your bonded storage area has been assigned one.

ARP, COC, RFID (To Follow) and SERVICES

The WA250 form includes checkboxes to indicate

ARP	Alternative Release Procedure
COC	Certificate of Conformance (attached by reference)
RFID	Data to Follow in Pack Update
SERVICES	DD250 is for Services vs Goods/Supplies

The DD250 has no such checkboxes. To indicate these conditions simply place one or more of the key words (ARP, COC, RFID, SERVICES) anywhere on the Govt. Rep Signature line (Block 21A). They may appear in any order.

UID Format Options

This section describes the use of Mil-Pac generated Receiving Reports to properly convey UID data to the UID Registry via WAWF in transactions generated by DD-FormStation and DD-Master. A number of techniques are provided to fit different circumstances and process flows.

UID registry requires several pieces of data for each item in addition to contract and shipment numbers, the item number (CLIN), product identifier (NSN/PN) and unit cost:

1. UID Type (Construct 1 or 2)
2. Entity Identifier (such as CAGE) of company assigning the UID
3. IAC (Issuing Agency Code) which controls the Entity ID
4. Part Number (Construct 2 only)
5. Serial Number
6. Fully constructed UID, built from the items above

This information may be explicitly provided for each UID submitted, or automatically generated from DD250 data. Mil-Pac software can simplify the specification of UID data for contracts that use UID Construct 2, combining the Prime Contractor's CAGE code, with the part number and serial numbers for each item to automatically create UIDs.

The following examples show how to format DD250s for both automatic and explicit (manual) UID data submittal.

Automatic Generation of Construct 2 UIDs

Mil-Pac software will automatically generate these UIDs when it encounters the operator **UID: Type2**, which can appear anywhere between the nomenclature (second line) and the first Serial Number.

0001	1112-01-434-0001 LN-200 IMU HOUSING P/N: 31-142 MILSTRIP: N005354281X001XXX **UID: TYPE2** S/N: 2044492, 2044498, 2044499, 2044501, 2044507	5	EA	$1,750

Automatic Construct 2 UID

In this example the Prime CAGE code "1HLD9" (DD250 Block 9), part number "31-142" and each of the five serial numbers listed would be used to automatically construct the following five UIDs:

• D1HLD931-1422044492 • D1HLD931-1422044498 • D1HLD931-1422044507

• D1HLD931-1422044499 • D1HLD931-1422044501

Mixing UID and Non-UID Items

UID generation occurs only for line items that include UID operators, such as the "**UID: TYPE2**" in the previous example. Intermixed line items, such as the one below, would not have UIDs automatically generated. By the same token, you may mix UID generation methods, as there are no assumptions from one line item to the next.

0001	1112-01-434-0001 LN-200 IMU HOUSING P/N: 31-142 MILSTRIP: N005354281X001XXX **UID: TYPE2** S/N: 2044492, 2044498, 2044499, 2044501, 2044507	5	EA	$1,750
0002	4452-01-341-9980 ELECTRICAL CONNECTOR P/N: RE11-442S MILSTRIP: N005354281X002XXX S/N: 4087002, 4087005	2	EA	$586

Mixing UID and Non-UID Line Items

Using a Different Part Number and/or Entity

It is also possible to utilize automatic UID construction in cases where the Prime uses the UID Part Number and Serial Numbers assigned by a sub-contractor or other vendor. The placement of UID-ENTITY and/or UID-PN operators before the first Serial Number overrides the prime contractor CAGE (DD250 Block 9) and/or part number (X22-5525 in the example below).

0004	1224-01-122-0044 CIRCUIT HOUSING P/N: X22-5525 **UID-ENTITY: 07700** **UID-PN: 311875-1N42** S/N: 5525-0001, 5525-0003, 5525-0004, 5525-0006, 5525-0007, 5525-0009, 5525-0012

Alternative Part Number and Entity

This example will override the prime's Part Number for UID construction and submittal only. On the WAWF Receiving Report this item would still be listed as P/N X22-5525, and the prime contractor 1HLD9 (DD250 Block 9). The following UIDs would be constructed:

- D07700311875-1N425525-0001, D07700311875-1N425525-0003 . . .-0012

In the examples above we have been assuming that the Entity ID was a CAGE Code. In some cases the prime may wish to utilize part numbers and serial numbers assigned using one of the other internationally recognized Issuing Agency Codes (IAC), such as DUNS. Stating the IAC after the Entity ID, using one of the officially recognized codes, does this.

0005	1224-01-788-9917 POWER REGULATOR P/N: X22-7566 **UID-ENTITY: 6445227111 [IAC: UN]** UID-PN: PNG911-032-5525 S/N: 7566-0008, 7566-0012, 7566-0017

Non-CAGE Entity Identifier

This example is similar to the one above it, except that the Entity Identifier is a DUNS number instead of a CAGE Code. The following UIDs would be constructed:

- UN6445227111PNG911-032-55257566-0008
- UN6445227111PNG911-032-55257566-0012
- UN6445227111PNG911-032-55257566-0017

Explicitly Named UID Components

It may be desirable to explicitly state each UID component. This is possible by providing a UID-ENTITY/IAC, UID-PN and UID-SN for (after) every serial number listed for an item.

0006	1112-01-434-0005 LN-200 INERTIAL MEASUREMENT UNIT P/N: 31-142 MILSTRIP: N005354281X001XXX **S/N: 407090** UID-ENTITY: 06481 [IAC: D] UID-PN: 06481-311875-1N42 UID-SN: 407090 **S/N: 407091** UID-ENTITY: 06481 [IAC: D] UID-PN: 06481-311875-1N42 UID-SN: 407091

Explicit UID Components

The example above demonstrates arbitrary UID assignments, in which each UID component is explicitly stated. This example would produce the following UIDs:

- D0648106481-311875-1N42407090
- D0648106481-311875-1N42407091

UID Construct 1

Automated generation of UIDs is not possible for Construct 1 UIDs, since unlike Construct 2 UIDs, the UID Construct 1 is not likely to be associated with an item serial number. Keep in mind that the Construct 1 serial numbers are independent of the Part Number, and must be unique across the Prime's product line. Composite Construct 1 UIDs may be entered onto the DD250 in S/N - UID pairs:

0017	4452-01-551-9007 ELECTRICAL GENERATOR P/N: EG61-400942 S/N: 5000296 UID1: D1HLD900000001 S/N: 5000297 UID1: D1HLD900000002	2	EA	$5,200.00

Entering Construct 1 UIDs

APPENDIX

FormEditor Keystroke Guide

Block Movement Commands		**(Menu Equivalent)**
<Tab>	Go to the next block.	
<Shift-Tab>	Go to the previous block.	
<Enter>	Go to next line of a multi-line block. From single-line block or last line of a block it goes to the next block.	
<F7>	Jump to a block or field.	(**Search>Block**)
<Ctrl-J>	Jump to a page.	(**Search>Page**)

Cursor Movement Commands	
<Up>	Moves cursor to the character above, unless already at top of block.
<Down>	Moves cursor to the character below, unless already at bottom.
<Left>	Moves cursor one character to the left, unless already at left edge.
<Right>	Moves cursor one character to the right, unless already at right edge.
<Enter>	Goes to the beginning of the next line of a multi-line block.
<Home>	Goes to beginning of line. If already there, goes to top of block.
<End>	First goes to end of text on line, then to end of current line, then to end of block.
<Ctrl-Left>	Moves cursor one word to the left, within the current block.
<Ctrl-Right>	Moves cursor one word to the right, within the current block.
<Ctrl-Home>	Jump to first block on form page.
<Ctrl-End>	Jump to last block on form page.
<PgDn>	Scrolls form down 10 lines, moves cursor accordingly. Within a continuous block, the text is scrolled - form does not move on screen. Use **<Tab>**, **<Sh-Tab>**, **<F7>**, or **<Ctrl-J>** to move to a different block or part of the form.
<PgUp>	The opposite of **<PgDn>**.

FormEditor Keystroke Guide (cont.)

Editing Commands		**(Menu Equivalent)**
<Insert>	Toggles between Insertion Mode and Overstrike Mode.	
<Ctrl-I>	Inserts line into current block.	(**Insert>Blank Line**)
<Delete>	Deletes the character at the cursor position.	
<Ctrl-D>	Deletes line from current block.	(**Edit>Delete Line**)
<F12>	Erases the current block.	(**Edit>Clear Block**)
<Ctrl-B>	Inserts a page break (cont. sheet only).	(**Insert>Page Break**)
<F2>	Extends unit price, calculates grand total.	(**Insert>Grand Total**)

Database Access Commands	
<Ctrl-F>	Finds/retrieves data by displaying database associated with a block.
<Ctrl-G>	Gets address block associated with its CAGE code, P/N, etc.
<Ctrl-P>	Puts/stores address block under the associated CAGE, P/N, etc.

Miscellaneous Commands		
<Ctrl-S>	Save current document.	(**Exit.>Yes**)
<Ctrl-R>	Repaginate (continuous forms only).	(**Tools>Repaginate**)