

# NMCI DTrack Users Guide

Version 1.0

Prepared by

**OPTI**

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# Introduction

## ***General Overview***

The NMCI Demand Tracking System (DTrack) is an executive information decision system using standard operational and tactical models. DTrack is intended to aid in creating fiscal year budgets for current and future years, and aid in resource allocation decisions. Dtrack lets users manage their own budgets by giving them the ability to make changes, additions, and deletions. Any inaccuracy can quickly be fixed by anyone with access to DTrack. Once a division enters their information, a budget manager will review the information and accept or reject the budget order. If an order is rejected, the reasons for the rejection are listed, and corrections can be made quickly and the order reprocessed.

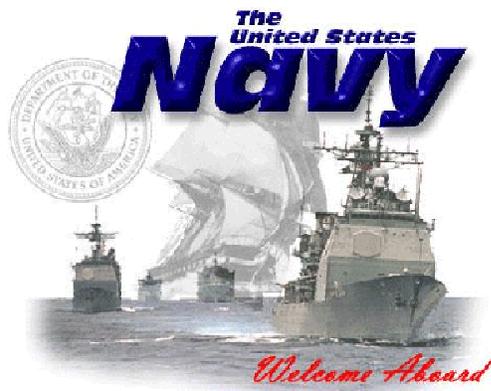
**Note: If you are making numerous changes, we recommend you save your changes frequently. Exiting the browser without saving changes will cause all changes to be lost. Sometimes after a change is made the screen will refresh, this in no way implies a save was done, you still need to press the Save button.**

# Login To DTrack

DTrack is a web-enabled application. You can access DTrack as long as you have a user name, password and access to a web browser. If you can view normal html web pages, i.e. [www.yahoo.com](http://www.yahoo.com), then DTrack will work on your system.

[Login](#)      [Registration](#)      [User's Guide](#)      [Contact Info](#)

Please sign into the  
NMCI Demand Tracking System



Username:

Password:

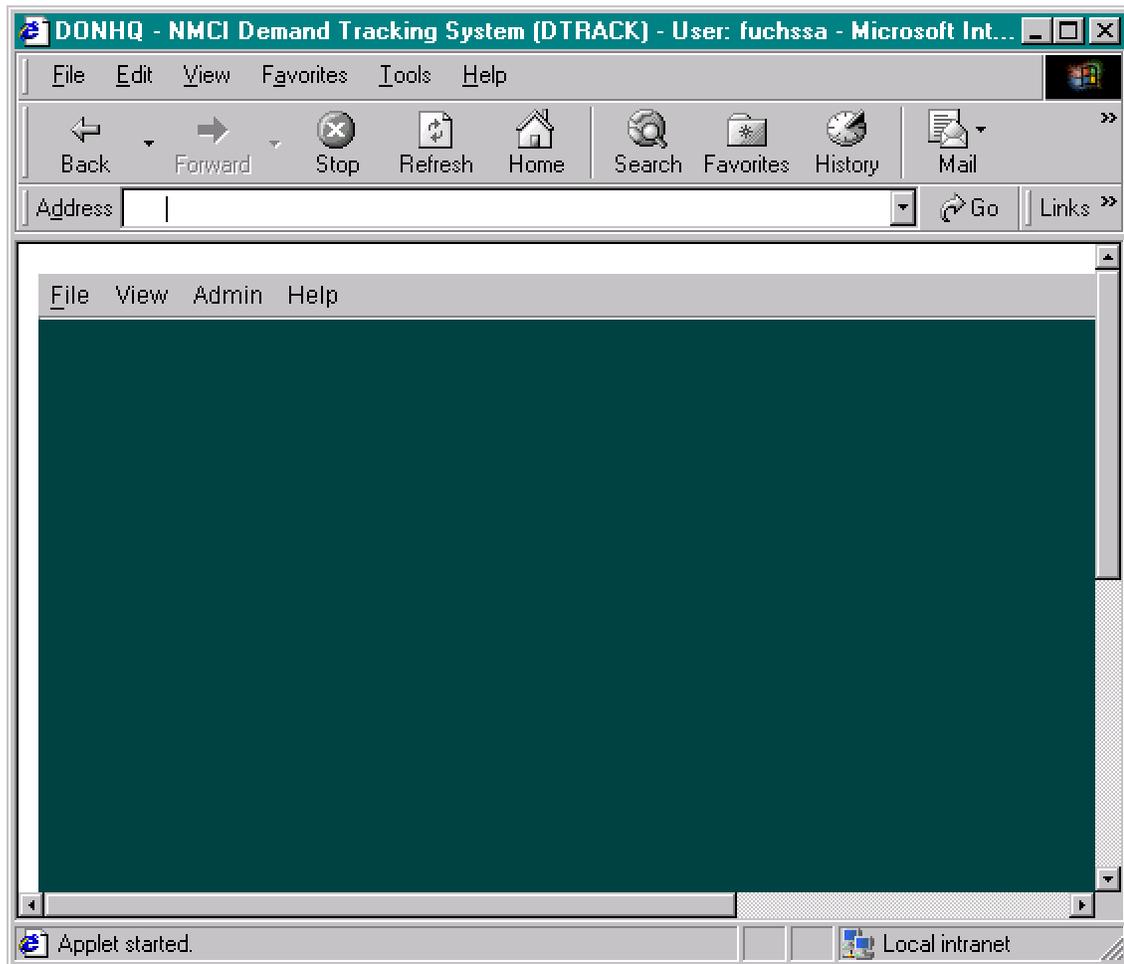
If you are new user - Please follow  
this [New User](#)

Figure-1

You must login every time you want to use DTrack. If you have never used DTrack before you will need to register to activate your account. Click the [New User](#) hyperlink and then fill out the appropriate information. If you're already registered just enter your Username and Password on this screen to log into DTrack.

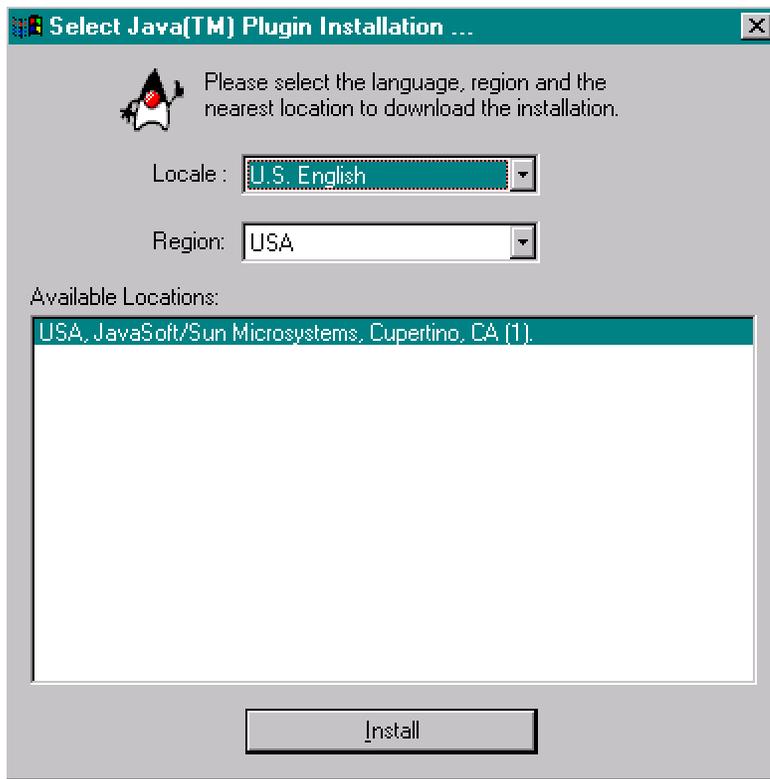
## Starting DTrack

Once you have successfully logged into DTrack, the application will load the main window, which will look like the following picture.



A successful load will show the DTrack application containing a black background, and the menu bar with File, View, Admin, and Help menu items. Now you are ready to use DTrack.

The only requirement to use DTrack is the Java Runtime Environment 1.2(JRE) or later. Fortunately your browser will detect the JRE installed and will automatically upgrade the browser to a compatible version. The following picture will appear if your browser detects you need to download a more recent JRE.



Once you press the Install button the Java Plug-in will automatically install itself just this one time, and will never have to be downloaded again. It will sit on your local machine and activate only when needed, i.e. you run DTrack or another Java applet.

You will see a Java Plug-in icon in the icon tray at the lower right of your main window, where the time display is located. Clicking on this icon will let you set the options for the Java Plug-in, as well as disabling the Java Plug-in. We recommend that you not disable or alter the default Java Plug-in settings.

## Initial Order Spreadsheet

In order to use DTrack we must have received your initial order spreadsheet listing all budget items. We send you a blank template Excel spread sheet to be filled out and returned to us, which we then load into our system. Once this is done you will be able to locate your UIC number in DTrack and view, modify your records. Below is a mock example spread sheet.

We provide a blank standard template Excel spreadsheet for you to fill out for your division and then send to us. Once we load it into our database you will be able to view and modify all the information via DTrack.

**Navy / Marine Corps Intranet (NMCI)  
Data Collection Worksheet**

UIC: 77777  
 UIC Short Name: FO  
 UIC Long Name: Fictitious Order  
 UIC Point of Contact: NETOPS: Steve Pillak  
 Alternate UIC POC: NETOPS: Ron Jergens  
 UIC POC Telephone: (002)555 6221  
 UIC POC Fax: (002)555 7631

NA - Not Applicable  
 M - Military  
 R - Reserve  
 CT - Contractor

| LastName | FirstName[space]MI | C = Civilian | Organization Name/Division | Building | Room No. | CLIN Item # | Service  |
|----------|--------------------|--------------|----------------------------|----------|----------|-------------|----------|
| Dingus   | John               | M            | BGB                        | Pentagon | 9 FLOOR  | 0001AA      | RED FIXE |
| Smith    | Will               | M            | BGB                        | Pentagon | 9 FLOOR  | 0021        | DMS Upgr |
| Evans    | Candice            | M            | BGB                        | Pentagon | 9 FLOOR  | 0001AA      | RED FIXE |
| Star     | Joanne             | M            | BGB                        | Pentagon | 9 FLOOR  | 0021        | DMS Upgr |
| Jordan   | Heather            | C            | BGB                        | Pentagon | 9 FLOOR  | 0001AA      | RED FIXE |
| Hunt     | John               | C            | BGB                        | Pentagon | 9 FLOOR  | 0001AA      | RED FIXE |
| Oconnor  | Pat                | C            | BGB                        | Pentagon | 9 FLOOR  | 0021        | DMS Upgr |
| Newsome  | Martin             | M            | BGB                        | Pentagon | 9 FLOOR  | 0001AA      | RED FIXE |
|          |                    |              |                            |          |          |             |          |
|          |                    |              |                            |          |          |             |          |
|          |                    |              |                            |          |          |             |          |
|          |                    |              |                            |          |          |             |          |
|          |                    |              |                            |          |          |             |          |

This is the Java-Plug-in icon mentioned earlier. Double click to view Java Plug-in settings.

## Viewing Orders

The first step for new users should be to view your itemized order, where you will do your modifications and monitoring. **Do note only your own organization's orders will be viewable.** To view your existing orders Select the File menu followed by the Order menu item, as the picture shows.

The screenshot shows a software window titled "Order screen" with a menu bar containing "File", "View", "Admin", and "Help". The "Order" menu is open, displaying "Demand Module", "Save", and "Archived orders". The main area contains a form with the following fields:

- UIC:
- Fiscal Year:
- Order Num:  Mod Num:  Fy Budget Control:
- Order Desc:  Uic Total:

Below the form are two tables with headers:

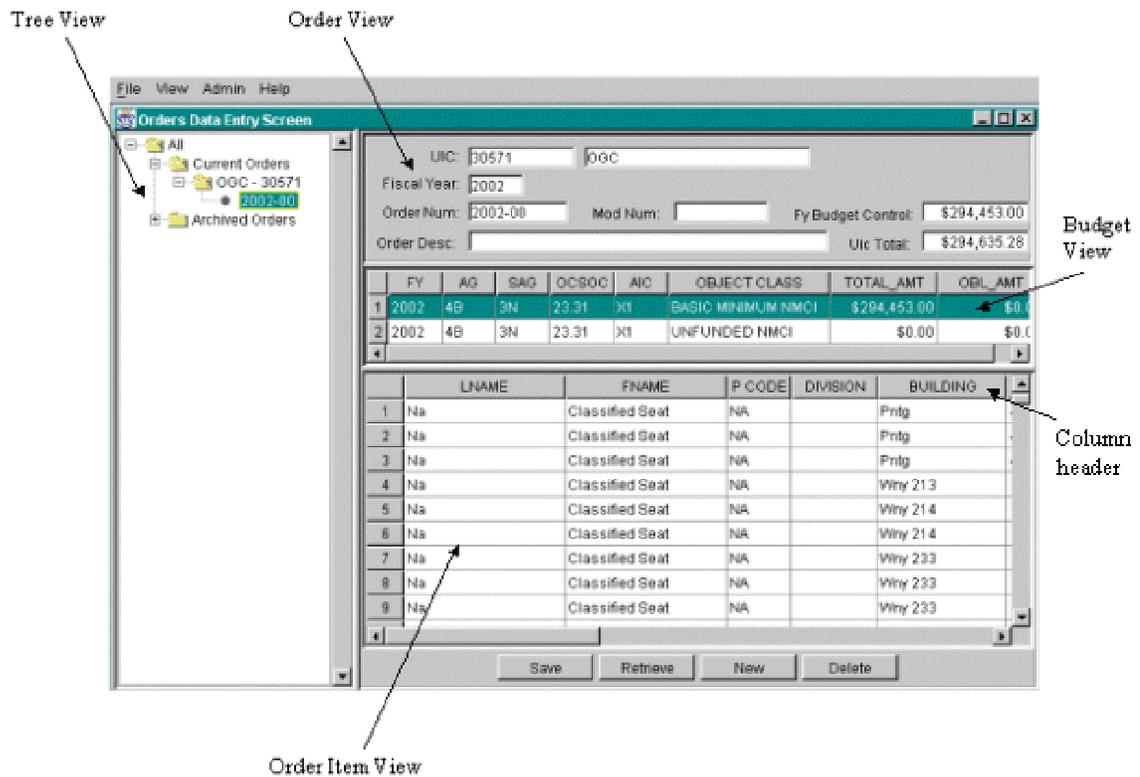
| FY | AG | SAG | OC-SOC | LOA | AMOUNT |
|----|----|-----|--------|-----|--------|
|----|----|-----|--------|-----|--------|

| PERSON | P CODE | DIVISION | BUILDING | ROOM | CLIN NUMBER |
|--------|--------|----------|----------|------|-------------|
|--------|--------|----------|----------|------|-------------|

At the bottom of the window are buttons for "Save", "Retrieve", "New", and "Delete".

Upon selecting the Order menu item, the screen will show you a “tree control” on the left and a large empty form on the right. The form is empty since you haven't selected any specific order yet.



The tree control lists the UIC's you are able to view, which in many cases will be only one as shown above. Expanding the UIC tree folder displays any orders for that UIC. Selecting the order row, as shown above, will load the order into the form on the right. The information displayed may now be viewed and modified. The display consists of four parts: Tree View, Order View, Order Item View, and Budget View. The Tree View is where the user selects the initial order to view, and may select a different order at anytime. The Order View displays the order data that goes with the UIC selected from the Tree View. The Order Item View shows all the information for each individual item ordered for the selected UIC. The Budget View shows control information for the selected UIC. Changing the selection in the Tree View will change the data in the other views instantly.

Sorting on a column, for example LNAME, to make viewing more organized and easier is accomplished by just selecting the column name. Selecting LNAME column header sorts the rows by the last name, and selecting the BUILDING column header would sort the rows by building. If you are looking for a couple of people and all you know is their last names, just sort the rows by LNAME and the find them by scrolling down the list.

## Entering New Orders

If your organization does not have an existing order, you can create one. Enter the order module by selecting the File menu and the Order menu item. Right click anywhere in the Tree View to call up the menu that provides the New Order function.

The screenshot displays the 'Orders Data Entry Screen' within a Microsoft Internet Explorer browser window. The browser's address bar shows the URL <http://webapp/dtrack/jsp/dtrack.jsp>. The application window has a menu bar with 'File', 'View', and 'Help'. On the left side, there is a tree view with the following structure:

- All
  - Current Orders
  - Archived Orders

The 'New Order' option is highlighted in the tree view. Below the tree view, a context menu is open, listing the following options:

- New Order
- Delete Order
- Copy Order
- Mod Order
- Submit Order
- Veto Order
- Reports
- Utilities

The main content area of the 'Orders Data Entry Screen' contains a form with the following fields:

- UIC: [ ] [ ]
- Fiscal Year: [ ]
- Order Num: [ ] Mod Num: [ ] Fy Budget Control: [ ]
- Order Desc: [ ] Uic Total: [ ]

Below the form, there are two tables. The first table has columns: FY, AG, SAG, OCSOC, LOA, and AMOUNT. The second table has columns: PERSON, P CODE, DIVISION, BUILDING, ROOM, and CLIN NUMBER. At the bottom of the screen, there are four buttons: Save, Retrieve, New, and Delete.

The New Order selection will open a dialog box that allows you to choose your organization on a drop down menu. Fill in the remainder of fields in the dialog box then click OK to begin entering the order.

UIC: 00013 - JAG

Fiscal Year:

Order Num:  Mod Num:

Order Desc:

OK CANCEL

Java Applet Window

The system will then display the order entry screen where you can enter individual line items.

## Lookup Tables

Double clicking on any of the following fields will display a lookup table: LNAME, BUILDING, CLIN, and OBJECT CLASS. The Person Lookup table and the CLIN table will fill in several associated fields.

The screenshot shows the 'Orders Data Entry Screen' with a menu bar (File, View, Admin, Help) and a tree view on the left. The main area contains a form with fields for UIC (30571), OGC, Fiscal Year (2002), Order Num (2002-00), Mod Num, Fy Budget Control (\$294,453.00), Order Desc, and Uic Total (\$294,635.28). Below the form are two tables. The first table has columns: FY, AG, SAG, OCSOC, AIC, OBJECT CLASS, TOTAL\_AMT, and OBL\_AMT. The second table has columns: CODE, DIVISION, BUILDING, ROOM, CLIN, and SERVICE. A scrollable lookup table is open over the BUILDING column of the second table, listing various buildings such as '34425 Farenhold Ave San Diego', 'Arlington Annex', 'Bethesda Nav Hos', 'Camp Pendleton Hos', 'Cg3', 'Cgn', 'Great Lakes Nav Hos', and 'Jacksonville Nav Hos'. A 'Delete' button is visible at the bottom right of the lookup table.

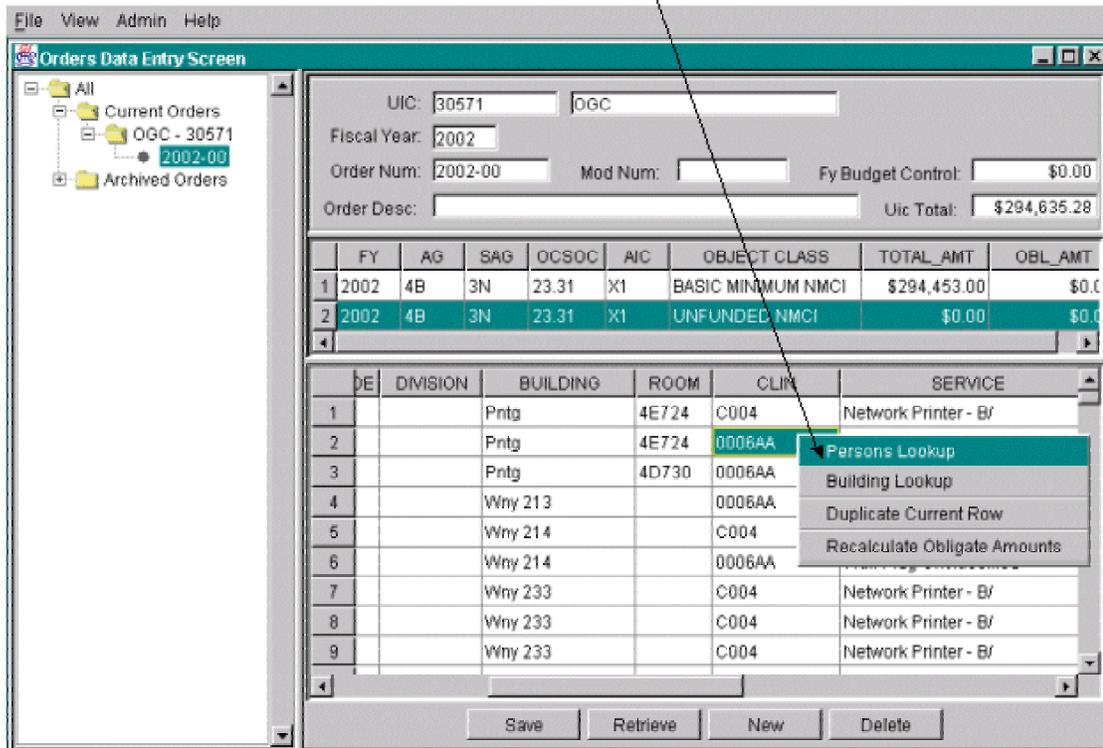
Double click on a cell in BUILDING column to bring up a Lookup table with pre-existing Buildings to be selected

Scrollable Lookup table listing all the buildings

New items can be added to the lookup tables and existing items can be changed. Each lookup table has an Add button that will insert a row that can then be filled out with new information. Items will only be saved when the Save button is pressed.

**Note: If you are making numerous changes, we recommend you save your changes frequently. Exiting the browser without saving changes will cause all changes to be lost. Sometimes after a change is made the screen will refresh, this in no way implies a save was done, you still need to press the Save button.**

Right clicking the mouse in the Order Item View brings up a popup menu



Right clicking the mouse in the Order Item View displays a popup menu. The table below briefly describes each item.

| Function                           | Definition   |
|------------------------------------|--|
| <b>Person Lookup</b>               | Use to edit person information belonging to this order.  |
| <b>Building Lookup</b>             | Use to edit building and room information belonging to this order.   |
| <b>Duplicate Current Row</b>       | Inserts a new row with the same values as the selected row.  |
| <b>Recalculate Obligate Amount</b> | Updates the budget control numbers for this order taking into account any changes made to the Order Item View. |

The following picture shows the Person Lookup menu where you can view and edit person information.

The screenshot shows a window titled "Person" with a menu bar (File, View, Admin, Help) and a search interface. The search criteria are: Field: FNAME, Operator: equals, Value: Andrew. A table displays 18 rows of person data. The 6th row, for "Joo", is highlighted. At the bottom, there are buttons for Save, Retrieve, New, and Delete.

|    | LNAME    | FNAME    | MNAME | P_CODE | EMAIL |
|----|----------|----------|-------|--------|-------|
| 1  | Barber   | Gregory  |       | C      |       |
| 2  | Brown    | Ted      |       | M      |       |
| 3  | Gay      | Fred     |       | M      |       |
| 4  | Goleach  | Daniel   |       | M      |       |
| 5  | Graf     | George   |       | M      |       |
| 6  | Joo      | Andrew   |       | CT     |       |
| 7  | Keith    | Douglas  |       | M      |       |
| 8  | Keith    | Douglas  |       | M      |       |
| 9  | Maclin   | Richard  |       | M      |       |
| 10 | Mcginnis | Thomas   |       | M      |       |
| 11 | Milhoan  | Kenneth  |       | M      |       |
| 12 | Nemfakos | Charles  |       | C      |       |
| 13 | Nicely   | Kip      |       | R      |       |
| 14 | Oliver   | Lasandra |       | M      |       |
| 15 | Parker   | Carlton  |       | C      |       |
| 16 | Perez    | John     |       | M      |       |
| 17 | Randolph | Stephen  |       | M      |       |
| 18 | Schaefer | Thomas   |       | R      |       |

Double clicking on any cell in a row enables editing of the cell clicked. You can modify cells in any number of rows, and then hit the Save button.

**Note: We recommend you save frequently. Closing the browser window without saving will cause all changes to be lost.**

## Reports

There are two different reports users can generate through DTrack, a configuration report and spreadsheet report. The picture below shows the two reports inside the popup menu.

First, DTrack can provide a summary report on the number of each configuration ordered by a given organization. Right clicking on the appropriate order and selecting the menu option Reports, then Generate Configuration, will generate a summarized html report showing each organization's seat configurations, per building and class type.

The screenshot shows the 'Orders Data Entry Screen' window. On the left is a tree view of orders. The '31699 - UNSECN' order is selected, and a context menu is open over it. The 'Reports' option is highlighted, and a sub-menu is visible with 'Generate Configuration' and 'Spread Sheet' options. The main window displays order details and a table of configurations.

Order Details:

- UIC: 31699 UNSECN
- Fiscal Year: 2002
- Order Num: 2002-00 Mod Num: Fy Budget Control: \$51,438.00
- Order Desc: Uic Total: \$51,014.52

|   | FY   | AG | SAG | OCSOC | AIC | OBJECT CLASS       | TOTAL_AMT   | OBL_AMT     |
|---|------|----|-----|-------|-----|--------------------|-------------|-------------|
| 1 | 2002 | 4B | 3N  | 23.31 | X1  | BASIC MINIMUM NMCI | \$51,438.00 | \$51,014.52 |
|   | 2002 | 4B | 3N  | 23.31 | X1  | UNFUNDED NMCI      | \$0.00      | \$0.00      |

|   | LNAME       | FNAME      | P CODE | DIVISION   | BUILDING |    |
|---|-------------|------------|--------|------------|----------|----|
|   | Alleger     | Sheryl     | M      | Under SecN | Pentagon | 51 |
|   | Davis       | Aldrich M. | M      | Under SecN | Pentagon | 41 |
|   | Faggan      | Aleta L.   | M      | Under SecN | Pentagon | 41 |
|   |             |            | M      | Under SecN | Pentagon | 41 |
|   |             |            | M      | Under SecN | Pentagon | 41 |
|   |             |            | M      | Under SecN | Pentagon | 41 |
| 7 | Kern        | Dennis     | M      | Under SecN | Pentagon | 41 |
| 8 | Livingstone | Susan M.   | C      | Under SecN | Pentagon | 41 |
| 9 | Livingstone | Susan M.   | C      | Under SecN | Pentagon | 41 |

Buttons: Save, Retrieve, New, Delete

An example report is shown below:

UIC: 31699  
Fiscal Year: 2002  
Order Num: 2002-00  
MOD\_NUM: N/A  
UIC\_TOTAL: \$51014.52  
FY\_BUDGET\_CONTROL: \$51438  
Order\_Desc:

NMCI DTrack Generated Configuration Report for  
Building Pentagon and Class Type BASIC MINIMUM NMCI

| Config # | Quantity | Description   | Clin                     |
|----------|----------|---|--------------------------|
| 1        | 3        | Fixed Workstation - White<br>Switchable Classified Connect (Dual CPU) | 0001AB<br>0009AC         |
| 2        | 4        | Fixed Workstation - White   | 0001AB                   |
| 3        | 1        | Fixed Workstation - Red<br>Portable Seat<br>High End Desktop VTC      | 0001AA<br>0002<br>0022AB |

The report shows the quantity of each unique configuration, the associated CLIN descriptions, and the CLIN numbers. You can save, print, or do anything else using the browser since the report is in html format, a basic web page. The report once displayed in its own web page, is no longer connected to DTrack in any fashion, so you can close the browser when you through with viewing, printing, saving, etc... the report.

The second report is a html Excel style spreadsheet that shows the entire current order with one item per line, very similar to the original order format your organization filled out initially. Below is a picture.

http://webapp/dtrack/jsp/dtrack\_template.jsp?guid=2fabcb97.e18588b710.8000 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://webapp/dtrack/jsp/dtrack\_template.jsp?guid=2fabcb97.e18588b710.8000

### Navy / Marine Corps Intranet (NMCI)

#### Data Collection Worksheet

UIC: 30571 FY Budget Control: \$294,451.00

UIC Short Name: OGC UIC Order TOTAL: \$294,635.28

UIC Long Name: NAVY GENERAL COUNSEL

UIC Point of Contact: Michael F. Bowman

Alternate UIC POC: Joseph L. Brown

UIC POC Telephone: (202) 685-6937

UIC POC Fax: (202) 685-6957

NA = Not Applicable  
M = Military  
R = Reserve  
CT = Contractor

| UserName  |            | C = Civilian | Organization Name/Division | Location |          | CLIN Item # | CLIN Service Description | CLIN Monthly Service Price | Period of Performance |           | TOTAL Seat Cost |
|-----------|------------|--------------|----------------------------|----------|----------|-------------|--------------------------|----------------------------|-----------------------|-----------|-----------------|
| Last Name | First Name |              |                            | Building | Room No. |             |                          |                            | Start Date            | End Date  |                 |
| Spencer   | Billie     | C            | Ethics                     | No-1     | 7000     | 0002        | Portable Seat            | \$308.25                   | 01-Oct-01             | 30-Sep-02 | \$3,699.00      |
| Spencer   | Billie     | C            | Ethics                     | No-1     | 7000     | 0002        | Personal Digital Ass     | \$19.63                    | 01-Oct-01             | 30-Sep-02 | \$235.50        |
| Lacroix   | David W.   | C            | Ethics                     | No-1     | 7000     | 0002        | Personal Digital Ass     | \$19.63                    | 01-Oct-01             | 30-Sep-02 | \$235.50        |
| Lacroix   | David W.   | C            | Ethics                     | No-1     | 7000     | 0000        | Scanner                  | \$4.99                     | 01-Oct-01             | 30-Sep-02 | \$59.88         |
| Lacroix   | David W.   | C            | Ethics                     | No-1     | 7000     | 0002        | Portable Seat            | \$308.25                   | 01-Oct-01             | 30-Sep-02 | \$3,699.00      |
| Wise      | Charlotte  | M            | Immediate                  | Pntg     | 4E724    | 0002        | Portable Seat            | \$308.25                   | 01-Oct-01             | 30-Sep-02 | \$3,699.00      |
| Wise      | Charlotte  | M            | Immediate                  | Pntg     | 4E724    | 0002        | Personal Digital Ass     | \$19.63                    | 01-Oct-01             | 30-Sep-02 | \$235.50        |
| Wheeler   | Justin     | M            | Immediate                  | Pntg     | 4E724    | 0001AB      | Fixed Workstation -      | \$238.64                   | 01-Oct-01             | 30-Sep-02 | \$2,863.68      |
| Wheeler   | Justin     | M            | Immediate                  | Pntg     | 4E724    | 0021        | DMS Upgrade              | \$14.79                    | 01-Oct-01             | 30-Sep-02 | \$177.48        |
| Yozay     | Lois J.    | C            | Central                    | Pntg     | 4D715    | A00G        | Replace the Red/Whit     | \$3.80                     | 01-Oct-01             | 30-Sep-02 | \$45.96         |
| Yozay     | Lois J.    | C            | Central                    | Pntg     | 4D715    | 0001AB      | Fixed Workstation -      | \$238.64                   | 01-Oct-01             | 30-Sep-02 | \$2,863.68      |

Done Local intranet

To convert this into an Excel file, choose the browser's File menu, then Save As menu item. From there just name the file anything you desire, and save it as an html file type as shown below. Remember the directory you saved it to, since in the next step we will retrieve this file.

Save Web Page

Save in: (C:) [Icons]

- Diskeeper/Workstation
- JBUILDER4
- Kpcms
- Multimedia Files
- nic
- oracle
- Program Files
- Recycler
- Temp
- tempXLS
- treevec
- Winnt

File name: DtrackExcelReportTest [Save]

Save as type: Web Page, HTML only (\*.htm;\*.html) [Cancel]

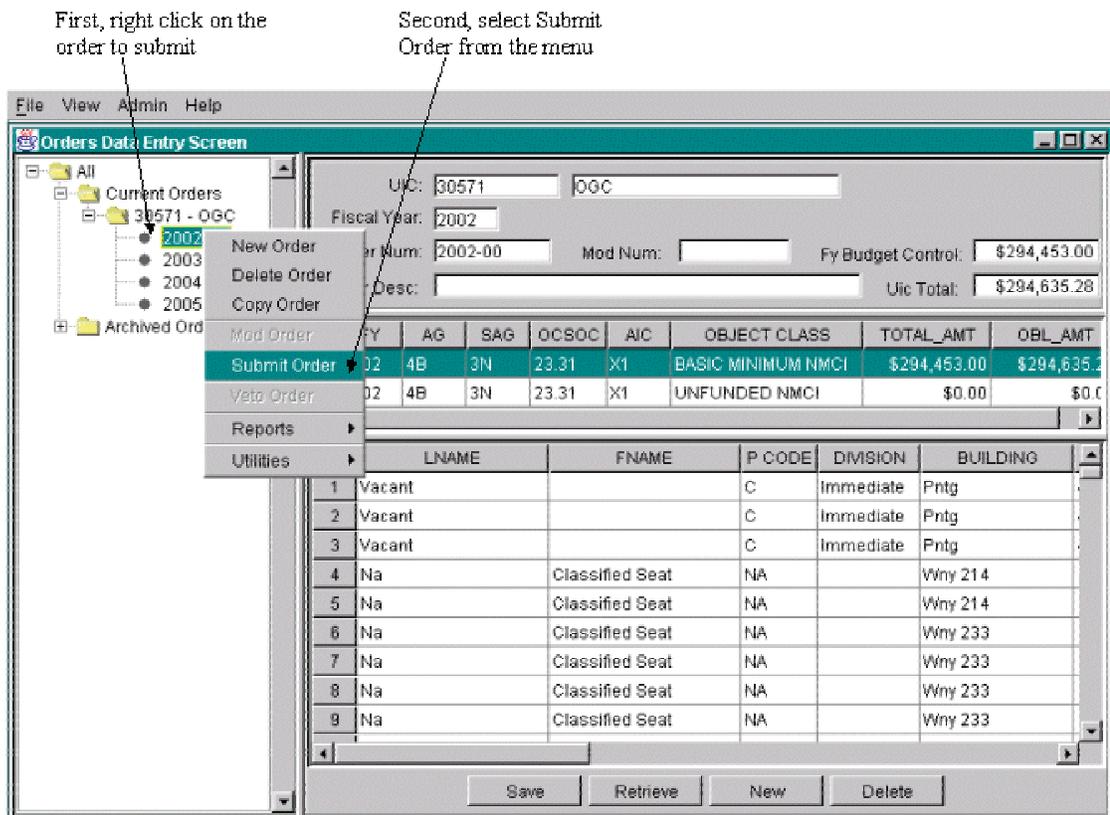
Encoding: Western European (ISO)

Now all you have to do is open Excel, choose the File menu, and then select Open. Browse to where you saved the html file, remembering where it was saved, and Excel will import and convert it from an html file to the normal .xls file type and display. All the fields and columns should line up correctly as well.

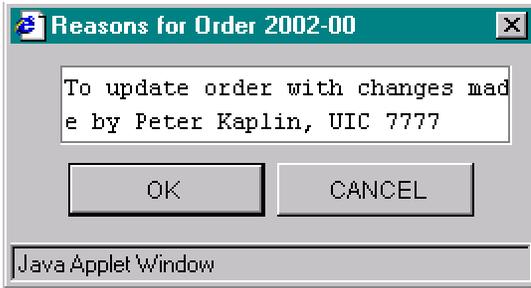
## Submitting an Order

Submitting an Orders function pertains to having the order reviewed. An email is sent to the order approval person so he or she knows a request has been to approve said order. You don't "Submit an Order" every time you make a change or alteration, for that just use the Save button and that is enough. In the beginning when you first make an order, you should "Save" and then "Submit the Order". The order will be reviewed and accepted or changes requested.

Currently, you right click on the order in the Order View and select the menu Submit Order. Use 'Submit Order' when you have created a new order, one that is not in the system, and you are requesting this new order be entered into the system. If the order already exists, do not use 'Submit Order', instead use the normal form on the right to edit and press the 'Save' button.



After you submit the order, you will be asked to enter a reason.



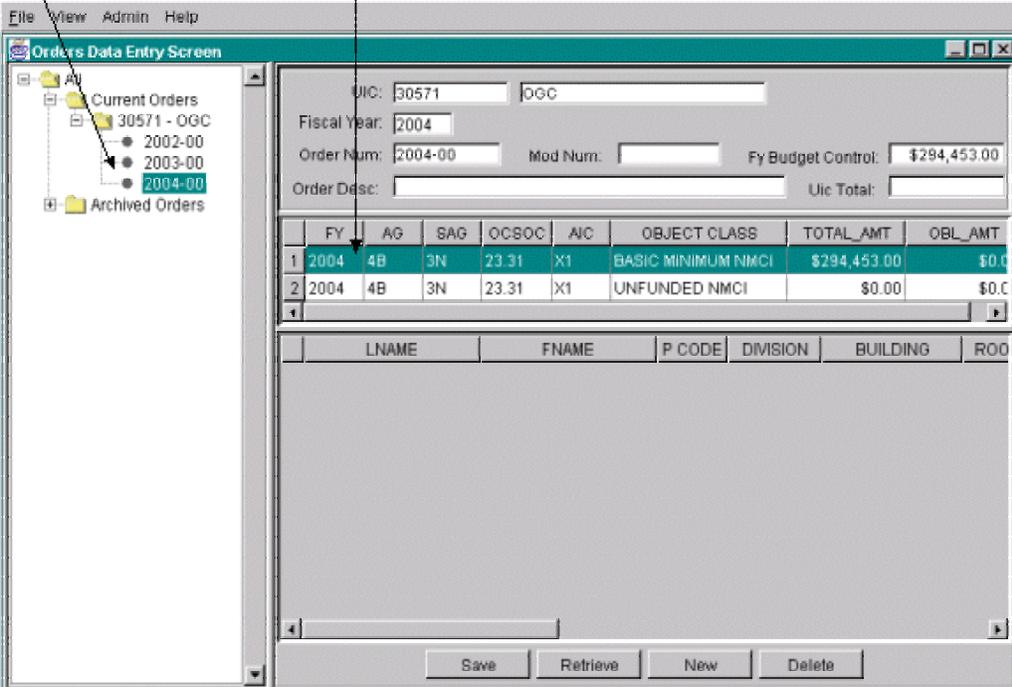
## Demand Module

The Demand Module lets users budget, and forecast up to five years into the future. The usefulness here concerns one-time charges that will not show in other fiscal year periods. Sometimes there may be an item that will only be charged for a single year, and will not be charged in the other fiscal year periods. If needed, the Demand Module lets you bill the item for one year only, and showing the other years as not having to charge for that item. By budgeting the single year items appropriately, the division will get an accurate picture of future budgets, and will be less apt to over spend or under spend.

The Demand Module looks quite like the Orders Data Entry Screen to keep a standard look and feel.

Select the year to view from the Demand Tree View

Demand year data for selected year is displayed



The screenshot displays the 'Orders Data Entry Screen' interface. On the left is a 'Demand Tree View' showing a hierarchy: 'All' > 'Current Orders' > '30571 - OGC' > '2002-00', '2003-00', and '2004-00'. The '2004-00' item is selected. The main area contains a form with the following fields: UIC: 30571, OGC, Fiscal Year: 2004, Order Num: 2004-00, Mod Num: (empty), Fy Budget Control: \$294,453.00, Order Desc: (empty), and Uic Total: (empty). Below the form is a table with columns: FY, AG, SAG, OCSOC, AIC, OBJECT CLASS, TOTAL\_AMT, and OBL\_AMT. The table contains two rows of data for the year 2004.

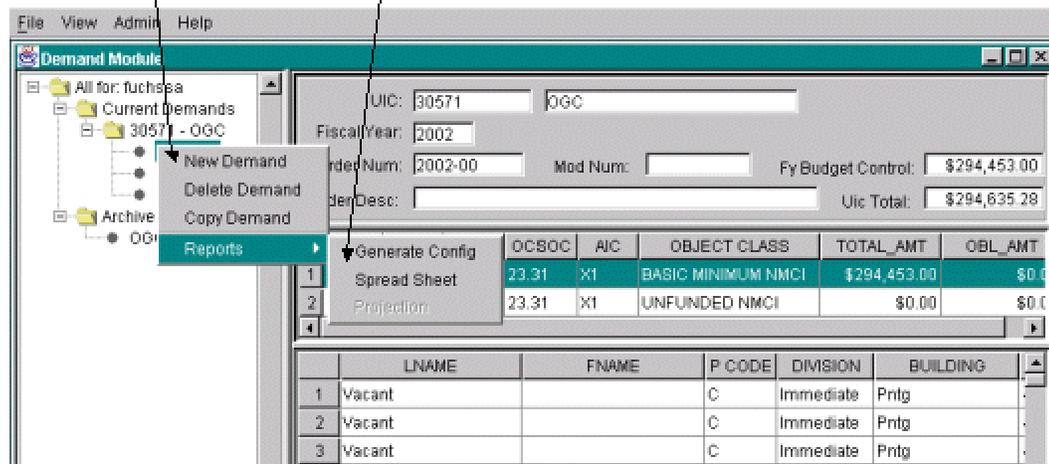
|   | FY   | AG | SAG | OCSOC | AIC | OBJECT CLASS       | TOTAL_AMT    | OBL_AMT |
|---|------|----|-----|-------|-----|--------------------|--------------|---------|
| 1 | 2004 | 4B | 3N  | 23.31 | X1  | BASIC MINIMUM NMCI | \$294,453.00 | \$0.00  |
| 2 | 2004 | 4B | 3N  | 23.31 | X1  | UNFUNDED NMCI      | \$0.00       | \$0.00  |

At the bottom of the screen are buttons for 'Save', 'Retrieve', 'New', and 'Delete'.

If you start out with one year, you add future fiscal years to the Demand Tree by right clicking on the demand year as shown below, and choosing

Right click on the selected demand order row will display a popup menu to add a new demand, delete a demand, or make a copy of selected demand year

Reports, Config and Spread Sheet, can also be generated from the Reports menu



You may right click on any row in the Tree to create a new node, since you select the UIC the order belongs to from the dialog box shown below.

Select the proper UIC for the new demand order

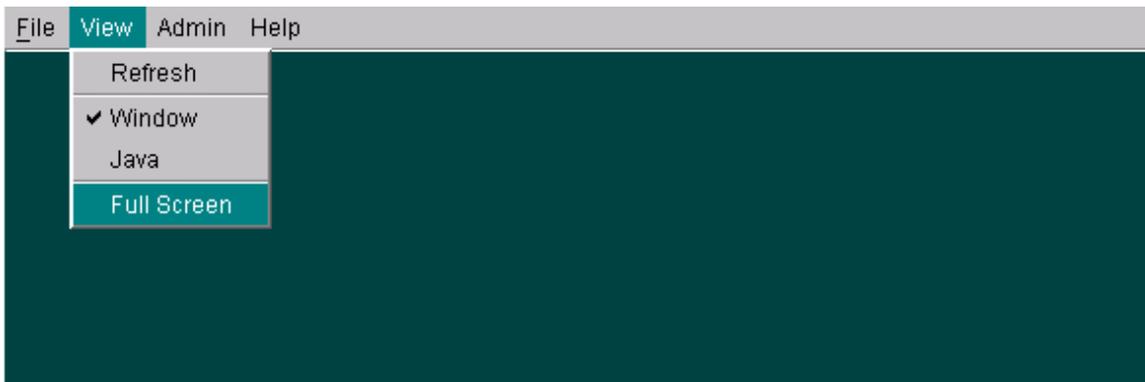
The screenshot shows a software interface for managing orders. On the left is a tree view of 'Current Orders' with folders for various UICs and fiscal years. The main area contains a form for a 'New Order' with fields for UIC, Fiscal Year, Order Num, Mod Num, and Order Desc. A dropdown menu is open for UIC selection, listing options like '00013 - JAG', '30320 - OPTI', '30346 - BCNR', '30571 - OGC', '31570 - DASN(CPI/EE)', '31698 - SECNAV', '31699 - UNSECNV', and '31705 - CHINFO-INT'. A table at the bottom lists items with columns for item number, description, and location. Buttons for 'Save', 'Retrieve', 'New', and 'Delete' are at the bottom.

| TOTAL_AMT    | OBL_AMT      |
|--------------|--------------|
| \$294,453.00 | \$294,635.28 |
| \$0.00       | \$0.00       |

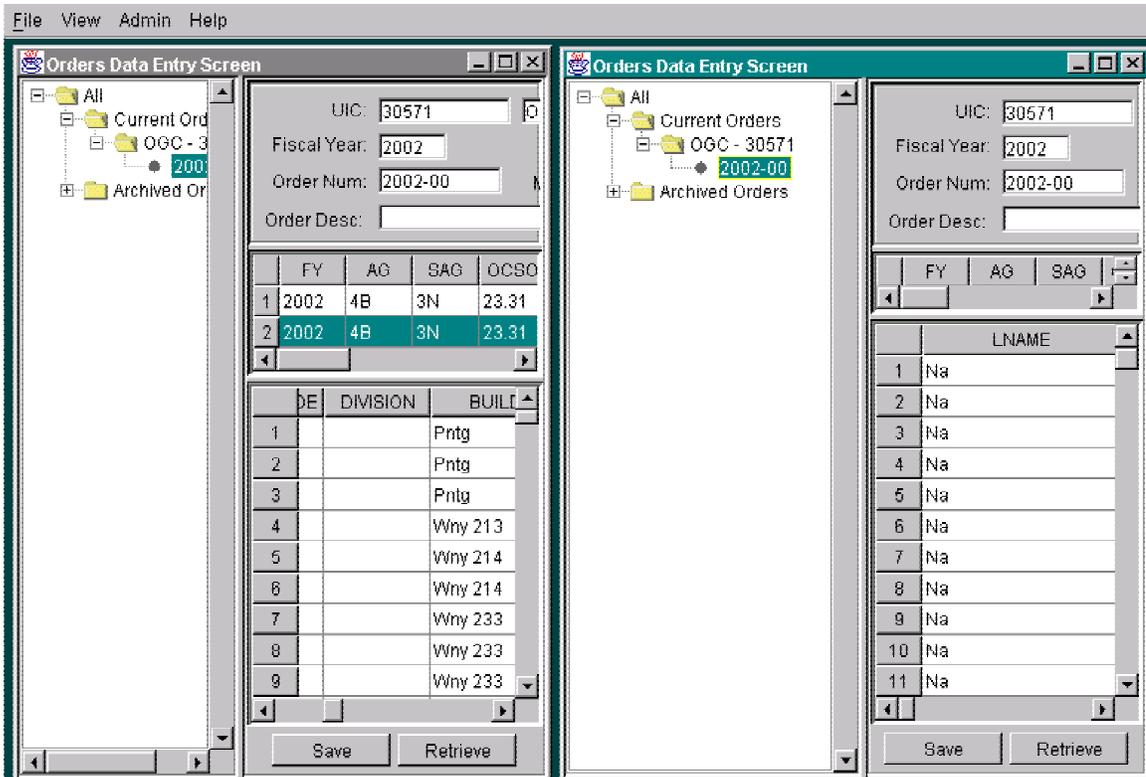
| DESCRIPTION        | BUILDING        |
|--------------------|-----------------|
| date Pntg          |                 |
| date Pntg          |                 |
| date Pntg          |                 |
| Winy 214           |                 |
| Winy 214           |                 |
| Java Applet Window | ed Seat         |
| 6 Na               | NA              |
| 7 Na               | Classified Seat |
| 8 Na               | Classified Seat |
| 9 Na               | Classified Seat |
|                    | NA              |
|                    | Winy 233        |

## Ease of use Features

The ease of use features DTrack offers are Full Screen mode, and MDI(Multiple Document Interface). Full Screen mode lets the user view only the essential part of DTrack, thus giving the user more viewable area. MDI enables having multiple windows display at once, having more viewable area that Full Screen mode provides makes utilizing DTrack more efficient and easy. In Full Screen mode, a new browser is opened to the maximum size for best viewing. The user can save and close this Full Screen window whenever he or she wishes. To enter full screen mode select the menu View and then the menu item Full Screen as shown below.



The second ease of use feature is the Multiple Document Interface, or MDI. Every time the user selects a menu option that opens a window inside DTrack, each new window is completely separate from the other windows. You must close them each separately, or close the one you are done with, and leave the other windows open. The picture below shows two windows opened side by side. You can move, resize, and manipulate both windows as desired. Both windows are completely independent from one another.

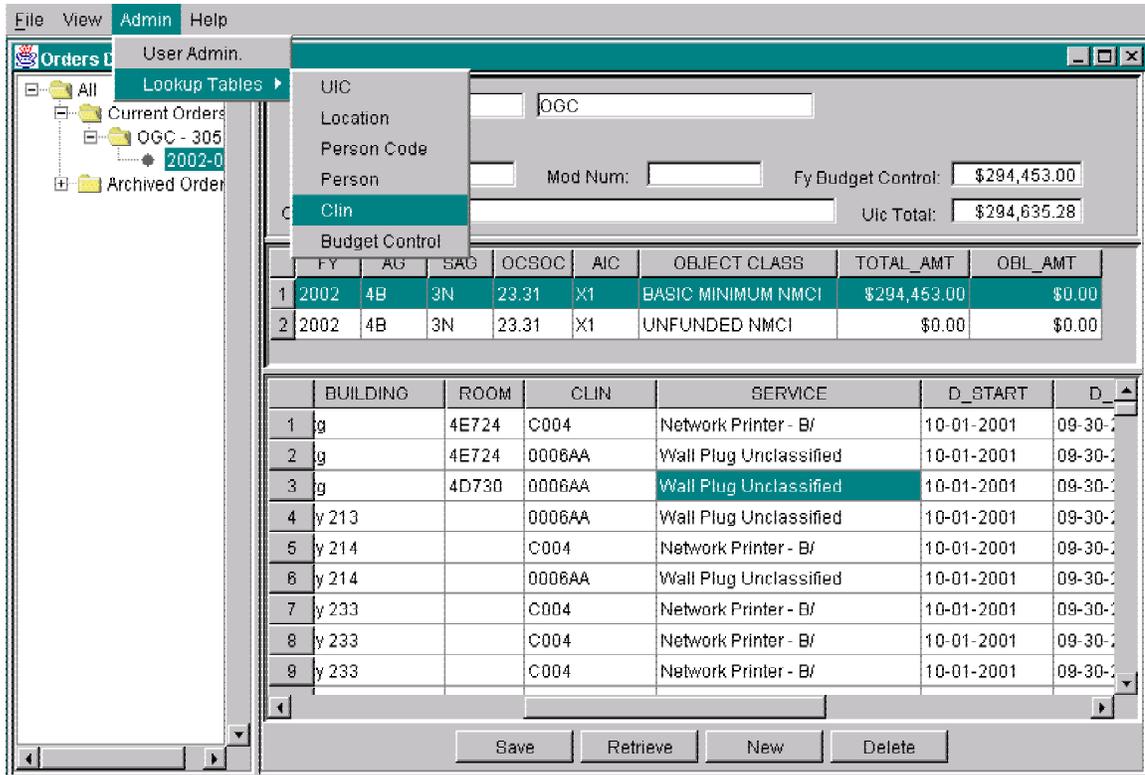


If you open a new window and it covers the old window, the old window is still available; it just might be behind the newly opened window. Here is an example showing two windows opened at once. Instead of having the user close one window and open a new window, he or she can keep a couple of order windows up and switch between them as desired.

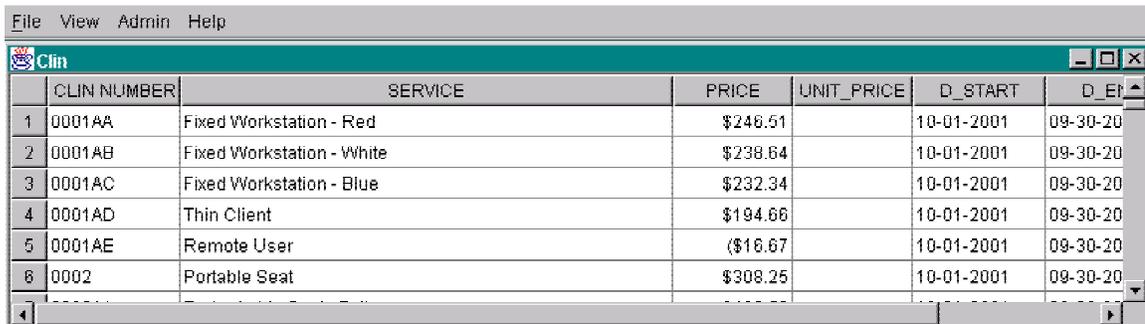
## Administrator Guide

The administrator is in control of security and privileges of the DTrack users. The user can only access orders that the administrator grants him or her access to.

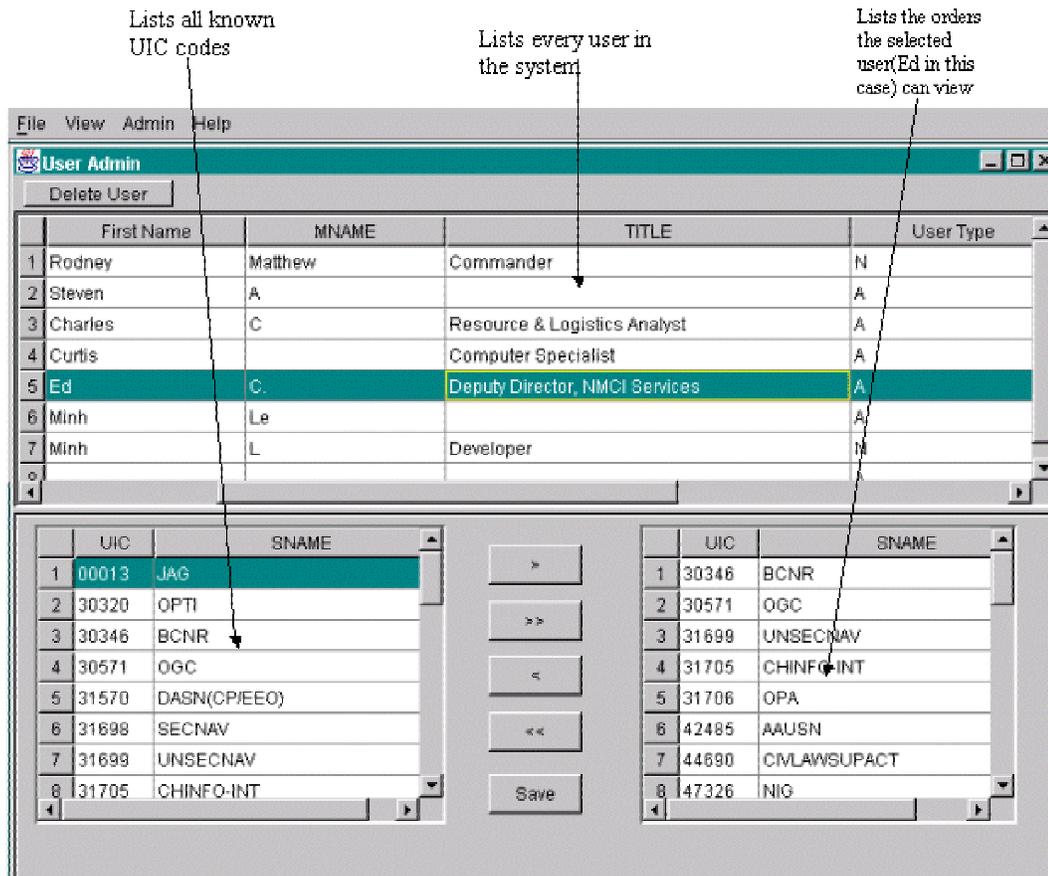
The administrator can also access the Lookup Table data for the CLIN, Person Code, Location, Person, Budget Control, UIC data. The Admin menu has a menu item Lookup Tables that gives the administrator a graphical interface to the data.



A new window with CLIN data opens for the administrator to view or modify.



The main administrator user panel lets users be granted rights to a UIC, and the ability to access all orders for that UIC.



In most cases each user will only have one UIC they can access. The <, > moves the selected UIC either in or out of the users granted list. The >>, and << moves all the UIC codes either in or out of the users access list.

The admin Person shows every person for all the UIC's currently.

You can not add a new person from the admin Persons lookup table at this time since it is not bound by the UIC, i.e. there is no way to select what UIC the person would belong to. For now, to add new people use the Person by UIC lookup table accessed by right clicking in the Order Item View Table.