SECTION 3. ACCESS TO THE SYSTEM

3.1 First-Time Use of the System. This section contains information about the hardware and software used in GCSS-A/T. It also covers powering the system on and off, logging into Windows and GCSS-A/T, and home page navigation.

3.1.1 Equipment Familiarization. GCSS-A/T PBUSE uses a standard personal computer system. It consists of a computer, keyboard, mouse, monitor, and printer.

3.1.1.1 Powering On the System.

Caution

Before turning any of the system components on, make sure that all voltage selection switches reflect the power source being used. Also, set up the system in a way that allows air to pass freely in and around all components. Do not place containers holding liquids on any of the component.

a. Consult the Owner's Manual for all of the related hardware to locate the power switches.

b. The recommended sequence for powering on the system is: **computer**, **monitor**, and then **printer**.

3.1.1.2 Video Display. GCSS-A/T PBUSE systems come with a full size color monitor. Consult the hardware owner's manual for information on display characteristics and monitor controls.

3.1.1.3 Cursors and Pointers.

a. The cursor is typically a blinking line on the screen that indicates the location where the next character will be typed.

b. The pointer is an arrow displayed on the screen as an indicator for a mouse.

c. The term **pointer** is used interchangeably with **cursor** in GCSS-A/T PBUSE.

d. Below is a table (Figure 3.1-1) containing the more common cursors used in GCSS-A/T PBUSE. Because Windows allows the user to change the cursor, only Windows standard cursors are shown.

Cursor	Indication
	Text Entry
	Normal Select
	Busy
	Text Select
	Link Select

Figure 3.1-1 Cursor Identification Table

3.1.1.4 Using a Mouse. The mouse is used, among other things, to move the cursor or pointer, to highlight and move text, to activate buttons and dropdown menus, and to open and close programs.

a. Activate any items by moving the pointer to the item and pressing (clicking) the left mouse button (Figure 3.1-2).

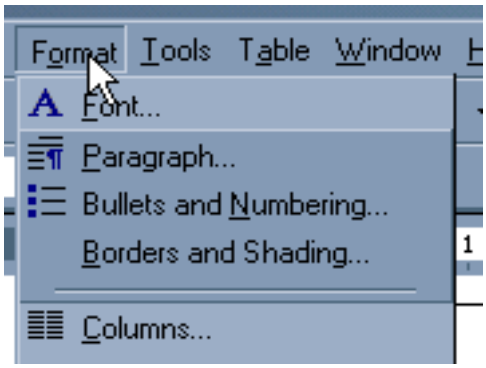


Figure 3.1-2 Using the Left Mouse Button

b. Use the right mouse button to open a menu list for the active screen (Figure 3.1-3).

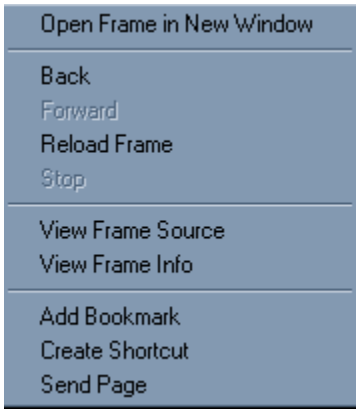


Figure 3.1-3 Using the Right Mouse Button

c. Use the wheel in-between the two buttons to scroll a screen up or down.

NOTE: If the cursor (highlight) is inside a field containing a list of values (LOV), the wheel will change the values, not the screen.

3.1.1.5 Keyboard. The keyboard is the primary means of input for a computer system. It contains 105 keys. The table below (Figure 3.1-4) explains some of the more important keys and key combinations.

Keys	**Function**
Enter	Executes a command or moves the cursor to the next line of text.
Tab	In a standard Graphical User Interface (GUI) environment, it moves the cursor to the next field of entry.
Windows (or Start)	Opens the Start Menu.
Menu	Opens a menu for the active screen.
Alt	Activates or deactivates the Menu Bar on an active screen.
Backspace	Moves the cursor backwards while it deletes characters from the field.
Insert	Changes the mode of keyboard entry from insert (moving characters on the screen to the right) to overwrite (writing over characters on the screen).
Home	Moves the cursor to the left side of the screen.
Delete	Deletes characters to the right of the cursor.
End	Moves the cursor to the right side of the screen.
Arrow keys	Moves the cursor without affecting the text.

Keys	Function
Num Lock	Changes the mode of the numeric keypad from numeric keys to their alternate function.
Shift + Tab	In a standard GUI environment, this key combination moves the cursor to the previous field of entry.
Ctrl + F4	Closes the active screen.
Ctrl + Alt + Delete	In Windows 2000, this key combination opens the Windows Security screen.

Figure 3.1-4 Keyboard Function Table

3.1.1.6 Powering Down the System.

a. Close all open windows.

b. Click the **Start** button to display the Programs Menu (Figure 3.1-5).

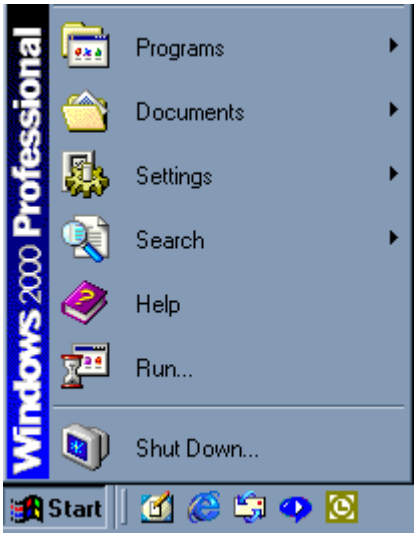


Figure 3.1-5 Programs Menu

c. Highlight and click **Shut Down…** to display the Shut Down Windows screen (Figure 3.1-6).

Figure 3.1-6 Shut Down Windows Screen

d. Ensure "Shut down" is selected in the **What do you want the computer to do?** List of Values (LOV).

e. Click the **OK** button to execute the shut down program.

f. Typically, power switches are turned off after the message "It is now safe to turn off your computer" appears. However, some computers, because of hardware settings, may power down automatically.

3.1.2 Access Control.

a. The System Administrator is responsible for creating, changing, and removing passwords.

b. Use the local Standard Operating Procedures (SOP) in determining who has access to the system.

c. Secure output from GCSS-A/T PBUSE using the local SOP.

3.2 Initiating a Session.

3.2.1 Logging into Windows 2000.

a. After the system is powered and the **Begin Logon** dialog box appears, press **Ctrl** + **Alt** + **Delete**.

NOTE: If work was suspended, the **Computer Locked** dialog box is present. Press **Ctrl** + **Alt** + **Delete** and continue with paragraph b, below.

b. When the **Windows 2000 Login** screen appears, enter a valid logon name in the **User Name** field.

c. Press the **Tab** key, or click in the **Password** field and then enter the password. Passwords are case sensitive.

d. Click the **OK** button to log into the system.

3.2.2 Logging into GCSS-A/T PBUSE.

a. Locate the Internet browser shortcut for either Netscape or Internet Explorer. Typically, there is a browser shortcut on the system desktop (Figure 3.2-1).

Figure 3.2-1 Browser Shortcuts

b. Click the **shortcut icon** to access the web.

c. After the browser opens, locate the GCSS-A/T login page (Figure 3.2-2).

Figure 3.2-2 GCSS-A/T Login Screen

d. Enter a valid login name in the **User Name** field.

e. Press the **Tab** key, or click in the **Password** field and enter the password, then click the **Login** button.

f. When the DOD **Security Warning** screen (Figure 3.2-3) appears, click **Continue** to proceed.

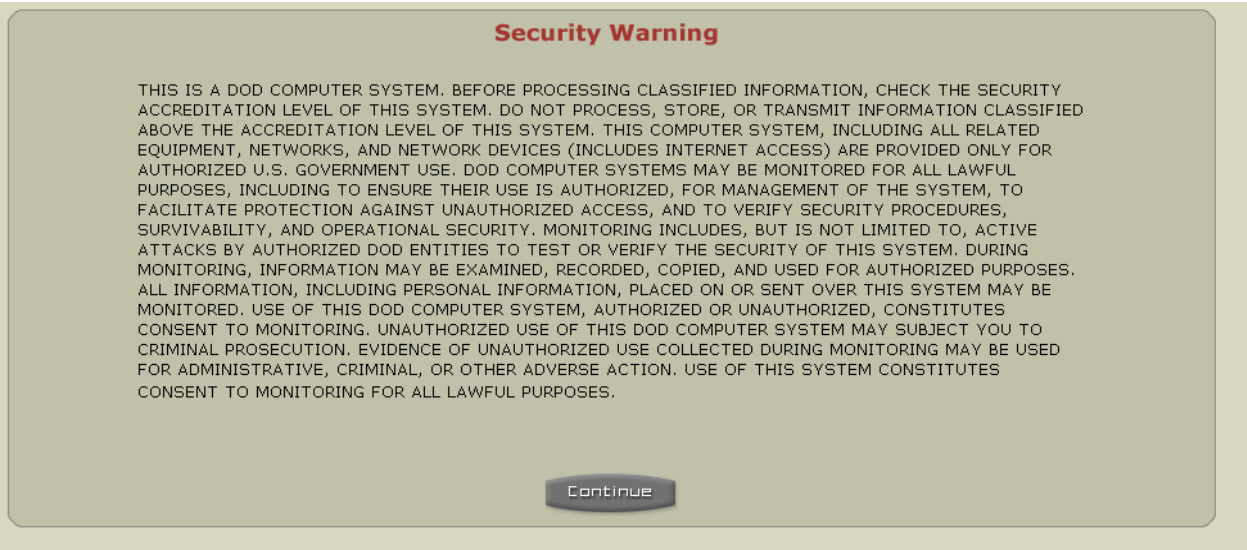


Figure 3.2-3 DOD Security Warning Screen

g. The Supply Property Book Module screen is displayed (Figure 3.2-4).

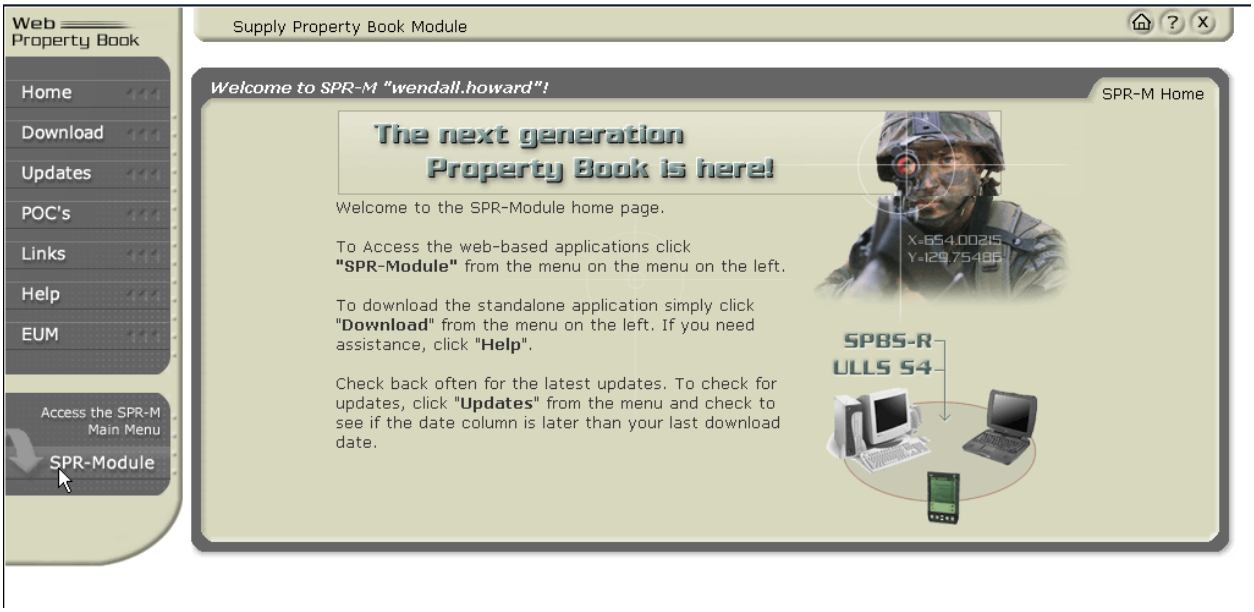


Figure 3.2-4 Supply Property Book Module Screen

h. The left side of the screen contains a list of support options (Figure 3.2-5).

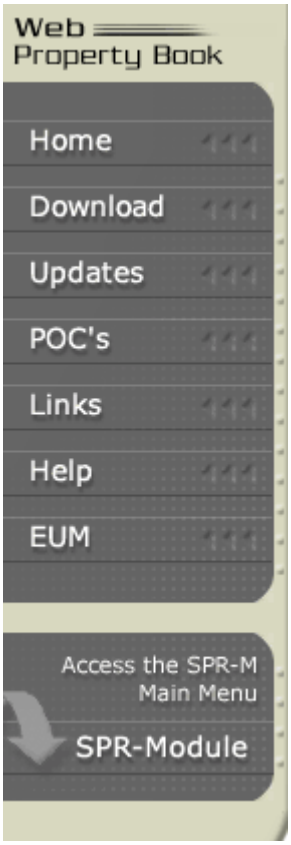


Figure 3.2-5 Support Options

i. Click **Home** to reload the homepage or return to it from another screen (Figure 3.2-6).

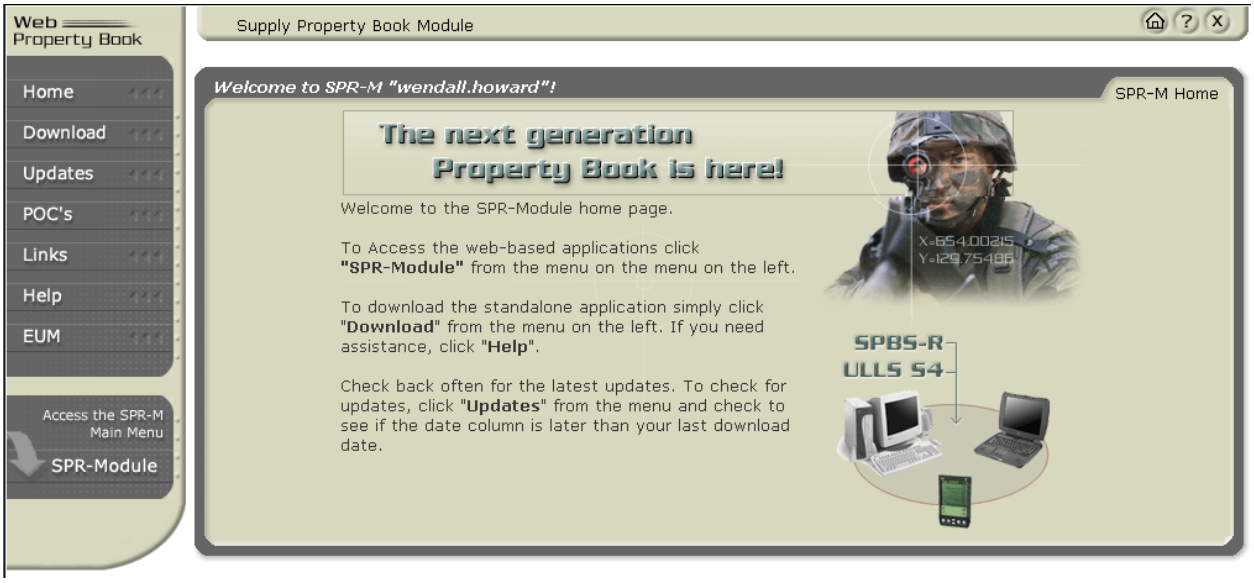


Figure 3.2-6 GCSS-A/T SPR Home Page

j. Click **Download** to display links to useful downloads (Figure 3.2-7).

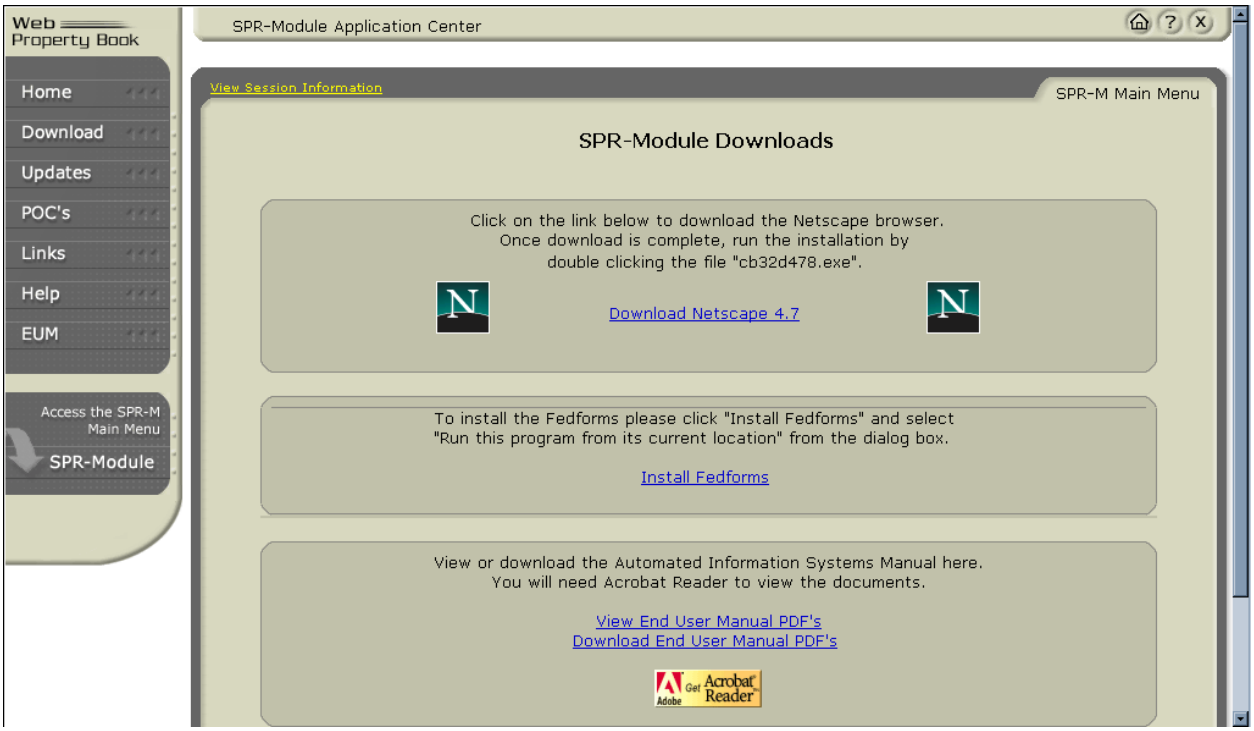


Figure 3.2-7 GCSS-A/T SPR Downloads Screen

k. Click **Updates** to display the Updates – PB/Unit Level screen (Figure 3.2-8).

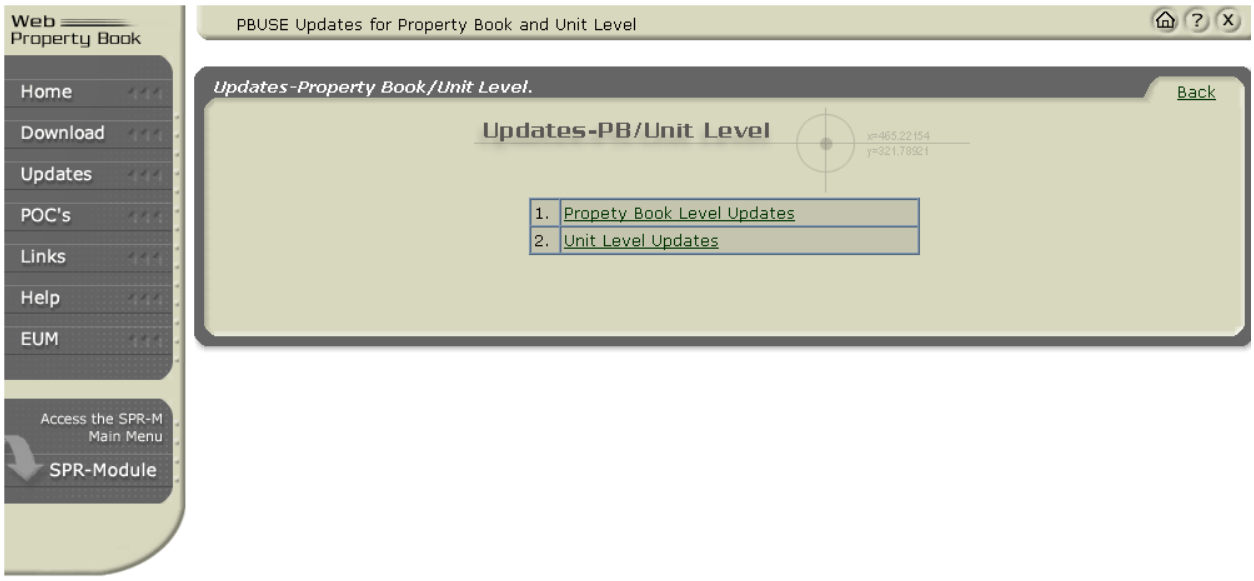
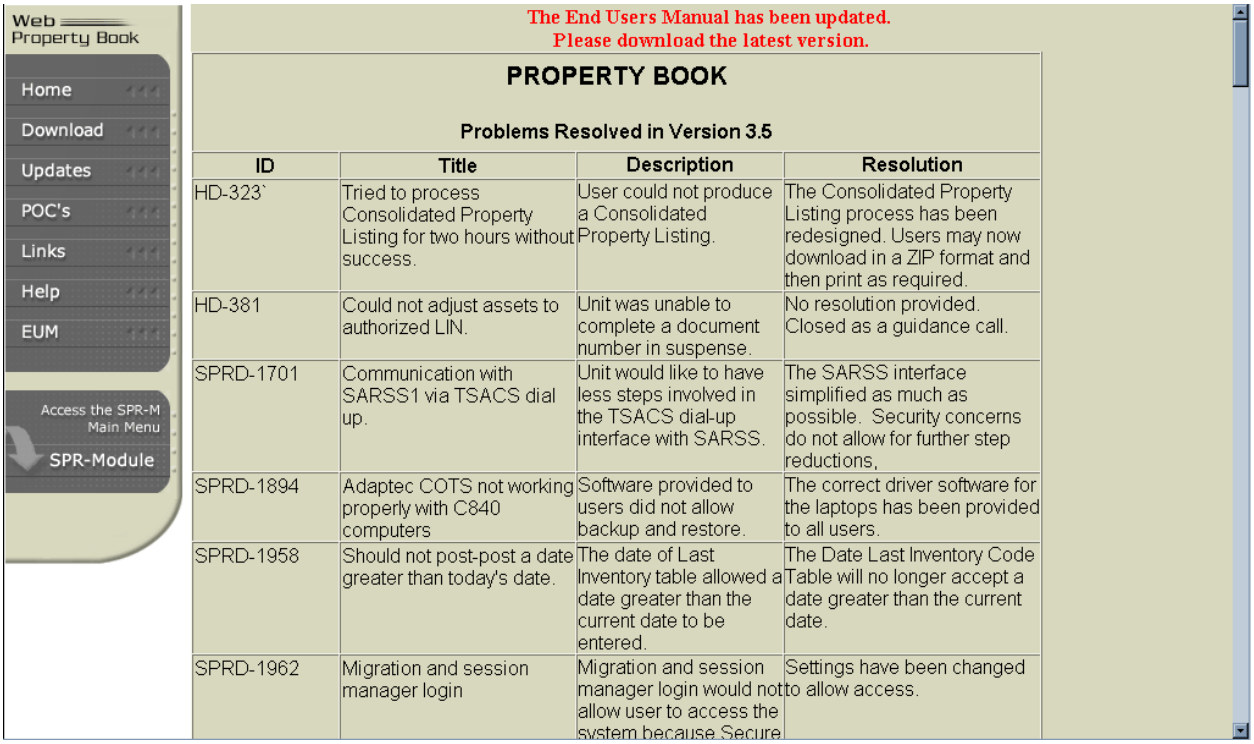


Figure 3.2-8 GCSS-A/T SPR Updates Screen

(1) Click the **Property Book Level Updates** link to display the Property Book problem report information (Figure 3.2-9).



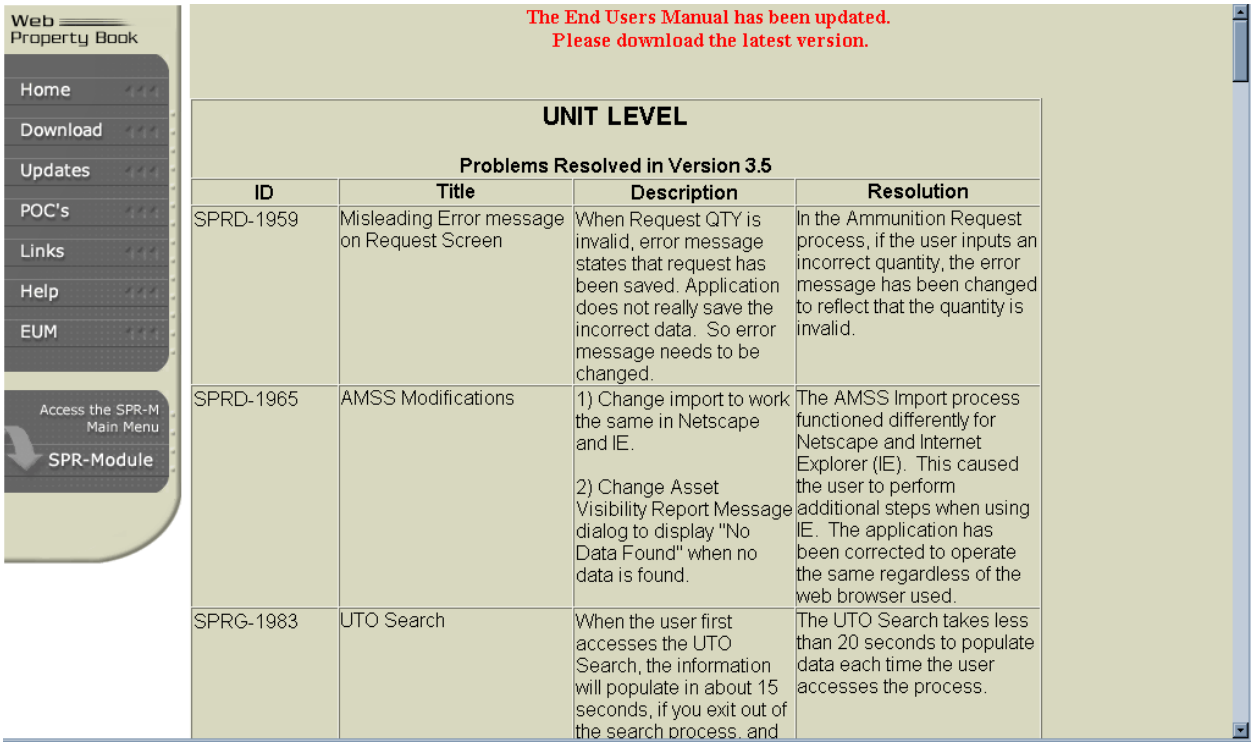
PROPERTY BOOK

Problems Resolved in Version 3.5

ID	Title	Description	Resolution
HD-323`	Tried to process Consolidated Property Listing for two hours without success.	User could not produce a Consolidated Property Listing.	The Consolidated Property Listing process has been redesigned. Users may now download in a ZIP format and then print as required.
HD-381	Could not adjust assets to authorized LIN.	Unit was unable to complete a document number in suspense.	No resolution provided. Closed as a guidance call.
SPRD-1701	Communication with SARSS1 via TSACS dial up.	Unit would like to have less steps involved in the TSACS dial-up interface with SARSS.	The SARSS interface simplified as much as possible. Security concerns do not allow for further step reductions,
SPRD-1894	Adaptec COTS not working properly with C840 computers	Software provided to users did not allow backup and restore.	The correct driver software for the laptops has been provided to all users.
SPRD-1958	Should not post-post a date greater than today's date.	The date of Last Inventory table allowed a date greater than the current date to be entered.	The Date Last Inventory Code Table will no longer accept a date greater than the current date.
SPRD-1962	Migration and session manager login	Migration and session manager login would not allow user to access the system because Secure	Settings have been changed to allow access.

Figure 3.2-9 Property Book Problem Report Information

(2) Click the **Unit Level Updates** link to display the Unit Level problem report information (Figure 3.2-10)



UNIT LEVEL

Problems Resolved in Version 3.5

ID	Title	Description	Resolution
SPRD-1959	Misleading Error message on Request Screen	When Request QTY is invalid, error message states that request has been saved. Application does not really save the incorrect data. So error message needs to be changed.	In the Ammunition Request process, if the user inputs an incorrect quantity, the error message has been changed to reflect that the quantity is invalid.
SPRD-1965	AMSS Modifications	1) Change import to work the same in Netscape and IE. 2) Change Asset Visibility Report Message dialog to display "No Data Found" when no data is found.	The AMSS Import process functioned differently for Netscape and Internet Explorer (IE). This caused the user to perform additional steps when using IE. The application has been corrected to operate the same regardless of the web browser used.
SPRG-1983	UTO Search	When the user first accesses the UTO Search, the information will populate in about 15 seconds, if you exit out of the search process, and	The UTO Search takes less than 20 seconds to populate data each time the user accesses the process.

Figure 3.2-10 Unit Level Problem Report Information

l. Click **POC's** to display a list of point of contact for GCSS-A/T (Figure 3.2-11).

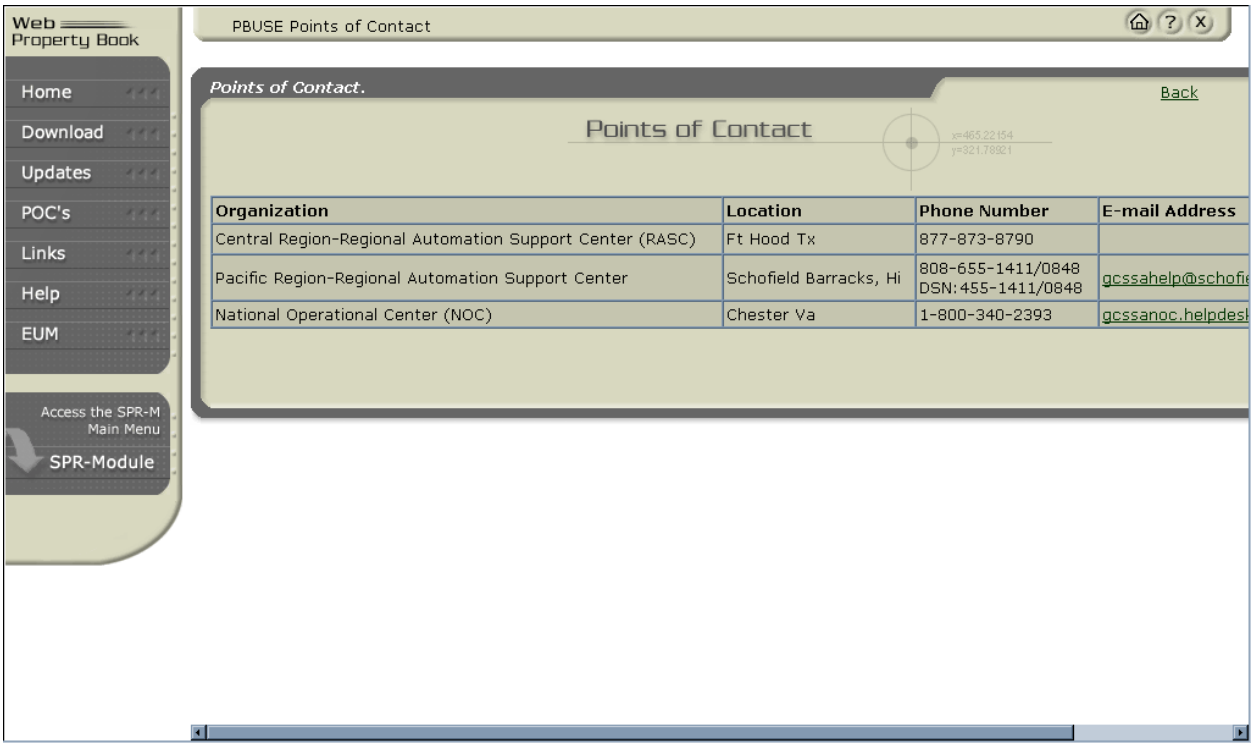


Figure 3.2-11 GCSS-A/T SPR Points of Contact Screen

m. Click **Links** to display a list of Internet links associated with GCSS-A/T (Figure 3.2-12).

Figure 3.2-12 GCSS-A/T SPR Internet Links Screen

n. Click **Help** to access the GCSS-A/T on-line help menu (Figure 3.2-13).

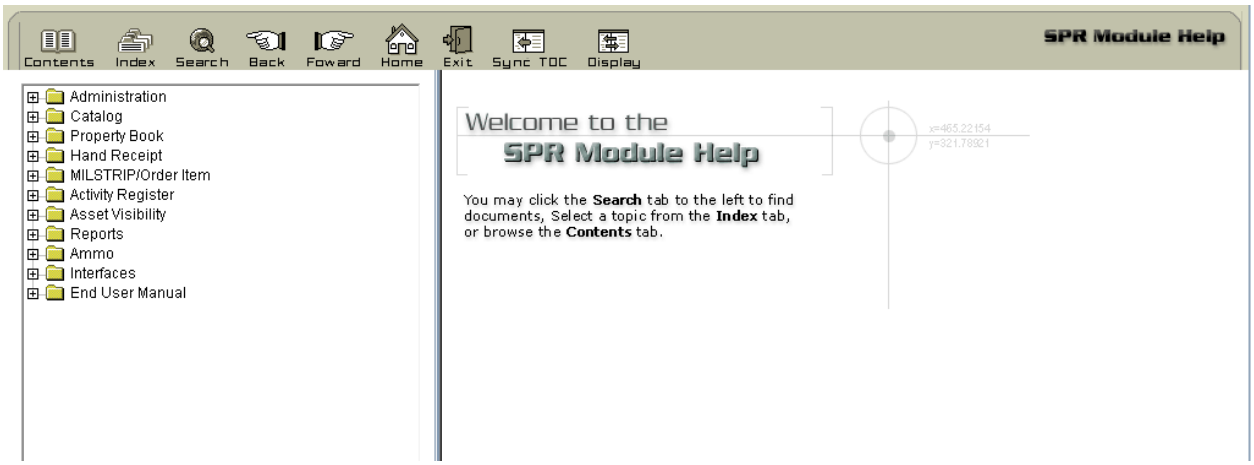


Figure 3.2-13 GCSS-A/T SPR Module Help Menu

o. Click **EUM** to access the GCSS-A/T End User Manual (Figure 3.2-14).

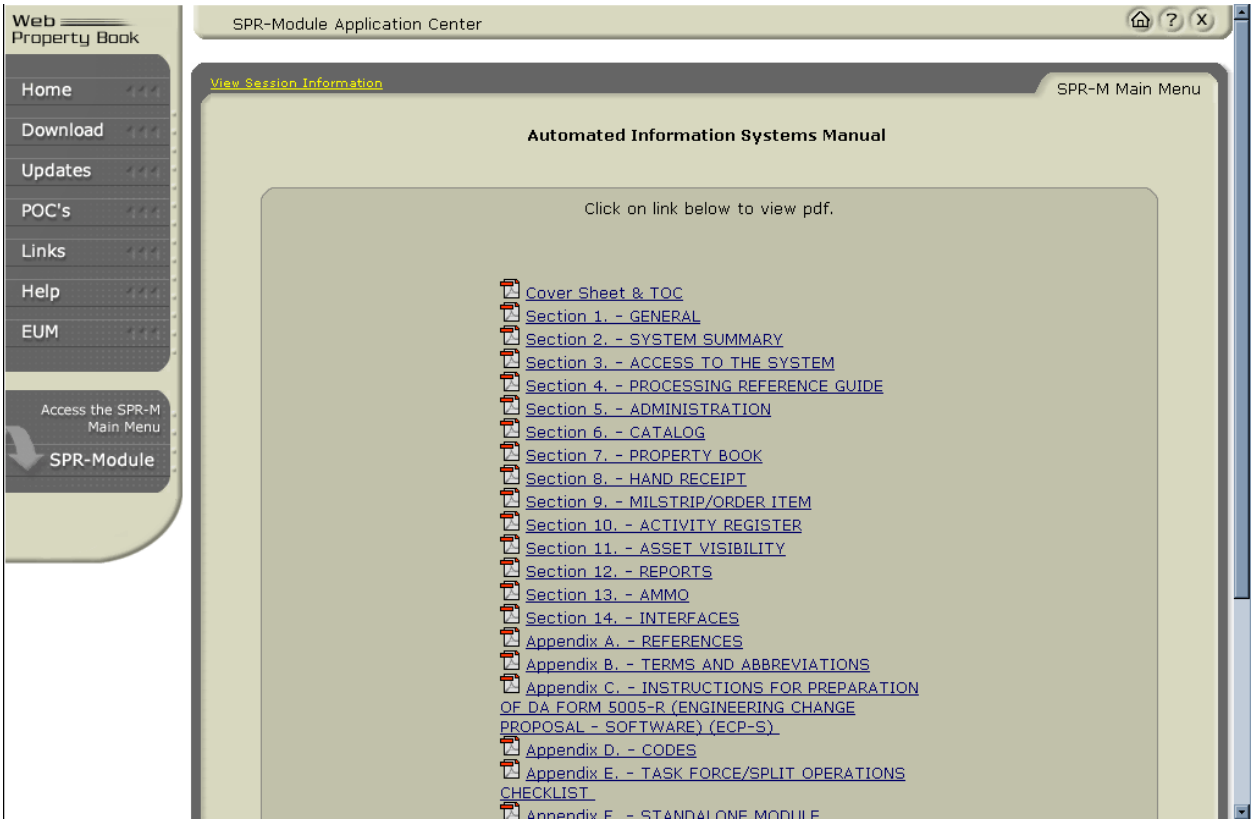


Figure 3.2-14 GCSS-A/T SPR Module End User Manual Screen

p. Click **SPR-Module** to display the GCSS-A/T SPR Main Menu (Figure 3.2-15).

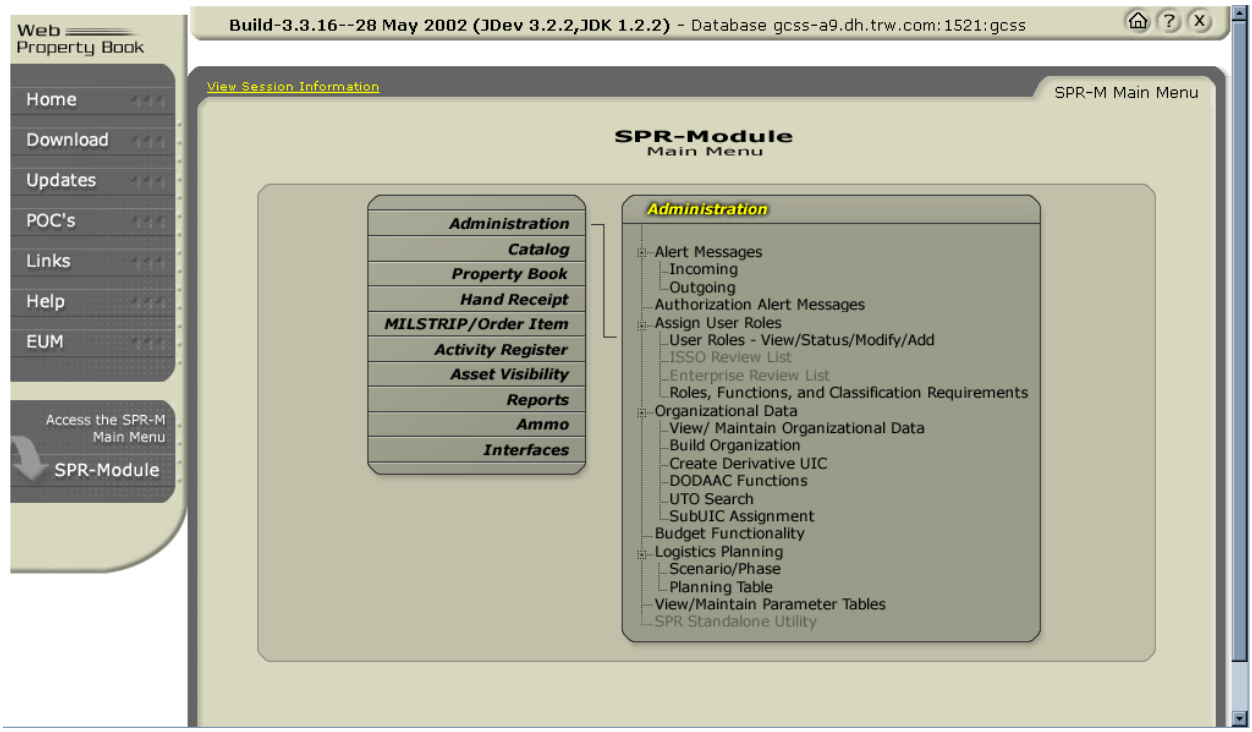


Figure 3.2-15 GCSS-A/T SPR Main Menu

NOTE: See section 4, Processing Reference Guide, for information on navigating the menu.

3.3 Stopping and Suspending Work.

a. To stop work, close all open browser screens using either the Close Window button (Figure 3.3-1), or the Close menu option (Figure 3.3-1).

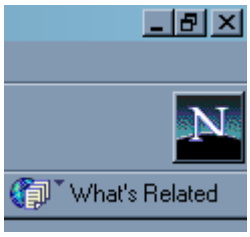


Figure 3.3-1 Close Window Button

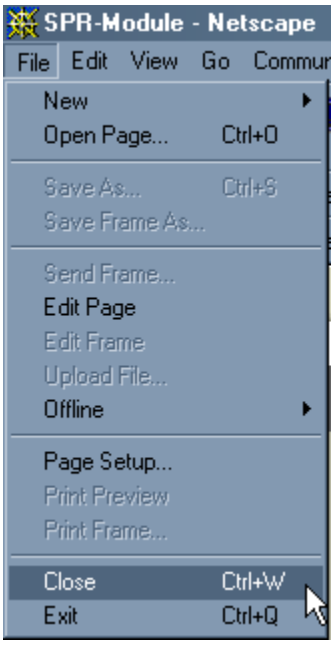


Figure 3.3-2 File Menu, Close Option

b. To suspend work:

(1) Press **Ctrl** + **Alt** + **Delete** to open the Windows Security Screen.

(2) Click **Lock Computer** to secure the system.

c. To resume work, see paragraph 3.2.1.