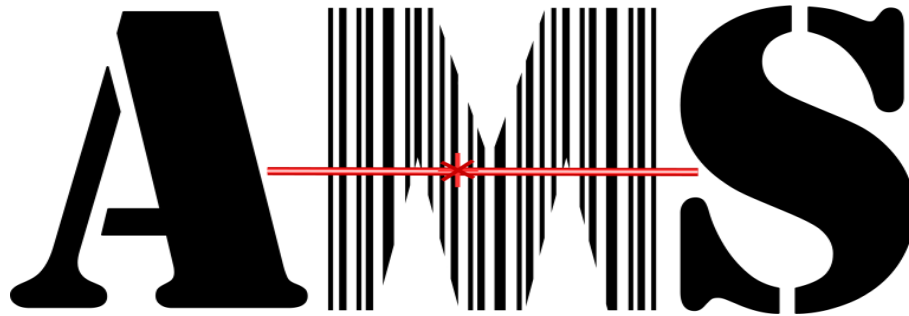
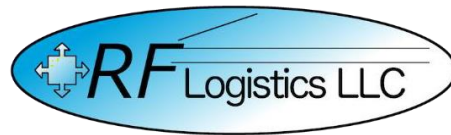


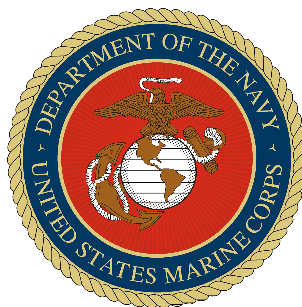
AMS-TAC  
Quick Reference Guide



*Quick Reference Guide for the Automated Manifest System Tactical  
Version 4.1.0.0*

*AMS Help Desk  
855-956-5100  
or  
571-621-7100  
amshelp@rflogistics.com*

*Training for:*

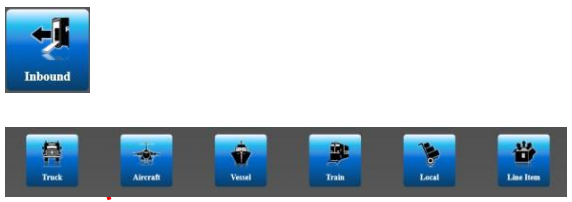
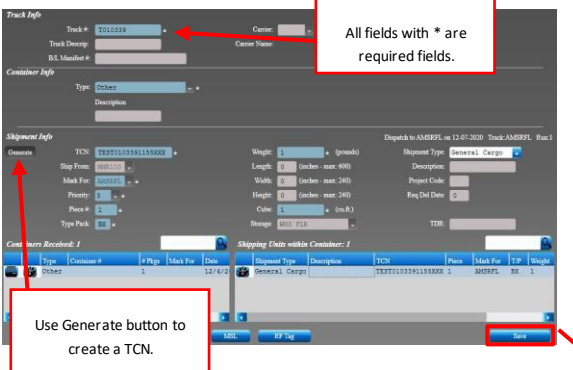
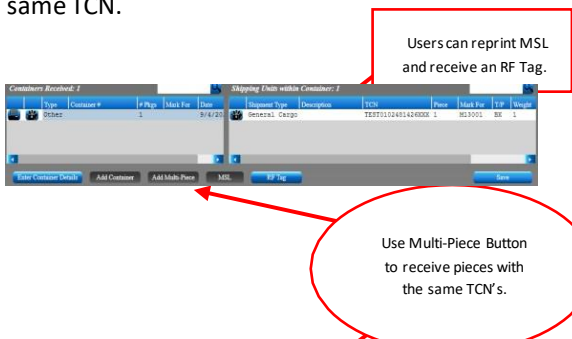
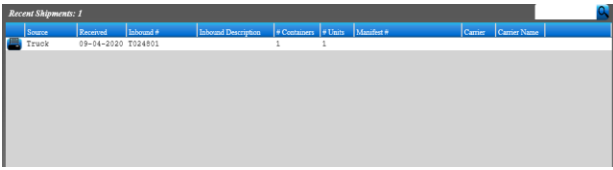


*The United States Marine Corps*

# AMS-TAC

## Quick Reference Guide

### Inbound

Inbound – Truck	Enter Shipment Information																																							
<p>To receive gear, open AMS-TAC and proceed to Inbound and choose the type of vehicle you are receiving gear from.</p> 	<p>Please fill in all the required fields and Save the information. The more information entered into the system, the better it will be for DMO units receiving the gear. The user can use the Generate TCN button throughout AMS-TAC to create a standard TCN if one is not available, such as for loose gear.</p> 																																							
<p>Once Saved, confirm the information and Shipping Units. From here, you can add additional containers, receive an RF Tag, and add multiple pieces of the same TCN.</p>  <table border="1" data-bbox="203 1407 738 1533"> <thead> <tr> <th>Shipment Type</th> <th>Description</th> <th>TCN</th> <th>Piece</th> <th>Mark For</th> <th>T/P</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>General Cargo</td> <td></td> <td>TEST0102481426KXX</td> <td>1</td> <td>M13001</td> <td>BX</td> <td>1</td> </tr> <tr> <td>General Cargo</td> <td></td> <td>TEST0102481426KXX</td> <td>2</td> <td>M13001</td> <td>BX</td> <td>1</td> </tr> </tbody> </table>	Shipment Type	Description	TCN	Piece	Mark For	T/P	Weight	General Cargo		TEST0102481426KXX	1	M13001	BX	1	General Cargo		TEST0102481426KXX	2	M13001	BX	1	<p>Shipment Confirmation</p> <p>After exiting the inbound details, the grid below is where the user can confirm if the shipment has been saved. The grid contains all the vital information about the container shipment and the information will be stored in the location. Once you confirm the shipment information is correct, exit. This list will, by default, show the last 60 days' worth of activity. This can be changed within the system setup, such as to only show the last 21 days or as long as 120 days.</p>  <table border="1" data-bbox="803 1270 1412 1438"> <thead> <tr> <th>Source</th> <th>Received</th> <th>Inbound #</th> <th>Inbound Description</th> <th>#Containers</th> <th>#Units</th> <th>Manifest #</th> <th>Carrier</th> <th>Carrier Name</th> </tr> </thead> <tbody> <tr> <td>Tevok</td> <td>09-04-2020</td> <td>T024801</td> <td></td> <td>1</td> <td>1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Source	Received	Inbound #	Inbound Description	#Containers	#Units	Manifest #	Carrier	Carrier Name	Tevok	09-04-2020	T024801		1	1			
Shipment Type	Description	TCN	Piece	Mark For	T/P	Weight																																		
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Tevok	09-04-2020	T024801		1	1																																			


# AMS-TAC

## Quick Reference Guide

### Dispatch

**Dispatch**

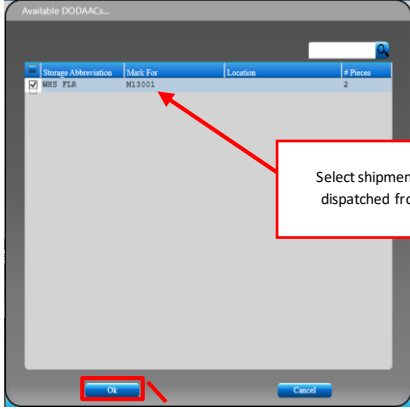
To dispatch gear, open AMS-TAC and proceed to Dispatch and choose the type of dispatch you are conducting.



The screenshot shows a 'Dispatch' button with a truck icon. Below it is a 'Dispatch Activity' table with columns: Date, Mark For, Unit/Track, Pkg, Pkg Alt, Type, # Items, Signal By, Cancel, Time, Release, and Extra Info.

**Select Shipment**

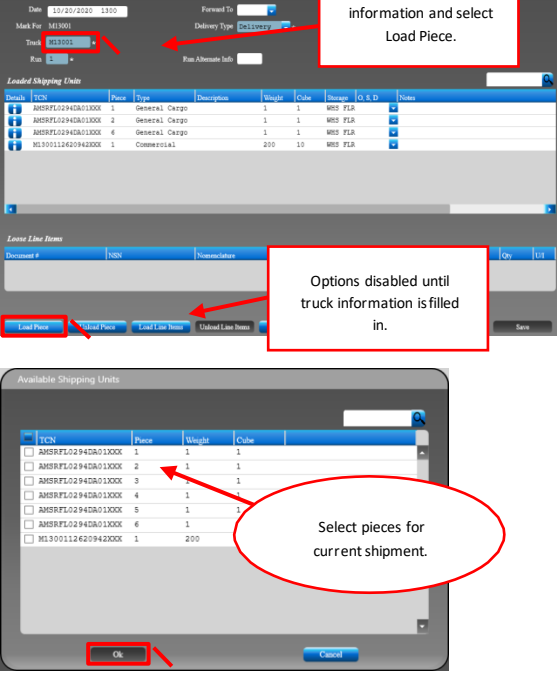
Select the DODAAC being dispatched from the list.



The screenshot shows a table titled 'Available DODAAC' with columns: Storage Alternation, Mark For, Location, and # Pieces. A red arrow points to the row with 'WHS FLR' and 'M13001'. A callout box says 'Select shipment being dispatched from list.' The 'OK' button is highlighted with a red box.

**Confirmation Information or Use alternate features**

Complete the required information and select Load Piece. From here, you can add the TCNs being dispatched on the current Delivery or Pickup.

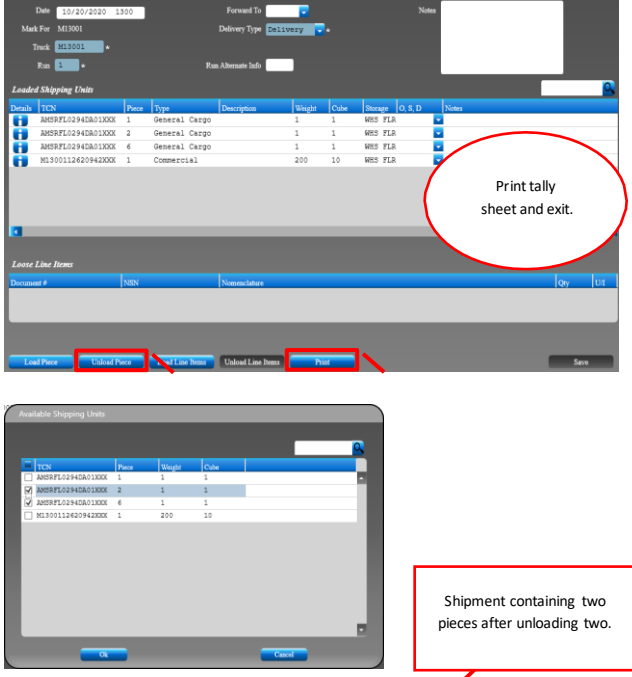


The screenshot shows a confirmation screen with fields for Date, Mark For, Truck, and Run Alternate Info. A red box highlights the 'Load Piece' button. A callout box says 'Complete required information and select Load Piece.' Below the table, another callout box says 'Options disabled until truck information is filled in.' At the bottom, a callout box says 'Select pieces for current shipment.' The 'OK' button is highlighted with a red box.

TCN	Piece	Type	Description	Weight	Cube	Storage	O, S, D	Notes
AMSRFL0294DA01XXX	1	General Cargo	1	1	1	WHS FLR		
AMSRFL0294DA01XXX	2	General Cargo	1	1	1	WHS FLR		
AMSRFL0294DA01XXX	3	General Cargo	1	1	1	WHS FLR		
AMSRFL0294DA01XXX	4	General Cargo	1	1	1	WHS FLR		
AMSRFL0294DA01XXX	5	General Cargo	1	1	1	WHS FLR		
AMSRFL0294DA01XXX	6	General Cargo	1	1	1	WHS FLR		
M1300112620942XXX	1	Commercial	200	10	10	WHS FLR		

**Shipment Confirmation**

The grid below is where the user can confirm if the shipment has the necessary cargo. If the user needed to remove a piece, they can select Unload Piece. Once you confirm the shipment information is correct, exit.



The screenshot shows a confirmation screen with a table of 'Loaded Shipping Units'. A red circle highlights the 'Print' button with the callout 'Print tally sheet and exit.' Below the table, another callout box says 'Shipment containing two pieces after unloading two.' The 'OK' button is highlighted with a red box.

TCN	Piece	Type	Description	Weight	Cube	Storage	O, S, D	Notes
AMSRFL0294DA01XXX	1	General Cargo	1	1	1	WHS FLR		
AMSRFL0294DA01XXX	2	General Cargo	1	1	1	WHS FLR		
AMSRFL0294DA01XXX	4	General Cargo	1	1	1	WHS FLR		
M1300112620942XXX	1	Commercial	200	10	10	WHS FLR		

# AMS-TAC

## Quick Reference Guide

### Dispatch – Convoy

#### Dispatch - Convoy

To dispatch gear on a convoy, open AMS-TAC and proceed to Dispatch and choose Convoy.

Date	Mark For	Unit/Track	Pals	RUC/AS	Type	# Items	Signed By	Closed	Time	Phone	Extra Info
09/08/2009	060100	060100	1	P	1			0	0		
09/08/2009	003000	003000	1	D	1			0	0		

#### Select Shipment

Select the New Convoy option or existing convoy shipment from the list.

Add Date	Rollled Out	Mission	# Stops	Pallet Pairs	Pallet Rank	Tramp Type	Transition
----------	-------------	---------	---------	--------------	-------------	------------	------------

#### Add Stops

Complete all the fields below and select Add. If there are no RF Tags available from the Outbound section, you will be alerted with a prompt. However, you can manually add a shipment with an RF Tag, and it will appear as a walk-in in the Inbound section.

Select Add to begin adding stops. If no RF Tag available, you will receive this prompt.

All fields are required to roll convoy.

No more RF Tags  
No shipping units with RF Tags available to load into convoy. Manual entry still available.

Fill in all fields before Loading or creating New RF Tags.

Unload Tags if you loaded the wrong Tag to the current stop.

RF Tag	TCN	Phone	Walt
8234778234	TEST010281811X00	1	0

#### Confirm Information and Roll Convoy

If an RF Tag is available, select RF Tag from the list or manually enter RF Tag and TCN information. From here, you can return to the Current Convoy screen and Print all available stops documentation. Each stop must be printed before you can Roll the convoy. Next, select Roll-out to process the convoy and Send to Handheld to receive electronic signatures at each stop on the convoy.

Select Load Tags if RF Tags are available or New RF Tag to manually enter info.

Select Stops and print each manifest.

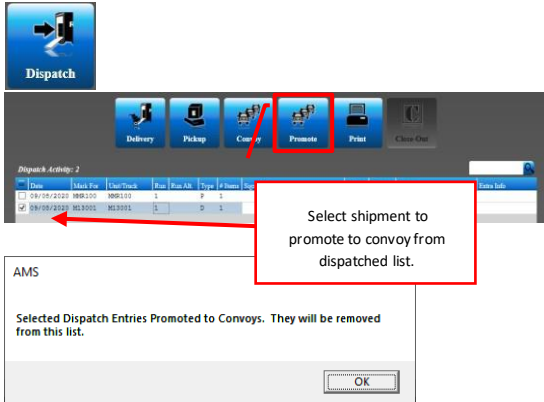
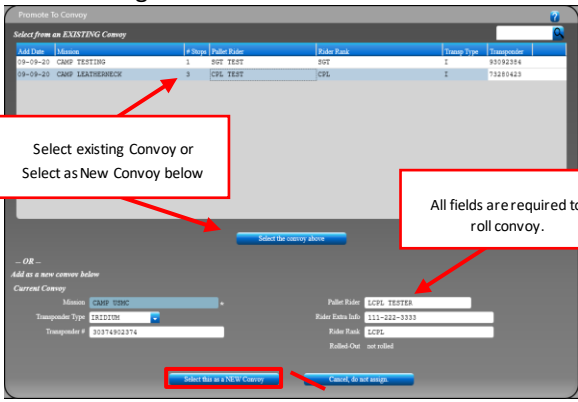
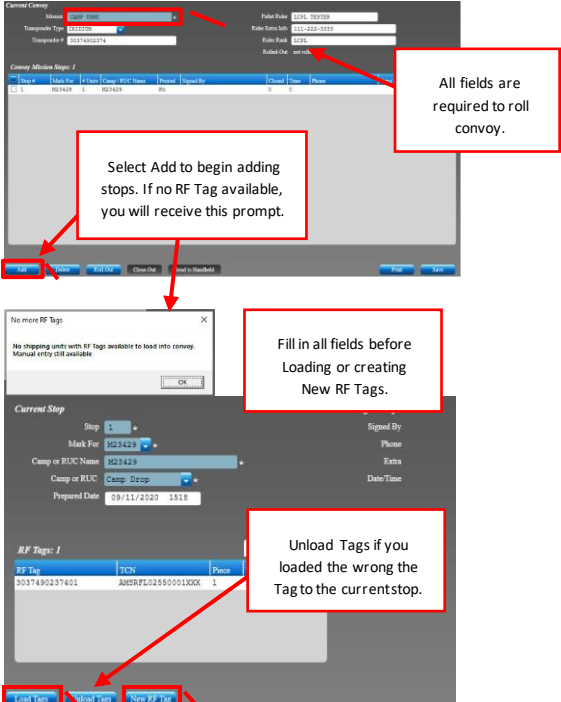
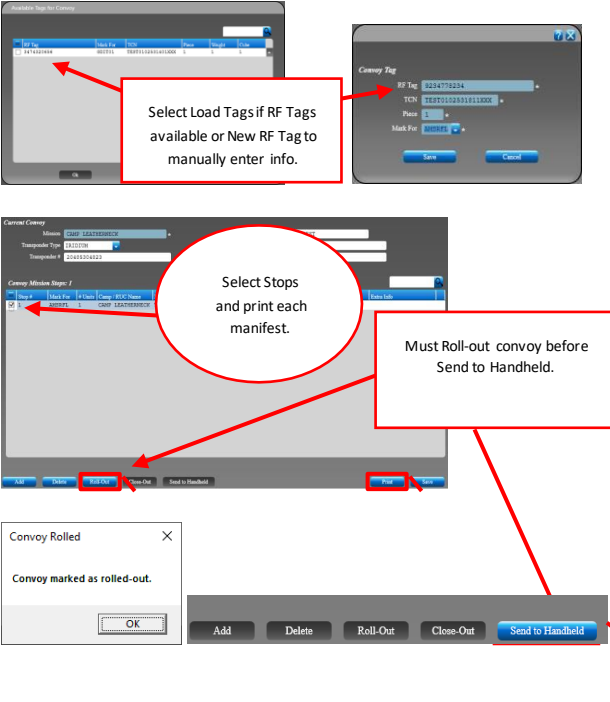
Must Roll-out convoy before Send to Handheld.

Convey Rolled  
Convey marked as rolled-out.

# AMS-TAC

## Quick Reference Guide


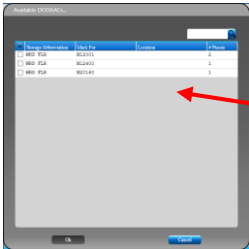

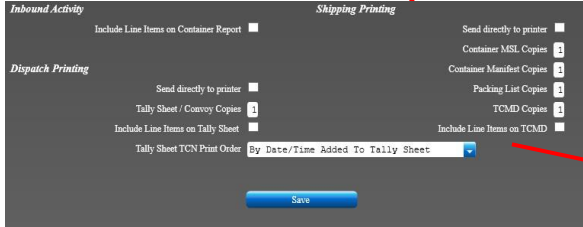
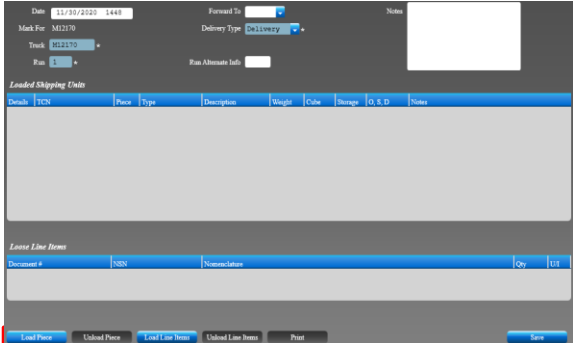
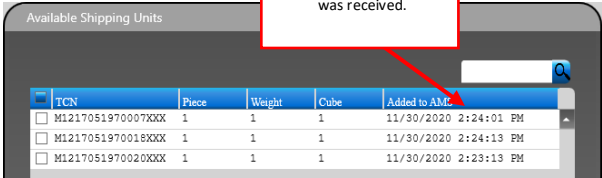
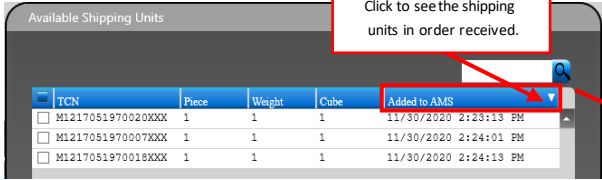
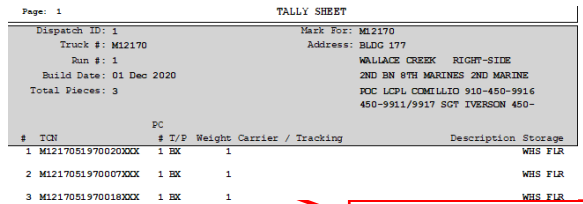
### Dispatch – Promote

Dispatch - Promote	Promote to Convoy
<p>To promote an existing dispatched shipment to a convoy, open AMS-TAC, proceed to Dispatch, select the existing dispatch tally sheet, and select Promote.</p> 	<p>The Promote to Convoy menu will appear, and the user can choose to promote the shipment to an existing convoy or add the information to create a new convoy. The information for the piece you promoted will be presented as Stop 1 and the Transponder # will appear as the RF Tag.</p> 
<p>Select Add to create additional stops for the convoy. If there are no RF Tags available, you can manually add a shipment. If an RF Tag is available, select RF Tag from the list or manually enter RF Tag and TCN information.</p> 	<p>From here, you can return to the Current Convoy screen and Print all available stops. Each stop must be printed before you can Roll the convoy. Next, select Roll-out to process the convoy and Send to Handheld to receive electronic signatures at each stop on the convoy.</p> 


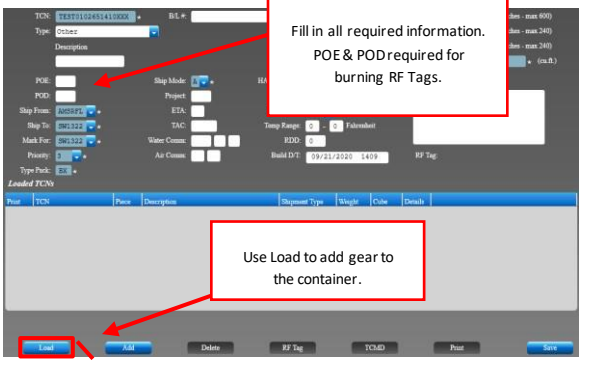
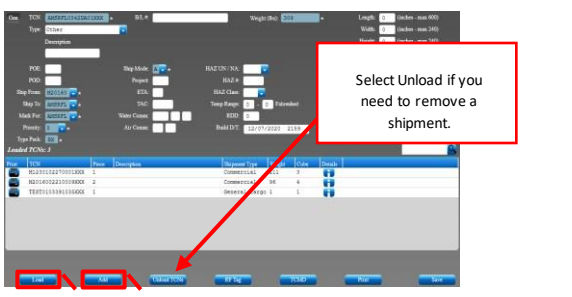
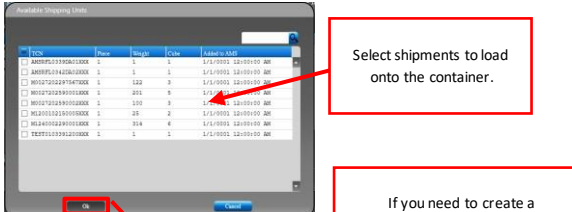
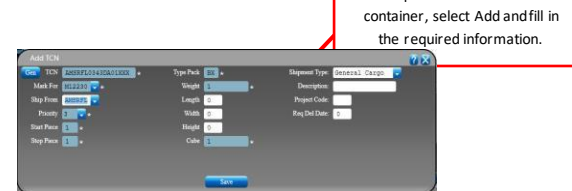
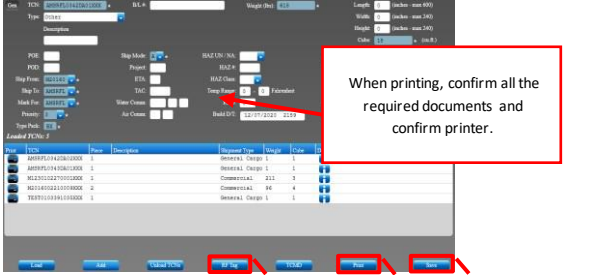
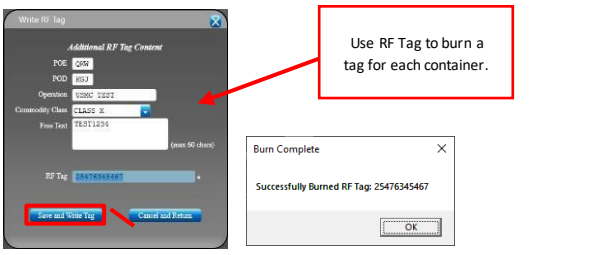
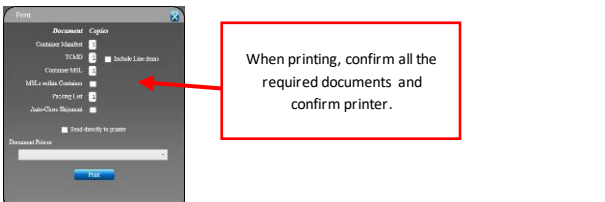
# AMS-TAC

## Quick Reference Guide

### Dispatch – Order by Date Added To Tally Sheet

Dispatch in Order Received	Set as Default
<p>To dispatch shipping units in the order they were received, open AMS-TAC and proceed to Dispatch and choose By Date/Time Added to Tally Sheet from the Tally Sheet Order drop-down menu at the bottom of the screen. Choose the type of dispatch you are conducting and select the DODAAC being dispatched from the list.</p>  <p>Tally Sheet Order: By Date/Time Added To Tally Sheet</p> <ul style="list-style-type: none"> <li>By Date/Time Added To Tally Sheet</li> <li>By TCN/Piece (Default)</li> <li>By Date/Time Added To Tally Sheet</li> </ul>  <p>Select shipment to delivery or pickup from Available DODAACs list.</p>	<p>Alternatively, you can go to Setup, Miscellaneous, and Documentation Defaults; from here you can change the default options of Tally Sheet TCN Print Order to By Date/Time Added to Tally Sheet to avoid having to manually change it in the Dispatch menu. Save and Exit.</p>  <p>Miscellaneous</p> <ul style="list-style-type: none"> <li>Documentation Defaults</li> <li>Recent Grid Activity</li> <li>Alerts</li> </ul> <p>You can set the default options to By Date/Time Added to Tally Sheet.</p>  <p>Inbound Activity Shipping Printing</p> <p>Dispatch Printing</p> <p>Tally Sheet TCN Print Order: By Date/Time Added To Tally Sheet</p> <p>Save</p>
Confirm Information	Confirm Information in Order
<p>Complete the required information and select Load Piece. From here, you can view the order by date and time of the cargo added to the Tally sheet.</p>  <p>Time the shipping unit was received.</p> 	<p>After selecting Available Shipping Units, the shipping units should appear in the order they were added to the tally sheet. Select print and confirm the shipping units are in order.</p>  <p>Click to see the shipping units in order received.</p>  <p>Shipping unit sorted in the order received on the Tally Sheet.</p>

# AMS-TAC Quick Reference Guide Outbound – Build Container

<h3>Outbound – Build Container</h3> <p>To ship gear, open AMS-TAC and proceed to Outbound and choose Build Container.</p> 	<h3>Enter Shipment Information</h3> <p>The grid below will appear, fill in the necessary information.</p> 
<h3>Confirmation Information</h3> <p>Select Load, to add gear to the container or select Add to add a new shipment to the container. If you select Add, the new shipment will appear as a walk-in in the Inbound section. If a piece of gear is being removed from the shipment, you can choose to unload the TCN.</p>   	<p>If you are burning an RF Tag, click RF Tag, and enter additional content. You will be prompted when the tag is successfully burned. Print all documents required for the shipment. From here, you can select to Auto Close the shipment, Save, and Exit.</p>   

# AMS-TAC

## Quick Reference Guide

### Outbound – Ship Item

#### Outbound – Ship Item

To ship a single piece of gear, open AMS-TAC and proceed to Outbound and choose Ship Item.

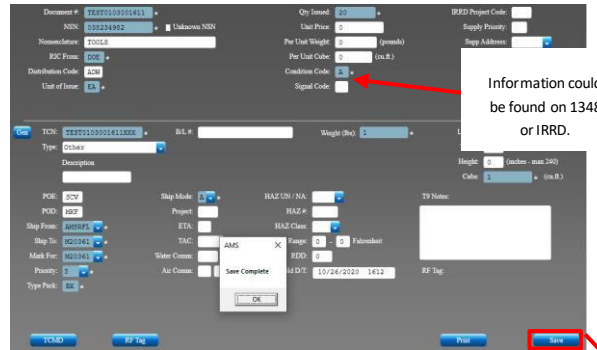


Select Single Item to create a shipment for a single piece.



#### Enter Shipment Information

The grid below will appear, fill in the necessary information. The Document # will appear as the TCN or you can generate a TCN.



Information could be found on 1348 or IRRD.

#### Confirmation Information

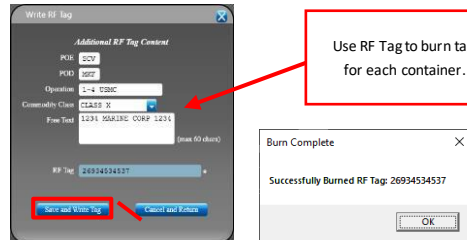
You can manually enter TCMD information if you have the required information.



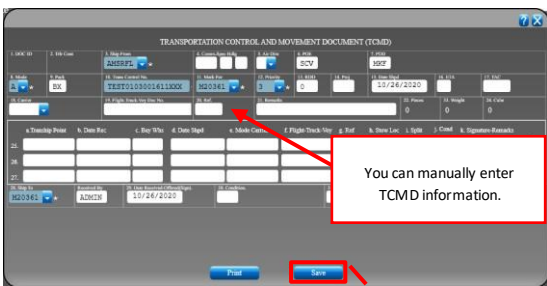
Fill in all required information and Save.

#### Burn RF Tag

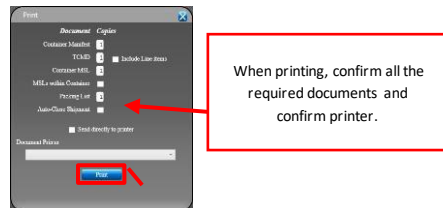
If you are burning an RF Tag, click RF Tag, and enter Additional Content. You will be prompted when the tag is successfully burned. Print all documents required for the shipment. From here, you can select to Auto Close the shipment, Save, and Exit.



Use RF Tag to burn tag for each container.




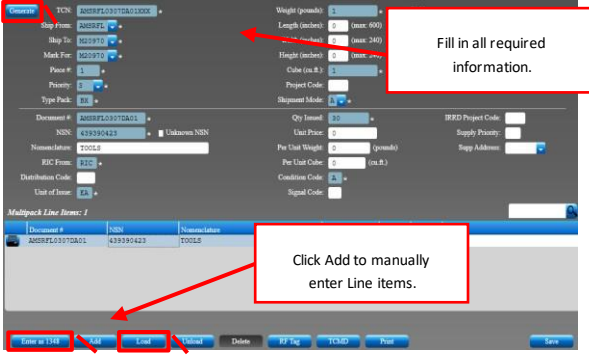
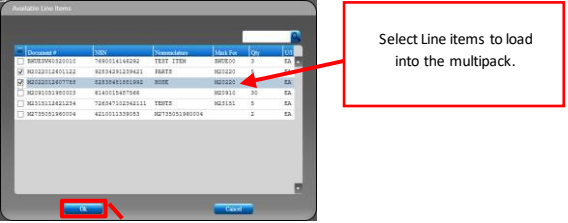
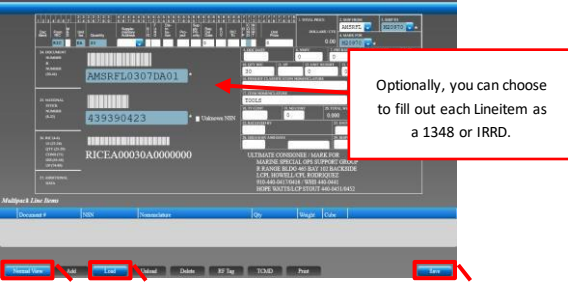
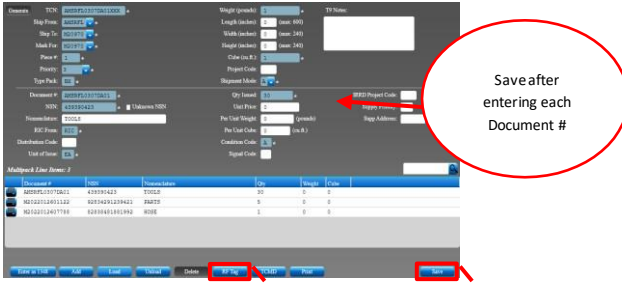
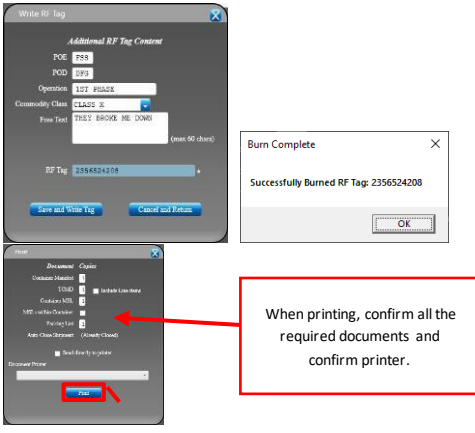
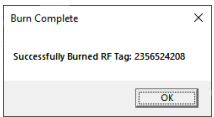
You can manually enter TCMD information.



When printing, confirm all the required documents and confirm printer.



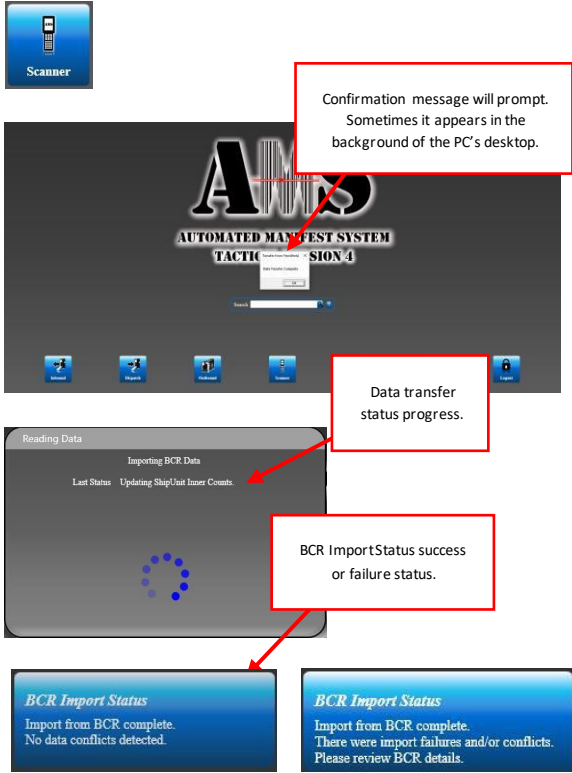
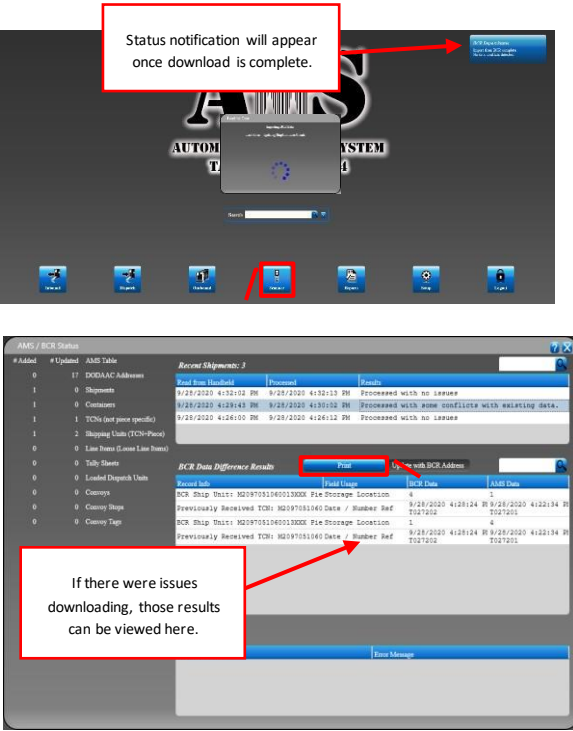
# AMS-TAC Quick Reference Guide Outbound – Build Multi-Pack

<p><b>Outbound – Build Multi-Pack</b></p> <p>To ship gear as a Multi-pack, open AMS-TAC and proceed to Outbound and choose Build M/P.</p> 	<p><b>Enter Shipment Information</b></p> <p>The grid below will appear, fill in the necessary information. The TCN can be auto-generated by selecting the Generate button. From here, you can choose to load Lineitems or Add them manually.</p> 
<p><b>Confirmation Information or Use alternate features</b></p> <p>The Available Line Items list will appear if you select to Load Line Items. You can choose to enter the information as a 1348 or through Normal View.</p>  	<p><b>Burn RF Tags</b></p> <p>If you are burning an RF Tag, click RF Tag, and enter Additional Content. You will be prompted when the tag is successfully burned. Print all documents required for the shipment. From here, you can select to Auto Close the shipment, Save, and Exit.</p>   

# AMS-TAC

## Quick Reference Guide

### Scanner - Handheld

Scanner – Handheld	Download Information																																																												
<p>When downloading data from the handheld, you will receive the confirmation prompt “Data Transfer Complete.” This message may appear in the background of the computer’s desktop. Once you confirm the transfer is complete, the Reading Data and complete status notifications will appear.</p> 	<p>The status notification will indicate if the download was successful or if there were import failures or conflicts. Click on the Scanner button and the AMS / BCR Status will appear where you can review the status of the download.</p>  <table border="1" data-bbox="803 871 1372 1249"> <thead> <tr> <th>#</th> <th>Added</th> <th># Updated</th> <th>AMS Title</th> <th>Recent Shipments: 3</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>17</td> <td>0</td> <td>DIR/AMC Address</td> <td><b>Final BCR Headfile</b></td> </tr> <tr> <td>1</td> <td>0</td> <td>0</td> <td>Shipments</td> <td>9/28/2020 4:32:02 PM</td> </tr> <tr> <td>1</td> <td>0</td> <td>0</td> <td>Customers</td> <td>9/28/2020 4:32:13 PM</td> </tr> <tr> <td>1</td> <td>1</td> <td>2</td> <td>TCHs (not piece specific)</td> <td>9/28/2020 4:32:13 PM</td> </tr> <tr> <td>1</td> <td>2</td> <td>0</td> <td>Shipping Units (TCN-Piece)</td> <td>9/28/2020 4:26:00 PM</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>Line Items (Leave Line Items)</td> <td>9/28/2020 4:26:12 PM</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>Tally Sheets</td> <td></td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>Loaded Dispatch Units</td> <td></td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>Containers</td> <td></td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>Customs Steps</td> <td></td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>Customs Tags</td> <td></td> </tr> </tbody> </table>	#	Added	# Updated	AMS Title	Recent Shipments: 3	0	17	0	DIR/AMC Address	<b>Final BCR Headfile</b>	1	0	0	Shipments	9/28/2020 4:32:02 PM	1	0	0	Customers	9/28/2020 4:32:13 PM	1	1	2	TCHs (not piece specific)	9/28/2020 4:32:13 PM	1	2	0	Shipping Units (TCN-Piece)	9/28/2020 4:26:00 PM	0	0	0	Line Items (Leave Line Items)	9/28/2020 4:26:12 PM	0	0	0	Tally Sheets		0	0	0	Loaded Dispatch Units		0	0	0	Containers		0	0	0	Customs Steps		0	0	0	Customs Tags	
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# AMS-TAC Quick Reference Guide Reports

## Reports – Daily / Weekly / Monthly

To prepare reports, open AMS-TAC, proceed to Report and select the type of report needed.

The screenshot shows the 'Reports' menu with three options: Daily, Weekly, and Monthly. Below these are three calendar views for October 2020, each with a date selected (7th, 1st, and 1st respectively). A 'Print' button is visible at the bottom left of the report area.

Results appear for the report type and can be printed.

## Reports - Customized

To prepare customized reports, select customize, and select the customize options in the drop-down menu to generate the type of report needed.

The screenshot shows the 'Customized Reports' interface. It includes a 'Reporting date range' section with 'From Date: 10/01/2020' and 'To Date: 10/07/2020'. Below this are three dropdown menus: 'What are you looking for?' (TCNs), 'Group Data By?' (Consignee), and 'Sort Data By?' (TCN). There is a checkbox for 'Select additional filtering criteria?' (Yes). A red box highlights the 'What are you looking for?' dropdown with the text 'Modify drop down menu for desired data results.' Another red box highlights the 'additional filtering criteria?' dropdown with the text 'Select from a range of categories to report on.' A third red box highlights the 'Sort Data By?' dropdown with the text 'TCN'. A fourth red box highlights the 'filtering criteria?' dropdown with the text 'TCN, Tracking #, Serial #'. A fifth red box highlights the 'Group Data By?' dropdown with the text 'Consignee'.

## Communication (COM) Report

To verify data is sent from AMS, select COM report, and select the data type. From here, you can inspect reports of various data types to ensure it is successfully being sent from AMS.

The screenshot shows the 'COM' report interface. It includes a 'What are you looking for?' dropdown menu with options: 'DLMS', 'IGC server YRI, YLI, and YRT transactions', 'Sending RFTAG 'IIP' Data to RF-IIV Server', and 'TelemetryError'. Below this is a 'Reporting date range' section with 'From Date: 11/01/2020' and 'To Date: 11/09/2020'. A red box highlights the 'What are you looking for?' dropdown with the text 'Select data type and date range required for report.' Another red box highlights the 'IGC server YRI, YLI, and YRT transactions Report' section with the text 'After selecting data type, the user can print or email report.' Below this is a table of results for the 'IGC server YRI, YLI, and YRT transactions Report' for the period 11/01/2020 to 11/09/2020. The table has columns 'Add Date' and 'Result / Status'. A red box highlights the last row of the table with the text 'Example of results indicating a failure sending to IGC server.'

Add Date	Result / Status
11/3/2020 2:50:22 PM	Query recently received shipping units: 1
11/3/2020 2:50:22 PM	Query recently delivered shipping units: 0; No RECORDS
11/3/2020 2:50:22 PM	Updating received shipping unit records
11/3/2020 2:50:22 PM	Building YRI / YLI Content
11/3/2020 2:50:22 PM	Building YRT Content
11/3/2020 2:50:22 PM	Updating IGC Best Data
11/3/2020 2:50:18 PM	Sending: AMSTAC_AMSRFTL.20295.0954.A001 to https://gsxa.daas.dla.mil/mog_data/certsuemit7channel=AMSTAC-IN-CERTSUFILEnum=AMSTAC_AMSRFTL.20295.0954.A001
11/3/2020 2:50:18 PM	Fail: File: AMSTAC_AMSRFTL.20295.0954.A001
11/3/2020 2:50:18 PM	It appears your network IP address IS NOT on the IGC White-List
11/3/2020 2:50:18 PM	Please contact the AMS Help Desk to help get your network IP address registered.
11/3/2020 2:50:18 PM	Fail sending data.

# AMS-TAC

## Quick Reference Guide

### Setup

#### Setup Overview – Installation Setup

To edit or review system settings, open AMS-TAC, and proceed to Setup. The Installation Setup overview is below. The Installation Setup allows the user to set the installation type as well as the data path for AMS. The Contact Information should be the installation's main point of contact or AMS admin. Use the following link to obtain Longitude and Latitude. Save and Exit.

<https://www.latlong.net/>

**Installation Setup**

Installation Type: Stand-alone

Data Path: C:\Users\Public\AMSTAC\LocalData

STAND-ALONE INSTALLATION: is where ALL of the processing is handled on the local machine the application is being installed on, AND is NOT intended to be shared to other machines, even if it is in an office / network environment.

**Contact Information**

DODAAC: AMSRFL

Function Description: AMB HELP DESK

Address 1: 10592 JOSEF AYNES DR

Address 2:

City: FAIRFAX

Country: United States of America (the)

State: VA ZIP: 22032

Latitude: 38.803559 Longitude: -77.322639

POC Name: AMB HELP DESK

POC Phone: 571-421-7100

POC Email: AMSRFLPERFLOGISTICS.COM

Save

Ensure information is updated when POC changes.

#### Setup – User Maintenance / User Password

To edit users' permissions, login as the Admin, and select User Maintenance. From here, the Admin can change users' passwords, select users add and edit permissions, as well as the AMS-TAC functions the user can perform. Save and Exit.

**User Maintenance**

Edit or modify permissions for each user account.

User Name	First Name	Last Name	User Enabled	Admin User
ADMIN	DEFAULT	ADMIN	Yes	Yes
OPERATOR	DEFAULT	OPERATOR	Yes	No
USER	LIMITED	USER	Yes	No
USER	STANDARD	USER	Yes	No

#### User Password

User can set password from here while creating or edit profile.

Change Password

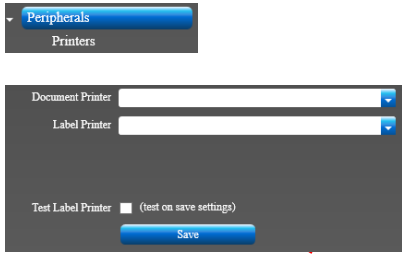

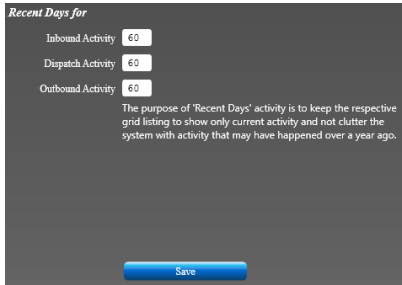
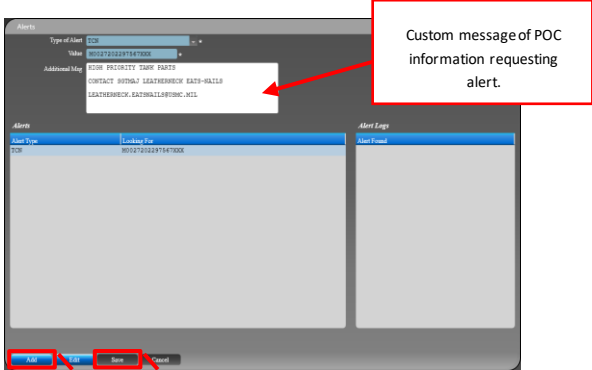
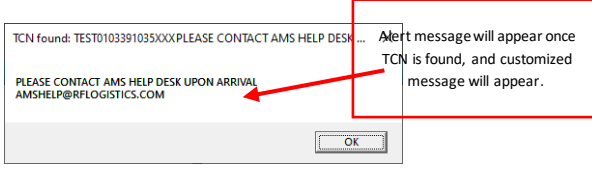
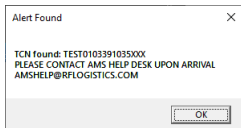
Confirm Password

Save

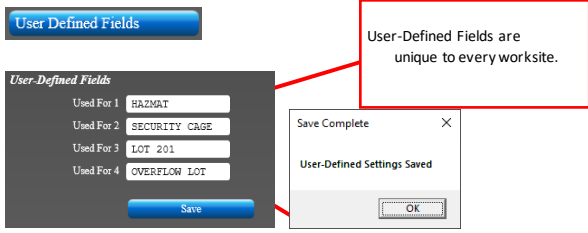
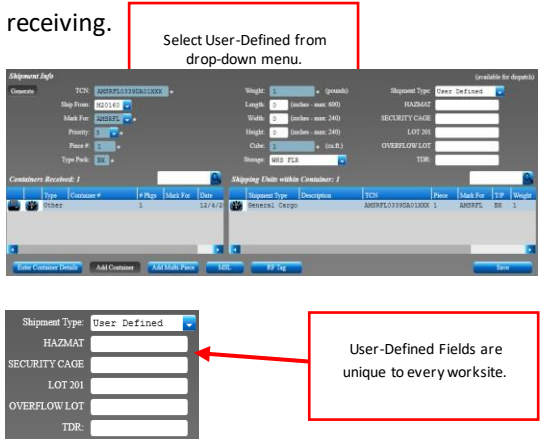
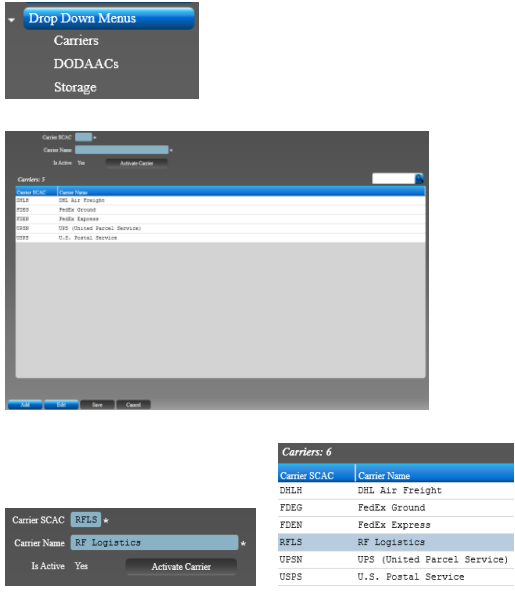
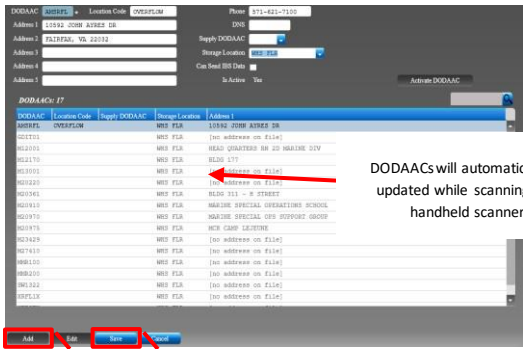
# AMS-TAC

## Quick Reference Guide

### Setup

Setup – Peripherals	Setup – Misc. – Documentation Defaults
<p>To edit or review printer settings, proceed to Setup Peripherals. From here, you can set up printers and label printers. Save and Exit.</p> 	<p>To edit or modify default settings, proceed to Setup, Miscellaneous, Documentation Defaults and edit the options as needed. Save and Exit.</p> 
Setup – Misc. – Recent Grid Activity	Setup – Misc. – Alerts
<p>To set the Recent Grid Activity, proceed to Setup, Miscellaneous, and Recent Grid Activity. From here you can change the length of the grid activity in various AMS functions anywhere from 1 – 180 days. Save and Exit.</p> 	<p>To set alerts for high priority or specific shipping units, proceed to Setup, Miscellaneous, and Alerts. From here the user can set an alert for various items most commonly a TCN and add a customized message such as point of contact information. Once the user receives either by manual entry or handheld download the item, AMS will display an alert prompt informing the user. Save and Exit.</p>   

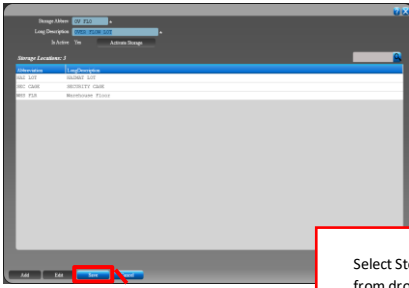
# AMS-TAC Quick Reference Guide Setup

Setup – User Defined Fields	Setup – User Defined Fields														
<p>To set User-Defined Fields, proceed to Setup and select User-Defined Fields add various identifiers unique to your worksite. User-Defined Fields are identifiers unique to various installations worksite. For instance, if a user wants to indicate while receiving shipping units that the gear will be stored in the Hazmat lot, they can select that User-Defined Field. Save and Exit.</p> 	<p>After the initial setup, User-Defined Fields can be found in the Inbound screen for manual entry and on the handheld. The handheld will sync with the PC and the User-Defined Fields will be available while receiving.</p> 														
<p>To add or edit Carrier SCACs, open AMS-TAC, Setup, proceed to Drop Down Menus. From here, the user can add or edit information related to SCACs.</p>  <table border="1" data-bbox="470 1549 714 1701"> <thead> <tr> <th>Carrier SCAC</th> <th>Carrier Name</th> </tr> </thead> <tbody> <tr> <td>DHLH</td> <td>DHL Air Freight</td> </tr> <tr> <td>FDEG</td> <td>FedEx Ground</td> </tr> <tr> <td>FDEX</td> <td>FedEx Express</td> </tr> <tr> <td>RFLS</td> <td>RF Logistics</td> </tr> <tr> <td>UPSM</td> <td>UPS (United Parcel Service)</td> </tr> <tr> <td>USPS</td> <td>U.S. Postal Service</td> </tr> </tbody> </table>	Carrier SCAC	Carrier Name	DHLH	DHL Air Freight	FDEG	FedEx Ground	FDEX	FedEx Express	RFLS	RF Logistics	UPSM	UPS (United Parcel Service)	USPS	U.S. Postal Service	<p>To add or edit DODAAC, open AMS-TAC, Setup, proceed to Drop Down Menus. From here, the user can add or edit information related to DODAACs. The grid below will appear, and the user can choose to edit or add various information.</p> 
Carrier SCAC	Carrier Name														
DHLH	DHL Air Freight														
FDEG	FedEx Ground														
FDEX	FedEx Express														
RFLS	RF Logistics														
UPSM	UPS (United Parcel Service)														
USPS	U.S. Postal Service														

# AMS-TAC Quick Reference Guide Setup

## Setup – Storage

To add and edit indication for various Storage locations proceed to Setup, Drop Down Menu, and select Storage. From here, a user can list all the storage locations their worksite utilizes and annotate where gear is stored.



Select Storage Location from drop down menu.

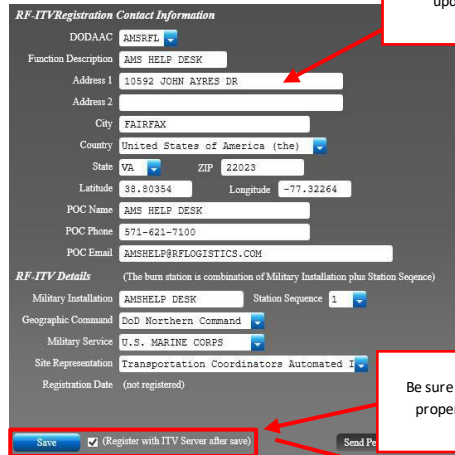


## Setup – Data Transfer – RF-ITV Registration

The grid below will appear, and the user can choose to promote the shipment to an existing convoy or add information to create a new convoy. Click Add



Ensure information is updated when POC changes.

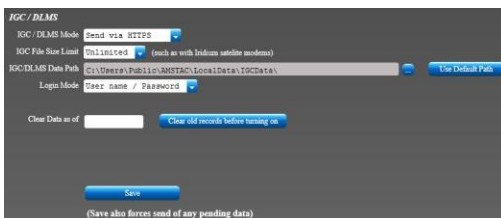


Be sure to check the box to properly register to ITV Server.

Registration Date 12/4/2020 7:01:22 PM

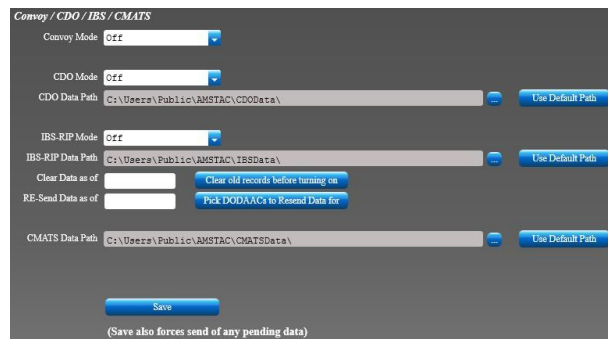
## Setup – Data Transfer – IGC / DLMS

To send IGC / DLMS, proceed to Setup, Data Transfer, and IGC / DLMS. Change IGC password file must be processed before sending data. See Troubleshooting & Tips sections.



## Setup – Data Transfer – Convoy / CDO / IBS / CMATS

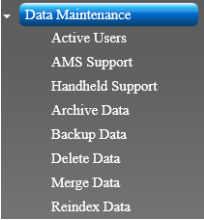
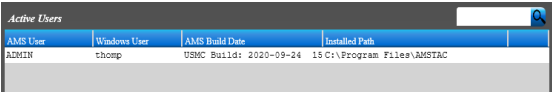
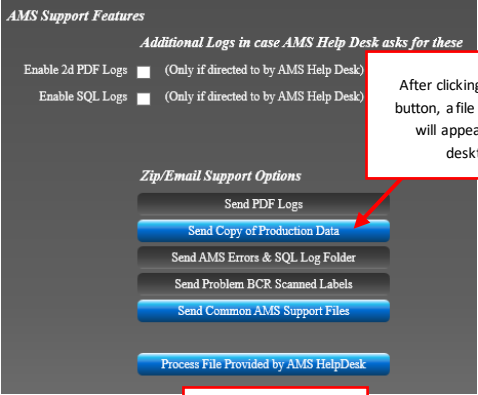

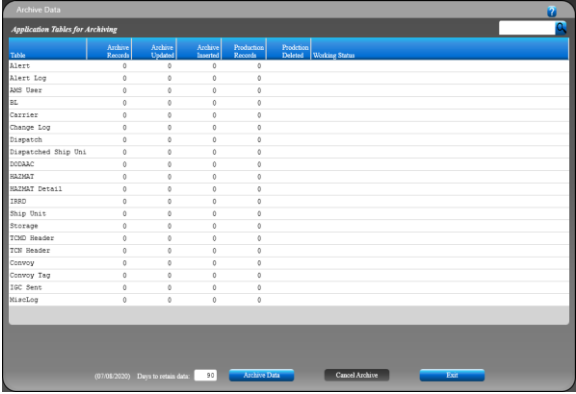
To send convoy data change the drop-down menu to Send via HTTPS. CDO and IBS-RIP is a function utilized by the Navy and can be set to file mode only. Save and Exit.



# AMS-TAC

## Quick Reference Guide

### Setup

Setup – Data Maintenance – Active Users	Setup – Data Maintenance – AMS Support																																																																																																																																																										
<p>To maintain various data functions, open AMS-TAC, Setup, proceed to Data Maintenance. Active Users allows the user to see the active profile currently being used.</p>   <table border="1" data-bbox="207 730 755 823"> <thead> <tr> <th>AMS User</th> <th>Windows User</th> <th>AMS Build Date</th> <th>Installed Path</th> </tr> </thead> <tbody> <tr> <td>ADMIN</td> <td>thomp</td> <td>USMC Build: 2020-09-24</td> <td>15 C:\Program Files\AMSTAC</td> </tr> </tbody> </table>	AMS User	Windows User	AMS Build Date	Installed Path	ADMIN	thomp	USMC Build: 2020-09-24	15 C:\Program Files\AMSTAC	<p>To send requested support files or process files sent from the AMS Help Desk, open AMS-TAC, Setup, proceed to Data Maintenance, and AMS Support. From here, the user can send error logs, production data, and various files requested by the Help Desk to further evaluate various issues AMS-TAC might experience.</p>  <p>Additional Logs in case AMS Help Desk asks for these</p> <p>Enable 2d PDF Logs <input type="checkbox"/> (Only if directed to by AMS Help Desk)</p> <p>Enable SQL Logs <input type="checkbox"/> (Only if directed to by AMS Help Desk)</p> <p>Zip/Email Support Options</p> <p>Send PDF Logs</p> <p>Send Copy of Production Data</p> <p>Send AMS Errors &amp; SQL Log Folder</p> <p>Send Problem BCR, Scanned Labels</p> <p>Send Common AMS Support Files</p> <p>Process File Provided by AMS HelpDesk</p> <p>ProdData.PIZ</p> <p>After clicking a support button, a file named .PIZ will appear on the desktop.</p> <p>Email the .PIZ file to the AMS Help Desk when requested.</p>																																																																																																																																																		
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ADMIN	thomp	USMC Build: 2020-09-24	15 C:\Program Files\AMSTAC																																																																																																																																																								
<p>To install AMS-TAC on a Handheld Scanner open AMS-TAC, Setup, proceed to Data Maintenance, and click on Handheld Support. Click on Copy/Install to install on a CN80.</p>  <p>Handheld Support</p> <p>This process will help simplify copying the necessary support files for working with the handheld device.</p> <p>Overall, there are 5 files that need to be installed on the handheld device. They are by default included in the AMS installation path in a sub-folder "CAB Files".</p> <p>Clicking the button below will bring copying and calling the install process on the handheld for you.</p> <p>NOTE: If you have a new AMS4Mobile version downloaded by the AMS Help Desk / Downloads page, save the file to YOUR DESKTOP and we will copy it in place to complete the install process on the handheld for you.</p> <p>Copy / Install to handheld</p> <p>Click to install on handheld and accept prompt.</p>	<p>To move older data to the archives, open AMS-TAC, Setup, proceed to Data Maintenance, and select Archive Data. This will copy the data into the Archive mirror tables and then delete it from production data. The data is still searchable and can print some documents, but not in products such as for add/edit/change purposes.</p>  <table border="1" data-bbox="805 1367 1377 1757"> <thead> <tr> <th>Table</th> <th>Archive</th> <th>Archive</th> <th>Archive</th> <th>Production</th> <th>Production</th> <th>Working</th> </tr> <tr> <th></th> <th>Enabled</th> <th>Updated</th> <th>Deleted</th> <th>Enabled</th> <th>Deleted</th> <th>Status</th> </tr> </thead> <tbody> <tr><td>Alert</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>Alert Log</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>AMS User</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>BL</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>Changes</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>Change Log</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>Dispatch</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>Dispatched Ship Dns</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>LOGMAC</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>MSMST</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>MSMST Detail</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>TRSD</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>Ship Unit</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>Storage</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>TDCD Reader</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>TCR Reader</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>Convoy</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>Convoy Tmp</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>ISC Sent</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> <tr><td>MailLog</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></tr> </tbody> </table>	Table	Archive	Archive	Archive	Production	Production	Working		Enabled	Updated	Deleted	Enabled	Deleted	Status	Alert	0	0	0	0	0		Alert Log	0	0	0	0	0		AMS User	0	0	0	0	0		BL	0	0	0	0	0		Changes	0	0	0	0	0		Change Log	0	0	0	0	0		Dispatch	0	0	0	0	0		Dispatched Ship Dns	0	0	0	0	0		LOGMAC	0	0	0	0	0		MSMST	0	0	0	0	0		MSMST Detail	0	0	0	0	0		TRSD	0	0	0	0	0		Ship Unit	0	0	0	0	0		Storage	0	0	0	0	0		TDCD Reader	0	0	0	0	0		TCR Reader	0	0	0	0	0		Convoy	0	0	0	0	0		Convoy Tmp	0	0	0	0	0		ISC Sent	0	0	0	0	0		MailLog	0	0	0	0	0	
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Change Log	0	0	0	0	0																																																																																																																																																						
Dispatch	0	0	0	0	0																																																																																																																																																						
Dispatched Ship Dns	0	0	0	0	0																																																																																																																																																						
LOGMAC	0	0	0	0	0																																																																																																																																																						
MSMST	0	0	0	0	0																																																																																																																																																						
MSMST Detail	0	0	0	0	0																																																																																																																																																						
TRSD	0	0	0	0	0																																																																																																																																																						
Ship Unit	0	0	0	0	0																																																																																																																																																						
Storage	0	0	0	0	0																																																																																																																																																						
TDCD Reader	0	0	0	0	0																																																																																																																																																						
TCR Reader	0	0	0	0	0																																																																																																																																																						
Convoy	0	0	0	0	0																																																																																																																																																						
Convoy Tmp	0	0	0	0	0																																																																																																																																																						
ISC Sent	0	0	0	0	0																																																																																																																																																						
MailLog	0	0	0	0	0																																																																																																																																																						



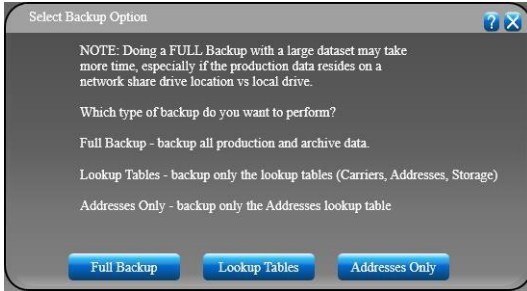
# AMS-TAC

## Quick Reference Guide

### Setup

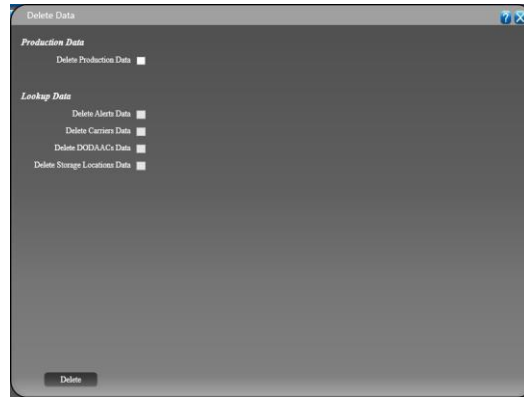
#### Setup – Data Maintenance – Backup Data

To backup data, open AMS-TAC, Setup, proceed to Data Maintenance, and select Backup. Backup creates a copy of the database.



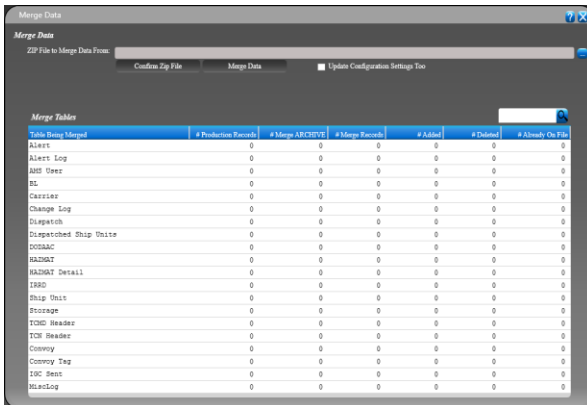
#### Setup – Data Maintenance – Delete Data

To delete data, open AMS-TAC, Setup, proceed to Data Maintenance, and select Delete. Delete data erases all records in the database. Optionally, you can also select to delete records from the lookup tables which are NOT deleted by default. This function can only be performed by an Admin.



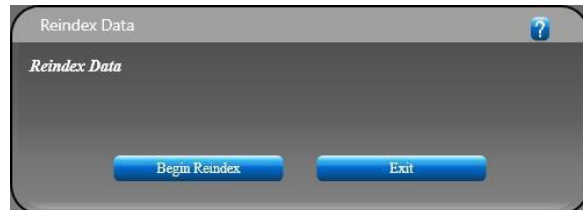
#### Setup – Data Maintenance – Merge Data

To merge data, open AMS-TAC, Setup, proceed to Data Maintenance, and select Merge. Merge combines multiple databases into one database.



#### Setup – Data Maintenance – Reindex Data

To reindex data, open AMS-TAC, Setup, proceed to Data Maintenance, and select Reindex. Reindex Data helps to optimize the ordering of data within the tables for querying purposes. This function can only be performed by an Admin.



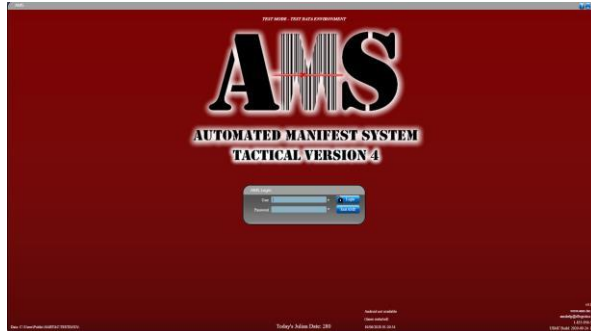
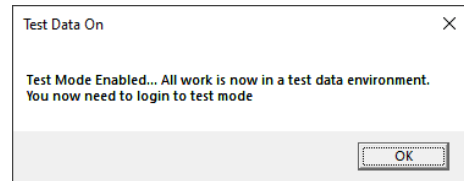
# AMS-TAC

## Quick Reference Guide

### Setup

#### Setup – Test Mode

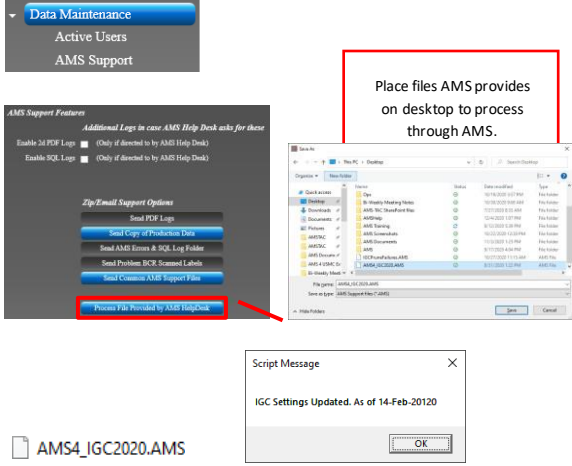
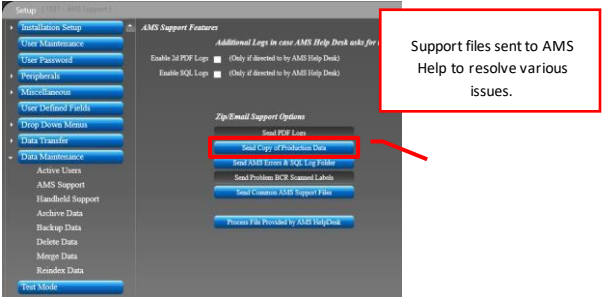
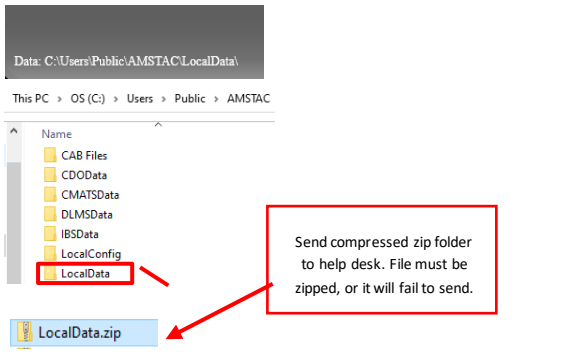
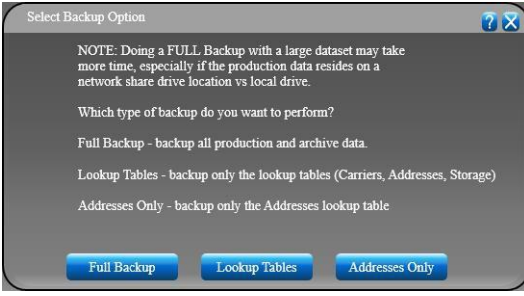
To open Test Mode open AMS-TAC, Setup, proceed to Test Mode. Test mode is a test environment for everything AMS-TAC. Users can train in this mode without having to disrupt live data.



# AMS-TAC

## Quick Reference Guide

### Troubleshoot & Tips

Troubleshoot & Tip – Process IGC File	Setup – Send Via Safe.Apps.mil
<p>To add and edit indication for various Storage locations proceed to Setup, Drop Down Menu, and select Storage. From here, a user can list all the storage locations their worksite utilizes and annotate where gear is stored.</p>  <p>Place files AMS provides on desktop to process through AMS.</p> <p>AMS4_IGC2020.AMS</p>	<p>If the AMS-TAC Help Desk requests a copy of your production, open AMS-TAC, Setup, proceed to Data Maintenance, and AMS Support. Click on a support button, a file named .PIZ will appear on the desktop. Go to <a href="https://safe.apps.mil/">https://safe.apps.mil/</a> and sign in using a CAC and send the files to <a href="mailto:amshelp@rflogistics.com">amshelp@rflogistics.com</a>.</p>  <p>Support files sent to AMS Help to resolve various issues.</p>
<p>Setup – Send Via Safe.Apps.mil</p> <p>An alternate method to send AMS Help Desk files is to follow the data path in Windows Explorer at the bottom left-hand corner of the main screen. From here, right-click on the LOCALDATA folder, then select Send To and choose Compressed (zipped) folder. This will create a zip file of all the production data and name it LocalData.zip with the icon of a zipped folder. Go to <a href="https://safe.apps.mil/">https://safe.apps.mil/</a> and sign in using a CAC and send the folder to <a href="mailto:amshelp@rflogistics.com">amshelp@rflogistics.com</a>.</p>  <p>Send compressed zip folder to help desk. File must be zipped, or it will fail to send.</p>	<p>Setup – Backup</p> <p>AMS-TAC system back should be performed at least once a week, however you should not ever need to do backups more than once per day. This will prevent any unnecessary loss of data. The recommended backup location would be on the base share drive or approved external hard drive.</p> 

# AMS-TAC

## Quick Reference Guide

### Troubleshoot & Tips

**Instructions:** Perform a reboot, cold, and clean boot on the Intermec CK71 handheld scanner.

#### **Reboot the Computer**

You may need to reboot the computer to correct conditions where an application stops responding to the system.

1. Press the Power button and select Reboot from the menu.

The computer systematically shuts down, restarts, and goes through the initialization process

#### **Cold Booting the Computer**

In some cases where the computer completely stops responding, it may be necessary to perform a cold boot or hard reset. Because cold booting may result in data loss, use this method only if all other recovery methods have failed.

Note: Cold booting the computer does not guarantee that cached disk data will be saved, so transactional data may be lost during the reset.

All other data, such as configuration and network settings, is preserved.

To cold boot the computer:

1. Press the Power button to suspend the computer.
2. Remove the hand strap and the battery pack.
3. Press the Reset button in the battery compartment on the back of the computer.
4. Replace the battery and the hand strap.
5. Press Power and wait while the mobile computer boots. When the cold boot is complete, the Home screen appears.

# AMS-TAC

## Quick Reference Guide

### Troubleshoot & Tips

#### **Clean Booting the Computer**

A clean boot erases the memory in the mobile computer, including all applications and data files, with the exception of those found in the Flash File Store, or any removable storage.

If the computer seems to be locked up, try cold booting it. If this process does not work, use a clean boot to get the computer up and running for further troubleshooting. You can clean boot using the mobile computer, or you can clean boot using the Smart Systems Console:

To cold boot the computer:

1. Remove the battery pack from the back of the computer.
2. With a stylus, press the Reset button in the battery cavity.
3. Insert the battery back into the computer, and immediately press and hold the Power button and Volume Down button (the lower button on the right side).
4. Continue to hold the Power button and the Volume Down button down until you are prompted to release them.
5. Press the Volume Up button on the right side to start the clean boot.
6. Wait for the computer to load files from its ROM.

To clean boot the computer using the Smart Systems Console:

1. Right-click the CK71 computer and select Intermec Power Tools > Clean Boot Device