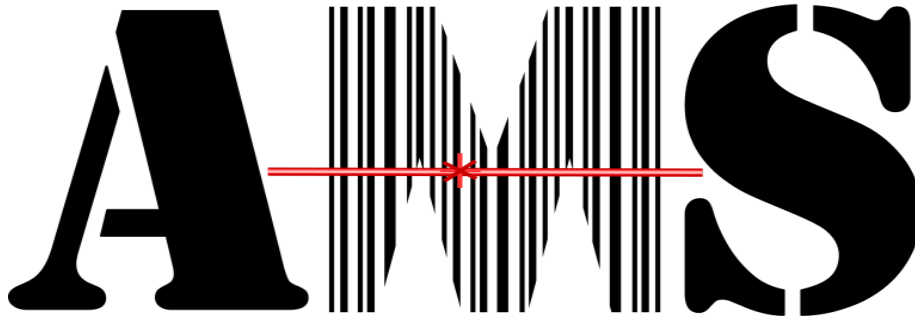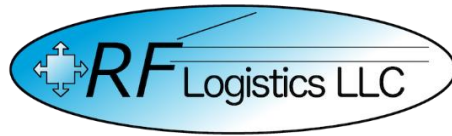# AMS 4.2 Workbook

RF Logistics LLC

AMS

Workbook for the Automated Manifest System Tactical
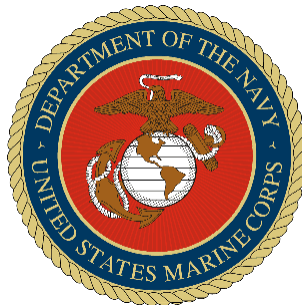*Version 4.2.0.0*
AMS Help Desk
855-956-5100
or
571-621-7100
AMSHelp@ams-tac.com

Training for:

The United States Marine Corps

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INBOUND MENU

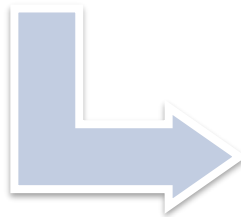The Inbound menu allows you to receive different types of shipments. Selecting the type of shipment will help you enter the information needed for each shipment type. For example, selecting Aircraft will allow you to enter a flight number. Choose the type of shipment you are receiving to begin.

• Select Inbound to begin
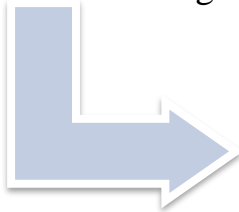
• Select the type of Inbound, such as Aircraft

• Fill in shipment details and Save

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INBOUND GRID

The Inbound menu also shows a grid, listing all the shipments you have received. This allows you to select shipments to look at or make changes to shipments that have not been closed out. Double click on an item in the grid to select it. You may use the search bar above the grid to quickly search for certain items.

Select any inbound source to begin the receiving process. You can select from the icons below.

You can also receive loose IRRD (1348) information by clicking on the Line Items Icon.

Inbound Shipments

| Truck | Aircraft | Vessel | Train | Local | Line Item |

This screen allows you to receive shipments based on the available button choices at the top. Selecting the type of shipment will take you to a secondary screen allowing you to enter detailed information. For example, selecting Aircraft will allow you to enter a flight number.

This screen also shows a grid listing received activity (default past 90 days). Double click an item to display the the details. Edits are only allowed to shipments that have not been closed out. You may use the search bar above the grid to quickly search for

Recent Shipments: 5

	Source	Received	Inbound #	Inbound Description	# Containers	# Units	Manifest #	Carrier	Carrier Name
	Out-WalkIns	12-14-2020	WALKIN0349		1	0	WALKIN0349		
	Truck	12-14-2020	T10349		2	5			
	Truck	12-11-2020	T685		2	1			
	Out-WalkIns	12-07-2020	WALKIN0342		0	0	WALKIN0342		
	Truck	12-07-2020	T010342		1	6			

Click the Print Icon to generate a Summary Report/Detailed Report of each Inbound and containers. e.g., 1 vessel and 100 40ft

You can make modifications to existing records by double clicking a row within this grid.

INBOUND SHIPMENTS

This function is used to receive items when a shipment arrives. You may receive the entire contents of the shipment or any portion of items.

To add in a new Mark For (DODAACS, Consignees, or Rucs) Select the drop-down list and select "Other".

Select "Container Info Type" To add Container Type e.g., 20/40 Seavan, 463L pallets, Conex, RO/RO, Multipack, Rail, and Other.

Select "Shipment Type" To add shipping unit's info. e.g., General Cargo, Commercial, Vehicle, Contracts Hazmat, Oversized & Weapons.

Inbound Shipments

- Inbound Shipments
- Inbound Details

Truck Info

Truck #:
Truck Descrip:
B/L Manifest #:

Carrier:
Carrier Name:

Container Info

Type: Other *
Description

Use Generate button to create a new TCN

Shipment Info

Generate

TCN: XRFL011354DA01XXX *
Ship From:
Mark For: *
Priority: 3 *
Piece #: 1 *
Type Pack: BX *

Weight: 1 * (pounds)
Length: 0 (inches - max: 600)
Width: 0 (inches - max: 240)
Height: 0 (inches - max: 240)
Cube: 1 * (cu.ft.)
Storage: WHS FLR

Shipment Type: General Cargo
Description:
Project Code:
Req Del Date: 0
TDR:

When receiving your shipment, you will need to fill in as much info as you have for each of the 3 sections. Required fields are highlighted in blue. For each shipment, you can have 1 or more containers. Each container can have 1 or more TCNs for the shipment info section.

Shipments that you have already received are listed in the grid.

Containers Received

	Type	Container #	# Pkgs	Mark For	Date

Shipping Units within Container

	Shipment Type	Description	TCN	Piece	Mark For	T/P	Weight

Enter Container Details | Add Container | Add Multi-Piece | MSL | RF Tag | Save

Container level information would be stored in the container grid. You can store multiple containers.

TCN level information would be stored in the "Shipments Grid".

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There are four main sections to this screen.

Truck Info

This section is used to enter details about the shipment. These details will remain the same for all items you are receiving.

1. Enter **Truck #**.
2. You may enter the **Truck Descrip**. This is a description of the type of truck. This will help you distinguish this truck from a bunch of others on the list.
3. You may enter the **B/L Manifest #** from the invoice for this shipment.
4. You may select the **Carrier** from the drop-down list to identify that UPS, FedEx, or another carrier delivered the shipment. The **Carrier Name** will be filled into the field below.

Container Info

This section is used to enter details about a container. The container can be a single item, or it could contain several boxes that you will also enter, into the software. These details will remain the same for all items within the container. It is also possible that you will receive more than one container from this shipment.

1. You may enter the **Type** of container you are receiving from the drop-down list. Depending on your selection, you will be able to enter more details about this container in the fields below.
2. You may enter the **Description** of the container to help you identify it from other containers later.

Shipment Info

Generate TCN – The new auto-generate button will create a standard TCN when the paperwork (MSL or DD-1348) is missing from the container. The standard TCN that appears after pressing the button will have the site DOODAC; to change the first six characters of the TCN for the recipient DOODAC, enter the DOODAC in the "Mark For" blank and the TCN will be updated automatically. The system will not allow duplicate auto-generated TCNs to be processed. If a duplicate TCN is identified during handheld download, a new TCN will be generated to replace the duplicate.

1. Enter the **TCN**. This is the 17-character transportation control number for the box, located on the box label.
2. You may enter the **Ship From**. This is the 6-character address code for the unit that shipped the box.
3. Enter the **Mark For**. This is the 6- character address code for the unit that the box is going to.
4. Select transportation **Priority**. 1 is the highest priority and 4 is the lowest.
5. Select the **Piece #** if this is a multiple piece shipment, such as box 2 of 4.
6. Enter the **Type Pack**. This is a 2- character code, such as BX for a box.
7. Enter the **Weight** and **Cube** of the box.
8. You may enter the **Length**, **Width**, and **Height** of the box.
9. You may enter the **Storage** location of the box if one exists.
10. You may enter the **Shipment Type** for the box.
11. You may enter the **Description**, **Project Code**, and **Req Del Date** (required delivery date) for the box if needed.
12. You may enter information in the **TDR** field, such as Damaged or Missing Parts. This indicates that there is a transportation discrepancy in this shipment.

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Recent Shipments and Shipments Grids

These grids display the contents of your shipment. There is a search box just above the grids that you can use to find items quickly.

- The **Recent Shipments** grid displays a list of all containers in this shipment. You may change the sort order of the grid by clicking on a header. If you wish to view or print a container report, click on the printer icon.
- The **Shipments** grid displays a list of all shipments within the selected container. You may change the sort order of the grid by clicking on a header. If you wish to add line items, you may click on the line items icon.

The buttons towards the bottom perform the following functions:

- **Enter Container Details** – This allows you to enter more detailed information about your containers, such as the container TCN, address codes, dimensions and weight, and shipment type. This is useful if you have more specific information to record about your container.
- **Add Container** - This allows you to enter another container from the same shipment. Sometimes, shipments may have more than one container, such as multiple pallets.
- **Add Multi-Piece** - This allows you to add a multiple-piece shipment. This happens for various reasons, such as when large items are ordered in quantities, like truck tires. They often arrive with the same TCN number, but as piece 1 of 4, 2 of 4, etc.
- **MSL -** This allows you to preview or print an MSL.
- **Save** - Saves your changes.

DODAAC TABLES

If you select **Othe**r for the **Ship From** or **Mark For** fields, you will be brought to the DODAAC table screen. You can add new address codes and include the physical address, phone number, and other details. Once you **Save** this information, you will be able to select it with one click from the drop-down menu in the future.

You can designate a Storage Location for each DODAAC in your warehouse.

INBOUND LINE ITEMS

If you need to add Line Items details, click on the Line Items button on the Shipment Grid.

Click the Line Items Icon to input line items information, such as the doc #, NSN, and nomenclature.

Once you select the Line Items icon, you will see the following screen. Enter all the line item details in the fields shown below. Required fields are highlighted in blue. **Save** your entry when finished.

1. Enter the **Mark For**. This is the 6-character address code of the location receiving this item.
2. Enter **Document #**. The document number for your item must be 14 or 15 alphanumeric characters.
3. Enter the **NSN**. This is the national stock number for your item, and it must be 4 to 15 alphanumeric characters.
4. You may enter the **Nomenclature**. This is the item name, such as the flashlight. This can help identify the item later.
5. You may enter the **Qty Received**. This is the quantity that you received.
6. Enter the **Unit of Issue**, such as EA for each.
7. Enter the **Condition Code**. This is a single alpha character that describes the condition of the item, such as A for new.

8. Enter the 3-character **Distribution Code**.
9. Enter the **RIC From**. This 3-character code identifies the Routing Identifier Code that the item came from.
10. You may use the HAZMAT section to identify hazardous items using the fields on the right.

Shipping Unit Line Items Grid

This grid displays the details of your line items. There is a search box just above the grid that you can use to find items quickly. You may change the sort order of the grid by clicking on a header. If you wish to view or print a report, click on the printer icon.

The buttons towards the bottom perform the following functions:

- **Save** - Saves your changes.
- **Enter as 1348** – This allows you to enter a line item by filling in the boxes on a DD1348 layout. This can help show you where your data will appear on the document.

Click the printer icon to generate an IRRD 1348.

Click the "Enter as 1348" button to input into a 1348 template.

All added document numbers will display in the Line items grid.

You may also choose to enter your line items details using the **Enter as 1348** screen. This gives you a visual perspective of where the data appears on the 1348 form. Once you select the **Enter as 1348** icon, you will see the following screen. Enter all the line items details in the fields shown below. Required fields are highlighted in blue. **Save** your entry when finished. You may switch back to **Normal View** at any time.

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Click the printer icon to generate an IRRD 1348.

Click the "Normal View" button to return to normal input.

All added document numbers will display in the Line items grid.

HANDHELD INBOUND

The **Inbound** menu allows you to receive different types of shipments. Selecting the type of shipment will help you enter the information needed for each shipment type. For example, selecting Aircraft will allow you to enter a flight number. The Inbound menu also shows a grid, listing all the shipments you have received. Choose the type of shipment you are receiving to begin.
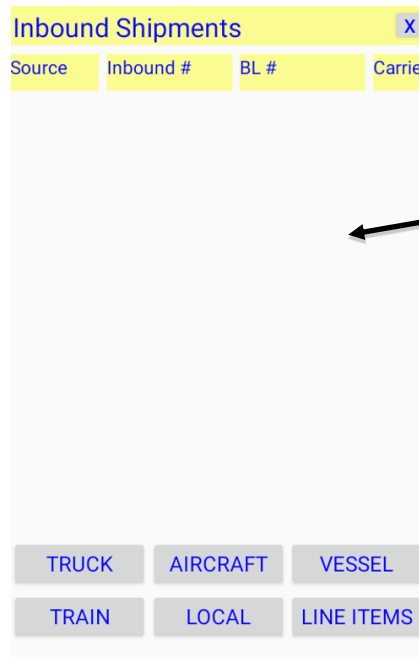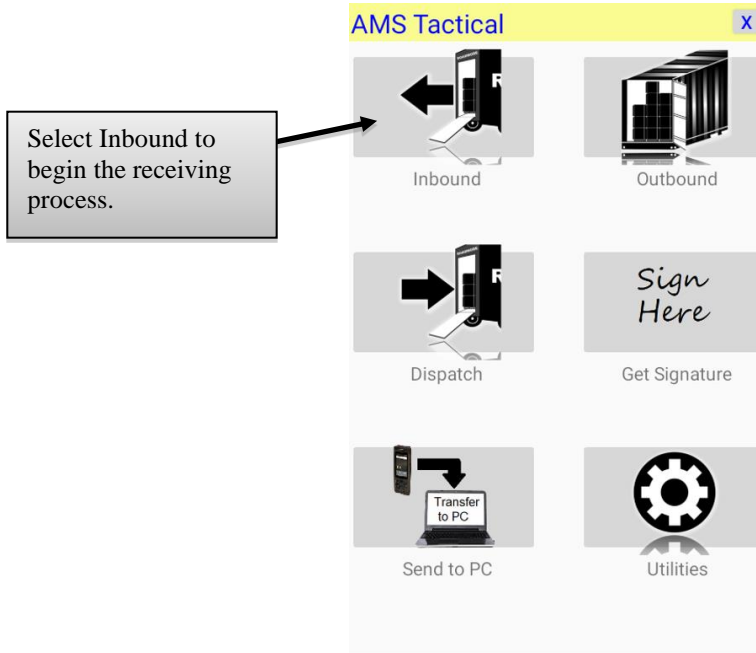
Select Inbound to begin the receiving process.

AMS Tactical [X]

Inbound   Outbound

Dispatch   Get Signature

Send to PC   Utilities

Inbound Shipments [X]

Source	Inbound #	BL #	Carrier

Once the "Inbound Source" is defined and the containers shipping units are received. The Source Type and Inbound # will be displayed in the grid.

Select any inbound source to begin the receiving process. You can select from the selections to the right.

TRUCK	AIRCRAFT	VESSEL
TRAIN	LOCAL	LINE ITEMS

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Inbound Shipment `C` `X`

Truck #: * |

Truck Descrip: _____

Manifest # _____

Container Data `-` `C`

Container Type Other Box ▼

Other Descrip _____

Auto Dispatch `+` `C`

Shipping Unit Type `C`

Type of Shipment Commercial ▼

Package Type _____

CONT DETAIL   LINE ITEMS   TRK #S

FIND   SAVE   TCNs: 0 Ship Units: 0 IRRDs: 0

> Select "Container Type" To add Container Type e.g., 20/40 Seavan, 463L pallets, Conex, RO/RO, Multipack, Rail, and Other.

> Select "Find" to locate a recent scanned TCN or container number. Select Line items to input document level information.

Inbound Shipment `C` `X`

Shipping Unit Type `C`

Type of Shipment Commercial ▼

Package Type _____

Tracking # _____

Carrier SCAC _____ ↓

Shipping Unit

GENERATE   TCN* _____

Ship From _____ ↓

Mark For* _____ ↓

Priority* 3=Default ↓

Piece* 1

CONT DETAIL   LINE ITEMS   TRK #S

FIND   SAVE   TCNs: 0 Ship Units: 0 IRRDs: 0

> Select "Type of Shipment" to add shipping unit info. e.g., General Cargo, Commercial, Vehicle, Contracts Hazmat, Oversized & Weapons.

> Use Generate button to create a new TCN

> Use TRK #s button to check for multiple tracking numbers in an inbound shipment

In this example, we will select **Truck**. This function is used to receive items when a truck pulls up to your receiving floor. You may receive the entire contents of the truck or any portion of items. There are four main sections to this screen, highlighted in yellow.

INBOUND SHIPMENT

This section is used to enter details about the truck. These details will remain the same for all items you are receiving from this truck.

1. Enter **Truck #**. This could be the license plate number or any other identifying number for the truck.
2. You may enter the Truck **Description**. This is a description of the type of truck, such as 7 ton or commercial. This will help you distinguish this truck from a bunch of others on the list.
3. You may enter the **Manifest #** from the invoice for this truck.
4. You may select the **Carrier** from the drop-down list to identify that UPS, FedEx, or another carrier delivered the shipment.

Container Data

This section is used to enter details about a container from the truck. The container can be a single item, or it could contain several boxes that you will also enter the software. These details will remain the same for all items within the container. It is also possible that you will receive more than one container from this truck.

1. You may enter the **Container Type** that you are receiving from the drop-down list. Depending on your selection, you will be able to enter more details about this container in the fields below.
2. You may enter **Container B/L**. This is the bill of lading number from the paperwork that came with this container.
3. You may enter the **Other Descrip.** of the container to help you identify it from other containers later.

Auto Dispatch

This section is used to automatically deliver the items that you have received. You may also allow customers to pick up items and sign for them. This can be helpful for items that need to go out as soon as they arrive.

1. Select the **Dispatch Type** from the drop-down list.
2. Enter the **Truck/Unit**. This identifies the truck that is delivering this box or the unit that is receiving it.
3. The **Run** number is entered for you, but you can change this if needed.
4. Enter the **Mark For** in this box. This is the unit receiving this box.

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Shipping Unit Type

This section is used to enter information about the shipping unit that is inside the container. You may have one or more shipping units inside this container.

1. You may select the **Ship Type** from the drop-down menu. This will help you identify this box later.
2. You may enter the **Package Type** for the box, to identify any key features, if needed. This will also help you identify this box later.
3. You may scan the **Tracking #** for the box if you have one. This will also help you identify this box later.
4. Scan or enter the **TCN**. This is the 17- character transportation control number for the box, located on the box label. If you can scan a 2D (two dimensional) bar code on the box label, most or all the required fields below will be filled in for you.
5. You may enter the **Ship From**. This is the 6- character address code for the unit that shipped the box.
6. Enter the **Mark For**. This is the 6- character address code for the unit that the box is going to.
7. You may select the transportation **Priority**. 1 is the highest priority and 4 is the lowest.
8. Scan or enter the **Piece #**. You may also add a multiple-piece shipment. This happens for various reasons, such as when large items are ordered in quantities, like truck tires. They often arrive with the same TCN number, but as piece 1 of 4, 2 of 4, etc. If this is a multiple-piece shipment, enter the start piece number, followed by a period and the stop piece number. For example, for a shipment with 4 pieces, enter 1.4 to create all four pieces at once.
9. You may enter the **Type Pack**. This is a 2- character code, such as BX for a box.
10. Enter the **Weight** and **Cube**.
11. You may enter the **Length**, **Width**, and **Height** of the box.
12. You may enter the **TDR**, or transportation discrepancy report data.
13. You may enter the **Storage** location of the box if one exists.
14. Be sure to **Save** your changes.

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The buttons towards the bottom perform the following functions:

- **Cont. Detail** – This allows you to enter more detailed information about your containers, such as the container TCN, address codes, dimensions and weight, and shipment type. This is useful if you have more specific information to record about your container.
- **Line Items** – This allows you to enter Line Items data into your shipment box. This is useful if you have IRRDs (issue release receipt documents) or 1348s that you can scan.
- **Find** – This allows you to search through scanned records.
- **List** – Displays a list of scanned records.
- **Save** - Saves your data.

Line Items

1. Next, you will need to scan your 1348s or IRRDs. Select the Line Items button to begin.

Select **Line Items** to begin scanning 1348s, or IRRDs.

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2. You will see the following screen:

Entering Loose Line Items	C X
Document #*	
NSN*	
Mark For*	
Nomenclature	
Qty Issued*	0
Qty Received	0
Unit of Issue*	
Condition Code*	
Distribution Code	
Project Code	
Unit Price	0

IRRDs: 0

LINE ITEMS   SAVE

3. Scan or enter the **Document #**, located on the IRRD or DD1348. If you can scan a 2D (two dimensional) bar code on the DD1348, most or all the required fields below will be filled in for you. The document number for your item must be 14 or 15 alphanumeric characters.
4. Scan or enter the **NSN**. This is the national stock number for your item, and it must be 4 to 15 alphanumeric characters.
5. Enter the **Mark For,** which is the address code for the destination of this item.
6. You may enter the **Nomenclature**. This is the item name, such as the flashlight. This can help identify the item later.
7. Scan or enter the **Qty Issued**. This the quantity that was originally ordered.
8. You may enter the **Qty Received**. This is the quantity that you received.
9. Enter the **Unit of Issue**, such as EA for each.
10. Enter the **Condition Code**. This is a single alpha character that describes the condition of the item, such as A for new.
11. You may enter the 3-character **Distribution Code**.
12. You may enter the **Unit Price**.
13. Enter the **RIC From**. This is the FROM 3-character Routing Identifier Code.
14. You may enter the **Supply Priority**.
15. Be sure to **Save** your changes when you are finished.

The buttons towards the bottom perform the following functions:

- **Save** - Saves your changes.
- **List Items** – Displays a list of scanned records.

16. When you are finished entering line items, click the "X" at the top-right of the screen. You will be returned to the previous screen. Click the "X" at the top-right again to return to the main screen.
17. Next, click **Send to PC** to download your scanner data to the computer.

MANUAL EXERCISES

Instructions: Manually enter MSL information.

TCN		
M2315112621234XXX		

From **XTESTX**	TAC/Type Service/Postage
AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312	

Piece **1 of 1**	Weight(lb.) **250**	Date Shipped	RDD
	Cube(ft.) **25**	Project	Priority **3**

Ship To / POE CAMP MILLER
2ND PLT
555-555-1111

POD	MSL, Supply, & TCMD Data
FMS Case	
DLA Data	

M23151

Ultimate Consignee/Mark For Consignee
CAMP MILLER
2ND PLT
555-555-1111

MSL #1

Instructions: Manually enter the Line Items information.

DOC IDENT FROM	RIC	M & S	U I N S I T	QUANTITY	SUPPLE-MENTARY ADDRESS	S M & R	S F I U G N D	DIS-TRI-BU-TION	PRO-JECT	P R I	REQ'D DEL DATE A D V	RI	O/P P D	C O N T	M G T D
DSG	EA			00030	M20220	1			AAA	11	280				A

24. DOCUMENT NUMBER & SUFFIX (30-44)
M2022012603344

25. NATIONAL STOCK NUMBER (8-22)
34657929349 2123

26. RIC (4-6)
UI (23-24)
QTY (25-29)
COND (71)
COG (55-56)
UP (74-80)
DSGEA00030A   5000000

27. ADDITIONAL DATA

1. TOTAL PRICE			2. SHIP FROM	3. SHIP TO
	DOLLARS	CTS	AMSTAC 3060 WILLIAMS DR FAIRFAX VA	M20220
UNIT PRICE	10500000	00	XTESTX	
DOLLARS	CTS		4. MARK FOR	
50000	00		M20220	

5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS

10. QTY REC	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL
		30000.00	10.000		

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE
LIGHT ASB

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY   **23. DATE RECEIVED**

28. ISSUED BY AND DATE   **29. SHIPPED BY AND DATE**

ULTIMATE CONSIGNEE/MARK FOR

CAMP KINSER
BLDG 401
613-6470

Instructions: Manually enter multiple MSLs while retaining all values.

TCN			
M2315112001030XXX			

From **XTESTX**	TAC/Type Service/Postage
AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312	

Piece **1 of 3**	Weight(lb.) 300	Date Shipped	RDD 280
	Cube(ft.) 15	Project	Priority **3**
Ship To / POE CAMP MILLER 2ND PLT 555-555-1111			

POD	MSL, Supply, & TCMD Data
FMS Case	
DLA Data	

M23151	Ultimate Consignee/Mark For Consignee
	CAMP MILLER 2ND PLT 555-555-1111

MSL #2

TCN			
M2315112001030XXX			

From **XTESTX**	TAC/Type Service/Postage
AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312	

Piece **2 of 3**	Weight(lb.) 300	Date Shipped	RDD
	Cube(ft.) 15	Project	P r i o r i t y **3**

| Ship To / POE | CAMP MILLER
2ND PLT
555-555-1111 | |

POD	MSL, Supply, & TCMD Data
FMS Case	
DLA Data	
	NO LINE ITEM DATA IN 2D

M23151	Ultimate Consignee/Mark For Consignee
	CAMP MILLER 2ND PLT 555-555-1111

MSL #3

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TCN		
M2315112001030XXX		

From XTESTX	TAC/Type Service/Postage
AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312	

Piece 3 of 3	Weight(lb.) 300	Date Shipped	RDD
	Cube(ft.) 15	Project	P r i o r i t y **3**

Ship To / POE   CAMP MILLER
2ND PLT
555-555-1111

POD	MSL, Supply, & TCMD Data
FMS Case	
DLA Data	NO LINE ITEM DATA IN 2D

M23151	Ultimate Consignee/Mark For Consignee
	CAMP MILLER 2ND PLT 555-555-1111

MSL #4

HANDHELD EXERCISES

Instructions: Scan 2D barcode on MSL.

TCN		
M13 0011262 0942XXX		

From XTESTX	TAC/Type Service/Postage
AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312	

Piece	Weight(lb.)	Date Shipped	RDD
1 of 1	200		

Cube(ft.)	Project	Priority
10		3

Ship To / POE CAMP DAVIS
MOTOR T
1ST PLT
555-234-2122

POD

MSL, Supply, & TCMD Data

FMS Case

DLA Data

M13001

Ultimate Consignee/Mark For Consignee
CAMP DAVIS
MOTOR T
1ST PLT
555-234-2122

MSL #5

Instructions: Scan 2D barcode on MSL.

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Instructions: Scan 2D barcode on DD 1348.

			1. TOTAL PRICE		2. SHIP FROM	3. SHIP TO

Form fields (reading the rotated DD 1348):

1. TOTAL PRICE — DOLLARS 100000 CTS 00
2. SHIP FROM — AMSTAC / 3060 WILLIAMS DR / FAIRFAX VA **XTESTX**
3. SHIP TO — **M13001**
4. MARK FOR — **M13001**
5. DOC DATE
6. NMFC
7. FRT RATE
8. TYPE CARGO
9. PS
10. QTY REC
11. UP
12. UNIT WEIGHT 100.00
13. UNIT CUBE 10.000
14. UPC
15. SL
16. FREIGHT CLASSIFICATION NOMENCLATURE
17. ITEM NOMENCLATURE — COMPUTERS
18. TY CONT
19. NO CONT
20. TOTAL WEIGHT
21. TOTAL CUBE
22. RECEIVED BY
23. DATE RECEIVED
28. ISSUED BY AND DATE
29. SHIPPED BY AND DATE

UNIT PRICE — DOLLARS 10000 CTS 00

Header columns: DOC IDENT FROM | RIC | M&S | QUANTITY | UI UNITS | SUPPLEMENTARY ADDRESS (SMR) | S/F (SIGND) | DIS-TRI-BU-TION | PRO-JECT | REQ'D DEL DATE | PRI | RI | O/P | COND

MMS EA 00010 ... 3 AAA 2 A

24. DOCUMENT NUMBER & SUFFIX (30-44) — M1300112620942

25. NATIONAL STOCK NUMBER (8-22) — 6278341203412 3

26. RIC (4-6)
UI (23-24)
QTY (25-29)
COND (71)
COG (55-56)
UP (74-80) — MMSEA00010AAA1000000

27. ADDITIONAL DATA

ULTIMATE CONSIGNEE/MARK FOR

CAMP DAVIS
MOTOR T
1ST PLT
555-234-2122

26

Instructions: Scan 2D barcode on MSL #6 and scan linear barcodes on MSL #7 & 8.

TCN		
M1300112301011XXX		

From **XTESTX**	TAC/Type Service/Postage
AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312	

Piece **1 of 3**	Weight(lb.) **500**	Date Shipped	RDD
	Cube(ft.) **30**	Project	**Priority 3**

Ship To / POE   CAMP DAVIS
MOTOR T
1ST PLT
555-234-2122

POD	MSL, Supply, & TCMD Data
FMS Case	
DLA Data	
	NO LINE ITEM DATA IN 2D

M13001

Ultimate Consignee/Mark For Consignee
CAMP DAVIS
MOTOR T
1ST PLT
555-234-2122

MSL #6

AMS 4.2 Workbook

TCN		
M1300112301011XXX		

From **XTESTX**	TAC/Type Service/Postage
AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312	

Piece **2 of 3**	Weight(lb.) **500**	Date Shipped	RDD
	Cube(ft.) **30**	Project	P r i o r i t y **3**

| Ship To / POE | CAMP DAVIS
MOTOR T
1ST PLT
555-234-2122 | |

POD	MSL, Supply, & TCMD Data
FMS Case	
DLA Data	
	NO LINE ITEM DATA IN 2D

M13001	Ultimate Consignee/Mark For Consignee CAMP DAVIS MOTOR T 1ST PLT 555-234-2122

MSL #7

TCN	M1300112301011XXX	
	M1300112301011XXX	

From **XTESTX**	TAC/Type Service/Postage
AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312	

Piece	3 of 3	Weight(lb.)	Date Shipped	RDD
		500		
		Cube(ft.)	Project	P r i o r i t y
		30		**3**

Ship To / POE	CAMP DAVIS MOTOR T 1ST PLT 555-234-2122

POD	MSL, Supply, & TCMD Data
FMS Case	
DLA Data	
	NO LINE ITEM DATA IN 2D

M13001	Ultimate Consignee/Mark For Consignee
	CAMP DAVIS MOTOR T 1ST PLT 555-234-2122

MSL #8

AMS 4.2 Workbook

Instructions: Scan 2D barcode on DD 1348 #3 and scan linear barcodes on DD 1348 #4.

DD 1348 #3

DOC IDENT	RIC	M&S	UI	QUANTITY	SUPPLE-MENTARY ADDRESS	S I G	F U N D	DIS-TRI-BU-TION	PRO-JECT	P R I	REQ'D DEL DATE	RI	O/P	C O G	M N T D
TMO		EA	00005		M20220			MAS	AAA 13		270		A		

1. TOTAL PRICE
2. SHIP FROM — AMSTAC / 3060 WILLIAMS DR / FAIRFAX VA — XTESTX
3. SHIP TO — M20220
4. MARK FOR — M20220

UNIT PRICE: DOLLARS 07500 / CTS 00
TOTAL PRICE: DOLLARS 37500 / CTS 00

5. DOC DATE
6. NMFC
7. FRT RATE
8. TYPE CARGO
9. PS
10. QTY REC
11. UP
12. UNIT WEIGHT — 120.00
13. UNIT CUBE — 15.000
14. UFC
15. SL
16. FREIGHT CLASSIFICATION NOMENCLATURE
17. ITEM NOMENCLATURE — PARTS
19. NO CONT
20. TOTAL WEIGHT
21. TOTAL CUBE
22. RECEIVED BY
23. DATE RECEIVED
28. ISSUED BY AND DATE
29. SHIPPED BY AND DATE

ULTIMATE CONSIGNEE/MARK FOR
CAMP KINSER
BLDG 401
613-6470

24. DOCUMENT NUMBER & SUFFIX (30-44)

M2022012601122

25. NATIONAL STOCK NUMBER (8-22)

9283429I239421

26. RIC (4-6)
UI (23-24)
QTY (25-29)
COND (71)
COG (55-56)
UP (74-80)

TMOEA00005AAS0750000

27. ADDITIONAL DATA
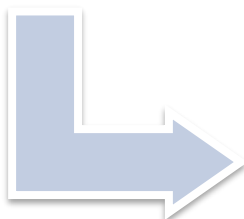
DD 1348 #4

OUTBOUND MENU

The Outbound menu allows you to prepare and send out different types of shipments. You can build multipacks or containers. Multipacks can be loaded into a container later.

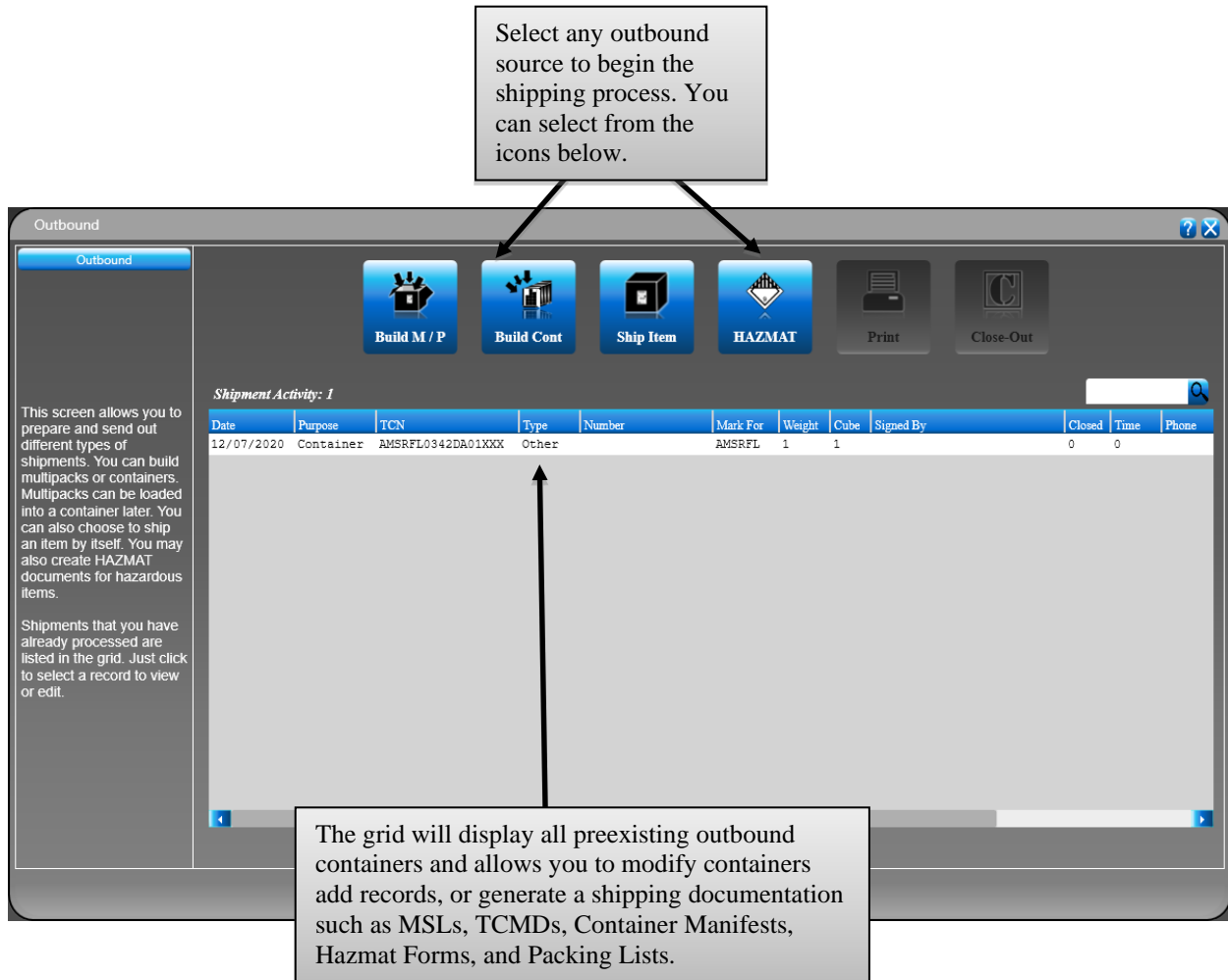 • Select
Outbound
to begin
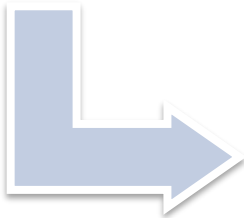
  • Select
Build
Container

  • Enter your container
information, load or
add multipacks, and
save your container.

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OUTBOUND GRID

The Outbound menu also shows a grid, listing all the items you have prepared for shipment. This allows you to select shipments to look at or make changes to shipments that have not been closed out. Double click on an item in the grid to select it. You may use the search bar above the grid to quickly search for certain items.

Select any outbound source to begin the shipping process. You can select from the icons below.

The grid will display all preexisting outbound containers and allows you to modify containers add records, or generate a shipping documentation such as MSLs, TCMDs, Container Manifests, Hazmat Forms, and Packing Lists.

Build Container

This function allows you to build containers for consolidated shipments, using as many multipacks or boxes as needed in the container. To do this:

1. Select the **Outbound** menu.
2. Select **Build Cont**.
3. Both sections on this screen are used to enter information about the container. A container may have several multipacks, or boxes, inside of it. The first field is for the container **TCN**. This container transportation control number should be unique to this container, to help identify it.
4. You may enter the **B/L #**, or bill of lading number.

AMS 4.2 Workbook

5. Enter the container **Weight**.
6. You may enter the container **Length**, **Width**, and **Height**.
7. Enter the container **Cube**. This is the total cubic feet of the container.
8. Use the drop-down menu to select the correct container **Type**.
9. You may enter the **POE**, or point of embarkation, and the **POD**, or point of debarkation.
10. Use the drop-down menu to select the **Ship To** address code that this container is being shipped to.
11. Use the drop-down menu to select the **Ship From**, which is typically your address code.
12. Enter the correct **Priority** for this container, with 1 being the highest priority.
13. Enter the **Type Pack**, such as CT for a container or BX for a box.
14. Use the drop-down menu to select the correct **Ship Mode**.
15. Fill in any additional information that you have for this container, including:
    o **Project** code
    o **ETA** – estimated time of arrival
    o **TAC** – transportation account code
    o **Water Comm** – water commodity code
    o **Air Comm** – air commodity code
    o **HAZ UN / NA** – hazardous United Nations code
    o **HAZ Class** – hazardous class code
    o **HAZ #** – hazardous number
    o **Temp Range** – temperature range
    o **RDD** – required delivery date
    o **Build D/T** – the build date is filled in for you
    o **T9 Notes** – notes to appear on your TCMD T9 records
16. Once you have completed an entry, click **Save**.
17. Next, you will need to load your multipacks, or boxes, into this container. To do this, select **Load**.
18. A list of available multipacks will appear. Use the checkboxes to select the boxes you wish to include, and then click **OK**.
19. If you have not already added multipack records, you may select **Add** to create a new multipack for this container.
    o Enter the **TCN**, **Mark For**, **Ship From**, **Priority**, and any other information.
    o Be sure to **Save** your changes.

The buttons towards the bottom perform the following functions:

Load - This allows you to select from a list of available multipacks to load into this container.

Add - Allows you to add a new multipack to load into this container. Select **Save** to save the multipack.

Unload TCNs - Allows you to unload multipack TCNs from this container.

TCMD - This displays the TCMD form and allows you to enter container information using the TCMD layout. This can help show you where your data will appear on the document. You must first **Save** the record before you can click on this button.

- The **Ship From**, **Mode**, **Trans Control No.**, **Mark For**, **Priority**, and **Ship To** will already be filled in for you. You may enter any other information you have.
- Be sure to **Save** your changes. You may click on the **Print** button to print a copy of the TCMD. You may click on the X in the upper right corner of the screen to return to the previous screen.

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Print - Allows you to print Container Manifests, TCMDs, MSLs, Tally Sheets, and Packing Lists for this shipment. You may send these documents directly to the printer selected below, or you may preview them first.

Save - Saves the new record or changes made to the currently displayed record.

Use Generate button to create a new TCN.

Select "load" button to add previously received loose line items.

Select "Add" to add new shipping Units (TCNS). Select "Load" to load existing shipping units to a container.

All new Added /Loaded shipping units (TCNS) will display in the grid above.

Select "Print" to generate a Military Shipping Label (MSL), Transportation Control Movement Document (TCMD), Tally Sheet, and a Container Manifest.

BUILD MULTIPACK

This function is used to create multipacks that contain line items. This is the first step in the shipping process for packing items up to send to a customer. To do this:

1. Select the **Outbound** menu.
2. Select **Build M/P**.
3. The top section is used to enter information about the box. You will start by entering the **TCN**, or transportation control number. This number should be unique to this box to help identify it. If the box doesn't have a TCN, use the generate button to create a new the standard TCN, the TCN that appears after pressing the button will have the site DOODAC; to change the first six characters of the TCN for the recipient DOODAC, enter the DOODAC in the "Mark For" blank and the TCN will be updated automatically.
4. Enter the **Ship From** or the shipper's DODAAC.
5. Next, enter the **Mark For**, to show where the box is going.
6. The **Piece #** and **Priority** are filled in for you, but you should enter the correct values. If this is a multiple-piece shipment, then you would enter the correct box number for this piece. For the priority, 1 is the highest value.
7. Enter the **Type pack**, **Weight**, and **Cube** for this box. The **Type Pack** could be BX for box or CT for carton, for example.
8. You may enter the **Project Code**.
9. Use the drop-down arrow to select a **Shipment Mode**.
10. The **T9 Notes** field allows you to enter notes for the T9 TCMD records for this box.
11. Now that you have entered the information for the multipack, or box, you can begin entering the line item information. Line items are the actual items that go inside the box. The first field is **Document #**. This is unique to this item, and it is often the requisition number that was used to order the item.
12. Next, enter the **NSN**, or National Stock Number. This is a specific number used to identify this item. If you cannot locate this number, use the check box for **Unknown NSN**.
13. You may fill in the **Nomenclature** for this item. This is the name of the item, such as flashlights or tires.
14. Enter the **RIC**, or Routing Identifier Code. This is a three-character code that identifies an organization for routing.
15. You may enter the **Distribution Code**. This is a three-character code that indicates who will receive the supply status.
16. Enter the **Unit of Issue**. This is a two-character code such as EA for each.
17. Enter the **Qty Issued**. This is the number of items issued to you.
18. You may enter the **Unit Price**, **Per Unit Weight**, and **Per Unit Cube**.
19. Enter the **Condition Code**, such as A for new and reconditioned items.
20. You may enter the **Signal Code**, **IRRD Project Code**, **and Supply Priority.**
21. Once you have completed an entry, click **Save**. You may enter as many line items for this multipack as you have for this box.

The buttons towards the bottom perform the following functions:

Enter as 1348 – This allows you to enter line items by filling in the boxes on a DD1348 layout. This can help show you where your data will appear on the document.

- Enter the **From RIC**, **Unit Issue**, **Quantity**, **Distribution**, **Cond**, **Ship To**, **Mark For**, **Document Number**, **National Stock Number**, and any other information. Please see above for more detail about each of these fields. These will already be filled in if you used the prior entry screen and just want to see where the information goes on the form.
- Be sure to **Save** your changes. You may click on the **Normal View** button to return to the previous screen.

Add - Allows you to input a new Line Items record.

Load - Allows you to add previously received loose line items into this multipack box.

Unload - Allows you to remove Line Items from this box.

Delete - Deletes the selected record.

TCMD - This displays the TCMD form and allows you to enter container information using the TCMD layout. This can help show you where your data will appear on the document. You must first **Save** the record before you can click on this button.

- The **Ship From**, **Mode**, **Trans Control No.**, **Mark For**, **Priority**, and **Ship To** will already be filled in for you. You may enter any other information you have.
- Be sure to **Save** your changes. You may click on the **Print** button to print a copy of the TCMD. You may click on the X in the upper right corner of the screen to return to the previous screen.

Print - Allows you to print Container Manifests, TCMDs, MSLs, Tally Sheets, Packing Lists, and 1348s for this shipment. You may send these documents directly to the printer selected below, or you may preview them first.

Save - Saves the new record or changes made to the currently displayed record.

AMS 4.2 Workbook

Build Multipack

Select "Print" Icon to generate an individual DD Form IRRD 1348.

Use this screen to create multipacks containing line items. You will need to fill in as much info as you have for each of the 2 main sections. The top section is for TCN level data and the bottom section is for line item data.

Required fields are highlighted in blue. For each multipack, you can have 1 or more line items. You can add new line items or line items that you already received.

Shipments that you have already processed are listed in the grid. Just click to select a record to view or edit.

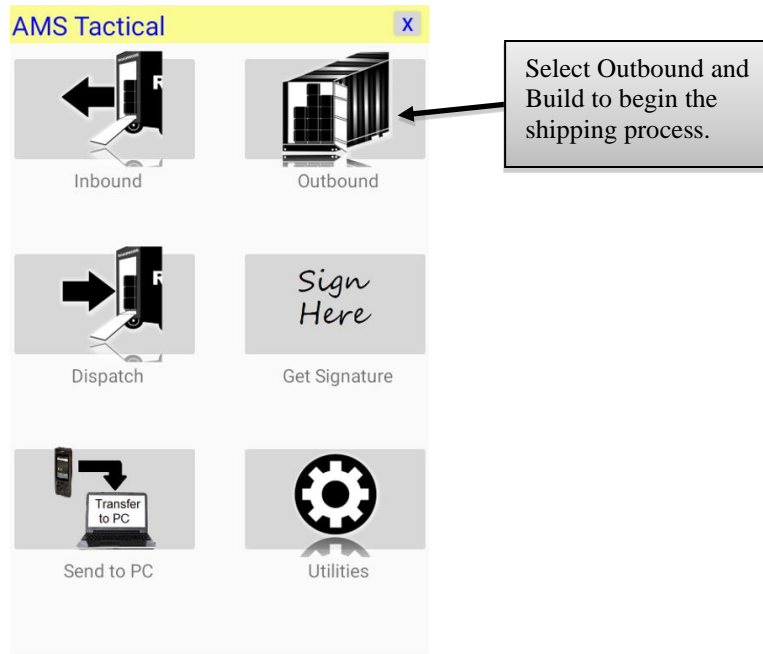TCN: AMSRFL0342DA02XXX *
From: M20220 *
To: M21810 *
For: AMSRFL *
e #: 1 *
Priority: 3
Type Pack: BX *

Document #:
NSN:
Nomenclature:
RIC From: *
Distribution Code:
Unit of Issue: *

Weight (pounds): 1 *
Length (inches): 0 (max: 600)
Width (inches): 0 (max: 240)
Height (inches): 0 (max: 240)
Cube (cu.ft.): 1 *
Project Code:
Shipment Mode: A *

Qty Issued: 0 *
Unit Price: 0
Per Unit Weight: 0 (pounds)
Per Unit Cube: 0 (cu.ft.)
Condition Code: *
Signal Code:

T9 Notes:

IRRD Project Code:
Supply Priority:
Supp Addrress:

Select any outbound source to begin the shipping process. You can select from the icons below.

Multipack Line Items: 1

Document #	NSN	Nomenclature	Qty	Weight	Cube
AMSRFL0342DA02	7902372348	REPAIRS PARTS	20	0	0

Enter as 1348 | Add | Load | Unload | Delete | RF Tag | TCMD | Print | Save

Select "Add" to add new document numbers. Select "Load" to load existing documents to a Multipack.

All new Added Document Numbers or preexisting "loads" will display in the grid above.

Select "Print" to generate a packing list, Military Shipping Label (MSL), and DD Form IRRD 1348.

OUTBOUND CLOSEOUT

This function is used to close out a shipment. When closing a shipment, you are showing that you have transferred these items to someone else. To do this:

1. Select the **Outbound** menu.
2. Use the check box to the left to select the shipment that you need to close out.
3. Use your mouse to select the **Signed By** field in the grid. Enter your name.
4. Select **Close-Out**. A message will pop up confirming the Close-Out, and the time and date will be stamped in the **Closed** date field.

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Select a container record within the grid to enable the "Print" button. This allows you to reprint a MSL, TCMD, Container Manifest and a Tally sheet.

Once the containers are delivered, the "Close-Out" button will be enabled. Input the closed by name, closed date, and time. Click the "Close-Out" to confirm delivery and save your changes.

Outbound

Build M / P	Build Cont	Ship Item
HAZMAT	Print	Close-Out

This screen allows you to prepare and send out different types of shipments. You can build multipacks or containers. Multipacks can be loaded into a container later. You can also choose to ship an item by itself. You may also create HAZMAT documents for hazardous items.

Shipments that you have already processed are listed in the grid. Just click to select a record to view or edit.

Shipment Activity: 2

Date	Purpose	TCN	Type	Number	Mark For	Weight	Cube	Signed By	Closed	Time	Phone
12/07/2020	Multipack	AMSRFL0342DA02XXX	MultPk	AMSRFL0342DA02XXX	AMSRFL	1	1	AMS Help Desk	342	2225	
12/07/2020	Container	AMSRFL0342DA01XXX	Other		AMSRFL	309	9		0	0	

HANDHELD OUTBOUND

AMS Tactical [X]

Inbound

Outbound

Dispatch

Get Signature

Send to PC

Utilities

> Select Outbound and Build to begin the shipping process.

The Outbound menu allows you to prepare and send out different types of shipments. You can build multipacks or containers. Multipacks can be loaded into a container later. Select either **Build Multipack** or **Build Container** to begin.

Outbound [X]

TCN	Mark For	Type

BUILD CONTAINER   BUILD MULTIPACK

> Once the "Outbound Source" is defined the shipping units are displayed. The TCN, Mark For, and Container Type # will be displayed in the grid.

> Select any outbound source to begin the outbound process. You can select from the selections to the right.
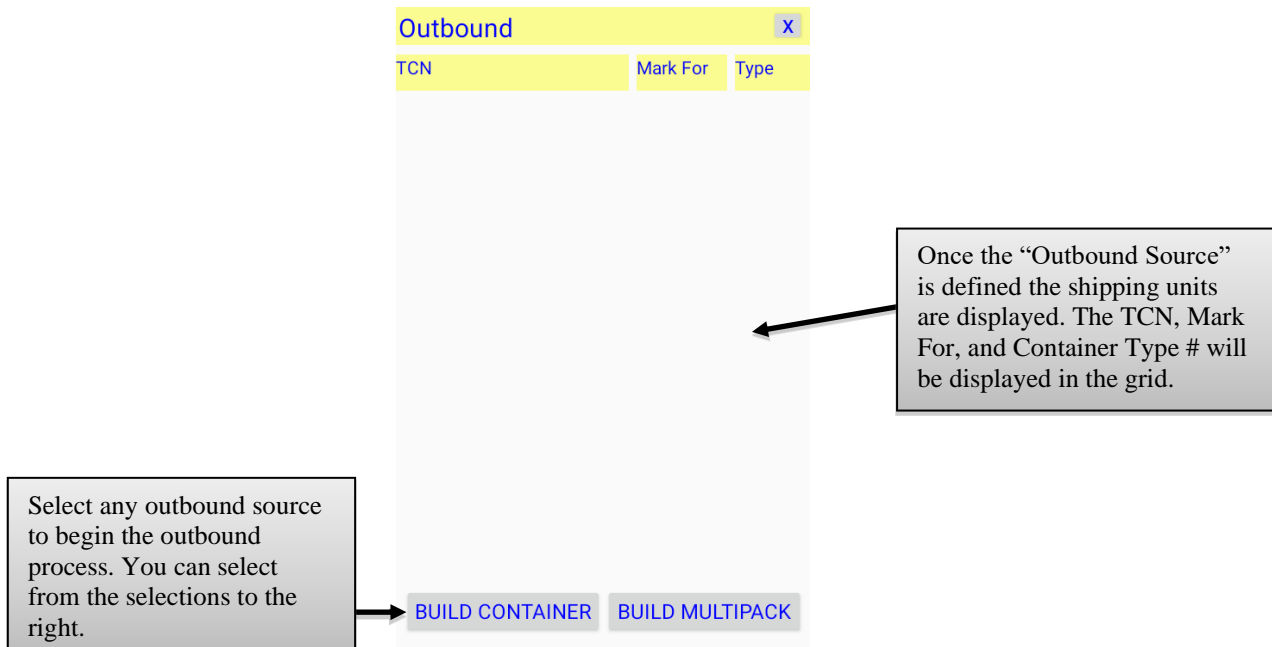
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The Outbound menu also shows a grid, listing all the items you have prepared for shipment. This allows you to select shipments to look at or make changes to shipments that have not been closed out. Double click on an item in the grid to select it.

Outbound - Build Multipack

	Build Multipack	C X
GENERATE	TCN*	

Place cursor into the TCN field. Scan either a linear or 2D barcode of an MSL. The fields will populate with TCN level information.

Use Generate button to create a new TCN

Field	Value
BL #	
Weight (lb)*	1
Length (in)	0
Width (in)	0
Height (in)	0
Cube (cu.ft.)*	1
POE	
POD	
Ship From*	XRFL01
Ship To*	

LOAD	UNLOAD	FIND
ADD ITEM	DELETE	SAVE

This function is used to create multipacks that contain line items. This is the first step in the shipping process for packing items up to send to a customer. To do this:

1. Select the **Outbound** menu.
2. Select **Build Multipack**.
3. This screen is used to enter information about the box. You will start by entering the **TCN**, or transportation control number. This number should be unique to this box to help identify it. If the box doesn't have a TCN, use the generate button to create a new the standard TCN, the TCN that appears after pressing the button will have the site DOODAC; to change the first six characters of the TCN for the recipient DOODAC, enter the DOODAC in the "Mark For" blank and the TCN will be updated automatically.
4. Enter the **Weight** and **Cube** for this box.
5. You may enter the **Length**, **Width**, and **Height** for this box.
6. You may enter the **POE** and **POD** for this box. These are the point of embarkation and the point of debarkation.
7. Use the drop-down arrow to select the **Ship From** for this box. This is typically the address code for your location since you will be shipping this box.
8. Use the drop-down arrow to select the **Ship To**, to show where the box is going.
9. The **Priority** and **Type Pack** are filled in for you, but you should enter the correct values. For the priority, 1 is the highest value. The type of pack could be BX for box or MP for multipack, for example.
10. Use the drop-down arrow to select the **Ship Mode**, such as A for a motor truckload.

11. You may enter any remaining information you have for this box in the fields below, such as a project code, water commodity code, hazardous class, temperature thresholds, or T9 notes. Other fields are available for information about this box.
12. Once you have finished entering information for the multipack, or box, click **Save** to save your record. Now you are ready to begin entering the Line Items information. Line items are the actual items that go inside the box.
13. Select **Add Item** to begin. You may also select **Load** if you want to select items that you have already scanned and have not downloaded.
14. The first field is **Document #**. This is unique to this item, and it is often the requisition number that was used to order the item. Scan or enter this number. If you can scan a 2D (two dimensional) bar code on an IRRD, or 1348, then this field and several others will be filled in for you.
15. Next, scan or enter the **NSN**, or National Stock Number. This is a specific number used to identify this item.
16. You may fill in the **Nomenclature** for this item. This is the name of the item, such as flashlights or tires.
17. Enter the **Qty Issued**. This is the number of items issued to you. You may enter the **Qty Received**.
18. Enter the **Unit of Issue**. This is a two-character code such as EA for each.
19. Enter the **Condition Code**, such as A for new and reconditioned items.
20. You may enter the **Distribution Code**. This is a three-character code that indicates who will receive the supply status.
21. You may enter the **Unit Price**.
22. Enter the **RIC From** or Routing Identifier Code. This is a three-character code that identifies an organization for routing.
23. You may enter the **Supply Priority**.
24. Once you have completed an entry, click **Save**. You may enter as many line items for this multipack as you have for this box.
25. Select **Save** after each record, and then click the "X" at the top-right when you have finished adding line items for this box.

The buttons towards the bottom perform the following functions:

Save - Saves the new record or changes made to the currently displayed record.

List Items - Displays a list of items that are in this box. Highlight and click **Select** to make changes.

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Outbound - Build Container

Place cursor into the TCN field. Scan either a linear or 2D barcode of an MSL. The fields will populate with TCN level information.

Use Generate button to create a new TCN

Build Multipack   C   X

GENERATE   TCN*

BL #

Weight (lb)*   1

Length (in)   0

Width (in)   0

Height (in)   0

Cube (cu.ft.)*   1

POE

POD

Ship From*   XRFL01

Ship To*

Use Load TCN to load shipping units previously received to this container. Use Add TCN to load a not previously received to this container. This will receive the shipping unit and create a "Walk-in" in the Inbound section.

LOAD   UNLOAD   FIND

ADD ITEM   DELETE   SAVE

This function allows you to build containers for consolidated shipments, using as many multipacks or boxes as needed in the container. To do this:

1. Select the **Outbound** menu.
2. Select **Build Container**.
3. Both sections on this screen are used to enter information about the container. A container may have several multipacks, or boxes, inside of it. The first field is for the container **TCN**. This container transportation control number should be unique to this container, to help identify it. If the container doesn't have a TCN, use the generate button to create a new the standard TCN, the TCN that appears after pressing the button will have the site DOODAC; to change the first six characters of the TCN for the recipient DOODAC, enter the DOODAC in the "Mark For" blank and the TCN will be updated automatically
4. Use the drop-down menu to select the correct **Container Type**. You may need to enter more information about the container, based on the type you select.
5. You may enter the **Container B/L** or bill of lading number.
6. You may enter the **Other Descrip**, or any other description of this container that could be helpful later.
7. Enter the container **Weight**.
8. You may enter the container **Length**, **Width**, and **Height**.
9. Enter the container **Cube**. This is the total cubic feet of the container.
10. You may enter the **POE**, or point of embarkation, and the **POD**, or point of debarkation.
11. Use the drop-down menu to select the **Ship From**, which is typically your address code.
12. Use the drop-down menu to select the **Ship To** address code that this container is being shipped to.
13. Enter the correct **Priority** for this container, with 1 being the highest priority.
14. Enter the **Type Pack**, such as CT for a container or BX for a box.
15. Use the drop-down menu to select the correct **Ship Mode**.
16. Fill in any additional information that you have for this container, including:
    o **Project** code

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- o **ETA**– estimated time of arrival
- o **TAC**– transportation account code
- o **Water Comm**– water commodity code
- o **Water Cargo**– water cargo type
- o **Water Hndlg**– water special handling code
- o **Air Comm**– air commodity code
- o **Air Hndlg**– air special handling code
- o **HAZ UN/NA**– hazardous United Nations code
- o **HAZ Class**– hazardous class code
- o **HAZ UN/NA #** – hazardous number
- o **Temp Low**– lowest temperature range limit
- o **Temp High**– highest temperature range limit
- o **Req Del Date**– required delivery date
- o **T9 Notes**– notes to appear on your TCMD T9 records

17. Once you have completed an entry, click **Save**.
18. Next, you will need to load your multipacks, or boxes, into this container. To do this, select **Add TCN**. You may also select **Load** if you want to select boxes that you have already scanned and have not downloaded.
19. The first field is for **TCN**. You may scan or enter a transportation control number here. This number should be unique to this box, and it is often the document or requisition number followed by XXX. If you can scan a 2D or two-dimensional barcode from an MSL, then this field and several others will be filled in for you.
20. Use the drop-down menu to select the **Ship From**, which is typically your address code.
21. Scan or enter the **Mark For**, which is the address code for the destination of this box.
22. Use the drop-down menu to select the **Priority**, with 1 being the highest priority.
23. Scan or enter the **Piece #**. This is typically 1 unless you have a multiple-piece shipment.
24. Enter the **Type Pack**, such as BX for a box.
25. Enter the **Weight** and **Cube** for this box.
26. You may enter the **Length**, **Width**, and **Height**.
27. You may use the drop-down menu to change the **Storage** location if needed.
28. Select **Save** after entering each record and click the "X" at the top-right after you have finished adding all the boxes to your container.

The buttons towards the bottom perform the following functions:

Save - Saves the new record or changes made to the currently displayed record.

OUTBOUND EXERCISES

Menu Overview
Creating a container allows you to consolidate multiple multipacks into one container for shipment. Usually, when a container is created, it is also accompanied by an MSL, TCMD, Container Manifest, and an RFID tag.

Materials
1 RFID tag (If Required)
Barcode Reader (If Required)
6 MSLs
3 DD 1348

Additional Information
Shipment Type: Consolidated
Container Type: Seavan/Milvan Container 40ft
Container 1 TCN: (MSL # 11's TCN)
Container 2 TCN: (MSL#14's TCN)
Container 1 #: 5432169
Container 2 #: 6001234
Consignee: (MSL #11 Consignee, MSL #14 Consignee)
Mode: A
Priority: 3
Total Weight: 6000
Total Cube: 110,150

Instructions:
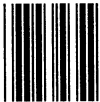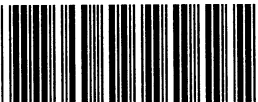
1. Using labels below, receive MSL # 11, 12, 13 and their corresponding DD1348s.
2. Build a container by adding existing TCNs to the "Load Existing TCN" function.
3. Build a container by adding new TCNS to the "Add New TCNS" function
4. Use the "Do It All" button to write a tag (if required), Print/Preview an MSL, TCMD, and a Container Manifest.

AMS 4.2 Workbook

Instructions: Manually build a container by using MSL/DD 1348s below.
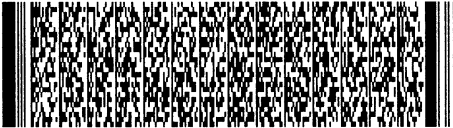
1. Scan each MSL and their corresponding DD 1348s.
2. Load existing TCNs to a container.

Steps: To manually build a container, go to *Ship – Load Container – Build Container*

TCN		
M64700126211300XXX		

From XTESTX	TAC/Type Service/Postage
AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312	

Piece 1 of 1	Weight(lb.) 2000	Date Shipped	RDD
	Cube(ft.) 20	Project	Priority
Ship To / POE CAMP FOSTER SUPPLY UNIT 3RD PLT 625-1010			**3**

POD	MSL, Supply, & TCMD Data
FMS Case	
DLA Data	

M64700	Ultimate Consignee/Mark For Consignee CAMP FOSTER SUPPLY UNIT 3RD PLT 625-1010

MSL #11

DOC IDENT FROM	RIC	M&S	UI	QUANTITY		SUPPLE-MENTARY ADDRESS	S I G	F U N D	DIS-TRI-BU-TION	PRO-JECT	REQ'D DEL DATE	RI	D O P	C O G	M T D
MMX		EA	00005				S R	R	SSS						A

24. DOCUMENT NUMBER & SUFFIX (30-44)

M647001262113O

25. NATIONAL STOCK NUMBER (8-22)

3234326S623453

26. RIC (4-6)
UI (23-24)
QTY (25-29)
COND (71)
COG (55-56)
UP (74-80)

MMXEA00005ASS0100000

27. ADDITIONAL DATA

1. TOTAL PRICE				2. SHIP FROM	3. SHIP TO
				AMSTAC	M64700
				3060 WILLIAMS DR	
				FAIRFAX VA	
UNIT PRICE		DOLLARS	CTS	XTESTX	
DOLLARS	CTS			4. MARK FOR	
01000	00	5000	00	M64700	

5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS
10. QTY REC	11. UP	12. UNIT WEIGHT 300.00	13. UNIT CUBE 10.000	14. UPC
16. FREIGHT CLASSIFICATION NOMENCLATURE				15. SL

17. ITEM NOMENCLATURE

DOCKS STA

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY

23. DATE RECEIVED

28. ISSUED BY AND DATE

29. SHIPPED BY AND DATE

ULTIMATE CONSIGNEE/MARK FOR

CAMP FOSTER
SUPPLY UNIT
3RD PLT
625-1010

DD 1348 #7

AMS 4.2 Workbook

TCN		
M64700126211120XXX		

From **XTESTX**	TAC/Type Service/Postage
AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312	

Piece **1 of 1**	Weight(lb.) 2000	Date Shipped	RDD
	Cube(ft.) 20	Project	Priority **3**

Ship To / POE	CAMP FOSTER SUPPLY UNIT 3RD PLT 625-1010

POD	MSL, Supply, & TCMD Data
FMS Case	
DLA Data	

M64700	Ultimate Consignee/Mark For Consignee
	CAMP FOSTER SUPPLY UNIT 3RD PLT 625-1010

MSL #12

AMS 4.2 Workbook

DOC IDENT FROM	RIC	M&S	UI NS I S T	QUANTITY	SUPPLE- MENTARY ADDRESS	S I G	F U N D	DIS- TRI- BU- TION	PRO- JECT	P R I	REQ'D DEL DATE	A D V	RI	O / P	C O N T	M T D
GGA	EA	00030				2	GDG		14						A	

1. TOTAL PRICE
2. SHIP FROM — AMSTAC 3060 WILLIAMS DR FAIRFAX VA — XTESTX
3. SHIP TO — M64700
4. MARK FOR — M64700

UNIT PRICE
DOLLARS 00340 CTS 00
DOLLARS 10200 CTS 00

5. DOC DATE
6. NMFC — CABLES
7. FRT RATE
8. TYPE CARGO
9. PS
10. QTY REC
11. UP
12. UNIT WEIGHT — 3000.00
13. UNIT CUBE — 10.000
14. UFC
15. SL
16. FREIGHT CLASSIFICATION NOMENCLATURE
17. ITEM NOMENCLATURE — CABLES
18. TY CONT
19. NO CONT
20. TOTAL WEIGHT
21. TOTAL CUBE
22. RECEIVED BY
23. DATE RECEIVED
28. ISSUED BY AND DATE
29. SHIPPED BY AND DATE

24. DOCUMENT NUMBER & SUFFIX (30-44) — M64700126211 20

25. NATIONAL STOCK NUMBER (8-22) — 1345672993422 11

26. RIC (4-6) UI (23-24) QTY (25-29) COND (71) COG (55-56) UP (74-80) — GGAEA00030ADG0034000

27. ADDITIONAL DATA

ULTIMATE CONSIGNEE/MARK FOR

CAMP FOSTER
SUPPLY UNIT
3RD PLT
625-1010

DD 1348 #8

49

TCN		
M64700126211110XXX		

‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖

From **XTESTX** AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312	TAC/Type Service/Postage

Piece **1 of 1** ‖‖‖‖‖‖‖‖	Weight(lb.) 2000	Date Shipped	RDD
	Cube(ft.) 20	Project	P r i o r i t y **3**

Ship To / POE	CAMP FOSTER SUPPLY UNIT 3RD PLT 625-1010

POD	MSL, Supply, & TCMD Data
FMS Case	‖‖‖ [2D DataMatrix barcode] ‖‖‖
DLA Data	

M64700 ‖‖‖‖‖‖‖‖‖‖	Ultimate Consignee/Mark For Consignee CAMP FOSTER SUPPLY UNIT 3RD PLT 625-1010

MSL #13

3. SHIP TO	M64700	
2. SHIP FROM	AMSTAC 3060 WILLIAMS DR FAIRFAX VA XTESTX	
4. MARK FOR	M64700	

1. TOTAL PRICE

	DOLLARS	CTS
	8900	00

UNIT PRICE		7. FRT RATE	8. TYPE CARGO	9. PS
DOLLARS	CTS			
04450	00			

5. DOC DATE	6. NMPC

10. QTY RBC	11. UP	12. UNIT WEIGHT 30.00	13. UNIT CUBE 3.000	14. UPC	15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE
ARMOR

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY	23. DATE RECEIVED

28. ISSUED BY AND DATE	29. SHIPPED BY AND DATE

ULTIMATE CONSIGNEE/MARK FOR

CAMP FOSTER
SUPPLY UNIT
3RD PLT
625-1010

DOC IDENT FROM	M&s	RIC	UI NS IS T	QUANTITY	SUPPLE- MENTARY ADDRESS S B R	SF IU NG D D	DIS- TRI- BU- TION	PRO- JBCT	P R I	REQ'D DEL DATE	A D V	RI	O/P	C N D	M G T D
MMM		EA 00002			3	HFD	35						A		

24. DOCUMENT NUMBER & SUFFIX (30-44)

M64700126211110

25. NATIONAL STOCK NUMBER (8-22)

424213412341131

26. RIC (4-6)
UI (23-24)
QTY (25-29)
COND (71)
COG (55-56)
UP (74-80)

MMMEA00002AFD0445000

27. ADDITIONAL DATA

DD 1348 #9

AMS 4.2 Workbook

Menu Overview

A multipack is a consolidated collection of line items; it is typically packed for a single consignee to avoid the requirement for a further breakdown before the package is delivered to its destination. This function allows you to use IRRDs/1348s to build multipacks manually in AMS.

Materials

Barcode Reader
5 IRRD/1348's

Additional Information

TCN: M21310232329845XXX
Consignee: M21310
Start Piece: 1
Stop Piece: 1
Type Pack: BX
Weight: 25
Cube: 50
Priority: 3

Instructions:

1.   Use the information above along with DD 1348 #5 & 6 to build a multipack manually.
2.   Add 1item via a pick list
3.   Print/Preview the packing list and MSLs. Make sure they match the ones provided.

				1. TOTAL PRICE			2. SHIP FROM	3. SHIP TO

3. SHIP TO: M20220

2. SHIP FROM: AMSTAC, 3060 WILLIAMS DR, FAIRFAX VA — XTESTX

1. TOTAL PRICE: DOLLARS 2500 CTS 00

4. MARK FOR: M20220

5. DOC DATE — **6. NMFC**

7. FRT RATE — **8. TYPE CARGO** — **9. PS**

10. QTY REC — **11. UP** — **12. UNIT WEIGHT** 10.00 — **13. UNIT CUBE** 2.000 — **14. UFC** — **15. SL**

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE: HOSE

18. TY CONT — **19. NO CONT** — **20. TOTAL WEIGHT** — **21. TOTAL CUBE**

22. RECEIVED BY — **23. DATE RECEIVED**

28. ISSUED BY AND DATE — **29. SHIPPED BY AND DATE**

UNIT PRICE: DOLLARS 02500 CTS 00

DOC IDENT FROM: MMX — RIC — M&S — UI&IS — QUANTITY: EA 00001 — SUPPLEMENTARY ADDRESS: M20220 — SFG: A — DISTRIBUTION: 124 — PROJECT: 3 — REQ'D DEL DATE — RI — O/P — COND

24. DOCUMENT NUMBER & SUFFIX (30-44): M202012607788

25. NATIONAL STOCK NUMBER (8-22): 8283848188199Z

26. RIC (4-6), UI (23-24), QTY (25-29), COND (71), COG (55-56), UP (74-80): MMXEA00001A240250000

27. ADDITIONAL DATA

ULTIMATE CONSIGNEE/MARK FOR: CAMP KINSER, BLDG 401, 613-6470

DD 1348 #5

1. TOTAL PRICE		2. SHIP FROM	3. SHIP TO
DOLLARS	CTS	AMSTAC 3060 WILLIAMS DR FAIRFAX VA XTESTX	M20220
13500	00	4. MARK FOR M20220	

UNIT PRICE — DOLLARS 04500 CTS 00

5. DOC DATE	6.NMFC	7. FRT RATE	8. TYPE CARGO	9. PS
10. QTY REC	11. UP	12. UNIT WEIGHT 100.00	13. UNIT CUBE 150.000	14.UFC	15.SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE
GEAR

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE
22. RECEIVED BY			23. DATE RECEIVED
28. ISSUED BY AND DATE		29. SHIPPED BY AND DATE	

ULTIMATE CONSIGNEE/MARK FOR

CAMP KINSER
BLDG 401
613-6470

DOC IDENT FROM — RIC — M&S — U I N S I T — QUANTITY — SUPPLE-MENTARY ADDRESS S M R — S F U N D — DIS-TRI-BU-TION — PRO-JECT — P R I — REQ'D DEL DATE — A D V — RI — O/P — C/N/D

343 — EA 00003 — A — M20220 — A — WER A 13 — A

24. DOCUMENT NUMBER & SUFFIX (30-44)

M20220126055566

25. NATIONAL STOCK NUMBER (8-22)

5273745929 43522

26. RIC (4-6)
UI (23-24)
QTY (25-29)
COND (71)
COG (55-56)
UP (74-80)

343EA00003AER0450000

27. ADDITIONAL DATA

DD 1348 #6

54

HANDHELD EXERCISES

Menu Overview
Creating a container allows you to consolidate multiple multipacks into one container for shipment. Usually, when a container is created, it is also accompanied by an MSL, TCMD, Container Manifest, and an RFID tag.

<u>Materials</u>
1 RFID tag (If Required)
Barcode Reader (If Required)
6 MSLs
3 DD 1348

<u>Additional Information</u>
Shipment Type: Consolidated
Container Type: Seavan/Milvan Container 40ft
Container 1 TCN: (MSL # 11's TCN)
Container 2 TCN: (MSL#14's TCN)
Container 1 #: 5432169
Container 2 #: 6001234
Consignee: (MSL #11 Consignee, MSL #14 Consignee)
Mode: A
Priority: 3
Total Weight: 6000
Total Cube: 110,150

Instructions:

5. Using labels below, receive MSL # 11, 12, 13 and their corresponding DD1348s.
6. Build a container by adding existing TCNs to the "Load Existing TCN" function.
7. Build a container by adding new TCNS to the "Add New TCNS" function
8. Use the "Do It All" button to write a tag (if required), Print/Preview an MSL, TCMD, and a Container Manifest.

AMS 4.2 Workbook

Instructions: Manually build a container by using MSL/DD 1348s below.
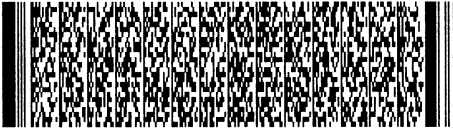
3.   Scan each MSL and their corresponding DD 1348s.
4.   Load existing TCNs to a container.

Steps: To manually build a container, go to *Ship – Load Container – Build Container*

TCN	M6470012621130XXX

From	XTESTX	TAC/Type Service/Postage
	AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312	

Piece	1 of 1	Weight(lb.) 2000	Date Shipped	RDD
		Cube(ft.) 20	Project	Priority **3**
Ship To / POE	CAMP FOSTER SUPPLY UNIT 3RD PLT 625-1010			

POD	MSL, Supply, & TCMD Data
FMS Case	
DLA Data	

M64700

Ultimate Consignee/Mark For Consignee
CAMP FOSTER
SUPPLY UNIT
3RD PLT
625-1010

MSL #11

1. TOTAL PRICE			2. SHIP FROM	3. SHIP TO
			AMSTAC	M64700
			3060 WILLIAMS DR	
	DOLLARS	CTS	FAIRFAX VA	
UNIT PRICE			XTESTX	
			4. MARK FOR	
DOLLARS	CTS		M64700	
01000	00	5000 00		

MMX   EA   00005   SSS   A

5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS

10. QTY REC	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UPC	15. SL
		300.00	10.000		

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE
DOCKS STA

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY

23. DATE RECEIVED

28. ISSUED BY AND DATE

29. SHIPPED BY AND DATE

24. DOCUMENT NUMBER & SUFFIX (30-44)

M647001262130

25. NATIONAL STOCK NUMBER (8-22)

32343265623453

ULTIMATE CONSIGNEE/MARK FOR

CAMP FOSTER
SUPPLY UNIT
3RD PLT
625-1010

26. RIC (4-6)
UI (23-24)
QTY (25-29)
COND (71)
COG (55-56)
UP (74-80)

MMXEA00005ASS0100000

27. ADDITIONAL DATA

DD 1348 #7

AMS 4.2 Workbook

TCN		
M64700126211120XXX		

From	**XTESTX**	TAC/Type Service/Postage
AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312		

Piece	**1 of 1**	Weight(lb.) 2000	Date Shipped	RDD
		Cube(ft.) 20	Project	Priority **3**

Ship To / POE CAMP FOSTER
SUPPLY UNIT
3RD PLT
625-1010

POD	MSL, Supply, & TCMD Data
FMS Case	
DLA Data	

M64700

Ultimate Consignee/Mark For Consignee
CAMP FOSTER
SUPPLY UNIT
3RD PLT
625-1010

MSL #12

58

1. TOTAL PRICE		2. SHIP FROM		3. SHIP TO
DOLLARS	CTS	AMSTAC		M64700
10200	00	3060 WILLIAMS DR		
		FAIRFAX VA		
UNIT PRICE		XTESTX		4. MARK FOR
DOLLARS	CTS			M64700
00340	00			

5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS
10. QTY REC	11. UP	12. UNIT WEIGHT 3000.00	13. UNIT CUBE 10.000	14. UFC
				15. SL
16. FREIGHT CLASSIFICATION NOMENCLATURE				
17. ITEM NOMENCLATURE CABLES				
18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE	
22. RECEIVED BY			23. DATE RECEIVED	
28. ISSUED BY AND DATE			29. SHIPPED BY AND DATE	

ULTIMATE CONSIGNEE/MARK FOR

CAMP FOSTER
SUPPLY UNIT
3RD PLT
625-1010

DOC IDENT FROM	RIC	M&S	QUANTITY	UI & S&T	SUPPLE-MENTARY ADDRESS S/M/R	S I G	F U N D	DIS-TRI-BU-TION	PRO-JECT	P R I	REQ'D DEL DATE	A D V	RI	O/P	C/O/P	M N T D
GGA	EA		00030			2		GDG	14							A

24. DOCUMENT NUMBER & SUFFIX (30-44): M6470012621120

25. NATIONAL STOCK NUMBER (8-22): 134567299342211

26. RIC (4-6) UI (23-24) QTY (25-29) COND (71) COG (55-56) UP (74-80): GGAEA00030ADG0034000

27. ADDITIONAL DATA

DD 1348 #8

TCN		
M64700126211110XXX		

From **XTESTX** AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312	TAC/Type Service/Postage

Piece **1 of 1**	Weight(lb.) 2000	Date Shipped	RDD
	Cube(ft.) 20	Project	Priority **3**

Ship To / POE	CAMP FOSTER SUPPLY UNIT 3RD PLT 625-1010

POD	MSL, Supply, & TCMD Data
FMS Case	
DLA Data	

M64700

Ultimate Consignee/Mark For Consignee
CAMP FOSTER SUPPLY UNIT 3RD PLT 625-1010

MSL #13

AMS 4.2 Workbook

DD 1348 #9

Field	Value
3. SHIP TO	M64700
2. SHIP FROM	AMSTAC / 3060 WILLIAMS DR / FAIRFAX VA / XTESTX
4. MARK FOR	M64700
1. TOTAL PRICE	
DOLLARS / CTS	8900 00
UNIT PRICE — DOLLARS / CTS	04450 00
5. DOC DATE	
6. NMPC	
7. FRT RATE	
8. TYPE CARGO	
9. PS	
10. QTY RBC	
11. UP	
12. UNIT WEIGHT	30.00
13. UNIT CUBE	3.000
14. UPC	
15. SL	
16. FREIGHT CLASSIFICATION NOMENCLATURE	
17. ITEM NOMENCLATURE	ARMOR
18. TY CONT	
19. NO CONT	
20. TOTAL WEIGHT	
21. TOTAL CUBE	
22. RECEIVED BY	
23. DATE RECEIVED	
28. ISSUED BY AND DATE	
29. SHIPPED BY AND DATE	

DOC IDENT FROM: MMM M & S UI & NS QUANTITY EA 00002 SUPPLEMENTARY ADDRESS (S E R) 3 SFUND DISTRIBUTION HFD PROJECT PRI REQ'D DEL DATE 35 ADV RI O/P COG/D M/T A

24. DOCUMENT NUMBER & SUFFIX (30-44) M64700126211 10

25. NATIONAL STOCK NUMBER (8-22) 424213412341 31

26. RIC (4-6) / UI (23-24) / QTY (25-29) / COND (71) / COG (55-56) / UP (74-80) MMMEA00002AFD0445000

ULTIMATE CONSIGNEE/MARK FOR

CAMP FOSTER
SUPPLY UNIT
3RD PLT
625-1010

27. ADDITIONAL DATA

AMS 4.2 Workbook

Instructions: Manually build a container by using the MSLs below.

1. Build a container
2. Add new TCNs by using MSL #14, 15, 16.

Steps: To manually build a container, go to *Ship – Load Container – Build Container*

TCN		
M6470012620001XAX		

From		TAC/Type Service/Postage
XTESTX AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312		

Piece	1 of 1	Weight(lb.) 2000	Date Shipped	RDD
		Cube(ft.) 300	Project	**3** Priority
Ship To / POE	CAMP FOSTER SUPPLY UNIT 3RD PLT 625-1010			

POD	MSL, Supply, & TCMD Data
FMS Case	
DLA Data	NO LINE ITEM DATA IN 2D

M64700	Ultimate Consignee/Mark For Consignee
	CAMP FOSTER SUPPLY UNIT 3RD PLT 625-1010

MSL #14

TCN
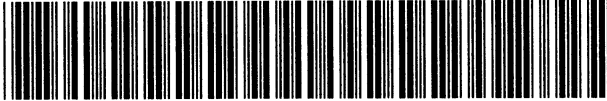
M64700126200 01XBX

From   XTESTX

AMSTAC
3060 WILLIAMS DR
FAIRFAX VA
22312

TAC/Type Service/Postage

Piece	1 of 1	Weight(lb.) 2000	Date Shipped	RDD
		Cube(ft.) 300	Project	Priority 3

Ship To / POE   CAMP FOSTER
SUPPLY UNIT
3RD PLT
625-1010

POD

FMS Case

DLA Data

MSL, Supply, & TCMD Data

NO LINE ITEM DATA IN 2D

M64700

Ultimate Consignee/Mark For Consignee
CAMP FOSTER
SUPPLY UNIT
3RD PLT
625-1010

MSL #15

TCN

M64700126200 01XCX

From **XTESTX**

AMSTAC
3060 WILLIAMS DR
FAIRFAX VA
22312

TAC/Type Service/Postage

Piece **1 of 1**

Weight(lb.) 2000	Date Shipped	RDD
Cube(ft.) 300	Project	P r i o r i t y

Ship To / POE   CAMP FOSTER
SUPPLY UNIT
3RD PLT
625-1010

3

POD

FMS Case

DLA Data

MSL, Supply, & TCMD Data

NO LINE ITEM DATA IN 2D

M64700

Ultimate Consignee/Mark For Consignee
CAMP FOSTER
SUPPLY UNIT
3RD PLT
625-1010

MSL #16

AMS 4.2 Workbook

Instructions: Load TCNs to a container via the BCR by using the MSLs below.

1.   Scan MSL #17 and #18.
2.   Load existing TCNs to a container.

Steps: To load TCNs to a container via the BCR, go to *Input – Ship – Load Container*

TCN
M3001126211017XXX

From   **XTESTX**

AMSTAC
3060 WILLIAMS DR
FAIRFAX VA
22312

TAC/Type Service/Postage

Piece   **1 of 1**

Weight(lb.) 3500   Date Shipped   RDD

Cube(ft.) 120   Project   Priority

3

Ship To / POE   FOB INTEL
3RD PLT
DSN: 225-3501

POD

MSL, Supply, & TCMD Data

FMS Case

DLA Data

NO LINE ITEM DATA IN 2D

M30011

Ultimate Consignee/Mark For Consignee
FOB INTEL
3RD PLT
DSN: 225-3501

MSL #17

AMS 4.2 Workbook

TCN		
M3001126211018XXX		

From XTESTX	TAC/Type Service/Postage
AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312	

Piece 1 of 1	Weight(lb.) 3500	Date Shipped	RDD
	Cube(ft.) 120	Project	**P** **r** **i** **o** **r** **i** **t** **y**

Ship To / POE	FOB INTEL 3RD PLT DSN: 225-3501

3

POD	MSL, Supply, & TCMD Data
FMS Case	
DLA Data	NO LINE ITEM DATA IN 2D

M30011	Ultimate Consignee/Mark For Consignee FOB INTEL 3RD PLT DSN: 225-3501

MSL #18

DISPATCH MENU

The Dispatch menu allows you to deliver the items that you have received. You may also allow customers to pick up items and sign for them. The Dispatch menu also allows you to print tally sheets for signature and Close-Out items that have been delivered or picked up.

•Select Dispatch to begin

•Select the type of dispatch, such as Delivery or Pickup

•Select the consignee (or recipient) for the tally sheet you're building.

•Fill in the dispatch details, load pieces, save, and print.

67
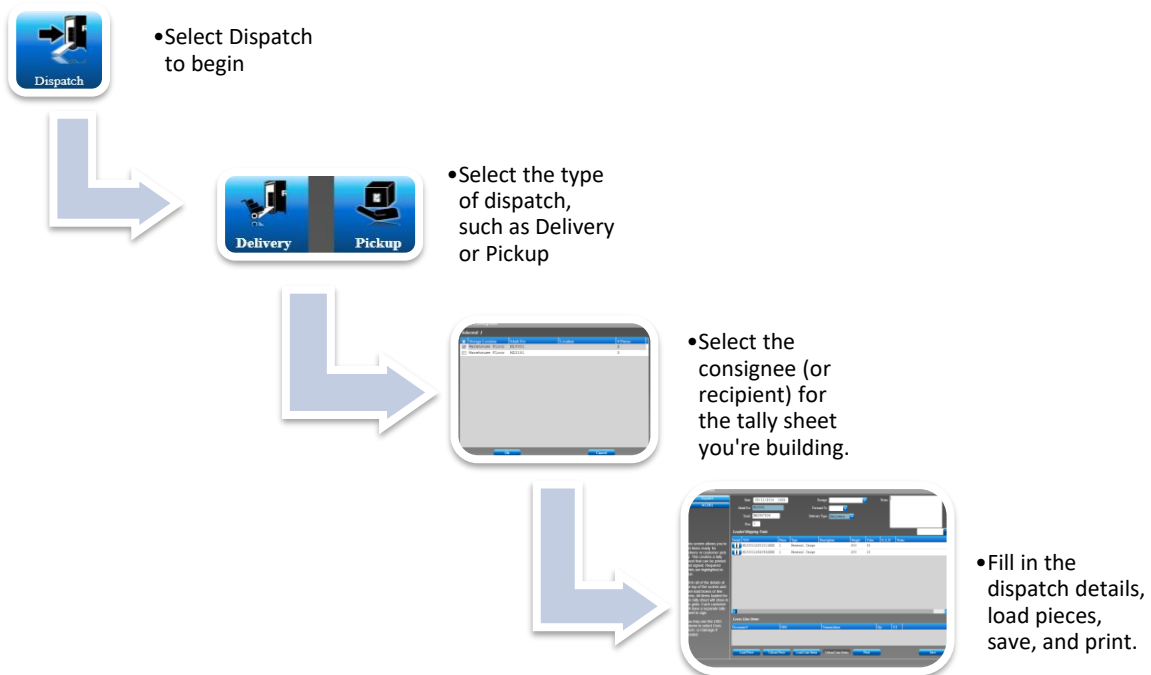
DISPATCH GRID

The Dispatch menu also shows a grid, listing all the shipments you have dispatched. This allows you to select shipments to look at or make changes to shipments that have not been closed out. Double click on an item in the grid to select it. You may use the search bar above the grid to quickly search for certain items.

To create a new dispatch, select either **Delivery, Pickup** or **Convoy**

The grid will display all preexisting dispatches and allows you to modify or generate a tally sheet.

The grid will also display closed out information, such as recipients name, delivery time and date.

In this example, we will select **Delivery**. This function is used to load items onto a truck for delivery. You can create tally sheets for each customer that you will be delivering to. You may have just one tally sheet on a truck, or multiple tally sheets, depending on how the truck is loaded and how many deliveries the driver can make. Tally sheets are used to show the customer which items they are receiving from you and allows them to sign for the items.

AMS 4.2 Workbook

DISPATCH – DELIVERY/PICKUP

1. Select the **Dispatch** menu.
2. Select **Delivery/Pickup**.
3. Pick one or more (maximum of 10) **Available DODACCs** (or delivery customers) from the list and select **OK**.

You can input information for each delivery by selecting the DODAAC.
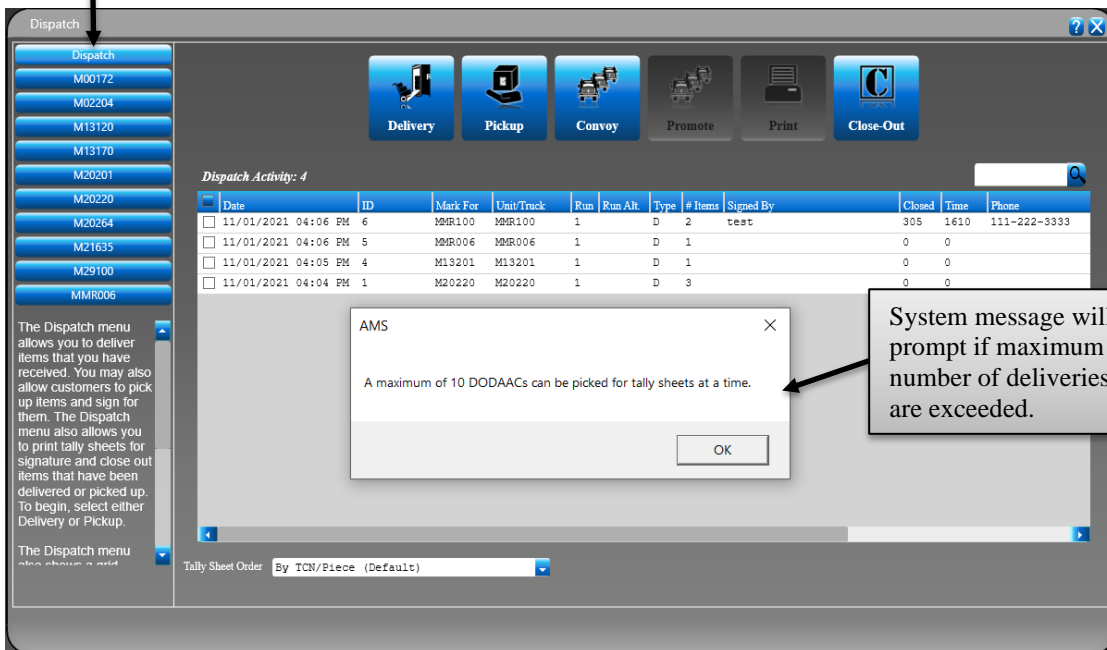
System message will prompt if maximum number of deliveries are exceeded.

A maximum of 10 DODAACs can be picked for tally sheets at a time.

AMS 4.2 Workbook

You can input a special request or additional delivery information in the notes section.

Dispatch

Date 12/07/2020 2242
Forward To
Notes

Mark For M20160
Delivery Type Delivery ★

Truck M20160 ★

Run 1 ★
Run Alternate Info

This screen allows you to get items ready for delivery or customer pick up. This creates a tally sheet that can be printed and signed. Required fields are highlighted in blue.

Fill in all of the details at the top of the screen and then load boxes or line items. All items loaded for this tally sheet will show in the grids. Each customer will have a separate tally sheet to sign.

You may use the OSD column to select Over, Short, or Damage if needed.

Loaded Shipping Units

Details	TCN	Piece	Type	Description	Weight	Cube	Storage	O, S, D	Notes
	M2016002210009XXX	1	Commercial		96	4	WHS FLR		

Loose Line Items

Document #	NSN	Nomenclature	Qty	U/I

Load Piece Unload Piece Load Line Items Unload Line Items Print Save

Select "Load Piece" To add existing TCNs to a tally sheet. All loaded pieces will display within the shipping units' gird. Select "Unload Piece" to remove TCN from the grid.

Select "Load Line Items" to add an existing Document # to a tally sheet. All loaded documents will display within the shipping units loose Line Items grid. Select "Unload line items"

Select "Print" to print a Tally sheet.

4. The **Dispatch Date** and **Mark For** are filled in for you. You may change the date if needed.
5. Enter **Unit #** and **Pickup #** to uniquely identify this delivery.
6. The **Delivery Type** will be filled in for you.
7. You may also enter any **Notes** about this delivery that may be helpful later.
8. Once you have established the details of your delivery, it is time to begin loading the truck. Select **Load Piece** to load items that you have received.
9. Select the items for this customer delivery and select **OK**. Items are listed by TCN or Transportation Control Number.
10. You may also select **Load Line Items** if you have line items for this customer that are not associated with a TCN.
11. When you have finished loading items for this customer, select **Save**.
12. Select **Print** to print the tally sheet for this customer. The truck driver can take this along on delivery to obtain signatures.

AMS 4.2 Workbook

Loaded Shipping Units and Loose Line Items Grids

These grids display the contents of this customer delivery for this tally sheet. You can have several tally sheets, each with a different customer, loaded onto a single truck for multiple deliveries. There is a search box just above the grids that you can use to find items quickly.

- The **Loaded Shipping Units** grid displays a list of all items on this tally sheet. You may change the sort order of the grid by clicking on a header. Click the details icon if you wish to view the details of an item.
- The **Loose Line Items** grid displays a list of all line items that are not associated with a TCN on this tally sheet. You may change the sort order of the grid by clicking on a header.

The buttons towards the bottom perform the following functions:

- **Load Piece** – This allows you to load items onto this tally sheet for delivery.
- **Unload Piece** - This allows you to remove items from this tally sheet in case they were added by mistake or will not fit on the delivery truck.
- **Load Line Items** - This allows you to load items onto this tally sheet for delivery. These are items that were not associated with a TCN when you received them.
- **Unload Line Items** - This allows you to remove items from this tally sheet in case they were added by mistake or will not fit on the delivery truck.
- **Print** - This allows you to view and print your tally sheet for this customer. Tally sheets are used to show the customer which items they are receiving from your delivery truck and sign for them.
- **Save** - Saves your changes to this tally sheet.

AMS 4.2 Workbook

DISPATCH – CONVOY

This process allows you to create convoys or edit existing convoys. You can prepare convoys that are going to different mission/stop locations, and then put them on a route for delivery. The actual convoy can consist of one or more mission/stops. The details about convoys are sent to the convoy server as each phase of the convoy is underway.

On this screen, you will see a list of recent convoys in the grid. You may select a convoy to view details or make some changes, depending on the status of the convoy. You may also create a new convoy by selecting the **New Convoy** button towards the top of the screen. To do this:

1. Select the **Dispatch** menu.
2. Select **Convoy**.
3. Select **New Convoy**.
4. Enter the **Mission** name for your convoy.
5. Select the **Transponder Type** for your convoy.
6. Enter the **Transponder Number** for your convoy.
7. You may also enter the **Pallet Rider, Rider Extra Info,** or **Rider Rank** for your convoy.
8. Be sure to **Save** your changes.
9. Next, you will need to add containers to your convoy. You may select containers from AMS that have RF tags, or you can add new containers. Select the **Add** button.
10. If you do not have containers loaded with RF tags, you may see a message displayed that there are no containers available. You will be able to add containers later. Click on **OK**.
11. On the next screen, there are four sections.
    o The top section shows the details for the **Current Convoy**, such as the mission and any driver info.
    o The **Current Stop** section is where you will need to enter details for each of your stops.
    o The **Signed Info** section will be filled in when your convoy has been signed for.
    o The **RF Tags** grid will show a list of all containers with RF tags for each stop once they are added.
12. The next step is to fill in the details of the **Current Stop**. The **Stop** number is filled in for you, but you can change this if needed. Select the **Mark For,** for this stop, which is the location that is receiving the containers from this stop. Enter the **Camp or RUC Name** next. Finally, use the drop-down menu to select the **Camp or RUC** to show if this stop is a camp drop or an RUC delivery. The **Prepared Date** will be filled in for you.
13. Next, you can add containers to this stop using the **Load Tags** button just below the grid. Select the containers to add from the list.
14. If no containers are available, you can add containers to this stop using the **New RF Tag** button just below the grid. Fill in the **RF Tag** number, the **TCN** number, the **Piece** number, and select the **Mark For** from the drop-down menu. Click the **Save** button.
15. You may continue adding more stops and more containers to each stop until the convoy is complete. Once you are finished, select the **Save** button at the bottom of the screen. A message will tell you that the save is complete, and a new screen will be displayed.
16. The next step is to print out convoy manifests for each of your stops. Use the checkboxes to select each of your stops and then click the **Print** button.
17. Now, you are ready to roll the convoy and send it out. With the stops still selected, click on **Roll Out**. A message will display, telling you the convoy was rolled out.

18. Next, you will need to send the convoy data to your handheld scanner. With the stops still selected, click on Send to Handheld. Make sure your handheld scanner is firmly docked and connected and click OK. A message will display, telling you the data was sent. Click OK.
19. On your handheld scanner, select Data and then Get Convoy. A message will display, telling you that the convoy data was loaded. Click OK.
20. On your handheld scanner, select Shipments, Dispatch, and then Sign Convoy. Scan or enter the Dispatch ID. You can also select it under the Mission Runs button.
21. The Stop # and Mark For will be filled in for you.
22. Enter the name in the Signed By field and enter any extra info, including a phone number.
23. Have the recipient sign the screen.
24. Select Save and then Done.
25. Next, make sure your handheld scanner is firmly docked and connected and select Data and then **Send to PC**.
26. Now you can view the convoy on your AMS computer and reprint the convoy manifest with the signature and Close-out info if needed. To do this, select the Dispatch menu, select Convoy, select your convoy in the grid, select your stop in the convoy mission grid, and select Print.

The buttons towards the bottom perform the following functions:

Add - This allows you to add a new stop to this convoy.
Delete - Allows you to add a delete an empty stop. This can be useful if you created a stop, but no RF tags were added, and you need to cancel the stop.
Roll Out - This allows you to roll the convoy and send it out. With the stops still selected, click on Roll Out. A message will display, telling you the convoy was rolled out.
Close Out - This allows you to close out any stops that were not signed for on the handheld.
Send to Handheld - This allows you to send the convoy data to your handheld scanner. This allows you to capture signatures for each stop of the convoy on the handheld. With the stops still selected, click on Send to Handheld.
Print - This allows you to print the Convoy Manifests. You must first print the manifests before you can roll the convoy or send the convoy data to the handheld scanner.
Save - Saves your changes.

AMS 4.2 Workbook

DISPATCH – PROMOTE

This process allows you to promote dispatch to convoys. You can prepare convoys that are going to different mission/stop locations, and then put them on a route for delivery. The details about convoys are sent to the convoy server as each phase of the convoy is underway.

On this screen, you will see a list of recent dispatches in the grid. Select a dispatch to promote to a convoy. To do this:
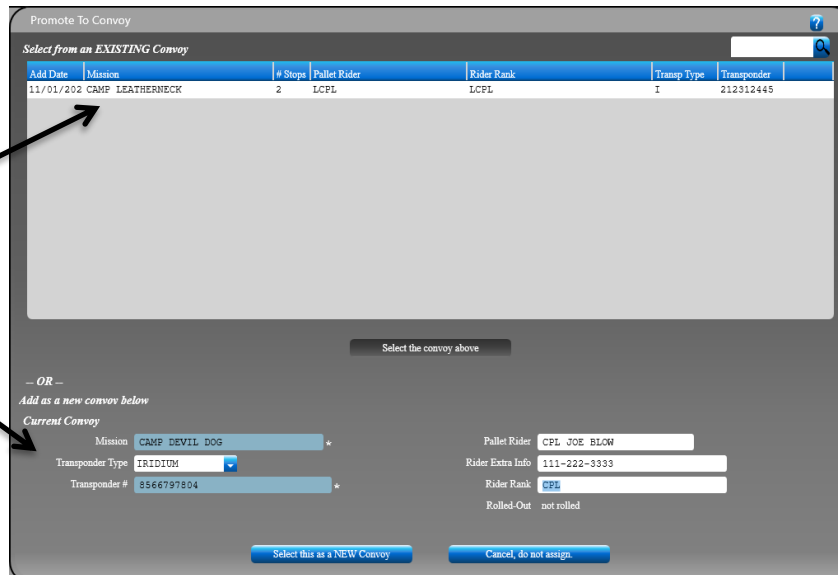
1. Select the **Dispatch** menu.
2. Select **Created Dispatch**.
3. Select **Promote**.

4. Below the data grid, enter the **Mission** name for your convoy.
5. Select the **Transponder Type** for your convoy.
6. Enter the **Transponder Number** for your convoy.
7. Enter the **Pallet Rider, Rider Extra Info, and Rider Rank** for your convoy.
8. Click **Select this as a NEW Convoy**.
9. Once saved, the system will return to the dispatch screen. Select **Convoy**.
10. Select your **Mission**.

Enter Convoy details or select existing Convoy from the grid to add shipments to convoy.

11. On the **Current Convoy** screen
    o The top section shows the details for the **Current Convoy**, such as the mission and any rider info.
    o The **Current Stop** section is where you will need to enter details for each of your stops.
    o The **Signed Info** section will be filled in when your convoy has been signed for.
12. The next step is to print out convoy manifests for each of your stops. Use the checkboxes to select each of your stops and then click the **Print** button.
13. Now, you are ready to roll the convoy and send it out. With the stops still selected, click on **Roll Out**. A message will display, telling you the convoy was rolled out.
14. Next, you will need to send the convoy data to your handheld scanner. With the stops still selected, click on **Send to Handheld**. Make sure your handheld scanner is firmly docked and connected and click OK. A message will display, telling you the data was sent. Click OK.
15. On your handheld scanner, select **Data** and then **Get Convoy**. A message will display, telling you that the convoy data was loaded. Click **OK**.
16. On your handheld scanner, select **Shipments**, **Dispatch,** and then **Sign Convoy**. Scan or enter the **Dispatch ID**. You can also select it under the **Mission Runs** button.
17. The **Stop #** and **Mark For** will be filled in for you.
18. Enter the name in the **Signed By** field and enter any extra info, including a phone number.
19. Have the recipient sign the screen.
20. Select **Save** and then **Done**.
21. Next, make sure your handheld scanner is firmly docked and connected and select Data and then Send to PC.
22. Now you can view the convoy on your AMS computer and reprint the convoy manifest with the signature and Close-Out info if needed. To do this, select the **Dispatch** menu, select **Convoy**, select your convoy in the grid, select your stop in the convoy mission grid, and select **Print**.

The buttons towards the bottom perform the following functions:

Add - This allows you to add a new stop to this convoy.

Delete - Allows you to add a delete an empty stop. This can be useful if you created a stop, but no RF tags were added, and you need to cancel the stop.

Roll Out - This allows you to roll the convoy and send it out. With the stops still selected, click on Roll Out. A message will display, telling you the convoy was rolled out.

Close Out - This allows you to close out any stops that were not signed for on the handheld.

Send to Handheld - This allows you to send the convoy data to your handheld scanner. This allows you to capture signatures for each stop of the convoy on the handheld. With the stops still selected, click on Send to Handheld.

Print - This allows you to print the Convoy Manifests. You must first print the manifests before you can roll the convoy or send the convoy data to the handheld scanner.

Save - Saves your changes.

DISPATCH CLOSEOUT

This function is used to close out a delivery or pickup order. When closing a tally sheet for a delivery or pickup, you are showing that you have transferred these items to someone else.

To begin:

1. Select the **Dispatch** menu.
2. Use the check box to the left to select the tally sheet that you need to close out.
3. Use your mouse to select the **Signed By** field in the grid. Enter the name of the person who received the items. You may also enter the **Phone** number in the text field.
4. Select **Close Out**. A message will pop up confirming the Close-Out, and the time and date will be stamped in the **Closed** and **Time** fields.

> Select a Tally Sheet record within the grid to enable the "Print" button. This allows you to reprint a Tally sheet.

> Once the shipping units are delivered, select a tally sheet to be closed out and click in the Close-Out button. The close-out verification screen will come up.

AMS 4.2 Workbook

Dispatch

Dispatch
R09111

CONFIRM DELIVERY DISPATCH

Mark For R09111

Truck NORTH *

Please confirm all items in the delivery below...

Signed By LCPL *

Close Date 290 *   Time 1400 *

Phone

Extra Info

Loaded Shipping Units

Select the TCNs that were successfully delivered. You can leave the TCNs that were not delivered unselected, those will be brought back to the "Available for dispatch" screen.

	TCN	Piece	Type	Description	Weight	Cube	Storage	O, S, D	Notes
☐	R0911131292243XXX	1	Commercial	398312693860	1	1	NORTH		
☐	R0911131295190XXX	1	Commercial	1Z45160003713342	1	1	WHS FLR		
☐	R0911131301122XXX	1	Commercial	1Z81V38502970686	2	1	WHS FLR		
☐	R0911131301127XXX	1	Commercial	1Z81V38502918487	4	1	WHS FLR		
☐	R0911131311199XXX	1	Commercial	398273622466	2	1	WHS FLR		
☐	R09111313167T12XXX	1	Commercial	638548789274	2	1	WHS FLR		

not selected will be removed from the current tally sheet before final closeout.

You may use the OSD column to select Over, Short, or Damage if needed.

Loose Line Items

	Document #	NSN	Nomenclature	Qty	U/I

Confirm and Save

Click the "Confirm and Save" button to close-out the tally sheet.

HANDHELD DISPATCH

AMS Tactical   X

Inbound

Outbound

Select Shipments – Dispatch – Scan / Manual Entry to begin the delivery process.

Dispatch

Sign Here

Get Signature

Transfer to PC

Send to PC

Utilities

AMS 4.2 Workbook

1. Select the **Shipments** menu.
2. Select **Dispatch**.
3. Select **Load**.
4. Select **New**.

5. Enter the **Dispatch Type** to confirm either delivery or pickup.
6. Enter the **Truck** number (if delivering) or the **Unit** identifier (if the unit is picking up).
7. Enter the **Run** number. This is the sequential trip number the truck or unit is making today. For example, if this is the second trip the truck is making today, it would be run 2 for this truck.
8. Enter the **Mark For**. This is the customer who is receiving the order.
9. Now you can begin scanning boxes to load up. Scan the 2D (two dimensional) bar code of the MSL (military shipment label) on each box. Scanned boxes will show in the list below.
10. When you have finished loading items for this customer, select **Save** and then **Done**.
11. Once you have downloaded your scanner to your computer, you can print the tally sheet for your customer to sign.

The buttons towards the bottom perform the following functions:

- **Remove** – Removes an item from this delivery. Highlight the item you wish to delete and select **Remove**.
- **Save** - Saves your data.
- **Done** – Exits this screen.

DISPATCH GET SIGNATURE WITH CAC READER

This function allows you to use the scanner to have customers sign for items that have been delivered. This will close out the tally sheet that you have created for them in AMS. To do this:

1. Select the **Shipments** menu.
2. Select the **Dispatch** menu.
3. Select **Get Signature**.

Select Sign Here – Scan / Manual Entry to finalize the delivery process.

AMS 4.2 Workbook

Get Signature   X   Get Signature   X

			Source	Truck/Run	Mark For	Signed
Dispatch ID *	14610		Tally	NORTH	M00036	1001
Truck *	TESTRUC					
Run *	1		Tally	1235	M00036	1105
Mark For * *	M00171	↓	Tally	TESTRUC	M00171	1102
Signed By *						
Phone #						
Extra Info						

► _____

Signature

SAVE SIGNATURE   SCAN / MANUAL ENTRY   TS: 3
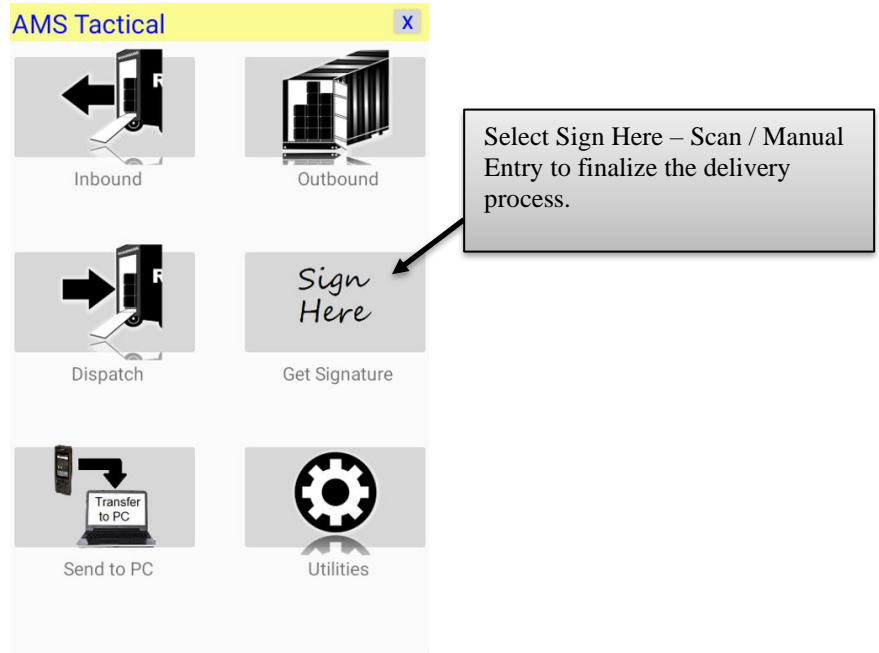
Click on the CAC button if a CAC reader and CAC is attached and inserted in your CN80.

The time that the tally was closed out will be displayed under the "Signed" column.

You can see the quantity of tally sheets saved on your CN80.

4. Select **Scan/Manual Entry** and enter the **Dispatch ID** from the customer's tally sheet.
5. Enter the **Truck** number (if delivering), the **Unit** identifier (if the unit is picking up) or Camp/ RUC name (if delivering from a convoy.)
6. Enter the **Run** number (if delivering by truck) or **Stop** number (if delivering by convoy). This is the sequential trip number the truck or unit is making today. For example, if this is the second trip the truck is making today, it would be run 2 for this truck.
7. Enter the **Mark For**. This is the customer who is receiving the order.
8. Enter the name of the person receiving the delivery in the **Signed By** field.
9. You may enter the **Phone #** of the person receiving the delivery.
10. Enter any **Extra Info** about this person that you may need later.
11. If no CAC reader is attached, normal stylus signature option will always remain available. User manually enters signed by, phone, extra info.
12. Select **CAC** to get the customer's signature. To use this option, attach a CAC reader to the CN80 scanner, a message asking permission to allow access to using the smart card reader will show and click OK to allow and continue. After selecting CAC, the following screen will show the name of the person, ID number, and remaining tries, enter the PIN number for the CAC(it must be digits)
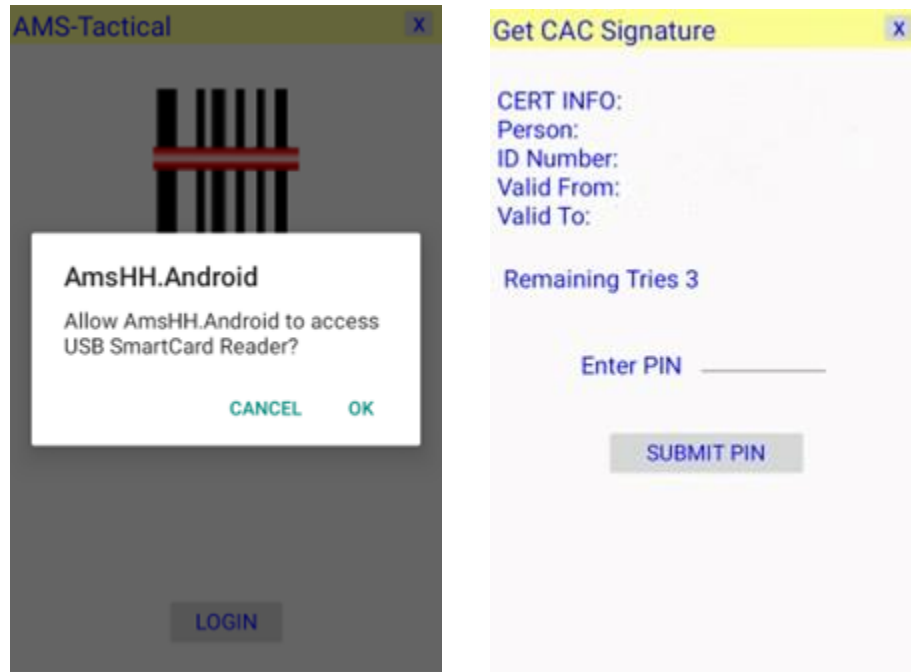
13. After a valid PIN has been submitted for authentication, the following signed dialog shows confirmation and name of person's CAC followed by an additional dialog showing successful PIN attempt authentication. Upon a successful CAC authentication, the system will return to the signature entry screen.
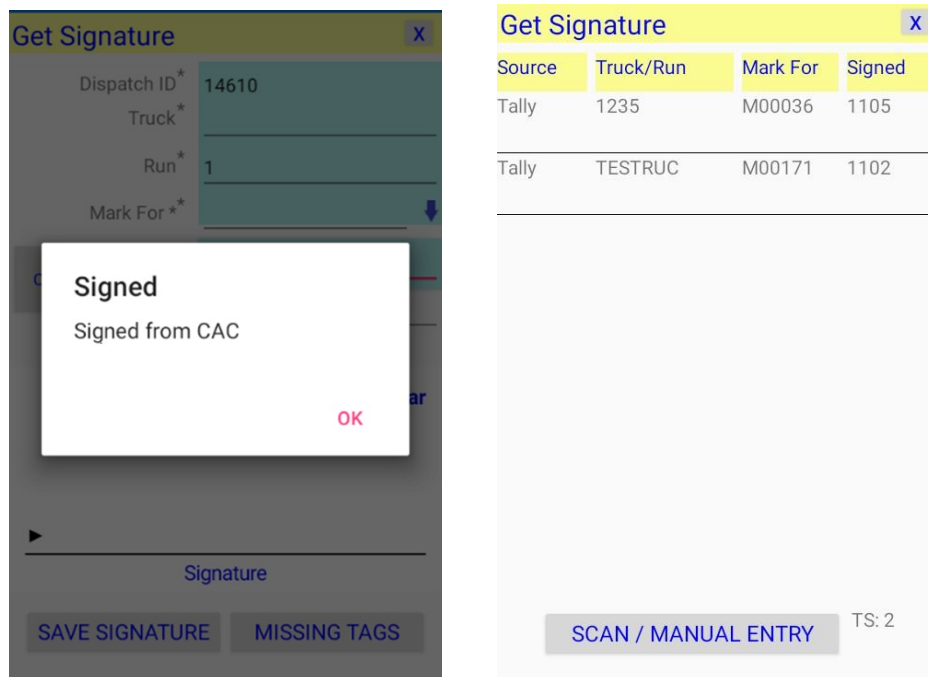
14. Once you have downloaded your scanner to your computer, you can print or view this tally sheet to show proof of delivery.

The buttons towards the bottom perform the following functions:

- **Save** Signature - Saves your data.

SYSTEM SETUP

The Setup function allows you to configure AMS and change system settings. Some settings may be restricted by your AMS administrator.

This section allows you to identify the type of AMS installation and the location of AMS on your machine.

- **Installation Type** - This allows you to set up AMS to operate alone or to share a database among other AMS machines. Choose from the following:
    - **Stand Alone** – Select **Stand Alone** if you are the only machine running AMS at your location.
    - **Primary** – Select **Primary** if this machine is the primary AMS machine in a networked environment for your location. This will make your machine the central place that data is stored. Machines installed as a primary should handle database maintenance tasks such as database reorganization, deleting data, performing backup and restore processes, and archiving data.
    - **Workstation** – Select **Workstation** if this machine is a remote computer in a networked environment that is connected to a centrally installed primary AMS machine. The data path will need to point to a common shared path as set up by your network administrator.
- **Data Path** - This path tells AMS where to find its data. This path is dependent upon the choice you made in the **Installation Type** field. o If you chose **Stand Alone**, your **Data Path** should point to the location where AMS was originally installed on this machine. The default is typically C:\Users\Public\AMSTAC\LocalData.
    - If you chose **Primary**, your **Data Path** should point to the location where AMS was originally installed on this machine. The default is typically C:\Users\Public\AMSTAC\LocalData. This may also be a location on a shared network drive.

    - If you chose **Workstation**, your **Data Path** should point to the location of AMS on the primary AMS machine. Please check with your network administrator for the exact path. Ensure that you

can see all the same data from the secondary machine that you can see when sitting at the primary machine.

- **Save** your changes when done.

Setup – Contact Information

This menu allows the onsite AMS-TAC Administrator to input point of contact information. This helps identify your site when you send information with AMS.

- Enter your **DODAAC**. This is the 6-character Department of Defense Activity Address Code for your site.
- Enter the name of your site in the **Function Description** field. This can be helpful when you have AMS in different sections of your site, so you can identify the name of the section.
- Enter the physical address of your unit in the **Address 1** field, using the **Address 2** field, if needed.
- Enter the **City**, **State**, **ZIP** code, and **Country** for your location.
- Enter the **Latitude** and **Longitude** for your site.
- Enter the name of the main point of contact for your site in the **POC Name** field. Enter the **POC Phone** and **POC Email** for this person. If you have multiple machines running AMS in a shared environment, the POC can be different for each machine.
- Be sure to **Save** your changes before exiting this screen.

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Setup – User Maintenance

The **User Maintenance** screen is only available when logged in as an administrator for AMS. This function lets you change permissions for all users.

1. You must first log in to AMS using the administrator login and password.
2. Select the **System** menu.
3. Select the **User Maintenance** function.

4. The **User Maintenance** screen is displayed. There are three main sections:
   - The bottom section of this screen displays all users' info in a grid. Select the row that you wish to edit by clicking on the row of the username.
   - Select **Edit** to make changes.
   - The top section shows the following fields:
     - **Login Name** - Allows you to change the user's login name.
     - **First Name** - This allows you to change the user's first name.
     - **Last Name** - This allows you to change the user's last name.
     - **Change Password** - This allows you to change the user's password.
     - **Confirm Password** - Enter the password again to verify.
     - **User Enabled** - This allows you to choose whether this user account is enabled or currently active. (See note at the end of this section) *Note* to disable a user's profile, change the User Enabled drop-down option to No. This option would be used when a user no longer works at the location.
     - **Is Admin User** - Allows you to choose whether the user is an administrator. Usually, only one administrator account is needed.
     - **ADA 508 Coloring Scheme** - This allows you to choose whether the 508-compliant color scheme is applied.
   - The **Permissions** section allows you to change more specific properties for each user, such as whether a user can edit or delete data. You may use the drop-down menus and checkboxes to make the appropriate selections. Be sure to **Save** all changes.

The buttons towards the bottom perform the following functions:
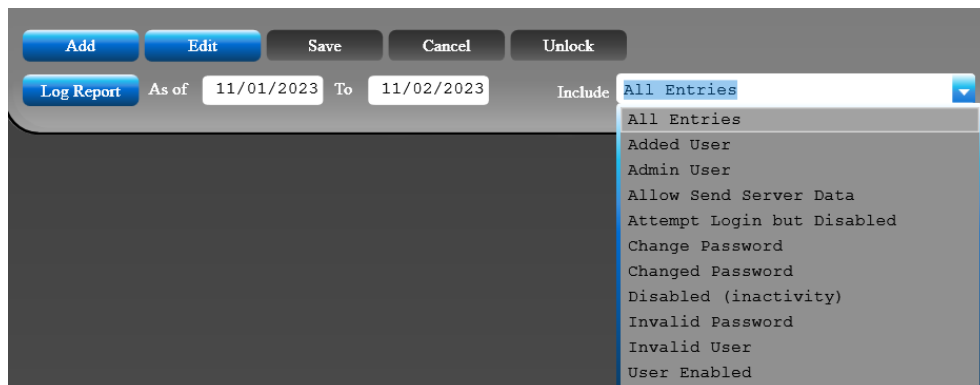
   - **Add** - To add a new user, select **Add User**. Enter the login ID, first and last name, and enter and confirm a password for the new user. Use the drop-down menus and checkboxes to make the appropriate selections. Be sure to **Save** all changes.
   - **Edit** - Allows you to **Edit** a user's account.
   - **Save** - Allows you to **Save** your changes.
   - **Cancel** - Cancels your changes.

o **Unlock** – Allows you to unblock a username that has been blocked due to entering the wrong password.
o **Log Report** - Allows you to get a report for of the logging history, changes made, blocked users, login attempts, etc.
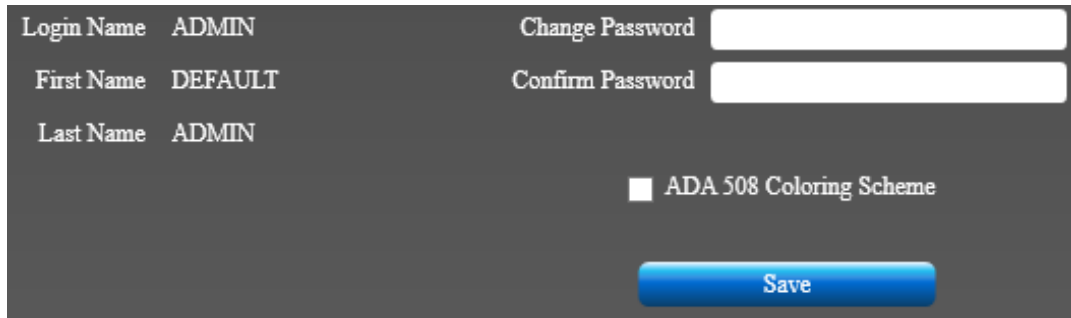
Setup – User Password

The **User Password** screen lets you change your password.
    1. Select the **System** menu.
    2. Select the **User Password** function.
        o Your **Login Name**, **First Name**, and **Last Name** are displayed.
        o **Change Password** - This allows you to change your password.
        o **Confirm Password** - Enter the password again to verify.
        o **Save** - Allows you to **Save** your changes.

The buttons towards the bottom perform the following functions:

        o **Save** - Allows you to **Save** your changes.

Login Name	ADMIN	Change Password	
First Name	DEFAULT	Confirm Password	
Last Name	ADMIN		
		☐ ADA 508 Coloring Scheme	
		Save	
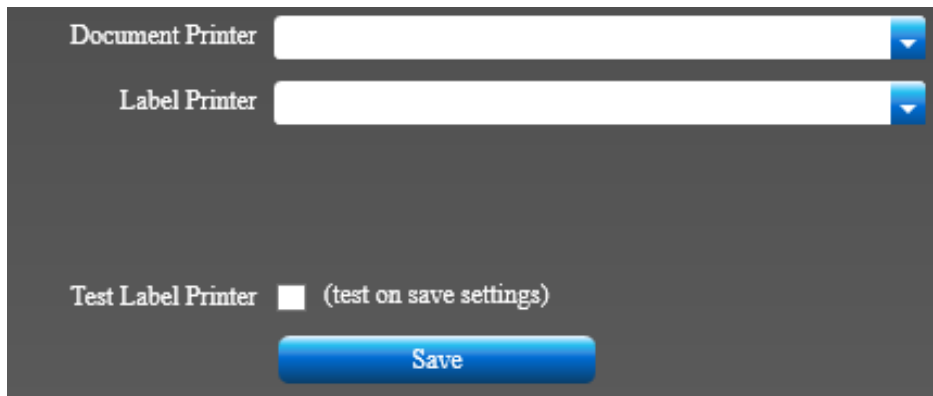
AMS 4.2 Workbook

Setup – Peripherals – Printers

AMS can use either a Windows printer or certain label printers for sites that produce a high volume of MSLs or other labels. If you are using a label printer, be sure to choose one that is either Intermec or Zebra compatible. To make changes to this section, you may need to log in to AMS as an administrator.

- **Document Printer** – Choose a printer from the list. These are printer options that were set up in Windows.
- **Label Printer** – Choose a connected label printer from the list. You may also print labels to your document printer or regular Windows laser printer. Note that not all label printers will work with AMS.
- **Test Label Printer** – This allows you to test the label printer so you can make adjustments if needed.
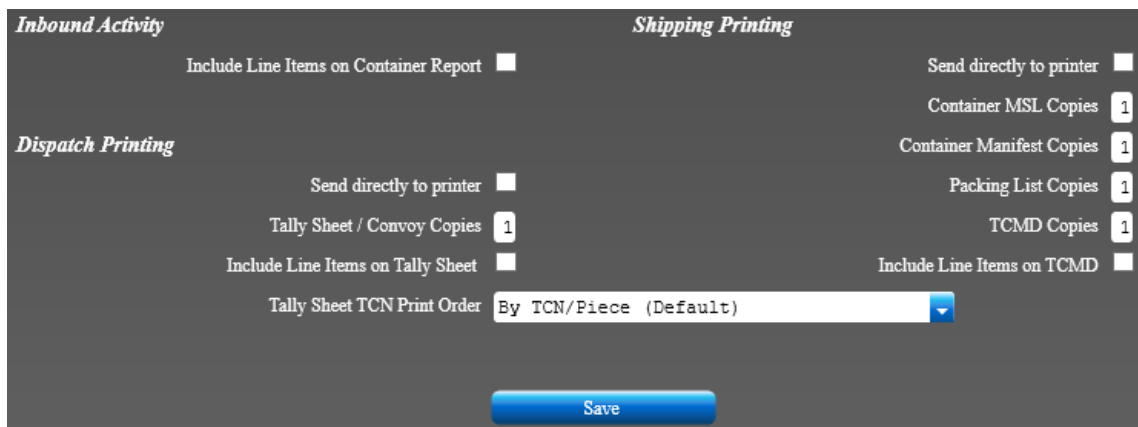
Save your changes before exiting.

Setup – Miscellaneous - Documentation Defaults

This function allows you to designate the number of copies that will be printed for your labels and documentation. This can be helpful if you always need an extra copy of a label or form to give to a customer or a truck driver. You can also choose to send everything directly to the printer, which will bypass the preview mode on your computer screen. This can save a step if you are certain that you do not need to review documentation before printing. To make changes to this section, you will need to log in to AMS as an administrator.

AMS 4.2 Workbook

Inbound Activity

This section is for the container report, which is printed from the **Inbound** menu. You may choose from the following options:
- **Include Line Items on Container Report** – This allows you to have line items listed on your container report. Check this box if you want to include line items.

Dispatch Printing

This section is for tally sheets, which are printed from the **Dispatch** menu. You may choose from the following options:
- **Send directly to printer** – Check this box if you want your tally sheets to go directly to your selected printer. This can save time if you do not need to preview tally sheets before printing.
- **Tally Sheet Copies** – Change the number of copies if you need more than one tally sheet each time you print. You may print up to 5 copies at a time.
- **Include Tally Sheet Line Items** – This allows you to have line items listed on your tally sheet. In many cases, customers are only looking for the TCN numbers, but if you have customers that like to see the line items listed on their tally sheet, then you may check this box. Please note that if you have many items on a tally sheet, this will increase the number of pages printed.
- **Tally Sheet TCN Print Order –** This allows you to pick how you want the default printing order of shipping units within a tally sheet. Default is alphanumerically sorted by TCN + Piece. You can alternatively print in the order the shipping units were added to the tally sheet, based on when they were scanned and loaded into AMS.

Shipping Printing

This section is for shipping documentation and labels, such as MSLs and TCMDs. You may choose from the following options:
- **Send directly to printer** – Check this box if you want all of your shipping documentation and labels to go directly to your selected printer. This can save time if you don't need to preview everything before printing.
- **Container MSL Copies** – Change the number of copies if you need more than one Container MSL each time you print. You may print up to 3 copies at a time.
- **Container Manifest Copies** – Change the number of copies if you need more than one Container Manifest each time you print. You may print up to 5 copies at a time.
- **Packing List Copies** – Change the number of copies if you need more than one Packing List each time you print. You may print up to 9 copies at a time.
- **TCMD Copies** – Change the number of copies if you need more than one TCMD each time you print. You may print up to 5 copies at a time.
- **Include IRRDs on TCMD** – This allows you to have line items listed on your TCMD. In many cases, customers are only looking for the TCN numbers, but if you have customers that like to see the line items listed on the TCMD, then you may check this box. Please note that if you have many items on a TCMD, this will increase the number of pages printed.
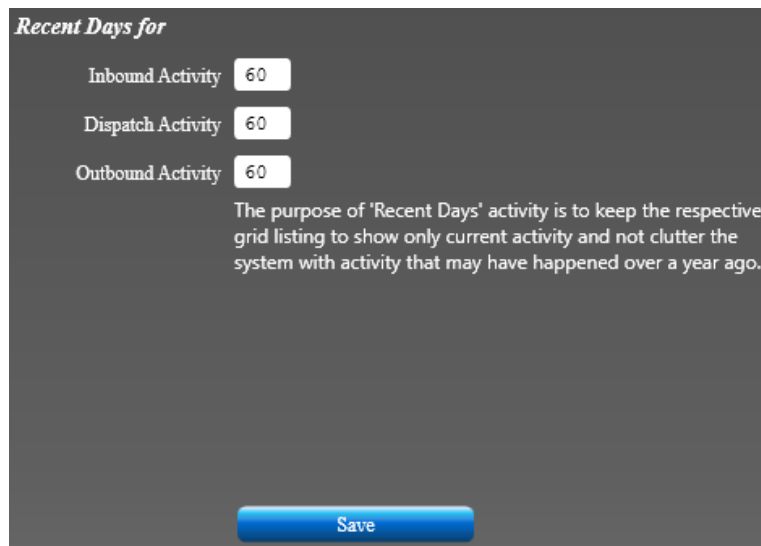
Save your changes before exiting.

AMS 4.2 Workbook

Setup – Miscellaneous - Recent Grid Activity

This function allows you to designate the number of days that will show up in various display grids in AMS. This can help allow users to only see more recent data, and to keep the grids from getting cluttered with data that is no longer relevant. You may choose between 1 and 120 days for all **Inbound Activity** data, **Dispatch Activity** data, and **Outbound Activity** data. The default is 60 days.

Save your changes before exiting.

AMS 4.2 Workbook

Setup – Miscellaneous – Alerts

This function is designed to notify you when selected items are received by AMS. You can create alerts so that you know when something important has arrived. To do this:

1. Select **Add**.
2. Use the drop-down arrow to select a **Type of Alert**. This is the identifier for the item. You may choose from TCN, Document Number, NSN, HAZMAT, Vehicle, Weapon, or Oversize.
3. Enter the exact **Value**. This information must be accurate to notify you when the item is received. If you selected TCN in the **Type of Alert** field above, then you would enter the exact TCN number in the **Value** field.
4. You may also include an additional message to appear in the email, by entering it in the **Additional Msg** field. Since automated emails are not allowed, you can just add in any email address to the message, so it is available for notifying when a qualified shipment comes in matching the alert.
5. Check the **Only One-Time** box if this is a one-time notification.
6. **Save** your changes before exiting.

The buttons towards the bottom perform the following functions:
- **Add** - This allows you to add a new alert.
- **Edit** - Allows you to make changes to the selected alert.
- **Save** - Saves your changes.
- **Cancel** - Discards your changes.
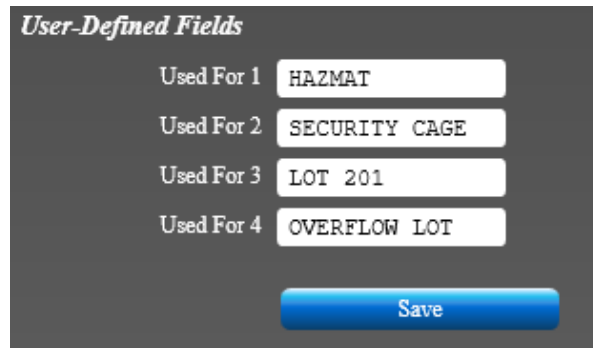
AMS 4.2 Workbook

Setup – User Defined Fields

This function is designed to allow you to add fields to your inbound shipments. This can be useful if you need to record properties about your shipment that are not normally recorded in AMS.

There are four fields listed. You may fill in a field label for as many as you plan to use (up to four). These fields will appear when you select a **Shipment Type** of **User-Defined** under the Shipment Info section when receiving inbound shipments. Be sure to **Save** your changes.

AMS 4.2 Workbook

Setup – Drop-down Menus – Carriers

This function is designed to allow you to customize the drop-down options for the **Carrier** field. You may add or edit the carriers that service your warehouse. This allows you to quickly select them when entering data. To add carriers:

      1. Select Add.
      2. Enter the 4-character **Carrier SCAC** for the carrier.
      3. Enter the **Carrier Name**.
      4. **Save** your changes before exiting.

The buttons towards the bottom perform the following functions:

- **Add** - Allows you to add a new carrier.
- **Edit** - Allows you to make changes to the selected carrier.
- **Save** - Saves your changes.
- **Cancel** - Discards your changes.

AMS 4.2 Workbook

Setup – Drop-down Menus – DODAACs

This function is designed to allow you to customize the drop-down options for the various address fields in AMS. You may add or edit the DODAACs that service your warehouse. This allows you to quickly select them when entering data. To add DODAACs:

1. Select Add.
2. Enter the 6-character **DODAAC**.
3. You may enter the **Location Code**.
4. Enter up to 5 lines for the physical address.
5. You may enter the **Phone** number, **DNS**, **Supply DODAAC**.
6. The **Storage Location**.
7. **Save** your changes before exiting.

The buttons towards the bottom perform the following functions:

- **Add** - Allows you to add a new DODAAC.
- **Edit** - Allows you to make changes to the selected DODAAC.
- **Save** - Saves your changes.
- **Cancel** - Discards your changes.

AMS 4.2 Workbook

Setup – Drop-down Menus - Storage

In some cases, it can be useful to identify different areas around the warehouse where items may be stored before being dispatched or picked up. This function is designed to allow you to customize the drop-down options for the storage location fields in AMS. You may add or edit the storage locations in and around your warehouse, such as lot 3, line 5, or the warehouse floor. This allows you to quickly select them when entering data. To add storage locations:

1. Select the **Add** button.
2. Enter the **Storage Abbrev** or the abbreviation of the storage location.
3. Enter the **Long Description**, or full name of the location, for your reference.
4. **Save** your changes before exiting.

The buttons towards the bottom perform the following functions:
- **Add** - Allows you to add a new store location.
- **Edit** - Allows you to make changes to the selected storage location.
- **Save** - Saves your changes.
- **Cancel** - Discards your changes.

AMS 4.2 Workbook

Setup – Drop-down Menus – Type Pack

The Type Pack function contains all the authorized type packs in the DTR. This functionality will allow you to select the most commonly used type packs so it can be displayed first when you are inbounding cargo. To select a type pack in this list:

1. Select the type of pack.
2. Click on **Frequent Use Type Pack** to add to the most commonly used.
3. Click on **NOT Frequent Use Type Pack** to unselect from the most commonly used.
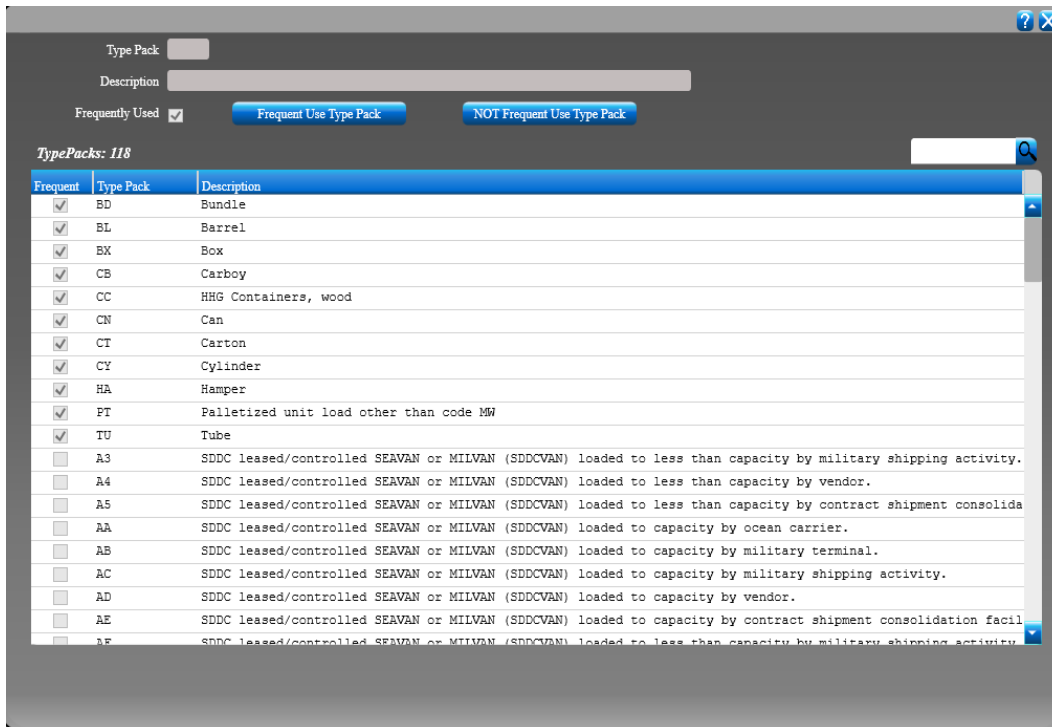
AMS 4.2 Workbook

Setup – Data Transfer – RF-ITV Registration

This menu allows the onsite AMS-TAC Administrator to input point of contact information. This helps identify your site when you send information with AMS.

- Enter your **DODAAC**. This is the 6-character Department of Defense Activity Address Code for your site.
- Enter the name of your site in the **Function Description** field. This can be helpful when you have AMS in different sections of your site, so you can identify the name of the section.
- Enter the physical address of your unit in the **Address 1** field, using the **Address 2** field, if needed.
- Enter the **City**, **State**, **ZIP** code, and **Country** for your location.
- Enter the **Latitude** and **Longitude** for your site.
- Enter the name of the main point of contact for your site in the **POC Name** field. Enter the **POC Phone** and **POC Email** for this person. If you have multiple machines running AMS in a shared environment, the POC can be different for each machine.

RF-ITV Details

- Enter the **Military Installation**. This is the name of the Military Base where the DMO site is located.
- Enter the **Station Sequence**. This is the station number for the overall number of AMS-TAC stations that will be burning RF Tags.
- Enter the **Geographic Command**. Select your command from the drop-down list.

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- Enter the **Military Service**. Select the appropriate branch of service.
- Enter **Site Representation**. Select your site representation from the drop-down list.
- Enter the **Registration Date**. Enter today's date.
- You may check the box to Register with the ITV Server. Be sure to **Save** your changes before exiting this screen. You may also use the **Send Pending RF Tag Data** button to send any data that may have been missed during a network outage.

Setup – Data Transfer – IGC / DLMS / Telemetry

This menu allows the AMS administrator to select the modes and data paths for sending data to other systems from AMS.

- Select the **IGC Mode** using the drop-down menu. You may select from the following:
  - **Off** - If selected, no transfers will take place.
  - **Send via HTTPS** - HTTPS allows you to send files via a secure internet connection.
  - **Save to File** - File allows you to create files that are saved to a specific directory. These files can then be transferred to another computer and sent later

Change the **Telemetry Data Mode** drop-down to **Send via HTTPS**

Confirm the **Data Path**

Enter the **Telemetry Token:** 01EQ1QS8Z534W5AYD1F0KGVY6J
Click **Save** (Sends any pending data)

Go to **Reports**, **COM**, and select **TELEMETRY** from What are you looking for the drop-down menu
Enter a from date of 12/01/2021 (or when GAT attempted to send data)
click **Print** report

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Go to Telemetry file-based storage location default is
C:\Users\Public\AMSTAC\TelemetryData\
Confirm Telemetry files no longer there.

Convoy / CDO / IBS / CMATS

- Select the **Convoy Mode** using the drop-down menu. You may select from the following:
  - **Off** - If selected, no transfers will take place.
  - **Send via HTTPS** - HTTPS allows you to send files via a secure internet connection.
- Enter your **CMATS Data Path**. Use the button to the right of the field to select the location. This is where your Consolidated Manifesting and Transportation System data will be created, which is your incoming STRATIS data.
- Select the **CDO Mode** using the drop-down menu. CDO data is your outbound and dispatch STRATIS data. Select Confirmation Delivery Order mode from the following:
  - **Off** - If selected, no transfers will take place.
  - **Save to file** - File allows you to create files that are saved to a specific directory. These files can then be transferred to another computer and sent later.
  - Enter your **CDO Data Path**. Use the button to the right of the field to select the location. This is where your CDO data will be created.
  - Be sure to **Save** your changes. Any pending data will be sent.

Active Users

This function shows all the active users that are currently logged into AMS. In addition to their network username, you will also see the machine name, the AMS build date, and the path of AMS that they are using. This can be helpful if you are experiencing data problems or conflicts, or if you need to request that users exit AMS so that you can do data maintenance or system updates.

AMS User	Windows User	AMS Build Date	Installed Path	
ADMIN	thomp	USMC Build: 12/02/2021 03:	C:\Program Files\AMSTAC	

AMS 4.2 Workbook

Setup - AMS Support

This section allows you to send logs and other data from your machine to the AMS Help Desk. Use this section only when instructed by AMS Help Desk support staff to send files. This will help us troubleshoot the issues you are having with AMS. These logs are created for each AMS machine that is having issues.
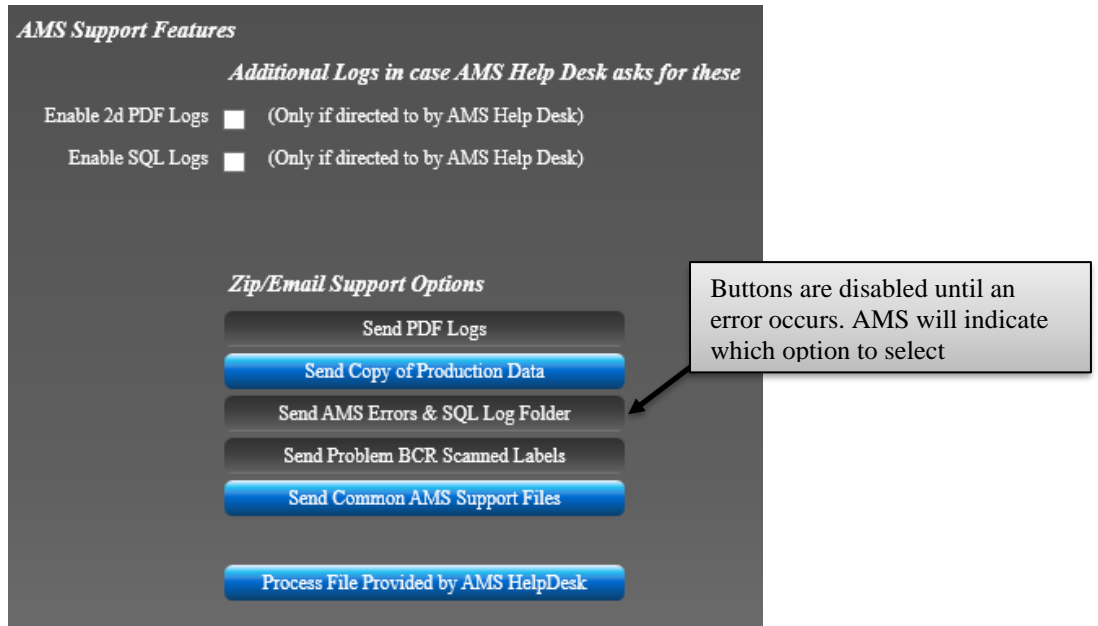
- **Enable 2d PDF Logs** - This may be recommended by AMS support if you are having difficulty creating readable 2D barcodes. It will allow your system to create some text files that technical support may request you to send later. These file names will end with 2d.txt and will be in your main AMS directory.
- **Enable SQL Logs** - This may be recommended by AMS support if you're receiving SQL error messages. It will allow your system to create some text files that technical support may request you to send later. These file names will start with SQLError and will be in the AMSErrors directory on your desktop.

Zip/Email Support Options

- Select the **Send PDF Logs** button to send 2D PDF logs to the AMS Help Desk. This should only be done when requested by support staff.
- Select the **Send Copy of Production Data** button to send all your AMS data to the AMS Help Desk. This should only be done when requested by support staff.
- Select the **Send AMS Errors & SQL Log Folder** button to send errors to the AMS Help Desk. This should only be done when requested by support staff.
- Select the **Send Problem BCR Scanned Labels** button to send labels that will not read/decode properly on your scanner to the AMS Help Desk. This should only be done when requested by support staff.
- Select the **Send Common AMS Support Files** button to send some configuration files to the AMS Help Desk. This can help us to troubleshoot certain system issues. This should only be done when requested by support staff.

- Select the **Process File Provided by AMS Help Desk** button to import a specific file given to you by the AMS Help Desk support team. This should only be done when requested by support staff.

Setup - Handheld Support

This section allows you to load your handheld scanner with the files needed to run AMS. These files are copied to your AMS computer when you first install AMS; the AMS desktop application will automatically recognize and update the newest AMS handheld application even if you don't have AMS on your handheld.

Please note that if you are upgrading to a newer version of AMS, you should uninstall the previous version first. On the scanner, click and maintain the AMS icon pressed, and drag it to the top option **Uninstall**. The latest build of AMS for the handheld can always be downloaded from our website. Please contact us for instructions.
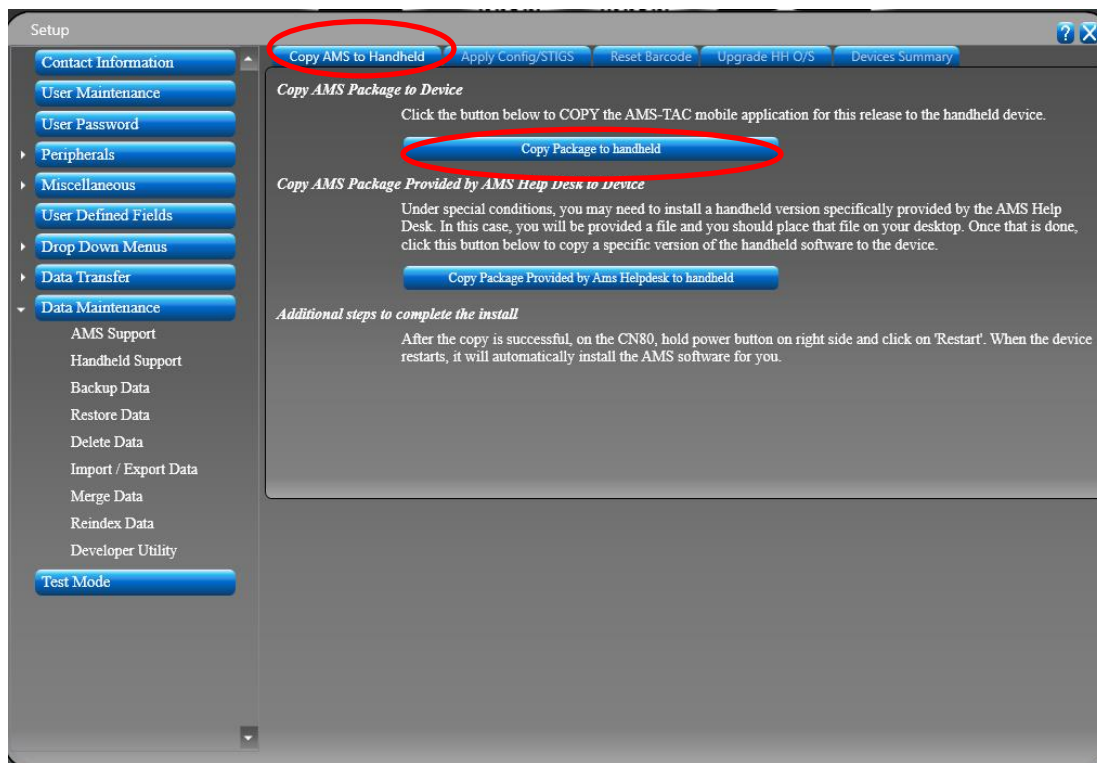
To manually install AMS:

1. Place the Honeywell CN80 scanner in the cradle.
2. Click on **Set Up**
3. Click on **Data Maintenance**
4. Click on **Handheld Support**
5. Select **Copy Package to Handheld**
6. You may get a message that the handheld device is not available to perform install/upgrade. If this happens, please contact the AMS Help Desk.
7. It may take about 15 seconds, but once completed with the install, a dialog will be displayed stating the installation was complete. Select **OK** to start.
8. If you scroll up for the applications on the handheld, you should see the "AmsHH" application with a barcode icon. You can now run this application.

AMS 4.2 Workbook

9. The **First Time** you run AMS on the handheld, it will come up with a message that the application stopped running. It will show a dialog asking you to allow access to photos, media, and files on the device. You MUST select "Allow". The application will be closed.

10. Now, restart AMS on the handheld.

You may need to perform this type of configuration if for some reason the CN80 is not configured with the STIGS, AMS will automatically push this configuration to the CN80.
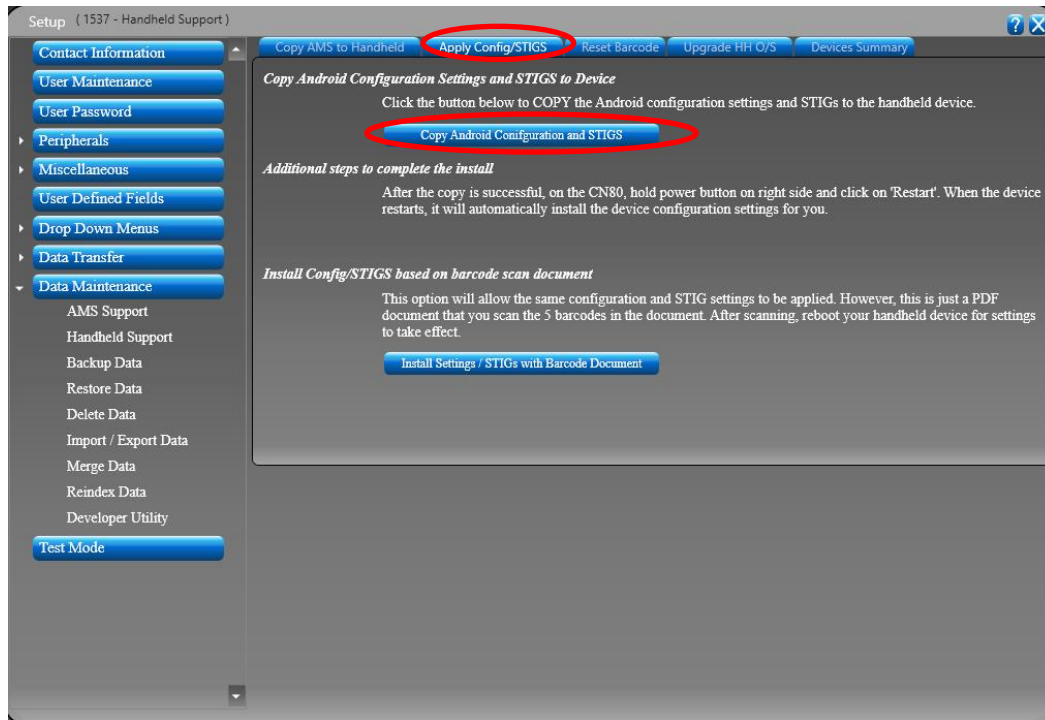
To manually install STIGS:

1. Place the Honeywell CN80 scanner in the cradle.
2. Click on **Set Up**
3. Click on **Data Maintenance**
4. Click on **Handheld Support**
5. Select **Apply Config/STIGS** at the top
6. Select **Copy Android Configuration and STIGS**
7. or select **Install Settings/ STIGS with Barcode Document**
8. **Apply the QR codes** displayed in the PDF document.
9. **Reboot** the CN80.

AMS 4.2 Workbook
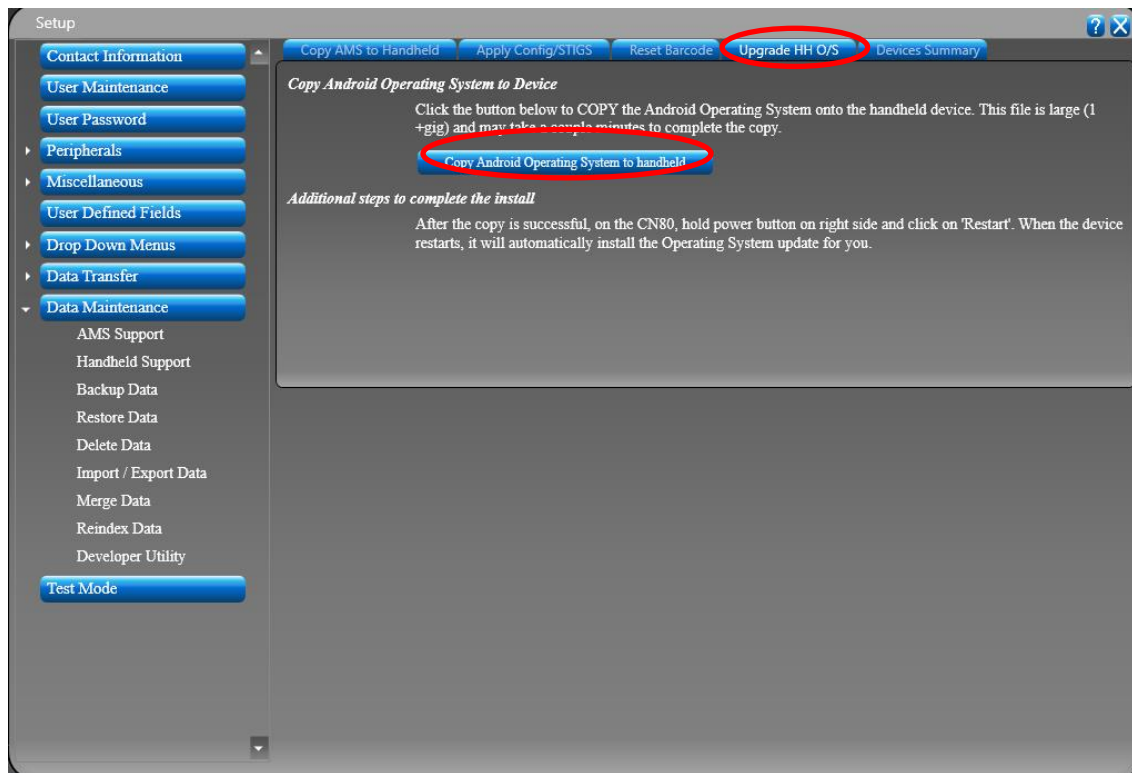
The company Honeywell will release quarterly updates to the scanner. This updates will be available in AMS when downloaded from the Software Center, AMS will automatically detect if your scanner is up to date and will automatically push the installation.

To manually install a new HH O/S upgrade:
1. Place the Honeywell CN80 scanner in the cradle.
2. Click on **Set Up**
3. Click on **Data Maintenance**
4. Click on **Handheld Support**
5. Select **Upgrade HH O/S** at the top
6. Select **Copy Android Operating System to handheld**
7. A PDF document will be opened and copied to the desktop for further instructions.

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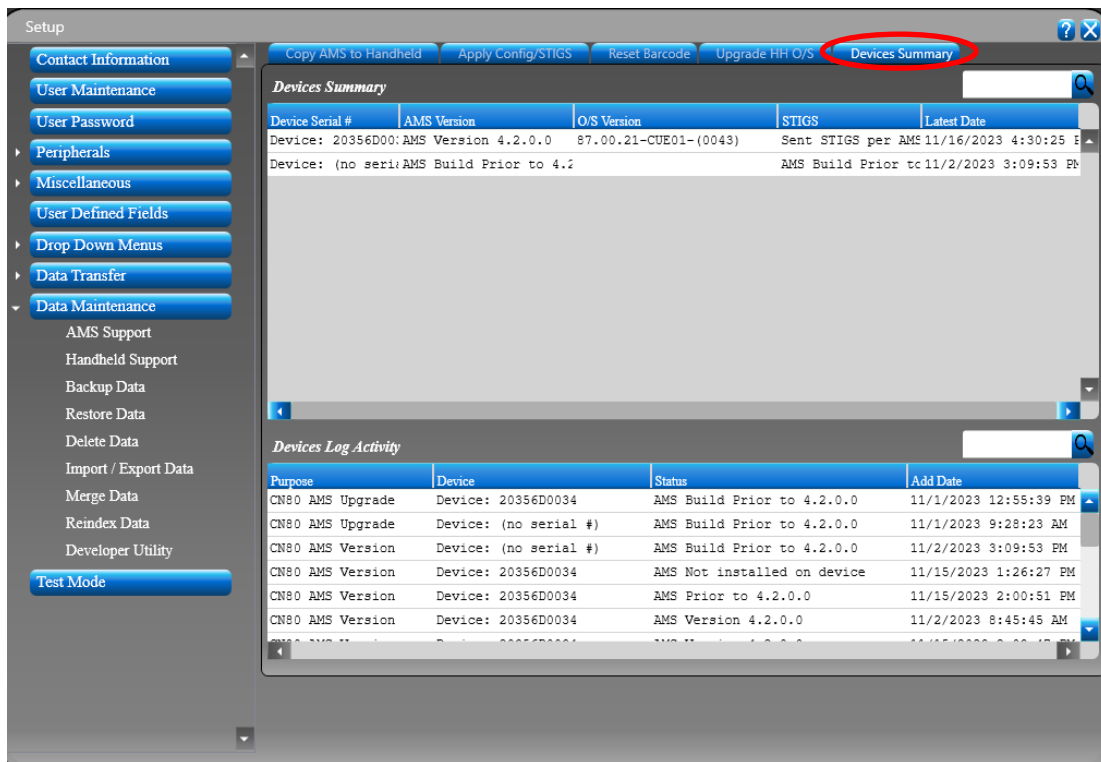
The Device Summary data allows you to see the status of the CN80s in your database. For example, when the CN80 was updated, what build it is running and the serial number.

Archive Data

This function will archive your production data. This moves it from production tables into secondary tables allowing for faster normal day-to-day activity. During this process, a full backup of your data will be created before the archive process begins.

To create an archive:

1. Select **Data Maintenance** and **Archive Data**.
2. Select the number of **Days to retain data** and then select the **Archive Data** button.
3. This will make a copy of all production data into the corresponding archive tables.4. You will be able to see the progress of the archives working as it could take a long time depending on how much historical data you have in the production data.
5. The archive data screen will display the number of records that have been archived. Select **Exit** when you are finished.

The archived files will be saved to

C:\Users\Public\AMSTAC\LocalDataArchiveZips

Table	Archive Records	Archive Updated	Archive Inserted	Production Records	Prodction Deleted	Working Status
Alert	0	0	0	0		
Alert Log	0	0	0	0		
AMS User	0	0	0	0		
BL	0	0	0	0		
Carrier	0	0	0	0		
Change Log	0	0	0	0		
Dispatch	0	0	0	0		
Dispatched Ship Uni	0	0	0	0		
DODAAC	0	0	0	0		
HAZMAT	0	0	0	0		
HAZMAT Detail	0	0	0	0		
IRRD	0	0	0	0		
Ship Unit	0	0	0	0		
Storage	0	0	0	0		
TCMD Header	0	0	0	0		
TCN Header	0	0	0	0		
Convoy	0	0	0	0		
Convoy Tag	0	0	0	0		
IGC Sent	0	0	0	0		
MiscLog	0	0	0	0		

Application Tables for Archiving

Archive Data

(07/08/2020) Days to retain data: 90   Archive Data   Cancel Archive   Exit

Backup Data

This function creates a backup of your AMS data.

A zip file will be created in a parallel folder to your production data. Ex: the default data is installed in C:\Users\Public\AMSTAC\LocalData

To create a backup:

1. Select **Data Maintenance** and **Backup Data**.

2. A message will appear, asking you to select the type of backup. Select from **Full Backup**, **Lookup Tables**, or **Addresses Only**.

3. Your backup file will be created and it will be placed in your desktop.

4. Place this file in a safe shared access folder (e.g. Teams Folder, Shared Drive, hard drive, etc) You must place it in another safe folder because it will not be safe on your desktop alone.
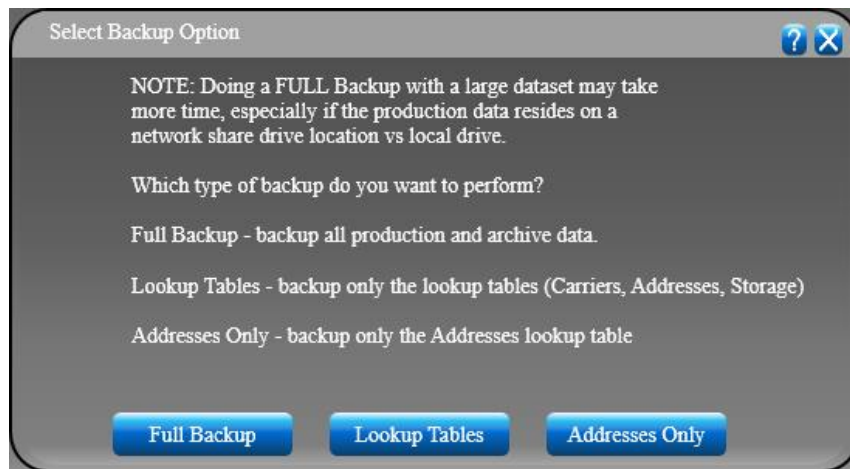
Delete Data

This function deletes all AMS data. You must be logged in as an administrator to use this function. **Use with extreme caution!** Once the data is removed, it cannot be recovered. If you decide to proceed, check the appropriate boxes, and then select **Delete**.
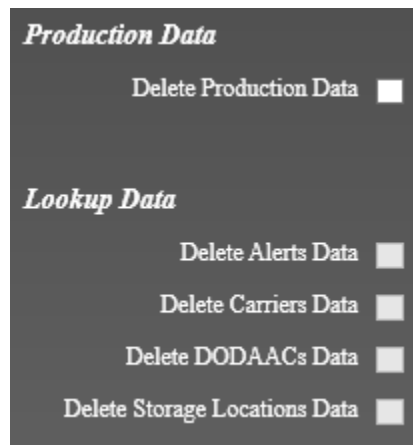
Delete Production Data - This will delete all your AMS data such as shipping receipts, line items, TCNs, etc. This should only be done in extreme cases, such as data corruption. You should have an uncorrupted backup available and you should contact technical support first.
Delete Alerts Data - This will delete all the alerts you have set in AMS.
**Delete Carriers Data** - This will delete the carriers in your drop-down list in AMS.
Delete DODAACs Data - This will delete all your site address information for your site and the sites that you service.
Delete Storage Locations Data - This will delete all the storage locations that you have entered for items received.

Merge Data

This function allows you to merge data into AMS from a backup .zip file. This is helpful if data was created on another AMS machine and you need to merge it into the common database.
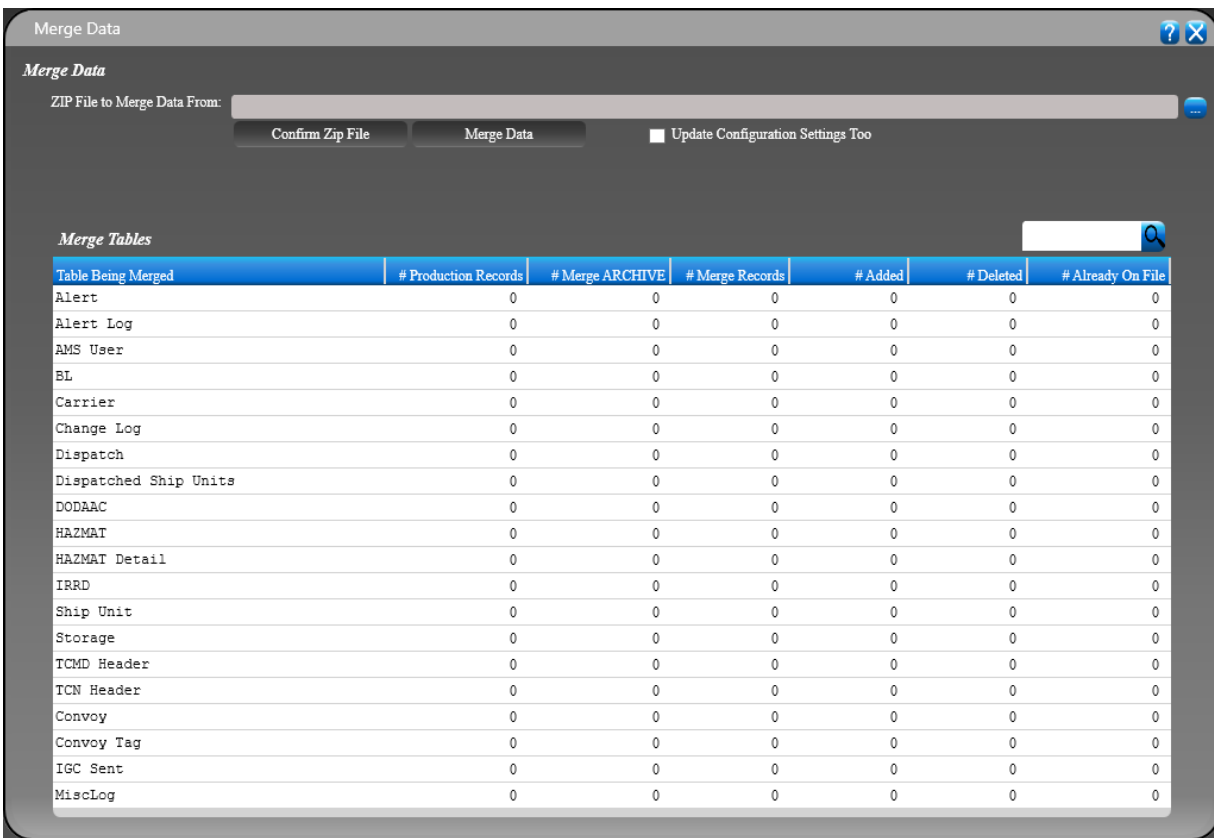
To **Merge Data**:

> 1. Before you can merge data, you will need to create a folder to put the .zip file(s) in. Using Windows File Explorer, navigate to your public local data folder (usually C:\Users\Public\AMSTAC\LocalData). Create a new folder under LocalData called Merge (typically C:\Users\Public\AMSTAC\LocalData\Merge).
>
> 2. Next, move any .zip backup files that you would like to merge into the Merge folder.
>
> 3. Now, in AMS, select **Setup**, **Data Maintenance**, and then **Merge Data**.
>
> 4. Click on the button to the right of the **ZIP File to Merge Data From** field to select the location of your backup .zip file.
>
> 5. Select the **Confirm Zip File** button. A message will appear once the file is unzipped and AMS is ready to merge the data. Click **OK**.
>
> 6. If this is a new installation of AMS and you wish to restore configuration settings from this .zip file, you may select the check box for **Update Configuration Settings Too**. This is not frequently used.
>
> 7. Select the **Merge Data** button. The number of records updated will be shown below.

Reindex Data

This function allows you to reindex your database if the system is getting slow, and/or unable to find records you know are in the system (such as by TCN). This helps to re-organize such as alphabetizing the data. Depending on the amount of data in your database, this function could take several minutes to complete. To begin:

AMS 4.2 Workbook
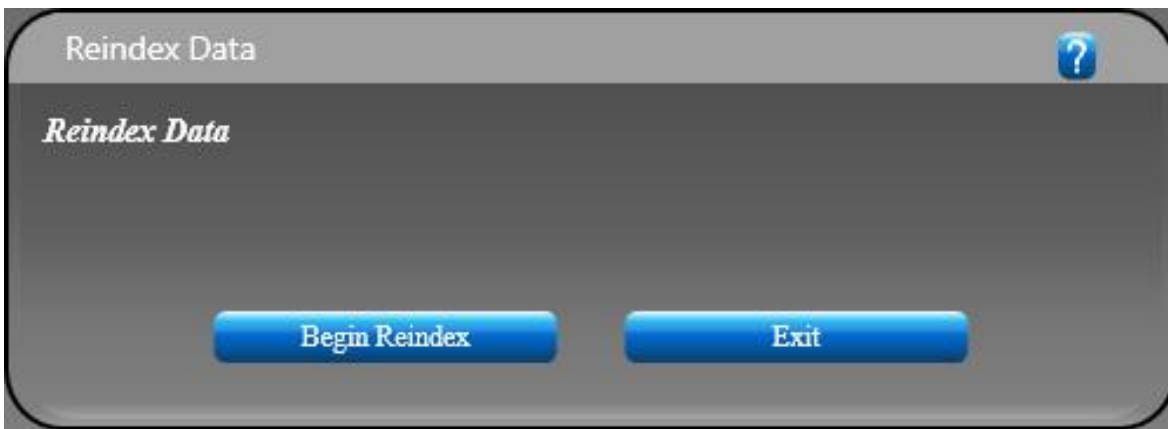
1. Select **Data Maintenance** and **Reindex Data**.
2. Select **Begin Reindex**.
3. Table names will be displayed as AMS reindexes the data. A message will be displayed when the reindex is complete. Click **OK**.
4. Click **Exit**.

AMS 4.2 Workbook

Setup – Test Mode

When selected, AMS runs in test mode. This allows you to enter test data to be used for practice. You will notice that the screen changes to a bright red color. You can enter test data as needed, using the menus as you normally would. When finished, select **Test Mode** again to turn it off.

TROUBLESHOOTING

Clean Booting the Computer

A clean boot erases the memory in the mobile computer, including all applications and data files, except 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.

CN80

Option 1 - While being in the OS Android 8

1. Go to 'Settings' > 'System'
2. Tap 'Reset Options'
3. Choose 'Erase all data (factory reset)'

Option 2 - by means of the Bootloader > Recovery mode

1. Press and hold the Power Button.
2. From the menu that will appear on the screen select Power Off.
3. With the device off press and hold the Volume Down button, while doing so press the Power button.
4. Once the screen powers on release the Power button, this will prompt the Recovery Mode menu.
5. Use the Volume Down and Volume Up buttons to select Full Factory Reset.
6. Use the Power button to confirm the action.

TECHNICAL SUPPORT

Contact the AMS Help Desk
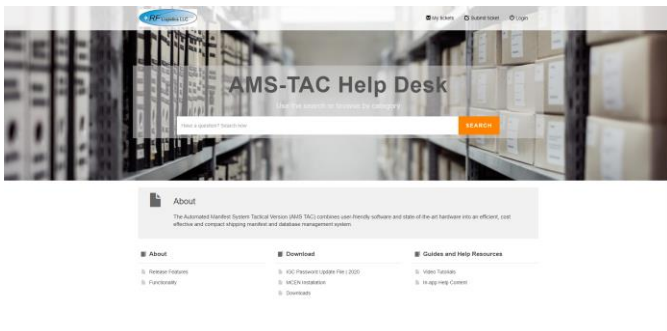

10592 John Ayres Drive
Fairfax, Virginia, USA 22031

Regular Office Hours:
Monday-Friday 0800-1700 EST/EDT

Phone: 571-621-7100
Toll-Free: 1- 855-956-5100

E-Mail: AMSHelp@ams-tac.com
Website: https://helpdesk.ams-tac.com/

Telephone and E-mail Support

Web-Based FAQs and Video Tutorials

On-Site Classroom Training

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