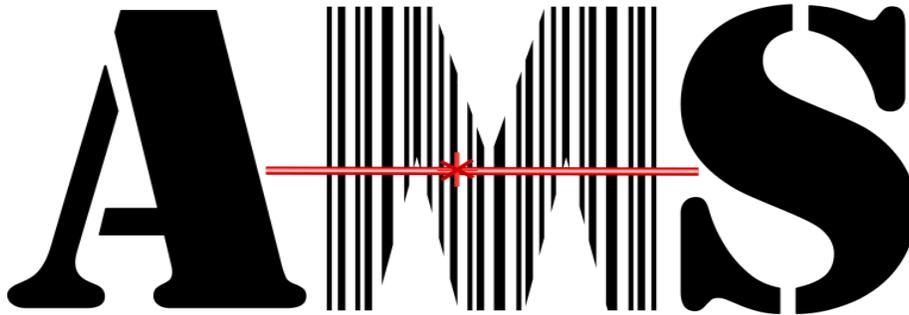


AMS 4.1 Workbook



Workbook for the Automated Manifest System Tactical

Version 4.1.X.X

AMS Help Desk

855-956-5100

or

571-621-7100

amshelp@rflogistics.com

Training for:



The United States Marine Corps

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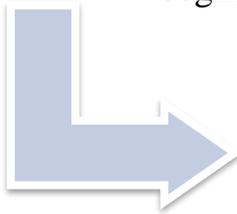
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INBOUND MENU

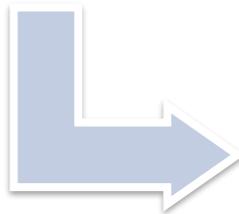
The Inbound menu allows you to receive different types of shipments. Selecting the type of shipment will help you enter the information needed for each shipment type. For example, selecting Aircraft will allow you to enter a flight number. Choose the type of shipment you are receiving to begin.



- 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 cer

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.

The screenshot shows the 'Inbound Shipments' interface. At the top, there are six icons for different transport modes: Truck, Aircraft, Vessel, Train, Local, and Line Item. Below these is a grid titled 'Recent Shipments: 5'. The grid has columns for Source, Received, Inbound #, Inbound Description, # Containers, # Units, Manifest #, Carrier, and Carrier Name. A search bar is located above the grid. On the left side, there is a sidebar with text explaining the interface and a print icon at the bottom.

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.

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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 (DODAAACS, 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.

The screenshot shows the 'Inbound Shipments' application window. It has a sidebar with 'Inbound Shipments' and 'Inbound Details' tabs. The main area is divided into sections: 'Truck Info', 'Container Info', 'Shipment Info', 'Containers Received', and 'Shipping Units within Container'. The 'Truck Info' section includes fields for Truck #, Carrier, Truck Description, and B/L Manifest #. The 'Container Info' section has a 'Type' dropdown set to 'Other' and a 'Description' field. The 'Shipment Info' section includes a 'Generate' button, a TCN field (XRFL011354DA01XXX), and various measurement fields (Weight, Length, Width, Height, Cube, Storage). The 'Containers Received' and 'Shipping Units within Container' sections are represented by empty tables. At the bottom, there are buttons for 'Enter Container Details', 'Add Container', 'Add Multi-Piece', 'MSL', 'RF Tag', and 'Save'.

Callouts in the image include:

- A box pointing to the 'Type' dropdown in 'Container Info' with the text: "Select 'Container Info Type' To add Container Type e.g., 20/40 Seavan, 463L pallets, Conex, RO/RO, Multipack, Rail, and Other."
- A box pointing to the 'Shipment Type' dropdown with the text: "Select 'Shipment Type' To add shipping unit's info. e.g., General Cargo, Commercial, Vehicle, Contracts Hazmat, Oversized & Weapons."
- A box pointing to the 'Generate' button with the text: "Use Generate button to create a new TCN".
- A box pointing to the 'Containers Received' table with the text: "Container level information would be stored in the container grid. You can store multiple containers."
- A box pointing to the 'Shipping Units within Container' table with the text: "TCN level information would be stored in the 'Shipments Grid'".
- A box on the left side of the 'Shipment Info' section with the text: "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."

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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.

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DODAAC TABLES

If you select **Other** 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.

DODAAC: M20970 * Location Code: Phone: DNS: Address 1: MARINE SPECIAL OPS SUPPORT GROUP Address 2: R RANGE BLDG 465 BAY 102 BACKSIDE Address 3: LCPL HOWELL/CPL RODRIQUEZ Address 4: 910-440-0417/0416 / WHS 440-0441 Address 5: HOPE WATTS/LCP STOUT 440-0451/0452 Supply DODAAC: Storage Location: WHS FLR Can Send IBS Data: Is Active: Yes Activate DODAAC

DODAACs: 34

DODAAC	Location Code	Supply DODAAC	Storage Location	Address 1
M00272			WHS FLR	
M12001			WHS FLR	HEAD QUARTERS BN 2D MARINE DIV
M12170			WHS FLR	BLDG 177
M12230			WHS FLR	[no address on file]
M12301			WHS FLR	
M12400			WHS FLR	
M13001			WHS FLR	
M20160			WHS FLR	
M20220			WHS FLR	
M20361			WHS FLR	
M20910			WHS FLR	
M20970			WHS FLR	
M20975			WHS FLR	[no address on file]
M21420			WHS FLR	BLDG 1855 DUNCAN
M21810			WHS FLR	2D ASSAULT AMPHIBIAN BN 2D MARDIV
M23061			WHS FLR	[no address on file]

Add Edit Save Cancel

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INBOUND LINE ITEMS

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

Inbound Shipments

Inbound Shipments
Inbound Details

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. Just click to select a record to view or edit.

Truck Info
Truck #: T010342 *
Truck Descr:
B/L Manifest #:
Carrier:
Carrier Name:

Container Info
Type: Other *
Description:

Shipment Info (available for dispatch)
Generate TCN: M0027202297567XXX *
Ship From: SW3100
Mark For: M00272 *
Priority: 2 *
Piece #: 1 *
Type Pack: BX *
Weight: 122 * (pounds)
Length: 0 (inches - max: 600)
Width: 0 (inches - max: 240)
Height: 0 (inches - max: 240)
Cube: 3 * (cu.ft.)
Storage: WHS FLR
Shipment Type: Commercial
Package Type:
Tracking #:
TDR:

Containers Received: 1

Type	Container #	# Pkgs	Mark For	Date
Other		6		12/7/2

Shipping Units within Container: 6

Shipment Type	Description	TCN	Piece	Mark For	T/P	Weig
Commercial		M0027202297567XXX	1	M00272	BX	122
Commercial		M0027202590001XXX	1	M00272	BX	201
Commercial		M0027202590002XXX	1	M00272	BX	100
Commercial		M1200102150005XXX	1	M12001	BX	25

Enter Container Details Add Container Add More Piece MSL RF Tag Save

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.

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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.

Document Number	NSN	Nomenclature	Issued	Received	U1	Mark For	Ship To
M0027202590001	1670007835988		10	10	EA	M00272	M00272

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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Inbound Shipments

Inbound Details

Line Items

Current TCN: M0027202590001XXX

1. TOTAL PRICE: 0.00
2. SHIP FROM: SW3100
3. SHIP TO: M00272

4. MARK FOR: M00272

24. DOCUMENT NUMBER & NUMBER (30-44): M0027202590001

25. NATIONAL STOCK NUMBER (8-22): 1670007835988

26. RIC (4-6): A12EA00010A0000000

27. ADDITIONAL DATA:

28. RECEIVED BY: JN
29. DATE RECEIVED: 12/07/2020

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

ULTIMATE CONSIGNEE / MARK FOR:

Shipping Unit Line Items: 1

Document Number	NSN	Nomenclature	Issued	Received	UI	Mark For	Ship To
M0027202590001	1670007835988		10	10	EA	M00272	M00272

Buttons: Save, Normal View, Open Shipping Unit

Click the printer icon to generate an IRRD 1348.

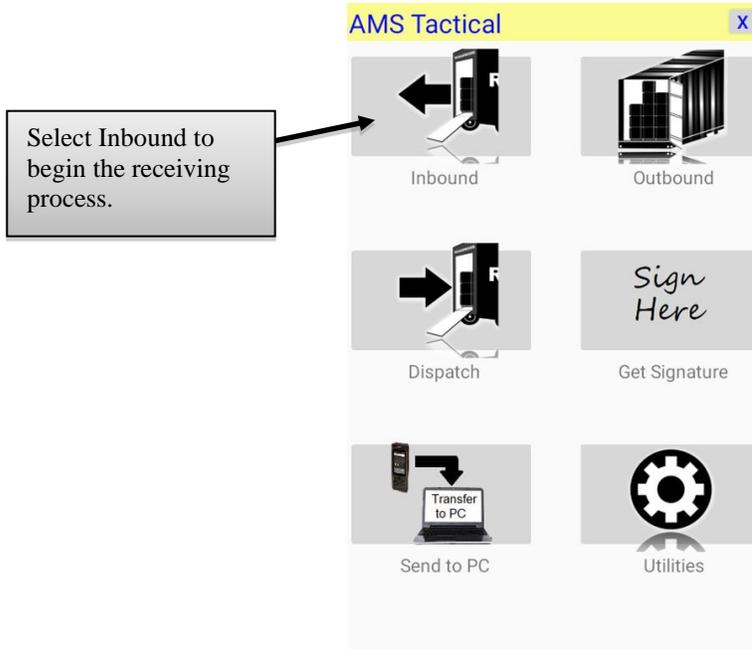
Click the "Normal View" button to return to normal input.

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

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

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Inbound Shipment [C] [X]

Truck #: *

Truck Descrip:

Manifest #

Container Data [-] [C]

Container Type [v]

Other Descrip

Auto Dispatch [+] [C]

Shipping Unit Type [C]

Type of Shipment [v]

Package Type

[CONT DETAIL] [LINE ITEMS] TCNs: 0
Ship Units: 0
IRRDs: 0

[FIND] [SAVE]

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 [v]

Description

Project Code

Req Del Date

Shipping Unit

[GENERATE] TCN*

Ship From [v]

Mark For* [v]

Priority* [v]

[CONT DETAIL] [LINE ITEMS] TCNs: 1
Ship Units: 1
IRRDs: 0

[FIND] [SAVE]

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

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.

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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

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

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.

The screenshot shows a web form titled "Inbound Shipment" with a yellow header. Below the header is a "Shipping Unit" section. The form contains several input fields: "TCN*" (with a "GENERATE" button), "Ship From" (with a dropdown arrow), "Mark For*" (with a dropdown arrow), "Priority*" (with a dropdown arrow and "3=Default" selected), "Piece*" (with "1" entered), "Type Pack*" (with a dropdown arrow and "BX" selected), "Weight (lb)*" (with "1" entered), "Length (in)" (with "0" entered), and "Width (in)" (with "0" entered). At the bottom of the form, there are four buttons: "CONT DETAIL", "LINE ITEMS", "FIND", and "SAVE". A callout box with a black border and white background points to the "LINE ITEMS" button. The callout box contains the text: "Select **Line Items** to begin scanning 1348s, or IRRDs." Below the buttons, there is a status area showing "Ship Units: 0" and "IRRDs: 0".

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

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2. You will see the following screen:

The screenshot shows a web form titled "Entering Loose Line Items" with a yellow header bar containing "C" and "X" buttons. The form fields are as follows:

- Document #* (text input)
- NSN* (text input)
- Mark For* (text input with a dropdown arrow)
- Nomenclature (text input)
- Qty Issued* (text input with value 0)
- Qty Received (text input with value 0)
- Unit of Issue* (text input)
- Condition Code* (text input)
- Distribution Code (text input)
- Project Code (text input)
- Unit Price (text input with value 0)

At the bottom of the form, it displays "IRRDs: 0" and two buttons: "LINE ITEMS" (highlighted in blue) and "SAVE" (grey).

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:

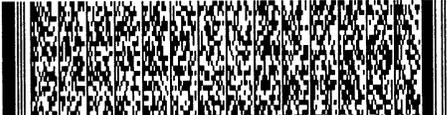
- **Save** - Saves your changes.
- **List Items** – Displays a list of scanned records.

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, select **Data** and **Send to PC** to download your scanner data to the computer.

AMS 4.1 Workbook

MANUAL EXERCISES

Instructions: Manually enter MSL information.

TCN			
M2315112621234XXX			
			
From XTESTX AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312		TAC/Type Service/Postage	
Piece 1 of 1 	Weight (lb.) 250	Date Shipped	RDD
	Cube (ft.) 25	Project	P r i o r i t y 
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

AMS 4.1 Workbook

Instructions: Manually enter the Line Items information.

1. DOC IDENT FROM 2. RIC M & NS 3. IS T 4. DSG EA 00030 5. M20220 I 6. AAA 11 280 7. A	8. SUPPLIER ADDRESS 9. QUANTITY 10. DIS-TRIBU-TION 11. PROJ-ECT I-DATE 12. REQ-D A 13. DEL I DATE V 14. RI 15. O C M / O G P M T D	16. UNIT PRICE 17. DOLLARS 18. CTS 19. 50000 00 20. 10500000 00	21. TOTAL PRICE 22. DOLLARS 23. CTS 24. 10500000 00	25. SHIP FROM 26. AMSTAC 27. 3060 WILLIAMS DR 28. FAIRFAX VA 29. XTESTX 30. M20220 31. M20220	32. SHIP TO 33. M20220
24. DOCUMENT NUMBER & SUFFIX (30-44) M2022012603344		25. NATIONAL STOCK NUMBER (8-22) 346579293492123		26. RIC (4-6) 27. UI (23-24) 28. QTY (25-29) 29. COND (71) 30. COG (55-56) 31. UP (74-80) DSGEA00030A 5000000	
27. ADDITIONAL DATA		17. ITEM NOMENCLATURE LIGHT ASB			
28. ISSUED BY AND DATE		18. QTY REC 11. UP 19. NO CONT 20. TOTAL WEIGHT 21. TOTAL CUBE		29. SHIPPED BY AND DATE	
22. RECEIVED BY		10. QTY REC 11. UP 12. UNIT WEIGHT 13. UNIT CUBE 14. UFC 15. SL		23. DATE RECEIVED	
23. RECEIVED BY		6. NNFC 7. FRT RATE 8. TYPE CARGO 9. PS		24. RECEIVED BY AND DATE	
24. RECEIVED BY AND DATE		16. FREIGHT CLASSIFICATION NOMENCLATURE			
ULTIMATE CONSIGNEE/MARK FOR CAMP KINSER BLDG 401 613-6470					

AMS 4.1 Workbook

Instructions: Manually enter multiple MSLs while retaining all values.

TCN				M2315112001030XXX			
							
From XTESTX AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312			TAC/Type Service/Postage				
Piece 1 of 3		Weight (lb.) 300	Date Shipped		RDD 280		
		Cube (ft.) 15	Project		P r i o r i t y		
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			

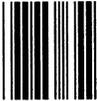
MSL #2

AMS 4.1 Workbook

TCN M2315112001030XXX 			
From XTESTX AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312		TAC/Type Service/Postage	
Piece 2 of 3 	Weight(lb.) 300	Date Shipped	RDD
	Cube(ft.) 15	Project	P r i o r i t y <div style="text-align: center; font-size: 48pt; background-color: black; color: white; width: 40px; margin: 0 auto;">3</div>
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

AMS 4.1 Workbook

TCN M2315112001030XXX 			
From XTESTX AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312		TAC/Type Service/Postage	
Piece 3 of 3 	Weight(lb.) 300	Date Shipped	RDD
Ship To / POE CAMP MILLER 2ND PLT 555-555-1111		Cube(ft.) 15	Project P r i o r i t y <div style="text-align: center; font-size: 3em; font-weight: bold; background-color: black; color: white; width: 40px; margin: 0 auto;">3</div>
POD	MSL, Supply, & TCMD Data 		
FMS Case	NO LINE ITEM DATA IN 2D		
DLA Data			
M23151 		Ultimate Consignee/Mark For Consignee CAMP MILLER 2ND PLT 555-555-1111	

MSL #4

AMS 4.1 Workbook

HANDHELD EXERCISES

Instructions: Scan 2D barcode on MSL.

TCN			
M1300112620942XXX			
From XTESTX AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312		TAC/Type Service/Postage	
Piece 1 of 1	Weight(lb.) 200	Date Shipped	RDD
	Cube(ft.) 10	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			
M13001		Ultimate Consignee/Mark For Consignee	
		CAMP DAVIS MOTOR T 1ST PLT 555-234-2122	

MSL #5

AMS 4.1 Workbook

Instructions: Scan 2D barcode on MSL.

TCN M1300112620942XXX 			
From XTESTX AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312		TAC/Type Service/Postage	
Piece 1 of 1 	Weight(lb.) 200	Date Shipped	RDD
	Cube(ft.) 10	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			
M13001 		Ultimate Consignee/Mark For Consignee CAMP DAVIS MOTOR T 1ST PLT 555-234-2122	

AMS 4.1 Workbook

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.)	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 #6

AMS 4.1 Workbook

TCN M1300112301011XXX 			
From XTESTX AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312		TAC/Type Service/Postage	
Piece 2 of 3 	Weight(lb.) 500	Date Shipped	RDD
	Cube(ft.) 30	Project	P r i o r i t y <div style="background-color: black; color: white; font-size: 48px; text-align: center; padding: 10px;">3</div>
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

AMS 4.1 Workbook

TCN M1300112301011XXX			
			
From XTESTX AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312		TAC/Type Service/Postage	
Piece 3 of 3 	Weight(lb.) 500	Date Shipped	RDD
	Cube(ft.) 30	Project	P r i o r i t y 
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 4.1 Workbook

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

1 DOC IDENT	2 SIC FROM	3 M S	4 W S	5 D I	6 N S	7 S I	8 I S	9 T	10 2	11 2	12 2	13 2	14 2	15 2	16 2	17 2	18 2	19 2	20 2	21 2	22 2	23 2	24 2	25 2	26 2	27 2	28 2	29 2	30 2	31 2	32 2	33 2	34 2	35 2	36 2	37 2	38 2	39 2	40 2	41 2	42 2	43 2	44 2	45 2	46 2	47 2	48 2	49 2	50 2	51 2	52 2	53 2	54 2	55 2	56 2	57 2	58 2	59 2	60 2	61 2	62 2	63 2	64 2	65 2	66 2	67 2	68 2	69 2	70 2	71 2	72 2	73 2	74 2	75 2	76 2	77 2	78 2	79 2	80 2	81 2	82 2	83 2	84 2	85 2	86 2	87 2	88 2	89 2	90 2	91 2	92 2	93 2	94 2	95 2	96 2	97 2	98 2	99 2	00 2	01 2	02 2	03 2	04 2	05 2	06 2	07 2	08 2	09 2	10 2	11 2	12 2	13 2	14 2	15 2	16 2	17 2	18 2	19 2	20 2	21 2	22 2	23 2	24 2	25 2	26 2	27 2	28 2	29 2	30 2	31 2	32 2	33 2	34 2	35 2	36 2	37 2	38 2	39 2	40 2	41 2	42 2	43 2	44 2	45 2	46 2	47 2	48 2	49 2	50 2	51 2	52 2	53 2	54 2	55 2	56 2	57 2	58 2	59 2	60 2	61 2	62 2	63 2	64 2	65 2	66 2	67 2	68 2	69 2	70 2	71 2	72 2	73 2	74 2	75 2	76 2	77 2	78 2	79 2	80 2	81 2	82 2	83 2	84 2	85 2	86 2	87 2	88 2	89 2	90 2	91 2	92 2	93 2	94 2	95 2	96 2	97 2	98 2	99 2	00 2	01 2	02 2	03 2	04 2	05 2	06 2	07 2	08 2	09 2	10 2	11 2	12 2	13 2	14 2	15 2	16 2	17 2	18 2	19 2	20 2	21 2	22 2	23 2	24 2	25 2	26 2	27 2	28 2	29 2	30 2	31 2	32 2	33 2	34 2	35 2	36 2	37 2	38 2	39 2	40 2	41 2	42 2	43 2	44 2	45 2	46 2	47 2	48 2	49 2	50 2	51 2	52 2	53 2	54 2	55 2	56 2	57 2	58 2	59 2	60 2	61 2	62 2	63 2	64 2	65 2	66 2	67 2	68 2	69 2	70 2	71 2	72 2	73 2	74 2	75 2	76 2	77 2	78 2	79 2	80 2	81 2	82 2	83 2	84 2	85 2	86 2	87 2	88 2	89 2	90 2	91 2	92 2	93 2	94 2	95 2	96 2	97 2	98 2	99 2	00 2	01 2	02 2	03 2	04 2	05 2	06 2	07 2	08 2	09 2	10 2	11 2	12 2	13 2	14 2	15 2	16 2	17 2	18 2	19 2	20 2	21 2	22 2	23 2	24 2	25 2	26 2	27 2	28 2	29 2	30 2	31 2	32 2	33 2	34 2	35 2	36 2	37 2	38 2	39 2	40 2	41 2	42 2	43 2	44 2	45 2	46 2	47 2	48 2	49 2	50 2	51 2	52 2	53 2	54 2	55 2	56 2	57 2	58 2	59 2	60 2	61 2	62 2	63 2	64 2	65 2	66 2	67 2	68 2	69 2	70 2	71 2	72 2	73 2	74 2	75 2	76 2	77 2	78 2	79 2	80 2	81 2	82 2	83 2	84 2	85 2	86 2	87 2	88 2	89 2	90 2	91 2	92 2	93 2	94 2	95 2	96 2	97 2	98 2	99 2	00 2	01 2	02 2	03 2	04 2	05 2	06 2	07 2	08 2	09 2	10 2	11 2	12 2	13 2	14 2	15 2	16 2	17 2	18 2	19 2	20 2	21 2	22 2	23 2	24 2	25 2	26 2	27 2	28 2	29 2	30 2	31 2	32 2	33 2	34 2	35 2	36 2	37 2	38 2	39 2	40 2	41 2	42 2	43 2	44 2	45 2	46 2	47 2	48 2	49 2	50 2	51 2	52 2	53 2	54 2	55 2	56 2	57 2	58 2	59 2	60 2	61 2	62 2	63 2	64 2	65 2	66 2	67 2	68 2	69 2	70 2	71 2	72 2	73 2	74 2	75 2	76 2	77 2	78 2	79 2	80 2	81 2	82 2	83 2	84 2	85 2	86 2	87 2	88 2	89 2	90 2	91 2	92 2	93 2	94 2	95 2	96 2	97 2	98 2	99 2	00 2	01 2	02 2	03 2	04 2	05 2	06 2	07 2	08 2	09 2	10 2	11 2	12 2	13 2	14 2	15 2	16 2	17 2	18 2	19 2	20 2	21 2	22 2	23 2	24 2	25 2	26 2	27 2	28 2	29 2	30 2
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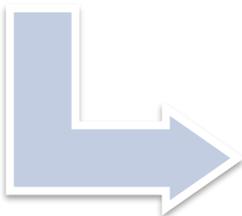
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OUTBOUND MENU

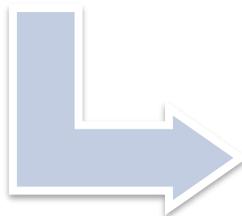
The Outbound menu allows you to prepare and send out different types of shipments. You can build multipacks or containers. Multipacks can be loaded into a container later.



- 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.

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.

Date	Purpose	TCN	Type	Number	Mark For	Weight	Cube	Signed By	Closed	Time	Phone
12/07/2020	Container	AMSRFL0342DA01XXX	Other		AMSRFL	1	1		0	0	

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.

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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:
 - **Project** code
 - **ETA** – estimated time of arrival
 - **TAC** – transportation account code
 - **Water Comm** – water commodity code
 - **Air Comm** – air commodity code
 - **HAZ UN / NA** – hazardous United Nations code
 - **HAZ Class** – hazardous class code
 - **HAZ #** – hazardous number
 - **Temp Range** – temperature range
 - **RDD** – required delivery date
 - **Build D/T** – the build date is filled in for you
 - **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.
 - Enter the **TCN, Mark For, Ship From, Priority**, and any other information.
 - 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.

The screenshot shows the 'Build Containers' application window. On the left, there is a sidebar with 'Outbound' and 'Build Container' buttons. The main area contains a form for creating a container record with fields for TCN, B/L #, Weight, Length, Width, Height, and Cube. Below the form is a table titled 'Loaded TCNs' with columns for Print, TCN, Piece, Description, Shipment Type, Weight, Cube, and Details. At the bottom, there are buttons for Load, Add, Delete, RF Tag, TCMD, Print, and Save. Five callout boxes provide instructions for these buttons:

- Gen:** Use Generate button to create a new TCN.
- Load:** Select "load" button to add previously received loose line items.
- Add:** Select "Add" to add new shipping Units (TCNS). Select "Load" to load existing shipping units to a container.
- Grid:** All new Added /Loaded shipping units (TCNS) will display in the grid above.
- Print:** Select "Print" to generate a Military Shipping Label (MSL), Transportation Control Movement Document (TCMD), Tally Sheet, and a Container Manifest.

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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.

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- 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 4.1 Workbook

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.

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.

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.

AMS 4.1 Workbook

Outbound

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

Shipment Activity: 2

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.

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

Inbound Outbound

Dispatch Sign Here

Send to PC Utilities

Select Outbound and Build to begin the shipping process.

AMS 4.1 Workbook

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.

The screenshot shows a window titled "Outbound" with a close button (X). Below the title bar is a table with three columns: "TCN", "Mark For", and "Type". The table is currently empty. At the bottom of the window are two buttons: "BUILD CONTAINER" and "BUILD MULTIPACK".

Annotations:

- A callout box on the left points to the "BUILD MULTIPACK" button with the text: "Select any outbound source to begin the outbound process. You can select from the selections to the right."
- A callout box on the right points to the table area with the text: "Once the 'Outbound Source' is defined the shipping units are displayed. The TCN, Mark For, and Container Type # will be displayed in the 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.

Outbound - Build Multipack

The screenshot shows a form titled "Build Multipack" with a close button (X) and a refresh button (C). The form contains several input fields and buttons.

Annotations:

- A callout box on the left points to the "GENERATE" button with the text: "Use Generate button to create a new TCN".
- A callout box on the right points to the "TCN*" field with the text: "Place cursor into the TCN field. Scan either a linear or 2D barcode of an MSL. The fields will populate with TCN level information."

Form fields and buttons:

- Buttons: GENERATE, LOAD, UNLOAD, FIND, ADD ITEM, DELETE, SAVE
- Fields: TCN* (highlighted), BL #, Weight (lb)* (1), Length (in) (0), Width (in) (0), Height (in) (0), Cube (cu.ft.)* (1), POE, POD, Ship From* (XRFL01), Ship To*

AMS 4.1 Workbook

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.

AMS 4.1 Workbook

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.

AMS 4.1 Workbook

Outbound - Build Container

The screenshot shows the 'Build Multipack' form with the following fields and buttons:

- GENERATE** button (highlighted in yellow)
- TCN*** field (highlighted in light blue)
- BL #** field
- Weight (lb)*** field (value: 1)
- Length (in)** field (value: 0)
- Width (in)** field (value: 0)
- Height (in)** field (value: 0)
- Cube (cu.ft.)*** field (value: 1)
- POE** field
- POD** field
- Ship From*** dropdown menu (value: XRFL01)
- Ship To*** dropdown menu
- LOAD**, **UNLOAD**, **FIND**, **ADD ITEM**, **DELETE**, **SAVE** buttons

Callout boxes provide the following instructions:

- Use Generate button to create a new TCN** (points to the GENERATE button)
- Place cursor into the TCN field. Scan either a linear or 2D barcode of an MSL. The fields will populate with TCN level information.** (points to the TCN field)
- 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.** (points to the LOAD, UNLOAD, and ADD ITEM buttons)

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

AMS 4.1 Workbook

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

AMS 4.1 Workbook

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:

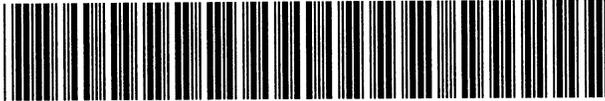
1. Using labels below, receive MSL # 11, 12, 13 and their corresponding DD1348s.
2. Build a container by adding existing TCNs to the "Load Existing TCN" function.
3. Build a container by adding new TCNS to the "Add New TCNS" function
4. Use the "Do It All" button to write a tag (if required), Print/Preview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

AMS 4.1 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 M6470012621130XXX 			
From XTESTX AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312		TAC/Type Service/Postage	
Piece 1 of 1 	Weight(lb.) 2000	Date Shipped	RDD
Ship To / POE CAMP FOSTER SUPPLY UNIT 3RD PLT 625-1010		Cube(ft.) 20	Project P r i o r i t y <div style="font-size: 48pt; text-align: center; background-color: black; color: white; padding: 10px; width: 60px; margin: 0 auto;">3</div>
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

AMS 4.1 Workbook

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0										
DOC IDENT FROM		M I C		S I S		T		QUANTITY		S U P P L I E R		A D D R E S S		P R O J E C T		D I S T R I B U T I O N		P R O D U C T		R E Q D		D E L I V E R Y		R I O C M		D O C		D A T E		D O C		D A T E		D O C		D A T E		D O C		D A T E		D O C		D A T E		D O C		D A T E	
24. DOCUMENT NUMBER & SUFFIX (30-44)		MMX		EA		00005		SSS		A		A		A		A		A		A		A		A		A		A		A		A		A		A		A		A		A		A		A			
25. NATIONAL STOCK NUMBER (8-22)		MMXEA00005		ASS0100000		323443265623453		M6470012621130		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA					
26. RIC (4-6)		UI (23-24)		QTY (25-29)		COND (71)		COG (55-56)		UP (74-80)		MMXEA00005ASS0100000		323443265623453		M6470012621130		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA			
27. ADDITIONAL DATA		MMXEA00005ASS0100000		323443265623453		M6470012621130		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA		DOCKS STA					

DD 1348 #7

AMS 4.1 Workbook

TCN M6470012621120XXX 			
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 <div style="font-size: 48pt; background-color: black; color: white; padding: 10px; display: inline-block;">3</div>
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 4.1 Workbook

TCN M6470012621110XXX 			
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 <div style="background-color: black; color: white; font-size: 48px; text-align: center; padding: 10px; width: 60px; margin: 0 auto;">3</div>
Ship To / POE CAMP FOSTER SUPPLY UNIT 3RD PLT 625-1010			
FOD	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 4.1 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 1 item via a pick list
3. Print/Preview the packing list and MSLs. Make sure they match the ones provided.

AMS 4.1 Workbook

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.

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:

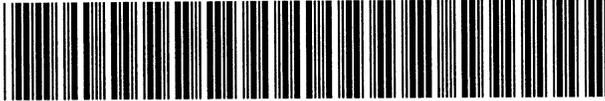
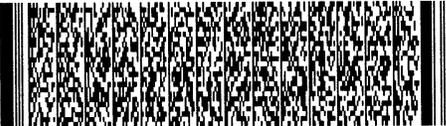
5. Using labels below, receive MSL # 11, 12, 13 and their corresponding DD1348s.
6. Build a container by adding existing TCNs to the "Load Existing TCN" function.
7. Build a container by adding new TCNS to the "Add New TCNS" function
8. Use the "Do It All" button to write a tag (if required), Print/Preview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

AMS 4.1 Workbook

Instructions: Manually build a container by using MSL/DD 1348s below.

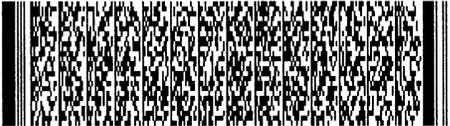
3. Scan each MSL and their corresponding DD 1348s.
4. Load existing TCNs to a container.

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

TCN M6470012621130XXX 			
From XTESTX 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 
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

AMS 4.1 Workbook

TCN M6470012621120XXX 			
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 
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 4.1 Workbook

TCN M6470012621110XXX 			
From XTESTX AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312		TAC/Type Service/Postage	
Piece 1 of 1 	Weight(lb.) 2000	Date Shipped	RDD
Ship To / POE CAMP FOSTER SUPPLY UNIT 3RD PLT 625-1010		Cube(ft.) 20	Project <div style="display: flex; align-items: center; justify-content: center;"> P r i o r i t y <div style="background-color: black; color: white; padding: 10px 20px; font-size: 2em; font-weight: bold; border-radius: 50%; display: flex; align-items: center; justify-content: center;">3</div> </div>
FOD	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 4.1 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 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 <div style="font-size: 48pt; text-align: center; background-color: black; color: white; padding: 10px; width: 60px; margin: 0 auto;">3</div>
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	

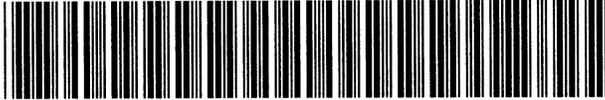
MSL #14

AMS 4.1 Workbook

TCN M6470012620001XBX 			
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 <div style="background-color: black; color: white; font-size: 48px; text-align: center; padding: 10px;">3</div>
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 #15

AMS 4.1 Workbook

TCM M6470012620001XCX 			
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 <div style="font-size: 48pt; background-color: black; color: white; padding: 10px; display: inline-block;">3</div>
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 #16

AMS 4.1 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	P R I O R I T Y 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 4.1 Workbook

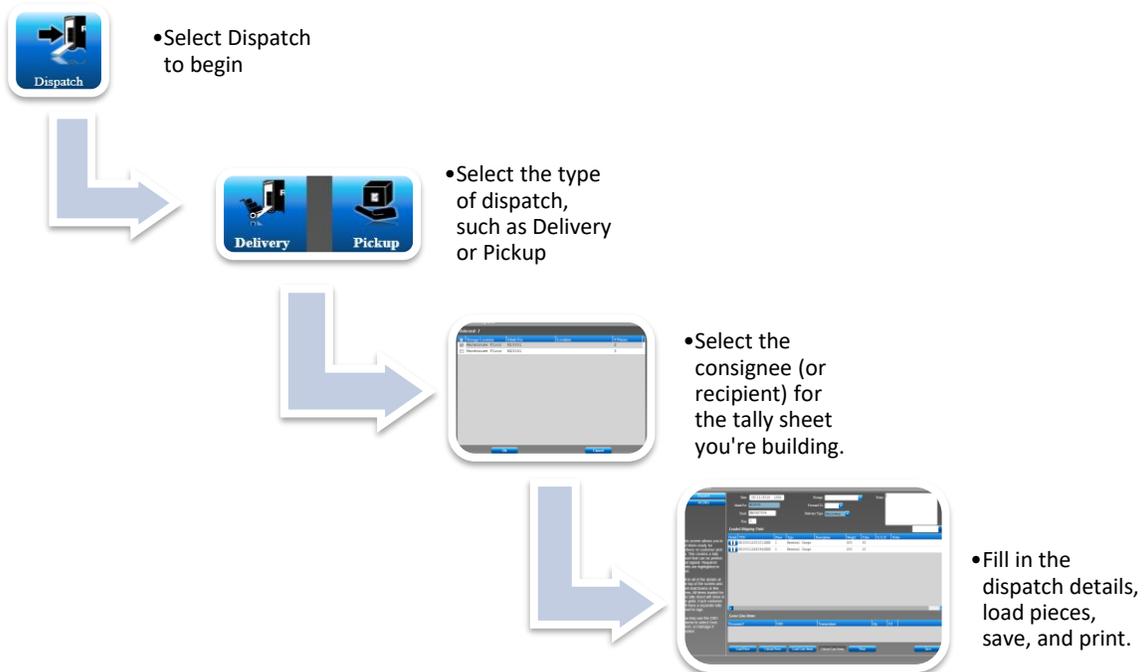
TCN M3001126211018XXX 			
From XTESTX AMSTAC 3060 WILLIAMS DR FAIRFAX VA 22312		TAC/Type Service/Postage	
Piece 1 of 1 	Weight (lb.) 3500	Date Shipped	RDD
	Cube (ft.) 120	Project	P r i o r i t y 3
Ship To / POE FOB INTEL 3RD PLT DSN: 225-3501			
POD	MSL, Supply, & TCMD Data 		
FMS Case			
DLA Data	NO LINE ITEM DATA IN 2D		
M30011 		Ultimate Consignee/Mark For Consignee FOB INTEL 3RD PLT DSN: 225-3501	

MSL #18

AMS 4.1 Workbook

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.



AMS 4.1 Workbook

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 screenshot shows the Dispatch menu interface. At the top, there are six buttons: Delivery, Pickup, Convoy, Promote, Print, and Close-Out. Below these buttons is a search bar and a table titled "Dispatch Activity: 3". The table has the following columns: Date, Mark For, Unit/Truck, Run, Run Alt, Type, # Items, Signed By, Closed, Time, Phone, and Extra Info. The table contains three rows of data. Below the table is a "Tally Sheet Order" dropdown menu set to "By Date/Time Added To Tally Sheet".

Date	Mark For	Unit/Truck	Run	Run Alt.	Type	# Items	Signed By	Closed	Time	Phone	Extra Info
<input type="checkbox"/>	12/07/2020	AMSRFL	AMSRFL	1		D	3		0	0	
<input type="checkbox"/>	12/01/2020	M12001	M12001	1		D	2		0	0	
<input type="checkbox"/>	12/01/2020	M12170	M12170	1		D	3		0	0	

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.

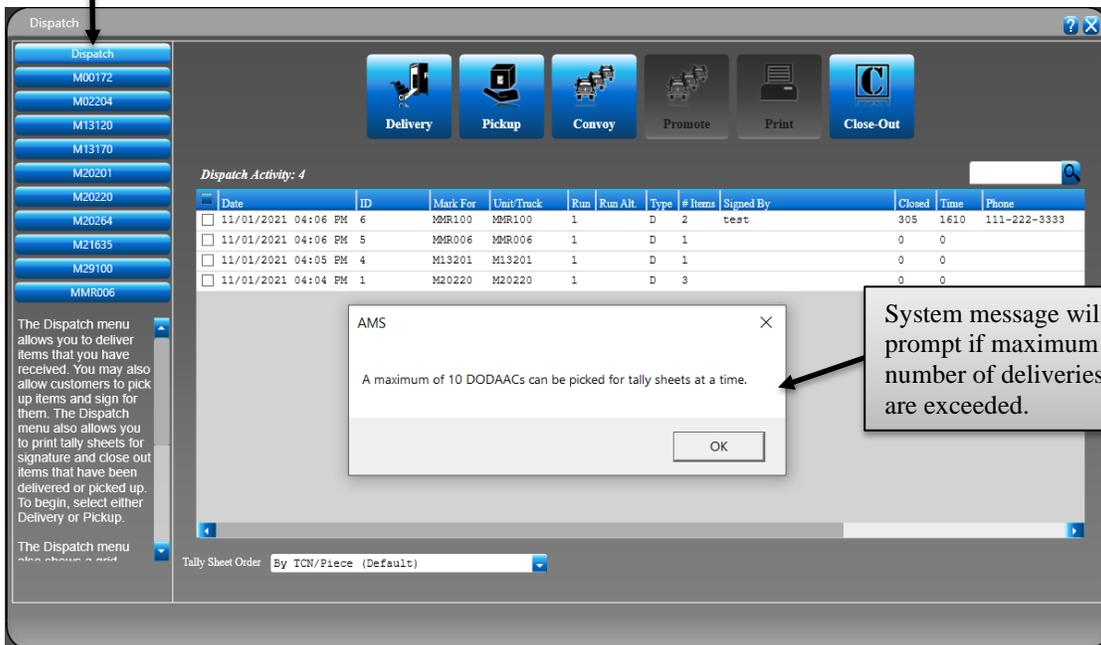
In this example, we will select **Delivery**. This function is used to load items onto a truck for delivery. You can create tally sheets for each customer that you will be delivering to. You may have just one tally sheet on a truck, or multiple tally sheets, depending on how the truck is loaded and how 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 4.1 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.

AMS 4.1 Workbook

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

Select "Load Piece" To add existing TCNs to a tally sheet. All loaded pieces will display within the shipping units' grid. 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 4.1 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 4.1 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.
 - The top section shows the details for the **Current Convoy**, such as the mission and any driver info.
 - The **Current Stop** section is where you will need to enter details for each of your stops.
 - The **Signed Info** section will be filled in when your convoy has been signed for.
 - 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.

AMS 4.1 Workbook

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.

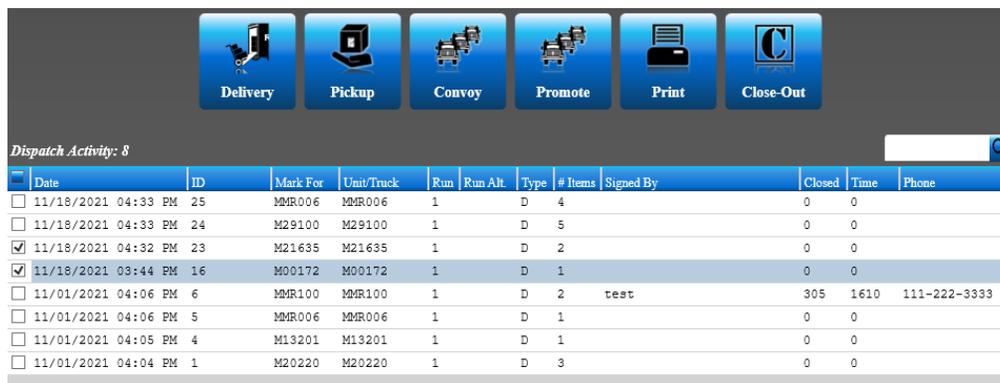
AMS 4.1 Workbook

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:

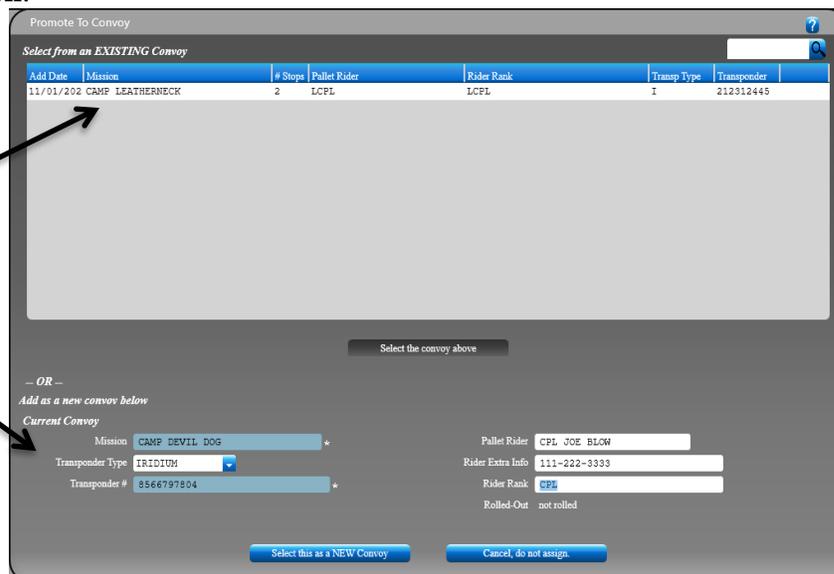
1. Select the **Dispatch** menu.
2. Select **Created Dispatch**.
3. Select **Promote**.



Dispatch Activity: 8

	Date	ID	Mark For	Unit/Truck	Run	Run Alt.	Type	# Items	Signed By	Closed	Time	Phone
<input type="checkbox"/>	11/18/2021 04:33 PM	25	MMR006	MMR006	1		D	4		0	0	
<input type="checkbox"/>	11/18/2021 04:33 PM	24	M29100	M29100	1		D	5		0	0	
<input checked="" type="checkbox"/>	11/18/2021 04:32 PM	23	M21635	M21635	1		D	2		0	0	
<input checked="" type="checkbox"/>	11/18/2021 03:44 PM	16	M00172	M00172	1		D	1		0	0	
<input type="checkbox"/>	11/01/2021 04:06 PM	6	MMR100	MMR100	1		D	2	test	305	1610	111-222-3333
<input type="checkbox"/>	11/01/2021 04:06 PM	5	MMR006	MMR006	1		D	1		0	0	
<input type="checkbox"/>	11/01/2021 04:05 PM	4	M13201	M13201	1		D	1		0	0	
<input type="checkbox"/>	11/01/2021 04:04 PM	1	M20220	M20220	1		D	3		0	0	

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**.



Promote To Convoy

Select from an EXISTING Convoy

Add Date	Mission	# Stops	Pallet Rider	Rider Rank	Transp Type	Transponder
11/01/202	CAMP LEATHERNECK	2	LCFL	LCFL	1	212312445

Select the convoy above

— OR —

Add as a new convoy below

Current Convoy

Mission: CAMP DEVIL DOG

Transponder Type: IRIIDIUM

Transponder #: 8566797804

Pallet Rider: CPL JOE BLOW

Rider Extra Info: 111-222-3333

Rider Rank: CPL

Roller Out: not rolled

Select this as a NEW Convoy | Cancel, do not assign

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

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11. On the **Current Convoy** screen
 - The top section shows the details for the **Current Convoy**, such as the mission and any rider info.
 - The **Current Stop** section is where you will need to enter details for each of your stops.
 - 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.

AMS 4.1 Workbook

AMS 4.1 Workbook

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, input the receiver's name, delivery date and time. This will enable the "Close Out" button. Click "Close Out" to confirm delivery.

The Dispatch menu allows you to deliver 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. To begin, select either Delivery or Pickup.

The Dispatch menu also shows a grid, listing all of 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.

Dispatch Activity: 4

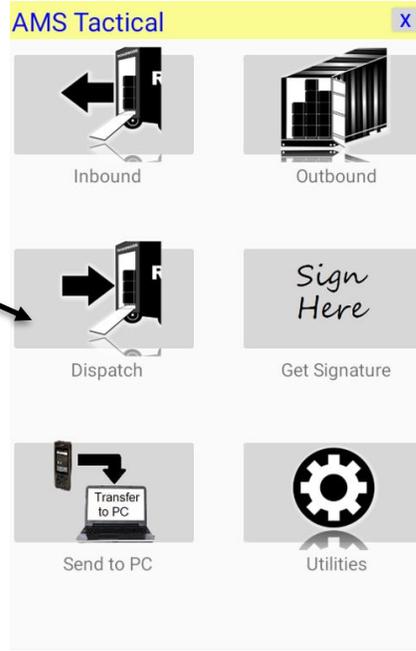
<input type="checkbox"/>	Date	Mark For	Unit/Truck	Run	Run Alt.	Type	# Items	Signed By	Closed	Time	Phone	Extra Info
<input type="checkbox"/>	12/07/2020	M20160	M20160	1		D	1	Cpl John Doe	342	2242		
<input type="checkbox"/>	12/07/2020	AMSRFL	AMSRFL	1		D	3		0	0		
<input type="checkbox"/>	12/01/2020	M12001	M12001	1		D	2		0	0		
<input type="checkbox"/>	12/01/2020	M12170	M12170	1		D	3		0	0		

Tally Sheet Order: By Date/Time Added To Tally Sheet

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HANDHELD DISPATCH

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



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

The image shows two overlapping screens from the AMS Tactical application. The 'Dispatch Detail' screen (left) has a yellow header and contains the following fields: 'Dispatch Type*' with a dropdown menu set to 'Delivery', 'Truck*' with an empty text field, 'Run*' with the value '1', 'Alt Run' with an empty text field, 'Mark For*' with a dropdown menu, and '2d MSL*' with a small red line graph and a 'CLEAR SCAN' button. Below these fields are three buttons: 'TCN', 'Piece', and 'Mark For'. At the bottom of this screen are four buttons: 'LOAD', 'REMOVE', 'SAVE', and 'CONFIRM'. The 'Dispatch' screen (right) has a yellow header and a table with four columns: 'Source', 'Truck/Run', 'Mark For', and 'Signed'. The table is currently empty. At the bottom of this screen is a button labeled 'SCAN / MANUAL ENTRY'.

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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:

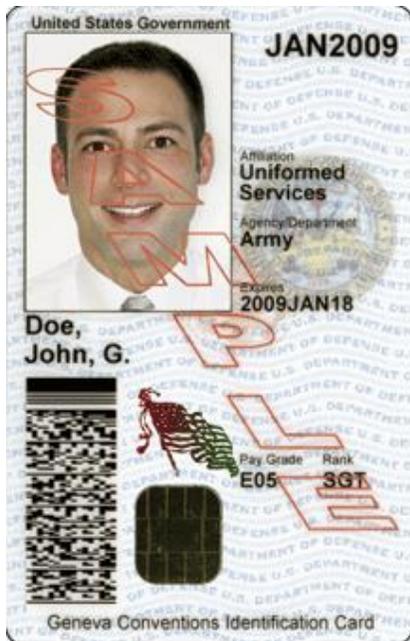
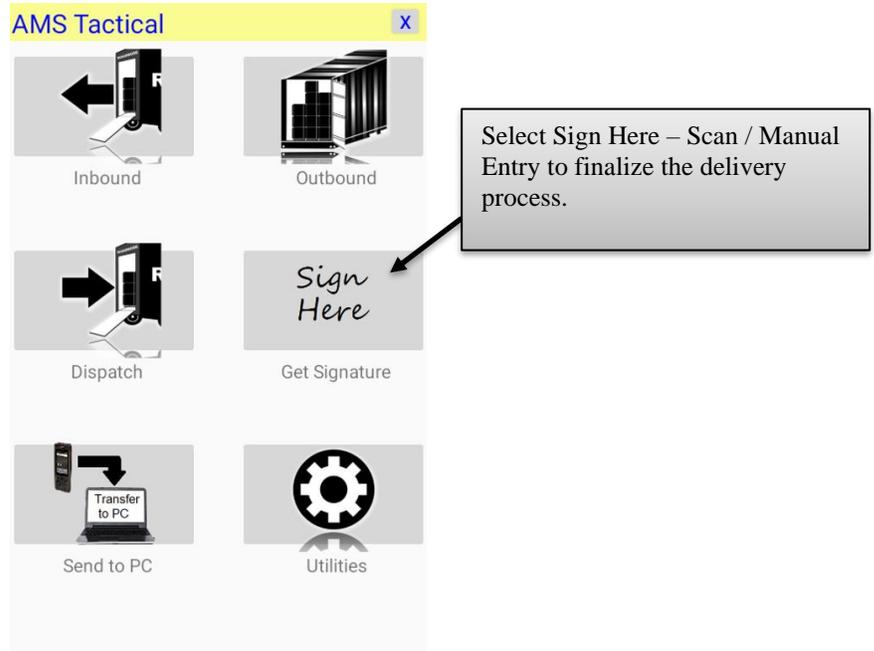
- **Remove** – Removes an item from this delivery. Highlight the item you wish to delete and select **Remove**.
- **Save** - Saves your data.
- **Done** – Exits this screen.

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DISPATCH GET SIGNATURE

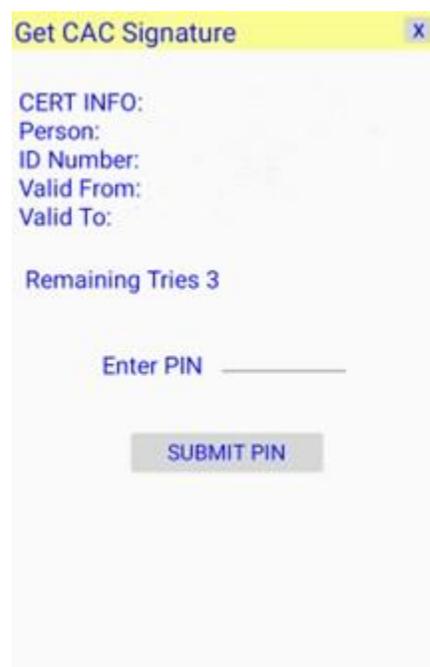
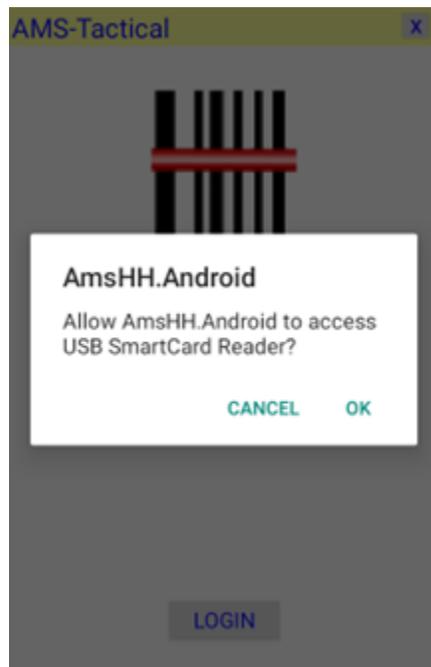
This function allows you to use the scanner to have customers sign for items that have been delivered. This will close out the tally sheet that you have created for them in AMS. To do this:

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



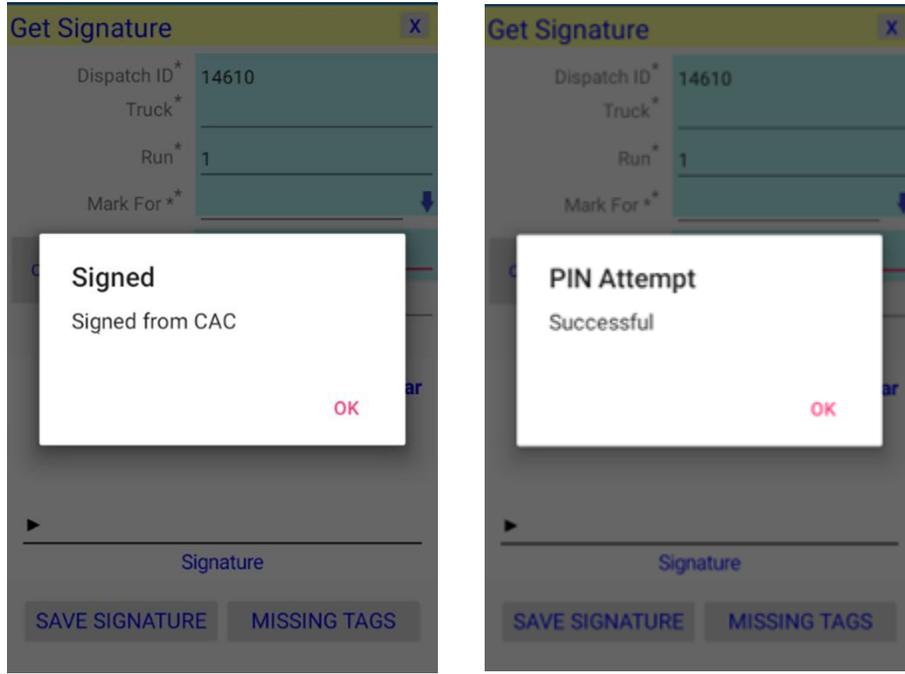
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4. Select **Scan/Manual Entry** and enter the **Dispatch ID** from the customer's tally sheet.
5. Enter the **Truck** number (if delivering), the **Unit** identifier (if the unit is picking up) or Camp/ RUC name (if delivering from a convoy.)
6. Enter 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.

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Get Signature X			
Source	Truck/Run	Mark For	Signed
Convoy	TEST RUC C	M00171	CAC

SCAN / MANUAL ENTRY

14. Once you have downloaded your scanner to your computer, you can print or view this tally sheet to show proof of delivery.

<p>SIGNED BY RAPP, DONALD, V. JR</p> <p>DATE & TIME SIGNED 11/28/2022 09:13 AM</p>	<p>SIGNATURE Digitally Signed by: RAPP, DONALD, V. JR ID # Date: 2022-11-28 09:13:26 -05:00</p>	<p>TALLY SHEET DATA</p>
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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.
 - 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

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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.

The screenshot shows a 'Contact Information' form with the following fields and values:

DODAAC	AMSRFL
Function Description	AMS HELP DESK
Address 1	10592 JOHN AYRES DR
Address 2	
City	FAIRFAX
Country	United States of America (the)
State	VA
ZIP	22032
Latitude	38.803539
Longitude	-77.322639
POC Name	AMS HELP DESK
POC Phone	571-621-7100
POC Email	AMSHelp@RFLOGISTICS.COM

A blue 'Save' button is located at the bottom of the form.

AMS 4.1 Workbook

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.

The screenshot shows the 'User Maintenance' interface. At the top, there are input fields for 'User Name' (CPULLER), 'First Name' (CHESTY), and 'Last Name' (FULLER). To the right, there are fields for 'Change Password', 'Confirm Password', 'User Enabled' (Yes), 'Is Admin User' (No), and 'ADA 508 Coloring Scheme' (No). Below this is a 'Permissions' section with various checkboxes and dropdown menus for 'Inbound', 'Dispatch', 'Outbound', 'Alerts', 'Carriers', 'DODAACs', 'Storage', 'Allow Closeout Dispatch', 'Allow Closeout Shipments', 'Allow Run Reports', 'Allow Main Setup', 'Allow Change PC Peripherals', 'Allow Change Miscellaneous', 'Allow Data Transfer Setup', and 'Allow Read/Write Tag'. At the bottom, there is a table titled 'AMS Users: 4' with columns for 'User Name', 'First Name', 'Last Name', 'User Enabled', and 'Admin User'. The table lists four users: ADMIN, CPULLER, LIMIT, and USER. The CPULLER row is highlighted. At the very bottom, there are buttons for 'Add', 'Edit', 'Save', and 'Cancel'.

User Name	First Name	Last Name	User Enabled	Admin User
ADMIN	DEFAULT	ADMIN	Yes	Yes
CPULLER	CHESTY	FULLER	Yes	Yes
LIMIT	LIMITED	USER	Yes	No
USER	STANDARD	USER	Yes	No

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.

AMS 4.1 Workbook

- **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.

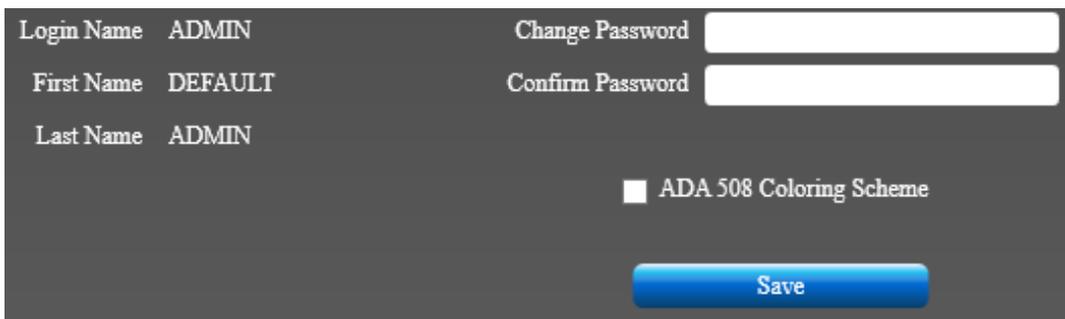
Setup – User Password

The **User Password** screen lets you change your password.

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

The buttons towards the bottom perform the following functions:

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



Login Name	ADMIN	Change Password	<input type="text"/>
First Name	DEFAULT	Confirm Password	<input type="text"/>
Last Name	ADMIN		

ADA 508 Coloring Scheme

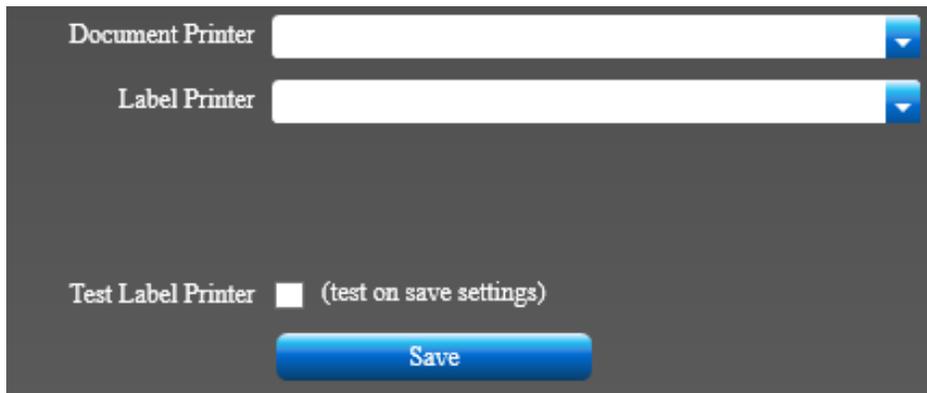
AMS 4.1 Workbook

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.

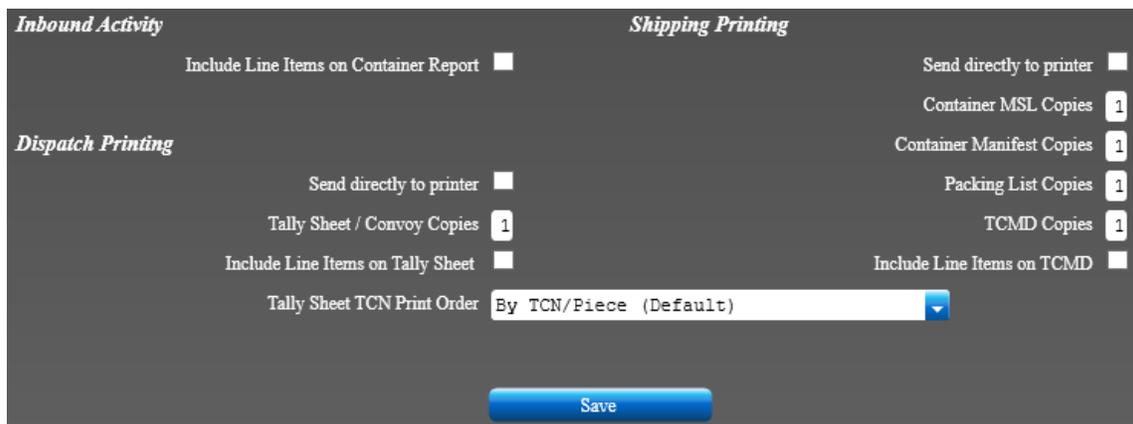
Save your changes before exiting.



The screenshot shows a settings window with a dark background. At the top, there are two dropdown menus: 'Document Printer' and 'Label Printer', both currently empty. Below these is a checkbox labeled 'Test Label Printer' with the text '(test on save settings)' next to it. At the bottom center is a blue 'Save' button.

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.



The screenshot shows a settings window with a dark background, divided into two columns: 'Inbound Activity' on the left and 'Shipping Printing' on the right. Under 'Inbound Activity', there is a checkbox for 'Include Line Items on Container Report' (unchecked), a checkbox for 'Send directly to printer' (unchecked), a text input for 'Tally Sheet / Convoy Copies' with the value '1', a checkbox for 'Include Line Items on Tally Sheet' (unchecked), and a dropdown for 'Tally Sheet TCN Print Order' set to 'By TCN/Piece (Default)'. Under 'Shipping Printing', there is a checkbox for 'Send directly to printer' (unchecked), and four text inputs for 'Container MSL Copies', 'Container Manifest Copies', 'Packing List Copies', and 'TCMD Copies', all with the value '1'. There is also a checkbox for 'Include Line Items on TCMD' (unchecked). A blue 'Save' button is at the bottom center.

AMS 4.1 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.

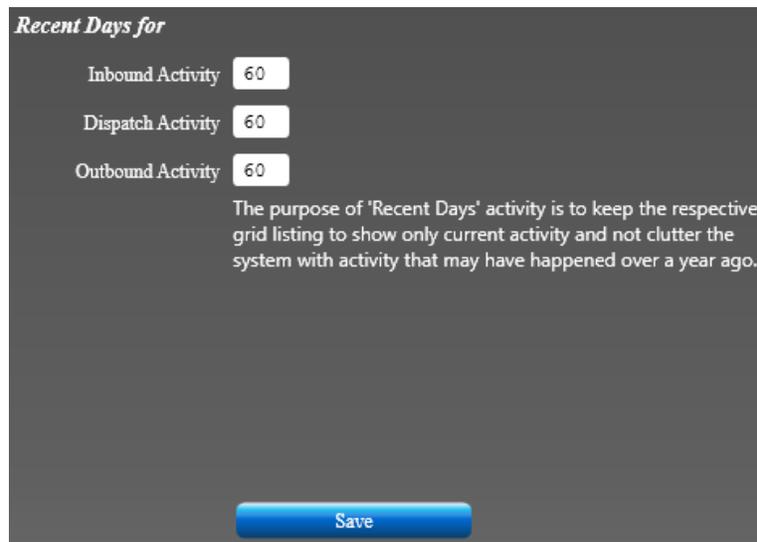
Save your changes before exiting.

AMS 4.1 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.



Recent Days for

Inbound Activity

Dispatch Activity

Outbound Activity

The purpose of 'Recent Days' activity is to keep the respective grid listing to show only current activity and not clutter the system with activity that may have happened over a year ago.

Save

AMS 4.1 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.

The screenshot shows the 'Alerts' configuration window. At the top, there is a title bar with a question mark and a close button. Below the title bar, there are several input fields: 'Type of Alert' is set to 'TCN', 'Value' is 'M0027202297567XXX', and 'Additional Msg' contains three lines of text: 'HIGH PRIORITY TANK PARTS', 'CONTACT SGTMAJ LEATHERNECK EATS-NAILS', and 'LEATHERNECK.EATSNAILS@USMC.MIL'. To the right of these fields is a checkbox labeled 'Only One Time' which is checked. Below the input fields, there are two tables: 'Alerts' and 'Alert Logs'. The 'Alerts' table has two columns: 'Alert Type' and 'Looking For'. It contains one row with 'TCN' in the 'Alert Type' column and 'M0027202297567XXX' in the 'Looking For' column. The 'Alert Logs' table has one column: 'Alert Found'. At the bottom of the window, there are four buttons: 'Add', 'Edit', 'Save', and 'Cancel'.

Alert Type	Looking For
TCN	M0027202297567XXX

Alert Found

AMS 4.1 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.



The dialog box titled "User-Defined Fields" contains four input fields labeled "Used For 1" through "Used For 4". The values entered are "HAZMAT", "SECURITY CAGE", "LOT 201", and "OVERFLOW LOT" respectively. A blue "Save" button is located at the bottom center.



The "Shipment Info" form is divided into several sections. The top section includes fields for TCN (AMSRFL0339DA01XXX), Ship From (M20160), Mark For (AMSRFL), Priority (3), Piece # (1), Type Pack (BX), Weight (1), Length (0), Width (0), Height (0), Cube (1), Storage (WHS FLR), and Shipment Type (User Defined). Below these are two search bars for "Containers Received" and "Shipping Units within Container". The bottom section contains two tables: "Containers Received" and "Shipping Units within Container".

Type	Container #	# Pkgs	Mark For	Date
Other		1		12/4/2

Shipment Type	Description	TCN	Piece	Mark For	T/P	Weight
General Cargo		AMSRFL0339DA01XXX	1	AMSRFL	BX	1

Buttons at the bottom include: Enter Container Details, Add Container, Add Multi-Piece, MSL, RF Tag, and Save.

AMS 4.1 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.

The screenshot displays the 'Carrier Setup' window. At the top, there are two input fields: 'Carrier SCAC' and 'Carrier Name', both with asterisks indicating they are required. Below these is a 'Carrier SCAC' label, an 'Is Active' checkbox (checked), and an 'Activate Carrier' button. A search bar is located to the right of the table. The table itself is titled 'Carriers: 5' and contains the following data:

Carrier SCAC	Carrier Name
DHLH	DHL Air Freight
FDEG	FedEx Ground
FDEN	FedEx Express
UPSN	UPS (United Parcel Service)
USPS	U.S. Postal Service

At the bottom of the window, there are four buttons: 'Add', 'Edit', 'Save', and 'Cancel'.

AMS 4.1 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.

DODAAC: AMSRFL * Location Code: OVERFLOW Phone: 571-621-7100

Address 1: 10592 JOHN AYRES DR DNS:

Address 2: FAIRFAX, VA 22032 Supply DODAAC:

Address 3: Storage Location: WHS FLR

Address 4: Can Send IBS Data:

Address 5: Is Active: Yes Activate DODAAC

DODAACs: 17

DODAAC	Location Code	Supply DODAAC	Storage Location	Address 1
AMSRFL	OVERFLOW		WHS FLR	10592 JOHN AYRES DR
GDIT01			WHS FLR	[no address on file]
M12001			WHS FLR	HEAD QUARTERS BN 2D MARINE DIV
M12170			WHS FLR	BLDG 177
M13001			WHS FLR	[no address on file]
M20220			WHS FLR	[no address on file]
M20361			WHS FLR	BLDG 311 - H STREET
M20910			WHS FLR	MARINE SPECIAL OPERATIONS SCHOOL
M20970			WHS FLR	MARINE SPECIAL OPS SUPPORT GROUP
M20975			WHS FLR	MCB CAMP LEJEUNE
M23429			WHS FLR	[no address on file]
M27410			WHS FLR	[no address on file]
MMR100			WHS FLR	[no address on file]
MMR200			WHS FLR	[no address on file]
SW1322			WHS FLR	[no address on file]
XRFL1X			WHS FLR	[no address on file]

Add Edit Save Cancel

AMS 4.1 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 4.1 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.

The screenshot shows a web form titled "RF-ITV Registration Contact Information". The form is divided into two main sections: "Contact Information" and "RF-ITV Details".

Contact Information:

- DODAAC: AMSRFL (dropdown)
- Function Description: AMS HELP DESK (text input)
- Address 1: 10592 JOHN AYRES DR (text input)
- Address 2: (empty text input)
- City: FAIRFAX (text input)
- Country: United States of America (the) (dropdown)
- State: VA (dropdown), ZIP: 22023 (text input)
- Latitude: 38.80354 (text input), Longitude: -77.32264 (text input)
- POC Name: AMS HELP DESK (text input)
- POC Phone: 571-621-7100 (text input)
- POC Email: AMSHELP@RFLOGISTICS.COM (text input)

RF-ITV Details: (The burn station is combination of Military Installation plus Station Sequence)

- Military Installation: AMSHELP DESK (text input), Station Sequence: 1 (dropdown)
- Geographic Command: DoD Northern Command (dropdown)
- Military Service: U.S. MARINE CORPS (dropdown)
- Site Representation: Transportation Coordinators Automated I (dropdown)
- Registration Date: (not registered)

At the bottom of the form, there is a "Save" button, a checkbox labeled "(Register with ITV Server after save)" which is checked, and a "Send Pending RFTag Data" button.

- 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.
- Enter the **Military Service**. Select the appropriate branch of service.
- Enter **Site Representation**. Select your site representation from the drop-down list.

AMS 4.1 Workbook

- 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

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.
- Select the **IGC File Size Limit** using the drop-down menu. This option is primary used by sites sending data by satellite phone. If you select a limit, packets will be split into smaller sized files to allow transmission. You may select **Unlimited, 2k limit, or 4k limit**.
- Login Mode – PKI/CAC or username and password
- Select the **DLMS 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.
- Be sure to **Save** your changes. Any pending data will be sent.

IGC / DLMS / Telemetry

IGC / DLMS Mode:

IGC/DLMS Data Path:

Login Mode:

Clear Data as of:

Telemetry Data Mode:

Telemetry Data Path:

Telemetry Token:

Clear Data as of:

(Save also forces send of any pending data)

AMS 4.1 Workbook

Setup – Data Transfer – IGC / DLMS / Telemetry

- 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

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.

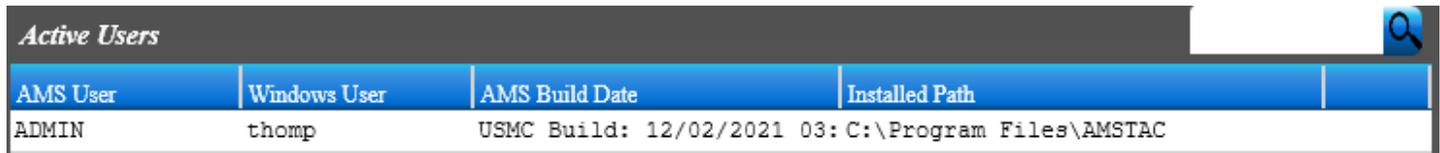
The screenshot shows a configuration window titled "Convoy / CDO / IBS / CMATS". It contains several settings:

- Convoy Mode:** A dropdown menu set to "Off".
- CDO Mode:** A dropdown menu set to "Off".
- CDO Data Path:** A text field containing "C:\Users\Public\AMSTAC\CDOData\" with a "Use Default Path" button to its right.
- IBS-RIP Mode:** A dropdown menu set to "Off".
- IBS-RIP Data Path:** A text field containing "C:\Users\Public\AMSTAC\IBSData\" with a "Use Default Path" button to its right.
- Clear Data as of:** A text field with a "Clear old records before turning on" button to its right.
- RE-Send Data as of:** A text field with a "Pick DODAACs to Resend Data for" button to its right.
- CMATS Data Path:** A text field containing "C:\Users\Public\AMSTAC\CMATSData\" with a "Use Default Path" button to its right.
- Save:** A large blue button at the bottom with the text "(Save also forces send of any pending data)" below it.

AMS 4.1 Workbook

Active Users

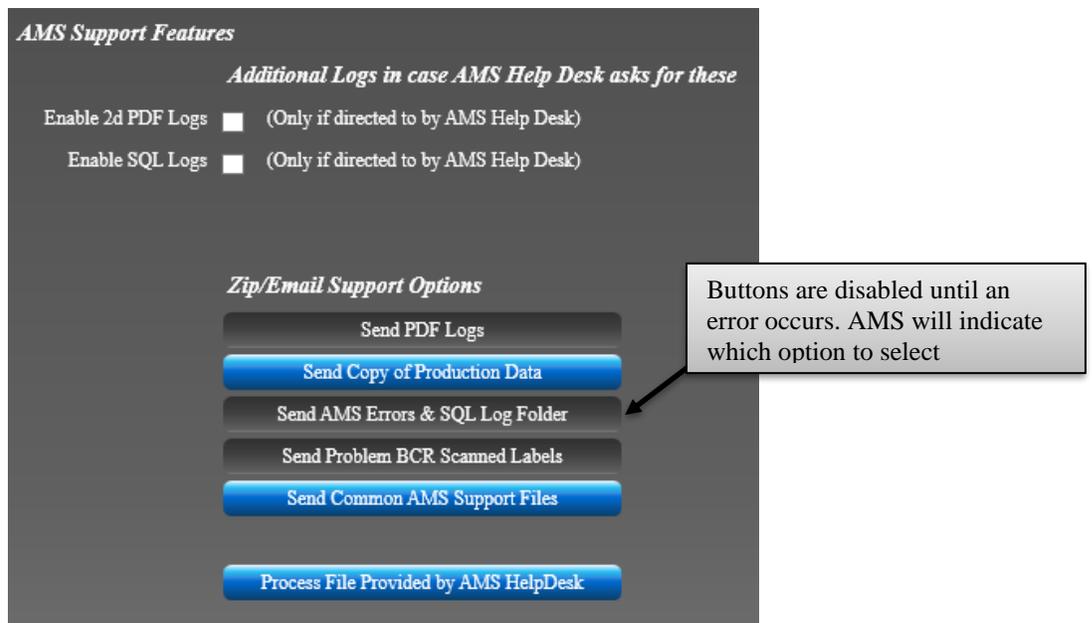
This function shows all the active users that are currently logged into AMS. In addition to their network username, you will also see the machine name, the AMS build date, and the path of AMS that they are using. This can be helpful if you are experiencing data problems or conflicts, or if you need to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

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

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- 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. Once you have loaded AMS on your scanner, you should not need to reload it when power is lost or when shipping it to another location. However, if there is an updated version of AMS for the scanner, or if you get a new scanner, you will need to install the software.

Please note that if you are upgrading to a newer version of AMS, you should uninstall the previous version first. On the scanner, select **Windows Start Menu – Settings – System – Remove Programs**. Select the version of AMS to uninstall and select **Remove**. The latest build of AMS for the handheld can always be downloaded from our website. Please contact us for instructions and a password.

To install AMS:

1. Place the Honeywell CN80 scanner in the cradle.
2. Select **Copy/Install to Handheld**.
3. 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.
4. 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.
5. 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.
6. The **First Time** you run AMS on the handheld, it may 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.
7. Now, restart AMS on the handheld.

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Handheld Support

This function is used to install the AMS-TAC mobile application onto a handheld computer. Ensure the handheld is seated in the cradle and the cradle is attached to the computer via a USB cable. Make sure the handheld computer is powered on and then press the button below to install the application.

Copy / Install to handheld

If for some reason there are problems during the install, please contact the AMS-TAC HelpDesk. You may be asked to initiate the following commands at a Command Prompt.

Copy Install Command to Windows Clipboard

```
adb install "C:\Program Files\AMSTAC\DroidPkg\com.amstac.amshh-Signed.apk"
```

Copy Uninstall Command to Windows Clipboard

```
adb uninstall com.amstac.amshh
```

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

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

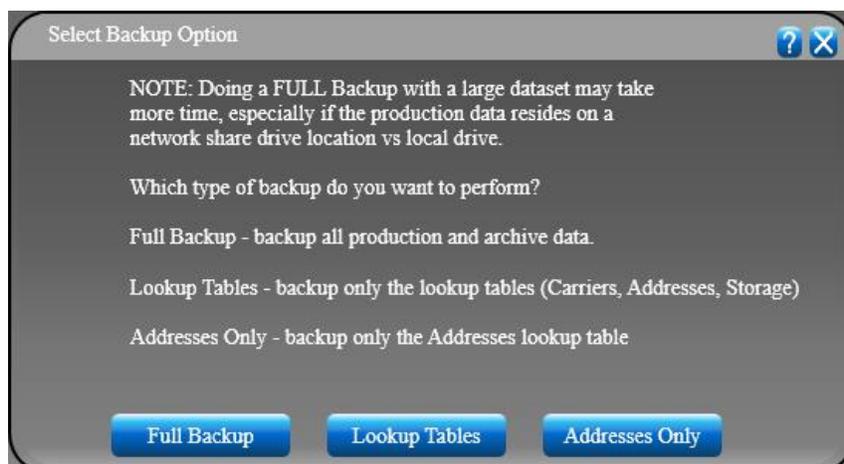
Backup Data

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:

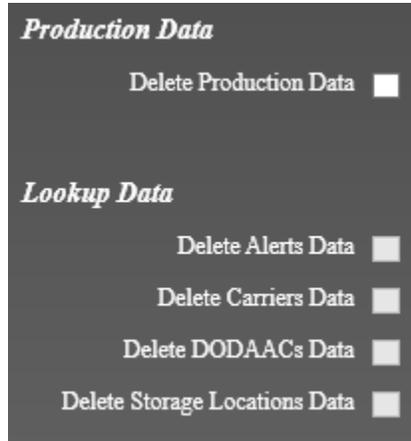
1. Select **Data Maintenance** and **Backup Data**.
2. A message will appear, asking you to select the type of backup. Select from **Full Backup**, **Lookup Tables**, or **Addresses Only**.
3. Your backup file will be created. A message will appear once the process is complete.



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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**.



Production Data

Delete Production Data

Lookup Data

Delete Alerts Data

Delete Carriers Data

Delete DODAACs Data

Delete Storage Locations Data

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.

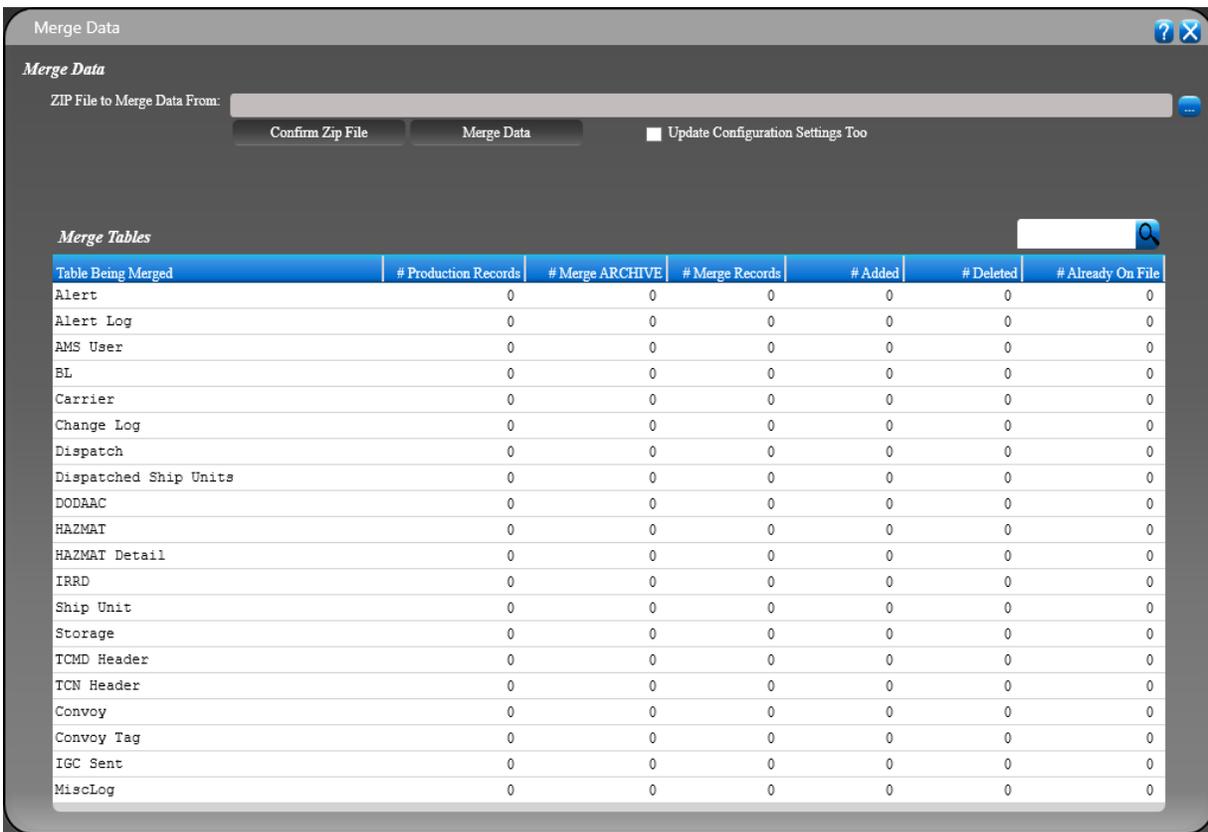
Delete DODAACs Data - This will delete all your site address information for your site and the sites that you service.

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.

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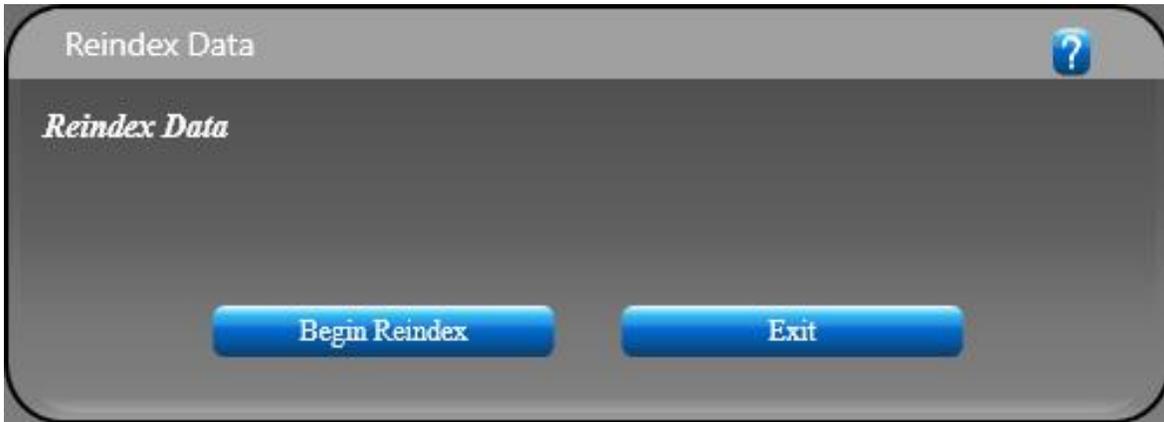
To Merge Data:

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:

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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**.

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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.

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TECHNICAL SUPPORT

Contact the AMS Help Desk



10592 John Ayres Drive
Fairfax, Virginia, USA 22031

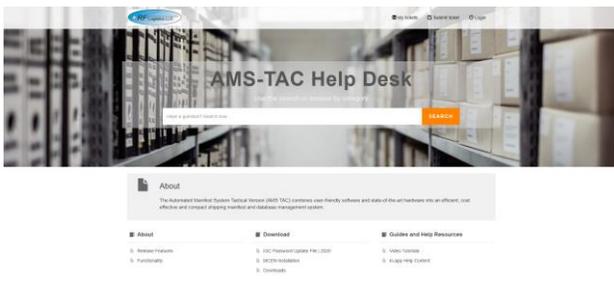
Regular Office Hours:
Monday-Friday 0800-1700 EST/EDT

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

E-Mail: amshelp@rflogistics.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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