



**Web Orders
Training Manual
(Version 3)**

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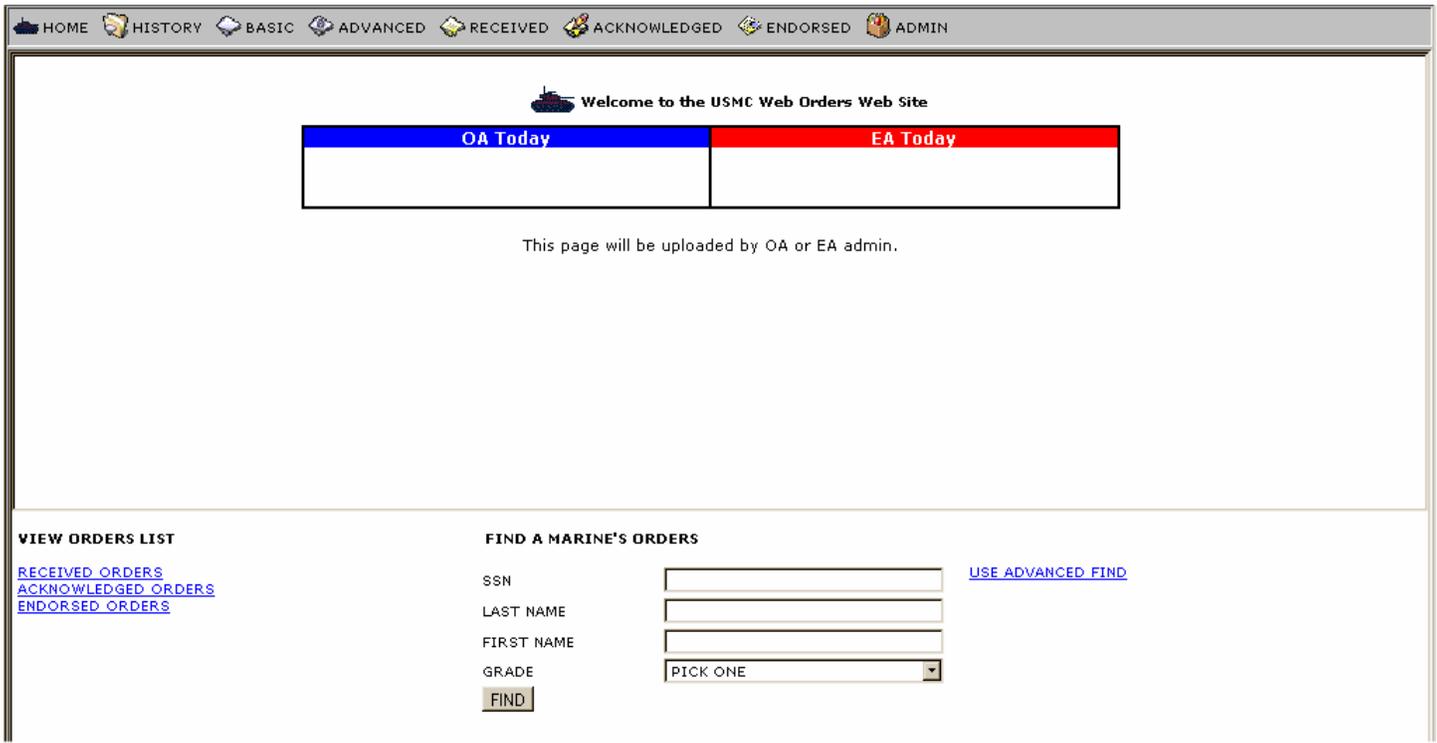
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Functions

Common

Home Page

1. The default page when starting the Web Orders application is the Home Page (Figure 1).



(Figure 1)

2. After launching the Web Orders application, check to ensure that your user information located in the Status Bar at the bottom of the screen is correct (Figure 2).



(Figure 2)

3. Click on the "Home" button located on the Tool Bar at the top of the screen to access this page from anywhere within the application (Figure 3).



(Figure 3)

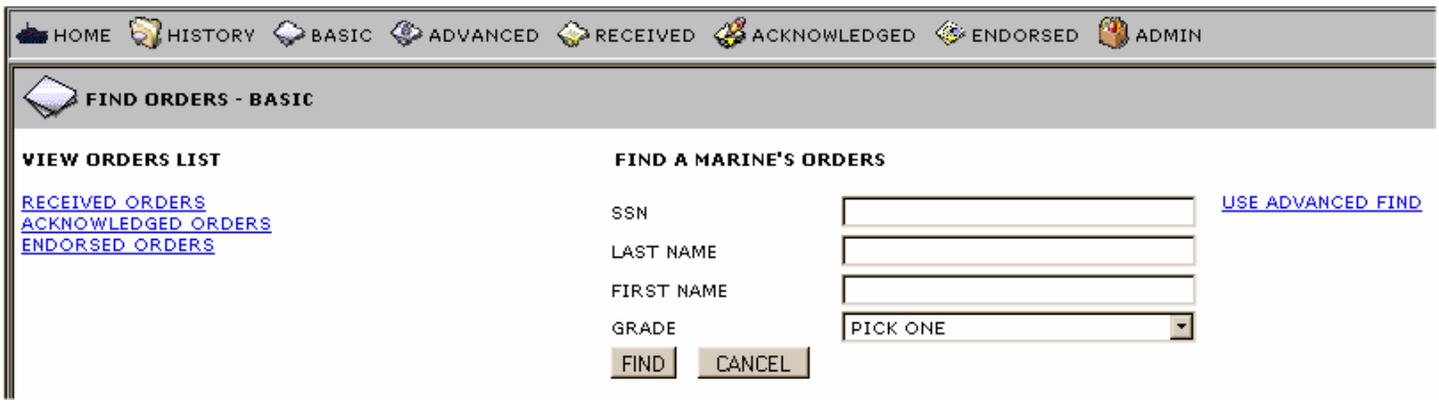
Basic Search

1. To run simple queries on Orders, click on the "Basic" button located on the Tool Bar at the top of the screen (Figure 1).



(Figure 1)

2. The basic "Find Orders" page is displayed, offering some simple query options (Figure 2).



(Figure 2)

3. Type text or numbers into the appropriate text boxes, and click the "Find" button (Figure 3).



(Figure 3)

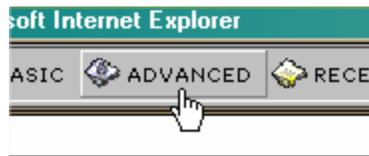
4. The results of the query are displayed (Figure 4).

| SSN | GRD | LAST NAME | FIRST NAME, MI | CURR RUC | TYPE | PMDS | MCC | FMCC | EDD | EDA | RCVD DATE | STATUS | STATUS DATE |
|-----|-----|-----------|----------------|----------|------|------|-----|------|------------|-----------|-----------|--------|-------------|
| | O1 | LYLE | YELFRIS A | 30307 | NEW | 5801 | J61 | 124 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRACK | 10/8/2002 |

(Figure 4)

Advanced Search

1. To run more complex queries on Orders, click on the "Advanced" button located on the Tool Bar at the top of the screen (Figure 1).



(Figure 1)

2. The advanced "Find Orders" page is displayed, offering numerous and complex query options (Figure 2).

SSN:

LAST NAME:

FIRST NAME:

GRADE:

CURR RUC:

TYPE:

MCC:

FUTURE MCC:

ORDER STATUS: Received
 Acknowledged
 Endorsed
 Modified

EDD: (Format mm/dd/yyyy)
After:
Before:

EDA:
After:
Before:

RECEIVED DATE:
After:
Before:

STATUS DATE:
After:
Before:

(Figure 2)

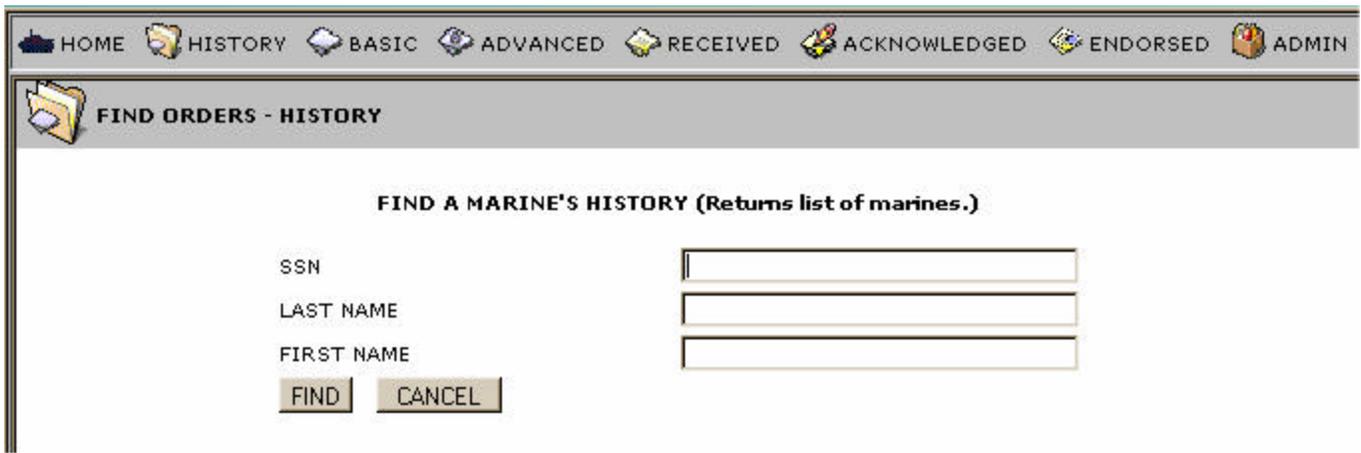
Historical Search

1. To run a query on the Orders history for a particular Marine, click on the "History" button located on the Tool Bar at the top of the screen (Figure 1).



(Figure 1)

2. The "Find Orders - History" page is displayed, offering some simple query options (Figure 2).

A screenshot of a web application page titled "FIND ORDERS - HISTORY". At the top, there is a navigation bar with icons and labels for "HOME", "HISTORY", "BASIC", "ADVANCED", "RECEIVED", "ACKNOWLEDGED", "ENDORSED", and "ADMIN". Below this is a header area with a folder icon and the text "FIND ORDERS - HISTORY". The main content area is titled "FIND A MARINE'S HISTORY (Returns list of marines.)". It contains three text input fields labeled "SSN", "LAST NAME", and "FIRST NAME". Below these fields are two buttons: "FIND" and "CANCEL".

(Figure 2)

Sorting

5. The default sorting arrangement for any list of Orders is by Last Name. To sort by any other column, click on the column's header (Figure 1).

| ORDERS LIST - ADVANCED FILTER APPLIED | | | | | | | | | | | | | |
|---------------------------------------|-----|-------------|----------------|----------|------|------|-----|------|------------|------------|-----------|--------|-------------|
| SSN | GRD | LAST NAME | FIRST NAME, MI | CURR RUC | TYPE | PMOS | MCC | FMCC | EDD | EDA | RCVD DATE | STATUS | STATUS DATE |
| | O1E | AVINGER | GOLINSKY P | 30307 | NEW | 5801 | J61 | 1CG | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O2 | BOFILL | MULESHWAR A | 30307 | NEW | 4401 | J61 | 017 | 11/30/2001 | 4/9/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | CALWONSEN | YOBANI K | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 4/21/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1 | DEWDNEY | JIGAR B | 30307 | NEW | 6001 | J61 | K03 | 11/22/2001 | 5/8/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | FERRERA | NHUBU | 30307 | NEW | 9901 | J61 | K03 | 11/22/2001 | 5/8/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | GERALD | ISAAK D | 30307 | NEW | 7201 | J61 | 1EG | 11/22/2001 | 12/22/2001 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1 | GOSKIE | TIGE R | 30307 | NEW | 5801 | J61 | 124 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | GRONSETH | JOSEPHINE C | 30307 | NEW | 7201 | J61 | J9M | 11/22/2001 | 5/15/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1 | ISREAL | ALINTHA T | 30307 | NEW | 5801 | J61 | 092 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | KITCHER | QUINQUE A | 30307 | NEW | 6601 | J61 | 1JD | 11/22/2001 | 11/22/2001 | 10/7/2002 | PRREC | 11/1/2002 |
| | O3 | KOVALIK | LASHUNDRA L | 30307 | NEW | 4401 | J61 | 169 | 11/30/2001 | 4/9/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O2 | LAPERRIERE | DADRIC F | 30307 | NEW | 4401 | J61 | 169 | 11/30/2001 | 4/9/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1 | LUUSUA | LECARIEL W | 30307 | NEW | 6001 | J61 | K03 | 11/22/2001 | 4/8/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1 | LYLE | YELFRIS A | 30307 | NEW | 5801 | J61 | 124 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | SILVATORRES | JARAMY P | 30307 | NEW | 5801 | J61 | 063 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | SORGE | CARMINE G | 30307 | NEW | 7201 | J61 | J9M | 11/22/2001 | 5/15/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | STEMPER | LAVICTOR J | 30307 | NEW | 6601 | J61 | 1JA | 11/22/2001 | 12/22/2001 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | TORRENCE | ANTHONEY D | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 4/21/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1 | TRICHE | MILINDA J | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 5/10/2002 | 10/7/2002 | PRREC | 11/1/2002 |

PRINT LIST

(Figure 1)

- The displayed list is now sorted in ascending order by the selected column (Figure 2). To sort in descending order, click once more on the same column heading.

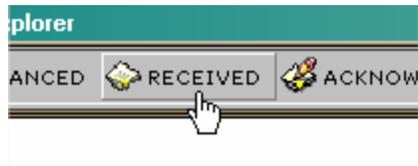
| SSN | GRD | LAST NAME | FIRST NAME, MI | CURR RUC | TYPE | PMOS | MCC | FMCC | EDD | EDA | RCVD DATE | STATUS | STATUS DATE |
|-----|-----|-------------|----------------|----------|------|------|-----|------|------------|------------|-----------|--------|-------------|
| | O3 | KOVALIK | LASHUNDR A | 30307 | NEW | 4401 | J61 | 169 | 11/30/2001 | 4/9/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O2 | BOFILL | MULESHWAR A | 30307 | NEW | 4401 | J61 | 017 | 11/30/2001 | 4/9/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O2 | LAPERIERE | DADRIC F | 30307 | NEW | 4401 | J61 | 169 | 11/30/2001 | 4/9/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | AVINGER | GOLINSKY P | 30307 | NEW | 5801 | J61 | 1CG | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | SILVATORRES | JARAMY P | 30307 | NEW | 5801 | J61 | 063 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1 | GOSKIE | TIGE R | 30307 | NEW | 5801 | J61 | 124 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1 | ISREAL | ALINTHA T | 30307 | NEW | 5801 | J61 | 092 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1 | LYLE | YELFRIS A | 30307 | NEW | 5801 | J61 | 124 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1 | DEWDNEY | JIGAR B | 30307 | NEW | 6001 | J61 | K03 | 11/22/2001 | 5/8/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1 | LUUSUA | LECARIEL W | 30307 | NEW | 6001 | J61 | K03 | 11/22/2001 | 4/8/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | STEMPER | LAVICTOR J | 30307 | NEW | 6601 | J61 | 1JA | 11/22/2001 | 12/22/2001 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | KITCHER | QUINQUE A | 30307 | NEW | 6601 | J61 | 1JD | 11/22/2001 | 11/22/2001 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | SORGE | CARMINE G | 30307 | NEW | 7201 | J61 | J9M | 11/22/2001 | 5/15/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | GRONSETH | JOSEPHINE C | 30307 | NEW | 7201 | J61 | J9M | 11/22/2001 | 5/15/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | TORRENCE | ANTHONEY D | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 4/21/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | CALWONSEN | YOBANI K | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 4/21/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1 | TRICHE | MILINDA J | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 5/10/2002 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | GERALD | ISAAK D | 30307 | NEW | 7201 | J61 | 1EG | 11/22/2001 | 12/22/2001 | 10/7/2002 | PRREC | 11/1/2002 |
| | O1E | FERRERA | NHUBU | 30307 | NEW | 9901 | J61 | K03 | 11/22/2001 | 5/8/2002 | 10/7/2002 | PRREC | 11/1/2002 |

(Figure 2)

Orders Writing Authority (OWA)

Received Orders

- To examine Received Orders, click on the "Received" button located on the Tool Bar at the top of the screen (Figure 1).



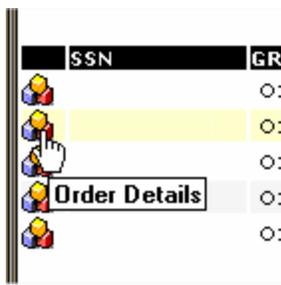
(Figure 1)

7. A list of Orders not yet acknowledged by you will be displayed (Figure 2).

| SSN | GRD | LAST NAME | FIRST NAME, MI | CURR RUC | TYPE | PMOS | MCC | FMCC | EDD | EDA | RCVD DATE | STATUS | STATUS DATE |
|-----|-----|-----------|----------------|----------|------|------|-----|------|------------|------------|-----------|--------|-------------|
| | O1 | GOSKIE | TIGE R | 30307 | NEW | 5801 | J61 | 124 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRREC | 10/16/2002 |
| | O1E | GRONSETH | JOSEPHINE C | 30307 | NEW | 7201 | J61 | J9M | 11/22/2001 | 5/15/2002 | 10/7/2002 | PRREC | 10/16/2002 |
| | O1E | KITCHER | QUINQUE A | 30307 | NEW | 6601 | J61 | 1JD | 11/22/2001 | 11/22/2001 | 10/7/2002 | PRREC | 10/8/2002 |
| | O1E | TORRENCE | ANTHONEY D | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 4/21/2002 | 10/7/2002 | PRREC | 10/16/2002 |
| | O1 | TRICHE | MILINDA J | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 5/10/2002 | 10/7/2002 | PRREC | 10/16/2002 |

(Figure 3)

8. To examine individual Orders, click on any one of the multi-colored "Orders Details" icons to the left of the SSN column (Figure 3).



(Figure 3)

9. Details of the Order will be displayed (Figure 4).

ORDER DETAILS

2DLT JOSEPHINE CGRONSETH
 PMOS 7201
 PMCC J61 FMCC J9M
 EDD 11/22/2001 11:19:00 AM EDA 5/15/2002 11:19:00 AM

ORDERS TEXT

| TRANSACTION DATE | TRANSACTION TYPE | TRANSACTION TEXT |
|---------------------------------------|------------------|--|
| 11/2/2001 11:20:00 AM | 010 | UNCLAS MSGID/GENADMIN/CMC MMOA-2// SUBJ/TEMINS-PCSO ON 2NDLT EUGENE C. KELLAR /7220 USMC// RMKS/1. UPON COMPL OF TBS DIR SNO PRORPT 07 DEC 01 TO MATSG PENSACOLA FL (MCC K03) TEMINS FOR AIR TRAFFIC CONTROL OFF CRS FOR A PRD ABT 14 WKS. APPN DATA WILL BE ISS VIA SEP CORRESP. 2. MATSG PENSACOLA FL: UPON COMPL OF THE ABV TEMINS FUR DIR SNO PRORPT TO CO MACS-1 YUMA AZ (MCC 1L3) FOR DU. 3. EXECUTION OF THESE ORDERS INCURS A TWO YEAR SERVICE OBLIGATION UPON ARRIVING AT GAINING COMMAND. 4. DELAY AUTH IAW MCO P1050.3G PAR 2009, MCO P1000.6F, MCO P11000.22 APPL. 5. TRAVCHAR IAW MCO P7301.104 PAR 1007.1A(1).// |

CANCEL

(Figure 4)

10. To access the Orders Detail Actions box, click on the hyperlink in the "Transaction Date" cell (Figure 5).

ORDERS TEXT

TRANSACTION DATE

[11/2/2001 11:20:00 AM](#)

Click for details

CANCEL

(Figure 5)

11. The "Order Detail Actions" box will be displayed (Figure 6).

| DATE | ACTION | USER | COMMENTS |
|----------------------|---------------------|------------|----------|
| 10/7/2002 9:48:00 PM | NEW_ORDERS_PRUC_REC | DTS IMPORT | |

FIRST ENDORSEMENT TEXT

/7220 USMC//
TO MATSG
TROL OFF CRS FOR
ESP.
S FUR DIR SNO
VICE OBLIGATION
6F, MCO

2DLT JOSEPHI
PMOS 7201
PMCC J61
EDD 11/22/2
ORDERS TEXT
TRANSACTION
11/2/2001 11:
CANCEL

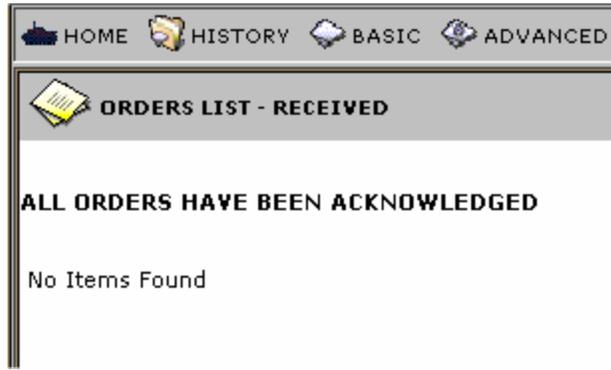
(Figure 6)

12. Close this box and click on the "Cancel" button to return to the "Orders Received" screen, where there are three buttons located directly under the Received Orders list that will allow additional actions (Figure 7).



(Figure 7)

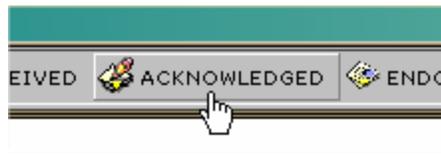
13. To print the entire list of Received Orders, click on the "Print List" button. To exit this screen and return the previous page, click on the "Cancel" button. Clicking on the "Acknowledge Orders" button will automatically transfer the orders from the Received list to the Acknowledged list and bring up a message confirming the action (Figure 8).



(Figure 8)

Acknowledged Orders

1. Click on the "Acknowledged" button located on the Tool Bar at the top of the screen to open the Acknowledged Orders list (Figure 1).



(Figure 1)

14. Notice how all the Orders from the Received list have been carried-over to the Acknowledged list (Figure 2).

| | SSN | GRD | LAST NAME | FIRST NAME, MI | CURR RUC | TYPE | PMOS | MCC | FMCC | EDD | EDA | RCVD DATE | STATUS | STATUS DATE |
|--------------------------|------------|-----|-------------|----------------|----------|------|------|-----|------|------------|------------|------------|--------|-------------|
| <input type="checkbox"/> | 0004789385 | O4 | FAUCETTE | DOMINGO E | 30002 | NEW | 1802 | 007 | ZY4 | 9/15/2003 | 10/15/2003 | 10/7/2002 | PRACK | 10/28/2002 |
| <input type="checkbox"/> | 0459570118 | O1E | FERRERA | NHUBU | 30307 | NEW | 9901 | J61 | K03 | 11/22/2001 | 5/8/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | 0037400900 | O3 | FINCHAM | ANTHEUS J | 30010 | NEW | 0302 | J62 | K02 | 7/31/2002 | 8/7/2002 | 10/14/2002 | PRACK | 10/16/2002 |
| <input type="checkbox"/> | 0134587667 | O1E | GERALD | ISAAK D | 30307 | NEW | 7201 | J61 | 1EG | 11/22/2001 | 12/22/2001 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | 0419135061 | O1 | GOSKIE | TIGE R | 30307 | NEW | 5801 | J61 | 124 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRACK | 11/7/2002 |
| <input type="checkbox"/> | 0307983504 | O1E | GRONSETH | JOSEPHINE C | 30307 | NEW | 7201 | J61 | J9M | 11/22/2001 | 5/15/2002 | 10/7/2002 | PRACK | 11/7/2002 |
| <input type="checkbox"/> | 0228659498 | O1 | ISREAL | ALINTHA T | 30307 | NEW | 5801 | J61 | 092 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | 0370740496 | O1E | KITCHER | QUINQUE A | 30307 | NEW | 6601 | J61 | 1JD | 11/22/2001 | 11/22/2001 | 10/7/2002 | PRACK | 11/7/2002 |
| <input type="checkbox"/> | 0216840653 | O3 | KOVALIK | LASHUNDRA L | 30307 | NEW | 4401 | J61 | 169 | 11/30/2001 | 4/9/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | 0561938280 | O2 | LAPERRIERE | DADRIC F | 30307 | NEW | 4401 | J61 | 169 | 11/30/2001 | 4/9/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | 0449976362 | O1 | LUUSUA | LECARIEL W | 30307 | NEW | 6001 | J61 | K03 | 11/22/2001 | 4/8/2002 | 10/7/2002 | PRACK | 10/16/2002 |
| <input type="checkbox"/> | 0357689968 | O1 | LYLE | YELFRIS A | 30307 | NEW | 5801 | J61 | 124 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | 0383742245 | O3 | MEIZOSO | RHONDA R | 30002 | NEW | 0802 | 082 | 012 | 11/16/2001 | 11/30/2001 | 10/7/2002 | PRACK | 10/28/2002 |
| <input type="checkbox"/> | 0137749388 | O3 | MOYSTER | NORIYUKI J | 84001 | NEW | 0802 | 910 | K91 | 12/26/2001 | 1/15/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | 0127503458 | O3 | NIEPOETTER | SHKARI C | 30010 | NEW | 0302 | J62 | V35 | 5/10/2002 | 6/15/2002 | 10/14/2002 | PRACK | 10/16/2002 |
| <input type="checkbox"/> | 0231904741 | O2 | RESICO | KARLIN A | 13130 | NEW | 0302 | V33 | 070 | 10/1/2002 | 10/31/2002 | 10/14/2002 | PRACK | 10/16/2002 |
| <input type="checkbox"/> | 0561939828 | O1E | SILVATORRES | JARAMY P | 30307 | NEW | 5801 | J61 | 063 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | 0098563531 | O1E | STEMPER | LAVICTOR J | 30307 | NEW | 6601 | J61 | 1JA | 11/22/2001 | 12/22/2001 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | 0525086184 | O1E | TORRENCE | ANTHONEY D | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 4/21/2002 | 10/7/2002 | PRACK | 11/7/2002 |
| <input type="checkbox"/> | 0622059002 | O1 | TRICHE | MILINDA J | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 5/10/2002 | 10/7/2002 | PRACK | 11/7/2002 |

(Figure 2)

15. To Endorse all Orders, click on the "Select All" button located directly above the Orders list (Figure 3).



(Figure 3)

16. To automatically Endorse all selected Orders, click on the "Auto Endorse" button located directly below the Orders list (Figure 4).

HOME HISTORY BASIC ADVANCED RECEIVED ACKNOWLEDGED ENDORSED ADMIN

ORDERS LIST - ACKNOWLEDGED

SELECT ALL DESELECT ALL ACKNOWLEDGED

| | SSN | GRD | LAST NAME | FIRST NAME, MI | CURR RUC | TYPE | PMDS | MCC | FMCC | EDD | EDA | RCVD DATE | STATUS | STATUS DATE |
|-------------------------------------|------------|-----|-------------|----------------|----------|------|------|-----|------|------------|------------|------------|--------|-------------|
| <input checked="" type="checkbox"/> | 0004789385 | O4 | FAUCETTE | DOMINGO E | 30002 | NEW | 1802 | 007 | ZY4 | 9/15/2003 | 10/15/2003 | 10/7/2002 | PRACK | 10/28/2002 |
| <input checked="" type="checkbox"/> | 0459570118 | O1E | FERRERA | NHUBU | 30307 | NEW | 9901 | J61 | K03 | 11/22/2001 | 5/8/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input checked="" type="checkbox"/> | 0037400900 | O3 | FINCHAM | ANTHEUS J | 30010 | NEW | 0302 | J62 | K02 | 7/31/2002 | 8/7/2002 | 10/14/2002 | PRACK | 10/16/2002 |
| <input checked="" type="checkbox"/> | 0134587667 | O1E | GERALD | ISAAK D | 30307 | NEW | 7201 | J61 | 1EG | 11/22/2001 | 12/22/2001 | 10/7/2002 | PRACK | 10/8/2002 |
| <input checked="" type="checkbox"/> | 0419135061 | O1 | GOSKIE | TIGE R | 30307 | NEW | 5801 | J61 | 124 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRACK | 11/7/2002 |
| <input checked="" type="checkbox"/> | 0307983504 | O1E | GRONSETH | JOSEPHINE C | 30307 | NEW | 7201 | J61 | J9M | 11/22/2001 | 5/15/2002 | 10/7/2002 | PRACK | 11/7/2002 |
| <input checked="" type="checkbox"/> | 0370740496 | O1E | KITCHER | QUINQUE A | 30307 | NEW | 6601 | J61 | LJD | 11/22/2001 | 11/22/2001 | 10/7/2002 | PRACK | 11/7/2002 |
| <input checked="" type="checkbox"/> | 0216840653 | O3 | KOVALIK | LASHUNDRA L | 30307 | NEW | 4401 | J61 | 169 | 11/30/2001 | 4/9/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input checked="" type="checkbox"/> | 0561938280 | O2 | LAPERRIERE | DADRIC F | 30307 | NEW | 4401 | J61 | 169 | 11/30/2001 | 4/9/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input checked="" type="checkbox"/> | 0449976362 | O1 | LUUSUA | LECARIEL W | 30307 | NEW | 6001 | J61 | K03 | 11/22/2001 | 4/8/2002 | 10/7/2002 | PRACK | 11/8/2002 |
| <input checked="" type="checkbox"/> | 0357689968 | O1 | LYLE | YELFRIS A | 30307 | NEW | 5801 | J61 | 124 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input checked="" type="checkbox"/> | 0137749388 | O3 | MOYSTER | NORIYUKI J | 84001 | NEW | 0802 | 910 | K91 | 12/26/2001 | 1/15/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input checked="" type="checkbox"/> | 0127503458 | O3 | NIEPOETTER | SHKARI C | 30010 | NEW | 0302 | J62 | V35 | 5/10/2002 | 6/15/2002 | 10/14/2002 | PRACK | 10/16/2002 |
| <input checked="" type="checkbox"/> | 0231904741 | O2 | RESICO | KARLIN A | 13130 | NEW | 0302 | V33 | 070 | 10/1/2002 | 10/31/2002 | 10/14/2002 | PRACK | 10/16/2002 |
| <input checked="" type="checkbox"/> | 0561939828 | O1E | SILVATORRES | JARAMY P | 30307 | NEW | 5801 | J61 | 063 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input checked="" type="checkbox"/> | 0098563531 | O1E | STEMPER | LAVICTOR J | 30307 | NEW | 6601 | J61 | 1JA | 11/22/2001 | 12/22/2001 | 10/7/2002 | PRACK | 10/8/2002 |
| <input checked="" type="checkbox"/> | 0525086184 | O1E | TORRENCE | ANTHONEY D | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 4/21/2002 | 10/7/2002 | PRACK | 11/7/2002 |
| <input checked="" type="checkbox"/> | 0622059002 | O1 | TRICHE | MILINDA J | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 5/10/2002 | 10/7/2002 | PRACK | 11/7/2002 |

AUTO ENDORSE EDIT & ENDORSE PRINT ORDERS PRINT LIST CANCEL

(Figure 4)

17. To Print, Edit, or Endorse individual Orders, click on the appropriate check-box next to the "Orders Detail" icon (Figure 5).

| | | | |
|-------------------------------------|--|----|------------|
| <input type="checkbox"/> | | O3 | KOVALIK |
| <input type="checkbox"/> | | O2 | LAPERRIERE |
| <input checked="" type="checkbox"/> | | O1 | LUUSUA |
| <input type="checkbox"/> | | O1 | LYLE |
| <input type="checkbox"/> | | O3 | MEIZOSO |

(Figure 5)

18. The enabled buttons located directly below the Acknowledged Orders list allow for various actions (Figure 6).



(Figure 6)

19. Clicking on the "Edit & Endorse" button will bring-up a page that allows a particular Order to be custom edited before it is endorsed (Figure 7).

HOME HISTORY BASIC ADVANCED RECEIVED ACKNOWLEDGED ENDORSED ADMIN

EDIT AND ENDORSE

SSN:
NAME: LECARIEL LUUSUA
GRADE: O1

FIRST ENDORSEMENT TEXT

```
<<TODAY>>  
  
1STEND ON CMC ORDER OF <<ORDER_DATE>>  
  
FROM: CO, HQBN, HQMC, WASHDC 20830  
TO: CO, COA, HQBN, HQMC  
  
SUBJ: PCSO; CASE OF <<RANK>> <<SNM>>  
<<SSN>>/<<PMOS>> USMC  
  
REF: (a) ENO1300.1B  
  
1. FORWARDED
```

EDIT SAVE SAVE & ENDORSE CANCEL

Orders Text

```
UNCLAS MSGID/GENADMIN/MMOA-2// SUBJ/TEMINS PCSO ON 2NDLT  
GARRETT W. HAGER /6001 USMC// RMKS/1. UPON COMPL  
OF TBS DIR SNO PRORPT NLT 02 JAN 02 TO CO MATSG PENSACOLA FL  
FOR TEMINS AVIATION MAINT OFF CRS FOR PRD APT 10 WKS. CITE  
FOL APPN DATA FY02: AA 1721106.27MO 021 67856 0 067443 2D  
203242 99N2TD203242 PD ONLY. SDN: M6785602TON3242. GOVT  
QTRS/MESS DIR IF AVAIL. RENTAL CAR NOT AUTH. 2. MATSG  
PENSACOLA FL: UPON COMPL OF ABV TEMINS FUR DIR SNO PRORPT CO  
MAG-26 2D MAW NEW RIVER NC (MCC 1JG) FOR DU. 3. EXECUTION OF  
THESE ORDERS INCURS A TWO YEAR SERVICE OBLIGATION UPON  
ARRIVING AT GAINING COMMAND. 4. DELAY AUTH IAW MCO P1050.36H  
PAR 2009. MCO P1000.6F AND MCO P11000.22 APPLY. TRAVCHAR IAW  
MCO P7301.104 PAR 1007.1A(1).//
```

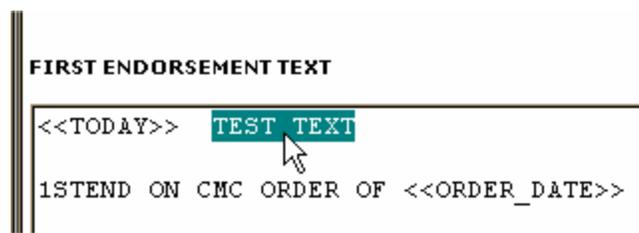
(Figure 7)

20. The buttons located directly below the "First Endorsement Text" box allow for various actions (Figure 8).



(Figure 8)

21. Click on the "Edit" button to begin customizing the text in the "First Endorsement Text" box (Figure 9).



(Figure 9)

- To save changed text and immediately endorse the Order, click on the "Save & Endorse" button. To save changed text without yet endorsing the Order, click only the "Save" button. To finally endorse Orders after saving changed text, click on the "Endorse" button (Figure 10).



(Figure 10)

- The Acknowledged list will be redisplayed with a message confirming the Endorsement. The selected Orders have been automatically transferred from the Acknowledged list to the Endorsed list -- notice that they are no longer in the Acknowledged list (Figure 11).

ORDERS LIST - PRUC ACKNOWLEDGED

SELECT ALL DESELECT ALL ACKNOWLEDGED ▾

THE ORDERS THAT YOU SELECTED HAVE BEEN ENDORSED

| | SSN | GRD | LAST NAME | FIRST NAME, MI | CURR RUC | TYPE | PMOS | MCC | FMCC | EDD | EDA | RCVD DATE | STATUS | STATUS DATE |
|--------------------------|-----|-----|-------------|----------------|----------|------|------|-----|------|------------|------------|------------|--------|-------------|
| <input type="checkbox"/> | | O4 | FAUCETTE | DOMINGO E | 30002 | NEW | 1802 | 007 | ZY4 | 9/15/2003 | 10/15/2003 | 10/7/2002 | PRACK | 10/28/2002 |
| <input type="checkbox"/> | | O1E | FERRERA | NHUBU | 30307 | NEW | 9901 | J61 | K03 | 11/22/2001 | 5/8/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | | O3 | FINCHAM | ANTHEUS J | 30010 | NEW | 0302 | J62 | K02 | 7/31/2002 | 8/7/2002 | 10/14/2002 | PRACK | 10/16/2002 |
| <input type="checkbox"/> | | O1E | GERALD | ISAAK D | 30307 | NEW | 7201 | J61 | 1EG | 11/22/2001 | 12/22/2001 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | | O1 | GOSKIE | TIGE R | 30307 | NEW | 5801 | J61 | 124 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRACK | 11/7/2002 |
| <input type="checkbox"/> | | O1E | GRONSETH | JOSEPHINE C | 30307 | NEW | 7201 | J61 | J9M | 11/22/2001 | 5/15/2002 | 10/7/2002 | PRACK | 11/7/2002 |
| <input type="checkbox"/> | | O1E | KITCHER | QUINQUE A | 30307 | NEW | 6601 | J61 | 1JD | 11/22/2001 | 11/22/2001 | 10/7/2002 | PRACK | 11/7/2002 |
| <input type="checkbox"/> | | O3 | KOVALIK | LASHUNDRA L | 30307 | NEW | 4401 | J61 | 169 | 11/30/2001 | 4/9/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | | O2 | LAPERRIERE | DADRIC F | 30307 | NEW | 4401 | J61 | 169 | 11/30/2001 | 4/9/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | | O1 | LYLE | YELFRIS A | 30307 | NEW | 5801 | J61 | 124 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | | O3 | MOYSTER | NORIYUKI J | 84001 | NEW | 0802 | 910 | K91 | 12/26/2001 | 1/15/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | | O3 | NIEPOETTER | SHKARI C | 30010 | NEW | 0302 | J62 | V35 | 5/10/2002 | 6/15/2002 | 10/14/2002 | PRACK | 10/16/2002 |
| <input type="checkbox"/> | | O2 | RESICO | KARLIN A | 13130 | NEW | 0302 | V33 | 070 | 10/1/2002 | 10/31/2002 | 10/14/2002 | PRACK | 10/16/2002 |
| <input type="checkbox"/> | | O1E | SILVATORRES | JARAMY P | 30307 | NEW | 5801 | J61 | 063 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | | O1E | STEMPER | LAVICTOR J | 30307 | NEW | 6601 | J61 | 1JA | 11/22/2001 | 12/22/2001 | 10/7/2002 | PRACK | 10/8/2002 |
| <input type="checkbox"/> | | O1E | TORRENCE | ANTHONEY D | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 4/21/2002 | 10/7/2002 | PRACK | 11/7/2002 |
| <input type="checkbox"/> | | O1 | TRICHE | MILINDA J | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 5/10/2002 | 10/7/2002 | PRACK | 11/7/2002 |

AUTO ENDORSE EDIT & ENDORSE PRINT ORDERS PRINT LIST CANCEL

(Figure 11)

Endorsed Orders

- Click on the "Endorsed" button located on the Tool Bar at the top of the screen to open the Endorsed Orders list (Figure 1).



(Figure 1)

24. Notice how the selected Orders from the Acknowledged list have been carried-over to the Endorsed list (Figure 2).

| | SSN | GRD | LAST NAME | FIRST NAME, MI | CURR RUC | TYPE | PMOS | MCC | FMCC | EDD | EDA | RCVD DATE | STATUS | STATUS DATE |
|-------------------------------------|-----|-----|--------------|----------------|----------|------|------|-----|------|------------|------------|------------|--------|-------------|
| <input type="checkbox"/> | | O1E | AVINGER | GOLINSKY P | 30307 | NEW | 5801 | J61 | 1CG | 11/30/2001 | 3/26/2002 | 10/7/2002 | PREND | 10/8/2002 |
| <input type="checkbox"/> | | O2 | BOFILL | MULESHWAR A | 30307 | NEW | 4401 | J61 | 017 | 11/30/2001 | 4/9/2002 | 10/7/2002 | PREND | 10/8/2002 |
| <input type="checkbox"/> | | O1E | CALWONSEN | YOBANI K | 30307 | NEW | 7201 | J61 | K9R | 11/22/2001 | 4/21/2002 | 10/7/2002 | PREND | 10/8/2002 |
| <input type="checkbox"/> | | O1 | DEWDNEY | JIGAR B | 30307 | NEW | 6001 | J61 | K03 | 11/22/2001 | 5/8/2002 | 10/7/2002 | PREND | 10/8/2002 |
| <input type="checkbox"/> | | O1 | ISREAL | ALINTHA T | 30307 | NEW | 5801 | J61 | 092 | 11/30/2001 | 3/26/2002 | 10/7/2002 | PREND | 11/8/2002 |
| <input checked="" type="checkbox"/> | | O1 | LUUSUA | LECARIEL W | 30307 | NEW | 6001 | J61 | K03 | 11/22/2001 | 4/8/2002 | 10/7/2002 | PREND | 11/8/2002 |
| <input type="checkbox"/> | | O3 | MEIZOSO | RHONDA R | 30002 | NEW | 0802 | 082 | 012 | 11/16/2001 | 11/30/2001 | 10/7/2002 | PREND | 11/8/2002 |
| <input type="checkbox"/> | | O3 | NISCAVITS | YURIY K | 84001 | NEW | 1302 | 944 | 010 | 2/1/2004 | 3/1/2004 | 10/7/2002 | PREND | 10/8/2002 |
| <input type="checkbox"/> | | O1E | SORGE | CARMINE G | 30307 | NEW | 7201 | J61 | J9M | 11/22/2001 | 5/15/2002 | 10/7/2002 | PREND | 10/8/2002 |
| <input type="checkbox"/> | | O2 | VALENCIARIOS | DICKIE T | 13130 | NEW | 0302 | V33 | 068 | 12/1/2002 | 12/31/2002 | 10/14/2002 | PREND | 10/16/2002 |

(Figure 2)

25. To Print or Edit individual Orders, click on the appropriate check-boxes next to the "Orders Detail" icon (Figure 3).

| | SSN | GRD | LAST NAME |
|-------------------------------------|------------|-----|--------------|
| <input type="checkbox"/> | 0108548970 | O1E | AVINGER |
| <input type="checkbox"/> | 0573495529 | O2 | BOFILL |
| <input type="checkbox"/> | 0606051674 | O1E | CALWONSEN |
| <input type="checkbox"/> | 0012684609 | O1 | DEWDNEY |
| <input type="checkbox"/> | 0228659498 | O1 | ISREAL |
| <input checked="" type="checkbox"/> | 0449976362 | O1 | LUUSUA |
| <input type="checkbox"/> | 0383742245 | O3 | MEIZOSO |
| <input type="checkbox"/> | 0002584709 | O3 | NISCAVITS |
| <input type="checkbox"/> | 0252475052 | O1E | SORGE |
| <input type="checkbox"/> | 0258392021 | O2 | VALENCIARIOS |

(Figure 3)

26. The enabled buttons located directly below the Endorsed Orders list allow for various actions (Figure 4).



(Figure 4)

Administrative

Manage Users

1. Click on the "Admin" button located on the Tool Bar at the top of the screen to open the Admin Tools page (Figure 1).



(Figure 1)

27. Click on the "Manage Users" link to view, create, edit, or delete Users (Figure 2).



(Figure 2)

28. Click on a User Name in the displayed list to edit User information (Figure 3).



(Figure 3)

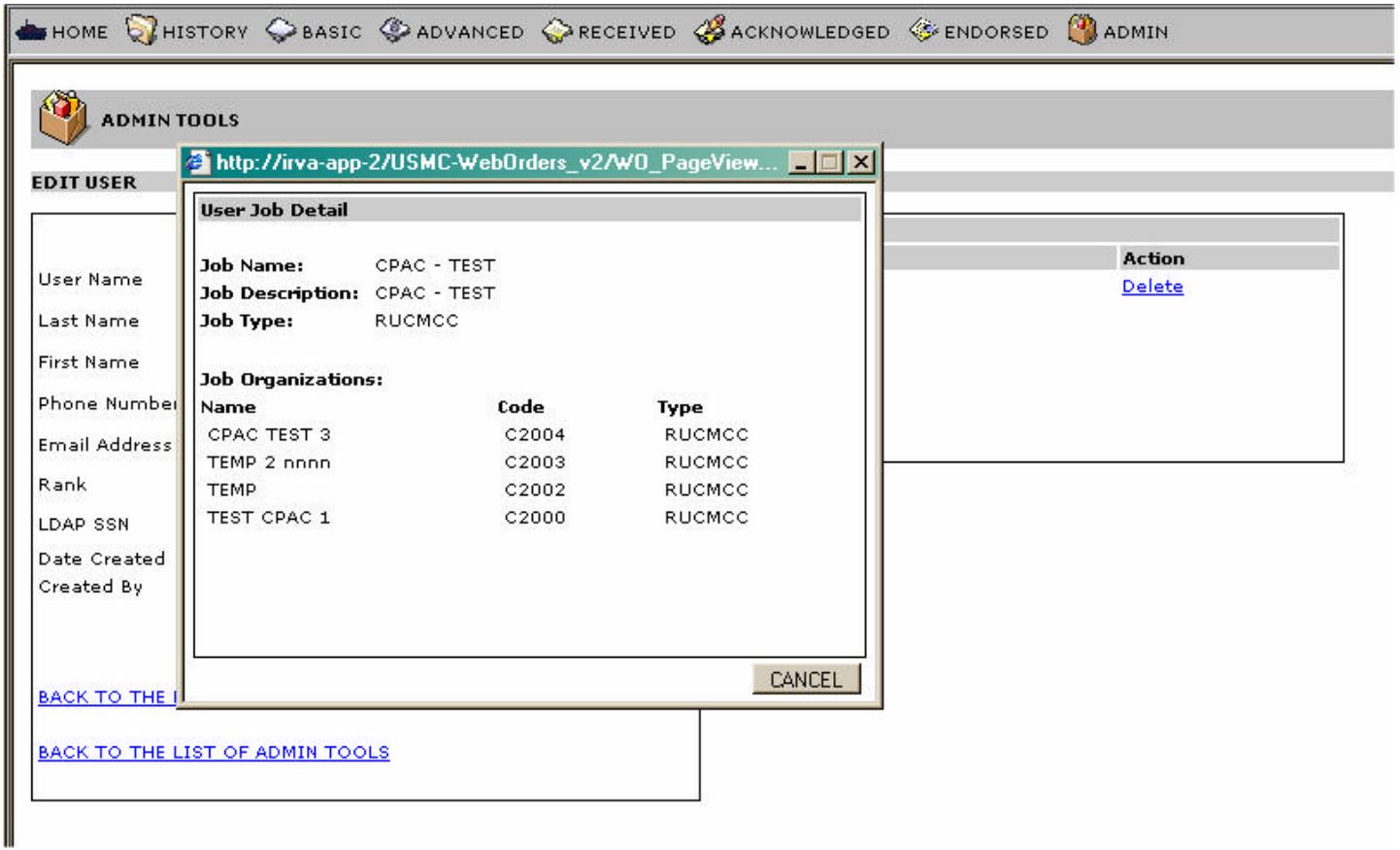
29. Information can be edited in the User box and saved by clicking on the "Save" button. Click on the Job Name link to access more detailed information (Figure 4).

The screenshot shows a web application interface with a navigation bar at the top containing icons and labels for HOME, HISTORY, BASIC, ADVANCED, RECEIVED, ACKNOWLEDGED, ENDORSED, and ADMIN. Below this is a section titled "ADMIN TOOLS" with a folder icon. The main content area is titled "EDIT USER" and is divided into two panels. The left panel contains a form for editing user information with the following fields: User Name (SALLYN), Last Name (SALLY), First Name (NICK), Phone Number (empty), Email Address (nick.sally@inforeliance.com), Rank (E5 - SGT), and LDAP SSN (empty). Below the form are the fields Date Created (10/6/2002) and Created By (WO_USER). A "Save" button is located at the top right of the form. At the bottom of the form are two blue links: "BACK TO THE LIST OF USERS" and "BACK TO THE LIST OF ADMIN TOOLS". The right panel is titled "User Job List" and contains a table with two columns: "Job Name" and "Action". The table has one row with the job name "CPAC - TEST" and the action "Delete". A mouse cursor is pointing at the job name.

| Job Name | Action |
|-------------|------------------------|
| CPAC - TEST | Delete |

(Figure 4)

30. A "User Job Detail" box is displayed (Figure 5).



(Figure 5)

31. Close the box and click on "Back To The List Of Users" link (Figure 6).



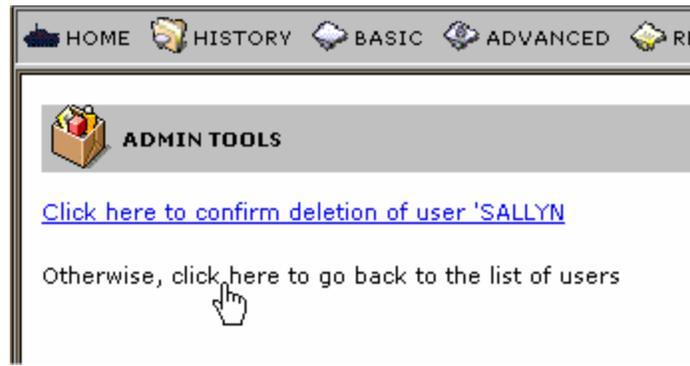
(Figure 6)

32. Click on the "Delete" link to remove a User from your list (Figure 7).

| Organization Type | Action |
|-------------------|------------------------|
| RUC | |
| DMIN | |
| JRIS | |
| DMIN | |
| JRIS | |
| UCMCC | Delete |
| UCMCC | Delete |
| RUC | |
| RUC | |
| DMIN | |

(Figure 7)

33. A confirmation is needed to permanently delete a User. Click on the "click here" link to go back to the previous page (Figure 8).



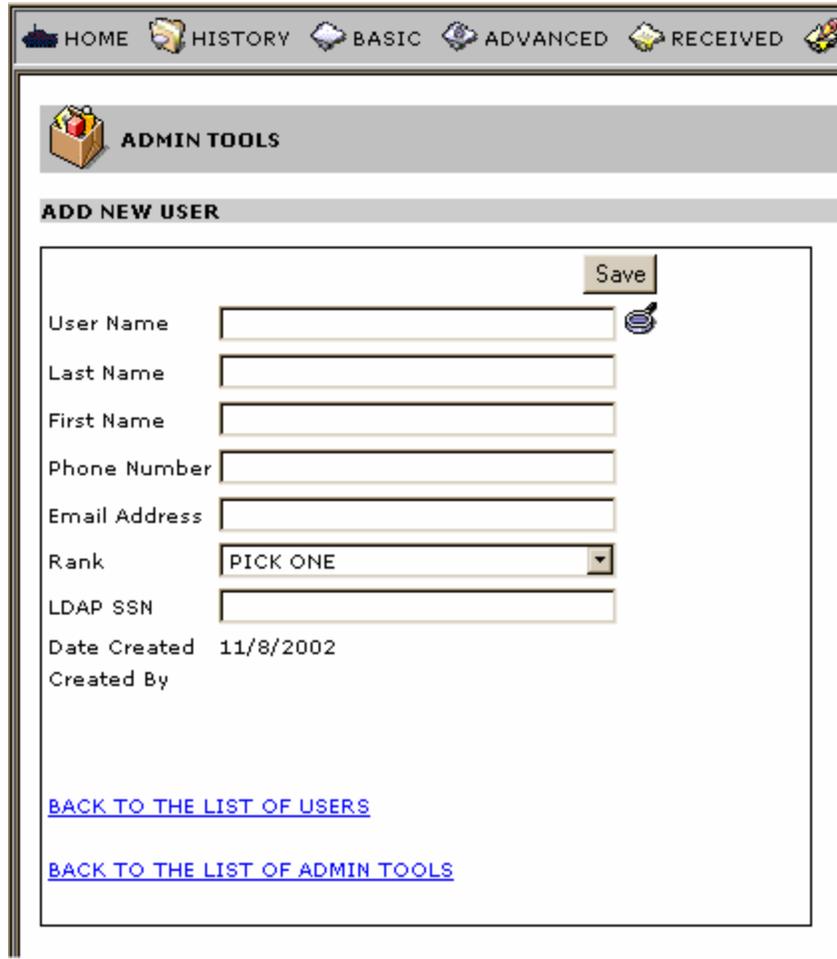
(Figure 8)

34. Click on the "Add New User" link to add a User to your list (Figure 9).



(Figure 9)

35. Enter the appropriate data into the text boxes and click on the "Save" button to add a new User (Figure 10).



The screenshot shows a web interface with a navigation bar at the top containing icons and labels for HOME, HISTORY, BASIC, ADVANCED, and RECEIVED. Below this is a grey header bar with a box icon and the text 'ADMIN TOOLS'. Underneath is another grey header bar with the text 'ADD NEW USER'. The main content area is a form with the following fields: 'User Name' (text box with a search icon), 'Last Name' (text box), 'First Name' (text box), 'Phone Number' (text box), 'Email Address' (text box), 'Rank' (dropdown menu with 'PICK ONE' selected), and 'LDAP SSN' (text box). A 'Save' button is located at the top right of the form. Below the form, there are two blue underlined links: 'BACK TO THE LIST OF USERS' and 'BACK TO THE LIST OF ADMIN TOOLS'. The form also displays 'Date Created 11/8/2002' and 'Created By'.

(Figure 10)

Manage Jobs

1. Click on the "Admin" button located on the Tool Bar at the top of the screen to open the Admin Tools page (Figure 1).



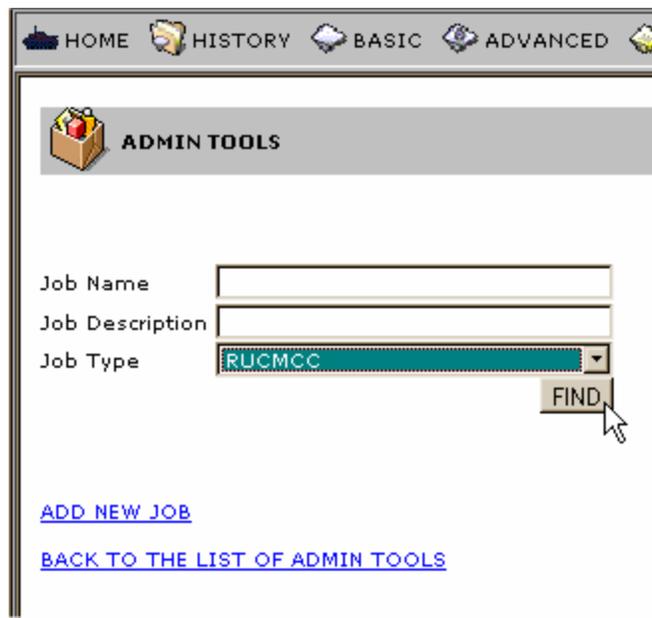
(Figure 1)

36. Click on the "Manage Jobs" link to view, create, edit, or delete Jobs (Figure 2).



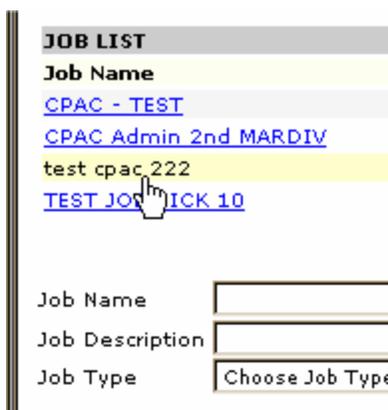
(Figure 2)

37. To create a new Job, click on the "Add New Job" link. To edit existing Jobs, enter text in the appropriate text boxes or select a Job Type from the drop-down box and click on the "Find" button (Figure 3).



(Figure 3)

38. If editing Jobs, click on a Job Name link in the displayed list (Figure 4).



(Figure 4)

39. Enter or edit Job information in the appropriate text boxes and click on the "Save" button. Click on the "Add Organization" link to assign the Job to Organizations (Figure 5).

| | |
|-----------------|------------------|
| Job Name | test cpac 222 |
| Job Description | testing cpac 222 |
| Job Type | RUCMCC |
| Date Created | 10/15/2002 |

Save

[BACK TO THE LIST OF JOBS](#)

[BACK TO THE LIST OF ADMIN TOOLS](#)

| Job Organization List | | | |
|-----------------------|------|------|--------|
| Organization Name | Type | Code | Action |
| ADD ORGANIZATION | | | |

| Job Role List | |
|---------------|--------|
| Role Name | Action |

(Figure 5)

40. Type in text or numbers in the appropriate text boxes and click on the "Find" button (Figure 6).

RUC

(Figure 6)

41. Choose the Organizations that the Job will be assigned to by selecting the appropriate check boxes and clicking the "OK" button (Figure 7).

HOME HISTORY BASIC ADVANCED RECEIVED ACKNOWLEDGED ENDORSED

ADMIN TOOLS

EDIT JOB

Job Name
Job Description
Job Type
Date Created

[BACK TO THE I](#)
[BACK TO THE I](#)

USMC - Web Orders - Microsoft Internet Explorer

Org Code
Org Name

MCC
RUC

FIND

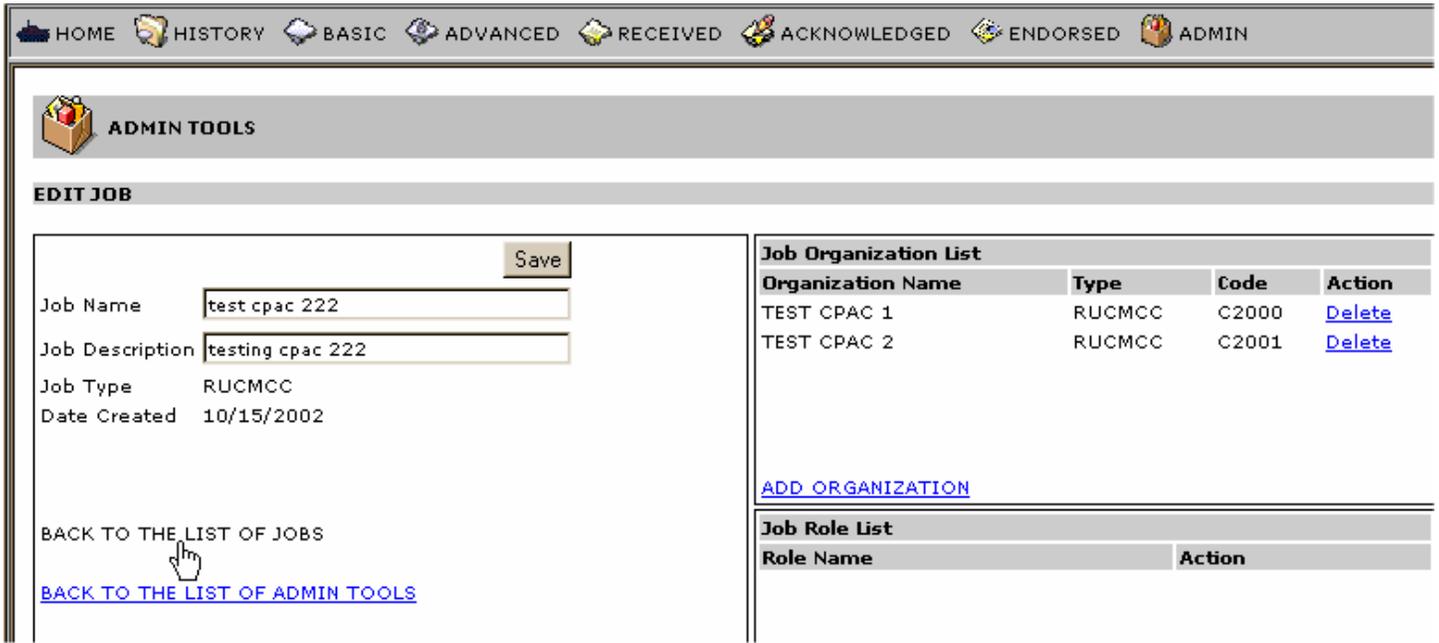
All None

| | Org Name | Org Type | Org Code |
|-------------------------------------|-------------|----------|----------|
| <input type="checkbox"/> | CPAC TEST 3 | RUCMCC | C2004 |
| <input type="checkbox"/> | TEMP | RUCMCC | C2002 |
| <input type="checkbox"/> | TEMP 2 nnnn | RUCMCC | C2003 |
| <input checked="" type="checkbox"/> | TEST CPAC 1 | RUCMCC | C2000 |
| <input checked="" type="checkbox"/> | TEST CPAC 2 | RUCMCC | C2001 |

OK CLEAR CANCEL

(Figure 7)

42. Notice the new Organizations in the Job Organization list. To remove an Organization assigned to a Job, click on its corresponding "Delete" link. To add Roles and Privileges to Jobs, click on and select from the "Add New Role" and "Add New Privilege" drop down boxes. To return to the Jobs page, click on the "Back To The List Of Jobs" link (Figure 8).



(Figure 8)

Manage Organizations

1. Click on the "Admin" button located on the Tool Bar at the top of the screen to open the Admin Tools page (Figure 1).



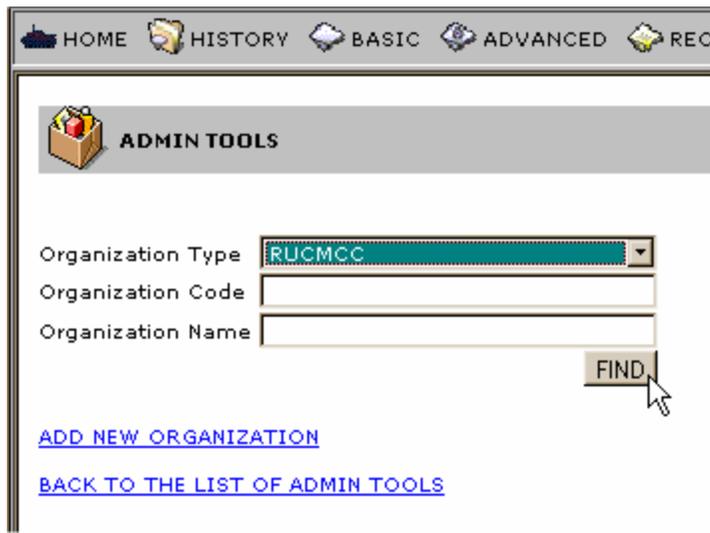
(Figure 1)

43. Click on the "Manage Organizations" link to view, create, edit, or delete Organizations (Figure 2).



(Figure 2)

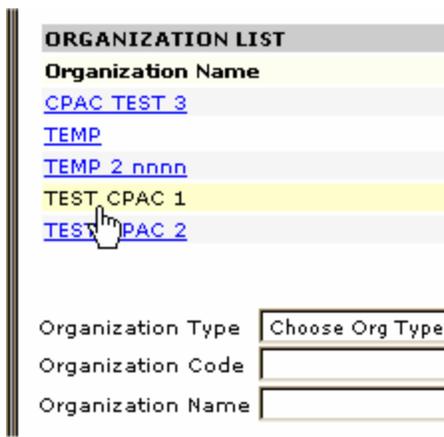
44. To create a new Organization, click on the "Add New Organization" link. To edit existing Organizations, enter text in the appropriate text boxes or select an Organization Type from the drop-down box and click on the "Find" button (Figure 3).



The screenshot shows a web browser window with a navigation bar at the top containing icons and labels for HOME, HISTORY, BASIC, ADVANCED, and REC. Below this is a grey header bar with a box icon and the text "ADMIN TOOLS". The main content area contains a form with three fields: "Organization Type" with a dropdown menu showing "RUCMCC", "Organization Code" with an empty text box, and "Organization Name" with an empty text box. To the right of the "Organization Name" field is a "FIND" button with a mouse cursor pointing to it. Below the form are two blue underlined links: "ADD NEW ORGANIZATION" and "BACK TO THE LIST OF ADMIN TOOLS".

(Figure 3)

45. If editing Organizations, click on an Organization Name link in the displayed list (Figure 4).



The screenshot shows a web browser window with a grey header bar containing the text "ORGANIZATION LIST". Below the header is a list of organization names, each with a blue underlined link: "CPAC TEST 3", "TEMP", "TEMP 2 nnnn", "TEST CPAC 1", and "TEST CPAC 2". A mouse cursor is pointing to the "TEST CPAC 2" link. Below the list are three form fields: "Organization Type" with a dropdown menu showing "Choose Org Type", "Organization Code" with an empty text box, and "Organization Name" with an empty text box.

(Figure 4)

46. Enter or edit Organization information in the appropriate text boxes and click on the "Save" button. Click on the "Add Organization" link to assign it to existing Marine Corps Organizations (Figure 5).

| Organization List | | | |
|---------------------------------------|-----|-------|------------------------|
| Organization Name | MCC | RUC | Action |
| USMC RS HQ 8TH MCD | 952 | 84001 | Delete |
| I MEF HEADQUARTERS GROUP (MHG) | 1F5 | 45502 | Delete |
| I MHG GPAC | 1F5 | 45502 | Delete |
| AMPHIB WARFARE SCOL (STUD PERS) | J62 | 30010 | Delete |
| I MEF HEADQUARTERS GROUP (MHG) | 1F5 | 20371 | Delete |
| COMM SPT BN 9TH COMM BN 1ST SRI GROUP | 1F5 | 21674 | Delete |
| COMM CO 9TH COMM BN 1ST SRI GROUP | 1F5 | 21673 | Delete |

(Figure 5)

47. Type in text or numbers in the appropriate text boxes and click on the "Find" button (Figure 6).

RUC CODE

(Figure 6)

49. Notice the new Organizations in the Job Organization list. To remove an Organization, click on its corresponding "Delete" link. To return to the Organizations page, click on the "Back To The List Of Organizations" link (Figure 8).

ADMIN TOOLS

EDIT ORGANIZATION

Organization Type: RUCMCC Save

Organization Code:

Organization Name:

POC Name:

POC Phone:

POC Email:

Date Created: 10/6/2002

[BACK TO THE LIST OF ORGANIZATIONS](#)

[BACK TO THE LIST OF ADMIN TOOLS](#)

| Organization Name | MCC | RUC | Action |
|---------------------------------------|-----|-------|------------------------|
| USMC RS HQ 8TH MCD | 952 | 84001 | Delete |
| I MEF HEADQUARTERS GROUP (MHG) | 1F5 | 45502 | Delete |
| I MHG GPAC | 1F5 | 45502 | Delete |
| AMPHIB WARFARE SCOL (STUD PERS) | J62 | 30010 | Delete |
| I MEF HEADQUARTERS GROUP (MHG) | 1F5 | 20371 | Delete |
| HQSVCCO 1ST CBTENGR BN | 121 | 11401 | Delete |
| CO D 1ST CBTENGR BN | 121 | 11406 | Delete |
| COMM SPT BN 9TH COMM BN 1ST SRI GROUP | 1F5 | 21674 | Delete |
| COMM CO 9TH COMM BN 1ST SRI GROUP | 1F5 | 21673 | Delete |

[ADD ORGANIZATION](#)

(Figure 8)

Manage Roles

1. Managing Roles is a function available only to Administrators logged in as the "WO Admin", which can be verified by checking the information located in the Status Bar at the bottom of the screen is correct (Figure 1).

STATUS: **Ready** USER: **WO ADMIN - (WADMIN)** USER TYPE: **ADMIN** ORG CODE: UNIT: JOB: **System Administrator**

(Figure 1)

2. Click on the "Admin" button located on the Tool Bar at the top of the screen to open the Admin Tools page (Figure 2).



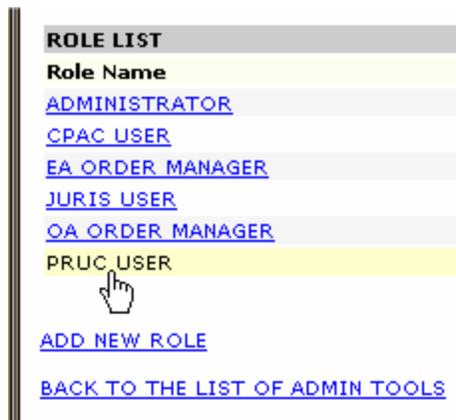
(Figure 2)

50. Click on the "Manage Roles" link to view, create, edit, or delete Roles (Figure 3).



(Figure 3)

51. To create a new Role, click on the "Add New Role" link. If editing Roles, click on a Role Name link in the displayed list (Figure 4).



(Figure 4)

52. Enter or edit Role information in the appropriate text boxes and click on the "Save" button. Click on the "Add New Privilege" drop down box to assign the Role privileges (Figure 5).

| <p>Save</p> <p>Role Name <input type="text" value="PRUC USER"/></p> <p>Role Description <input type="text" value="PRUC Administrative Personnel"/></p> <p>Date Created 9/27/2002</p> <p>BACK TO THE LIST OF ROLES</p> <p>BACK TO THE LIST OF ADMIN TOOLS</p> | <table border="1"><thead><tr><th colspan="2">Role Privilege List</th></tr><tr><th>Privilege Name</th><th>Action</th></tr></thead><tbody><tr><td>ACKNOWLEDGE RECEIPT PRUC</td><td>Delete</td></tr><tr><td>FIRST ENDORSEMENT AUTHORITY</td><td>Delete</td></tr><tr><td>MANAGE JOBS CPAC</td><td>Delete</td></tr><tr><td>MANAGE ORGANIZATION CPAC</td><td>Delete</td></tr><tr><td>MANAGE USERS CPAC</td><td>Delete</td></tr><tr><td>VIEW MARINES WITHOUT ORDERS</td><td>Delete</td></tr><tr><td>VIEW ORDERS DETAIL</td><td>Delete</td></tr><tr><td>VIEW ORGANIZATIONS</td><td>Delete</td></tr></tbody></table> <p>Add New Privilege</p> <ul style="list-style-type: none">Add New PrivilegeASSIGN FIRST ENDORSEMENT AUTHORITYASSIGN JOB ANY PRIVILEGEASSIGN JOB ANY ROLEASSIGN JOB OWN PRIVILEGESASSIGN JOB OWN ROLESASSIGN USER ANY PRIVILEGEASSIGN USER ANY ROLEASSIGN USER OWN PRIVILEGESASSIGN USER OWN ROLESEA ONLY | Role Privilege List | | Privilege Name | Action | ACKNOWLEDGE RECEIPT PRUC | Delete | FIRST ENDORSEMENT AUTHORITY | Delete | MANAGE JOBS CPAC | Delete | MANAGE ORGANIZATION CPAC | Delete | MANAGE USERS CPAC | Delete | VIEW MARINES WITHOUT ORDERS | Delete | VIEW ORDERS DETAIL | Delete | VIEW ORGANIZATIONS | Delete |
|--|---|---------------------|--|----------------|--------|--------------------------|------------------------|-----------------------------|------------------------|------------------|------------------------|--------------------------|------------------------|-------------------|------------------------|-----------------------------|------------------------|--------------------|------------------------|--------------------|------------------------|
| Role Privilege List | | | | | | | | | | | | | | | | | | | | | |
| Privilege Name | Action | | | | | | | | | | | | | | | | | | | | |
| ACKNOWLEDGE RECEIPT PRUC | Delete | | | | | | | | | | | | | | | | | | | | |
| FIRST ENDORSEMENT AUTHORITY | Delete | | | | | | | | | | | | | | | | | | | | |
| MANAGE JOBS CPAC | Delete | | | | | | | | | | | | | | | | | | | | |
| MANAGE ORGANIZATION CPAC | Delete | | | | | | | | | | | | | | | | | | | | |
| MANAGE USERS CPAC | Delete | | | | | | | | | | | | | | | | | | | | |
| VIEW MARINES WITHOUT ORDERS | Delete | | | | | | | | | | | | | | | | | | | | |
| VIEW ORDERS DETAIL | Delete | | | | | | | | | | | | | | | | | | | | |
| VIEW ORGANIZATIONS | Delete | | | | | | | | | | | | | | | | | | | | |

(Figure 5)

53. To remove a Role Privilege, click on it's corresponding "Delete" link. To return to the Roles page, click on the "Back To The List Of Roles" link (Figure 6).

Role Name

Role Description

Date Created 9/27/2002

[BACK TO THE LIST OF ROLES](#)

[BACK TO THE LIST OF ADMIN TOOLS](#)

| Role Privilege List | |
|-----------------------------|------------------------|
| Privilege Name | Action |
| ACKNOWLEDGE RECEIPT PRUC | Delete |
| FIRST ENDORSEMENT AUTHORITY | Delete |
| MANAGE JOBS CPAC | Delete |
| MANAGE ORGANIZATION CPAC | Delete |
| MANAGE USERS CPAC | Delete |
| VIEW MARINES WITHOUT ORDERS | Delete |
| VIEW ORDERS DETAIL | Delete |
| VIEW ORGANIZATIONS | Delete |

(Figure65)