

# Appendix B

## SPS System Administration Tools

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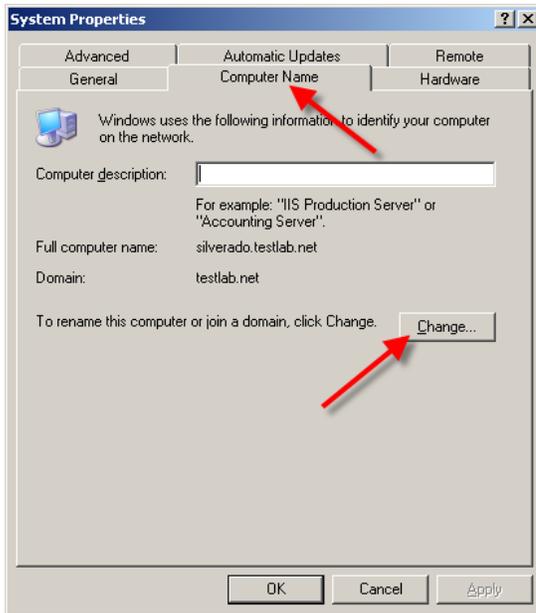
Database Server Name Change

# B-1 Coordinate Name Change with Local NCC

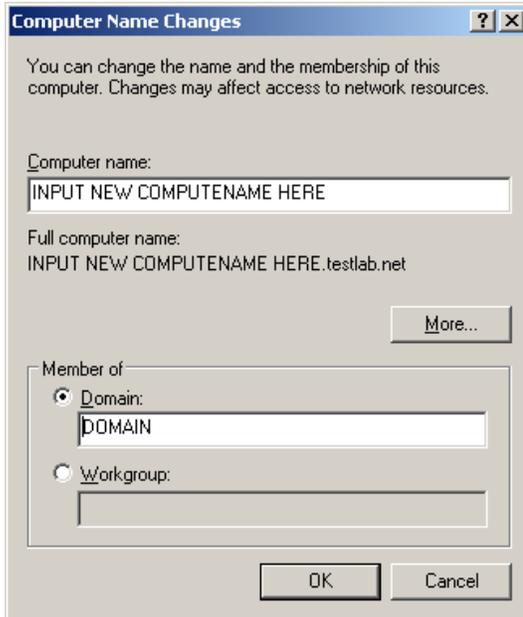
System Administrators will verify the new server name has been added to the Domain/Active directory in the correct Organization Unit (container.) Failure to add the server to the correct container will cause it to be incorrectly recognized and receive security policies designed for client systems only. **Note:** The following steps require a system reboot. Ensure users are logged out of PD2.

## B-1.1 Update Server Name

1. Stop Sybase.
2. Change server name.
  - a. Right Click *My Computer*.
  - b. Click *Properties*.
  - c. Click the *Computer Name* tab, and then click *Change*.



- d. Type the new server name in the *Computer Name* field, and then click *OK*.
- e. Click *OK* to the computer restart message.
- f. Click *OK* to the system properties window.
- g. Click *YES* to restart the computer.



3. Update all scheduled tasks using the local administrator username and password to use the new “*Servername*”\username.

### B-1.2 Check Functionality

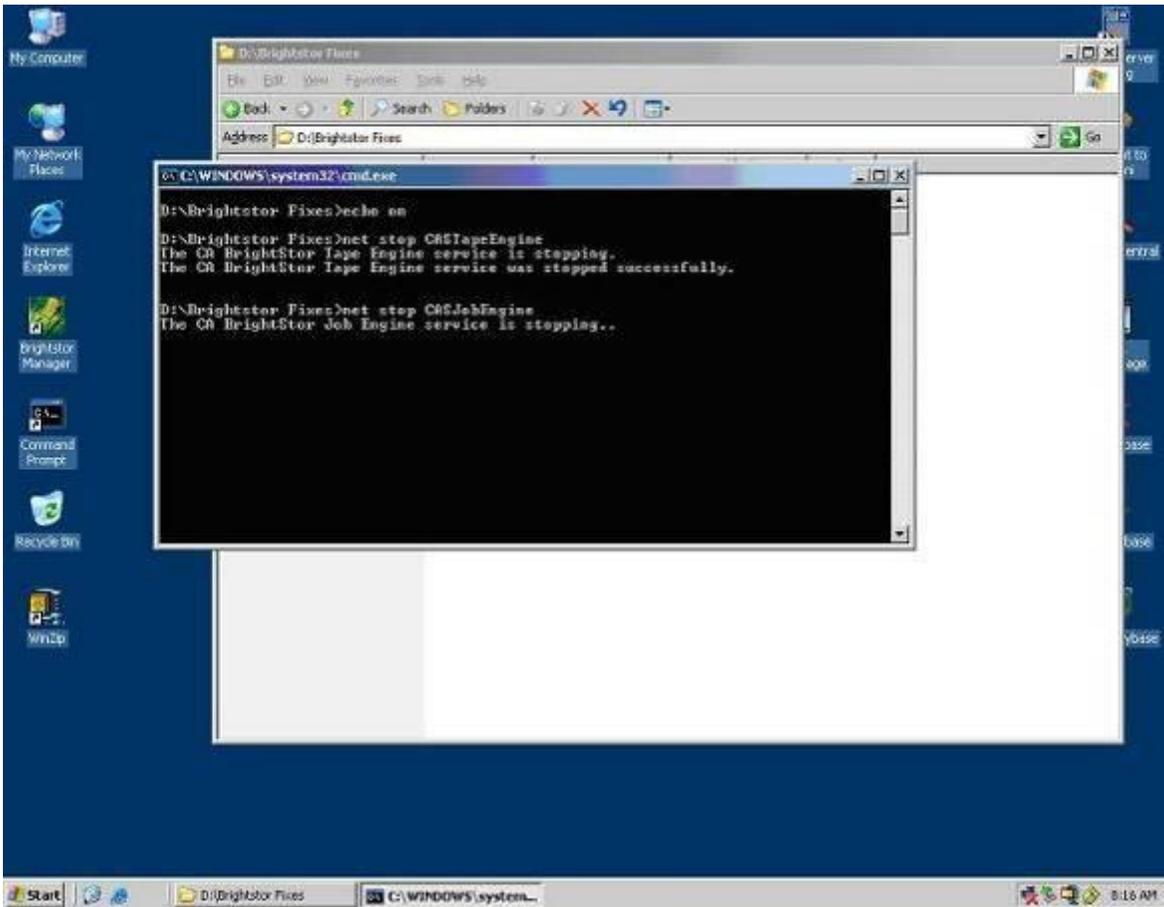
1. Check all scheduled tasks to ensure they run without error.
2. Update all clients that connect to file shares on this server. **Note:** This may require visiting each client to update the share with the new server name or working with your local NCC to update the user’s login script.

### B-1.3 Update BrightStor

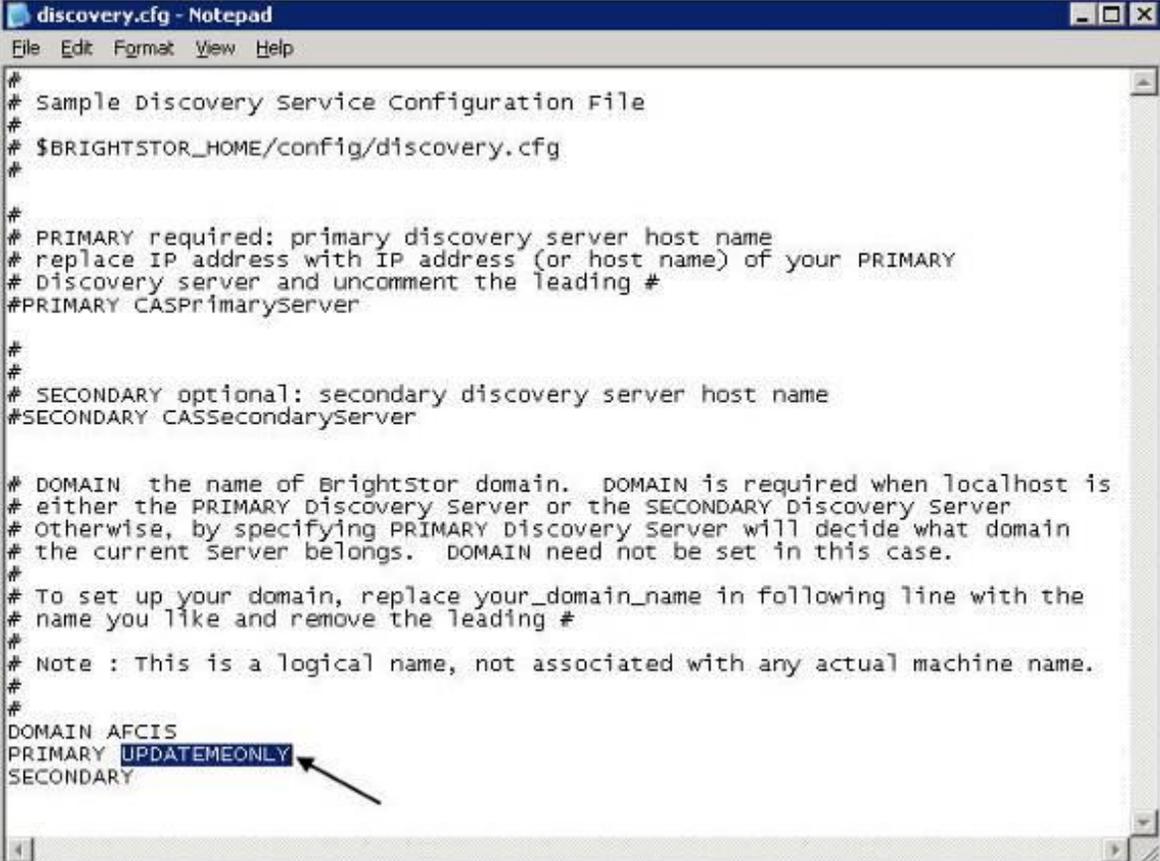
The following steps will update ARCserve to work with the new server name. You must be logged on with an account with administrative privileges to successfully complete this section. **Note:** If you do not perform the procedures below, you will continually get *caroot* errors when trying to check and/or update ARCserve.

1. Open *My Computer*.
2. Navigate to the *D:\Brightstor Fixes* folder.
3. Double-click *discovery.bat*.

4. A DOS window will open and you will see the *BrightStor* services stopping.



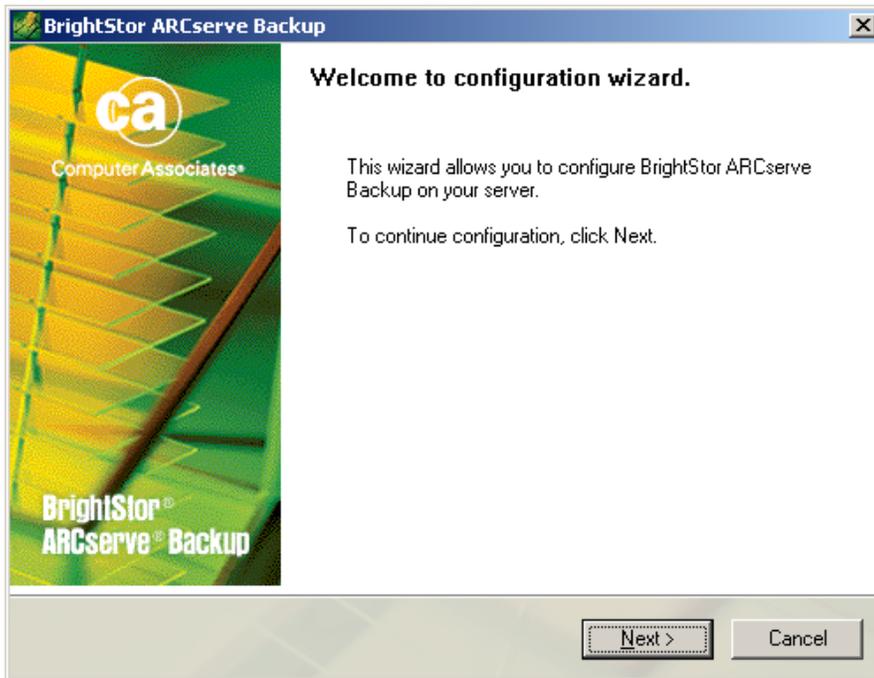
5. The *discovery.cfg* file will open in *Notepad*.
  - a. At the bottom of the page, you will see *PRIMARY (Old Server Name)*; replace the (*Old Server Name*) with the new server name.



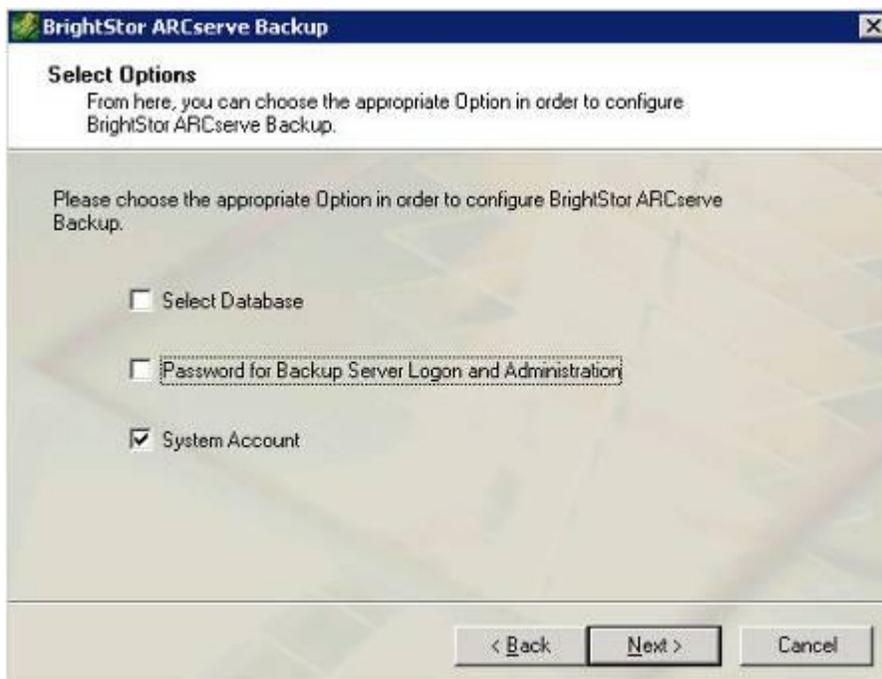
```
discovery.cfg - Notepad
File Edit Format View Help
#
# Sample Discovery Service Configuration File
#
# $BRIGHTSTOR_HOME/config/discovery.cfg
#
#
# PRIMARY required: primary discovery server host name
# replace IP address with IP address (or host name) of your PRIMARY
# Discovery server and uncomment the leading #
#PRIMARY CASPrimaryServer
#
#
# SECONDARY optional: secondary discovery server host name
#SECONDARY CASSecondaryServer
#
# DOMAIN the name of Brightstor domain. DOMAIN is required when localhost is
# either the PRIMARY Discovery Server or the SECONDARY Discovery Server
# Otherwise, by specifying PRIMARY Discovery Server will decide what domain
# the current server belongs. DOMAIN need not be set in this case.
#
# To set up your domain, replace your_domain_name in following line with the
# name you like and remove the leading #
#
# Note : This is a logical name, not associated with any actual machine name.
#
#
DOMAIN AFCIS
PRIMARY UPDATEMEONLY
SECONDARY
```

- b. Click *File* on the menu bar, and then *Save*.
  - c. Close *Notepad*.
6. An *Add or Remove Programs* window will open.
  - a. Highlight *CA BrightStor ARCserve Backup* and click *Change*.
  - b. Click *Next* in the next window to continue.
  - c. A *Program Maintenance* window will open – Click the *Repair* radio button to select it, then click *Next*.
  - d. Another window will open after a 1-2 minute pause. When it appears, click *Install*. The update will take 1-3 minutes to complete. **Note:** DO NOT CLOSE THE WINDOW OR REBOOT!
  - e. After the update completes, click *Finish*.
  - f. Close the *Add or Remove Programs* window.
  - g. The ARCserve services will automatically restart.

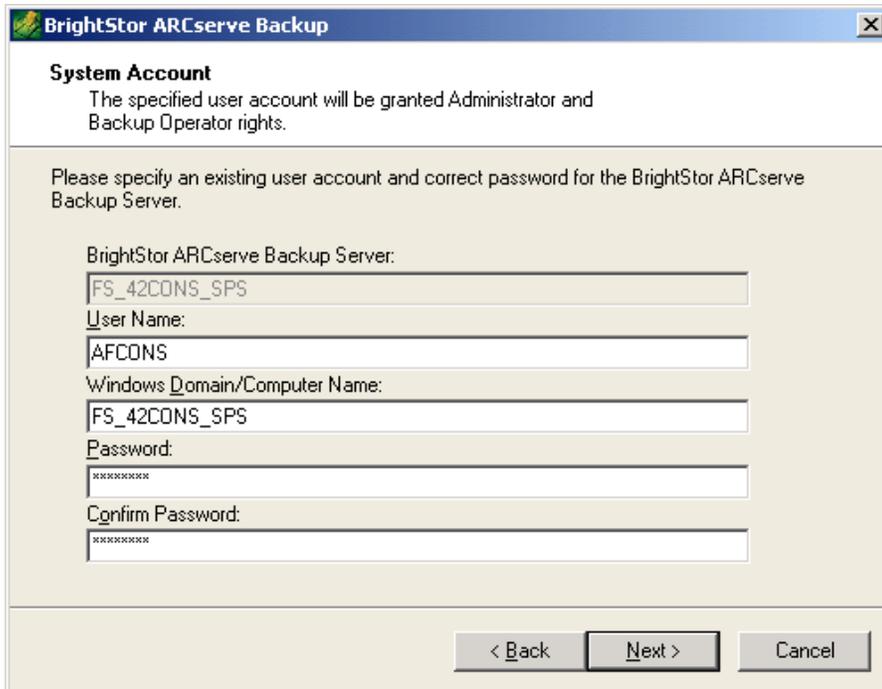
7. The *Welcome to configuration wizard* window will open – Click *Next*.



8. Uncheck the first two boxes (leave *System Account* selected) and click *Next*.



9. On the *System Account* screen, the *BrightStor ARCserve Backup Server* field will show the correct name of your server.
  - a. The *User Name* will show the username you are logged on with (**Note:** This will be the local administrator account).
  - b. Update the *Windows Domain/Computer Name* field with your new server name (This will be the same as the *BrightStor ARCserve Backup Server* field).
  - c. Enter the correct password for the local administrator account in the *Password* field.
  - d. Re-enter the password in the *Confirm Password* field and click *Next*.

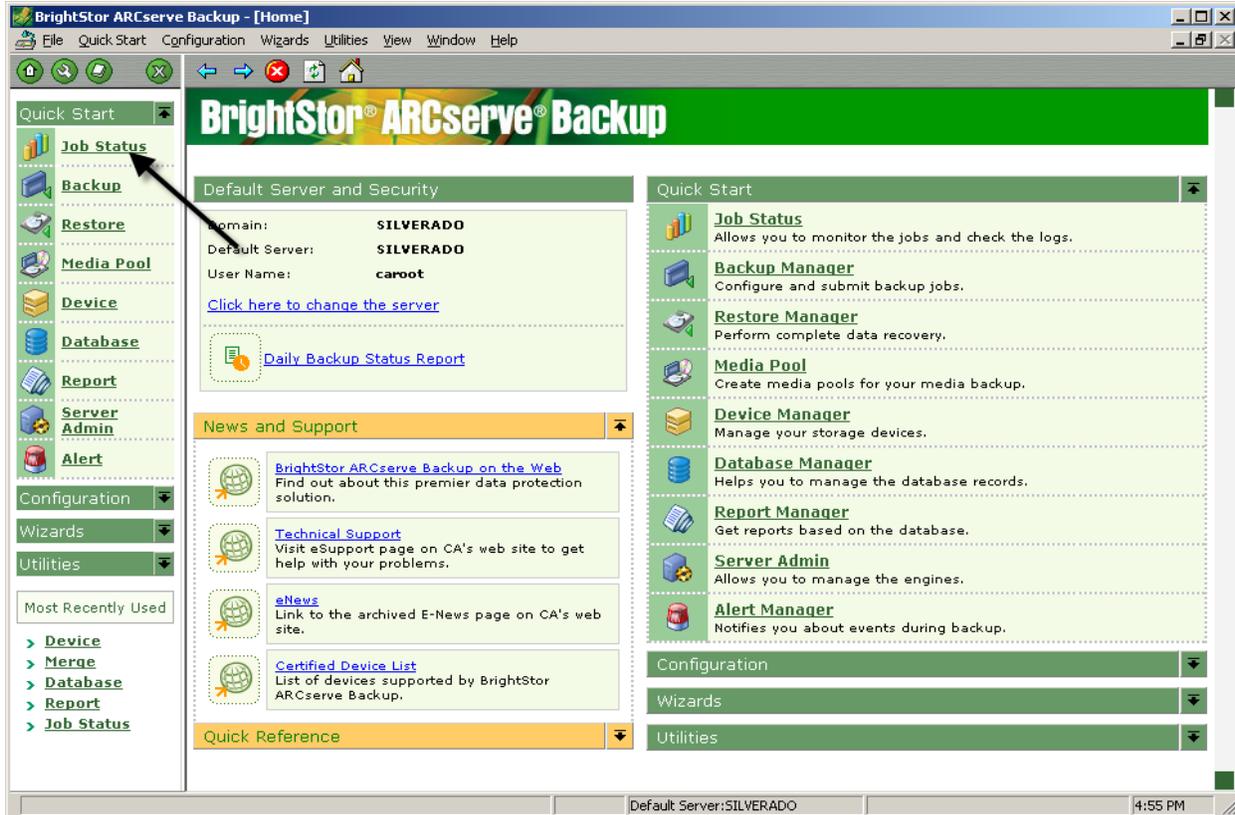


The screenshot shows a Windows-style dialog box titled "BrightStor ARCserve Backup". The main heading is "System Account". Below the heading, it states: "The specified user account will be granted Administrator and Backup Operator rights." A sub-heading reads: "Please specify an existing user account and correct password for the BrightStor ARCserve Backup Server." The form contains five input fields: "BrightStor ARCserve Backup Server:" with the value "FS\_42CONS\_SPS"; "User Name:" with the value "AFCONS"; "Windows Domain/Computer Name:" with the value "FS\_42CONS\_SPS"; "Password:" with masked characters "\*\*\*\*\*"; and "Confirm Password:" with masked characters "\*\*\*\*\*". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

- e. Another Window will open – Click *Finish*.
  - f. *Device Configuration* will start.
  - g. Click *Exit* to close, and answer *Yes* to the system prompt.
10. Delete old backup job.

Backup jobs are associated with server names. Since the server name has changed, the old backup job must be deleted and a new job created with the new server name. **Note:** Recreate the backup job only; the *DB Pruning* job will adjust itself.

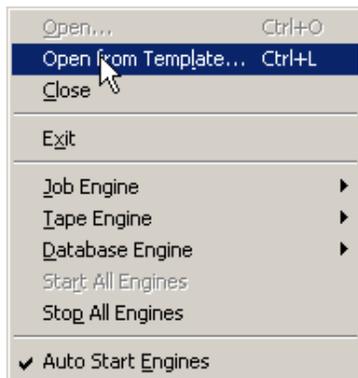
- a. Open BrightStor – Double-click the *BrightStor Manager* icon  on the desktop.
- b. Click *Job Status* on the *Quick Start* menu.



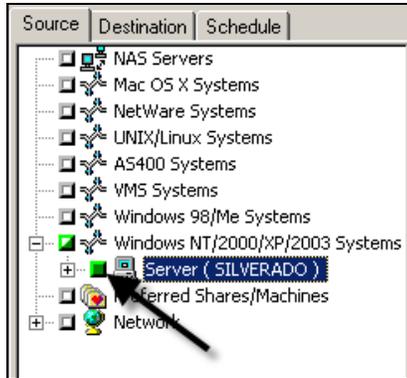
- c. In the top right pane right click your *Backup (rotation)* job.
- d. Click *Delete Job*.
- e. Answer *Yes* to the *Delete this job* message.

11. Create a new backup job.

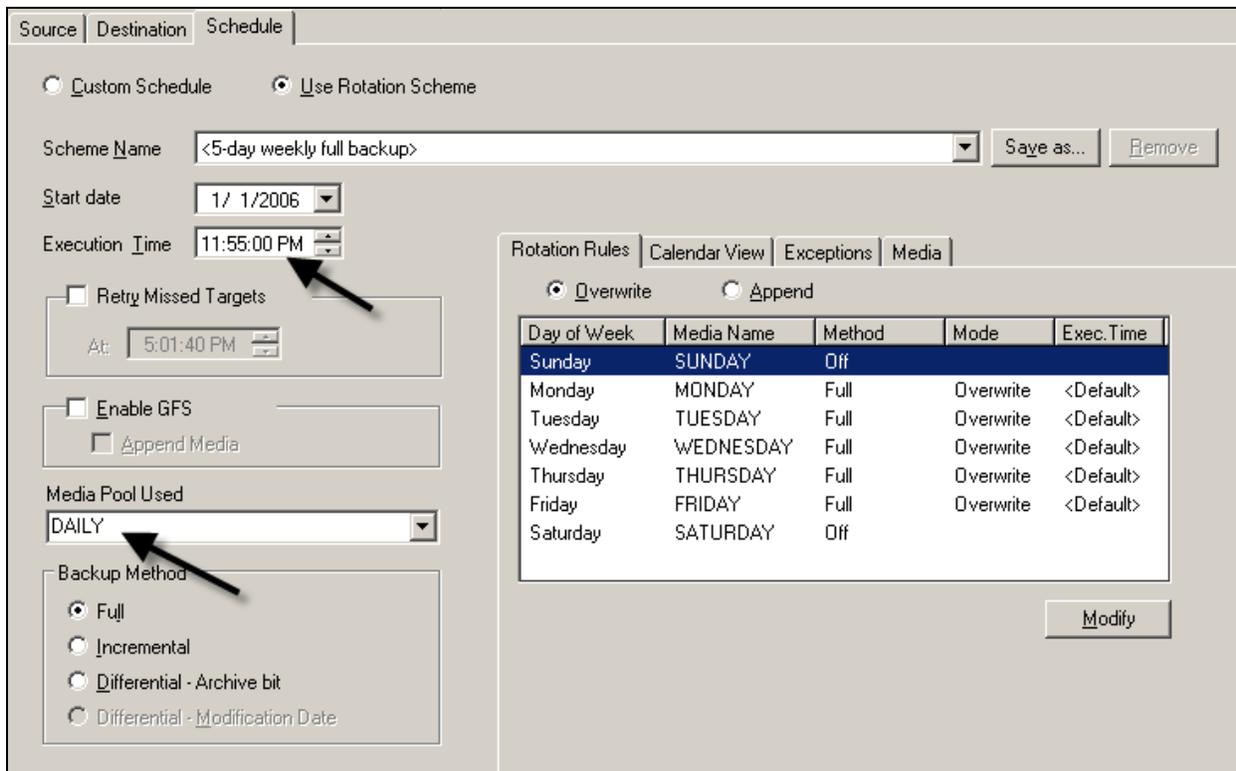
- a. Click *File* on the menu bar in the uppermost left hand corner.
- b. Click *Open from Template*.



- c. Double-click on *backup.ast*.
- d. Under the *Source* tab, click the name of your server to select it.
- e. Click within the green outlined box to the left of the server name so the box becomes solid green.



- f. Click the Schedule tab.
- g. Set Backup Execution Time to 11:55:00 PM.
- h. Ensure *Media Pool Used* is set to *Daily*.



- i. Click the green Start icon at the top of the window.
- j. Click *OK* to the Daily Media to Preserve message.
- k. Click *OK* to the Security and Agent Information window.

- l. Click *OK* to the Submit Job window.
- m. Click *YES* to the *Media Pool Daily* message (if prompted).
  - 1) You will see a quick blue progress bar that reports packaging and submitting job.
- n. Exit BrightStor.

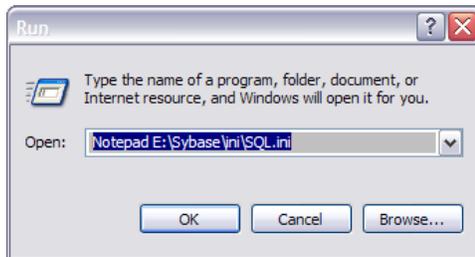
## B-2 Database Server IP Address Change

### B-2.1 Firewall Update

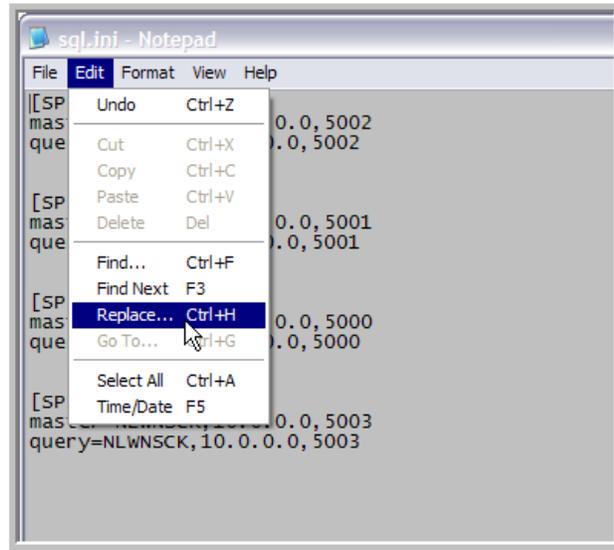
Contact your firewall administrator immediately and inform them of the pending IP address change. **Note:** Inform them you have three TCP/IP ports open for the HIBB RDBAs and they need to be updated. If this is not done the HIBB team will lose the ability to connect to your site. **Note:** To allow the administrator ample time to complete the task, this must be done well in advance!!!

### B-2.2 Update Server

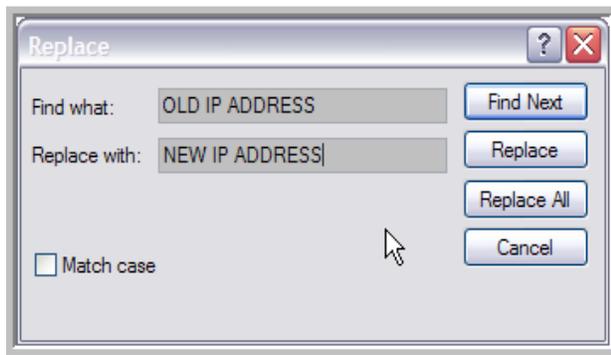
1. Stop Sybase.
2. Open the SQL.INI file and perform a global IP address change.
  - a. Click Start > Run.
  - b. Type: Notepad E:\Sybase\ini\SQL.ini.



- c. Click *OK*.
- d. Click *Edit* on the menu bar.
- e. Click *Replace*.



- f. In the *Find What* box, type the IP address you are changing from.
- g. In the *Replace With* box, type in the IP address you are changing to.



- h. Click *Replace All*.
  - i. Save and Close the SQL.INI file.
3. Change server IP address.
- a. Right Click *My Network Places* on your desktop.
  - b. Click *Properties*.
  - c. Right Click the Network Connection you are currently communicating with.
    - 1) **Note:** It will be the connection **without** the red **X**.
  - d. Click *Properties*.
  - e. Click Internet Protocol (TCP/IP).
  - f. Click *Properties*.
  - g. Update all IP address information that has changed.
    - 1) **Note:** Obtain this information from your local NCC.
  - h. Click *OK* on the *Internet Protocol (TCP/IP) Properties* window.

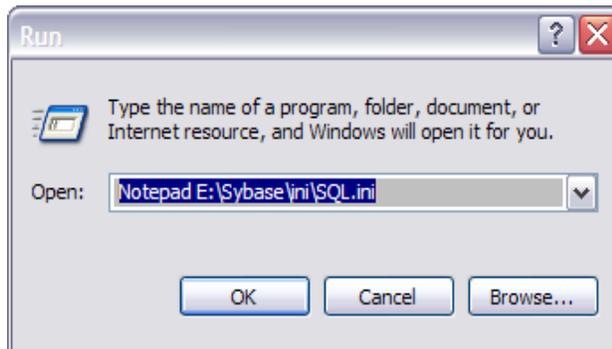
- i. Click *OK* on the *Local Area Connection Properties* window.
4. Start Sybase.
  - a. Ensure backup server starts, if not, check SQL.INI.

### B-2.3 Update Remaining SQL.INI

1. Update Client SQL.INI.

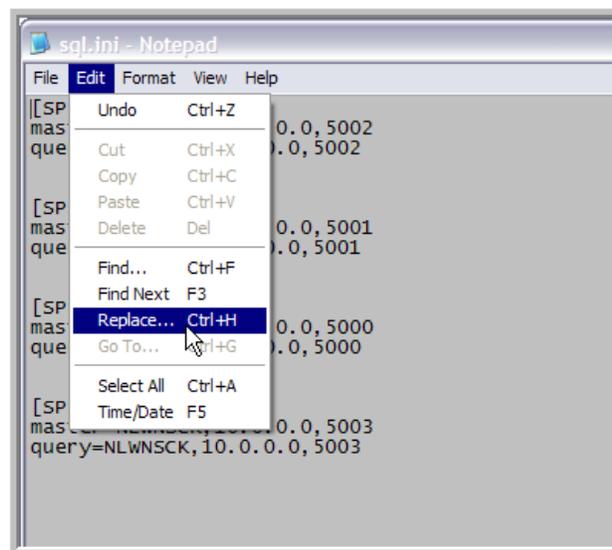
Note: One method you can use to update each individual client is below. An alternate method is to create a master SQL.INI and use it to replace the existing one on each individual client.

- a. Click Start > Run.
- b. Type: Notepad E:\Sybase\ini\SQL.ini.

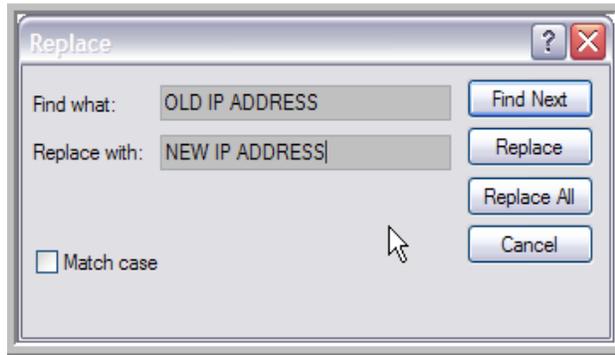


- c. Click *OK*.
- d. Click *Edit* on the menu bar.

- e. Click *Replace*.



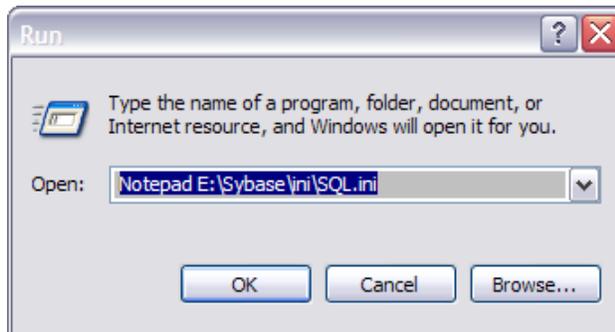
- f. In the *Find What* box, type the IP address you are changing from.
- g. In the *Replace With* box, type in the IP address you are changing to.



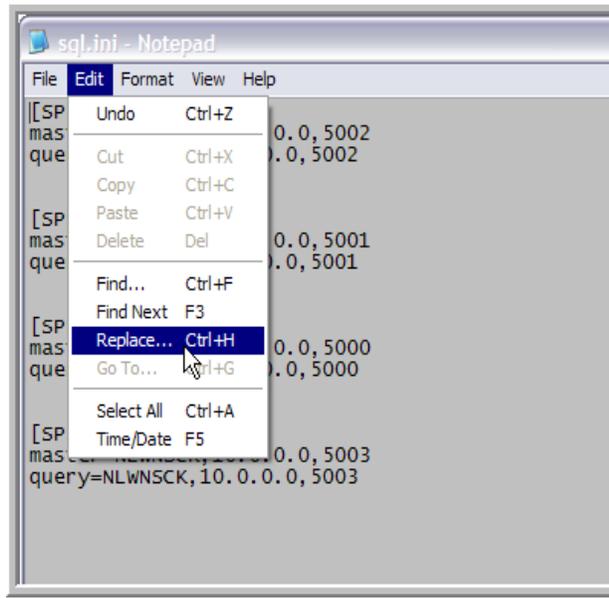
- h. Click *Replace All*.
- i. Save and Close the SQL.INI file.
  - 1) Check client to ensure it connects to the server properly.
2. Update Adapter/ASF Server SQL.INI.

Note: One method you can use to update each individual client is below. An alternate method is to create a master SQL.INI and use it to replace the existing file on each client.

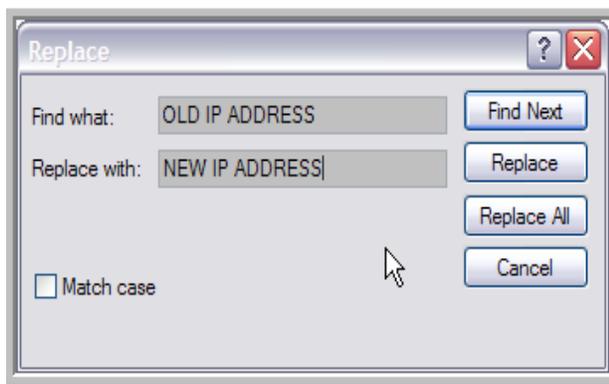
- a. Click Start > Run.
- b. Type: Notepad E:\Sybase\ini\SQL.ini.



- c. Click *OK*.
- d. Click *Edit* on the menu bar.
- e. Click *Replace*.



- f. In the *Find What* box, type the IP address you are changing from.
- g. In the *Replace With* box, type in the IP address you are changing to.



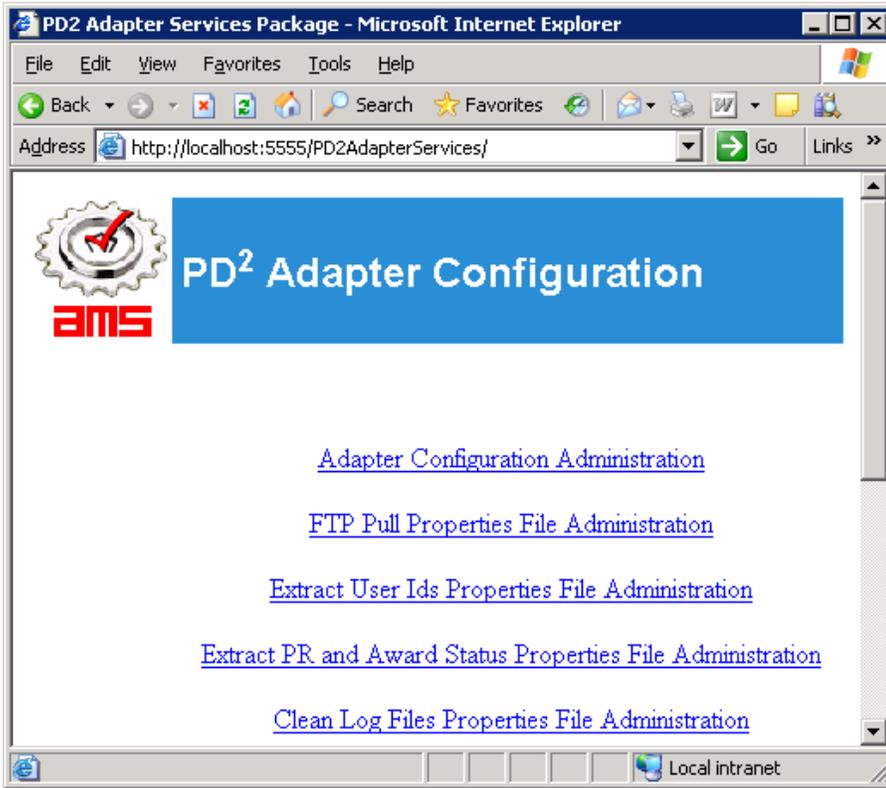
- h. Click *Replace All*.
- i. Save and Close the SQL.INI file.
  - 1) Check client to ensure it connects to the server properly.

#### **B-2.4 Inform HIBB RDBAs of IP Address change**

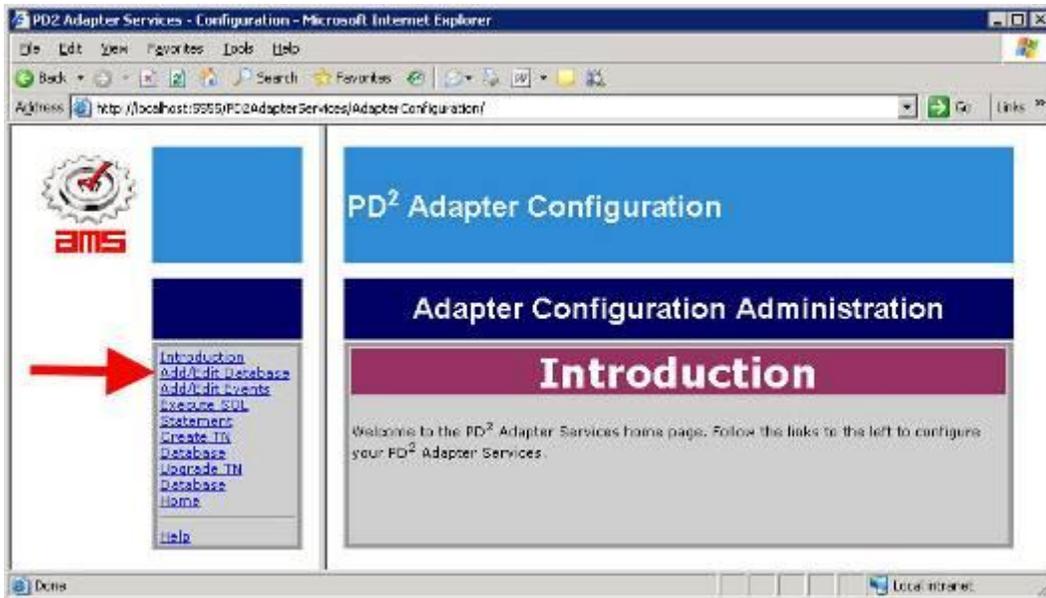
Once the Database Server IP address change is completed, the HIBB RDBAs need to be notified, so they can update their individual SQL.INI files and test connectivity. If connectivity is unsuccessful, but local users can connect to PD2, the problem is most likely firewall related.

### B-2.5 Edit the PD2 Database Connection IP Address

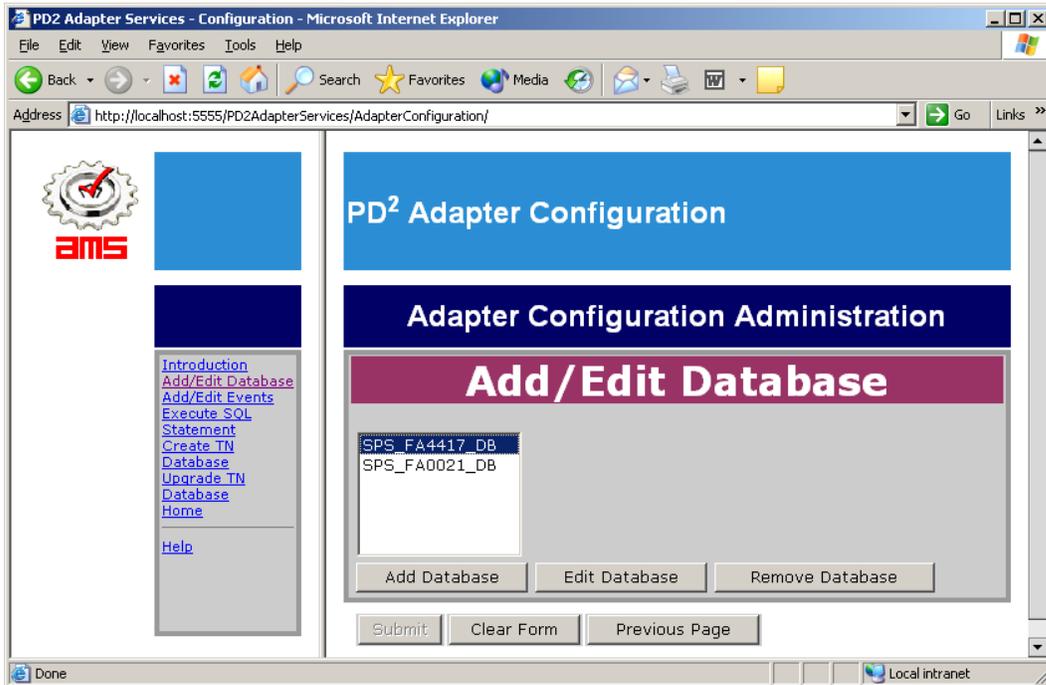
1. Under the *Favorites* menu in Internet Explorer, Click on *PD<sup>2</sup> Adapter Services*. If prompted, login using Administrator/manage.



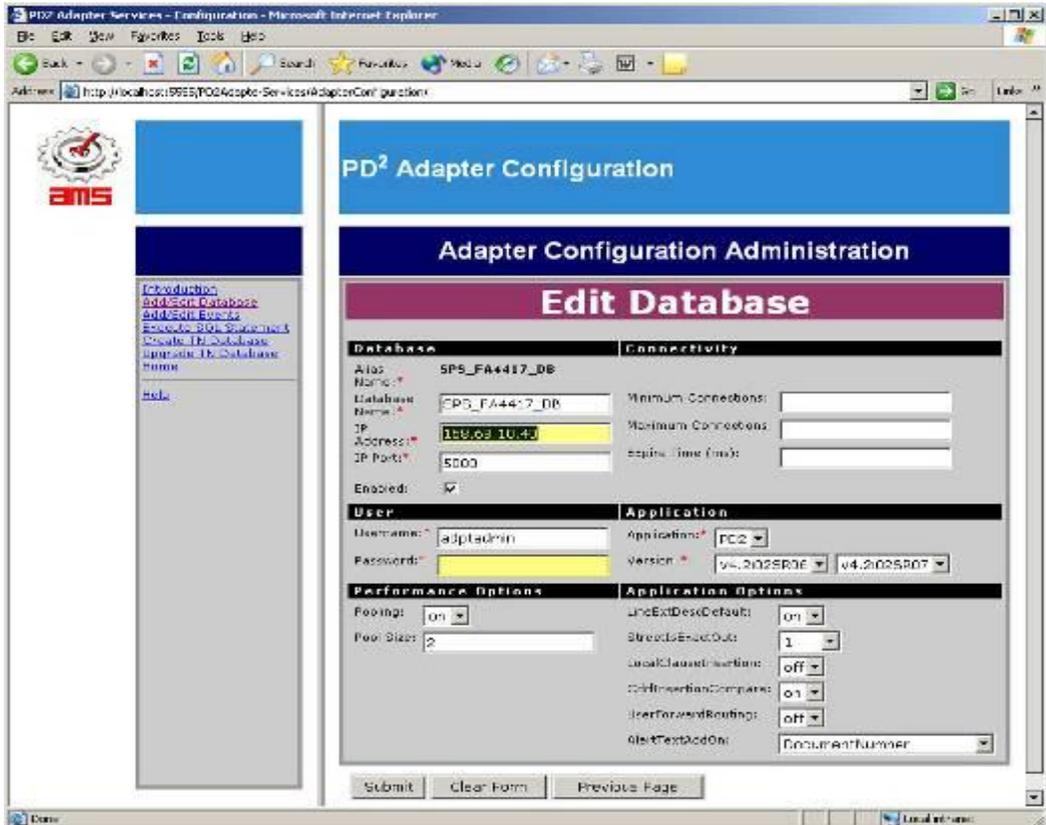
2. Click the *Adapter Configuration Administration* link.



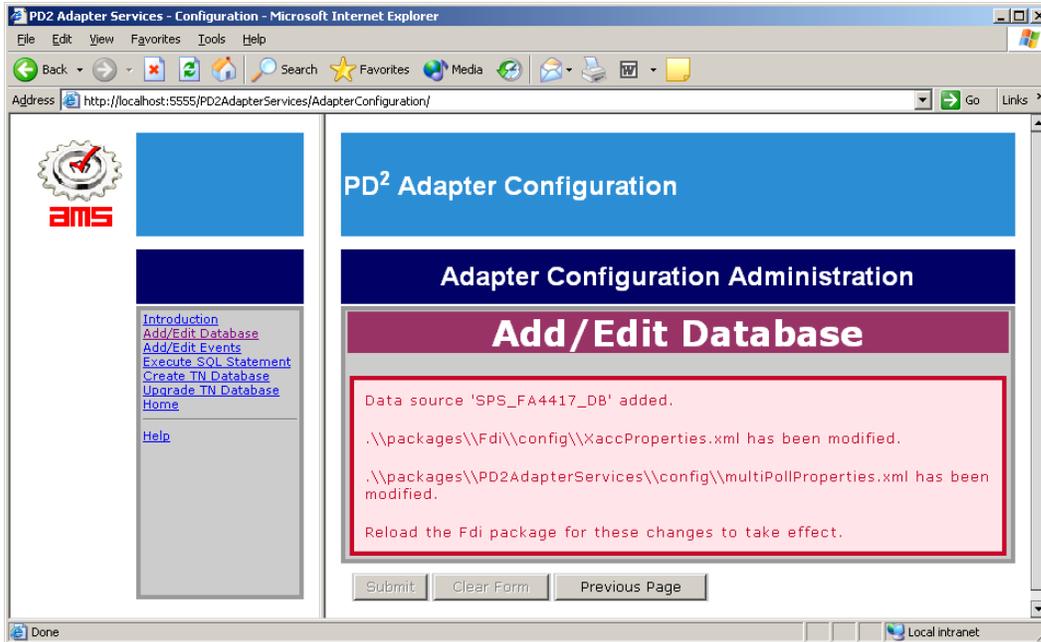
3. Select *Add/Edit Database* on the left.



4. Highlight your production database, Click the *Edit Database* button.

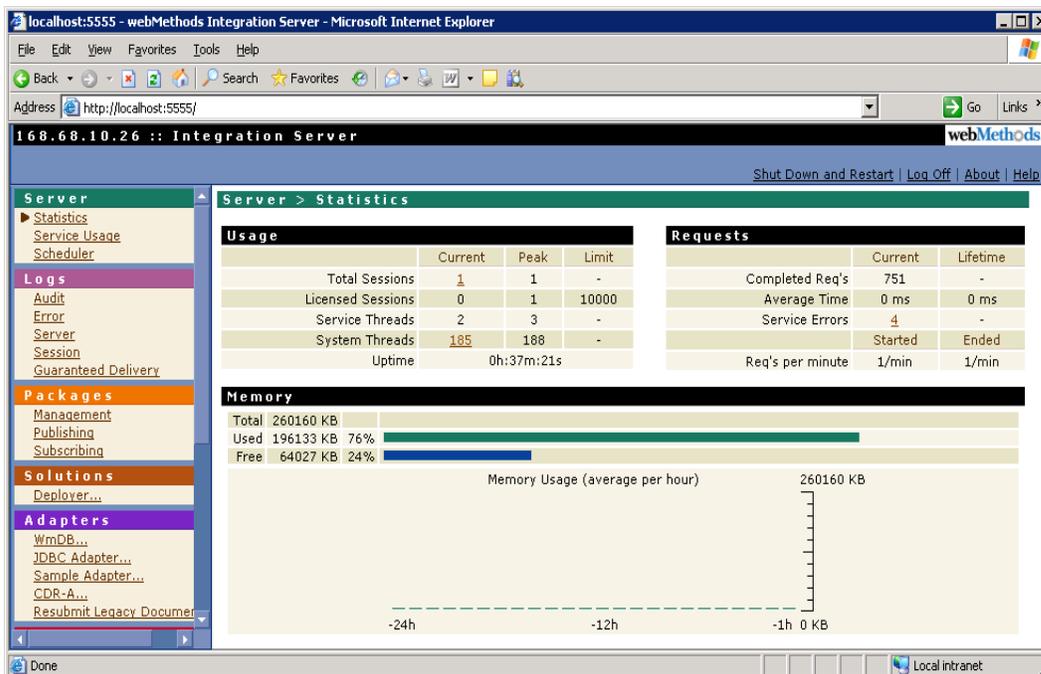


5. Enter the IP address of your Database Server in the *IP Address* field and enter the password for the adptadmin username. Click the Submit button.

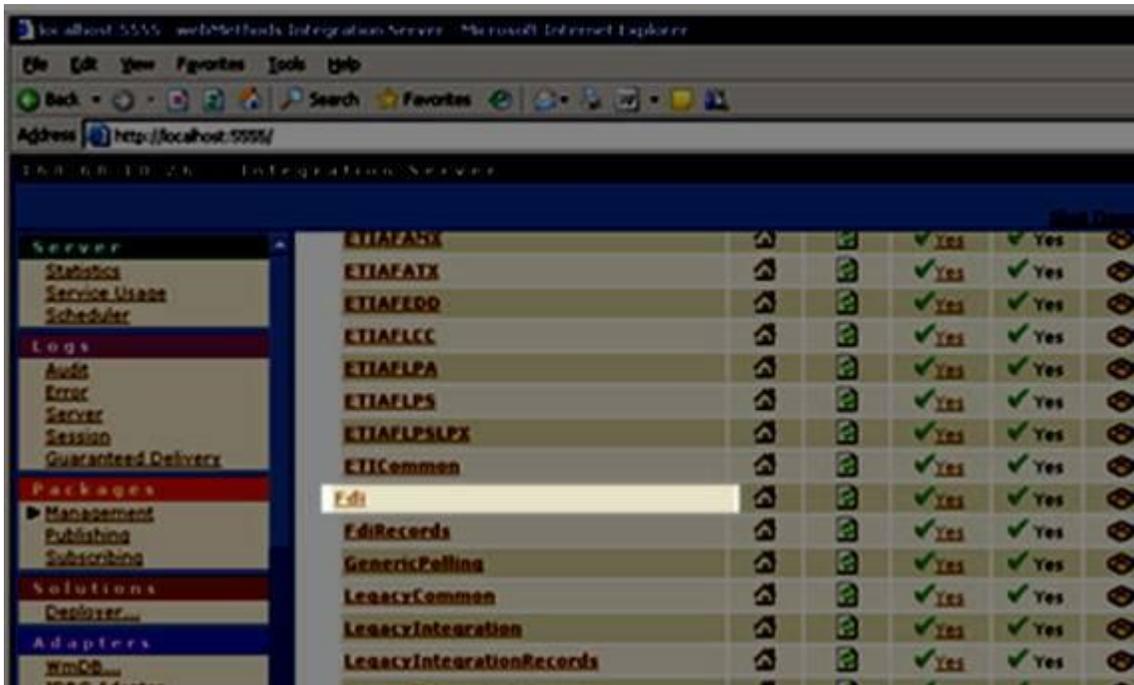


### B-2.6 Reload the FDI Package

1. Under the *Favorites* menu in Internet Explorer, Click on *webMethods Integration Server*. If prompted, login using Administrator/manage.

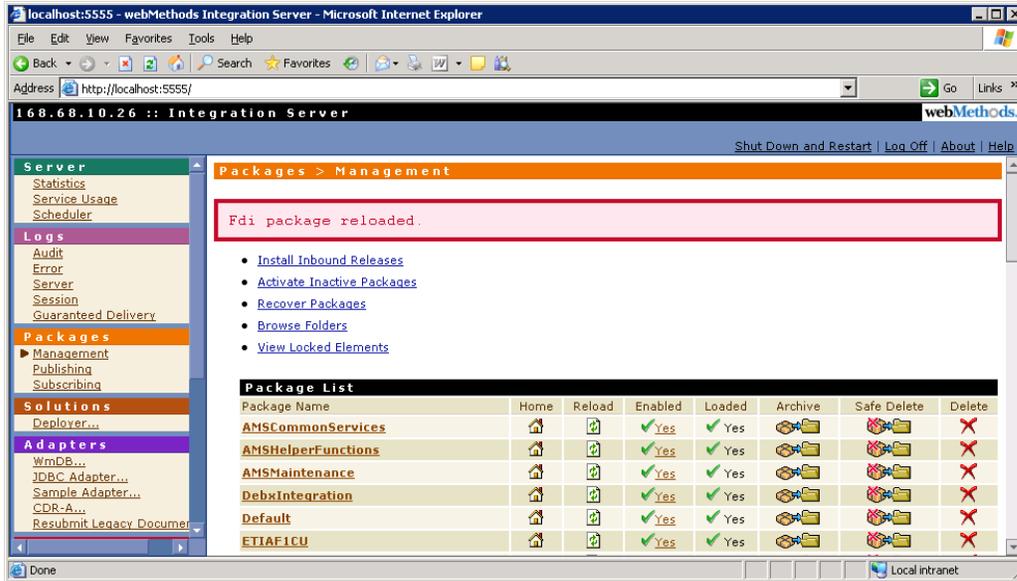


2. Select the *Management* link under the *Packages* menu on the left.
3. Scroll to the FDI Package. Click the Reload icon  on the column that corresponds to the FDI Package.



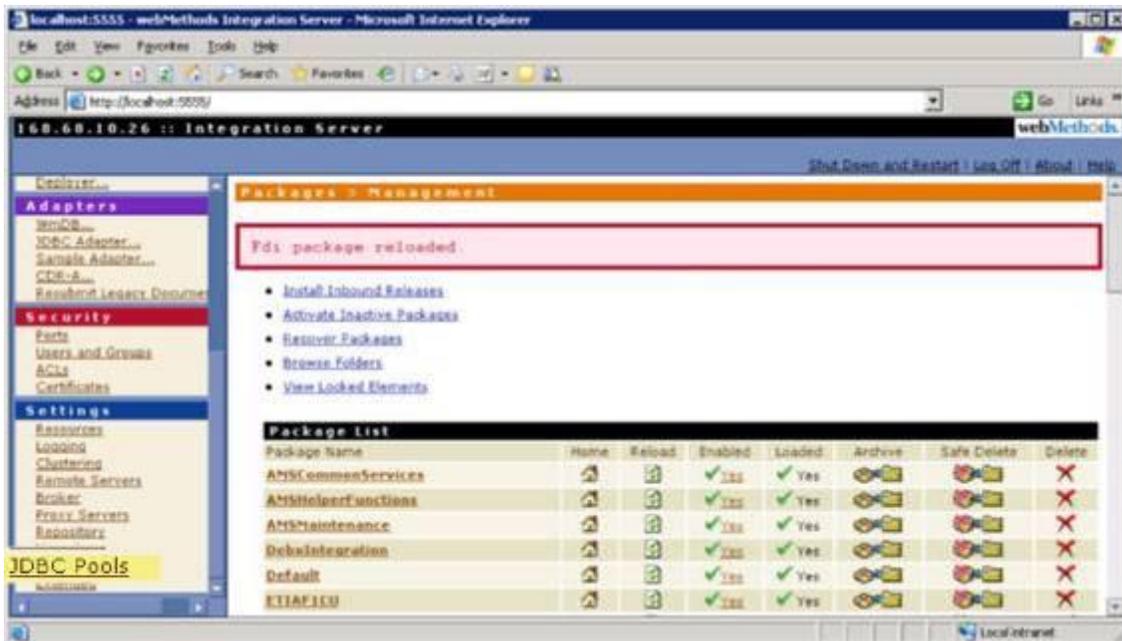
4. Click the OK button to reload the FDI Package.



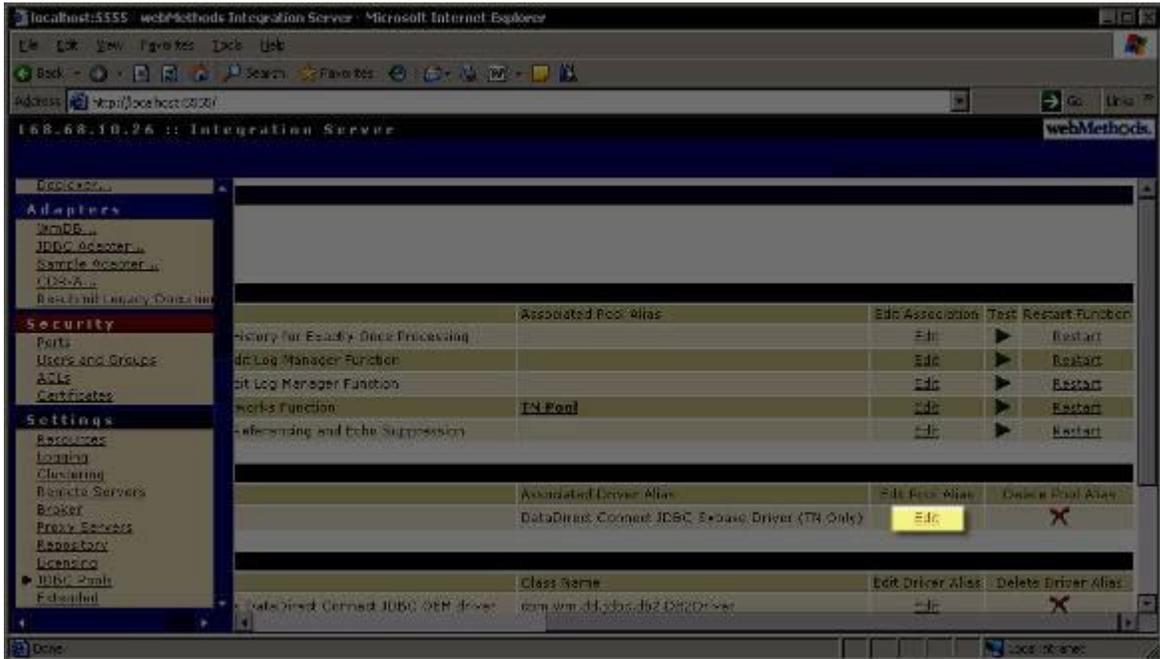


### B-2.7 Edit TN Database IP Address in the JDBC Pools

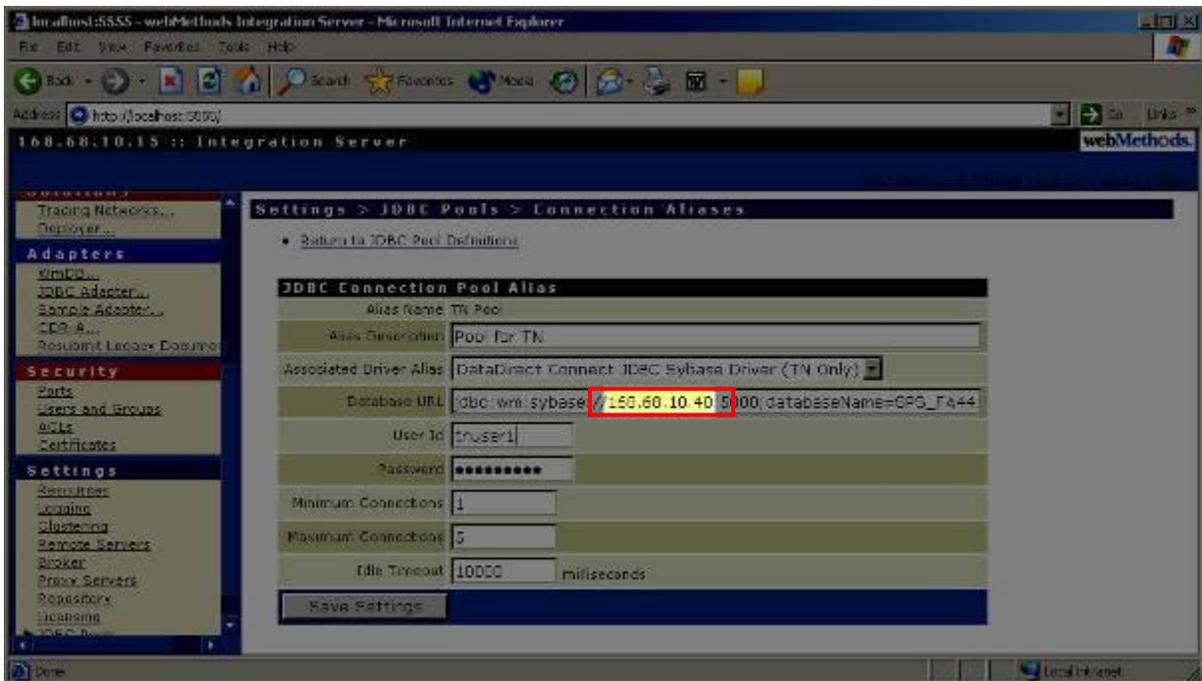
5. Select the *JDBC Pools* link under the *Settings* menu on the left.

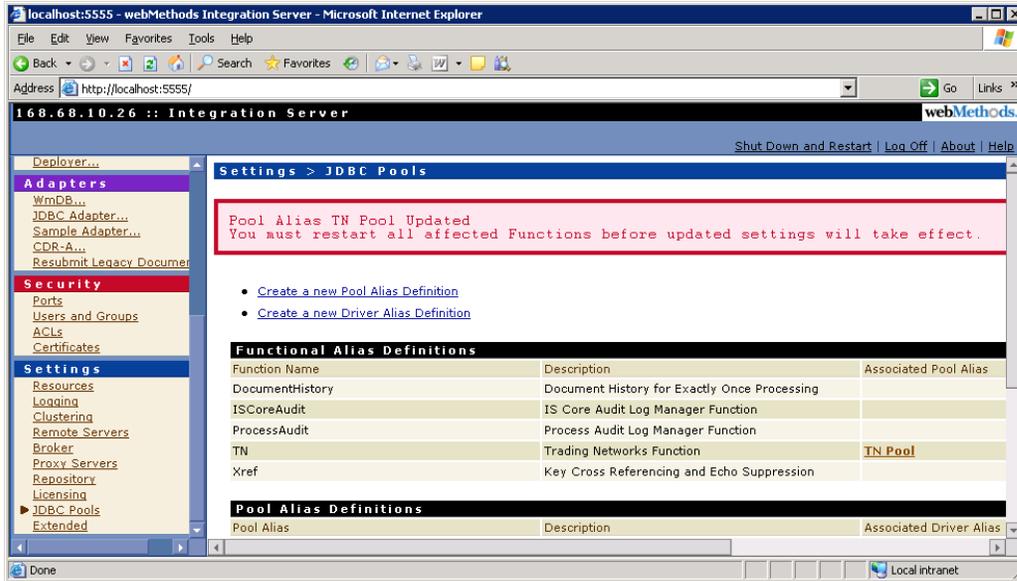


- Click the *Edit* link under the *Edit Pool Alias* column. You may have to scroll to the right. (see screenshot below)



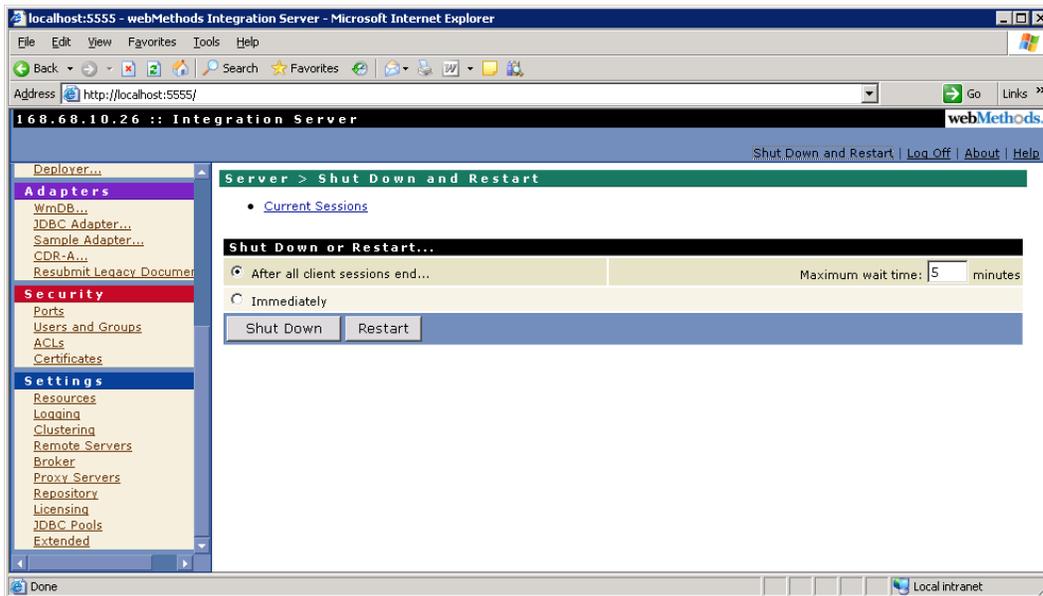
- Replace the old IP address with the new IP Address of your Database Server in the Database URL field [NOTE: Only edit the IP address portion – see screenshot below]. Click the *Save Settings* button.



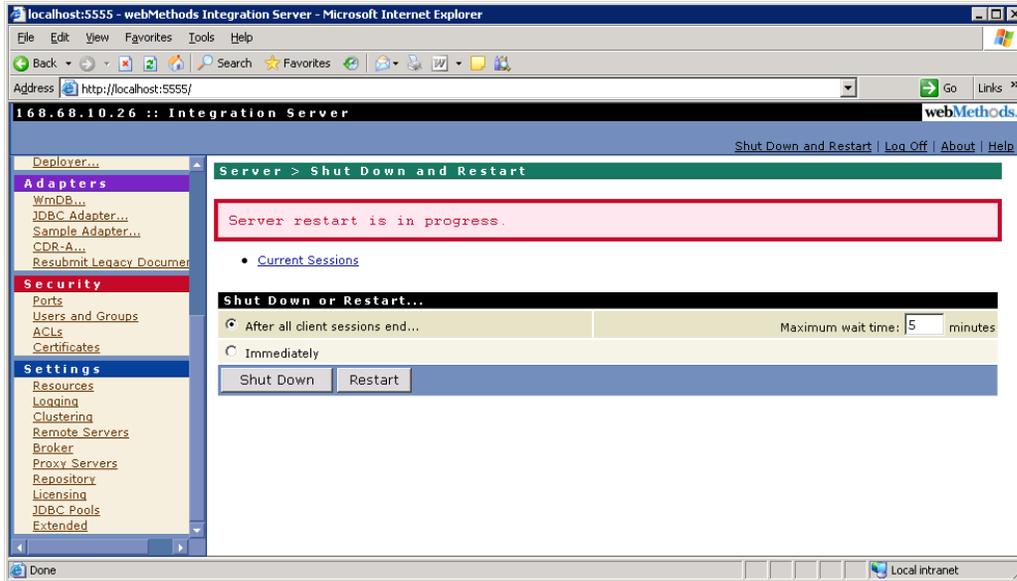


### B-2.8 Restart the Integration Server

8. On the WebMethods Integration Server webpage, click on the *Shut Down and Restart* link on the top right corner.

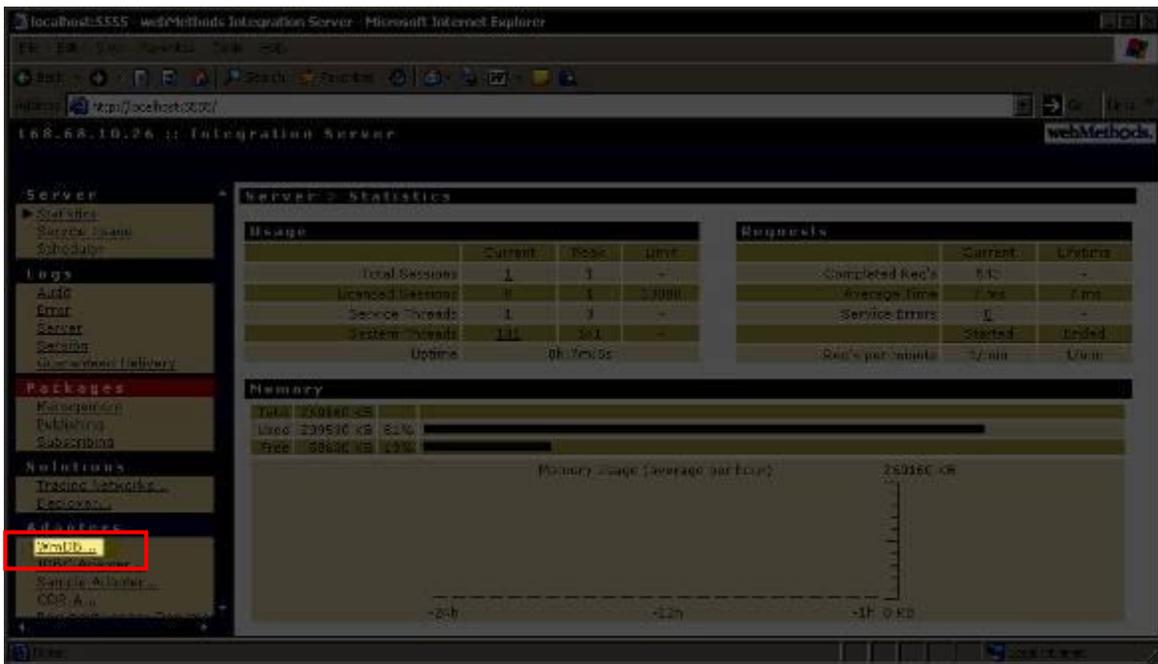


9. Click the "Immediately" radio button, Click the "Restart" button.
10. Click the "OK" button when prompted to restart immediately.

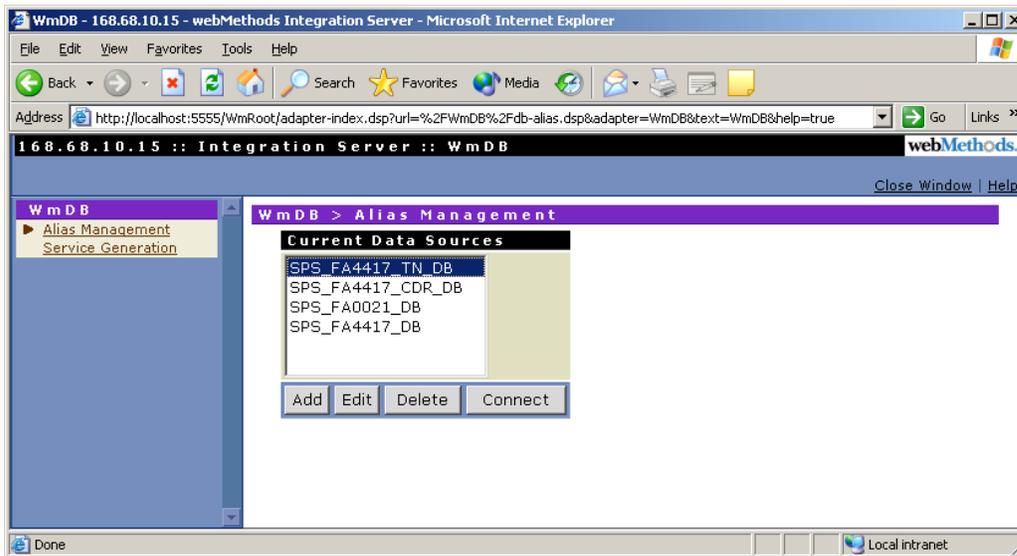


### B-2.9 Edit the TN Database IP Address in wmDB

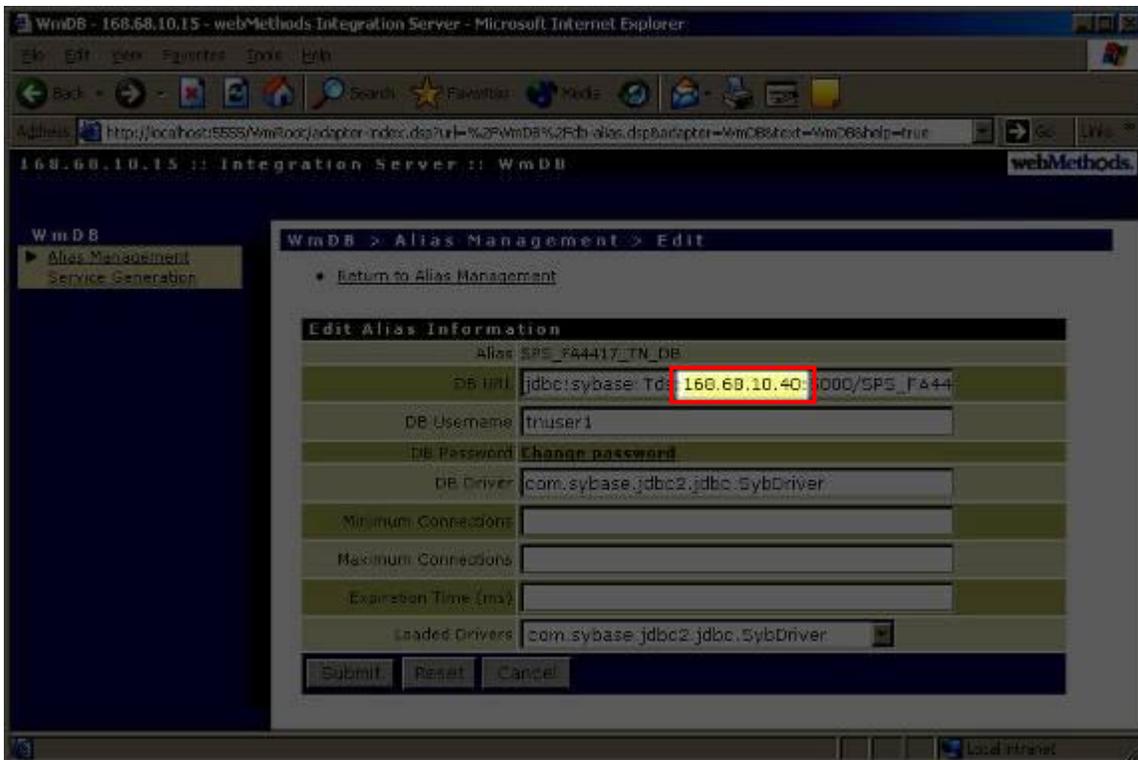
11. After the webMethods Integration Server restarts, log back in the Integration Server main page.
12. Select the *wmDB* link under the *Adapters* menu on the left.

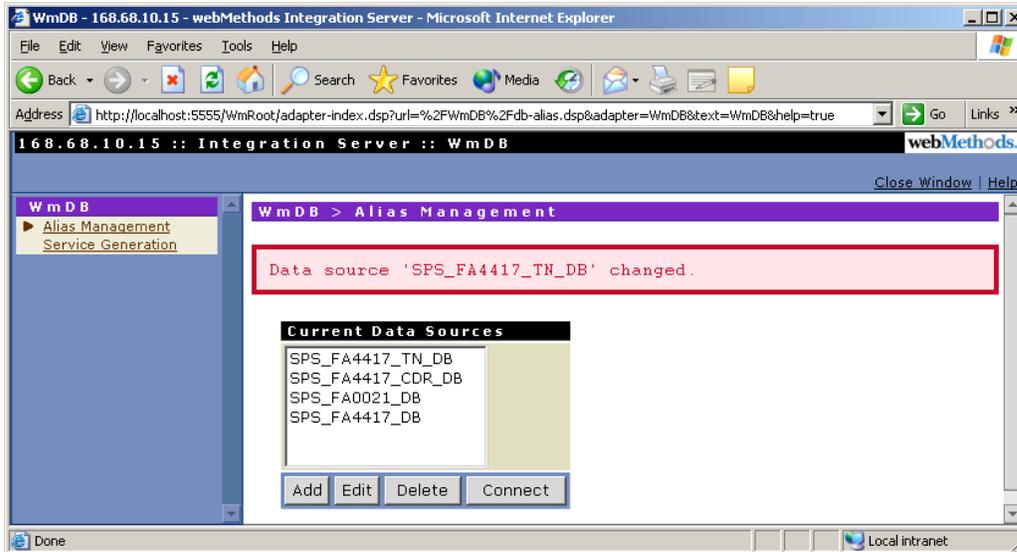


13. Highlight your TN Database. Click the Edit button.



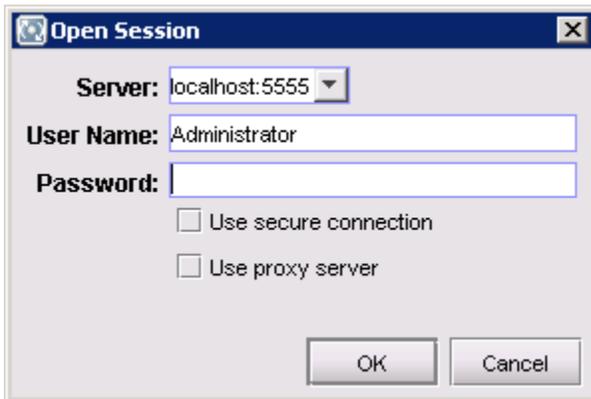
14. Replace the old IP address with the IP Address of your Database Server in the DB URL field [NOTE: Only edit the IP address portion – see screenshot below]. Click the Submit button.



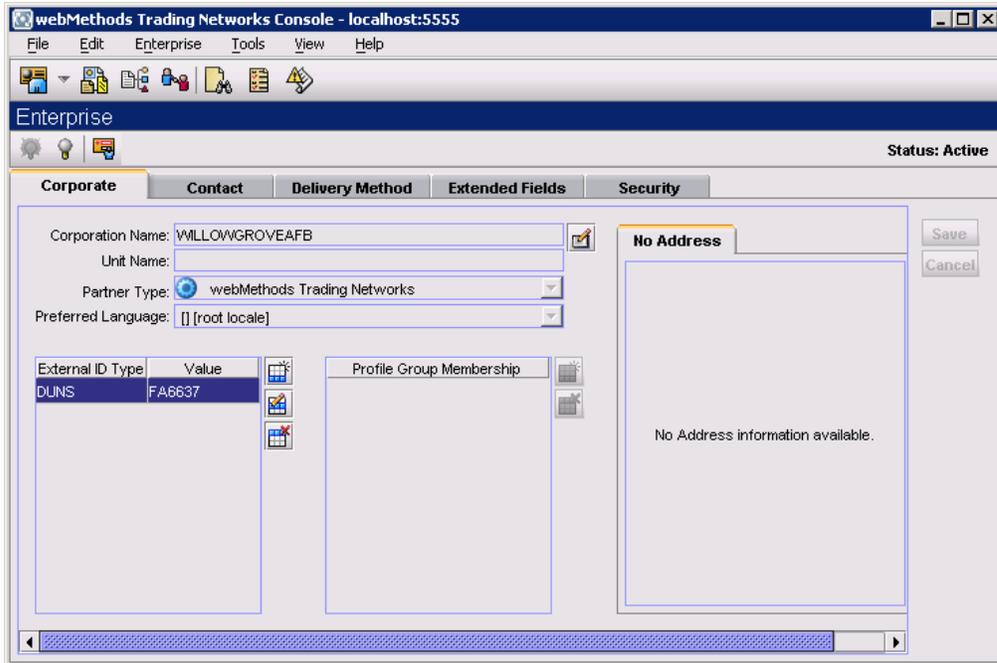


### B-2.10 Verify the TN Database via the TN Console

15. From the Windows desktop, select **Start** → **Programs** → **webMethods** → **webMethods Trading Networks Console**.
16. Login using Administrator/manage as the User Name and Password.



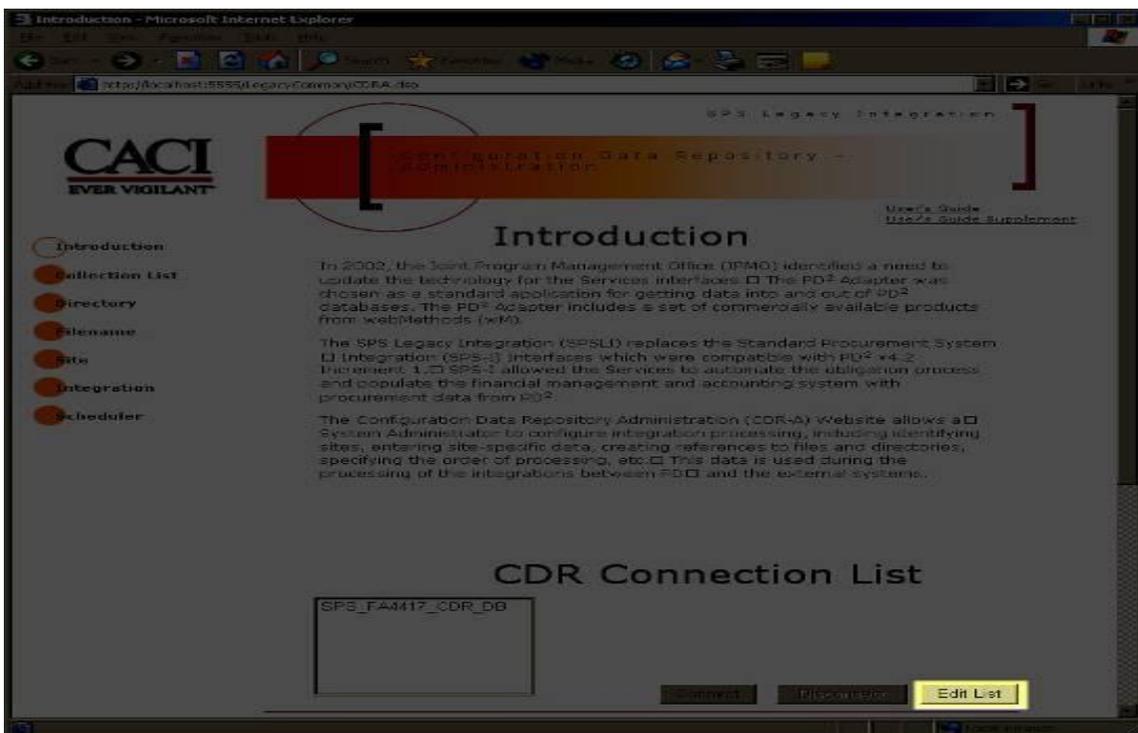
17. If you receive an error at this point, the TN Database connection may not have been successfully completed. But, if the Enterprise profile appears, (see screenshot below) the connection was successful and you will be able to view any transactions, profiles, document types, or processing rules from this database.



18. Close the TN Console window.

### B-2.11 Edit the CDR Database IP Address in the CDR-A

19. Under the *Favorites* menu in Internet Explorer, Click *CDR-A*. If prompted, login using Administrator/manage.
20. Click the *Edit List* button (you may have to scroll down to view).



21. Click *CDR* database radio button. Click the *Edit* button.

SPS Legacy Integration

**Configuration Data Repository - Administration**

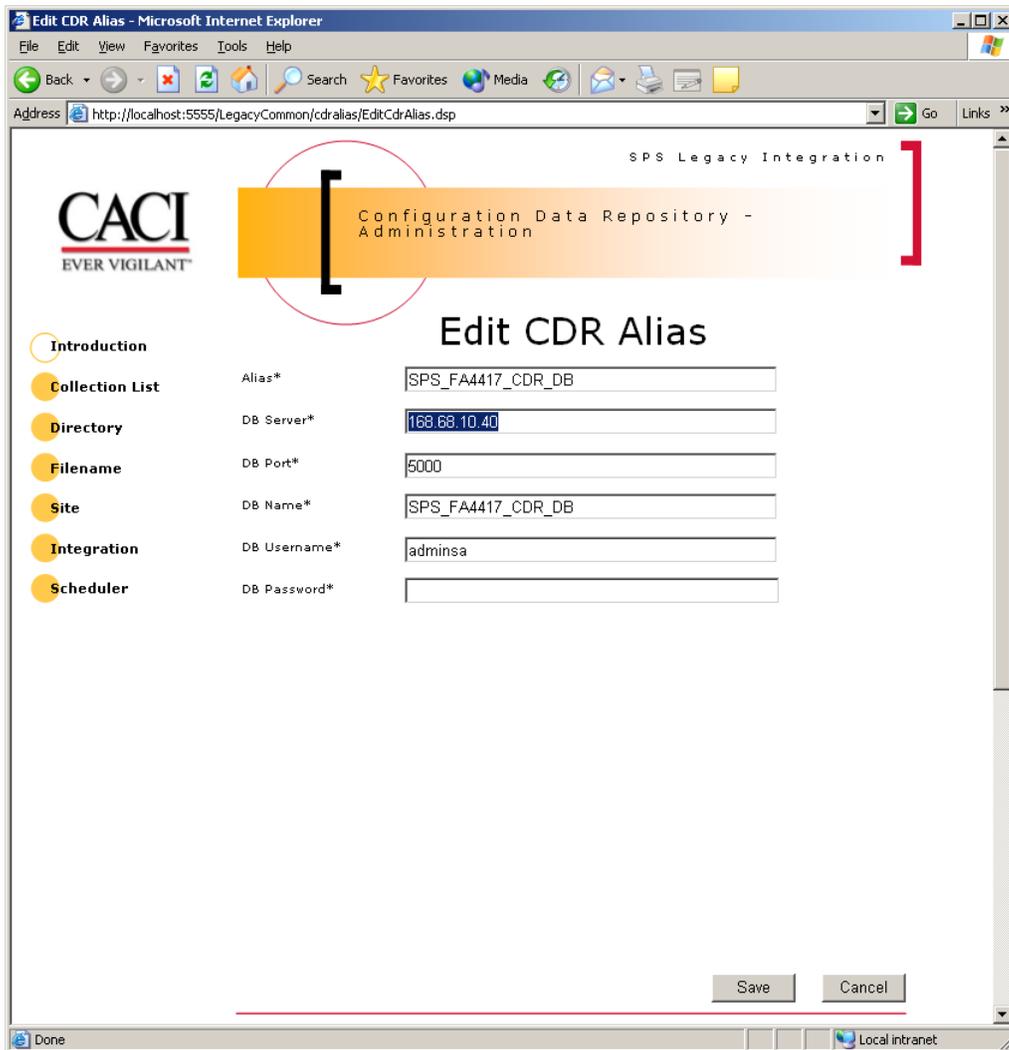
## CDR Alias

- Introduction
- Collection List
- Directory
- Filename
- Site
- Integration
- Scheduler

| Alias Name        | DB Server    | DB Name           |
|-------------------|--------------|-------------------|
| SPS_FA4417_CDR_DB | 168.68.10.40 | SPS_FA4417_CDR_DB |

New Edit Delete OK

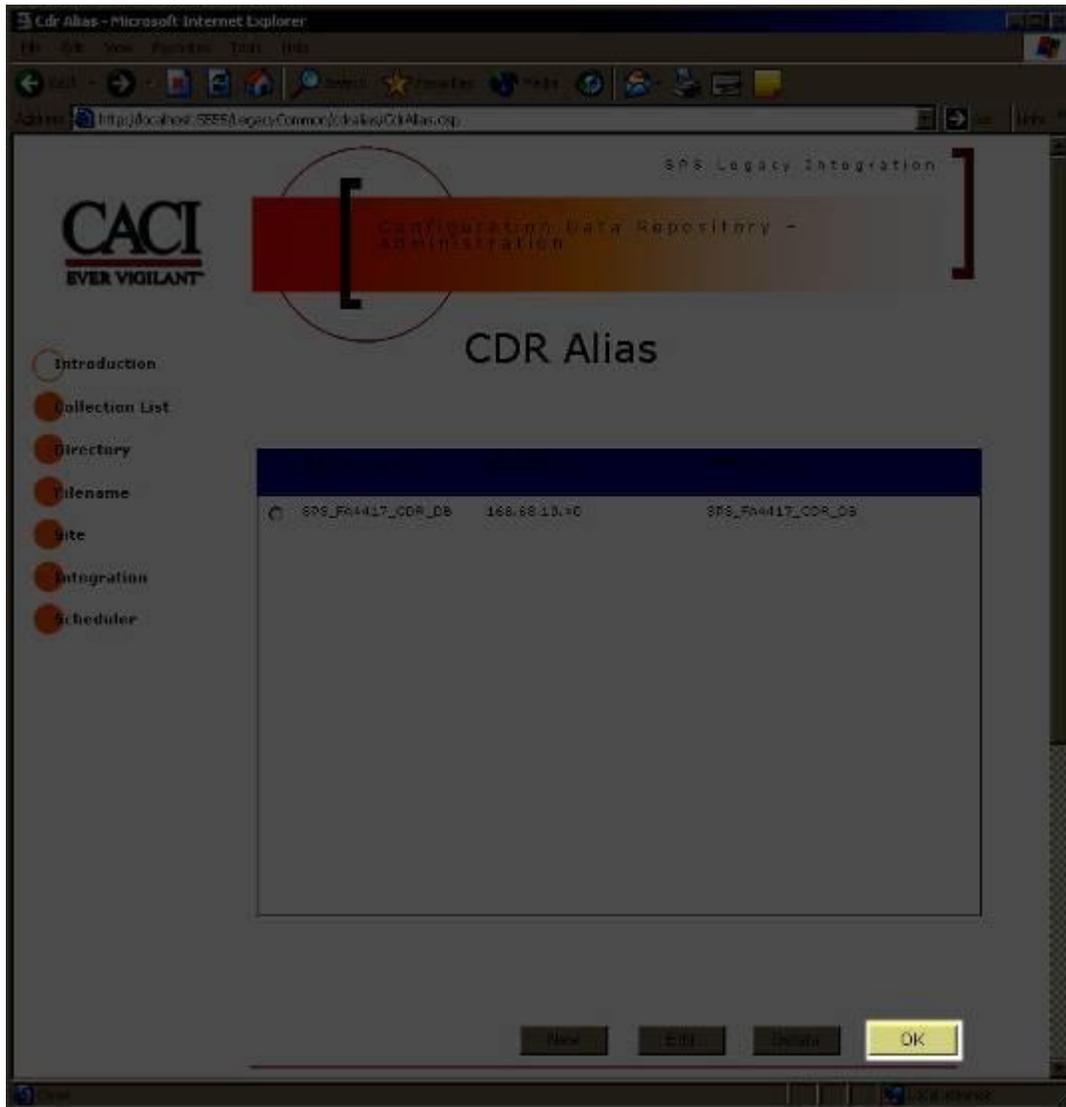
22. Replace the old IP address in the *DB Server* field with the new IP address of your Database Server and enter the password for your Sybase SA equivalent username in the *DB Password* field. Click the *Save* button.



23. Click the *OK* button.



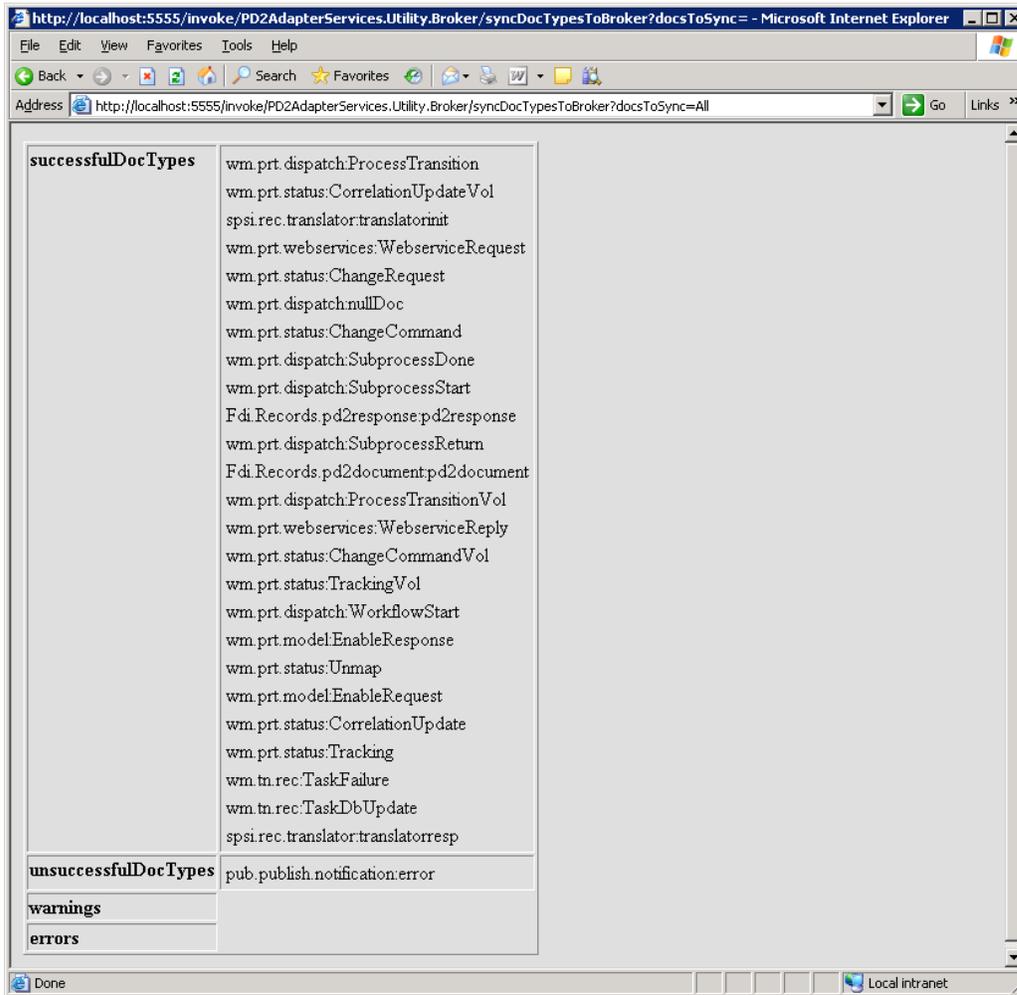
24. Click the *OK* button (you may have to scroll down to view).



### B-2.12 Synchronize All Document Types

25. Under the *Favorites* menu in Internet Explorer, Click *Sync All Doc Types to Broker*. If prompted, login using Administrator/manage.

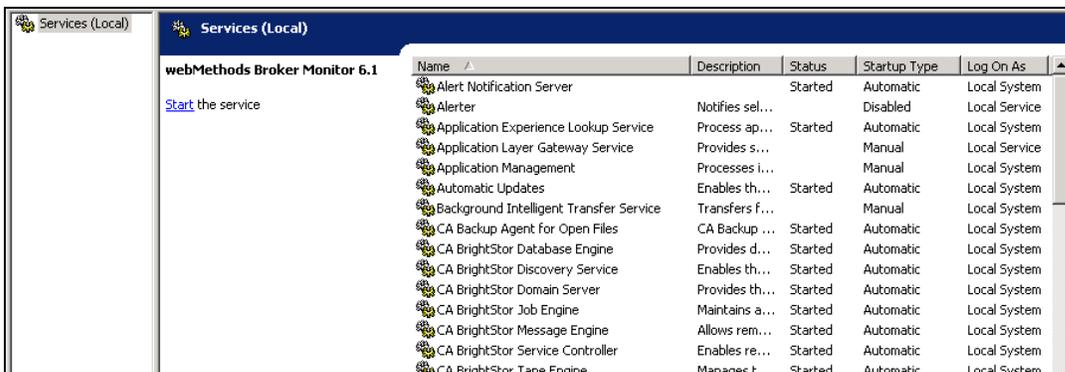
26. At this point you will see several *successfulDocTypes* and 1 *unsuccessfulDocType*.



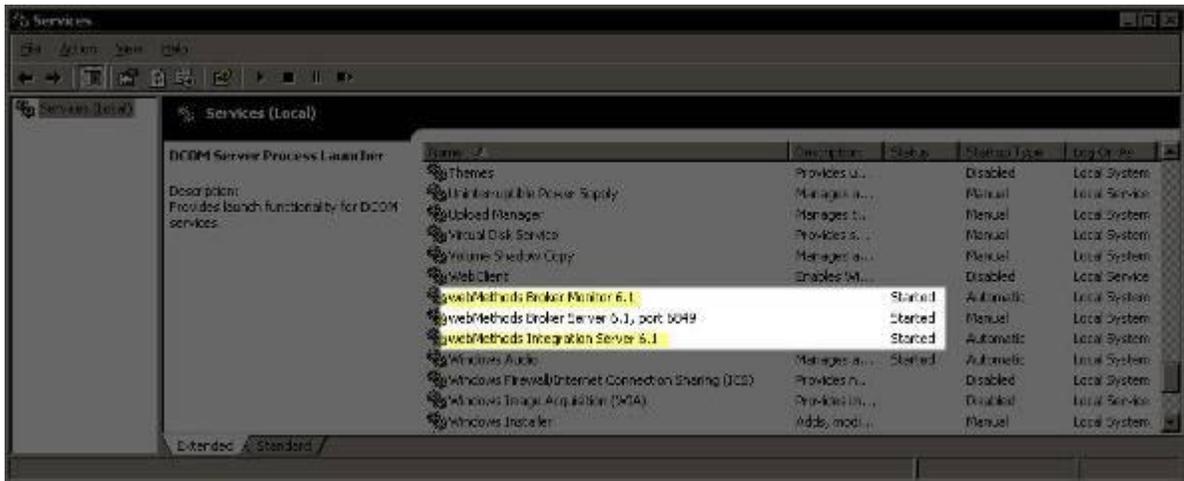
27. Close the Internet Explorer window and other Internet Explorer windows if open.

### B-2.13 Stop and Start the webMethods Services

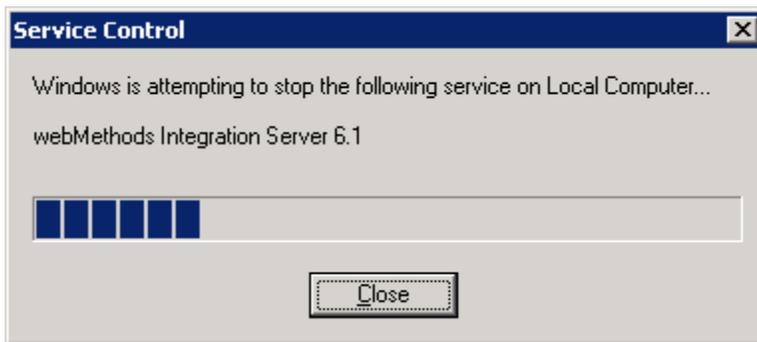
28. From the Windows desktop, select **Start** → **Settings** → **Control Panel** → **Administrative Tools** → **Services**.



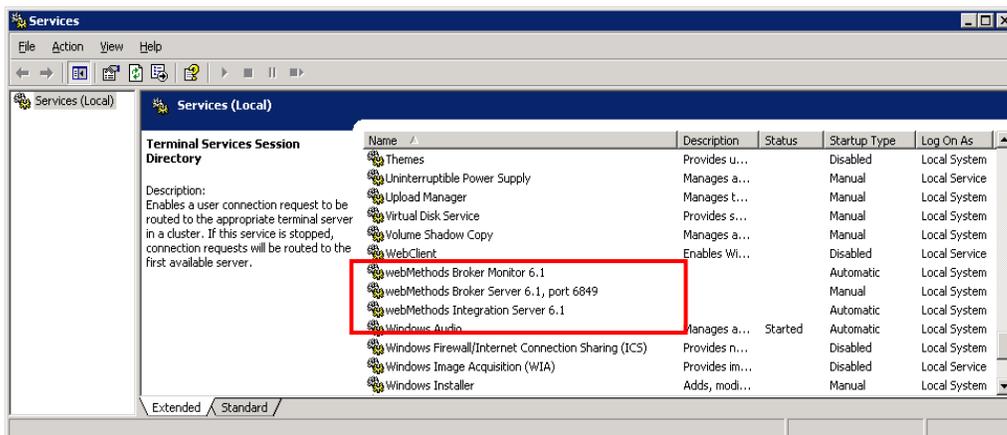
29. Scroll to the webMethods Integration Server 6.1 and webMethods Broker Monitor 6.1 services.



30. Right-click on the *webMethods Integration Server 6.1* service, click on *Stop*.  
31. A pop-up displays the *webMethods Integration Server 6.1* service stopping.

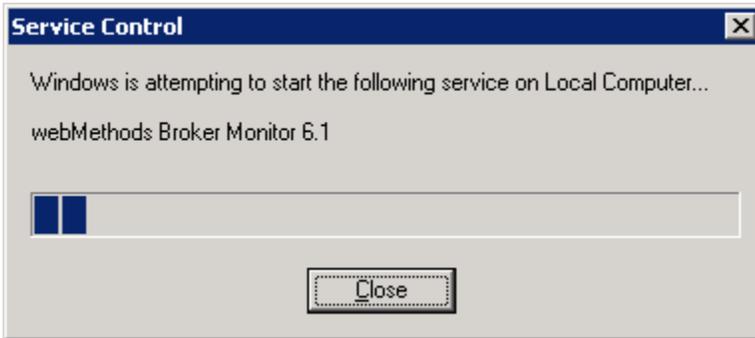


32. Repeat step 3 to stop the *webMethods Broker Monitor 6.1* service. Click the *Yes* button to stop the webMethods Broker Server service.  
33. The services will now be stopped and need to be restarted.



34. Right-click on the *webMethods Broker Monitor 6.1* service, click on *Start*. The webMethods Broker Server service will start.

35. A pop-up displays the *webMethods Broker Monitor 6.1* service is starting.



36. Repeat step 7 to start the *webMethods Integration Server 6.1* service.
37. All the webMethods services are now started.

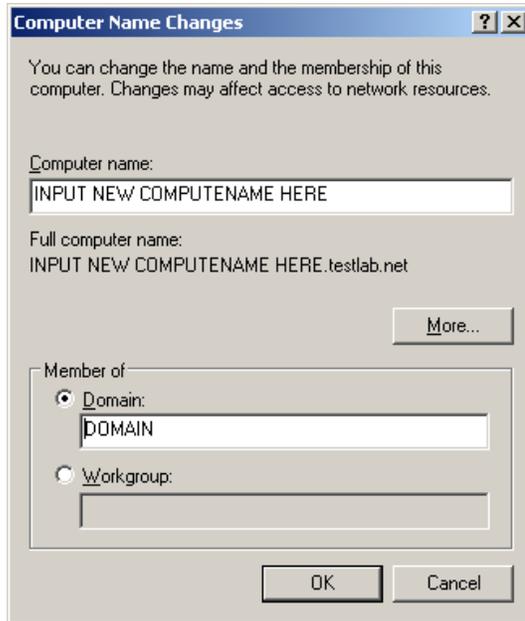
## B-3 Adapter/ASF Server Name Change

### B-3.1 Update Server Name

1. Right Click *My Computer*.
2. Click *Properties*.



3. Click the *Computer Name* tab, and then click *Change*.

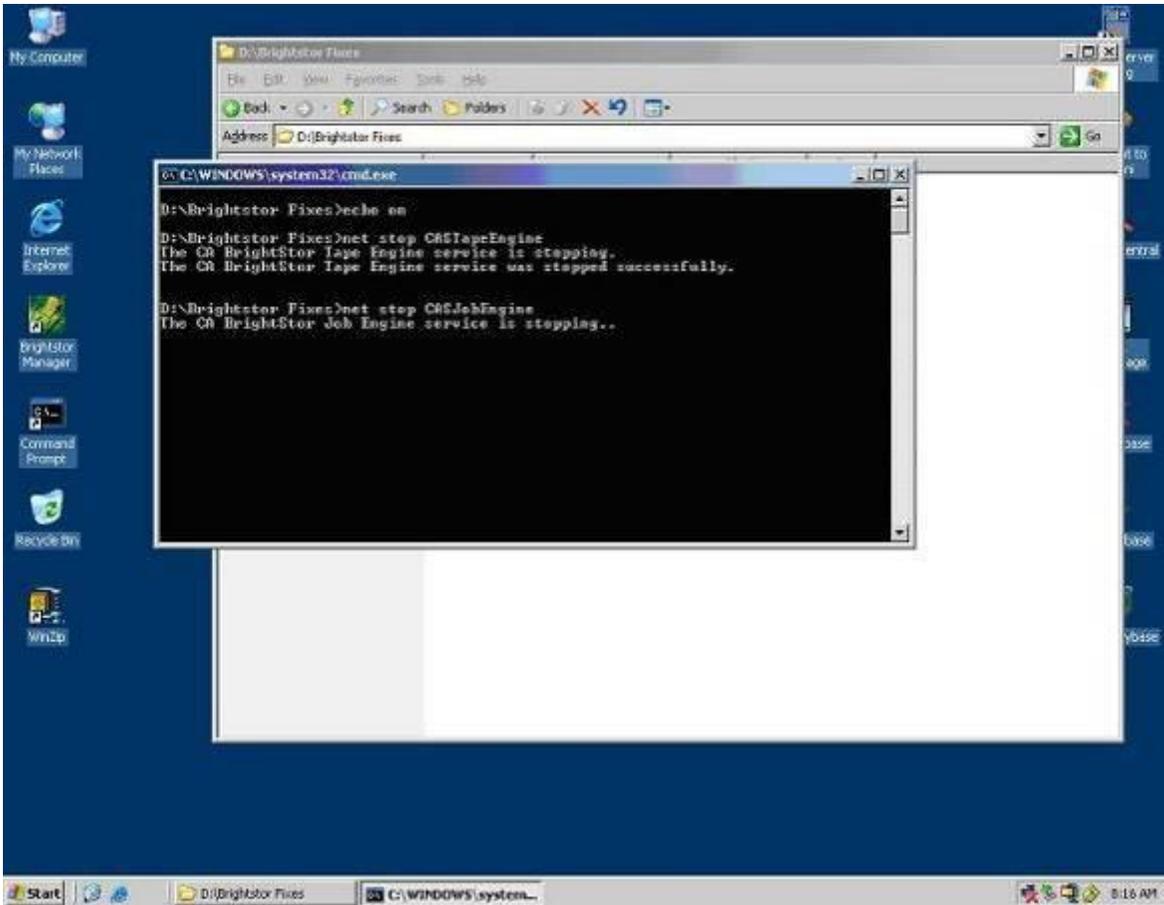


4. Type the new server name in the *Computer Name* field.
5. Click *OK*.
6. Click *OK* to the computer restart message.
7. Click *OK* to the system properties window.
8. Click *YES* to restart the computer.
9. After the server reboots; update all scheduled tasks that use the local administrator username and password to use the new “*Servername*”\username.

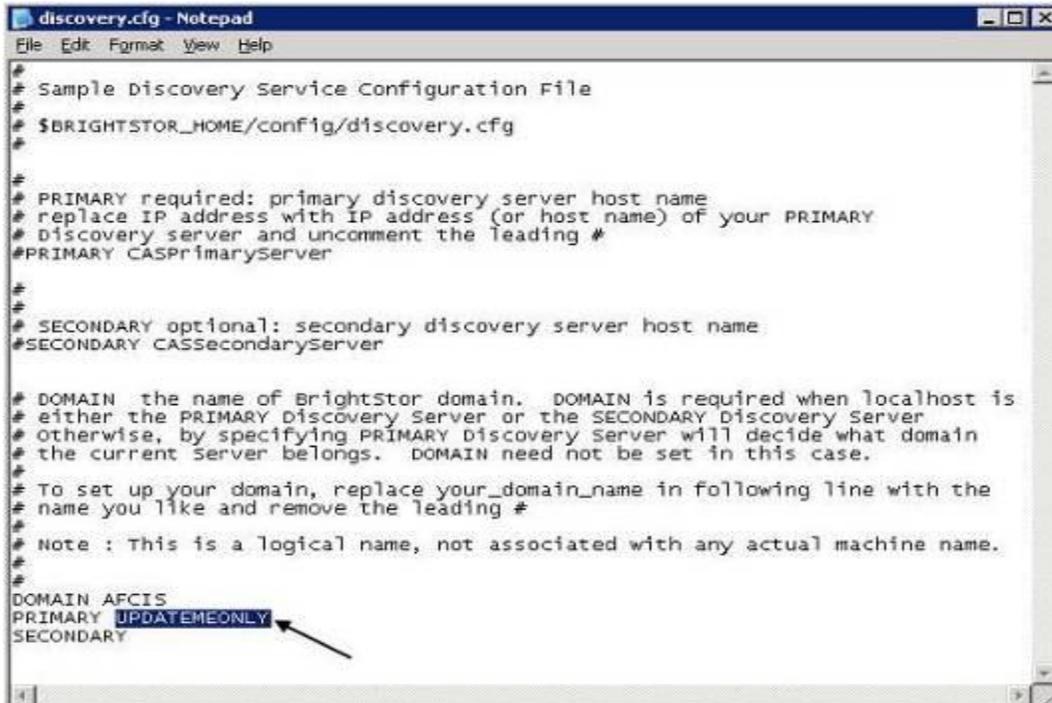
### B-3.2 Update BrightStor

The following steps will update ARCserve to work with the new server name. You must be logged on an account with administrative privileges to successfully complete this section. If you do not perform the procedures below, you will continually get *caroot* errors when trying to check and/or update BrightStor.

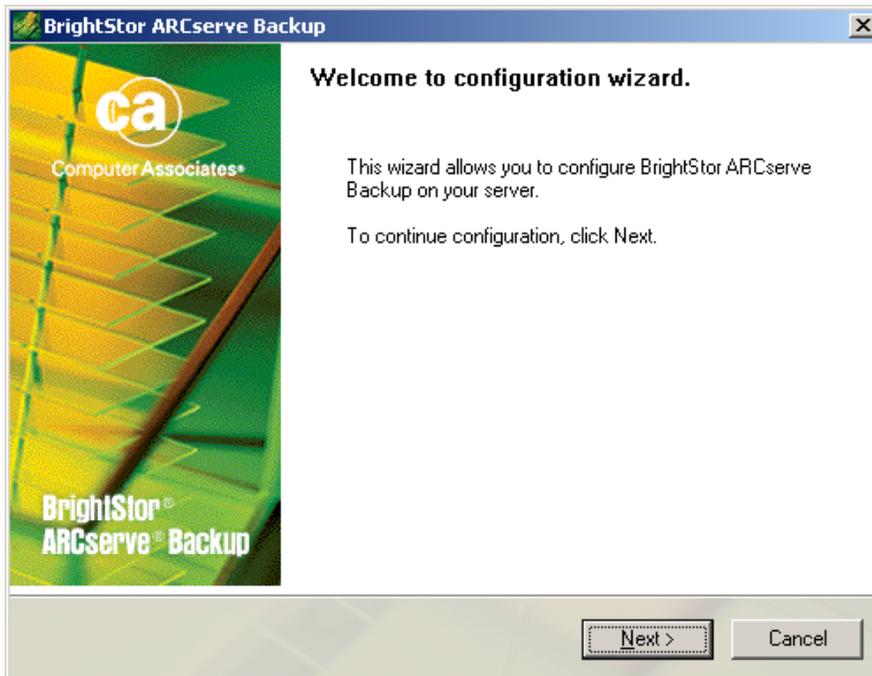
1. Open *My Computer*.
2. Navigate to the *D:\Brightstor Fixes* folder.
3. Double-click *discovery.bat*.



4. A DOS window will open and you will see the *BrightStor* services stopping.



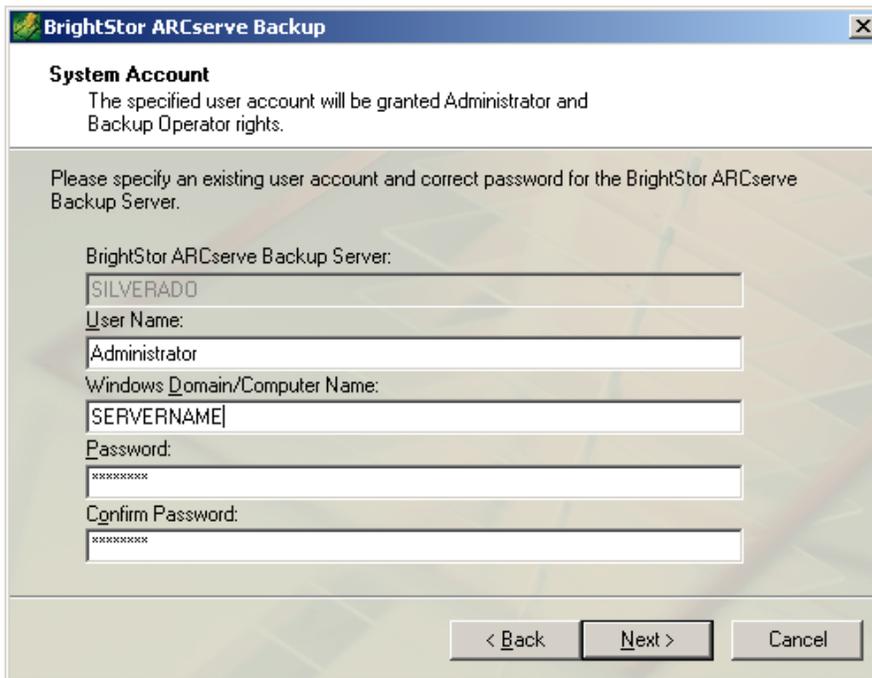
5. The *discovery.cfg* file will open in *Notepad*.
  - a. At the bottom of the page you will see *Primary (Old Server Name)*, replace the *(Old Server Name)* with the new server name.
  - b. Click *File* on the menu bar, then click *Save*.
  - c. Close *Notepad*.
6. An *Add or Remove Programs* window will open.
  - a. Highlight *CA BrightStor ARCserve Backup* and click *Change*.
  - b. Click *Next* in the next window to continue.
  - c. A *Program Maintenance* window will open – Click the *Repair* radio button to select it, and click *Next*.
  - d. Another window will open after a 1-2 minute pause. When it appears, click *Install*. The update will take 1-3 minutes to complete. NOTE: DO NOT CLOSE THE WINDOW OR REBOOT!
  - e. After the update completes, click *Finish*.
  - f. Close the *Add or Remove Programs* window.
  - g. The ARCserve services will automatically restart.



7. When the *Welcome to configuration wizard* window opens click *Next*.



8. Uncheck the first two boxes (leaving System Account checked), and click *Next*.



9. On the *System Account* screen, the *BrightStor ARCserve Backup Server* field will show the correct name of your server.
  - a. The *User Name* will show the current account user name you are logged on with (**Note:** This will be the local administrator account).
  - b. Update the *Windows Domain/Computer Name* with the new server name (This will be the same as the *BrightStor ARCserve Backup Server* field).

- c. Enter the correct password for the local administrator account in the *Password* field.
- d. Re-enter the password in the *Confirm Password* field and, and click *Next*.
- e. Another window will open – Click *Finish*.

10. Delete old backup job.

Backup jobs are associated with server names. Since the server name has changed, the old backup job must be deleted and a new job created with the new server name. **Note:** Only recreate the backup job; the *DB Pruning* job will adjust itself.

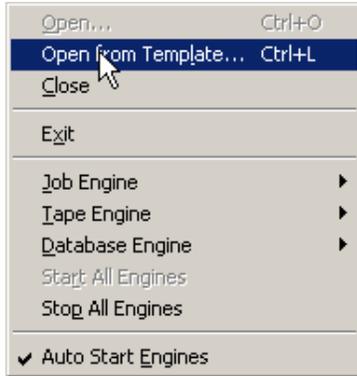
- a. Open BrightStor – Double-click the *BrightStor Manager* icon  on the desktop.



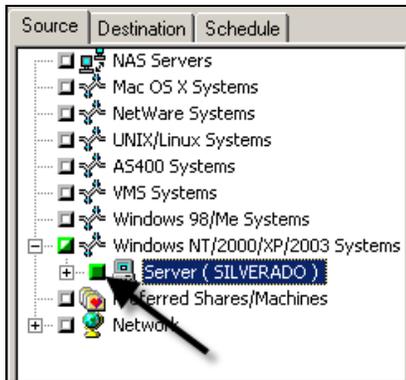
- b. Click *Job Status* on the *Quick Start* menu.
- c. In the top right pane right click your *Backup* job.
- d. Click *Delete Job*.
- e. Answer *Yes* to the *Delete this job* message.

11. Create new backup job.

- a. Click *File* on the menu bar in the uppermost left hand corner.



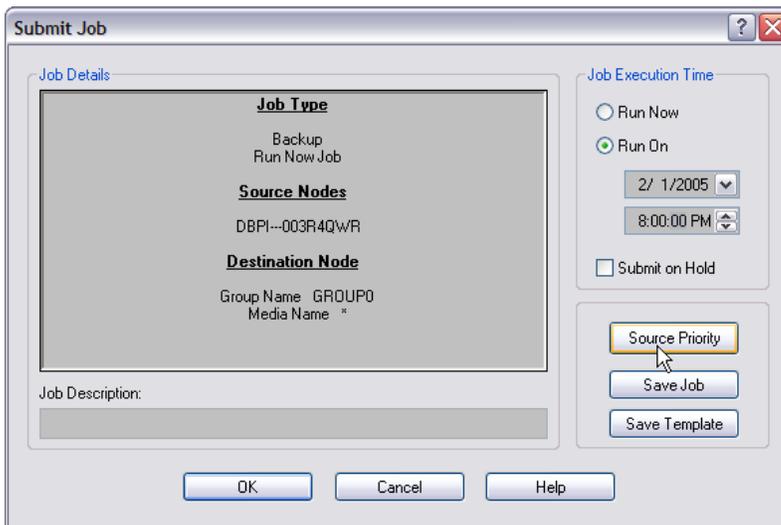
- a. Click *Open From Template*.
- b. Double-click on *backup.ast*.
- c. Under the *Source* tab, click your server name.



- d. Click in the green outlined box to the left of the server name so the box becomes solid green.



- e. Click the green Start button



- f. On the *Submit Job* window, enter the time you want the backup to start each night. **Note:** The Adapter/ASF Server can run its backup at any time. It will not interfere with the Database Server database dumps or backup.
- g. Click *OK* – You will see a quick blue progress bar that reports packaging and submitting job.
- h. Exit BrightStor.

## B-4 Adapter/ASF Server IP Address Change

### B-4.1 Stop ASF Server Services

### B-4.2 Update IP Address in PD2 Database

Sites will use Script-Aid to update IP address to the new address for the ASF Server. There is no security code required to run this script, and the name of the script in Script-Aid is 'Update ASF Server IP Address'.

### B-4.3 Change Server IP Address

1. Right Click *My Network Places* on your desktop.
2. Click *Properties*.
3. Right Click the Network Connection you are currently communicating.
  - a. Note: It will be the connection **without** the red **X**.
4. Click *Properties*.
5. Click *Internet Protocol (TCP/IP)*.
6. Click *Properties*.
7. Update all IP address information that has changed.
  - a. **Note:** You will get this information from your local NCC.
8. Click *OK* on the Internet Protocol (TCP/IP) Properties window.
9. Click *OK* on the Local Area Connection Properties window.

### B-4.4 Start ASF Server Services

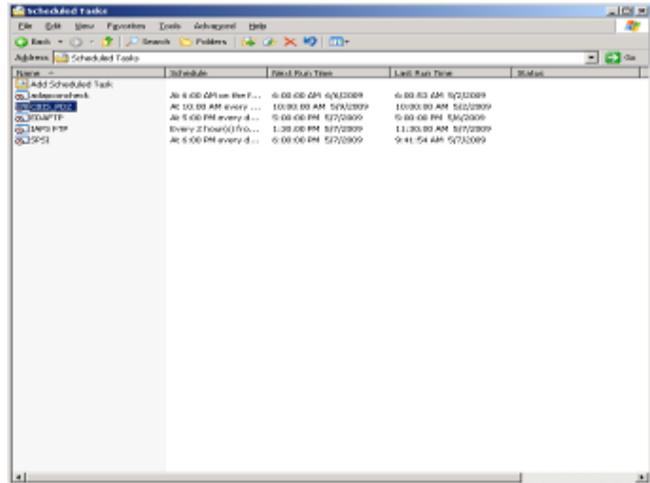
Restart the Adapter/ASF Server. Once the server services start, verify the server is functioning normally.

# B-5 CBIS Reporting Check

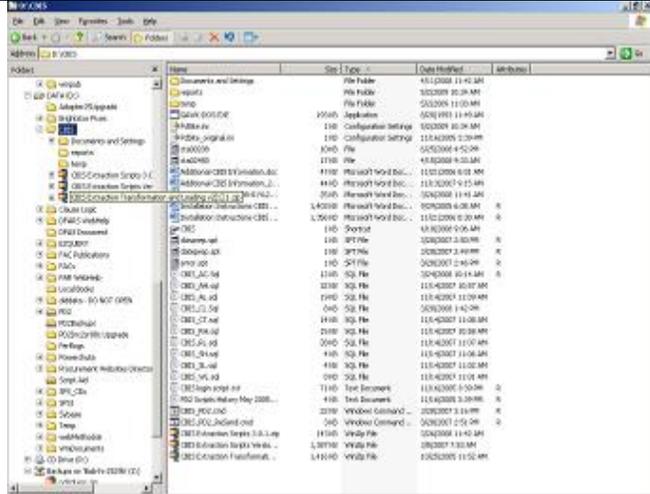
At the Adapter server, under “Scheduled Tasks”, check to see if the CBIS\_PD2.cmd script ran.

NOTE: Your reports should be scheduled to be extracted weekly, preferably on a weekend.

If the script ran successfully, you will not see any comments in the “Status” column.



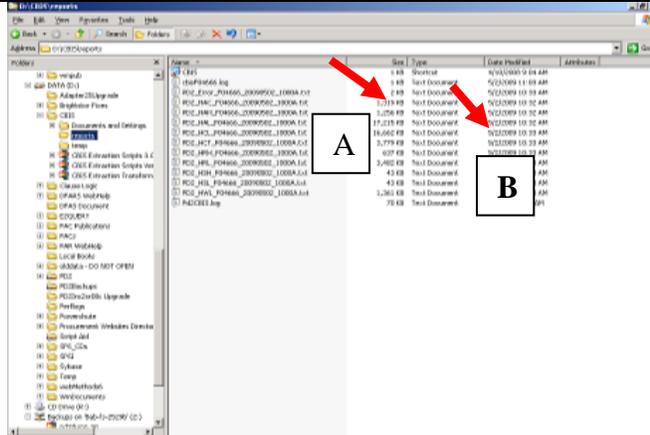
Next, open Windows Explorer and click on the “CBIS” folder. In the example to the right, the folder is located on the D:\ drive.



Click on the “Reports” subfolder.

As you view the reports, check for:

- A. File size - make sure that data has been captured.
- B. Date – make sure that date reflects the last time the script was ran.









## B-6 Changing Passwords

### B-6.1 Adapter passwords

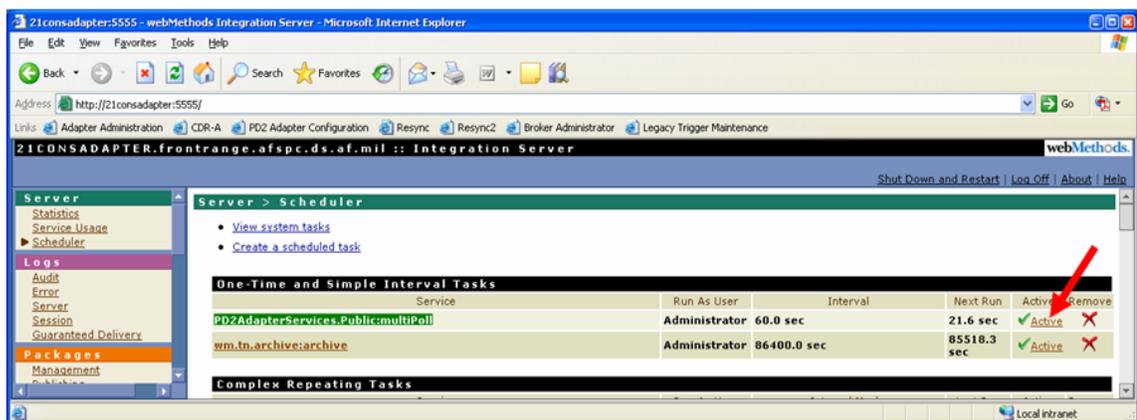
The site system administrator is responsible for changing accounts used by the ASF, EZQuery and any FTP accounts used for transmitting data. The PD2 sysadmin account is used by the ASF and when the password is changed, the 'Update ASF Password' script must be run within ScriptAid on the Adapter server. For EZQuery the account information must be changed in Sybase and then updated using the EZConfig utility within the EZQuery directory. The FTP accounts must be changed according to the FTP server's owner and then updated within the appropriate text file for the particular system. For EDA: c:\gunter scripts\edaftp.vbs and in the Delivery Method tab within Trading Networks Console. For ABSS: d:\spsi\incoming\spsi.ftp For IAPS: d:\spsi\iaps\iaps.ftp

**Note:** The Adapter Dashboard application will automatically change the Sybase passwords for the adptadmin, tuser1, and cadmin accounts; then it will update the webMethods functions as well. Therefore, these accounts no longer require any action by the site system administrator. Do NOT change these passwords unless instructed by HIBB.

### B-6.2 Adapter Password Change Procedures

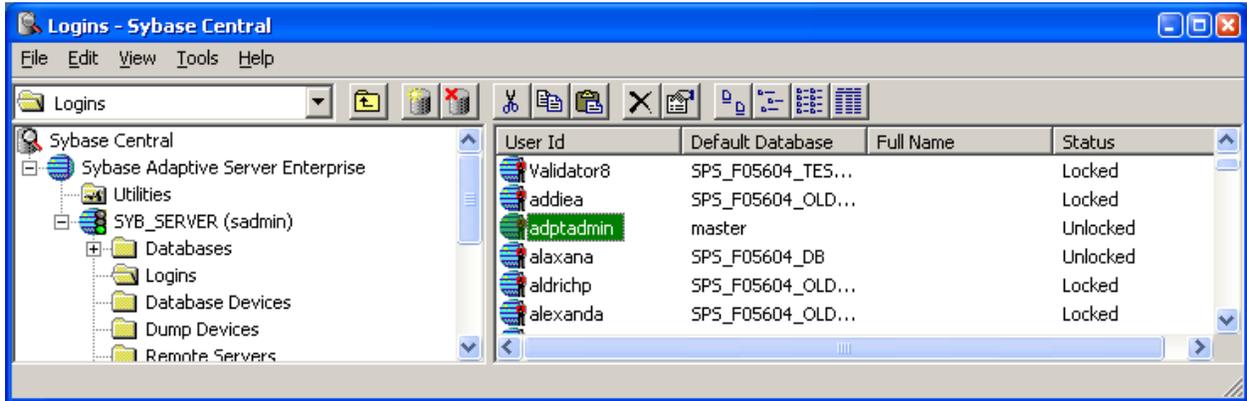
This procedure allows you to change the adptadmin, tuser1, and cadmin account used by the Adapter. Sybase requires you to change the password for an account every 60 days.

1. Log into the Integration Server web application
  - from the server: <http://localhost:5555>
2. Suspend the PD2AdapterServices.Public:multiPoll, by clicking on the “active” link for multiPoll



3. Log into **Sybase Central** and change the adptadmin, tuser1, and your cadmin account you use with the Adapter

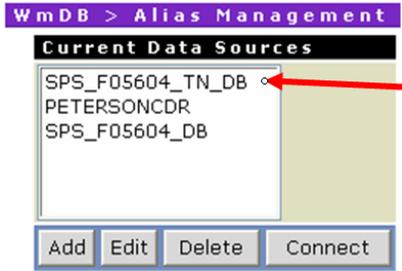
- a. Under Logins, right click on the “adptadmin” account, select Change Password, and change the password and click OK.



- b. Repeat changing the password for tuser1 and your cdradmin accounts (as needed), once done close Sybase Central.
4. Go to the Integration Server web page (<http://localhost:5555>), click **WmDB** under the Adapters section header



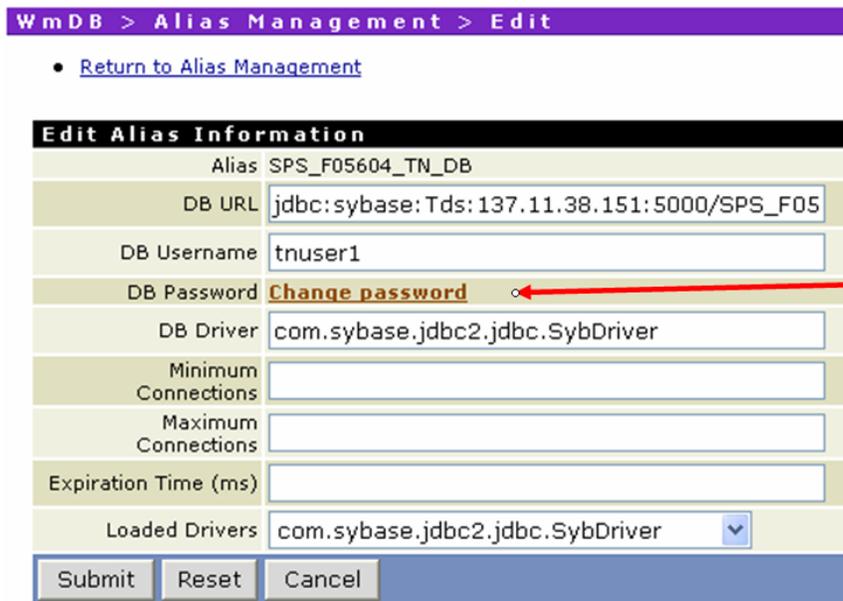
5. Change the password for the TN Data Source
  - a. Select the production database and choose edit



Note: your database names will be unique to your base

- SPS\_XXXXXX\_TN\_DB, SPS\_XXXXXX\_DB, and SPS\_XXXXXX\_CDR\_DB

b. Click the “Change password” link on the Edit Alias Information screen



- c. Enter the new tuser1 password and click Set Password

- d. Click **Submit** back at the Edit Alias Information screen

6. Update tuser1 in TN Pool (only perform this step if changing the tuser1 password, otherwise proceed to next step)

- a. Choose JDBC Pools under the Settings section header on the Integration Server administration page (<http://localhost:5555/>)



- b. Click on TN Pool under Pool Alias Definitions

| Functional Alias Definitions |  |                       |                      |      |
|------------------------------|--|-----------------------|----------------------|------|
| Function Name                | Description                                | Associated Pool Alias | Edit Association     | Test |
| IScoreAudit                  | IScore Audit Log Manager Function          |                       | <a href="#">Edit</a> | ▶    |
| ProcessAudit                 | Process Audit Log Manager Function         |                       | <a href="#">Edit</a> | ▶    |
| TN                           | Trading Networks Function                  | <b>TN.Pool</b>        | <a href="#">Edit</a> | ▶    |
| Xref                         | Key Cross Referencing and Echo Suppression |                       | <a href="#">Edit</a> | ▶    |

| Pool Alias Definitions |             |                         |                      |    |
|------------------------|-------------|-------------------------|----------------------|----|
| Pool Alias             | Description | Associated Driver Alias | Edit Pool Alias      | De |
| <b>TN.Pool</b>         | Pool for TN | JConnect                | <a href="#">Edit</a> |    |

- c. Click Edit the JDBC Connection Pool Alias Definition

**Settings > JDBC Pools > Connection Aliases**

- [Return to JDBC Pool Definitions](#)
- [Edit this JDBC Connection Pool Alias Definition](#) 

| JDBC Connection Pool Alias |  |
|----------------------------|--|
| Alias Name                 | TN Pool  |
| Alias Description          | Pool for TN  |
| Associated Driver Alias    | JConnect   |
| Database URL               | jdbc:sybase:Tds:137.11.41.52:5000/SPS_F05604_TN_DB |
| User Id                    | tnuser1  |
| Password                   | *****  |
| Minimum Connections        | 1  |
| Maximum Connections        | 5  |
| Idle Timeout               | 10000 milliseconds                                 |

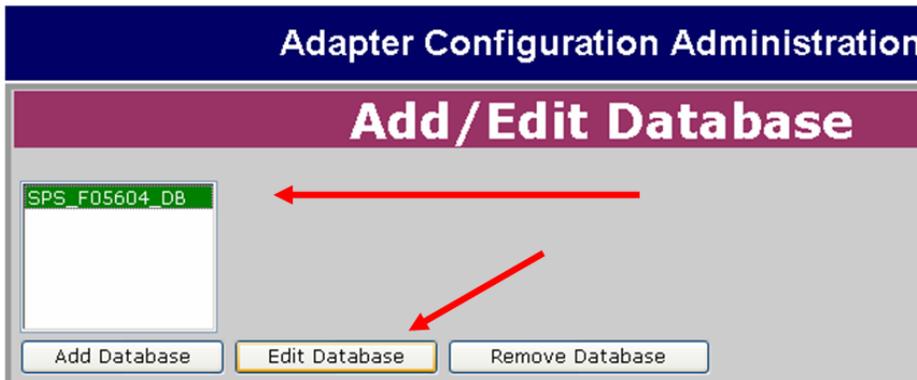
d. Update the tnuser1 password and click save settings

**Settings > JDBC Pools > Connection Aliases**

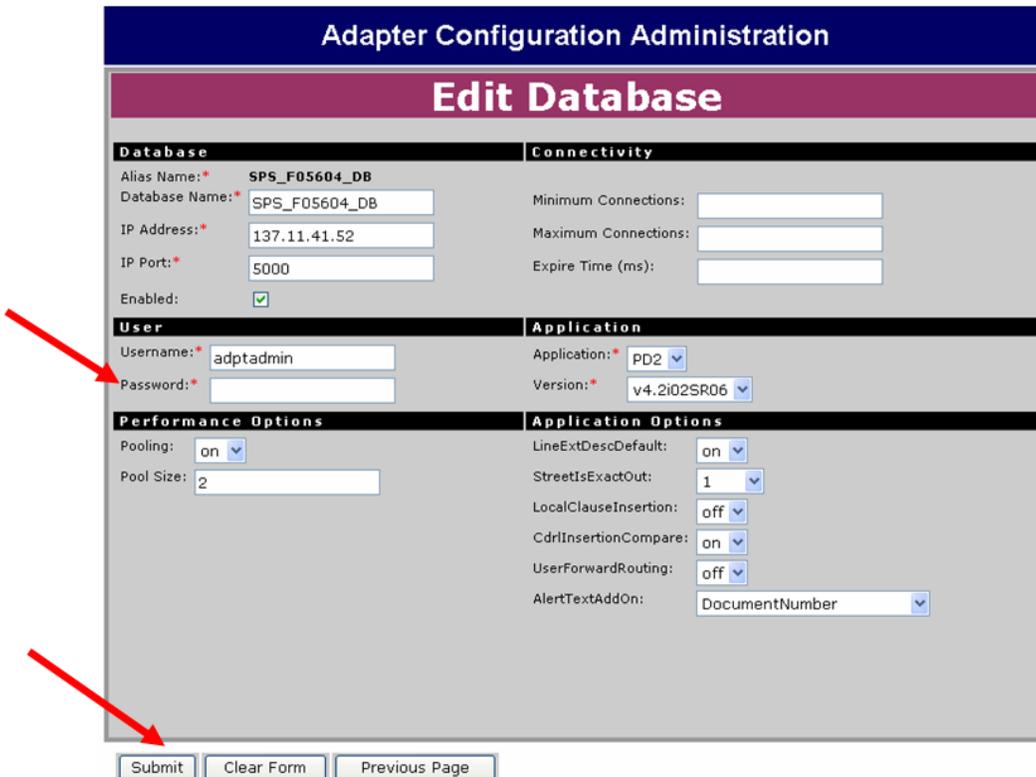
- [Return to JDBC Pool Definitions](#)

| JDBC Connection Pool Alias   |  |
|--|--|
| Alias Name   | TN Pool  |
| Alias Description  | <input type="text" value="Pool for TN"/>   |
| Associated Driver Alias  | <input type="text" value="JConnect"/>  |
| Database URL   | <input type="text" value="jdbc:sybase:Tds:137.11.41.52:5000/SPS_F05604_TN_DB"/>  |
| User Id  | <input type="text" value="tnuser1"/>   |
| Password   | <input type="password" value="●●●●●●"/>  |
| Minimum Connections  | <input type="text" value="1"/>   |
| Maximum Connections  | <input type="text" value="5"/>   |
| Idle Timeout   | <input type="text" value="10000"/> milliseconds  |
| <input type="button" value="Save Settings"/>  |  |

7. Update the adptadmin password for the Adapter Configuration Administration for the SPS database (only perform this step if you are changing the adptadmin password, otherwise proceed to next step)
  - a. Open the Adapter Configuration Administration page:  
<http://localhost:5555/PD2AdapterServices/AdapterConfiguration/>
  - b. Click “Add/Edit Database”, then highlight the SPS database and click “Edit Database”



- c. Enter the new adptadmin password and click “Submit”



- d. You will get a message indicating the Fdi package needs to be reloaded

```
Data source 'SPS_F05604_DB' added.  
  
.\packages\Fdi\config\XaccProperties.xml has been modified.  
  
.\packages\PD2AdapterServices\config\multiPollProperties.xml has been modified.  
  
Reload the Fdi package for these changes to take effect.
```

- e. Choose “Management” under the Packages section header on the Integration Server administration page (<http://localhost:5555/>)



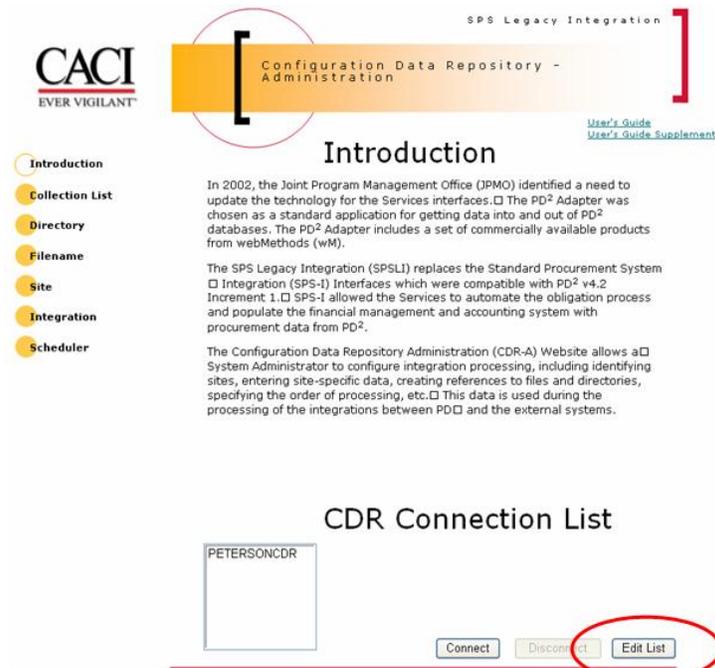
- f. Click on the “Reload” icon for Fdi



- g. You will get a dialog asking if you want to reload the FDI package, click “OK”



8. To update the cdradmin account used by the CDR-A perform the following (only perform this step if you are changing the cdradmin, otherwise proceed to next step):
  - a. Open the Configuration Data Repository- Administration (CDR-A) web page:  
<http://localhost:5555/LegacyCommon/CDRA.dsp>
  - b. Click “Edit List”



- c. Click the radio button for the Alias, then click “Edit”



- d. Update the DB Password with the cdradmin password, then click “Save”.



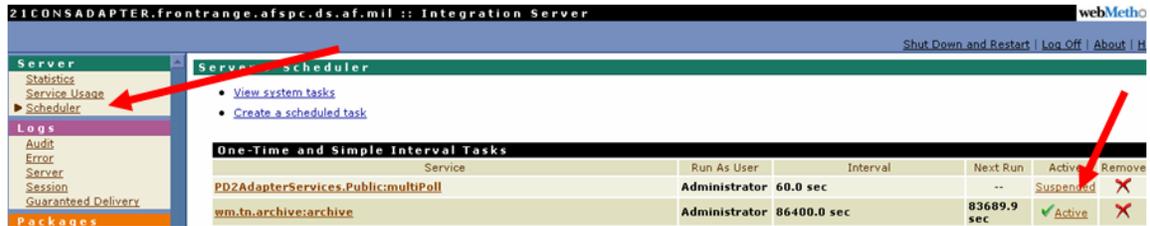
- e. You will get a dialog indicating the CDR Alias information was successfully updated, click “OK” on the dialog.



9. Restart the Integration Server by selecting 'Shut Down and Restart' -> Immediately and click Restart.



10. Once the Integration Server has restarted (may take a couple minutes), at the Integration Server administration page (<http://localhost:5555/>) choose the Scheduler under the Server header and change the PD2AdapterServices.Public:multiPoll back to “Active” by clicking on the “suspended” link

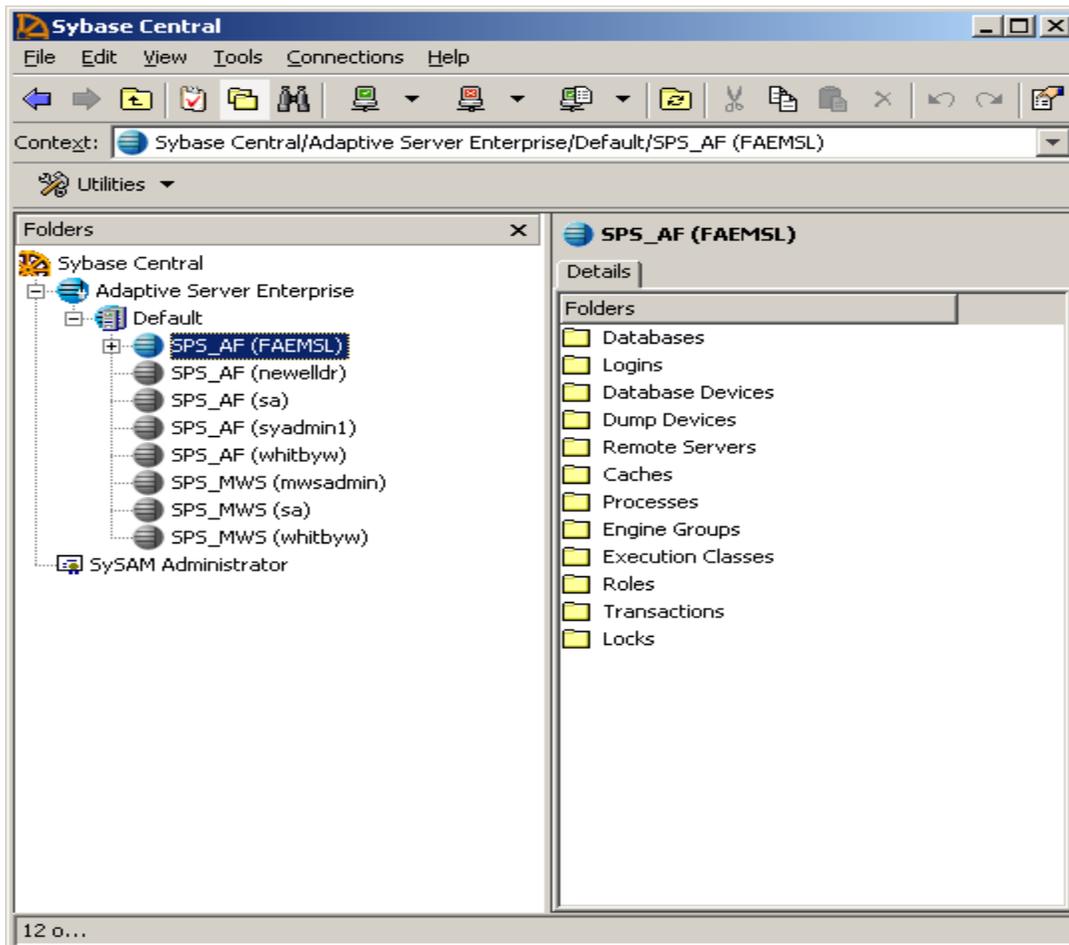


Procedure complete for changing Adapter passwords

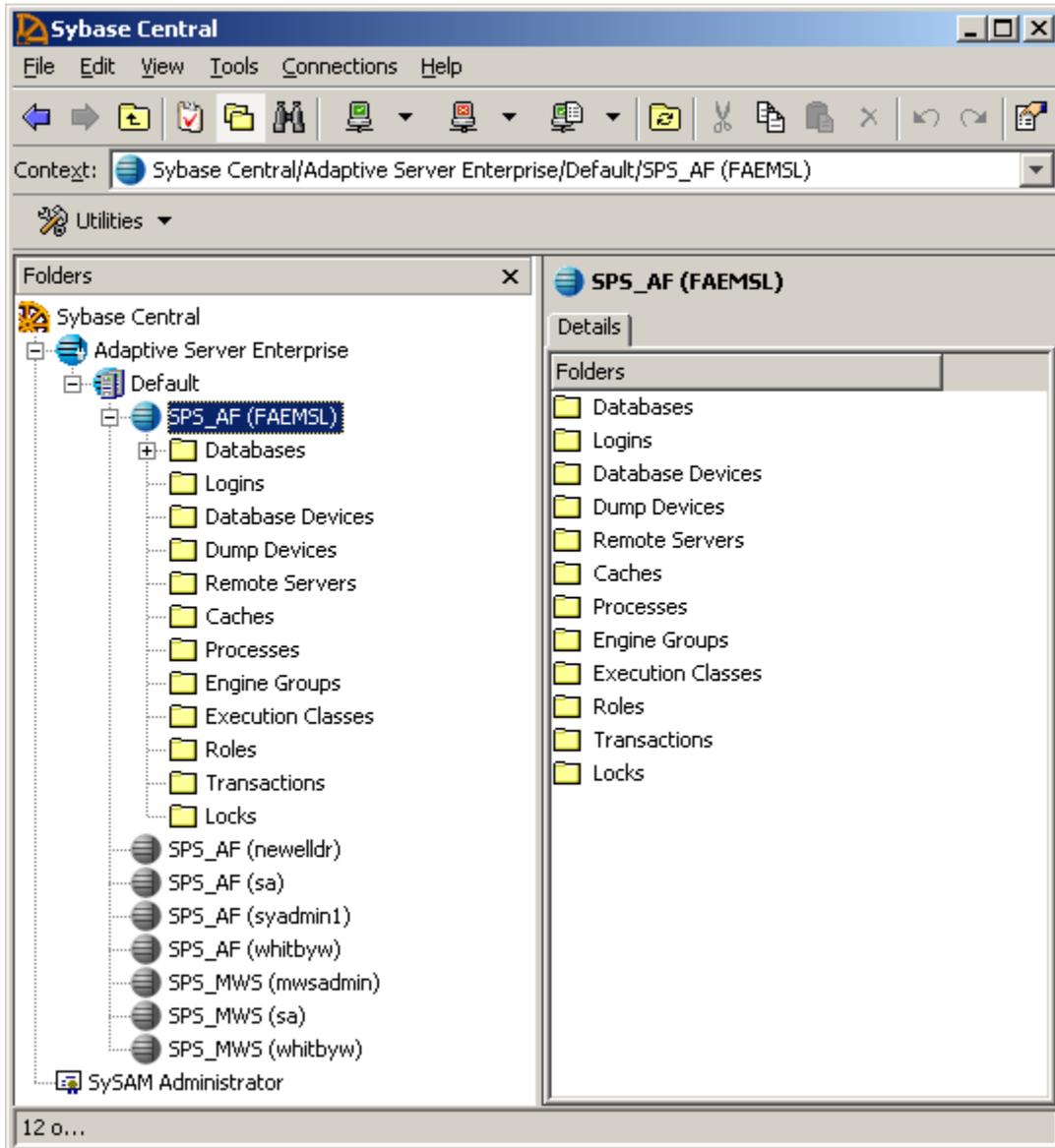
### B-6.3 Changing Sybase accounts passwords

These instructions are for changing the passwords for Sybase users. **They will not work for PD2 users.** There is also a SATv video entitled 'Changing the Sybase super user password' located on the Contracting Systems web site under the Help Desk and then the SATv section.

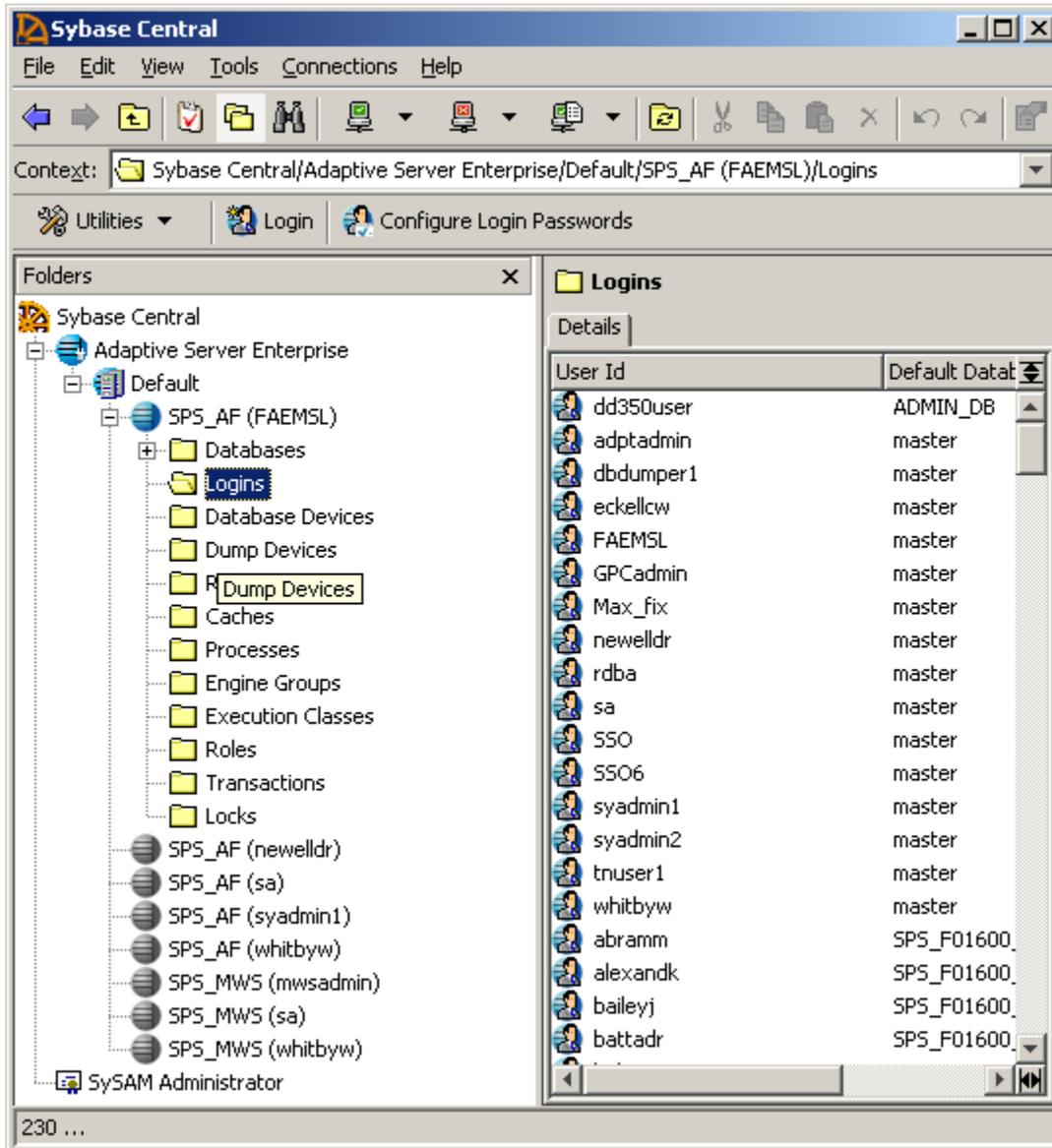
Log into Sybase Central from either your client computer or the database server.



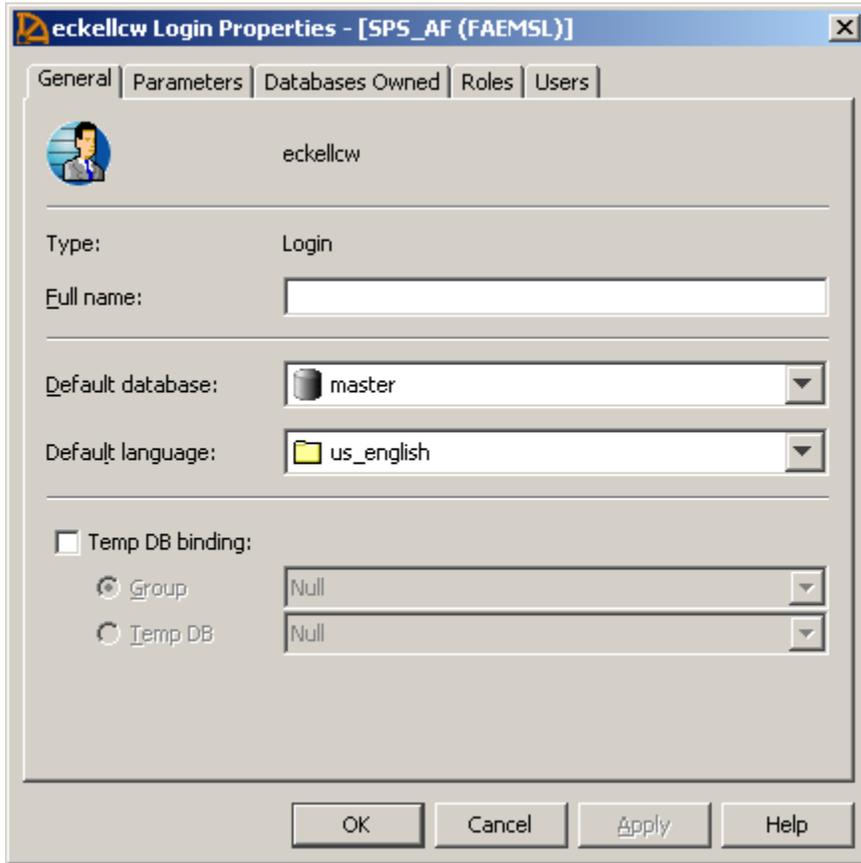
Expand the folders by clicking on the plus (+) sign by your login



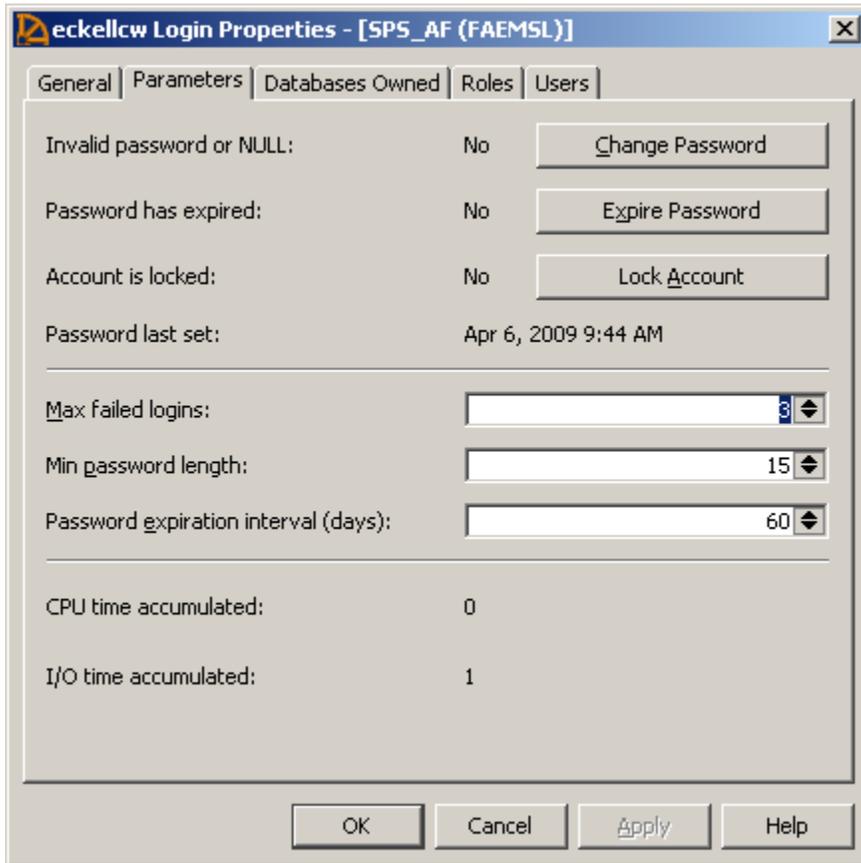
Click on the logins folder to display all logins in the right window



Right click on the account you want to change the password for and choose Properties. The properties window will open.



Click on the Parameters tab and the parameters window will appear.



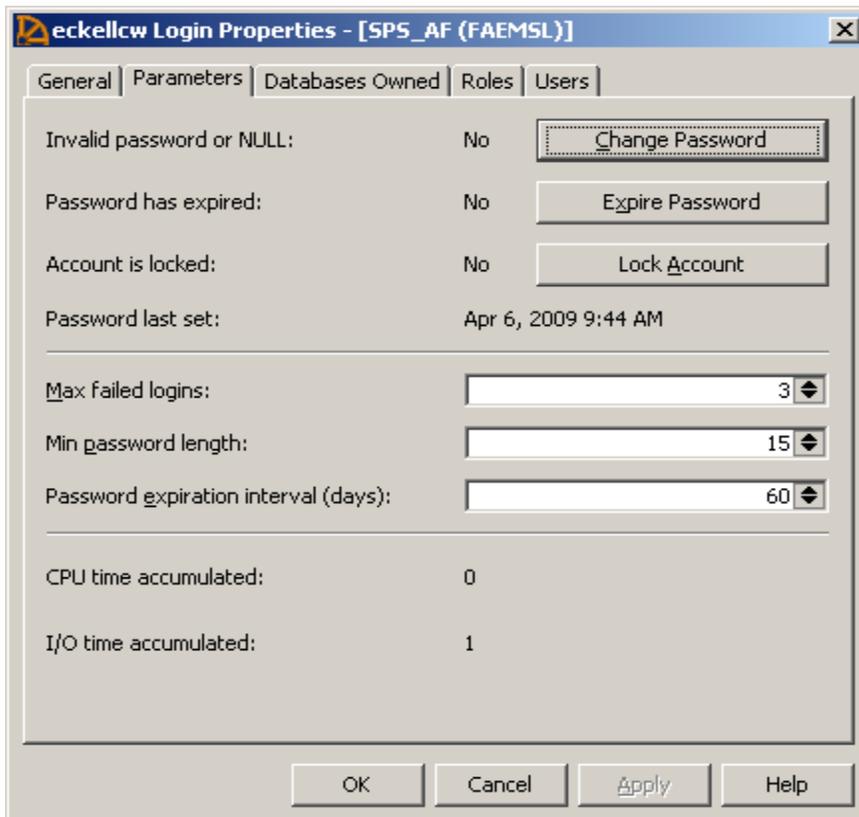
Click on the Change Password button and the Change Password for login\_name will appear.



Enter YOUR password (the one you just logged into Sybase Central with) on the first line. Then enter and confirm the new password for the account you are changing on lines 2 and 3.



Click OK and you will be returned to the Parameters window



Click OK and you will be returned to Sybase Central

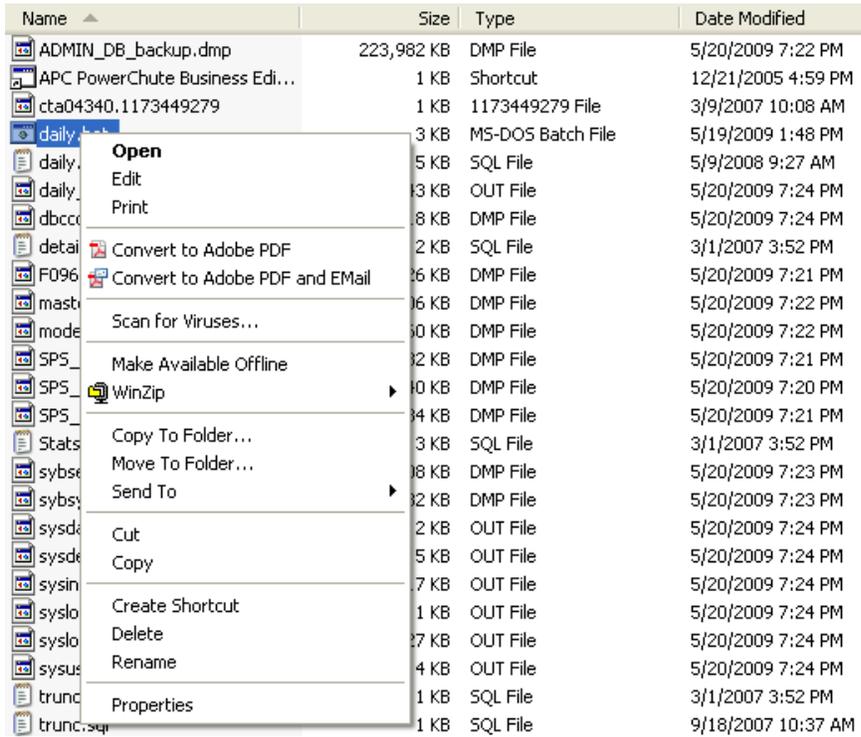
Close Central and you are done.

### B-6.4 Changing Daily and Weekend backups passwords

1. Change the Sybase Account password for the account that you use in the daily.bat and weekend.bat files using the [Change Sybase Account password process here](#).
2. On the Database Server, navigate to the G:/Backups folder.

| Name                           | Size          | Type              | Date Modified      |
|--------------------------------|---------------|-------------------|--------------------|
| ADMIN_DB_backup.dmp            | 223,982 KB    | DMP File          | 5/20/2009 7:22 PM  |
| APC PowerChute Business Edi... | 1 KB          | Shortcut          | 12/21/2005 4:59 PM |
| cta04340.1173449279            | 1 KB          | 1173449279 File   | 3/9/2007 10:08 AM  |
| daily.bat                      | 3 KB          | MS-DOS Batch File | 5/19/2009 1:48 PM  |
| daily.sql                      | 5 KB          | SQL File          | 5/9/2008 9:27 AM   |
| daily_log.out                  | 43 KB         | OUT File          | 5/20/2009 7:24 PM  |
| dbccdb_backup.dmp              | 1,364,618 KB  | DMP File          | 5/20/2009 7:24 PM  |
| detail.sql                     | 2 KB          | SQL File          | 3/1/2007 3:52 PM   |
| F09607_SPSI_IDB_backup.dmp     | 68,926 KB     | DMP File          | 5/20/2009 7:21 PM  |
| master_backup.dmp              | 6,006 KB      | DMP File          | 5/20/2009 7:22 PM  |
| model_backup.dmp               | 360 KB        | DMP File          | 5/20/2009 7:22 PM  |
| SPS_F09607_CDR_DB_backu...     | 52,382 KB     | DMP File          | 5/20/2009 7:21 PM  |
| SPS_F09607_DB_backup.dmp       | 16,180,740 KB | DMP File          | 5/20/2009 7:20 PM  |
| SPS_F09607_TN_DB_backup....    | 202,034 KB    | DMP File          | 5/20/2009 7:21 PM  |
| Stats.sql                      | 3 KB          | SQL File          | 3/1/2007 3:52 PM   |
| sybsecurity_backup.dmp         | 32,308 KB     | DMP File          | 5/20/2009 7:23 PM  |
| sybssystemprocs_backup.dmp     | 62,682 KB     | DMP File          | 5/20/2009 7:23 PM  |
| sysdatabases.out               | 2 KB          | OUT File          | 5/20/2009 7:24 PM  |
| sysdevices.out                 | 5 KB          | OUT File          | 5/20/2009 7:24 PM  |
| sysindexes.out                 | 17 KB         | OUT File          | 5/20/2009 7:24 PM  |
| sysloginroles.out              | 1 KB          | OUT File          | 5/20/2009 7:24 PM  |
| syslogins.out                  | 27 KB         | OUT File          | 5/20/2009 7:24 PM  |
| sysusages.out                  | 4 KB          | OUT File          | 5/20/2009 7:24 PM  |
| trunc old.sql                  | 1 KB          | SQL File          | 3/1/2007 3:52 PM   |

3. Right click on daily.bat and select EDIT.

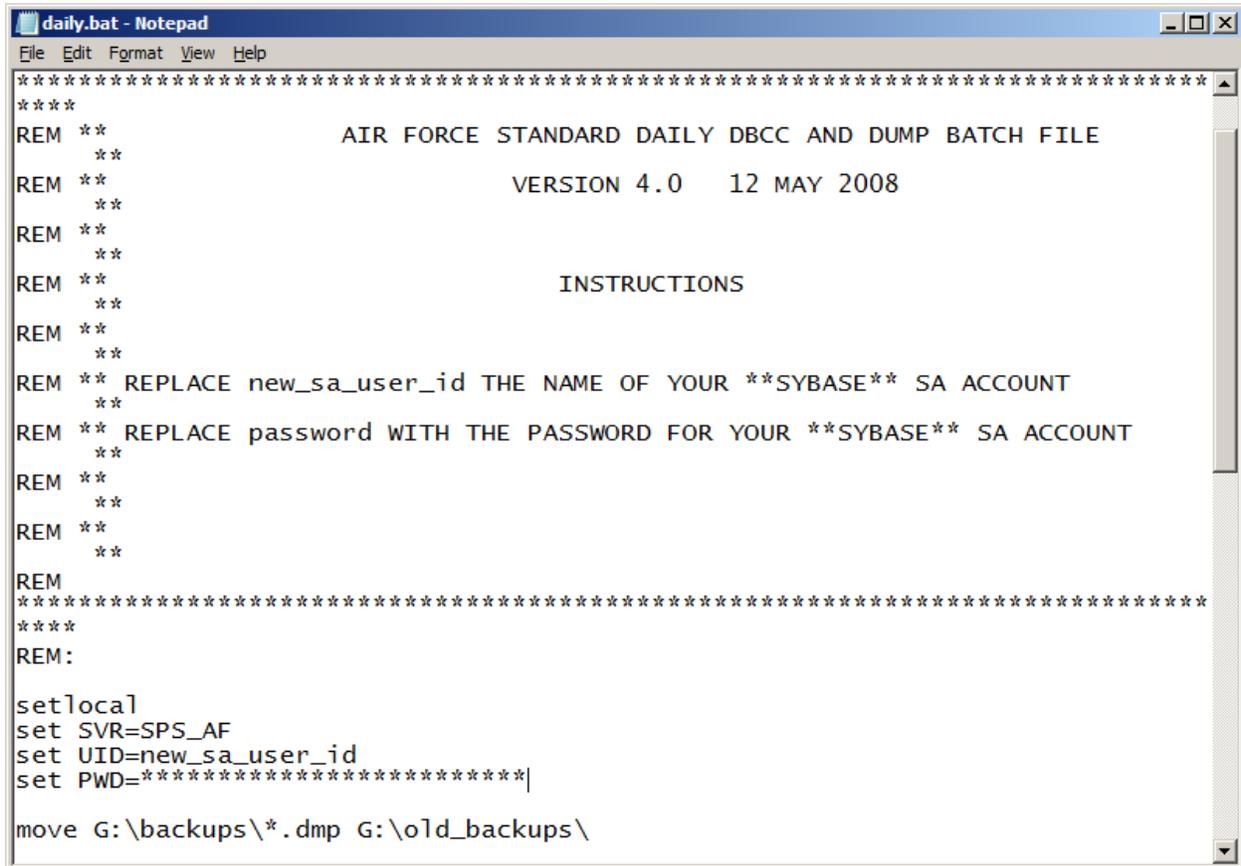


The screenshot shows a Windows Explorer window with a file list. The file 'daily.bat' is selected, and a context menu is open over it. The context menu options include: Open, Edit, Print, Convert to Adobe PDF, Convert to Adobe PDF and Email, Scan for Viruses..., Make Available Offline, WinZip, Copy To Folder..., Move To Folder..., Send To, Cut, Copy, Create Shortcut, Delete, Rename, and Properties. The file list columns are Name, Size, Type, and Date Modified.

| Name                           | Size       | Type              | Date Modified      |
|--------------------------------|------------|-------------------|--------------------|
| ADMIN_DB_backup.dmp            | 223,982 KB | DMP File          | 5/20/2009 7:22 PM  |
| APC PowerChute Business Edi... | 1 KB       | Shortcut          | 12/21/2005 4:59 PM |
| cta04340.1173449279            | 1 KB       | 1173449279 File   | 3/9/2007 10:08 AM  |
| daily.bat                      | 3 KB       | MS-DOS Batch File | 5/19/2009 1:48 PM  |
| daily.sql                      | 5 KB       | SQL File          | 5/9/2008 9:27 AM   |
| daily.out                      | 3 KB       | OUT File          | 5/20/2009 7:24 PM  |
| dbcc.dmp                       | 8 KB       | DMP File          | 5/20/2009 7:24 PM  |
| detail.sql                     | 2 KB       | SQL File          | 3/1/2007 3:52 PM   |
| F096.dmp                       | 6 KB       | DMP File          | 5/20/2009 7:21 PM  |
| master.dmp                     | 6 KB       | DMP File          | 5/20/2009 7:22 PM  |
| mode.dmp                       | 0 KB       | DMP File          | 5/20/2009 7:22 PM  |
| SPS.dmp                        | 2 KB       | DMP File          | 5/20/2009 7:21 PM  |
| SPS.dmp                        | 0 KB       | DMP File          | 5/20/2009 7:20 PM  |
| SPS.dmp                        | 4 KB       | DMP File          | 5/20/2009 7:21 PM  |
| Stats.sql                      | 3 KB       | SQL File          | 3/1/2007 3:52 PM   |
| sybase.dmp                     | 8 KB       | DMP File          | 5/20/2009 7:23 PM  |
| sybase.dmp                     | 2 KB       | DMP File          | 5/20/2009 7:23 PM  |
| sysde.out                      | 2 KB       | OUT File          | 5/20/2009 7:24 PM  |
| sysde.out                      | 5 KB       | OUT File          | 5/20/2009 7:24 PM  |
| sysin.out                      | 7 KB       | OUT File          | 5/20/2009 7:24 PM  |
| syslo.out                      | 1 KB       | OUT File          | 5/20/2009 7:24 PM  |
| syslo.out                      | 7 KB       | OUT File          | 5/20/2009 7:24 PM  |
| sysus.out                      | 4 KB       | OUT File          | 5/20/2009 7:24 PM  |
| trunc.sql                      | 1 KB       | SQL File          | 3/1/2007 3:52 PM   |
| trunc.sql                      | 1 KB       | SQL File          | 9/18/2007 10:37 AM |

4. Change the line with **Set PWD=** to the Sybase account password that you set in Step. When complete, select FILE > SAVE and close the file.

NOTE: Password is represented by \*\*\*\*\*

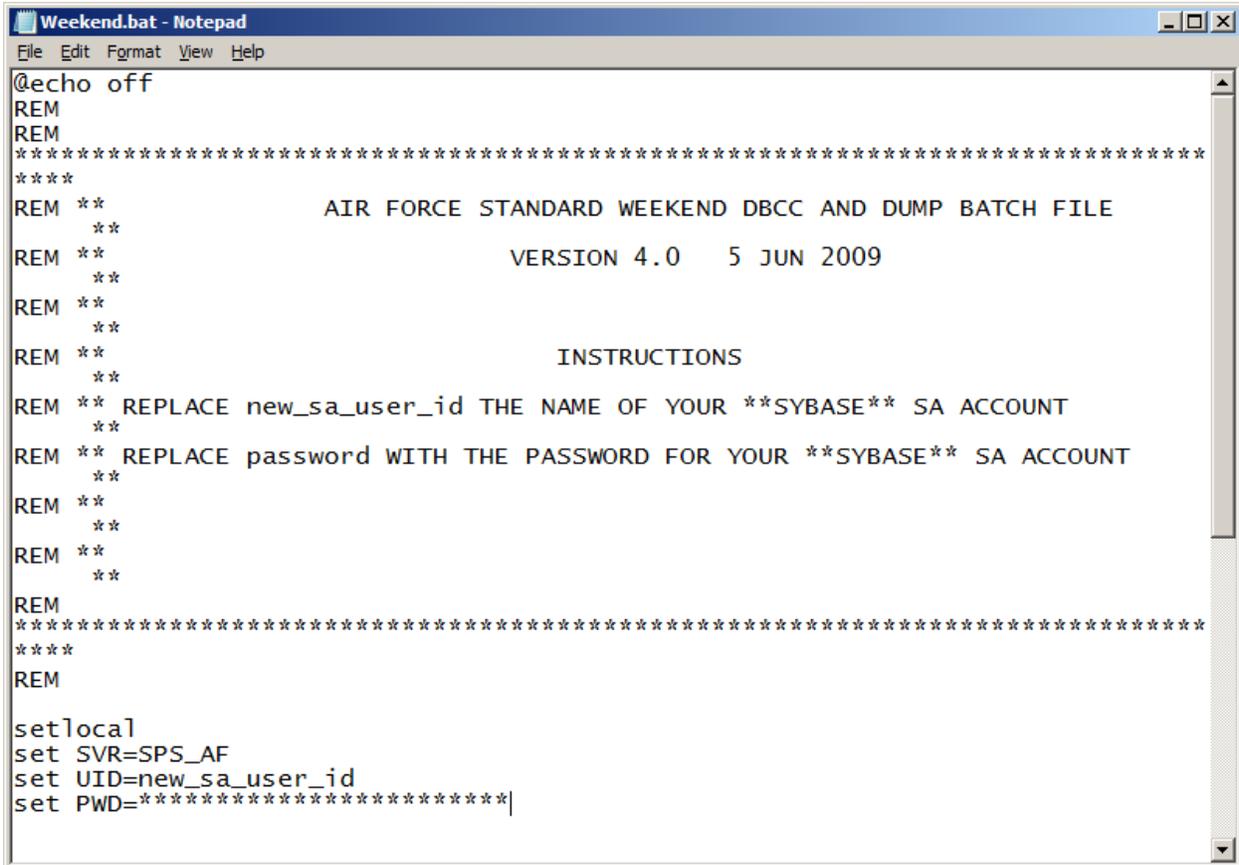
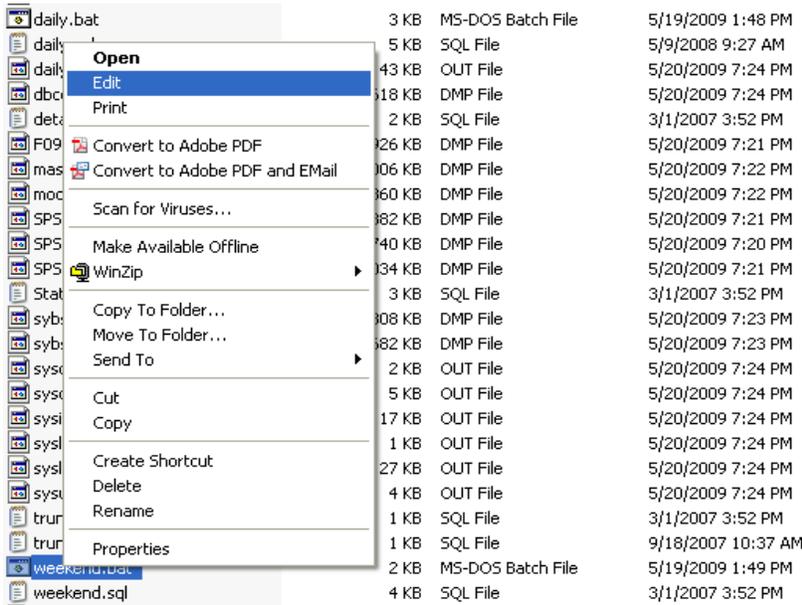


```
daily.bat - Notepad
File Edit Format View Help
*****
***
REM **
    **          AIR FORCE STANDARD DAILY DBCC AND DUMP BATCH FILE
    **
REM **
    **          VERSION 4.0   12 MAY 2008
    **
REM **
    **
REM **          INSTRUCTIONS
REM **
REM **
REM ** REPLACE new_sa_user_id THE NAME OF YOUR **SYBASE** SA ACCOUNT
    **
REM ** REPLACE password WITH THE PASSWORD FOR YOUR **SYBASE** SA ACCOUNT
    **
REM **
    **
REM **
    **
REM
*****
***
REM:

setlocal
set SVR=SPS_AF
set UID=new_sa_user_id
set PWD=*****|

move G:\backups\*.dmp G:\old_backups\
```

- Repeat steps 3 and 4 above to change the password for the weekend.bat file.

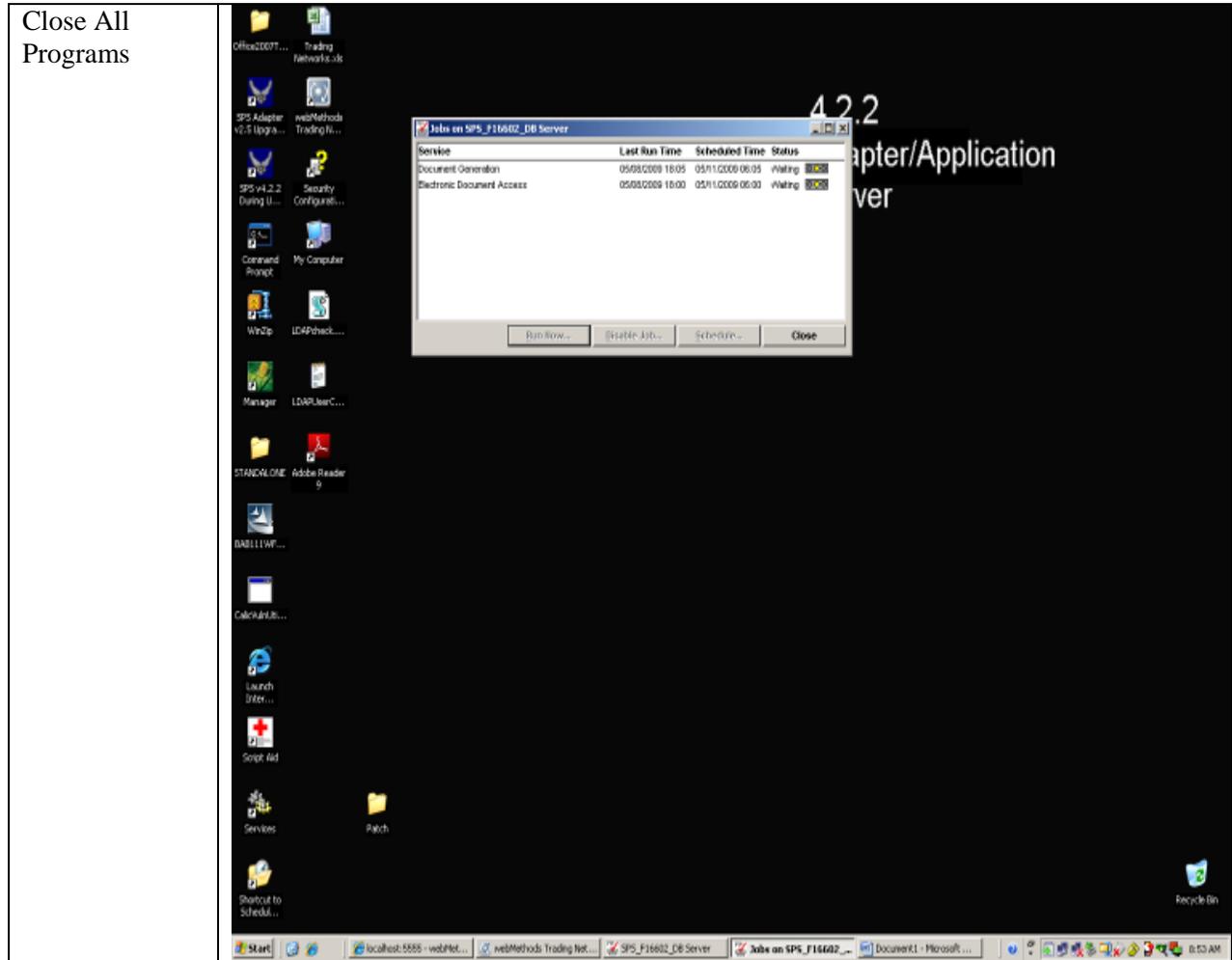


### **B-6.5 Changing the Windows account password in BrightStor**

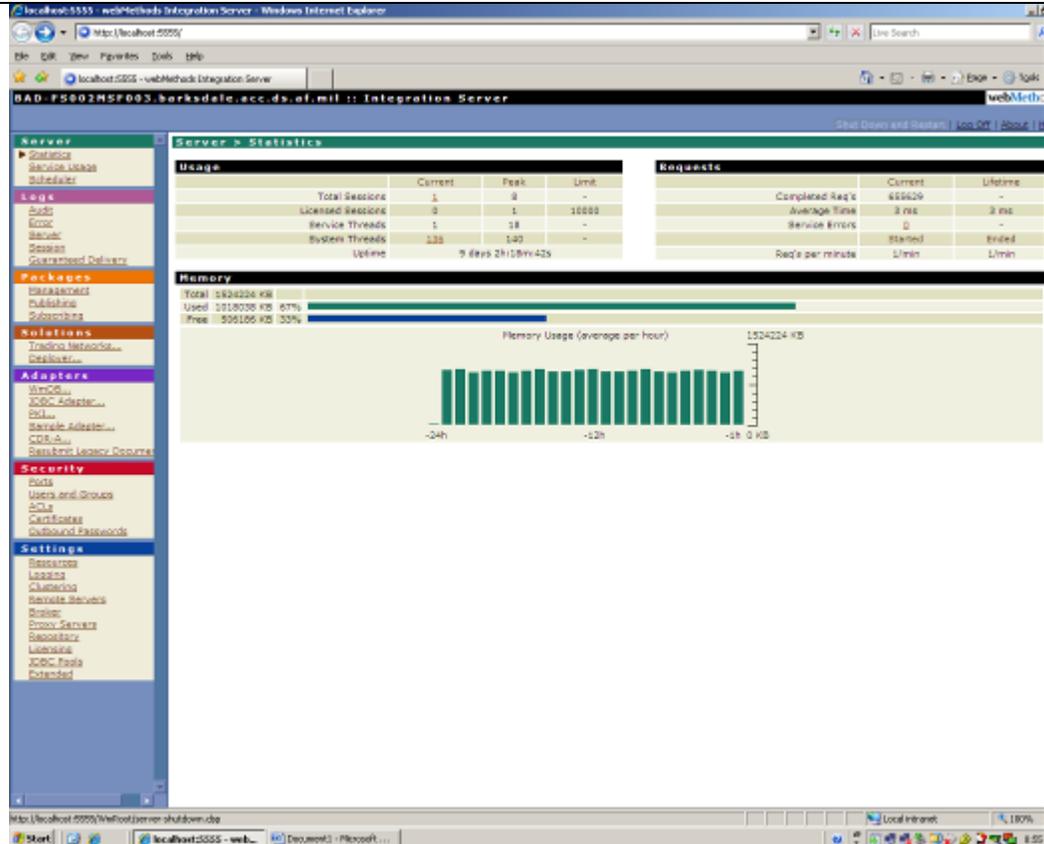
1. Open **Server Admin** -- Start > Program Files > CA> BrightStor > ARCserve Backup > Server Admin
2. Click **Admin** on the menu bar
3. Click **BrightStor ARCserve Backup System Account**
4. Update the system account Information
5. Click **OK**
6. Click **OK** to the prompt telling you that you need to restart the services
7. Click the red “stop” icon to stop the services
8. After all services stop, click the green “start” icon to restart the services
9. Close **Server Admin**

Note: If you receive a “BrightStor System Account” error in the Dashboard on the Server Backups Successful indicator, correcting the password in BrightStor will correct the problem.

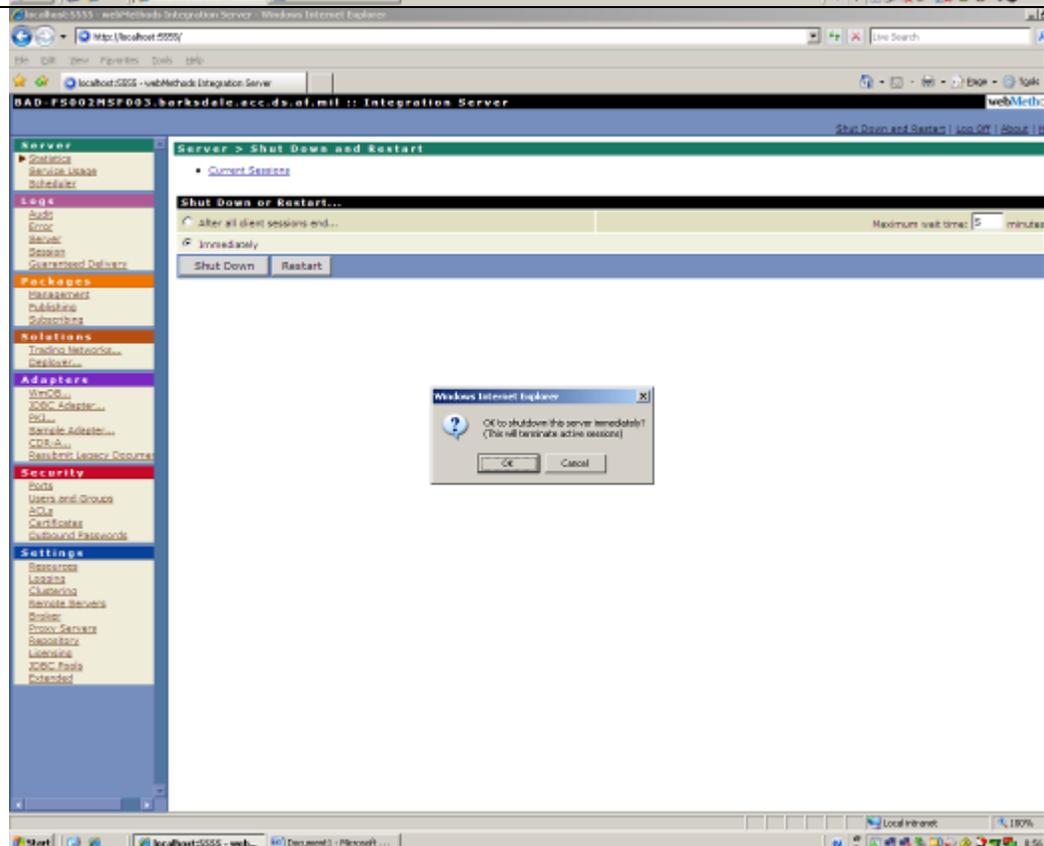
# B-7 How to Reboot the Adapter Server



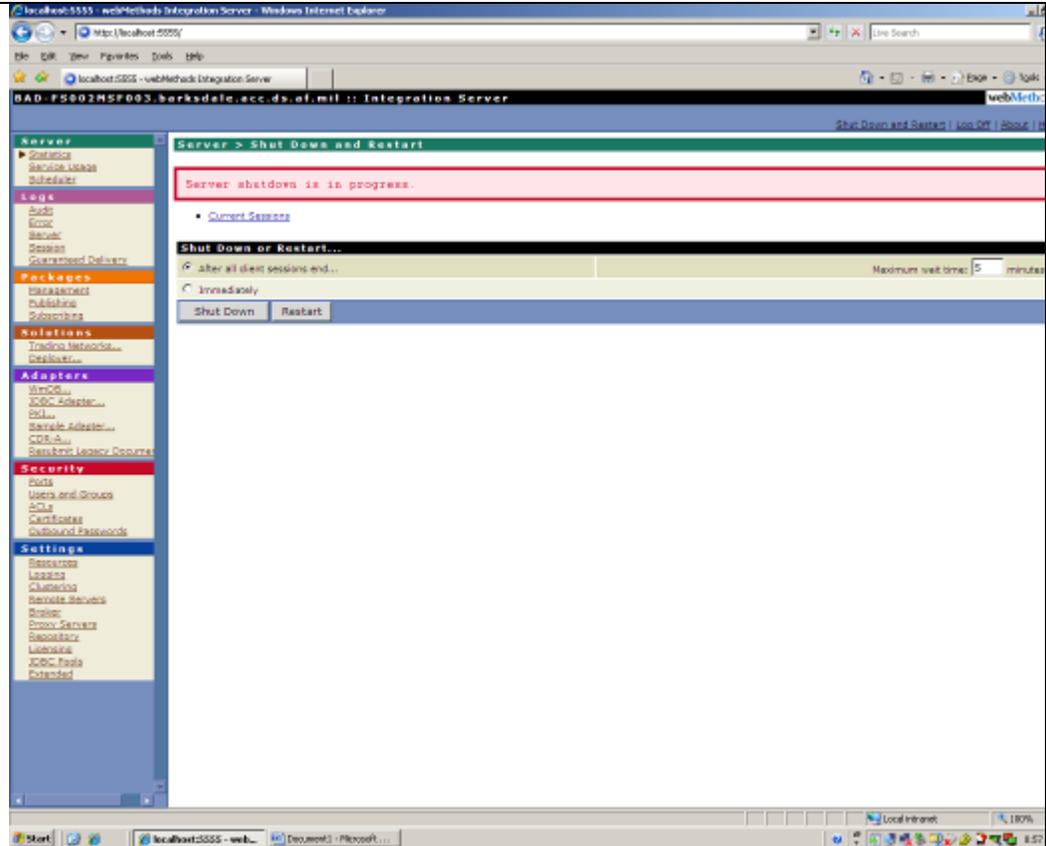
Closing the Local Host, select Shutdown, and then select Restart



Select the Immediate Radio Button and click Shut Down, and then click OK



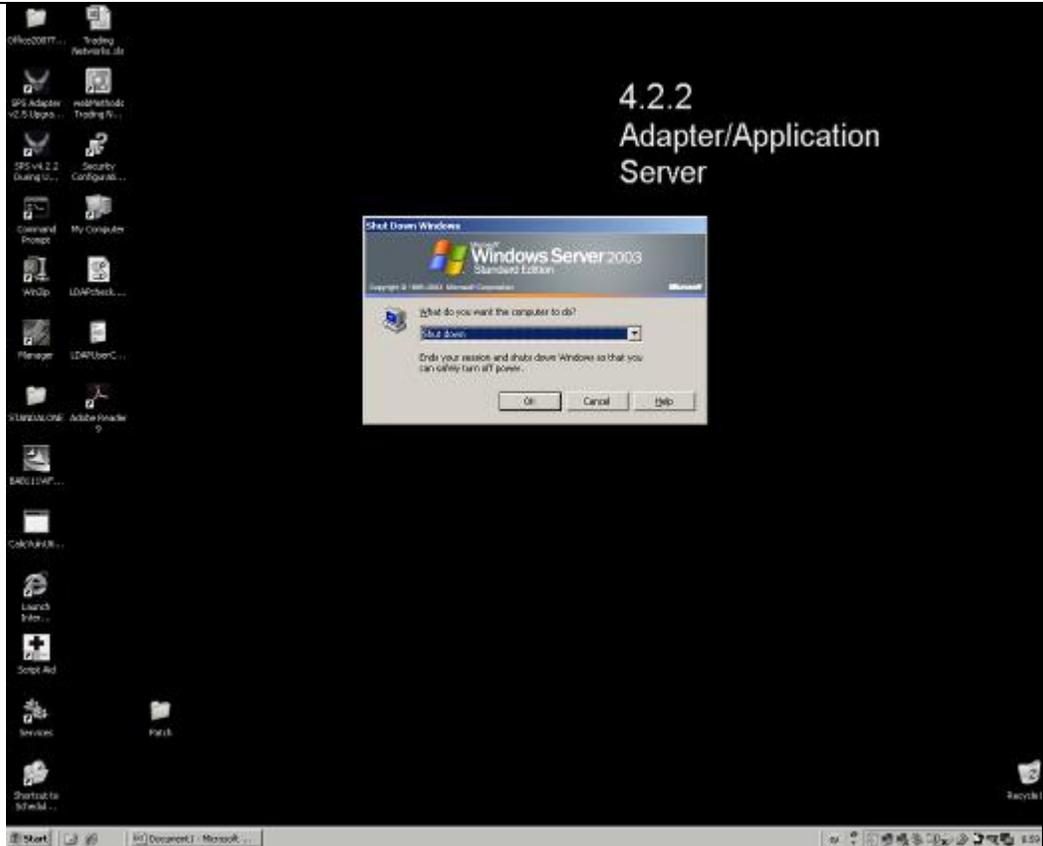
Close the window by selecting the X in the upper right hand corner



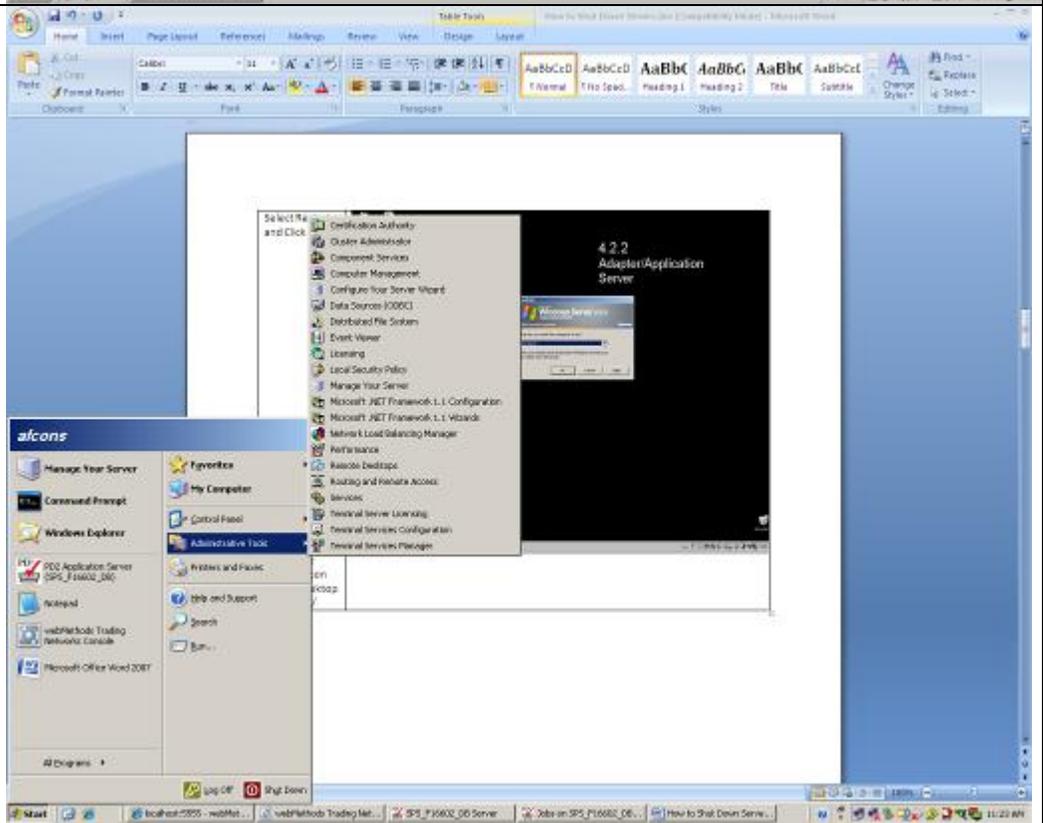
Click Start, and then Select Shutdown



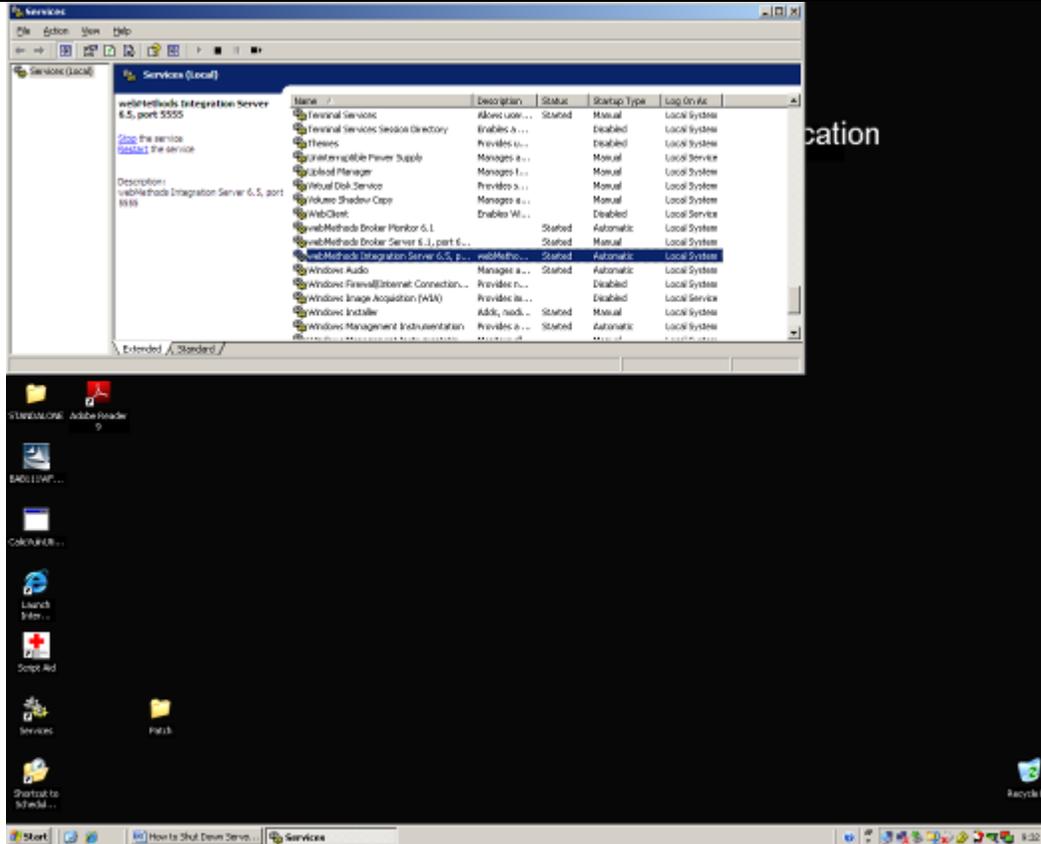
Select Restart,  
and then click  
OK



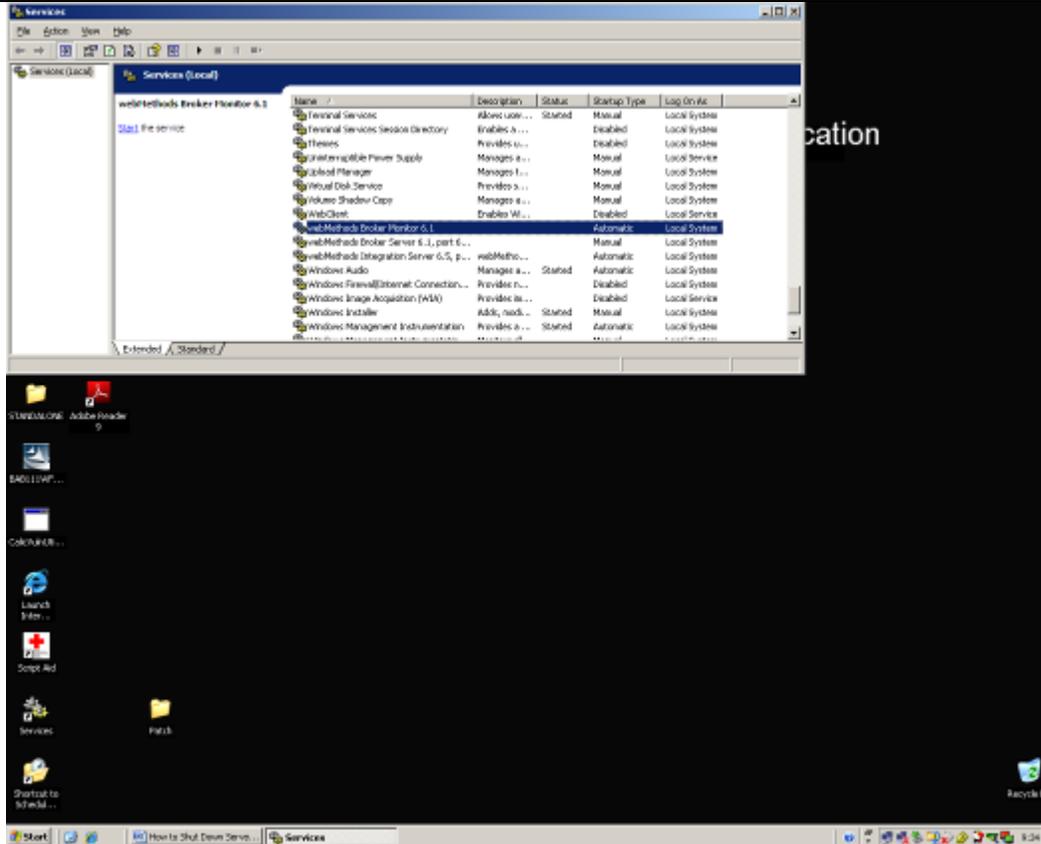
Locate the  
Services Icon  
on the Desktop  
or in Start -  
Administrative  
Tools -  
Services



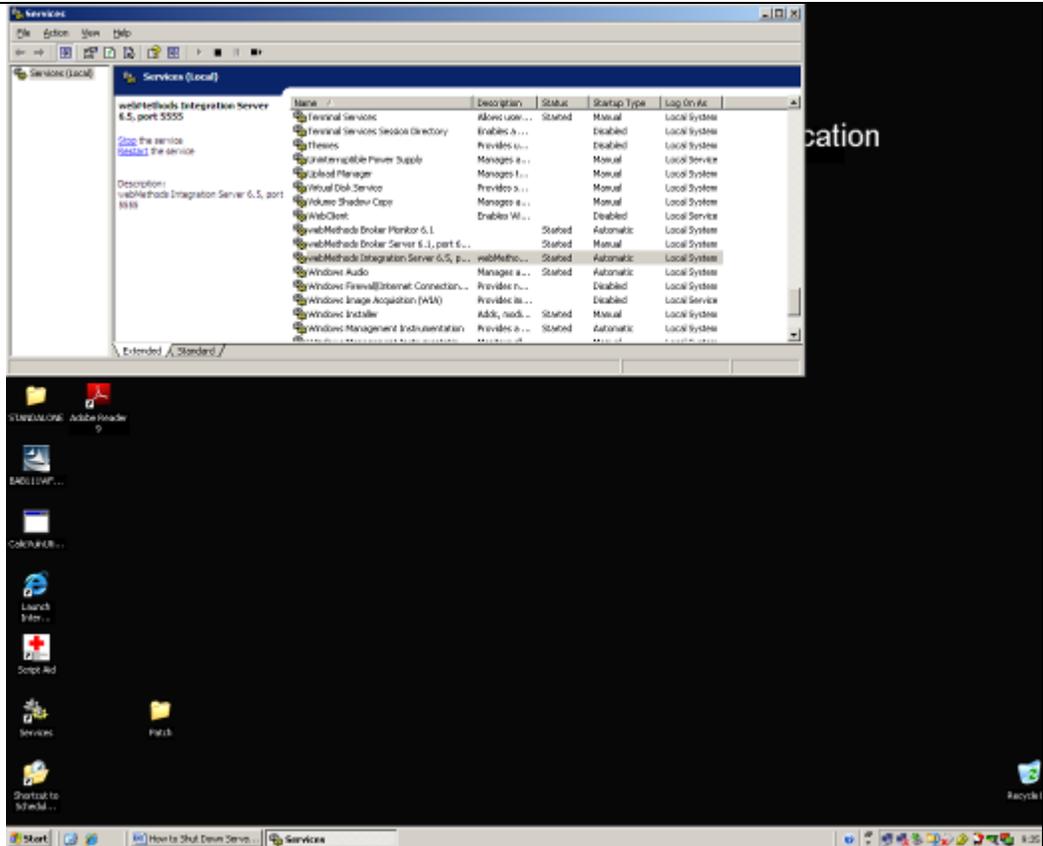
Once the Server has restarted, log back in. Check Services to see if the webMethods Integration Server is running



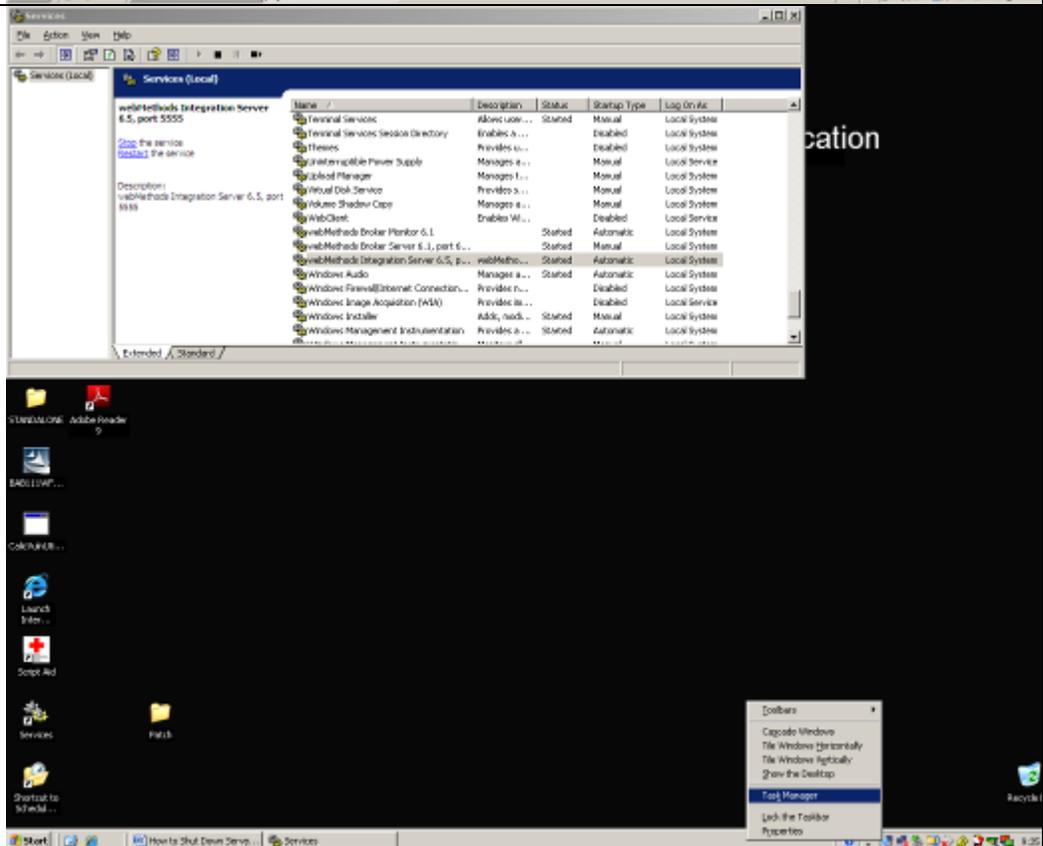
Stop the webMethods Integration Server and the webMethods Broker



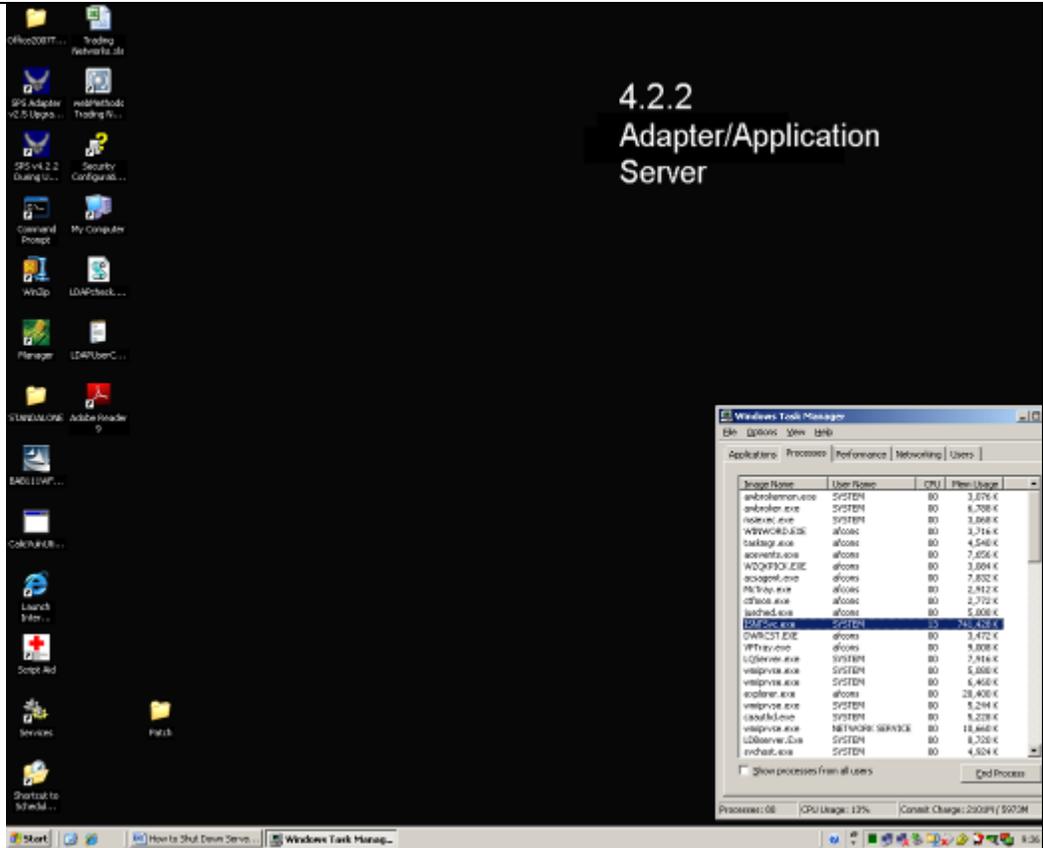
Restart the webMethods Broker and then restart the webMethods Integration Server



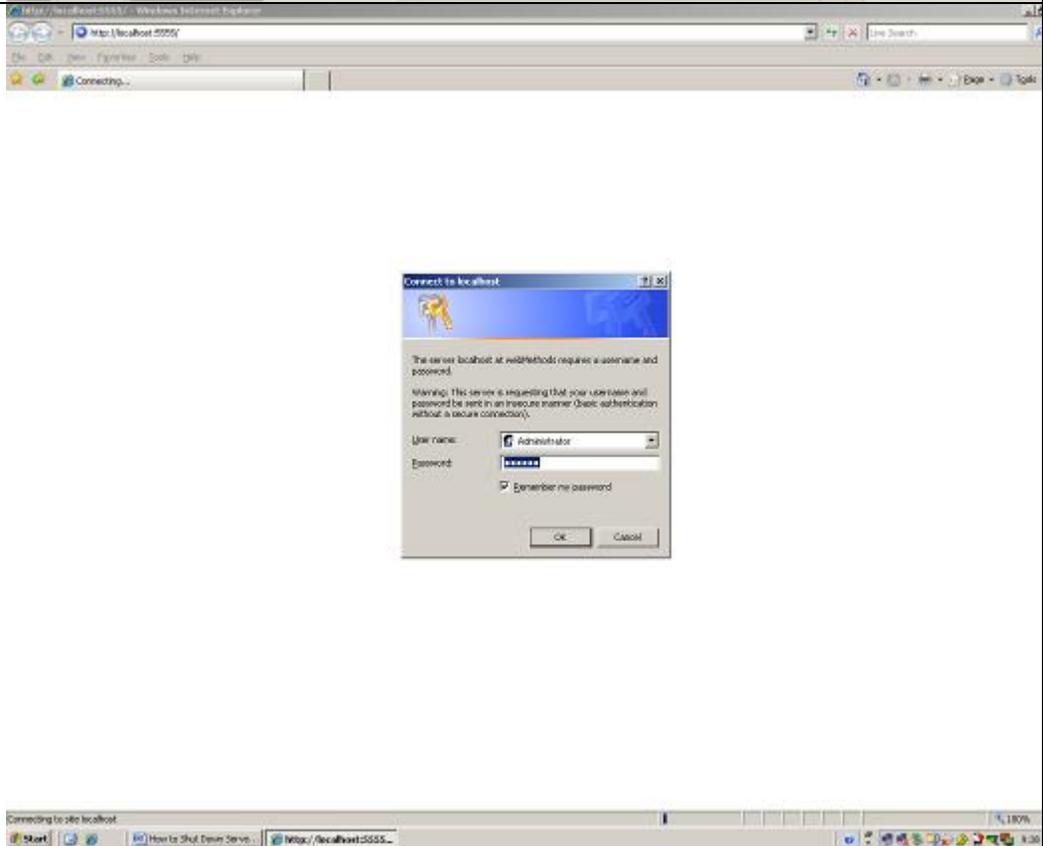
Open Task Manager by right clicking on the Task Bar



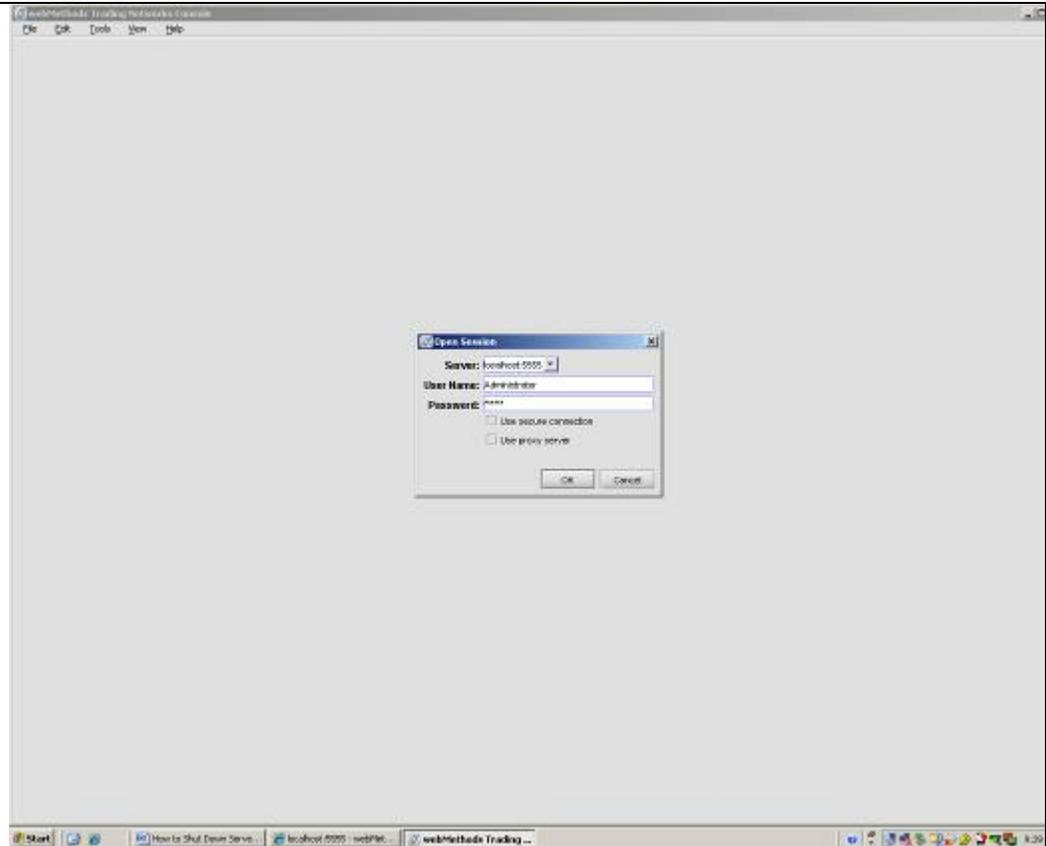
Look for ISNTSvc.exe running under the Processes tab and wait for it to finish (This could take a couple of minutes to complete). Then close Task Manager.



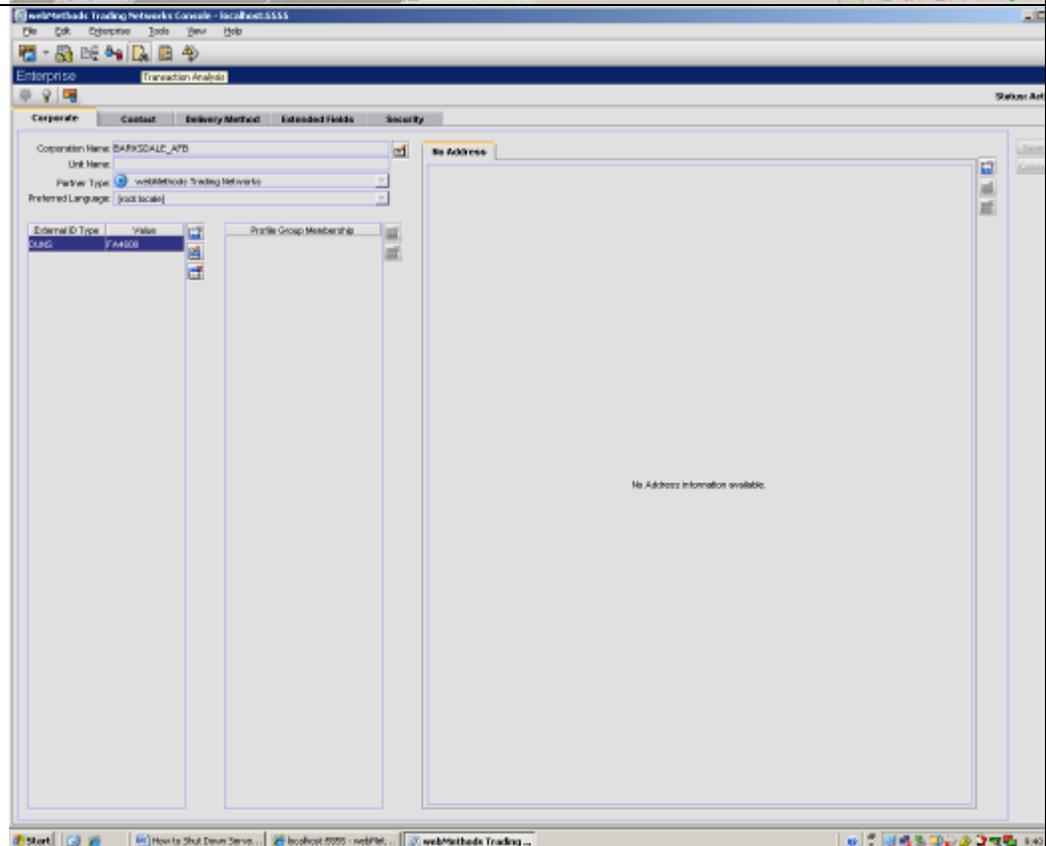
Open Internet Explorer to the Local Host and log in



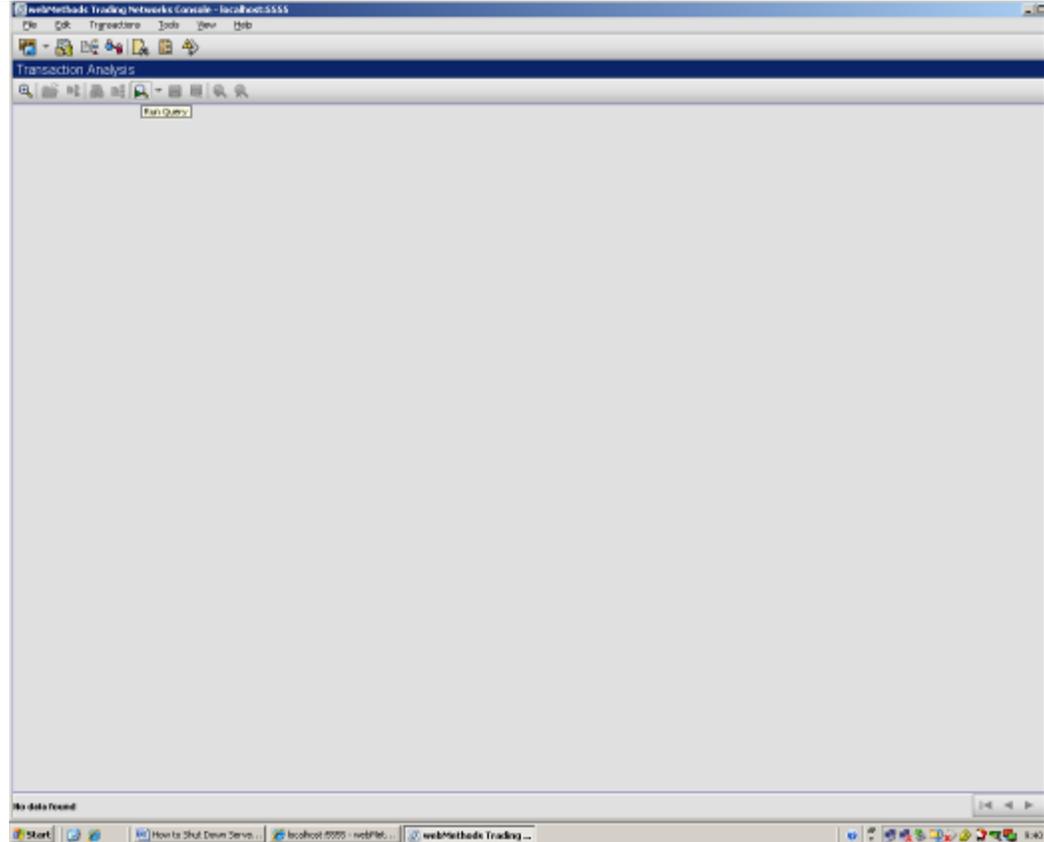
Start the webMethods Trading network and log in



Click on Transaction Analysis



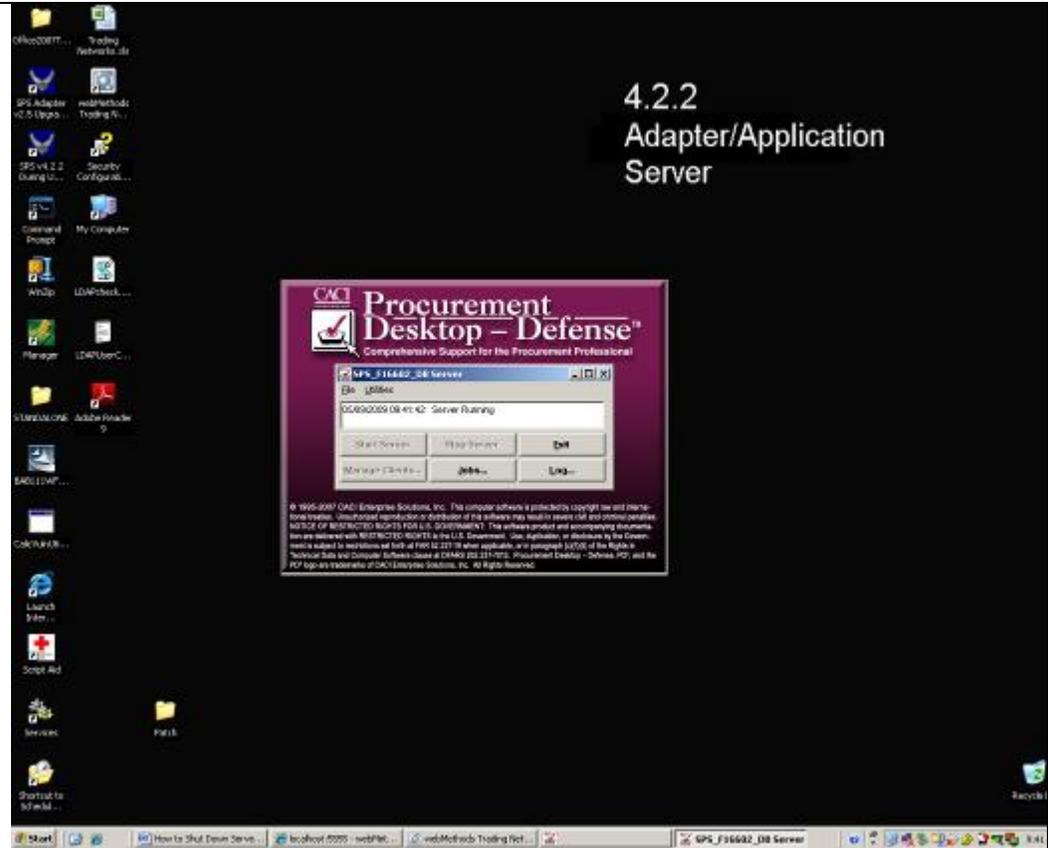
Click on Run Query



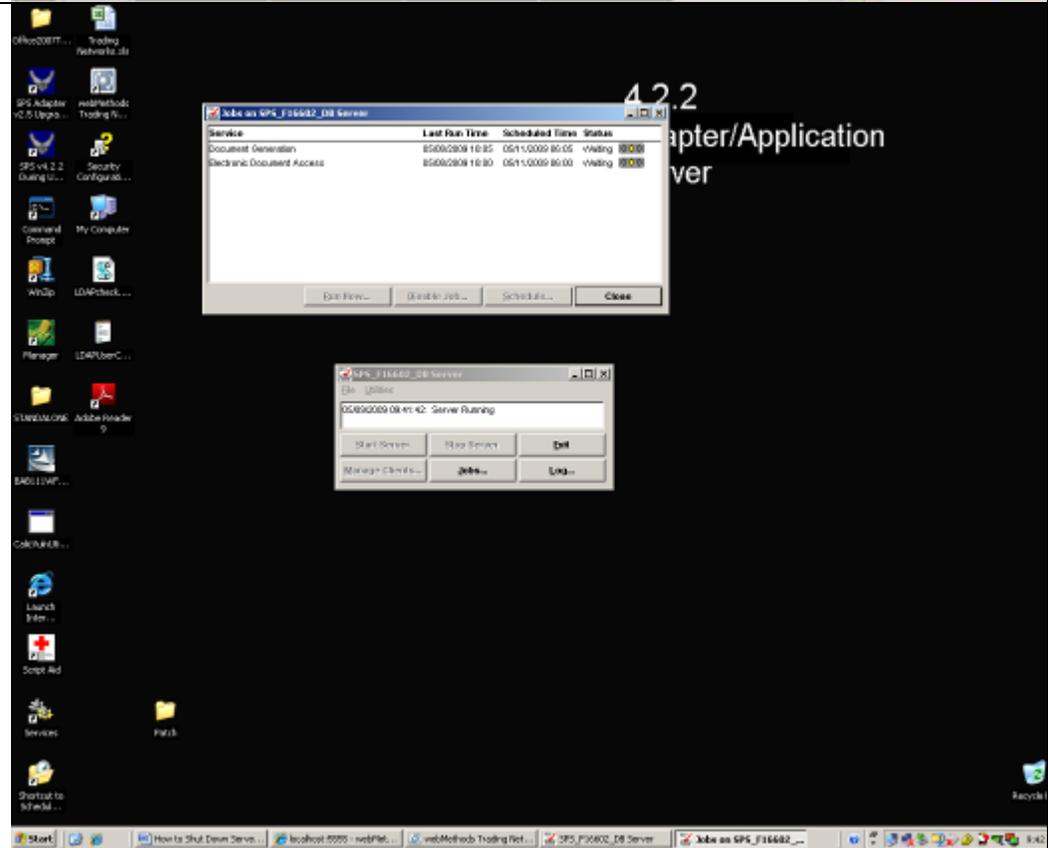
Your screen will look like this.

| Date Received           | Document Type    | Sender        | Receiver      | Processing Status | User Status                   | Document ID             | Group ID | Conversation ID |
|-------------------------|------------------|---------------|---------------|-------------------|-------------------------------|-------------------------|----------|-----------------|
| 2009-05-08 12:33:54.393 | PD2_Pr           | Unknown       | BARKSDALE_AFB | DONE              | Document inserted into PD2    | F1G4A39125A001          |          |                 |
| 2009-05-08 12:33:54.207 | PD2_Pr           | Unknown       | BARKSDALE_AFB | DONE              | Document inserted into PD2    | F1G4A29125A001          |          |                 |
| 2009-05-08 08:22:03.503 | PD2_AwardAFF2    | BARKSDALE_AFB | Broker        | DONE              | Submitted to Broker for Pr... | FA4608-08-D-0001-8019   |          |                 |
| 2009-05-08 08:22:00.723 | PD2_Award        | BARKSDALE_AFB | EDA           | DONE              |                               | FA4608-08-D-0001-8019   |          |                 |
| 2009-05-08 08:21:59.927 | PD2_Award        | BARKSDALE_AFB | Unknown       | POLLABLE          |                               | FA4608-08-D-0001-8019   |          |                 |
| 2009-05-08 08:21:59.067 | PD2_Award        | BARKSDALE_AFB | Unknown       | DONE              | Submitted to Broker for Pr... | FA4608-08-D-0001-8019   |          |                 |
| 2009-05-08 07:47:08.347 | PD2_Pr           | Unknown       | BARKSDALE_AFB | DONE              | Document inserted into PD2    | F1G3A49121A001          |          |                 |
| 2009-05-07 15:48:40.977 | PD2_Award        | BARKSDALE_AFB | EDA           | DONE              |                               | FA4608-07-D-0002-9158   |          |                 |
| 2009-05-07 15:48:40.337 | PD2_AwardAFF2    | BARKSDALE_AFB | Broker        | DONE              | Submitted to Broker for Pr... | FA4608-07-D-0002-9158   |          |                 |
| 2009-05-07 15:48:40.18  | PD2_Award        | BARKSDALE_AFB | Unknown       | POLLABLE          |                               | FA4608-07-D-0002-9158   |          |                 |
| 2009-05-07 15:48:39.353 | PD2_Award        | BARKSDALE_AFB | Unknown       | DONE              | Submitted to Broker for Pr... | FA4608-07-D-0002-9158   |          |                 |
| 2009-05-07 15:47:38.993 | PD2_AwardAFF2    | BARKSDALE_AFB | Broker        | DONE              | Submitted to Broker for Pr... | FA4608-07-D-0002-9159   |          |                 |
| 2009-05-07 15:47:38.413 | PD2_Award        | BARKSDALE_AFB | EDA           | DONE              |                               | FA4608-07-D-0002-9159   |          |                 |
| 2009-05-07 15:47:37.633 | PD2_Award        | BARKSDALE_AFB | Unknown       | POLLABLE          |                               | FA4608-07-D-0002-9159   |          |                 |
| 2009-05-07 15:47:36.79  | PD2_Award        | BARKSDALE_AFB | Unknown       | DONE              | Submitted to Broker for Pr... | FA4608-07-D-0002-9159   |          |                 |
| 2009-05-07 15:45:37.133 | PD2_AwardAFF2    | BARKSDALE_AFB | Broker        | DONE              | Submitted to Broker for Pr... | FA4608-07-D-0002-9151   |          |                 |
| 2009-05-07 15:45:35.79  | PD2_Award        | BARKSDALE_AFB | EDA           | DONE              |                               | FA4608-07-D-0002-9151   |          |                 |
| 2009-05-07 15:45:35.01  | PD2_Award        | BARKSDALE_AFB | Unknown       | POLLABLE          |                               | FA4608-07-D-0002-9151   |          |                 |
| 2009-05-07 15:45:34.197 | PD2_Award        | BARKSDALE_AFB | Unknown       | DONE              | Submitted to Broker for Pr... | FA4608-07-D-0002-9151   |          |                 |
| 2009-05-07 10:34:08.963 | PD2_Award        | BARKSDALE_AFB | EDA           | DONE              |                               | FA4608-09-M-5026        |          |                 |
| 2009-05-07 10:34:08.663 | PD2_AwardAFF2    | BARKSDALE_AFB | Broker        | DONE              | Submitted to Broker for Pr... | FA4608-09-M-5026        |          |                 |
| 2009-05-07 10:34:08.213 | PD2_Award        | BARKSDALE_AFB | Unknown       | POLLABLE          |                               | FA4608-09-M-5026        |          |                 |
| 2009-05-07 10:34:07.413 | PD2_Award        | BARKSDALE_AFB | Unknown       | DONE              | Submitted to Broker for Pr... | FA4608-09-M-5026        |          |                 |
| 2009-05-07 10:04:04.913 | PD2_PrvAddInfo   | BARKSDALE_AFB | Broker        | DONE              | Submitted to Broker for Pr... | F1G3A29110A024          |          |                 |
| 2009-05-07 10:04:04.133 | PD2_Pr           | BARKSDALE_AFB | Unknown       | DONE              | Submitted to Broker for Pr... | F1G3A29110A024          |          |                 |
| 2009-05-07 10:03:06.553 | PD2_PrvAddInfo   | BARKSDALE_AFB | Broker        | DONE              | Submitted to Broker for Pr... | F1G3A29110A012          |          |                 |
| 2009-05-07 10:03:03.837 | PD2_Pr           | BARKSDALE_AFB | Unknown       | DONE              | Submitted to Broker for Pr... | F1G3A29110A012          |          |                 |
| 2009-05-07 10:01:04.79  | PD2_PrvAddInfo   | BARKSDALE_AFB | Broker        | DONE              | Submitted to Broker for Pr... | F1G3A29110A017          |          |                 |
| 2009-05-07 10:01:03.413 | PD2_Pr           | BARKSDALE_AFB | Unknown       | DONE              | Submitted to Broker for Pr... | F1G3A29110A017          |          |                 |
| 2009-05-07 08:53:00.693 | PD2_AwardModAFF2 | BARKSDALE_AFB | Broker        | DONE              | Errors from interface.        | FA4608-09-A-0006-P00001 |          |                 |
| 2009-05-07 08:52:58.177 | PD2_Award        | BARKSDALE_AFB | EDA           | DONE              |                               | FA4608-09-A-0006-P00001 |          |                 |
| 2009-05-07 08:52:57.38  | PD2_AwardMod     | BARKSDALE_AFB | Unknown       | DONE              | Submitted to Broker for Pr... | FA4608-09-A-0006-P00001 |          |                 |
| 2009-05-07 08:32:59.1   | PD2_PrvAddInfo   | BARKSDALE_AFB | Broker        | DONE              | Submitted to Broker for Pr... | F1G3A29106A015          |          |                 |
| 2009-05-07 08:32:54.443 | PD2_Pr           | BARKSDALE_AFB | Unknown       | DONE              | Submitted to Broker for Pr... | F1G3A29106A015          |          |                 |
| 2009-05-07 08:30:57.13  | PD2_PrvAddInfo   | BARKSDALE_AFB | Broker        | DONE              | Submitted to Broker for Pr... | F1G3A29110A021          |          |                 |
| 2009-05-07 08:30:54.02  | PD2_Pr           | BARKSDALE_AFB | Unknown       | DONE              | Submitted to Broker for Pr... | F1G3A29110A021          |          |                 |
| 2009-05-07 08:23:54.193 | PD2_AwardAFF2    | BARKSDALE_AFB | Broker        | DONE              | Submitted to Broker for Pr... | FA4608-09-P-0029        |          |                 |
| 2009-05-07 08:23:53.21  | PD2_Award        | BARKSDALE_AFB | EDA           | DONE              |                               | FA4608-09-P-0029        |          |                 |
| 2009-05-07 08:23:51.46  | PD2_Award        | BARKSDALE_AFB | Unknown       | POLLABLE          |                               | FA4608-09-P-0029        |          |                 |
| 2009-05-07 08:23:49.677 | PD2_Award        | BARKSDALE_AFB | Unknown       | DONE              | Submitted to Broker for Pr... | FA4608-09-P-0029        |          |                 |
| 2009-05-07 08:20:46.473 | PD2_Award        | BARKSDALE_AFB | EDA           | DONE              |                               | FA4608-09-M-5025        |          |                 |
| 2009-05-07 08:06:45.757 | PD2_Award        | BARKSDALE_AFB | Unknown       | POLLABLE          |                               | FA4608-09-M-5025        |          |                 |
| 2009-05-07 08:06:45.647 | PD2_AwardAFF2    | BARKSDALE_AFB | Broker        | DONE              | Submitted to Broker for Pr... | FA4608-09-M-5025        |          |                 |
| 2009-05-07 08:06:44.973 | PD2_Award        | BARKSDALE_AFB | Unknown       | DONE              | Submitted to Broker for Pr... | FA4608-09-M-5025        |          |                 |
| 2009-05-07 08:01:46.88  | PD2_AwardModAFF2 | BARKSDALE_AFB | Broker        | DONE              | Submitted to Broker for Pr... | FA7014-06-D-0015-6G0401 |          |                 |
| 2009-05-07 08:01:43.833 | PD2_Award        | BARKSDALE_AFB | EDA           | DONE              |                               | FA7014-06-D-0015-6G0401 |          |                 |
| 2009-05-07 08:01:42.52  | PD2_AwardMod     | BARKSDALE_AFB | Unknown       | DONE              | Submitted to Broker for Pr... | FA7014-06-D-0015-6G0401 |          |                 |
| 2009-05-07 07:42:38.88  | PD2_AwardAFF2    | BARKSDALE_AFB | Broker        | DONE              | Errors from interface.        | FA4608-09-A-0011        |          |                 |
| 2009-05-07 07:42:37.897 | PD2_Award        | BARKSDALE_AFB | EDA           | DONE              |                               | FA4608-09-A-0011        |          |                 |
| 2009-05-07 07:42:37.163 | PD2_Award        | BARKSDALE_AFB | Unknown       | POLLABLE          |                               | FA4608-09-A-0011        |          |                 |

Open PD2  
 Application  
 Server



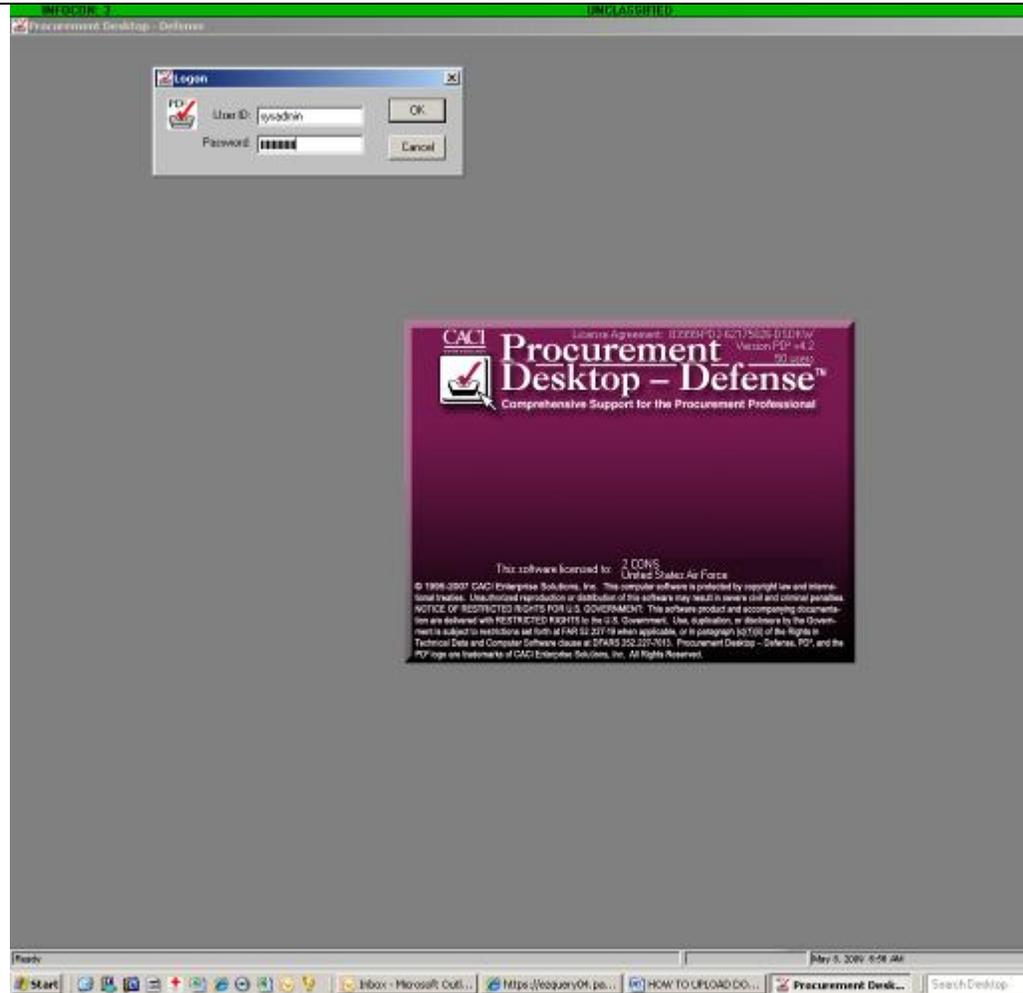
Click on the  
 Jobs tab



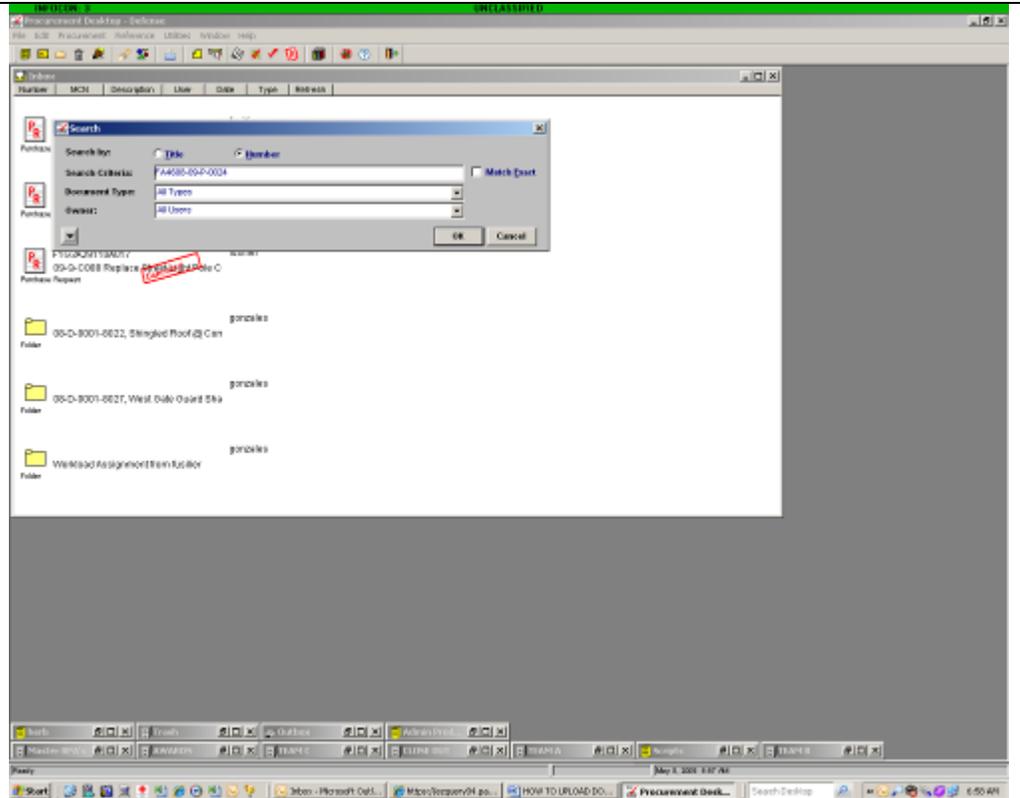
|   |  |
|---|--|
| You now have successfully completed a Shut Down and Restart of the Adapter Server |  |
|---|--|

## B-8 How to Upload Documents in EDA

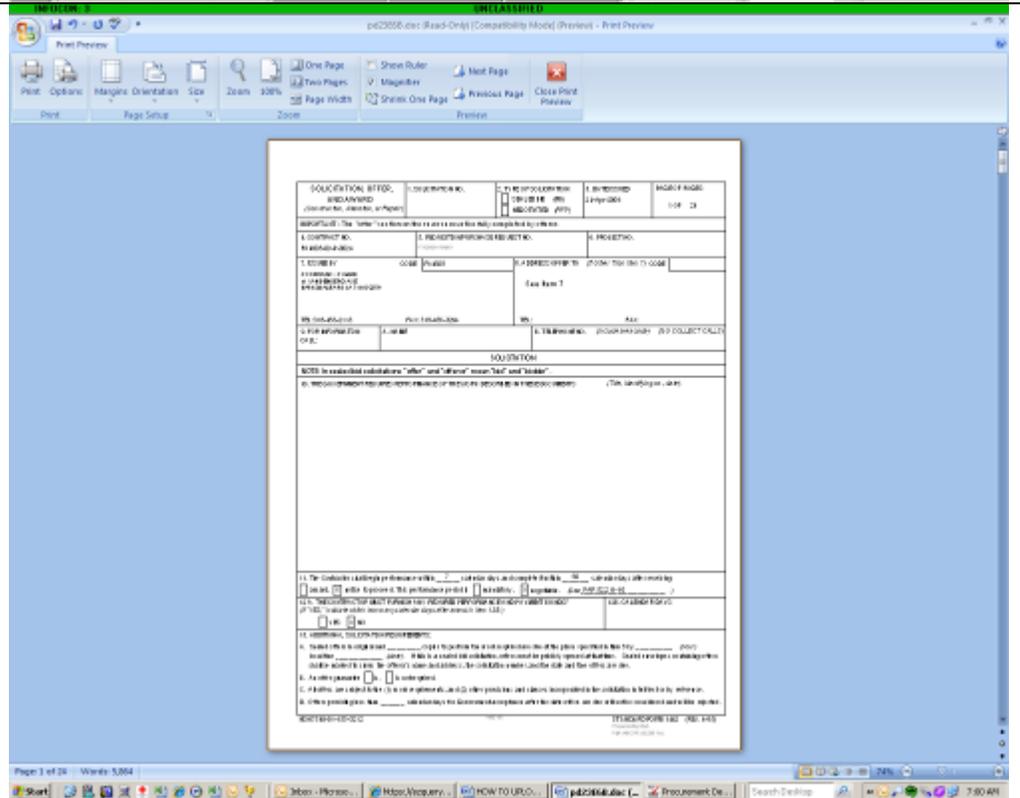
Open PD2



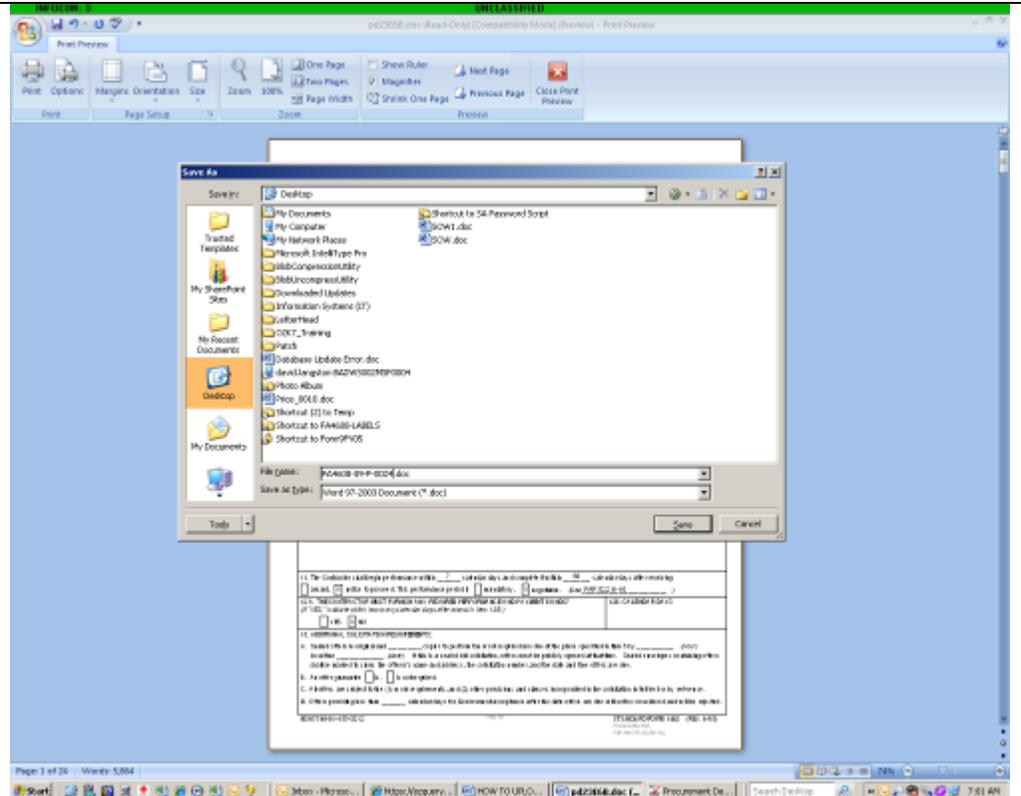
Search for Award



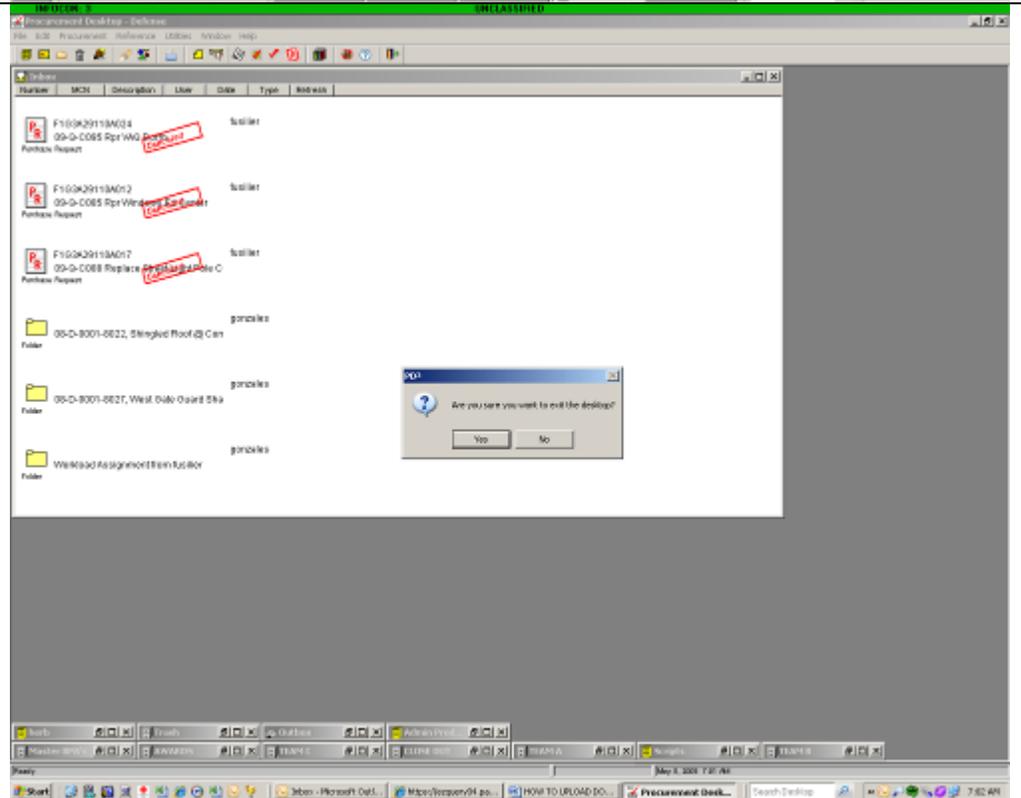
Open Award in Print Preview



Save document to Desktop in Word 97-2003



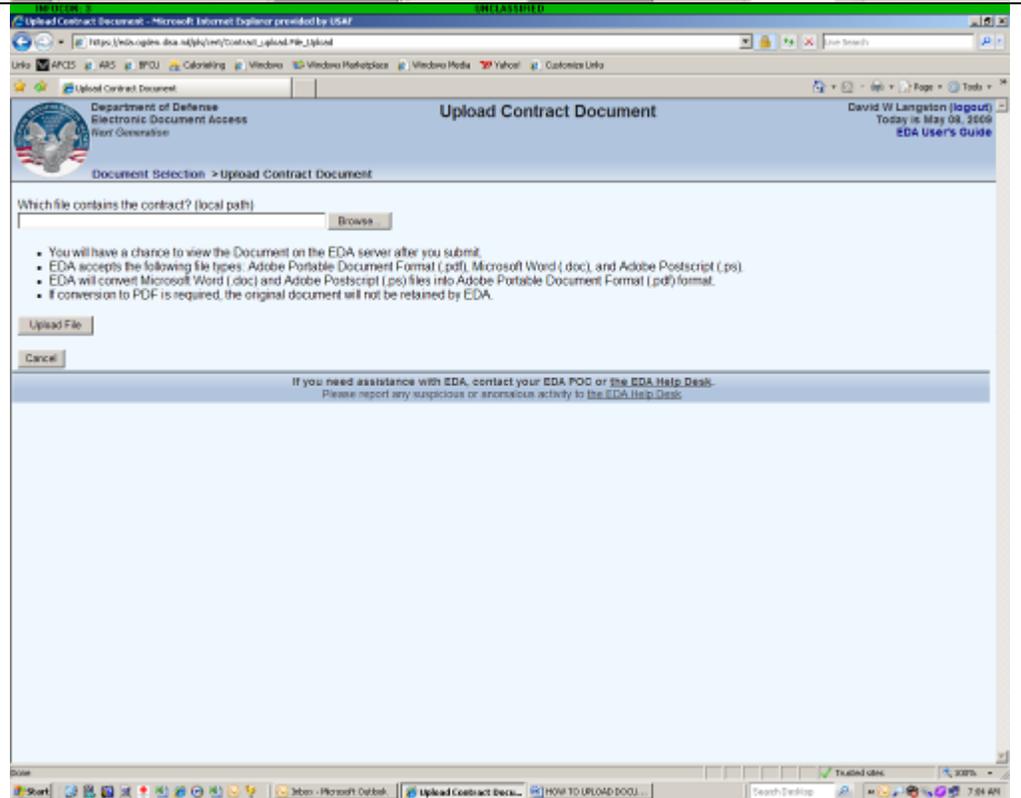
Close PD2



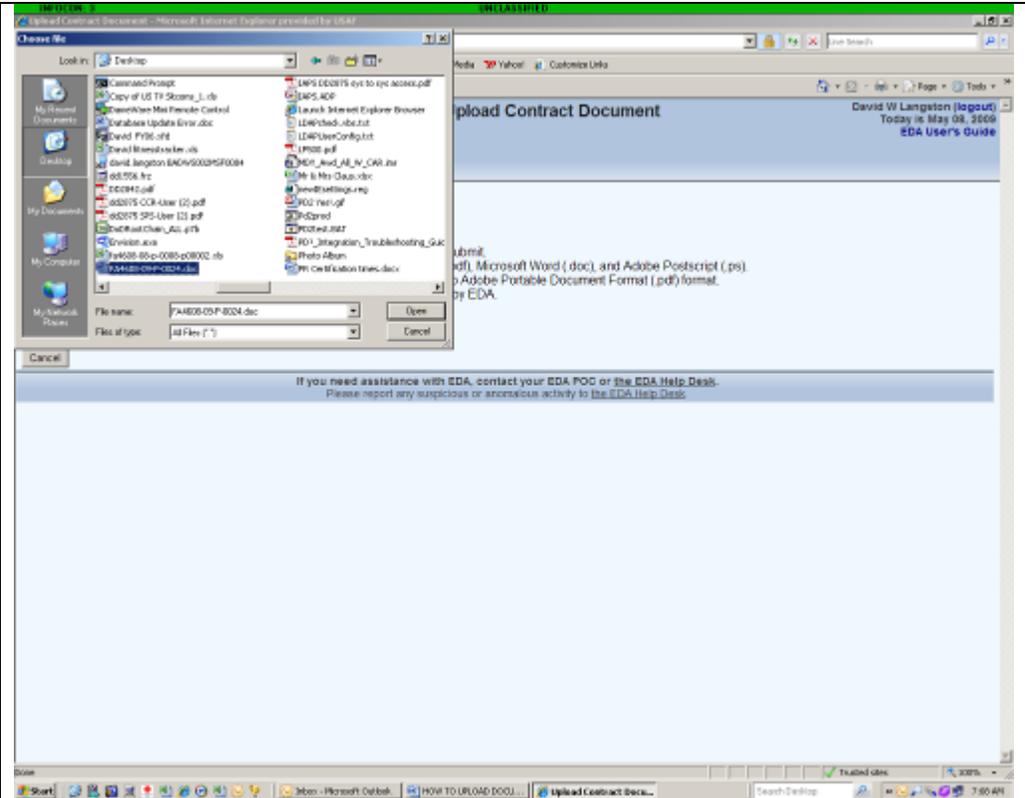
Open EDA



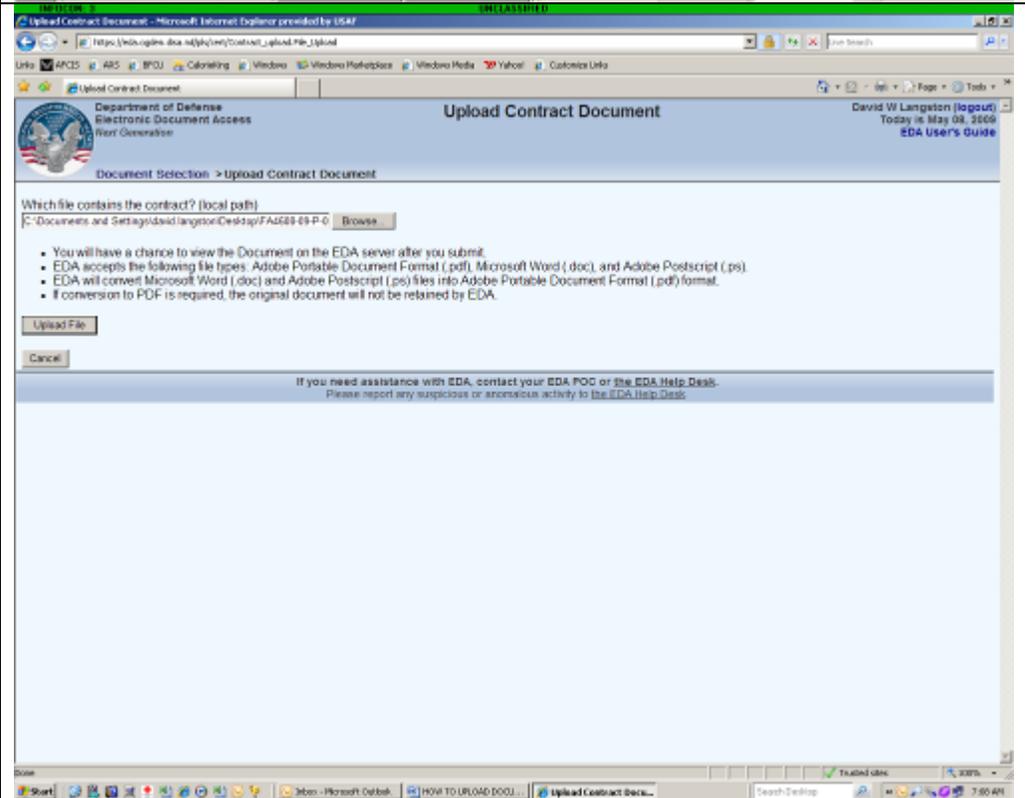
Click Upload Contract Document



Browse for the document you saved on the desktop



Click Upload File



Fill in the requested information

The screenshot shows the 'Add Index Data' web form in a Microsoft Internet Explorer browser. The page title is 'Add Index Data' and the URL is 'https://hqs.dhs.gov/...'. The form is part of the Department of Defense Electronic Document Access system. It displays a success message: 'The document uploaded successfully. View'. Below this, it states 'The document is not available for query until there is an index for the document.' The form contains several required fields: Contract No., DO/TO, ACO Mod, PCO Mod, Issue DoDAAC (a dropdown menu), Admin DoDAAC, Pay DoDAAC, Award Date (YYYYMMDD), D-U-N-S Number, and CAGE Code. The 'Award Date' field is pre-filled with '29096508'. There are 'Prepopulate...' and 'Add...' buttons at the bottom of the form. A footer message reads: 'If you need assistance with EDA, contact your EDA POC or the EDA Help Desk. Please report any suspicious or anomalous activity to the EDA Help Desk.'

(Sample of screen above with requested information already filled in)

This screenshot is identical to the one above, but with sample data entered into the form fields. The 'Contract No.' field contains 'FA608-08-P-0034'. The 'Issue DoDAAC' dropdown menu is set to 'FA688'. The 'Admin DoDAAC' field contains 'FA608'. The 'Pay DoDAAC' field contains 'F2700'. The 'Award Date' field remains '29096508'. The 'CAGE Code' field contains '1UFL4'. The 'Vendor not in COR' checkbox is checked. The 'Add' button is now highlighted, indicating it is the next step in the process.

Click Add

Click on Confirm

Your document  
 is now loaded in  
 EDA

Department of Defense  
 Electronic Document Access  
 Report Generation

Contracts Query Results

Document Selection > Contracts Search > Query > Query Results

The contract was successfully added. It will be automatically replicated to other EDA locations. Do not repeat the same upload at other EDA sites.

Displaying Page 1 of 1 @ 25 Records per page  
 1 records returned (1 to 1 shown) [Download](#)

| Contract Number | History | DO/TO     | ADD Mod | POC Mod | Issue Date | Load Date | Issue DoDAAC | Admin DoDAAC | Pay DoDAAC | CAGE Code | D-U-J-S Number | Obligated Amount | LOA Data | CLIN Data | CDR Data |
|-----------------|---------|-----------|---------|---------|------------|-----------|--------------|--------------|------------|-----------|----------------|------------------|----------|-----------|----------|
| FA46089P0024    | 15580   | Add DO/TO | Add Mod | Add Mod | 20090508   | 20090508  | FA4608       | FA4608       | P67100     | 11FL4     |                |                  |          |           | Add      |

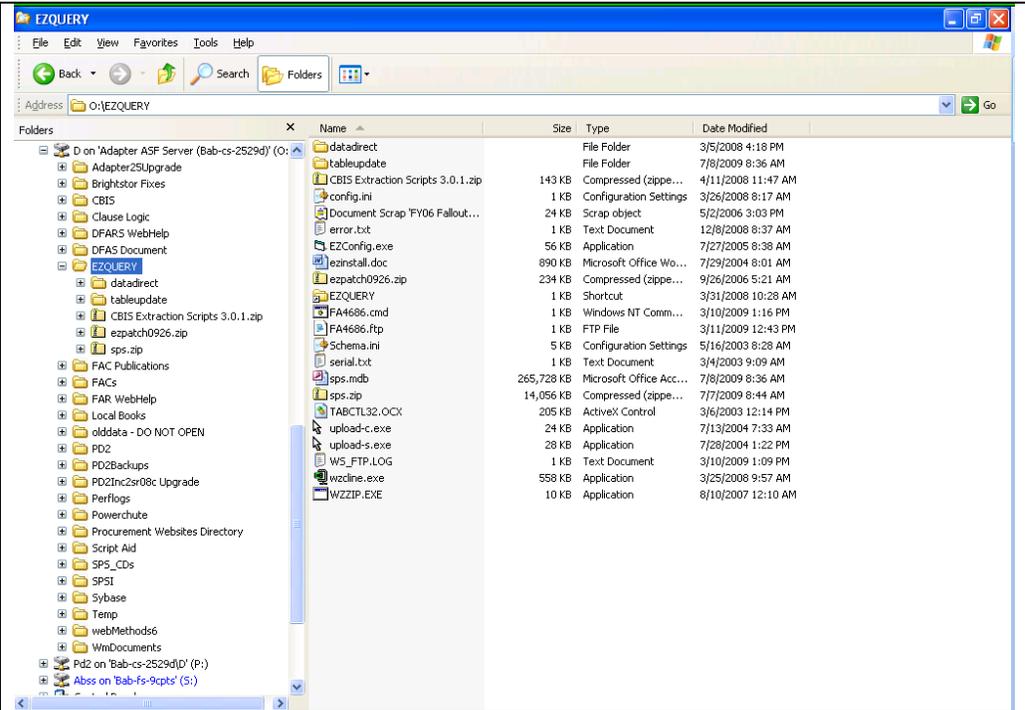
If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.  
 Please report any suspicious or anomalous activity to the EDA Help Desk.

Exit EDA. Task  
 is complete.

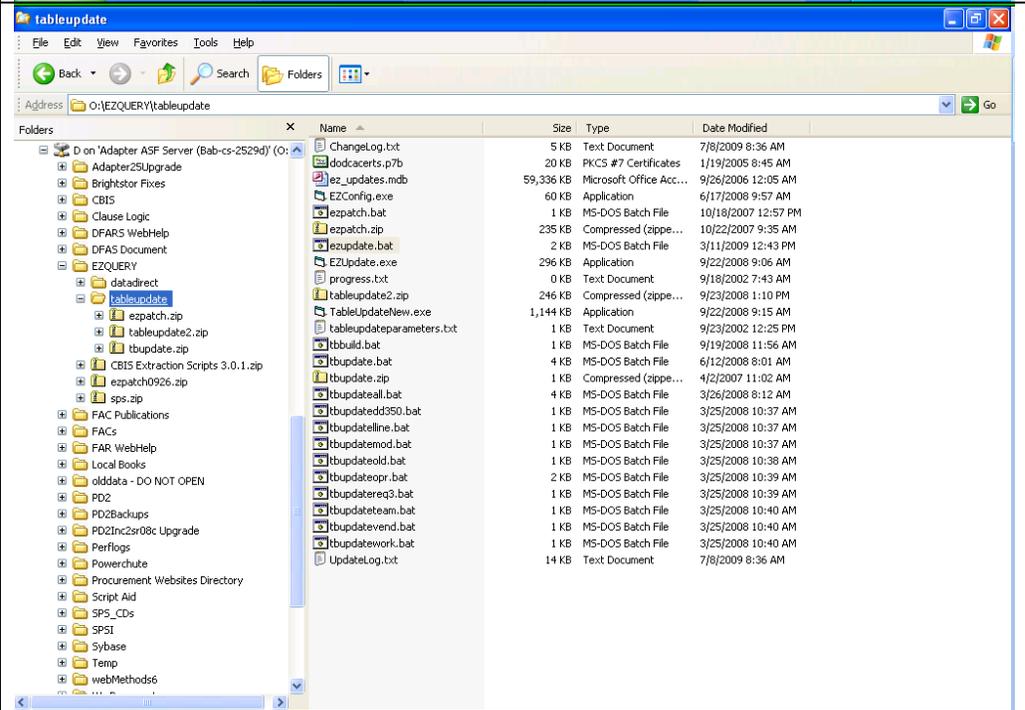
# B-9 How to Upload SPS Files to EZQUERY

At Adapter Server, open Windows Explorer.

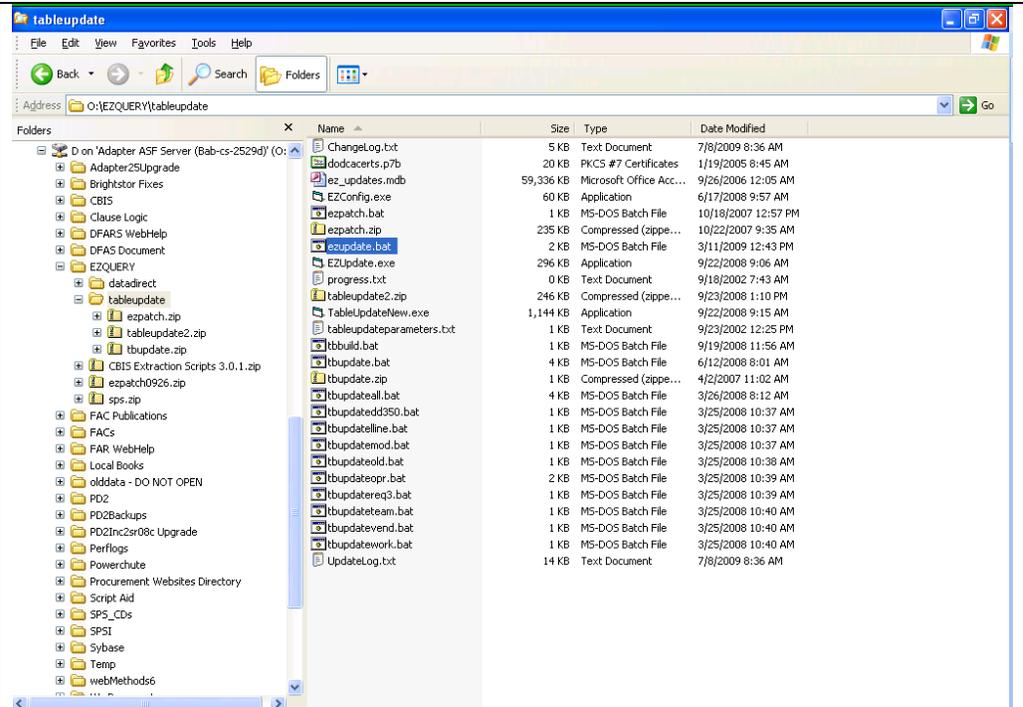
Locate “EZQuery” folder. In this example, the folder is located on the D:\ drive.



Find the subfolder “tableupdate”

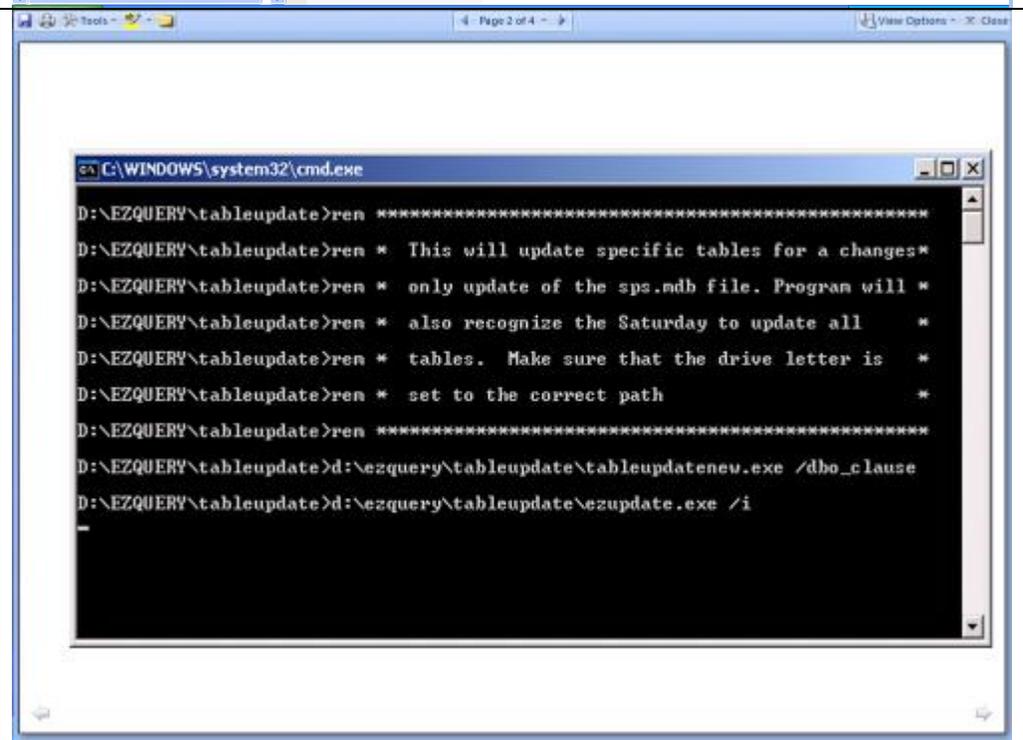


Click on file  
“ezupdate.bat”  
to begin the  
upload process.



Ensure the  
program is  
running and a  
screen is open,  
as shown at  
right.

During this  
stage, data is  
being pulled  
from SPS and  
being copied to  
the “sps.mdb”  
file.





Drag the mouse across the yellow “EZQUERY” header to view the date of the last upload.

The date should match when you performed the update.

**Contracting Actions**

| Category            | FY08 | TD FY08 | TD FY09 |
|---------------------|------|---------|---------|
| Contracting Actions | 633  | 321     | 347     |

**Contracting Dollars**

| Category            | FY08  | TD FY08 | TD FY09 |
|---------------------|-------|---------|---------|
| Contracting Dollars | \$48M | \$15M   | \$27M   |

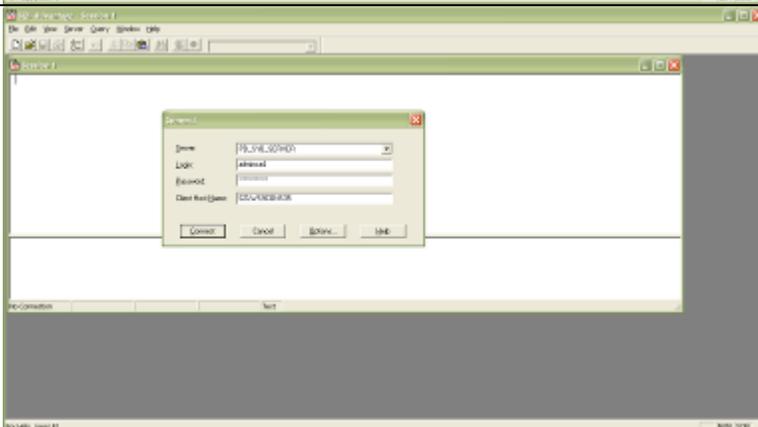
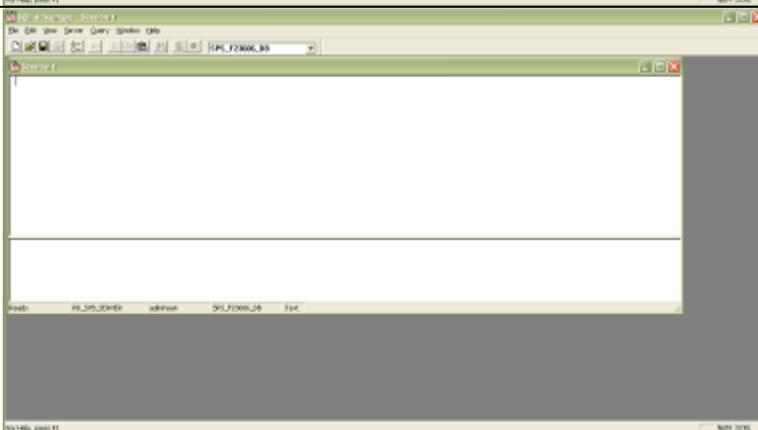
**Awards and Modifications Summary**

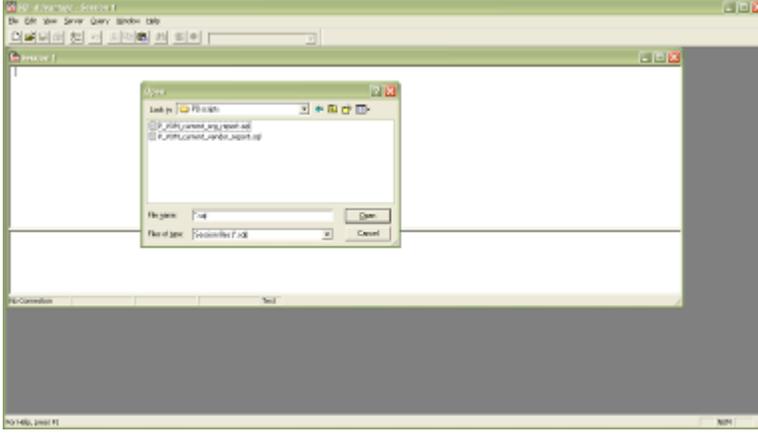
| Type                       | Actions | Dollars         | Type                              | Actions | Dollars         |
|----------------------------|---------|-----------------|-----------------------------------|---------|-----------------|
| Awards to Date FY 09       | 126     | \$16,459,641.22 | Modifications to Date FY 09       | 221     | \$10,216,583.44 |
| Awards FY 08               | 247     | \$41,289,227.07 | Modifications FY 08               | 286     | \$6,430,115.92  |
| This Month Awards (Jul 09) | 1       | \$31,793.90     | This Month Modifications (Jul 09) | 1       | \$0.00          |

## B-10 Org & Vendor Maintenance Script

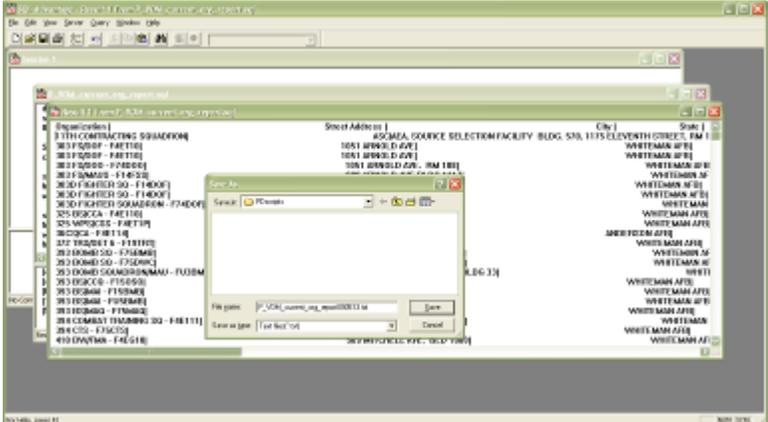
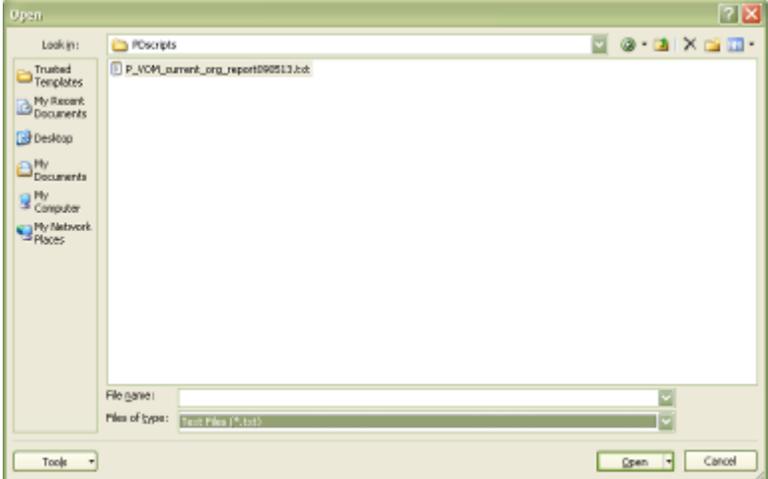
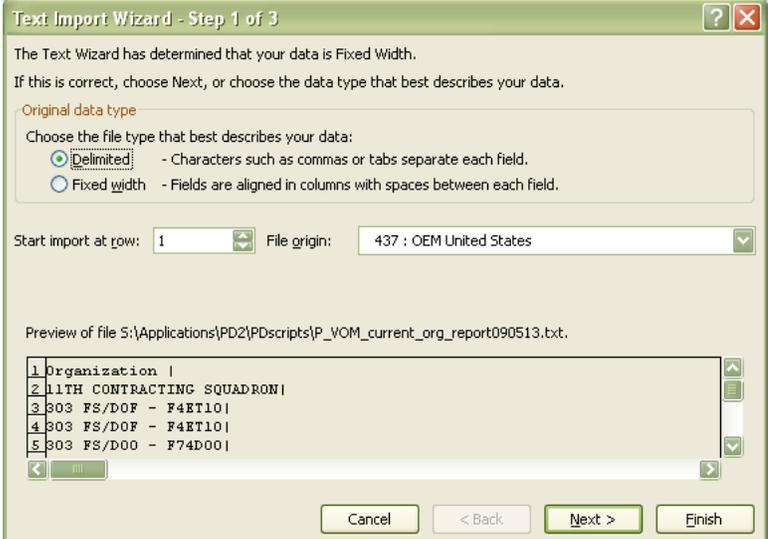
This script will return all Organization, Address and Contact data as it is displayed in PD<sup>2</sup> for Organizations found in the Other Organization Maintenance task and Vendors in the Vendor Maintenance task. As this script just pulls information, and does not modify anything it can be run “at will”.

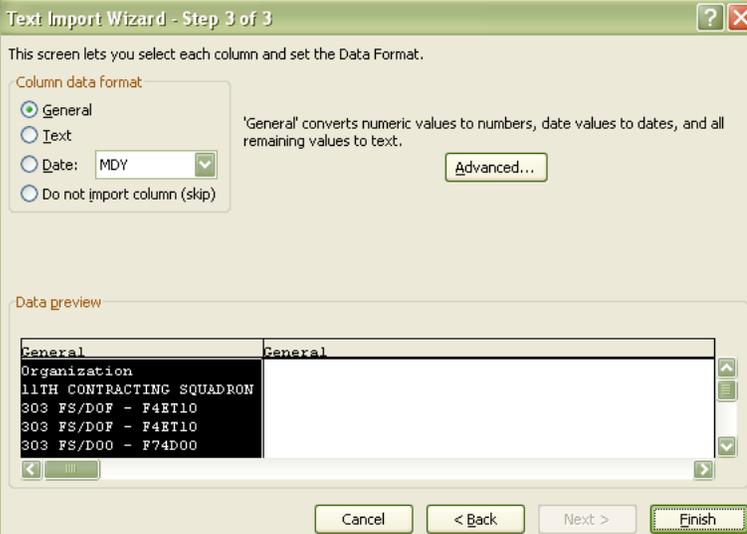
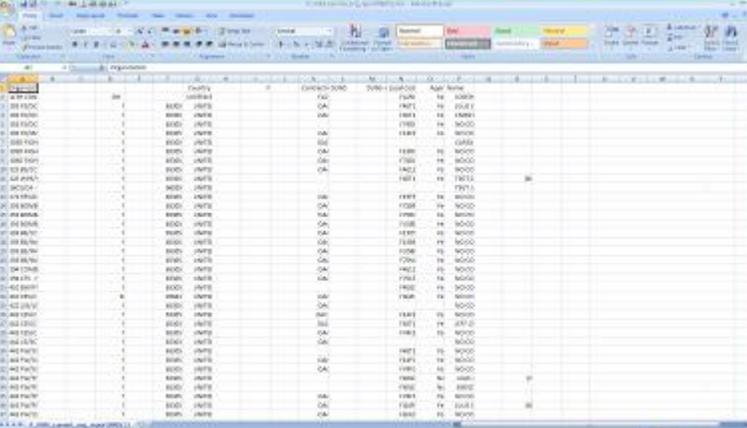
Thanks to Dave Wagoner at CACI for the scripts and Excel/macro instructions.

|                              |  |
|------------------------------|--|
| Open SQL Advantage           |   |
| Connect to the Sybase server |  |
| Change to your database      |  |

|   |   |
|---|---|
| <p>Select File and Open, then select the script file (sql extension) you want to run</p> <p>P_VOM_current_org_report.sql returns the data from PD2 found in Utilities/Organization Maintenance/Other Organization Maintenance</p> <p>P_VOM_current_vendor_report.sql returns the data from PD2 found in Utilities/Organization Maintenance/Vendor Maintenance</p> |   |
| <p>This is the data returned from P_VOM_current_org_report.sql</p>  | <p>Organization<br/> Street Address<br/> City<br/> State<br/> County<br/> Zip Code<br/> Country<br/> Phone Number<br/> Fax Number<br/> DODAAD/UIC/DODAAAN<br/> Contracting Office Code<br/> DUNS<br/> DUNS + 4<br/> Local Code<br/> Approved<br/> Name<br/> Title<br/> Phone<br/> Fax<br/> E-Mail</p> |
| <p>In addition to the information above the P_VOM_current_vendor_report.sql report pulls the data at the right</p>  | <p>Status<br/> Vendor Size<br/> Vendor Categories<br/> Tax ID Number<br/> Debarment Status<br/> Local Code<br/> Cage Code<br/> Corporate Status</p>   |

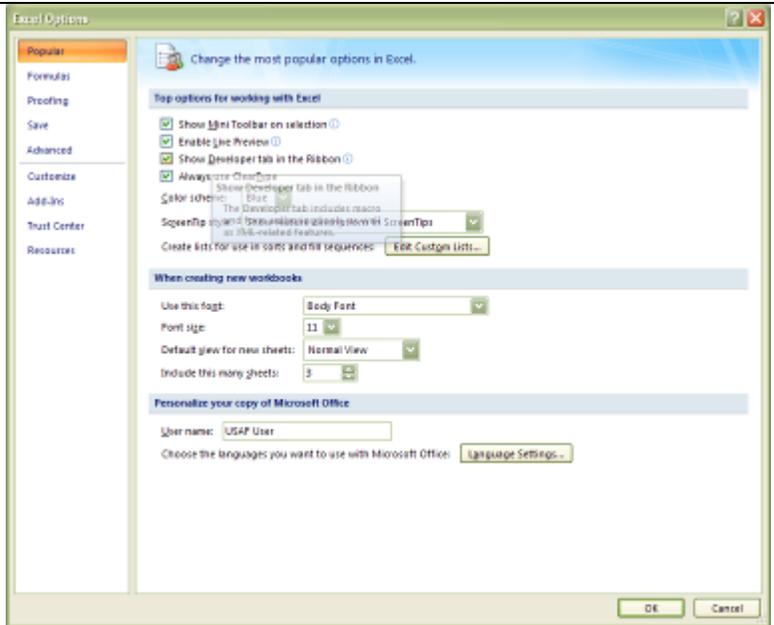
| <p>Execute</p>  |  <pre> SELECT * FROM [AF] WHERE (     (c.custid_00 = '1' OR c.custid_00 = '2') AND (c.custid_01 = '1' OR c.custid_01 = '2') AND (c.custid_02 = '1' OR c.custid_02 = '2') AND (c.custid_03 = '1' OR c.custid_03 = '2') AND (c.custid_04 = '1' OR c.custid_04 = '2') AND (c.custid_05 = '1' OR c.custid_05 = '2') AND (c.custid_06 = '1' OR c.custid_06 = '2') AND (c.custid_07 = '1' OR c.custid_07 = '2') AND (c.custid_08 = '1' OR c.custid_08 = '2') AND (c.custid_09 = '1' OR c.custid_09 = '2') AND (c.custid_10 = '1' OR c.custid_10 = '2') AND (c.custid_11 = '1' OR c.custid_11 = '2') AND (c.custid_12 = '1' OR c.custid_12 = '2') AND (c.custid_13 = '1' OR c.custid_13 = '2') AND (c.custid_14 = '1' OR c.custid_14 = '2') AND (c.custid_15 = '1' OR c.custid_15 = '2') AND (c.custid_16 = '1' OR c.custid_16 = '2') AND (c.custid_17 = '1' OR c.custid_17 = '2') AND (c.custid_18 = '1' OR c.custid_18 = '2') AND (c.custid_19 = '1' OR c.custid_19 = '2') AND (c.custid_20 = '1' OR c.custid_20 = '2') AND (c.custid_21 = '1' OR c.custid_21 = '2') AND (c.custid_22 = '1' OR c.custid_22 = '2') AND (c.custid_23 = '1' OR c.custid_23 = '2') AND (c.custid_24 = '1' OR c.custid_24 = '2') AND (c.custid_25 = '1' OR c.custid_25 = '2') AND (c.custid_26 = '1' OR c.custid_26 = '2') AND (c.custid_27 = '1' OR c.custid_27 = '2') AND (c.custid_28 = '1' OR c.custid_28 = '2') AND (c.custid_29 = '1' OR c.custid_29 = '2') AND (c.custid_30 = '1' OR c.custid_30 = '2') AND (c.custid_31 = '1' OR c.custid_31 = '2') AND (c.custid_32 = '1' OR c.custid_32 = '2') AND (c.custid_33 = '1' OR c.custid_33 = '2') AND (c.custid_34 = '1' OR c.custid_34 = '2') AND (c.custid_35 = '1' OR c.custid_35 = '2') AND (c.custid_36 = '1' OR c.custid_36 = '2') AND (c.custid_37 = '1' OR c.custid_37 = '2') AND (c.custid_38 = '1' OR c.custid_38 = '2') AND (c.custid_39 = '1' OR c.custid_39 = '2') AND (c.custid_40 = '1' OR c.custid_40 = '2') AND (c.custid_41 = '1' OR c.custid_41 = '2') AND (c.custid_42 = '1' OR c.custid_42 = '2') AND (c.custid_43 = '1' OR c.custid_43 = '2') AND (c.custid_44 = '1' OR c.custid_44 = '2') AND (c.custid_45 = '1' OR c.custid_45 = '2') AND (c.custid_46 = '1' OR c.custid_46 = '2') AND (c.custid_47 = '1' OR c.custid_47 = '2') AND (c.custid_48 = '1' OR c.custid_48 = '2') AND (c.custid_49 = '1' OR c.custid_49 = '2') AND (c.custid_50 = '1' OR c.custid_50 = '2') AND (c.custid_51 = '1' OR c.custid_51 = '2') AND (c.custid_52 = '1' OR c.custid_52 = '2') AND (c.custid_53 = '1' OR c.custid_53 = '2') AND (c.custid_54 = '1' OR c.custid_54 = '2') AND (c.custid_55 = '1' OR c.custid_55 = '2') AND (c.custid_56 = '1' OR c.custid_56 = '2') AND (c.custid_57 = '1' OR c.custid_57 = '2') AND (c.custid_58 = '1' OR c.custid_58 = '2') AND (c.custid_59 = '1' OR c.custid_59 = '2') AND (c.custid_60 = '1' OR c.custid_60 = '2') AND (c.custid_61 = '1' OR c.custid_61 = '2') AND (c.custid_62 = '1' OR c.custid_62 = '2') AND (c.custid_63 = '1' OR c.custid_63 = '2') AND (c.custid_64 = '1' OR c.custid_64 = '2') AND (c.custid_65 = '1' OR c.custid_65 = '2') AND (c.custid_66 = '1' OR c.custid_66 = '2') AND (c.custid_67 = '1' OR c.custid_67 = '2') AND (c.custid_68 = '1' OR c.custid_68 = '2') AND (c.custid_69 = '1' OR c.custid_69 = '2') AND (c.custid_70 = '1' OR c.custid_70 = '2') AND (c.custid_71 = '1' OR c.custid_71 = '2') AND (c.custid_72 = '1' OR c.custid_72 = '2') AND (c.custid_73 = '1' OR c.custid_73 = '2') AND (c.custid_74 = '1' OR c.custid_74 = '2') AND (c.custid_75 = '1' OR c.custid_75 = '2') AND (c.custid_76 = '1' OR c.custid_76 = '2') AND (c.custid_77 = '1' OR c.custid_77 = '2') AND (c.custid_78 = '1' OR c.custid_78 = '2') AND (c.custid_79 = '1' OR c.custid_79 = '2') AND (c.custid_80 = '1' OR c.custid_80 = '2') AND (c.custid_81 = '1' OR c.custid_81 = '2') AND (c.custid_82 = '1' OR c.custid_82 = '2') AND (c.custid_83 = '1' OR c.custid_83 = '2') AND (c.custid_84 = '1' OR c.custid_84 = '2') AND (c.custid_85 = '1' OR c.custid_85 = '2') AND (c.custid_86 = '1' OR c.custid_86 = '2') AND (c.custid_87 = '1' OR c.custid_87 = '2') AND (c.custid_88 = '1' OR c.custid_88 = '2') AND (c.custid_89 = '1' OR c.custid_89 = '2') AND (c.custid_90 = '1' OR c.custid_90 = '2') AND (c.custid_91 = '1' OR c.custid_91 = '2') AND (c.custid_92 = '1' OR c.custid_92 = '2') AND (c.custid_93 = '1' OR c.custid_93 = '2') AND (c.custid_94 = '1' OR c.custid_94 = '2') AND (c.custid_95 = '1' OR c.custid_95 = '2') AND (c.custid_96 = '1' OR c.custid_96 = '2') AND (c.custid_97 = '1' OR c.custid_97 = '2') AND (c.custid_98 = '1' OR c.custid_98 = '2') AND (c.custid_99 = '1' OR c.custid_99 = '2') AND (c.custid_100 = '1' OR c.custid_100 = '2')         </pre> |                           |  |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
|---|---|---------------------------|--|--------------|-------|---------------------------|--|--------------|----|-------------------|-----------------|--------------|----|-------------------|--------------------------|--------------|----|-------------------|---------------------------|--------------|----|-------------------|---------------------------|--------------|----|-------------------|-----------------|--------------|----|-------------------|-----------------|--------------|----|-------------------|---------------------------|--------------|----|-------------------|----------------------------|--------------|----|-------------------|----------------------------|--------------|----|-------------------|--------------------------|--------------|----|-------------------|--------------------------|--------------|----|-------------------|--------------------------|--------------|----|-------------------|--------------------------|--------------|----|-------------------|--------------------------|--------------|----|-------------------|--------------------------|--------------|----|-------------------|--------------------------|--------------|----|-------------------|--------------------------|--------------|----|-------------------|--------------------------|--------------|----|-------------------|--------------------------|--------------|----|-------------------|--------------------------|--------------|----|-------------------|--------------------------|--------------|----|
| <p>The results look like this</p>   |  <table border="1"> <thead> <tr> <th>Organization</th> <th>Street Address 1</th> <th>City</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>11TH CONTRACTING SQUADRON</td> <td>OSCEOLA SOURCE SELECTION FACILITY BLDG 530, 11TH ELEVENTH STREET, RM 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300F - F300F</td> <td>1001 ARNOLD AVE</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300G - F300G</td> <td>1001 ARNOLD AVE</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300H - F300H</td> <td>1001 ARNOLD AVE, RM 1001</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300I - F300I</td> <td>300 ARNOLD AVE, BLDG 1111</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300J - F300J</td> <td>301 F3 BLDG 201</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300K - F300K</td> <td>1001 ARNOLD AVE</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300L - F300L</td> <td>1001 ARNOLD AVE</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300M - F300M</td> <td>700 ARNOLD AVE, SUITE 202</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300N - F300N</td> <td>1001 ARNOLD AVE, SUITE 201</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300O - F300O</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300P - F300P</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300Q - F300Q</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300R - F300R</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300S - F300S</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300T - F300T</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300U - F300U</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300V - F300V</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300W - F300W</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300X - F300X</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300Y - F300Y</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300Z - F300Z</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> </tbody> </table>  | Organization              | Street Address 1   | City         | State | 11TH CONTRACTING SQUADRON | OSCEOLA SOURCE SELECTION FACILITY BLDG 530, 11TH ELEVENTH STREET, RM 1 | WHITEHALL AF | PA | 301 F300F - F300F | 1001 ARNOLD AVE | WHITEHALL AF | PA | 301 F300G - F300G | 1001 ARNOLD AVE          | WHITEHALL AF | PA | 301 F300H - F300H | 1001 ARNOLD AVE, RM 1001  | WHITEHALL AF | PA | 301 F300I - F300I | 300 ARNOLD AVE, BLDG 1111 | WHITEHALL AF | PA | 301 F300J - F300J | 301 F3 BLDG 201 | WHITEHALL AF | PA | 301 F300K - F300K | 1001 ARNOLD AVE | WHITEHALL AF | PA | 301 F300L - F300L | 1001 ARNOLD AVE           | WHITEHALL AF | PA | 301 F300M - F300M | 700 ARNOLD AVE, SUITE 202  | WHITEHALL AF | PA | 301 F300N - F300N | 1001 ARNOLD AVE, SUITE 201 | WHITEHALL AF | PA | 301 F300O - F300O | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300P - F300P | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300Q - F300Q | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300R - F300R | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300S - F300S | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300T - F300T | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300U - F300U | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300V - F300V | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300W - F300W | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300X - F300X | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300Y - F300Y | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300Z - F300Z | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA |
| Organization  | Street Address 1  | City                      | State  |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 11TH CONTRACTING SQUADRON   | OSCEOLA SOURCE SELECTION FACILITY BLDG 530, 11TH ELEVENTH STREET, RM 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300F - F300F   | 1001 ARNOLD AVE   | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300G - F300G   | 1001 ARNOLD AVE   | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300H - F300H   | 1001 ARNOLD AVE, RM 1001  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300I - F300I   | 300 ARNOLD AVE, BLDG 1111   | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300J - F300J   | 301 F3 BLDG 201   | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300K - F300K   | 1001 ARNOLD AVE   | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300L - F300L   | 1001 ARNOLD AVE   | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300M - F300M   | 700 ARNOLD AVE, SUITE 202   | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300N - F300N   | 1001 ARNOLD AVE, SUITE 201  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300O - F300O   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300P - F300P   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300Q - F300Q   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300R - F300R   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300S - F300S   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300T - F300T   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300U - F300U   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300V - F300V   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300W - F300W   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300X - F300X   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300Y - F300Y   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300Z - F300Z   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| <p>When you get the result set, remove the top header and the line of dashes below the column headers</p> |  <table border="1"> <tbody> <tr> <td>11TH CONTRACTING SQUADRON</td> <td>OSCEOLA SOURCE SELECTION FACILITY BLDG 530, 11TH ELEVENTH STREET, RM 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300F - F300F</td> <td>1001 ARNOLD AVE</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300G - F300G</td> <td>1001 ARNOLD AVE</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300H - F300H</td> <td>1001 ARNOLD AVE, RM 1001</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300I - F300I</td> <td>300 ARNOLD AVE, BLDG 1111</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300J - F300J</td> <td>301 F3 BLDG 201</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300K - F300K</td> <td>1001 ARNOLD AVE</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300L - F300L</td> <td>1001 ARNOLD AVE</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300M - F300M</td> <td>700 ARNOLD AVE, SUITE 202</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300N - F300N</td> <td>1001 ARNOLD AVE, SUITE 201</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300O - F300O</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300P - F300P</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300Q - F300Q</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300R - F300R</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300S - F300S</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300T - F300T</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300U - F300U</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300V - F300V</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300W - F300W</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300X - F300X</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300Y - F300Y</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> <tr> <td>301 F300Z - F300Z</td> <td>1001 ARNOLD AVE, SUITE 1</td> <td>WHITEHALL AF</td> <td>PA</td> </tr> </tbody> </table>  | 11TH CONTRACTING SQUADRON | OSCEOLA SOURCE SELECTION FACILITY BLDG 530, 11TH ELEVENTH STREET, RM 1 | WHITEHALL AF | PA    | 301 F300F - F300F         | 1001 ARNOLD AVE  | WHITEHALL AF | PA | 301 F300G - F300G | 1001 ARNOLD AVE | WHITEHALL AF | PA | 301 F300H - F300H | 1001 ARNOLD AVE, RM 1001 | WHITEHALL AF | PA | 301 F300I - F300I | 300 ARNOLD AVE, BLDG 1111 | WHITEHALL AF | PA | 301 F300J - F300J | 301 F3 BLDG 201           | WHITEHALL AF | PA | 301 F300K - F300K | 1001 ARNOLD AVE | WHITEHALL AF | PA | 301 F300L - F300L | 1001 ARNOLD AVE | WHITEHALL AF | PA | 301 F300M - F300M | 700 ARNOLD AVE, SUITE 202 | WHITEHALL AF | PA | 301 F300N - F300N | 1001 ARNOLD AVE, SUITE 201 | WHITEHALL AF | PA | 301 F300O - F300O | 1001 ARNOLD AVE, SUITE 1   | WHITEHALL AF | PA | 301 F300P - F300P | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300Q - F300Q | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300R - F300R | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300S - F300S | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300T - F300T | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300U - F300U | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300V - F300V | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300W - F300W | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300X - F300X | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300Y - F300Y | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA | 301 F300Z - F300Z | 1001 ARNOLD AVE, SUITE 1 | WHITEHALL AF | PA |                   |                          |              |    |
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| 301 F300F - F300F   | 1001 ARNOLD AVE   | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300G - F300G   | 1001 ARNOLD AVE   | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300H - F300H   | 1001 ARNOLD AVE, RM 1001  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300I - F300I   | 300 ARNOLD AVE, BLDG 1111   | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300J - F300J   | 301 F3 BLDG 201   | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300K - F300K   | 1001 ARNOLD AVE   | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300L - F300L   | 1001 ARNOLD AVE   | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300M - F300M   | 700 ARNOLD AVE, SUITE 202   | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300N - F300N   | 1001 ARNOLD AVE, SUITE 201  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300O - F300O   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300P - F300P   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300Q - F300Q   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300R - F300R   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300S - F300S   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300T - F300T   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300U - F300U   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300V - F300V   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300W - F300W   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300X - F300X   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300Y - F300Y   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |
| 301 F300Z - F300Z   | 1001 ARNOLD AVE, SUITE 1  | WHITEHALL AF              | PA   |              |       |                           |  |              |    |                   |                 |              |    |                   |                          |              |    |                   |                           |              |    |                   |                           |              |    |                   |                 |              |    |                   |                 |              |    |                   |                           |              |    |                   |                            |              |    |                   |                            |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |                   |                          |              |    |

|  |   |
|--|---|
| <p>Save the results as a text file</p>   |   |
| <p>Open Excel</p> <p>Go to <i>Office Button</i> and click <i>Open</i>, and open the text file you just created</p> |    |
| <p>Change to <i>delimited</i> and click <i>Next</i></p>  |  <p>The Text Wizard has determined that your data is Fixed Width.<br/>     If this is correct, choose Next, or choose the data type that best describes your data.</p> <p>Original data type</p> <p>Choose the file type that best describes your data:</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> <b>Delimited</b> - Characters such as commas or tabs separate each field.</li> <li><input type="radio"/> <b>Fixed width</b> - Fields are aligned in columns with spaces between each field.</li> </ul> <p>Start import at row: 1 File origin: 437 : OEM United States</p> <p>Preview of file S:\Applications\PD2\PDscripts\P_VOM_current_org_report090513.txt.</p> <pre> 1 Organization   2 11TH CONTRACTING SQUADRON  3 303 FS/DOF - F4RT10  4 303 FS/DOF - F4RT10  5 303 FS/D00 - F74D00      </pre> <p>Buttons: Cancel, &lt; Back, Next &gt;, Finish</p> |

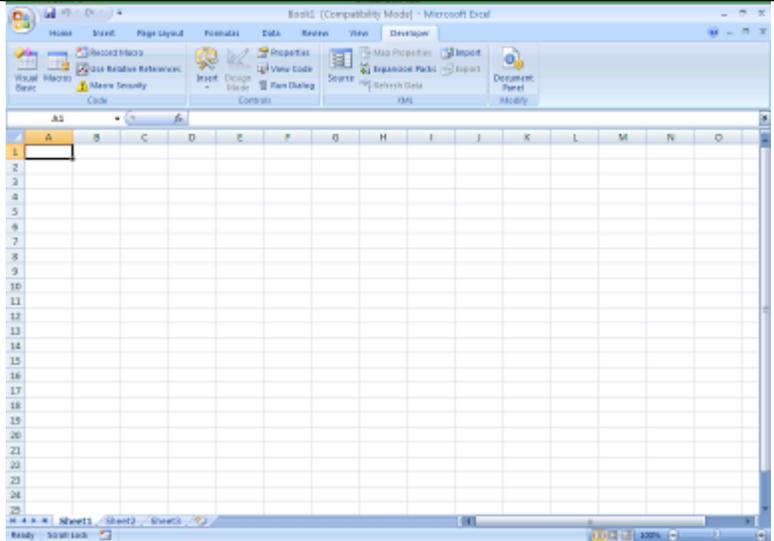
|  |  |
|--|--|
| <p>Deselect the Tab check box</p> <p>Select the Other check box and change the delimiter to the pipe ( ) symbol (shift + \ -- above the Enter key)</p> |    |
| <p>Accept the default and <i>Finish</i></p>  |   |
| <p>Leading spaces need to be removed so data can be easily seen. A macro can accomplish this for you (see below).</p>                                  |  |

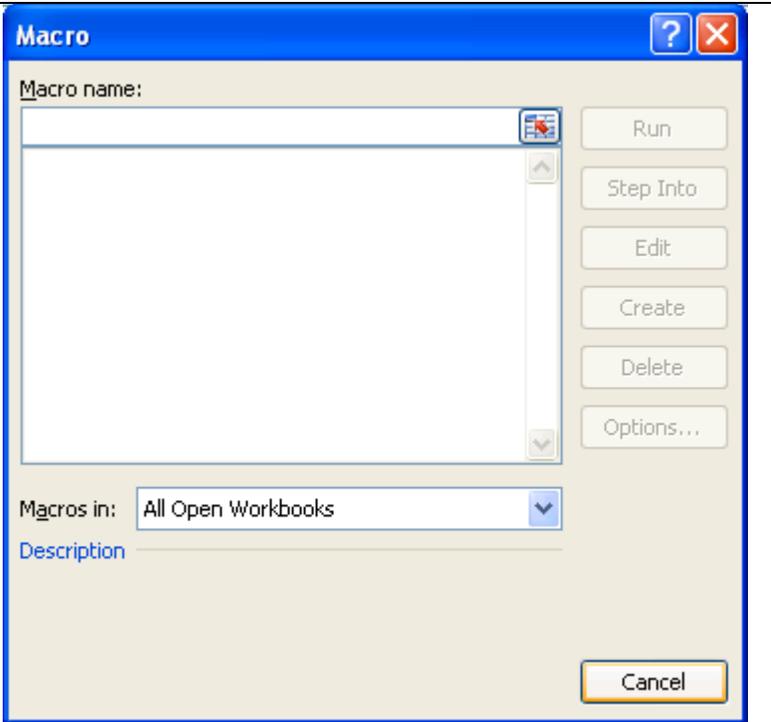
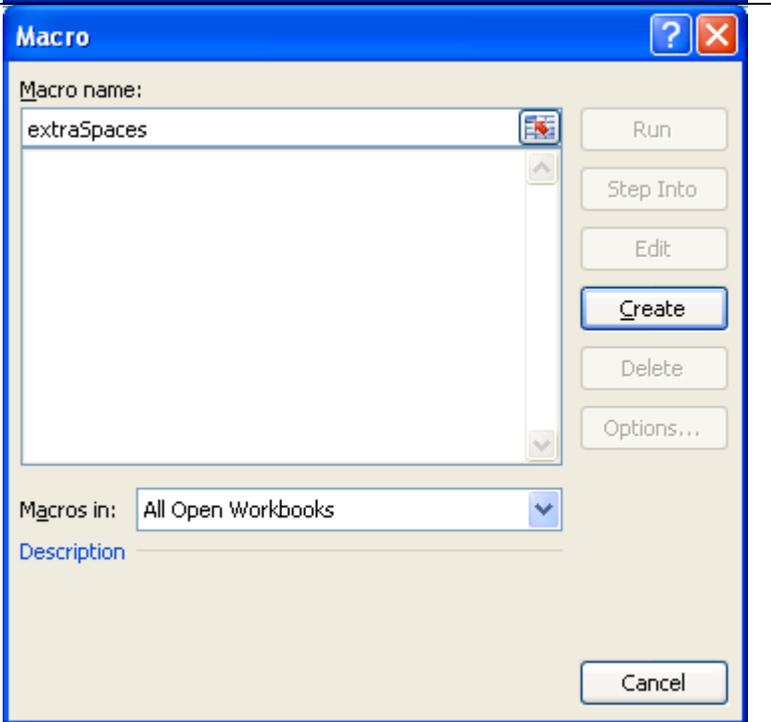
In Office 2007 go to the Developer tab at the top

If you don't have this tab go to your *Office Button* and select *Popular* and check the box for *Show Developer tab in the Ribbon* and click *Ok*

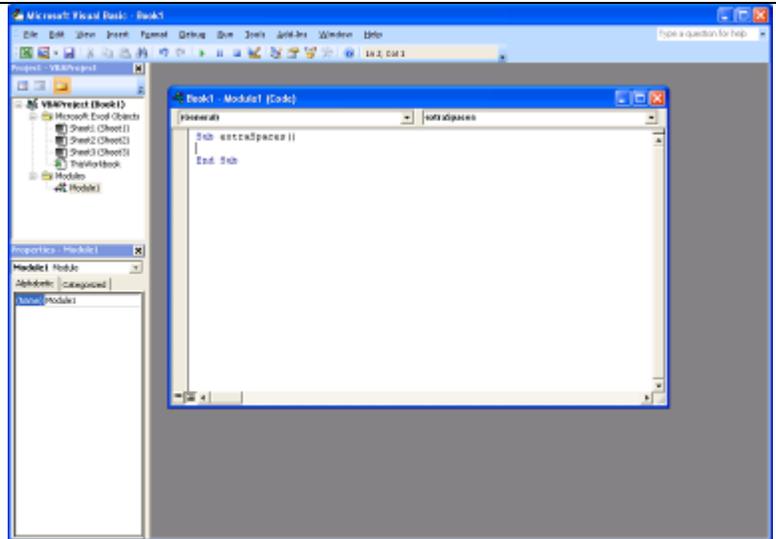


On the Developer tab select *Macros*



|  |  |
|--|--|
| <p>This window will open up. Name your macro</p> |  <p>The screenshot shows the 'Macro' dialog box. The 'Macro name:' field is empty. The 'Macros in:' dropdown is set to 'All Open Workbooks'. The 'Description' field is empty. The 'Create' button is highlighted in blue, indicating it is the active button.</p>                         |
| <p>Click <i>Create</i></p>                       |  <p>The screenshot shows the 'Macro' dialog box. The 'Macro name:' field contains the text 'extraSpaces'. The 'Macros in:' dropdown is set to 'All Open Workbooks'. The 'Description' field is empty. The 'Create' button is highlighted in blue, indicating it is the active button.</p> |

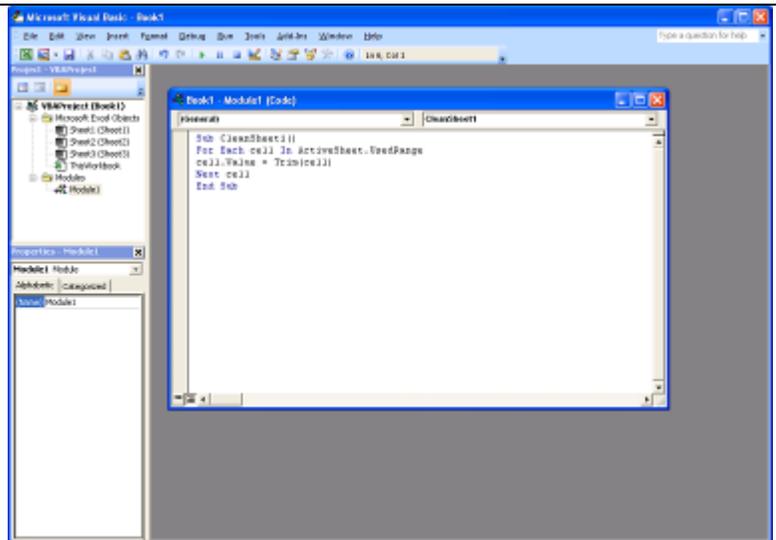
Delete everything in the module document



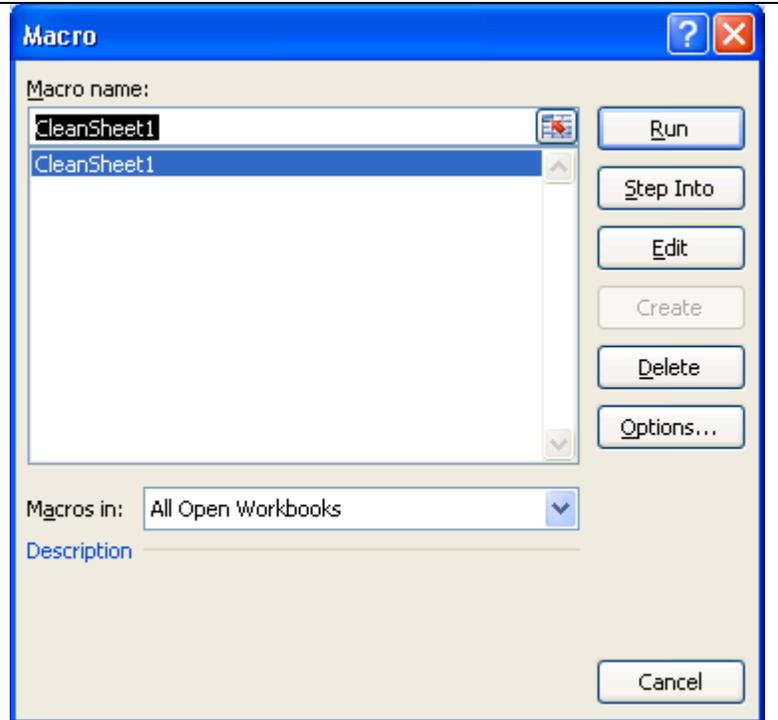
and replace it with this

```
Sub CleanSheet1()  
For Each cell In  
ActiveSheet.UsedRange  
cell.Value = Trim(cell)  
Next cell  
End Sub
```

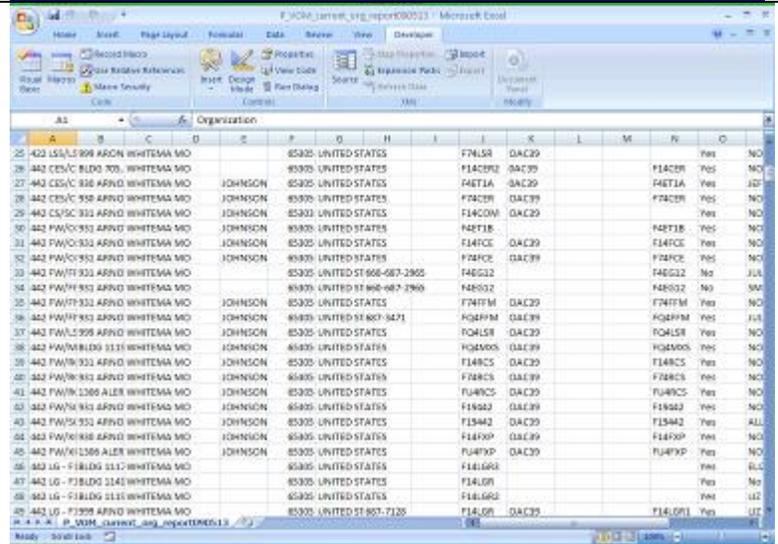
Close the window



Select *Run*



There you go!

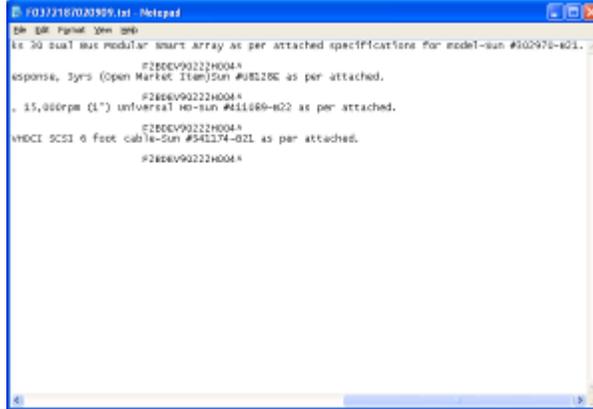






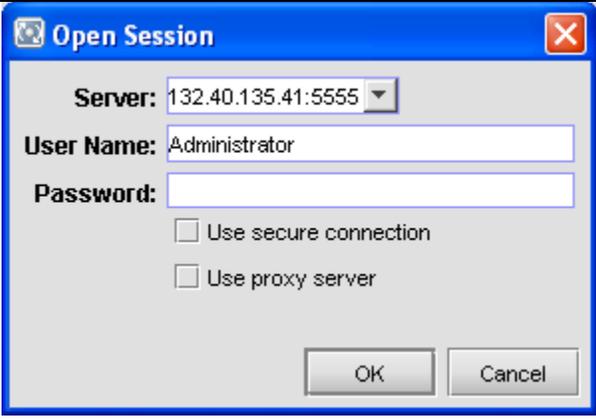
There are instances when the first 14 positions of the CIN do not match the PR number. As you may have already noticed, in the flat file sample, the CIN does not match the PR number at all.

PR number = F1H0H68126A00  
CIN Number =F2BDEV90222H004

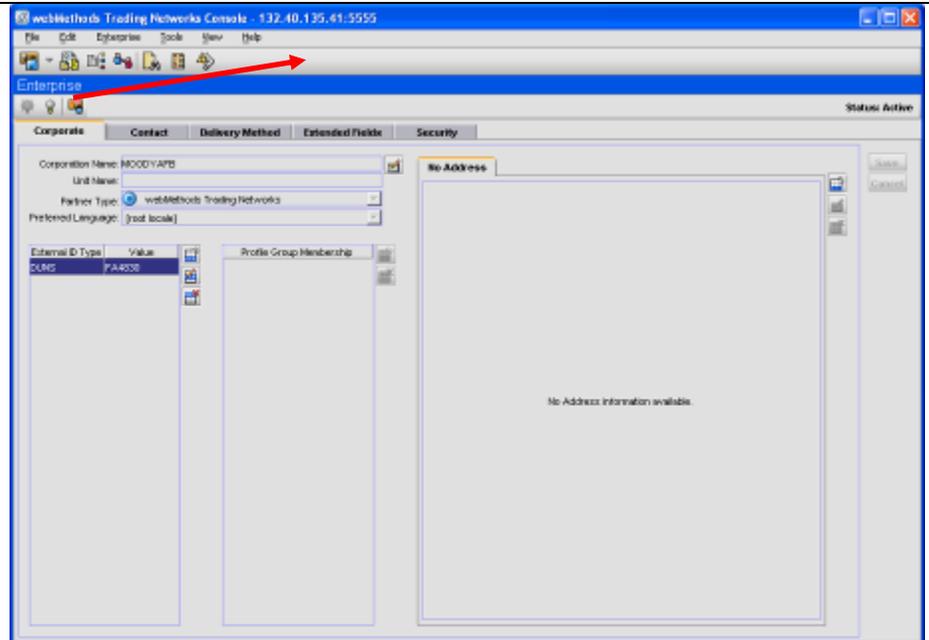


```
F:\02\21870\02909.txt /Notepad
Dir  001  001  001  001
ls  30  dual bus modular smart array as per attached specifications for model-sun #302476-021.
#2886V90222H004#
response, 3yrs (Open Market Item)Sun #080286 as per attached.
#2886V90222H004#
. 15,000rpm (1") universal HD-sun #011089-022 as per attached.
#2886V90222H004#
VHDCT SCSI 0 foot cable-sun #041274-021 as per attached.
#2886V90222H004#
```

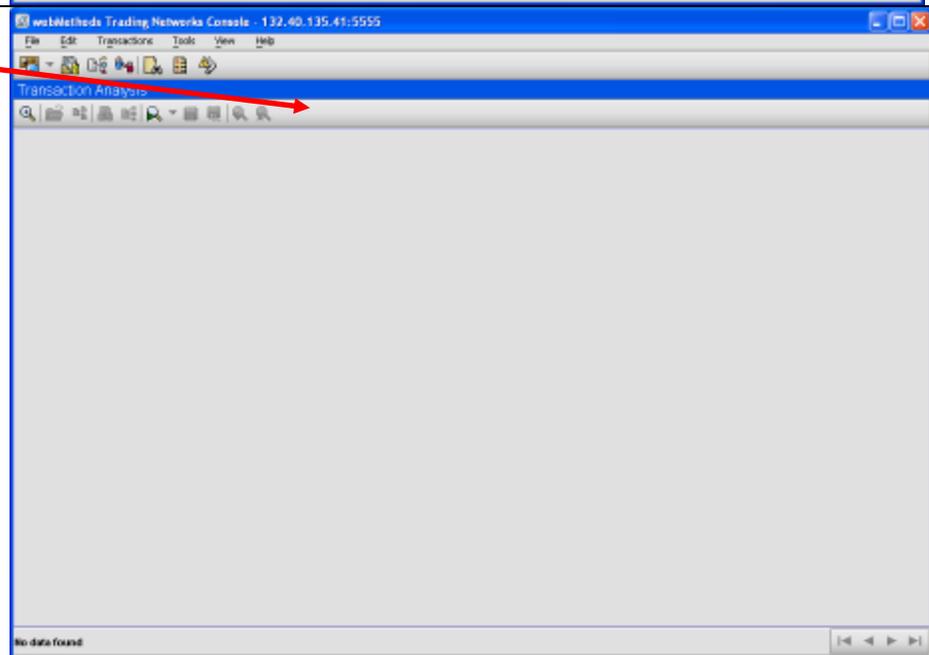
## B-12 Trading Network Console

|  |   |
|--|---|
| <p>1. Trading Networks Console is used to view transactions processed by the Integration Server.</p> |   |
| <p>2. Log into the Trading Networks Console</p>  |  |

3. To open the Trading Network Console, click on the Transaction Analysis icon



Click on Run Query  
The most recent transactions will be displayed (see next row)



4. Documents processed include awards, modifications, Purchase Requests (via ABSS), and WAWF transactions.

Award

Modification

WAWF

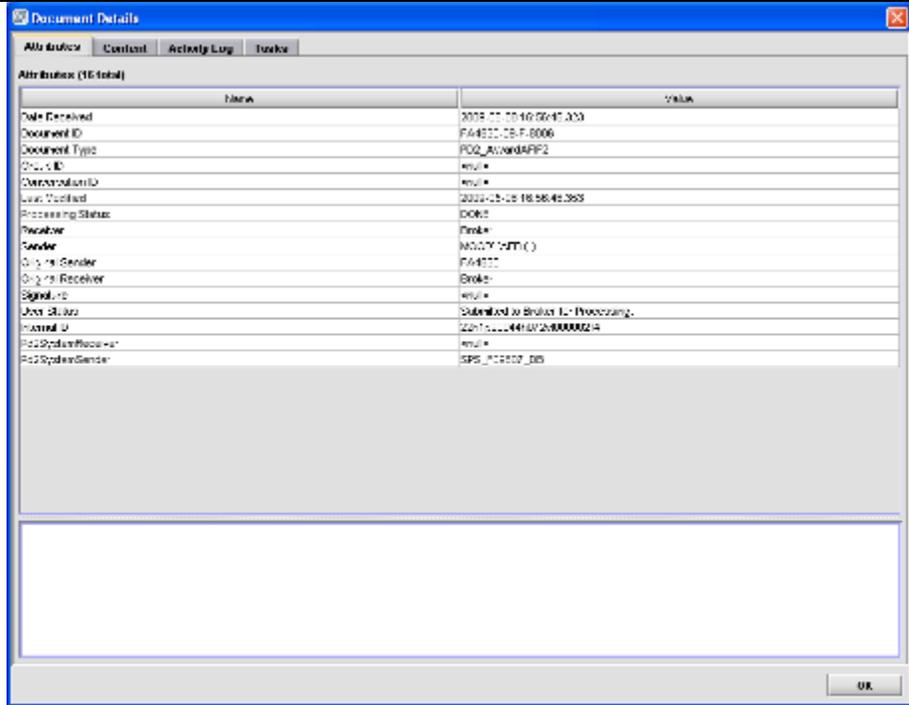
Purchase Request

| Date Received         | Document Type    | Sender   | Receiver | Processing Status | User Status               | Document ID             | Group ID | Conversation ID |
|-----------------------|------------------|----------|----------|-------------------|---------------------------|-------------------------|----------|-----------------|
| 2009-05-06 10:52.4... | PD2_Award        | MOODYAFB | EDA      | DONE              |                           | FA4830-09-F-0018        |          |                 |
| 2009-05-06 10:52.4... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Submitted to Broker       | FA4830-09-F-0018        |          |                 |
| 2009-05-06 10:52.4... | PD2_Award        | MOODYAFB | Unknown  | DONE              |                           | FA4830-09-F-0018        |          |                 |
| 2009-05-06 10:40.3... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Submitted to Broker       | FA4830-09-M-0028        |          |                 |
| 2009-05-06 10:40.3... | PD2_Award        | MOODYAFB | EDA      | DONE              |                           | FA4830-09-M-0028        |          |                 |
| 2009-05-06 08:06.1... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker       | FA4830-08-M-0083-P00002 |          |                 |
| 2009-05-06 08:06.1... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker       | FA4830-08-M-0083-P00002 |          |                 |
| 2009-05-06 08:06.0... | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker       | FA4830-08-M-0083-P00002 |          |                 |
| 2009-05-06 07:46.0... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Submitted to Broker       | FA4830-09-F-0014        |          |                 |
| 2009-05-06 07:46.0... | PD2_Award        | MOODYAFB | EDA      | DONE              |                           | FA4830-09-F-0014        |          |                 |
| 2009-05-06 07:45.5... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker       | FA4830-09-F-0014        |          |                 |
| 2009-05-05 15:36.1... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Submitted to Broker       | FA4830-07-A-0009-0001   |          |                 |
| 2009-05-05 15:36.0... | PD2_Award        | MOODYAFB | EDA      | DONE              |                           | FA4830-07-A-0009-0001   |          |                 |
| 2009-05-05 15:36.0... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker       | FA4830-07-A-0009-0001   |          |                 |
| 2009-05-05 15:35.0... | PD2_Award        | MOODYAFB | EDA      | DONE              |                           | FA4830-07-A-0009-0001   |          |                 |
| 2009-05-05 14:41.0... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Submitted to Broker       | FA4830-09-M-0011        |          |                 |
| 2009-05-05 14:41.0... | PD2_Award        | MOODYAFB | EDA      | DONE              |                           | FA4830-09-M-0011        |          |                 |
| 2009-05-05 14:41.0... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker       | FA4830-09-M-0011        |          |                 |
| 2009-05-05 14:26.5... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker       | FA4830-07-A-0009-P00003 |          |                 |
| 2009-05-05 14:26.5... | PD2_Award        | MOODYAFB | EDA      | DONE              |                           | FA4830-07-A-0009-P00003 |          |                 |
| 2009-05-05 14:25.4... | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker       | FA4830-07-A-0009-P00003 |          |                 |
| 2009-05-05 08:53.3... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted into... | F3E0029120A001          |          |                 |
| 2009-05-04 16:02.3... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker       | FA4830-06-D-6003-000601 |          |                 |
| 2009-05-04 16:02.3... | PD2_Award        | MOODYAFB | EDA      | DONE              |                           | FA4830-06-D-6003-000601 |          |                 |
| 2009-05-04 16:02.2... | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker       | FA4830-06-D-6003-000601 |          |                 |
| 2009-05-04 16:01.2... | PD2_Award        | MOODYAFB | EDA      | DONE              |                           | FA4830-06-D-6003-000601 |          |                 |
| 2009-05-04 15:46.2... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker       | FA4830-06-D-6003-000502 |          |                 |
| 2009-05-04 15:46.2... | PD2_Award        | MOODYAFB | EDA      | DONE              |                           | FA4830-06-D-6003-000502 |          |                 |
| 2009-05-04 15:46.1... | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker       | FA4830-06-D-6003-000502 |          |                 |
| 2009-05-04 15:45.1... | PD2_Award        | MOODYAFB | EDA      | DONE              |                           | FA4830-06-D-6003-000502 |          |                 |
| 2009-04-30 17:00.5... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Submitted to Broker       | FA4830-09-C-9005        |          |                 |

5. The purpose of reviewing Trading Networks Console is to ensure all transactions are being processed through the Adapter. To review transaction details, double click on the line with the record you wish to review.

| Date Received         | Document Type    | Sender   | Receiver | Processing Status | User Status                | Document ID             | Group ID | Conversation ID |
|-----------------------|------------------|----------|----------|-------------------|----------------------------|-------------------------|----------|-----------------|
| 2009-05-13 18:08.0... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Submitted to Broker for... | FA4830-09-F-0019        |          |                 |
| 2009-05-13 18:08.0... | PD2_Award        | MOODYAFB | EDA      | DONE              |                            | FA4830-09-F-0019        |          |                 |
| 2009-05-13 18:08.0... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker for... | FA4830-09-F-0019        |          |                 |
| 2009-05-13 18:06.5... | PD2_Award        | MOODYAFB | EDA      | DONE              |                            | FA4830-09-F-0019        |          |                 |
| 2009-05-13 17:38.5... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Submitted to Broker for... | FA4830-09-M-0031        |          |                 |
| 2009-05-13 17:38.5... | PD2_Award        | MOODYAFB | EDA      | DONE              |                            | FA4830-09-M-0031        |          |                 |
| 2009-05-13 17:38.5... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker for... | FA4830-09-M-0031        |          |                 |
| 2009-05-13 17:37.5... | PD2_Award        | MOODYAFB | EDA      | DONE              |                            | FA4830-09-M-0031        |          |                 |
| 2009-05-13 14:33.1... | PD2_Award        | MOODYAFB | EDA      | DONE              |                            | FA4830-05-G-0004-000404 |          |                 |
| 2009-05-13 14:33.1... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker for... | FA4830-05-G-0004-000404 |          |                 |
| 2009-05-13 14:33.0... | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker for... | FA4830-05-G-0004-000404 |          |                 |
| 2009-05-13 14:31.0... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker for... | FA4830-05-G-0002-001005 |          |                 |
| 2009-05-13 14:31.0... | PD2_Award        | MOODYAFB | EDA      | DONE              |                            | FA4830-05-G-0002-001005 |          |                 |
| 2009-05-13 14:30.5... | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker for... | FA4830-05-G-0002-001005 |          |                 |
| 2009-05-13 08:11.2... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker for... | FA4830-07-D-7003-300701 |          |                 |
| 2009-05-13 08:11.2... | PD2_Award        | MOODYAFB | EDA      | DONE              |                            | FA4830-07-D-7003-300701 |          |                 |
| 2009-05-13 08:11.2... | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker for... | FA4830-07-D-7003-300701 |          |                 |
| 2009-05-08 16:56.4... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted into...  | F3E2019118A001          |          |                 |
| 2009-05-08 16:56.4... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Submitted to Broker for... | FA4830-09-F-8006        |          |                 |
| 2009-05-08 16:56.4... | PD2_Award        | MOODYAFB | EDA      | DONE              |                            | FA4830-09-F-8006        |          |                 |
| 2009-05-08 16:56.4... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker for... | FA4830-09-F-8006        |          |                 |
| 2009-05-08 16:56.4... | PD2_Award        | MOODYAFB | EDA      | DONE              |                            | FA4830-09-F-8006        |          |                 |
| 2009-05-08 16:20.3... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Errors from interface.     | FA4830-09-A-0008        |          |                 |
| 2009-05-08 16:20.3... | PD2_Award        | MOODYAFB | EDA      | DONE              |                            | FA4830-09-A-0008        |          |                 |
| 2009-05-08 16:20.3... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker for... | FA4830-09-A-0008        |          |                 |
| 2009-05-08 16:19.3... | PD2_Award        | MOODYAFB | EDA      | DONE              |                            | FA4830-09-A-0008        |          |                 |
| 2009-05-08 09:54.0... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted into...  | F3E1409118A001          |          |                 |
| 2009-05-08 09:36.4... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker for... | FA4830-07-C-7002-P00006 |          |                 |
| 2009-05-08 09:36.3... | PD2_Award        | MOODYAFB | EDA      | DONE              |                            | FA4830-07-C-7002-P00006 |          |                 |
| 2009-05-08 09:36.3... | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker for... | FA4830-07-C-7002-P00006 |          |                 |
| 2009-05-08 09:35.2... | PD2_Award        | MOODYAFB | EDA      | DONE              |                            | FA4830-07-C-7002-P00006 |          |                 |
| 2009-05-07 17:15.4... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker for... | FA4830-05-G-0001-001202 |          |                 |
| 2009-05-07 17:15.4... | PD2_Award        | MOODYAFB | EDA      | DONE              |                            | FA4830-05-G-0001-001202 |          |                 |

6. There are four tabs: Attributes, Content, Activity Log and Tasks.



**Attributes Tab**

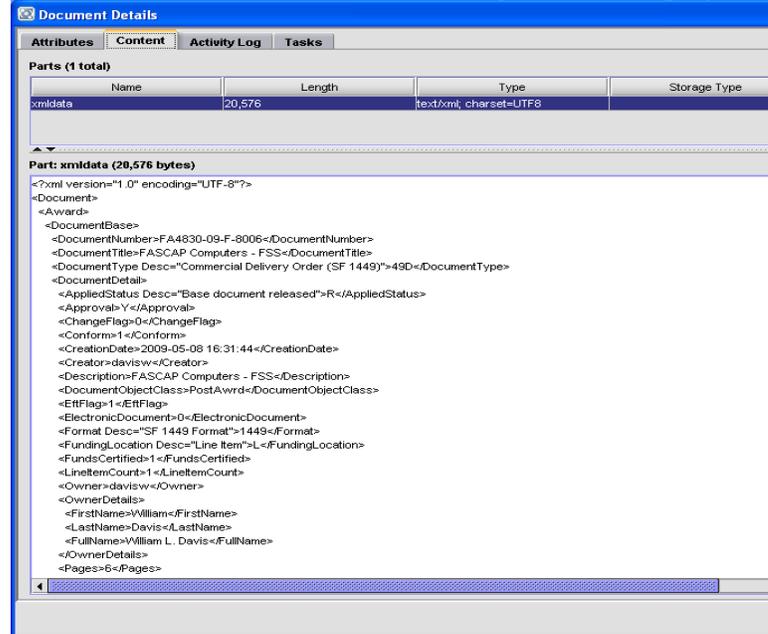
Contains general information about the XML document that was transmitted or received.

- **Date Received** –The date TN received the document.
- **Document ID** –The document identifier. For procurement documents, this value is the document number.
- **Document Type** – The TN document type.
- **Group ID** – Not used by the PD<sup>2</sup> Adapter.
- **Conversation ID** – Not used by the PD<sup>2</sup> Adapter.
- **Last Modified** – The date the document was last modified.
- **Processing Status** – The processing status of the document in TN.
- **Receiver** – The receiver of the document.
- **Sender** – The sender of the document.
- **Original Receiver** – The receiver of the document’s Duns Code.
- **Original Sender** – The sender of the document’s Duns Code.
- **Signature** – The digital signature associated with the document. **Note:** The PD<sup>2</sup> Adapter is not configured to use digital signatures during a standard installation.
- **User Status** – The status of documents in the receiving system. **Note:** This field is only populated for incoming documents.
- **Internal ID** – A unique identifier that webMethods assigns to the document when it enters the trading network.
- **PD2SystemReceiver** – The alias of the PD<sup>2</sup> database into which the document was inserted.
- **PD2SystemSender** – The alias of the PD<sup>2</sup> database from which the document was extracted.

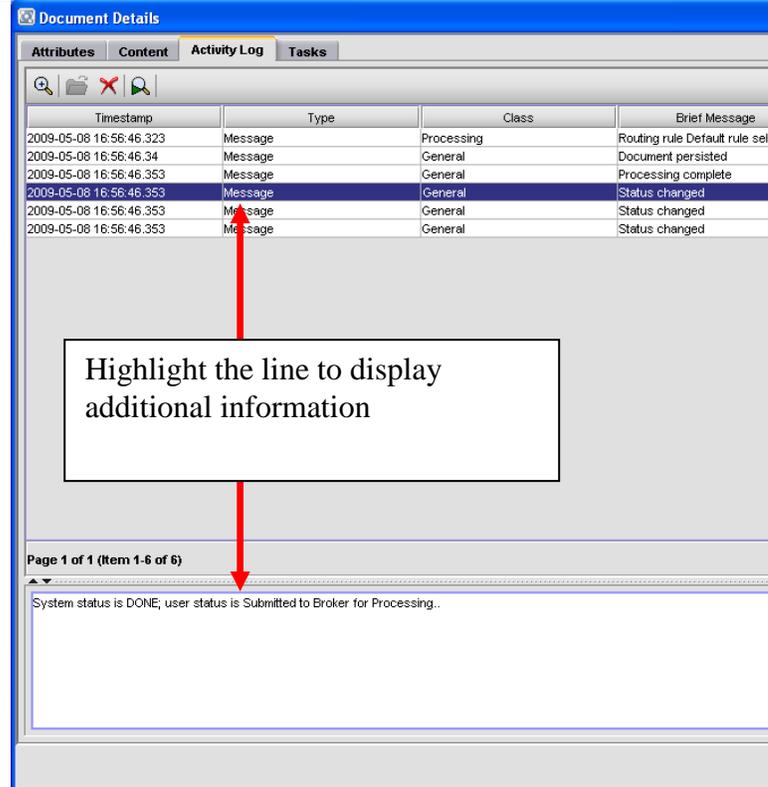
NOTE: Duns Code refers to the DUNS code loaded in Trading Networks, NOT a DUN and Bradstreet number.

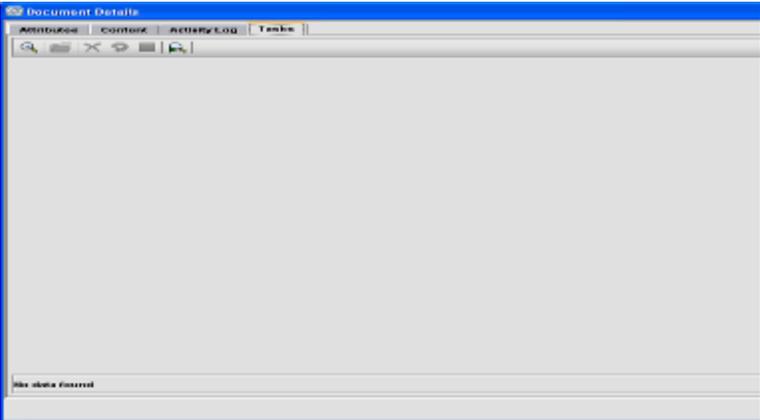
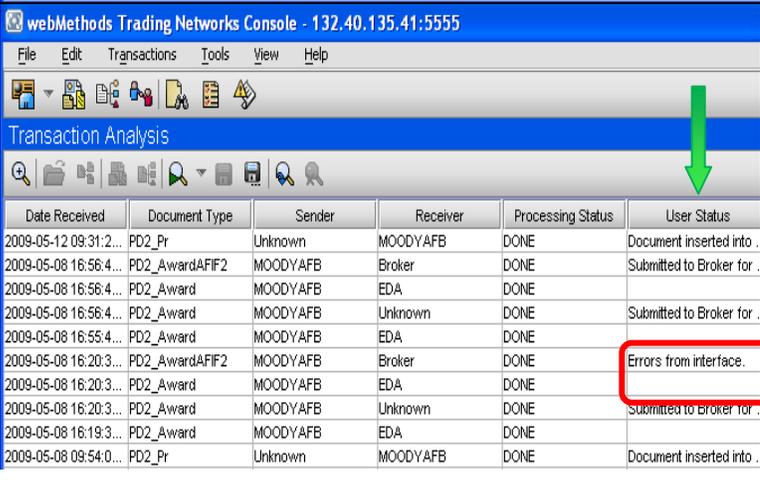
**CONTENT Tab**

Displays the XML file associated with the transaction.  
**NOTE:** In some instances error message will be displayed.



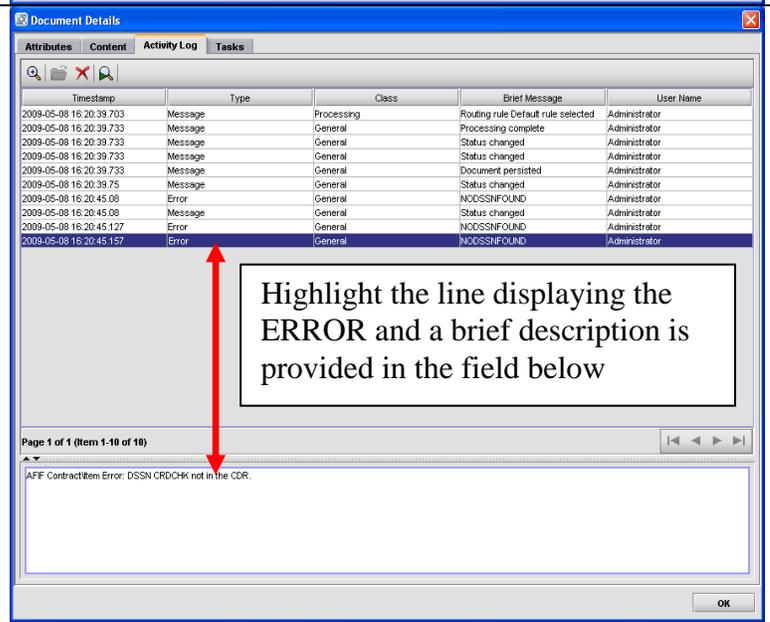
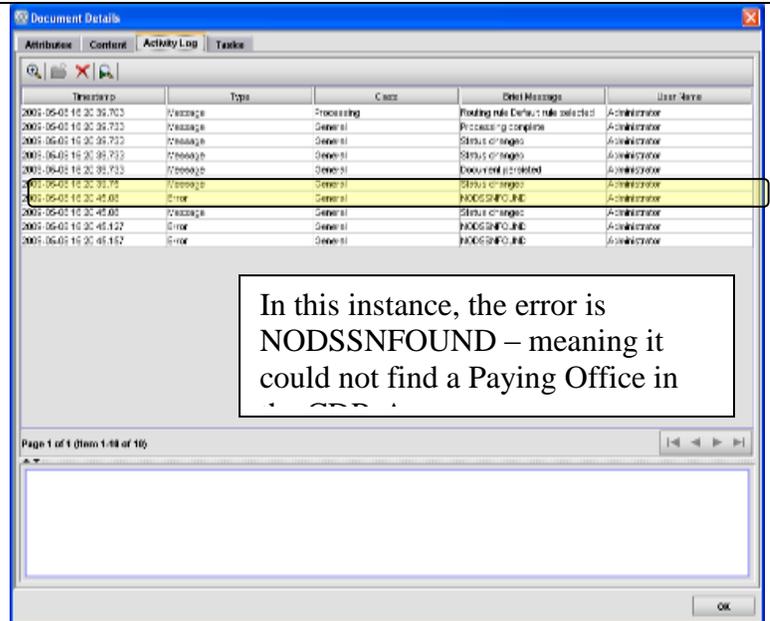
The Activity Log displays all activities across the Trading Network that are associated with the transaction. If an error occurs during the transaction, the error message is viewable on this tab.



| <p><b>Activity Log Tab</b></p>  | <p>Fields displayed on the Activity Log Tab:</p> <ul style="list-style-type: none"> <li>• <b>Timestamp</b> –Date and time when the activity occurred in Trading Networks.</li> <li>• <b>Type</b> –Indicates the severity of the activity.<br/>Values: Message, Warning, Error</li> <li>• <b>Class</b> – Indicates the type of activity.<br/>Example Values: General or Processing</li> <li>• <b>Brief Message</b> – Shortened version of the message associated with the activity.</li> <li>• <b>User Name</b> – Current WebMethods user when the activity occurred</li> <li>• <b>Full Message for Selected Log Entry</b> – Full version of the message associated with the activity</li> </ul>  |               |               |                   |                           |                   |             |                       |        |         |          |      |                          |                       |                |          |        |      |                           |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |                |          |        |      |                        |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |        |         |          |      |                          |
|---|--|---------------|---------------|-------------------|---------------------------|-------------------|-------------|-----------------------|--------|---------|----------|------|--------------------------|-----------------------|----------------|----------|--------|------|---------------------------|-----------------------|-----------|----------|-----|------|--|-----------------------|-----------|----------|---------|------|---------------------------|-----------------------|-----------|----------|-----|------|--|-----------------------|----------------|----------|--------|------|------------------------|-----------------------|-----------|----------|-----|------|--|-----------------------|-----------|----------|---------|------|---------------------------|-----------------------|-----------|----------|-----|------|--|-----------------------|--------|---------|----------|------|--------------------------|
| <p><b>Tasks Tab</b></p>   | <p>The Tasks Tab displays information recorded for documents that are delivered using reliable delivery. If the document is not delivered using reliable delivery, this tab will be blank.</p> <p>Not currently used by the Air Force.</p>    |               |               |                   |                           |                   |             |                       |        |         |          |      |                          |                       |                |          |        |      |                           |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |                |          |        |      |                        |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |        |         |          |      |                          |
| <p>7. Reviewing Errors. Review Document Status by checking under the Processing Status or User Status Column looking for errors.</p> <p>In this instance the record contains the error: “Error from Interface”.</p> |  <table border="1"> <thead> <tr> <th>Date Received</th> <th>Document Type</th> <th>Sender</th> <th>Receiver</th> <th>Processing Status</th> <th>User Status</th> </tr> </thead> <tbody> <tr> <td>2009-05-12 09:31:2...</td> <td>PD2_Pr</td> <td>Unknown</td> <td>MOODYAFB</td> <td>DONE</td> <td>Document inserted into .</td> </tr> <tr> <td>2009-05-08 16:56:4...</td> <td>PD2_AwardAFIF2</td> <td>MOODYAFB</td> <td>Broker</td> <td>DONE</td> <td>Submitted to Broker for .</td> </tr> <tr> <td>2009-05-08 16:56:4...</td> <td>PD2_Award</td> <td>MOODYAFB</td> <td>EDA</td> <td>DONE</td> <td></td> </tr> <tr> <td>2009-05-08 16:56:4...</td> <td>PD2_Award</td> <td>MOODYAFB</td> <td>Unknown</td> <td>DONE</td> <td>Submitted to Broker for .</td> </tr> <tr> <td>2009-05-08 16:55:4...</td> <td>PD2_Award</td> <td>MOODYAFB</td> <td>EDA</td> <td>DONE</td> <td></td> </tr> <tr> <td>2009-05-08 16:20:3...</td> <td>PD2_AwardAFIF2</td> <td>MOODYAFB</td> <td>Broker</td> <td>DONE</td> <td>Errors from interface.</td> </tr> <tr> <td>2009-05-08 16:20:3...</td> <td>PD2_Award</td> <td>MOODYAFB</td> <td>EDA</td> <td>DONE</td> <td></td> </tr> <tr> <td>2009-05-08 16:20:3...</td> <td>PD2_Award</td> <td>MOODYAFB</td> <td>Unknown</td> <td>DONE</td> <td>Submitted to broker for .</td> </tr> <tr> <td>2009-05-08 16:19:3...</td> <td>PD2_Award</td> <td>MOODYAFB</td> <td>EDA</td> <td>DONE</td> <td></td> </tr> <tr> <td>2009-05-08 09:54:0...</td> <td>PD2_Pr</td> <td>Unknown</td> <td>MOODYAFB</td> <td>DONE</td> <td>Document inserted into .</td> </tr> </tbody> </table> | Date Received | Document Type | Sender            | Receiver                  | Processing Status | User Status | 2009-05-12 09:31:2... | PD2_Pr | Unknown | MOODYAFB | DONE | Document inserted into . | 2009-05-08 16:56:4... | PD2_AwardAFIF2 | MOODYAFB | Broker | DONE | Submitted to Broker for . | 2009-05-08 16:56:4... | PD2_Award | MOODYAFB | EDA | DONE |  | 2009-05-08 16:56:4... | PD2_Award | MOODYAFB | Unknown | DONE | Submitted to Broker for . | 2009-05-08 16:55:4... | PD2_Award | MOODYAFB | EDA | DONE |  | 2009-05-08 16:20:3... | PD2_AwardAFIF2 | MOODYAFB | Broker | DONE | Errors from interface. | 2009-05-08 16:20:3... | PD2_Award | MOODYAFB | EDA | DONE |  | 2009-05-08 16:20:3... | PD2_Award | MOODYAFB | Unknown | DONE | Submitted to broker for . | 2009-05-08 16:19:3... | PD2_Award | MOODYAFB | EDA | DONE |  | 2009-05-08 09:54:0... | PD2_Pr | Unknown | MOODYAFB | DONE | Document inserted into . |
| Date Received   | Document Type  | Sender        | Receiver      | Processing Status | User Status               |                   |             |                       |        |         |          |      |                          |                       |                |          |        |      |                           |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |                |          |        |      |                        |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |        |         |          |      |                          |
| 2009-05-12 09:31:2...   | PD2_Pr   | Unknown       | MOODYAFB      | DONE              | Document inserted into .  |                   |             |                       |        |         |          |      |                          |                       |                |          |        |      |                           |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |                |          |        |      |                        |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |        |         |          |      |                          |
| 2009-05-08 16:56:4...   | PD2_AwardAFIF2   | MOODYAFB      | Broker        | DONE              | Submitted to Broker for . |                   |             |                       |        |         |          |      |                          |                       |                |          |        |      |                           |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |                |          |        |      |                        |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |        |         |          |      |                          |
| 2009-05-08 16:56:4...   | PD2_Award  | MOODYAFB      | EDA           | DONE              |                           |                   |             |                       |        |         |          |      |                          |                       |                |          |        |      |                           |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |                |          |        |      |                        |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |        |         |          |      |                          |
| 2009-05-08 16:56:4...   | PD2_Award  | MOODYAFB      | Unknown       | DONE              | Submitted to Broker for . |                   |             |                       |        |         |          |      |                          |                       |                |          |        |      |                           |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |                |          |        |      |                        |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |        |         |          |      |                          |
| 2009-05-08 16:55:4...   | PD2_Award  | MOODYAFB      | EDA           | DONE              |                           |                   |             |                       |        |         |          |      |                          |                       |                |          |        |      |                           |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |                |          |        |      |                        |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |        |         |          |      |                          |
| 2009-05-08 16:20:3...   | PD2_AwardAFIF2   | MOODYAFB      | Broker        | DONE              | Errors from interface.    |                   |             |                       |        |         |          |      |                          |                       |                |          |        |      |                           |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |                |          |        |      |                        |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |        |         |          |      |                          |
| 2009-05-08 16:20:3...   | PD2_Award  | MOODYAFB      | EDA           | DONE              |                           |                   |             |                       |        |         |          |      |                          |                       |                |          |        |      |                           |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |                |          |        |      |                        |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |        |         |          |      |                          |
| 2009-05-08 16:20:3...   | PD2_Award  | MOODYAFB      | Unknown       | DONE              | Submitted to broker for . |                   |             |                       |        |         |          |      |                          |                       |                |          |        |      |                           |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |                |          |        |      |                        |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |        |         |          |      |                          |
| 2009-05-08 16:19:3...   | PD2_Award  | MOODYAFB      | EDA           | DONE              |                           |                   |             |                       |        |         |          |      |                          |                       |                |          |        |      |                           |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |                |          |        |      |                        |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |        |         |          |      |                          |
| 2009-05-08 09:54:0...   | PD2_Pr   | Unknown       | MOODYAFB      | DONE              | Document inserted into .  |                   |             |                       |        |         |          |      |                          |                       |                |          |        |      |                           |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |                |          |        |      |                        |                       |           |          |     |      |  |                       |           |          |         |      |                           |                       |           |          |     |      |  |                       |        |         |          |      |                          |

Double click the transaction to open the Document Details. Click on the Activity Log to view the errors.

This error is acceptable if the payment office is other than your official Paying Office (Limestone). Verify Paying Office by going into PD and finding this document. Check the Paying Office. For this transaction, the paying office is CRDCHK. CRDCHK is payment by credit card.



8. Sample error from ABSS interface

Processing Status = DONE  
W/ERRORS

User Status: Failed inserting into  
PD2

| Date Received         | Document Type    | Sender   | Receiver | Processing Status | User Status               | Document ID             | Group ID | Conversation ID |
|-----------------------|------------------|----------|----------|-------------------|---------------------------|-------------------------|----------|-----------------|
| 2009-04-17 10:52:4... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Submitted to Broker ...   | FA4830-09-F-0015        |          |                 |
| 2009-04-17 10:52:4... | PD2_Award        | MOODYAFB | EDA      | DONE              | Submitted to Broker ...   | FA4830-09-F-0015        |          |                 |
| 2009-04-17 10:52:4... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker ...   | FA4830-09-F-0015        |          |                 |
| 2009-04-17 09:47:3... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Submitted to Broker ...   | FA4830-07-D-7007-6136   |          |                 |
| 2009-04-17 09:47:3... | PD2_Award        | MOODYAFB | EDA      | DONE              | Submitted to Broker ...   | FA4830-07-D-7007-6136   |          |                 |
| 2009-04-17 09:47:3... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker ...   | FA4830-07-D-7007-6136   |          |                 |
| 2009-04-17 08:03:2... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted l...    | F3E32909A001            |          |                 |
| 2009-04-17 08:03:2... | PD2_Pr           | Unknown  | MOODYAFB | DONE W/ERRORS     | Failed inserting into ... | F3E32909A001            |          |                 |
| 2009-04-17 08:03:0... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted l...    | F3E32909A002            |          |                 |
| 2009-04-17 08:02:5... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted l...    | F3E31909A001            |          |                 |
| 2009-04-17 08:02:4... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted l...    | F3E32909A002            |          |                 |
| 2009-04-17 08:02:3... | PD2_Pr           | Unknown  | MOODYAFB | DONE W/ERRORS     | Failed inserting into ... | F3E32909A002            |          |                 |
| 2009-04-16 13:17:3... | PD2_Award        | MOODYAFB | EDA      | DONE              | Submitted to Broker ...   | FA4830-07-C-7008-P00007 |          |                 |
| 2009-04-16 13:17:3... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker ...   | FA4830-07-C-7008-P00007 |          |                 |
| 2009-04-16 13:17:3... | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker ...   | FA4830-07-C-7008-P00007 |          |                 |
| 2009-04-16 12:04:2... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Submitted to Broker ...   | FA4830-09-F-8004        |          |                 |
| 2009-04-16 12:04:2... | PD2_Award        | MOODYAFB | EDA      | DONE              | Submitted to Broker ...   | FA4830-09-F-8004        |          |                 |
| 2009-04-16 12:04:2... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker ...   | FA4830-09-F-8004        |          |                 |
| 2009-04-16 12:04:2... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Submitted to Broker ...   | FA4830-09-F-8002        |          |                 |
| 2009-04-16 12:04:2... | PD2_Award        | MOODYAFB | EDA      | DONE              | Submitted to Broker ...   | FA4830-09-F-8002        |          |                 |
| 2009-04-16 12:04:1... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker ...   | FA4830-09-F-8002        |          |                 |
| 2009-04-15 17:21:5... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker ...   | FA4830-09-F-8001-P00001 |          |                 |
| 2009-04-15 17:21:4... | PD2_Award        | MOODYAFB | EDA      | DONE              | Submitted to Broker ...   | FA4830-09-F-8001-P00001 |          |                 |
| 2009-04-15 17:21:3... | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker ...   | FA4830-09-F-8001-P00001 |          |                 |
| 2009-04-15 14:36:2... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker ...   | FA4830-06-D-8008-251101 |          |                 |
| 2009-04-15 14:36:2... | PD2_Award        | MOODYAFB | EDA      | DONE              | Submitted to Broker ...   | FA4830-06-D-8008-251101 |          |                 |
| 2009-04-15 14:36:2... | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker ...   | FA4830-06-D-8008-251101 |          |                 |
| 2009-04-15 10:02:0... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Submitted to Broker ...   | F3E201909A001           |          |                 |
| 2009-04-15 09:22:1... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted l...    | F3E101909A001           |          |                 |
| 2009-04-15 09:22:1... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted l...    | F3E369103A001           |          |                 |
| 2009-04-15 09:22:1... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted l...    | F3E3F909A002            |          |                 |
| 2009-04-15 09:21:3... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted l...    | F3E25906A001            |          |                 |

Click on the Activity Log, and then click on the line with ERROR to view the error details.

Document already exists in PD2.

Error is acceptable, no action required. The PR is already in PD2.

| Timestamp               | Type    | Class       | Brief Message                       | User Name     |
|-------------------------|---------|-------------|-------------------------------------|---------------|
| 2009-04-17 08:03:28.793 | Warning | Recognition | Query Failed                        | Administrator |
| 2009-04-17 08:03:28.793 | Message | Processing  | Routing rule PD2 PR Rule 8 selected | Administrator |
| 2009-04-17 08:03:28.84  | Message | General     | Document persisted                  | Administrator |
| 2009-04-17 08:03:28.853 | Message | General     | Status changed                      | Administrator |
| 2009-04-17 08:03:29.153 | Message | General     | Status changed                      | Administrator |
| 2009-04-17 08:03:29.167 | Message | General     | Processing complete                 | Administrator |
| 2009-04-17 08:04:35.17  | Message | General     | Status changed                      | Administrator |
| 2009-04-17 08:04:37.95  | Message | General     | Status changed                      | Administrator |
| 2009-04-17 08:04:38.107 | Message | General     | Status changed                      | Administrator |
| 2009-04-17 08:04:38.123 | Error   | Processing  | "InsertPr" Failed                   | Administrator |

```

com.wm.app.k2b.server.ServiceException: com.ams.pilot.xacc.error.xaeError: Procurement Document F3E32909A001 already exists with id 78629
    at F3E101.insert(16.java:362)
    at sun.reflect.GeneratedMethodAccessor124.invoke(Unknown Source)
    at sun.reflect.DelegatingMethodAccessorImpl.invoke(DelegatingMethodAccessorImpl.java:25)
    at java.lang.reflect.Method.invoke(Method.java:324)
    at com.wm.app.k2b.server.JarServiceBase$Invoker.invoke(JarService.java:322)
    at com.wm.app.k2b.server.invoke.InvokeManager.process(InvokeManager.java:612)
    at com.wm.app.k2b.server.invoke.StatisticsProcessor.process(StatisticsProcessor.java:44)
    
```

Processing Status = DONE

User Status: Error from Translator

| Date Received         | Document Type    | Sender   | Receiver | Processing Status | User Status                        | Document ID             | Group ID | Conversati... |
|-----------------------|------------------|----------|----------|-------------------|------------------------------------|-------------------------|----------|---------------|
| 2009-05-13 17:38:5... | PD2_Award        | MOODYAFB | EDA      | DONE              |                                    | FA4830-09-M-0031        |          |               |
| 2009-05-13 17:38:5... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker for Process... | FA4830-09-M-0031        |          |               |
| 2009-05-13 17:37:5... | PD2_Award        | MOODYAFB | EDA      | DONE              |                                    | FA4830-09-M-0031        |          |               |
| 2009-05-13 14:331...  | PD2_Award        | MOODYAFB | EDA      | DONE              |                                    | FA4830-05-G-0004-000... |          |               |
| 2009-05-13 14:331...  | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker for Process... | FA4830-05-G-0004-000... |          |               |
| 2009-05-13 14:330...  | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker for Process... | FA4830-05-G-0002-001... |          |               |
| 2009-05-13 14:310...  | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker for Process... | FA4830-05-G-0002-001... |          |               |
| 2009-05-13 14:310...  | PD2_Award        | MOODYAFB | EDA      | DONE              |                                    | FA4830-05-G-0002-001... |          |               |
| 2009-05-13 14:305...  | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker for Process... | FA4830-05-G-0002-001... |          |               |
| 2009-05-13 08:11:2... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker for Process... | FA4830-07-D-7003-300... |          |               |
| 2009-05-13 08:11:2... | PD2_Award        | MOODYAFB | EDA      | DONE              |                                    | FA4830-07-D-7003-300... |          |               |
| 2009-05-12 08:11:2... | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker for Process... | FA4830-07-D-7003-300... |          |               |
| 2009-05-12 08:31:2... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted into PD2.        | F3E201912A001           |          |               |
| 2009-05-08 16:58:4... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Submitted to Broker for Process... | FA4830-09-F-8006        |          |               |
| 2009-05-08 16:58:4... | PD2_Award        | MOODYAFB | EDA      | DONE              |                                    | FA4830-09-F-8006        |          |               |
| 2009-05-08 16:58:4... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker for Process... | FA4830-09-F-8006        |          |               |
| 2009-05-08 16:55:4... | PD2_Award        | MOODYAFB | EDA      | DONE              |                                    | FA4830-09-F-8006        |          |               |
| 2009-05-08 16:20:3... | PD2_AwardAFF2    | MOODYAFB | Broker   | DONE              | Errors from interface.             | FA4830-09-A-0008        |          |               |
| 2009-05-08 16:20:3... | PD2_Award        | MOODYAFB | EDA      | DONE              |                                    | FA4830-09-A-0008        |          |               |
| 2009-05-08 16:20:3... | PD2_Award        | MOODYAFB | Unknown  | DONE              | Submitted to Broker for Process... | FA4830-09-A-0008        |          |               |
| 2009-05-08 16:19:3... | PD2_Award        | MOODYAFB | EDA      | DONE              |                                    | FA4830-09-A-0008        |          |               |
| 2009-05-08 09:54:0... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted into PD2.        | F3E1409118A001          |          |               |
| 2009-05-08 09:36:4... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker for Process... | FA4830-07-C-7002-P00... |          |               |
| 2009-05-08 09:36:3... | PD2_Award        | MOODYAFB | EDA      | DONE              |                                    | FA4830-07-C-7002-P00... |          |               |
| 2009-05-08 09:35:2... | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker for Process... | FA4830-07-C-7002-P00... |          |               |
| 2009-05-08 09:35:2... | PD2_Award        | MOODYAFB | EDA      | DONE              |                                    | FA4830-07-C-7002-P00... |          |               |
| 2009-05-07 17:15:4... | PD2_AwardModAFF2 | MOODYAFB | Broker   | DONE              | Submitted to Broker for Process... | FA4830-05-G-0001-001... |          |               |
| 2009-05-07 17:15:4... | PD2_Award        | MOODYAFB | EDA      | DONE              |                                    | FA4830-05-G-0001-001... |          |               |
| 2009-05-07 17:15:4... | PD2_AwardMod     | MOODYAFB | Unknown  | DONE              | Submitted to Broker for Process... | FA4830-05-G-0001-001... |          |               |
| 2009-05-07 17:14:3... | PD2_Award        | MOODYAFB | EDA      | DONE              |                                    | FA4830-05-G-0001-001... |          |               |
| 2009-05-07 16:44:6... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted into PD2.        | F3E201912A001           |          |               |
| 2009-05-07 16:11:1... | PD2_Error        | Unknown  | MOODYAFB | DONE              | Error from Translator              | ABSS: F3E201912A001     |          |               |
| 2009-05-07 16:01:0... | PD2_Pr           | Unknown  | MOODYAFB | DONE              | Document inserted into PD2.        | F3E222912SA001          |          |               |

In this instance, click on the Content Tab to see the error.

ABSS Rejection: F3E2019121A001 0018 failed translation because the FSC is invalid.

PR must be loaded into PD2 manually or edit the flat file to correct the FSC.

Document Details

Attributes Content Activity Log Tasks

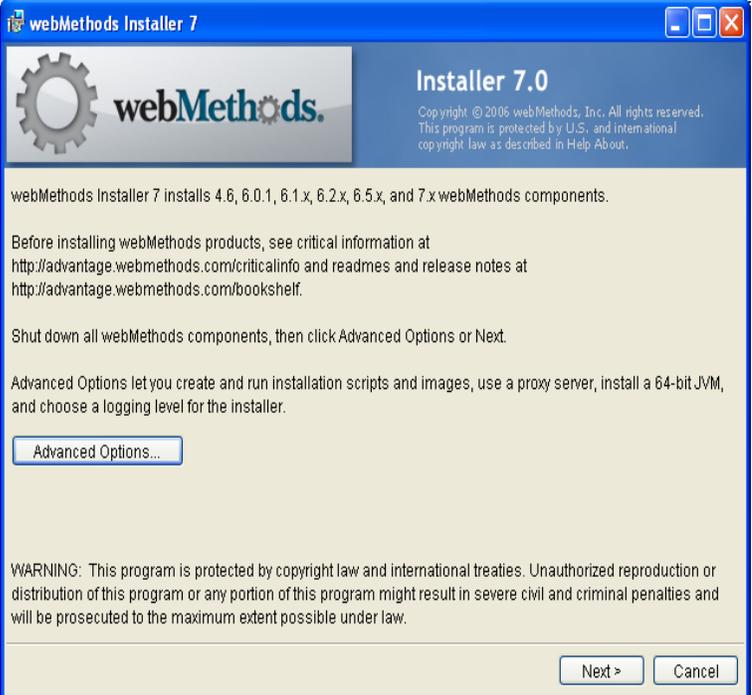
Parts (1 total)

| Name    | Length | Type                   | Storage Type | Storage Reference |
|---------|--------|------------------------|--------------|-------------------|
| xmldata | 430    | text/xml, charset=UTF8 |              |                   |

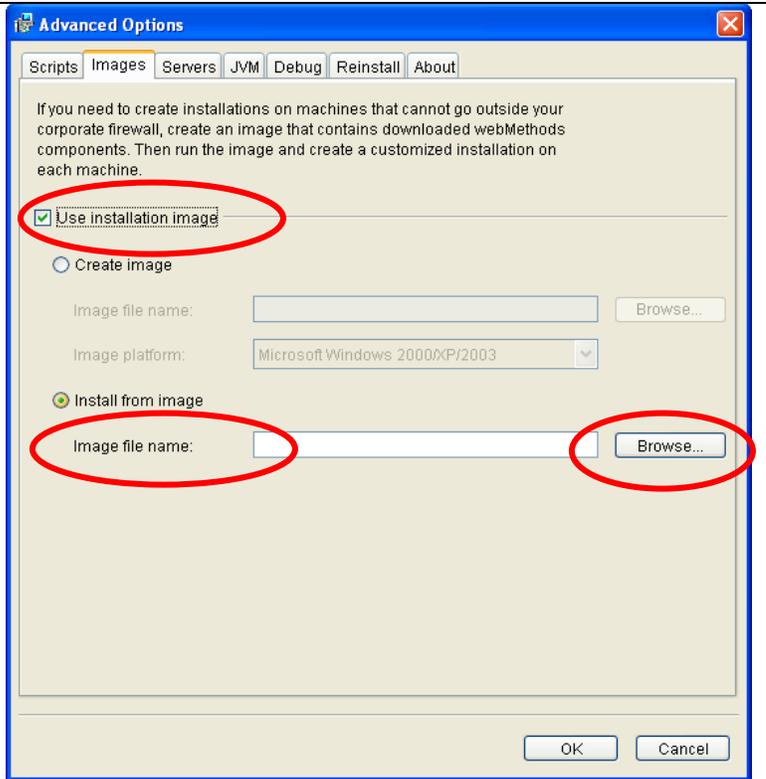
Part: xmldata (430 bytes)

```
<?xml version="1.0"?>
<pd2response>
<docinfo>
  <pd2type>PD2_Error</pd2type>
  <pd2docnumber>ABSS: F3E2019121A001</pd2docnumber>
  <sendingsystem>ABSS</sendingsystem>
  <receivingsystem>FA4830</receivingsystem>
</docinfo>
<message>ERROR</message>
<errormessage>ABSS Rejection: F3E2019121A001 0018 failed translation because the FSC is invalid.</errormessage>
</pd2response>
```

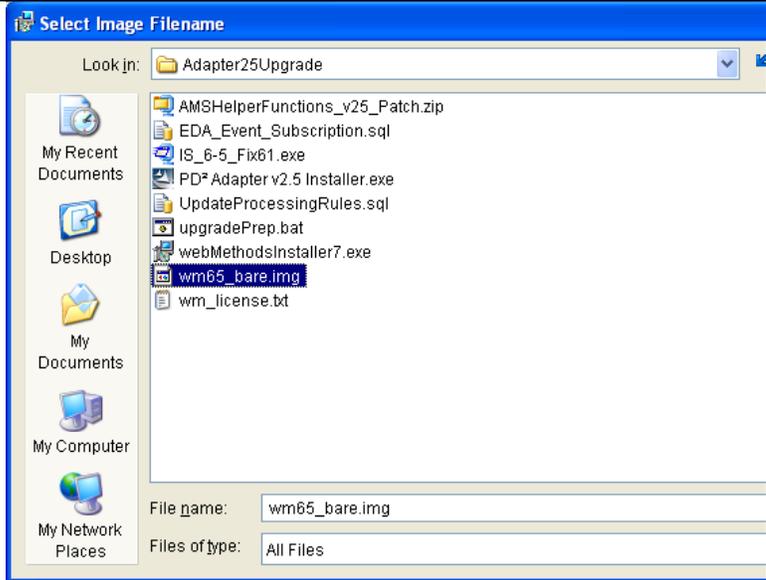
OK

|   |  |
|---|--|
| <p><b>Installing Trading Networks Console on your workstation</b></p> <p>NOTE: Written by Bill Woods @ Peterson AFB, CO.</p>  | <p>You can use webMethods Trading Networks Console and WebMethods Developer at your client workstation to assist in managing the Adapter server. Each program requires a slight deviation during the client install/configuration vs. setting up on the Adapter server itself.</p> |
| <p>Use the <b>SPS SR08 Upgrade DVD</b> – you will need to have admin rights to install the software. If you had a previous version installed you should uninstall it first.</p> <ol style="list-style-type: none"><li>1. From the DVD, navigate to the following directory:<br/>\\AdapterUpgrade\Adapter25Upgrade\</li><li>2. Run “webMethodsInstaller7.exe”</li><li>3. Click the “Advanced Options” button on the webMethods Installer 7 screen.</li></ol> |   |

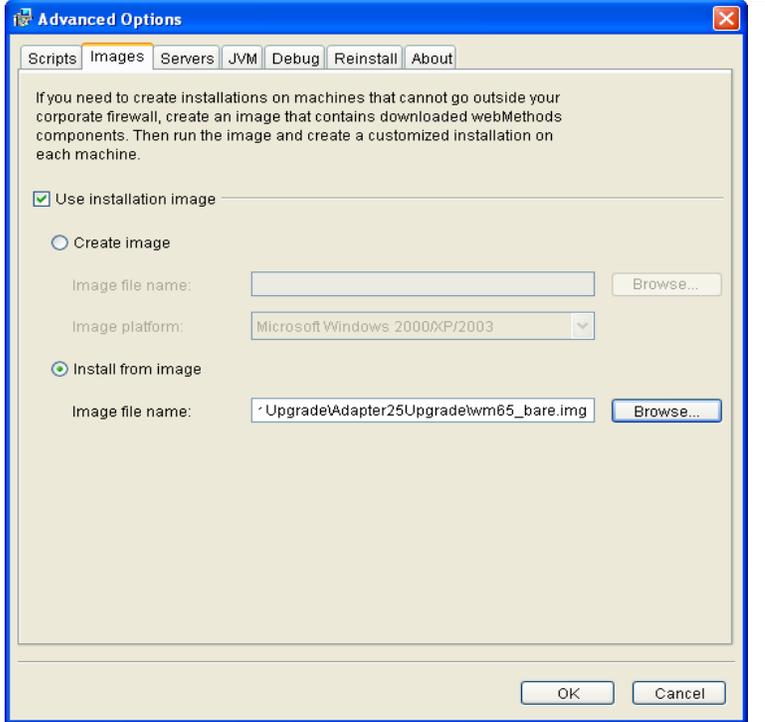
4. Click the “Images” tab on the Advances Options screen. Next, check the “Use Installation Image” check box, select the “Install from image” radio button, and then click “Browse”.



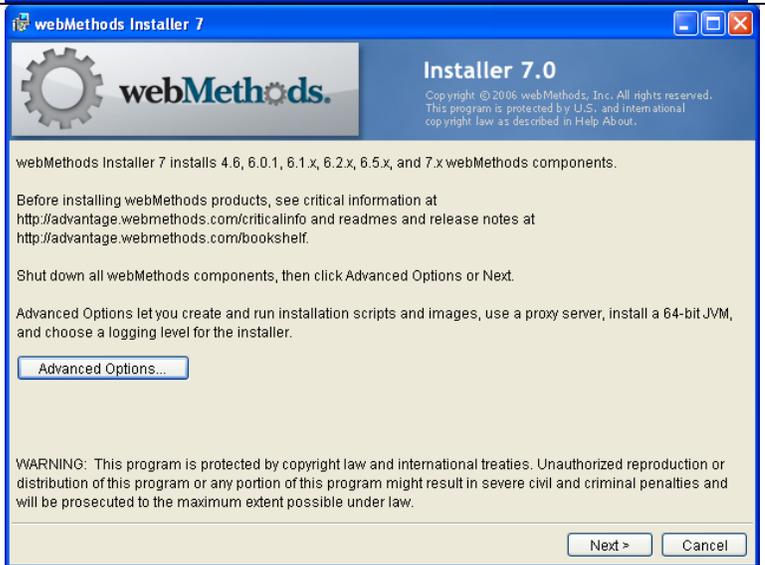
5. On the Select Image Filename window, browse to the “Adapter25Upgrade” directory and click on the “wm65\_bare.img” file, and then click “Select”.



6. On the Advanced Options window, select “OK”



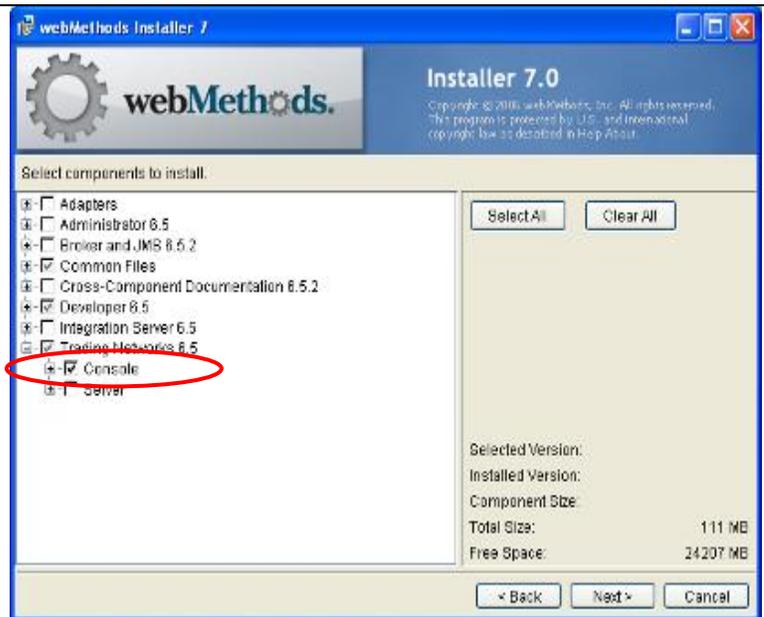
7. On the webMethods Installer 7 screen, click “Next”.



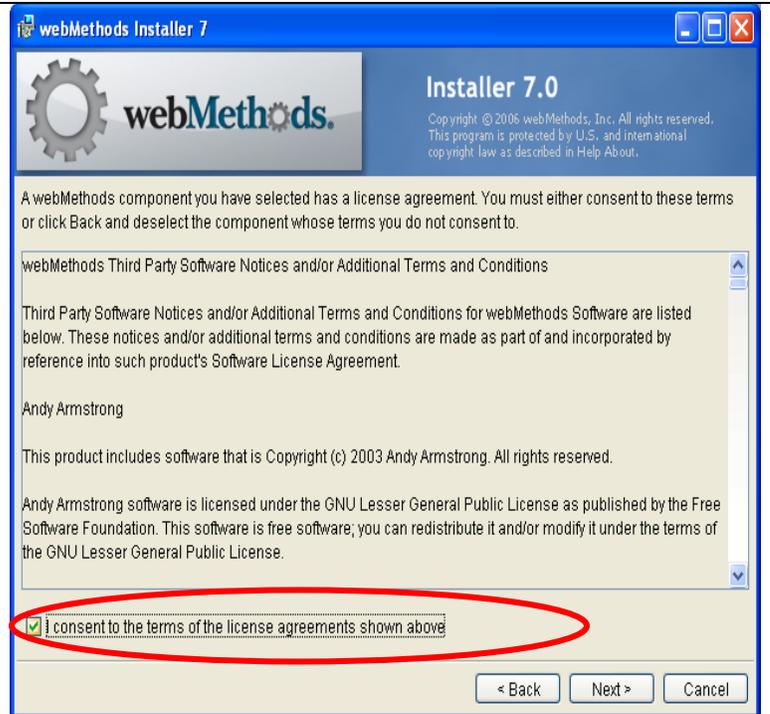
8. On the webMethods Installer 7 screen, accept the defaults and click “Next”.



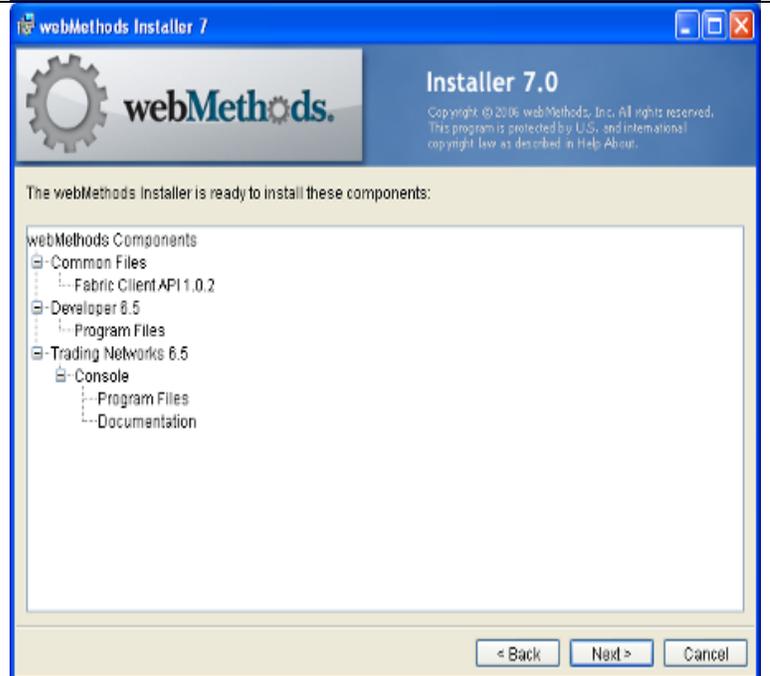
9. On the webMethods Installer 7 screen, click the “+” sign on “Trading Networks 6.5”, then check **ONLY** “Console” (this results in a gray check on Common Files and Developer 6.5). Then click “Next”.



10. On the webMethods Installer 7 screen, check the I Consent... box, then click "Next".



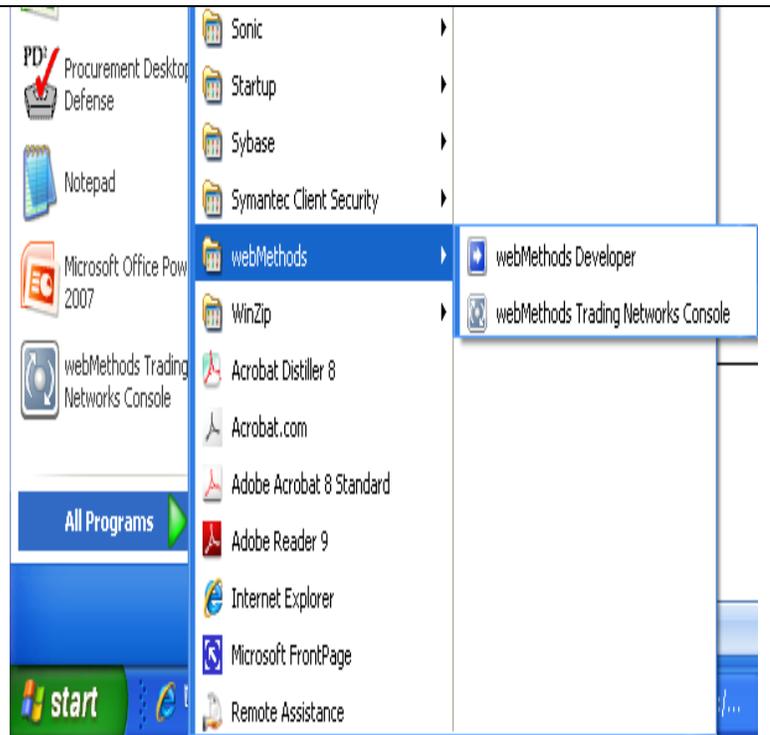
11. On the webMethods Installer 7 screen, click "Next".



12. On the webMethods Installer 7 screen, click “Close”.



13. You will find the new installation under Start → All Programs → WebMethods



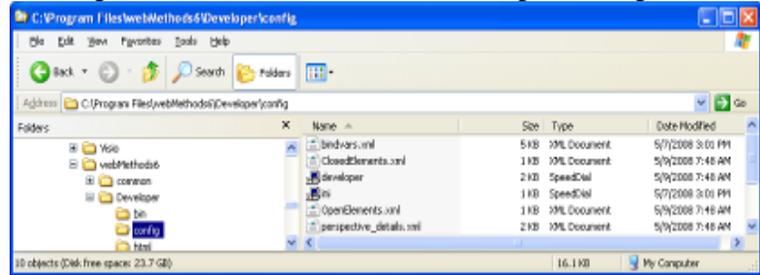
## Special Permissions Requirement

If you run the TNConsole or the Developer with normal user rights you will need to first provide “Users” read/write access to a few directories that the programs use. Perform the procedure below for the following directories:

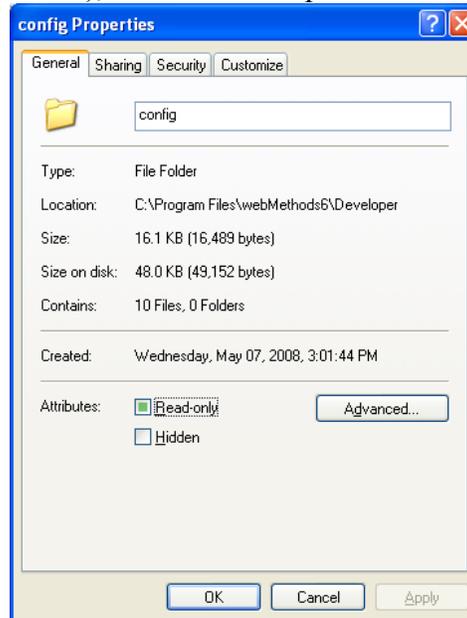
C:\Program Files\webMethods6\Developer\config  
C:\Program Files\webMethods6\TNConsole\config  
C:\Program Files\webMethods6\TNConsole\lib

1. Navigate to the directory that requires permission changes, the first one to change is:

C:\Program Files\webMethods6\Developer\config

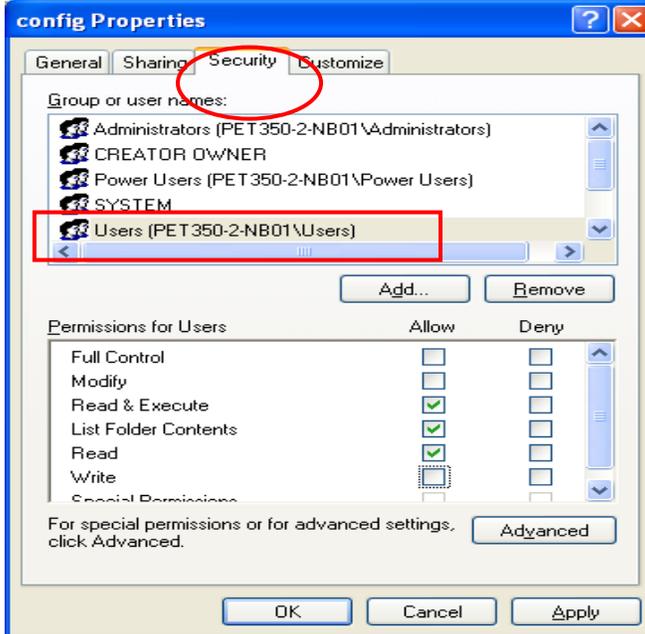


2. Right click on the folder (in this example the “Config” folder), and select “Properties”.



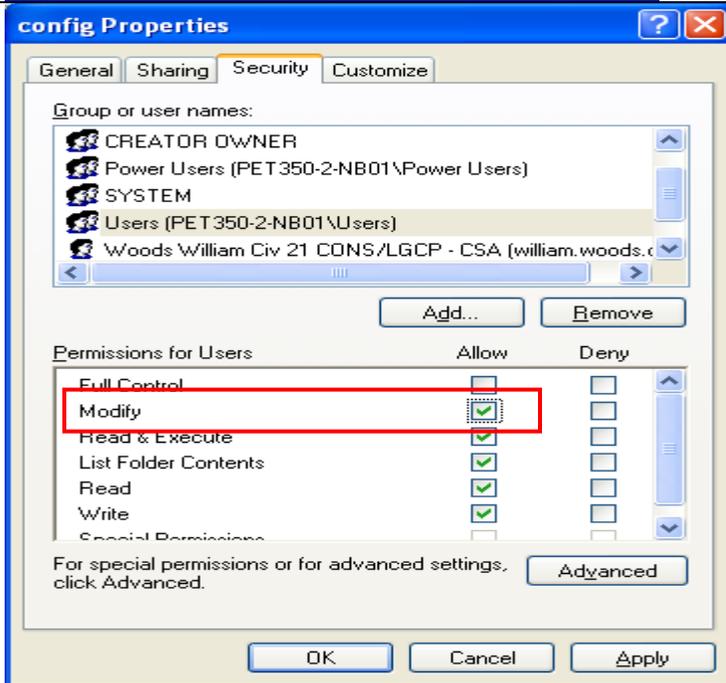
3. Select the “Security” tab and then select “Users” in the Group or user names: block.

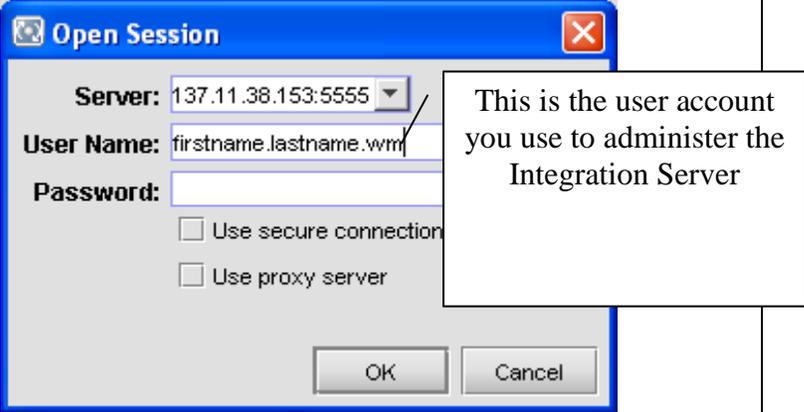
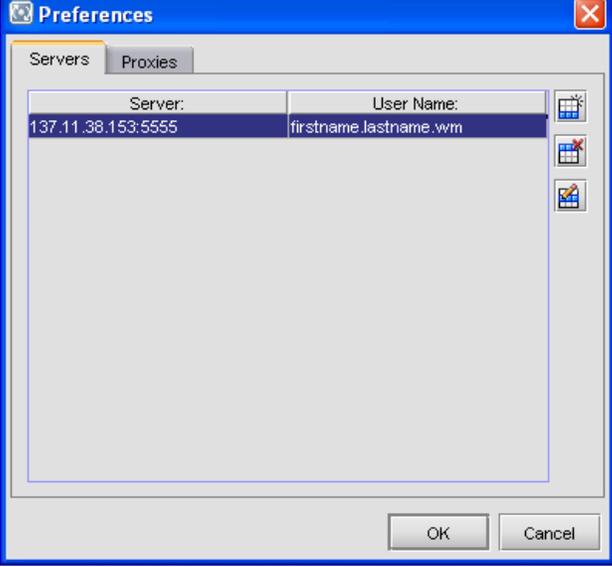
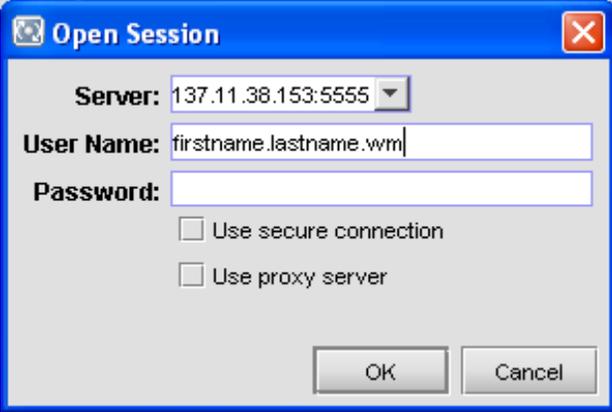
Note: The parenthesis to the right of Users indicates the computer name – it will be different on every computer.



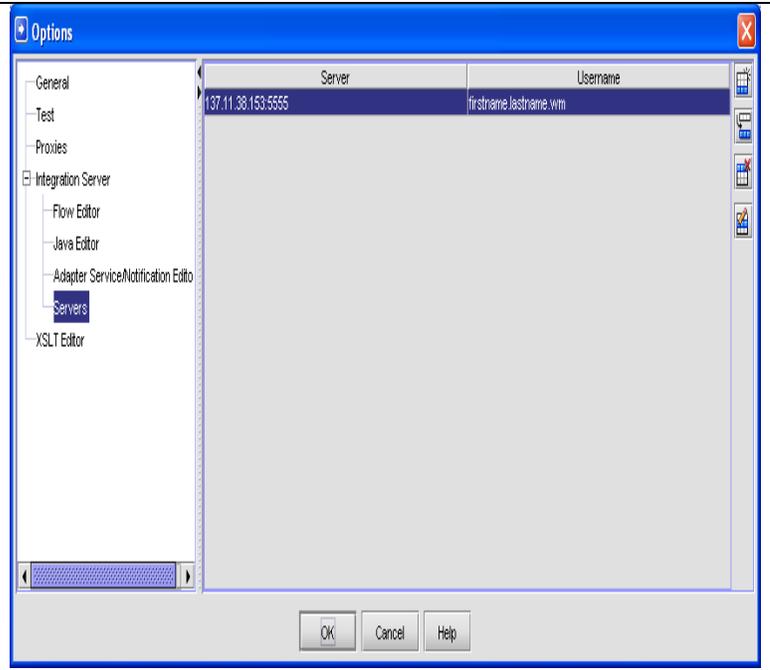
4. In the Permission for Users block, check the “Modify” in the Allow column, and then click “OK”.

5. Repeat these steps for remaining directories that need the permissions changed.



|   |   |
|---|---|
| <p>Configure WebMethods Trading Networks Console</p> <ol style="list-style-type: none"><li>1. To configure WebMethods Trading Networks Console to work with your adapter server, start WebMethods Trading Networks Console, then manually type in your Adapter server IP address followed by “:5555” in the Server field:</li></ol> | <p>Example: 129.123.123.1:5555</p>    |
| <ol style="list-style-type: none"><li>2. Once you log in, you can manage your login profiles; from the menu, select Edit then Preferences. You can delete the default, and leave only your IP specified connection:</li><li>3. Click “OK” to close the options configuration screen.</li></ol>                                      |                                      |
| <p>Configure WebMethods Developer</p> <ol style="list-style-type: none"><li>1. To configure WebMethods Developer to work with your adapter server, start WebMethods Developer, then manually type in your Adapter server IP address followed by “:5555” in the Server field:</li></ol>  | <p>Example: 129.123.123.1:5555</p>  |

2. Once you log in, you can manage your login profiles; from the menu, select Tools, and then Options. You can delete the default, and leave only your IP specified connection:
3. Click “OK” to close the options configuration screen.



**Reference Documents**

- PD2 Integration Troubleshooting Guide - Reference SPS Knowledgebase ID #5984
- Configuration Data Repository Administration (CDR-A) Functional User's Guide – Reference SPS Knowledgebase ID #5898

## B-13 SPS Dashboard Utility

### B-13.1 Introduction

In response to an FRB requirement, Contracting Systems developed Dashboard displays for both the Database Server and the Adapter Server. These *Dashboards* present a status display that enables the SPS site System Administrator to gauge site health at a glance. For the initial release, the System Administrator will install the Dashboards. In future releases, the Dashboards will be included in server images (e.g. SR11 Upgrade).

Both the Database Server Dashboard and the Adapter Server Dashboard are composed of two parts — an automatic service that runs in the background to gather data, and a GUI (Graphical User Interface) front-end that displays the information (see [Database Server Dashboard Display](#) and [Adapter Server Dashboard Display](#) for screenshots of the GUI). The Adapter Server Dashboard also has the ability to start and stop the ASF and webMethods services.

### B-13.2 Basic operation

The GUI (Graphical User Interface) display for each Dashboard (see [Database Server Dashboard Display](#) and [Adapter Server Dashboard Display](#)) is a visual representation of the information that the Dashboard Service collects. The Adapter Server Dashboard also has the ability to start and stop the ASF and webMethods services. In addition to the indicator lights, there are several buttons on each Dashboard. The **Close** button (bottom right-hand side of the GUI) and the minimize button (top right-hand side of the GUI) do just what you would expect. The **Alerts** buttons display any alerts (explained below) for a given indicator. The **Version Info** button on the Adapter Server Dashboard opens a window that displays version information. The **Start/Stop** buttons on the Adapter Server Dashboard (one set for the ASF and one set for webMethods) start and stop the ASF and webMethods services. The **Error Logs** and **Server Logs** buttons on the Adapter Server Dashboard open windows that display information that is read from log files.

Each indicator light on the Dashboard represents a function on the server. When the indicator light is green, the system does not detect any problems, and no action is required. When the indicator light is red, there is a problem that needs to be addressed. Some indicators can display a yellow light. This indicates that a problem may be developing, such as a password that is getting close to its expiration date. Yellow indicator lights will allow you to address a potential problem before it “turns red.” The Yellow and Red alert conditions are listed on the [Database Server Dashboard Indicator Checks](#) and [Adapter Server Dashboard Indicator Checks](#) tables.

When an indicator light is either yellow or red, an **Alerts** button will be visible (see [Adapter Server Dashboard Display](#)). Clicking the **Alerts** button will open an **Alerts** window that will contain a list of the alerts (i.e. the reasons that the indicator is either yellow or red). A checkbox will be displayed next to each alert. There is also a button at the bottom of the screen that will remove the alerts that are check marked. As you correct the errors for a given indicator, you should click the checkbox next to the alert (making sure that a checkmark appears in the checkbox), and then click on the button to remove the alert. If you do this, you can use the alerts

as a “to do” list of areas that require your attention. **NOTE: In order for a red indicator light to change back to green, you must fix the underlying error AND clear the alert.**

Each Dashboard Service runs its checks immediately upon startup. If any changes are made to the configuration file, the service can be restarted to run with the new configuration; otherwise, it will run every 15 minutes and will refresh the Dashboard’s GUI. The **Last Updated** date/time will be displayed at the top-center of each Dashboard’s GUI.

**NOTE: When using the Dashboard to stop the webMethods services, please remember that it takes a few minutes for the Integration Server to stop.**

### **B-13.3 Installation Notes**

A key feature of the Adapter Dashboard is the automation of password changes. The Dashboard will maintain the passwords for the accounts that are used by the Dashboard services (DashDb, DashAdpt) as well as the accounts that the Adapter uses to access Sybase (adptadmin, cdradmin, and tuser1). The Dashboard Services will automatically change the passwords for these five logins every 45 days. These five logins are not intended for use by the site System Administrator. **DO NOT** try to login with these five accounts and **DO NOT** change the passwords for them! Doing so could lock these accounts out, thereby disrupting both Dashboard operation and Adapter operation.

It is important to note that the Adapter Dashboard Utility effectively replaces the SPS Adapter Tools (you will uninstall the Adapter Tools as part of the Dashboard installation procedures). Contracting Systems recommends that site System Administrators update their standard processes to remove Adapter password change procedures.

### **B-13.4 How to Use the Dashboard Help File**

The Database Server **Dashboard Help File** is organized as follows:

#### **General Info**

#### **Database Dashboard Indicators**

#### **Tasks**

The **General Info** section includes general Dashboard usage information, the requirements for each of the indicators, and Help Desk contact information. The **Database Dashboard Indicators** section has a document for each indicator with a general description of the indicator, and specific troubleshooting steps. The **Tasks** section lists common tasks with a description of the task and the steps involved. The **Tasks** are general instructions that do not fit into the **Database Dashboard Indicators** section.

The Adapter Server **Dashboard Help File** is similarly structured, but with Adapter Server Dashboard requirements and indicator information.

The Dashboard Help File can be accessed via a ? button in the top-right corner of the Dashboard GUI. Clicking this button will open the Help File (entire contents). There is also a ? button on each of the **Alerts** popup window – this button will open the Help File to the specific page for that indicator.

### B-13.5 Database Server Dashboard Display

The screenshot displays a 'Database Server Dashboard' with a dark blue background and yellow text. At the top, the title 'Database Server Dashboard' is centered. Below it, the text 'Last Updated: 9/15/2010 8:03:27 AM' is shown. A table with two rows and six columns is displayed, containing database names and various identifiers. Below the table, there are eight status indicators arranged in a 2x4 grid, each with a green circular icon and a label. A 'Close' button is located in the bottom right corner.

| name          | clauseinstaller            | fpdis | sdi   | sybase       | sps             |
|---------------|----------------------------|-------|-------|--------------|-----------------|
| SPS_F01600_DB | 4.2 Clause Installer 0310b | 3.202 | 0110a | 15.0.2 ESD#6 | 4.2 Incr 2 SR10 |
| SPS_F04200_DB | 4.2 Clause Installer 0310b | 3.202 | 0110a | 15.0.2 ESD#6 | 4.2 Incr 2 SR10 |

Dashboard Status Indicators:

- Daily Dump Complete
- Weekend Log Complete
- Server Backups Successful
- SA Password
- Daily Log Clean
- Weekend Log Clean
- Disk Consistency Check
- Database Size

Close

**Database Server Dashboard Indicator Checks**

| <b>Indicator</b>          | <b>Indicator Checks</b>   | <b>Yellow</b>   | <b>Red</b>  |
|---------------------------|---|---|---|
| Daily Dump Complete       | Check timestamp of daily_log.out file                                 | File date is greater than 1 business day old                | File date is greater than 2 business days old                                 |
| Daily Log Clean           | Check hard fault/abort count in daily_log.out file                    |   | Count > 0   |
| Weekend Log Complete      | Check timestamp of weekend_log.out file                               |   | File date is greater than 7 days old  |
| Weekend Log Clean         | Check for MSG/ERR errors  |   | error exists  |
| Server Backups Successful | Check timestamp of last entry in (BrightStor) DatabaseBackup.log file | Last entry is more than 1 business day old                  | Last entry is more than 2 business days old                                   |
| Disk Consistency Check    | Verify status of monthly RAID consistency check                       |   | If there is no start or stop entry or if there are error entries for the run. |
| SA Password               | Check parameter file for System Administrator user IDs to be checked  | Account is unlocked and Password expires in 10 days or less | Account is locked or Password has already expired                             |
| Database Size             | Database allocated vs. actual used                                    |   | Free space remaining less than 5%   |

**Note:** For FTP errors the dashboard is looking for: "Not connected", "connection closed by remote host", 4xx, 5xx, and 202 messages.

Version Information: Displays the versions of Clause Installer, FPDS, SDI, Sybase, and SPS for each database.

**B-13.6 Adapter Server Dashboard Display**



**Adapter Server Dashboard Indicator Checks**

| <b>Indicator</b>          | <b>Suggested Check</b>   | <b>Yellow</b>   | <b>Red</b>  |
|---------------------------|--|---|---|
| ASF Running               | Check timestamp of last log entry  |   | Timestamp 1 hour or more old  |
| ASF Log Size              | Check size of log file   | size > 90% of 2048KB limit                                  | size > 2048KB limit   |
| EDA Created               | Checks for EDA Documents in idx files  |   | Document does not exist in an idx file.                                       |
| EDA Transferred           | Check FTP log  |   | Ftp error detected.   |
| Passwords                 | Account status of tuser1, adptadmin, and cdradmin. The system will automatically change these. If this indicator is red then there was a problem changing passwords. | Account is unlocked and Password expires in 10 days or less | Account is locked or Password has already expired                             |
| Server Backups Successful | Check timestamp of last entry in (BrightStor) DatabaseBackup.log file  | Last entry is more than 1 business day old                  | Last entry is more than 2 business days old                                   |
| Disk Consistency Check    | Verify status of monthly RAID consistency check  |   | If there is no start or stop entry or if there are error entries for the run. |
| CBIS Created              | Check CBIS log for creation of file  |   | File date is greater than 7 days old  |
| CBIS Transferred          | Check CBIS log transmission of file  |   | Ftp error detected.   |
| EZQuery Created           | Check timestamp of SPS.zip file  | Last entry is more than 1 business day old                  | Last entry is more than 2 business days old                                   |
| webMethods Services       | Status of Integration Server and Broker Monitor/Server   | Integration Server stopped, Broker Mon/Svr Services running | All services stopped  |
| Inbound FTP Successful    | Check spsi.cmd log file  |   | Ftp error detected.   |
| ABSS Successful           | Check PD2 database for existence of document   |   | Document does not exist in PD2  |
| IAPS Created              | One hour after a document is extracted (ext_tmosp in the buffer table) the Dashboard will look for a P* file that contains the contract.                             |   | Document does not exist in a P* file.   |
| IAPS Transferred          | Checks the ftp log file for errors   |   | Ftp error detected.   |
| XML Created               | Check Trading Networks for insertion   |   | Creation failed   |

|                    |  |  |                     |
|--------------------|--|--|---------------------|
| XML<br>Transferred | Check Trading Networks for FTP<br>status |  | Ftp error detected. |
|--------------------|--|--|---------------------|

**Note:** For FTP errors the dashboard is looking for: "Not connected", "connection closed by remote host", 4xx, 5xx, and 202 messages.

**Start/Stop ASF:** These buttons start and stop the ASF server as specified in the configuration file (Service vs. Application)

**Start/Stop webMethods:** These buttons start and stop the webMethods services. Note that the services take several minutes to start and stop. The progress can be monitored by using the Task Manager and observing the memory usage.

**Server Logs:** This button displays today's webMethods server log.

**Error Logs:** This button displays today's webMethods error log.

**Version Info:** This button displays the webMethods package versions.

## B-14 MANUALLY TRANSFERRING EDA FILES TO THE FTP SERVER

**Note: Most Air Force Contracting Offices use a Visual Basic script to transfer files to their FTP server. Information below can be referenced if the Visual Basic script is not working.**

When EDA files are generated on a shared network drive the files are saved to the D:\EDA directory on your Adapter Server.

Before attempting to copy the EDA files to the FTP server make sure you know the IP address, username, password used to access the FTP server as well as the directory to which the EDA files will be transferred. You may also need to know your base's UIC depending on the directory structure of your FTP server.

*Copy the EDA files from the Adapter Server (located in the D:\EDA directory) to the FTP server:*

1. Log into the Adapter Server and go to a Command Prompt (Start | Run| type: "CMD")
2. Change to the D: drive. Type "D:" and press <Enter>.
3. Change to the EDA directory. Type "cd \eda" and press <Enter>. The DOS prompt should change to "D:\EDA>".
4. FTP the files to the FTP server by running the FTP program. Type "ftp <ftp server IP address>". Replace <ftp server IP address> with the IP address of the FTP server. (Or name of the ftp server, i.e. ftp.maxwell.af.mil.)
5. When prompted for a username, enter the username.
6. When prompted for a password, enter the password. At this point you should see the "ftp>" prompt.
7. Change to the EDA directory. Type "cd ecpn/eda" and press <Enter>. At this point you should see the "'/ecpn/eda' is current directory" message. If your FTP is managed by your command then type, "cd ecpn/<base UIC>/eda".
8. At the "ftp>" prompt type "prompt" and press <Enter>. You will see the "Interactive mode Off." message.
9. At the "ftp>" prompt type "asc" and press <Enter>. You will see the "Type is ASCII (No subclass parameter defined, Non-Print used as default.)" message.
10. Transfer the .idx EDA files. Type "mput \*.idx". The .idx files will be copied to the FTP server. Note: FTP software will ask to confirm each file to be transferred. Type "Y" and hit <Enter>.
11. At the "ftp>" prompt type "bin" and press <Enter>. You will see the "Type is image (Binary)" message.

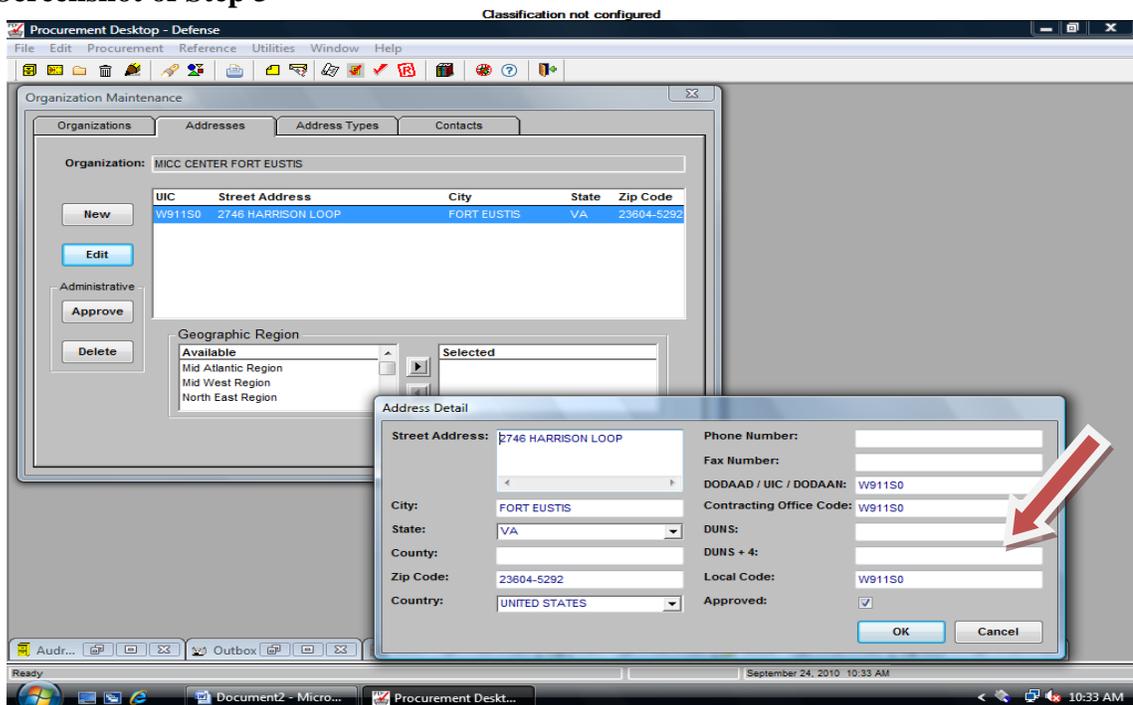
12. Transfer the .ps EDA files. Type “mput \*.ps”. The .ps files will be copied will be copied to the FTP server. Note: FTP software will ask to confirm each file to be transferred. Type “Y” and hit Enter key.
13. To verify that the files have been transferred, type “dir” and press <Enter>. A listing of all the EDA files will be displayed.
14. Exit the FTP program by typing “quit” and press <Enter>
15. Exit the Command Prompt by typing “exit” and pressing <Enter>.
16. Using Windows Explorer, create a new folder using the current date as the name, move the EDA files (.ps and .idx files) to the newly created directory

## B-15 SPS AF Procedures for CAR Creation on a Transferred Action (Dated 29 MAR 2011)

Provided are the Air Force recommended procedures for creating a CAR for a Transfer modification. The process requires that the losing site creates a mod to transfer the contract(s). It is NOT recommended by the Air Force for the losing organization to select “Transfer CAR” in the modification reason field in FPDS because it locks access to all prior data fields. It is recommended that the losing organization select “Other Admin Action” in the modification reason field instead.

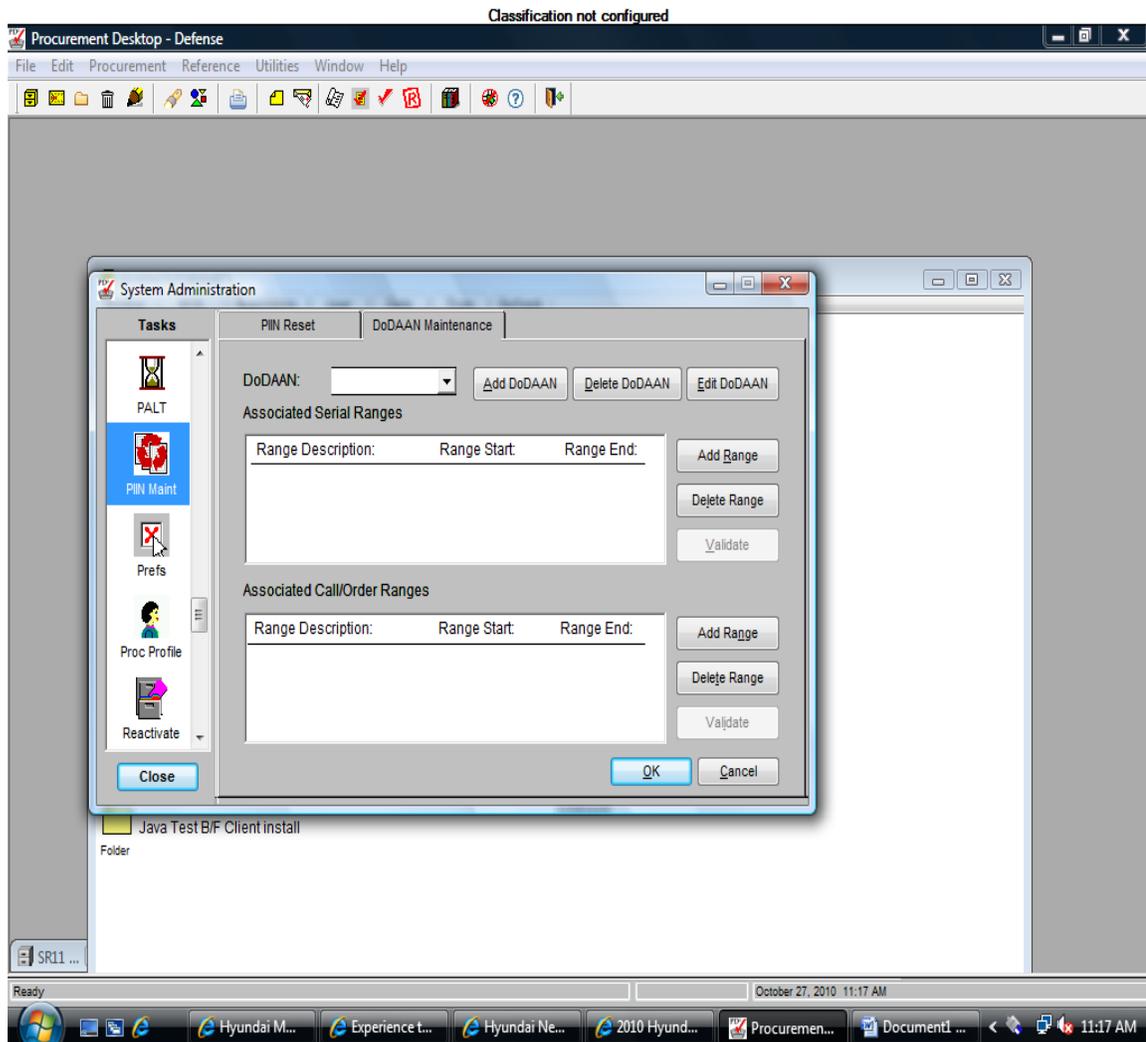
- **Step 1** – Losing Organization creates a transfer mod.
- **Step 2** – Receiving Organization inserts award(s) from the losing Organization.
- **Step 3** – Gaining Organization checks Organization Maintenance section of PD2 to ensure that the losing Organization’s DoDAAC has been inserted. (Note: If using XML to transfer, it should have automatically inserted the data of the losing Organization into PD2.) If it does not already exist, perform task by going to System Administrator → Other Organization Maintenance → Search and select the desired Organization → Click “Edit” button to view DoDAAC and other information. See Screenshot of Step 3.  
(Note: This step has to be done before the DoDAAC can be added in the Proc Profile).

### Screenshot of Step 3

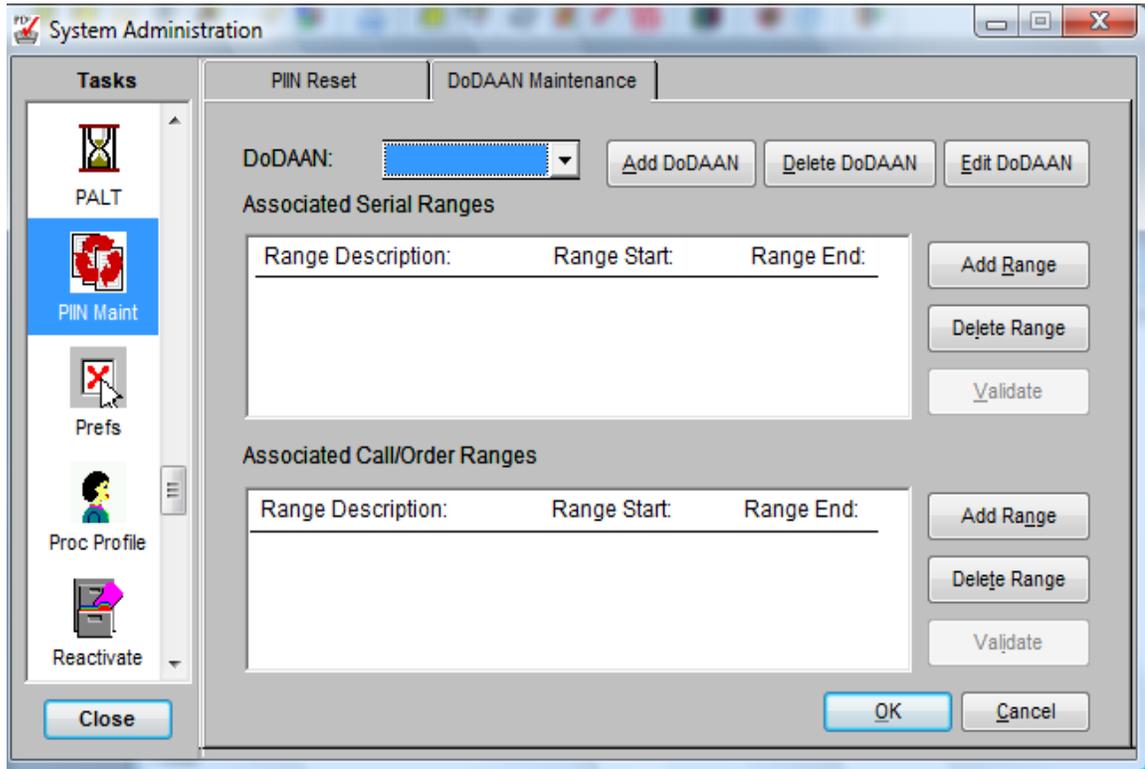


- **Step 4** – The losing Organization’s DoDAAC should be added in the user’s Proc Profile. For multiple users that will need access to the DoDAAC, go to Utilities → System Administration → PIIN Maintenance and select the DoDAAN Maintenance Tab → Click the “Add DoDAAN” button and proceed to add data (See Screenshots of Step 4a-c). After this task has been performed, the DoDAAC will appear in each user's Proc Profile under Available DoDAANs. The System Administrator will need to move the losing organization DoDAAC from “Available DoDAANs” to the “Selected DoDAANs” for each user individually. For single users, go to Utilities → System Administrator → Proc Profile → double click desired user → Click the “Select DoDAAN” button → Click the “Add DoDAAN” button → Add losing Organization DoDAAC → Click “OK” button and move the added Organization from the Available DoDAANs list to the Selected DoDAANs list, using the right arrow (See Screenshots of Step 4d-e).

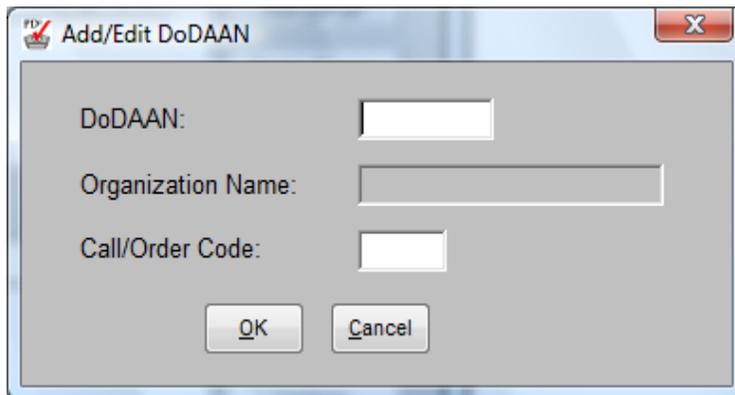
### Screenshot of Step 4(a) Adding a DoDAAC for Multiple users



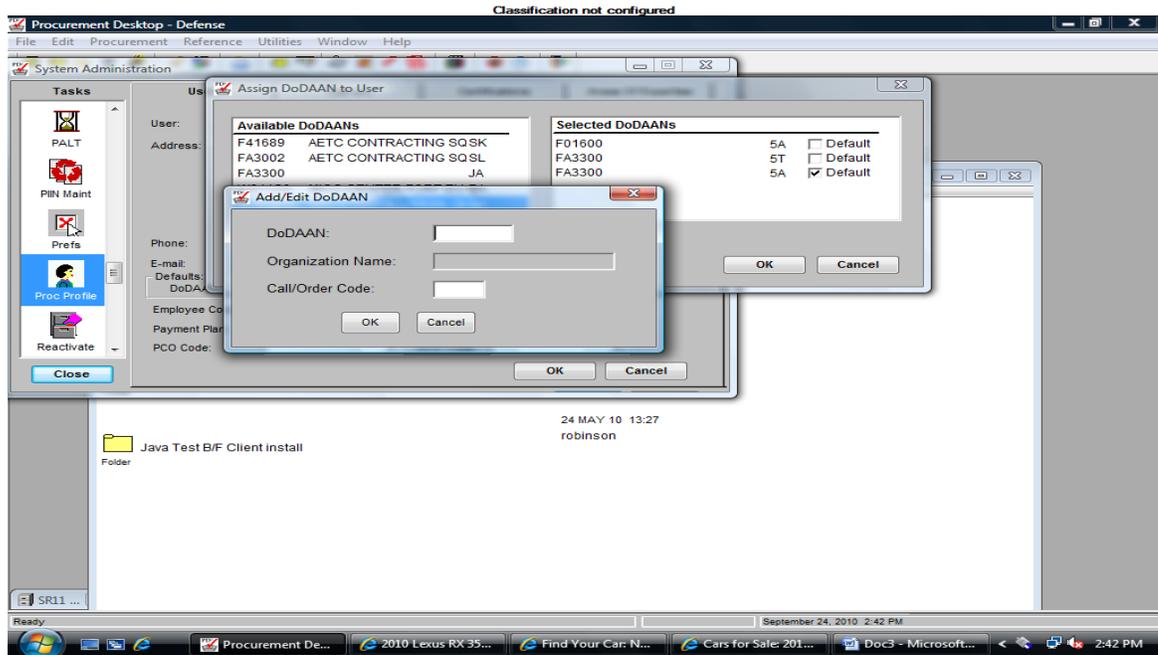
### Screenshot of Step 4(b)



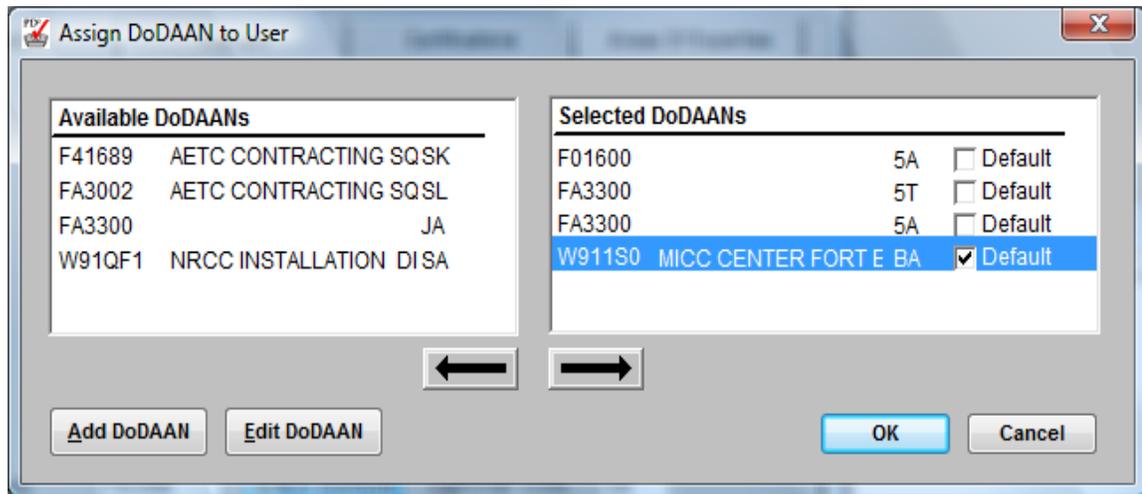
### Screenshot of Step 4(c)



**Screenshot of Step 4(d)**



**Screenshot of Step 4(e)**



- Step 5** – In the FPDS-NG task locate the user and select edit. Change the DoDAAC in the FPDS-NG User ID to read the DoDAAC from the losing organization and select “update user FPDS User Information on PD2 only”. Task can be performed by going to System Administrator → FPDS-NG → Click the NG User IDs Tab → Search and double click the user w/ the losing Organization’s DoDAAC listed → Under Update Type, select “Update FPDS-NG User Information on PD2 only”.

### Screenshot of Step 5

Update FPDS User ID/Password

User Name: Audrey Robinson

DoDAAC: W911S0 KO Role:  FPDS-NG User ID: audrey.robinson.FA3300@gunter.af.mil

FPDS-NG Password: \*\*\*\*\* Confirm Password: \*\*\*\*\*

FPDS-NG First Name: Audrey FPDS-NG Last Name: Robinson

FPDS-NG Agency Code: 5700 FPDS-NG Email Address: audrey.robinson@gunter.af.mil

Output XML:  Output Directory:

Update Type

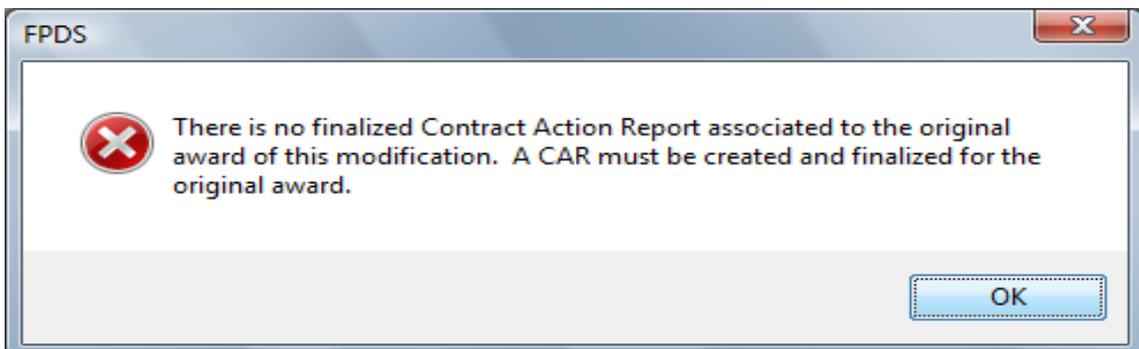
Update FPDS-NG User Information on PD2 and FPDS-NG

Update FPDS-NG User Information on PD2 only

OK Cancel

- **Step 6** – Modify the contract as needed ensuring that the issuing office of the modification is the receiving office’s DoDAAC NOT the losing organizations DoDAAC.
- **Step 7** – Insert the Award CAR into PD2, Highlight the award icon, select Procurement > FPDS-NG Reporting > Create CAR. You should receive a message stating “the CAR already exists, do you want to bring it into PD? Click yes, now the user should be able to create a CAR on their modification.
- **Step 8** – Create CAR for the new Mod when needed using the receiving office’s DoDAAC in the issuing office field of the CAR
- **Step 9** – If you receive the below error message (Screenshot of Step 9) when trying to create the CAR, verify that you have successfully created the CAR for the base award as outlined in Step 7. If you have done this and continue to receive the error contact your System Administrator. Your System Administrator will have to contact the SPS Helpdesk and request AFCST support.

### Screenshot of Step 9



# B-16 Zero Defects – FSC-NAICS-DoD Claimant Code Inter-Relationship (Integrity v6-2)

| NAICS<br>(Positions<br>1 & 2 & 3) | Description  | Valid FSC<br>(Position 1)                          | Valid DoD<br>Claimant Codes                             |
|-----------------------------------|--|--|---|
| 11                                | Agriculture, Forestry, Fishing, and Hunting                              | F  | S10   |
| 21                                | Mining   | F  | S10   |
| 22                                | Utilities  | M or S   | S10   |
| 23                                | Construction   | F, P, Y, or Z                                      | C20   |
| 236, 237                          | Construction   | Y or Z   | C20   |
| 238                               | Construction   | N, P, S, Y, or Z                                   | C20 or S10  |
| 31-33                             | Manufacturing  | A, J, N, T or must be a numeric value (0-9)        | <> C20  |
| 42                                | Wholesale Trade  | Must be a numeric value (0-9)                      | <> C20 or <> S10  |
| 44-45                             | Retail Trade   | Must be a numeric value (0-9)                      | <> C20 or <> S10  |
| 48-49                             | Transportation and Warehousing   | A, J, M, R, S, V, or X                             | S10   |
| 51                                | Information  | D, M, R, S, T, U, or must be a numeric value (0-9) | <> C20  |
| 52                                | Finance and Insurance  | G or R   | S10   |
| 53                                | Real Estate and Rental and Leasing                                       | E, V, W, or X                                      | <> C20  |
| 54                                | Professional, Scientific and Technical Services                          | A, B, C, D, H, L, R, or T                          | ANY CODE  |
| 55                                | Management of Companies and Enterprises                                  | M or R   | S10   |
| 56                                | Administrative and Support and Waste Management and Remediation Services | A, F, H, J, M, N, P, R, S, W, or Z                 | S10 or C20  |
| 561621                            | Security Systems Services (except Locksmiths)                            | F, H, J, M, N, P, R, S, W, Z, or 6350              | S10 or C20 (however, C20 is not allowed if FSC is 6350) |
| 61                                | Educational Services   | R or U   | S10   |
| 62                                | Health Care and Social Assistance  | G, Q, or V <b>add R</b>                            | S10   |
| 71                                | Arts, Entertainment and Recreation                                       | G  | S10   |
| 72                                | Accommodation and Food Services  | J, S, V, or X                                      | S10   |
| 81                                | Other Services (except Public Administration)                            | B, D, G, J, K, N, S, T, or U <b>add R</b>          | S10   |
| 92                                | Public Administration  | A, B, R, or S                                      | S10   |

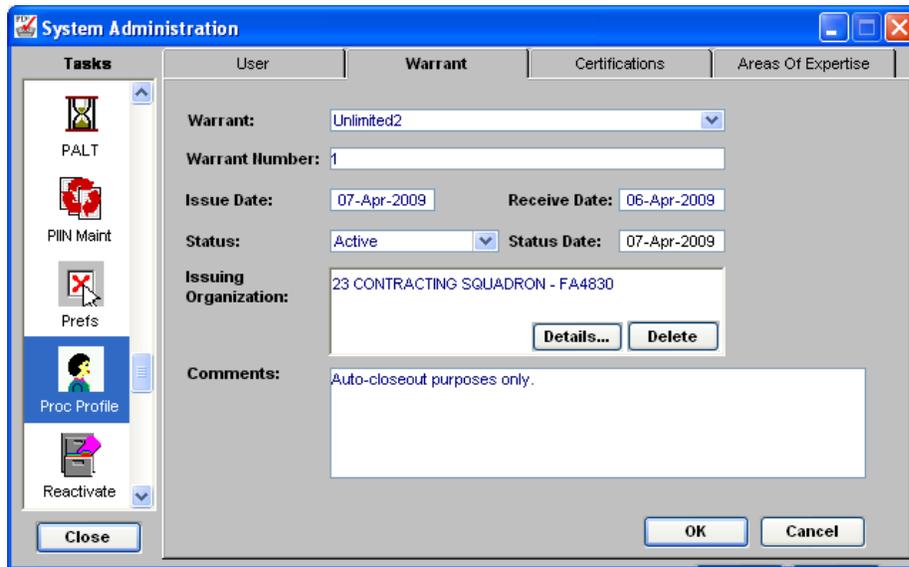
Also: 1) FSC 6350 with NAICS 561621 is not mandatory, but is permissible. With this combination, the DoD Claimant Code must be S10.

Also: 2) FSC 6025 is absolutely prohibited as it results in rejects from J001.

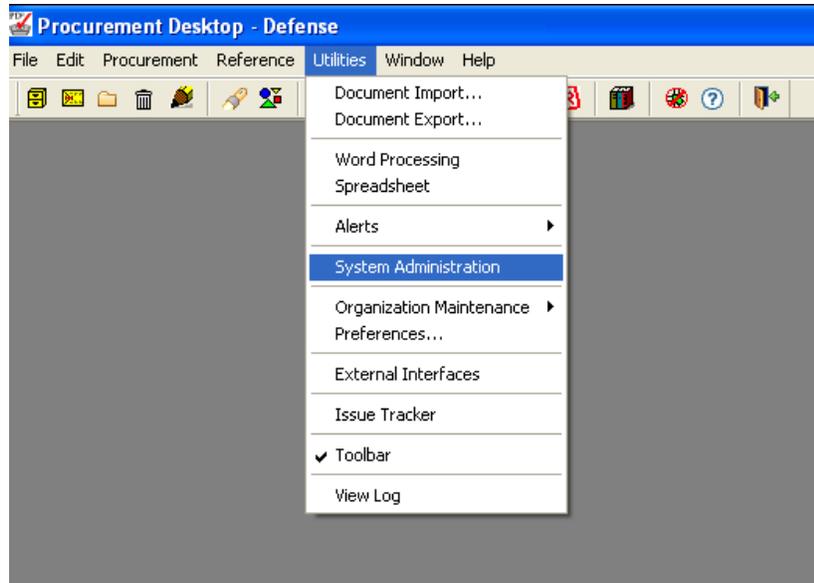
# B-17 Auto Closeout Procedures

## B-17.1 Auto Closeout

1. Preparation
  - a. Identify (or establish) cabinets that will contain the purchase/delivery orders that will be auto-closed. For example: put all PO/DO's in a specific FY cabinet. Create cabinets for FY00, FY01, FY02, etc. and put the applicable orders in each of these cabinets.
  - b. Whoever is running the Auto-Closeout Task is required to have a warrant in their ProcProfile. NOTE: If a SysAdmin is going to run the task, give the user a warrant and put "AUTO-CLOSEOUT PURPOSES ONLY"



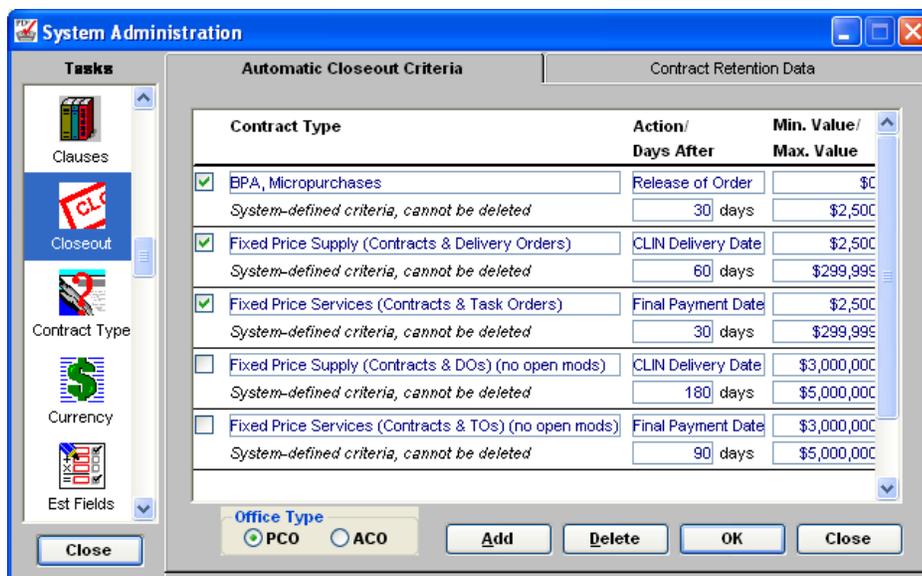
- c. Go to UTILITIES > System Administration



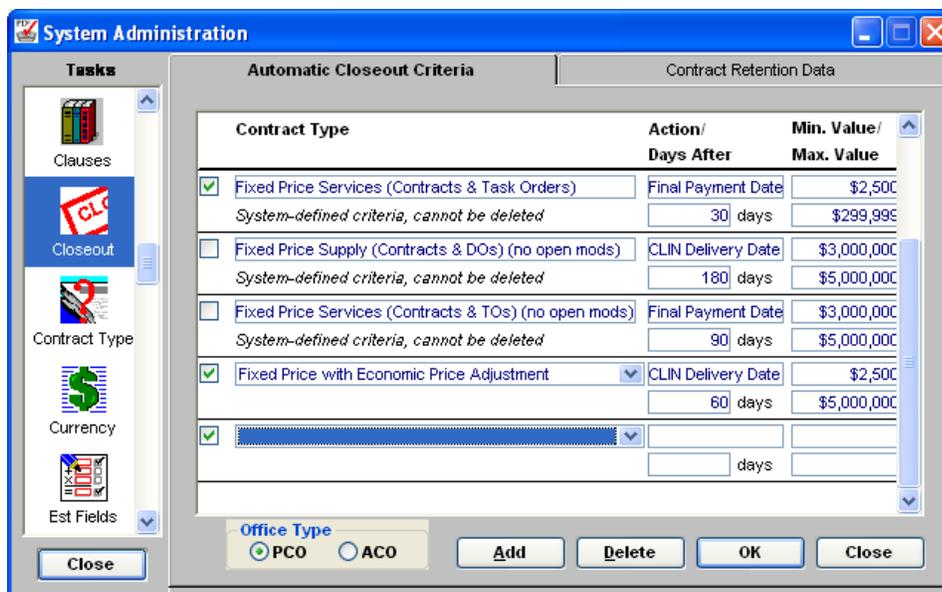
- d. Scroll down and select the CLOSEOUT Task



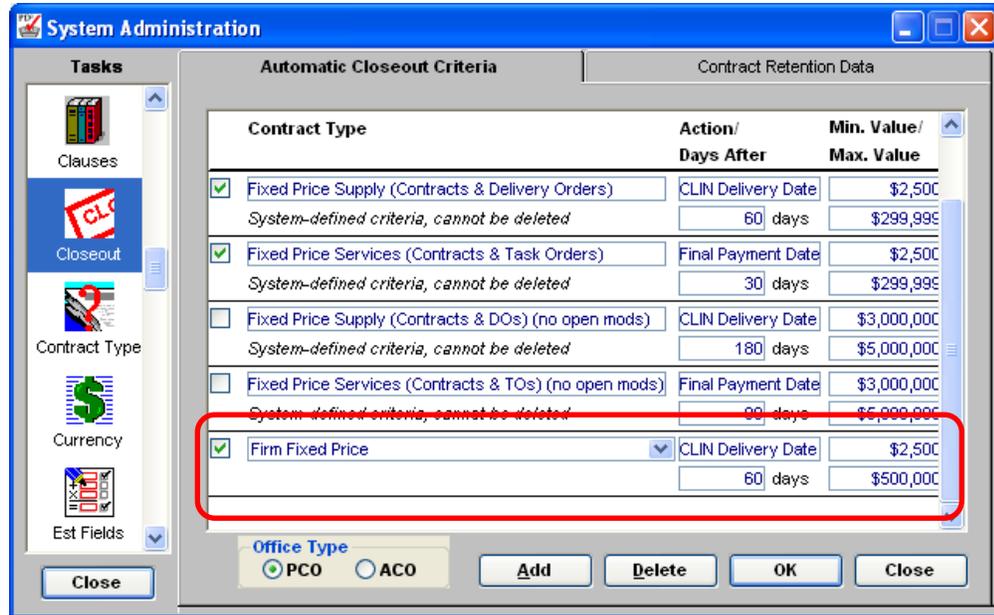
- e. Click on the CLOSEOUT TASK



- f. Click on the ADD button to add a new contract type. A new field will open.



- g. Input the following information into the appropriate fields
- ✓ Click on the dropdown window and select FIRM FIXED PRICE
  - ✓ In the ACTION/DAYS AFTER type in CLIN DELIVERY DATE and 60 in the days field
  - ✓ In the MIN. VALUE/MAX. VALUE fields put \$2,500 in the MIN and \$500,000 in the MAX
- h. Click OK. Reopen the CLOSEOUT Task and make sure there is a check mark next to the FIRM FIXED PRICE Contract Type just entered and all values are correct. NOTE: Office type will be PCO

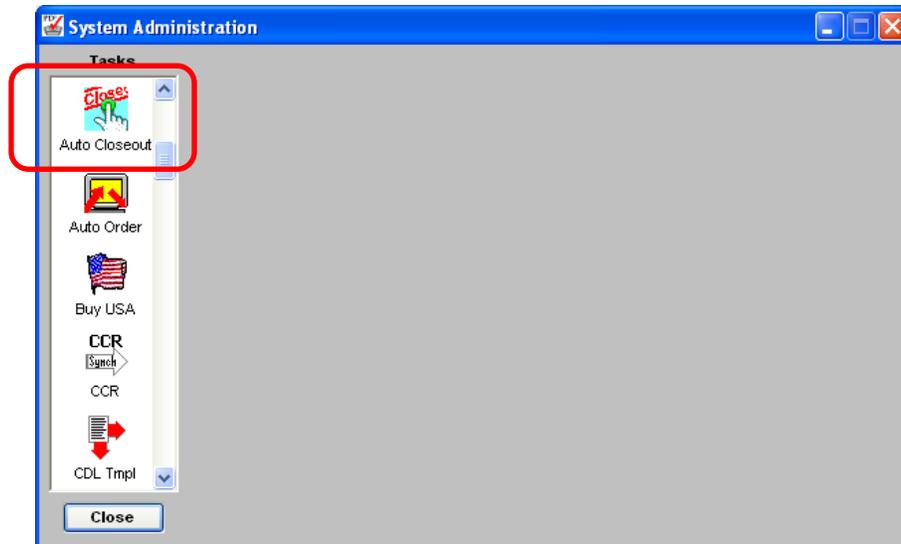


2. Preview

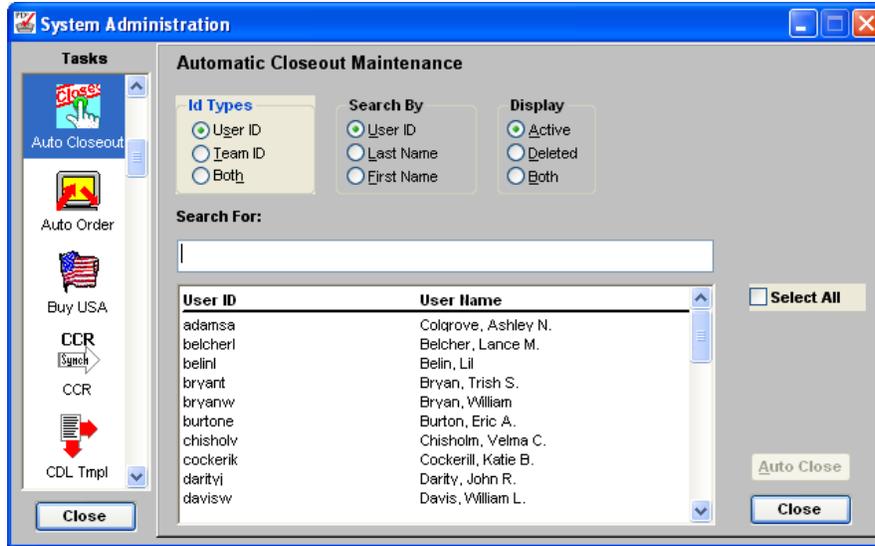
- a. Open each of the cabinets that contain the PO/DO's that will be auto-closed.
- b. Random check folders to make sure correct documents are in each of the cabinets.
- c. I recommend that you run a report to list all of the purchase/delivery orders that are available for close-out. You can then use this report to insure the auto-closeout worked. Reports are attached.

3. Run Auto-Closeout

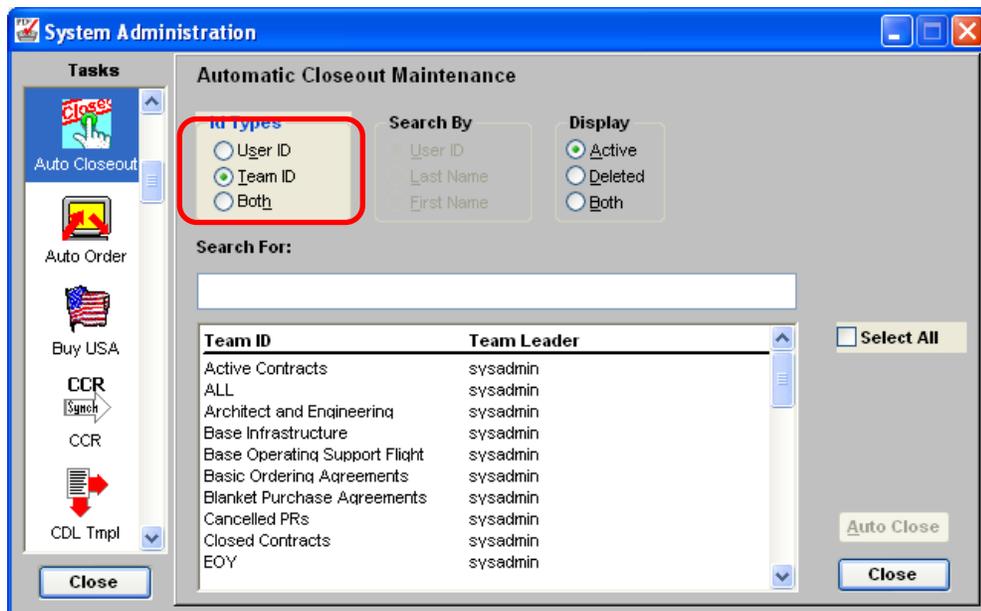
- a. Go to UTILITIES > System Administration
- b. Scroll down and select the AUTO CLOSEOUT task



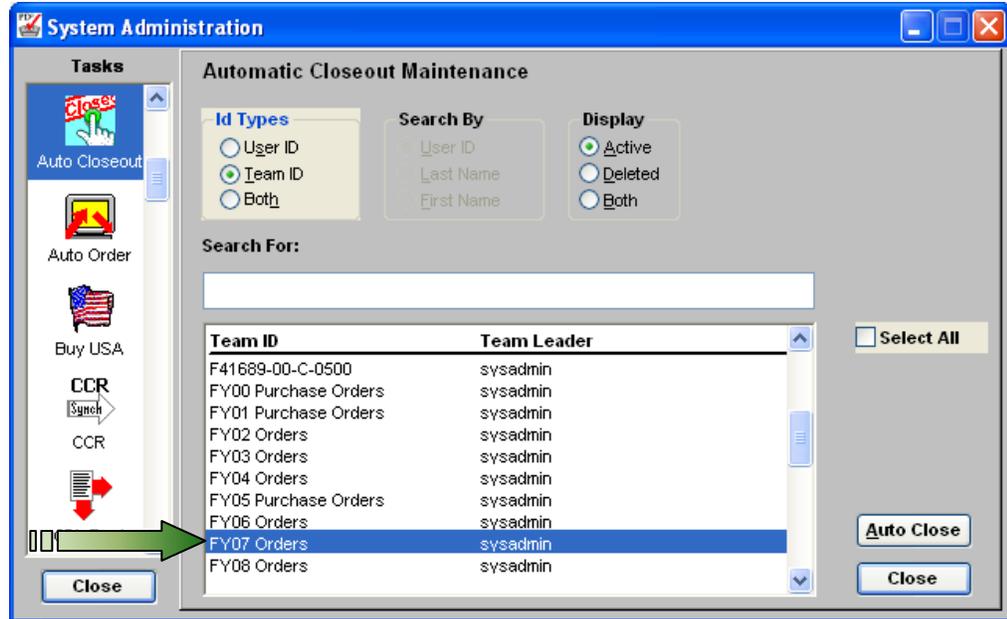
- c. Click on the Task icon



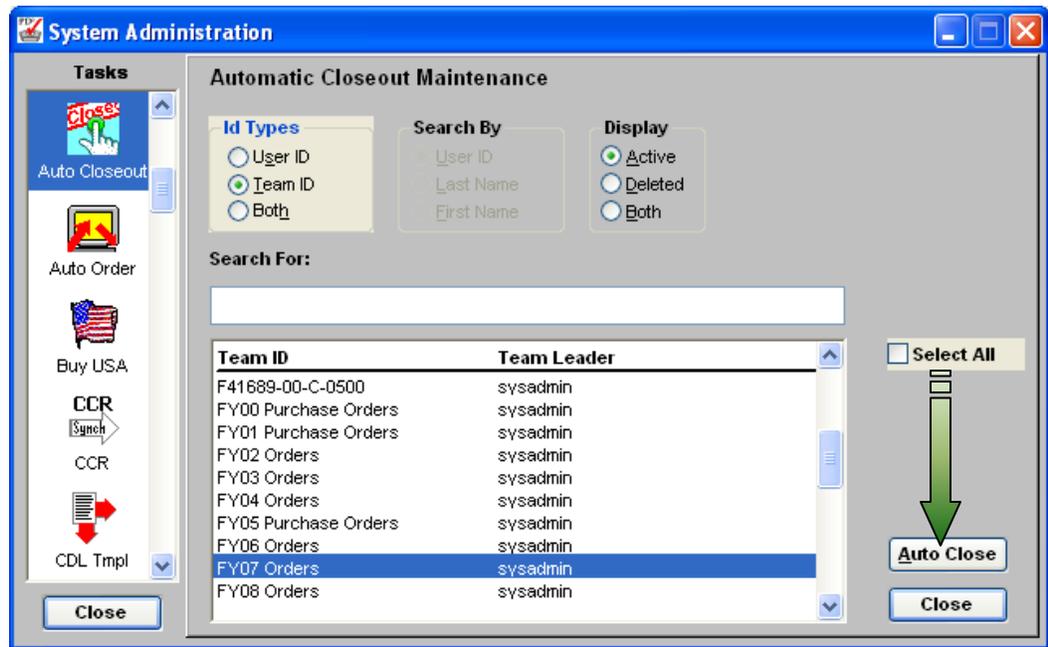
- d. Under ID TYPES, click on TEAM ID



- e. In the lower window, scroll down until you find the cabinet you are looking for. In this example, it will be FY07 Orders and highlight the cabinet.



- f. Click on the Auto Close button



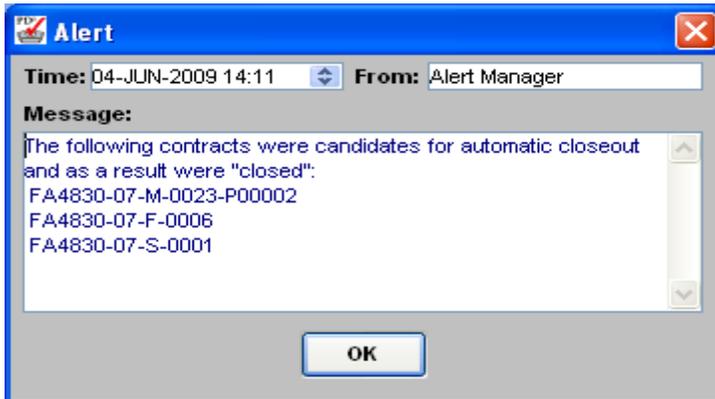
- g. In the status bar, in the lower left corner of the window, you will find that the auto-closeout is running in the specified folder.

Running Automatic Closeout for user FY07 Orders...

- h. NOTE: Before I ran auto-closeout, I checked to see what PO/DO's were not closed in this cabinet. One of the orders was FA4830-07-F-0006 and it is now closed. The RELEASED was change to CLOSED OUT. NOTE: A DD 1594 WAS NOT created.

| Number           | MCN | Description  | User | Date | Type | Refresh       |
|------------------|-----|--|------|------|------|---------------|
| FA4830-07-F-0006 |     | FY 07 Lease Vehicles - 38th Rpt<br>Commercial Delivery Order (SF 1449) |      |      |      | 04 JU<br>rada |
| FA4830-07-F-0006 |     | FPDS-NG Contract Action Report<br>FPDS-NG Report                       |      |      |      | 04 A<br>feaz  |

4. The user who processed the auto-closeout will receive an alert listing all orders that were closed out.



NOTES:

1. Only run auto-closeout on cabinets. Not userids. You may close something that should not be closed.
2. Do not run auto-closeout on large dollar contracts. These contracts require documentation to be closed and there is a process that must be followed.
3. If a DD1594 has been started and not completed on the order, the auto-closeout will not process. Either delete the incomplete DD1594 or continue with manual close-out process.
4. I do not recommend running auto closeout on current year PO/DO's unless requested by CO or contract administrator.
5. If time permits, return to the cabinet the auto-closeout was processed against and code all of the folders containing closed PO/DO's as CLOSED.

