

DD350 System Administrator Guide

October 1, 2002



**PROGRAM OFFICE
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ADMINISTRATIVE TASKS

The administrative tasks menu selection can only be accessed after entering the correct password. . To access the program “click” on the “Administration” button or press “d” on the keyboard. **NOTE: MORE THAN ONE PERSON CAN USE THIS PROGRAM AT A TIME.**

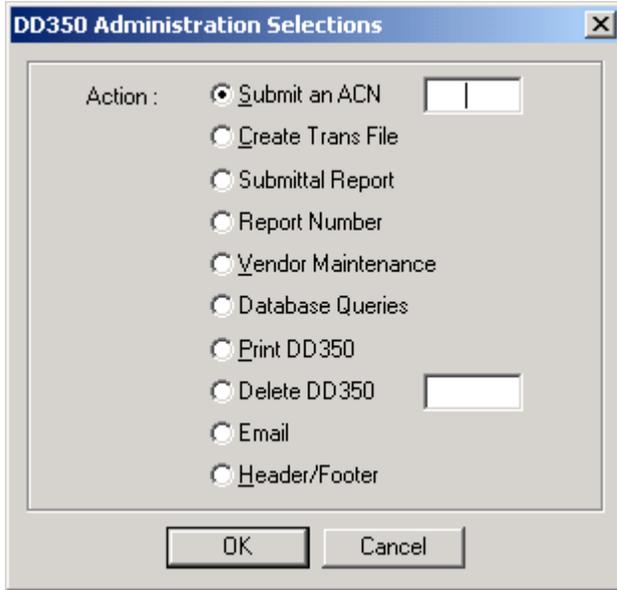


Because of the importance of this process you must enter the appropriate password to continue. Call Pam Gard at MSG/PIH, DSN 777-9011 or (801) 777-9011 to obtain the password.

The first screen will prompt you to enter a password.



After entering the correct password the following options are available:



1. SUBMIT AN ACN.

The submittal routine is the process that takes a completed DD350 and assigns a report number (block A2), action date (block B3) and date of submittal (block F4). After input of the automated control number (ACN) one of four processes will happen. The DD350 or ACN doesn't exist in the database, the DD350 has errors and cannot be submitted until the errors are corrected, the DD350 has already been submitted or the DD350 exists and you are ready to continue through the process.

If the DD350 or ACN does not exist, this message will display:



You must select "OK" to continue. The ACN must match a record in the DD350 database to continue.

If the ACN that is entered is flagged in the database with errors the program will display an error stating the DD350 has errors and must be returned to the buyer.

If the DD350 has already been transmitted you will see this message:



There are times when you have to make changes to a transmitted DD350 and retransmit it. If this is the case, select "YES" and the DD350 will be added to the transmittal file. However, the program will not assign a new report

number, action date or transmittal date. This information is forwarded from the original data. If you do not want to retransmit select “NO” and the program will let you enter another ACN.

If the DD350 exists and you are ready to continue the process, after the ACN is input a verification screen will display.

DD350 Submittal Menu

Enter ACN

ACN Number : 1138 Occurrence Number : 02

Contract Number : F4260802C8222

Modification/Order Number :

Verify Dates

Report Number : 0000

A3B. Contracting Office Code : OGE 10

B3. Action Date : 2002/03/08

F4. Submittal Date : 2002/03/08

Submit Cancel

The user needs to verify the ACN/occurrence number and the contract / modification number. This information cannot be changed. If the data on the screen doesn't match the data on the DD350 press cancel and enter another DD350.

If the contract information does match, verify the A3B/Contracting Office Code, B3 Action Date and F4 Submittal Date. Use the calendar button to the right of the date or manually enter the appropriate information. The Contracting Office Code has been added because the report number is based on the office code. If the office code is not correct the report number will be incorrect. You cannot change the office code in this routine. You must exit, recall the ACN of the DD350, correct the office code and then submit the DD350 to get the correct report number. The B3/Action Date is the actual date the contract was awarded. The F4/Submittal Date is the date the DD350 is submitted. Note that the report number is blank at this point. When the dates are correct press “Submit”. At this point the dates entered are validated to make sure they pass the DD350 edit criteria. If the dates don't pass the edit routine a message will display telling the user that the dates don't pass the edit criteria and allow the dates to be entered again. If the information is correct the DD350 is added to the submittal file and the DD350 database is updated to include the Report Number, B3 Action Date and F4 Submittal Date for the ACN entered. This screen will display with the report number assigned to the DD350.

ACN Submittal Success

ACN successfully submitted, annotate Report Number for your records.

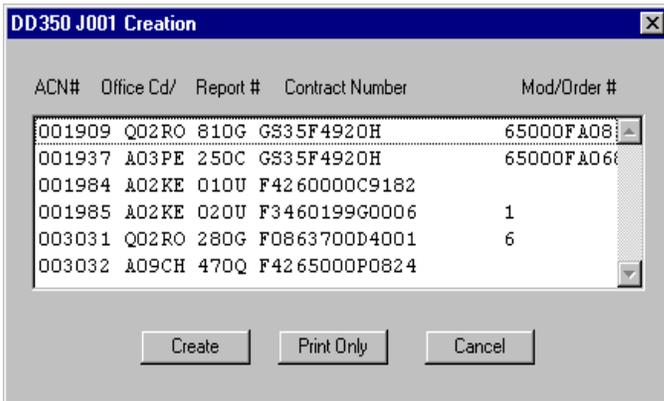
OK

If a user tries to submit a DD350 and the following error displays, it means that someone has the report number table open and they need to wait a minute and try again. This allows more than one person to be in the submittal routine without getting duplicate report numbers.



2. CREATE J001 FILE.

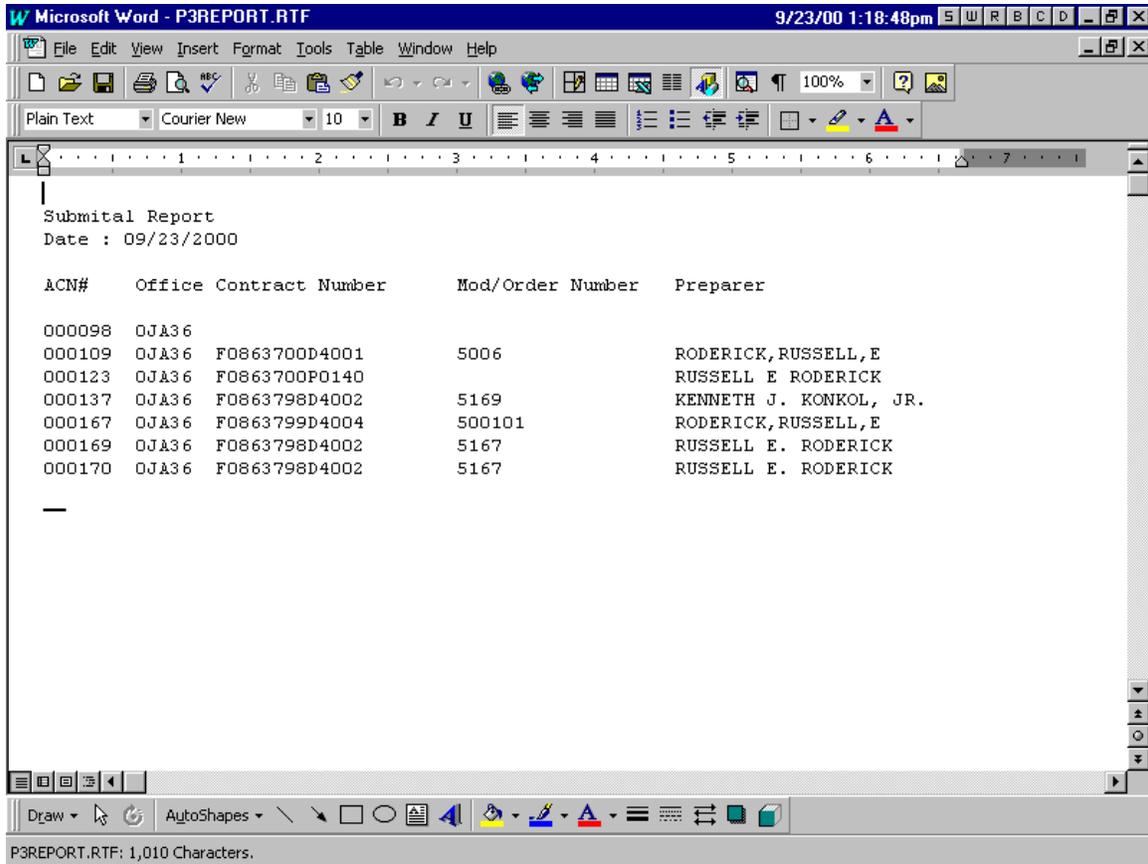
When you have entered all DD350's that you want to transmit select the "Create J001 File" radio button. This will take you to a screen that will display all the DD350's that have been submitted and are waiting to be transmitted.



To create a J001 transmittal file select "Create". This will put the data in the correct format and assign it a batch number. The batch will then be transmitted through FTP. The program will take you to WORD and display a report of all the DD350's in this particular transmittal file. It is recommended that you print the report and save for future reference. If you are not ready to create the J001 file but want a print of all the records waiting to be transmitted select "Print Only". This will print what is displayed in the box. To exit this screen without any action press "CANCEL".

3. SUBMITTAL REPORT.

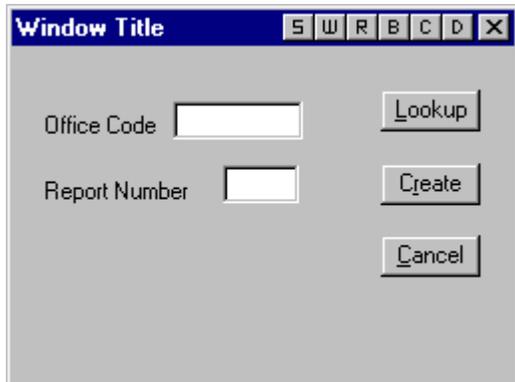
This process looks at the DD350 database and prints a list of all DD350s that have been created but not submitted to J001, or DD350s that have a blank or zeros in block F4 Submittal date. When a canceling/correcting Dd350 is created blocks A2 and B3 write from the original to the correcting/canceling DD350. In order to make sure all of the (cancel/correct) DD350s are sent to J001 this report looks for all records that do not have a submittal date.



4. REPORT NUMBER.

There are two ways to establish a report number table. If it is the beginning of a fiscal year and you want your report numbers to start at “0001” you need do nothing. The program is designed to read the office code of the first DD350 that you submit and start a report number table at “0001”. For example; if your office code is “0GE20” then the program will write that code from block A3B/Contracting Office Code of the first DD350 that you submit and will start the sequence at “0001”.

If you don’t want your report numbers to start at “0001” then select “REPORT NUMBER” and then “OK”.



Type in the office code for your activity, tab to report number and enter the last report number used, and then select “CREATE”. This will start the numbering sequence. For example: office code “OGE20” is entered with “0010” for the report number. When I submit my first DD350 the program will assign report number “0011” and be sequential from there.

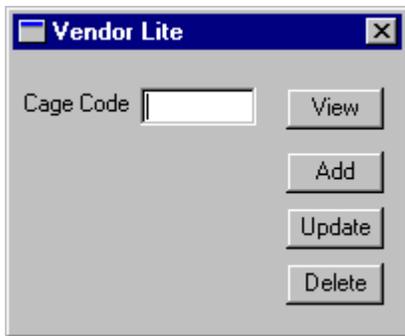
If you are not sure if your office code has been established, enter the office code and select “LOOKUP”. A screen will display the last number assigned or will tell you the office code doesn’t exist.

5. VENDOR MAINTENANCE.

The vendor database is created once a week through a process that reads the main Central Contractor Registration (CCR) file. You should not award a contract or prepare a DD350 if the vendor is not registered in CCR. However, there are always exceptions to the rule. For example, if the vendor is foreign they are not required to register in CCR but you can’t create a DD350 without the vendor information in the database. The file maintenance process will allow you to enter these vendors. The program will not allow you to change or alter the information that comes from CCR at all. You can only view the CCR information.

1. How to Start.

To access this process go to the main menu of the DD350 software and click on the “ADMINISTRATION” button. The vendor maintenance process is not available to a normal user. You must be able to access the “ADMINISTRATION” portion of the software to use the vendor file maintenance. After successful entry of the password, click on “Vendor Maintenance” and then “OK”. This box will display:



There are four options available; view information to a specific CAGE code, add a new vendor, update the information or delete a vendor. The add, update and delete options will not work for a vendor that was read from the CCR file. If you try to use these options on a CAGE code that was input from the main CCR file, a message box will display telling you that you can’t alter a file that was read from CCR.

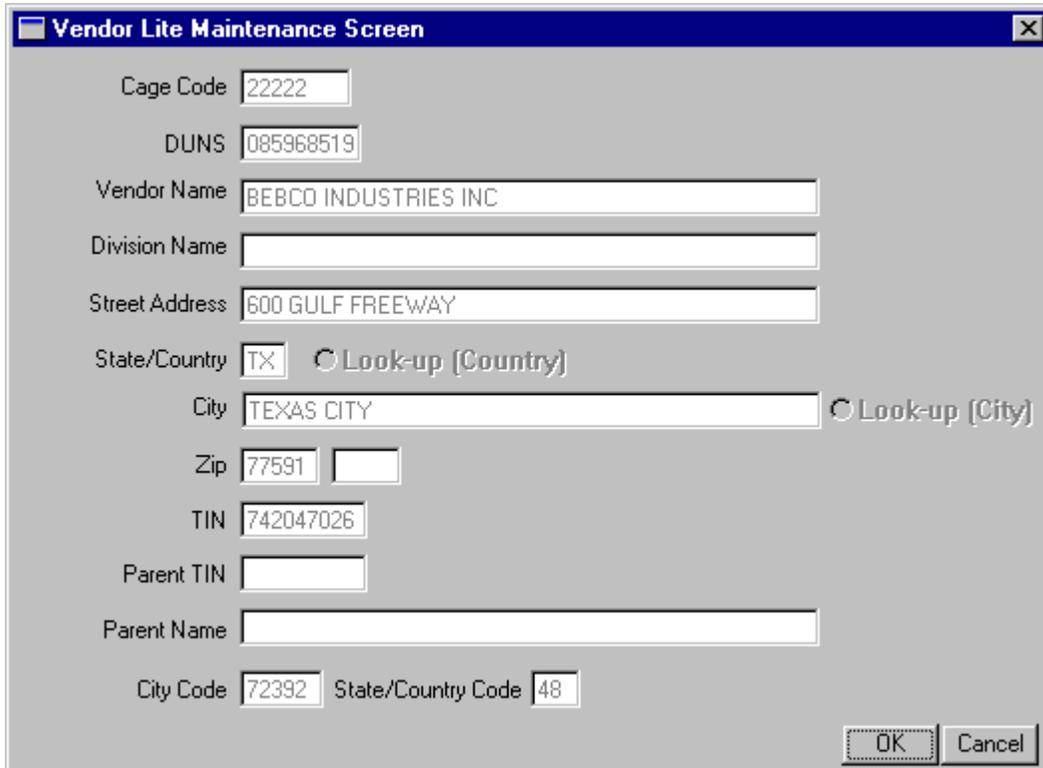
NOTE: If you are awarding a contract to a classified foreign contractor or a classified domestic contractor you must enter the vendor information as follows:

CLASSIFIED FOREIGN CONTRACTOR – Use CAGE code 9JJJ9 with a DUNS number of 790238851. You must TAB after you input the DUNS to get the state/country code of ZZ All other vendor information is left blank.

CLASSIFIED DOMESTIC CONTRACTOR – Use CAGE code 9AA9 with a DUNS number of 790238638. You must TAB after you input the DUNS to get the state/country code of 98. All other vendor information is left blank.

2. VIEW a Vendor

To see information on a specific vendor, enter a five position CAGE code and select “VIEW”. If the vendor is in the database a screen will display.

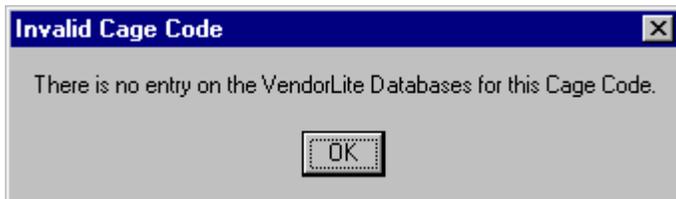


The screenshot shows a window titled "Vendor Lite Maintenance Screen" with the following fields and values:

Cage Code	22222
DUNS	085968519
Vendor Name	BEBCO INDUSTRIES INC
Division Name	
Street Address	600 GULF FREEWAY
State/Country	TX <input type="radio"/> Look-up [Country]
City	TEXAS CITY <input type="radio"/> Look-up [City]
Zip	77591
TIN	742047026
Parent TIN	
Parent Name	
City Code	72392
State/Country Code	48

Buttons: OK, Cancel

To exit this screen click “OK”. If the vendor doesn’t exist a message box will display.



The screenshot shows a message box titled "Invalid Cage Code" with the following text:

There is no entry on the VendorLite Databases for this Cage Code.

Button: OK

3. ADD a vendor

Input a five-position CAGE code and click on “ADD”. If the vendor you are trying to add is already in the database a message block will display.



If this CAGE code was entered from the automatic feed from CCR you can only view the information. If it is a CAGE code you entered manually from this file maintenance routine you can update or delete the information only. If the CAGE code does not exist then a screen will display that allows manual input of all the vendor information. First you will be asked if the vendor is foreign.



If the vendor is foreign you are not required to have a numeric city or state code and the zip code can be blank. Otherwise the data entry fields must be completed as follows:

Vendor Lite Maintenance Screen

Cage Code

DUNS

Vendor Name

Division Name

Street Address

State/Country Look-up [Country]

City Look-up [City]

Zip

TIN

Parent TIN

Parent Name

City Code State/Country Code

OK Cancel

DUNS – This is a nine position numeric field that must pass a specific algorithm. An error message will display if the number entered is incorrect.

Vendor Name – Enter the vendor’s name.

Division Name – This field is not always available and can be left blank.

Street Address – Enter the street address or PO Box for the vendor.

State/Country – If the vendor is **not** foreign enter the two position alpha abbreviation for the state that the company resides in. If the vendor is foreign enter the two position alpha abbreviation for the country. There is a lookup feature for the valid country codes if they are not known. Click the radio button to the right of the field to see all valid country codes. If the vendor is **not** foreign, after the two position alpha state code is entered, the applicable numeric state code will be input at the bottom of the screen in the State/Country code box.

City – Enter the city name or at least one character of the city name and then select the “Lookup” radio button to the right of the city field. The correct numeric city code is important and because you can have several versions of the city name within a state you need to lookup and select the specific city you want. Based on what you select, the appropriate five-position numeric city code will be input in the box at the end of the screen.

Zip – If the vendor is not foreign they must have at least a five-position zip code.

TIN – This is a nine position numeric field.

Parent TIN – This is a nine position numeric field.

Parent Name – Enter the name of the parent company if known.

City Code – This is a five position numeric field that is automatically input from the city identified above. If the vendor is foreign this field is blank. To change this field you must change the city name, lookup the city name and select the correct code through the lookup process.

State/Country Code – This is a two position numeric field that is automatically input from the state identified above. If the vendor is foreign the alpha country code will display. To change this field you must change the country or state alpha code identified above.

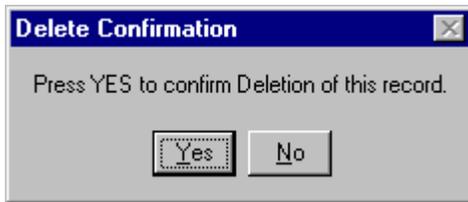
If all entries are correct click “OK” to add the record to the vendorlite database. If you don’t want to add the record click “CANCEL”.

4. Update a vendor.

You can only update a vendor that has been manually entered. You cannot update any vendor that has been read from the master CCR file. If one of these vendors has incorrect information, the vendor must go to CCR and correct the entries. After updating the information, click “OK” to save the changes or “CANCEL” to exit without making any changes.

5. Delete a vendor.

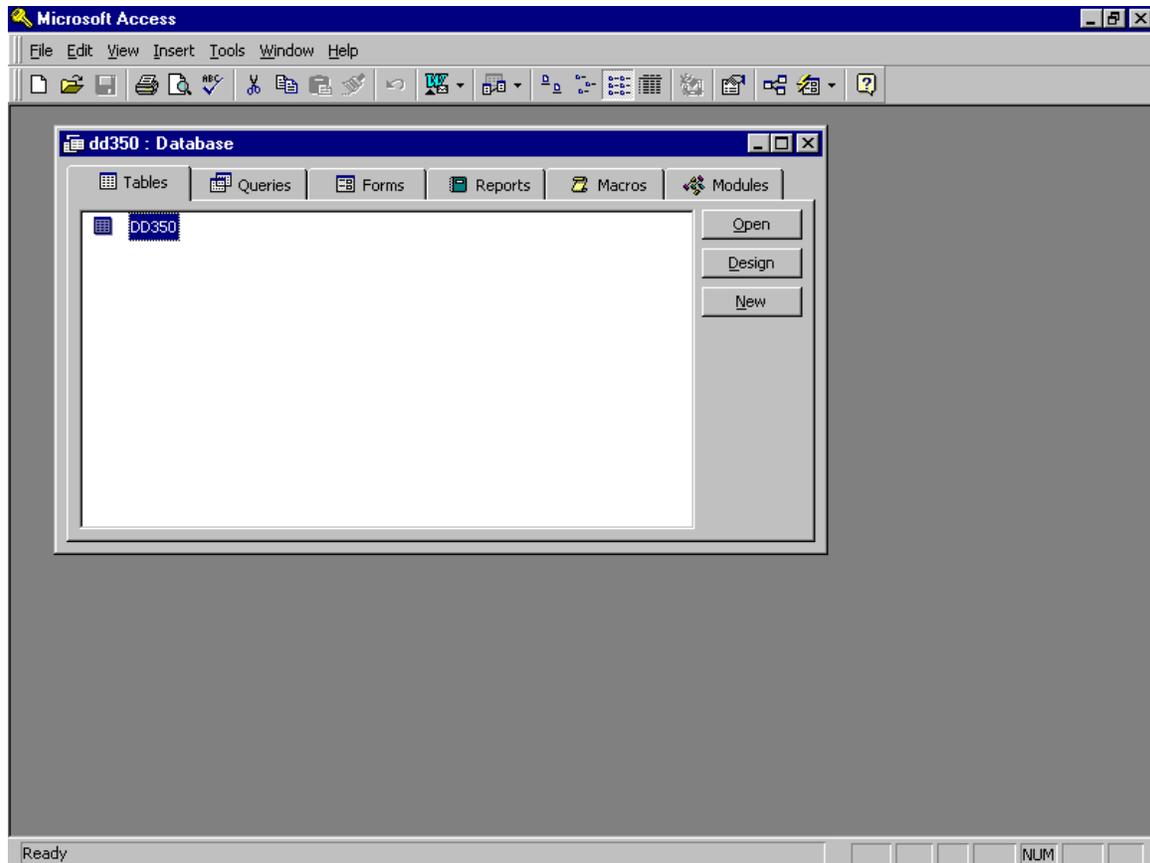
You can only delete a vendor that has been manually entered. You cannot delete a vendor that has been read from the master CCR file. Enter the CAGE code and then click “DELETE”. The following message box will display.



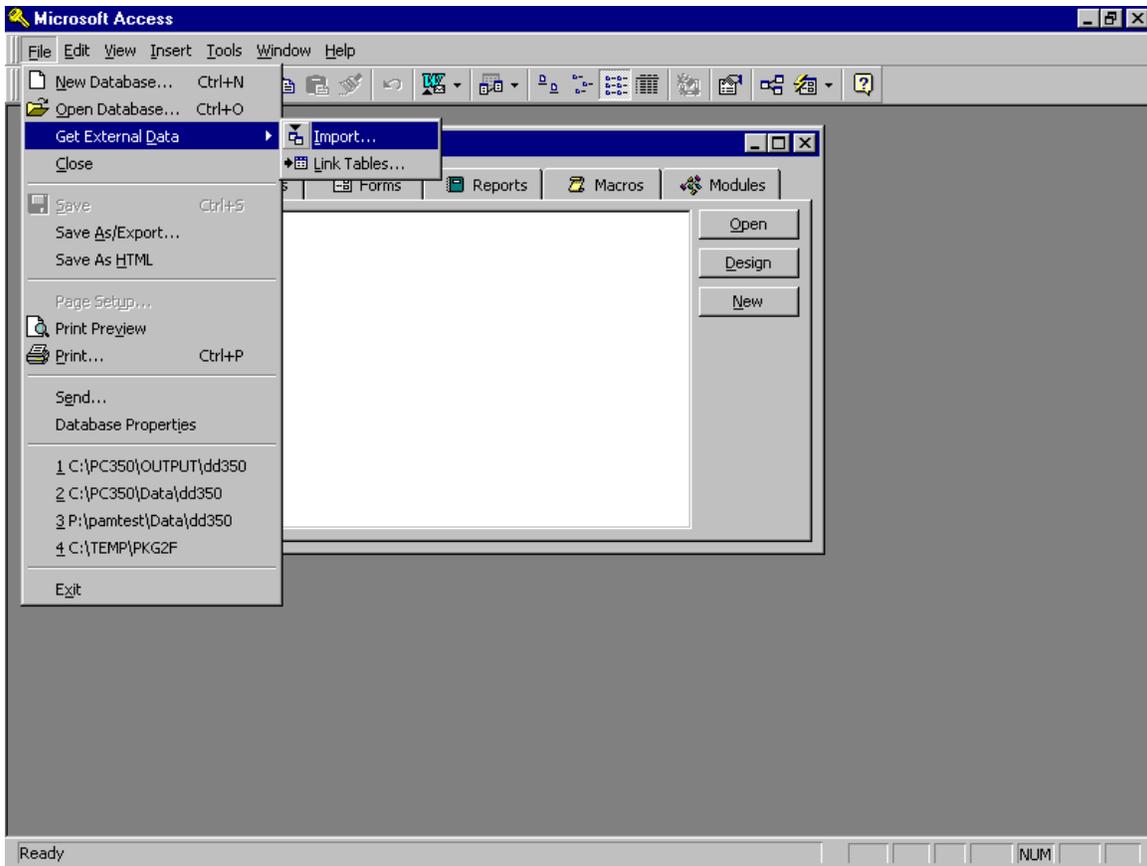
If you select “YES” the vendor will be deleted. If you select “NO” the vendor will not delete.

6. DATABASE QUERIES.

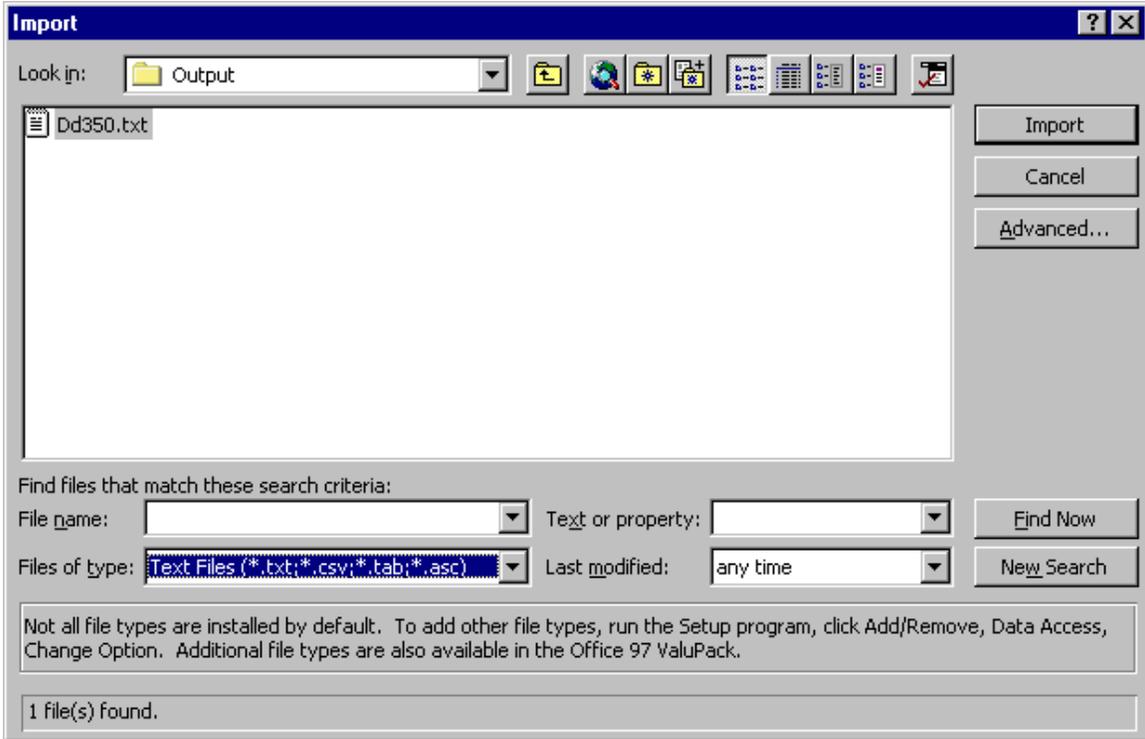
This process will take the DD350 database and create a common delimited format that you can import to ACCESS for report capabilities. When this button is selected a process takes you to ACCESS.



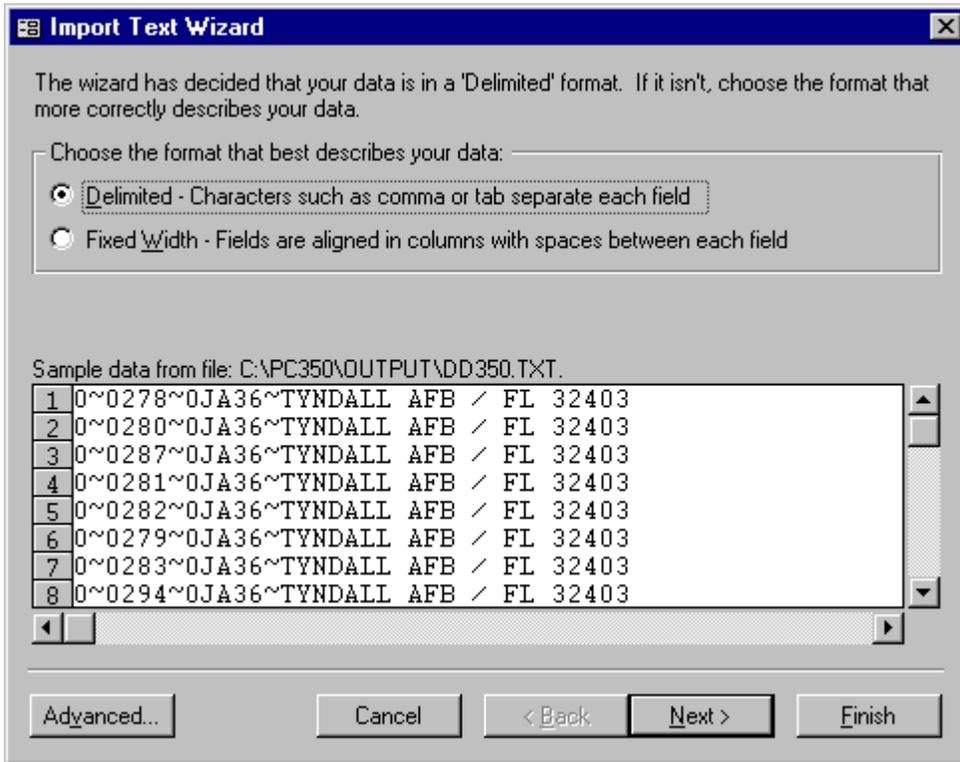
Select FILE from the top left corner and GET EXTERNAL DATA/IMPORT from the drop down box.



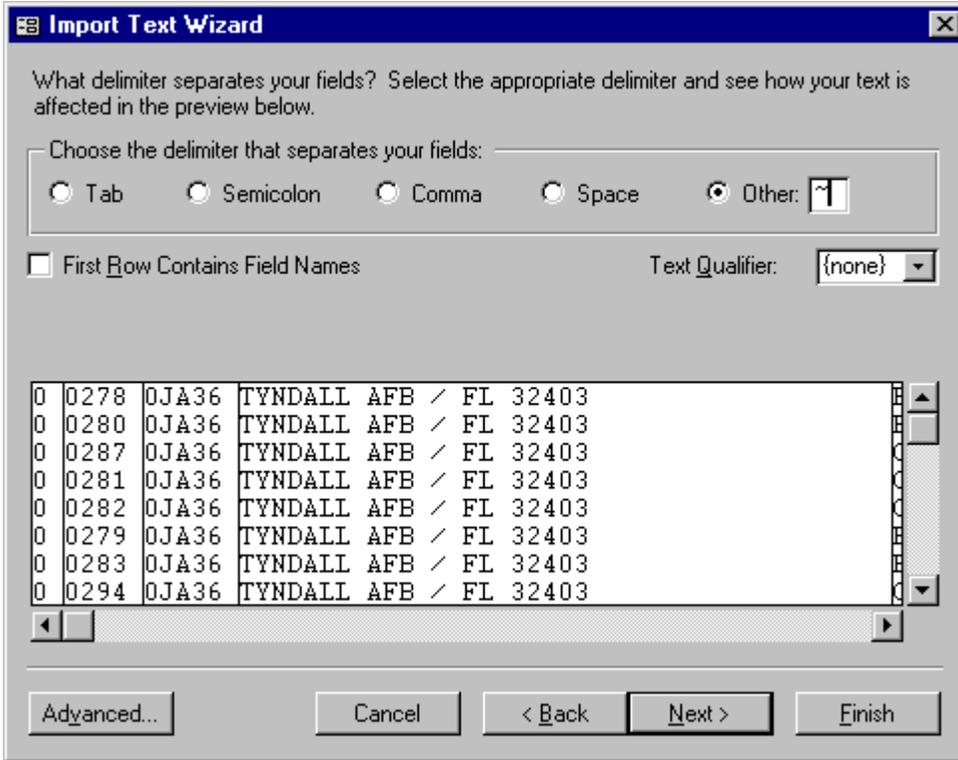
Go to the PC350/OUTPUT folder and down toward the bottom of the screen select FILES of TYPE and highlight .txt. Than select IMPORT.



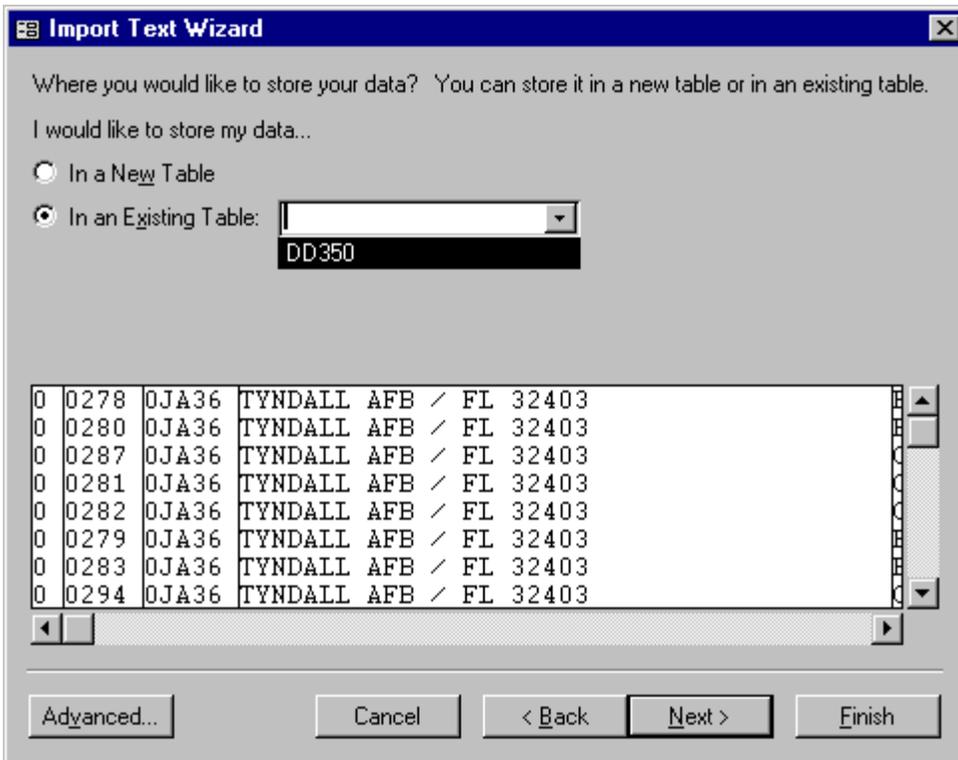
Next select DELIMITED then NEXT.



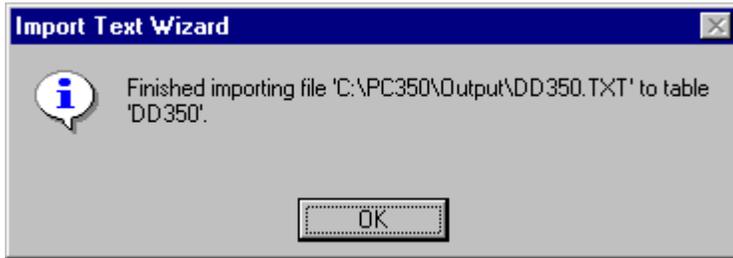
On the next screen select OTHER, type in a “~” and select NEXT.



From the next screen select IN AN EXISTING TABLE and highlight DD350 from the drop down box. Select FINISH.



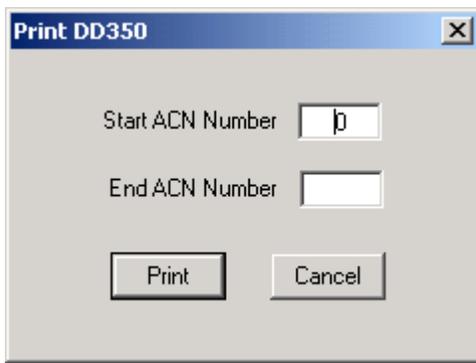
Select OK from this box and then you are in ACCESS and can write your queries.



NOTE: ACCESS may be minimized at this point, if it is, just select it from the menu bar at the bottom of the window.

7. PRINT DD350.

The print feature allows you to print one DD350 or a sequence. To print one DD350 enter the ACN at “Start ACN Number” and click on “Print”.



If the DD350 is in the database a message box will display indicating the print process has started. Then the program will go into WORD perform the print function and go back to the above screen without user intervention. When the print process is done the following message box will display.



If the DD350 ACN that is input does not exist in the database you will see this message box:



If you want to print a group of DD350s you enter the ACN that you want to start with, TAB to the next box and enter the ACN of the last DD350 you want printed. The program will take the range of numbers and follow the same process as above. However if any of the ACNs identified in the range do not exist in the database the program will just go to the next number. The speed of this process depends on your system. When the program is completed this message box will display:



If the ACN numbers that are input on the screen do not exist (start ACN and end ACN) then the program will display the following message and you must input a good start DD350 and end DD350. If there are DD350s inside the range that do not exist then the program will not display an error message, they just won't print.



8. Delete DD350.

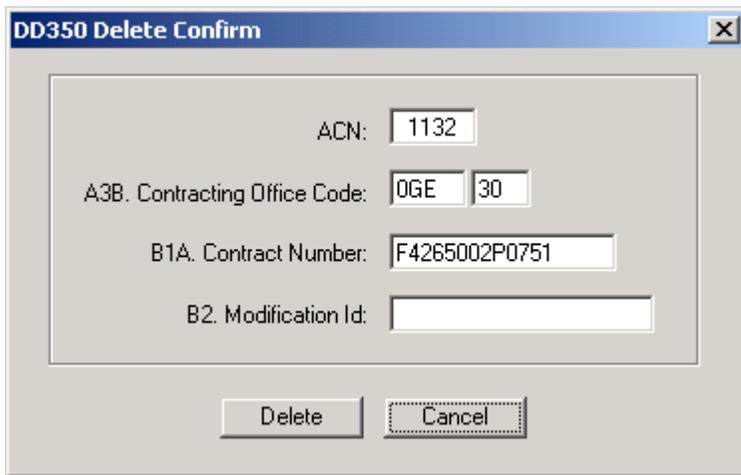
This option allows you to delete a DD350 from the database. However you cannot delete a DD350 that has a report number assigned to it. After selecting this radio button enter the ACN of the DD350 to delete. If the ACN entered has a report number assigned to it, this message box will display:



Click on "OK" and enter another ACN. If the ACN does not exist this message box will display:



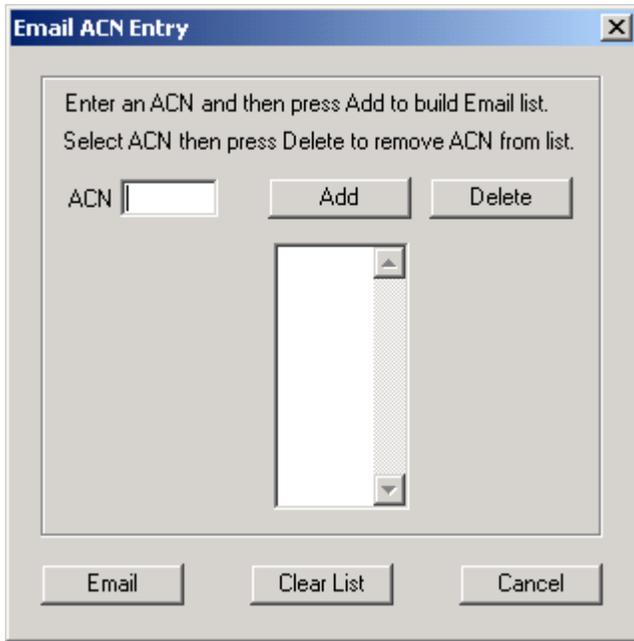
Click on "OK" and enter another ACN. If the ACN you enter is in the database and does not have a report number then the following message will display that will cancel the record from the database.



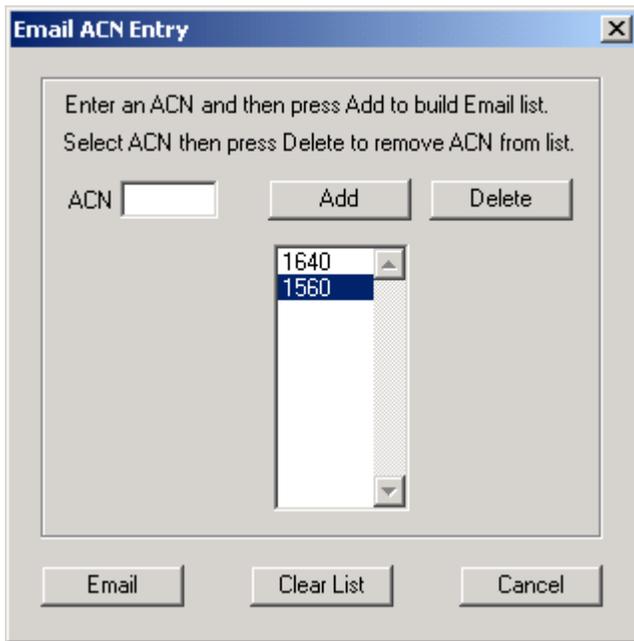
Please make sure you verify the information on the screen because when "DELETE" is selected the DD350 deletes from the database. If the record was deleted in error the information will have to be reentered with a new ACN number.

9. Email

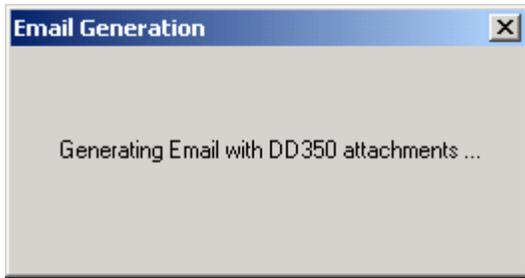
This selection allows DD350s to be emailed to anyone that has an email address. After selecting this button a screen will display asking for the DD350 ACNs that you want to email.



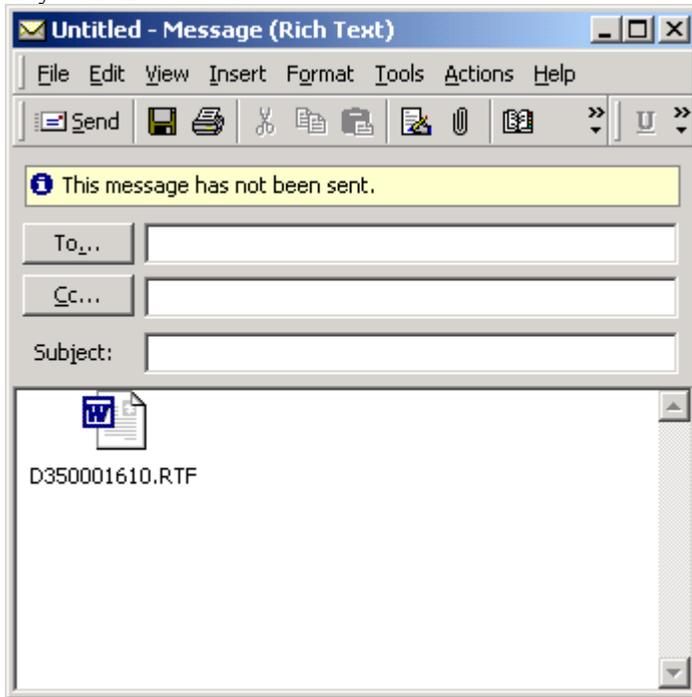
Enter the ACN and then select ADD. If you have entered an ACN in error, simply click on the ACN and select DELETE.



When you have the ACN numbers listed that you want to email, click on the Email button in the lower left corner.



The email screen below will display and allow the user to enter the email addresses of the individuals that they want the data sent to.



If you have only entered one ACN and the ACN is not in the database, a message (below) will display.

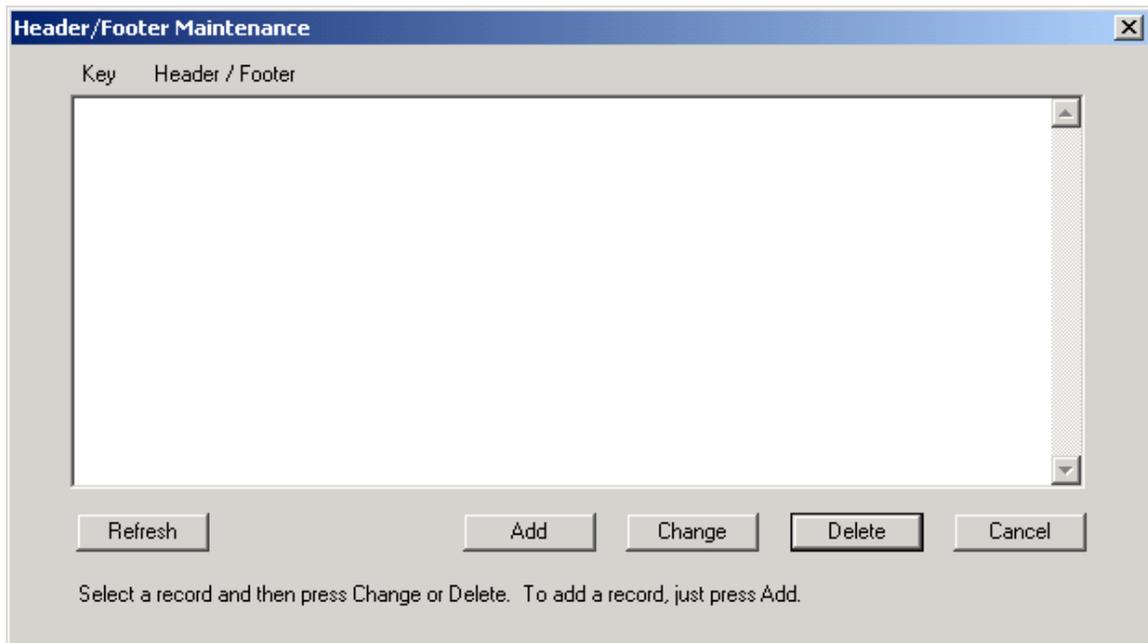


If there are more than one ACN in the list to email, those ACNs that are in the database will be attached in your email. If any of the ACNs in the list are not in the database you won't get an error, the program will only attach those that exist.

10. Header/Footer.

This selection allows you to print a header and/or footer on each page of the DD350. This is a print function only and to use the feature you must have a specific line of code in your locator.ini file. If you have a need for this process call Pam Gard at DSN 777-9011 for guidance on how to fix your locator.ini file.

In order for a user to select a header/footer entry when creating their DD350, the system administrator must create the entries for the drop down box through the ADMINISTRATION/Header/Footer selection.



To enter data select “Add” and type the information you want to display. The field is a 60 character, alpha/numeric field. The information in the drop down box is the same for both header and footer.

NOTE: You must select “REFRESH” to have changes appear on the screen.

After data has been added to the table you can change or delete any of the entries. Remember to select “REFRESH” after each change.

There is a separate table that will store the ACN and each header/footer saved to a DD350. This allows the DD350 to always print with the same information. If a user saves a header/footer to a DD350 and later decides that this was in error, they can recall the DD350 and in Section F take the blank entry in the drop down box.

Attachment A

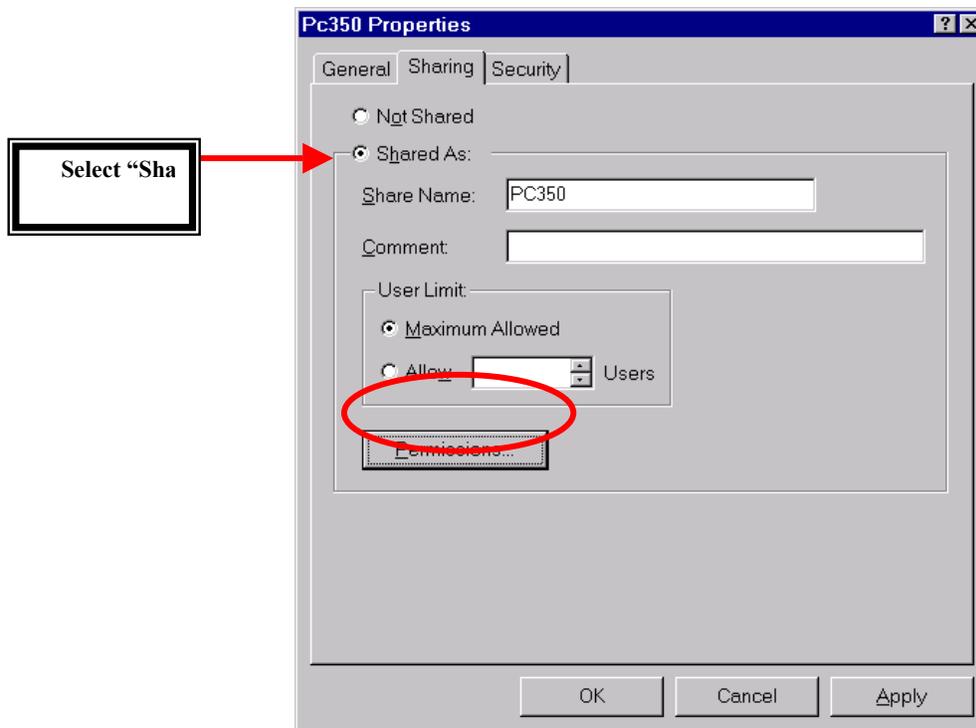
Server Installation

Please Read the Instructions Carefully!!!

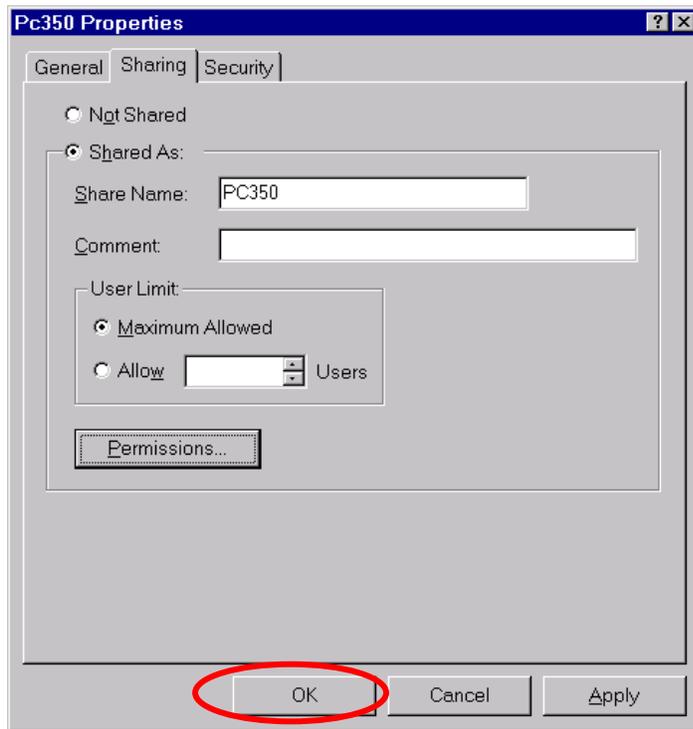
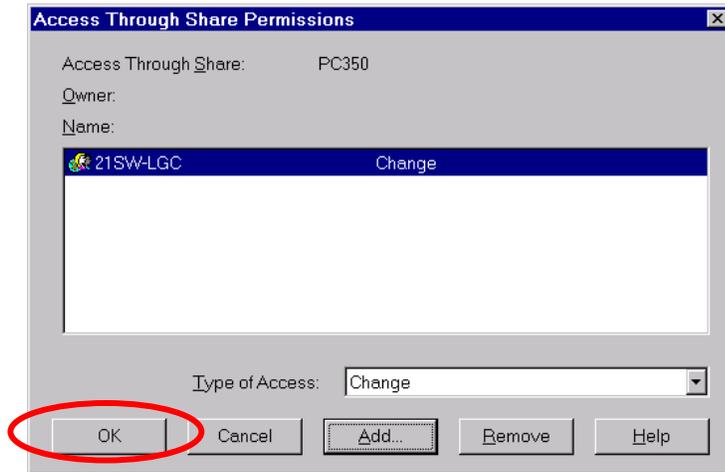
*****Do Not Just Use the Pictures... you will miss IMPORTANT information for the install*****

Server Installation for PC350 (Microsoft NT 4.0)

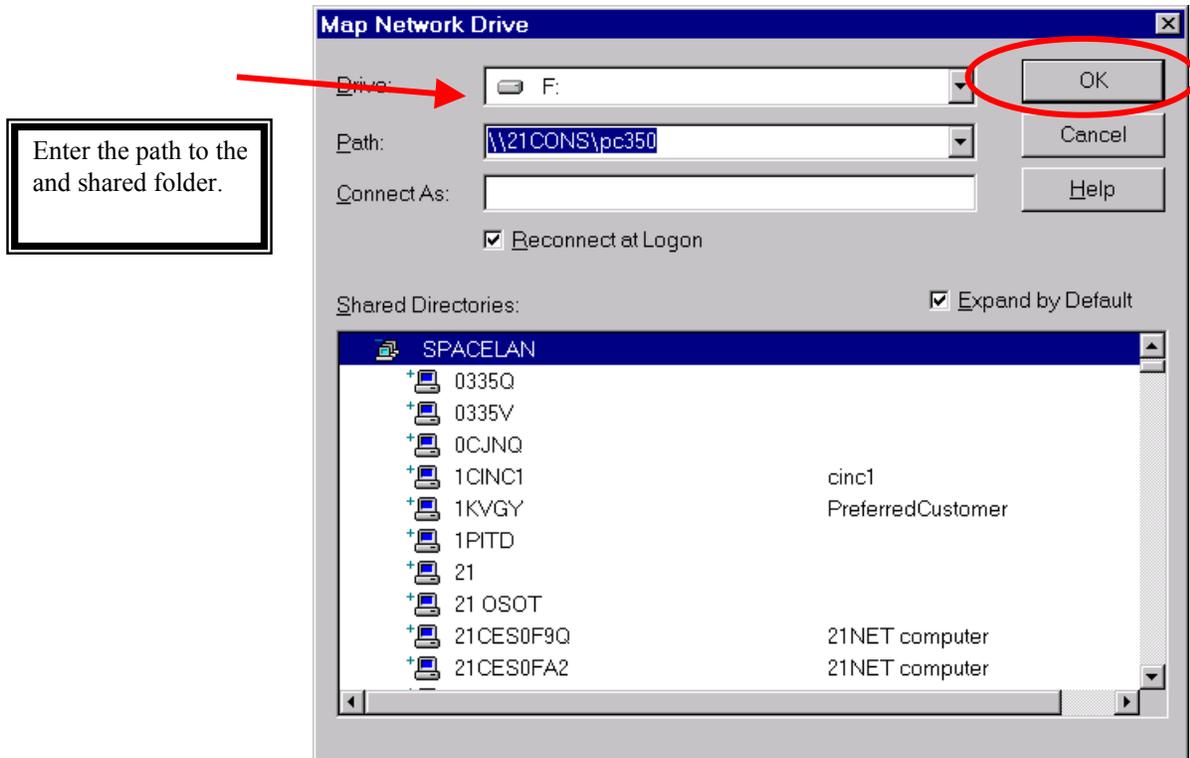
1. On a server (NOT on the SPS server) create a folder named "PC350" that will be shared with the client machines. This folder should not be on the "C" drive, use another drive that will be accessible by client workstations.
2. Share the newly created folder so all the clients can map to it ("PC350" is a good share name).



3. By default the shared folder gives "EVERYONE" Full Permissions. Remove "EVERYONE" and add your PC350 users (hopefully you have a group to select as PC350 users). Give all the PC350 users "Change" permissions for the "PC350" shared folder (the 21SW-LGC group in the example below is just an example of a group of PC350 users.)

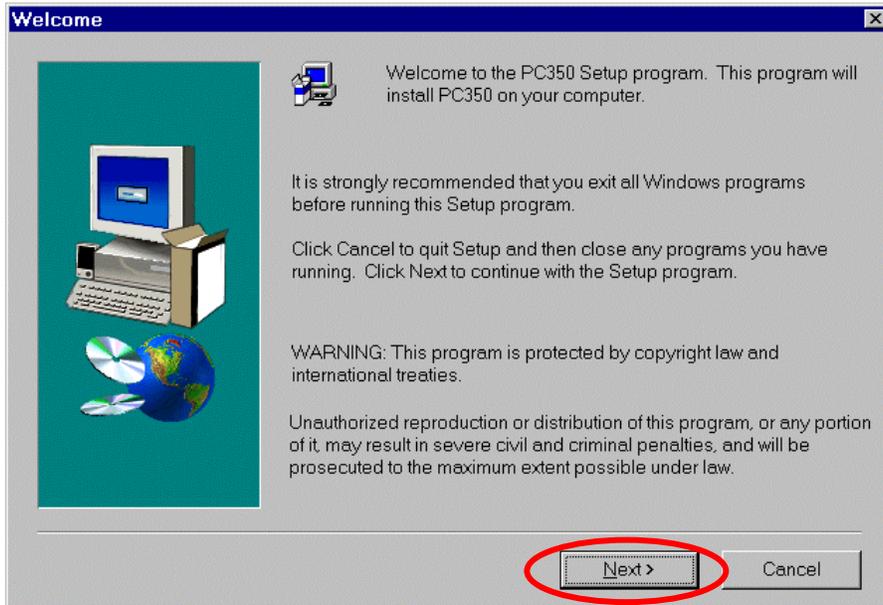


4. Map the PC350 shared folder you just created (**yes, you are mapping a drive to a folder that is already on the server – the purpose is to force the setup program to use UNC's vs. paths with drive letters.**) You can use any drive letter, but this mapping needs to stay on the server as long as the PC350 program is installed.
 - The example below is only an example, you must enter the path to your server and shared folder

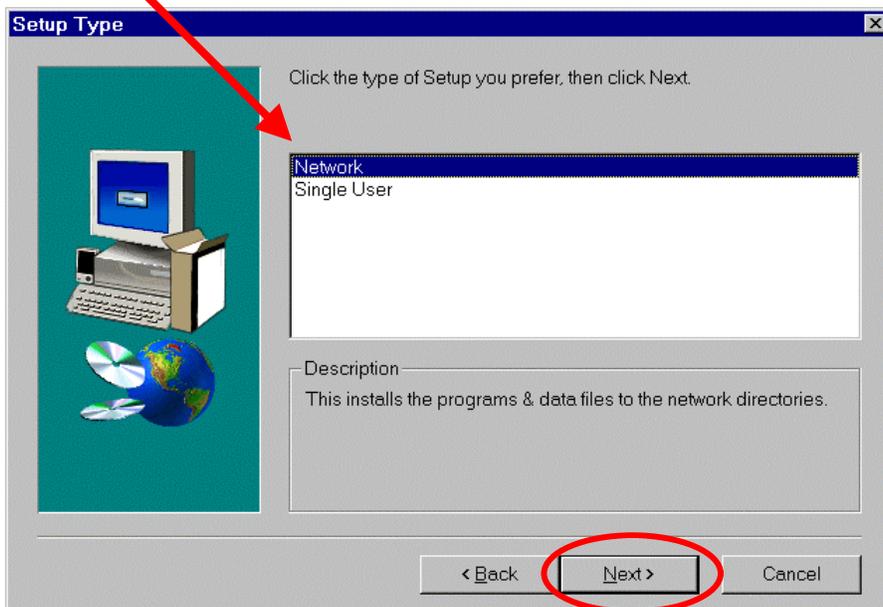


5. On the server run the setup program from the CD-ROM disk - The setup program should automatically start when you insert the CD-ROM into the drive (to manually run Setup navigate to the "Disk1" folder and run "Setup.exe")

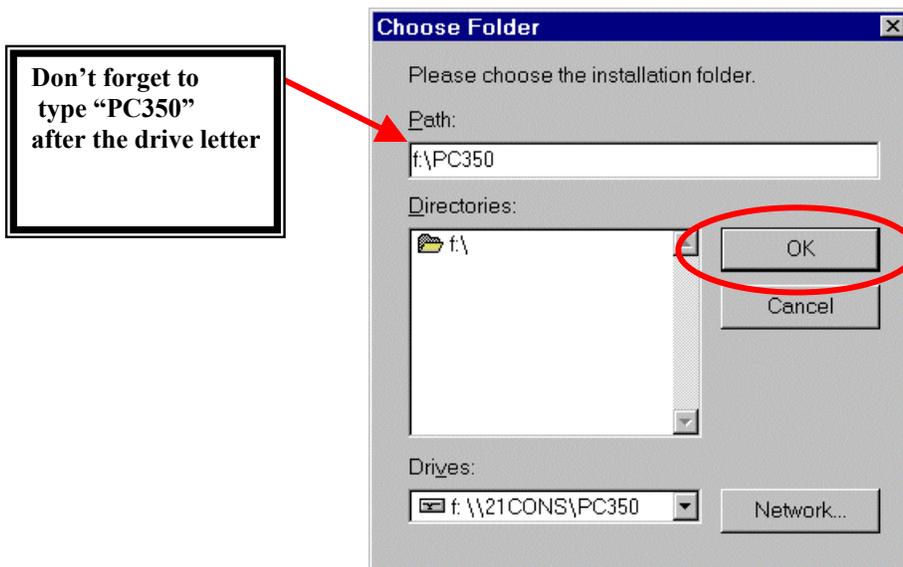
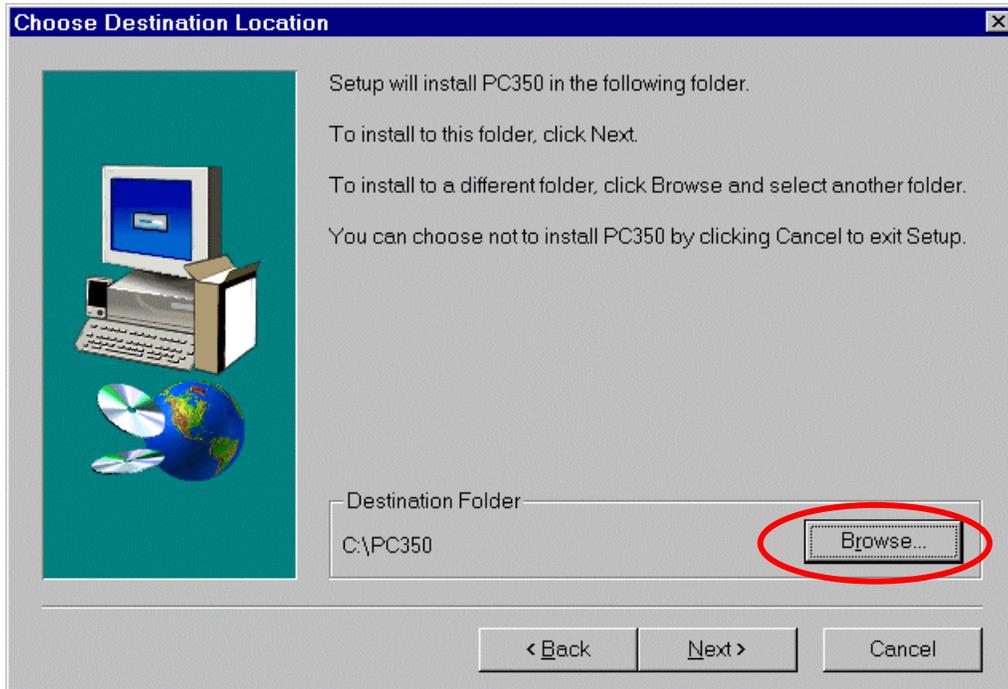
6. The first screen is a welcome screen, select “Next”:

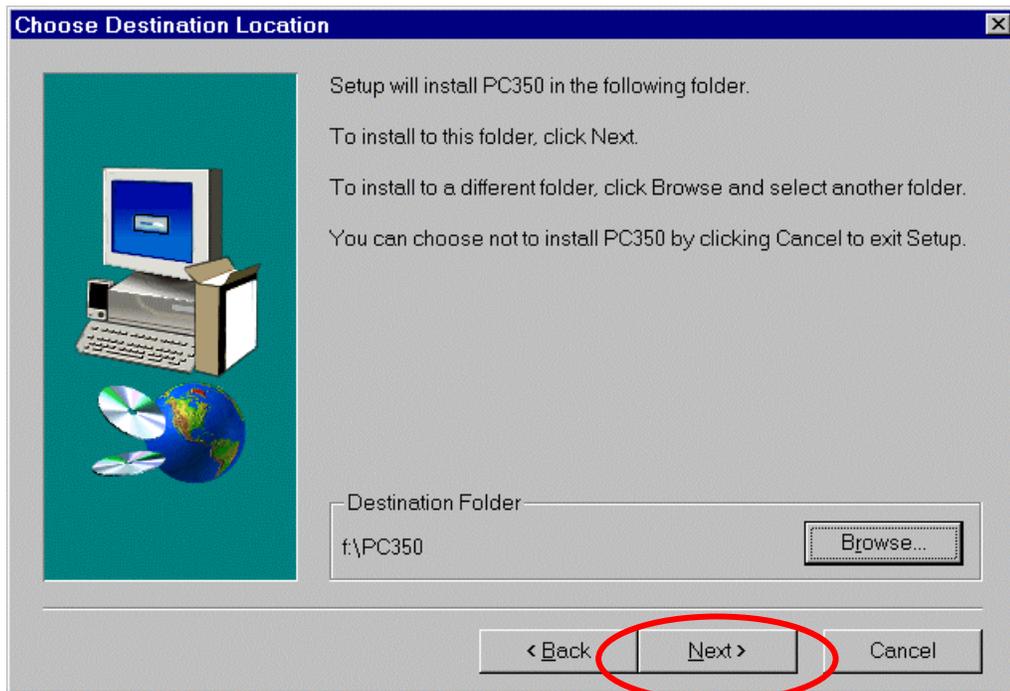
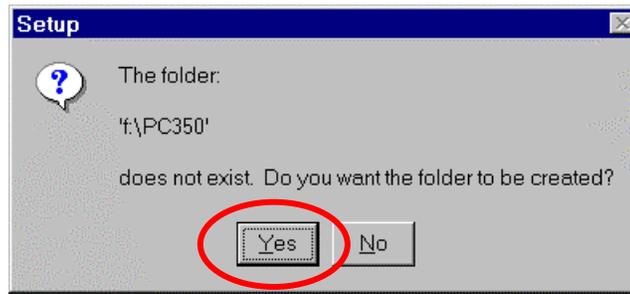


7. Select the “Network” option, then click “Next”.

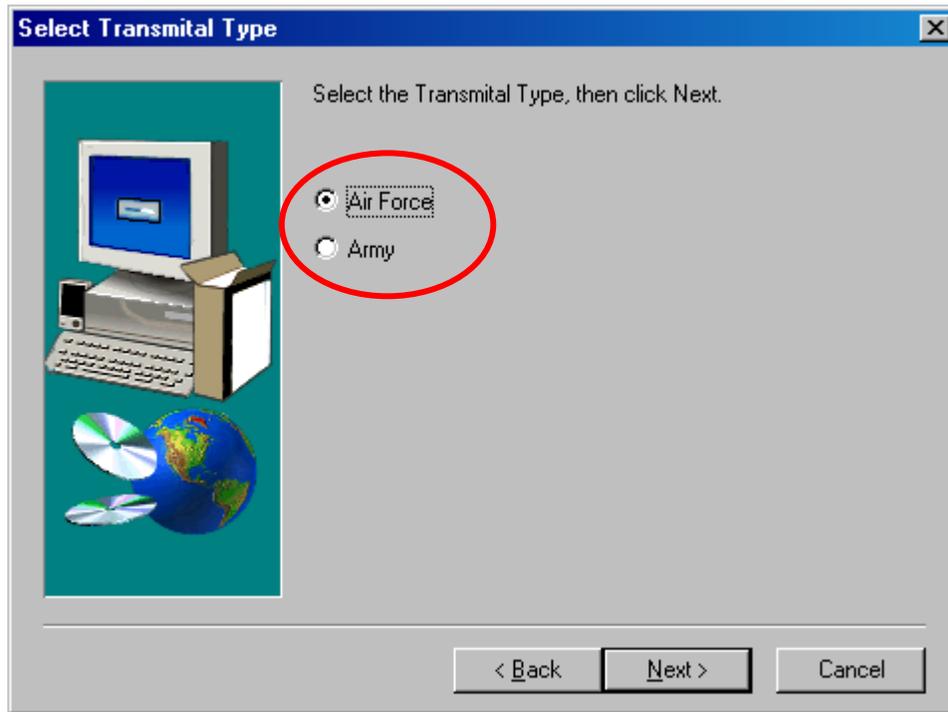


8. Next you identify where to install the software on the server. Browse to the mapped drive (in our example it's the "F" drive) and type in the folder name "PC350". This will create a folder for the PC350 program. Below is an example to install for a "F" drive.

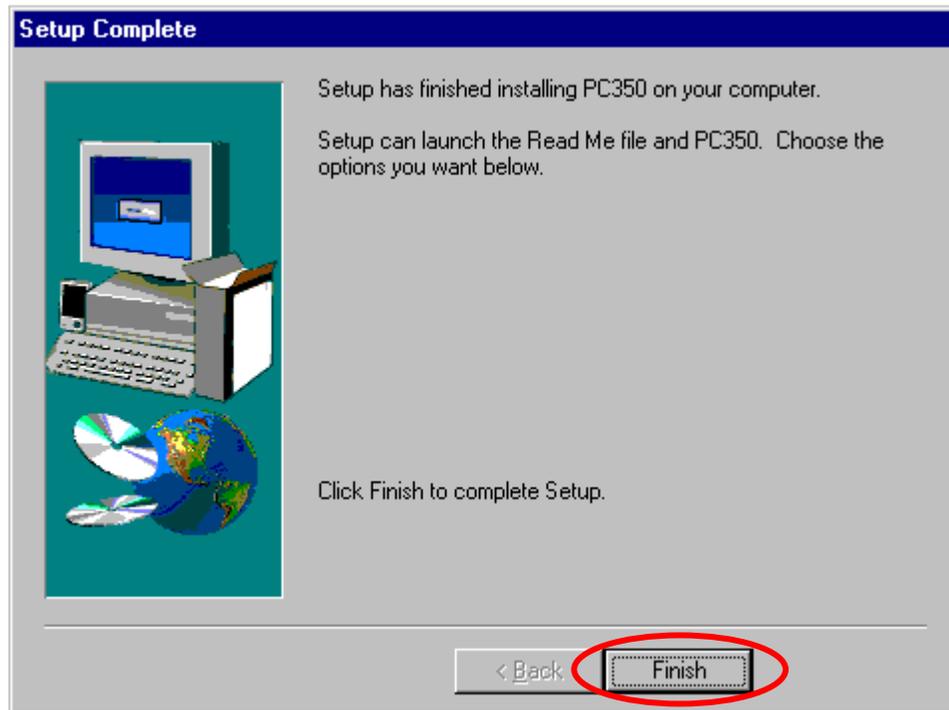




9. Select the Transmittal Type

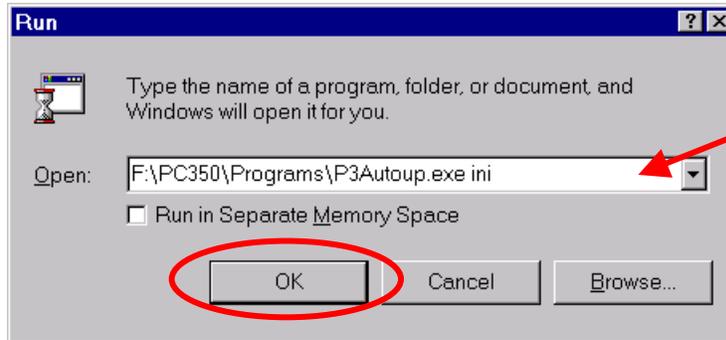


10. Click "Finished"



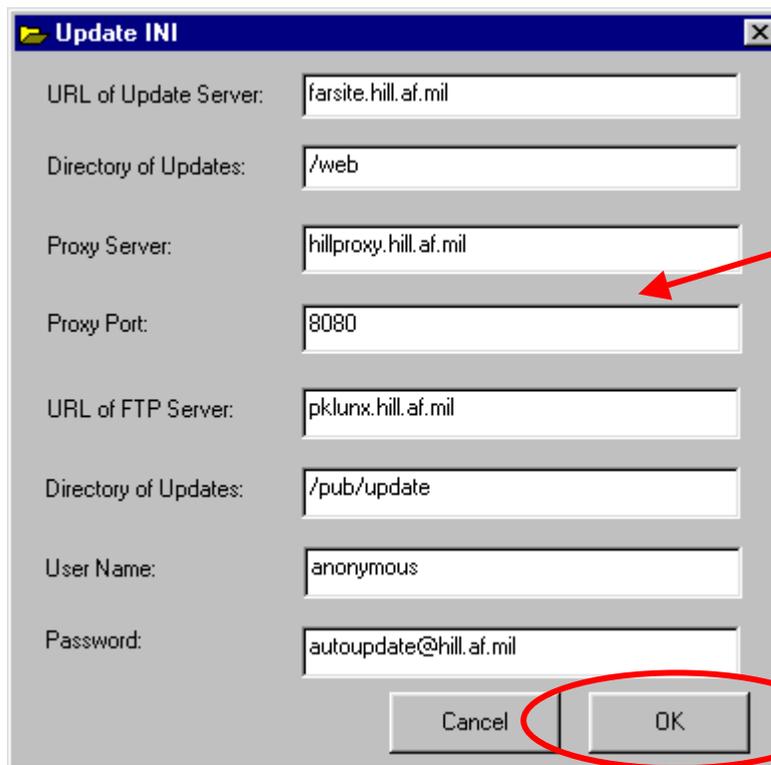
11. Next you want to setup the Auto Update feature. Auto Update checks to see if any new updates are available for the PC350 program. Run the following on the server:

- **Run the following (the drive letter may be different on your system):**



There is a space |
“.exe” and “.ini”

- **Change the proxy server information for your location:**

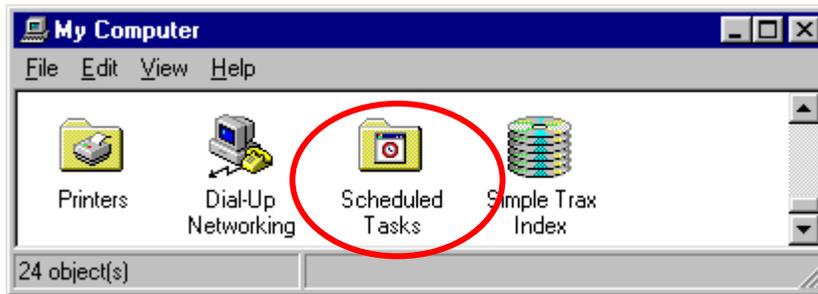


Change these fields
to your proxy server
Address and proxy
port.

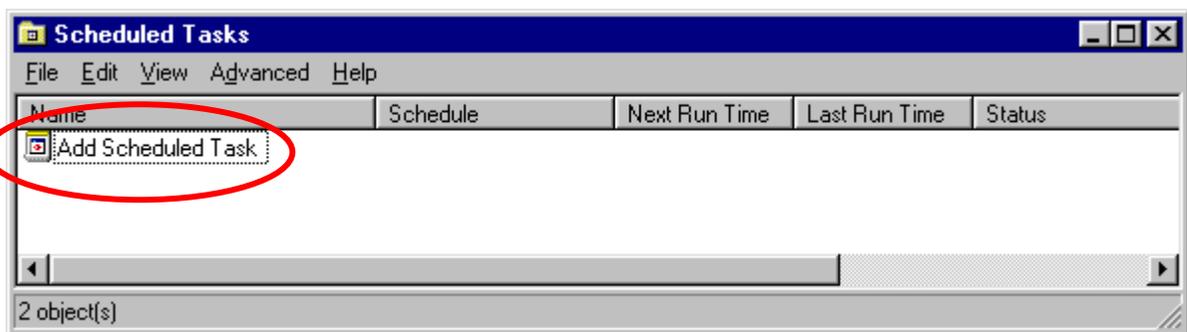
- **Run “P3Autoup.exe” – it should run without error.**

12. The intent is to have the PC350 program check for updates everyday. Since the server may not be logged into each day it would be beneficial to add this as a scheduled task. There are a variety of ways to do this. One of the easiest is to use the Task Scheduler add-in tool provided with

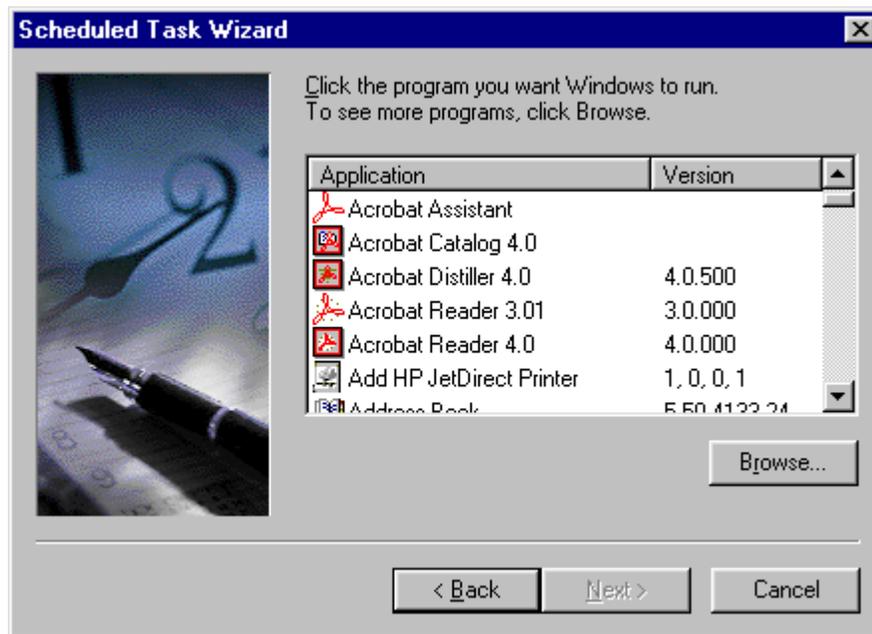
Microsoft Internet Explorer (version 4 or higher.) It provides a graphical user interface to schedule tasks. Double Click the Scheduled Tasks Icon.



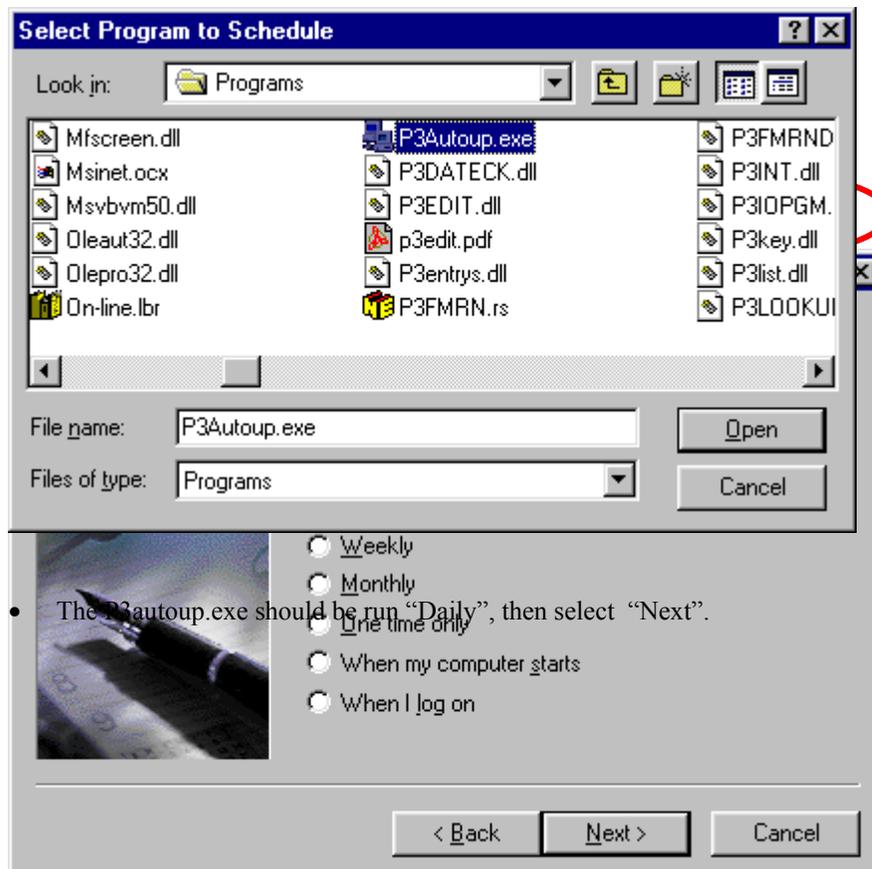
- Add a task by Double Clicking the Add Scheduled Task Icon.



- To select the program to schedule select “Browse”

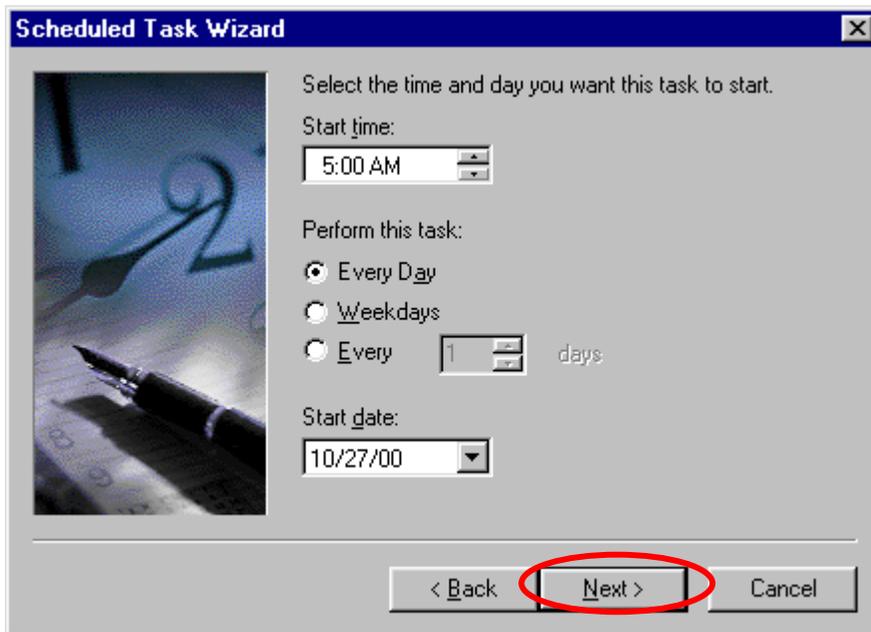


- Navigate to the “Programs” folder under “PC350” highlight “P3Autoup.exe” and select “Open”



- The P3autoup.exe should be run “Daily”, then select “Next”.

- Enter the time that it should be run. We recommend that it be after the backup but before anyone would be on using the system.



Scheduled Task Wizard

Select the time and day you want this task to start.

Start time:
5:00 AM

Perform this task:
 Every Day
 Weekdays
 Every 1 days

Start date:
10/27/00

< Back **Next >** Cancel

- Enter the username and password for the administration account on the server.
Note: Every time the password changes it will need to be changed in the scheduled task.



Scheduled Task Wizard

Enter the name and password of a user. The task will run as if it were started by that user.

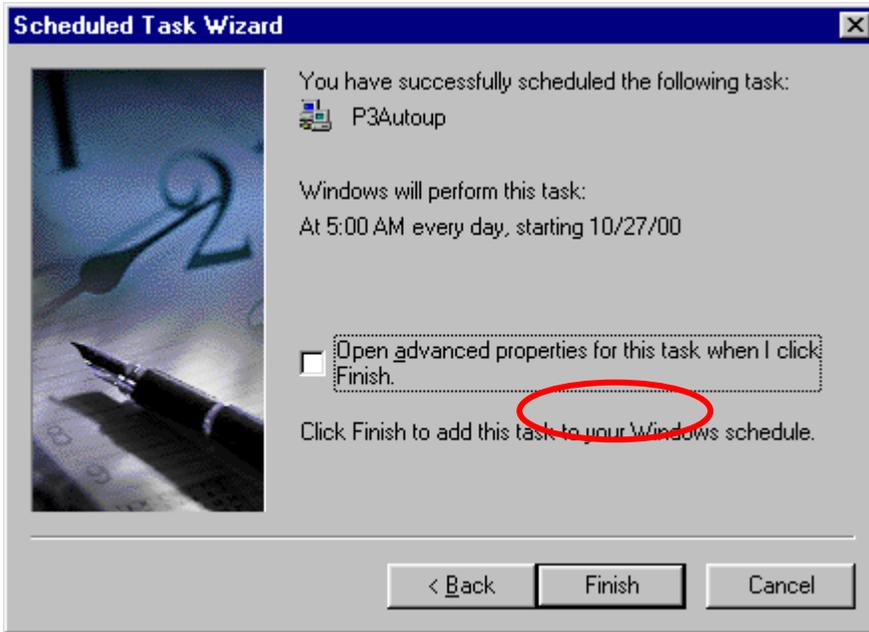
Enter the user name: PIH\Admin

Enter the password: *****

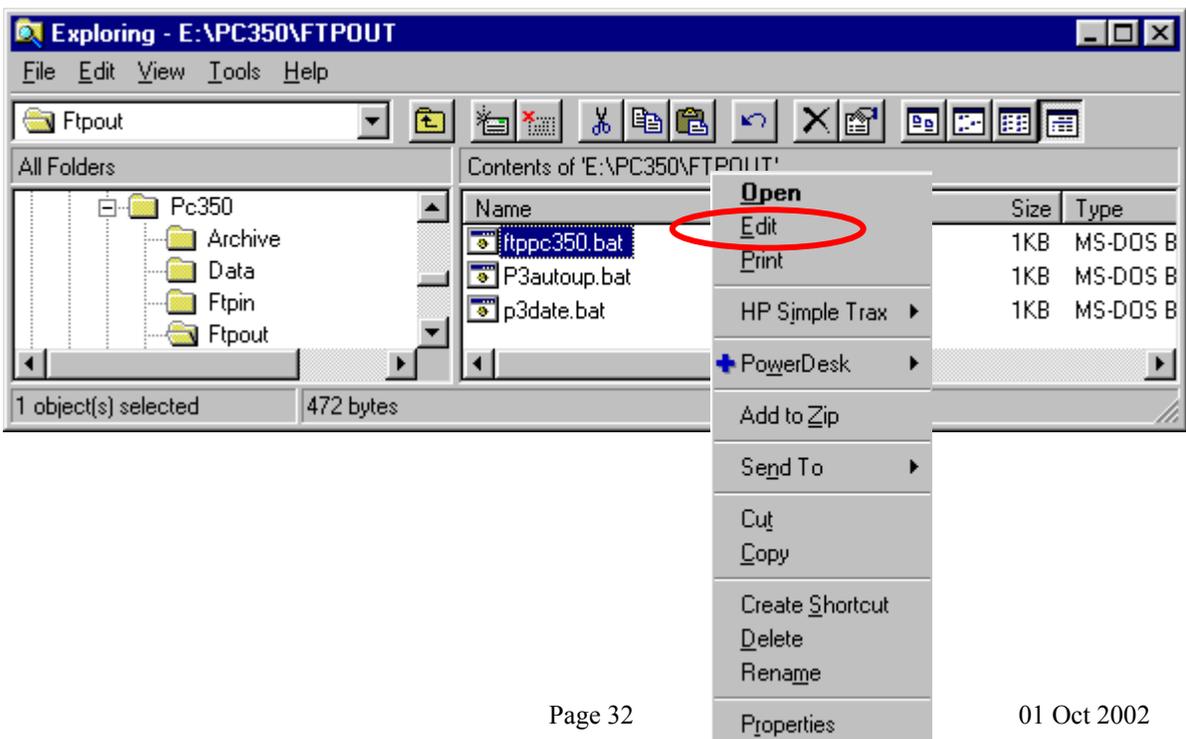
Confirm password: *****

< Back **Next >** Cancel

- Select “Finish”, this will add the job.



13. Next you want to setup the batch file for the transfer of the DD350's to J001. Navigate to the "FTPOUT" folder under "PC350" highlight ("FTPPC350.bat" for Air Force) ("ARMYFTP.bat" for Army) then right click and select edit.



- The batch file must be changed in the following ways:

AIR FORCE FTTPC350.BAT

The screenshot shows a WordPad window titled "ftppc350.bat - WordPad" with the following text:

```
@ECHO OFF
path = %path%;c:\winnt\system32
D:
CD \PC350\PC350\FTPOUT
call p3date.bat

ECHO open mut3-wp.ogden.disa.mil > PC350SEND
ECHO NLTBP02 > PC350SEND
ECHO SPACECMD > PC350SEND
for %%i in (*.txt) do ECHO append %%i 'RMMPRDN.LTU.IFTP350.AFSPC' >> PC350SEND
FTP -s:PC350SEND > PC350out

for %%i in (*.txt) do COPY %%i \PC350\PC350\ARCHIVE\%P3Date%_%%i
for %%i in (*.txt) do del %%i

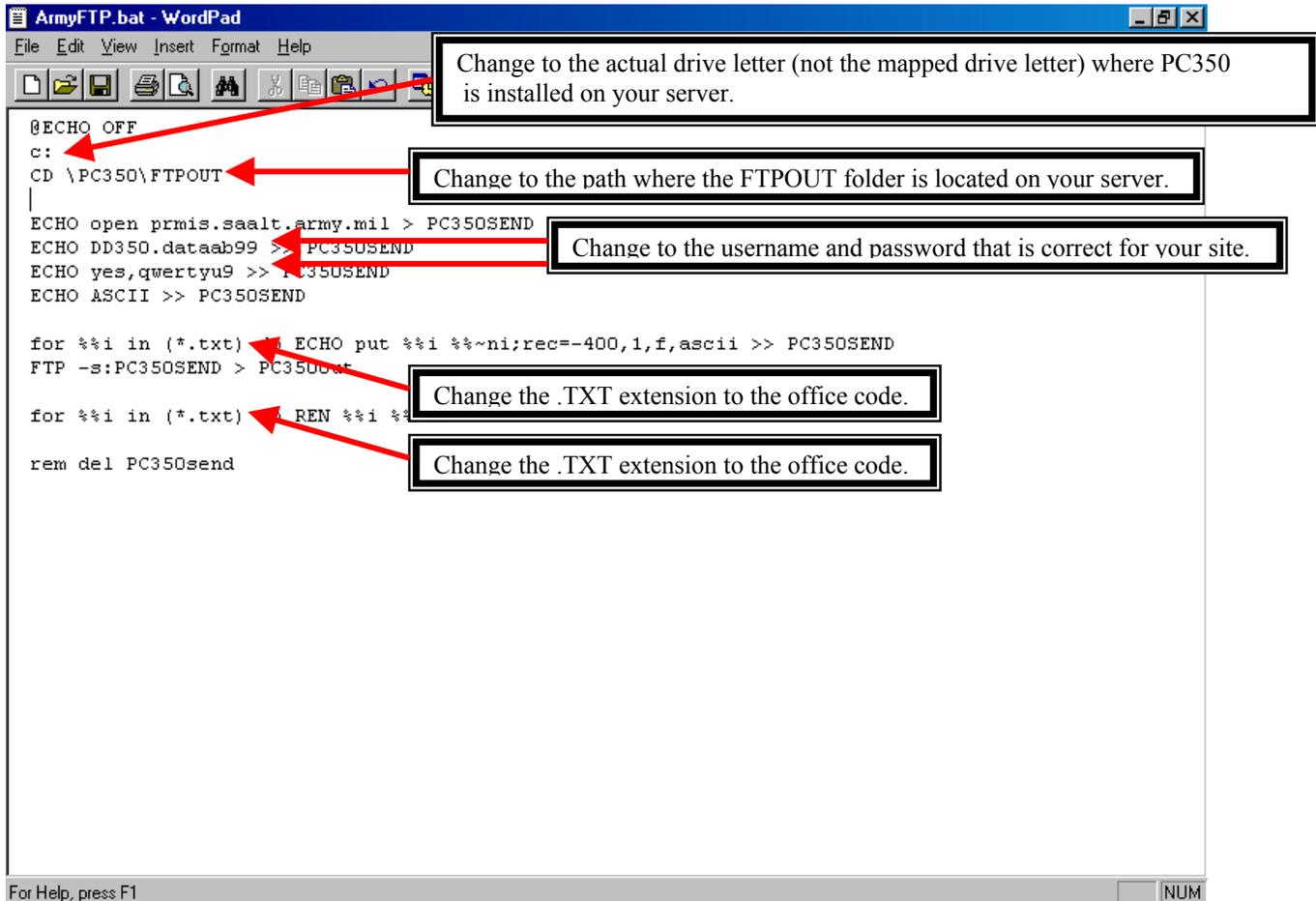
del PC350send

C:\Progra~1\Window~1\Accessories\WORDPAD PC350OUT
```

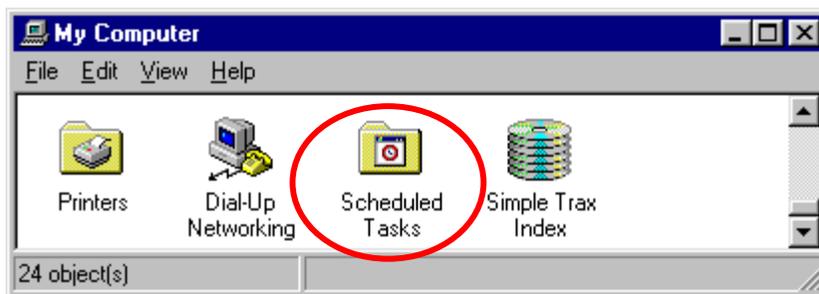
Callout boxes with arrows pointing to the code:

- "Change to the actual drive letter (not the mapped drive letter) where PC350 is installed on your server." points to the "D:" line.
- "Change to the path where the FTPOUT folder is located on your server." points to the "CD \PC350\PC350\FTPOUT" line.
- "Change to the username and password that is correct for your site." points to the "ECHO NLTBP02" and "ECHO SPACECMD" lines.
- "Change to your command." points to the "ECHO append %%i 'RMMPRDN.LTU.IFTP350.AFSPC'" line.
- "Delete this line." points to the "C:\Progra~1\Window~1\Accessories\WORDPAD PC350OUT" line.
- "Change to the path where the ARCHIVE folder is located on your server" points to the "\PC350\PC350\ARCHIVE" path in the COPY command.

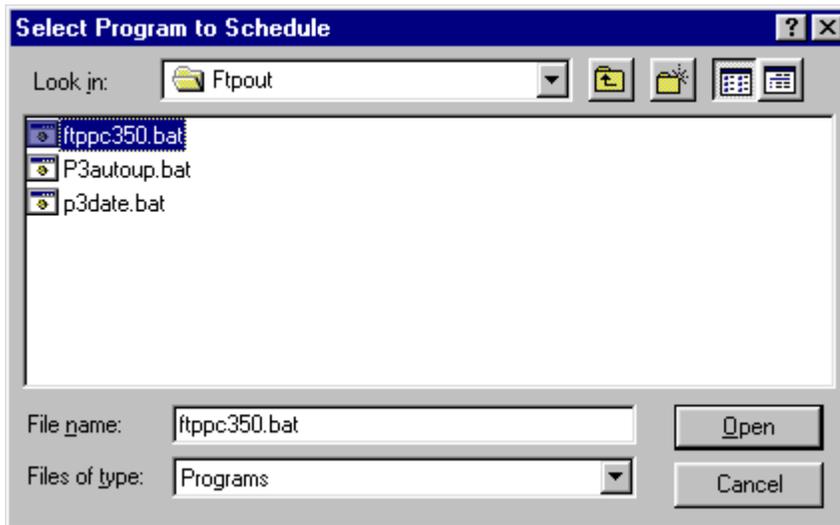
Command	User Name	Password
ACC (0A)	NLTBP03	AIRCOMBT
USAFA (0B)	NLTBP04	AFACAD
AFSPC (0C)	NLTBP02	SPACECMD
USAFE (0D)	AEZBP01	EUROPEAN
AFMC (0G)	NLTBP05	MATERIEL
AETC (0J)	NLTBP06	TRNGCMD
AFOTEC (0K)	NLTBP07	TESTCMD
CONS (0L)	NLTBP08	WASHAREA
AFRES (0M)	NLTBP09	RESERVES
AFSOC (0N)	NLTBP10	SPECOPS
AMC (0Q)	NLTBP11	MOBILITY
PACAF (0R)	NLTBP12	PACIFIC
AIA (0U)	NLTBP13	INTELCMD

ARMY ARMYFTP.BAT

14. Save the changes to the Armyftp.bat file to the current directory with the new name of office code.bat (i.e. ZD10.bat). This will need to be done for each office code.
15. Like the automatic update this task needs to be run on a daily basis and should be added to the task scheduler. Double Click the Scheduled Tasks Icon. Add a task as show in step 11. This will need to be done for each batch file created in the above step



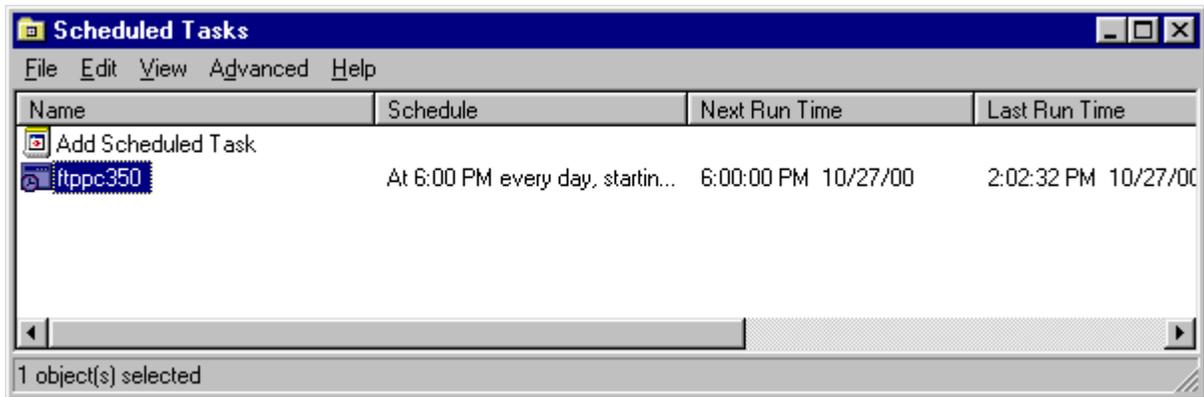
- However, you will need to navigate to the “FTPOUT” folder under “PC350” highlight (“FTPPC350.BAT” for Air Force) (Office-Code.BAT “for Army) and select “Open”.



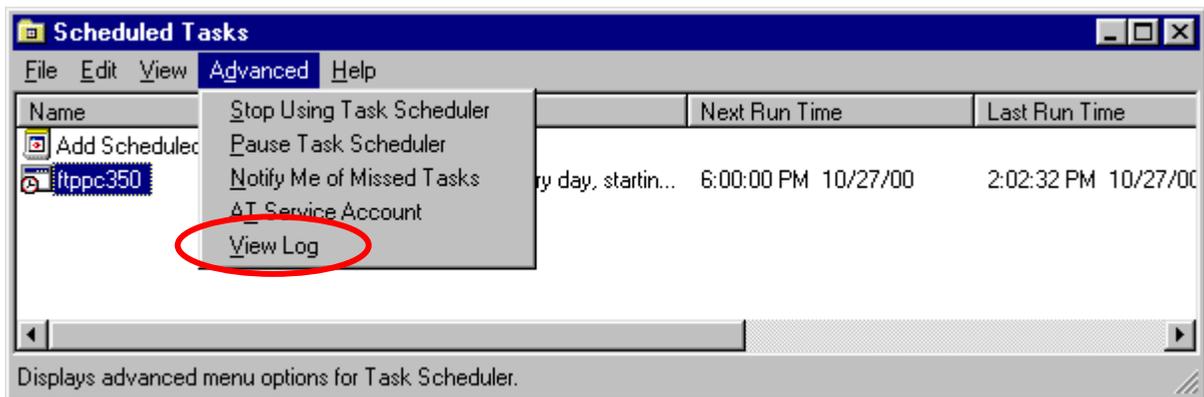
- This task should be run daily like the automatic update, but scheduled to run at the end of the workday. The J001 server is taken down in the late evening, early morning hours to perform batch process and system maintenance



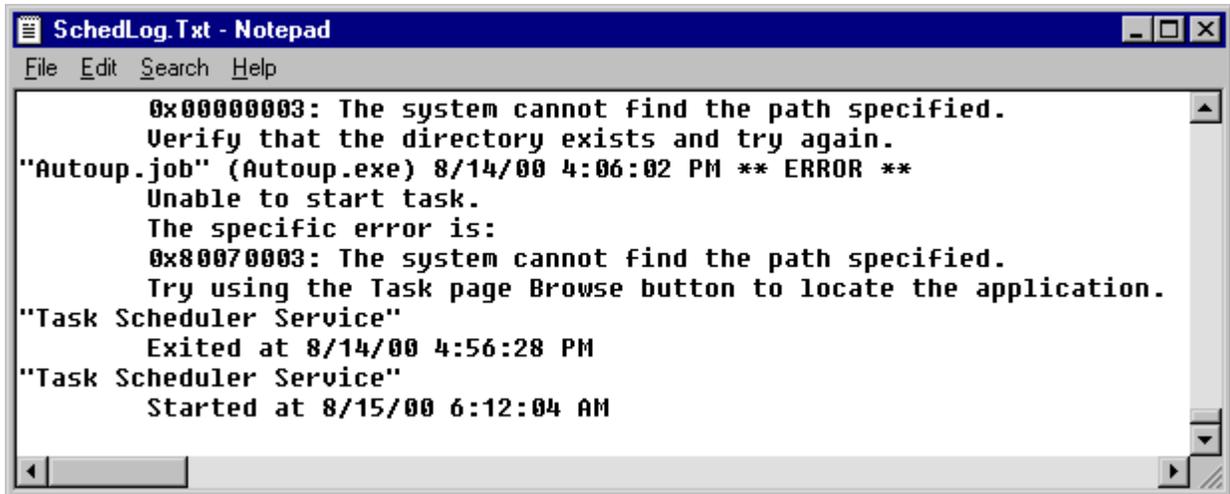
16. To see that the jobs have run as scheduled, check the Last Run Time from the scheduled tasks screen it should show the date and time that the job last ran and next scheduled run time.



- If there is a problem with Job the results can be viewed by selecting the Advanced option from the Scheduled Tasks Menu Bar and view log.



- Locate the appropriate date and time for the job and this will indicate what the error was.

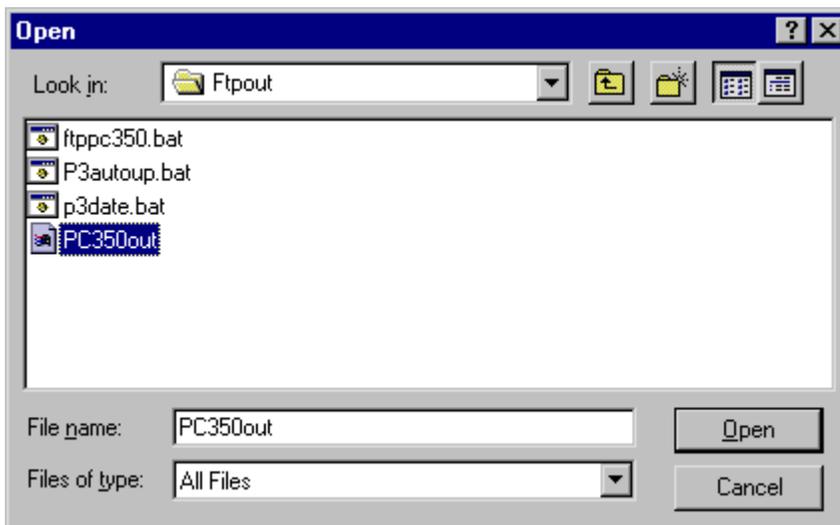


```

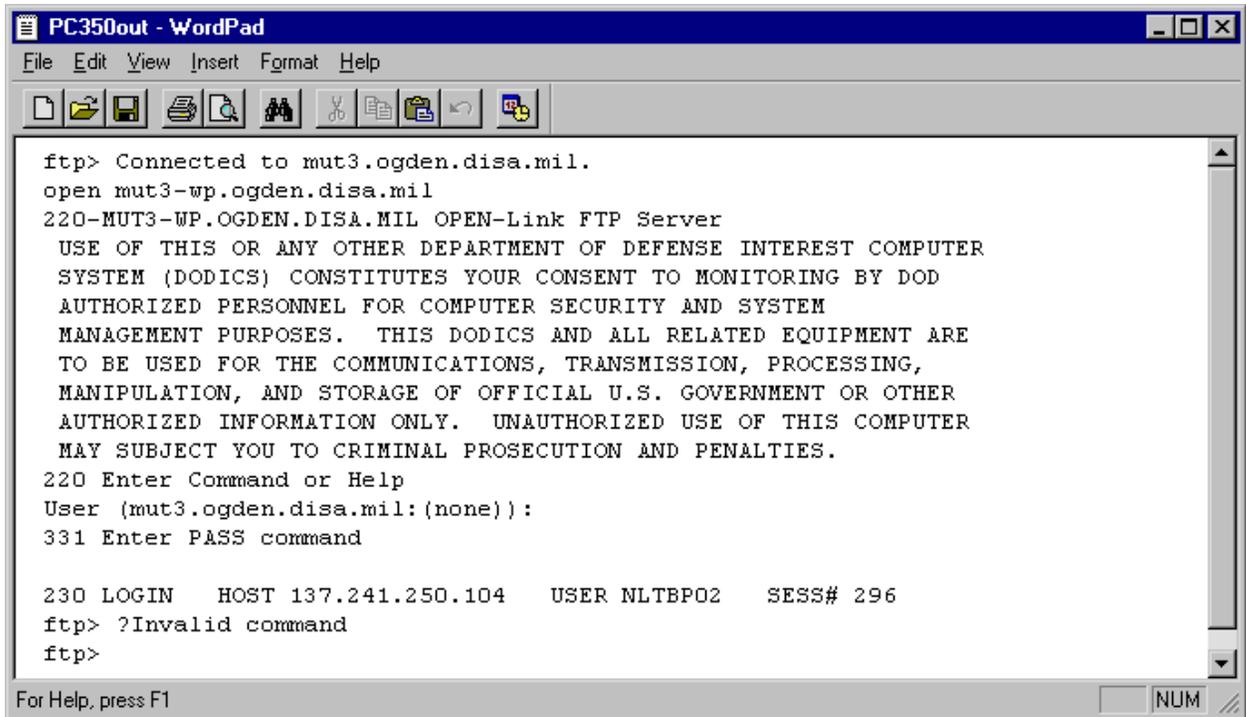
0x00000003: The system cannot find the path specified.
Verify that the directory exists and try again.
"Autoup.job" (Autoup.exe) 8/14/00 4:06:02 PM ** ERROR **
Unable to start task.
The specific error is:
0x80070003: The system cannot find the path specified.
Try using the Task page Browse button to locate the application.
"Task Scheduler Service"
  Exited at 8/14/00 4:56:28 PM
"Task Scheduler Service"
  Started at 8/15/00 6:12:04 AM

```

- To view the results of the FTP transfer, use notepad or any other text editor to view the results. Navigate to the "FTPOUT" folder and select "PC350OUT"



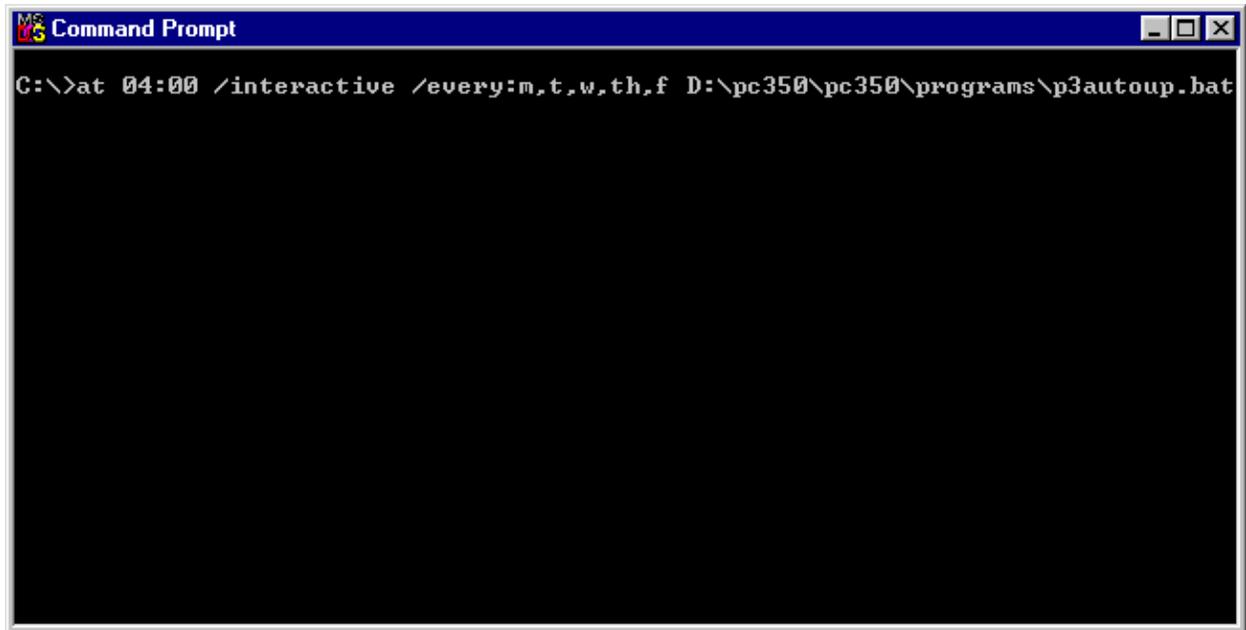
- The main thing to look for in this output file is "TRANSFER COMPLETE" if you do not see this, then the transfer was not successful. The line showing, "?Invalid command" is normal and will appear in every transfer.



```
ftp> Connected to mut3.ogden.disa.mil.
open mut3-wp.ogden.disa.mil
220-MUT3-WP.OGDEN.DISA.MIL OPEN-Link FTP Server
USE OF THIS OR ANY OTHER DEPARTMENT OF DEFENSE INTEREST COMPUTER
SYSTEM (DODICS) CONSTITUTES YOUR CONSENT TO MONITORING BY DOD
AUTHORIZED PERSONNEL FOR COMPUTER SECURITY AND SYSTEM
MANAGEMENT PURPOSES. THIS DODICS AND ALL RELATED EQUIPMENT ARE
TO BE USED FOR THE COMMUNICATIONS, TRANSMISSION, PROCESSING,
MANIPULATION, AND STORAGE OF OFFICIAL U.S. GOVERNMENT OR OTHER
AUTHORIZED INFORMATION ONLY. UNAUTHORIZED USE OF THIS COMPUTER
MAY SUBJECT YOU TO CRIMINAL PROSECUTION AND PENALTIES.
220 Enter Command or Help
User (mut3.ogden.disa.mil:(none)):
331 Enter PASS command

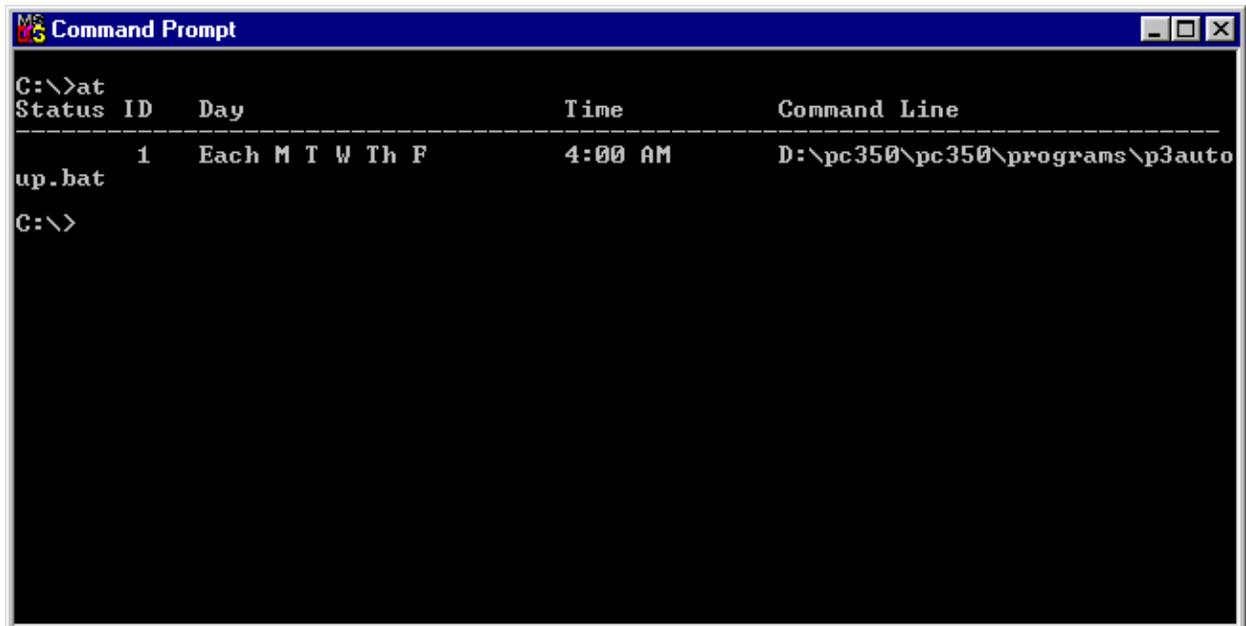
230 LOGIN HOST 137.241.250.104 USER NLTBPO2 SESS# 296
ftp> ?Invalid command
ftp>
```

17. If you do not have the Task Scheduler installed then NT has a scheduler that can be run from the DOS prompt. However you will need to create a batch file that will change to the directory where the p3autoup.exe is located then execute the p3autoup.exe. The following is an example (realize you need to ensure the paths are correct in for your system (the following is just an example):



```
Command Prompt
C:\>at 04:00 /interactive /every:m,t,w,th,f D:\pc350\pc350\programs\p3autoup.bat
```

- By typing “AT” then pressing enter you would see the scheduled task:



```
Command Prompt
C:\>at
Status ID      Day                Time              Command Line
-----
up.bat        1      Each M T W Th F   4:00 AM          D:\pc350\pc350\programs\p3auto
C:\>
```

- You can use Windows NT Help to read more about the AT command for scheduling events.

18. The server installation is complete.

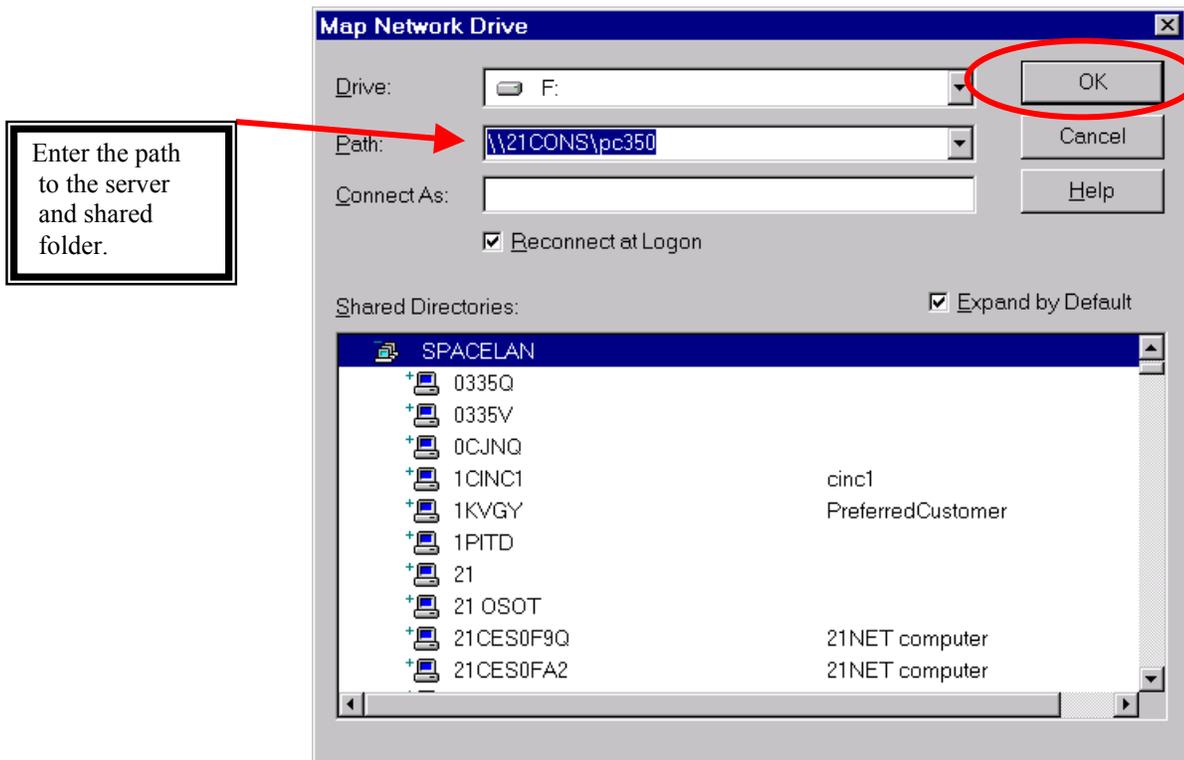
19. Client workstations can now be installed.

Attachment B

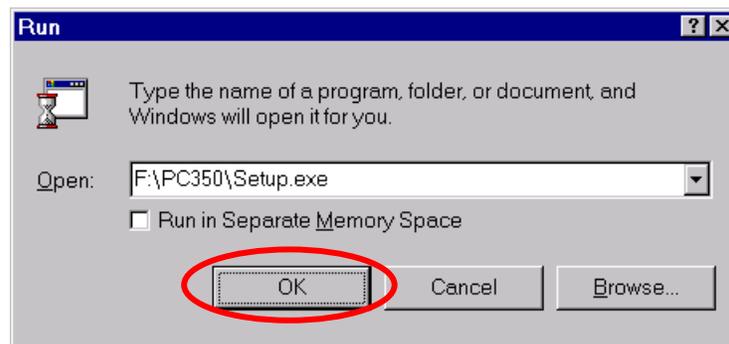
Client Installation

Client Installation for PC350

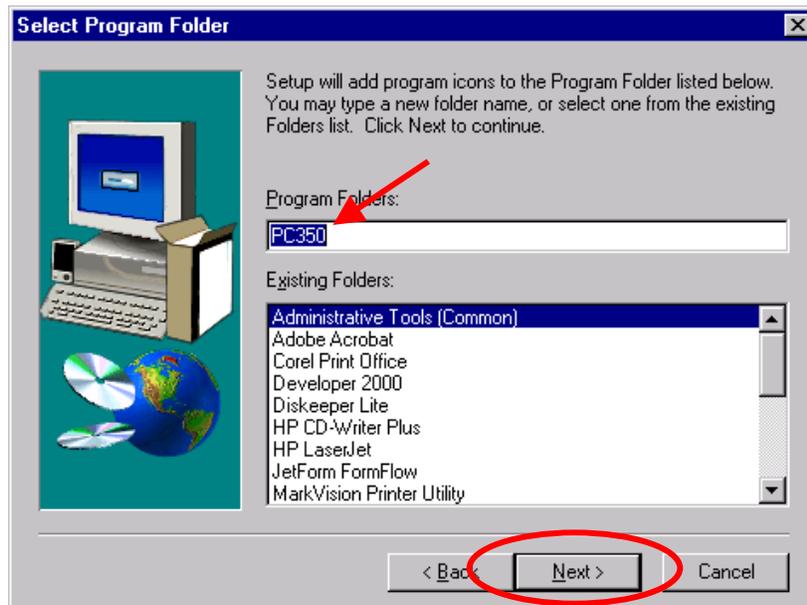
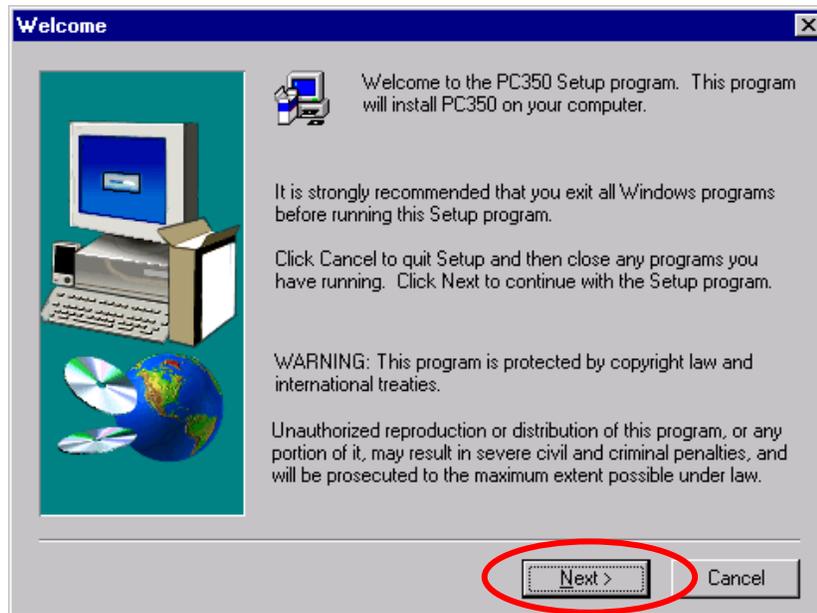
1. On the client workstation map a drive to the shared drive where the PC350 program was installed on the server (you can obtain this information from the individual administering PC350 on your server.)
 - You can use any drive letter
 - The example below is only an example, you must enter the path to your server and shared folder



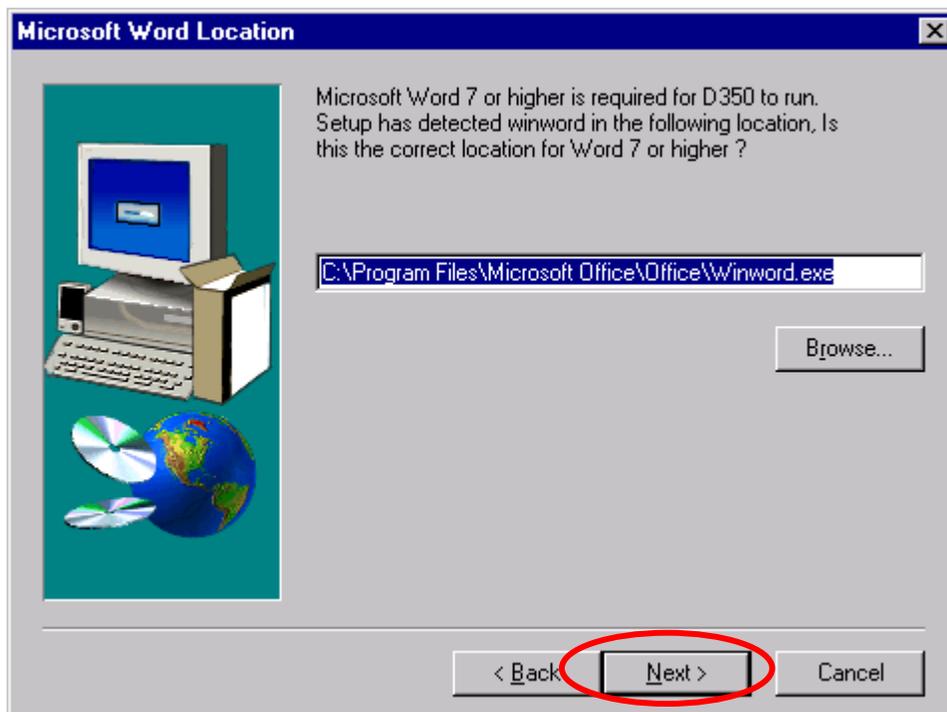
2. From the newly mapped drive run the PC350 setup (x:\pc350\setup.exe – where “x” is the mapped drive letter.)



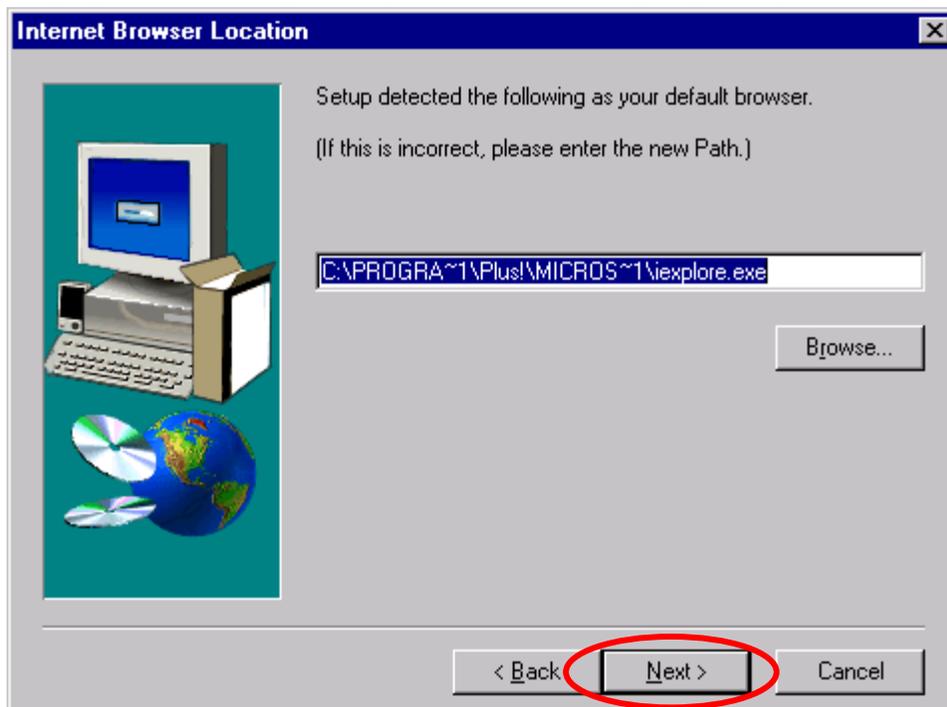
3. The setup program will load, then follow the following screen prompts:

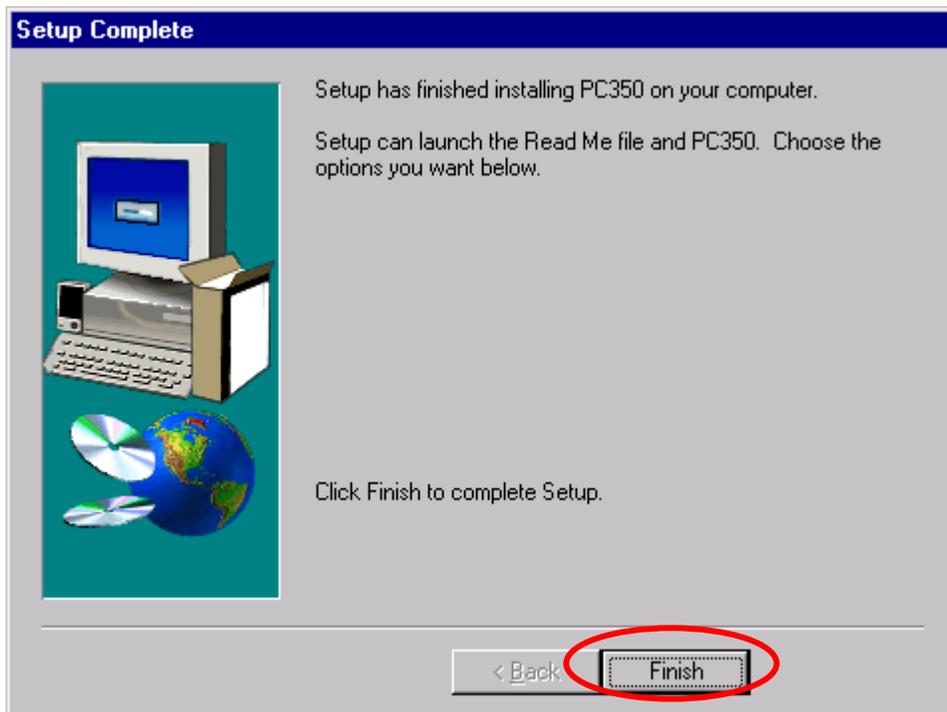


- The program automatically detects Microsoft Word - your path may be different.



- The program automatically detects your Internet browser - your path may be different.





4. The Client installation in complete.