DLA Land Supplier Operations

Tire and Accessories eCatalog

:: Private/Internal Web Site ::

Advanced User Guide v2.0

9/8/2011
DLA Information Operations at Columbus

Tires

Wheel Assemblies

Accessories

CONTENTS

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Tire and Accessories eCatalog

OVERVIEW

Application Description

The DLA Land Supplier Operations Tire and Accessories eCatalog provides the capability to search, view, print, and export (via Excel) details for Tires, Tire Accessories, Wheel Assemblies, and Rims. Additionally, the eCatalog enables users to download full catalogs (via Adobe PDF), find additional resources, and contact affiliated DLA groups.

Disclaimer: This eCatalog is for informational use only.

- The information contained within this system does not replace Technical Manuals/Orders and/or the established procedures of the various Engineering support Activities.
- For pricing and availability, consult EMALL.

Web Site Addresses

PUBLIC

The Public version of the application is accessible by the general public (not CAC-enabled, read-only permissions) via a Web browser (preferably Internet Explorer 8):

http://www.landandmaritime.dla.mil/Programs/TireCatalog/

PRIVATE/INTERNAL

The Private/Internal version of the application is accessible only by users with assigned access and elevated roles (edit/approval permissions) via a Web browser (preferably Internet Explorer 8):

https://webapp3.landandmaritime.dla.mil/programs/TireCatalog/

Contact Information

eCatalog Content

For questions or comments related to Tires, Accessories, Wheel Assemblies, or Rims, contact the appropriate DLA group listed on the “Contact Us” page within the application.

Technical

For questions or comments related to the Web site or technical issues, send an email to the Webmaster by clicking the “Contact Webmaster” link in the application footer.

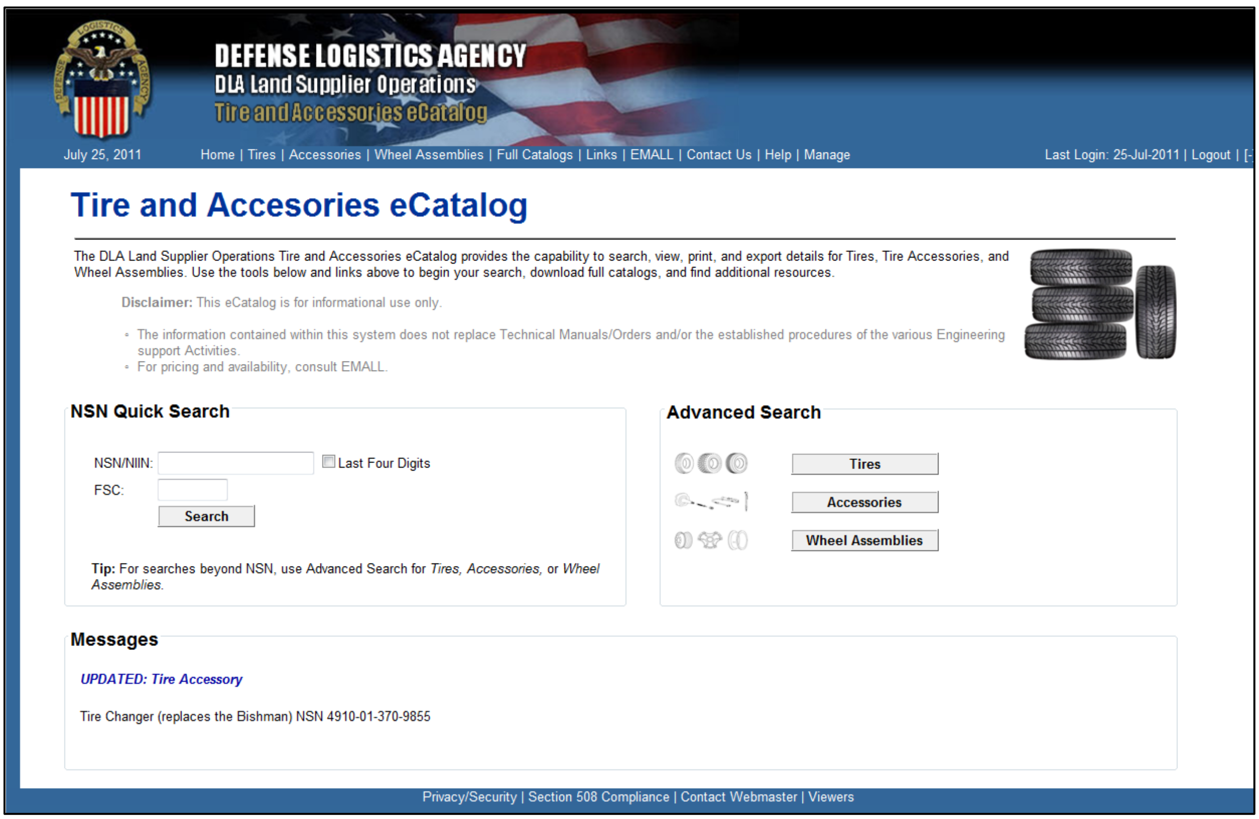
ADVANCED TASKS

Accessing the Private/Internal Tire and Accessories eCatalog

PRIVATE/INTERNAL (EDIT ACCESS)

1. Using an Internet Explorer Browser, go to the **Private/Internal Web site**: https://webapp3.landandmaritime.dla.mil/programs/TireCatalog/
   - The **DoD Authorization and Consent Banner** displays.
2. Click **OK**.
   - The application opens to the Tire and Accessories eCatalog **Home Page** (Figure 1).

Figure 1 - Tire and Accessories eCatalog :: Home Page – Private/Internal Web Site



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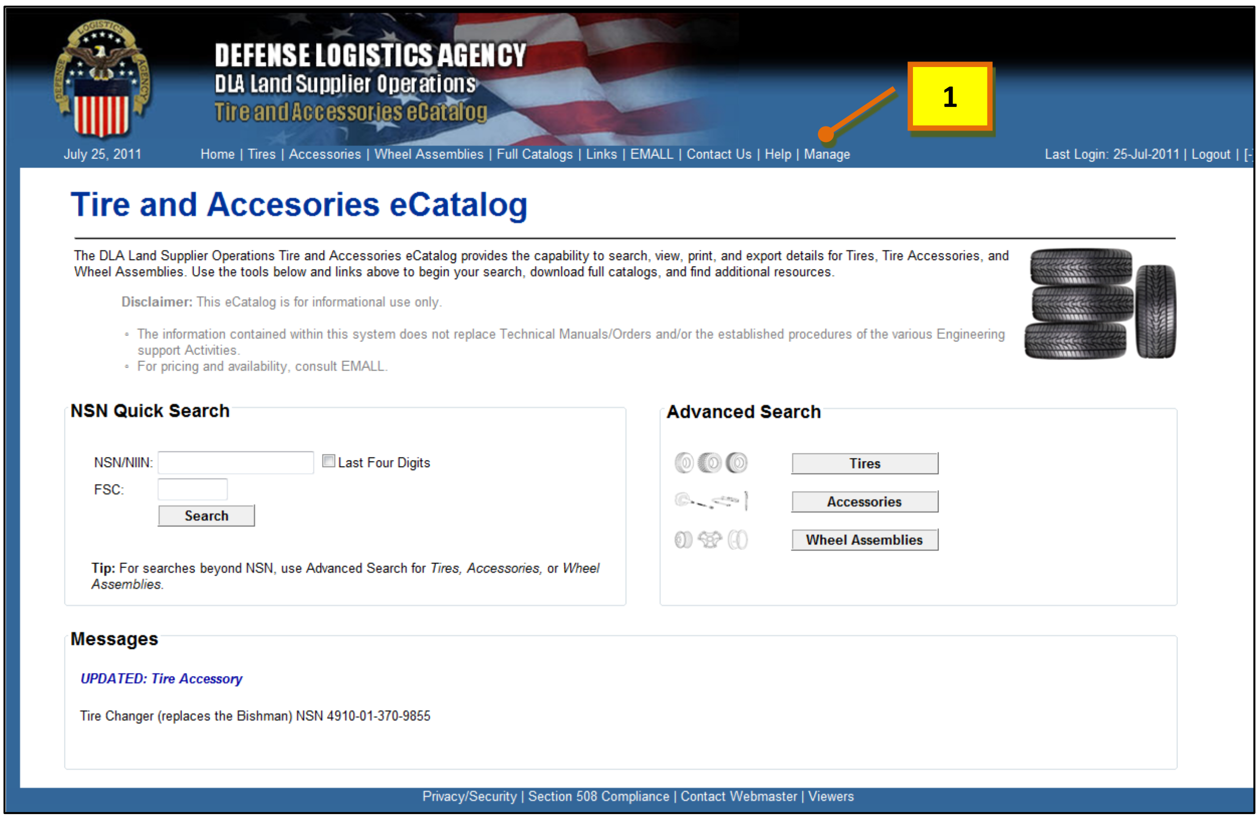
Application Components

The Home Page of the Private/Internal Web site is comprised of the same five major components as the Public Web site. However, the Private/Internal Web site has additional functionality:

- Extra features display on the various application pages (e.g., Create New on search pages; Edit and Delete on detail pages). (For more information, see the Updater Tasks chapter.)
- The Application Header / Navigation Bar includes the Manage link for coordinating Approvals, Messages, and Selection Lists. (For more information, see the Approver Tasks chapter.)

Figure 2 - Home Page :: Components – Private/Internal Web Site



ID	Name	Description
1	**Application Header**	This section displays at the top of every application page and includes the Navigation Bar, which contains links to key application features. NOTE: The Private/Internal Web site includes a "Manage" link.

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UPDATER TASKS

To perform Updater tasks, your account must have the proper system role assigned and have access to the Private/Internal Web site.

NOTE: You will not have access to the following features from the Public Web site.

Creating a New Record

TIRE

1. To access the **Search Tires** page, either:
    - Click the **Tires** button on the **Home Page**

      or
    - Click the **Tires** link in the **Application Header / Navigation Bar**
2. Click the **Create New** button.
3. On the **Tire Details** tab, enter the **NSN** (*required field) and any additional information.
4. Click **Save**.
5. The record is saved in a pending state until approved and the following actions occur:
    - A **"Save Successful" system message** displays in blue font in the upper-left portion of the page.
    - The **Tire Details page** remains in **edit mode** and the following **additional tabs** are enabled where you can associate supplementary information:
        - CAGE Codes/Part Numbers
        - Wheel Assemblies
        - Weapon Systems
    - The **Approval Process** is initiated. (For more information, see the Approver Tasks chapter.)

NOTE: The new record is in a pending state until it is reviewed by an Approver role. Approvers will receive a system-generated email stating that there is an item pending review. When the new record is Approved or Rejected, you as the requestor will receive an automated e-mail with details.

ACCESSORY

1. To access the **Search Accessories** page, either:
    - Click the **Accessories** button on the **Home Page**

      or
    - Click the **Accessories** link in the **Application Header / Navigation Bar**
2. Click the **Create New** button.
3. On the **Accessory Details** tab, enter the **NSN** (*required field) and any additional information.
4. Click **Save**.
5. The record is saved in a pending state until approved and the following actions occur:
    - A **"Save Successful" system message** displays in blue font in the upper-left portion of the page.
    - The **Accessory Details page** remains in **edit mode** and the following **additional tabs** are enabled where you can associate supplementary information:
        - CAGE Codes/Part Numbers
        - Weapon Systems
        - Manuals
    - The **Approval Process** is initiated. (For more information, see the Approver Tasks chapter.)

NOTE: The new record is in a pending state until it is reviewed by an Approver role. Approvers will receive a system-generated email stating that there is an item pending review. When the new record is Approved or Rejected, you as the requestor will receive an automated e-mail with details.

WHEEL ASSEMBLY

1. To access the **Search Wheel Assemblies** page, either:
    - Click the **Wheel Assemblies** button on the **Home Page**

      or
    - Click the **Wheel Assemblies** link in the **Application Header / Navigation Bar**
2. Click the **Create New** button.
3. On the **Wheel Assembly Details** tab, enter the **NSN** (*required field) and any additional information.
4. Click **Save**.
5. The record is saved in a pending state until approved and the following actions occur:
    - A **"Save Successful" system message** displays in blue font in the upper-left portion of the page.
    - The **Wheel Assemblies page** remains in **edit mode** and the following **additional tab** is enabled where you can associate supplementary information:
        - Weapon Systems
    - The **Approval Process** is initiated. (For more information, see the Approver Tasks chapter.)

NOTE: The new record is in a pending state until it is reviewed by an Approver role. Approvers will receive a system-generated email stating that there is an item pending review. When the new record is Approved or Rejected, you as the requestor will receive an automated e-mail with details.

RIM

1. To access the **Search Rims** page, either:
    - Click the **Wheel Assemblies** button on the **Home Page**
      or
    - Click the **Wheel Assemblies** link in the **Application Header / Navigation Bar**
2. Click the **Rim** tab. The **Search Rims** page displays.
3. Click the **Create New** button.
4. On the **Rim Details** tab, enter the **NSN** (*required field) and any additional information.

NOTE: For Rims, it is strongly encouraged that you also select a Category at this point. Categories include: Rim (One-piece); Rim (Inner); Rim (Outer). If this Rim is later added to a Wheel Assembly record, having the Category already saved will expedite the process.

5. Click **Save**.
6. The record is saved in a pending state until approved and the following actions occur:
    - A **"Save Successful" system message** displays in blue font in the upper-left portion of the page.
    - The **Rim Details page** remains in **edit mode** and **additional tabs** are enabled where you can associate supplementary information:
        - Additional tabs:
            - CAGE Codes/Part Numbers
            - Weapon Systems
            - Wheel Assemblies
    - The **Approval Process** is initiated. (For more information, see the Approver Tasks chapter.)

NOTE: The new record is in a pending state until it is reviewed by an Approver role. Approvers will receive a system-generated email stating that there is an item pending review. When the new record is Approved or Rejected, you as the requestor will receive an automated e-mail with details.

Editing an Existing Record

TIRE, ACCESSORY, WHEEL ASSEMBLY, OR RIM

To edit any item (be it a Tire, Accessory, Wheel Assembly, or Rim), you perform the same basic tasks. Editing begins at the detail page for the item.

1. Perform a search and access the item's **Detail** page.

   NOTE: For information on searching, see the **NSN Quick Search** or **Advanced Search** sections in the *Public Web Site, Quick Start Guide*. This document can be found via the **Help** link in the **Application Header / Navigation Bar** of the application.

2. Click the **Edit** link in the upper-left portion of the page.
3. Make changes to information on any of the tabs and click **Save**.
4. The record is saved in a pending state until approved and the following actions occur:
   - A **"Save Successful" system message** displays in blue font in the upper-left portion of the page.
   - The **Details page** remains in **edit mode**.
   - The **Approval Process** is initiated. (For more information, see the Approver Tasks chapter.)

   NOTE: The updated record is in a pending state until it is reviewed by an Approver role. Approvers will receive a system-generated email stating that there is an item pending review. When the updated record is Approved or Rejected, you as the requestor will receive an automated e-mail with details.

Deleting an Existing Record

TIRE, ACCESSORY, WHEEL ASSEMBLY, OR RIM

To delete any item (be it a Tire, Accessory, Wheel Assembly, or Rim), you perform the same basic tasks. Deletion begins at the detail page for the item.

1. Perform a search and access the item's **Detail** page.

   NOTE: For information on searching, see the **NSN Quick Search** or **Advanced Search** sections in the *Public Web Site, Quick Start Guide*. This document can be found via the **Help** link in the **Application Header / Navigation Bar** of the application.

2. Click the **Edit** link in the upper-left portion of the page.
3. Click the **Delete** link in the upper-right portion of the page.
4. In the **confirmation dialog box** that displays, click **OK** to proceed with the deletion.

   NOTE: If you do not want to delete, click **Cancel** to return to the record.

5. The record is marked for deletion in a pending state until approved and the following actions occur:
   - A **"Deleted" system message** displays in blue font in the upper-left portion of the page.
   - The **Details page** displays with all information disabled (i.e., not editable).
   - The **Approval Process** is initiated. (For more information, see the Approver Tasks chapter.)

   NOTE: The record is in a pending state until it is reviewed by an Approver role. Approvers will receive a system-generated email stating that there is an item pending review. When the updated record is Approved or Rejected, you as the requestor will receive an automated e-mail with details.

APPROVER TASKS

New or modified records are in a pending state until reviewed by an Approver role. Approvers will receive a system-generated email stating that there is an item pending review. When the record is Approved or Rejected, the requestor will receive an automated e-mail with details.

- If **Approved**, the new/updated record will display on the Public and Internal sites.
- If **Rejected**, the new/updated version of the record is not saved and the rejected record is not visible on the Public or Internal sites.

To perform Approver tasks, your account must have the proper system role assigned and have access to the Internal/Private Web site.

NOTE: You will not have access to the following features from the Public Web site.

Approving or Rejecting a Record

FROM WITHIN THE TIRE AND ACCESSORIES eCATALOG

1. Click the **Manage** link in the **Application Header / Navigation Bar**.
    - The **Manage** page displays.
2. In the **Approvals** section, click the **Pending Changes** link.
    - The **Approval Workflow** page displays.
3. Locate the record to review and click the **NSN** link.
    - The **Approval Details** page displays.

TIP: To quickly locate records, you can use the pagination options above the table. You can also sort the data by clicking the various column headers.

4. Review the details of the new/changed record.

NOTE: Formatting conventions:

- **Changed** information will have an exclamation icon next to it.
    - Example: 
- **Deleted** information will display in red font with a line through it.
    - Example: ~~2530010093813~~
- **New** information will display in bold font.
    - Example: **Tool / Equipment**

5. To **Approve**:
    a. From the **Approval Details** page, review the pending changes and select the **Approve** option button.
    b. **Optional for Approve**: Type **comments** about why the item was approved.
    c. Click **OK**.
        - Updates will become visible to all users.
        - The **Approval Workflow** page displays.

- The change request is removed from the list.

NOTE: The approved record is now visible on the Public and Internal sites. The Updater who requested the change will receive a system-generated email stating that the request was Approved.

6. To **Reject**:
   a. From the **Approval Details** page, review the pending changes and select the **Reject** option button.
   b. Type **comments** about why the item was rejected.

      NOTE: Comments are required for Rejections.

   c. Click **OK**.
      - The **Approval Workflow** page displays.
      - The change request is removed from the list.

      NOTE: The changes are not saved and the rejected record is not visible on the Public or Internal sites. The Updater who requested the change will receive a system-generated email stating that the request was Rejected, including the comments you provided.

FROM THE SYSTEM-GENERATED E-MAIL

1. From **Microsoft Outlook**, open a Pending Change Request mail message generated by the system:
   - FROM: TireCatalog@dla.mil
   - SUBJECT: DLA Tire and Accessories eCatalog: Change Request Pending Approval
2. **Review** the summary of the request and copy the URL.
3. **Open Internet Explorer**, **paste** the URL, and press the **Enter** key.
   - The **DoD Authorization and Consent Banner** displays.
4. Click **OK**.
   - The **Approval Details** page for the pending request displays.

Approval History

RUNNING THE MODIFICATION HISTORY REPORT

1. Click the **Manage** link in the **Application Header / Navigation Bar**.
    - The **Manage** page displays.
2. In the **Approvals** section, click the **Modification History Report** link.
    - The **Modification History** page displays.
3. Click the **From** field and select a **beginning date** from the calendar or type the date in the mm/dd/yyyy format.

    NOTE: *Required field.

4. Click the **To** field and select a **ending date** from the calendar or type the date in the mm/dd/yyyy format.

    NOTE: Optional field.

5. Click **Search**.
6. The results grid displays the approval history for the date range provided.

    TIP:
    - Click any **column header** to **sort** by ascending or descending order.
    - Click the **Export to Excel** link to open or save the report in Microsoft Excel.

Messages

ADDING A MESSAGE

1. Click the **Manage** link in the **Application Header / Navigation Bar**.
    - The **Manage** page displays.
2. In the **Communication** section, click the **Messages** link.
    - The **Messages** page displays.
3. Click **Add** in the upper-left corner of the **Web Message** table.
    - The **Add New Message** dialog box displays.
4. In the **Title** field, type a brief summary for the message.
5. In the **Message** field, type the detailed information.
6. *OPTIONAL*: In the **Expiration Date** field, select a date from the calendar or type the date in the mm/dd/yyyy format. If a date is included, the message will automatically be removed form the Home Page of the Web site(s). If a date is not included, the message will display indefinitely until it is manually removed. (For more information, see Removing a Message.)
7. For the **Private Site** option, select **Yes** or **No** to display the message on the internal Web site's Home Page.
8. For the **Public Site** option, select **Yes** or **No** to display the message on the public Web site's Home Page.
9. Click **Insert**.

EDITING A MESSAGE

1. Click the **Manage** link in the **Application Header / Navigation Bar**.
    - The **Manage** page displays.
2. In the **Communication** section, click the **Messages** link.
    - The **Messages** page displays.
3. Click the **Edit** link next to the message to update.
    - The **Message Details** dialog box displays.
4. Make the necessary changes and click **Update**.

REMOVING A MESSAGE

1. Click the **Manage** link in the **Application Header / Navigation Bar**.
    - The **Manage** page displays.
2. In the **Communication** section, click the **Messages** link.
    - The **Messages** page displays.
3. Click the **Edit** link next to the message to update.
    - The **Message Details** dialog box displays.
4. You can choose to remove the message immediately or have the system automatically remove the message on a future date:
    - <u>Immediately</u>: Select **No** for both the **Private Site** and **Public Site** options. Upon saving, the message will automatically be removed form the Home Page of the Web site(s).
    - <u>Future</u>: In the **Expiration Date** field, select the date from the calendar or type the date in the mm/dd/yyyy format. The message will automatically be removed form the Home Page of the Web site(s) on the date provided.
5. Click **Update**.

Selection List Management (i.e., drop-down lists)

VIEWING OPTION DETAILS

1. Click the **Manage** link in the **Application Header / Navigation Bar**.
    - The **Manage** page displays.
2. In the **Selection Lists** section, click the list link (e.g., Weapon Systems) to view all of the associated options.
    - The **Messages** page displays.
3. Click the **View** link next to the list option to view the details.
4. Click **Close**.

ADDING A NEW OPTION

1. Click the **Manage** link in the **Application Header / Navigation Bar**.
    - The **Manage** page displays.
2. In the **Selection Lists** section, click the list link (e.g., Weapon Systems) to view all of the associated options.
    - The **Messages** page displays.
3. Click **Add** in the upper-left corner of the table.
    - The **Add** dialog box displays.
4. In the **Code** field, type a brief code that will be stored in the database.

    NOTE: Keep the code short; do not include spaces; only use alpha/numeric characters; do not use special characters.

5. In the **Text** field, type the option name that will be visible in the drop-down list.
6. Click **Insert**.
7. The **Selection Lists** page displays and the new option is now available in the specific drop-down list throughout the application.

    NOTE: For historical record purposes, you cannot edit or delete a selection list item. If a change or deletion is required, please submit a ticket via the IT Help Desk:

    - **Phone**: 2-2529
    - **E-Mail**: J6C.HelpDesk.Requests@dla.mil

Online Help

QUICK START GUIDE :: BASIC TASKS

The latest version of the Quick Start Guide for basic tasks is available via Adobe Acrobat PDF from within the both the Public and Private/Internal Web sites.

Note: To download the Adobe Acrobat viewer program, click the Viewers link in the application footer.

- Click the **Help** link in the **Application Header / Navigation Bar**.

Note: A .pdf version of the document opens in a separate window when you click the link.

ADVANCED USER GUIDE :: PRIVATE/INTERNAL WEB SITE

The latest version of this Advanced User Guide for the ‘Updater’ and ‘Approver’ tasks is available via Adobe Acrobat PDF from within the Private/Internal Web site.

Note: To download the Adobe Acrobat viewer program, click the Viewers link in the application footer.

1. Click the **Manage** link in the **Application Header / Navigation Bar**.
2. From the **Manage** page, click the **Advanced User Guide** link.

Note: A .pdf version of the document opens in a separate window when you click the link.