

# ***UM 101***

# ***UUAM Supplemental Guidebook***

**UUAMs may access an electronic copy of this information on the GCSS-MC Self Help Materials DVD.**

## *UM 101*

# *UUAM Supplemental Guidebook*

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# *UM 101*

# *UUAM Supplemental Guidebook*

**Portal Page FAQs  
&  
Clearing Cache**

For Official Use Only

## GCSS-MC FAQs

- [How do I register for a GCSS-MC Account?](#)
- [How do I install the DoD Certificate?](#)
- [How do I use my CAC to login?](#)
- [Accessing Internet Properties](#)
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- [Internet Properties - Security Tab](#)
- [Internet Properties - Trusted Sites](#)
- [Internet Properties - HTTP 1.1 Settings](#)
- [Internet Properties - Security Settings](#)
- [Internet Properties Privacy Tab](#)
- [Internet Properties - Pop-Up Blocker Settings](#)
- [Internet Properties - JAVA Console Settings](#)
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- [Internet Properties for UPK Player "Do-It Mode"](#)

### How do I register for GCSS-MC Account?

To register for a GCSS-MC Account the user must click the "Request an Account" hyperlink on the Main Page of the Portal to begin the User Self Registration Process. The user must know his/her Unit in order for the request to be sent to the appropriate approving official.

### How do I install the DOD certificate?

To update a user's certificate the user must go to the User Services tab and select from the menu the "Update Certificate" hyperlink. The user will be required to enter his/her current username and password along with other personal information.

### How do I use my CAC to login?

In order to use a CAC to login the User must insert their CAC into the reader. Once the user reaches the Main Page of the Portal, select the EBS Login button on the left-hand side of the screen to log into the GCSS-MC System.

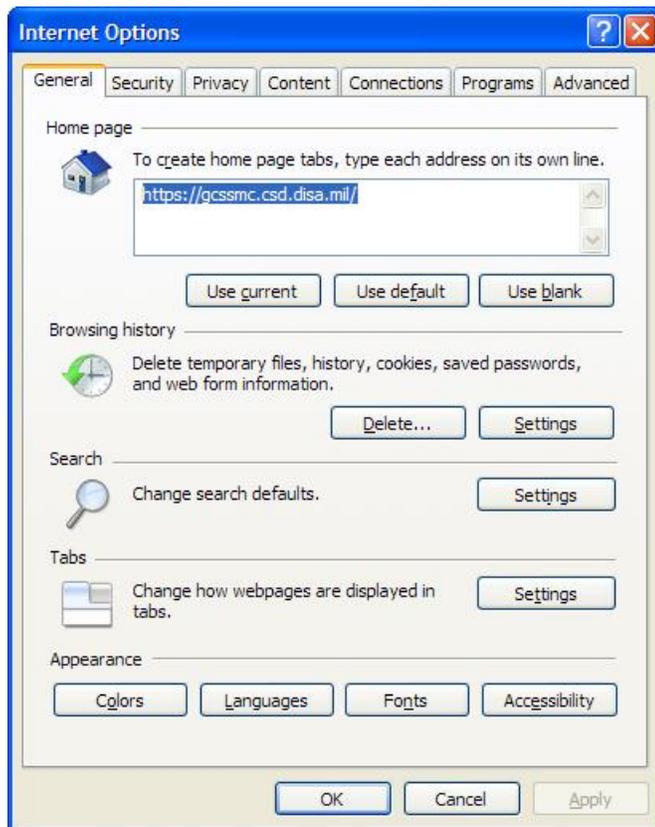
### Basic Internet Settings

1. Open **Internet Explorer**.
2. **Select Tools** and then **Internet Options** as shown in below.



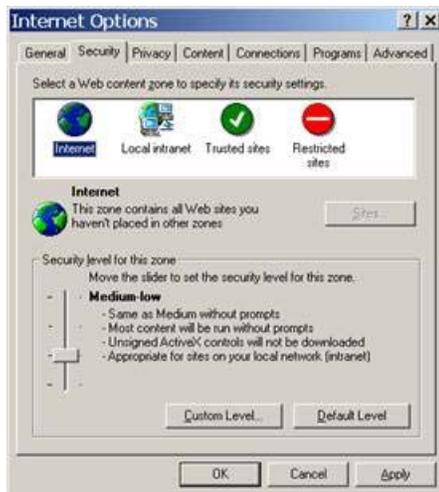
Accessing Internet Properties

3. **Click** on General tab then **Delete Cookies** button.



Internet Properties General Tab

4. **Click** the **Security** tab . Click on the **Internet** icon and click the **Default Level** button. Repeat for "**Local intranet**" , "**Trusted sites**" and "**Restricted sites**".



Internet Properties - Security Tab

5. Stay on the **Security** tab. **Click** on the "**Trusted Sites**" icon, and then on the **Sites** button.



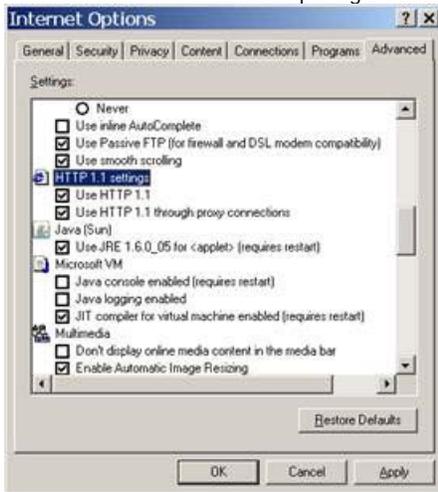
### Internet Properties - Security Tab

6. Click on the **"Trusted Sites"** window enter the following address: [https://\\*.disa.mil](https://*.disa.mil) as shown in figure below, and then click the **Add** button.



Trusted Sites

7. Click on the **"Advanced Tab"** and scroll down to the **"HTTP 1.1 Settings"** and check both checkboxes as per figure below and press **OK**.



Internet Properties - HTTP 1.1 Settings

8. On the **"Advanced Tab"** ensure that **"Use SSL 3.0"** and **"Use TLS 1.0"** check boxes are checked.



Internet Properties - Security Settings

9. If you are using Windows XP skip to next section.
10. After all changes are made **click** the **Apply** button and then **OK**.
11. Close Internet Explorer.
12. Re-open Internet Explorer and log into GCSS-MC via <https://gcssmc.csd.disa.mil>.

### Additional Settings for Windows XP

1. If you have not yet followed the instructions in Section 2, do so before proceeding.
2. Remain in the Internet Properties section of **Internet Explorer**.
3. **Click** the **Privacy** tab. **Click** the Settings button.



**Internet Properties Privacy Tab**

4. **In the Pop-Up Blocker** Settings window the the following address: [https://\\*.disa.mil](https://*.disa.mil) as shown in ffigure below and then **Click** the **Add** button.

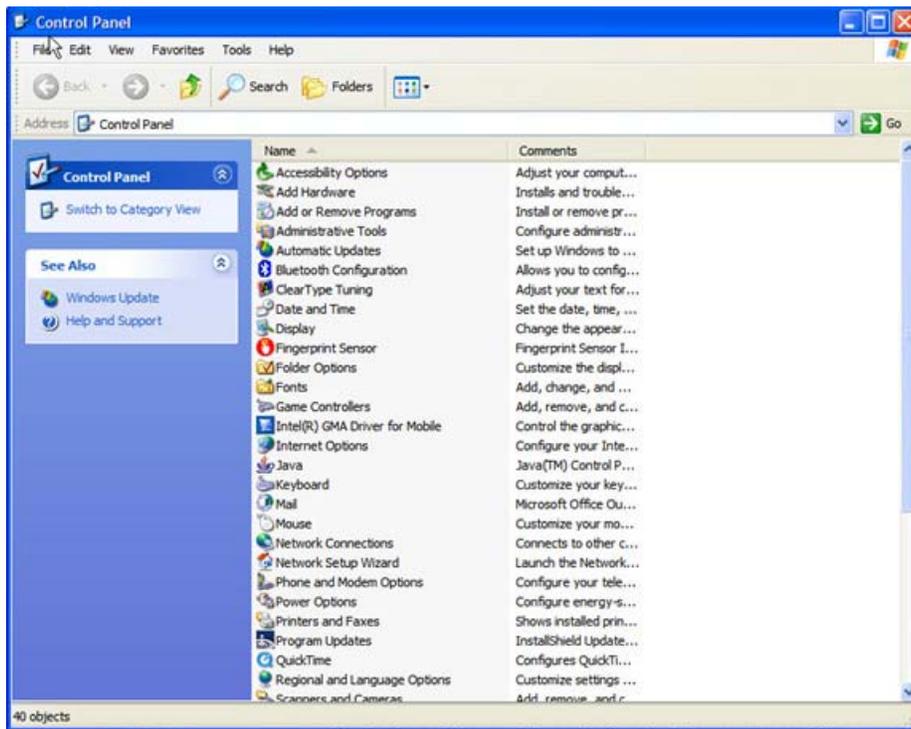


**Internet Properties - Pop-Up Blocker Settings**

5. The address will move to the **Allowed sites** area. **Click Close**.
6. **Click** the **Apply** button, and then **click OK**. If **Apply** is not highlighted just **click OK**.
7. Close Internet Explorer.
8. Re-open Internet Explorer and log into GCSS-MC via <https://gcssmc.csd.disa.mil>.

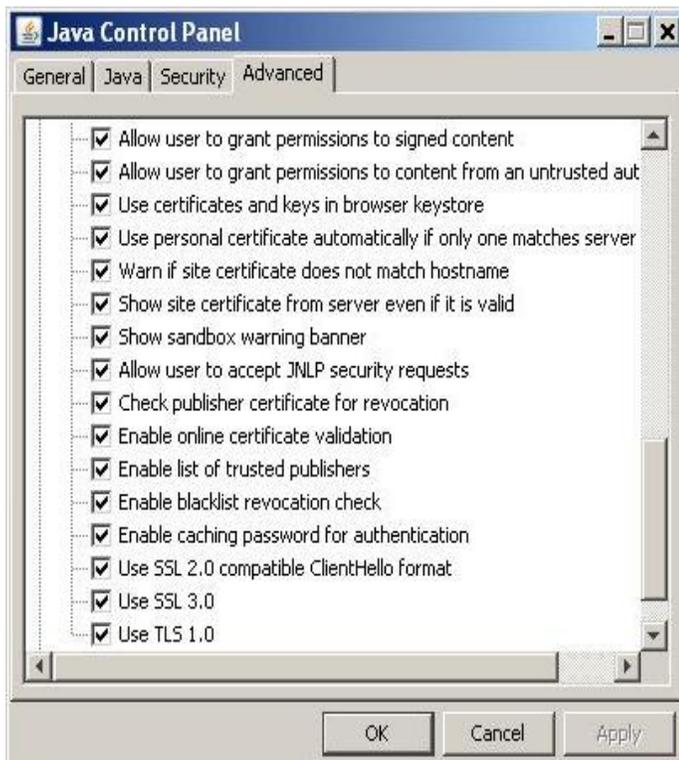
### Additional Settings for Java

1. From Windows Start open Control Panel Window:



**Control Panel**

2. Double Click on **Java**.
3. Click on **Advanced TAB**:



**Java Advanced TAB**

4. Click on the + sign next to security and make sure all the SSL options have been checked.
5. Press **OK**
6. Restart Your Browser.

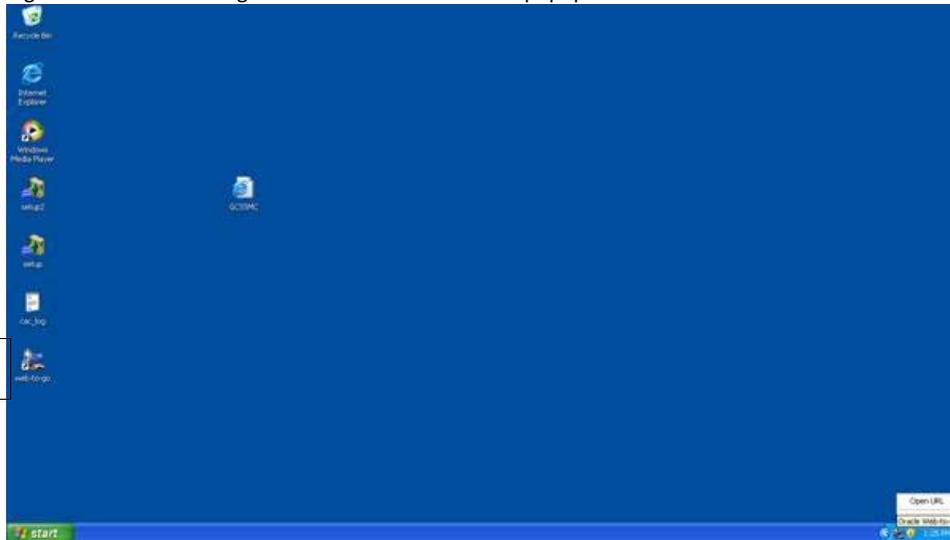
### **How To Set Java Home for Mobile Field Service Laptops**

How to set JAVA\_HOME after Olite installation on MFS client laptops?

For Non-NMCI laptops, multiple JAVA runtime environments may exist. Current Olite software requires the use of jdk1.6+. In order to force Olite to use jdk1.6 on a laptop with multiple java homes, the following procedure needs to be done by the end-user. The following steps need to be done after Olite installation.

1. Exit webtogo.

Right Click on the webtogo icon and click "Exit" on the popup menu.



2. Find java 1.6 home directory on client laptop.

```

Command Prompt
3 Dir(s) 133,870,166,016 bytes free

C:\Program Files\java>cd jre
C:\Program Files\java\jre>dir
Volume in drive C has no label.
Volume Serial Number is 24FE-A31E

Directory of C:\Program Files\java\jre

08/28/2010 05:18 PM <DIR>          .
08/28/2010 05:18 PM <DIR>          ..
08/28/2010 05:18 PM <DIR>          bin
12/15/2006 01:41 AM          993 CHANGES
12/15/2006 02:39 AM        2,539 COPYRIGHT
08/28/2010 05:18 PM <DIR>          lib
12/15/2006 01:41 AM       12,523 LICENSE
08/28/2010 05:18 PM          908 PATCH.ERR
12/15/2006 01:41 AM        14,272 README.txt
12/15/2006 01:41 AM       67,963 THIRDPARTYLICENSEREADME.txt
12/15/2006 01:41 AM          998 Welcome.html
              7 File(s)      100,196 bytes
              4 Dir(s)  133,870,166,016 bytes free

C:\Program Files\java\jre>

```

3. Run setjavahome.bat utility to set java home for Olite

```

Command Prompt
Volume Serial Number is 24FE-A31E

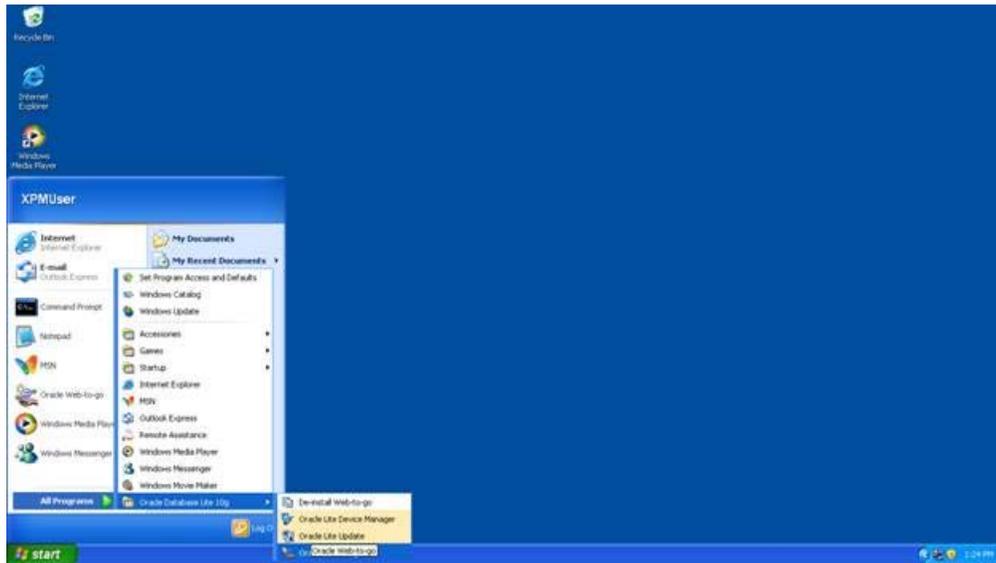
Directory of C:\mobileclient\bin

11/05/2009 04:02 AM          941 setjavahome.bat
11/05/2008 02:12 AM          2,792 SetJavaHome.class
10/29/2010 11:27 AM        372,736 setup.exe
              3 File(s)      376,469 bytes
              0 Dir(s)  133,870,166,016 bytes free

C:\mobileclient\bin>setjavahome "c:\Program Files\java\jre"

```

4. Restart Webtogo



### Internet Properties for UPK Player "Do-It Mode"

For the Player "Do-It Mode" to work correctly on Navy/Marine Corps Intranet (NMCI) laptops, "https://\*.disa.mil" must be added as a trusted site in Internet Explorer. Please follow the instructions to add this trusted site to Internet Explorer.

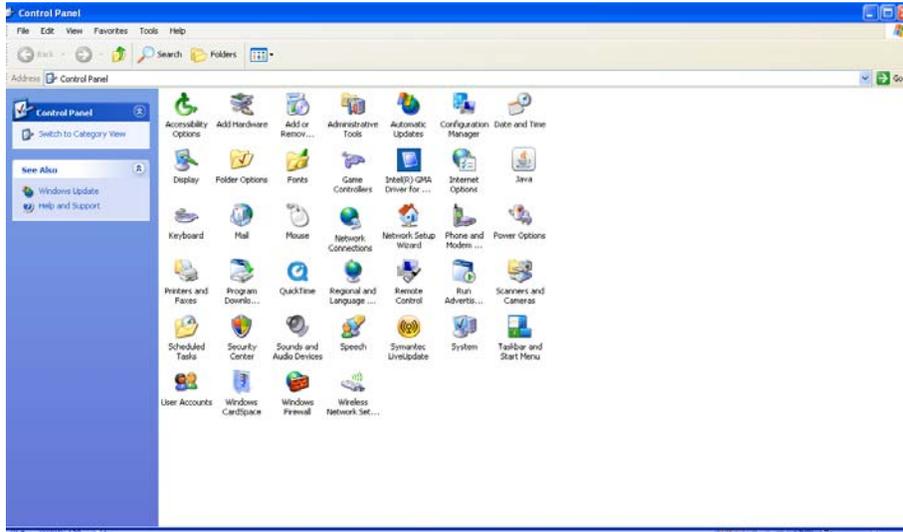
1. In IE toolbar, click on Tools button, then select Internet Options.
2. Click on the Security tab.
3. Click "Trusted Sites"
4. Click "Sites" button
5. Enter https://\*.disa.mil to the trusted sites listing
6. Click "Custom Level" button, Scroll down to "Miscellaneous" (about halfway down the window) and find "Allow script-initiated windows without size or position constraints." Click on the "Enable" radio button. Apply changes.

[Close](#)

## Clearing Cache & IE Settings

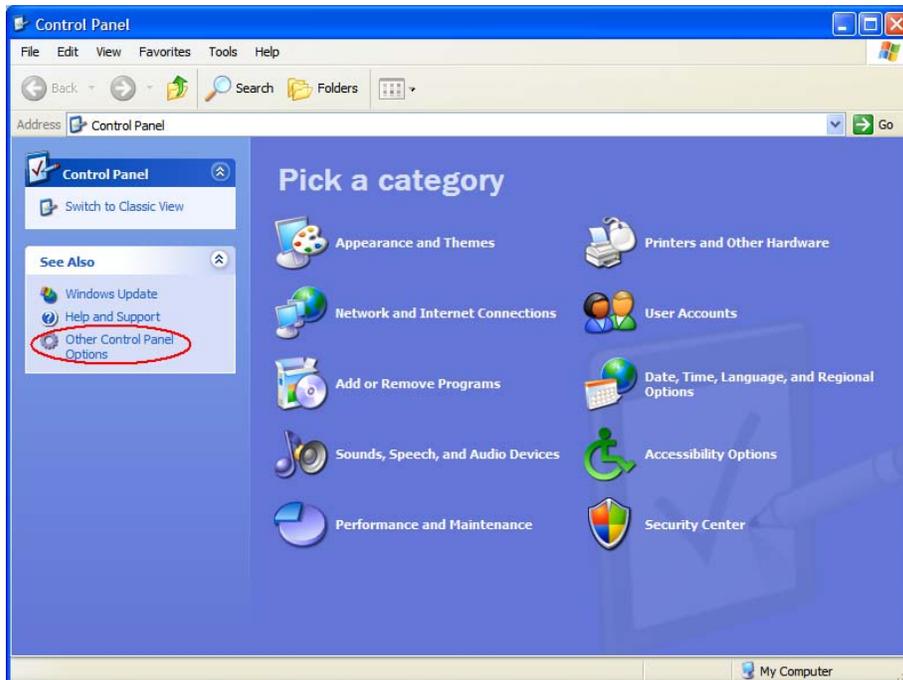
Purpose: Before and after using GCSS-MC, the following actions will eliminate some issues encountered by users. Always do the following prior to reaching out to Help Desk personnel.

1. Close ALL your open browser windows.
2. Go to Start > Control Panel >

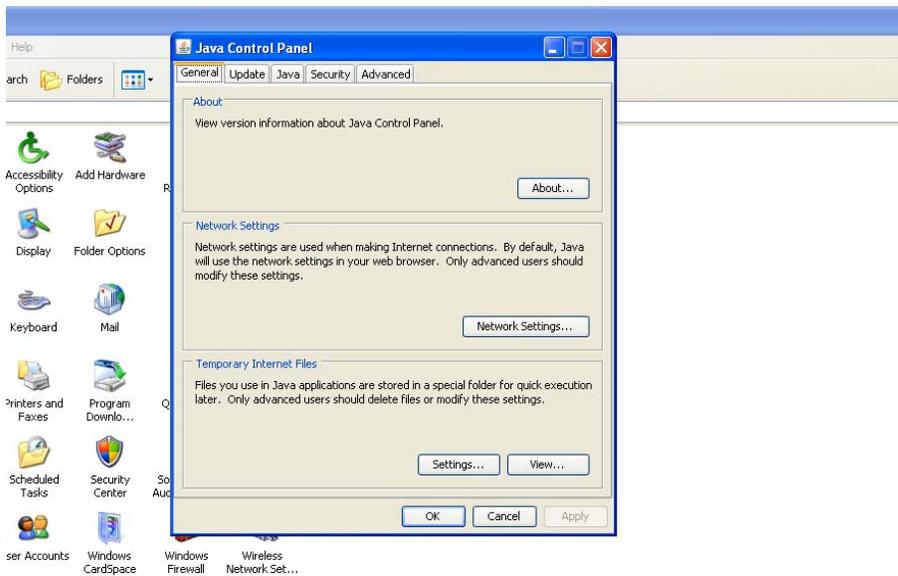


3. Click Locate the icon called "Java". Double-click the Icon to open Java Control Panel.

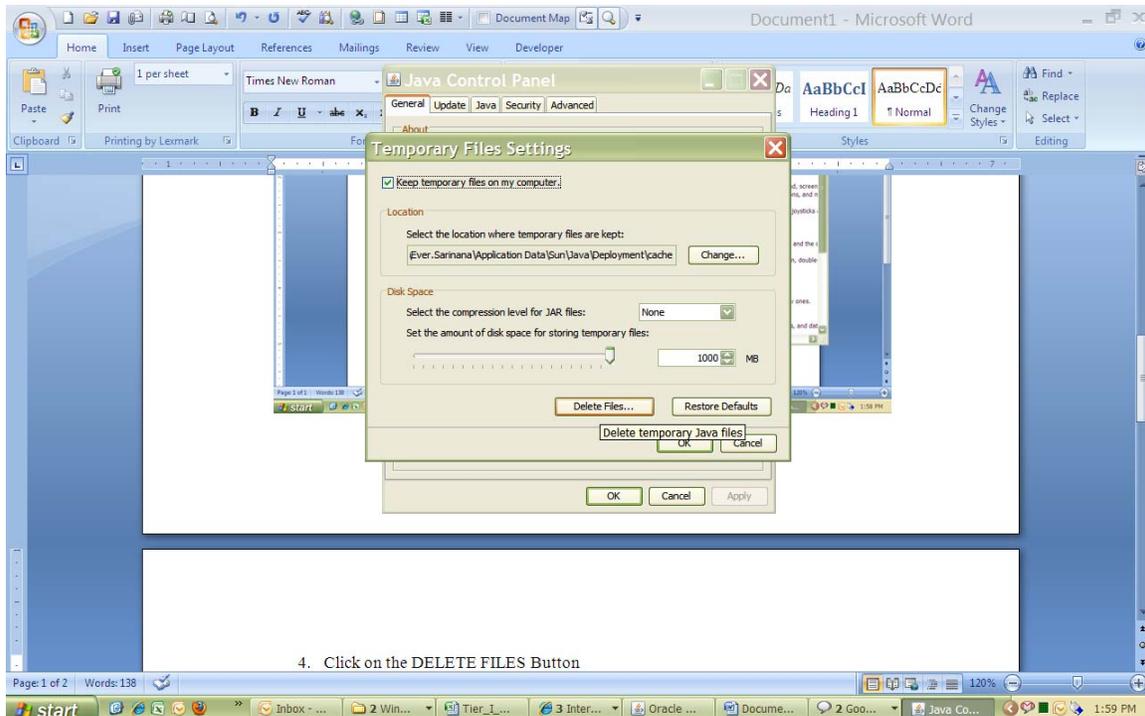
NOTE: If you have the Control Panel screen below, click the "Other Control Panel Options" link then click the Java icon



4. Click the Tab named "General". In the bottom block, under "Temporary Internet Files", Click on the button SETTINGS.

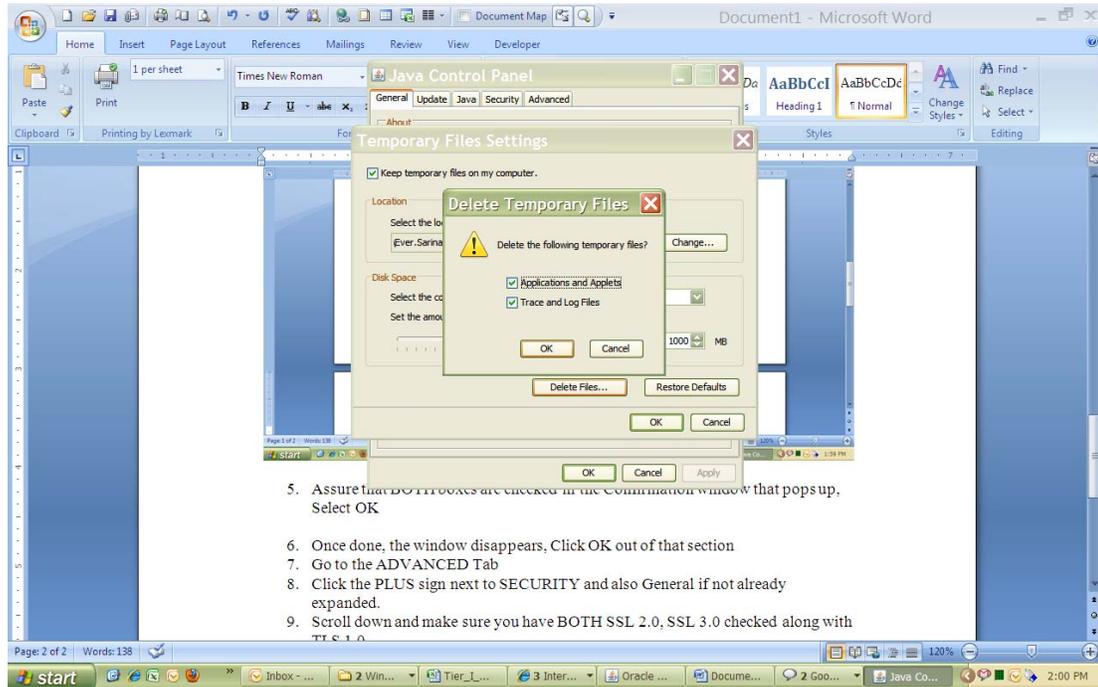


5. Click on the DELETE FILES Button



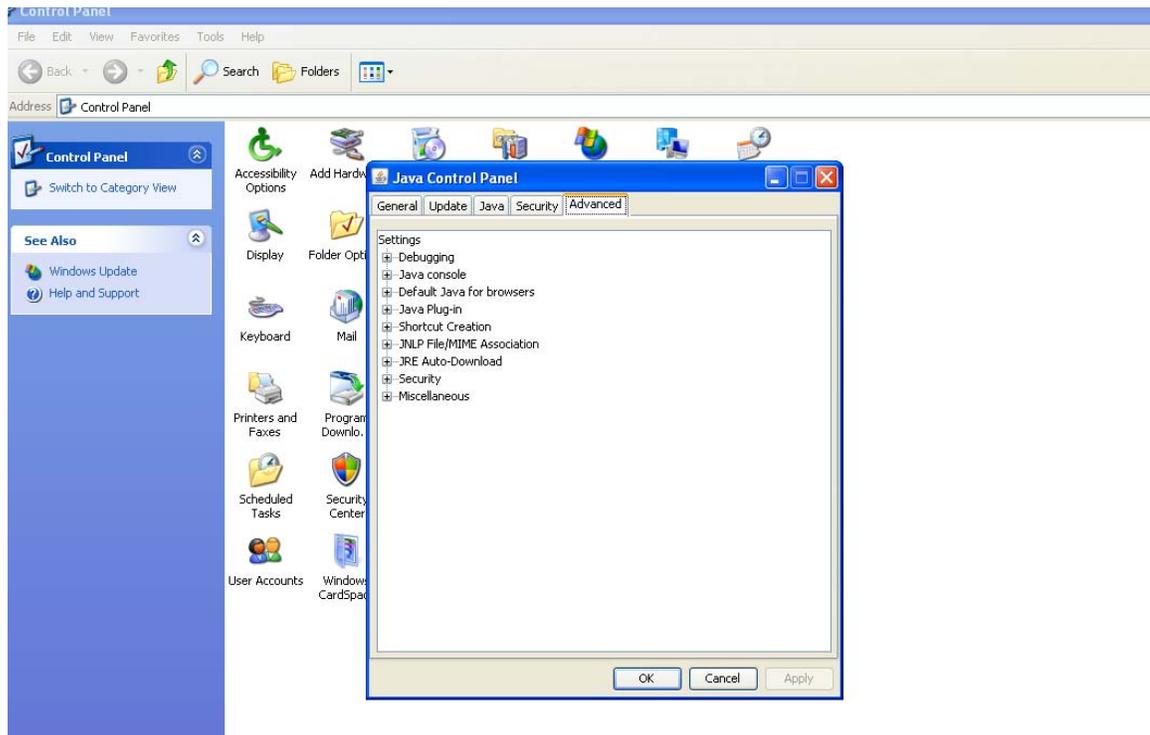
4. Click on the DELETE FILES Button

- A confirmation window pops up offering that two boxes be checked. BOTH boxes should be checked, then click OK. The delete process will begin.

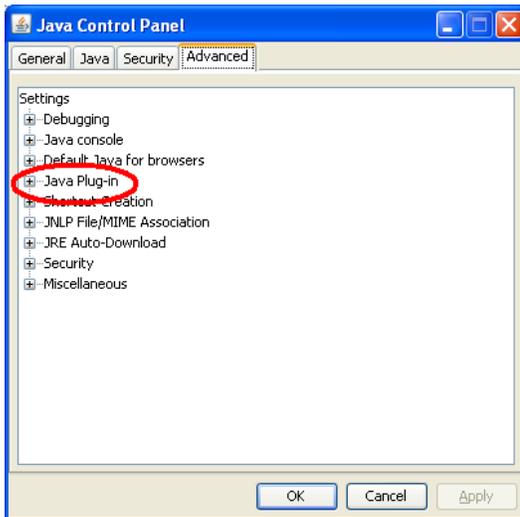


- When the deletion process completed, that window will disappear. Then click the OK button to exit out of that section

- Go to the ADVANCED Tab

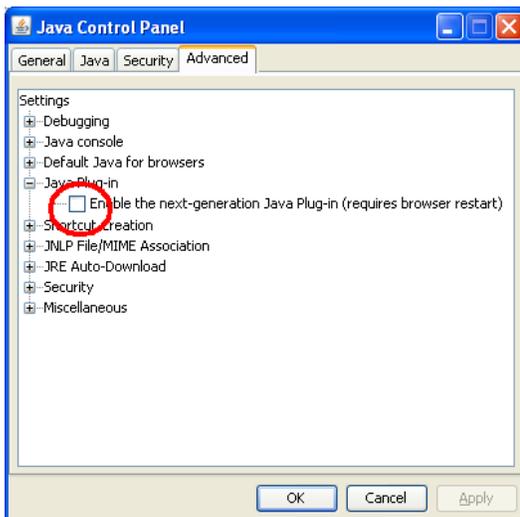


9. Click on the plus sign (+) next to “Java Plug-in” link to expand.

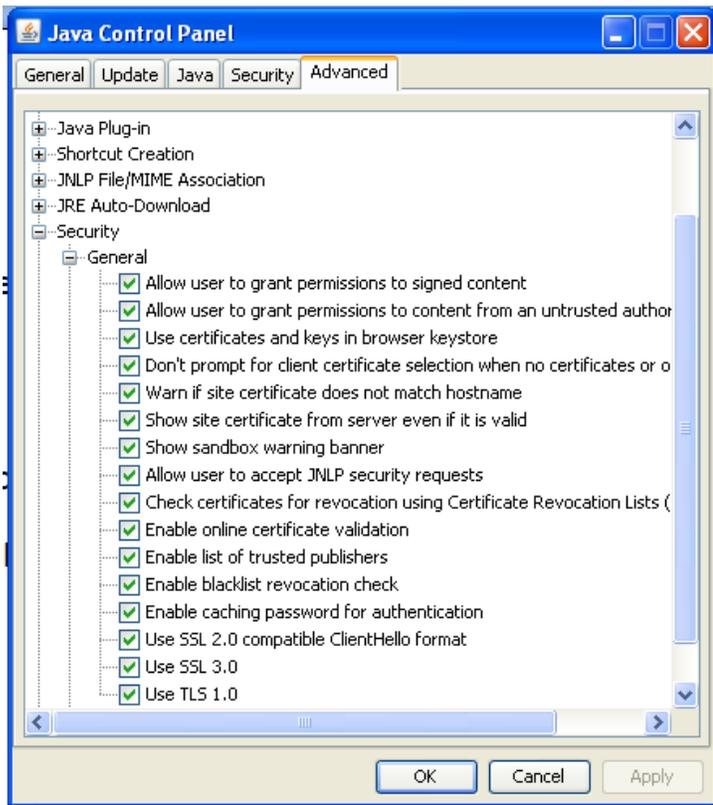


10. If the box is unchecked please check it and click APPLY – If the box IS checked and you are having issues running reports, please UNCHECK it and click Apply.

\*Certain computers require this to be disabled/enabled depending on the version



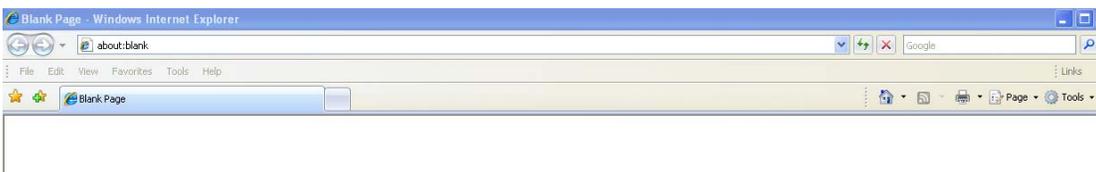
11. Click the PLUS sign next to SECURITY (expands) and then expand General as well



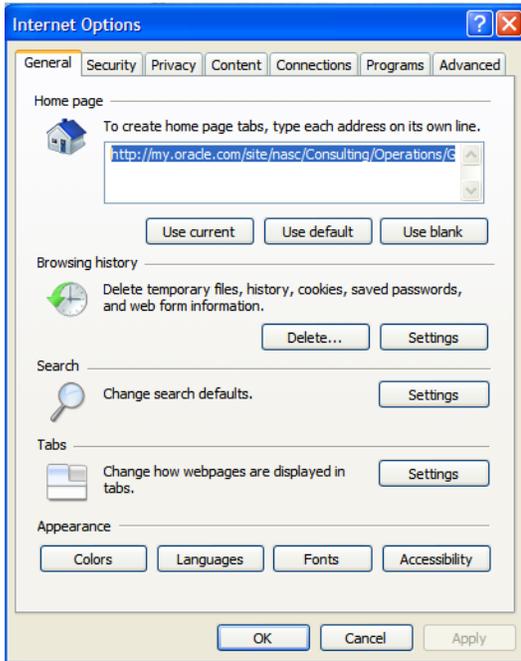
12. Scroll down and make sure you have TLS 1.0, SSL 2.0, SSL 3.0 checked. All 16 settings listed should be enabled.

13. Click APPLY, and then click OK. Close your Control Panel Windows.

14. Launch a fresh Internet Explorer browser Window. From the Menu Bar, locate and click on Tools



15. On the General Tab, click Delete button

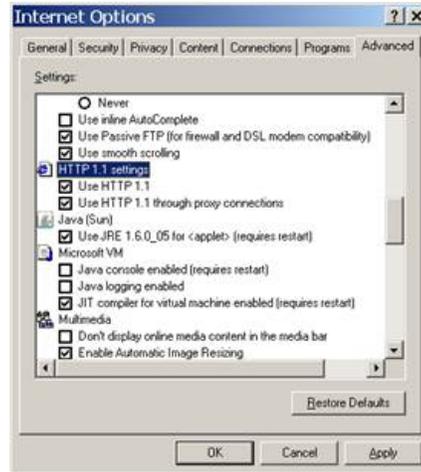


16. Click Delete All (if available). If Delete All is not available, Click Delete Files, Delete Cookies, and Delete History one at a time



17. Click on the Advanced tab. Scroll down to the section called "HTTP 1.1 Settings". Verify that the Security Settings MATCH the FAQ Portal Page Settings:

Click on the "Advanced Tab" and scroll down to the "HTTP 1.1 Settings" and check both checkboxes as per figure below



Internet Properties - HTTP 1.1 Settings

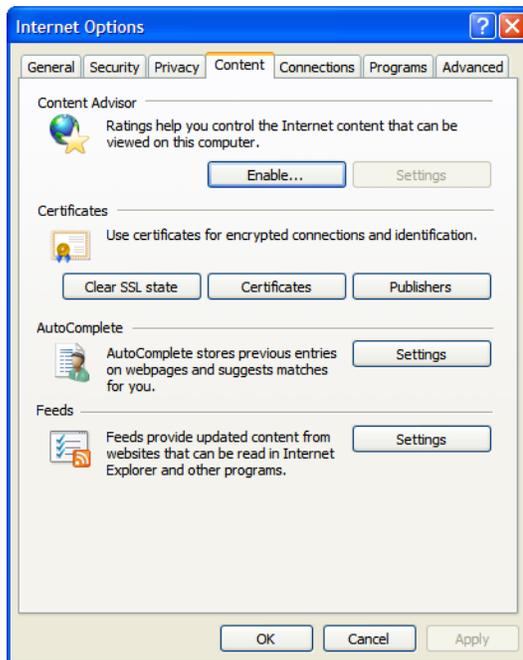
On the "Advanced Tab" ensure that "Use SSL 3.0" and "Use TLS 1.0" check boxes are checked.



Internet Properties - Security Settings

After all changes are made click the Apply button

18. IF any changes were made, click the "Content" Tab. Under the block for Certificates", click the button "CLEAR SSL STATE". After the window displays that "The SSL cache was successfully cleared", click OK.



19. To make sure you have the **correct certificates**, please follow these steps:

To make sure you have the correct certificates, please follow these steps:

- a) Go to <https://gcssmc.csd.disa.mil/>.
  - b) Select the DoD Email Certificate.
  - c) On the Warning page, select OK, if you decline, we cannot go any further.
  - d) Near the top Left of the page, please select User Services.
  - e) Select the DoD Email Certificate.
  - f) On the Warning page, select OK, if you decline, we cannot go any further.
  - g) Select the Top Right tab, Register Certificate.
  - h) From here you should be able to register your certificate,
20. Close ALL browser windows. Open a new Browser and enter GCSS-MC through the Main Portal page (<https://gcssmc.csd.disa.mil/>) and be sure to use your DOD EMAIL CAC CERT through to the EBS LOGIN BUTTON.

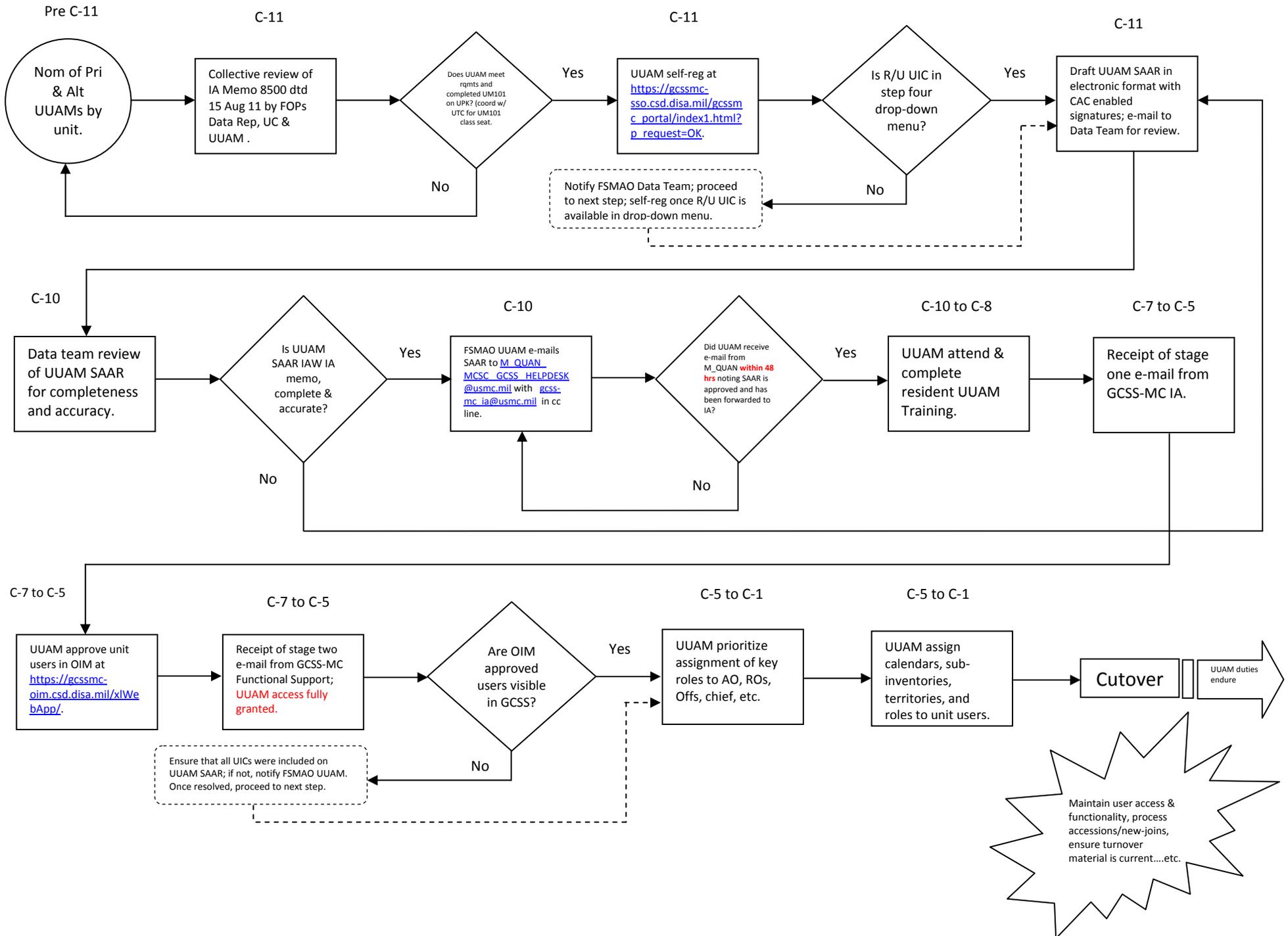
[https://gcssmc.csd.disa.mil](https://gcssmc.csd.disa.mil/)

# *UM 101*

# *UUAM Supplemental Guidebook*

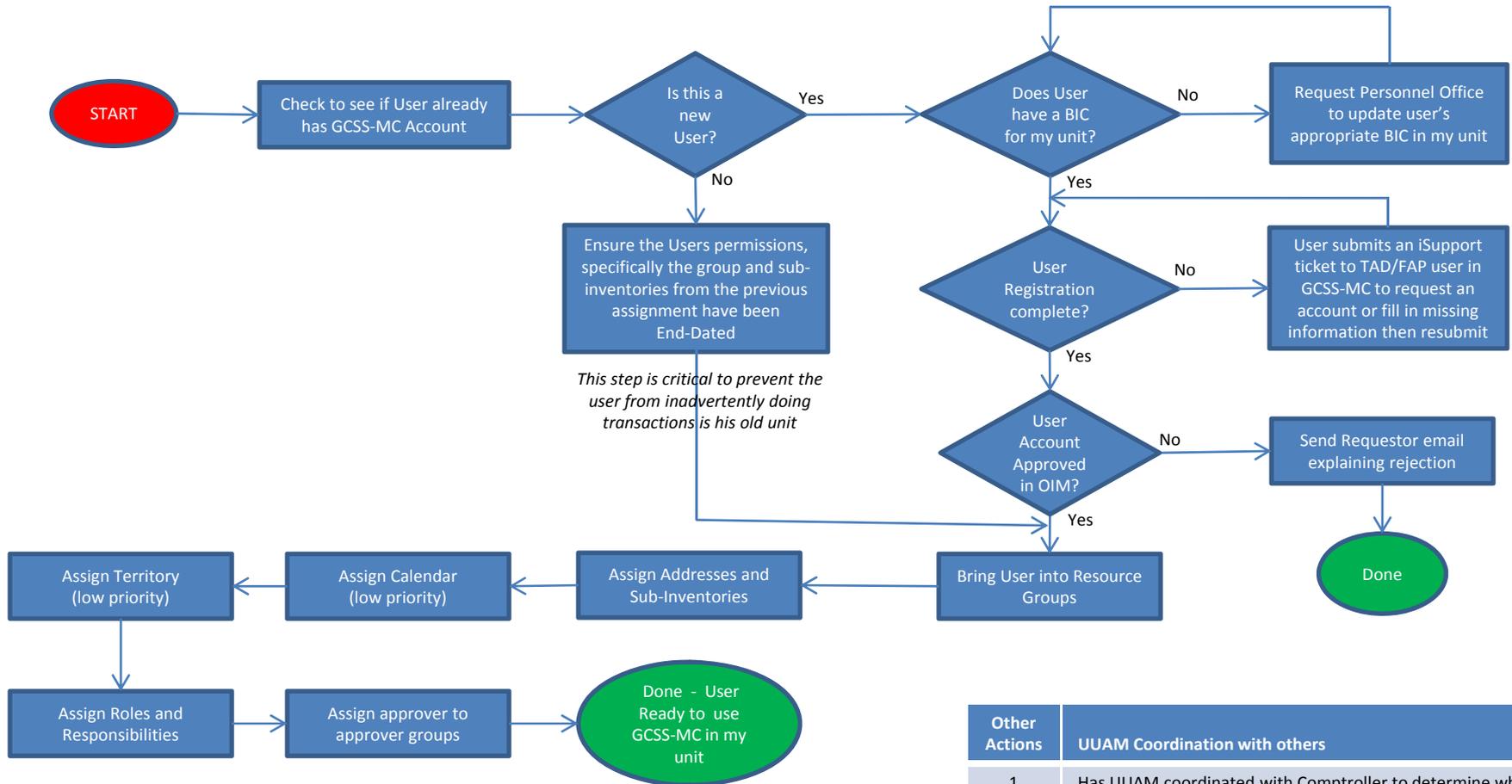
## **Process & Troubleshooting Flows**

# UUAM Process Flow & Actions with Cutover Week Relationship

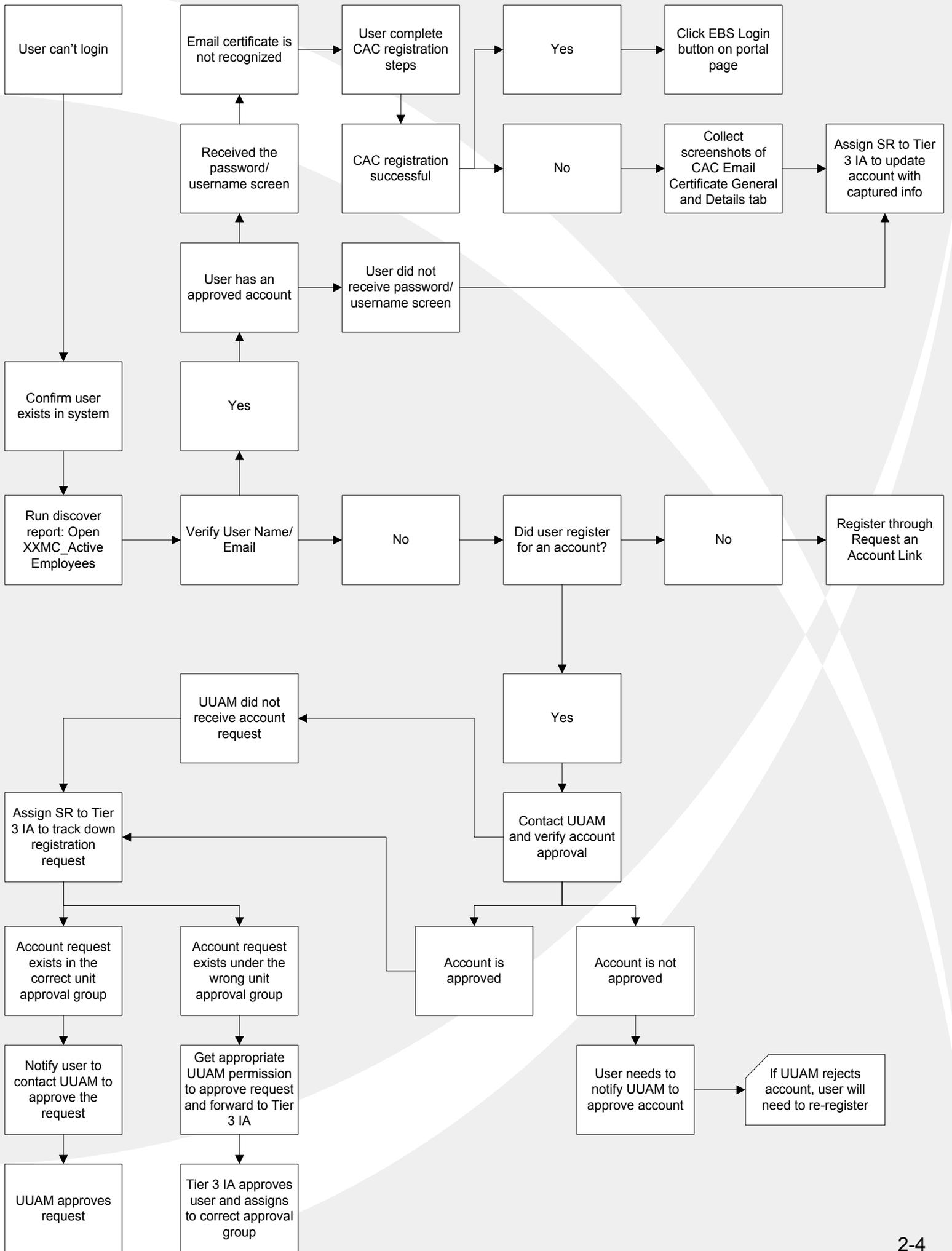


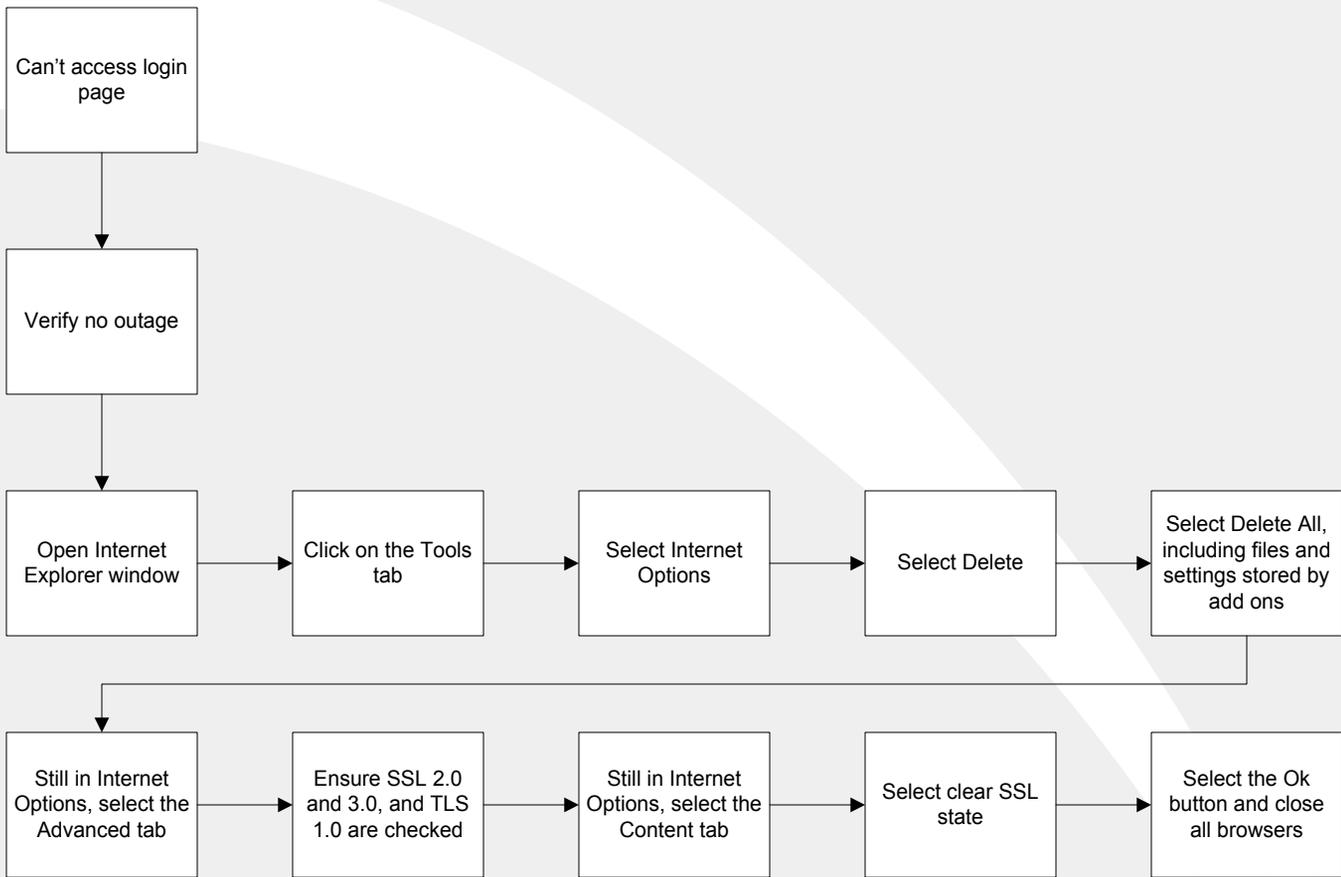
# Unit User Account Manager (UUAM)

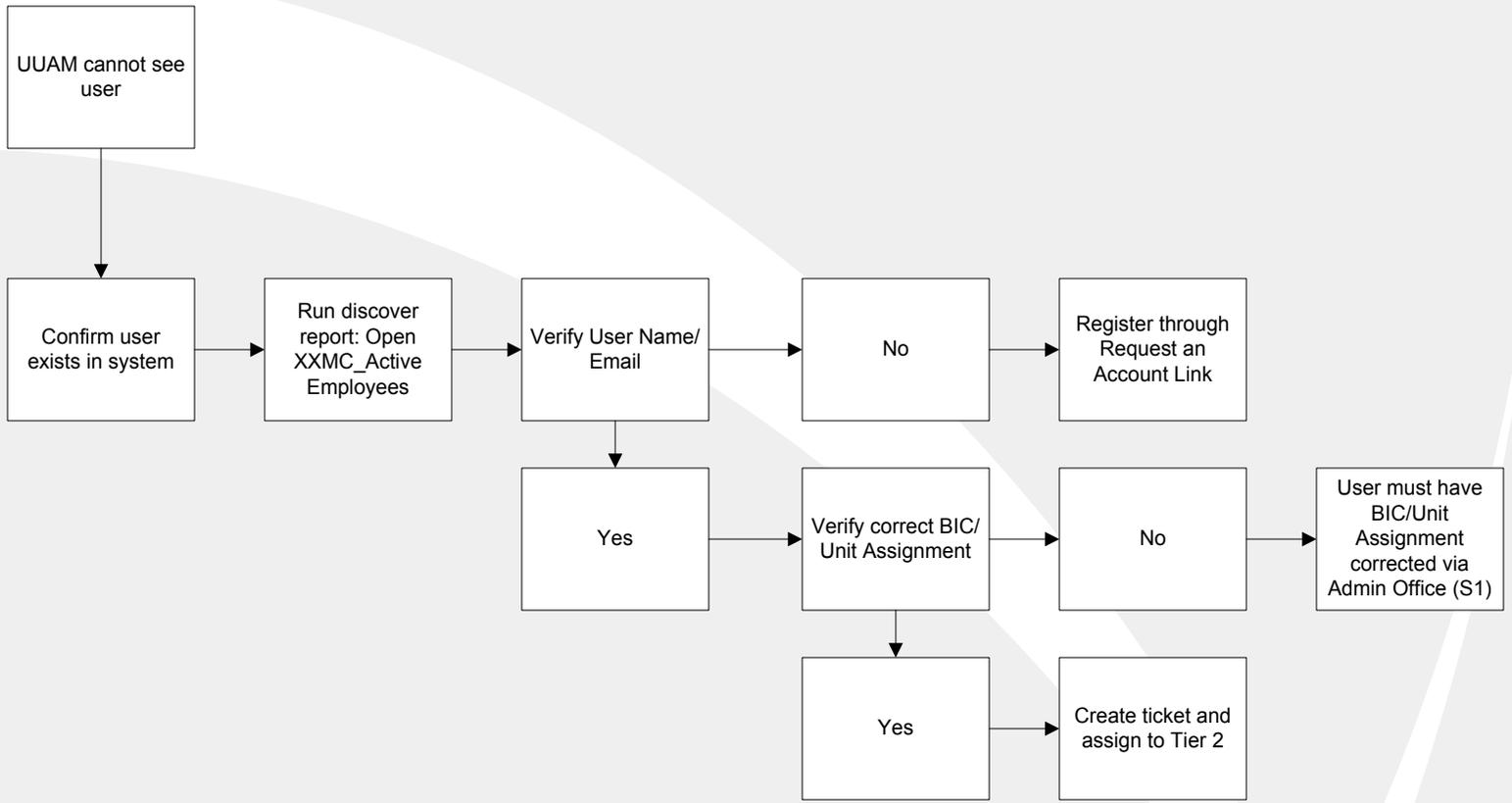
## User Account Creation & Actions High-level Process View



Other Actions	UUAM Coordination with others
1	Has UUAM coordinated with Comptroller to determine what Approvers Groups were established?
2	Have funds been Loaded to the Approvers Group by the Comptroller?
3	Is there at least one approver assigned to each group?







## *UM 101*

# *UUAM Supplemental Guidebook*

## **Oracle Identity Management (OIM) & Setup Topics**

# This presentation will cover the following topics:

- Actions leading up to a UUAM being fully approved
- How to approve self-registered users in Oracle Identity Manager (OIM)
- How to complete the initial assignment of approved users roles and responsibilities in GCSS-MC
- How to import a user resources if they are not visible in the UUAM GCSS

**\*\* The majority of information covered in this presentation is also contained in Information Assurance Manager, GCSS-MC memo 8500 IA/001 dtd 15 Aug 11.**

The UUAM must first self-register for a GCSS-MC account at <https://gcssmc-ss0.csd.disa.mil/index.html.html>, after which they will receive an e-mail that their user account has been successfully created, and then another that it has been approved.

After the UUAM receives the initial confirmation from the TIER I Helpdesk that their SAAR has been received, an e-mail that typically says something to the effect of, “SAAR received, reviewed and approved. As processing continues you will receive status notifications.”, there will be two e-mails generated from the Tier II Helpdesk.

# ***GCSS-MC UUAM Huddle***

## ***OIM & User Account Approvals***

### **Total Force Implementation (TFI)**



Part 1 of 2 of the TIER II IA email that goes out to UUAMs per GCSS-MC IAM MEMO-001 should look like this:

Your SAAR form has been approved.

If becoming a UUAM, you can:

- (a) Approve or reject user self-registration account requests for users within their Command or assigned Commands
- (b) Assign/revoke applicable GCSS-MC system roles and/or responsibilities to users within their Command and/or assigned units
- (c) Ensuring appropriate system role/responsibility assignments for users managed
- (d) Review managed user accounts to ensure accuracy or role/responsibility assignments

You must await the creation of/or adjustments to Calendars, Resource Groups, Inventories, Sub-Inventories, and Territories before performing any of those UUAM supporting functions. You will receive update e-mails as further processing continues.

Note: Once the UUAM receives e-mail part 1 of 2, they will be able to access Oracle Identity Manager (OIM) to approve self-registered users for their UIC.

# Oracle Identity Manager (OIM)

<https://gcssmc-oim.csd.disa.mil/xlWebApp>

Oracle Identity Manager is an advanced, flexible provisioning system for automatically granting and revoking access to enterprise applications and managed systems. You use Oracle Identity Manager to provide access to enterprise resources to staff and partners, and to enforce access policies that are associated with these resources.

Oracle Identity Manager enables you to do the following:

- View your Oracle Identity Manager user account information such as group memberships and e-mail address.
- Modify your profile.
- **Review the resources that you have permission to access.**
- **View requests that you made and requests made for you.**
- Make requests for additional resources for yourself.
- Change your password.
- View and modify login challenge questions and answers.
- Set up your user proxy.
- **View and manage your pending requests, if you are the authorized approver.**

In addition, depending on your permissions in Oracle Identity Manager, you may also be able to do the following:

- Update passwords and user IDs for accounts on resources that you have been allocated (provisioned).
- Create requests for resources for any users you manage.
- Complete draft requests for resources for any users you manage.
- Approve the provisioning of resources for other users.
- Respond to requests for more information.

Oracle Identity Manager provides the Administrative and User Console to create requests for resources and approve the provisioning of resources of the users that you manage. Users can search for, edit, and delete account information in the Oracle Identity Manager database by using the Administrative and User Console.



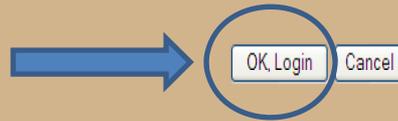
WARNING -- WARNING -- WARNING -- WARNING -- WARNING

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any devices attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searches or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

WARNING -- WARNING -- WARNING -- WARNING -- WARNING



Note: Access <https://gcssmc-oim.csd.disa.mil/xlWebApp>. This is a Common Access Card (CAC) enabled website and will only be accessible if a UUAM has been approved at the first stage (i.e. received part 1 of the 2 part Tier II Help-Desk e-mail). Select the “OK Login” button.



- › My Account
- › My Resources
- › To-Do List
- › Help

## Welcome To The Oracle Identity Manager Administrative And User Console

### Quick Status

Pending Approvals	<u>4</u>
Requests raised by you in the last 30 days	0
Requests raised for you in the last 30 days	0



Note: Notice the under-scored pending approvals number; by selecting this you will be able to view/verify those individuals who have successfully completed the self-registration process and are awaiting approval by the UUAM.

### Manage Your Account

- [Change Password](#)
- [My Prov](#)
- [Challenge Q&A](#)
- [Account Profile](#)

### Manage Your Resources

- [Request New Resources](#)
- [My Resources](#)
- [My Requests](#)



- ▶ My Account
- ▶ My Resources
- ▶ To-Do List
- ▶ Help

Pending Approvals

The following is the list of pending requests that are:

- Assigned to you
- Assigned to users you manage
- View nested group tasks

Request Type

Go

Results 1-4 of 4

First | Previous | Next | Last

Request ID	Request Type	Task Name	Requester	Request Preview	Assigned To	Resource Name	Status	Approve/Deny	Reassign	
<a href="#">14797</a>	Add	Oracle Internet Directory Approval	System Administrator	Users: Darren Green [DARREN.GREEN] Resources: OID User	Unit MS4120 Approvers	OID User	Pending	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">14773</a>	Add	Oracle Internet Directory Approval	System Administrator	Users: Kevin Tuohy [KEVIN.TUOHY] Resources: OID User	Unit MS4120 Approvers	OID User	Pending	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">14791</a>	Add	Oracle Internet Directory Approval	System Administrator	Users: Julio Martinezsoriano [JULIO.MARTINEZSORIANO.MX] Resources: OID User	Unit MS4120 Approvers	OID User	Pending	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">11308</a>	Add	Oracle Internet Directory Approval	System Administrator	Users: Reuben Holladay [REUBEN.HOLLADAY.CTR] Resources: OID User	Unit MS4120 Approvers	OID User	Pending	<input type="checkbox"/>	<input type="checkbox"/>	
								Approve	Deny	Reassign



First | Previous | Next | Last



- › My Account
- › My Resources
- › To-Do List
- › Help

### Confirmation

Are you sure you want to approve the following requests:

- 14791





Part 2 of 2 of the TIER II Functional Support email that goes out to UUAMs per GCSS-MC IAM MEMO-001 should look like this:

Your SAAR form processing has been completed.

If becoming a UUAM, you can:

- (a) Approve or reject user self-registration account requests for users within their Command or assigned Commands
- (b) Assign/revoke applicable GCSS-MC system roles and/or responsibilities to users within their Command and/or assigned units
- (c) Ensuring appropriate system role/responsibility assignments for users managed
- (d) Review managed user accounts to ensure accuracy or role/responsibility assignments;
- (e) Support unit Resource Group and Inventory Organization management by:
  - (i) Adding/removing users to/from Calendars, Resource Groups, Inventories, Sub-Inventories, and Territories
  - (ii) Support Resource Group owners and Inventory Organization owners in their duties as needed.

Please refer to iSupport Ticket #\*\*\*\*\* during future communications on this matter.

# GCSS-MC Main Menu

[https://gcssmc-ebs.csd.disa.mil/OA\\_HTML/OA.jsp?OAFunc=OAHOMEPAGE](https://gcssmc-ebs.csd.disa.mil/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE)



WARNING -- WARNING -- WARNING -- WARNING -- WARNING

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any devices attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searches or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

WARNING -- WARNING -- WARNING -- WARNING -- WARNING

OK Cancel



## For Official Use Only

User Services	FAQs	Reports	License Management	External Links	Online Training
---------------	------	---------	--------------------	----------------	-----------------

### Login to GCSS-MC

#### EBS Login

[EBS Login](#)



Insert your CAC to begin

#### APS Login

[APS Login](#)

By clicking on either Login button above, you agree to comply with "Term of Use" listed at the bottom of this page.

### [Request an Account](#)

## Welcome to GCSS-MC

Global Combat Support System-Marine Corps (GCSS-MC), is a deployable portfolio of systems that is the technology backbone of a multi-year, multi-phase, Corps-wide Logistics Modernization program that will bring expeditionary logistics support into the 21st century.

GCSS-MC gives the Marines a single point of entry for all requests for products and services, integrating data and providing greater access to near-real-time, accurate information up and down the logistics chain. With greater asset visibility and improved access to timely, reliable information, commanders can make faster, better-informed decisions. Key performance objectives are reduced customer wait time, improved logistics response time, and decreased dependence on forward-positioned stocks. This system is designed to substantially improve the Combat Effectiveness of the Marine Air Ground Task Forces (MAGTF).

### Help Desk

US Phone: (888) 266-1003  
Okinawa Local: DSN 622-4000  
[E-Mail](#)

Helpdesk Hours of Operation:  
24x7

Please see FAQs or User Services before contacting Help Desk, as you may find a solution to your issue there.

### Announcements

Welcome to GCSS-MC. Functional testing is ongoing, and we look forward to having accounts available for request in the near future. Until then, please take this opportunity to review the online courses available via the Online Training tab at the top of this page.

#### STANDARD MANDATORY NOTICE AND CONSENT BANNER

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## Worklist

[Full List](#)

From	Subject	Sent
There are no notifications in this view.		

 [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

 [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

## Favorites

[Edit Favorites](#)

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

## Navigator

[Edit Navigator](#)

<ul style="list-style-type: none"><li><a href="#">GCSS-MC DBI Customer Support Dashboard User</a></li><li><a href="#">GCSS-MC DBI Depot Repair Dashboard User</a></li><li><a href="#">GCSS-MC DBI Field Service Dashboard User</a></li><li><a href="#">GCSS-MC DBI Financial Analyst</a></li><li><a href="#">GCSS-MC DBI Inventory / Supply Analyst</a></li><li><a href="#">GCSS-MC Discoverer Reports User</a></li><li><a href="#">GCSS-MC Discoverer Reports Writer</a></li><li><a href="#">GCSS-MC Financial Inquirer</a></li><li><a href="#">GCSS-MC iSupport Requestor</a></li><li><a href="#">GCSS-MC Mobile Field Service Administrator</a></li><li><a href="#">GCSS-MC Resource Group Setup</a></li><li><a href="#">GCSS-MC User Management</a></li><li><a href="#">Oracle Installed Base User</a></li><li><a href="#">Preferences SSWA</a></li></ul>	Please select a responsibility.
---	---------------------------------



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Users

User Maintenance

Search for people and user accounts. All fields except "First Name" are case insensitive. For wildcard searches, please use "%"

Search

User Name

Email

Last Name  ←

First Name

Role

←

User Management

Maintain User Accounts

- Register new people,
- create/disable user accounts,
- and reset passwords.

Control Access

- Grant access to different parts of the system by
- assigning/revoking roles.

Last Name	First Name	Email	User Name	Status	Create	User Reset	Password Update
No search conducted.							

\*\*\* For Official Use Only \*\*\*

Users

User Maintenance

Search for people and user accounts. All fields except "First Name" are case insensitive. For wildcard searches, please use "%"

Search

User Name

Email

Last Name  ← 1

First Name

↑ 2

Role  

**User Management**

- Maintain User Accounts**
  - Register new people,
  - create/disable user accounts,
  - and reset passwords.
- Control Access**
  - Grant access to different parts of the system by assigning/revoking roles.

Last Name	First Name	Email	User Name	Status	Create User	Reset Password	Update
GEARHEART	JAMES	james.gearheart	james.gearheart	Active ✓			

← 3

↑ ?

\*\*\* For Official Use Only \*\*\*

User Management

Users

[User Management Users](#) >

### Update User: james.gearheart

\* Indicates required field

Prefix  
First Name JAMES  
Middle Name R  
Last Name GEARHEART  
Suffix

User Name james.gearheart  
Email  
Status  Active  
Active From 26-Jul-2011  
Active To

[Cancel](#) [Reset Password](#) [Save](#) [Apply](#)

#### Quick Tips

Personal information originates from the HR system and cannot be updated here

[Roles](#)

[Contact Information](#)

Changes can only be made for roles you have been granted administrative privileges.

[Assign Roles](#)

Details	Role	Description	Status	Remove
<a href="#">Show</a>	CSI_READ_ONLY_USER	CRM role grants for read only install base access.	Assigned	

Cancel Select

### Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Roles and Responsibilities   ← 2

### Results

Select	Name	Description	Type	Code
	No search conducted.			

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Roles and Responsibilities %

Results

Select All | Select None

Select	Name	Description	Type	Code
<input type="checkbox"/>	GCSS-MC Maintenance Officer	GCSS-MC Maintenance Officer	Responsibility	FND_RESP CSD GCSS-MC_MAINT_OFFICER STANDARD
<input type="checkbox"/>	GCSS-MC Inventory / Supply Asst Warehouse Chief / NCO	GCSS-MC Inventory / Supply Asst Warehouse Chief / NCO	Responsibility	FND_RESP CSD GCSS-MC_INV_ASST_WH_CHIEF_NCO STANDARD
<input type="checkbox"/>	GCSS-MC DBI Inventory Management Dashboard User	Single dashboard access: Inventory Management (Supply Dashboard)	Role	UMX GCSS-MC DBI INVENTORY MANAGEMENT DASHBOARD USER
<input type="checkbox"/>	GCSS-MC Maintenance Equipment Records Clerk	GCSS-MC Maintenance Equipment Records Clerk	Role	UMX GCSS-MC MAINTENANCE EQUIPMENT RECORDS CLERK
<input type="checkbox"/>	GCSS-MC Inventory / Supply Warehouseman	Responsible for stocking items received to proper locators; Pick and pack items for customer order fulfillment.	Role	UMX GCSS-MC INVENTORY / SUPPLY WAREHOUSEMAN
<input type="checkbox"/>	GCSS-MC Inventory / Supply Account Manager	Responsible for Period End close out and costing / valuation changes to inventory account under their control.	Role	UMX GCSS-MC INVENTORY / SUPPLY ACCOUNT MANAGER
<input type="checkbox"/>	GCSS-MC Install Base Equipment Configuration Manager	Updates readiness on Readiness Reportable Equipment active in the maintenance cycle. Updates configuration changes due to maintenance actions. Mainly maintenance personnel.	Role	UMX GCSS-MC INSTALL BASE EQUIPMENT CONFIGURATION MANAGER
<input type="checkbox"/>	GCSS-MC Team / Section / Squad Leader	GCSS-MC Team / Section / Squad Leader	Responsibility	FND_RESP CSD GCSS-MC_TEAM_SEC_SQUAD_LEADER STANDARD
<input type="checkbox"/>	GCSS-MC DBI Plan Management Dashboard User	Single dashboard access: Plan Management (Supply Dashboard)	Role	UMX GCSS-MC DBI PLAN MANAGEMENT DASHBOARD USER
<input type="checkbox"/>	GCSS-MC Maintenance Quality Control Chief	GCSS-MC Maintenance Quality Control Chief	Role	UMX GCSS-MC MAINTENANCE QUALITY CONTROL CHIEF



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User Management

Users

User Management: Users >

Update User: james.gearheart

\* Indicates required field

Prefix  
 First Name **JAMES**  
 Middle Name **R**  
 Last Name **GEARHEART**  
 Suffix

User Name **james.gearheart**  
 Email  
 Status **Active**  
 Active From **26-Jul-2011**  
 Active To

**Quick Tips**  
 Personal information originates from the HR system and cannot be updated here

[Roles](#) [Contact Information](#)

Changes can only be made for roles you have been granted administrative privileges.

Details	Role	Description	Status	Remove
	CSI_READ_ONLY_USER	CRM role grants for read only install base access.	Assigned	
	GCSS-MC DBI Financial Analyst	GCSS-MC DBI Financial Analyst	Assigned	
	GCSS-MC DBI Inventory / Supply Analyst	GCSS-MC DBI Inventory / Supply Analyst	Assigned	
	GCSS-MC Discoverer Reports User	GCSS-MC Discoverer Reports User	Assigned	
	GCSS-MC Discoverer Reports Writer	GCSS-MC Discoverer Reports	Assigned	
	GCSS-MC Discoverer Reports Writer	Discover Reports Writer: Ability to write & publish Discover Reports	Assigned	
	GCSS-MC Financial Inquirer	GCSS-MC Financial Inquirer	Assigned	
	Preferences SSWA	Preferences SSWA	Assigned	
	GCSS-MC DBI Inventory Management Dashboard User	Single dashboard access: Inventory Management (Supply Dashboard)	Ready for Submission	

\* Justification

← 1

\* Active From    
 Active To

Role Inheritance GCSS-MC DBI Inventory Management Dashboard User, CSI\_READ\_ONLY\_USER

[Roles](#) [Contact Information](#)

2 ↑

\*\*\* For Official Use Only \*\*\*

User Management

Users

User Management: Users >

Update User: james.gearheart

\* Indicates required field

[Cancel](#) [Reset Password](#) [Save](#) [Apply](#)

Prefix  
 First Name JAMES  
 Middle Name R  
 Last Name GEARHEART  
 Suffix

User Name james.gearheart  
 Email  
 Status Active  
 Active From 26-Jul-2011  
 Active To

**Quick Tips**  
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[Roles](#) [Contact Information](#)

Changes can only be made for roles you have been granted administrative privileges.

Assign Roles

Details	Role	Description	Status	Remove
<a href="#">Show</a>	CSI_READ_ONLY_USER	CRM role grants for read only install base access.	Assigned	
<a href="#">Show</a>	GCSS-MC DBI Financial Analyst	GCSS-MC DBI Financial Analyst	Assigned	
<a href="#">Show</a>	GCSS-MC DBI Inventory / Supply Analyst	GCSS-MC DBI Inventory / Supply Analyst	Assigned	
<a href="#">Show</a>	GCSS-MC DBI Inventory Management Dashboard User	Single dashboard access: Inventory Management (Supply Dashboard)	Pending	
<a href="#">Show</a>	GCSS-MC Discoverer Reports User	GCSS-MC Discoverer Reports User	Assigned	
<a href="#">Show</a>	GCSS-MC Discoverer Reports Writer	GCSS-MC Discoverer Reports	Assigned	
<a href="#">Show</a>	GCSS-MC Discoverer Reports Writer	Discover Reports Writer: Ability to write & publish Discover Reports	Assigned	
<a href="#">Show</a>	GCSS-MC Financial Inquirer	GCSS-MC Financial Inquirer	Assigned	
<a href="#">Show</a>	Preferences SSWA	Preferences SSWA	Assigned	

[Roles](#) [Contact Information](#)

[Cancel](#) [Reset Password](#) [Save](#) [Apply](#)



What if my approved users are not visible in user management within the UUAM's navigator on the GCSS-MC main menu?

\*\*\* For Official Use Only \*\*\*

## Worklist

[Full List](#)

From	Subject	Sent
There are no notifications in this view.		

 [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

 [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

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[Edit Favorites](#)

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[Edit Navigator](#)

<ul style="list-style-type: none"><li><a href="#">GCSS-MC DBI Customer Support Dashboard User</a></li><li><a href="#">GCSS-MC DBI Depot Repair Dashboard User</a></li><li><a href="#">GCSS-MC DBI Field Service Dashboard User</a></li><li><a href="#">GCSS-MC DBI Financial Analyst</a></li><li><a href="#">GCSS-MC DBI Inventory / Supply Analyst</a></li><li><a href="#">GCSS-MC Discoverer Reports User</a></li><li><a href="#">GCSS-MC Discoverer Reports Writer</a></li><li><a href="#">GCSS-MC Financial Inquirer</a></li><li><a href="#">GCSS-MC iSupport Requestor</a></li><li><a href="#">GCSS-MC Mobile Field Service Administrator</a></li><li><a href="#">GCSS-MC Resource Group Setup</a></li><li><a href="#">GCSS-MC User Management</a></li><li><a href="#">Oracle Installed Base User</a></li><li><a href="#">Preferences SSWA</a></li></ul>	Please select a responsibility.
---	---------------------------------

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### Worklist

[Full List](#)

From	Subject	Sent
There are no notifications in this view.		

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<ul style="list-style-type: none"> <li><a href="#">GCSS-MC DBI Customer Support Dashboard User</a></li> <li><a href="#">GCSS-MC DBI Depot Repair Dashboard User</a></li> <li><a href="#">GCSS-MC DBI Field Service Dashboard User</a></li> <li><a href="#">GCSS-MC DBI Financial Analyst</a></li> <li><a href="#">GCSS-MC DBI Inventory / Supply Analyst</a></li> <li><a href="#">GCSS-MC Discoverer Reports User</a></li> <li><a href="#">GCSS-MC Discoverer Reports Writer</a></li> <li><a href="#">GCSS-MC Financial Inquirer</a></li> <li><a href="#">GCSS-MC iSupport Requestor</a></li> <li><a href="#">GCSS-MC Mobile Field Service Administrator</a></li> <li><b><a href="#">GCSS-MC Resource Group Setup</a></b></li> <li><a href="#">GCSS-MC User Management</a></li> <li><a href="#">Oracle Installed Base User</a></li> <li><a href="#">Preferences SSWA</a></li> </ul>	<ul style="list-style-type: none"> <li><b>GCSS-MC Resource Group Setup</b> <ul style="list-style-type: none"> <li><a href="#">Calendar Setup</a></li> <li><a href="#">Resource Addresses and Subinventories</a></li> </ul> </li> <li><b>Maintain Resources</b> <ul style="list-style-type: none"> <li><b><a href="#">Import Resources</a></b> ←</li> <li><a href="#">Resources</a></li> <li><a href="#">Groups</a></li> </ul> </li> <li><b>Territory Management</b> <ul style="list-style-type: none"> <li><a href="#">Territory Administration</a></li> </ul> </li> </ul>
---	--



Select Resources to Import

Selection Criteria

Resource Category: **Employee**

Number:

Organization:

Competencies:

Scale:

Name:

Job Title:

Level : Max  Min

Scale Level:



Search Results

Select	Category	Number	Name	Organization
<input checked="" type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				



Select Resources to Import

Selection Criteria

Resource Category **Employee**

Number   
Organization   
Competencies   
Scale

Name   
Job Title   
Level : Max  
Scale Level

Search Results

Select All Select None

Select	Category	Number	Name
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Employees

Enter a partial value to limit the list, % to see all values.  
Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.

Find

Name

Find OK Cancel







Select Resources to Import

Selection Criteria

Resource Category: **Employee**

Number:

Organization:

Competencies:

Scale:

Name:

Job Title:

Level : Max

Scale Level:

Search Results

Select All Select None

Select	Category	Number	Name
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Employees

Find: GEARHEART, C%

Name

- GEARHEART, CIV JAMES R
- GEARHEART, Cpl JASON C

Find OK Cancel





Select Resources to Import

Selection Criteria

Resource Category **Employee**

Number  Name

Organization

Competencies

Scale

Job Title

Level : Max  Min

Scale Level

**Search** Clear

Search Results

Select All Select None

Select	Category	Number	Name	Organization
<input checked="" type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Start Import



Select Resources to Import

Selection Criteria

Resource Category **Employee**

Number	<input type="text" value="361898"/>	Name	<input type="text" value="GEARHEART, CIV JAMES R"/>	
Organization	<input type="text"/>	Job Title	<input type="text"/>	
Competencies	<input type="text"/>	Level : Max	<input type="text"/>	Min <input type="text"/>
Scale	<input type="text"/>	Scale Level	<input type="text"/>	

Search Results

Select	Category	Number	Name	Organization
<input checked="" type="checkbox"/>	Employee	361898	GEARHEART, CIV JAMES R	Setup Business Group
<input type="checkbox"/>				





Select Resources to Import

Selection Criteria

Resource Category **Employee**

Number	<input type="text" value="361898"/>	Name	<input type="text" value="GEARHEART, CIV JAMES R"/>
Organization	<input type="text"/>	Job Title	<input type="text"/>
Competencies	<input type="text"/>	Level : Max	<input type="text"/> Min <input type="text"/>
Scale	<input type="text"/>	Scale Level	<input type="text"/>

Set Resource Attributes

Default Values

Start Date	<input type="text" value="19-SEP-2011"/>	End Date	<input type="text"/>
Managing Employee	<input type="text"/>	Role Type	<input type="text"/>
Role	<input type="text"/>	Role End Date	<input type="text"/>
Role Start Date	<input type="text" value="19-SEP-2011"/>		

Salesperson

Create Sales People      Sales Credit Type







# Topics Covered & Special Considerations

## **Calendars**

- Required for scheduling capability within GCSS-MC system

## **Addresses & Sub-Inventories**

- Mech/Techs that are going to create requisitions must be given access to the 01A, 01F, Stage sub-inventory for the AAC (not just their specific resource group(s)).

## **Approval Groups**

- Users can not be added to the Approval Group until cost JONs are loaded by the Fiscal Data Manager (Comptroller).
- Fiscal Approvers within the Supply Section will most likely need to be in the Approval Group for every Resource Group.

## **Territories**

- Under Transaction Types, your key billet holders (MMO, MMC, Maint Chief, Supply Chief, QC, Floor Chief, etc.) will want to have Service Requests and Service Requests & Tasks assigned.

## **Key Role Assignment**

- In order to associate RO to CMR's assign CMR clerks GCSS-MC IB Property Manager
- AO/RO are established initially at cutover, updates after, contact HD (manual setup)

# Topics Covered & Special Considerations

## Resource Groups & Key Role Assignments

- Mech/Techs that are going to be “Approvers” for maintenance service requests must be given the “Field Service Dispatchers” role under Group Member Roles on the Groups tab in the Resources link.
- Mech/Techs that are going to create requisitions must be given the “Field Service Representative” role under Group Member Roles on the Groups tab in the Resources link.
- GCSS-MC users that are going to be fiscal approvers must be assigned “Field Service Representative”, as well as included in the Approver Group (covered in the subsequent slides) role under Group Member Roles on the Groups tab in the Resources link.
- UUAMs will have the Role Type of Foundation with the accompanying Role of Group Manager and the Admin box checked.
- UUAMs will be a member of every Resource Group.

# Calendars

Scroll down to click on the responsibility called **GCSS-MC Resource Group Setup**.  
Click the **GCSS-MC Resource Group Setup** link.

## Navigator

Edit Navigator

- [GCSS-MC CV VAL Bills of Material](#)
- [GCSS-MC CV VAL Field Service Manager](#)
- [GCSS-MC CV VAL Inventory](#)
- [GCSS-MC CV VAL Oracle Installed Base User](#)
- [GCSS-MC CV VAL Order Management Super User](#)
- [GCSS-MC CV VAL Purchasing Super User](#)
- [GCSS-MC CV VAL Trading Community](#)
- [GCSS-MC DBI Customer Support Dashboard User](#)
- [GCSS-MC DBI Depot Repair Dashboard User](#)
- [GCSS-MC DBI Field Service Dashboard User](#)
- [GCSS-MC DBI Financial Analyst](#)
- [GCSS-MC DBI Inventory / Supply Analyst](#)
- [GCSS-MC Discoverer Reports User](#)
- [GCSS-MC Discoverer Reports Writer](#)
- [GCSS-MC Document Management Query Only](#)
- [GCSS-MC Financial Inquirer](#)
- [GCSS-MC Install Base Property Manager](#)
- [GCSS-MC Inventory / Supply Records / Publications Clerk](#)
- [GCSS-MC iSupport Requestor](#)
- [GCSS-MC Maintenance Chief](#)
- [GCSS-MC Mechanic / Technician](#)
- [GCSS-MC Mobile Field Service Administrator](#)
- [GCSS-MC Requestor](#)
- [GCSS-MC Resource Group Setup](#) ←
- [GCSS-MC Retail Item Master Manager Query Only](#)
- [GCSS-MC User Management](#)
- [Oracle Installed Base User](#)
- [Preferences SSWA](#)

Please select a responsibility.

Click the **Calendar Setup** link.

## Navigator

Edit Navigator

- [GCSS-MC CV VAL Bills of Material](#)
- [GCSS-MC CV VAL Field Service Manager](#)
- [GCSS-MC CV VAL Inventory](#)
- [GCSS-MC CV VAL Oracle Installed Base User](#)
- [GCSS-MC CV VAL Order Management Super User](#)
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- [GCSS-MC Financial Inquirer](#)
- [GCSS-MC Install Base Property Manager](#)
- [GCSS-MC Inventory / Supply Records / Publications Clerk](#)
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- [Oracle Installed Base User](#)
- [Preferences SSWA](#)

### GCSS-MC Resource Group Setup

- [Calendar Setup](#) ←
- [Resource Addresses and Subinventories](#)

### Maintain Resources

- [Import Resources](#)
- [Resources](#)
- [Groups](#)

### Territory Management

- [Territory Administration](#)

Click in the **Calendar Name** text box.

File Edit View Folder Tools Window Help

Assign Resources

Calendar Name  ← Calendar Type

Description

Resources

Type	Name	Primary Calendar Flag	Effective Dates		
			From	To	[ ]
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Before assigning a Resource to a Calendar, a valid Calendar must be selected. Press **[F11]** to put the form in the query mode (The Calendar Name, Calendar Type, and Description boxes should turn blue).

File Edit View Folder Tools Window Help

Assign Resources

Calendar Name [ ] Calendar Type [ ]

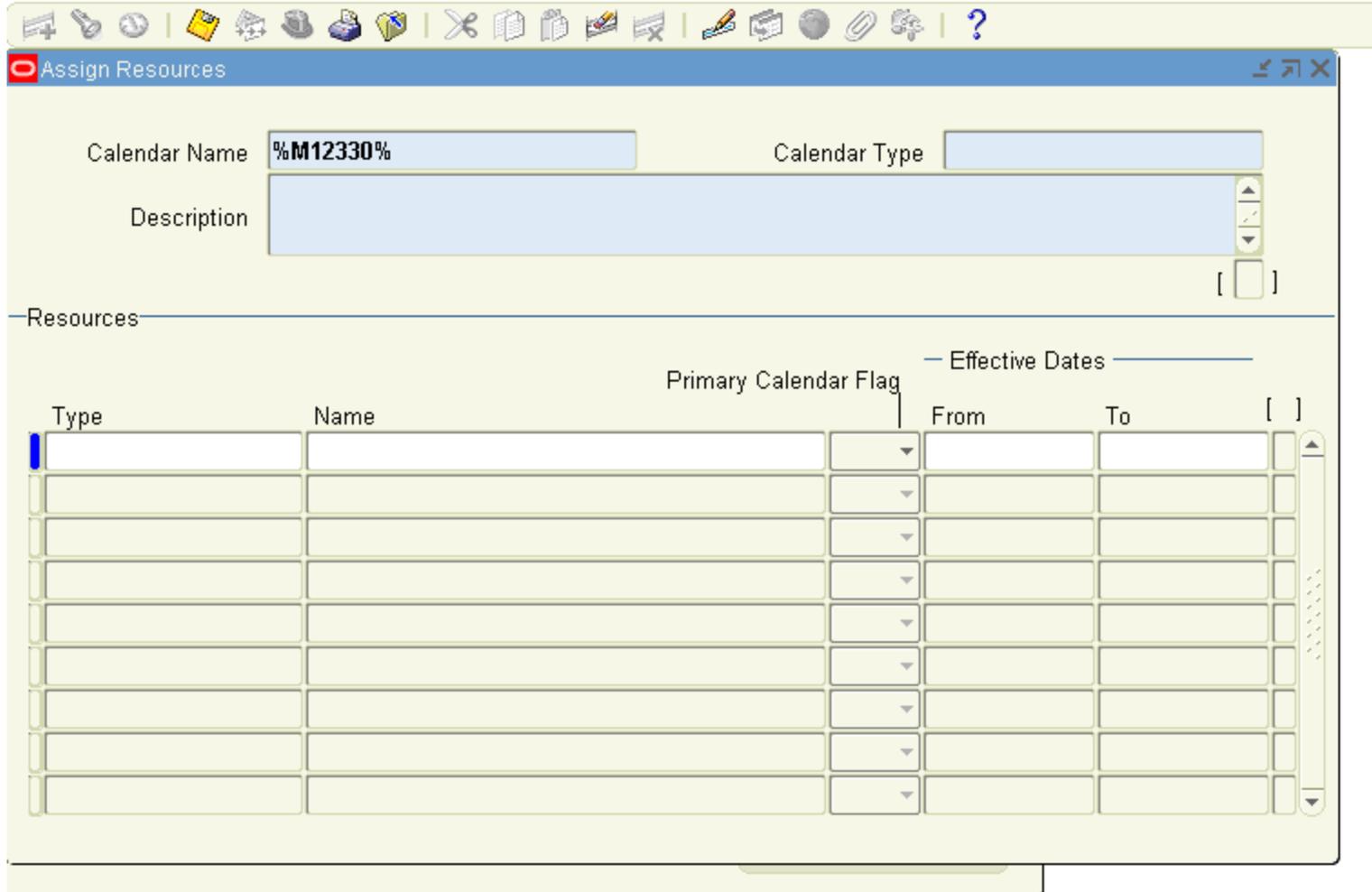
Description [ ]

Resources

Type	Name	Primary Calendar Flag	Effective Dates		[ ]
		Yes	From	To	
[ ]	[ ]	Yes	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Enter the desired information into the **Calendar Name** field. Enter a valid value e.g. **%M12330%** , then press [Ctrl+F11] to search for any calendar that starts with M12330.

File Edit View Folder Tools Window Help



The image shows a software window titled "Assign Resources". At the top is a menu bar with "File", "Edit", "View", "Folder", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains a form with the following fields:

- Calendar Name:** A text box containing the value "%M12330%".
- Calendar Type:** An empty text box.
- Description:** A large empty text area with vertical scroll bars.

Below these fields is a section titled "Resources" which contains a table. The table has the following columns: "Type", "Name", "Primary Calendar Flag", "Effective Dates" (with sub-columns "From" and "To"), and a column with empty square boxes. The table is currently empty of data rows.

Type	Name	Primary Calendar Flag	Effective Dates		[ ]
			From	To	[ ]

Once you have confirmed the correct calendar (the up and down arrow keys can be used to scroll through calendar names), Click in the **Resources: Type** field.

File Edit View Folder Tools Window Help

Assign Resources

Calendar Name: AAC-M12330      Calendar Type: Group Calendar

Description: 3/10 2D MARDIV

Resources

Type	Name	Primary Calendar Flag	Effective Dates	
			From	To
		Yes	05-DEC-2011	



Assign Resources

Calendar Name  Calendar Type

Description

Resources

Type	Name	Primary Calendar Flag	Effective Dates	From	To
		Yes		05-DEC-2011	

Resource Type

Find %

- Resource Type
- Employee Resource**
- Group Resource
- Individual Resource
- Marketing Claim
- Other Resource
- Partner Resource
- Party Relationships
- Party Resource
- People
- Property Location
- Resource Venue
- Supplier Contact
- Task Resource
- Team Resource

Find OK Cancel

Enter the desired information into the Resources: Type field. Enter a valid value e.g. "Employee Resource".



**Assign Resources**

Calendar Name: **AAC-M12330**      Calendar Type: **Group Calendar**

Description: **3/10 2D MARDIV**

---

Resources

Type	Name	Primary Calendar Flag	Effective Dates	From	To
<b>Employee Resource</b>		<b>Yes</b>		<b>05-DEC-2011</b>	

**Resources**

Find: %

- Resource Name**
- ABADIA, SSgt JOHN C - JOHN.ABADIA - john.abadia@usmc.mil**
- ABARCA, Cpl JOSE R - JOSE.ABARCA - jose.r.abarca@usmc.mil
- ABBOTT, LCpl KYLE C - KYLE.ABBOTT - kyle.abbott@usmc.mil
- ABDIEL, Capt DOUGLAS J - DOUGLAS.ABDIEL - douglas.abdiel@usmc.mil
- ABEL, Cpl JENNIFER R - JENNIFER.ABEL - jennifer.abel@usmc.mil
- ABEL, SSgt BRANDON A - BRANDON.ABEL - brandon.abel@usmc.mil
- ABERCROMBIE, 1stLt ERICK R - ERICK.ABERCROMBIE - erick.abercrombie@usmc.mil
- ABERCROMBIE, Sgt MATTHEW S - MATTHEW.ABERCROMBIE - matthew.s.abercrombi@usmc.mil
- ABLE, GySgt JOHN A - JOHN.ABLE - john.able@usmc.mil
- ABORLLEILE, Cpl ROBERT A - ROBERT.ABORLLEILE - robert.aborlleile@usmc.mil
- ABRAHAM, Cpl ARCHIEKANE T - ARCHIEKANE.ABRAHAM.FM - archiekane.abraham@USMC.MIL
- ABRAMS, Cpl JAMES D - JAMES.ABRAMS - james.d.abrams@usmc.mil
- ABT, Sgt MICHAEL L - MICHAEL.ABT - michael.abt@usmc.mil

Find    OK    Cancel

Click in the **Name** field. Enter the desired information into the **Resources: Name** field. Enter a valid value e.g. **"Lewis%"**.



Assign Resources

Calendar Name **AAC-M12330**      Calendar Type **Group Calendar**

Description **3/10 2D MARDIV**

Resources

Type	Name	Primary Calendar Flag	Effective Dates	From	To
<b>Employee Resource</b>		<b>Yes</b>		<b>05-DEC-2011</b>	

Resources

Find

- Resource Name
- LEWIS JR, MGySgt JOE H - JOE.LEWIS - joe.lewis@usmc.mil
- LEWIS, CTR EDMOND E - EDMOND.LEWIS.CTR - Edmond.E.Lewis@usmc.mil
- LEWIS, Capt MARSHALL J - MARSHALL.LEWIS - marshall.lewis@usmc.mil
- LEWIS, Cpl CHRISTOPHE - CHRISTOPHE.LEWIS - christoper.lewis5@usmc.mil
- LEWIS, GySgt JOHN K - JOHN.LEWIS - john.k.lewis2@usmc.mil**
- LEWIS, GySgt MICAH S - MICAH.LEWIS - micah.s.lewis@usmc.mil
- LEWIS, GySgt WENDALL D - WENDALL.LEWIS - wendall.lewis@usmc.mil
- LEWIS, LCpl ARMAN T - ARMAN.LEWIS - arman.lewis@usmc.mil
- LEWIS, LCpl CHAUNCEY B - CHAUNCEY.LEWIS - chauncey.lewis@usmc.mil
- LEWIS, LCpl CODIE R - CODIE.LEWIS - codie.lewis@usmc.mil
- LEWIS, LCpl JOSHUA A - JOSHUA.LEWIS - joshua.a.lewis4@usmc.mil
- LEWIS, PFC JULIE T - JULIE.LEWIS - julie.lewis@usmc.mil
- LEWIS, SSgt BRYANT E - BRYANT.LEWIS - bryant.lewis@usmc.mil

Find    OK    Cancel

Click the **Resources: Primary Calendar Flag LOV**. Click the **Yes** list item. **'Yes' is only selected when it is the Resource's Primary Calendar**. Is this the Resource's Primary Calendar?

File Edit View Folder Tools Window Help

Assign Resources

Calendar Name: AAC-M12330      Calendar Type: Group Calendar

Description: 3/10 2D MARDIV

Resources

Type	Name	Primary Calendar Flag	From	To
Employee Resource	LEWIS, GySgt JOHN K - JOHN.LEWIS - john.k	Yes	05-DEC-2011	

If known, an End-date may Be entered at This time, however it is not mandatory.

Click the **Save** button and verify that your updates saved.

# Addresses & Sub-Inventories

From **GCSS-MC Resource Group Setup**, click the **Resource Addresses and Sub-Inventories** link.

File Edit View Folder Tools Window Help

Resource Addresses and Subinventories

Resource Type  Phone  Start Date   
Resource Name  Email  End Date

Addresses Subinventories

Style	Address	Timezone	[ ]	Primary Address	Inactive
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the desired information into the **Resource Type** field. Enter a valid value e.g. **"Employee Resource"**.

The screenshot shows a software application window titled "Resource Addresses and Subinventories". The window has a menu bar with "File", "Edit", "View", "Folder", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains several fields: "Resource Type" (highlighted in yellow), "Resource Name", "Phone", "Start Date", and "End Date". A dropdown menu titled "Resource Types" is open, showing a list of resource types. The "Employee Resource" option is selected and highlighted in blue. Below the dropdown menu is a table with columns for "Resource Type", "Description", "Primary Address", and "Inactive". The table contains the following data:

Resource Type	Description	Primary Address	Inactive
Employee Resource	Resource Employee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group Resource	Resource Group	<input type="checkbox"/>	<input type="checkbox"/>
Individual Resource	Individual Resource	<input type="checkbox"/>	<input type="checkbox"/>
Marketing Claim	Oracle Marketing Claims	<input type="checkbox"/>	<input type="checkbox"/>
Other Resource	Resource Other	<input type="checkbox"/>	<input type="checkbox"/>
Partner Resource	Resource Partner	<input type="checkbox"/>	<input type="checkbox"/>
Party Relationships	Parties of type Relationship	<input type="checkbox"/>	<input type="checkbox"/>
Party Resource	Resource Party	<input type="checkbox"/>	<input type="checkbox"/>
People	Parties of type Person	<input type="checkbox"/>	<input type="checkbox"/>
Property Location	Property Manager Location	<input type="checkbox"/>	<input type="checkbox"/>
Resource Venue		<input type="checkbox"/>	<input type="checkbox"/>
Supplier Contact	Resource Supplier Contact	<input type="checkbox"/>	<input type="checkbox"/>
Task Resource	Resources for tasks	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the dropdown menu are buttons for "Find", "OK", and "Cancel".



Resource Addresses and Subinventories

Resource Type **Employee Resource**

Phone

Start Date

Resource Name

Email

End Date

Addresses Subinventories

Style	Address	Timezone	[ ]	Primary Address	Inactive
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click in the **Resource Name field**. Enter the desired information into the **Resource Name field**. Using the LOV button, **enter a valid value e.g. Lewis%**

File Edit View Folder Tools Window Help

Resource Type **Employee Resource** Phone  Start Date

Resource Name  Email  End Date

Resource Names

Find %

Resource Name	Employee Number	Operating Unit
AAGARD II, Pvt ROBERT J	372461	Setup Business Group
AAKRE, Cpl HEATH S	180803	Setup Business Group
AALTO, Cpl GREGORY W	213238	Setup Business Group
AAMOLD, LCpl ASHLEY D	301609	Setup Business Group
AANDAHL, 1st Lt ANTHONY P	190920	Setup Business Group
AANENSON, Sgt FALAN M	118610	Setup Business Group
AANERUD, SSgt EVAN A	223424	Setup Business Group
AARNES, Pvt GABRIEL A	312681	Setup Business Group
AARON III, SSgt CHARLES L	65817	Setup Business Group
AARON JR, Pvt DORIAN E	355520	Setup Business Group
AARON, Capt JOHN H	78500	Setup Business Group
AARON, Cpl ABLE G	292367	Setup Business Group
AARON, Cpl COREY B	154750	Setup Business Group
AARON, LCpl ARSENIO R	72908	Setup Business Group

Find OK Cancel





Resource Addresses and Subinventories

Resource Type **Employee Resource**

Phone

Start Date **22-APR-1996**Resource Name **LEWIS, GySgt JOHN K**Email **john.k.lewis2@usmc.mil**

End Date

Addresses

Subinventories

Style

Address

Timezone

Primary  
Address

Inactive

Address Styles

Find %

Country

Argentina (International)

Australia (International)

Austria (International)

Belgium

Belgium (International)

Brazil (International)

Burkina Faso (International)

Canada (International)

Chile (International)

China (International)

Colombia (International)

Denmark (International)

Finland (International)

France

Find

OK

Cancel

A list drop-down menu list of **Address Styles** will appear.

Resource Type **Employee Resource** Phone  Start Date **22-APR-1996**  
Resource Name **LEWIS, GySgt JOHN K** Email **john.k.lewis2@usmc.mil** End Date

Addresses Subinventories

Style	Address	Timezone	[ ]	Primary Address	Inactive
<b>United States</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Address Styles

Find

Country

- United Kingdom**
- United Kingdom (International)
- United States (International)

Enter the desired information into the **Find** field. Enter a valid value e.g. "United%" in order to find "United States".



Resource Addresses and Subinventories

Resource Type **Employee Resource** Phone  Start Date **22-APR-1996**

Resource Name **LEWIS, GySgt JOHN K** Email **john.k.lewis2@usmc.mil** End Date

Addresses Subinventories

Style	Address	Timezone	[ ]	Primary Address	Inactive
United States			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The **Location Address** window should automatically appear.

Location Address

Address Line1

Address Line2

Address Line3

City

County

State

Zip Code

Country **United States**

Telephone

Fax

Sales Tax Override

Inside City Limits

OK Cancel Clear Help



Resource Addresses and Subinventories

Resource Type **Employee Resource**  
Resource Name **LEWIS, GySgt JOHN K**

Phone   
Email **john.k.lewis2@usmc.mil**

Start Date **22-APR-1996**  
End Date

Addresses Subinventories

Style	Address	Timezone	[ ]	Primary Address	Inactive
United States			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the TAC 2 address for your unit (minimum of line 1-3, city, state, zip code, and country) .

Location Address

Address Line1 **Material Distribution Center**

Address Line2 **BLDG 1119 MF M12330**

Address Line3 **2D SUPPLY BN 2D MLG**

City **CAMP LEJEUNE**

County

State **NC** North Carolina

Zip Code **NC** **28532**

Country **United States**

Telephone

Fax

Sales Tax Override

Inside City Limits

OK Cancel Clear Help



## Resource Addresses and Subinventories

Resource Type **Employee Resource**

Phone

Start Date **22-APR-1996**Resource Name **LEWIS, GySgt JOHN K**Email **john.k.lewis2@usmc.mil**

End Date

Addresses

Subinventories

Style	Address	Timezone	Primary Address	Inactive
<b>United States</b>	<b>Material Distribution Center.BLDG 1119 MF M12330.2D SUP</b>		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Timezone

Find %

Timezone	Description	Time
EST	America/Indiana/Marengo	GMT -05:00
EST	America/Indiana/Vevay	GMT -05:00
EST	America/Indianapolis	GMT -05:00
EST	America/Jamaica	GMT -05:00
EST	America/Louisville	GMT -05:00
EST	America/Montreal	GMT -05:00
EST	America/Nassau	GMT -05:00
<b>EST</b>	<b>America/New_York</b>	<b>GMT -05:00</b>
EST	America/Nipigon	GMT -05:00
EST	America/Panama	GMT -05:00
EST	America/Port-au-Prince	GMT -05:00
EST	America/Thunder_Bay	GMT -05:00
EST	Australia/Brisbane	GMT +10:00

Find

OK Cancel

Click the **Time zone LOV**. Enter the desired information into the **Find field**. Enter a valid value e.g. "EST%".



# Click the **Sub-Inventories** tab.

File Edit View Folder Tools Window Help



Resource Addresses and Subinventories

Resource Type  Phone  Start Date   
 Resource Name  Email  End Date

Addresses **Subinventories**

										Return	
Organization	Subinventory	Condition	Default	Start Date	End Date	Owner	Owner Name	District	Organization	Subinventory	Condition
			<input type="checkbox"/>	05-DEC-2011		<input checked="" type="checkbox"/>	LEWIS, GySgt JOH				
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					
			<input type="checkbox"/>			<input type="checkbox"/>					

Enter the desired information into the **Organization field**. Enter a valid value e.g. "IMO". (In using units the organization will be 1G7, O1A, 1F7, etc.)

File Edit View Folder Tools Window Help

Resource Addresses and Subinventories

Resource Type **Employee Resource** Phone  Start Date **22-APR-1996**

Resource Name **LEWIS, GySgt JOHN K** Email **john.k.lewis2@usmc.mil** End Date

Addresses **Subinventories**

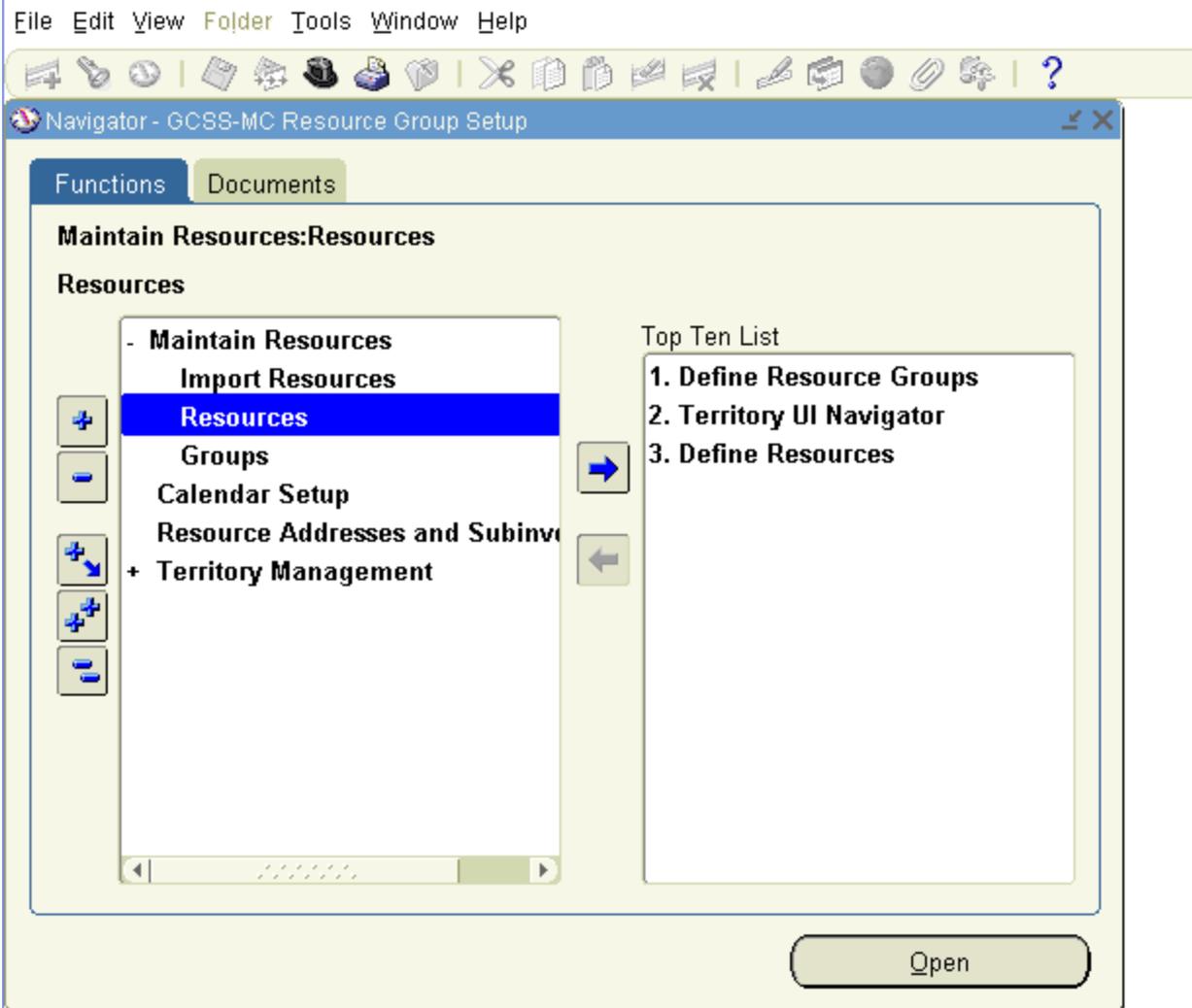
Organization	Subinventory	Condition	Default	Start Date	End Date	Owner	Owner Name	District	Return	
									Organization	Subinventory
<b>O1A</b>			<input type="checkbox"/>	<b>05-DEC-2011</b>		<input checked="" type="checkbox"/>	<b>LEWIS, GySgt JOH</b>			
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				
			<input type="checkbox"/>			<input type="checkbox"/>				





# Resource Groups

From **GCSS-MC Resource Group Setup**, click the **Resources** link.



Click in the **Resource: Name** field. Click the **Resource: Name LOV** button.

The screenshot displays a software application window titled "Navigator - GCSS-MC Resource Group Setup". The main window has a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar with various icons. Below the toolbar, there are tabs for "Functions" and "Documents". The main content area is titled "Maintain Resources:Resources" and contains a tree view on the left with items like "Maintain Resources", "Import Resources", "Resources", "Groups", "Calendar Setup", "Resource Address", and "Territory Management".

A "Find Resources" dialog box is open in the foreground. It contains the following fields and sections:

- Resource** section:
  - Number:  ...
  - Category:
  - Name:
  - Transaction Number:
  - Start Date:
  - End Date:
- Salesperson** section:
  - Number:
  - Sales Credit Type:
  - Name:
  - Analyst:
  - Receivables Flag:
- Service** section:
  - Support Site:
- Interaction Center** section:
  - Interaction Center:

At the bottom of the dialog box, there are three buttons: "Clear", "New", and "Find".



Navigator - GCSS-MC Resource Group Setup

Functions Documents

Maintain Resources:Resources

Resources

- Maintain Res
- Import Res
- Resources
- Groups
- Calendar Se
- Resource Ad
- + Territory Ma

Find Resources

Resource

Number  Category

Name  Transaction Number

Start Date

Resource

Find LEWIS, GySgt JOHN K - JOHN.LEWIS - john.k.lewis2@usmc.mil%

Resource Name	Category	Source Number
LEWIS, GySgt JOHN K - JOHN.LEWIS - john.k.lewis2@usmc.mil	Employee	230980

Find OK Cancel

Enter the desired information into the **Find** field. Enter "%Lewis%".

The **Resource Number** will auto-populate. Click the **Find** button.

The screenshot displays a software application window titled "Navigator - GCSS-MC Resource Group Setup". The main window has a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar with various icons. A "Find Resources" dialog box is open in the foreground. The dialog box has a title bar with a red close button and standard window controls. It contains several sections for data entry:

- Resource**:
  - Number: 147252 (circled in red)
  - Category: Employee (dropdown menu)
  - Name: LEWIS, GySgt JOHN K - J
  - Transaction Number: (empty text box)
  - Start Date: (empty text box)
  - End Date: (empty text box)
- Salesperson**:
  - Number: (empty text box)
  - Sales Credit Type: (empty text box)
  - Name: (empty text box)
  - Analyst: (empty text box)
  - Receivables Flag: (dropdown menu)
- Service**:
  - Support Site: (empty text box)
- Interaction Center**:
  - Interaction Center: (empty text box)

At the bottom of the dialog box, there are three buttons: "Clear", "New", and "Find". A red arrow points to the "Find" button.

Click the **Resource Details** button.

File Edit View Folder Tools Window Help

Resource Search Results

**Resources**

Effective Date

Number	Category	Name	Start	End	Transaction Number
<input checked="" type="checkbox"/> 147252	Employee	LEWIS, GySgt JOHN K	22-APR-1996		
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

**Resource Details**



Click in the **Role Type** field. Click the **Role Type LOV**. Enter the desired information into the **Find** field. Enter "Field Service%". Click the **Role LOV**. Verify that the 'Role' field auto-populated. This Role Type only has one Role associated with it. If the Role Type selected has more than one associated Role, a LOV will display and a choice must be made.

File Edit View Folder Tools Window Help

Resource Search Results

Resource

**Resource**

Number  Category  Salesperson Number

Name  Organization

Source Name  Start Date  End Date

User Name  Identification Num  Transaction Number  [  ]

Roles Groups Teams Service Interaction Center Compensation Receivables Miscellaneous

Role Type	Role	Manager	Admin		Lead		Start Date	End Date
				Member				
<input checked="" type="checkbox"/>	Field Service Dispatchers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18-NOV-2011	
<input checked="" type="checkbox"/>	Field Service Representativ	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18-NOV-2011	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Click the **Groups** tab. Click the **Groups: Name LOV**. Enter the desired information into the **Find** field. Enter "M12330%". Click the **Group Member Roles: Name LOV**. Verify that the 'Group Click the **Save** button and verify that your updates saved.

File Edit View Folder Tools Window Help

Resource Search Results

Resource

**Resource**

Number  Category  Salesperson Number

Name  Organization

Source Name  Start Date  End Date

User Name  Identification Num  Transaction Number  [  ]

Roles **Groups** Teams Service Interaction Center Compensation Receivables Miscellaneous

**Groups**

Name	[ ]
<input checked="" type="checkbox"/> 1RADBN SPT	
<input type="checkbox"/>	

**Group Member Roles**

Name	Admin		Lead		Start Date	End Date	Approval Group
	Manager	Member					
<input checked="" type="checkbox"/> Field Service Dispatchers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18-NOV-2011		.
<input checked="" type="checkbox"/> Field Service Representati	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18-NOV-2011		.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Group Description

# Approval Groups

Define Groups

Groups

Number: 7531

Name: AAC-M27124

Accounting Code: [ ]

Email Address: [ ]

Active Dates: Start: 10-SEP-2011, End: [ ]

Exclusive Flag:

Description: ELMACO, 2D MAINT BN 2D MLG

Members Roles Used In Parent Groups Child Groups

Category	Number	Name	Organization
Employee	101668	PATU, GySgt GATAI G	Setup Business Group
Employee	175689	INMAN, GySgt JEFFREY D	Setup Business Group
Employee	199000	SHELDRAKE, CW04 DAVID M	Setup Business Group
Employee	223027	BATHON, GySgt JASON D	Setup Business Group
Employee	27166	ROYAL, GySgt KRISTOPHER P	Setup Business Group

Member Details Move Member Member Roles

Navigator - GCSS-MC Resource Group Setup

Functions Documents

Maintain Resources:

Maintain Resources submenu

- + Maintain Resources
  - Calendar Setup
  - Resource Addresses and Subinventories
  - + Territory Management

Top Ten List

1. Define Resources
2. Define Resources
3. Import Resources
4. Define Resources
5. Resource Addresses and Subinventories

Open

Click on "Member Roles" to ensure the member has the "Field Service Representative" (FSR) role within the group.

\*\*This role is a pre-requisite for approver rights, so if it is not assigned, then assign it.

Define Groups

Groups

Number **7531**

Name **AAC-M27124**

Accounting Code

Email Address

Active Dates

Start **10-SEP-2011**

End

Exclusive Flag

Description **ELMACO, 2D MAINT BN 2D MLG**

Members Roles Used In Parent Groups Child Groups

Member Roles

Role Type	Role	Admin		Lead		Start Date	End Date	
		Manager	Member	Manager	Member			
Field Service Re	Field Service Repres	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17.OCT.2011		M
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

**OK** Cancel

Navigator- GCSS-MC Resource Group Setup

Functions Documents

Maintain Resources:

Maintain Resources submenu

- + Maintain Resources
  - Calendar Setup
  - Resource Addresses and Subinventories
  - + Territory Management

Top Ten List

1. Define Resources
2. Define Resources
3. Import Resources
4. Define Resources
5. Resource Addresses and Subinventories

Open

Confirm the "FSR" role is assigned, if not assigned, then assign it and "Save" it.

Next push "OK"

Define Groups

Groups

Number: 7531

Name: AAC-M27124

Accounting Code: [ ]

Email Address: [ ]

Active Dates: Start: 10-SEP-2011, End: [ ]

Exclusive Flag:

Description: ELMACO, 2D MAINT BN 2D MLG [ ]

Members Roles Used In Parent Groups Child Groups

Category	Number	Name	Organization
Employee	101668	PATU, GySgt GATAI G	Setup Business Group
Employee	175689	INMAN, GySgt JEFFREY D	Setup Business Group
Employee	199000	SHELDRAKE, CW04 DAVID M	Setup Business Group
Employee	223027	BATHON, GySgt JASON D	Setup Business Group
Employee	27166	ROYAL, GySgt KRISTOPHER P	Setup Business Group

Member Details Move Member Member Roles

Navigator - GCSS-MC Resource Group Setup

Functions Documents

Maintain Resources:

Maintain Resources submenu

- + Maintain Resources
  - Calendar Setup
  - Resource Addresses and Subinventories
  - + Territory Management

Top Ten List

1. Define Resources
2. Define Resources
3. Import Resources
4. Define Resources
5. Resource Addresses and Subinventories

Open

Next, click on the "Member Details" tab.



Define Groups

Resource

Resource

Number  Category  Salesperson Number

Name  Organization

Source Name  Start Date  End Date

User Name  Identification Num  Transaction Number

Resource Group Setup

submenu

resources

Top Ten List

1. Define Resources
2. Define Resources

Roles Groups Teams Service Interaction Center Compensation Receivables Miscellaneous

Role Type	Role	Manager	Admin	Member	Lead	Start Date
Field Service Representative	Field Service Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07-OCT-2011
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

•Ensure the "FSR" role is assigned, if not, then assign it and "Save" it.

•Next, click on the "Groups" tab.



**Resource**

Number: 101668    Category: Employee    Salesperson Number: [ ]

Name: PATU, GySgt GATAI G    Organization: Setup Business Group

Source Name: PATU, GySgt GATAI G    Start Date: 17-MAR-1992    End Date: [ ]

User Name: GATAI.PATU    Identification Num: [ ]    Transaction Number: [ ]    [View]

**Resource Group Setup**

Submenu

Resources

Setup

Addresses and Subinventories

Management

Top Ten List

1. Define Resources
2. Define Resources
3. Import Resources
4. Define Resources
5. Resource Addresses and Subinventories

Roles    **Groups**    Teams    Service    Interaction Center    Compensation    Receivables    Miscellaneous

**Groups**

Name	[ ]
AAC-M27124	[ ]
ELMACO Cal Evac M27124	[ ]
ELMACO Calibrations S&R M2	[ ]
ELMACO TMDE CAL M27124	[ ]
ELMACO TMDE Repair M2712:	[ ]
M27124CAL	[ ]

**Group Member Roles**

Name	Admin		Lead		Start Date	End Date	Approval Group
	Manager	Member	Member	Lead			
Field Service Representati	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17-OCT-2011	[ ]	[ ]
[ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]	[ ]

Group Description: ELMACO, 2D MAINT BN 2D MLG

•Ensure the "FSR" role is assigned, if not, then assign it and "Save" it.

•Next, click in the "Approval Group" field..

Resource

Number **101668** Category **Employee** Salesperson Number

Name **PATU, GySgt GATAI G** Organization **Setup Business Group**

Source Name **PATU, GySgt GATAI G** Start Date **17-MAR-1992** End Date

User Name **GATAI.PATU** Identification Num Transaction Number [ ] View

Groups		Group Member Roles						
Name		Admin		Lead		Start Date	End Date	Approval Group
		Manager	Member	Member	Lead			
AAC-M27124		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17-OCT-2011		
ELMACO Cal Evac M27124		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ELMACO Calibrations S&R M2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ELMACO TMDE CAL M27124		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ELMACO TMDE Repair M2712:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M27124CAL		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Group Description **ELMACO, 2D MAINT BN 2D MLG**

Resource, Group, Team and Roles Additional Information

Approval Group

OK Cancel Clear Help

1. Define Resources
2. Define Resources
3. Import Resources
4. Define Resources
5. Resource Addresses and Subinventories

Type in the Resource Group associated with the JON (This is known as the "Approval Group"), then push "OK"

If the Approval Group is unknown, then push the LOV button



**Resource**

Number: 101668    Category: Employee    Salesperson Number: [ ]

Name: PATU, GySgt GATAI G    Organization: Setup Business Group

Source Name: PATU, GySgt GATAI G    Start Date: 17-MAR-1992    End Date: [ ]

User Name: GATAI.PATU    Identification Num: [ ]    Transaction Number: [ ]    [ ]    View

---

**Groups**

Groups List:

- AAC-M27124
- ELMACO Cal Evac M27124
- ELMACO Calibrations S&R M27124
- ELMACO TMDE CAL M27124
- ELMACO TMDE Repair M27124
- M27124CAL

**Group Member Roles**

Name	Admin		Lead		Start Date	End Date	Approval Group
	Manager	Member	Member	Lead			
Field Service Representati	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17-OCT-2011		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Group Description: ELMACO, 2D MAINT BN 2D MLG

---

**Resource, Group, Team and Roles Additional Information**

Approval Group: M27124

Buttons: OK, Cancel, Clear, Help

Your Company Approval Group will auto populate, next push "OK".



Define Groups

Resource

Resource

Number: 101668      Category: Employee      Salesperson Number: [ ]

Name: PATU, GySgt GATAI G      Organization: Setup Business Group

Source Name: PATU, GySgt GATAI G      Start Date: 17-MAR-1992      End Date: [ ]

User Name: GATAI.PATU      Identification Num: [ ]      Transaction Number: [ ]      [ ]      View

Roles    Groups    Teams    Service    Interaction Center    Compensation    Receivables    Miscellaneous

Groups		Group Member Roles						
Name	[ ]	Name	Manager	Member	Lead	Start Date	End Date	Approval Group
AAC-M27124	[ ]	Field Service Representati	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17-OCT-2011		M27124
ELMACO Cal Evac M27124	[ ]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ELMACO Calibrations S&R M2	[ ]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ELMACO TMDE CAL M27124	[ ]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ELMACO TMDE Repair M2712:	[ ]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M27124CAL	[ ]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Group Description: ELMACO, 2D MAINT BN 2D MLG

Resource Group Setup

Submenu

Resources

Setup

Addresses and Subinventories

Management

Top Ten List

1. Define Resources
2. Define Resources
3. Import Resources
4. Define Resources
5. Resource Addresses and Subinventories

Next, look to make sure your Approval Group auto populated in the "Approval Group" field.



Define Groups Save

**Resource**

Number: 101668      Category: Employee      Salesperson Number: [ ]

Name: PATU, GySgt GATAI G      Organization: Setup Business Group

Source Name: PATU, GySgt GATAI G      Start Date: 17-MAR-1992      End Date: [ ]

User Name: GATAI.PATU      Identification Num: [ ]      Transaction Number: [ ] [ ]      View

Roles    **Groups**    Teams    Service    Interaction Center    Compensation    Receivables    Miscellaneous

**Groups**

Name	Admin	Member	Lead	Start Date	End Date	Approval Group
AAC-M27124	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17-OCT-2011		M27124
ELMACO Cal Evac M27124	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ELMACO Calibrations S&R M27124	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ELMACO TMDE CAL M27124	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ELMACO TMDE Repair M27124	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M27124CAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Group Description: ELMACO, 2D MAINT BN 2D MLG

**Resource Group Setup**

Submenu

- Resources
- Setup
- Addresses and Subinventories
- Management

Top Ten List

1. Define Resources
2. Define Resources
3. Import Resources
4. Define Resources
5. Resource Addresses and Subinventories

Open

Push Save

**Resource**

Number: 101668    Category: Employee    Salesperson Number: [ ]

Name: PATU, GySgt GATAI G    Organization: Setup Business Group

Source Name: PATU, GySgt GATAI G    Start Date: 17-MAR-1992    End Date: [ ]

User Name: GATAI.PATU    Identification Num: [ ]    Transaction Number: [ ] [ ]    View

---

Roles: Groups (selected)    Teams    Service    Interaction Center    Compensation    Receivables    Miscellaneous

**Groups**

- AAC-M27124
- ELMACO Cal Evac M27124
- ELMACO Calibrations S&R M27124
- ELMACO TMDE CAL M27124
- ELMACO TMDE Repair M27124
- M27124CAL

**Group Member Roles**

Name	Admin		Lead		Start Date	End Date	Approval Group
	Manager	Member	Member	Lead			
Field Service Representati	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17-OCT-2011		M27124
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Group Description: ELMACO, 2D MAINT BN 2D MLG

**Resource Group Setup**

submenu

- Resources
- Setup
- Addresses and Subinventories
- Management

Top Ten List

1. Define Resources
2. Define Resources
3. Import Resources
4. Define Resources
5. Resource Addresses and Subinventories

Open

Verify that your work saved by looking for the saved message below.



Define Groups

Resource

Resource Number: 101668 Category: Employee Salesperson Number: [ ]

Name: PATU, GySgt GATAI G Organization: Setup Business Group

Source Name: PATU, GySgt GATAI G Start Date: 17-MAR-1992 End Date: [ ]

User Name: GATAI.PATU Identification Num: [ ] Transaction Number: [ ] [ ] View

Roles Groups Teams Service Interaction Center Compensation Receivables Miscellaneous

Groups

Name	Admin	Lead	Approval Group
ELMACO M27124	<input type="checkbox"/>	<input type="checkbox"/>	M27124
ELMACO Cal Evac M2712	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ELMACO Calibrations S&R M2	<input type="checkbox"/>	<input type="checkbox"/>	
ELMACO TMDE CAL M27124	<input type="checkbox"/>	<input type="checkbox"/>	
ELMACO TMDE Repair M2712	<input type="checkbox"/>	<input type="checkbox"/>	
M27124CAL	<input type="checkbox"/>	<input type="checkbox"/>	

Group Description: ELMACO, 2D MAINT BN 2D MLG

Resource Group Setup

submenu

resources

up

resses and Subinventories

agement

Top Ten List

1. Define Resources
2. Define Resources
3. Import Resources
4. Define Resources
5. Resource Addresses and Subinventories

If you want to assign Approval rights to other Resource Groups that this "Resource" (Marine) is assigned to, then click the "name" field of the desired Resource Group.

\*\*\*Do NOT push the box to the left of the "Name" field, this will open the Resource Group and take you to another "Define Groups" module.



Define Groups Save

Resource

## Resource

Number  Category  Salesperson Number

Name  Organization

Source Name  Start Date  End Date

User Name  Identification Num  Transaction Number  [ ]

Roles **Groups** Teams Service Interaction Center Compensation Receivables Miscellaneous

## Groups

Name
AAC-M27124
<b>ELMACO Cal Evac M27124</b>
ELMACO Calibrations S&R M27124
ELMACO TMDE CAL M27124
ELMACO TMDE Repair M27124
M27124CAL

## Group Member Roles

Name	Admin		Lead		Start Date	End Date	Approval Group
	Manager	Member	Member	Lead			
Field Service Representati	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12-OCT-2011		M27124
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Group Description 

Notice that your desired Resource Group is selected.

Next, Click in the appropriate "Approval Group" field and repeat the procedure again for every Resource Group you want to assign Approver rights to.

Resource Group Setup

submenu

Resources  
Setup  
Addresses and Subinventories  
Management

Top Ten List

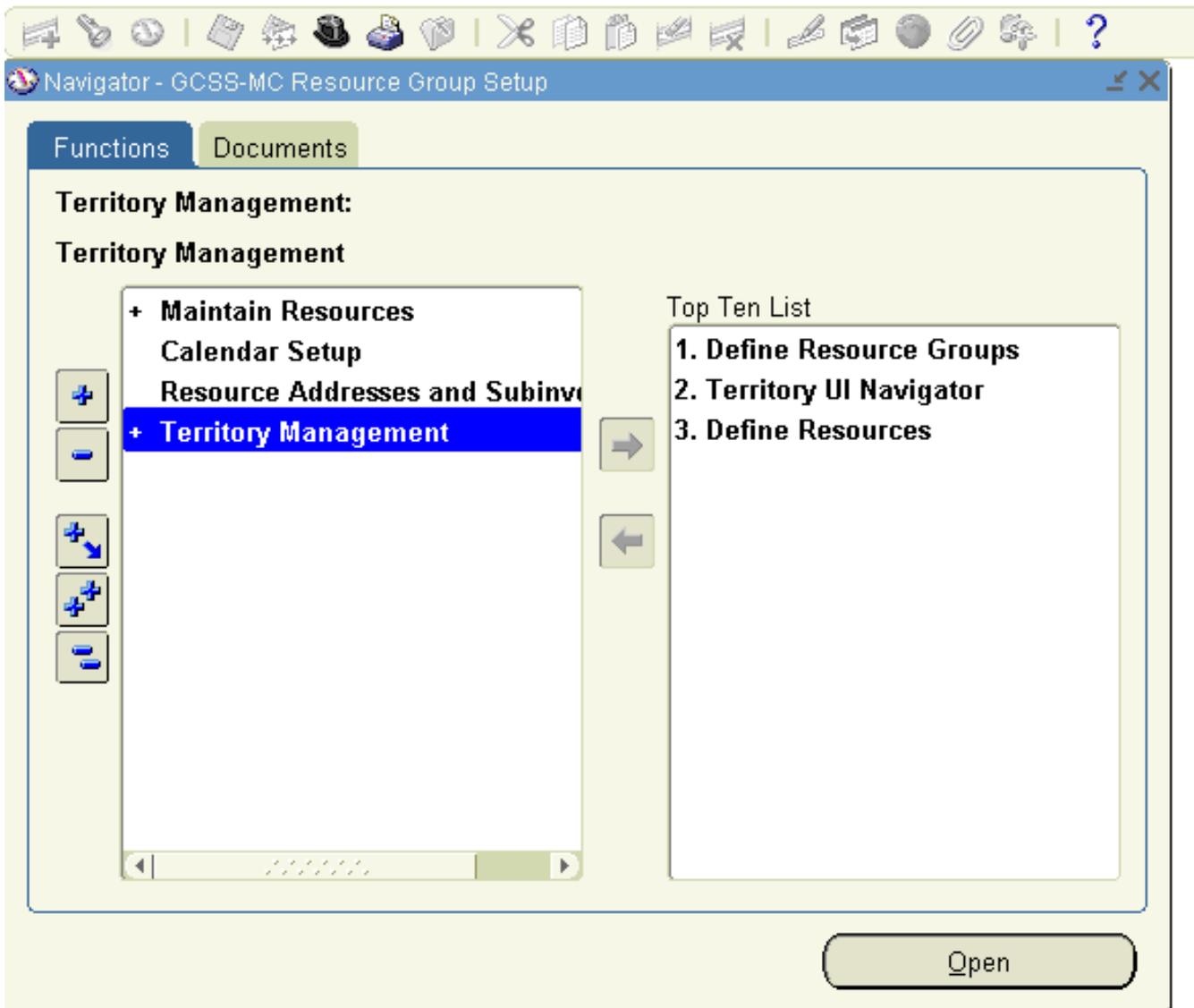
1. Define Resources
2. Define Resources
3. Import Resources
4. Define Resources
5. Resource Addresses and Subinventories

Open

# Territories

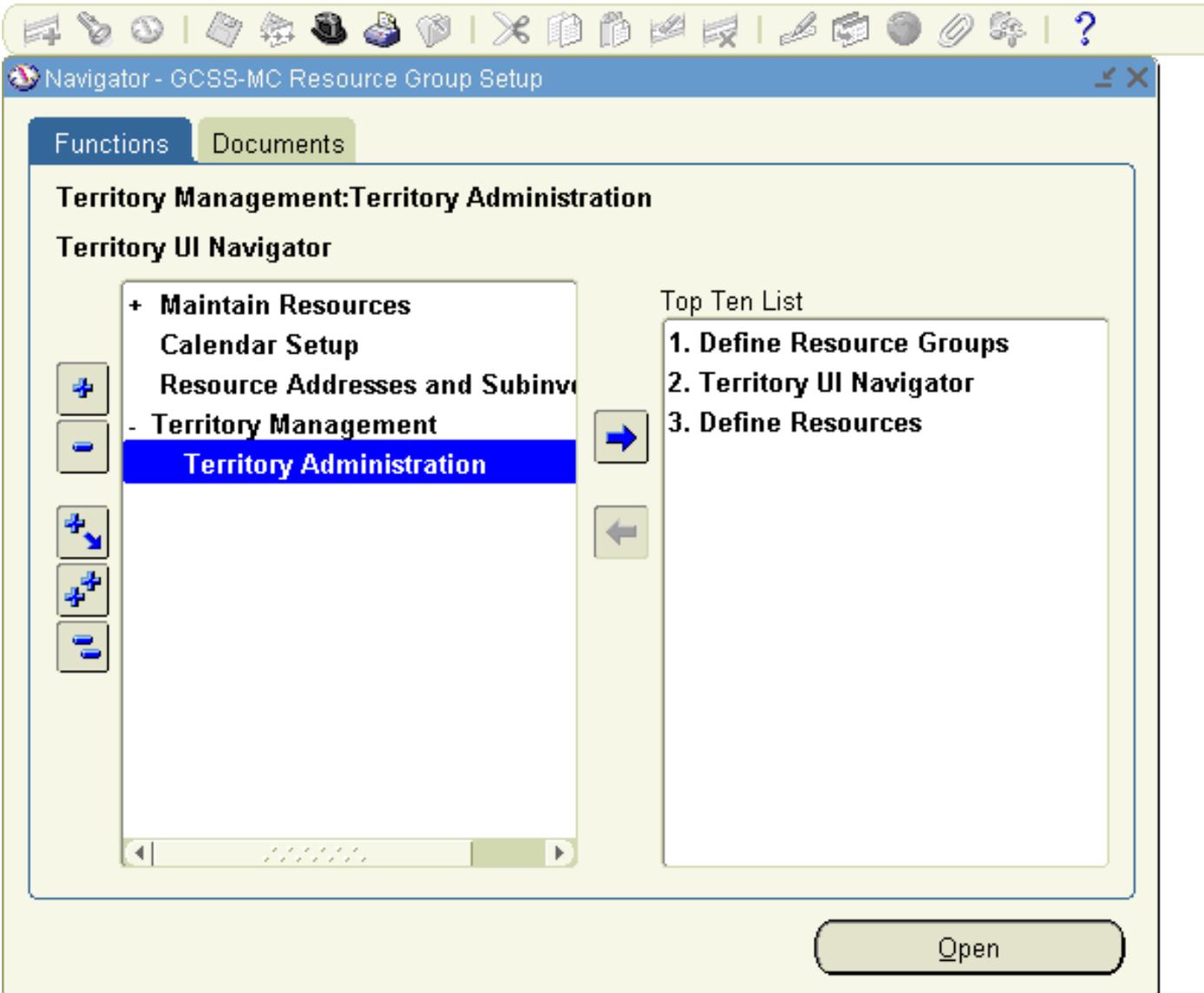
From **GCSS-MC Resource Group Setup**, click the **Territory Management** link.

File Edit View Folder Tools Window Help



From **Territory Management** link, click the **Territory Administration** link.

File Edit View Folder Tools Window Help





Navigator

View By **Territories**

Date **05-DEC-2011**

- Territories
  - Catch All
    - Oracle Collections
    - Oracle Defect Manager**
    - Oracle Partner Manager
    - Oracle Sales and Telesale
    - Oracle Service
    - Oracle Service Contracts
    - Oracle Trade Management
  - Personal Shortcuts

Information

Top Ten List

- 1. Define Resource Groups**
- 2. Territory UI Navigator**
- 3. Define Resources**

Open

Click the **Oracle Service tree item.**

Right-click the **Oracle Service tree item.**

Click the **Find... menu item.**

# Click the Usage LOV.

File Edit View Folder Administration Window Help

Navigator

Territory Search

Usage  Search Category Territories

Basic Advanced

Name  Parent   
Escalation  Template   
Type  Customer Name   
Resource Name  Active On 05-DEC-2011

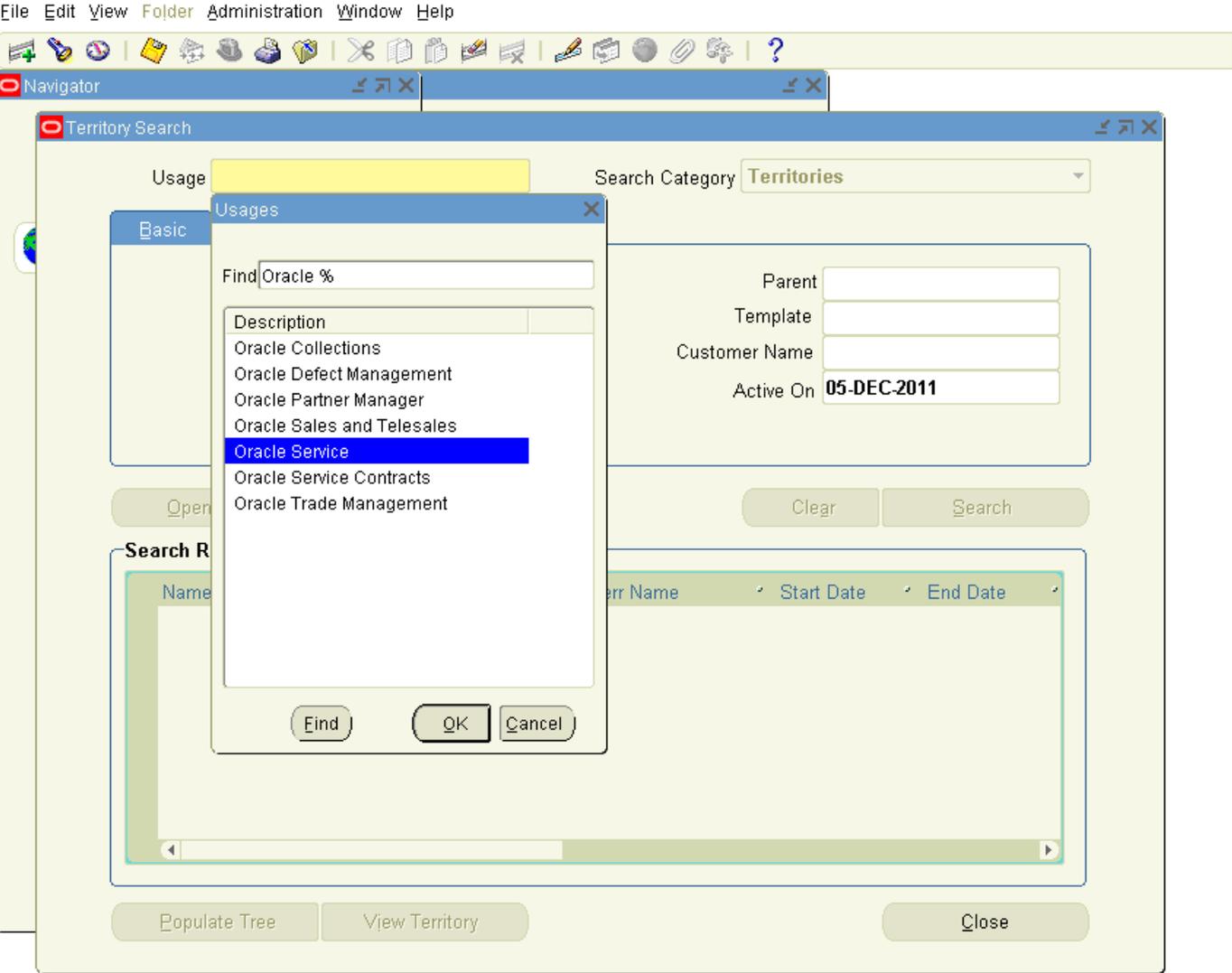
Open Folder Save Folder... Clear Search

Search Results

Name	Ra...	Parent Terr Name	Start Date	End Date
------	-------	------------------	------------	----------

Populate Tree View Territory Close

Click the **Description list item**. In this example, we will use: **Oracle Service**



Click in the **Name** field. Click the **Name** LOV.

The screenshot shows the Oracle Territory Search dialog box. The 'Usage' is set to 'Oracle Service' and the 'Search Category' is 'Territories'. The 'Basic' tab is selected. The 'Name' field is highlighted, and a 'Territory Names' LOV is open over it. The LOV contains a list of territory IDs, with 'AAC-M00029' selected. The 'Resource Name' field contains 'Find %'. The 'Active On' date is '05-DEC-2011'. The 'Search Results' table is empty. The 'Open Folder' button is visible. The 'Clear' and 'Search' buttons are also visible. The 'Populate Tree', 'View Territory', and 'Close' buttons are at the bottom.

File Edit View Folder Administration Window Help

Navigator

Territory Search

Usage **Oracle Service** Search Category **Territories**

Basic Advanced

Name  Parent

Escalation  Template

Type  er Name

Resource Name Find % Active On **05-DEC-2011**

Open Folder Clear Search

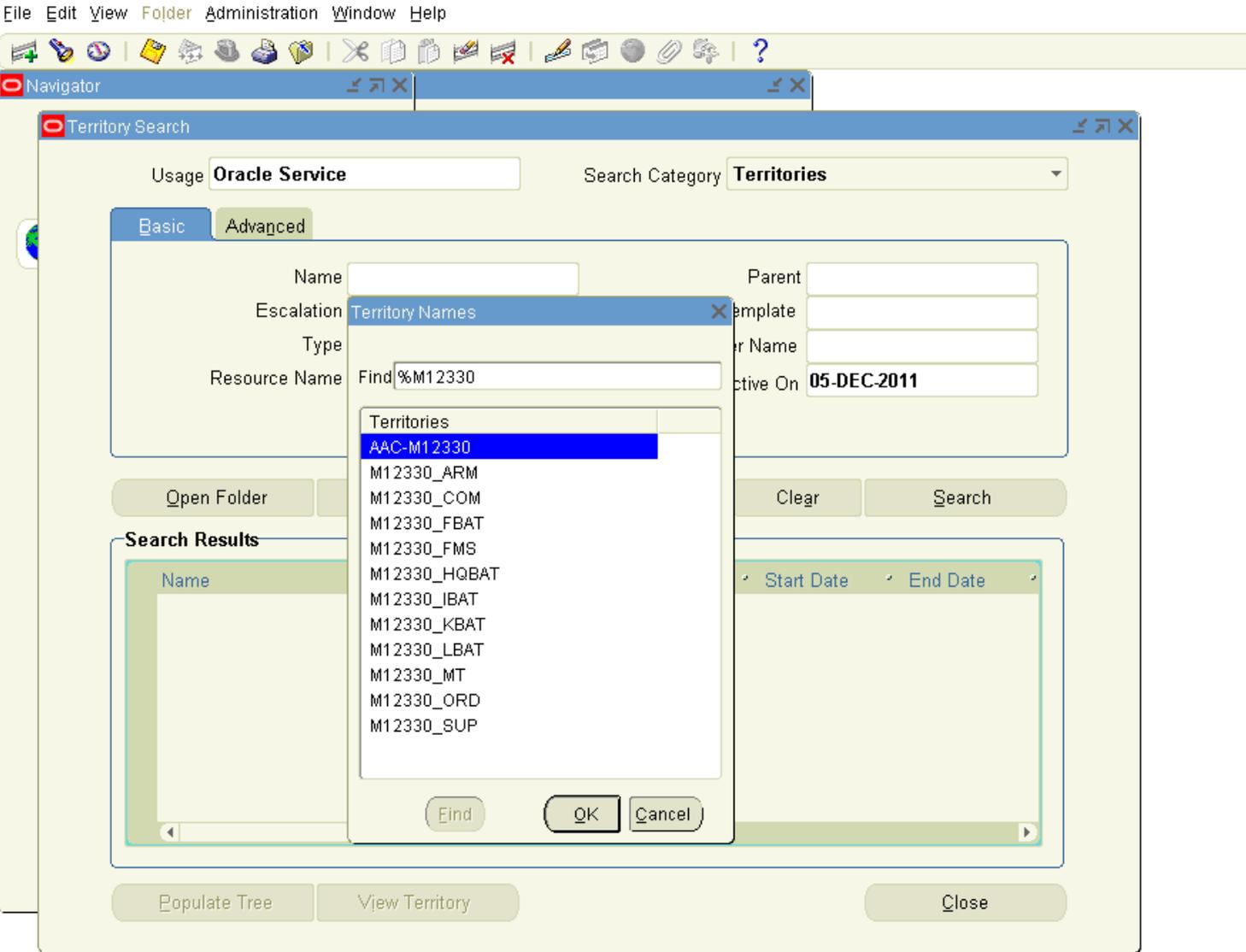
**Search Results**

Name	Start Date	End Date
------	------------	----------

End OK Cancel

Populate Tree View Territory Close

Enter the desired information into the **Find** field. Enter a valid value e.g. "M12330%".



Click the **Search** button.

File Edit View Folder Administration Window Help

Navigator

Territory Search

Usage  Search Category

Basic Advanced

Name  Parent

Escalation  Template

Type  Customer Name

Resource Name  Active On

Open Folder Save Folder... Clear Search

Search Results

Name	Ra...	Parent Terr Name	Start Date	End Date
• AAC-M12330	10	Catch All	01-DEC-2011	

Populate Tree View Territory Close

# Click the **View Territory** button.

File Edit View Folder Administration Window Help



Navigator

Territory Search

Territory Details

Organisation  Freeze

Usage  Template

Name  Category  
 Standard  
 Template  
 Escalation

Description

Start Date  End Date

Parent  Rank

Number of Winners

Type  Escalation

Transaction Types

- Service Request
- Service Request and Task
- 
- 
- 

Overview | Transaction Qualifiers | Resource Qualifiers | Resources | Sub-Territories

Click the **Resources tab**. Click in the next available **Resource: Name** field.

File Edit View Folder Administration Window Help

Navigator Territory Search Territory Details

Name AAC-M12330 AAC-M12330

**Resources**

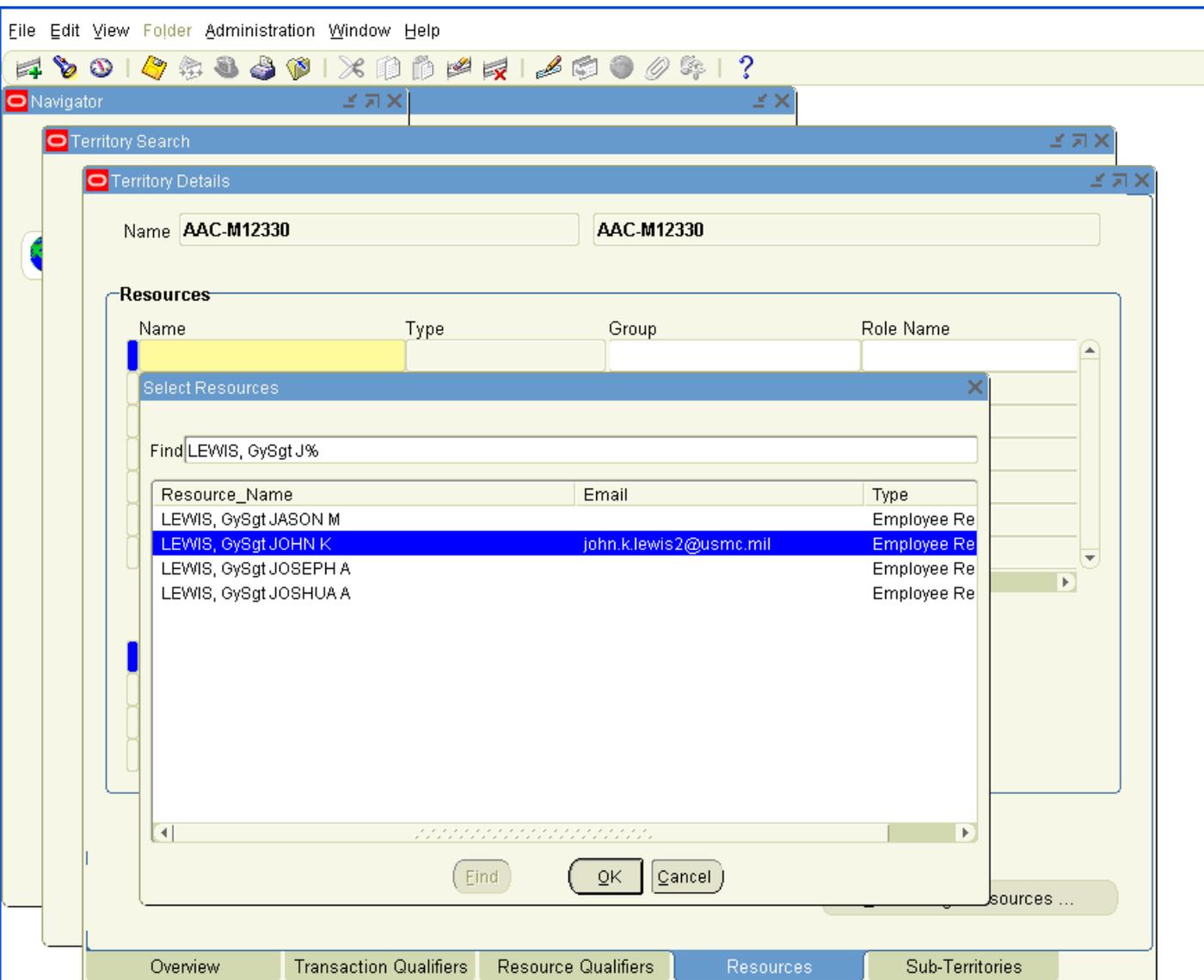
Name	Type	Group	Role Name

Access Types

Auto Assign Resources ...

Overview Transaction Qualifiers Resource Qualifiers **Resources** Sub-Territories

Click the **Name LOV**. Enter the desired information into the **Find** field. Enter a valid value e.g. "%Lewis%".



Click in the **Access Types** field. Click the **Access Types LOV**.

File Edit View Folder Administration Window Help



Name

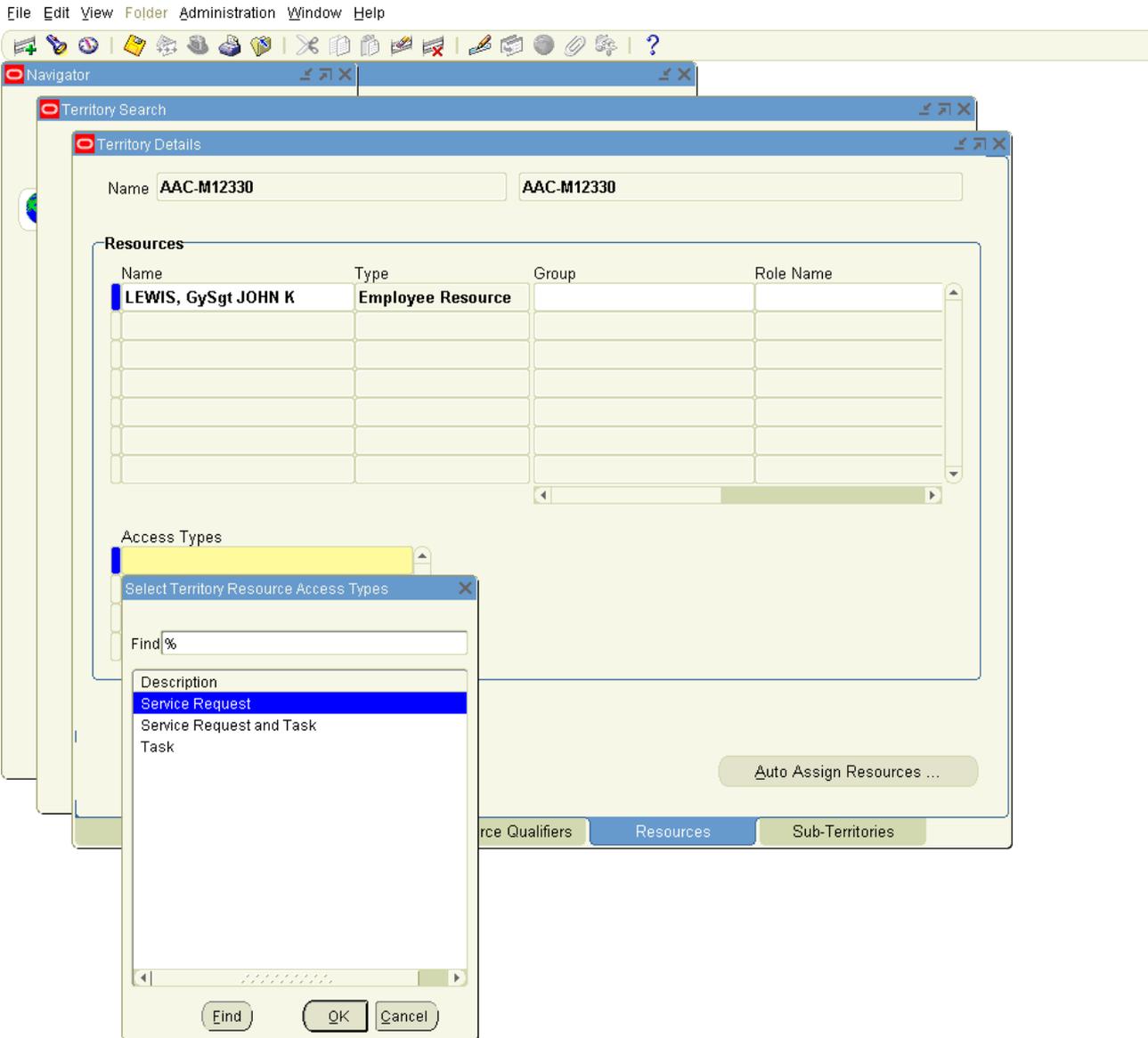
**Resources**

Name	Type	Group	Role Name
LEWIS, GySgt JOHN K	Employee Resource		

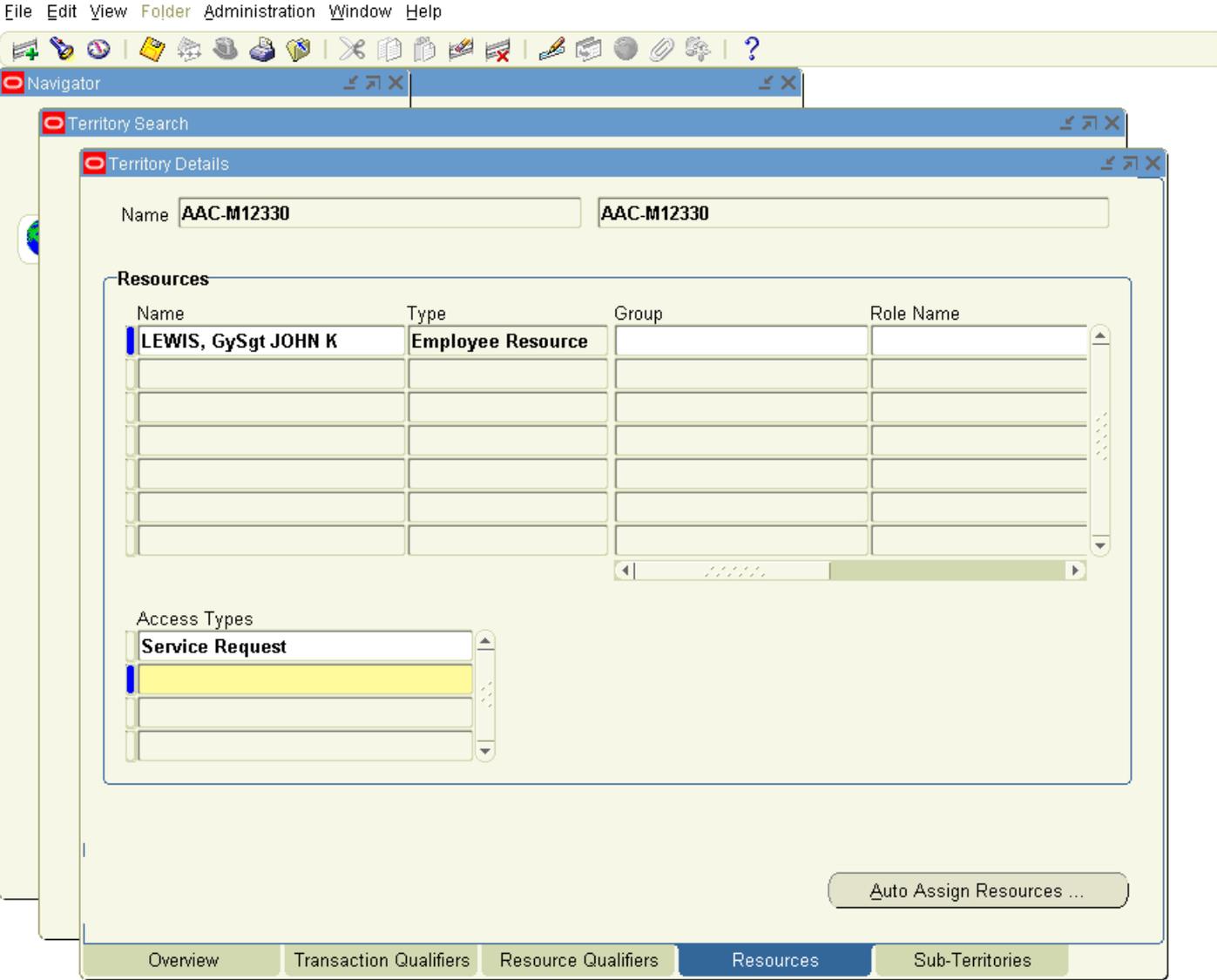
- Access Types
- - 
  - 
  -

Auto Assign Resources ...

# Click the **Description** list item. Select: **Service Request**



To add another Access Type, click the **Access Types LOV**.



# Click the **Description** cell. Select: **Service Request and Task**

The screenshot shows a software application window titled 'Territory Search' with a sub-window 'Territory Details'. The 'Territory Details' window has a 'Name' field containing 'AAC-M12330'. Below this is a 'Resources' section with a table:

Name	Type	Group	Role Name
LEWIS, GySgt JOHN K	Employee Resource		

Below the table is an 'Access Types' section with a list box containing 'Service Request'. A dialog box titled 'Select Territory Resource Access Types' is open, showing a search field with 'Find%' and a list of options: 'Service Request', 'Service Request and Task', and 'Task'. The 'Service Request and Task' option is selected. At the bottom of the dialog are 'Find', 'OK', and 'Cancel' buttons. In the background, there is an 'Auto Assign Resources ...' button and tabs for 'Resource Qualifiers', 'Resources', and 'Sub-Territories'.

Click the **Save** button and verify that your updates saved.

The screenshot shows a software application window with a menu bar (File, Edit, View, Folder, Administration, Window, Help) and a toolbar. The main window is titled "Territory Details" and displays information for territory "AAC-M12330".

**Name:** AAC-M12330

**Resources Table:**

Name	Type	Group	Role Name
LEWIS, GySgt JOHN K	Employee Resource		

**Access Types:**

- Service Request
- Service Request and Task
- [Unlabeled]

**Buttons:** Auto Assign Resources ...

**Navigation Tabs:** Overview, Transaction Qualifiers, Resource Qualifiers, Resources (selected), Sub-Territories



## *UM 101*

# *UUAM Supplemental Guidebook*

## **Resource Group to Approval Group Options**

## **Configuration Relationship Considerations**

- ❖ **In order to facilitate the most efficient transition from legacy to GCSS-MC, the UUAM should be aware of:**
  - **The unit’s desired operating procedures for:**
    - **Requisitioning repair parts**
    - **Visibility of service requests**
    - **JON control**
    - **Workflow efficiencies (reducing bottlenecks)**
  
- ❖ **Changes to the BR-100 set up document now allows for sub-resource group identification and establishment by the cutover team, prior to cutover.**

# Responsibilities

- ❖ **Comptroller (Financial Data Manager role) responsible for:**
  - Creation of *approval groups*
  - Settings for those groups
  
- ❖ **UUAM responsible for:**
  - Creation of new *resource groups*. (after cutover)
  - Assignment of personnel to groups
  
- ❖ **Supply & Maintenance Managements Sections responsible for:**
  - Working with UUAM to determine resource and approval group requirements
  - Ensuring a balance between workflow, control, and efficiencies are achieved.
    - **Leverage the new system, old ways may not be the best way.**

## Resource Groups

- ✓ Limits visibility of service requests within the Universal Work Queue (UWQ) to the users who are assigned to that group
  - i.e. similar to how the legacy DPR separated sections
- ✓ Provides a way to route service request (SR) to a specific section (group)
  - i.e. logistic support request (Service Request) can be routed to the specific section (group) responsible for supporting the request
    - e.g. Transportation requests to Motor Transport group
- More information on Resource Groups can be found within course **UM 101 - Unit User Account Management** .

## Approval Groups

- ✓ Provide access to authorized individuals to approve the requisitioning of parts and equipment.
- ✓ Part of the UUAM function to assign individuals to approval groups.
- More information on Approval Groups can be found within course **UM 101 - Unit User Account Management**
- Information on being an approver and the approval process can be found in course **Appr 101 - Approvers**

# Concepts

- Due to the flexibility of the GCSS-MC system and the Commanders authority to implement procedures which optimize the units efficiency, the following slides provide four options relating to the Resource Group and Approval Group configurations.
- Understanding the concepts within the four options, units may leverage, apply, and configure to meet the operational management demands of their particular unit.
- Bottom Line: Four options are presented here, there may be more; configure the way to best meet your units requirements.

# Option 1

## One Resource & One Approval Group

- This option is being done during cutover
- All users members of the battalion level resource group
- Simple to setup but somewhat higher risk than other options
- **Impact 1: All users see all SR's when viewing the UWQ.**
- **Impact 2: All JON's visible to all requestors regardless of commodity**
- **Impact 3: Greater chance of error when selecting JON**

RESOURCE GROUP	RESOURCES	APPROVAL GROUP	Notes
M21635	Capt Approver	M21635	One Approver <b><u>Group</u></b> at the Battalion Level is acceptable, "if" the unit DASF clerk (or other approvers if knowledgeable of all JON's) is / are selecting the JON's for each parts requirement.
	LCpl DASF		
	1 <sup>st</sup> Lt Kill		
	SSgt Moto		
	2 <sup>nd</sup> Lt Boot		
	GySgt Devil		
	CWO2 Lifer		

# Option 2 (De-centralized Approvals) Multiple Resource & Approver Groups

- Users separated by commodity (or sub level) resource groups
- Financial structure must be in place (Comptroller coordination)
- Higher initial complexity to setup but less risk & better operational control
- Impact 1: Users see only their group's SR's when viewing the UWQ
- Impact 2: JON visibility limited to what the group is authorized to use
- Impact 3: Less chance of error when selecting JON

RESOURCE GROUP	RESOURCES	APPROVAL GROUP	Notes
M21635 Supply	Capt Approver	M21635 Supply	Approvers at commodity level; Commodities could approve their requisitions if the FM structure is set up correctly by the Comptroller. <b>Prevents one commodity from spending another Commodities funds.</b>
	LCpl DASF		
M21635 MT	1 <sup>st</sup> Lt Kill	M21635 MT	
	SSgt Moto		
M21635 Com	2 <sup>nd</sup> Lt Boot	M21635 Com	
	GySgt Devil		
M21635 Arm	CWO2 Lifer	M21635 Arm	

# Option 3 (Centralized Approvals) Multiple Resource & Approver Groups

- Users separated by commodity (or sub level) resource groups
- Financial structure must be in place (Comptroller coordination)
- Higher initial complexity to setup but less risk & better operational control
- Impact 1: Users see only their group's SR's when viewing the UWQ
- Impact 2: JON visibility limited to what the group is authorized to use
- Impact 3: Less chance of error when selecting JON
- **Impact 4: Possible approval choke point**

RESOURCE GROUP	RESOURCES	APPROVAL GROUP	Notes
M21635 Supply	Capt Approver LCpl DASF	M21635 Supply	The <b><u>approver(s)</u></b> must be loaded to each resource group, with the correct approval group. <b><u>May apply if:</u></b> Mech/Tech selects the JON when creating a part requirement, but Unit SOP is for the Supply section to approve the requisitions.
M21635 MT	Capt Approver SSgt Moto	M21635 MT	
M21635 Com	Capt Approver GySgt Devil	M21635 Com	
M21635 Arm	Capt Approver	M21635 Arm	

# Option 4

## Centralized JON Selection & Approvals GCSS-MC GLOBAL LOGISTICS AT THE SPEED OF BATTLE

- Users separated by commodity (or sub level) resource groups
- Financial structure must be in place (Comptroller coordination)
- Medium initial complexity to setup; less risk & better operational control
- Impact 1: Users see only their group's SR's when viewing the UWQ
- **Impact 2: JON visibility limited to Bn level group members**
- **Impact 3: JON selection responsibility shifts solely to Supply personnel**
- **Impact 4: Possible approval choke point**

RESOURCE GROUP	RESOURCES	APPROVAL GROUP	Notes
M21635 Supply	Capt Approver LCpl DASF	M21635 Supply	Approver Group only assigned to Bn level resource group <b>NOT</b> to the sub-level (commodity) groups. <b><u>May apply if:</u></b> Unit SOP is for the DASF clerk (Bn Supply) to select JON's for the parts requirements not the Mech/Tech. Approvals also at the Bn Supply level, not maintenance shop.
M21635 MT	1 <sup>st</sup> Lt Kill SSgt Moto		
M21635 Com	2 <sup>nd</sup> Lt Boot GySgt Devil		
M21635 Arm	CWO2 Lifer		

**Coordination** between the UUAM, Supply, Maintenance Management, and Comptroller, should occur before cutover, to ensure that all of the command's desired resource/approval group configuration considerations are addressed, for a seamless, smooth, as possible transition from legacy to GCSS-MC.



## *UM 101*

# *UUAM Supplemental Guidebook*

## **Financial Data Manager Key Points**

# Financial Data Manager (Comptroller) Key Points

## SELF REGISTRATION AND SYSTEM ACCESS

1. Ensure FDM Self-Register's under their unit's Role-Up UIC in GCSS-MC prior to SAAR submission.
2. SAAR must state what FDM access is required for example SRI or WCI level in Block 13.
3. Ensure Block 21 is digitally signed by a POC that is on the DFAS POC Listing.
4. Refer to *CS 101 Getting Started in GCSS-MC* online training for more information.

## APPROVER GROUP SET UP

1. Approver Group setup requires a coordinated effort between the UUAM, Comptroller, Maintenance Management Officer, and Supply Officer to determine the best Resource to Approver Group configuration for the unit and the group names.
2. FDM establishes Approver Groups in the system.
3. FDM must notify the UUAM of completed actions and verify the Approver Group names. The UUAM will need to link the user(s) to the Approver Group(s).

## OTHER ACTIONS REQUIRED TO BE PERFORMED BY FDM

### LOADING JOURNALS

1. For New Journal's it is important that one utilizes a standardized naming convention when loading for ease of searching. Reference Date, Description, and Reference Field need to be loaded as well.
2. Once the Journal is loaded, Check Funds, then Reserve Funds, then Post Funds.
3. When additional funding needs to be loaded for a BEA or BESA a new Journal will need to be created.

### LOADING JON'S, JNLU'S, SIC'S, AND RON'S

1. Coordination between FDM & Supply Officer.

### SIGNAL CODE LOGIC

1. Requests for a "No Cost Jon" to be loaded, Signal Code Logic needs to be utilized. If they are submitting a service request that should not result in a charge or are transferring gear then the correct Signal Code of "D" or "M" should be used along with the correct Advice Code.

## *UM 101*

# *UUAM Supplemental Guidebook*

## **UUAM**

### **Desktop / Turnover**

### **Example**

**Note: Refer to MS Word open document text (odt) for a copy to edit**

## **TURNOVER FOLDER**

# **UNIT USER ACCOUNT MANAGER (UUAM)**

# **TURNOVER FOLDER**

## **TABLE of CONTENTS**

1. Title of Billet / Mission Statement
2. Billet Reporting & Incumbent Billets
3. Reporting Chain of Command
4. Appointment Letter
5. Functions Involved Accomplishing The Mission
6. Tasks and Basic Operations
7. Listing of Pertinent Orders & Directives
8. Required Duties & Reports
9. Points of Contact Within or External
10. Miscellaneous Information
11. Current & Anticipated Projects

# **TITLE of BILLET**

Unit User Account Manager  
BIC # M2832100068

## **MISSION STATEMENT**

The UUAM is responsible for the assignment and end dating of roles and responsibilities within GCSS-MC. The UUAM, in cooperation with commodity managers, Company UUAMs and MMOs/MMCs will assist the commander by properly managing all resources (personnel) within GCSS-MC. The UUAM will also assist in the movement of personnel via TAD or PCS orders by managing and creating the correct FAP relationships with the enterprise helpdesk and the corresponding future command.

To be effective, UUAMs should have a working knowledge of the battalion or company T/O structure for role and responsibility assignment per individual billet.

# Reporting and Incumbent Billets

The UUAM is a collateral billet assigned, in most cases, to an MMO or primary staff billet. The UUAM directly reports to the Commanding Officer via the MOS Officer.

Each company has their respective chain of command. The Battalion MOS exercises overall oversight, they do not directly report to the UUAM.

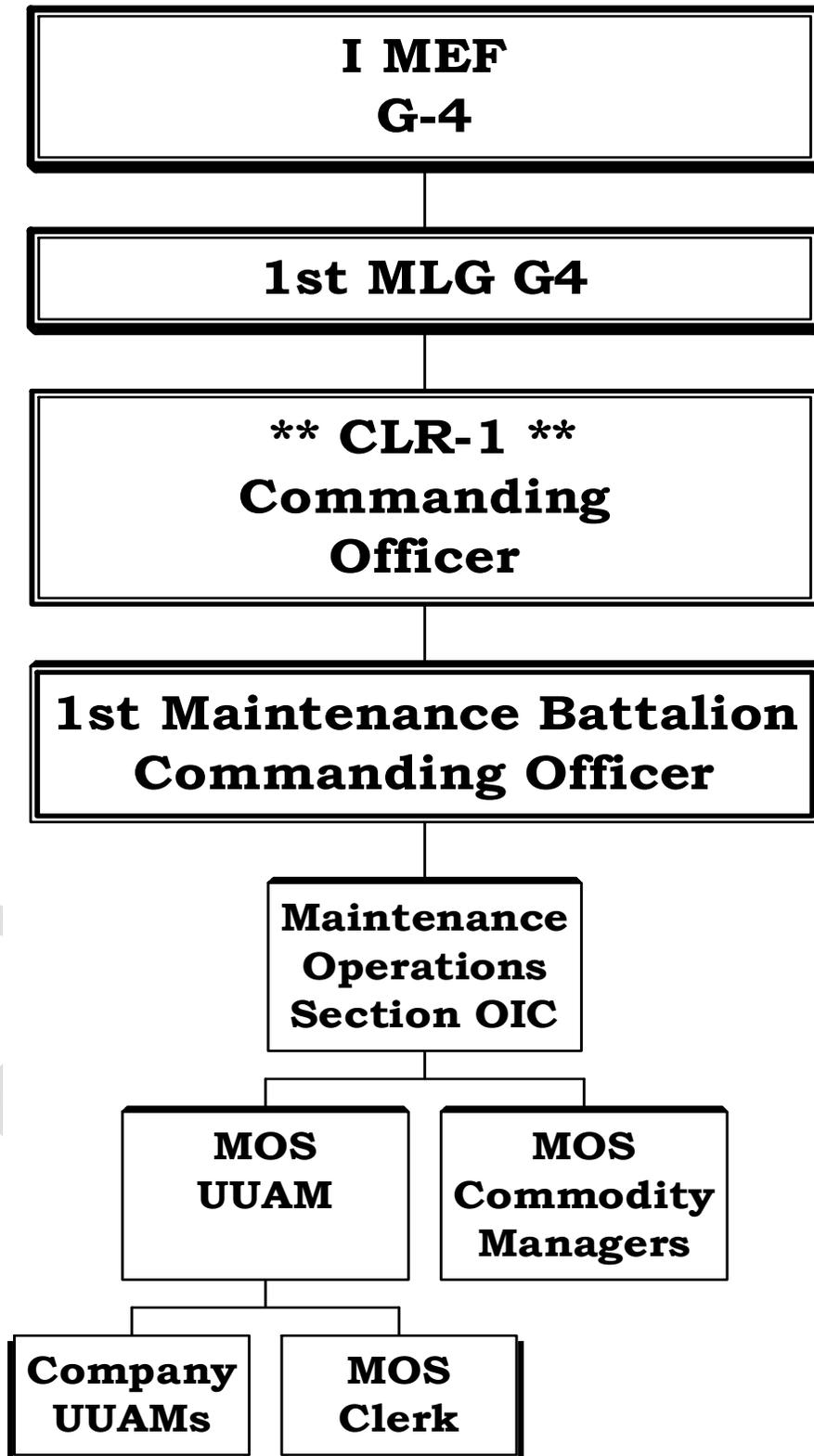
Incumbent billets reporting to the UUAM:

- Company UUAMs
- Company MMOs/MMCs

# **FUNCTIONS INVOLVED IN ACCOMPLISHING THE MISSION**

1. SERVES AS OVERALL MANAGER FOR THE UNIT'S PERSONNEL IN THE ASSIGNMENT OF ROLES AND RESPONSIBILITIES WITHIN GCSS-MC.
2. ENSURES PERSONNEL ARE ASSIGNED PROPER ROLES AND RESPONSIBILITIES PER ASSIGNED T/O BILLET.
3. ADVISE THE COMMANDING OFFICER ON MATTERS PERTAINING TO BILLET VACANCIES AND SHORTFALLS WITHIN GCSS-MC.
4. PLAN, ORGANIZE AND COORDINATE THE PROPER TRAINING REQUIRED TO TRAIN UAM.
5. ESTABLISHES CLOSE RELATIONSHIP WITH S-1/ADJUTANT FOR PROPER BIC MANAGEMENT PROCEDURES.
6. INVOLVED IN THE SUBMISSION PROCESS FOR THE CREATION OF NEW ACCOUNTS AND SUSPENSION OF ACCOUNTS. MONITOR REQUESTS WITH THE ENTERPRISE HELPDESK FOR ACTIVATION AND DEACTIVATION OF UAM ACCOUNTS.
7. ENSURES THE VALIDITY OF UAM ACCOUNTS AND CONTINUALLY MONITORS ACTIONS TO ENSURE COMPLIANCE WITH ASSIGNED DUTIES.
8. ASSIST COMMODITY MANAGERS IN THE PREPARATION OF GCSS-MC REPORTS.
9. REVIEW PROCEDURES QUARTERLY, UPDATE AS NEEDED.
10. ENSURE THAT THE ANNUAL TRAINING PLAN INCLUDES UAM SPECIFIC TRAINING.
11. REVIEW ALL SAARS FOR UAM ACCOUNT CREATION PRIOR TO SUBMISSION TO THE ENTERPRISE HELPDESK.

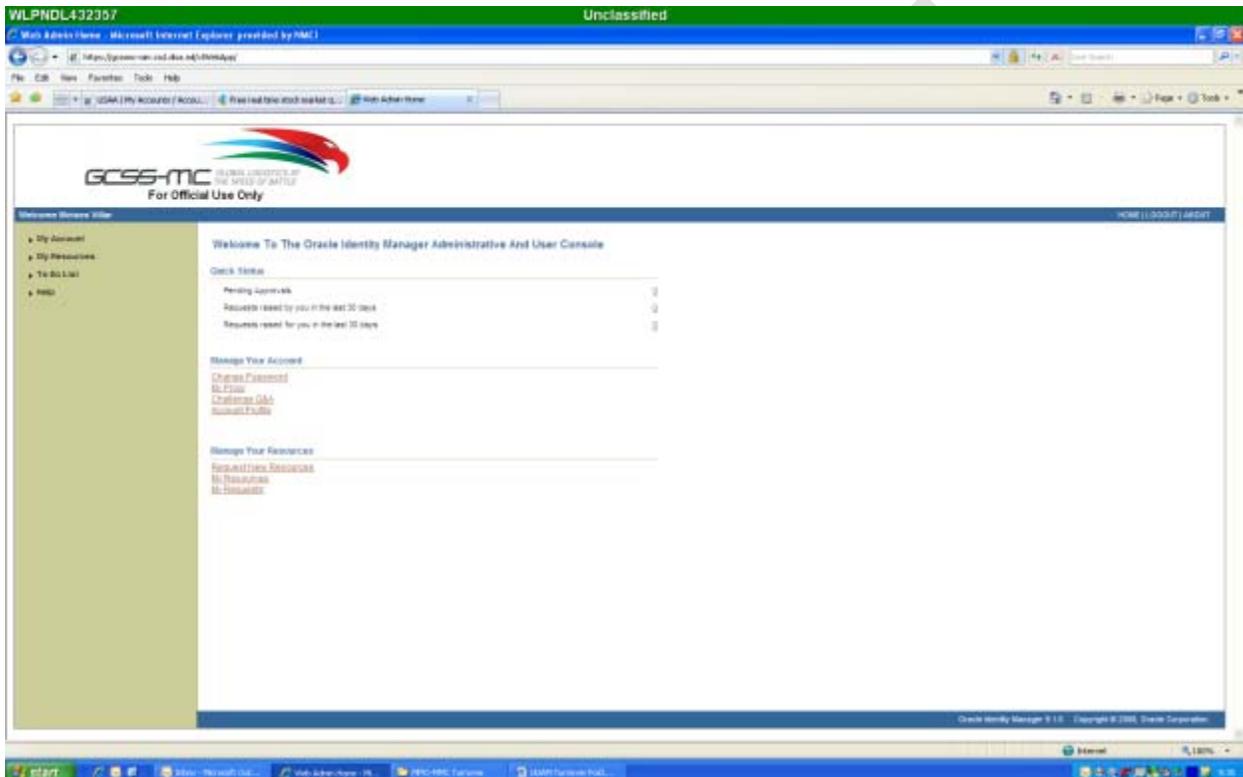
# REPORTING CHAIN of COMMAND



# TASKS AND BASIC OPERATIONS

## a. Daily

(1) Process any new accounts created. Once a Marine self registers for a GCSS-MC account, you will receive an email notification assigning that individual to you. If the Marine belongs to you, go to the following link <https://gcssmc-oim.csd.disa.mil/xlWebApp/> once you login, the page will look like this:



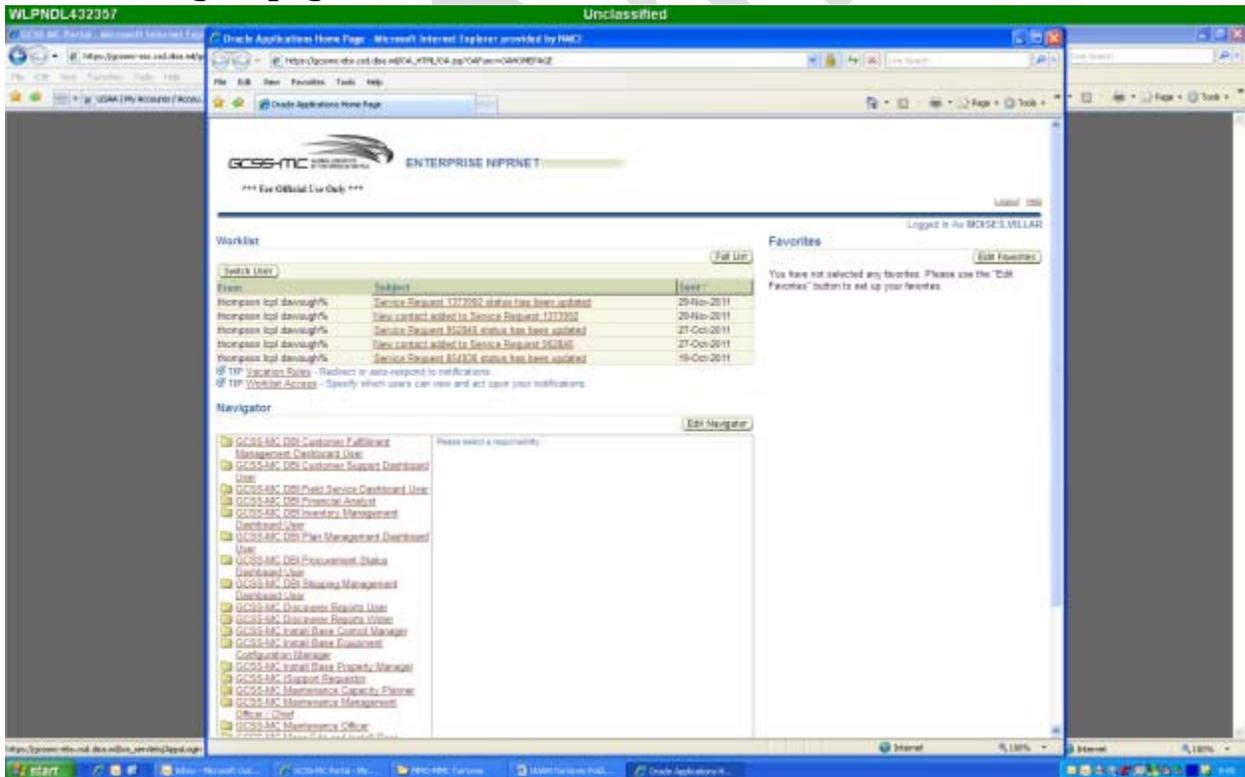
(2) From this screen, you can click on the appropriate link and either approve, disapprove or reassign the account. Reassigning is done in case you know the actual UUAM for the company the Marine will be working for.

(3) Additionally, disapproving the account does not mean that the Marine cannot continue to register, this is done in case you do not recognize the Marine and the possibility that the Marine chose the wrong UIC to register under.

(4) After approving the account, you will now need to assign roles and responsibilities to that Marine. Click on this link [https://gcssmc-ssso.csd.disa.mil/gcssmc\\_portal/index1.html?p\\_request=OK](https://gcssmc-ssso.csd.disa.mil/gcssmc_portal/index1.html?p_request=OK) and you will now be at the main GCSS-MC login page, should look like this:



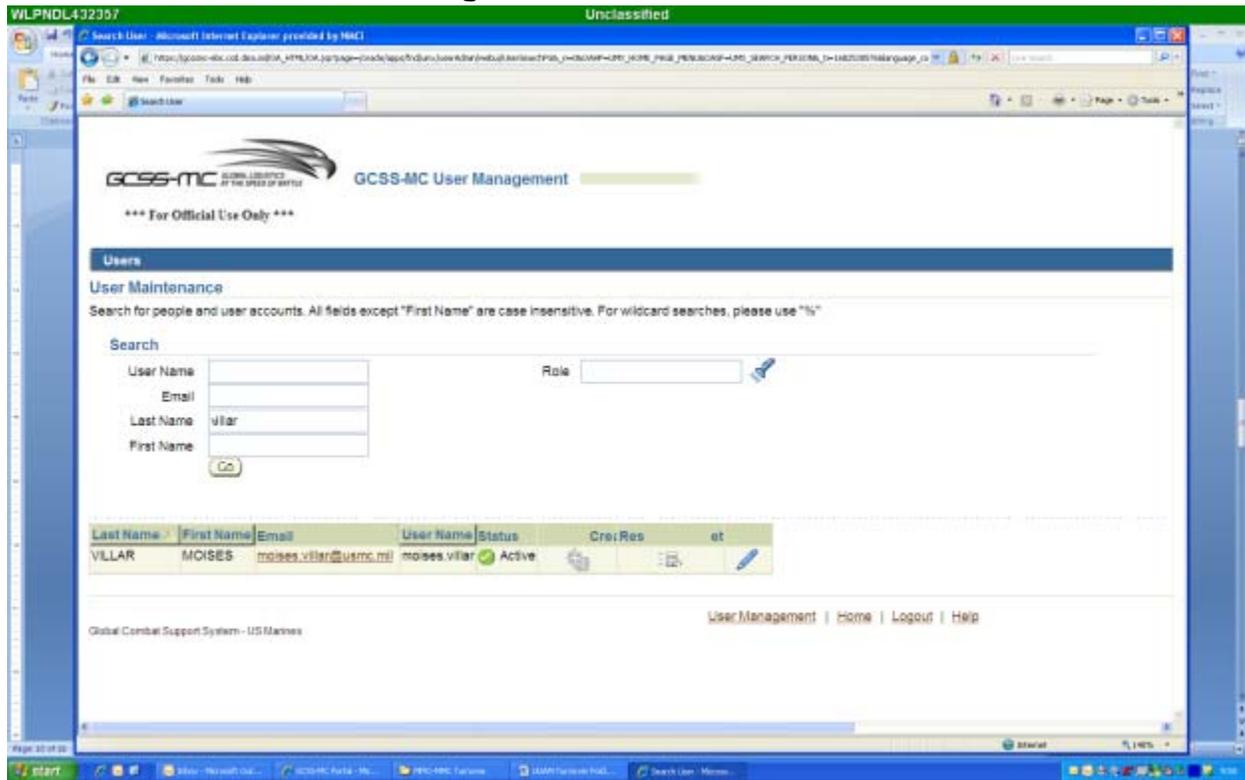
(a) Click on the "EBS Login" button towards the top-left portion of the screen. You will then be taken to your default login page in GCSS-MC and should look like this:



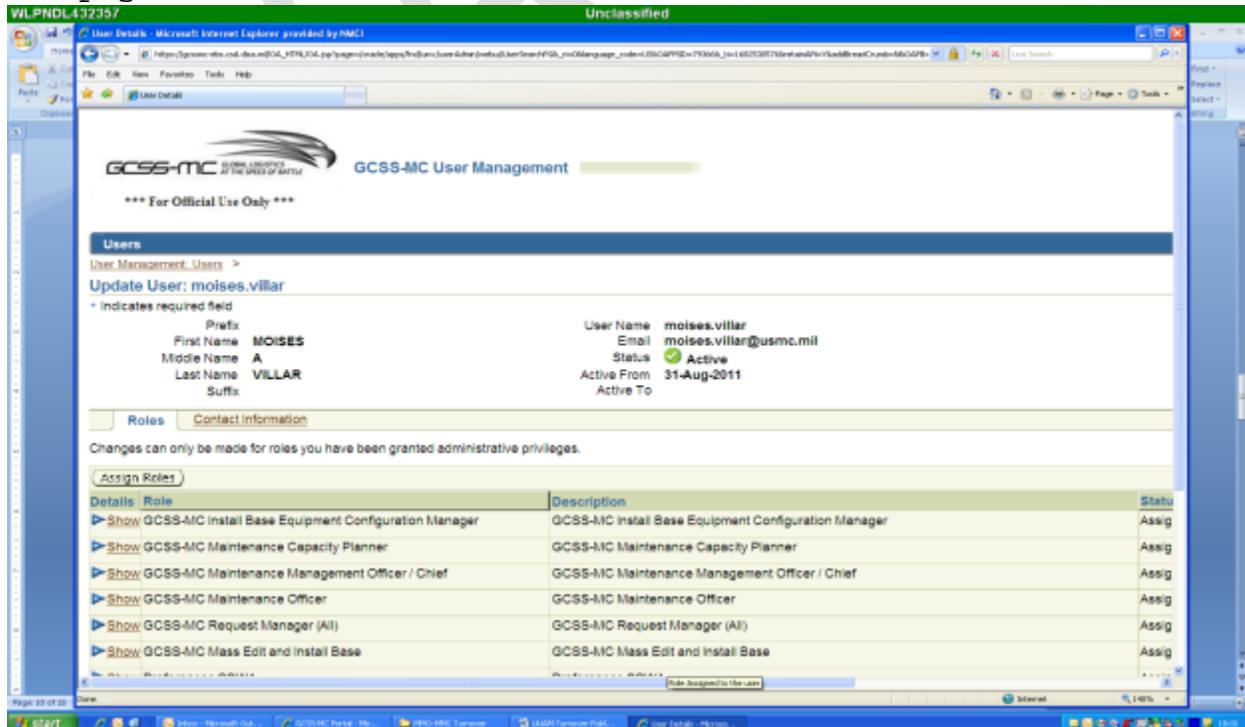
(b) The top portion under "worklist" are your workflow notifications. Here you should also see the notification you received via email assigning or approving the Marine's account.



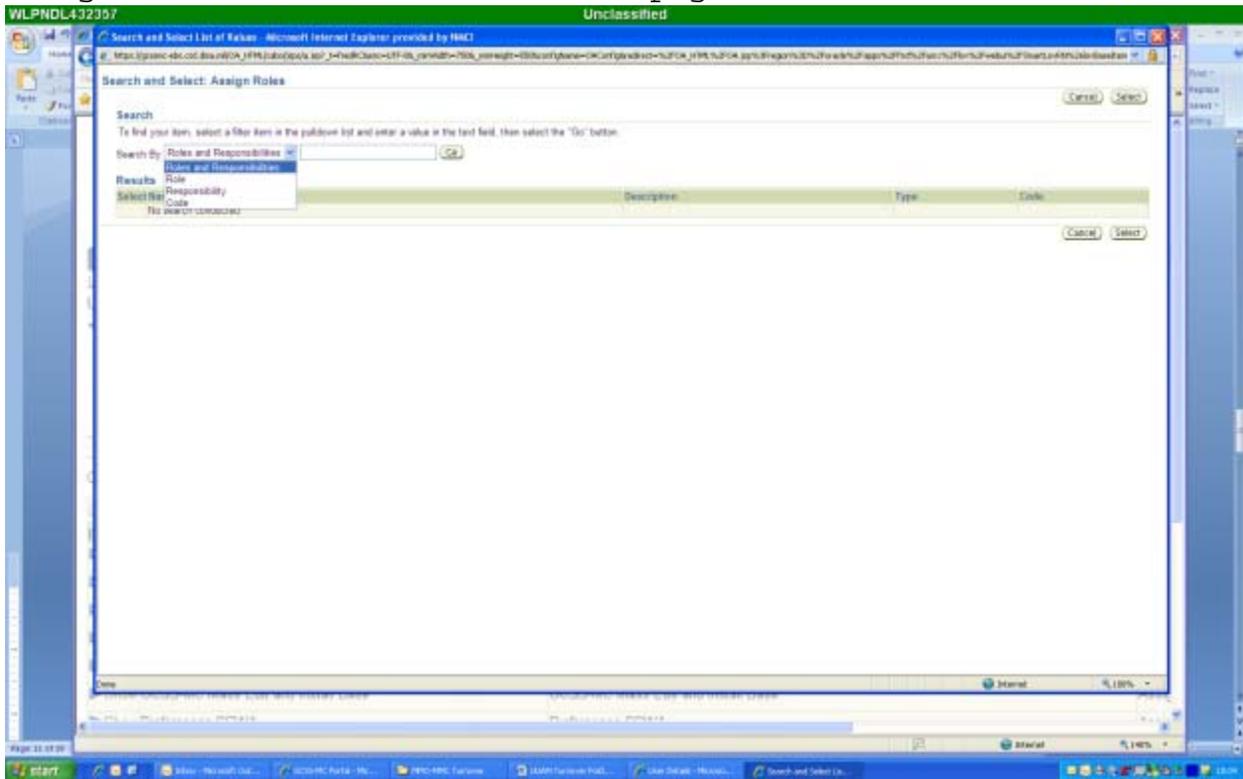
(e) Type the name of the Marine or whatever search criteria you are using. Ensure to hit the "GO" button. Pressing "ENTER" key will not work on this screen. Once the screen loads, you need to verify the account is active. Look on the status column for a green circle with a checkmark like so:



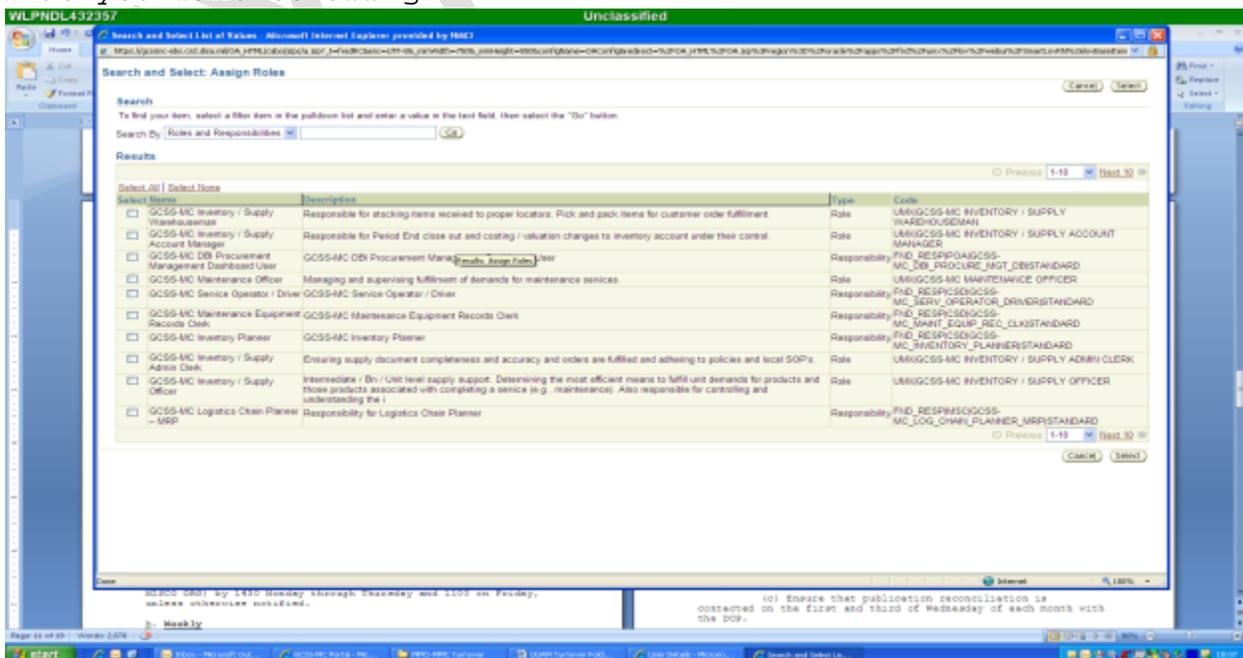
(f) If the account is active, you will be able to assign R&R to that Marine by clicking on the "PEN" icon to the far right of the Marine's name. Doing so will take you to the R&R page for that Marine:



(g) Click on the "ASSIGN ROLES" button and you will then be taken to the screen where you select the R&R for that Marine. This is where an understanding of the T/O comes into play and the billet the Marine is filling. R&R are assigned based on billet duties. Currently there is no default R&R assignments based on billet. The page will look like this:



(h) From the drop down menu you have several choices. If you choose "roles and responsibilities" it will bring all of them up ten at a time. You must scroll each page to assign the specific R&R. You can also do searches with the % if you know what you want to assign:



(5) The process is repetitive per individual. Each Marine must be assigned R&R individually, based on billet. The process is reversed when a Marine is leaving the unit or going TAD. Each time a R&R is assigned, it has the option to place an "END DATE" on that R&R. This can be applied to the Marine's EAS, in conjunction with a deployment, or just as a recertification.

(6) When a Marine self-registers for an account, keep in mind he/she must do so to the UIC personnel is assigned. All Marines assigned to Maintenance Battalion regardless of what company they will be assigned to, will register under the M28321 UIC. This is due to the differences in UIC and AAC in TFSMS. Procedures for self-registration are found in section 10 of this turnover.

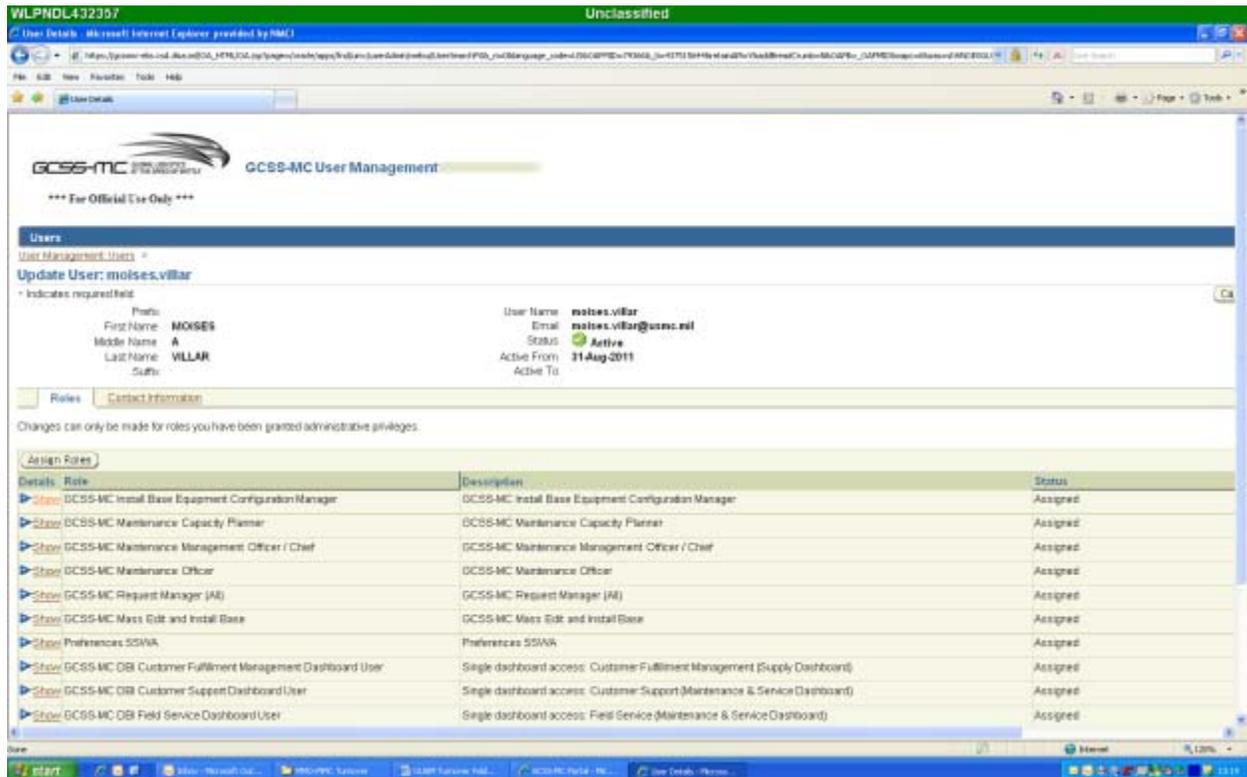
b. **Weekly**

(1) **Creating a "FAP Relationship"**. Processing Marines for PCS, PCA or TAD orders is an aspect the UUAM is involved in. Any time a Marine has PCS/A orders, the Marine's account must be transferred to the new command he/she is going to. The Marine will no longer hold a BIC number from Maintenance Battalion. This is called a "FAP Relationship" in GCSS-MC. Currently no procedures are in place for a UUAM to perform this on their own. The current method is for the UUAM to submit a service request (SR) to the enterprise helpdesk. To open a SR go to [https://gcssmc-ssso.csd.disa.mil/gcssmc\\_portal/training.html](https://gcssmc-ssso.csd.disa.mil/gcssmc_portal/training.html) and choose CS 102 course. This will help you in opening a SR. The content of the SR is simple; it must contain the Marine's Rank, full name, current UIC assigned and the future UIC he/she will be assigned to. The future MCC (FMCC) is on the Marine's web orders.

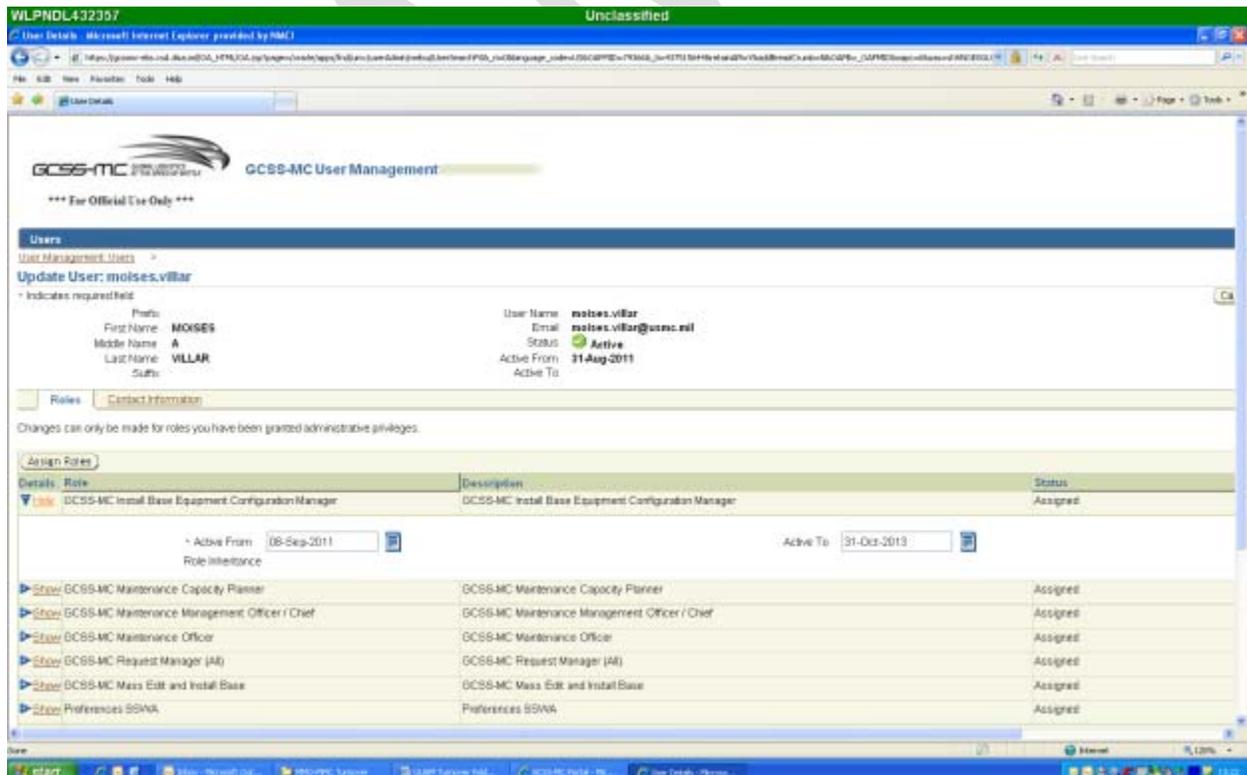
(a) To process a TAD Marine, the steps above are the same, the only difference is that the Marine will maintain the current BIC number he/she is assigned.

(b) Creating a "FAP Relationship" is only needed if the Marine leaving is going to a unit that is already cutover to GCSS-MC. The unit must ensure that the BIC number is removed regardless whether the FMCC is cutover or not. As I MEF continues to cutover units, this process will be mandatory for everyone.

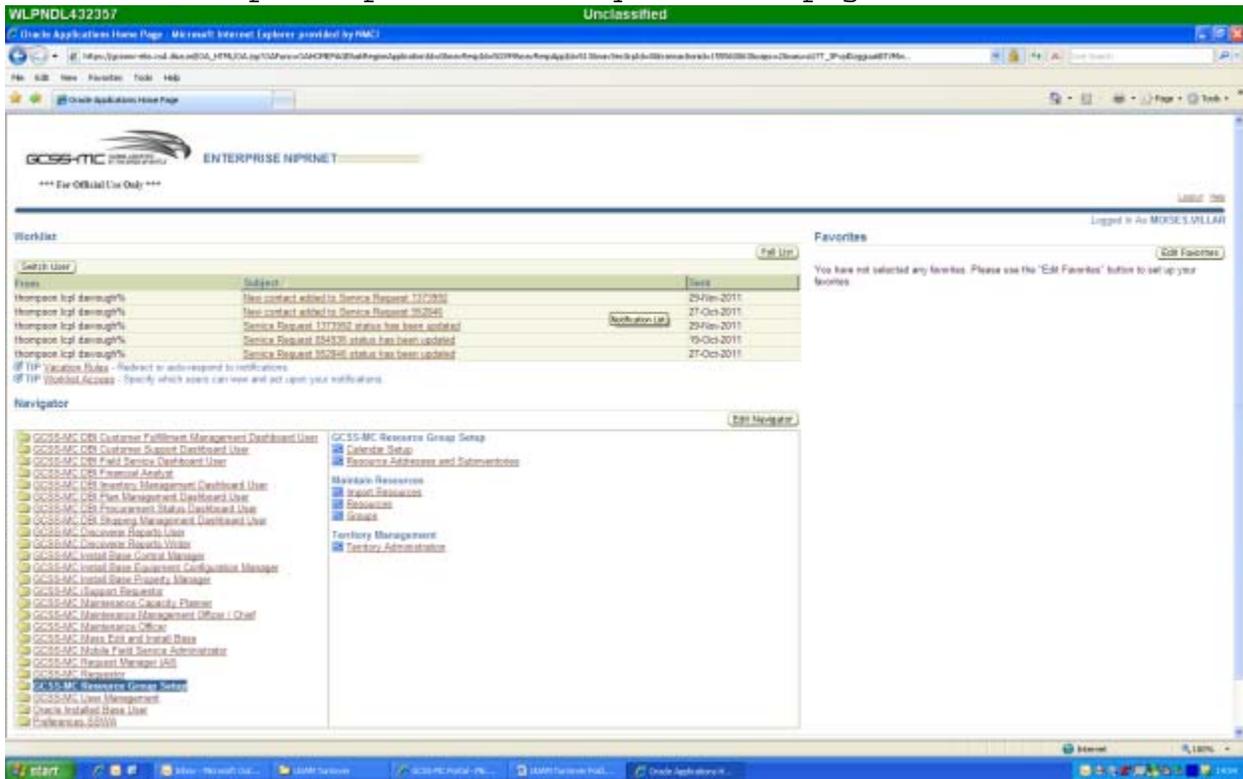
(2) **Deleting Roles and Responsibilities**. This process is done in conjunction with a Marine executing PCS, PCA or TAD orders. All R&R must be deleted or "End Dated". Doing so will not cause problems for the Marine at their next command. The process is the same as in assigning R&R covered earlier. The difference now is that when you pull up the Marine's information, all R&R already assigned will be visible. The page will look like this:



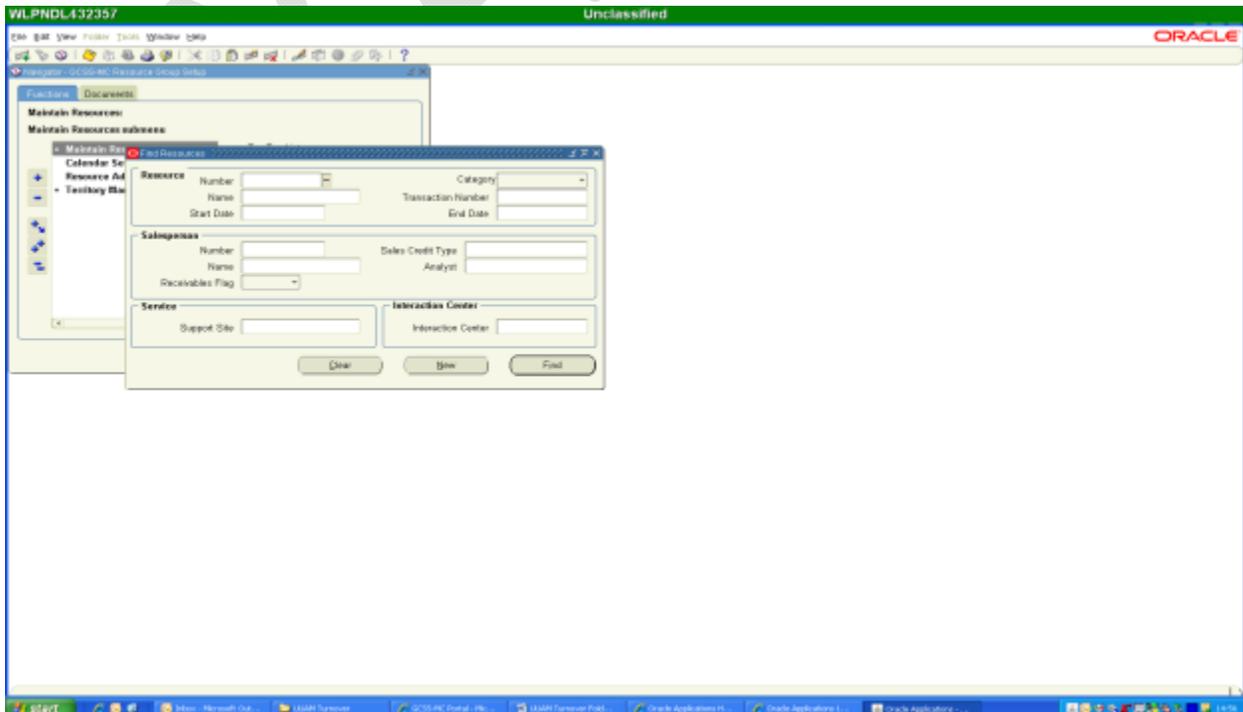
(a) At this point, you must click on the "Show" icon to the very left side of the R&R. Doing so will open the information for that R&R and provide you with an "Active To" date option. The date entered must be that day, or it can be future dated if the Marine still needs access to GCSS-MC upon final checkout. It will look like this:



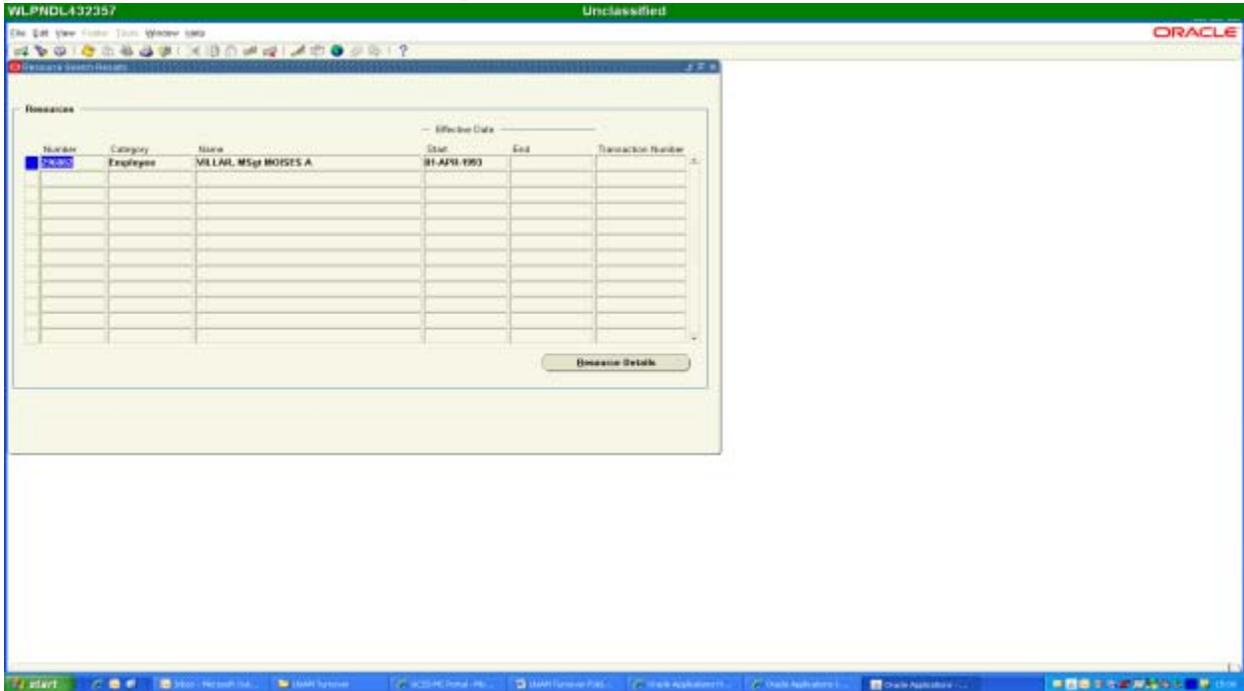
(3) **Adding Resources to Groups.** In GCSS-MC all Marines are referred to as "Resources". When a Marine has been assigned R&R, the UUAM must also assign the Marine to the appropriate group. A group is also known as the UIC/AAC that Marine will be transacting under. To do so, you must choose the "GCSS-MC Resource Group Setup" role from your main page:



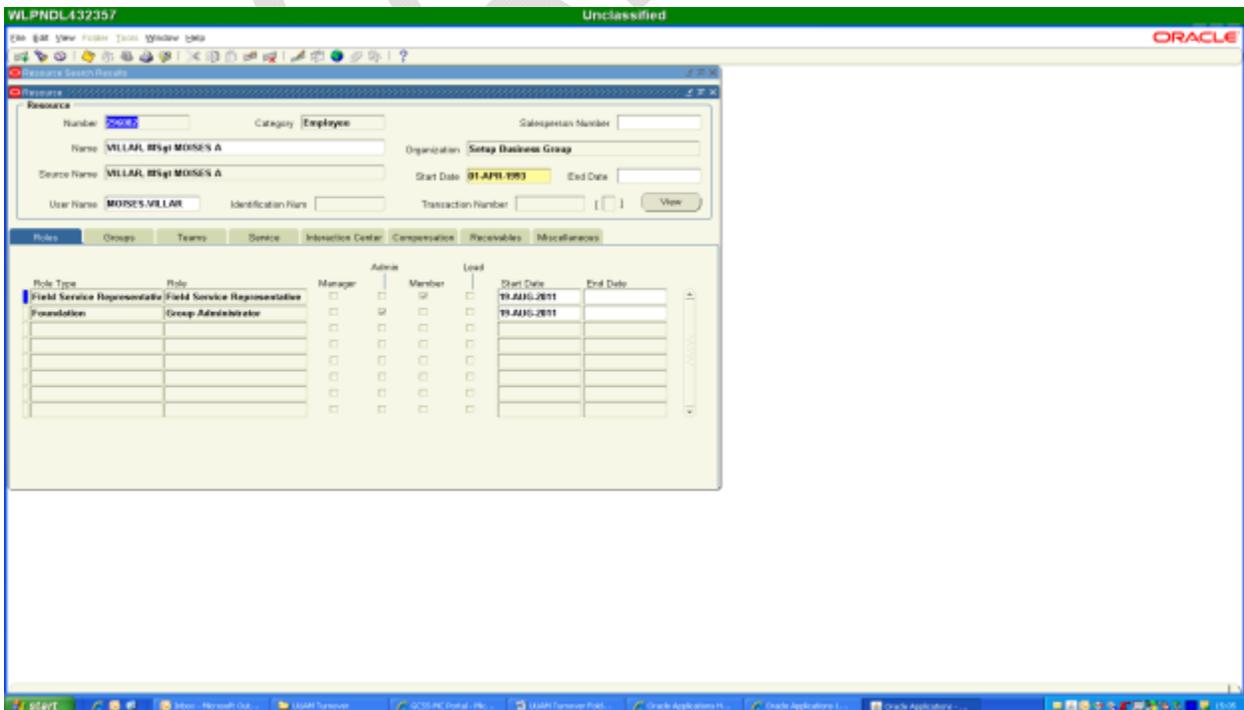
(a) From there you will choose the "Resources" responsibility. At this time several windows may pop up, this is normal. Eventually you will be prompted to enter search criteria in the "find Resources" window as below:



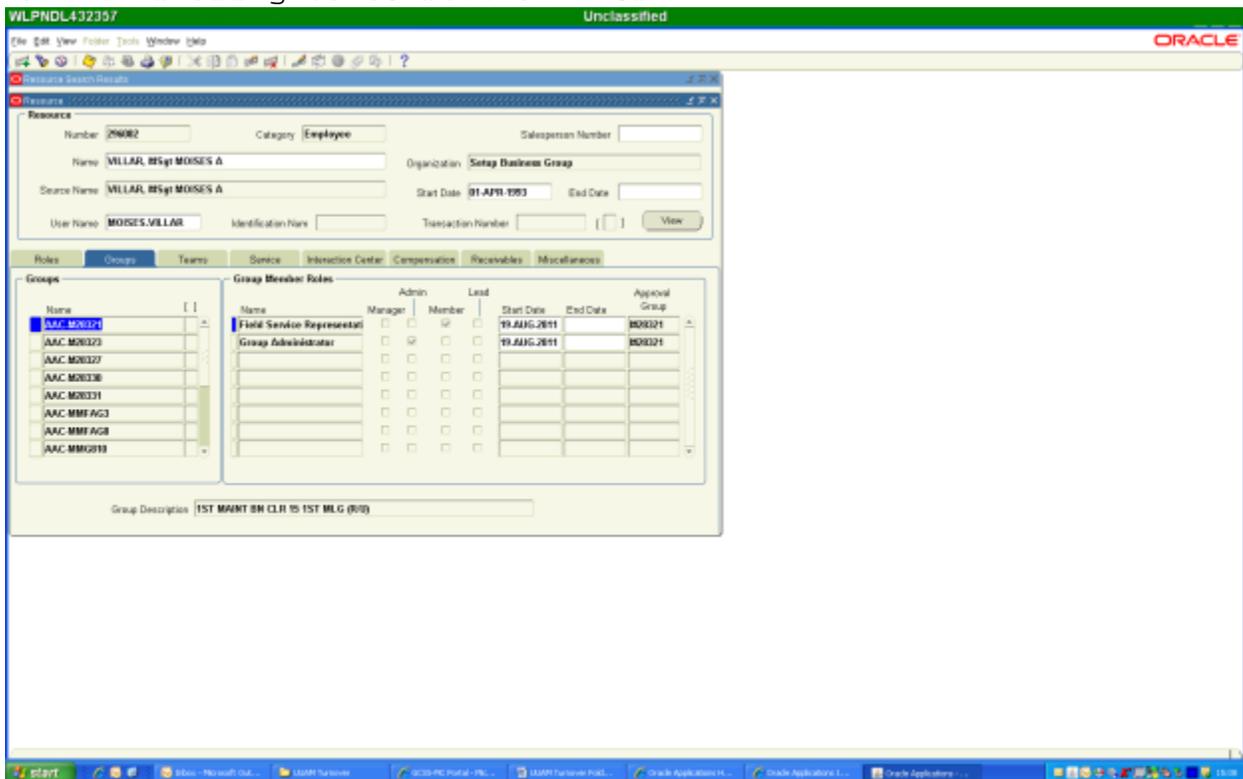
(b) You can search in different ways, but in this window under resources, choose name and type the name using as much information known as possible. For example entering "villar%msgt%moi%" will yield you a smaller list to choose from than entering "villar%". When you click on the "Find" button, you should have this on your screen:



(c) If more than one resource comes up, choose the one you need then press on "Resource Details". You will then be taken to the "Resource" sub-screen and you will be defaulted to the "Roles" tab like this:



(d) From this screen, click on the "Groups" tab to proceed to the correct assignment screen. This screen will show any AACs the Marine is currently assigned to, if any. If currently assigned to an AAC other than M28321, it might cause problems to assign that Marine to M28321. In this screen, the Marine is assigned to several AACs:



(e) Each line has corresponding assignments in the "Group Members Role". Each resource is a "Field Service Representative" entry followed by the "Start Date". Notice you have an "End Date" entry here as well. The last column is the "Approval Group". If that Marine will be a funds approver, entering the corresponding AAC here will allow the resource to approve parts requests. ONLY A SELECT FEW SHOULD BE FISCAL APPROVERS. This will help in the managing of unit funds and filtering who has access.

(f) To add more AACs simply click on the next line in the "Groups" side of the screen. At this point you should click the save icon at the top of the screen displayed by the yellow diskette icon. If you do not, when you move to a new line, the system will prompt you to save your work. After saving, check the bottom of the screen to make sure the transactions processed in the install base.

c. Monthly

d. Quarterly

(1) Review and validate this turnover for accuracy. Update information as required.

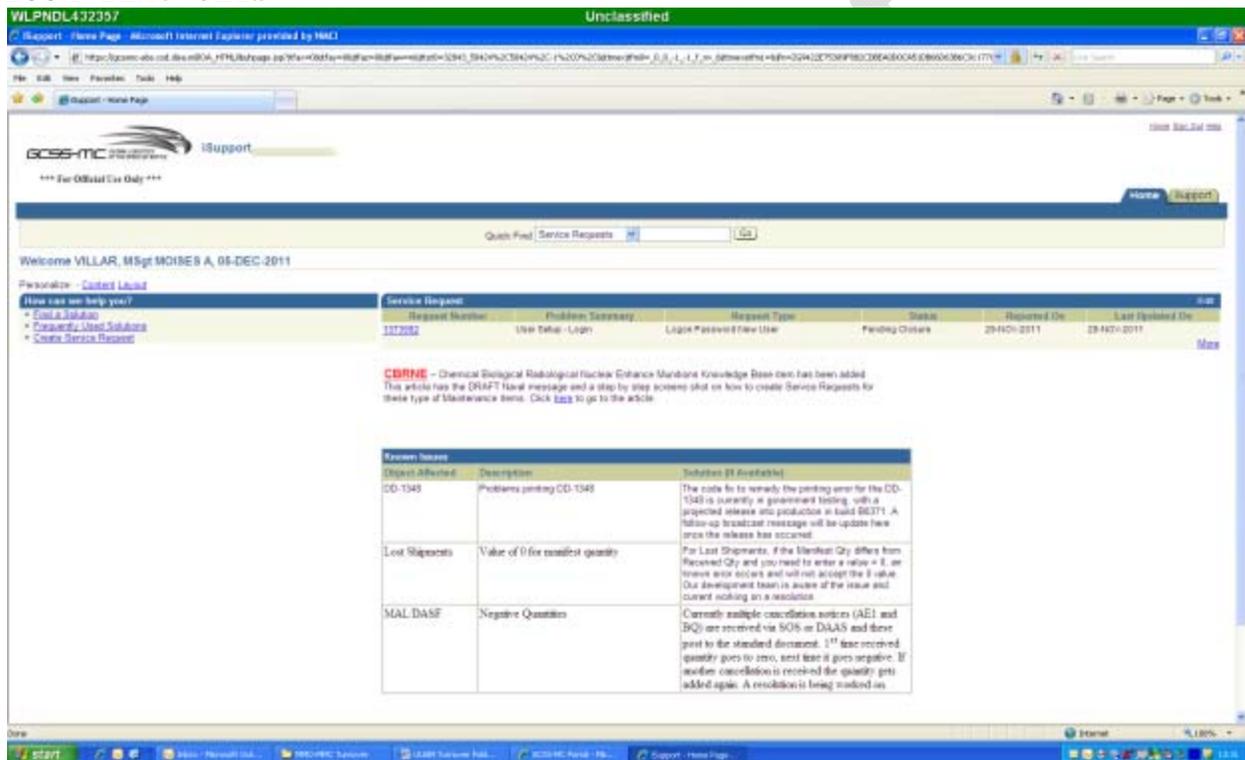
e. Semi-Annually

f. Annually

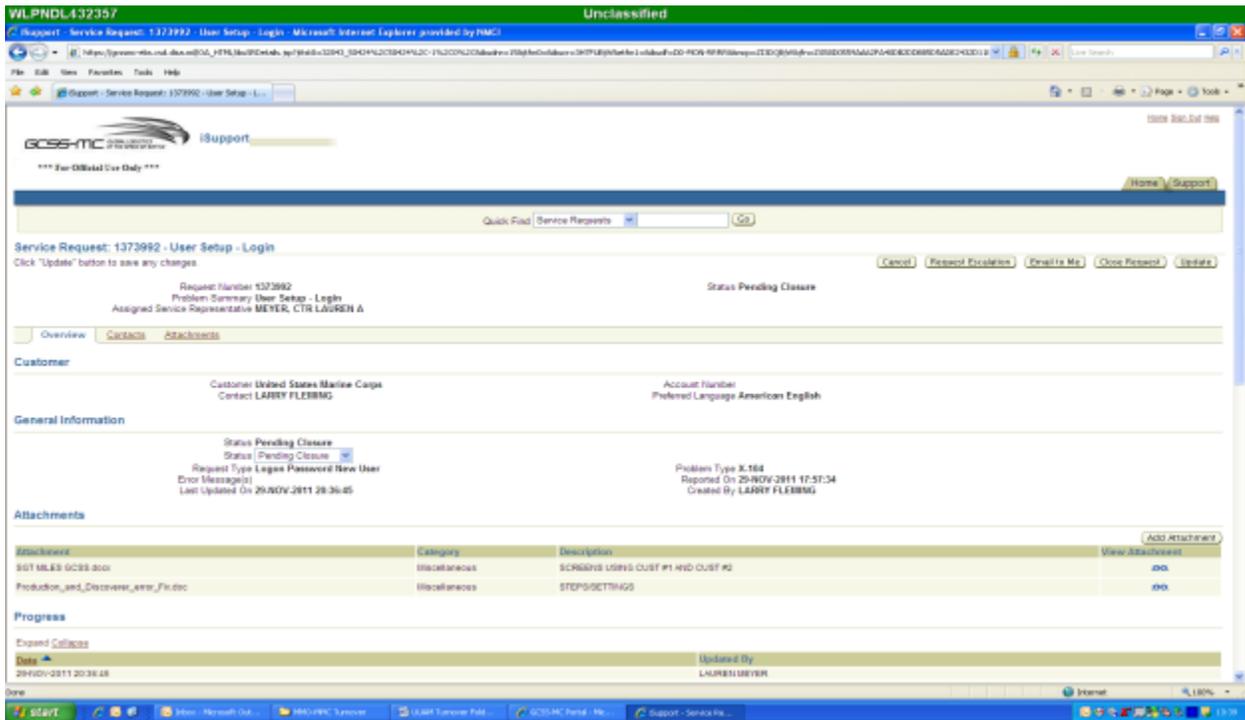
(1) Participate in the T/O&E review.

g. Periodically

(1) Creating a Service Request. A SR is the gateway to all actions performed by a UUAM. The term service request is synonymous with isupport ticket. To create one, you must assign yourself the R&R of "GCSS-MC iSupport Requestor". The page will look like this:



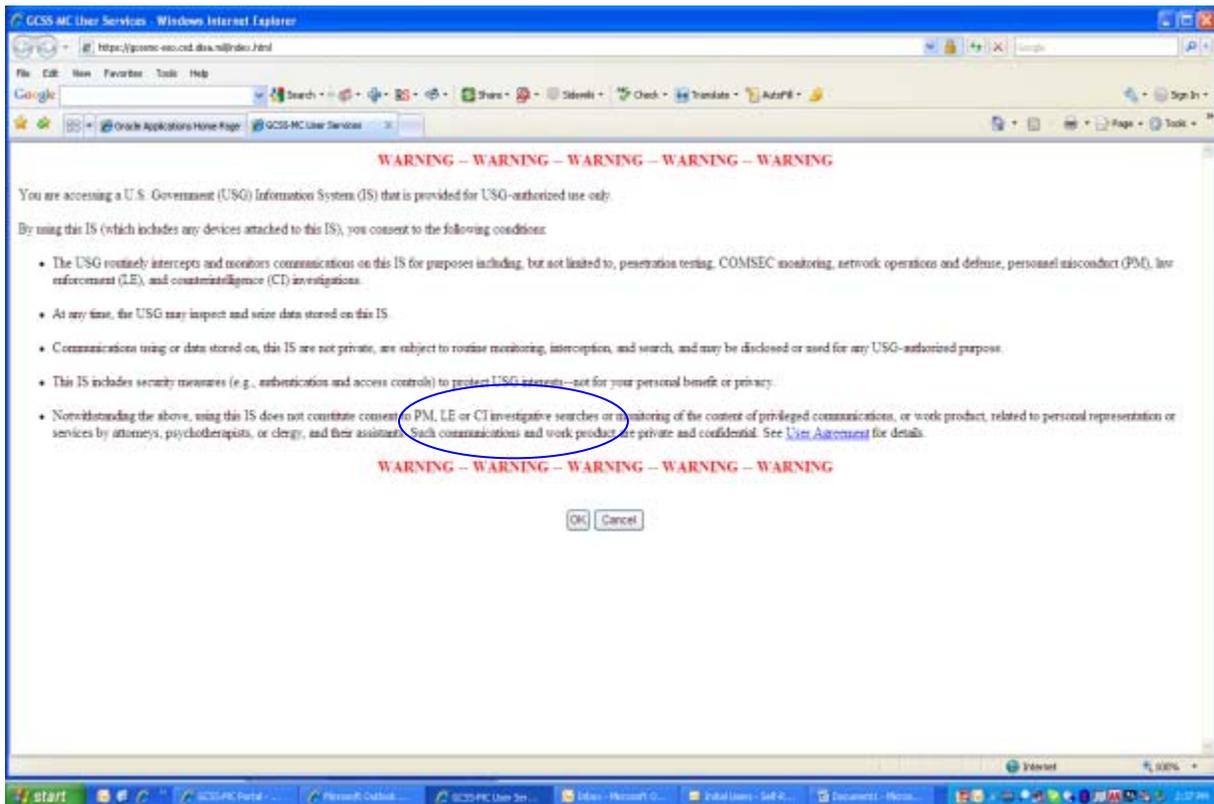
(a) From this point, you can browse the "Knowledge Base" for prior service requests or the "Frequently Used Solutions" to find an answer prior to creating the SR. If these steps do not answer your question as a UUAM, then you can click on the "Create Service Request" link on the top left corner of the screen, below your name. This is the preferred method, this way you can assign anyone as a point of contact to the SR. When you open a SR it will look like this:



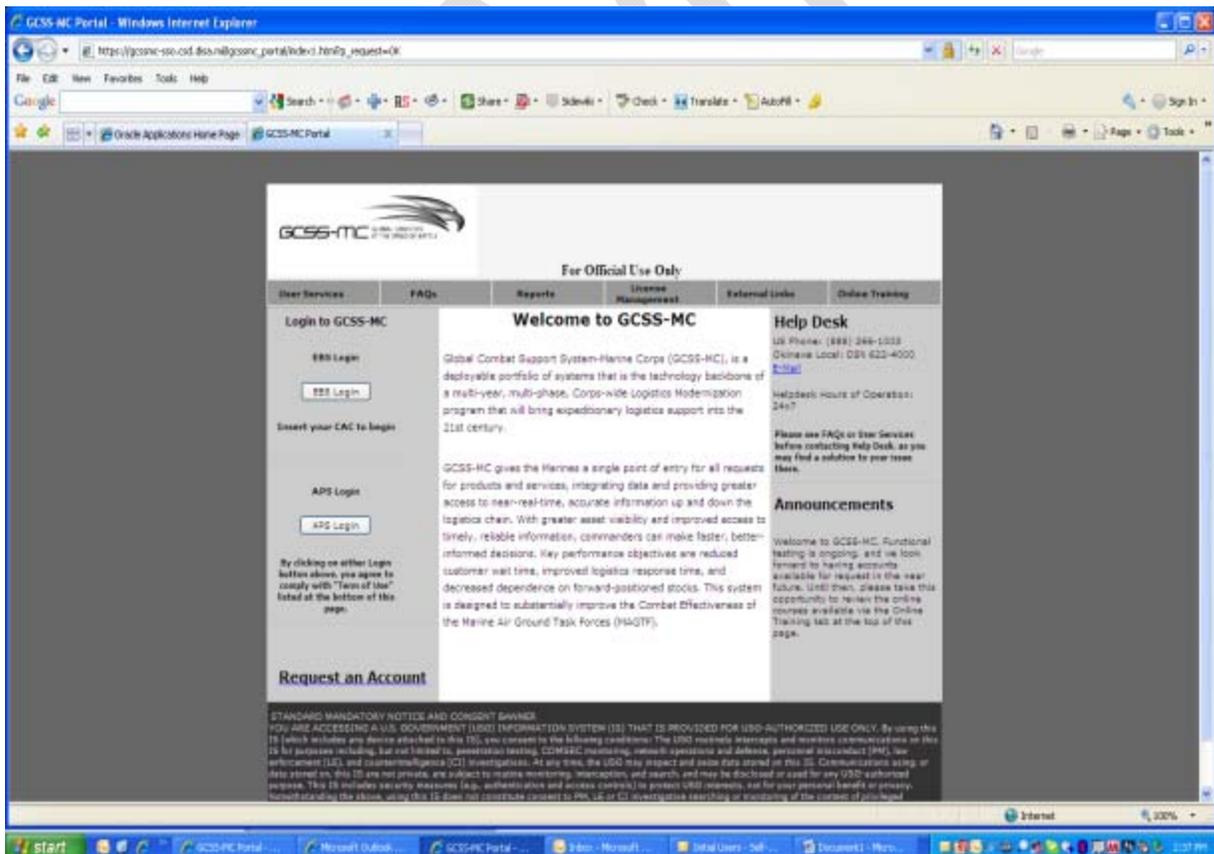
(b) By clicking on the "Contacts" tab below your name, it will give you the option of adding anyone that needs to know the status of the SR. Additionally, supporting documentation can be attached by clicking on the "attachments" tab. Formats supported are PDF, MS Word, MS Excel and MS Powerpoint to name a few. It also accepts the different picture formats of JPEG, JPG, BMP, etc. Once submitted anyone on the contact list will receive a workflow notification with the SR number assigned.

(2) **Self-Registration to GCSS-MC.** When a resource is new to the install base, the resource must self-register. Follow the below steps:

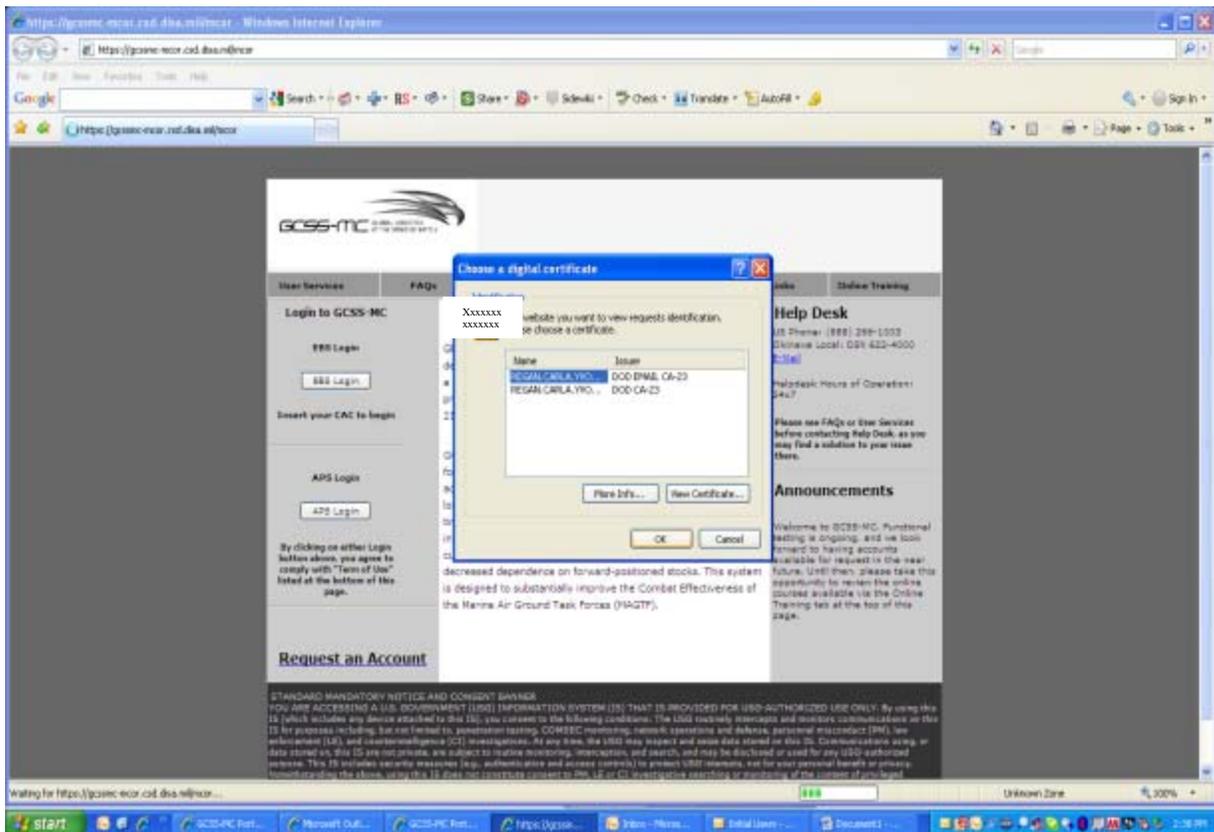
**NOTE:** Registration is different than actually logging on and using the system. This is the first step in the process to gain access. After registration and approval, the UUAM will assign Roles and other setups prior to the User being able to log in and use the system. The User will receive an email indicating that his/her account has been approved/created; however, until the UUAM completes the setups for that User, they will not have any roles assigned. Once the UUAM completes the setups, the UUAM should contact the User and let them know they are good to go. Click on this link <https://gcssmc-sso.csd.disa.mil/> or copy and paste to your internet browser. The following screen image will appear.



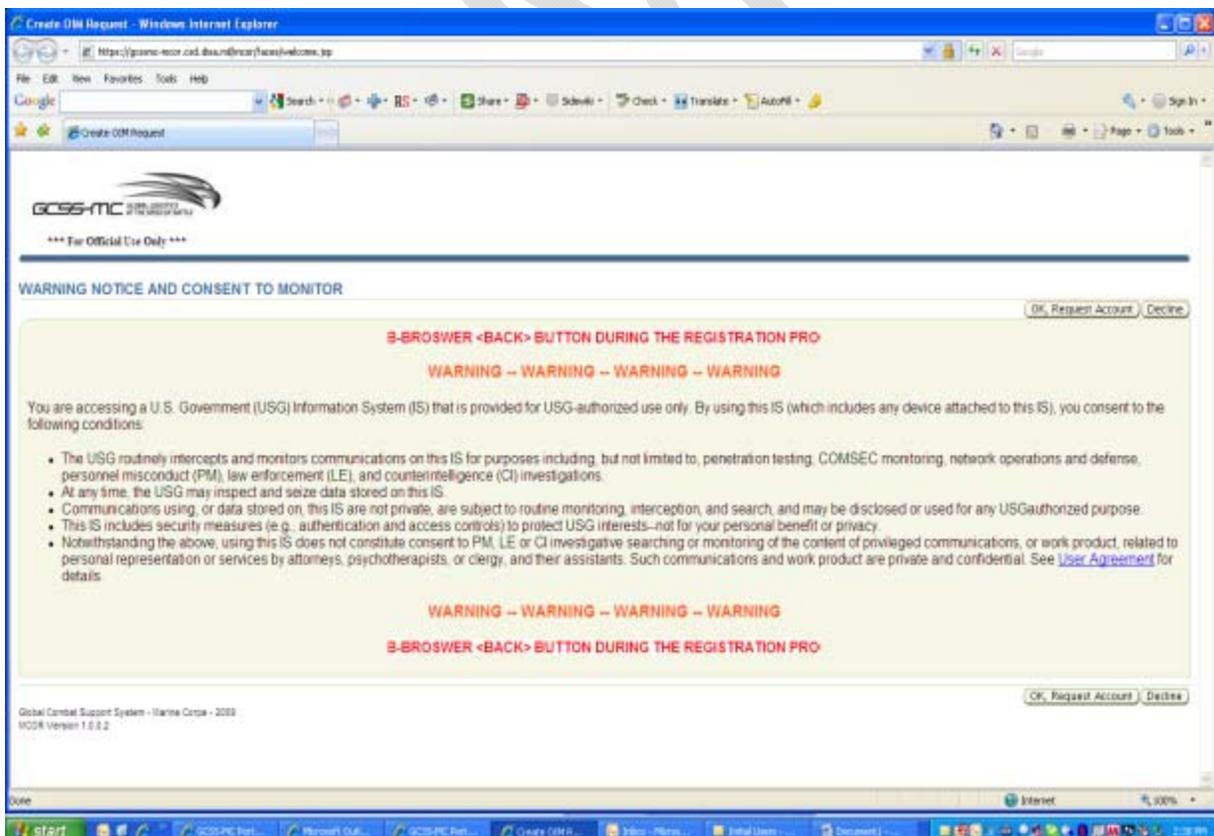
1. Click on OK



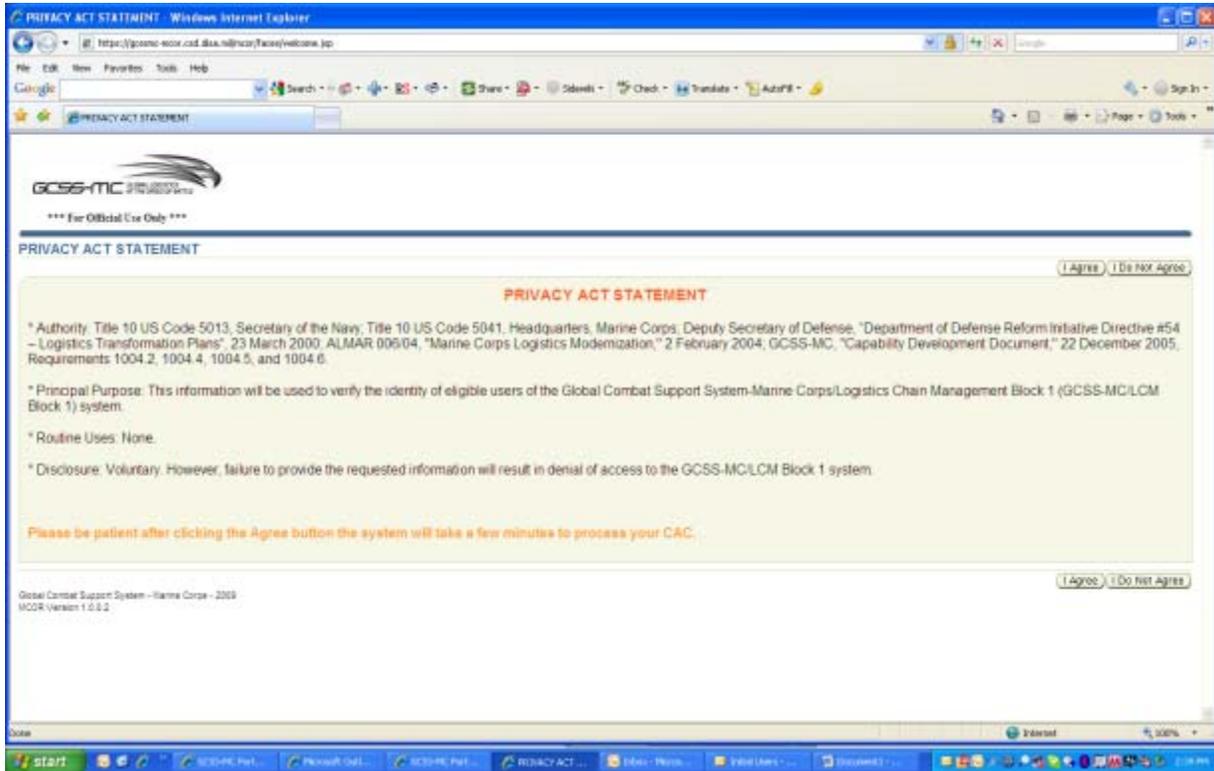
2. Click on the Request an Account in the bottom left corner of the screen above. You will then be prompted to select your CAC certificate from the pop up window.



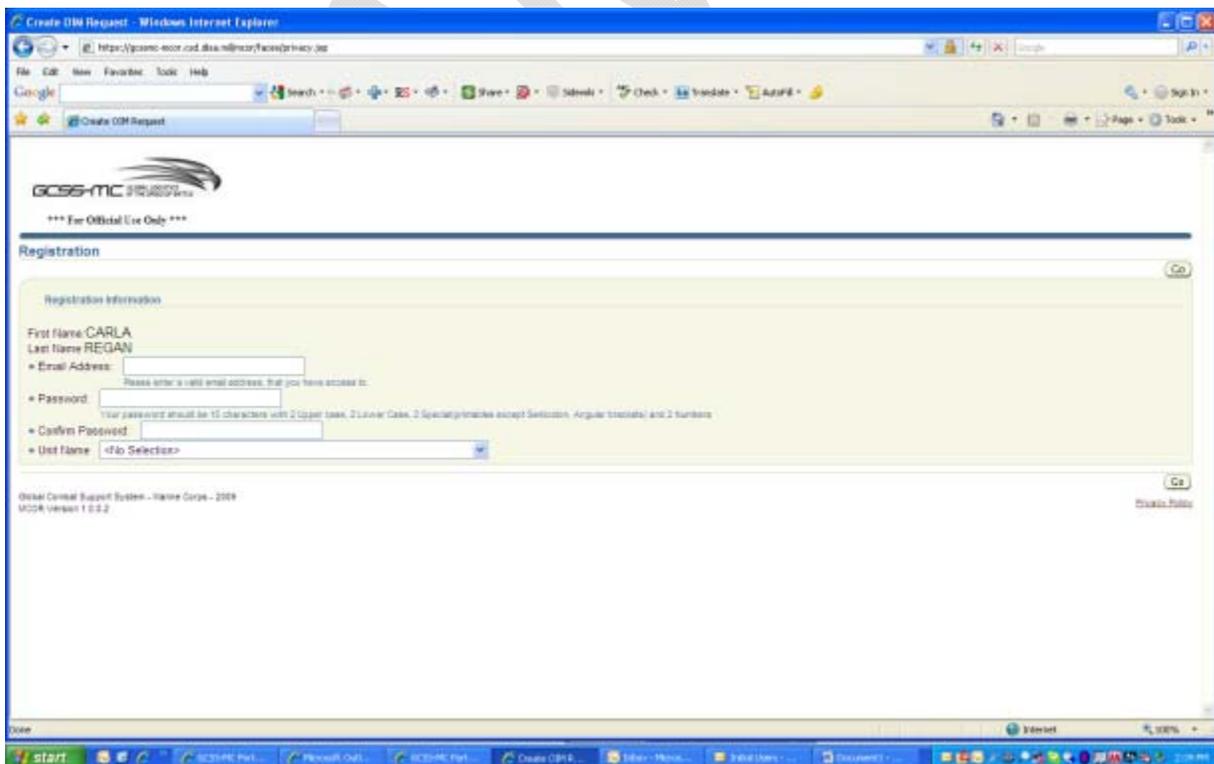
### 3. Choose your DoD eMail certificate



4. Click "OK, Request Account" button after reading the "Warning" page.



5. Click "I Agree" button after reading the Privacy Statement



6. Complete the Registration page required information and click the "Go" button. **TIPS:** the password should be 15

characters with 2 Upper case, 2 Lower Case, 2 Special (printables except Semicolon, Angular brackets) and 2 Numbers ...AND it cannot contain a dictionary word.

- **IMPORTANT:** For "Unit Name" select the appropriate roll-up UIC based on the following table:

New User's UIC and AAC	"Unit Name" Selection
<p>If you are new to GCSS-MC and ...</p> <p>1) ... belong to one of the Units (UIC[s]) listed for the AAC</p> <p>2) ... or you are TAD/FAP to the Unit</p> <p>3) ... or you are part of a UDP falling in on the Unit</p> <p>Then select the appropriate value listed under the "Unit Name" column</p>	
Unit = AAC-M00024 UIC(s) = M00234, M01071, M01362, M01363, M01463	M00024
Unit = AAC-M00318 UIC(s) = M00318	M00318
Unit = AAC-M02211 UIC(s) = M02211	M02211
Unit = AAC-M02301 UIC(s) = MS3311	MS3311
Unit = AAC-M13101 UIC(s) = M13101, M13403	M13101
Unit = AAC-M13220 UIC(s) = M13131, M13132, M13133, M13134, M13135	M13130
Unit = AAC-M13130 UIC(s) = M13111, M13112, M13113, M13114, M13115	M13110
Unit = AAC-M13310 UIC(s) = M12362, M13311, M13313, M13314, M13320	M13310
Unit = AAC-M20021 UIC(s) = M20021, M20022, M20025, M20800	M20021
Unit = AAC-M21540 UIC(s) = M21541	M21540
Unit = AAC-M69009 UIC(s) = M29035, M29036, M29037, M29094	M69009

After you have entered the required registration fields, you will receive a screen showing a successful execution.

Follow any additional instructions on subsequent screens. As stated at the beginning of this document, the User will receive an email indicating that his/her account has been approved/created; however, until the UUAM completes the setups for that User, they will not have any roles assigned. Once the UUAM completes the setups, the UUAM should contact the User and let them know they are good to go.

# Listing of Orders & Directives

MCO 1200.17	MOS MANUAL
MCO 4400.16H	UMMIPS
MCO P4400.150E	CONSUMER-LEVEL SUPPLY POLICY MANUAL
MCO P4790.2C	MIMMS FIELD PROCEDURES MANUAL
NAVMC 1017	TABLE OF AUTH MATERIAL
NAVMC 3500	TRAINING & READINESS MANUALS
GruO P4790.3D	1st MLG MMSOP
BnO 4790.1A	

EXAMPLE

# Points of Contact Internal or External to Command

## I MEF

NAME	PHONE #	BLDG #	EMAIL
------	---------	--------	-------

## 1<sup>st</sup> MLG

NAME	PHONE #	BLDG #	EMAIL
------	---------	--------	-------

## CLR-1

NAME	PHONE #	BLDG #	EMAIL
------	---------	--------	-------

## CLR-15

NAME	PHONE #	BLDG #	EMAIL
------	---------	--------	-------

## Maintenance Battalion

NAME	PHONE #	BLDG #	EMAIL
------	---------	--------	-------

## Companies

NAME	PHONE #	BLDG #	EMAIL
------	---------	--------	-------

## Enterprise Helpdesk

NAME	PHONE #	BLDG #	EMAIL
------	---------	--------	-------

EXAMPLE

# **MISCELLANEOUS INFORMATION**

1. **SAAR Submission Procedures**. For users which the UUAM is responsible, are to: Approve or reject account requests for users from within their Command and subordinate units; to activate users upon check in, and revoke user responsibilities and/or account upon check out, assign appropriate Roles and Responsibilities as documented on a DD-2875 System Access Authorization Request and signed by the user's supervisor, and to support Unit Resource Group Managers by adding/removing users to/from Resource Groups, Inventories, Sub-Inventories, and Territories; review user accounts to ensure accuracy and support Unit Resource Group Managers in the review of a Unit's Resource Groups, Inventories, Sub-Inventories, and Territories.

The Unit's User Account Manager is a position of trust and candidates should be of sufficient grade and experience to handle this position. It is recommended, that Marines being considered for this position be of the rank SSGT and above and meet the DOD, DON, and Marine Corps requirements for positions of trust. Exceptions can be considered for Non-Commissioned Officers, but LCPL and below are not the norm and a Command (CO, XO, SGTMAJ) level endorsement is requested prior to consideration for approval.

To be assigned a position of trust, with unit level end-user administration capabilities (UUAM), favorably adjudicated background investigations are required. Per DoD Regulation 5200.2-R, DoDI 8500.2, and SECNAV Manual 5510.30, an NACI/NACLC (as appropriate) shall be requested and the NAC portion favorably completed before a person is nominated for appointment.

Please follow the below instructions to complete. Read all instructions prior to starting.

## **Unit's User Account Manager (UUAM) Candidate**

Open the attached form using Acrobat Reader (Latest Version), and complete the below listed blocks.

Top of Form - Check Initial, Modification, or Deactivate as appropriate.

Top of Form (User ID) - GCSS-MC User Name.

Top of Form - Date completing the Form.

Top of Form (System Name) - Enter "GCSS-MC Enterprise NIPRNET".

Top of Form (Location) - Enter "DISA DECC MECH PA".

Numbered Blocks, Complete as per the DD-2875 Instructions except as noted below.

Block 1 - Last Name, First Name, Middle Initial - as it appears on your DoD Common Access Card (CAC).

Block 27. Read and initial/sign the Addendum Page!

**NOTE: Sign Page 1, Block 11, and initial/sign Addendum Page. Digital Signatures using DoD PKI are accepted.**

Print or E-mail the manually completed and signed or the digitally completed and DoD PKI Signed form to your Supervisor, or in the case of contractors, your Government COR. Your Supervisor, or in the case of contractors the Government COR, endorses Blocks 13 - 20b upon completion. Supervisor Digital Signatures using DoD PKI are accepted.

**UUAM's SUPERVISOR OR GOVERNMENT SPONSOR**

Block 13 - Please provide the following information.

- a) "UUAM Training completion date of UUAM being appointed".
- b) "UIC(s)" the UUAM will be responsible for approving account requests and assigning roles and responsibilities to users.
- c) Resource Groups the UUAM will support. (UIC-MXXXXX, AAC-MXXXXX)

Block 14 - Select "Authorized"

Block 15 - Select "UNCLASSIFIED"

Block 16 - Place a Check in the Box.

Block 16a. ACCESS EXPIRATION DATE - Enter DoD CAC expiration date as it appears on DoD CAC of the person identified in Block 1.

Blocks 17 - 20b. Complete per DD-2875 Instructions.

**UUAM 's SECURITY OFFICE**

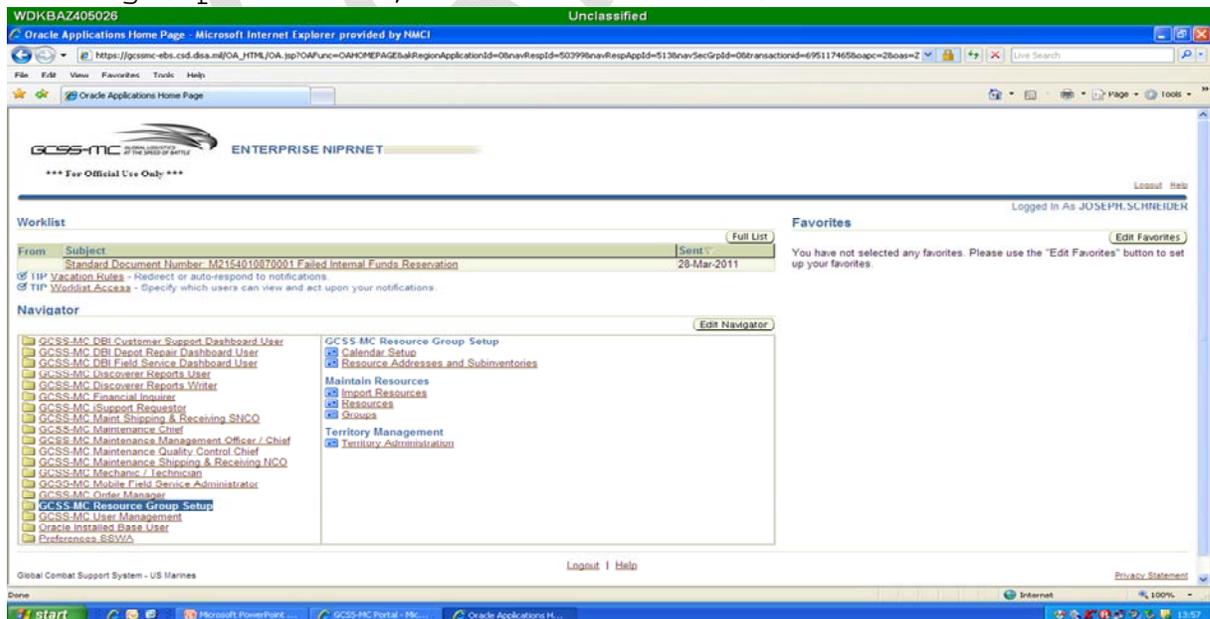
Blocks 28-32. Complete

E-mail the completed form that includes UUAM Candidate and Supervisor endorsement signature (DOD PKI Signature Preferred) to [M\\_QUAN\\_MCSC\\_GCSS\\_HELPDESK@usmc.mil](mailto:M_QUAN_MCSC_GCSS_HELPDESK@usmc.mil) and [M\\_QUAN\\_MCSC\\_GCSS\\_IA@usmc.mil](mailto:M_QUAN_MCSC_GCSS_IA@usmc.mil) with the subject line of "**UUAM SAAR**". Failure to send to the two specified email addresses and include the appropriate subject line could delay processing.

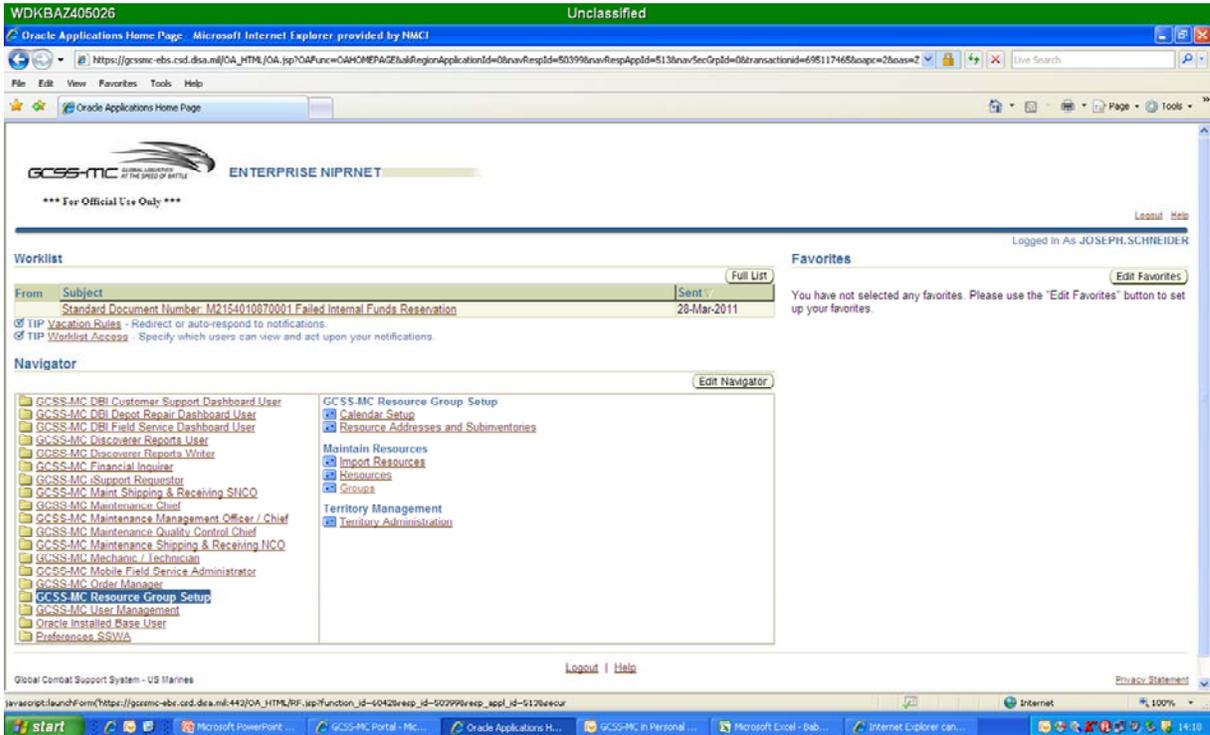
The enterprise helpdesk will initiate a service ticket upon receipt and assign the service ticket to the GCSS-MC IA Team. The completed form will be delivered via the included email address for review and acceptance by the GCSS-MC IA Team. Incomplete or questionable forms will be rejected with explanation. Once accepted, the form will be routed to the GCSS-MC IAM for approval and subsequent GCSS-MC Unit User Account Manager Role and Assignment. Always cc your UUAM when sending this email to the helpdesk and save the file in the following format: "LNAME\_SAAR\_MXXXXX" so it would look like this VILLAR\_SAAR\_M28321.

2. **Creating Sub-Groups in GCSS-MC**. These steps will assist you in creating sub-groups within the main AAC. For example, if you are the UUAM for the Armory, you can create specific sub-groups such as "M28321 Armory Crew Served Weapons" or "M28321 SL-3 Service requests". Notice that the AAC is in the front. Always get in the habit of placing the AAC first in any sub-group you create. This will help immensely when searching for them in the install base or when creating certain reports. Additionally, resources can be assigned to sub-groups to track specific work, man hours, expenditure of funds, etc. For example, creating a sub-group for your precision weapons resource and track any and all work performed specific to that area.

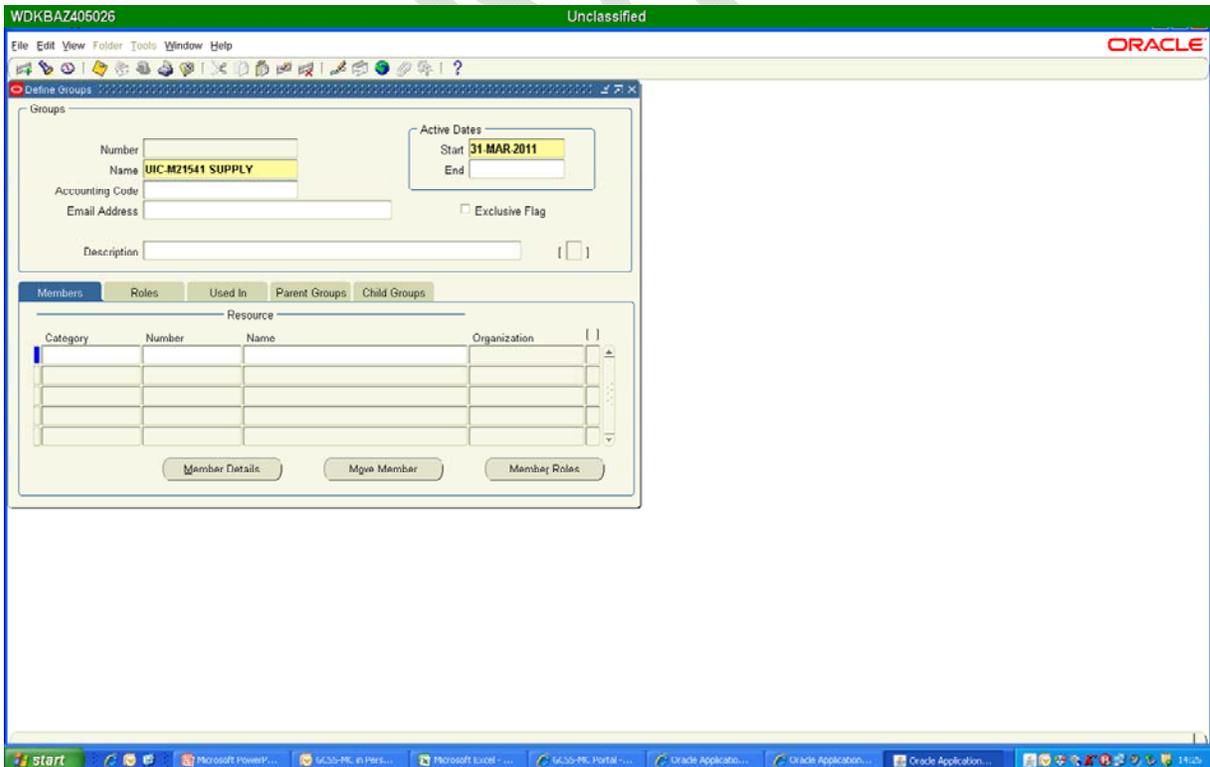
a. It is important to note that when creating sub-groups, anyone who needs to access that information such as Maintenance Officers/Chiefs, MMOs/MMCs must be made members of those groups as well, slides follow below:



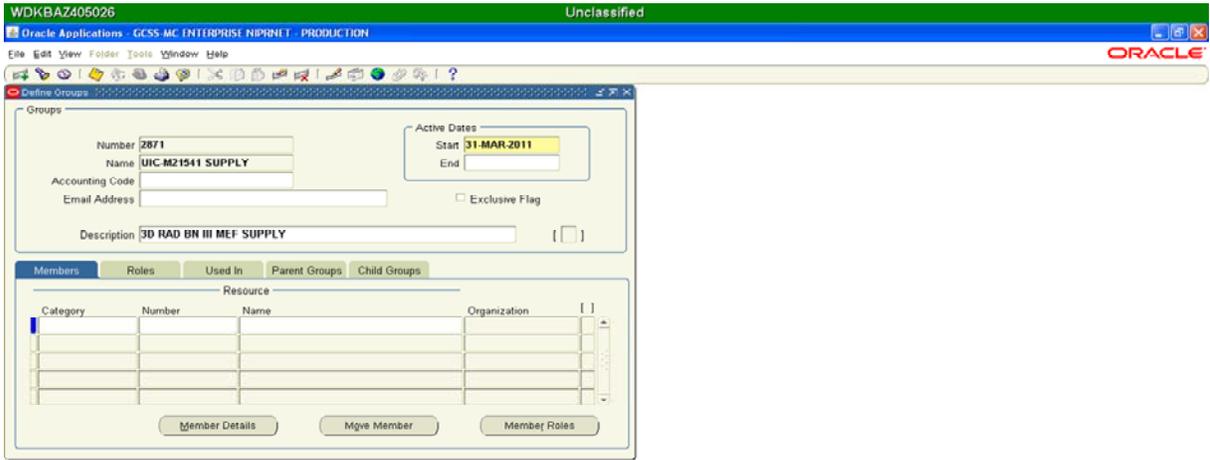
Log into GCSS and select Resource Group Setup



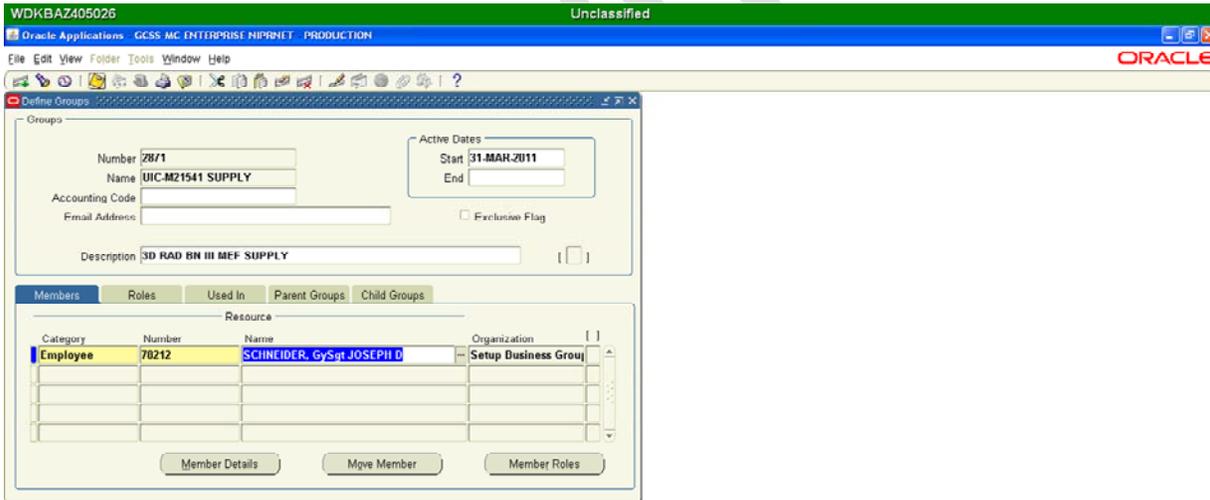
Select Maintain Resources-Groups



Input desired naming convention in the Name field, save work.

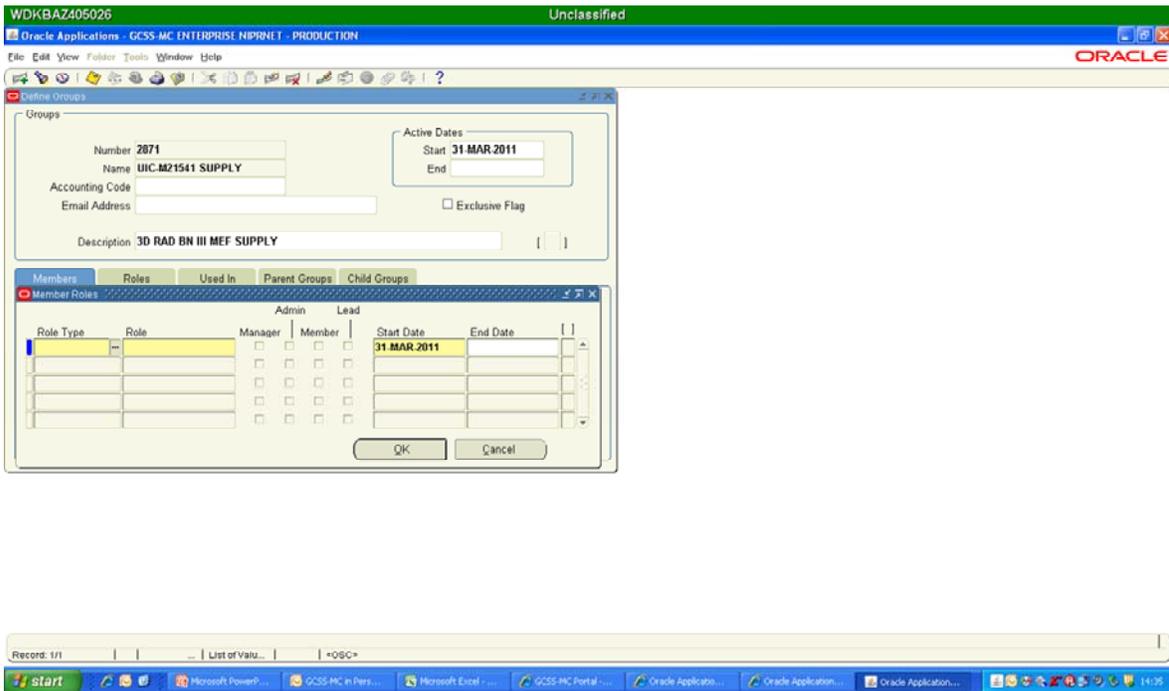


Input desired Unit description in Description field, save work.

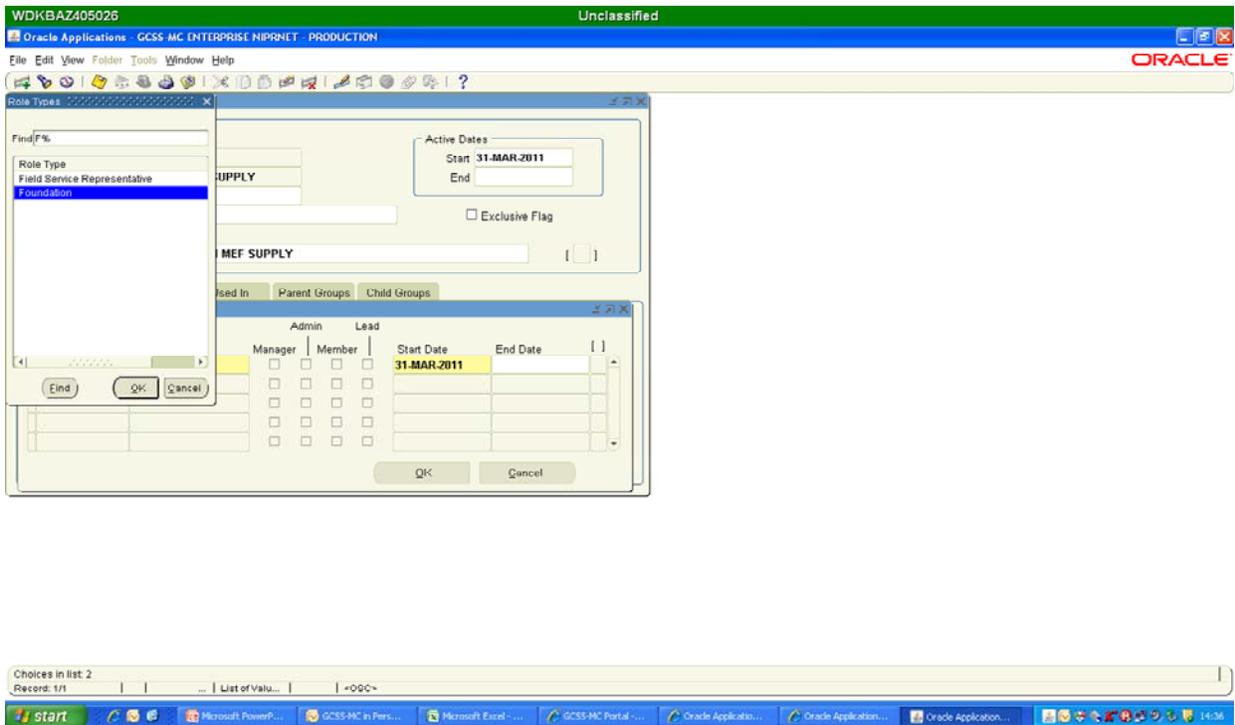


Under “Members” tab, identify an employee resource, save work.

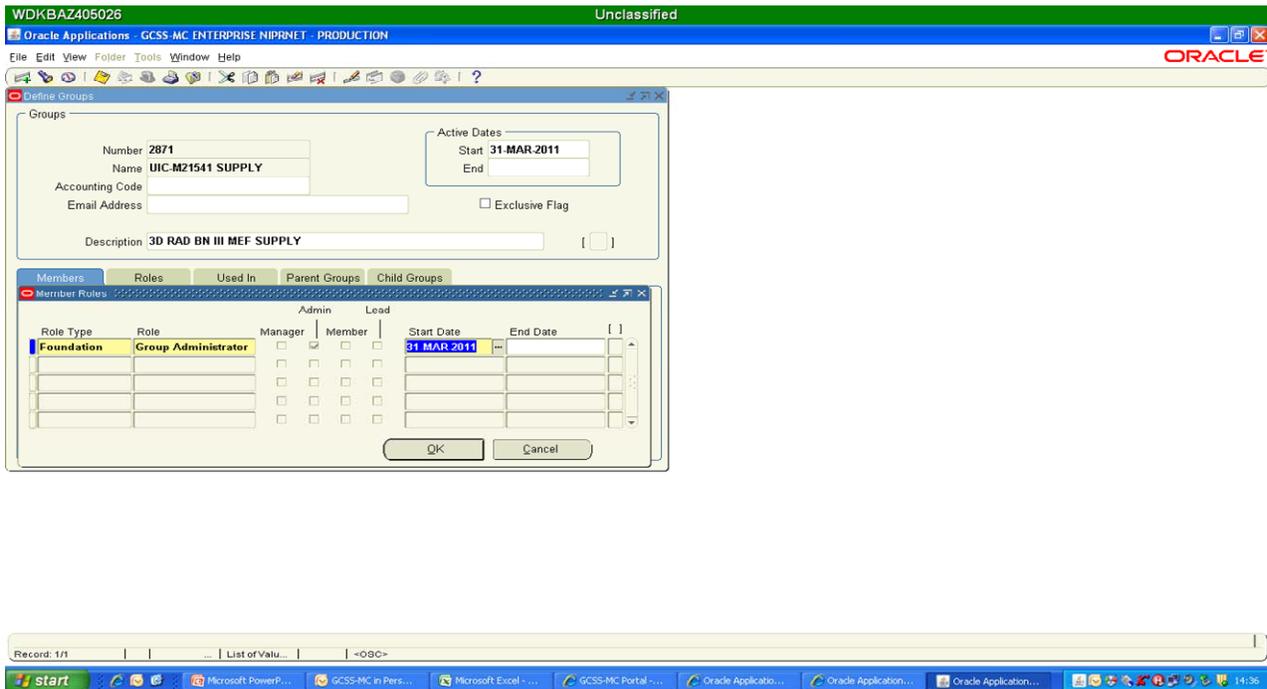




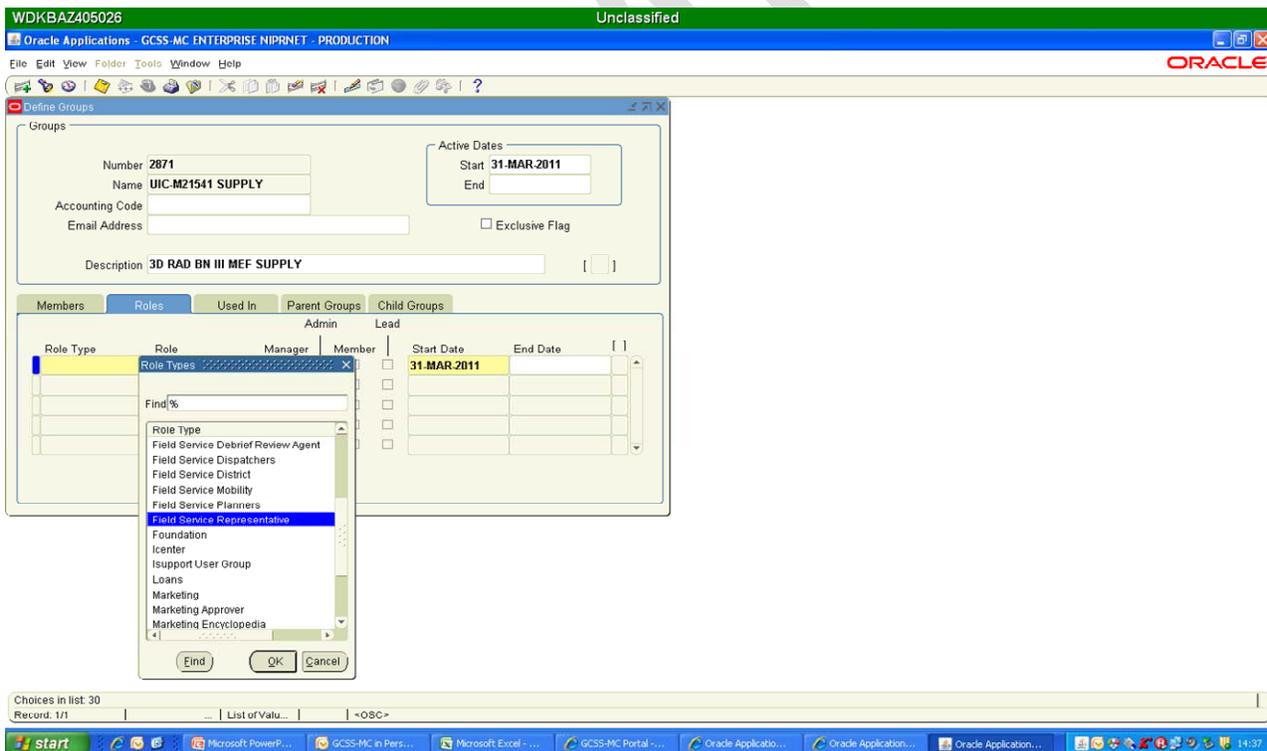
Click Member Roles button, click Role Type LOV.



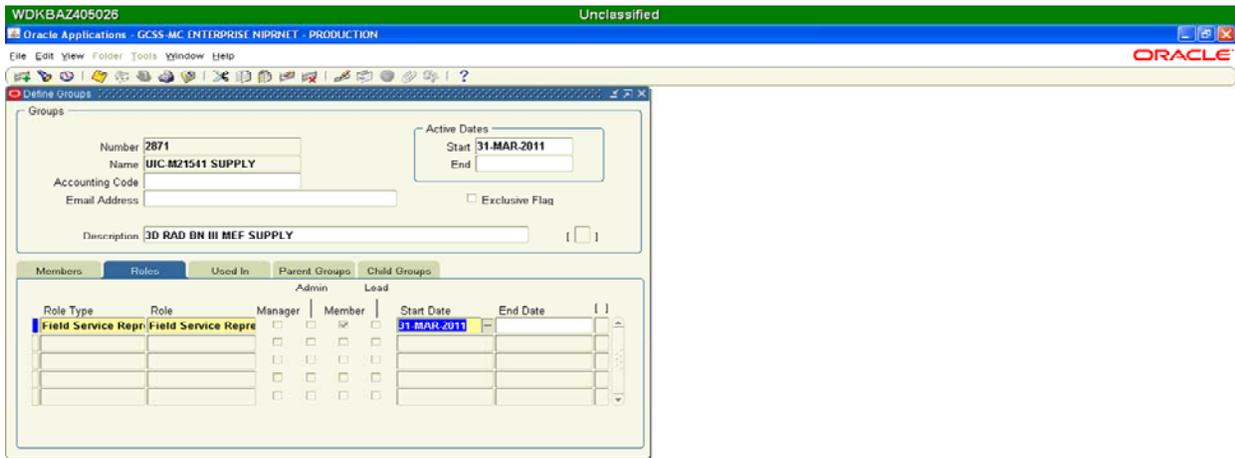
Select Foundation, click OK button.



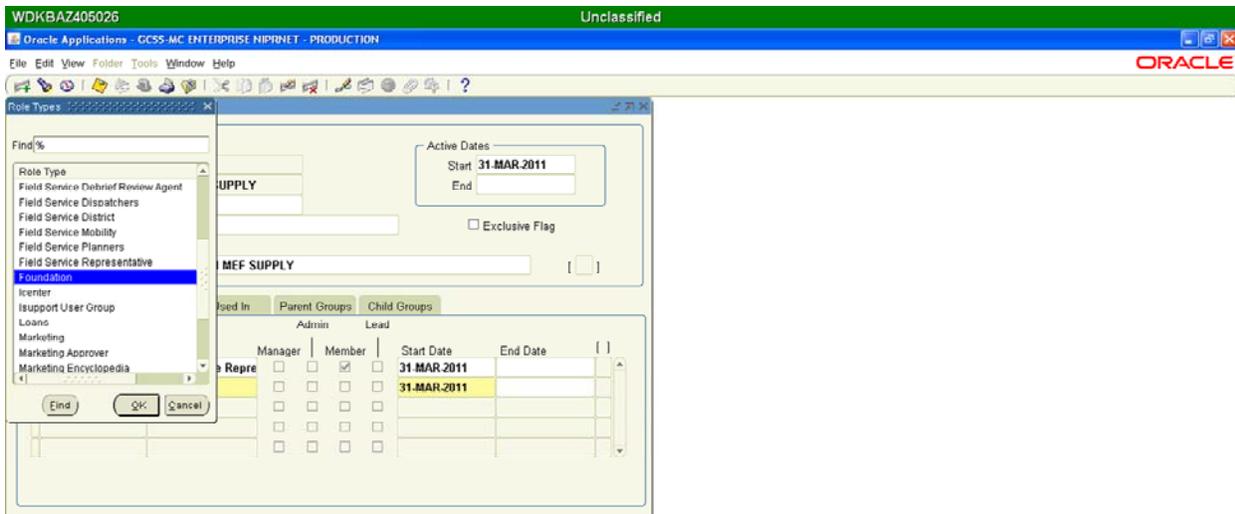
Click Role LOV button, save work.



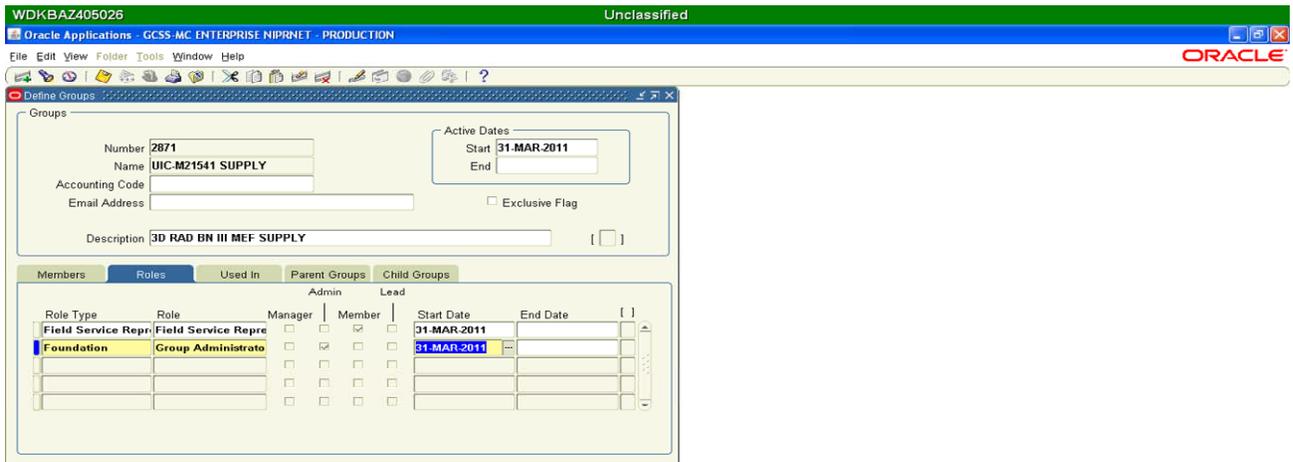
Move to Roles tab, click Role Type LOV, select Field Service Representative option, click OK button.



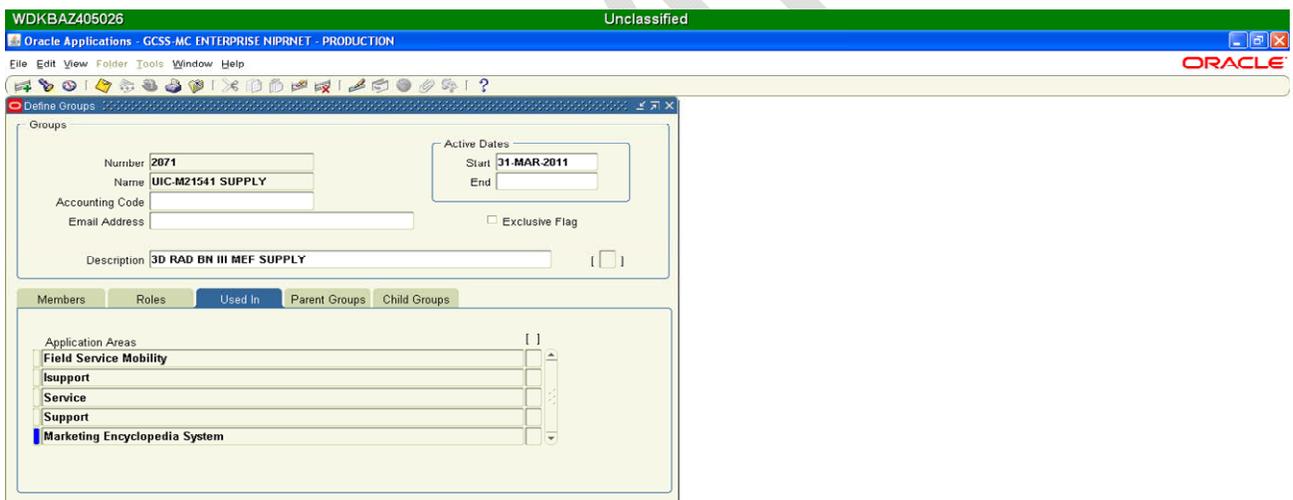
Click Role LOV button, save work.



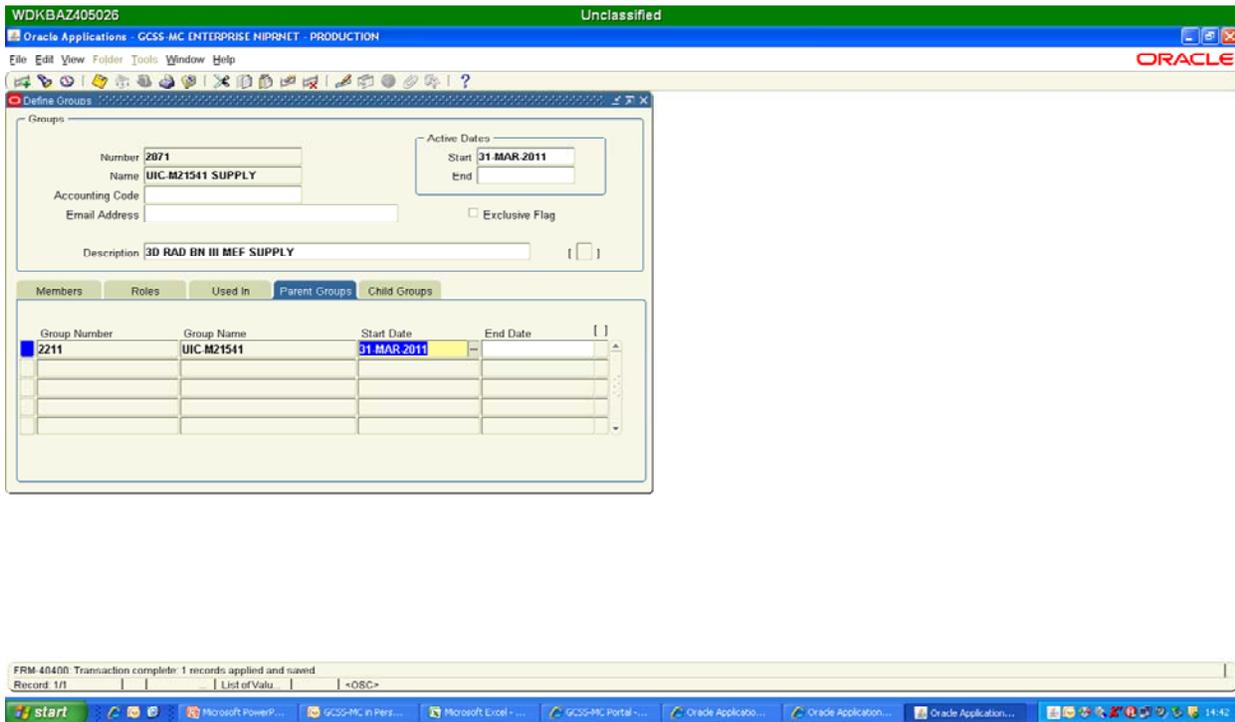
Create new record, click Role Type LOV button, select Foundation option, click OK button.



Move to Role field, click LOV button, save work.



Move to Used In tab, in Application Areas field create the above records, save work.



Move to Parent Group tab, in Group Name field identify appropriate Parent Group, tab out of field, save work.

3. **List of Billets to Roles.** The following list is a small translation of a billet and the R&R pertinent to that billet. Keep in mind this is not a concrete setup so consider these as a initial process. They are listed as follows:

BILLET DESCRIPTION	ROLES
COMMAND STAFF	GCSS-MC Requestor GCSS-MC iSupport Requestor
MAGTF PLANNER	GCSS-MC MAGTF Planner GCSS-MC Unit Planner GCSS-MC iSupport Requestor
FINANCIAL MANAGER	GCSS-MC Financial Data Manager GCSS-MC DBI Procurement Management Dashboard User GCSS-MC DBI Procurement Performance Dashboard User GCSS-MC DBI Procurement Status Dashboard User GCSS-MC iSupport Requestor
INTERMEDIATE SUPPLY OFFICER	GCSS-MC Inventory/Supply Officer GCSS-MC Discoverer Reports Writer Customer Fulfillment Management Dashboard User. GCSS-MC Inventory/Supply Account Manager GCSS-MC iSupport Requestor

INTERMEDIATE SUPPLY CHIEF	GCSS-MC Inventory / Supply Admin Chief GCSS-MC DBI Inventory Management Dashboard User GCSS-MC DBI Shipping Management Dashboard User GCSS-MC Discoverer Reports Writer GCSS-MC Logistics Chain Planner - APS GCSS-MC Logistics Chain Planner - MRP GCSS-MC Logistics Chain Planning Manager - APS GCSS-MC Using Unit Item Master Manager GCSS-MC iSupport Requestor
INTERMEDIATE SUPPLY CLERK	GCSS-MC Inventory / Supply Admin Chief GCSS-MC Inventory/Supply Shipping & Receiving NCO GCSS-MC iSupport Requestor
INTERMEDIATE SUPPLY SECREP CLERK	GCSS-MC Order Manager GCSS-MC Order Management Clerk GCSS-MC Inventory / Supply Account Manager GCSS-MC Inventory/Supply Shipping & Receiving NCO GCSS-MC Inventory / Supply Quality Control Inspector GCSS-MC Inventory / Supply Records / Publications Clerk GCSS-MC iSupport Requestor
COMMANDER	GCSS-MC Accountable Officer GCSS-MC iSupport Requestor
RESPONSIBLE OFFICER	GCSS-MC Responsible Officer GCSS-MC iSupport Requestor
UNIT USER ACCOUNT MANAGER	GCSS-MC Unit User Account Manager GCSS-MC Discoverer Reports User GCSS-MC iSupport Requestor
USING UNIT SUPPLY OFFICER	GCSS-MC Inventory/Supply Officer GCSS-MC Discoverer Reports User GCSS-MC DBI Procurement Management Dashboard User GCSS-MC DBI Procurement Performance Dashboard User GCSS-MC DBI Procurement Status Dashboard User GCSS-MC DBI Customer Fulfillment Management Dashboard User GCSS-MC Inventory/Supply Account Manager GCSS-MC iSupport Requestor
USING UNIT SUPPLY CHIEF	GCSS-MC Supply Chief GCSS-MC Discoverer Reports User GCSS-MC iSupport Requestor
USING UNIT SUPPLY CLERK	GCSS-MC Inventory/Supply Admin Clerk GCSS-MC Install Base Property Manager GCSS-MC Inventory / Supply Records / Publications Clerk GCSS-MC Inventory/Supply Shipping & Receiving NCO GCSS-MC Mass Edit and Install Base

	GCSS-MC iSupport Requestor
FINANCIAL CLERK	GCSS-MC Financial Inquirer GCSS-MC iSupport Requestor
WAREHOUSE CHIEF	GCSS-MC Inventory / Supply Warehouse Chief GCSS-MC Discoverer Reports User GCSS-MC Inventory / Supply Shipping & Receiving SNCO GCSS-MC iSupport Requestor
WAREHOUSE CLERK	GCSS-MC Inventory / Supply Quality Control Inspector GCSS-MC Inventory / Supply Warehouseman GCSS-MC iSupport Requestor
MAINTENANCE MANAGEMENT OFFICER	GCSS-MC Maintenance Management Officer / Chief GCSS-MC Order Manager GCSS-MC DBI Field Service Dashboard User GCSS-MC Discoverer Reports User GCSS-MC iSupport Requestor
MAINTENANCE MANAGEMENT CHIEF	GCSS-MC Maintenance Management Officer / Chief GCSS-MC DBI Field Service Dashboard User GCSS-MC Discoverer Reports User GCSS-MC iSupport Requestor
MAINTENANCE MANAGEMENT CLERK	GCSS-MC Maintenance Management Clerk GCSS-MC Maintenance Layette Parts Manager GCSS-MC Mechanic / Technician GCSS-MC Tool Room / Calibration NCO GCSS-MC PEB / Spares Manager GCSS-MC iSupport Requestor
MAINTENANCE OFFICER	GCSS-MC Maintenance Officer GCSS_MC Order Manager GCSS-MC Maintenance Capacity Planner GCSS-MC Maint Shipping & Receiving SNCO GCSS-MC Install Base Equipment Configuration Manager GCSS-MC Mechanic / Technician GCSS-MC Discoverer Reports User GCSS_MC iSupport Requestor
MAINTENANCE CHIEF	GCSS-MC Maintenance Chief GCSS-MC Order Manager GCSS-MC Maintenance Capacity Planner GCSS-MC Quality Control Chief GCSS-MC Maint Shipping & Receiving SNCO GCSS-MC Install Base Equipment Configuration Manager GCSS-MC Discoverer Reports User GCSS-MC iSupport Requestor
MAINTENANCE TECHNICIAN	GCSS-MC Mechanic / Technician GCSS-MC Maintenance Layette Parts Manager GCSS-MC Tool Room / Calibration NCO GCSS-MC PEB / Spares Manager GCSS-MC Discoverer Reports User GCSS-MC Maint Shipping & Receiving SNCO GCSS-MC iSupport Requestor

OPERATIONAL SUPERVISIOR	GCSS-MC Service Operations Chief GCSS-MC iSupport Requestor
OPERATOR SUPERVISIOR	GCSS-MC Service Operations Clerk GCSS-MC iSupport Requestor

EXAMPLE

# CURRENT PROJECTS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

## Pending / Anticipated Projects

9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_



## *UM 101*

# *UUAM Supplemental Guidebook*

## **Notional Billet to Roles Example**

**Note: Refer to MS Excel document (xlsx) for a copy to edit**

<b>Maintenance Officer and Maintenance Chief (Notional / Example)</b>		
<b>Assignment</b>	<b>Category</b>	<b>Remarks</b>
GCSS-MC DBI Customer Support Dashboard User	Role	Single dashboard access: Customer Support (Maintenance & Service Dashboard)
GCSS-MC DBI Field Service Dashboard User	Role	Single dashboard access: Field Service (Maintenance & Service Dashboard)
GCSS-MC Inventory / Supply Tech & Research	Role	GCSS-MC Inventory / Supply Tech & Research
GCSS-MC Inventory Planner	Role	The Unit level planner determines what inventory (by item / item category) is required, how much should be held, where it should be held (location) and when it should be reordered to support current and future demands at the unit level; <u>determine the busi</u>
GCSS-MC Maint Shipping & Receiving SNCO	Role	GCSS-MC Maint Shipping & Receiving SNCO
GCSS-MC Maintenance Chief	Role	Tasks maintenance personnel and applies resources to fulfill maintenance services. Maintain visibility of maintenance service orders and reports status to OM. Maintain visibility of maintenance resources and reports status to <u>Maintenance Capacity Manage</u>
GCSS-MC Maintenance Contact Team Coordinator	Role	GCSS-MC Maintenance Contact Team Coordinator
GCSS-MC Maintenance Management Officer / Chief	Role	Ensuring adherence to current maintenance policies and best practices.
GCSS-MC Maintenance Officer	Role	Managing and supervising fulfillment of demands for maintenance services.
GCSS-MC Maintenance Quality Control Chief	Role	GCSS-MC Maintenance Quality Control Chief
GCSS-MC Maintenance Quality Control Inspector	Role	GCSS-MC Maintenance Quality Control Inspector
GCSS-MC Maintenance Team / Section / Squad Leader	Role	GCSS-MC Maintenance Team / Section / Squad Leader
GCSS-MC Mechanic / Technician	Role	<u>Mechanic / Technician: Performs maintenance related tasks on equipment.</u>
GCSS-MC Operations Quality Control Inspector	Role	Ensures the quality of the service performed and proper entries in the system.
GCSS-MC Order Manager	Role	Receives and processes supported unit requests, routes orders to appropriate CSS capacity manager(s), coordinates fulfillment with capacity manager(s), and <u>communicating order status back to the supported unit.</u>
GCSS-MC PEB / Spares Manager	Role	Maintenance or Supply personnel using the Spares Min-Max application to manage an Inventory / Sub-Inventory Organization (Unit supply accounts), or PEB.
GCSS-MC Request Manager (All)	Role	The entity that receives requests (from requestors), validates, approves, and prioritizes them; consolidates them with other demands (if possible); fulfills them from internal resources if possible; and submits the requests to the Order <u>Manager for fulfil</u>
GCSS-MC Requestor	Role	Any licensed user that identifies a need for products and services and submits (creates) Field Service Service Request within the GCSS-MC system.
GCSS-MC Responsible Officer	Role	Responsible for safeguarding and 'keeping track' of Install Base (IB trackable items) T/O & E items assigned to them.
GCSS-MC Service Operations Chief	Role	Applying and assigning capability and resources to fulfill supported unit orders, maintaining visibility of orders, reporting order status to order management through SCM, and reporting the status of resources to SCM.