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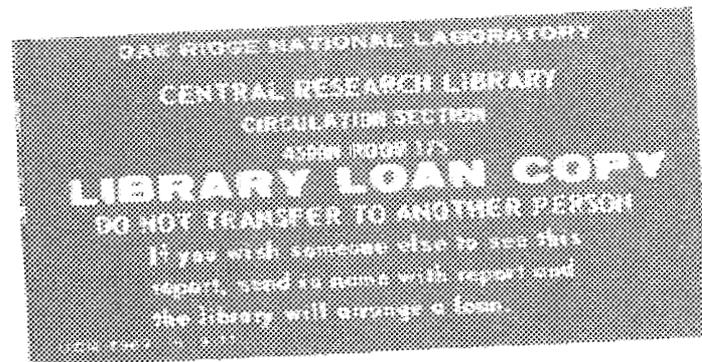
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End-User's Handbook for the Integrated Booking System Prototype (IBS-P)

Teresa Yow

Tykey Truett Dwight Valentine
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FOR THE UNITED STATES
DEPARTMENT OF ENERGY

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Energy Division

END-USER'S HANDBOOK FOR THE
INTEGRATED BOOKING SYSTEM PROTOTYPE (IBS-P)

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PREFACE

The Oak Ridge National Laboratory (ORNL), under contract with the Directorate of International Traffic, Military Traffic Management Command (MTMC), completed tasking to design and develop a prototype for the Integrated Booking System (IBS). The final prototype software was completed at the end of March 1991. A second task was to provide documentation on the prototype. These documents, which have been delivered to MTMC, are being produced as a series of ORNL Technical Memorandums:

- ORNL/TM-11831 Database Specifications for the Integrated Booking System Prototype (IBS-P)
- ORNL/TM-11832 Test Plan and Implementation Procedures for the Integrated Booking System Prototype (IBS-P)
- ORNL/TM-11833 User Interface Guidelines for the Integrated Booking System Prototype (IBS-P)
- ORNL/TM-11834 End-User's Handbook for the Integrated Booking System Prototype (IBS-P)

A primary purpose of these documentation deliverables is to provide a baseline for life cycle management (LCM) documentation for the target IBS, which will be developed by MTMC. All of the reports follow the format recommended by Department of Defense Standard (DOD-STD) 7935A. Documentation for any software development project is critical to the success and maintainability of the system. Because the target IBS has a rapid development and deployment schedule, these reports, which are being provided by ORNL to MTMC in both hardcopy and electronic form, will be important sources of initial LCM support for the final IBS.

ABSTRACT

The Integrated Booking System (IBS) is an automated cargo booking system that has been developed for the Military Traffic Management Command (MTMC) to provide traffic management for international surface cargo movements during war and peace. The IBS prototype system (IBS-P), developed by Oak Ridge National Laboratory (ORNL), conceptually defines an approach for the target IBS.

The purpose of this end-user's handbook is to provide the IBS-P end user with the information necessary to run the prototype. This information includes a discussion of IBS-P menu and screen options; information on option selection, user input, and system output and displays; instructions for navigating through the system; and guidelines for correcting data entry errors. This handbook does not contain detailed technical information on computer or system operation, nor does it contain detailed information on transportation functionality. It is assumed that the personnel using the IBS-P know the transportation functionality required.

Because the IBS-P is a prototype and not an operational system, this end-user's handbook does not follow the conventions or requirements outlined in DOD-STD-7935A [Military Standard: DOD Automated Information Systems (AIS) Documentation Standards].

1. INTRODUCTION

1.1 PURPOSE OF END-USER'S HANDBOOK

The Integrated Booking System (IBS) is an automated cargo booking system that will be developed by the Military Traffic Management Command (MTMC) to provide traffic management for international surface cargo movements during war and peace. The IBS prototype (IBS-P), which was developed by the Oak Ridge National Laboratory (ORNL), conceptually defines an approach for the target IBS. The IBS-P will help developers determine the appropriate database design, user interface, performance measurements, system architecture, and system sizing requirements for the target IBS.

The purpose of this end-user's handbook is to provide the IBS-P end user with the information necessary to run the prototype. This information includes a discussion of IBS-P menu and screen options; information on option selection, user input, and system output and displays; instructions for navigating through the system; and guidelines for correcting data entry errors. This end-user's handbook does not contain detailed technical information on computer or system operation, nor does it contain detailed information on transportation functionality. It is assumed that the personnel using the IBS-P know the transportation functionality required.

Because the IBS-P is a prototype and not an operational system, this end-user's handbook does not follow the conventions or requirements outlined in DOD-STD-7935A [Military Standard: DOD Automated Information Systems (AIS) Documentation Standards]. Rather, this document follows a structure deemed by ORNL developers to be the most suitable for the use of MTMC personnel who will test the IBS-P.

This end-user's handbook was designed primarily for the MTMC personnel who will be installing and testing the prototype.

1.2 SYSTEM MISSION

MTMC has a worldwide mission to provide traffic management for international surface cargo movements during war and peace. The primary objective of the target IBS is to support this mission. The target IBS will include the functionality necessary to book the movement of international breakbulk (BB) and containerized unit-related and non-unit-related cargo during war and peace. Existing automated booking functionality currently handled by the Automated System for Processing Unit Requirements (ASPUR) and the Mechanized Export Traffic System II (METS II) will be incorporated into the IBS. Functionality not currently available in any existing system will also be part of the IBS.

To handle these functional requirements, the IBS-P comprises three main modules: Peacetime Resupply, Unit Moves, and Wartime Resupply. The functionality of these modules is described in this document, in the IBS-P User Interface Guidelines, and in the IBS-P Test Plan and Implementation Procedures.

1.3 PROJECT REFERENCES

The following is a list of reference documents for the IBS-P and target IBS systems.

Directorate of International Traffic, Military Traffic Management Command.
Integrated Booking System: Mission Element Needs Statement.
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U.S. Department of Defense. Defense Traffic Management Regulation. UNCLASSIFIED. July 1986.

U.S. Department of Defense. Military Standard Transportation and Movement Procedures (MILSTAMP). UNCLASSIFIED. October 1988.

U.S. Department of Defense. Military Standard: DOD Automated Information Systems (AIS) Documentation Standards. DOD-STD-7935A. UNCLASSIFIED. October 1988.

1.4 ACRONYMS AND ABBREVIATIONS

The following is a list of abbreviations and acronyms frequently used in discussions of the IBS-P and the target IBS.

ACI	Automated Carrier Interface
AIS	Automated Information System
ALD	Available to Load Date (at POE)
ASCII	American National Standard Code for Information Interchange
ASPUR	Automated System for Processing Unit Requirements
ATCMD	Advanced Transportation Control and Movement Documents
AUEL	Automated Unit Equipment List
BB	Breakbulk
CINC	Commander in Chief
CMB	Cargo Management Branch
CMR	Cargo Movement Request
CONUS	Continental United States
DOD	Department of Defense
DODAAC	DOD Activity Address Code
DODIC	DOD Identification Code
DOE	Department of Energy
DOS	Disk Operating System
EAD	Earliest Arrival Date
EDD	Estimated Departure Date
ELD	Earliest Load Date (at POE)

ETR	Export Traffic Release
ETRR	Export Traffic Release Request
FD	Functional Description
GEOCODE	Geographical Code
HQ MTMC	MTMC Headquarters in Washington, D.C.
IBS	Integrated Booking System
IBS-P	Integrated Booking System Prototype
ID	Identification
JOPEs	Joint Operation Planning and Execution System
LAD	Latest Arrival Date (at POD)
LAN	Local Area Network
LDD	Latest Departure Date (from SPOE)
LIN	Line Item Number
MAD	Master Address Directory
MAPS II	Mobility Analysis and Planning System, Version II
METS II	Mechanized Export Traffic System II
MILSTAMP	Military Standard Transportation and Movement Procedures
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
MTON	Measurement Ton (MTMC Directorate)
OCONUS	Outside the Continental United States
OPLAN	Operation Plan
ORNL	Oak Ridge National Laboratory
PC	Personal Computer
PCF	Port Call File
PCFN	Port Call File Number
POC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POL	Petroleum, Oil, and Lubricants
POV	Privately Owned Vehicle
RDD	Required Delivery Date
RLD	Ready to Load Date (at origin)
RORO	Roll-on/Roll-off
RU	Release Unit
SAIL	Scheduling Algorithm for Improving Lift
SCAC	Standard Carrier Alpha Code

SOCO	Shipping Order/Clearance Order
SPLC	Standard Point Location Code
SPOD	Seaport of Debarkation
SPOE	Seaport of Embarkation
SRO	Standing Route Order
STON	Short Ton
STRADS	Strategic Deployment System
SU	Shipment Unit
TACOS	The Automated Container Offering System
TCMD	Transportation Control and Movement Data
TCN	Transportation Control Number
UCR	Unit Cargo Release
UEL	Unit Equipment List
UIC	Unit Identification Code
ULC	Unit Level Code
ULN	Unit Line Number
UMD	Unit Movement Data
USTRANSCOM	United States Transportation Command
UTC	Unit Type Code
VDN	Voyage Document Number

1.5 HANDBOOK ORGANIZATION

Section 2 of this handbook covers general information on getting started with the IBS-P, navigating through the system, and getting help. Section 3 explains the IBS-P Peacetime Resupply Module, Sect. 4 deals with the Unit Moves Module, and Sect. 5 covers the Wartime Resupply Module. Appendix A provides a quick reference list for all IBS-P special key, mouse, and "hot key" functions. Appendix B contains guidelines for preparing and entering the data to be used for testing the IBS-P.

2. USING IBS-P

2.1 INTRODUCTION

This handbook discusses each IBS-P menu and data entry screen option in the order in which booking personnel might routinely process a shipment. You may skip around to find the option you need, or you may choose to read the document straight through on your first reading. You will find that some topics are discussed in more than one place to make information more accessible.

2.2 HANDBOOK CONVENTIONS

In this handbook, user input is underlined and printed in bold characters. Special keys are printed in bold uppercase characters and enclosed in a box (for example, **Tab**). System options and functions, including menu options, are printed in bold characters (for example, the **Lookup** option). Data field names are enclosed in quotation marks. Complete field names are given even when screens show abbreviations for field names.

2.3 GETTING STARTED

First you must install the IBS-P on your PC's hard drive. To do this, insert the first installation diskette into your A: or B: drive and then change to your A: or B: drive. Next type

install <source drive> <target drive>  .

The source drive is the drive where the IBS-P installation diskettes will be inserted, and the target drive is the drive where IBS-P is to be installed. Do not use colons after the drive specifications. For example, to install the IBS-P onto drive C: from the installation diskettes in A:, type

`install a c`  .

Follow the instructions on the screen to install the remaining diskettes.

To run or test the IBS-P, first go to the drive on which the IBS-P has been installed. Then change to the IBS directory as follows:

`cd ibs`  .

Then type

`ibs`  .

You will see the IBS-P Main Menu.

2.4 NAVIGATION

You may use the keyboard or the mouse to run the IBS-P. This section contains some guidelines on navigating through the IBS-P menu screens, data entry screens, and scrolling picklists. Appendix A contains a quick reference guide for system navigation, including descriptions of mouse, keyboard, and "hot key" functions.

2.4.1 Menu Navigation

To select a menu option, do one of the following.

- Position the mouse over the desired item and click with the left mouse button (the right mouse button is not used in the IBS-P).
- Press the "hot key" letter for the menu option desired. (NOTE: This is usually, but not always, the first letter in the option name. You can easily identify the hot key letter. It's the one printed in blue.)
- Use the  and  keys on vertical menus or the left and right arrow (, ) keys on the top-level horizontal menu to move to the selection desired and then press  to select (or highlight) the option.
- Note that the arrow keys may be used to "wrap" to the next menu item. That is, if you are on the last menu item, "wrap" to the first item by using the  key on vertical listings and the  key on horizontal listings. Similarly, if you are on the first menu item, "wrap" to the last item by using the  key for vertical listings and the  key for horizontal listings.
- On the top-level horizontal menu, you may also use the  key to move right and  key to move left.

2.4.2 Data Entry Screen Navigation

On data entry screens there are several ways to move from field to field.

- Use the  and  keys.
- Use the  key.
- Use the  and  keys.
- Use the left and right arrow points shown in the lower border of a data entry screen to scroll through fields. Position the mouse on the left arrow and click to move back through fields; position the mouse on the right arrow and click to move forward through fields. The border on the right-hand side of the screen has an up arrow point and a down arrow point at the top and bottom, respectively. Click on the up arrow to display the first record in the database,

the down arrow to display the last record in the database. (NOTE: These navigation techniques may also be used in lookup and query windows to scroll through options.)

- Use the mouse to move directly to a particular field without having to navigate through all of the fields on a data entry screen. Position the mouse on the field desired and click.
- The arrow keys may also be used to "wrap" on the data entry screens. See discussion of "wrapping" for menu items in Sect. 2.4.1.

To move from record to record, use the **PgUp** and **PgDn** keys. To move to the first record in the database, press **Ctrl PgUp** or position the mouse on the up arrow point (top right of screen) and click; to go to the last record, press **Ctrl PgDn** or position the mouse on the down arrow point (bottom right of screen) and click.

2.4.3 Exiting

To exit data entry screens, select the option **Exit** on the left-hand side of the screen or press **Esc**. You will be given three exit choices:

- save changes and exit,
- exit without saving changes, or
- return to editing.

Select the exit option you desire by pressing **←J** or by positioning the mouse and clicking.

To exit the IBS-P Main Menu, select the option **Exit to DOS** or press **Esc**. To exit any other menu screen, select the option **Exit** or press **Esc**.

2.5 DATA SCREEN OPTIONS

On data entry/update screens, fields that are highlighted red or blue are not updatable. Fields that are highlighted white are updatable. You may move through these fields and update as necessary.

On the left-hand side of most of the IBS-P data entry screens, you will see a list of special options and functions (for example, **Lookup**, **Help**, and **Add**). Position the mouse on the option you want and then click or press **(Alt)** plus the hot key letter to select the option you want. Here are brief instructions on using these options:

- **Help** - This option provides a definition or explanation of the current data field. First use the arrow keys, **(←)** key, or mouse to position the cursor on the field desired and then select the option **Help**. (NOTE: Help messages are not available for all data fields.)
- **Add** - This option creates a new data record. Field values from the previous record are automatically copied into the new record. You may update these fields as desired.
- **Del/Rest** - Use **Del/Rest** to mark data records for deletion or to restore (unmark) records. To use these options, click on **Del/Rest** or use the hot key. The option will turn red. You must select the option for each record you want to delete. Click again on each record to restore. (NOTE: If you decide to restore records you have marked for deletion, be sure to do so before exiting and saving changes.)
- **Lookup** - This option provides a scrolling picklist of valid input options for the current field. If **Lookup** is available for the current field, you will see a blue-highlighted hot key letter (if the option is not available, all letters in the option name will be dim gray). For example, you can use this option to look up valid ports of embarkation (POEs). Press **(PgDn)** or **(PgUp)** or click on the arrows to the right of the window to see the next or previous screen of input options. Press **(Ctrl) (End)** to go to the last input option and **(Ctrl) (Home)** to return to the first input option listed. Use the mouse or the keyboard to select the input

option desired. The input option will be copied back into the data field. Select **Exit** to exit the **Lookup** window.

- **ScratchPad** - This option provides a blank memo pad in which you may make notes about this particular situation, etc. After making your notes, press **Ctrl** **W** to save the memo and exit the window.
- **Exit** - This option allows you to exit the data entry screen and return to the previous menu or data entry screen. When you select **Exit**, you will be given three exit options: save changes and exit, exit without saving changes, or return to editing. Select the option desired.

The numbers that appear at the bottom of this list of options (for example, 1/6) indicate the total number of records in the database (the 6) and the record currently displayed (the 1).

2.6 GETTING HELP

The IBS-P uses the FoxPro Help facility. Help messages are available for some menu options and data fields. On an IBS-P menu screen, a message at the bottom of the screen explains the menu option that is highlighted. The message changes as different options are selected.

Help messages are also available for fields on data entry screens. To get help on data fields, first select the field desired. Then select the option **Help** from the options listed down the left-hand side of the data entry screen (see the discussion of **Help** in Sect. 2.5). If no help is available, a message will appear to this effect. To exit help windows, press **Esc**.

Help is also available in the **Lookup** option, as described in Sect. 2.5.

NOTE: The IBS-P help facility was developed as a proof-of-principle only. Therefore, help messages are available for only a limited number of options and data fields.

2.7 ERROR MESSAGES

Help is also available in the form of error messages that appear if you enter invalid data or if you attempt to leave mandatory fields blank. For example, if you enter a required delivery date (RDD) that is not later than today's date, you will see an error message telling you that the RDD must be later than today's date. You will not be allowed to leave the RDD field until you supply a valid date. If you attempt to leave a mandatory field blank, you will see a list of valid input options. Use the mouse or the keyboard to select the input option desired. The input option will be copied back into the data field.

If you experience any trouble while you are updating or adding data in IBS-P, you may cancel the changes you have made by selecting the option **Exit** from the list of options on the left-hand side of the data entry screen and then choosing the option **Cancel changes** to exit the editing session.

NOTE: On some data entry screens you may be unable to cancel an editing session and exit until you have supplied valid data for a particular data field. If you cannot cancel and exit because you have not supplied valid data, do the following: accept any data from the list of valid options presented, select the option **Exit**, and then cancel your changes.

3. PEACETIME RESUPPLY

3.1 INTRODUCTION

This IBS-P module provides the functionality needed to book international breakbulk (BB) and containerized resupply cargo during peacetime, to maintain carrier and vessel schedules, to prepare Cargo Management Branch (CMB) reports, to maintain Military Sealift Command (MSC) rates, and to perform system utility functions.

To perform these functions, select the option **Peacetime Resupply** from the IBS-P Main Menu.

3.2 CARGO MOVEMENT

Select the option **Cargo Movement**. This option allows you to process containerized and BB cargo movement requests (CMRs). The following functions are available:

- add/update CMR,
- process CMR,
- offer CMR,
- book CMR, and
- prepare CMR report.

The following subsections describe each of these options in detail.

3.2.1 Add/Update CMR

To update movement request data, select the option **Add/Update CMR** from the Cargo Movement Menu. Next you will see the data entry screen for updating information for CMRs (ETRRs). The first two fields ("Port Call File Number" and "Shipper") are not updatable. Move through the updatable fields, changing data as desired. Use the **PgUp** and **PgDn** keys or the arrow points to scroll through the shipments to be processed.

To add movement request data, select the option **Add** from the list of options on the left-hand side of the screen. A new record will be created with field values copied from the previous record. Update these fields as desired to add the new record. In **Add** mode, the fields "Port Call File Number" and "Shipper" are updatable. IBS-P does not automatically assign the port call file number.

Lookup is available for some of these fields (if **Lookup** is available, the hot key letter for this option will be highlighted blue). To use the **Lookup** option, use the mouse or keyboard to select the field desired. Then select **Lookup**. Fields for which **Lookup** is available are as follows:

- "LTC Codes" - A list of valid codes will be available. Use the mouse or keyboard to select the desired code. The code will be copied into the data field.
- "Available Date" - You will see a calendar display. Select the date that the shipment will be available and then select the option **Accept**. The display will also give you today's date. If you want a date earlier or later than the current available date or today's date (whichever is highlighted), select the option **Days** and put in the number of days plus or minus to add or subtract. Then press **←**. The date will be calculated. Select **Accept** to copy this date into the data field.

To move forward one month or year, click on the letters **m** or **Y** on the bottom right of the calendar window. To move back one month or year, click on the letters **m** or **Y** on the top right of the calendar window.

To undo a date you have chosen, select **Undo**.

To enter a date manually, use the format YY/MM/DD as seen in the date in the upper-left-hand corner of the display window.

- "RDD" - Same as above.
- "Van Size Code" - A list of valid codes will be available. Use the mouse or keyboard to select the desired code. The code will be copied into the data field.
- "Commodity Code" - A list of valid codes will be available. Use the mouse or keyboard to select the desired code. The code will be copied into the data field.
- "Consignee" - A list of valid consignee codes will be available. Use the mouse or keyboard to select the desired code. The code will be copied into the data field.
- "Funding Agency" - A list of valid codes will be available. Use the mouse or keyboard to select the desired code. The code will be copied into the data field.
- "Cancellation Code" - A list of valid codes will be available. Use the mouse or keyboard to select the desired code. The code will be copied into the data field.
- "Delay Code" - A list of valid codes will be available. Use the mouse or keyboard to select the desired code. The code will be copied into the data field.
- "Booking POE" - You will see a list of valid port names and codes. Select the port name/code (the port will appear to be highlighted when the cursor is positioned on it, but you must actually select the port yourself by using the mouse or keyboard). The port code selected will be copied into the data field.

To search for a particular port, select the option **Search** at the bottom of the **Lookup** window. Enter the port name in the search field and press **(←)]**. A list will be displayed with the search port highlighted. If you want to copy this port into the data field, select the port (the search will show the port highlighted, but you must actually select the port yourself by using the mouse or the keyboard). The port code will be copied into the data field.

You may also search when you don't know the entire port name. For example, if you enter the letter **P** in the search field, you will see the first port with this letter as part of its name. To see the next port with this letter in its name, select the option **Next**.

- "Booking POD" - Same as above.
- "Projected Release Date" - Same as RDD above.

Also available on this screen is the **Ship Sched** option. Select this option to assign cargo to a particular scheduled voyage. You will see a window displaying the voyage document number, port code, arrival date/time, and sailing date/time for specified voyages. Use the **(PgUp)** or **(PgDn)** key or the arrow points to scroll through the available options. Select the voyage desired to copy the voyage document number, the ship name, the carrier, and the port codes into the data fields. Press **(Esc)** to exit without selecting a document. The **Help** and **Search** options are not available in this window.

NOTE: Do not use the **Book** option on this screen. This option is reserved for special use overseas.

3.2.2 Process CMR

Select this option to process a shipment. (**NOTE:** You must process a shipment before attempting to offer or book it.) You will first see a system question asking if TACOS is available. Select the option **No**. Next you will see a list of ETRRs to be processed. Use the mouse or keyboard to select the ETRR desired. As the processing begins, you will see system messages informing you of processing activities.

NOTE: When the target IBS is implemented, a decision-support module (currently being prototyped as TACOS) will process the booking request using artificial intelligence techniques to ensure that the best carrier is selected. Because this interface with the decision-support module is not yet available, you must select **No** and process only a limited set of ETRRs.

Next use the mouse or the keyboard to select the CONUS drayage group desired. Then select the OCONUS drayage group. When the list of available carriers appears, first copy down the voyage document number for this shipment or print the screen by pressing the letter **P** because you will need the voyage document number for later functions. Then use the mouse or the keyboard to select the carrier desired. You do not need to select the option **Accept** for any of these functions.

You may process only one request at a time. To process additional requests, select the option again and proceed as before.

3.23 Offer CMR

After processing the request(s) desired, select the option **Offer CMR**. This option displays a list of CMRs that have been offered to a carrier but have not yet been booked. Find the request you want by scrolling through the requests that have been processed. Select the option **Book** on the left-hand side of the screen to manually book the request. You will be asked if you want to book this ETRR. Select **Yes** or **No**. You may then scroll to the next record and book it if you desire.

You also have the option of unbooking after you have booked. Just select the option **Unbook** on the left-hand side of the screen and the shipment status will be reset to offered.

3.2.4 Book CMR

The option **Book CMR** lets you look at information on shipments that you booked on the **Offer CMR** screen. You do not actually book on this screen. You also may not update any of the fields on this screen. It is for information purposes only.

3.2.5 Report CMR

This option allows you to prepare reports on selected CMRs. The reports show the PCFN, type offer, requester, shipper, and container data for the CMR(s) selected. After selecting this option, you will see a window displaying CMR PCFNs. Select the CMR(s) (you may select more than one). You may also select the option **All**. To deselect CMRs selected with **All**, select the option **None**. Then select **Accept**.

The report will print to your terminal screen. Use the arrow keys to position the report in the display window.

To print a hardcopy of the report, press the letter **P**. To exit without printing a hardcopy, press **Esc**.

3.3 VESSELS AND CARRIERS

This option allows you to maintain and query ship schedule information, delete voyages, add/update ship data, and produce reports on ship schedules.

3.3.1 Add/Update Schedule

Select the option **Add/Update Schedule** from the **Vessels & Carriers Menu**. You will see a data screen for updating existing schedules or adding new schedule information. Use the keyboard or mouse to move from field to field. The **Lookup** function is available for some of these fields:

- "Port" - Use the mouse or keyboard to select this field. Then select the option **Lookup**. You will see a list of valid port names and codes. Select the port name/code. The port code selected will be copied into the data field.

To search for a particular port, select the option **Search** at the bottom of the **Lookup** window. Enter the port name in the search field and press . A list will be displayed with the search port highlighted. If you want to copy this port into the data field, select the port (the search will show the port highlighted, but you must actually select the port yourself by using the mouse or the keyboard). The port code will be copied into the data field.

You may also search when you don't know the entire port name. For example, if you enter the letter P in the search field, you will see the first port with this letter as part of its name. To see the next port with this letter in its name, select the option **Next**.

- "Arrival Date" - Use the mouse or keyboard to select this field and then select the option **Lookup**. You will see a calendar display. Select an arrival date and then select the option **Accept**. The display will also give you today's date. If you want an arrival date earlier or later than the current arrival date or today's date (whichever is highlighted), select the option **Days** and put in the number of days plus or minus to add or subtract. The date will be calculated. Select **Accept** to copy this date into the data field.

To move forward one month or year, click on the letters m or Y on the bottom right of the calendar window. To move back one month or year, click on the letters m or Y on the top right of the calendar window.

To undo a date you have chosen, select **Undo**.

To enter a date manually, use the format YY/MM/DD as seen in the date in the upper-left-hand corner of the display window.

- "Sail Date" - Same as above.
- "Cutoff Date" - This date is the date when the cargo is required at the port. The system will generate this date, but you can update it as described above.

Lookup is not available for the fields "Terminal," "Commercial Voyage Number," "Arrival Time," "Sail Time," "A/E," or "Terms for Carrier." The field "A/E" indicates whether the arrival and sail times are actual or estimated. In the field "Terms for Carrier," use the  key or  key to move to the next field for carrier terms.

To add a new voyage or to add a new port to an existing voyage, select the option **Add**. Then enter data using the instructions given above. To exit, select the option **Exit** or press  and then select the desired exit option.

3.3.2 Query Schedule

To query the database for information about ship schedules, select the option **Query Schedule**. You will see a list of criteria for searching the database. Use the mouse or keyboard to select the criteria desired. The query options are as follows:

- **POE** - Use the mouse or the keyboard to select the option **POE**. Then select the option **Lookup**. You will see a list of valid port names and codes. Select the port name/code. The port selected will be used to query the database.

To search for a particular port, select the option **Search** at the bottom of the window. Enter the port name in the search field and then press . A list will be displayed with the search port highlighted. Select the port (the search will show the port highlighted, but you must actually select the port yourself by using the mouse or the keyboard). The port selected will be used to search the database.

You may also search when you don't know the entire port name. For example, if you enter the letter **P** in the search field, you will see the first port with this letter as part of its name. To see the next port with this letter in its name, select the option **Next**.

- **POD** - Same as above.

- **Voyage Document Number** - Select the option **Voyage Document Number**. You will see a list of voyage document numbers and associated ships. Select the voyage document number and ship desired. You will see information about the ports of call, arrival dates, and sail dates for this ship and voyage document number.

NOTE: The **Search** option is not available on this query.

- **Carrier ID** - Select the option **Carrier ID**. You will see a list of carrier names and three-character port codes. Select the carrier desired. You will see a display of information on the ship schedules provided by this carrier, including ship name, port names, port codes, arrival dates, and sail dates for scheduled voyages.

NOTE: The **Search** option is not available on this query.

- **POE + POD** - Select the POE and POD desired. You will see a display of information (including ship name, voyage document number, port name, and arrival dates/times) on voyages scheduled between the selected POE and POD.

NOTE: The port **Search** option is available for this query.

- **POE + Sail Date** - Select the option **POE + Sail Date**. Select the port desired. Then enter the desired start date and the desired ending date. The display will show information on vessels arriving at the selected POE within the time window specified.

NOTE: The port **Search** option is available for this query.

- **POE + POD + Sailing Date** - Same as above.
- **POE + POD + Carrier ID** - Same as **POE + Carrier ID** option described above.

3.3.3 Delete Entire Voyage

Select this option and you will see a list of voyage document numbers and ships. Use the mouse or keyboard to select the voyage(s) to be deleted (you may select more than one voyage at a time). Then select **Accept**. You will be asked whether or not you want to delete the voyage(s). Answer as desired.

To exit, select the option **Exit** or press **Esc**.

NOTE: The **Search** option is not available.

3.3.4 Delete Inactive Voyages

Select this option to delete inactive voyages from the shipping schedule (inactive shipments are those where the RDD is earlier than the user-specified date). You will see a calendar. Indicate the desired date. You will see a list of inactive voyages relative to the date specified. Select the voyage(s) to be deleted (you may select more than one at a time). Then select **Accept**. Select **Y** or **N** to delete the voyage(s).

3.3.5 Add/Update Vessel

Select this option to add or update vessel information. To update, cursor through the updatable fields, modifying them as desired. To add a new vessel, select the option **Add**. A new record will be created with field values copied from the previous record. Update these fields as desired.

NOTE: The **Lookup** option is not available on this screen.

3.3.6 Add Slippage

To add slippage to a vessel's schedule, first select the desired voyage. (**NOTE:** The **Search** option is not available.) Then select the date on which the vessel schedule is

document number. You will see a display of information processed by IBS-P for the voyage document number selected. Use the arrow keys to scroll to the right and down so that you can see information positioned outside the display window.

3.4.2 Compare Load List to SOCO

Select this option to compare the CMB load lists to the SOCO information. You will see a list of voyage document numbers. Use the **(PgDn)** key to scroll to additional voyages. Select the voyage to compare. You will be asked if the ship sailed on its scheduled sail date. Select **Y** or **N**. If you select **N**, you will be asked to enter the actual sail date in the format YY/MM/DD. Then press **(←)**.

The display window will now show all movement requests belonging to the voyage document number selected. You can now indicate which cargo shipments were actually loaded on the vessel. Use the mouse or keyboard to indicate the lifted cargo by port call file number (PCFN). You may select more than one. Then select **Accept**. (NOTE: If you select one shipment with a particular PCFN, the system will assume that all cargo assigned this PCFN was lifted.) The shipment status will change from "booked" to "lifted."

The status of any shipment not selected will change to "slipped."

If you do not select any shipment from the screen (that is, if you just press **(Esc)**), the shipment status for all of the shipments will change to "slipped."

Requests with a status of "slipped" can also be reviewed. Select **Yes** when you are asked if you want to review slipped shipments. You will again see the movement requests by PCFN. You now have an opportunity to indicate that slipped shipments have been lifted. Select the movement requests desired and then select **Accept**. The status of these requests will be reset to "lifted." Any requests not selected will retain the status of "slipped."

To see "advanced" shipments (i.e., cargo that was loaded and shipped early), select **Yes** when you are asked if you want to review advanced shipments.

3.4.3 Report Lifted vs Booked

Select this option to see information on shipments that have been booked versus shipments that have been lifted. You will see a list of months for the current year. Select the month desired. You will see on your terminal screen a report containing figures for slipped, advanced, and as booked shipments. You will also see the percentage of slipped shipments. For additional information, use the **(↓)** to scroll past the bottom of the display window. You cannot modify the data in this display window.

Press **P** to print a hardcopy. Press **(Esc)** to exit without printing.

3.4.4 Report Carrier Usage

To see figures on carrier usage, select the option **Report Carrier Usage**. The report will print on your screen. You will see figures for the current week, the previous week, and the next week. For additional information, use the **(↓)** to scroll past the bottom of the display window. You cannot modify the data in this display window.

Press **P** to print a hardcopy. Press **(Esc)** to exit without printing.

3.4.5 Container Lift

Select this option to see information on container usage up to today's date. You will see a display window with figures for the previous week and also figures for the current quarter of the year. The information displayed includes total sailings, cumulative MTONs, percentage of tonnage by van type (dry, reefer, and POV). Use the left, right, and down arrow keys to center the display so that you can see all of the information that is available.

Press **P** to print a hardcopy. Press **(Esc)** to exit without printing.

3.5 MSC RATES

This option is not available in IBS-P.

3.5.1 Update

This option is not available.

3.5.2 Query

This option is not available.

3.5.3 Import

This option is not available.

3.6 SYSTEM UTILITIES

This option allows you to perform several system utility functions.

3.6.1 Maintain MAD File

Select this option to maintain the MAD file. Use the mouse, arrow keys, or  to move through the fields. Update data as desired. Select the option **Add** to add a new record to the MAD file.

NOTE: The **Lookup** option is not available on this data entry screen.

3.6.2 Add/Update MTON Factors

Select this option to update MTON factors by carrier. The **Lookup** option is available for the field "Van Type." Select this field and then select **Lookup**. Then select either dry van or reefer. The van type will be copied back into the data field. To enter the van type manually, enter either D or R.

You may also update the MTON factors (percentages) as desired.

3.6.3 Archive CMRs

Select this option to archive data records. Select the drive on which to archive the data (if you indicate a floppy diskette drive, be sure to have the diskette inserted before selecting or the drive access will fail). Then select the date from which to archive. After the archive is complete (you will see a message to this effect), press any key to continue.

4. UNIT MOVES

4.1 INTRODUCTION

This IBS-P module contains the functionality needed to book unit-related cargo movement requirements. Select this option to perform the following functions:

- import and process movement requirements,
- define/update channels,
- prepare reports,
- maintain port call files,
- prepare unit cargo releases (UCRs),
- maintain MSC ship schedules and create cargo offerings,
- perform Advanced Transportation Control and Movement Documents (ATCMD) functions, and
- perform system utility functions.

The following subsections discuss these options in detail.

4.2 MOVEMENT REQUIREMENTS

Select this option to process unit-related movement requirements.

4.2.1 Import Data

All interfaces with other systems are simulated for the IBS-P. However, the import options have been included in the IBS-P to demonstrate how data will be imported in the target IBS. The external sources are discussed below.

4.2.1.1 AUDEL

This option is not available.

4.2.1.2 UEL

This option is not available.

4.2.1.3 UMD

This option is included in the IBS-P as an example of how data will be imported in the target system. This option will import all UMDs available for importing. If no UMDs are available for importing, you will see a message to this effect.

4.2.1.4 STRADS JOPES File

Use this option to import and edit data from the declassified JOPES file. (NOTE: You must import JOPES data before proceeding with IBS-P processing of unit moves.) Use the mouse or keyboard to select this option. Then enter the C-day in the format YY/MM/DD (the default is today's date). You will next see an edit screen for JOPES data. You must name each channel displayed (for testing purposes, names such as Channel 1, Channel 2, etc., will suffice). Give each channel a different name. Channels that are not named are ignored by the system and are not considered in later processing.

NOTE: If you do not name the channels, IBS-P processing will be unpredictable. Each time you reimport the JOPES files, the data fields are reinitialized so you can

test further. When the data are reinitialized, channel names are erased. You must rename channels after you reimport.

The **Lookup** option is available for the following fields:

- "SPOE" - To look up valid three-character water port codes, select the field "SPOE" and then select **Lookup**. You will see a list of valid port names and codes. Select the port code. You do not need to select **Accept**. The port selected will be copied into the data field.

NOTE: The **Search** option is not available.

- "SPOD" - Same as above.

An additional option available on the JOPES edit screen is the option **ULN/UIC**, seen to the left of the edit window. Use this option to add or update unit line numbers (ULNs) and unit identification codes (UICs) associated with the JOPES channel data.

To update ULNs/UICs, select the option **ULN/UIC**. You will be in edit mode and will be allowed to update ULNs/UICs associated with the current channel data. The numbers at the bottom left of the display window will indicate how many ULNs/UICs are associated with this channel. Press **(PgUp)** and **(PgDn)** to go to the next and the previous records, respectively. After updating the ULNs/UICs as desired, press **(←)** until you see the menu to exit the ULN/UIC edit mode. You will be given three exit choices:

- save changes and exit,
- exit without saving changes, or
- return to editing.

Select the option you desire to exit the UIC/ULN edit mode. You will return to the JOPES data edit mode.

To add ULNs/UICs, first select the option **ULN/UIC** and then select the option **Add**. You may now add new ULNs/UICs. (NOTE: If no UICs/ULNs exist, you will automatically be in add mode. A blank screen will appear for inputting new data.) Press  after adding each new UIC/ULN. To exit, select the **Exit** option and select the exit option desired.

NOTE: Here are two very important points to remember. First, each time you select this option, the data files will be reinitialized. This means you will have to name all channels again. Second, each time you import/edit JOPES data, the system must create header and detail record files for processing. This process may take a considerable amount of time. Thus, you should make every attempt to process all of your edits and changes at once to save the system and yourself a lot of work and time.

4.2.1.5 STRADS JOPES Manual

Use this option to enter or update JOPES data manually without reinitializing the data (see Sect. 4.2.1.4). If JOPES data files have already been imported (see Sect. 4.2.1.4), this screen will display the imported JOPES data. If JOPES data files have not been imported, the screen will be blank. You may enter or update data as desired. The instructions for using this option are the same as those discussed in Sect. 4.2.1.4.

4.2.2 Run Port Cost Analysis

This option is not available.

4.2.3 Run Port Throughput Analysis

Select this option to begin an analysis of port throughput for the OPLAN loaded. You will see several system messages indicating that calculations are being performed to determine the total number of MTONS for each UIC in the plan, the MTONS for each channel in the plan, and the seaport usage. The channels are processed alphabetically.

If the minimum MTON requirement is not met for any given channel, you will see a message to this effect. The message will ask whether or not you want to consolidate shipments to meet the minimum weight requirement for this channel. Answer Y or N. Answering N allows you to override system messages and open a port even when minimum weight restrictions are not met. If you answer N, the next channel will be processed. If you answer Y, you will see a screen for editing the channel data.

Enter a new SPOE to combine shipments. The **Lookup** function is available for the field "SPOE." Edit the other fields as desired. The **Lookup** function is not available for these fields.

NOTE: This process takes approximately 8 minutes.

NOTE: There are no accommodating alternative ports available for processing. Answer "N" when you are asked if you want to make changes.

4.2.4 Graph Port Usage

Select this option to see a graph depicting port usage. The graph shows bar charts for each port. The vertical axis of the graph represents MTONs per day. The horizontal axis represents individual ports.

NOTE: The mouse arrow on this graph is not functional.

4.2.5 Validate RDD

Select this option to perform calculations to see if shipment RDDs can be met. If the RDDs can be met, you will not see a message; you will simply be returned to the menu. If the RDDs cannot be met, a report will be prepared listing all ULNs that cannot meet the RDDs. At the same time, a message will be prepared to notify USTRANSCOM and the CINC of the shortfalls. Enter the name of the recipient of this memo and then press . You may enter more than one recipient. When you have entered the name of the

last recipient, press **[Esc]**. Then enter the name of the sender and press **[Enter]**. The report will print on your printer.

4.2.6 Allocate Cargo to Ships

4.2.6.1 Automatically Allocate Cargo

To allocate cargo automatically, select the first option in the submenu. You will see a table showing current processing, shortfalls, and reasons for shortfalls. When the processing is completed, press **[Esc]** or select the option **Exit** to return to the menu.

4.2.6.2 Manually Allocate Cargo

To allocate or deallocate cargo manually, select the second option in the submenu. You will see a list of POEs with cargo for allocation/deallocation. At the top of the screen, you will see a place for the POE selected, the ship selected, the total ship capacity, and the remaining ship capacity. When you first pull up this screen, these fields will be blank. To get help on the POE screen, select the option **Help**. To scroll in the **Help** window, position on the down arrow on the right side of the screen and click. The options **Previous** and **Next** are not functional. To exit press **[Esc]**.

Use the arrow keys or the mouse to select the POE desired. Then you will see a screen listing the ships to be used for cargo allocation/deallocation. (Notice that the top of the screen shows the POE being processed. The ship and capacity fields will still be blank.) Select a ship. To get help on the ship screen, select the option **Help**. To scroll in the **Help** window, position on the down arrow on the right side of the screen and click. The options **Previous** and **Next** are not functional. To exit press **[Esc]**.

After you have selected a ship, you will see a list of cargo waiting for processing. At the top of the screen you will see the POE code, the ship name, and the ship's total capacity and remaining capacity. Select the cargo desired by clicking with the mouse or pressing **[Enter]**. At the top of the screen, you will see the remaining capacity after the weight of

the cargo you have selected has been added to the ship. Select additional cargo if desired. The remaining ship capacity will change each time you select additional cargo.

To deallocate cargo, use the mouse or cursor keys to cancel (deselect) the cargo. The remaining ship capacity will be increased by the amount you have deallocated.

To get help on the cargo screen, select the option **Help**. To scroll in the **Help** window, position on the down arrow on the right side of the screen and click. The options **Previous** and **Next** are not functional. To exit press **Esc**.

When you have finished, press **Alt** and the hot key for the option **Continue**. (NOTE: The mouse does not work for the option **Continue**.) This will move you up a level and allow you to select another ship that services the selected POE. To exit the cargo screen without saving changes to cargo allocation, select the option **Exit** or press **Esc** and then select the discard option.

If there are additional ships to process, proceed. If there are no more ships for this POE, select the **Exit** option. You will return to the POE screen, where you may select another POE to process if desired. To exit, select the **Exit** option or press **Esc**.

NOTE: If you want to return to manual cargo allocation/deallocation after you have exited this option, select the option **Continue Manual Cargo Allocation**, which allows you to continue with the weights you have already allocated. This option is discussed in the next subsection. Do not select the option **Manually Allocate Cargo**, which resets the weights to zero and causes the allocation process to be unpredictable.

4.2.6.3 Continue Manual Cargo Allocation

This option allows you to continue manual cargo allocation/deallocation without resetting weight already allocated or deallocated. This option works as discussed in Sect. 4.2.6.2.

affected. Then enter the number of days to slip the schedule and press **←**. The vessel schedule will be updated accordingly. Press any key to continue.

3.3.7 Report

To see a vessel schedule report, first select the option **Vessel** or **Voyage** as desired. Then select the vessel name or voyage (you may select more than one, or you may select the option **All**). Select **Accept**. You will see on your terminal screen a report containing vessel/voyage schedule information. Use the arrow keys to position the report within the display window.

Press **P** to print a hardcopy of the report. Press **Esc** to exit without printing a hardcopy.

3.4 CMB

This option provides information from the Cargo Management Branch (CMB), which prepares weekly reports of U.S. carrier usage, and allows comparisons between cargo shipments booked by IBS-P and carrier load lists. Reports are printed on the screen. To get a hardcopy of the reports, press the letter **P**. To exit without printing a hardcopy, select **Esc**.

3.4.1 Report SOCO Information

NOTE: You must select this report option before selecting the option **Compare Load List to SOCO** because generating the comparison report resets several flags, thus preventing the shipments from appearing on the shipping order/clearance order (SOCO) information reports. The remaining reports may be generated in any order.

Select the option **Report SOCO Information** to see a display of SOCO information on cargo shipments booked by IBS-P. Use the mouse or keyboard to select the voyage

4.3 CHANNELS

4.3.1 Create

Select this option to create channels. Use the mouse or keyboard to select the UICs/ULNs for the channel (you may select multiples). Then select the option **Name** to name the channel you are creating. Enter the name and then press .

Other options available on this screen are as follows:

- **Help** - This option is not available.
- **Search** - This option is not available.
- **Next** - This option is not available.
- **All** - Use this option to select all of the UICs/ULNs listed.
- **Group** - This option allows you to see a display of UICs/ULNs in an order based on the common field you select. Select from the following:
 - **GEOCODE** - This option is not available.
 - **SPOE** - This option is not available.
 - **State** - Select the state(s) desired and then select **Accept**.
 - **Type UMD** - Select as desired and then select **Accept**.
 - **ULN** - Select as desired and then select **Accept**.
 - **Vessel** - This option is not available.
- **Trim** - This option temporarily clears from the screen all UICs/ULNs except those you have selected.
- **Name** - Use this option to name the channel you have created. Then press .
- **Exit** - Select this option to exit.

4.3.2 Modify

This option is not available.

4.3.3 Delete

Select this option to delete channels. Use the mouse or keyboard to select the channel(s) to delete. You may select more than one channel or you may select the option **All**. (NOTE: If you select all channels, you will see a message indicated that no channels remain. Just press **Esc** or select **Exit** to acknowledge this message.) Then select **Del** to delete the channel(s) selected. Then select the exit option desired.

NOTE: The **Cancel** exit option gives you the opportunity to restore records marked for deletion.

4.4 REPORTS

The following report options are available.

4.4.1 UIC/ULN Detail Report

This report option allows you to see a detailed report of the UICs/ULNs selected. Select the UICs/ULNs desired (you may select more than one) and then select **Accept**. (NOTE: The **Search** option is not available in this window.) This report takes some time to generate, so be patient.

The resulting detail report shows UICs, ULNs, line item numbers (LINs), cargo item descriptions, cargo item model, and cargo dimensions. Use the arrow keys to position the report in the display window.

To print a hardcopy of the report, press **P**. To exit without printing a hardcopy, press **Esc**.

4.4.2 Rollup by Installation

The option **Rollup by Installation** displays detailed cargo data rolled up by LIN by installation. Select the LIN(s) desired from the list. Then press **Accept**. The detail report that will print to your terminal screen shows the LIN(s) selected, the cargo item description, and the cargo dimensions. Use the arrow keys to position the report in the display window.

To print a hardcopy of the report, press **P**. To exit without printing a hardcopy, press **Esc**.

4.4.3 Channel Report

Then **Channel Report** option produces a detailed report by channel. Select the channel(s) for which you want to prepare a report. Then select **Accept**. The report will print on your printer.

4.4.4 Port Work Load Report

This option shows the work load in MTONs of the port selected. Select the port desired. You may select only one at a time. Use the arrow keys to position the report in the display window.

To print a hardcopy of the report, press **P**. To exit without printing a hardcopy, press **Esc**.

4.4.5 Vessel Schedule Report

To see a vessel schedule report, first select the option **Vessel** or **Voyage** as desired. Then select the vessel name or voyage (you may select more than one, or you may select the option **All**). Select **Accept**. You will see on your terminal screen a report containing vessel/voyage schedule information. Use the arrow keys to position the report within the display window.

Press **P** to print a hardcopy of the report. Press **Esc** to exit without printing a hardcopy.

4.5 PORT CALLS AND UCRs

Select this option to create, update, and transmit export UCRs and to create and transmit port call messages.

4.5.1 Add Export UCR

Select this option to create an export UCR. Select the option **By Channel** or **By UIC**. You may select multiple channels or UICs, or you may select the option **All/None**. Then select **Accept**.

Enter or update the data fields displayed. NOTE: The **Help** and **Lookup** options are not available on this screen.

4.5.2 Update Export UCR

Select this option to update the export UCR. Follow the instructions given in Sect. 4.5.1. Use the **PgUp** and **PgDn** keys to scroll through the UCRs to export.

4.5.3 Transmit Export UCR

Use this option to transmit an export UCR. Use the mouse or keyboard to select one UIC to transmit. You do not need to select **Accept**. You will see a message indicating that the export UCR is being transmitted. You will then be returned to the menu. To transmit additional export UCRs, repeat the process.

4.5.4 Add Port Call Message

Select this option to add or update port call messages. You will see a port call maintenance screen displaying the first field to edit: "Port Call Addressor." You may edit this field and then enter . The next field to edit will appear. If you do not want to edit a field, select the option **OK** and the next field will appear. Edit each field as desired or select **OK** to see the next field. Continue this process until all of the fields have been displayed.

If you do not want to scroll through all of the fields to get to the field you want, select the option **Edit Menu**. Select the field desired from the list displayed. Edit the field as desired and then press . If you do not want to edit the field you have chosen, select the option **OK** and the next field will be displayed.

4.5.5 Update Port Call Message

This option is not available.

4.5.6 Transmit Port Call Message

This option is not available.

4.6 MSC

This option is exactly like the **Carriers and Vessels** option described in Sect. 3.3 with the addition of the option **Create Cargo Offerings**.

Use this option to create MSC cargo offerings. When processing is completed, you will see a report listing information on each of the offerings created. Use the and keys to see information displayed outside the display window. Press the letter **P** to print a hardcopy. To exit without printing a hardcopy of the report, press .

4.7 ATCMD

This option is not available.

4.8 SYSTEM UTILITIES

This option is not available.

5. WARTIME RESUPPLY

Although the menu options and user screens for **Wartime Resupply** have been developed, this module is not functional. Do not use this module to book wartime resupply cargo.

APPENDIX A: IBS-P SPECIAL KEY, MOUSE, AND HOT KEY FUNCTIONS

This appendix explains all special key, mouse, and hot key functions in the IBS-P.

A.1 SPECIAL KEYS

A.1.1 MENUS

Arrow (cursor) keys - On the horizontal top-level menu, the left and right arrow keys (←, →) move the cursor left and right. On a vertical pop-up menu, the up and down arrow keys (↑, ↓) move the cursor to the previous and next menu item, respectively.

Shift Tab - This key has no function on a menu screen.

Delete - This key has no function on a menu screen.

Enter - This key selects the menu choice on which the cursor rests.

Esc - This key returns the user to the previous menu level.

PgDn - On a vertical pop-up menu, this key moves the cursor to the top menu option.

PgUp - On a vertical pop-up menu, this key moves the cursor to the bottom menu option.

Pause / Break - This key has no function.

Print Screen - Press this key to print the screen.

Scroll Lock - This key has no function.

space bar - This key has no function on a menu.

Tab - This key moves the cursor right on the horizontal menu bar.

Shift Tab - This key combination moves the cursor left on the horizontal menu bar.

A.1.2 DATA ENTRY SCREENS

Arrow (cursor) keys - The left and right arrow keys (←, →) move the cursor within a field. The up and down arrows (↑, ↓) move to the previous and the next field, respectively.

BackSpace - This key moves the cursor backwards within a field and deletes the character that was positioned immediately to the left of the cursor.

Ctrl PgDn - This key combination displays the last record in the database.

Ctrl PgUp - This key combination displays the first record in the database.

Delete - This key deletes the character under the cursor within a field.

End - This key moves the cursor to the next blank space in the field.

↵ - This key is used to move to the next field.

Esc - This key is used to bring up the exit menu.

Home - This key moves the cursor to the beginning of the field.

PgDn - This key displays the next record in the database.

PgUp - This key displays the previous record in the database.

Pause / **Break** - This key has no function.

Scroll Lock - This key has no function.

space bar - This key moves the cursor to the right within a field. If the **insert** toggle is on, the data within the field is moved one character to the right and a space is inserted in the position that the cursor had held. If the **insert** toggle is off, pressing the **space bar** moves the cursor one character to the right and erases the character that was immediately to the right.

Tab - This key moves the cursor to the next field.

Shift Tab - This key combination moves the cursor to the previous field.

A.1.3 PICKLIST

Arrow (cursor) keys - The up and down arrows (**↑**, **↓**) move to the previous and next option listed in the picklist, respectively. The left and right arrow keys (**←**, **→**) have no function in a picklist.

BackSpace - This key has no function in a picklist window.

Ctrl End - This key combination repositions the cursor on the last option in the picklist.

Ctrl Home - This key combination repositions the cursor on the first option in the picklist.

Delete - This key has no function in a picklist window.

End - This key moves the cursor to the last option in the picklist window.

Enter - This key is used to select valid input from the scrolling picklist.

Esc - This key is used to exit a picklist window.

Home - This key moves the cursor to the first option on the screen.

PgDn - This key moves the cursor to the first option on the next page of input options.

PgUp - This key moves the cursor to the first option on the previous page of input options.

Pause / Break - This key has no function.

Scroll Lock - This key has no function.

space bar - Press the **space bar** to continue the search for the next occurrence of the search value.

A.2 MOUSE FUNCTIONS

The mouse has no restrictions on its movement around the screen. The left button is always the appropriate button for making a selection. The right mouse button is never

used. In menu and data entry screens and on scrolling picklists, clicking the mouse button selects the item (menu choice, field, or input option) where the mouse is positioned.

In addition, data entry screens in IBS-P have borders that contain arrow points. The lower border has a left and a right arrow point located on the left and right, respectively, lower corners of the screen. If the mouse button is clicked when the cursor is positioned on the left arrow, then the cursor moves to the previous field. Clicking on the right arrow moves the cursor to the next field.

The border on the right side of the data entry screen has an up arrow point and a down arrow point at the top and bottom, respectively. If the mouse button is clicked when the cursor is positioned on the up arrow, then the first record in the database is displayed. Clicking on the down arrow displays the last record in the database. Clicking on the vertical line between the up arrow and the middle of the line displays the previous record. Positioning the mouse between the middle of the vertical line and the down arrow and clicking displays the next record in the database.

Clicking on an option brings up that function. Clicking the mouse when it is not on a field or on an arrow point performs no function.

In a menu, clicking on a menu item brings up a submenu or an application. Clicking on a border exits to the main menu.

A.3 HOT KEY FUNCTIONS

Hot keys allow you to select an option from the keyboard without using the arrow keys or the mouse. Menus, data entry screens, and scrolling picklists all use hot keys. The hot key for an option appears in a different color from the rest of the option description. On menus and scrolling picklists, press the letter of the hot key. On data entry screens, press **Alt** and the hot key.

APPENDIX B: GUIDELINES FOR IBS-P DATA PREPARATION AND ENTRY

The successful testing of the IBS-P depends to a great extent on the nature of the test data prepared and entered by test personnel at MTMC. This appendix discusses some preliminary "rules" for preparing and entering test data.

B.1 DATA ENTRY

Testing should begin with the populated databases delivered with the IBS-P software. These databases contain the minimum amount of information needed to successfully process several different shipments. After testing the data delivered with the demo, you may want to begin entering new data or modifying existing data. The reference data files used by the IBS-P cannot be modified. However, you can modify such things as movement requirements data and the vessel schedule data. To modify existing data, use the data entry screens accessible from the IBS-P menus. Some of these data screens also have an **Add** option that allows you to enter new data records. However, when you modify existing data or add new data, be sure to "coordinate" changes in other related databases. For example, if you change a shipment's POE or POD, be sure that you use a port from the ports database. Other logical "connectivity" will become obvious as you continue to gather and enter data. Some common instances of "connectivity" are discussed below.

NOTE: Remember that IBS-P reference data files cannot be modified (for example, the GEOFILE database). Screens are provided for adding/modifying the data that can be changed. Use the data entry screens provided to modify existing data or add new data.

The runtime version of FoxPro provided with the IBS-P software does not permit accessing database files via command mode or importing data files (for example, ASCII files) from external sources. Interfaces with other systems (for example, TACOS) will be simulated.

B.2 DATES

In order for a shipment to be successfully processed by the IBS-P, dates must be valid and logical. The dates must also be carefully coordinated from database to database.

- The date when the shipment is available for loading must be within the time frame when a ship will be arriving at the POE. Therefore, the shipment dates must be coordinated with dates in the vessel schedule database. That is, at least one record in the vessel schedule database must have arrival and departure times that match the shipment time frame. Use the movement requirements screens and the carriers/vessels screens to check/change data.
- RDDs must be later than today's date. Use the movement requirements screens to modify RDDs.
- In order for peacetime resupply shipments to arrive at the POD on or before the RDD, the vessel the shipment is loaded on must be able to reach the POD by the RDD. For example, if the ship does not leave the POE until after the RDD, the shipment will not arrive at the POD in time. Therefore, RDDs must be coordinated with shipment arrival and departure dates in the vessel schedule database. Use the movement requirements add/update screens and the carriers/vessels screens to check/change data.
- In order for a unit shipment to reach the POD on or before the latest arrival date (LAD), the RDD must be such that the vessel the shipment is on can reach the POD on or before the LAD. Several factors contribute to the time calculation used to determine whether or not the ship can reach the destination on time: date available + inland transit time to POE + loadtime + ocean

transit time. The default loadtime is 2 hours. The inland transit time depends on the mode of transportation (truck, rail, etc.). The ocean transit time is entered by the user on the JOPES data import screen. Coordinate shipment dates with dates in the vessel schedule database (carriers/vessels screen).

B.3 PORTS

- Shipment POEs and PODs must be in the ports database. Port codes input by the user on the movement requirements screens will be validated automatically by the system. If an invalid code is input, a list of valid codes will appear. A list of valid codes will also be displayed if you select the **Lookup** option while the cursor is in a ports field on a data entry screen.
- At least one vessel must be scheduled to dock at the POE. That is, the vessel schedule database must contain at least one record that matches the shipment POE. Use the carriers/vessels screen to check/change data.

B.4 SHIPS

- The vessel schedule database must be coordinated with shipment dates (date available, LADs, RDDs, etc.) so that vessels are available during the shipment time frame. Use the carriers/vessels data screens to check/change data.
- At least one vessel must be scheduled to dock at the shipment POE. Match at least one record in the vessel schedule database with the shipment POE. Use the movement requirements and vessel/carrier screens.

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