

The DD Form 1685 Users Guide

Introduction

DD Form 1685 Electronic Interface for Service/Agency Collaboration is a web based database application that provides paperless collaboration/coordination between service/agency activities on proposed actions for cataloging data changes to the Federal Logistics Information System (FLIS). The application supports collaboration requirements as defined in DoD 4100.39-M, FLIS Procedures Manual, Volumes 1 & 2.

Concept

The paperless exchange of information is accomplished using computer-generated forms and the Internet via a WWW (World Wide Web) application. The application utilizes the graphical capabilities of modern web browsers to create an online form remarkably similar to the paper form. The web application is written using a technology called Active Server Pages that allows the forms to be checked for content and error, updates a database with the form data, and allows live links to be emailed to collaborators. The application accommodates file attachments and uploads from user PC's (to the 1685 form), also provides search, edit, and delete capability of proposed actions and responses. Additionally, the application provides the using community with the ability to archive and retrieve records for a period of time as governed by policy.

Platform

The application runs on a standard Pentium II class Intel based PC with Microsoft Windows NT Server 4.0 installed as the operating system. The system must be connected to the Internet via LAN, dial up connection, or other means and the server must have a valid IP address. Under Windows NT Server, Microsoft Internet Information Server 4.0 (IIS 4.0) must be installed as the web server. In order to function properly, the 1685 application requires that the following be installed under IIS 4.0: Microsoft Active Server Pages executables, Microsoft Front Page Extensions, and Microsoft Scripting runtime (available with NT option pack 4). This application also requires the Microsoft CDONTS (Collaborative Data Objects for NT Server) library snapin installed and enabled under IIS 4 and the SMTP (Simple Mail Transfer Protocol) option be enabled. Lastly, this application requires a commercial utility application called SA-FileUp by SoftArtisans Co. to allow file uploads from user PC's via RFC 1867.

User Requirements

The automated DD Form 1685 requires the user to utilize the following Internet browsers;
Internet Explorer
Netscape Navigator

A Microsoft (or compatible) Mouse.

Adobe Acrobat software is required in order for the user to view the Consolidated Cataloging Data Distribution List (CCDDL) online.

Using activities must have an Activity Code and email address specified and registered in the CCDDL. *

*** Note: The Activity Codes resident within the CCDDL and the user specified email addresses for their Activity are associated within the supporting database. The Activity Codes are required for input in Block 1. of the DD Form 1685 and upon mailing the 1685, the email notification is sent to the associated email address.**

IMPORTANT; WITHOUT A RESIDENT ACTIVITY CODE IN THE CCDDL and an ASSOCIATED USER SPECIFIED EMAIL ADDRESS FOR YOUR ACTIVITY, and THE ACTIVITIES YOU REQUIRE COLLABORATION WITH, COLLABORATION CANNOT BE ACCOMPLISHED. **

**** Registration of Activity Code or Email Address in the CCDDL can be accomplished by contacting: Ms. Debbie Zidarevich, DLIS-VPH, at DSN 932-4876 or commercial (269) 961-4876, FAX DSN 932-4983 or commercial (269) 961-4983 or email dzidarevich@dlis.dla.mil.**

Accessing the DD Form 1685

The DD Form 1685 web-based application is accessible to all Federal Cataloging System users who require this form for collaboration prior to a data change to the FLIS database and downstream logistics systems by a Federal Cataloging activity. Access to the DD Form 1685 can be obtained by accessing the Defense Logistics Information Services (DLIS) web site www.dlis.dla.mil and selecting "DD Form 1685" under the Forms and Publications menu option *.

General

The 1685 application is menu driven, requiring the user to select a menu option to accomplish a desired action (i.e. Create, Edit, Mail, and Search). The proposal and response forms are designed to be a "point & click" environment, that is, locate your cursor over the desired field and mouse click to accommodate data input. The user may also use the "Tab" key on the keyboard to maneuver throughout the form. **The "Enter" key on the keyboard is not used.** Moving from menu to form and back can be accomplished in two different ways;

- 1) By mouse clicking the appropriate "button" or "screen prompt" denoting the desired action or
- 2) Using the "back", "forward" and "home" options on their Internet browser.

All word processing conventions are resident within the application, including cut & paste capability from screen to screen and form to form.

*** Note: To provide instant access to the application, it is recommended that the user create a "bookmark" on your web browser for the DD Form 1685 Main Menu web page upon accessing the application for the first time.**

Process Overview

Note: The term "select" = mouse click.

To **access** the DD Form 1685 web based application

- Access the DLIS web site (www.dlis.dla.mil).
- Select "Forms and Publications" option.
- Select "DD Form 1685" from listing.

To **create** a DD Form 1685

- Select "Create 1685 Form" menu option from Main Menu.
- Complete DD Form 1685 per online instructions (Main Menu option).
- Select "Update" button.

To **mail** a DD Form 1685

- Select "Mail 1685 Form" menu option from Main Menu.
- Provide "DCN" and select "Submit DCN" button on Mail 1685 Search Menu.

Select "Mail to Activities" button (sends email notification to all activities in Block 1 on form) or provide an email address and select "Send Copy To:" button (sends email notification to provided addressee).

To **edit** an existing DD Form 1685

Select "Edit/Delete 1685 Form" menu option from Main Menu.

Provide "DCN" and select "Submit DCN" button on Edit/Delete 1685 Search Menu.

Insert changes or additions and select "Update" button.

To **delete** an existing DD Form 1685

Select "Edit/Delete 1685 Form" menu option from Main Menu.

Provide "DCN" and select "Submit DCN" button on Edit/Delete 1685 Search Menu.

Select "Delete" button.

To **search** for an existing DD Form 1685

Select "Search 1685 Forms" menu option from Main Menu.

Provide "DCN" and select "Submit DCN" from DD Form 1685 Search Menu **or**

Provide "NSN" and select "Submit NSN" from DD Form 1685 Search Menu **or**

Provide "FSC" and select "Submit FSC" from DD Form 1685 Search Menu.

Select DCN from the "View by DCN, NSN or FSC" All Matching Records List.

To **add a response** to a DD Form 1685

New DD Form 1685 received for collaboration

Select IP email address on received email notification.

Select "Add Response" button at the bottom of DD Form 1685.

Fill in response form with appropriate data.

Select "Add Record" button at the bottom of the response form.

Existing DD Form 1685

Select "Search 1685 Forms" menu option from Main Menu.

Provide "DCN" and select "Submit DCN" from DD Form 1685 Search Menu **or**

Provide "NSN" and select "Submit NSN" from DD Form 1685 Search Menu **or**

Provide "FSC" and select "Submit FSC" from DD Form 1685 Search Menu.

Select DCN from the "View by DCN, NSN or FSC" All Matching Records List.

Select "Add Response" button at the bottom of DD Form 1685.

Fill in response form with appropriate data.

Select "Add Record" button at the bottom of the response form.

To **attach a file** to a DD Form 1685

IMPORTANT: Do not attach any files of a "proprietary, limited rights, or classified" designation to the DD Form 1685.

New DD Form 1685

Select "Create 1685 Form" menu option from Main Menu.

Complete DD Form 1685 per online instructions (Main Menu option).

Select the "Attach File" box on the DD Form 1685

Select "Update" button.

Input the drive, path, and filename in the box **or** Select the "Browse" button on the 1685 Documentation Upload screen.

Find and Select the file from your hard drive.

Select the "Submit" button.

Existing DD Form 1685

Select "Search 1685 Forms" menu option from Main Menu.

Provide "DCN" and select "Submit DCN" from DD Form 1685 Search Menu **or**
Provide "NSN" and select "Submit NSN" from DD Form 1685 Search Menu **or**
Provide "FSC" and select "Submit FSC" from DD Form 1685 Search Menu.
Select DCN from the "View by DCN, NSN or FSC" All Matching Records List.
Select the "Attach File" box on the DD Form 1685
Select "Update" button.
Input the drive, path, and filename in the box **or** Select the "Browse" button on the 1685
Documentation Upload screen.
Find and Select the file from your hard drive.
Select the "Submit" button.

To **exit** the DD Form 1685 application
Select the "Home" icon on your web browser.