



Atmospheric Radiation Measurement  
**CLIMATE RESEARCH FACILITY**  
U.S. Department of Energy

# NSA Shipping Form Instructions

- How to get there
- Login
- New entry/time saving alternative
- Submitting Entry
- Searching for records

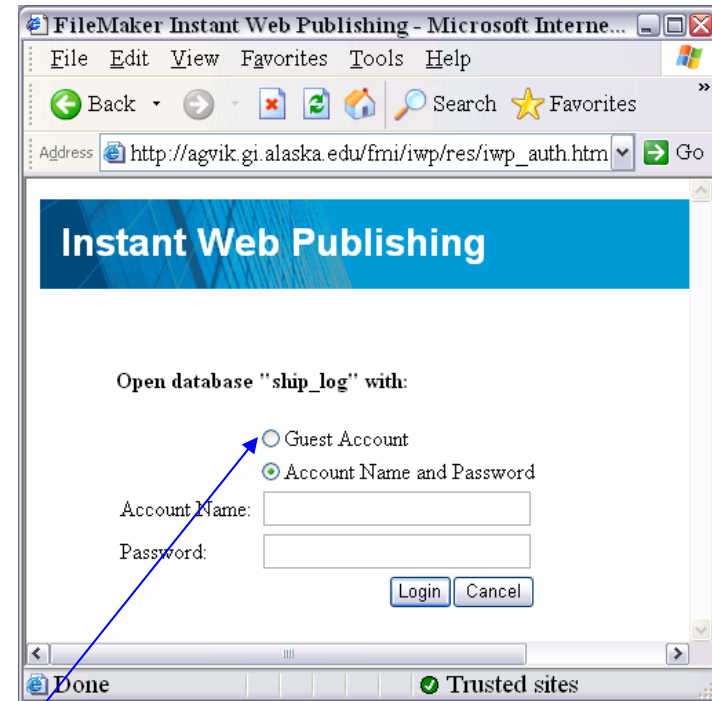
## To get to shipping form

[http://agvik.gi.alaska.edu/fmi/iwp/res/iwp\\_auth.html](http://agvik.gi.alaska.edu/fmi/iwp/res/iwp_auth.html)



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## Login screen



### New form or look for info on the site:

Click *guest account* and *press enter on your keyboard* or *click the Login button*

Editing an existing record (change data or add receive information) requires a login with username and password.

At this point in time, we will be limiting this to NSA operations personnel. Please send updates to Valerie Sparks at [vsparks@sandia.gov](mailto:vsparks@sandia.gov) so she can make the appropriate changes.

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## New Entry

Once logged in, you will get a screen like this



Click here

to create a new entry

OR



## Time saving tip to New Entry

To avoid typing in all data on a blank form, use a previous form. Find a similar shipper first (see last slide to see how to search for a record) and



click here

to create a duplicate and then modify key information.

**ARM / NSA (North Slope of Alaska) Shipping Log**

Go to last record  
Go < Go >

**Upon Receipt**

Received by \_\_\_\_\_ Date received \_\_\_\_\_  
Condition received \_\_\_\_\_  
(more space in 'comments')

**From** **To**

Date Sent 9/20/2007 Date expected 9/24/2007  
Shipped by person Lee Ann Hughes Shipped to person Walter Brower

(not yet functional) Click here to check if the name is in the database

Company \_\_\_\_\_ Company \_\_\_\_\_  
Address - Line 1 ORNL Address - Line 1 UIC Science Division/ARM  
Line 2 PO Box 2008 Line 2 NARL 354  
Line 3 1507, MS-6407 Line 3 Box 577  
City Oak Ridge City Barrow  
State, ZIP TN 37831 State, ZIP AK 99723  
Phone 865.574.7294 Phone 907.852.5818  
Email hughesla1@ornl.gov Email wbrower@barrow.com  
Fax 865.241.3685 Fax 907.852.5819

**Carrier info**

type of container (envelope, cardboard box, etc.) Pelican Case  
number of packages 1  
carrier FedEx  
tracking number 9146 2761 2942  
carrier phone number \_\_\_\_\_

**When done, please click "submit" at left if you are filling out this report for the first time, online. Thanks!**

**Shipment is related to...**

related to instrument MMCR  
related to component External Disk Drive  
serial number 140408400  
property number \_\_\_\_\_  
description 1 Pelican Case  
comments \_\_\_\_\_

**Repair info, if appropriate**

RMA \_\_\_\_\_  
Price quote \_\_\_\_\_  
Reason for repair \_\_\_\_\_

Record: 1 Found Set: 321 Total Records: 321 Unsorted

Layout: main\_ship View as: Form

Log Out

Done Trusted sites

If the computer you are working from has email, [click here to Email the shipping info](#) (can be done at any time, after submittal). You will have to put in the email address of recipients. You must enable popups from this site for this to work.

## Submitting a filled out entry

Once filled out

to submit your modified or new entry.



Click here



ship\_log - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://agvik.gi.alaska.gov/wp/cgi?-db=ship\_log&-loadframes

ARM / NSA (North Slope of Alaska) Shipping Log

Go to last record  
Go < Go >

**Upon Receipt**

Received by:  Date received:

Condition received (more space in 'comments')

**From** **To**

Date Sent: 11/2/2007 Date expected: 11/9/2007  
Shipped by person: Jeff Zirzow Shipped to person: Walter Brower

(not yet functional) Click here to check if the name is in the database

Company	<input type="text"/>	Company	<input type="text"/>
Address - Line 1	Dept 6233, MS 0734	Address - Line 1	UIC Science Division / ARM
Line 2	POBox 5800	Line 2	NARL 354
Line 3	<input type="text"/>	Line 3	Box 577
City	Albuquerque	City	Barrow
State, ZIP	NM 87185	State, ZIP	AK 99723
Phone	505.284.4446	Phone	907.852.5818
Email	jazirzo@sandia.gov	Email	wbrower@barrow.com
Fax	505.844.0968	Fax	907.852.5819

**Carrier info**

type of container (envelope, cardboard box, etc)	Cardboard box	<b>When done, please click "submit" at left if you are filling out this report for the first time, online. Thanks!</b>
number of packages	1	
carrier	FedEx	
tracking number	845853575255	
carrier phone number	1.800.463.3339	

**Shipment is related to...**

related to instrument	RHUBC IOP-TAFTS instrument
related to component	blower
serial number	na
property number	na
description	Model Number: FRFN-FR 160 Qty: 1 Price Each: \$ 104.00 Extended: \$ 104.00
comments	To be used for TAFTS instrument, this would be the

Record: 9  
Found Set: 9  
Total Records: 325

Submit  
Cancel

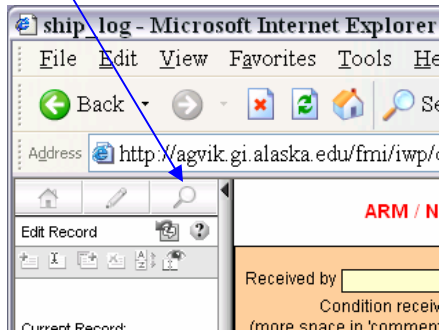
Done Trusted sites

If the com has email shipping time, after to put in th recipients from this s

# Searching for a record

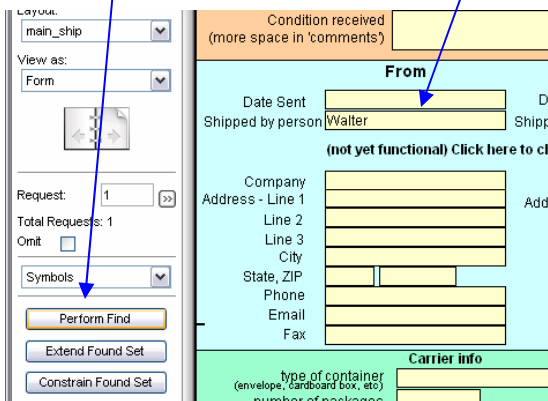
## Starting a search

Click here



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Then enter your search term and click Perform find



6

## Displaying a search

Click here to turn one page or table of pages forward or backward

Enter here to go to a specific form

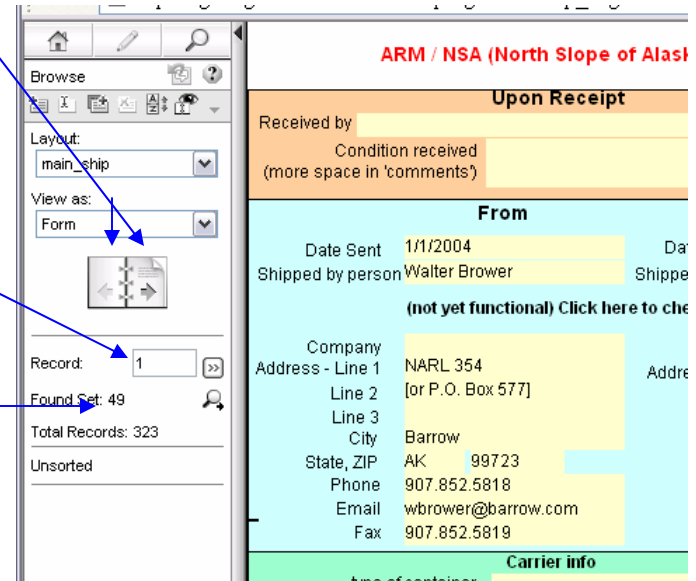
# of found records are shown here

To chose a view Click here to give you drop down list to pick from

**Form views**  
**Form** – one sheet at a time

**List** - use scroll bar to look at forms in continuous fashion

**Table** – look at a table page at time.



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