Transaction Activities Database User Guide

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Contents

Transition Activities Database (TAD)

Introduction

Actions related to the LANL transition will be tracked as activities in the Transition Activity Database. The database will provide activity information to LANL and LASO users.

The activities, assignments and status information will be uploaded into TAD from a LANL/LASO Primavera database. The system will send an email to designated individuals notifying them each time the database is reloaded. Users will see bulletins in the system, which will display the date and time of the last update.

This guide provides instructions for accessing the system, viewing and reporting the activity, tasks and subtask information.

System Access

TAD users will be authorized to view only the WBS (Work Breakdown Structure) activities, tasks and subtasks that are priority “A”, based upon each user’s respective privileges. The privileges can range from access to all items to a more limited view. The privileges are determined by the LANL Administrator, Milan Njegomir, and the LASO Coordinator, John Gallegos for their respective organizations.

System access to the Transition Activities Database will be performed by a system administrator.

Resources

Contacts:

Training and Support

Dan Gabel, Instructor IM-2	667-3126
Don Suzuki, Instructor IM-2	606-0825

Issues and Access

Milan Njegomir, LANL	665-1080
John Gallegos, LASO	665-8439

Accessing the Database

1. Open Microsoft Internet Explorer on a PC.
2. Enter the URL: https://tad.lanl.gov .
3. Login using your Z Number and CryptoCard passcode.
4. On the Contract Transition Team Website page, the Bulletins page will display the time and date of the last activity data upload. You can also access Bulletins by clicking on **Bulletin**, then **Bulletins** under **Transition Links** in the frame on the left hand side of the window.
5. Click the **Transition Activities Database** link to view activities and reports.
6. Click the **Activities Database** link to view activities and tasks.
7. Click the **Activities Database Reports** link to run reports.

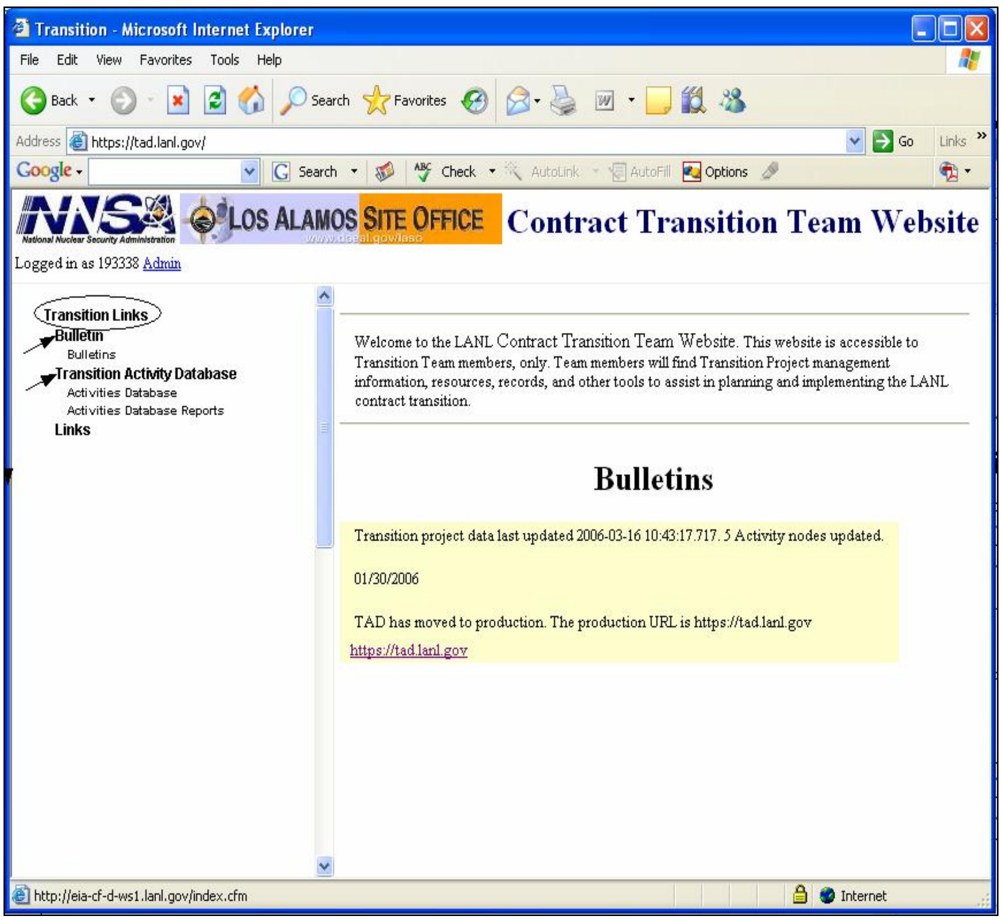

Figure 1. Transition Team Website Page 1

Viewing Activities

To view activities do the following:

1. Click the **Transition Activity Database** link**.**
2. Click the **Activities Database** link.
3. Click either the **View Activities by NNSA/LASO** or **View Activities by LANL WBS** links to see a list of either the LASO or LANL WBS and description.

   Note: There will be a number next to the WBS number and description, which will indicate how many of the activities are matched (cross walked) to the LANL or LASO WBS.
4. Click on the WBS number and description to view the associated activities.
   a. The Activities Database List will display the number of activities you are authorized to see.
   b. The list displays the Functional WBS, the activity description, the person responsible, and a **View Report** link.

To view a report of the activity:

Click the **View Report** link to display an Activity Detail Report that will show the activity description, start and end dates, and contract information. For instructions to size the display, download to a specific format, printing the report or to run additional reports see the Reports section on page 5.

To view cross walk activities:

Click the links below **Cross Walk WBS:** to bring up the associated Activities Database List for that WBS.

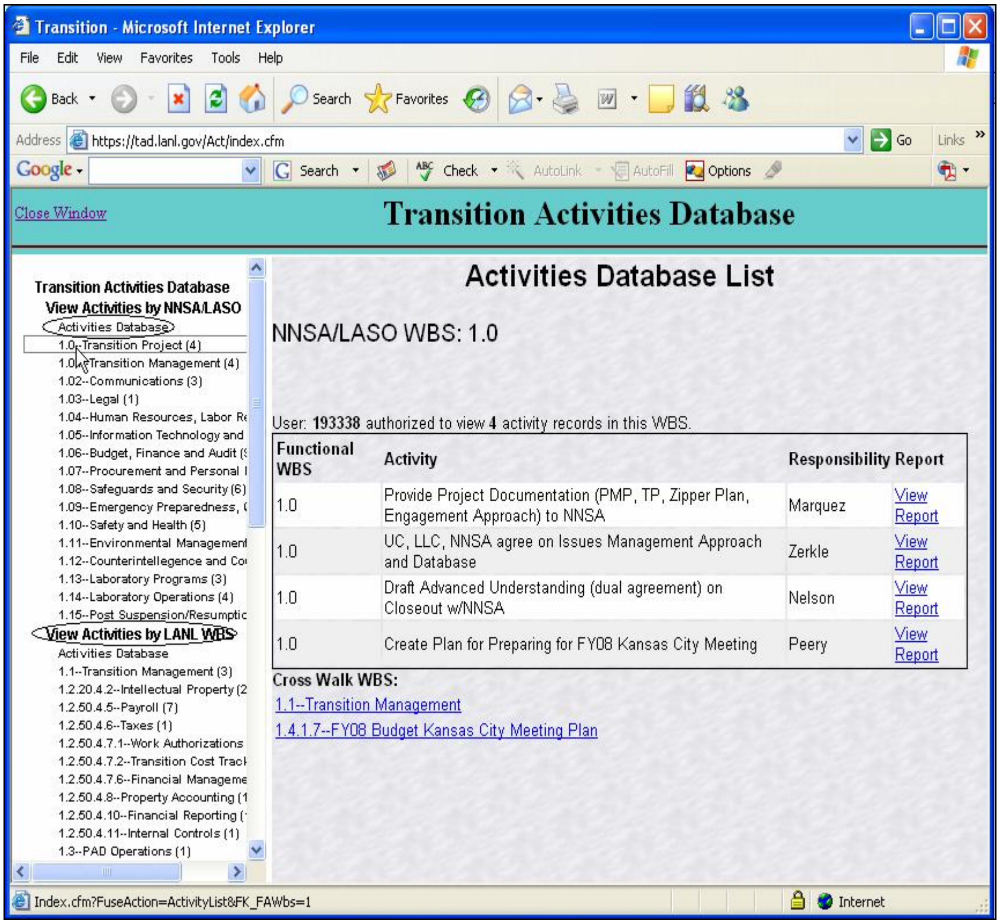

Figure 2. Activities Database List

Running Reports

The Default Report

To view the default Behind Schedule report:

From the Contract Transition Team Website window, click the **Transition Activity Database** link, then **Activities Database Reports.** This will display the Behind Schedule Report.

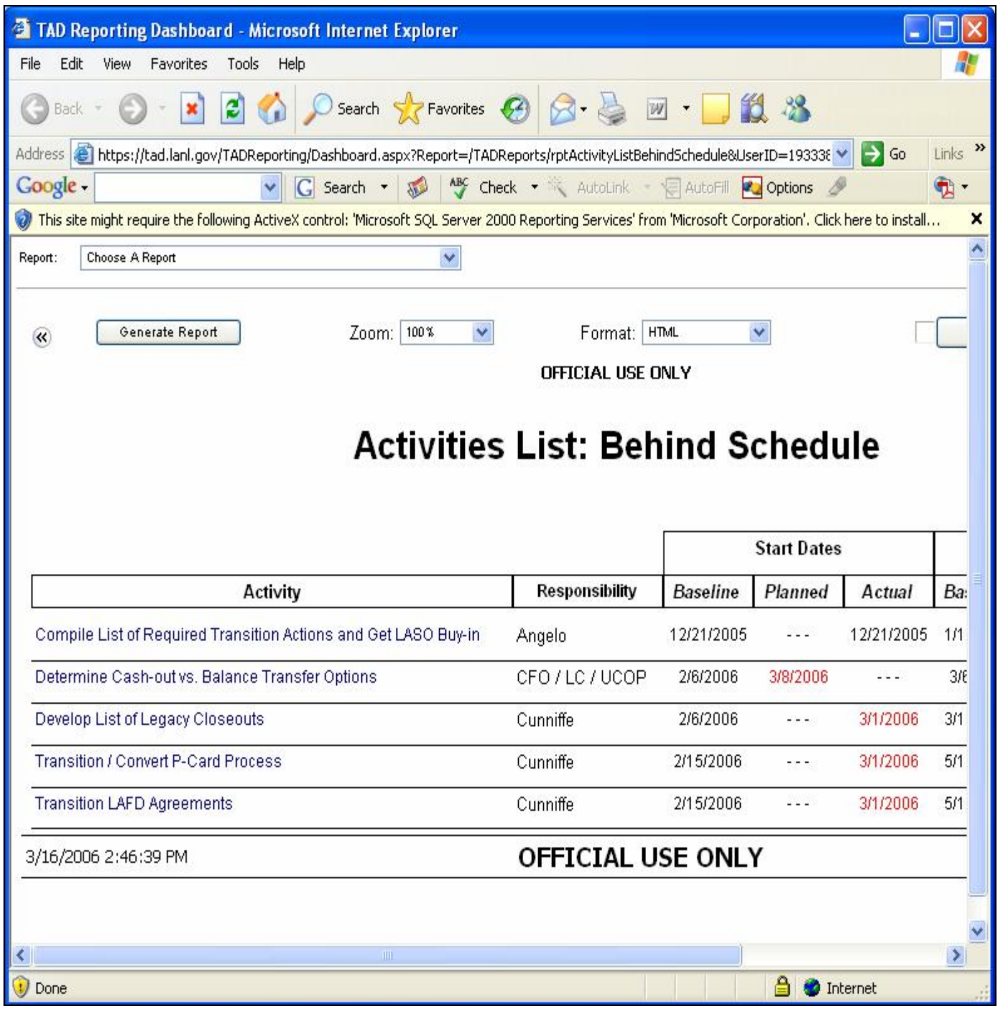

Figure 3. Default Behind Schedule Report

Running Other Reports

To generate other reports:

1. Click on the Report drop down box labeled Choose a Report from any completed report,

Or

2. On the Transition Activities Database window, click the **Reports**, then **Reports** links.
3. Choose one of the following reports.
    - All (Dump) – A complete list of all activities you have authority to view
    - Behind Schedule – Activities that are overdue
    - Finished – Completed activities
    - In Progress - Currently being worked on
    - Late Finish – Finished after the due date
    - Late Start – Started after the start date
    - New – New activities

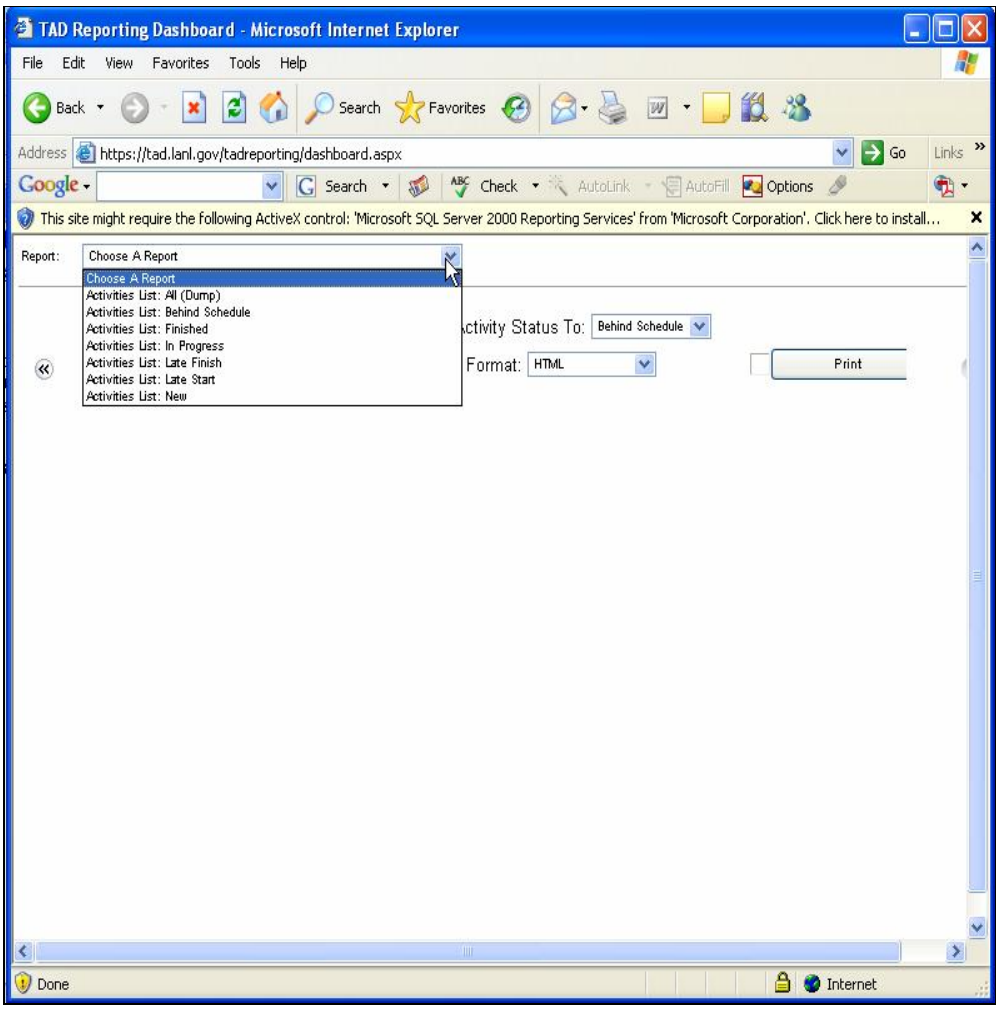

Figure 4. Choose a Report Window

Report Actions

Once your report is displayed you can choose to take the following actions:

- Zoom – Choose the size of the displayed report from the drop down box.
- Format – To download the report to a specific format. Format options are:
    - HTML – displayed in your browser window
    - Acrobat – Adobe Acrobat PDF Format
    - Excel – Microsoft Excel Format

      Note: Data can be downloaded to an Excel spreadsheet for sorting or data manipulation.
- Print – Click this button to print the report.
- Click the  button to display your previous report

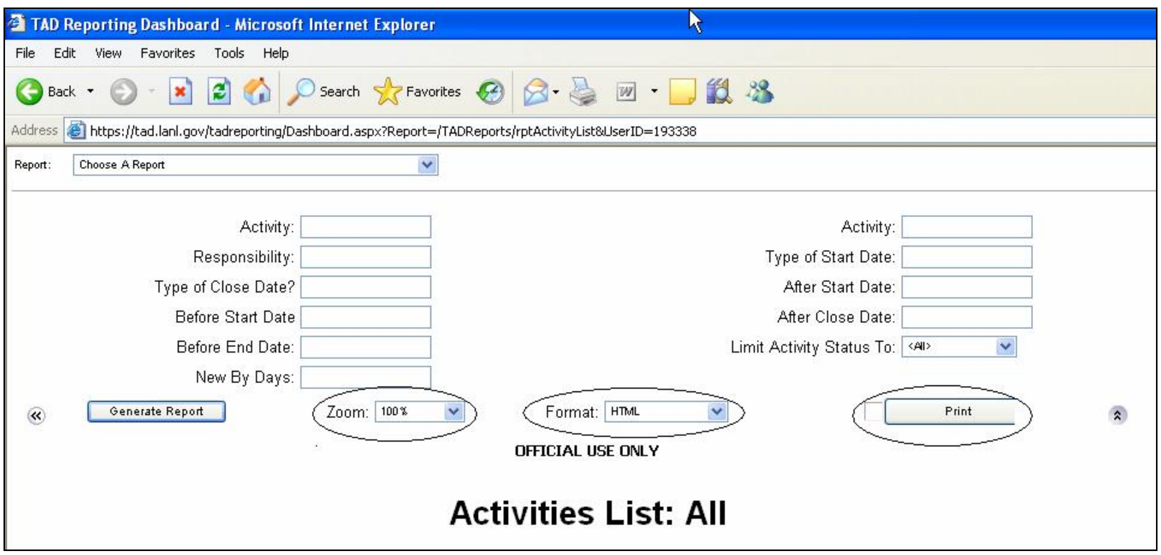

Figure 5. Examples of Other Actions