



DRMS

GenComm File Uploads



How: You access our Web Site:


<https://www.drms.dla.mil/gencomm/GencommUpload>

Gencomm Upload Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.drms.dla.mil/gencomm/GencommUpload> Go

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 **Gencomm File Upload**

[DRMS Notice](#) [DRMS Home Page](#)

Gencomm File Upload

All of the fields listed below are required.

Point of Contact:

Phone Number:

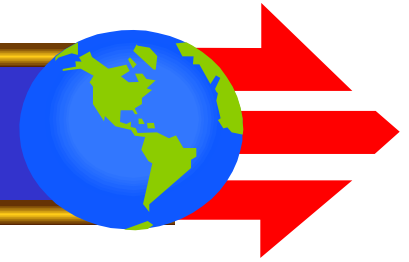
Email Address:

File to Upload:

Trusted sites



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The upload screen appears:

Input the Point of Contact

Input the Phone Number

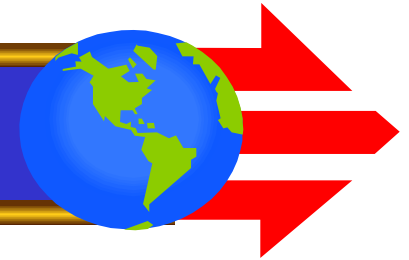
Input the E-mail Address

Click Browse and Select the file to be uploaded.

Click the Upload Button



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Example:

- I input my name as POC
- I input my telephone number
- I input my e-mail address
- I clicked the browse button
- I selected my D Drive
- I selected the WS-FTP Directory
- I selected my file(W45G18.202)
- I clicked Upload



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Guidelines:

Upload one file at a time.

File Names must be unique – if the file name is a duplicate of a file already on GenComm, it will not be processed.

Recommended naming convention for files remains –

DoDAAC.JULIAN DATE

If you encounter any problems, please notify
the DRMS Help Desk at

DSN 661-4999 or Commercial 1-269-961-5872



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Guidelines:

Remember to set up your DoDAAC Cross Reference