

# Subscriptions Chapter 6

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## 6.1 Introduction

Subscriptions are distribution processes for providing, requesting and receiving publications on a continuing or periodic nature. FLIP subscriptions are provided on a 28, 56, 84, 120 days, etc. schedule. FLEET Allowance subscriptions are 'As Required' based on ship movement and world events. Automatic Distribution subscriptions are based on new versions of individual products.

Automatic Distribution transactions are those that facilitate the data entry of AutoDist requirements and activations when a new version of a product is to be distributed to those customers who have subscribed.

FLIP transactions are those that facilitate the data entry of FLIP requirements and activations to the product vendors for distribution to those customers who have subscribed.

FLEET Allowance transactions are those that facilitate the data entry of Allowance requirements, FLEET kit activations and Allowance activations for those ships that have asked for a Plan (Permanent) and/or Deployment type issue of all required maps.

## 6.1.1 Transaction Processing

Main > Subscriptions

## 6.1.2 System Functions

## **6.2 Subscription Definitions**

Refer to Chapter 20 Appendix A – Data Dictionary.docx

## 6.3 Subscription Items

## 6.3.1 Search Subscriptions Item(s)

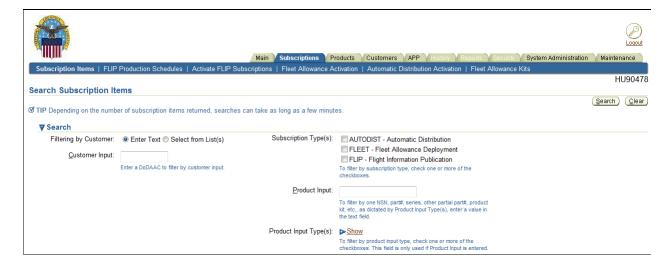
#### Main > Subscriptions > Search Subscription Items (Part 1)

**Tip** – Depending on the number of subscription items returned, searches can take as long as a few minutes.

 On the Search Subscriptions Items screen, in the Search section, users can enter Customer Input, Subscription Type(s), Product Input, Product Input Type(s) or combination of these four entries.

Note: There must be an entry in Customer Input field and/or Product Input field.

2. Click **Search** button to proceed to the next section of the same screen, the Subscription Items section.



The following is a brief description of the options available for **Searching Subscriptions Item(s)**:

Searches based on the entered search criteria.
Clears all entered search criteria.
Allows the user to enter the DODAAC directly.
Allows the user to choose from a dropdown list of DoDAACs.
Data entry box for the customer DoDAAC.
Choose the type of Subscription Items required. Options available: <b>AUTODIST</b> , <b>FLEET</b> and <b>FLIP</b> .
Automatic Distribution
Fleet Allowance Deployment

FLIP	Flight Information Publication
Product Input	Data entry box for the stock number.
Product Input Type(s)	Show or Hide the list of available Product Input Types.

#### Main > Subscriptions > Search Subscription Items (Part 2)

1. Under **Product Input Type(s)**  $\sqrt{\ }$  check the type of entry contained in the Product Input entry box.

Note: Users can only select one Product Input Type(s) because they are all mutually exclusive.

Product Input:	12XHA12350
	To filter by one NSN, part#, series, other partial part#, product kit, etc., as dictated by Product Input Type(s), enter a value in the text field.
Product Input Type(s):	<b>▼</b> <u>Hide</u>
	FLEET Product Kit
	FLIP Product Kit
	LIST Product Kit
	Part Number Series (2 Chars, 3 Trailing Spaces)
	Part Number Series (3 Chars, 2 Trailing Spaces)
	Part Number Series (4 Chars, 1 Trailing Space)
	Part Number Series (5 Chars, No Trailing Spaces)
	Part Number or National Stock Number (NSN)
	Partial Part Number (First 10 Characters)
	Partial Part Number (First 11 Characters)
	Partial Part Number (First 12 Characters)
	Partial Part Number (First 13 Characters)
	Partial Part Number (First 14 Characters)
	Partial Part Number (First 6 Characters)
	Partial Part Number (First 7 Characters)
	Partial Part Number (First 8 Characters)
	Partial Part Number (First 9 Characters)
	To filter by product input type, check one or more of the checkboxes. This field is only used if Product Input is entered.
	checkboxes. This held is only used it Product liput is entered.

The following is a brief description of the options available for **Searching Subscriptions Item(s)**:

FLEET Product Kit	FLEET Kit Name, FLEET kit contains products for 1 ship and 1 location table.
FLIP Product Kit	FLIP Kit Name, FLIP kit contains only FLIP products.
LIST Product Kit	List Kit Name, LIST kit is just a list of products or kits.

National Stock Number	NSN – exactly 13 numeric digits, 4-digit FSC and 9-digit NIIN.
Part Number	NRN – NGA Reference Number, 2-5 character Series and 0-10 character Sheet.
Part Number Series (2 chars, 3 Trailing Spaces)	2-char Part Number Series, 'AB ' or 'ABXXX' of longer Part No.
Part Number Series (3 chars, 2 Trailing Spaces)	3-char Part Number Series, 'ABC ' or 'ABCXX' of longer Part No.
Part Number Series (4 chars, 1 Trailing Space)	4-char Part Number Series, 'ABCD' or 'ABCDX' of longer Part No.
Part Number Series (5 chars, No Trailing Spaces)	5-char Part Number Series, 'ABCDE' of longer Part No.
Partial Part Number (First 6 characters)	6 char Part Number Partial, 'ABCDE1' of longer Part No.
Partial Part Number (First 7 characters)	7 char Part Number Partial, 'ABCD12' of longer Part No.
Partial Part Number (First 8 characters)	8 char Part Number Partial, 'ABCD123' of longer Part No.
Partial Part Number (First 9 characters)	9 char Part Number Partial, 'ABCD1234' of longer Part No.
Partial Part Number (First 10 characters)	10 char Part Number Partial, 'ABCD12345' of longer Part No.
Partial Part Number (First 11 characters)	11 char Part Number Partial, 'ABCD123456' of longer Part No.
Partial Part Number (First 12 characters)	12 char Part Number Partial, 'ABCD1234567' of longer Part No.
Partial Part Number (First 13 characters)	13 char Part Number Partial, 'ABCD12345678' of longer Part No.
Partial Part Number (First 14 characters)	14 char Part Number Partial, 'ABCD123456789' of longer Part No.

## 6.3.2 Select AutoDist Subscriptions Items(s)

#### Main > Subscriptions > Search Subscription Items

- 1. On the Search Subscriptions Items screen in the middle of the screen "Subscriptions Items" will appear.
- 2. Click Show/Hide Columns fields to display returned items. Click **Apply Show/Hide Options** button to apply.
- 3. Click **Search** button again and all data requested will be returned.



#### The following is a brief description of the options available for **Selecting AutoDist Subscription Item(s)**:

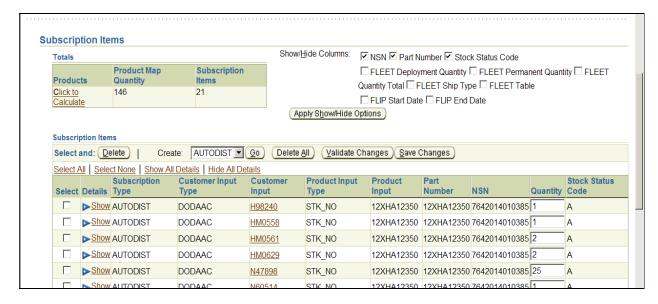
Show/Hide Columns	Select the field names required in the returned entries.  Note: Some fields only apply to FLIP subscriptions and some only apply to FLEET subscriptions.
Apply Show/Hide Options	Applies the chosen field names.
Search	Returns the chosen Subscription Items.
Clear	Clears all entered search criteria.

## 6.3.3 Change AutoDist Subscriptions Items(s)

#### Main > Subscriptions > Search Subscription Items

**Note:** At the top of the **Subscription Items** screen under **Totals** users can **Click to Calculate** product inventories before or after changes have been made.

- Click Select √ check box at beginning of the row for returned subscription Quantity to be modified.
- 2. Change the Quantity box.
- 3. Click Validate Changes button to validate changes in selected rows.
- 4. Click **Save Changes** button and a pop up box will appear: "All subscriptions items in this table with changes will be saved. Proceed?" Click **OK** to proceed or **Cancel** to cancel this process.
- 5. To delete Subscription Items Click **Delete** button or **Delete All** button. A pop up box will appear: "The selected subscription items will be deleted. Proceed?" Click **OK** to proceed or **Cancel** to cancel this process.



The following is a brief description of the options available for Changing AutoDist Subscription Item(s):

Totals - Products	Can contain the total number of maps for all subscription items returned and all subscription items in all kits returned.  Click to Calculate – because this takes a long time to process – select only if really needed.
Totals - Product Map Quantity	Total number of maps for all subscription items returned.
Totals - Subscription Items	Total number of Subscription Item lines returned.
Apply Show/Hide Options	Applies the chosen field names.
Delete	Deletes only selected rows.

Create (Dropdown)	Select type of Subscription Item to Create (AUTODIST or FLIP).
Go	Goes to Add Subscription Item page.
Delete All	Deletes all rows – not just selected rows.
Validate Changes	Validates all changes made to selected rows.
Save Changes	Saves all changes made to selected rows.
Previous	Returns previous group of rows, appears only if total rows over 1000.
0-1000 of xxxx	Dropdown list of groups of rows, appears only if total rows over 1000.
Next	Returns Next group of rows, appears only if total rows over 1000.
Select All	Checkmark all rows.
Select None	Clears checkmarks from all rows.
Show All Details	Show Details in all rows.
Hide All Details	Hide Details in all rows.
Select	Check the button to select row for action.
Details	Show or Hide this row's details.
Subscription Type	Displays Subscription Type.
Customer Input Type	Displays Customer Input Type.
Customer Input	Displays DoDAAC.
Product Input Type	Displays Product Input Type.
Product Input	Displays Product Input.
Part Number	Displays Part Number (NRN).
NSN	Displays NSN.
Quantity	Original or user changed Qty.
Stock Status Code	Displays Stock Status Code.

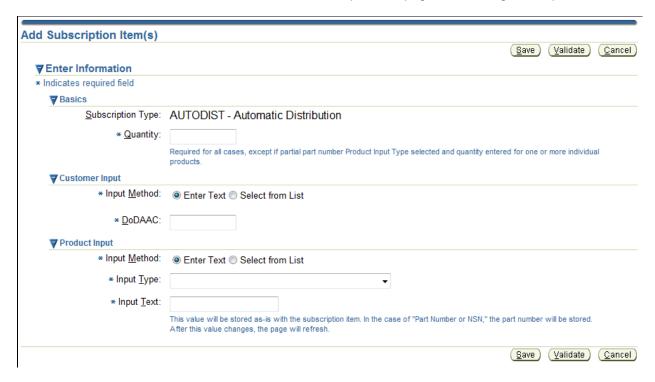
### 6.3.4 Add AutoDist Subscriptions Items(s)

#### Main > Subscriptions > Search Subscription Items > Create - AutoDist

- On the Search Subscription Items screen Click AUTODIST drop down list and select AUTODIST. Click Go button and the Add Subscriptions Item(s) screen appears.
- 2. On the Add Subscriptions Item(s) screen enter the required criteria.

#### **Note:** All required criteria is denoted by \*.

- Once the information is entered, the user has the option to Save, Validate, or Cancel the information.
- 4. The **Save** button will display the information that has been saved.
- 5. To validate information click Validate button; a Validate Report screen will appear.
- 6. Click Cancel button and user will be returned to previous page and nothing will be processed.



The following is a brief description of the options available for Adding AutoDist Subscription Item(s):

Save	Save and process this new Subscription Item.
Validate	Validate the entered data of this new Subscription Item.
Cancel	Cancel this process and return to previous page.
*	Denotes mandatory field.

* Quantity	Mandatory field, All numeric, no commas.
Customer Input – * Input Method	Mandatory field, select <b>Enter Text</b> or <b>Select from List</b> DoDAAC directly.
Customer Input – Enter Text	Select to enter DoDAAC directly.
Customer Input – Select from List	Select to choose DoDAAC from a list.
* DoDAAC	Mandatory field DoDAAC.
Product Input - * Input Method	Mandatory field, select <b>Enter Text</b> or <b>Select from List</b> directly.
Product Input - * Input Type	Mandatory field, select the Product Input Type from the dropdown list.
Product Input - * Input Text	Mandatory field, type Product Input Text.

### 6.3.5 Change FLIP Subscriptions Item(s)

#### Main > Subscriptions > Search Subscription Items

**Note:** At the top of the **Subscription Items** screen under **Totals** users can **Click to Calculate** product inventories before or after changes have been made.

- Select √ check box in row with Quantity or (FLIP Start Date and or FLIP END Date) to be modified.
- 2. Make changes in the Quantity and/or Date boxes.
- 3. Click Validate Changes button to validate changes in selected rows.
- 4. Click Save Changes button and a pop up box will appear: "All subscriptions items in this table with changes will be saved. Proceed?" Click OK button to proceed or Cancel button to cancel this process.
- 5. To delete Subscription Items Click **Delete** button or **Delete All** button. A pop up box will appear: "The selected subscription items will be deleted. Proceed?" Click **OK** button to proceed or **Cancel** button to cancel this process.



The following is a brief description of the options available for Changing FLIP Subscription Item(s):

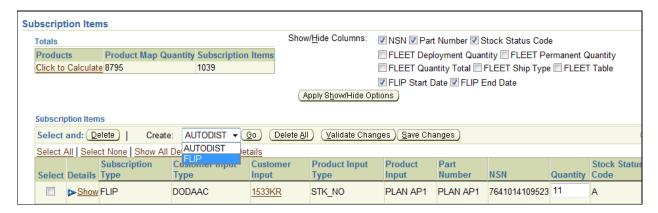
Totals - Products	Can contain the total number of maps for all subscription items returned and all subscription items in all kits returned.  Note: Click to Calculate because this may take a long time to process – select only if really needed.
Totals – Product Map Quantity	Total number of maps for all subscription items returned.
Totals – Subscription Items	Total number of Subscription Item lines returned.
Apply Show/Hide Options	Applies the chosen field names.
Delete	Deletes only selected rows.
Create (Dropdown)	Select type of Subscription Item to Create (AUTODIST or FLIP).

Go	Goes to Add Subscription Item Page.
Delete All	Deletes all rows – not just selected rows.
Validate Changes	Validates all changes made to selections.
Save Changes	Saves all changes made to selections.
Previous	Selects Previous group of returned rows, appears only if total rows over 1000.
0-1000 of 1068	Select from dropdown list of row groups, appears only if total rows over 1000.
Next	Selects Next group of returned rows, appears only if total rows over 1000.
Select All	Selects all rows.
Select None	Clears select checkmark from all rows.
Show All Details	Shows details in all rows.
Hide All Details	Hides details in all rows.
Select	Enter checkmark to select row for action.
Details	Choose Show or Hide for this row's details.
Subscription Type	Displays Subscription Type of each row.
Customer Input Type	Displays Customer Input Type of each row.
Customer Input	Displays DoDAAC of each row.
Product Input Type	Displays Product Input Type of each row.
Product Input	Displays Product Input of each row.
Part Number	Displays Part Number (NRN) of each row.
NSN	Displays NSN of each row.
Quantity	Original or Changed Qty of each row.
Stock Status	Displays Stock Status of each row.
FLIP Start Date	Original/Changed FLIP Start Date of each row, Applies to FLIP only.
FLIP End Date	Original/Changed FLIP End Date of each row, Applies to FLIP only.

## 6.3.6 Add FLIP Subscriptions Item(s)

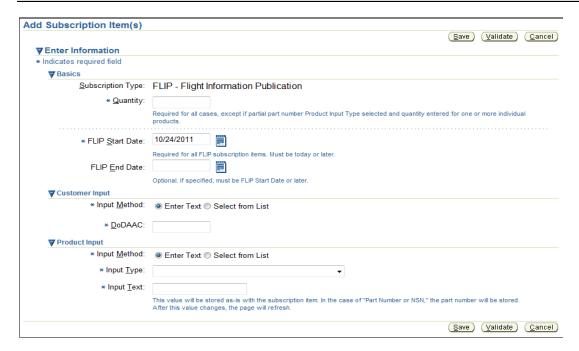
#### Main > Subscriptions > Search Subscription Items > Create - FLIP

 On the Search Subscription Items screen click AUTODIST drop down list and select FLIP. Click Go button and the Add Subscriptions Item(s) screen appears.



On the Add Subscriptions Item(s) screen enter the required criteria.

#### Note: All required criteria is denoted by \*.



- Once the information is entered, the user has the option to Save, Validate, or Cancel the information.
- 4. To save information click **Save** button; will display the information that has been saved.
- 5. To validate information click Validate button; a "Validate Report" screen will appear.
- 6. To cancel click **Cancel** button and user will be returned to previous page and nothing will be processed.

The following is a brief description of the options available for **Adding FLIP Subscriptions Item(s)**:

Save	Save and process this new Subscription Item.
Validate	Validate the entered data of this new Subscription Item for errors.
Cancel	Cancel this process and return to previous page.
*	Denotes mandatory field.
* Quantity	Mandatory field, all numeric, no commas.
* FLIP Start Date	Mandatory field, today's date or later, choose from dropdown calendar.
FLIP End Date	Optional, FLIP Start Date or later, choose from dropdown calendar.
Customer Input – * Input Method	Mandatory field, select <b>Enter Text</b> or <b>Select from List</b> DODAAC directly.
Customer Input – Enter Text	Select to enter DoDAAC directly.
Customer Input – Select from List	Select to choose DoDAAC from a list.
* DoDAAC	Mandatory field DoDAAC.
Product Input - * Input Method	Mandatory field, select <b>Enter Text</b> or <b>Select from List</b> directly.
Product Input - * Input Type	Mandatory field, select the Product Input Type from the dropdown list.
Product Input - * Input Text	Mandatory field, type Product Input Text.

### 6.3.7 Search FLEET Subscription Item(s)

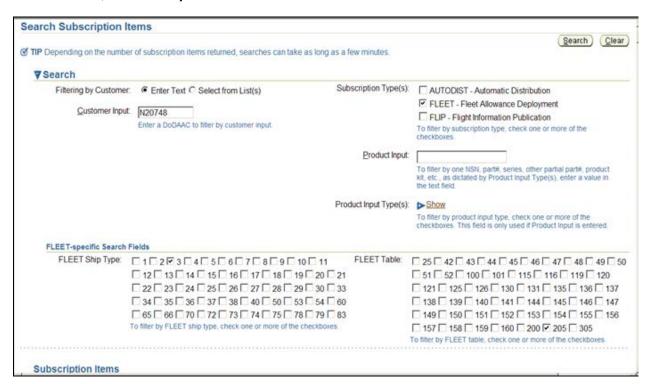
#### Main > Subscriptions > Search Subscription Items > FLEET

**Tip** – Depending on the number of subscription items returned, searches can take as long as a few minutes.

 On the Search Subscriptions Items screen, in the Search section, users can enter Customer Input, Subscription Type(s), Product Input, Product Input Type(s) or combination of these four entries.

#### Note: There must be an entry in Customer Input field and/or Product Input field.

- 2. For Subscription Type(s) √ check box next to FLEET Fleet Allowance Deployment.
- 3. The FLEET-specific Search Fields will appear. Users may then optionally  $\sqrt{\ }$  check box a FLEET Ship Type and/or a FLEET Table.
- 4. Click **Search** button at top or bottom of the screen to proceed to the bottom section of the same screen, the **Subscription Items** section.



The following is a brief description of the options available for **Searching FLEET Subscription Item(s)**:

Search	Searches and returns the list of FLEET Subscription Items.
Clear	Clears all user entered data.
Filtering by Customer	Choose either Enter Text or Select from List(s).

Subscription Type(s)	Choose the type of Subscription Items required.
Customer Input	DoDAAC or nothing.
Product Input	Product or nothing.
Product Input Type(s)	Show list of types, then choose one of the types.
FLEET Ship Type	Select one or more of the listed FLEET Ship Type(s).
FLEET Table	Select one or more of the listed FLEET Table(s).