## Overview
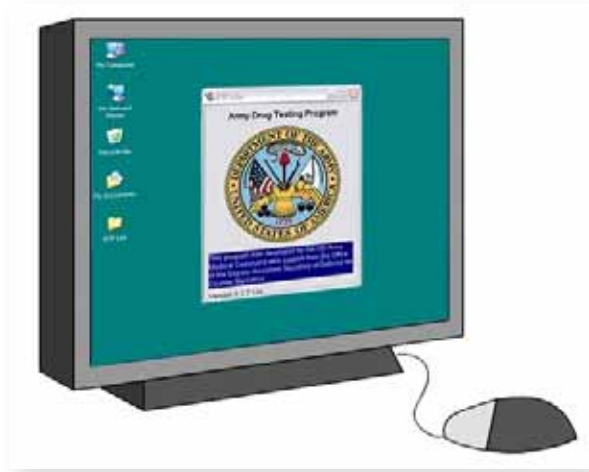
Be sure to have the most current copy of the Unit alpha roster saved in a Microsoft Excel file on your computer. Refer to the UPL Handbook for instructions on locating and saving the Unit alpha roster.



There are seven basic steps to using DTP Lite:

1. Start the DTP Lite program.
2. Identify the correct roster file to use.
3. Format the roster file.
4. Choose testing parameters.
5. Select members for testing.
6. Complete the print products screen.
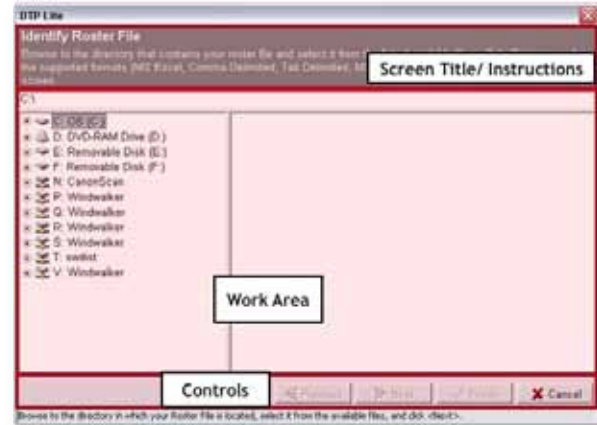7. Preview and print documentation.

## Using DTP Lite

**Step 1: Start the DTP Lite Program**

Perform these steps to start DTP Lite:

❑ Locate the Dtplite.exe file.

❑ Double-click to open the DTP Lite program.

A title window will appear briefly and close automatically. The ***Identify Roster File*** screen appears.
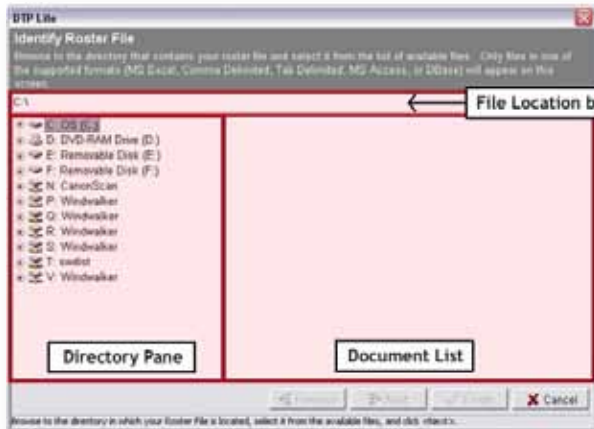


Every screen in DTP Lite has three main areas:

- Screen Title/Instructions
- Control
- Work Area

The contents of the Work Area change as you move from one screen to the next.

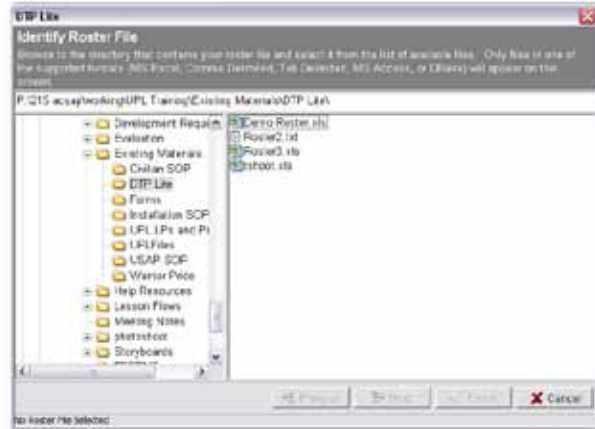## Step 2: Identify the Correct Roster File to Use

The Work Area of the **Identify Roster File** screen has three components:



- The File Location Box
- The Directory Pane
- The Document List

Perform these steps to complete the **Identify Roster File** screen:

- ❑ Locate the Unit Roster file in the Document List
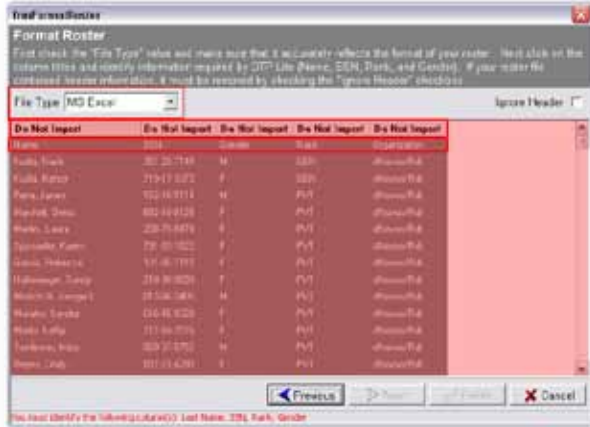- ❑ Click on the file name.



If you do not see the file on the list, search through the Directory Pane to locate it.

- ❑ Click "Next" to import the file into DTP Lite and view the **Format Roster** screen.

## Step 3: Format the Roster

The **Format Roster** screen shows all of the raw roster data for your Unit. You must identify which data should be imported into DTP Lite. Name, SSN, Gender, and Rank are required.



Familiarize yourself with these elements of the Format Roster File screen:

- **File Type**

  If your roster was formatted in something other than MS Excel, you must click on the File Type list to select the correct file type.

- **Temporary Column Headings**

  The columns all have the same temporary heading "Do Not Import". You must change these headings as described below to complete this screen.

- **Original Roster File Column Headings**

  The first row under the DTP Lite column headings shows the original roster file column headings. See instructions below for the Ignore Header checkbox.

- **Soldier Data**

  You should see the following types of Soldier data in the columns: Name, SSN, Gender, Rank, and Organization.

- **Ignore Header checkbox**

  If your original roster file has column headings, such as Name and SSN, you must click this checkbox so that the headings don't appear in your selection. Do not remove the column headings if Soldier data appears in the first row.

Perform these steps to identify which data to import into DTP Lite and complete the **Format Roster** screen:
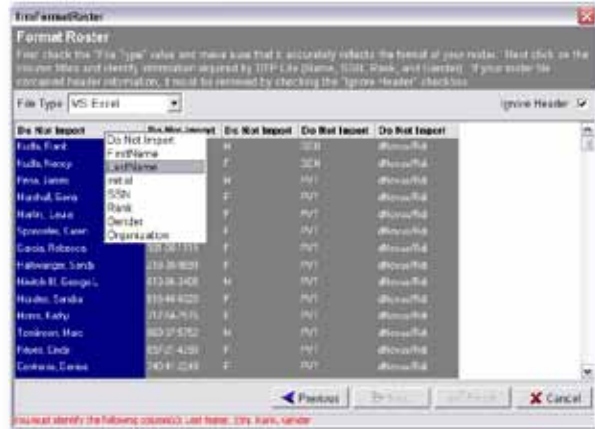


- ❑ Click on the temporary "Do Not Import" heading over the first column on the left. The Column Header drop-down list appears.

- ❑ Select the name of the column heading that matches the data in the column, starting with the first column on the left.

  If both the first and last name are in the same column in your original roster file, select Last Name for the column heading name. DTP Lite only requires the Last Name entry.

- ❑ Continue to match the column heading to the data for each of the remaining columns until the Name, SSN, Gender and Rank columns are each labeled.

  When you have finished, if the Next button is not active, you have left out a required data field. Check the error message in the lower left corner to see what's missing.

- ❑ If you want to include the Organization information, click on the column heading and select Organization. This field is optional.

  If you choose to import the Organization data, the program will print out one separate form for each different organization. If you want to exclude organization from your printout, leave the default "Do Not Import" heading.

- ❑ Determine whether it is necessary to click the "Ignore Header" checkbox.

- ❑ Click "Next" to continue to the **Choose Testing Parameters** screen.

## Step 4: Choose Testing Parameters

The **Choose Testing Parameters** screen shows all of the formatted roster data for your Unit and contains the entire test parameters that you need to input. The roster data appears in the list on the left. The testing parameters appear on the right.
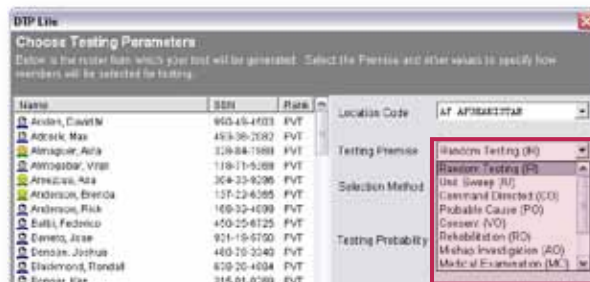


Perform the following steps to complete the **Choose Testing Parameters** screen:

❑ Click on the "Location Code" list and select the location code for your Unit's current location.
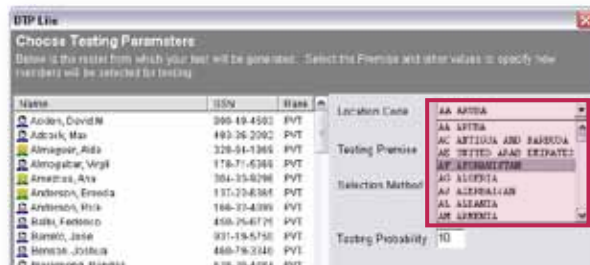


❑ Click on the "Testing Premise" list and select the appropriate testing premise (Test Basis Code). The default testing premise is Random Testing (IR).



You may only assign one Test Basis Code at a time. If you are testing for multiple purposes, you will need to create additional selections.

It is imperative that you assign an accurate testing premise every time.

❑ For Random Selection (IR) tests only, choose a Selection Method.

If you select Probability, DTP will select approximately the percentage of the Unit in the Testing Probability field. The actual number of participants will automatically adjust from test to test.

If you select Total Number, DTP will select the number of Soldiers that you specify in the Testing Count field. This is the recommended selection method.
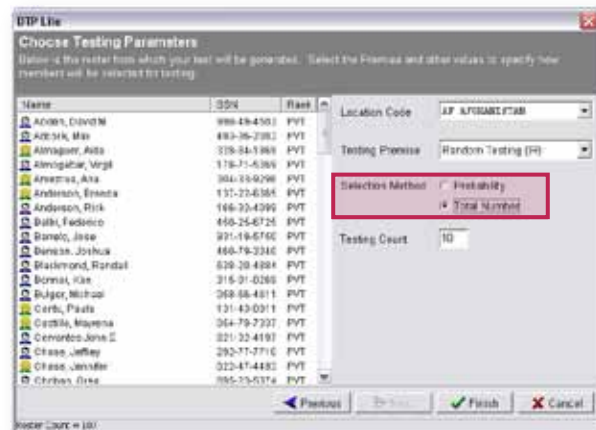


❑ For IR tests only, enter the desired number in the Testing Count or Testing Probability field.

The default number for both methods is 10. Either clear the field and enter a new value, or continue to accept the default entry. Be careful not to accidentally add a "0" to the default 10.

❑ For IR and IU tests only, click Finish to continue. A Confirm dialog box appears.

❑ Click No to modify the parameters or click Yes to continue to the **Print Products** screen.



❑ Click Next if you selected a testing premise other than IR or IU to continue to the **Select Members for Testing** screen.

## Step 5: Select Members for Testing (Only for Tests Other Than IR and IU)

When you select a testing premise other than Random Testing (IR) or Inspection Unit (IU) and click Next in step four, the *Select Members for Testing* screen appears.

Familiarize yourself with the *Select Members for Testing* screen. The full list of Soldiers in your Unit appears on the left. The Soldiers you select to be tested appear on the right. The controls for selecting or deselecting Soldiers are in the center of the screen.
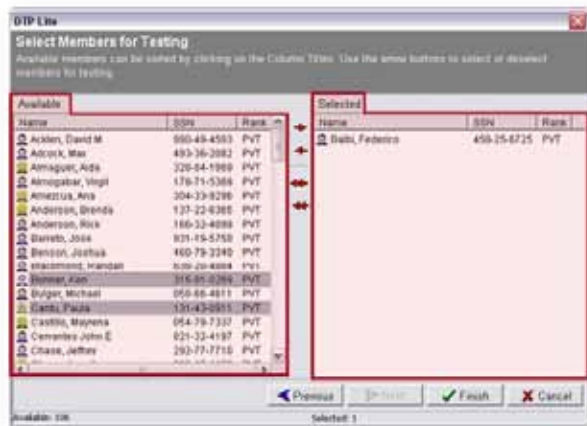


Perform the following steps to select a particular individual for testing:

❑ Click on the Soldier's name on the "Available" list on the left.

❑ Click the upper red single arrow in the center.

The selected Soldier's name appears in the Selected list on the right. Repeat this process to select additional individual Soldiers.

> Another way to select multiple individual Soldiers is to press and hold the Ctrl key on the keyboard after selecting the first name, click the remaining names, and then click the upper red single arrow to complete the selection.
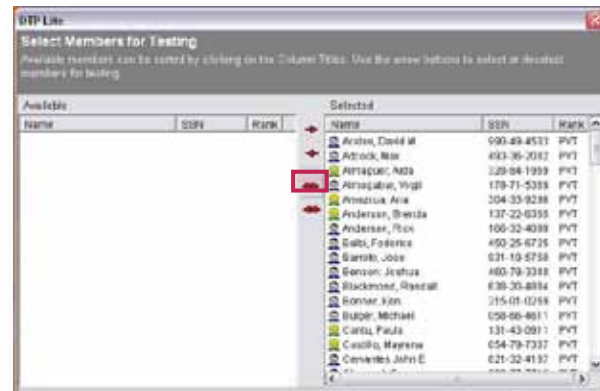
Perform the following steps to remove a particular individual from the testing selection:

❑ Click on the Soldier's name on the Selected list on the right.

❑ Click on the lower red single arrow in the center.

The deselected Soldier's name disappears from the list on the right.

Perform the following step to select all of the members of your Unit for a Unit Sweep:

❑ Click on the upper red double arrow in the center.



The names of all Soldiers in the roster file appear in the "Selected" list on the right.

Perform the following steps to remove all members from a selection

❑ Click on the lower red double arrow in the center.

Perform the following steps to complete the *Select Members for Testing* screen:

❑ Click Finish. A confirm dialog box appears.



❑ Click Yes in the dialog box when you are ready to create your test sample.

## Step 6: Input Data on the Print Products Screen

The **Print Products** screen shows the list of Soldiers selected for testing and contains all of the print settings for your testing documentation. A list of Soldiers selected for testing appears on the left. The testing data and items to print appear on the right.
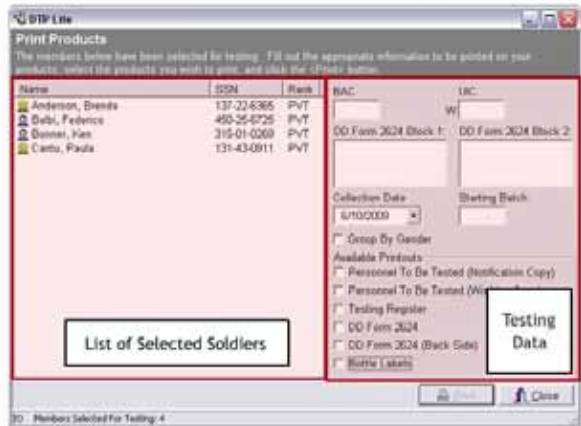


Perform the following steps to complete the **Print Products** screen:

❑ Click in the "BAC" box and carefully enter your Base Area Code. Refer to the ASAP Web site if you don't know your BAC.

It is critical that you enter the correct BAC.

❑ Click in the "UIC" box and carefully enter your Unit Identification Code. The "W" is already entered for you. Refer to the ASAP Web site if you don't know your UIC.
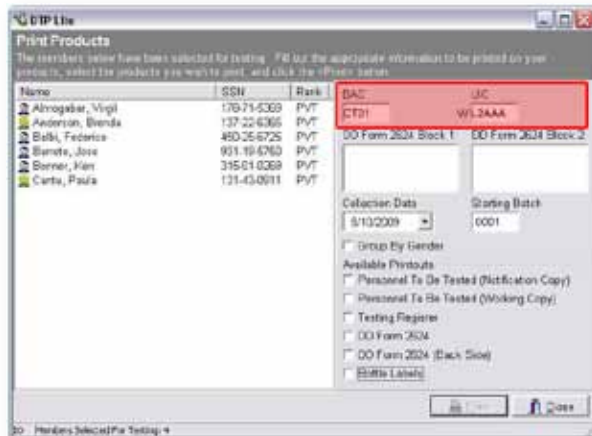


❑ Click on the DD Form 2624 Block 1 box and carefully enter the Unit designation, complete address, and phone number for the Unit conducting the collection.

You can only enter three lines of information and only a portion of your actual entries will be visible.

❑ Click on the DD Form 2624 Block 2 box and carefully enter the contact information for your installation ASAP office (Army Units in garrison), state JSAPC/O (NG Units in garrison), RSC ADCO (USAR Units in garrison), or BACM information (all deployed Units).

You can only enter three lines of information and only a portion of your actual entries will be visible.
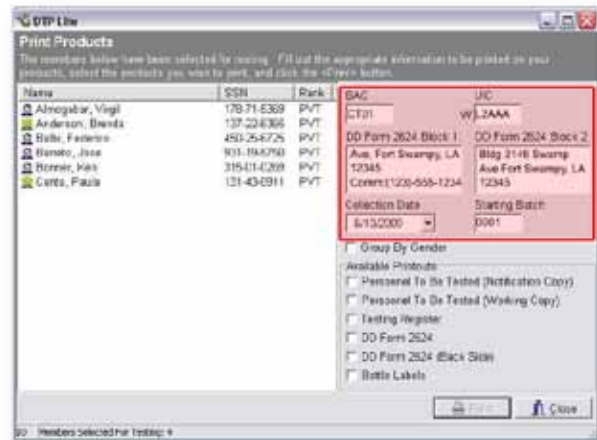


❑ Click on the Collection Date to open a calendar. Select the date that the test will occur. The default setting is the current date, but you can change it to print your documents a day or two ahead of time.

❑ Click in the "Starting Batch" box if you wish to change the batch number. Batch numbers start at 0001 for each day.

The program will automatically calculate the batch numbers if your sample is larger than twelve.

If you select personnel for one test, and then select personnel for an additional test later in the same day, be sure to change the batch number before printing products for the second test.

❑ If you want to print separate sets of documents for males and females, click in the Group By Gender checkbox.
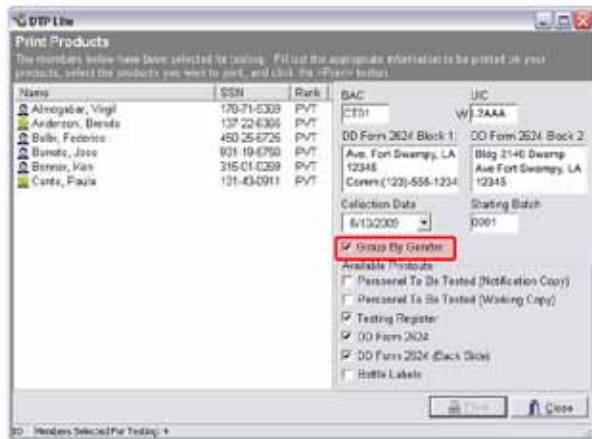


This is not required, but having separate lists for men and women can make it easier to stay organized and run testing efficiently, especially when conducting a Unit Sweep or testing a large number of Soldiers. With two lists, it's easier to locate names as Soldiers check in.

❑ Click the check boxes under Available Printouts to select required products for print.
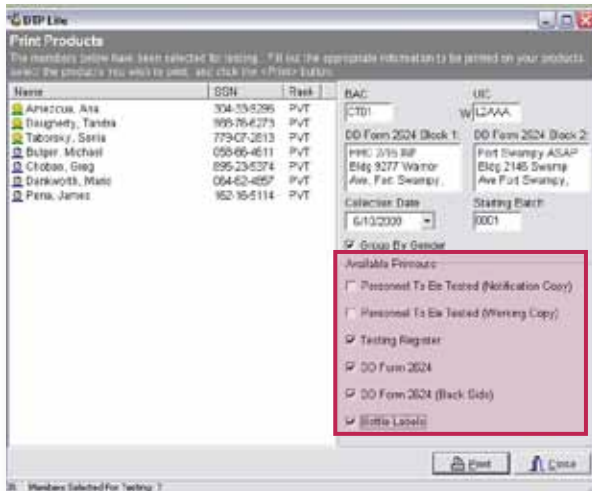


Required products to print are:

• Testing Register
• DD Form 2624
• DD Form 2624 (Back Side)
• Bottle Labels

❑ Click the check boxes under Available Printouts to select optional products to print, if desired.

These documents help simplify contacting and tracking Soldiers for testing. They are only available DTP-Full Version software.
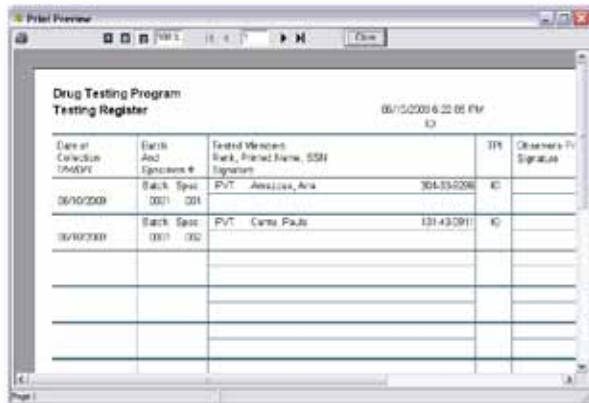
Optional products to print are:

• Personnel to Be Tested (Notification Copy)
• Personnel to Be Tested (Working Copy)

❑ Click on the "Print" button and view the **Print Preview** screen.

## Step 7: Preview and Print Documentation

When the **Print Preview** screen first opens, it shows the first document that will be printed.

- Typically, the first document will be the Testing Register.



Complete the following steps to preview and print documentation from the **Print Preview** screen:

❑ Click the Printer icon in the upper left corner of the screen to open the Print Dialog box.

❑ Verify that the correct printer name is selected. If it is not correct, click the name box to open a drop-down list and select the correct printer.
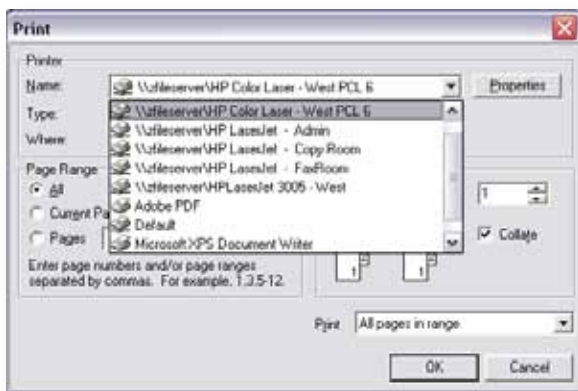


❑ Click "OK" to send the document to the printer.

Be sure that you treat any printed papers as FOUO. Shred them or use a burn bag to dispose of them.

❑ Click "Close" at the top of the screen.

❑ The **Print Preview** screen will then show the next document to be printed.

❑ Repeat **Print Preview** screen steps above to print all documents. Typically, the remaining documents will print in this order:

- DD Form 2624
- DD Form 2624 (Back Side)

When printing the DD Form 2624, it is imperative that you print both sides of the form on one sheet of paper, with the top in the same position on both sides.

- Bottle Labels

Before printing bottle labels, a Starting Label Position dialog box asks you for a location at which to print the first label. The default location is "1". Keep in mind that there are 10 labels on a sheet. Change the default position if you are starting with a partially used sheet. Enter the starting page position desired and click "OK" to print the labels.
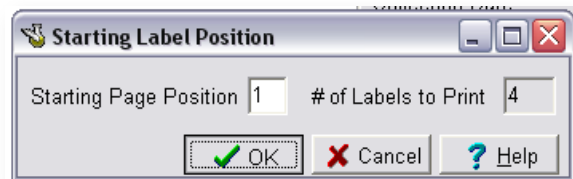


❑ Click "Close" on the **Print Preview** screen when all products have printed properly.

❑ Click "Close" on the **Print Products** screen. A Confirm dialog box appears.
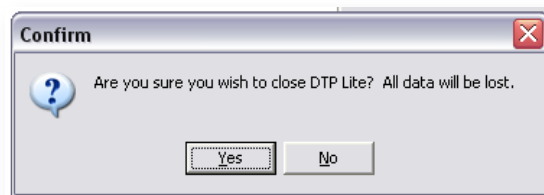


❑ Click "Yes" to close DTP Lite or "No" to return to the **Print Products** screen.

REMEMBER: If you close the program, all information you have entered to this point will be lost and you will not be able to print any other forms.