isual Information Ordering Sit

8. Verify all information and click **<u>Submit</u>**.



9. Once you submit the request you can <u>Preview and Print</u>.



Please visit <u>http://www.vios.army.mil</u> (CAC Login) or via AKO username/password

go to http://www.vios-akoeast.army.mil

For any assistance

or

cancellations

please contact: <u>TSC Wiesbaden VI Studio</u> (Graphic's and Photographic's) Mark Warren and Volker Ramspott VI Specialist

> DSN 337-5605 CIV 0611-705-5605

TSC Wiesbaden VI Equipment Loan Ronald Teal Training Resource Specialist & Giovanni Inserra Training Instructor 337-5006 CIV 0611-705-5006

> <u>Location</u> Wiesbaden Army Airfield Building 1032



VISUAL INFORMATION ORDERING SITE

STEP-BY-STEP PROCEDURES

Submitting a Work Request for Photo/Graphic Services

Visual Information Ordering Site

Visual Information Ordering Site

1. Once login, please select VIOS Wiesbaden for your Installation.

O Login tanya dillingham

Log In

n: Select Installation

Missouri ARNG

e ti New Hampshire ARNG ion New Jersey ARNG

New York ARNG North Carolina ARNG

Redstone Arsena

ⁿ RHODE ISLAND ARNG ⁹ Rock Island Arsenal South Carolina ARNG

TAPC-Training Aids Produ Tennessee ARNG Tobyhanna Army Depot

U.S. Army War College at US Army Combat Readine

US Army Garrison-Mian

VIOS HEIDELBERG

√irgin Islands ARNG ∕irginia ARNG

Valter Reed Army Institutalter Reed Army Medica

USAMRICD Vermont ARNG

West Point

e Nebraska ARNG

Ohio ARNG Pennsylvania ARNG Picatinny Arsenal Puerto Rico ARNG

2. Click on Work Request (3903)

Work Request	
ANALYSICAL STREET, SALES	and the second
all and a	1000 march
	3003
Work	Request

3. Fill in all pink fields (white fields optional). Ensure that you input only your government E-mail address, then click <u>Next</u>.



 The Justification field is mandatory. For graphic and photo requests select the bubble tab. <u>Photography</u>: DA, Command or Passport Photos or <u>Graphics</u>: Signs, or Charts,



Once you select photo's like in the above screen, then you will select the type of photo you request. Then click <u>Next</u>



6. Click on the **<u>Required Date</u>** calendar icon and from the pop up screen (calendar), click on the required date and then click Add Item.



7. Add any additional comments here (Optional). Then click **Next.**



Visual Information Ordering Sit