
Central Clothing Distribution
Supplement to Version 1.4 of the
User Handbook



Quick Reference

**On-line Document Registers,
On-Line Reports and
Quick Link to Order Contents**

Prepared by



29 March 2001

CONTENTS

CONTENTS.....	II
1.0 PURPOSE OF THIS QUICK REFERENCE	3
2.0 THE ON-LINE DOCUMENT REGISTER.....	3
2.1 GENERAL.....	3
2.2 PENDING ORDERS REGISTER	4
2.3 SHIPPED ORDERS REGISTER	5
2.4 RECEIVED ORDERS REGISTER.....	5
3.0 ON-LINE REPORTS.....	6
3.1 ACCESSING ONLINE REPORTS	6
3.2 ONLINE REPORTS	7
3.2.1 SOLDIER DEMAND HISTORY REPORT	7
3.2.2 SOLDIER ORDER HISTORY REPORT	8
3.2.3 UNIT DEMAND HISTORY REPORT	8
3.2.4 UNIT ORDER HISTORY REPORT	9
3.2.5 UNIT ORDER HISTORY REPORT – DETAILED.....	10
3.2.6 ONLINE REPORTS NOT GENERALLY USED BY UNITS	10
3.3 MANIPULATING THE DATA.....	12
4.0 QUICK LINK TO VIEW ORDER CONTENTS	12
4.1 GENERAL.....	12
4.2 USING THE QUICK CLICK FEATURE.....	12

1.0 PURPOSE OF THIS QUICK REFERENCE

The purpose of this quick reference is to provide Supply Sergeants with information they need NOW on how to use three features added to the CCDF web site since Version 1.4 (w/Change 1) of the CCD User Handbook was distributed. Recommend that this Quick Reference be retained with the User Handbook. When version 2.0 of the CCD User Handbook is released, it will include this information.

Questions and comments relative to this reference document may be directed to your Central Clothing Distribution (CCD) Program State Administrator.

2.0 THE ON-LINE DOCUMENT REGISTER

2.1 GENERAL

Effective 1 April 2001, the CCDF maintains a suite of three on-line document registers that automatically record unit orders and any backorders created and enter status. Unit involvement is limited to a requirement to acknowledge receipt of the shipment. The requirement to maintain a separate document register at unit level is terminated.

The document registers are accessed from the CCDF Main Menu by clicking the DOCUMENT REGISTER button. The Document Register home page (figure 2-1) is displayed. Clicking on their button on this page accesses each of the three registers.



Figure 2-1. Document Register Home Page

2.2 PENDING ORDERS REGISTER

The Pending Orders Register (figure 2-2) lists orders received by the CCDF but not yet shipped. When an order is shipped, the entry automatically migrates to the Shipped Register.

Document Number	Last Name	Date Entered	Status
W90NNF10599003	CISCO	2/28/01 3:09:22 PM	Processing...
W90NNF10599002B	MANN	2/28/01 3:04:22 PM	Processing...
W90NNF10599001	HAFLEY	2/28/01 2:59:54 PM	Processing...

Figure 2-2. Pending Orders Register

2.3 SHIPPED ORDERS REGISTER

The Shipped Orders Register (figure 2-3) displays document register entries for orders shipped by the CCDF but not marked as received by the unit. When the unit receives the shipment, supply personnel access the document register, click the RECEIVED button on the appropriate line, and the entry automatically migrates to the Received Register.

Main Menu		Shipped Orders Register				
Document Registry Home						
Get Order Status for		DODAAC: W90NND			<input type="button" value="Get Order Status"/>	
Page 1 of 2 --- Showing Shipment(s) 1 through 10 of 13 Shipment(s) found					Show 10 per page	
Sort By: Date Received		Descending			Search: <input type="text"/> <input type="button" value="Go"/>	
					<input type="button" value="Next Page"/>	
Document Number	Last Name	Priority	Date Entered	Shipped	Tracking	Comments
W90NND10609004	HORNBECK	2	3/1/01 8:34:00 AM	3/1/01	1ST CLASS MAIL	<input type="button" value="Received"/>
W90NND10609003	HORNBECK	2	3/1/01 8:31:27 AM	3/1/01	1ST CLASS MAIL	<input type="button" value="Received"/>
W90NND10609002	HORNBECK	2	3/1/01 8:24:37 AM	3/1/01	1ZX688X10307711575	<input type="button" value="Received"/>
W90NND10609006	HORNBECK	2	3/1/01 8:21:46 AM	3/1/01	1ZX688X10307711280	<input type="button" value="Received"/>

Figure 2-3. Shipped Orders Register

2.4 RECEIVED ORDERS REGISTER

Documents acknowledged as received by supply personnel (see 4.4.3) migrate to the Received Orders Register (figure 2-4) and remain displayed on that register for 30 days following acknowledgement of receipt. Concurrently, the document record is posted to the Unit Order History File and may be accessed by using the Unit Order History Report function (see 10.3.4). Thirty days after the acknowledgement of receipt, the document entry is automatically removed from the Received Register but the transaction remains accessible by using the Unit Order History Report function.

Main Menu		<h1>Received Orders Register</h1>		
Document Registry Home				
Get Order Status for	DODAAC: <input type="text" value="W90NND"/>	<input type="button" value="Get Order Status"/>		
Page 1 of 1 --- Showing Shipment(s) 1 through 1 of 1 Shipment(s) found		Show <input type="text" value="10"/> per page		
Sort By: <input type="text" value="Date Received"/> <input type="text" value="Descending"/>	Search: <input type="text"/>		<input type="button" value="Go"/>	
Document Number	Last Name	Received	Tracking	Comments
W90NND10609001	HORNBECK	3/7/01 4:14:12 PM	1ZX688X10307711388	thanks good job TEST

Figure 2-4. Received Orders Register

3.0 ON-LINE REPORTS

3.1 ACCESSING ONLINE REPORTS


To access the online reports, lick on the  button on the CCDF main menu screen (Figure 3-1).



Figure 3-1. CCDF Main Menu

The **Clothing Report Engine** screen (Figure 3-2) will appear. Select the desired report from the **Report Name** dropdown menu. Define the period to be covered, using the **Start Date** and the **End Date** dropdown menus. Select the **DODAAC** from the dropdown menu. (The DODAACs appearing on the dropdown menu are those that the user's LOGIN ID allows them to access.) When the choices noted have been made, click the **Run Report** button.

Note that the Soldier Demand History and Soldier Order History reports are accessed slightly differently, by entering the **SSAN** rather than by selecting a **DODAAC**. **NEVER fill in more than one of the three primary search fields (State, DODAAC or SSAN).**

The screenshot shows the 'Clothing Report Engine' interface. It features several search criteria fields: 'Report Name' (dropdown), 'State' (dropdown), 'Start Date' (calendar-style dropdown), 'Number of Records per Page' (dropdown set to 'All'), 'DODAAC' (dropdown), and 'End Date' (calendar-style dropdown). Below these is a 'Soldier SSN' text input field with a note: 'Do not include hyphens or other alpha characters. This field is used only on the Soldier Order History and Soldier Demand History reports.' A 'Run Report' button is located at the bottom right of the form.

Figure 3-2, Clothing Report Engine Screen

3.2 ONLINE REPORTS

3.2.1 Soldier Demand History Report

This report (figure 3-3) displays a list of items supplied to a specific soldier identified by SSAN over a specified period of time.

Soldier Demand History						
From 3/1/1999 to 9/1/2000						
SSAN	NSN	Nomenclature	Qty	Size	Total Cost	
8499	8415-01-084-1017	TROUSERS,CAMO - TEMP CC-A	2	L-R	155.60	
8499	8415-01-084-1656	COAT,CAMO PAT - TEMP CC-A	2	L-R		
8499	8415-01-234-4418	TRUNKS,GENERAL PURP	1	X-LARGE		
8499	8415-01-390-8550	COAT,CAMO PAT - EHW CC-A	2	L-R		
8499	8415-01-390-8949	TROUSERS,CAMO - EHW CC-A	2	L-R		
8499	8430-01-198-1326	BOOTS,COMBAT	2	11 1/2 R		
8499	8455-01-083-5234	INSIGNIA, Shld Slv Sub	4	197th FAB		

Figure 3-3, Soldier Demand History Report

3.2.2 Soldier Order History Report

This report (figure 3-4) displays a history, by NSN and quantity, of items issued to a specific soldier, identified by SSAN, over a specified period of time.

Soldier Order History								
From 3/1/1999 to 10/1/2000								
Doc_Num	Date_entered	FName	LName	MI	SSN	NSN	Article	Total Quantit
W90NND00269008	3/8/00 7:32:35 PM	STEVEN	GIBSON	D	3361	8405-01-330-7439	COAT,MAN'S CC-A	1
W90NND00269008	3/8/00 7:32:35 PM	STEVEN	GIBSON	D	3361	8455-01-093-3737	INSIGNIA, Shld Slv Col	1
W90NND92450101	9/2/99 10:18:51 AM	Steven	Gibson	D	3361	8455-01-093-3737	INSIGNIA, Shld Slv Col	1
W90NND92450101	9/2/99 5:56:21 PM	Steven	Gibson	D	3361	8405-01-341-9995	TROUSERS,MEN'S	1
W90NND92450101	9/2/99 5:56:21 PM	Steven	Gibson	D	3361	8455-01-093-3737	INSIGNIA, Shld Slv Col	1
W90NND92450101B	9/2/99 5:56:21 PM	Steven	Gibson	D	3361	8405-01-330-7428	COAT,MAN'S CC-A	1

Figure 3-4, Soldier Order History Report

3.2.3 Unit Demand History Report

This report (figure 3-5) consists of a listing of clothing items ordered by a specific unit over a specified period of time. The report is generally used to see the volume of items ordered arrayed by type of item. The Procurement Grouping Code (PGC) aggregates like items (i.e., all combat boots are rolled up on a single line under PGC 01895).

Unit Demand History From 2/1/2000 to 9/1/2000		
PGC	Nomenclature	Qty
00001	BELT,TROUSERS - Black Tip	7
00288	Belt, trousers Brass tip	2
00296	GLOVE INSERTS,COLD	18
00304	SOCKS	132
00306	SOCKS,MEN'S STR BLK	14
01672	SHIRT,MAN'S - SS	10
01694	CAP,CAMO - TEMP	12
01695	COAT,CAMO PAT - TEMP CC-A	28
01703	TROUSERS,CAMO - TEMP CC-A	30
01730	COAT,COLD WEATHER CC-A	5
01770	UNDERSHIRT,MAN'S BWN	135
01834	GLOVES, M&W DRESS	10
01895	BOOTS,COMBAT	19

Figure 3-5, Unit Demand History Report

3.2.4 Unit Order History Report

This report (figure 3-6) displays an order history for a specific DODAAC for a specific time period.

Unit Order History From 2/1/2000 to 9/1/2000								
State	DODAAC	Doc_Num	LName	FName	MI	SSAN	Total Cost	Ship Date
KY2	W90NND	W90NND00689014	BERTRAM	WILLIAM	D	8960	343.5	3/28/00
KY2	W90NND	W90NND02389001	BLYTHE	JOHNNIE	W	1057	346.3	9/28/00
KY2	W90NND	W90NND01579000	CHILDERS	TIMOTHY	W	8985	595.05	6/28/00
KY2	W90NND	W90NND02249000	CHILDERS	TIMOTHY	P	1187	100.5	8/16/00
KY2	W90NND	W90NND02439001	CHILDERS	TIMOTHY	P	8985	503.6	9/8/00
KY2	W90NND	W90NND02439001B	CHILDERS	TIMOTHY	P	8985	5.3	9/15/00
KY2	W90NND	W90NND02439001BB	CHILDERS	TIMOTHY	P	8985	9.1	9/28/00
KY2	W90NND	W90NND02439001BBB	CHILDERS	TIMOTHY	P	8985	99.85	10/16/00
KY2	W90NND	W90NND00789000	CLAPP	ZEBULON	T	5558	221.8	4/19/00
KY2	W90NND	W90NND01419001	CLAPP	ZEBULON	T	5558	76.6	5/30/00
KY2	W90NND	W90NND01999001	CLAPP	ZEBULON	T	5558	100.5	7/20/00
KY2	W90NND	W90NND00689013	COATS	AARON	T	3270	10.95	3/12/00
KY2	W90NND	W90NND00689012	COLEMAN	MATTHEW		3357	87.55	3/11/00

Figure 3-6, Unit Order History Report

3.2.5 Unit Order History Report – Detailed

This report (figure 3-7) is similar to the Unit Order History Report (3.2.4 above), except that it details the orders by item. Command Supply Discipline Teams desiring a list of all items issued to a unit during a specified period, arrayed by soldier, will likely select this report.

Unit Order History - Detailed									
From 3/1/2000 to 7/1/2000									
Doc_num	Date_entered	FName	LName	MI	SSAN	NSN	Article	TQty	Ship Date
W90NND00269008	3/8/00 7:32:35 PM	STEVEN	GIBSON	D	3361	8405-01-330-7439	COAT,MAN'S CC-A	1	3/22/00
W90NND00269008	3/8/00 7:32:35 PM	STEVEN	GIBSON	D	3361	8455-01-093-3737	INSIGNIA, Shld Slv Col	1	3/22/00
W90NND00689000	3/8/00 6:58:07 PM	JERRY	JUNCKER	J	7620	8415-01-084-1647	COAT,CAMO PAT - TEMP CC-A	1	3/22/00
W90NND00689000	3/8/00 6:58:07 PM	JERRY	JUNCKER	J	7620	8415-01-084-1713	TROUSERS,CAMO - TEMP CC-A	1	3/22/00
W90NND00689000	3/8/00 6:58:07 PM	JERRY	JUNCKER	J	7620	8440-01-161-7133	GLOVES, M&W DRESS	1	3/22/00

Figure 3-7, Unit Order History Report- Detailed

3.2.6 Online Reports Not Generally Used by Units

3.2.6.1 General

The following reports are available to units, but primarily intended for the use of commands in monitoring trends.

3.2.6.2 Bulk Order Report

This report (figure 3-8) lists all bulk orders received from units in the State (and subsequently shipped) in the specified period.

Bulk Order Report From 9/1/2000 to 12/1/2000							
State	DODAAC	Doc Number	NSN	Nomenclature	QTY	NSN Ext. Cost	Doc. Ext. Cost
KY2	W90NND	W90NND03279004	8455-01-093-3738	INSIGNIA, Shld Slv Sub	60	36.00	58.50
KY2	W90NND	W90NND03279004	8455-01-113-0066	BADGE, Qual Weapon	50	22.50	
KY2	W90NND	W90NND03279005	8455-00-249-0156	RIBBON ATTACHMENT	100	10.00	152.50
KY2	W90NND	W90NND03279005	8455-01-112-7674	BADGE CLASP	100	15.00	
KY2	W90NND	W90NND03279005	8455-01-113-0062	BADGE, Qual Weapon	50	62.50	
KY2	W90NND	W90NND03279005	8455-01-113-0102	BADGE, Qual Class A	100	65.00	
KY2	W90NND	W90NND03279006	8455-01-113-2638	BADGE CLASP	100	25.00	25.00
KY2	W90NND	W90NND03279007	8455-01-112-7677	BADGE CLASP	50	12.50	12.50

Figure 3-8, Bulk Order Report

3.2.6.3 Emergency Urgency Report

This report (figure 3-9) lists the priorities applied by units to their orders for the period selected. Frequent use of emergency (air or ground) urgency by a unit indicates a broken process somewhere. It could be lack of prior planning at unit level, late notification of selection for school training or some other disconnect that imposes unnecessary costs on the supply system and requires a fix. Supply economy and stewardship considerations suggest the need for command attention to the underlying problem(s).

Emergency Urgency Report From 1/1/2000 to 2/1/2000				
State	DODAAC	Doc_num	Urgency	\$ Value
NV2	W90RG2	W90RG293441001	1	\$513.80
NV2	W90RG2	W90RG200031001	4	\$680.95
NV2	W90RG2	W90RG200031001B	4	\$20.70
NV2	W90RG2	W90RG200031001BB	4	\$99.80
NV2	W90RG2	W90RG200031001BBB	4	\$31.95
<i>Sum of priority: 5</i>				

Figure 3-9, Emergency Urgency Report

3.3 MANIPULATING THE DATA

The reports cannot be sorted online. It is fairly easy, however, to manipulate the data by placing it into an Excel® spreadsheet and then using the **Sort** function of Excel®. The CCDF is not responsible to provide assistance with or validate the results of data manipulated using this process. Use the following procedure:

- Highlight all the data, including column titles, on the online report. (Make sure you remember the total number of rows and the columns involved.)
- Right click, select **Copy** and release the button.
- Open a new Excel® spreadsheet.
- Highlight the same number of rows and columns on the excel spreadsheet.
- Right click, select **Paste** and release the button.
- Keeping the area pasted highlighted, on the toolbar select **Format, Column, Autofit Selection**.
- To sort the data, on the toolbar select **Data, Sort** and then select the desired sorting criteria.

4.0 QUICK LINK TO VIEW ORDER CONTENTS

4.1 GENERAL

The CCDF Web site now allows users to see what items were ordered on a particular document by merely clicking on the document number. This function is available from the Order Status Screen and all three document register pages (Pending, Shipped and Received).

4.2 USING THE QUICK CLICK FEATURE

Clicking on the document number (figure 4-1) will display a CCDF Form 3 listing all of the items on the original order (figure 4-2). If any of the items on the original order were placed on backorder, the quantity will be shown as zero and the item will be listed on the backorder document (original document number appended with a “B”.)

Main Menu **Order Status**

Get Order Status for **DODAAC:**

Page 1 of 1 --- Showing Shipment(s) 1 through 8 of 8 Shipment(s) found Show per page

Sort By: Search:

Document Number	Last Name	Date Entered	Status	Tracking
W90NNF10659001	GLOVER	3/6/01 1:50:44 PM	Shipped	1ZX688X10342178694
W90NNF10619001	GREENWELL	3/2/01 2:31:37 PM	Shipped	
W90NNF10599004	CISCO	2/28/01 3:12:13 PM	Shipped	1ZX688X10307708829
W90NNF10599003B	CISCO	2/28/01 3:09:22 PM	Processing...	
W90NNF10599003	CISCO	2/28/01 3:09:22 PM	Shipped	1ZX688X10340111080
W90NNF10599002	MANN	2/28/01 3:04:22 PM	Shipped	1ZX688X10340945000
W90NNF10599002B	MANN	2/28/01 3:04:22 PM	Shipped	1ST CLASS MAIL
W90NNF10599001	HAFLEY	2/28/01 2:59:54 PM	Shipped	1ZX688X10341497234

Figure 4-1, Order Status Screen

Personal Clothing Request				DATE					
				3/16/01					
Name (Last, First, MI)		ADDRESS							
GLOVER, CHARLES, D		1503 E. BROADWAY							
DODAAC	DOCUMENT NO.	CAMPBELLSVILLE							
W90NNF	W90NNF10659001	KY							
SSN	PHONE	42718-9229							
7747									
GRADE	URGENCY	CATEGORY	TYPE OF TRANSACTION	Sewing Instructions					
E-4	4	NG	Exchange	No					
Qty	Article	Size	Unit Price	Total Cost	Qty	Article	Size	Unit Price	Total Cost
2	COAT,CAMO PAT - TEMP CC-A	M-R	\$23.15	\$46.30	2	TROUSERS,CAMO - TEMP CC-A	M-R	\$24.40	\$48.80
2	TROUSERS,CAMO - EHW CC-A	M-R	\$28.10	\$56.20	2	COAT,CAMO PAT - EHW CC-A	M-R	\$26.80	\$53.60
2	INSIGNIA, Shld Slv Sub	138th FA	\$0.60	\$1.20					
CCDF Form 3		Ordered By: JOSEPH E. TAYLOR			Total:		\$206.10		

Figure 4-2, List of Items Ordered

PROBLEMS CONNECTING?

If you are on a military network (RCAS) and are unable to connect using the www.ngmmc.ngb.army.mil address, try to connect using the www.ngmmc.com address. While a connection to the .com site will likely be too slow for your use, the ability to make that connection validates that the problem connecting to the .mil address is due to problems with the .mil network. If the attempt to connect to .com is successful, contact the .mil help desk at DSN 327-9614, Ext. 3 or 1-800-821-3097, Ext. 3. (Help desk hours are 0600-1800 M-F and 0800-1800 Sat and Sun.) Let the help desk know that they should refer to their ticket as a “CCDF Problem”. However, if you connected using a military network, do NOT attempt to use the CCDF’s .com address to place an order.