

LESSON 1:

1. What web address should you use to access the ECAT application?

a. www.ecat.com

This is incorrect.

b. www.dmmonline.com

This is correct. Typing this address into your web browser will access the DMMonline homepage, which will provide you the links to access the ECAT application.

c. www.dmmonline.mil

This is incorrect.

d. www.ecat.mil

This is incorrect.

2. From DMMonline, which two links allow you to access the ECAT homepage?

a. [Web-based Ordering – ECAT or the Equipment tab](#)

This is partially correct. Clicking the Web-based Ordering link will bring up the ECAT homepage. However, although there are Equipment items in the ECAT application, the Equipment link will take you to the homepage of the Equipment Commodity Business Unit at the Defense Supply Center Philadelphia.

b. [The Order Products or the Med/Surg tab](#)

This is partially correct. Clicking the Order Products link will bring up the ECAT homepage. However, although there are Medical/Surgical items in the ECAT application, the Med/Surg link will take you to the homepage of the Med/Surg Commodity Business Unit at the Defense Supply Center Philadelphia.

c. [The Equipment tab or the Med/Surg tab](#)

This is not correct. Clicking the Equipment Link will take you to the homepage of the Equipment Commodity Business Unit at the Defense Supply Center Philadelphia. Clicking the Med/Surg link will take you to the homepage of the Med/Surg Commodity Business Unit at the Defense Supply Center Philadelphia.

d. [Web-based Ordering – ECAT or the Order Products tab](#)

This is correct. Clicking both of these links will bring up the ECAT homepage.

LESSON 2:

1. What is the Product Search Feature?

a. [A method of searching for user information in the ECAT database](#)

This is incorrect. The Product Search feature is a method of searching for the products you are looking for in the ECAT database.

b. A method of searching for DoDAAC information in the ECAT database

This is incorrect. The Product Search feature is a method of searching for the products you are looking for in the ECAT database.

c. A method of searching for the products you are looking for in the ECAT database

This is correct.

d. A method of searching for the shipping information you need in the ECAT database

This is incorrect. The Product Search feature is a method of searching for the products you are looking for in the ECAT database

2. In computers, what do you call a special symbol that can stand for multiple characters?

a. Icon

This is incorrect. In computers, a special symbol that can stand for multiple characters is called a wildcard. Using a wildcard can expand your search capability by returning products that begin with a specific character set and end with different ones. The wildcard character used in ECAT is the asterisk (*).

b. Wildcard

This is correct. Using a wildcard can expand your search capability by returning products that begin with a specific character set and end with different ones. The wildcard character used in ECAT is the asterisk (*).

c. Compound character

This is incorrect. In computers, a special symbol that can stand for multiple characters is called a wildcard. Using a wildcard can expand your search capability by returning products that begin with a specific character set and end with different ones. The wildcard character used in ECAT is the asterisk (*).

d. Narrow Search

This is incorrect. In computers, a special symbol that can stand for multiple characters is called a wildcard. Using a wildcard can expand your search capability by returning products that begin with a specific character set and end with different ones. The wildcard character used in ECAT is the asterisk (*).

3. What is the best method of searching for all products with the same Manufacturer Part Number in ECAT, assuming you did not already have the part number?

a. Search for a product using a different parameter, click the product's name on the Product Listing screen, and click the Search for Manufacturer Part Number button on the Item Base Detail screen

This is correct. After you find the products with matching Manufacturer Part Numbers, you can place them on your Working List and compare them to determine if they are equivalent products.

- b. Search for a product using a different parameter, click the supplier's name on the Product Listing screen, and click the Search for Manufacturer Part Number button on the Item Base Detail screen

This is incorrect. After searching for the product you are looking for, you must click the product's name on the Product Listing screen, not the supplier's name. Then, click the Search for Manufacturer Part Number button on the Item Base Detail screen. Remember, after you receive your list of products with matching Manufacturer Part Numbers, you can place them on your Working List and compare them to determine if they are equivalent products.

- c. Search for a product using a different parameter and click the Search for Manufacturer Part Number button on the Item Base Detail screen

This is incorrect. Before you click the Search for Manufacturer Part Number button, you must first click the product's name. Then, you can click the button and receive a list of products with matching Manufacturer Part Numbers.

- d. Search for a product using a different parameter, click the product's name on the Product Listing screen, and click the Attributes button

This is incorrect. You should click the Search for Manufacturer Part Number button in order to return all products with the same Manufacturer Part Number.

4. Which of the following is NOT a Search Parameter in ECAT?

- a. Narrow Search By

This is incorrect. Narrow Search By is one of the Search Parameters at the bottom of the Product Search page that are used to customize your search results.

- b. Order Search Results

This is incorrect. Order Search Results is one of the Search Parameters at the bottom of the Product Search page that are used to customize your search results.

- c. View Supplier Catalogs

This is incorrect. View Supplier Catalogs is one of the Search Parameters at the bottom of the Product Search page that are used to customize your search results

- d. Product Search**

This is correct. Product Search is the name of the entire search feature, not a Search Parameter. Search Parameters are the options at the bottom of the Product Search page that are used to customize your search results.

5. Which of the following is a valid product name search in ECAT?

a. Vinyl gloves

This is correct. A Product Name search can only be one or two words long.

b. Powdered, Vinyl Gloves

This is incorrect. A Product Name search can only be one or two words long. To add additional descriptive words to your search, use the Narrow by product description field on the Product Search page or the Keyword Search field on the Product Listing page.

c. Large, Powdered, Vinyl Gloves

This is incorrect. A Product Name search can only be one or two words long. To add additional descriptive words to your search, use the Narrow by product description field on the Product Search page or the Keyword Search field on the Product Listing page.

d. Large, White, Powdered Vinyl Gloves

This is incorrect. A Product Name search can only be one or two words long. To add additional descriptive words to your search, use the Narrow by product description field on the Product Search page or the Keyword Search field on the Product Listing page.

6. What does it mean to filter data?

a. To improve the accuracy of the data.

This is incorrect. The data in the application is accurate regardless of the searches you perform on it. Filtering data is a method of narrowing your search to reduce the number of items the application returns by specifying attributes about the items you are looking for.

b. To narrow your search results by looking for more specific data from the database.

This is correct. The application returns all items that match the term you enter in the ECAT search feature. However, sometimes there may be too many records for you to look through. Applying a filter to your search criteria makes your request more specific and reduces the number of items the application returns.

c. To compare products in the database based on specific parameters.

This is incorrect. Filtering data is a method of narrowing your search to reduce the number of items the application returns by specifying attributes about the items you are looking for.

d. To sort from highest to lowest price.

This is incorrect. Filtering data is a method of narrowing your search to reduce the number of items the application returns by specifying attributes about the items you are looking for.

7. Which of the following special characters is used to perform a wildcard search in ECAT?

- a. %
This is incorrect. The asterisk (*) is the wildcard character in ECAT. To perform a wildcard search, enter the character set you are searching for. Place an asterisk (*) after the character set, and the search feature will return all values containing that character set.
- b. #
This is incorrect. The asterisk (*) is the wildcard character in ECAT. To perform a wildcard search, enter the character set you are searching for. Place an asterisk (*) after the character set, and the search feature will return all values containing that character set.
- c. &
This is incorrect. The asterisk (*) is the wildcard character in ECAT. To perform a wildcard search, enter the character set you are searching for. Place an asterisk (*) after the character set, and the search feature will return all values containing that character set.
- d. *
This is correct. To perform a wildcard search, enter the character set you are searching for. Place an asterisk (*) after the character set, and the search feature will return all values containing that character set.

LESSON 3:

1. What is the primary purpose of the Working List?

a. To allow you to list two or more products from the result set on the Product Listing screen in preparation for comparing them

This is correct. The Working List feature allows you to list two or more products from the result set on the Product Listing screen in preparation for comparing product characteristics. There is no limit to the number of products that can be added to the Working List, although only three can be compared at any one time.

b. To allow you to create a list of items that you order on a recurring basis

This is incorrect. The Reorder List feature, not the Working List feature, allows you to create a list of items you order repeatedly without having to search for them each time you want to place an order. The Working List feature allows you to list two or more products from the result set on the Product Listing screen in preparation for comparing product characteristics.

c. To provide a place for you to enter notes and personal comments about specific items

This is incorrect. The User Notes feature provides a place for you to enter notes and personal comments about specific items. The Working List feature allows you to list two or more products from the result set on the Product Listing screen in preparation for comparing product characteristics.

d. To allow you to place items you want to order in the Cart for purchase

This is incorrect. The Working List feature allows you to list two or more products from the result set on the Product Listing screen in preparation for comparing them.

2. What is the maximum number of products can be simultaneously added to the Working List?

a. Three

This is incorrect. This is the maximum number of products that can be simultaneously compared. There is no limit to the number of products that can be simultaneously added to the Working List.

b. Ten

This is incorrect. There is no limit to the number of products that can be added to the Working List.

c. Unlimited

This is correct. Although you can only compare up to three products at a time, there is no limit to the number of products that can be added to the Working List.

d. Two

This is incorrect. There is no limit to the number of products that can be added to the Working List.

3. How do you save the Working List?

a. Click the Save button at the bottom of the Working List page

This is incorrect. A Save button does not exist on the Working List page. You cannot save your Working List.

When you log out of the ECAT application or if your session is terminated for any reason, your Working List and any items you are comparing will not be saved.

b. You can't

This is correct. You cannot save your Working List. When you log out of the ECAT application or if your session is terminated for any reason, your Working List and any items you are comparing will not be saved.

c. The Working List is saved automatically when you leave the page

This is incorrect. You cannot save your Working List. When you log out of the ECAT application or if your session is terminated for any reason, your Working List and any items you are comparing will not be saved.

d. Click the Working List tab

This is incorrect. You cannot save your Working List. When you log out of the ECAT application or if your session is terminated for any reason, your Working List and any items you are comparing will not be saved.

4. How do you add items to the Working List from the Product Listing screen?

- a. Click the Working List tab. Check the Action checkbox for each item you would like to compare. Click the Compare button

This is incorrect. This series of steps would allow you to compare items already on your Working List. To add items to the Working List, click the Action checkbox on the Product Listing page for each product you would like to add to the Working List. Click the Add to Working List button at the bottom of the page.

- b. Begin on the Product Listing page. Click the Action checkbox for each product you would like to add to the Working List. Click the Add to Working List button**

This is correct

- c. Click the Working List tab

This is incorrect. Clicking the Working List tab simply shows you what items you already have in your Working List. To add items to the Working List, click the Action checkbox on the Product Listing page for each product you would like to add to the Working List. Click the Add to Working List button at the bottom of the page.

- d. Check the appropriate Action box in the Working List. Click the Remove button

This is incorrect. This action will remove items from the Working List, not add them. To add items to the Working List, click the Action checkbox on the Product Listing page for each product you would like to add to the Working List. Click the Add to Working List button at the bottom of the page.

5. What steps would you take to compare items from the Working List?

- a. Click the Working List tab

This is incorrect. Clicking the Working List tab will simply access the Working List page. To compare items from the Working List, click the Working List tab, check the Action checkbox for each item you would like to compare, and click the Compare button.

- b. Click the Suppliers' names for the items you would like to compare

This is incorrect. To compare items from the Working List click the Working List tab, check the Action checkbox for each item you would like to compare, and click the Compare button.

- c. Click the Working List Tab, and click the Compare button

This is incorrect. To compare items from the Working List click the Working List tab, check the Action checkbox for each item you would like to compare, and click the Compare button.

- d. Click the Working List tab, check the Action checkbox for each item you would like to compare, and click the Compare button**

This is correct. The Working List tab accesses the Working List page. Checking of the items in the Action column selects items of interest. Clicking the Compare button opens the Compare Products window.

6. What is the purpose of the User Notes feature?

a. To create lists of items you order on a recurring basis

This is incorrect. The Reorder List feature allows you to create a list of items you order on a recurring basis. The User Notes feature enables you to add, edit, or remove a personal comment about an item.

b. To provide you with additional information about the product

This is incorrect. The Item Base Detail window provides you with additional information about the product such as part number, description, and trade name. The User Notes feature enables you to add, edit, or remove a personal comment about an item.

c. To enable you to add, edit, or remove a personal comment about an item

This is correct. Once you have created a User Notes list, you are able to add a User Note to an item. User Notes are personal comments you have about an item.

d. To allow you to receive additional information about a supplier

This is incorrect. Clicking on the Supplier's name on the Product Listing Screen, allows you to receive additional information about a supplier. The User Notes feature enables you to add, edit, or remove a personal comment about an item.

7. From which two pages can you add a product to the User Notes page?

a. The Product Listing and Working List pages

This is correct.

b. The Reorder List and Working List pages

This is incorrect. You can add a product to your User Notes page from the Product Listing and Working List pages.

c. The Cart and from the Reorder List page

This is incorrect. You can add a product to your User Notes page from the Product Listing and Working List pages.

d. The Product Listing and Reorder List pages

This is incorrect. You can add a product to your User Notes page from the Product Listing and Working List pages.

8. By default, who has access to the User Notes you create?

a. All members of your User Group

This is incorrect. By default, only you can see your User Notes when you first write them. However, by using the Access feature, you can choose to allow visibility of the User Notes you author to any or all members of your User Group.

b. Group Administrators

This is incorrect. By default, only you can see your User Notes when you first write them. However, by using the Access feature, you can choose to allow visibility of the User Notes you author to any or all members of your User Group.

c. **Order Authorizers**

This is incorrect. By default, only you can see your User Notes when you first write them. However, by using the Access feature, you can choose to allow visibility of the User Notes you author to any or all members of your User Group.

d. **Only you do**

This is correct. By default, only you can see your User Notes when you first write them. However, by using the Access feature, you can choose to allow visibility of the User Notes you author to any or all members of your User Group.

9. **Which of the following statements does NOT describe the User Notes Access page?**

a. **Multiple users can be added to an Access List by highlighting each user and clicking the Add button**

This is incorrect. This statement accurately describes the User Notes Access page and the flexibility it provides when you set access rights to your User Notes.

b. **Different users can be granted different access rights on the same list**

This is incorrect. This statement accurately describes the User Notes Access page and the flexibility it provides when you set access rights to your User Notes. Once you grant different users access rights they are permanently assigned.

c. **The User Note Access page is not very flexible, since only you can ever see your User Notes when you access ECAT.**

This is correct. This statement does not describe the User Notes Access page and the flexibility it provides when you set access rights to your User Notes. The access preferences provided by the ECAT application are very flexible and are designed to provide you with multiple options for sharing your User Notes with your User Group.

d. **A Current User's access rights can be changed after he/she has been added**

This is incorrect. This statement accurately describes the User Notes Access page and the flexibility it provides when you set access rights to your User Notes.

LESSON 4

1. **Why should you use the Reorder List feature in ECAT?**

a. **To eliminate the need to sort your search results each time you want to search for items**

This is incorrect. Using a Reorder List will eliminate the need to search for items you order frequently, but if you still choose to search for items, you may find it helpful to sort them.

b. **To create a list of items that you order on a recurring basis**

This is correct. When you order a large number of items, searching for them in the database repeatedly can be repetitive. Using this feature makes the job of ordering these items more efficient and less time-consuming.

c. **To place the items you want to order in your shopping cart for purchase**

This is incorrect. The Reorder List feature allows you to create a list of items you order on a recurring basis in order to eliminate the need to search for them each time you want to order them.

d. **To compare multiple items' prices and availability**

This is incorrect. The Reorder List feature allows you to create a list of items you order on a recurring basis in order to eliminate the need to search for them each time you want to order them.

2. How do you access the Reorder List feature?

a. Click the Reorder List tab

This is correct. The Reorder List tab will access the Reorder List page.

b. **Click the "Add to Reorder List" button**

This is incorrect. If you have selected any items, the "Add to Reorder List" button will add those items to your most recently accessed Reorder List. If you have not selected any items, this button will be non-functional.

c. **Click the Cart tab**

This is incorrect. The Cart tab will access the Cart page.

d. **Click the "Add to Working List" button**

This is incorrect. If you have selected any items, the "Add to Working List" button will add those items to your most recently accessed Working List. If you have not selected any items, this button will be non-functional.

3. From which two pages can you add items to the Reorder List?

a. User Notes & Search

This is incorrect. Items can not be added to the Reorder List from either of these pages.

b. Product Listing & Search

This is incorrect. Items can be added to the Reorder List from the Product Listing page, but they can not be added from the Search page.

c. Product Listing & Cart

This is correct. Items can be added to the Reorder List directly from the Product Listing page and the Cart.

d. Cart & User Notes

This is incorrect. Items can be added to the Reorder List from the Cart page, but they can not be added from the User Notes page.

4. What series of actions would you follow to delete an item from a previously created Reorder List? (begin from clicking the Reorder List tab, assume multiple lists exist)

a. Click the action checkbox next to the Reorder List, click the “select” button, click the “selected” checkbox on the line of the item to be deleted, click the “delete” button

This is correct.

b. Click the action checkbox next to the Reorder List with the product to be deleted, click the “delete” button

This is incorrect. Clicking the “delete” button at step 2 in this series of actions would delete the entire Reorder List, not a single item from it.

c. Click the action checkbox next to the Reorder List, click the “select” button, click the name of the product to be deleted, click the “delete” button

This is incorrect. The series of actions is incomplete, and step 3 is unnecessary. Clicking the name of the product in step 3 of this series of actions would open the Item Base Detail Screen.

d. Click the action checkbox next to the Reorder List, click the “select” button, click the supplier name of the product to be deleted, click the “delete” button

This is incorrect. The series of actions is incomplete, and step 3 is unnecessary. Clicking the name of the product in step 3 of this series of actions would open the Item Base Detail Screen.

5. By default, when you create a new Reorder List, who has access to it?

a. Everyone at your site

This is incorrect. By default, you are the only person to have access to your Reorder List when you create it.

b. You and your supervisor

This is incorrect. By default, you are the only person to have access to your Reorder List when you create it.

c. The Group Administrator at your site

This is incorrect. By default, you are the only person to have access to your Reorder List when you create it.

d. You

This is correct.

6. What is the definition of Read/Write access?

a. User can access and view a Reorder List, but cannot perform any other action

This is incorrect. This is the definition of Read Only access.

b. User can add and delete items and/or delete the entire Reorder List

This is correct.

c. User can transfer control of the list from one user to another

This is incorrect. This is the definition of Owner access.

d. User can add and delete items, but can not delete lists

This is incorrect. Read/Write access allows the user to add and delete items, but it also allows the user to delete entire lists.

7. Which term in the status column of the Reorder List indicates that the supplier has made a change to a product since the Reorder List was created?

a. Available

This is incorrect. This is the status that shows when a product is available for purchase and no changes have been made to it.

b. Change

This is incorrect. This term does not exist in the status column.

c. In Review

This is correct.

d. Update

This is incorrect. This term does not exist in the status column.

8. Which of the following changes to an item will cause a Reorder List to go In Review?

a. An item was added to a supplier's catalog

This is incorrect. This change will not cause the list to go In Review.

b. Price of an item has changed

This is correct.

c. Name of the item changed

This is incorrect. This change will not cause the list to go In Review.

d. Manufacturer name changed

This is incorrect. This change will not cause the list to go In Review.

LESSON 5

1. According to the manual, what is one of the most important issues facing the administration of computer networks in today's business world?

a. Software Piracy

This is incorrect. Security is one of the most important issues facing the administration of computer networks in today's business world. Defense against software piracy is only one part of a larger computer security program.

b. **Memory usage**

This is incorrect. Security is one of the most important issues facing the administration of computer networks in today's business world.

c. **Security**

This is correct. Security is one of the most important issues facing the administration of computer networks in today's business world. Setting and maintaining appropriate levels of access among users is one of the first lines of defense against both internal and external system threats.

d. **Server maintenance costs**

This is incorrect. Security is one of the most important issues facing the administration of computer networks in today's business world.

2. Why should you use the ECAT security feature to set levels of access?

a. **To add multiple users to the Access list on the User Note Access page**

This is incorrect. Levels of access should be set to ensure that only authorized personnel order supplies through ECAT.

b. **To ensure that only authorized personnel order supplies through ECAT**

This is correct. The ability to define and set different levels of access for different users is built into ECAT to ensure that only authorized users order materiel through the application.

c. **To enable Order Builders to search for products**

This is incorrect. This answer provides an example of one task an Order Builder can perform. Levels of access should be set to ensure that only authorized users order supplies through ECAT.

d. **To enable Order Authorizers to accept and process orders**

This is incorrect. This answer provides an example of tasks an Order Authorizer can perform. Levels of access should be set to ensure that only authorized users order supplies through ECAT.

3. Which user type is authorized to add new user accounts, modify the status of current user accounts, and disable user accounts?

a. **Order Builder**

This is incorrect. The Order Builder is able to search for products, use the Working List and User Notes, create and manipulate Reorder Lists, manipulate items in the Cart, build and submit an order, and view reports in ECAT. The Group Administrator is authorized to add new user accounts, modify the status of current user accounts, and disable user accounts.

b. Group Administrator

This is correct. The Group Administrator is authorized to add new user accounts, modify the status of current user accounts, and disable user accounts.

c. Order Authorizer

This is incorrect. The Order Authorizer has the privileges of the Order Builder, plus the ability to accept and process orders. The Group Administrator is authorized to add new user accounts, modify the status of current user accounts, and disable user accounts.

d. Receipt Personnel

This is incorrect. Receipt Personnel are those users who are authorized to mark in ECAT that items in a shipment have arrived at the ordering location. The Group Administrator is authorized to add new user accounts, modify the status of current user accounts, and disable user accounts.

4. Which user type has the ability to accept and process orders?

a. Order Authorizer

This is correct. The Order Authorizer has all the privileges of the Order Builder, plus the ability to accept and process orders.

b. Order Builder

This is incorrect. The Order Builder is able to search for products, use the Working List and User Notes, create and manipulate Reorder Lists, manipulate items in the Cart, build and submit an order, and view reports in ECAT. The Order Authorizer has all the privileges of the Order Builder, plus the ability to accept and process orders.

c. Group Administrator

This is incorrect. The Group Administrator is a user who is authorized to add new user accounts, modify the status of current user accounts, and disable user accounts. The Order Authorizer has all the privileges of the Order Builder, plus the ability to accept and process orders.

d. Receipt Personnel

This is incorrect. Receipt Personnel are those users who are authorized to mark in ECAT that items in a shipment have arrived at the ordering location. The Order Authorizer has all the privileges of the Order Builder, plus the ability to accept and process orders.

5. What are the four user roles in ECAT?

a. Order Builder, Order Authorizer, Group Administrator, Order Receiver

This is incorrect. There is no user role in ECAT called "Order Receiver". The receiving function in ECAT is performed by users called Receipt Personnel. Receipt Personnel are those users who are authorized to mark in ECAT that items in a shipment have arrived at the ordering location.

b. Order Builder, Order Authorizer, Systems Administrator, Receipt Personnel

This is incorrect. There is no user role in ECAT called “Systems Administrator”. There is a Group Administrator role, whose function is to add new user accounts, modify the status of current user accounts, and disable user accounts.

c. Order Builder, Order Approver, Group Administrator, Receipt Personnel

This is incorrect. There is no user role in ECAT called “Order Approver”. The order approval (or rejection) function is performed by a user in the role of an Order Authorizer, who has all the privileges of an Order Builder, plus the ability to accept and process orders.

d. Order Builder, Order Authorizer, Group Administrator, Receipt Personnel

This is correct. These are the proper names for the four user roles in ECAT.

LESSON 6

1. What is the Cart?

a. The place where you put all the items you want to purchase

This is correct.

b. The place where you compare prices of items

This is incorrect. Although the prices of the items you want to buy are displayed in the Cart, comparing items is accomplished through the Working List and the Compare Products features. These features are discussed in Lesson 3.

c. The place where you search for the items you want to buy

This is incorrect. You can search for items in the ECAT database through the Product Search feature, which is discussed in Lesson 2.

d. The place where you list the items you might want to purchase

This is incorrect. You should only add items to the Cart once you have definitely decided that you want to buy them.

2. What do you put in the Cart?

a. Items you are considering buying

This is incorrect. You should only list items in the Cart that you definitely want to buy.

b. Items you want to add a User Note to

This is incorrect. You add a User Note to an item through the User Note feature, which is discussed in Lesson 3.

c. Items you want to compare

This is incorrect. You should compare items through the Compare Products feature as discussed in Lesson 3.

d. Items you want to buy

This is correct.

3. From which four pages can an item be added to the Cart?

- a. Working List, Reorder List, ECAT Log In, Product Listing

This is incorrect. You cannot add products to the Cart from the ECAT Log In page.

- b. Product Listing, Working List, User Notes, Reorder List**

This is correct.

- c. Product Listing, Working List, User Notes, User Address

This is incorrect. You cannot add products to the Cart from the User Address page.

- d. Reorder List, Working List, Status, Product Listing

This is incorrect. You cannot add items to the Cart from the Status page.

4. How are items in the Cart arranged?

- a. By supplier and lead time**

This is correct. Remember, the Cart is a dropdown box that is arranged by supplier and lead time. If at first you do not see all of the items that you added to the Cart, click the arrow to display all the selections in the box.

- b. Alphabetically by item

This is incorrect. Remember, the Cart is a dropdown box that is arranged by supplier and lead time. If at first you do not see all of the items that you added to the Cart, click the arrow to display all the selections in the box.

- c. In the order in which you added them

This is incorrect. Remember, the Cart is a dropdown box that is arranged by supplier and lead time. If at first you do not see all of the items that you added to the Cart, click the arrow to display all the selections in the box.

- d. By price

This is incorrect. Remember, the Cart is a dropdown box that is arranged by supplier and lead time. If at first you do not see all of the items that you added to the Cart, click the arrow to display all the selections in the box.

5. What is the extended price of an item?

- a. Total price of all items in the Cart

This is incorrect. The total price of all items in the Cart is simply the total cost of the order. The extended price is calculated by multiplying the quantity of each item you want to purchase by the price of the individual item.

- b. Price over an extended shipping term

This is incorrect. The extended price is calculated by multiplying the quantity of each item you want to purchase by the price of the individual item.

c. Quantity ordered multiplied by the item price

This is correct. The extended price is calculated by multiplying the number of each item you want to purchase by the price of the individual item.

d. Volume discount price

This is incorrect. The extended price is calculated by multiplying the quantity of each item you want to purchase by the price of the individual item.

6. On which of the five pages in the Cart can you make changes to your In the Clear address?

a. Requisition

This is incorrect. This tab accesses the Requisition page, which is used to enter the appropriate Milstrip billing information. To change your In the Clear shipping address, you should use the Ship To tab to access the Ship To page.

b. Profile

This is incorrect. The Profile tab accesses the Supplier Profile page, which displays information about the supplier that is currently showing in the dropdown box in the Cart. To change your In the Clear shipping address, you should use the Ship To tab to access the Ship To page.

c. Ship To

This is correct. You probably specified your In the Clear information when you established your profile with the ECAT Help Desk, but you can make changes to your information on this page if necessary.

d. Contract

This is incorrect. The Contract tab accesses the Contract Info page, which provides information about the contracts that DLA/DSCP has with its suppliers. To change your In the Clear shipping address, you should use the Ship To tab to access the Ship To page.

7. According to the manual, what is the sequence of steps for purchasing an order?

a. Select the supplier and contract in the Cart, click the Profile tab and check the supplier's address, enter the quantity for each item and click Save, click Ship To and check the shipping address, remove unwanted items from the Cart and click Save, click Purchase

This is incorrect. The Profile tab contains important information about the supplier whose items are displayed in the Cart, but there is no need to check the Profile tab to purchase an order. It is an unnecessary step.

b. Select the supplier and contract in the Cart, enter the quantity for each item and click Save, click Ship To and check the shipping address, remove unwanted items from the Cart and click Save, click Purchase

This is correct. Although sometimes you might not have changes to your shipping address or have unwanted items in your Cart, you should still make a habit of going through these steps every time you place an order to ensure that your purchase is delivered to your site correctly.

- c. Select the supplier and contract in the Cart, enter the quantity for each item and click Save, click Ship To and check the shipping address, remove unwanted items from the Cart and click Save

This is incorrect. You must click the Purchase button as the last step to finalize the process and place your order.

- d. Select the supplier and contract in the Cart, enter the quantity for each item and click Save, click Ship To and check the shipping address, select the items you wish to purchase by clicking the Action checkbox next to them, click Purchase

This is incorrect. You must remove unwanted items from the Cart, not click the Action check boxes next to the ones you want. Even if you select only certain items using the Action check boxes and click Purchase, the application will assume you want to purchase all the items in your Cart. This is why removing unwanted items is so important.

8. When can you recall an Order?

- a. At any time

This is incorrect. You can only recall an Order before it is authorized or viewed by an Order Authorizer.

- b. You can't

This is incorrect. You can only recall an Order before it is authorized or viewed by an Order Authorizer.

- c. Before you log out of the application

This is incorrect. You can only recall an Order before it is authorized or viewed by an Order Authorizer.

- d. Before it is authorized or viewed by an Order Authorizer**

This is correct.

9. What feature automates the process of placing an order you place frequently and regularly?

- a. Scheduled Order**

This is correct. Creating a Scheduled Order eliminates the repetitive steps of creating an order list, purchasing the items, and sending the items to the Authorizer manually for orders you place frequently and regularly.

- b. Reorder List

This is incorrect. A Reorder List eliminates the need to perform a Product Search for products in the ECAT database. It does not place the order for you. Creating a Scheduled Order eliminates the repetitive steps of creating an order list, purchasing the items, and sending the items to the Authorizer manually for orders you place frequently and regularly.

- c. Product Search

This is incorrect. The Product Search feature searches the ECAT database for items meeting the parameters you have specified. Creating a Scheduled Order eliminates the repetitive steps of creating an order list, purchasing the items, and sending the items to the Authorizer manually for orders you place frequently and regularly.

d. [History for Order](#)

This is incorrect. The History for Order page describes the history of your order from the time you placed it in your Cart to the time it was received. Creating a Scheduled Order eliminates the repetitive steps of creating an order list, purchasing the items, and sending the items to the Authorizer manually for orders you place frequently and regularly.

LESSON 7

1. How do you view the status of an order?

a. [Click the link in the Status column on the Order Summary page](#)

This is incorrect. Clicking the link in the Status column on the Order Summary page brings up the History for Order page. To view the status of an order, click the Status tab to display the Status page.

b. **Click the Status tab to display the Status page**

This is correct. The status of each order is reported on the Status page as Requisition Awaiting Authorization, Requisition Authorized, or Received.

c. [Call the ECAT Help Desk](#)

This is incorrect. The ECAT Help Desk should only be called for this purpose as an exception. Before calling the ECAT Help Desk, click the Status tab to display the Status page. Only if the order is unreported on this page should you contact the ECAT Help Desk.

d. [Click the Order ID of an order](#)

This is incorrect. Clicking the Order ID of an order accesses the Order Summary Page, where you can get more specific and detailed information about the contents of your order. To view the status of an order, click the Status tab to display the Status page.

2. If you were an Order Builder, what would the Status Page display?

a. **Orders you have submitted and whether your order has been rejected or released by the Order Authorizer**

This is correct. The status of each of your orders is reported on the Status page as Requisition Awaiting Authorization, Requisition Authorized, or Received.

b. [More specific and detailed information about the contents of your order](#)

This is incorrect. As an Order Builder, the Status page displays the orders you have submitted and whether your order has been rejected or released by the Order Authorizer. The Order Summary Page allows you to view more specific information about the order.

- c. A table that enables you to follow the progression of your order from start to finish

This is incorrect. The History for Order page allows you to follow the progression of your order from start to finish. The Status page displays the orders you have submitted and whether your order has been rejected or released by the Order Authorizer.

- d. Supplier, Delivery Order, Ship To, and Requisition information

This is incorrect. As an Order Builder, the Status page displays the orders you have submitted and whether your order has been rejected or released by the Order Authorizer. The Order Summary Page allows you to view Supplier, Delivery Order, Ship To, and Requisition information.

3. If you were an Order Authorizer, what would the Status Page display?

- a. More specific and detailed information about the contents of the order

This is incorrect. The Order Summary Page allows you to view more specific information about the order. If you were an Order Authorizer, the Status Page would display orders submitted by an Order Builder for which you have Authorizer responsibilities.

- b. A table that allows you to follow the progression of your order from start to finish

This is incorrect. The History for Order page allows you to follow the progression of your order from start to finish. If you were an Order Authorizer, the Status Page would display orders submitted by an Order Builder for which you have Authorizer responsibilities.

- c. Orders submitted by an Order Builder for which you have Authorizer responsibilities

This is correct. Order Authorizers can view orders submitted by Order Builders on the Status page. Orders that are awaiting approval are shaded in red.

- d. Orders you have submitted and whether your order has been rejected or released by the Order Authorizer

This is incorrect. This is what the status page would display if you were an Order Builder. If you were an Order Authorizer, the Status Page would display orders submitted by an Order Builder for which you have Authorizer responsibilities.

4. What step or steps would an Order Authorizer take to release line items in an order?

- a. Click the Order ID on the Status page, click the Action checkbox next to the items he or she wants to accept, and then click the Accept button

This is correct. The Authorize Order page displays information about the order the Order Authorizer will reject or accept.

- b. Click the Order ID on the Order Summary page

This is incorrect. Clicking the Order ID from the Status page accesses the Authorize Order page and enables the Order Authorizer to begin the process of rejecting or releasing an order. Once on the Authorize Order page, the Order Authorizer must click the Action checkbox next to each line item he or she wants to accept, or click the Select All button at the bottom of the page, and then click the Accept button to release (accept) the order.

c. **Click the Order ID on the Status page, and then click the Status column on the Order Summary Page**

This is incorrect. Clicking the Status column on the Order Summary page brings up the History for Order page, which allows you to follow the progression of your order from start to finish. Clicking the Order ID from the Status page accesses the Authorize Order page and enables the Order Authorizer to begin the process of rejecting or releasing an order. On the Authorize Order page, the Order Authorizer must click the Action checkbox next to each line item he or she wants to accept, or click the Select All button at the bottom of the page, and then click the Accept button to release (accept) the order.

d. **Click the Order ID on the Status Page, and then click the Accept button**

This is incorrect. Between these two steps, the Order Authorizer must either check the Action checkbox next to individual items or click the Select All button in order to indicate which items in the order he/she wishes to release.

5. What action results when the Order Authorizer clicks the Submit button on the Authorize Order page?

a. **The line item is returned to the Order Builder who submitted it**

This is incorrect. The order is returned to the Order Builder when the Order Authorizer clicks the Return to Originator button at the bottom of the Status page. Clicking the Submit button opens the Authorize Purchase window. Green shading signifies that the line item was accepted, and red shading signifies the line item was rejected.

b. **The Add Order Line Comment page appears**

This is incorrect. The Add Order Line Comment page appears after a line item is selected and the Add Order Line Comment button is clicked. Clicking the Submit button opens the Authorize Purchase window. Green shading signifies that the line item was accepted, and red shading signifies the line item was rejected.

c. **The bottom of the Authorize Order page displays the line items contained in the order**

This is incorrect. Clicking the Submit button opens the Authorize Purchase window. Green shading signifies that the line item was accepted, and red shading signifies the line item was rejected.

d. The Authorize Purchase window opens

This is correct. Clicking the Submit button opens the Authorize Purchase window. Green shading signifies that the line item was accepted, and red shading signifies the line item was rejected.

6. What two pieces of information might the Order Authorizer need to enter on the Authorize Purchase page if they were not specified when the account was created?

a. **The method of payment and the name of the facility**

This is incorrect. The Order Authorizer would need to enter the method of payment and Bill to DoDAAC.

b. The method of payment and the Bill to DoDAAC

This is correct. Select a method of payment option in the Select Payment Method drop-down box on the Authorize Purchase page. After the method of payment is chosen, the DoDAAC to which the order will be billed should be entered in the Bill to DoDAAC box.

c. The name of the facility and the Bill to DoDAAC

This is incorrect. The Order Authorizer would need to enter the method of payment and Bill to DoDAAC.

d. None of the above

This is incorrect. If certain information was not specified when the account was created, the Order Authorizer would need to enter the method of payment and the Bill to DoDAAC.

7. What action does the Order Authorizer perform to complete the transaction after authorizing a purchase?

a. Click the Return to Originator button

This is incorrect. To complete the transaction the Order Authorizer must click the Submit button on the Authorize Purchase page. Clicking the Return to Originator button at the bottom of the Status page returns the order to the Order Builder.

b. Click the Submit button

This is correct. After specifying the order payment information on the Authorize Purchase page (depending on how your profile was set up), the Order Authorizer would click the Submit button to complete the transaction.

c. Click the Status tab

This is incorrect. To complete the transaction the Order Authorizer must click the Submit button on the Authorize Purchase page. Clicking the Status tab brings up the Status page, which displays the orders you have placed and allows you to see if your order has been rejected or released by the authorizer.

d. Click the Order ID of an order

This is incorrect. To complete the transaction the Order Authorizer must click the Submit button on the Authorize Purchase page. Clicking the Order ID of an order on the Status page displays the Order Summary Page, where you can view more specific information about the order.

8. Why would the Order Authorizer want to add an Order Comment?

a. To notify the Order Builder on the status of the items

This is incorrect. The Order Authorizer wants to add an Order Comment to let the Order Builder know why the items were rejected.

b. To send comments to the Order Builder on why the items were accepted.

This is incorrect. The Order Authorizer wants to add an Order Comment to let the Order Builder know why the items were rejected.

- c. To notify the Order Builder that the items were released.

This is incorrect. The Order Authorizer wants to add an Order Comment to let the Order Builder know why the items were rejected.

- d. **To send comments to the Order Builder on why the items were rejected.**

This is correct. The Order Authorizer has the opportunity to comment on why he or she rejected the items.

9. How would the Order Authorizer add an Order Comment?

- a. Click the Add Order Line Comment button, type in the comment in the box, and click the Save button.

This is incorrect. To add an Order Comment the Order Authorizer should select a line using the Action checkbox, click the Add Order Line Comment button, type in the comment in the box, and click the Save button. Once the Order Authorizer has added the comment to the line item, he or she must remember to click the Submit button to complete the rejection of the line item.

- b. **Select a line using the Action checkbox, click the Add Order Line Comment button, type in the comment in the box, and click the Save button.**

This is correct. Once the Order Authorizer has added the comment to the line item, he or she must remember to click the Submit button to complete the rejection of the line item.

- c. Select a line using the Action checkbox, type in the comment in the box, and click the Save button.

This is incorrect. To add an Order Comment the Order Authorizer should select a line using the Action checkbox, click the Add Order Line Comment button, type in the comment in the box, and click the Save button. Once the Order Authorizer has added the comment to the line item, he or she must remember to click the Submit button to complete the rejection of the line item.

- d. Click the Order Comment button, type in the comment in the box, and click the Submit button.

This is incorrect. To add an Order Comment the Order Authorizer should select a line using the Action checkbox, click the Add Order Line Comment button, type in the comment in the box, and click the Save button. Once the Order Authorizer has added the comment to the line item, he or she must remember to click the Submit button to complete the rejection of the line item.

10. Once a shipment of items is received, what do Receipt Personnel indicate using the Order Receipt functionality?

- a. **That they have received part or all of the items in the delivery order**

This is correct. After a shipment of items is received, certain ordering activities will want to indicate in ECAT that they have received part or all of the items in the delivery order.

b. The ordering facility that they represent

This is incorrect. After a shipment of items is received, certain ordering activities will want to indicate in ECAT that they have received part or all of the items in the delivery order.

c. Their DoDAAC

This is incorrect. After a shipment of items is received, certain ordering activities will want to indicate in ECAT that they have received part or all of the items in the delivery order.

d. Whether they have access to the Admin Options page

This is incorrect. After a shipment of items is received, certain ordering activities will want to indicate in ECAT that they have received part or all of the items in the delivery order.

11. What happens when the Receipt Personnel have selected the delivery order they wish to view?

a. The Authorize Purchase page will open

This is incorrect. The Order Receipt Comments page will open. This page allows the Receipt Personnel to enter comments about the entire order, or using the comments field in the middle of the page, enter comments about an individual product within the order.

b. The Order Receipt page will open

This is incorrect. The Order Receipt Comments page will open. This page allows the Receipt Personnel to enter comments about the entire order, or using the comments field in the middle of the page, enter comments about an individual product within the order.

c. The Order Receipt Comments page will open

This is correct. The Order Receipt Comments page allows the Receipt Personnel to enter comments about the entire order, or using the comments field in the middle of the page, enter comments about an individual product within the order.

d. The Administrative Options page will open

This is incorrect. The Order Receipt Comments page will open. This page allows the Receipt Personnel to enter comments about the entire order, or using the comments field in the middle of the page, enter comments about an individual product within the order.

LESSON 8

1. What is the Report Manager?

a. The user who controls the reporting function in ECAT

This is incorrect. There is no user role called Report Manager. The Report Manager is not only a list of all the reports that are available in ECAT, but it is also the place where you can enter parameters to customize them.

b. A report of your most recent orders

This is incorrect. One of the reports you can view provides this information, but the Report Manager itself is an ECAT feature that is a list of all the reports that are available in ECAT, and the place where you can enter parameters to customize them.

c. The list of all reports available in ECAT

This is correct. The Report Manager is not only a list of all the reports that are available in ECAT, but it is also the place where you can enter parameters to customize them.

d. The Product Reports

This is incorrect. Product Reports are a type of report found in the Report Manager, but the Report Manager itself is an ECAT feature that is a list of all the reports that are available in ECAT, and the place where you can enter parameters to customize them.

2. What are the three types of reports?

a. Detail Reports, Basic Order Reports, Product Reports

This is incorrect. The Basic Order Report is a type of Detail Report. The correct answer is Detail Reports, Summary Reports, and Product Reports. The Detail Reports list all the items for a particular order. The Summary Reports list different group reports. The Product Reports list the top products by supplier for a specific data range.

b. Detail Reports, Summary Reports, Product Reports

This is correct. The Detail Reports list all the items for a particular order. The Summary Reports list different group reports. The Product Reports list the top products by supplier for a specific data range.

c. Summary Reports, General Reports, Product Reports

This is incorrect. The General Report is a type of Summary Report. The correct answer is Detail Reports, Summary Reports, and Product Reports. The Detail Reports list all the items for a particular order. The Summary Reports list different group reports. The Product Reports list the top products by supplier for a specific data range.

d. Detail Reports, Summary Reports, General Reports

This is incorrect. The General Report is a type of Summary Report. The correct answer is Detail Reports, Summary Reports, and Product Reports. The Detail Reports list all the items for a particular order. The Summary Reports list different group reports. The Product Reports list the top products by supplier for a specific data range.