



ELECTRONIC CATALOG

(ECAT)

version 1.03.04

TRAINING GUIDE

Defense Supply Center Philadelphia



Welcome to **ECAT training**, sponsored by the Directorate of Medical Materiel at the Defense Supply Center Philadelphia (DSCP). This training is designed to introduce you to the **Medical Electronic Catalog (ECAT)** system. ECAT is a "Total Catalog/Total Delivered Price" program, offering laboratory, dental, and optical products. ECAT also supports special committed volume pricing, enabling individual customers access to tiered pricing and deep unit price discounts based on volume or other considerations such as standardizing on one brand of products. ECAT provides paperless contracting, electronic ordering, electronic invoicing, and electronic payments. ECAT offers customized flexibility, ease of use, and commercial catalog accessibility to a broad range of products for a wide variety of Department of Defense and other Federally funded customers.

ECAT is just one of a suite of Defense Medical Logistics Standard Support - Wholesale applications. To see our other great Directorate of Medical Materiel

products, please visit our website at **dmmonline.com**.

We hope that you find this material to be useful and that you emerge from this class with a greater perspective of the business information available to help you perform your day-to-day tasks. The Directorate of Medical Materiel and the Defense Supply Center Philadelphia have worked hard to bring together many sources of data and to provide them to you in a clear, organized, logical manner.

Whether you are taking this training in a classroom or on your own in front of your own computer, our goal is to provide top-notch training to you, our customers. At the end of the course, please fill out an evaluation form to let us know if we are meeting this goal. You will either be given an evaluation form in class, or you can find it on the dmmonline.com website.

Thank you and welcome again to ECAT!
Let's get started!

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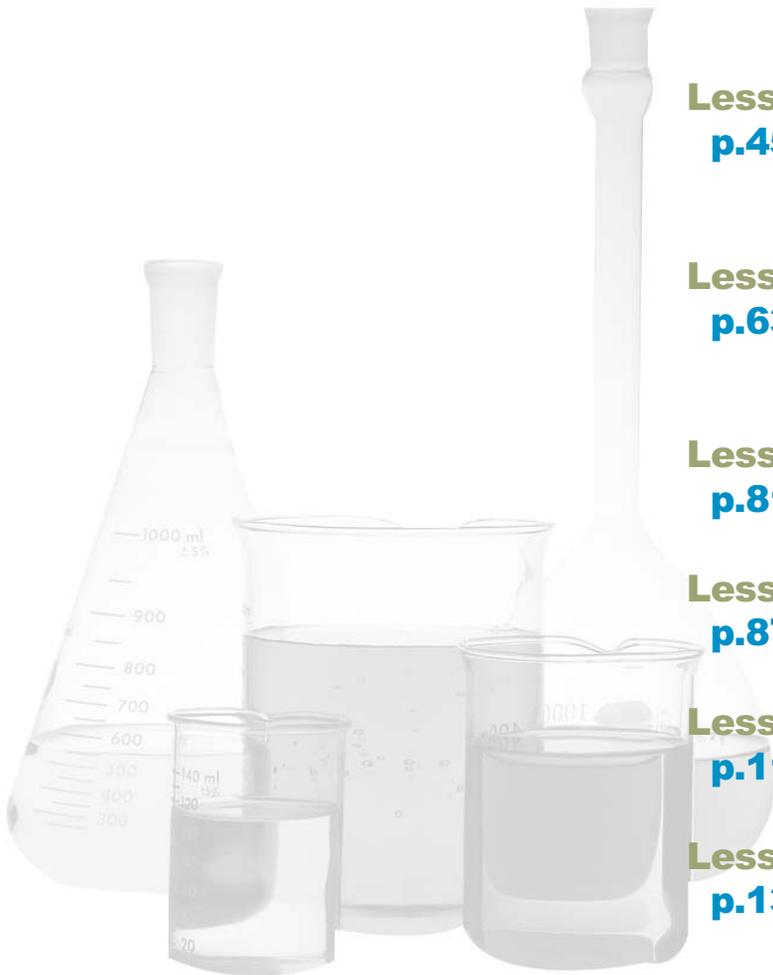
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**LESSON 1:
Accessing ECAT
Objectives**

**At the conclusion of
this lesson, you will
be able to:**

* **Access the ECAT home page.**

* **Log in to ECAT using a
predetermined username
and password.**

BEFORE YOU BEGIN:

You must set your computer's browser options to run ECAT properly in either Netscape Navigator or Microsoft Internet Explorer.

ECAT can be accessed using Netscape Navigator 4.x or Microsoft 5.x or higher. It is highly recommended that the latest browser version be used. Please refer to **Appendix A** for setup instructions specific to your Internet browser.

You must also have an ECAT account established, with a logon and password assigned.

You can apply for an account by filling out an on-line form displayed on page 9 of this Training Guide or by calling the ECAT Help Desk. Please refer to **Appendix C** for instructions on how to contact the ECAT Help Desk.

LESSON 1: Accessing ECAT

1.1 Enter the ECAT web address

To access the application, launch your chosen browser and type in the URL www.dmmonline.com.

The screenshot shows the Defense Logistics Agency (DLA) Home Page in Microsoft Internet Explorer. The browser's address bar contains the URL www.dmmonline.com, which is circled in red. The page header includes the DLA logo and the text "DEFENSE LOGISTICS AGENCY" and "The Warfighters Logistics Combat Support Agency". A search bar is located in the top right corner. Below the header, there are navigation links for "About DLA", "News", "Library", "Employment", "Links", and "Site Index". The main content area is divided into three columns: "BUSINESS OPPORTUNITIES", "INFORMATION TECHNOLOGY", and "CORPORATE HEADQUARTERS". Each column contains a brief description and a "Select from list" dropdown menu. Below these columns, there is a "Read Our Magazines!" section with links to "Dimensions" and "LogLines". A "BSM" (Business Systems Modernization) banner is also present. At the bottom, a "Top Stories" section lists recent news items, including "DLA Announces Business Alliance Awards, 7/12/2002", "DLA Affirms Distribution Depot A-76 Competition Results, 6/26/2002", and "DLA Shifting from Managing Supplies to Managing Suppliers, 5/30/2002". The footer contains links for "Privacy/Security", "Accessibility", and "Contact Webmaster".

LESSON 1: Accessing ECAT (continued)

This brings you to the dmmonline.com homepage. Here, under MEDLIFE Programs, select **Web-Based Ordering-ECAT** or click the **Order Products** tab at the top of the page. Either of these actions will take you to the ECAT home page.

The Directorate of Medical Materiel - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Address <http://www.dmmonline.com/>

DMMonline
Directorate of Medical Materiel

The Warfighter's Medical Logistics Portal

Pharm Med/Surg Equipment Readiness **Order Products** Customer Services Site Log In

DSCP Medical Homepage

- Medical News
 - Lifeline Magazine
 - News Briefs
 - Vaccine Program Updates
- MEDLIFE Programs**
 - Web-Based Ordering-ECAT**
 - Business Intelligence-CDWIA
 - Readiness Management Application-RMA
 - Distribution & Pricing Agreements-DAPA
- Areas of Interest
 - Regional Standardization
 - Prime Vendor Program
 - NSN Action Form
 - Medical Contingency File
 - Pharm Returns Management Program
 - Managed Care NMOP-NPW-NPV
 - Army Single Stock Fund
 - National Contracts
 - Shelf Life Management
 - DLA Corporate Applications
 - DMM Partnerships
- Requisition Forms 1348
 - Emergency Requisition
 - New Requisition
 - Requisition Modification
 - Requisition Status

Welcome to DMMonline

Welcome to DMMonline.com, the official site for the Medical Directorate of the Defense Supply Center Philadelphia, a primary level field activity of the Defense Logistics Agency. Our site provides the military medical community, as well as other Federal agencies, medical products and services needed every day for every crisis around the world. DMMonline provides a single portal to a vast array of powerful, multi-functional business resources that significantly enhance the ability of the Medical Directorate to conduct electronic commerce and provide critical support to the warfighter in the field. Major capabilities housed within our site include Web-Based Ordering, the Prime Vendor Program and Business Intelligence.

Web-Based Ordering

Features the Electronic Catalog (ECAT) system, which enables the Directorate's customers to browse, compare, and purchase over 1 million medical items. ECAT offers multiple payment methods, including government and commercial credit cards. Web-based ordering saves DoD customers substantial product and handling costs involved in obtaining items through comparable processes like local purchase and MILSTRIPs.

Prime Vendor Program

Enables the Directorate's trading partners, including commercial vendors and federal customers, to exchange critical product, pricing and standardization information. This capability utilizes various data processing technologies, like the DAPA Management System, to allow users to quickly access and update pertinent information.

Business Intelligence

Web applications that provide convenient reporting that help guide federal customers to potential savings. For example, the National Contracts Compliance Report alerts customers of potential savings when purchasing pharmaceuticals out of the National Contract system. This system offers pricing that was negotiated by the DLA and the Department of Veterans Affairs and estimates the savings that would

DMM in Action

Medical ESOC and Customer Support Section Lead DLA'S Medical Supply Response To Terrorist Attacks [Read more](#)

Done Local intranet

**LESSON 1:
Accessing ECAT
(continued)**

Order Products with ECAT & MILSTRIPS - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Address <http://www.dmmonline.com/orderprod/orderhome.asp>

Search: Web Shopping Travel Dictionary Encyclopedia Fun

DMMonline
Directorate of Medical Materiel

The Warfighter's Medical Logistics Portal

Pharm Med/Surg Equipment Readiness Order Products Customer Service Site Log In

Order Products

MILSTRIPS - DD 1348

- New Requisition
- Emergency Requisition

ECAT Info

- Request Access
- Supplier Info
- Equipment ECAT Solicitation

ECAT Training

- Training Guide (Word Doc)
- Demonstration (Flash)
- Web Supplier Demo (Flash)

• Quick Find

• External Links

• Visiting The DSCP

• Suggestion Box

• Customer Assistance

To search our site, select here.

Return to DMM Home

Order Products with ECAT & MILSTRIPS

The Medical Electronic Catalog (ECAT) system is a "Total Catalog/Total Delivered Price" program, offering laboratory, dental, and optical products. ECAT also supports special committed volume pricing, enabling individual customers access to tiered pricing and deep unit price discounts based on volume or other considerations such as standardizing on one brand of products. ECAT provides paperless contracting, electronic ordering, electronic invoicing, and electronic payments. ECAT offers customized flexibility, ease of use, and commercial catalog accessibility to a broad range of products for a wide variety of Department of Defense and other Federally funded customers.

Point of Contact

Our GOAL is to serve our customer's needs in a changing environment.

[ECAT Login](#)

This brings you to the Web-Based Ordering-ECAT Homepage. Click **ECAT Login**, and the ECAT Login page will open.

LESSON 1: Accessing ECAT (continued)

On this page is an **Announcements** section that is updated as needed and provides information on current and new suppliers, policy changes for existing suppliers, and the ECAT Help Desk. In addition, there are also links to the ECAT Flash Demo and the Web Supplier Flash Demo (if needed, a link to get the Flash Player Plug-in is also provided). There is also a link to the ECAT Training Guide and a site that walks you through your browser setup.

The screenshot shows a Microsoft Internet Explorer browser window displaying the ECAT website. The address bar shows the URL: <https://medweb.dscp.dla.mil/pls/prod/logon>. The page header includes the 'dmmonline defense medical materiel' logo and the 'ECAT' title. A navigation menu contains links for 'Request Access', 'General Info', 'Supplier Info', and 'Demonstration'. A 'news' section is highlighted, containing the following announcements:

- Announcements for Monday August 19, 2002**
- NEW Attention Attention Attention**
- NEW Items From Grobet File Company Temporarily Not Available**
- NEW PGC Scientific is no longer participating in ECAT**
- NEW [Click here to view the new ECAT Flash Demo](#)**

Below the announcements, contact information is provided: CONTACT THE ECAT HELP DESK AT (800)290-8201 OR (800)441-1837 X737-2443 FOR ASSISTANCE Email: ecathelp@dscp.dla.mil. A section titled '**** New Suppliers Available ****' lists several suppliers: DENTAL -> Dental Health Products - Dentsply Trubyte - Accurate Set, Inc. - Dentsply Ceramco - Paradise Dental Technologies - Wykle Research Inc. Dentsply Professional Care - Dentsply Ceramco; OPTICAL -> Ames, Inc. - Keystone Tool & Mold - Slim N Lite; EQUIPMENT -> Eastman Kodak product lines are available. Please call Nora Steigerwalt for catalog access (215) 737-8053 or DSN 444-8053.

LESSON 1: Accessing ECAT (continued)

The ECAT Login page also offers more than just a place for you to log in to the ECAT application and view announcements. Listed across the top, in tab format, are the following options:

- ✿ **Request Access**
- ✿ **General Information**
- ✿ **Supplier Information**
- ✿ **Demonstration**

The screenshot shows the ECAT Login page in Microsoft Internet Explorer. The browser title is "Logon Screen - Microsoft Internet Explorer provided by DSCP". The address bar shows "https://medweb.dscp.dla.mil/pls/prod/logon". The page features the "dmmonline defense medical material" logo and the "ECAT" title. A navigation bar at the top contains tabs for "Request Access", "General Info", "Supplier Info", and "Demonstration", which are circled in red. Below the navigation bar is a "news" section with the heading "Announcements for Monday August 19, 2002". The news section contains several items, including "Attention Attention Attention", "Items From Grobet File Company Temporarily Not Available", and "PGC Scientific is no longer participating in ECAT". A "login" form is visible on the left side of the page.

**LESSON 1:
Accessing ECAT
(continued)**

ECAT Access Page - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address https://medweb.dscp.dla.mil/prod/com.mantech_wva.ecat.servlets.accessRequest Go Links Customize Links Free Hotmail Windows

ECAT Access Request

Help Desk Phone: 800-290-8201

If you have any questions about filling out this form please contact the help desk.

[User Name:](#)

[Address 1:](#)

[Address 2:](#)

[City:](#)

[State:](#)

[Zip Code:](#)

[Phone:](#)

[DSN:](#)

[Fax:](#)

[Email:](#)

[User DoDAAC:](#)

[Ship To DoDAAC:](#)

[In the Clear Ship To Address \(If Any\):](#)

[Name:](#)

[Address 1:](#)

[Address 2:](#)

[City:](#)

Done Local intranet

The **Request Access** tab provides access to an on-line form for potential customers to request a login and password.

Complete this form and click the submit button at the bottom of the page to request a login and password to the ECAT application.

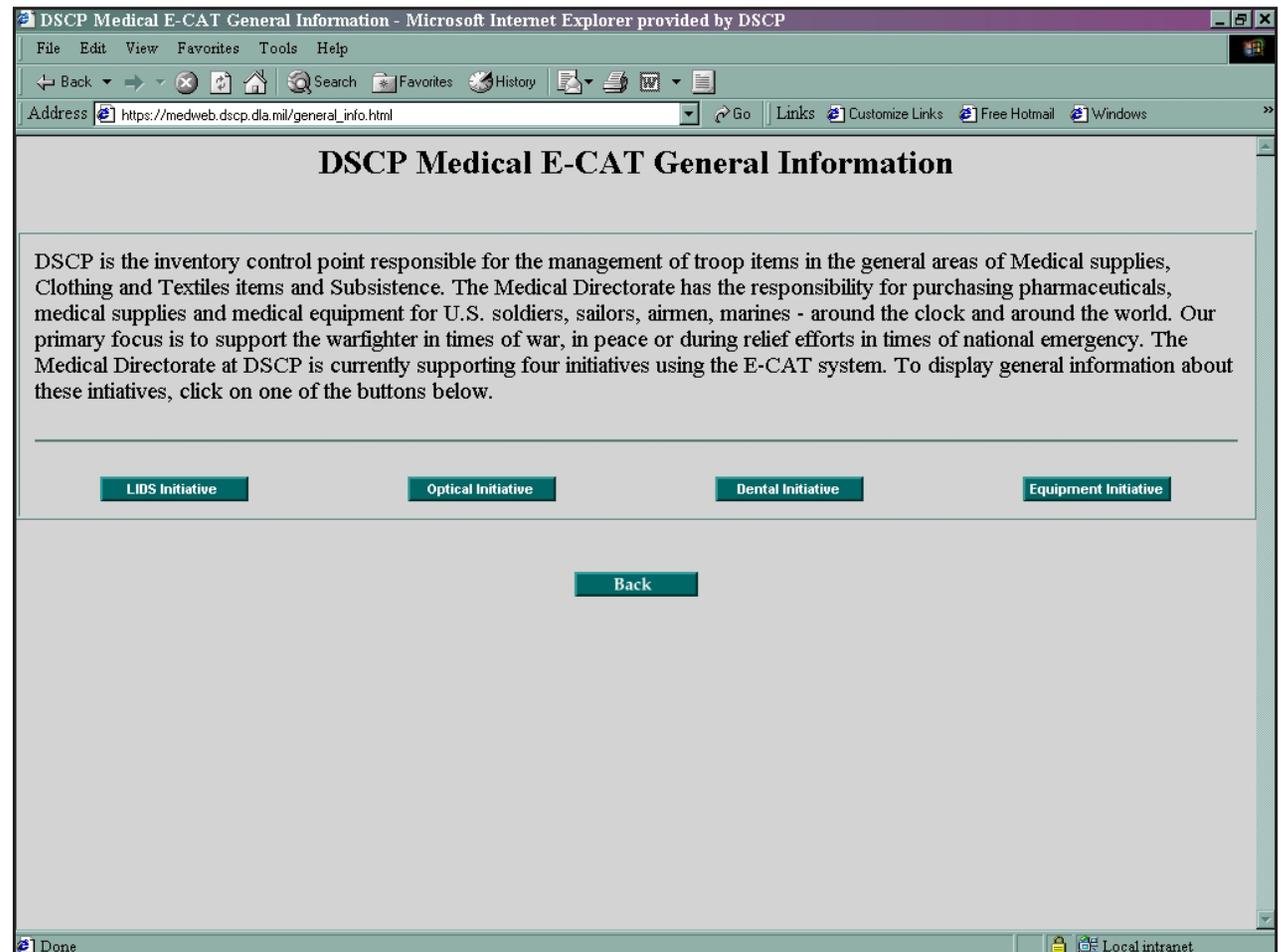
Click the back button on your browser to return to the ECAT Login page.

LESSON 1: Accessing ECAT (continued)

Click on the **General Info** tab to view buttons leading to information about the Laboratory, Optical, Dental, and Equipment initiatives.

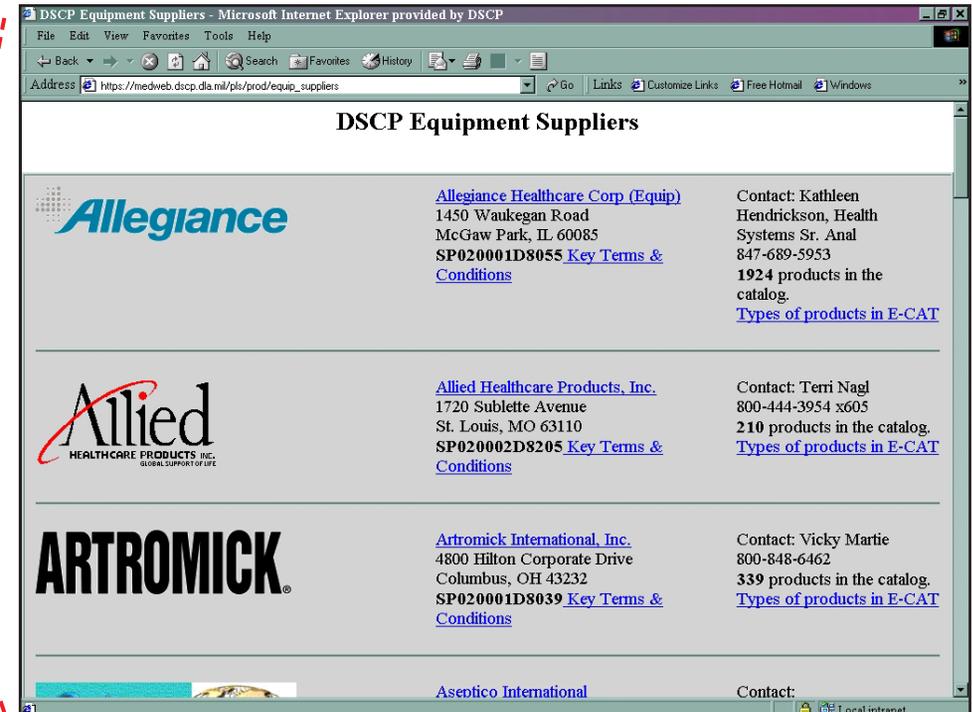
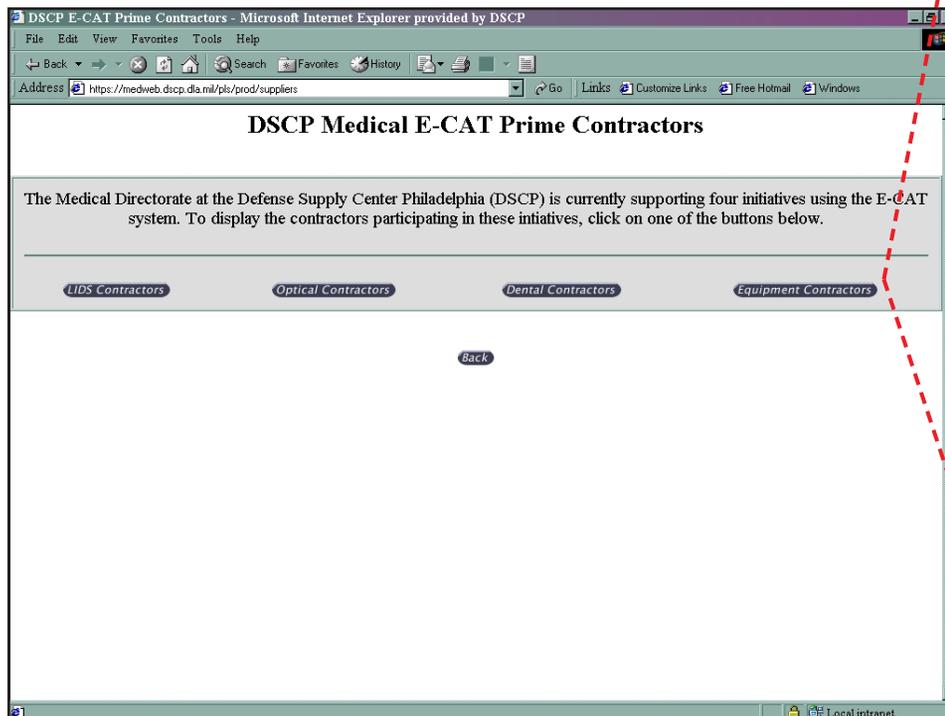
Click on the specific button for each initiative for more information about that initiative.

Click the back button on your browser to return to the ECAT Login page.



LESSON 1: Accessing ECAT (continued)

Click on the **Supplier Information** tab to view information about vendors participating in the ECAT program. Click each of the buttons to display information about the various vendors aligned in that category of the ECAT program.



Click the hyperlinks displayed to view additional information about a vendor, including that vendor's full name and address, the contract key terms and conditions, and the products that supplier offers in ECAT.

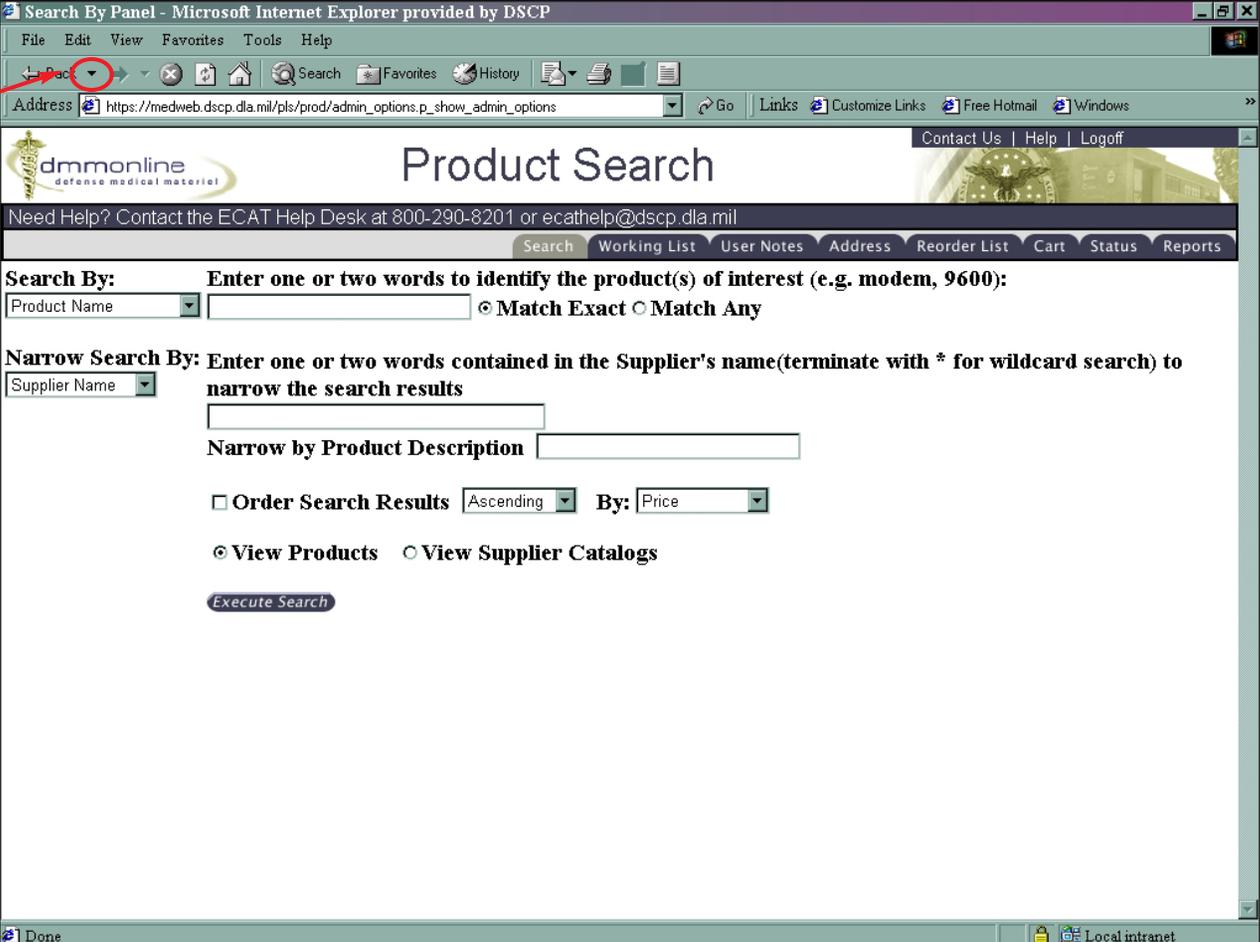
LESSON 1: Accessing ECAT (continued)

Click the **Demonstration** tab to access an on-line interactive demo.

To return to the Login screen:

* In Internet Explorer, click the small, down-facing arrow next to the Back button on your browser to access the Back dropdown menu, and choose “Logon Screen”.

* In Netscape, right click on the Back button on your browser, and choose “Logon Screen”.



The screenshot shows a Microsoft Internet Explorer browser window titled "Search By Panel - Microsoft Internet Explorer provided by DSCP". The address bar displays "https://medweb.dscp.dla.mil/pls/prod/admin_options.p_show_admin_options". The page content includes a "Product Search" header with the "dmmonline defense medical materiel" logo. Below the header, there are navigation tabs: "Search", "Working List", "User Notes", "Address", "Reorder List", "Cart", "Status", and "Reports". The main search area contains the following fields and options:

- Search By:** Enter one or two words to identify the product(s) of interest (e.g. modem, 9600):
Product Name Match Exact Match Any
- Narrow Search By:** Enter one or two words contained in the Supplier's name(terminate with * for wildcard search) to narrow the search results
Supplier Name
- Narrow by Product Description**
- Order Search Results By:
- View Products View Supplier Catalogs
-

The status bar at the bottom shows "Done" and "Local intranet".

LESSON 1: Accessing ECAT (continued)

1.2 Log in

To log in to the application, enter your **Username** and **Password** in the appropriate boxes and click the **Login** button. Please note that your password is case sensitive. This action will bring you to the **Product Search** page.

Enter your **Username** and **Password** and click the login button.

You can change your password at any time by clicking on the **Change Password** box and following the directions.

Logon Screen - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Address <https://medweb.dscp.dla.mil/pls/prod/logon>

dmmonline defense medical materiel ECAT

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Request Access General Info Supplier Info Demonstration

username
password
 change password
login
register

news

Announcements for Monday August 19, 2002

NEW Attention Attention Attention

NEW Items From Grobet File Company Temporarily Not Available

NEW PGC Scientific is no longer participating in ECAT

NEW [Click here to view the new ECAT Flash Demo](#)

CONTACT THE ECAT HELP DESK AT (800)290-8201 OR (800)441-1837 X737-2443
FOR ASSISTANCE Email: ecathelp@dscp.dla.mil

**** New Suppliers Available ****

DENTAL -> Dental Health Products - Dentsply Trubyte - Accurate Set, Inc. -
Dentsply Ceramco - Paradise Dental Technologies - Wykle Research Inc.
Dentsply Professional Care - Dentsply Ceramco

OPTICAL -> Ames, Inc. - Keystone Tool & Mold - Slim N Lite

EQUIPMENT -> Eastman Kodak product lines are available.

Please call Nora Steigerwalt for catalog access (215) 737-8053 or DSN 444-8053

Below are a few questions designed to reinforce the material presented in the preceding lesson.
Please take a few minutes to carefully read and answer them. The answers can be found in Appendix F.

Lesson 1 Questions

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

- a. www.ecat.com
- b. www.dmmonline.com
- c. www.dmmonline.mil
- d. www.ecat.mil

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

- a. Web-based Ordering – ECAT or the Equipment tab
- b. The Order Products tab or the Med/Surg tab
- c. The Equipment tab or the Med/Surg tab
- d. Web-based Ordering – ECAT or the Order Products tab

**LESSON 2:
Using the Product
Search Feature
Objectives**

**At the conclusion of
this lesson, you will
be able to:**

- * **Define the Product Search feature.**
- * **Identify which option in the “Search By” listbox is appropriate for the search to be performed.**
- * **Search for products and product information in the ECAT database.**
- * **Filter data from the ECAT database.**

LESSON 2: Using the Product Search Feature

2.1 What is the Product Search feature?

The **Product Search** feature is a method of searching for the products you are looking for in the ECAT database so later you can compare different suppliers' prices, product features, and delivery conditions before you make a purchase. It is the starting point for almost every action you perform in ECAT.

The screenshot shows a web browser window titled "Search By Panel - Microsoft Internet Explorer provided by DSCP". The address bar contains the URL "https://medweb.dscp.dla.mil/pls/prod/admin_options.p_show_admin_options". The page header includes the "dmmonline" logo and the text "Product Search". Below the header, there is a navigation menu with options: "Search", "Working List", "User Notes", "Address", "Reorder List", "Cart", "Status", and "Reports". The main content area is titled "Search By:" and contains the following fields and options:

- Search By:** Enter one or two words to identify the product(s) of interest (e.g. modem, 9600):
Product Name Match Exact Match Any
- Narrow Search By:** Enter one or two words contained in the Supplier's name(terminate with * for wildcard search) to narrow the search results
Supplier Name
- Narrow by Product Description**
- Order Search Results By:
- View Products View Supplier Catalogs
-

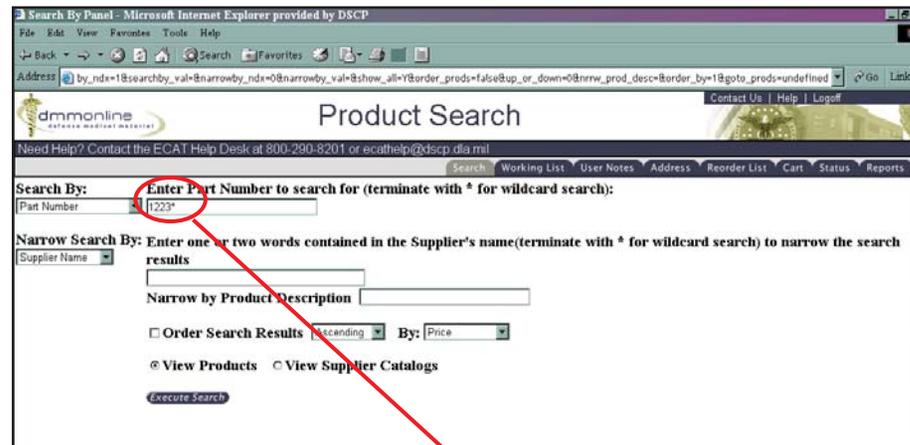
LESSON 2: Using the Product Search Feature (continued)

2.1.1 How to filter data

Filtering is a method of narrowing your search results by looking for more specific data from the database. For example, instead of searching the ECAT database for just “gloves”, which could return 2000 results, you could search for “vinyl gloves” which could return 200 results. In ECAT you can filter data by using a **wildcard** or the **Narrow Search** features.

2.1.2 Wildcards

In computers, a **wildcard** is a special symbol that can stand for multiple characters. A **wildcard** expands your search capability by returning products that begin with a specific character set and end with different ones. The wildcard used in ECAT is the asterisk (*). Examples of the wildcard’s use will be given throughout the next several lessons.



Product Listing

Part Number Search: 1223* Products 1 to 20 out of 63.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	BEAKER W/HAND 1000ML 6/CS 1/PK	1223-1000	\$25.52	Package	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	BEAKER W/HAND 1000ML 6/CS 1/PK	1223-1000	\$153.20	Case	6	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	SCALER DE GRACEY 7/8 LTO	1223-212	\$16.93	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	SCALER DE GRACEY 11/12 LTO	1223-221	\$16.93	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	SCALER DE GRACEY 13/14 LTO	1223-230	\$16.93	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	SCALER DE COL 4L/4R LTO	1223-249	\$16.93	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	BEAKER W/HAND 3000ML 6/CS 1/PK	1223-3000	\$178.78	Case	6	2		<input type="checkbox"/>

Current Reorder List: Create a New Reorder List

Next Add to Working List Add to Reorder List Add to Cart Add to User Notes

**LESSON 2:
Using the Product
Search Feature
(continued)**

**2.2 Search by the options in the
'Search By' listbox**

The **'Search By'** listbox shows the options available for you to choose from to search for products in ECAT.

Search By Panel - Microsoft Internet Explorer provided by DSCP

dmmonline
defense medical material

Product Search

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Results Working List User Notes Address Reorder List Cart Status Reports

Search By: Enter one or two words to identify the product(s) of interest (e.g. modem, 9600):

Product Name Match Exact Match Any

Product Name
Part Number
Manufacturer Name
Manufacturer Number
Product UPN Code
National Stock Number
FSC Code
Supplier Name

Enter one or two words contained in the Supplier's name(terminate with * for wildcard search) to narrow the search results

Narrow by Product Description

Order Search Results By:

View Products View Supplier Catalogs

LESSON 2: Using the Product Search Feature (continued)

2.2.1 Product Name Search

The **Product Name Search** allows you to search for the product by its name. You can enter either one or two words that identify the desired product. The result of your search is returned on the **Product Listing** screen.

The first screenshot shows the 'Product Search' page. The 'Search By:' section has a dropdown menu set to 'Product Name' (circled in red) and a text input field containing 'vinyl gloves'. Below this, there are options for 'Match Exact' and 'Match Any'. The 'Narrow Search By:' section includes a 'Supplier Name' dropdown, a 'Narrow by Product Description' field, and an 'Order Search Results' section with 'Ascending' and 'By: Price' selected. There are also links for 'View Products' and 'View Supplier Catalogs', and an 'Execute Search' button.

The second screenshot shows the 'Product Listing' page. The title is 'Product Name Search: VINYL GLOVES (Match Exact) Products 1 to 20 out of 82.' Below the title is a table with the following columns: Supplier(Catalog), Product Name, Part Number, Price, UOI, Items/ UOI, Lead Time, Quantity Ordered, and Action. The table contains 8 rows of product data.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF SM 100/PK	19278509	\$137.53	Case	1000	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF LG 100/PK	19278511	\$137.53	Case	1000	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF SM 100/PK	19278509	\$13.76	Package	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF LG 100/PK	19278511	\$13.76	Package	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL LP LG BX 100	5762D42	\$4.38	Box	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL LP LG CS1000	5762D44	\$43.76	Case	10	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL LP XL BX	5762D46	\$4.38	Box	1	2		<input type="checkbox"/>

At the bottom of the table, there is a 'Current Reorder List:' section with a 'Create a New Reorder List' dropdown and several buttons: 'Next', 'Add to Working List', 'Add to Reorder List', 'Add to Cart', and 'Add to User Notes'.

LESSON 2: Using the Product Search Feature (continued)

2.2.1.1 Match Exact Option

The **Match Exact Option** returns results where the product name matches the exact phrase used in the search box.

Product Search

Search By: Enter one or two words to identify the product(s) of interest (e.g. modem, 9600):
 Match Exact Match Any

Narrow Search By: Enter one or two words contained in the Supplier's name (terminate with * for wildcard search) to narrow the search

Supplier Name:

Narrow by Product Description:

Order Search Results By:

View Products View Supplier Catalogs

Product Listing

Product Name Search: VINYL GLOVES (Match Exact) Products 1 to 20 out of 82.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF SM 100/PK	19278509	\$137.53	Case	1000	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF LG 100/PK	19278511	\$137.53	Case	1000	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF SM 100/PK	19278509	\$13.76	Package	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF LG 100/PK	19278511	\$13.76	Package	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL LP LG BX 100	5762D42	\$4.38	Box	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL LP LG CS1000	5762D44	\$43.76	Case	10	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL LP VL BX	5762D46	\$4.38	Box	1	2		<input type="checkbox"/>

Current Reorder List:

2.2.1.2 Match Any Option

The **Match Any Option** returns results where the phrase used in the search box appears anywhere in the product name.

Product Search

Search By: Enter one or two words to identify the product(s) of interest (e.g. modem, 9600):
 Match Exact Match Any

Narrow Search By: Enter one or two words contained in the Supplier's name (terminate with * for wildcard search) to narrow the search

Supplier Name:

Narrow by Product Description:

Product Listing

Product Name Search: VINYL GLOVES (Match Any) Products 1 to 20 out of 89.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYLITE	40861	\$6.12	Box	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYLITE	40862	\$6.12	Box	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYLITE	40863	\$6.12	Box	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYLITE	40864	\$6.12	Box	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF SM 100/PK	19278509	\$137.53	Case	1000	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF LG 100/PK	19278511	\$137.53	Case	1000	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF SM 100/PK	19278509	\$13.76	Package	100	2		<input type="checkbox"/>

Current Reorder List:

LESSON 2: Using the Product Search Feature (continued)

2.2.2 Part Number Search

The **Part Number Search** is used to search by the part number of the item you are looking for in ECAT. This part number is provided by the ECAT supplier, not the Manufacturer.

Remember, you can use the wildcard asterisk (*), if you do not know the full part number.

Search By Panel - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Address https://medweb.dscp.dla.mil/pls/prod/webobjects.g_search_init.p_get_search_result

dmmonline
defense medical material

Product Search

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Results Working List User Notes Address Reorder List Cart

Search By: Enter Part Number to search for (terminate with * for wildcard search):

Part Number

Narrow Search By: Enter one or two words contained in the Supplier's name (terminate with * for wildcard search) to narrow results

Supplier Name

Narrow by Product Description

Order Search Results By:

View Products View Supplier Catalogs

[Execute Search](#)

https://medweb.dscp.dla.mil/pls/prod/webobjects.g_search_init.p_get_search_result - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Address https://medweb.dscp.dla.mil/pls/prod/webobjects.g_search_init.p_get_search_result

dmmonline
defense medical material

Product Listing

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Results Working List User Notes Address Reorder List Cart Status Reports

Part Number Search: 11045A **Products 1 to 1 out of 1.** [Keyword Search](#)

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier C (ECAT Test Supplier C Catalog)	GLOVES,VINYL,100/PK,1M/CS SM	11045A	\$119.60	Case	1000	2		<input type="checkbox"/>

Current Reorder List:

[Add to Working List](#) [Add to Reorder List](#) [Add to Cart](#) [Add to User Notes](#)

LESSON 2: Using the Product Search Feature (continued)

2.2.2.1 Use the Part Number Search to Find All Products

If you know the part number of one product in the ECAT database, you can use the **Part Number Search** to find all products with matching part numbers offered by ECAT vendors.

Search By: Enter Part Number to search for (terminate with * for wildcard search):
Part Number: 23245H

Narrow Search By: Enter one or two words contained in the Supplier's name(terminate with * for wildcard search) to narrow the search results
Supplier Name:

Narrow by Product Description:

Order Search Results Ascending By: Price

View Products View Supplier Catalogs

Part Number Search: 23245H Products 1 to 1 out of 1.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier D (ECAT Test Supplier D Catalog)	EPOXY COATED TEST TUBE RACK	23245H	\$19.16	Each	1	2		<input type="checkbox"/>

Current Reorder List:

First, perform a Part Number Search as described in section 2.2.2.

Item Base Detail

Base Information For: EPOXY COATED TEST TUBE RACK

Name:	EPOXY COATED TEST TUBE RACK
Part Number:	23245H
Description:	EPOXY COATED TEST TUBE RACK
Price:	\$19.16
Unit of Issue:	EA
Items Per Unit of Issue:	1
Trade Name:	
Manufacturer Name:	MANUFACTURER A INC.
Manufacturer Part Number:	3224000X
UPN:	
NSN:	

Next, on the Product Listing screen, click the product name to display the Item Base Detail screen.

LESSON 2: Using the Product Search Feature (continued)

Then, on the Item Base Detail Screen,
click the **Search for Manufacturer
Part Number** button.

Item Base Detail

Base Information For: EPOXY COATED TEST TUBE RACK

Name:	EPOXY COATED TEST TUBE RACK
Part Number:	23245H
Description:	EPOXY COATED TEST TUBE RACK
Price:	\$19.16
Unit of Issue:	EA
Items Per Unit of Issue:	1
Trade Name:	
Manufacturer Name:	MANUFACTURER A INC.
Manufacturer Part Number:	3224000X
UPN:	
NSN:	

[Search for Manufacturer Part Number](#) [Attributes](#) [Long Description](#) [Close](#)

Product Listing

Manufacturer Part Number Search: 3224000X Products 1 to 4 out of 4.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier B (ECAT Test Supplier B Catalog)	224000X PK12 EPOXY COATED SU	0241C02	\$208.11	Package	1	2		<input type="checkbox"/>
ECAT Test Supplier C (ECAT Test Supplier C Catalog)	TT RACK 40 HOLE 22MM BLUE	147937	\$21.83	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier D (ECAT Test Supplier D Catalog)	EPOXY COATED TEST TUBE RACK	23245H	\$19.16	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier D (ECAT Test Supplier D Catalog)	TT RACK 40 HOLE 22MM BLUE	147937	\$251.99	Case	12	2		<input type="checkbox"/>

Current Reorder List: [Create a New Reorder List](#)

[Add to Working List](#) [Add to Reorder List](#) [Add to Cart](#) [Add to User Notes](#)

Finally, a new Product Listing screen displaying all products with matching part numbers will open.

Note: Sometimes, manufacturer part numbers will match, but the products will not be equivalents. To check equivalency, you can place the items on your Working List and compare them. This process is described in Lesson 3.

LESSON 2: Using the Product Search Feature (continued)

2.2.3 Manufacturer Name Search

The **Manufacturer Name Search** is used to search for the products made by a particular manufacturer.

Search By: Enter one or two words to identify the manufacturer of interest (e.g. General Electric):

Manufacturer Name Manufacturer A

Narrow Search By: Enter one or two words contained in the Supplier's name (terminate with * for wildcard search) to narrow the search results

Supplier Name

Narrow by Product Description

Order Search Results Ascending By: Part Number

View Products View Supplier Catalogs

Execute Search

Manufacturer Name Search: MANUFACTURER A Products 1 to 8 out of 8.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	BEAKER W/HAND 1000ML 6/CS 1/PK	1223-1000	\$25.52	Package	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	SCALER DE GRACEY 7/8 LTO	1223-212	\$16.93	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	BEAKER W/HAND 3000ML 6/CS 1/PK	1223-3000	\$178.78	Case	6	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYLITE	40861	\$6.12	Box	100	2		<input type="checkbox"/>
ECAT Test Supplier B (Ecat Test Supplier B Catalog)	RUBBER DAM CLAMP #11	1223-918	\$11.73	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier B (Ecat Test Supplier B Catalog)	GLOVES DEFEND VINYL PF S 100	1975-660	\$9.19	Box	1	2		<input type="checkbox"/>
ECAT Test Supplier C (Ecat Test Supplier C Catalog)	TIE WRAPS TEFLON PVDF 7 100PK	12233-200	\$27.13	Package	1	2		<input type="checkbox"/>
ECAT Test Supplier D (Ecat Test Supplier D Catalog)	EPOXY COATED TEST TUBE RACK	23245H	\$19.16	Each	1	2		<input type="checkbox"/>

Current Reorder List: [Create a New Reorder List](#)

[Add to Working List](#) [Add to Reorder List](#) [Add to Cart](#) [Add to User Notes](#)

LESSON 2: Using the Product Search Feature (continued)

2.2.4 Manufacturer Number Search

The **Manufacturer Number Search** allows you to search for products using the manufacturer's part number.

Search By Panel - Microsoft Internet Explorer provided by DSCP

Product Search

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search By: **Enter Manufacturer Number to search for (terminate with * for wildcard search):**

Manufacturer Number:

Narrow Search By: Enter one or two words contained in the Supplier's name (terminate with * for wildcard results)

Supplier Name:

Narrow by Product Description:

Order Search Results Ascending By: Part Number

View Products View Supplier Catalogs

[Execute Search](#)

Remember, you can use the wildcard asterisk (*), if you do not know the full manufacturer part number.

https://medweb.dscp.dla.mil/pls/prod/webobjects.g_search_init.p_get_search_result - Microsoft Internet Explorer provided by DSCP

Product Listing

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Manufacturer Part Number Search: G3026 Products 1 to 1 out of 1

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier D (ECAT Test Supplier D Catalog)	GLOVES SEAMLESS VINYL, DISPOSABLE POWDERED, 0.0065-IN GAUGE, LARGE	G3026-100EA	\$27.04 <small>FREE</small>	Each	1	2		<input type="checkbox"/>

Current Reorder List: [Create a New Reorder List](#)

[Add to Working List](#) [Add to Reorder List](#) [Add to Cart](#) [Add to User Notes](#)

LESSON 2: Using the Product Search Feature (continued)

2.2.5 National Stock Number Search

The **National Stock Number (NSN)** search is used to search by the product's NSN. Not all suppliers provide NSNs, so even if a search by NSN does not return any results, it is possible that the item may still be in ECAT. A search by another parameter for the same NSN could yield a match.

Search By: Enter National Stock Number to search for (terminate with * for wildcard search):
 National Stock Number: 6505014835455

Narrow Search By: Enter one or two words contained in the Supplier's name (terminate with * for wildcard search) to narrow the search results
 Supplier Name:

Narrow by Product Description:

Order Search Results Ascending By: Part Number

View Products View Supplier Catalogs

Remember, you can use the wildcard asterisk (*), if you do not know the full NSN.

NSN Search: 6505014835455 Products 1 to 1 out of 1.

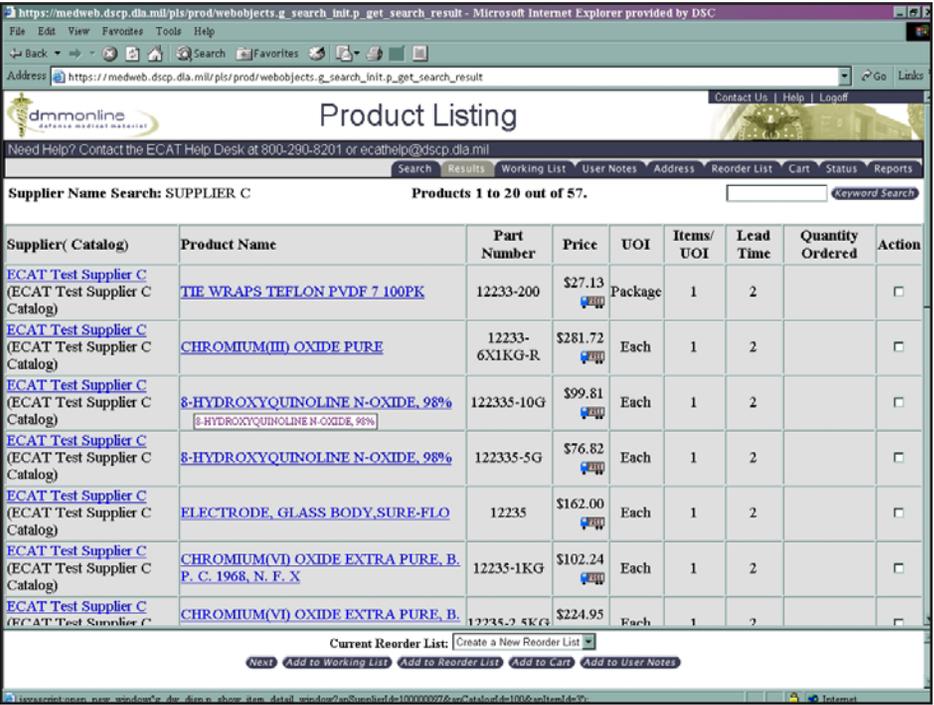
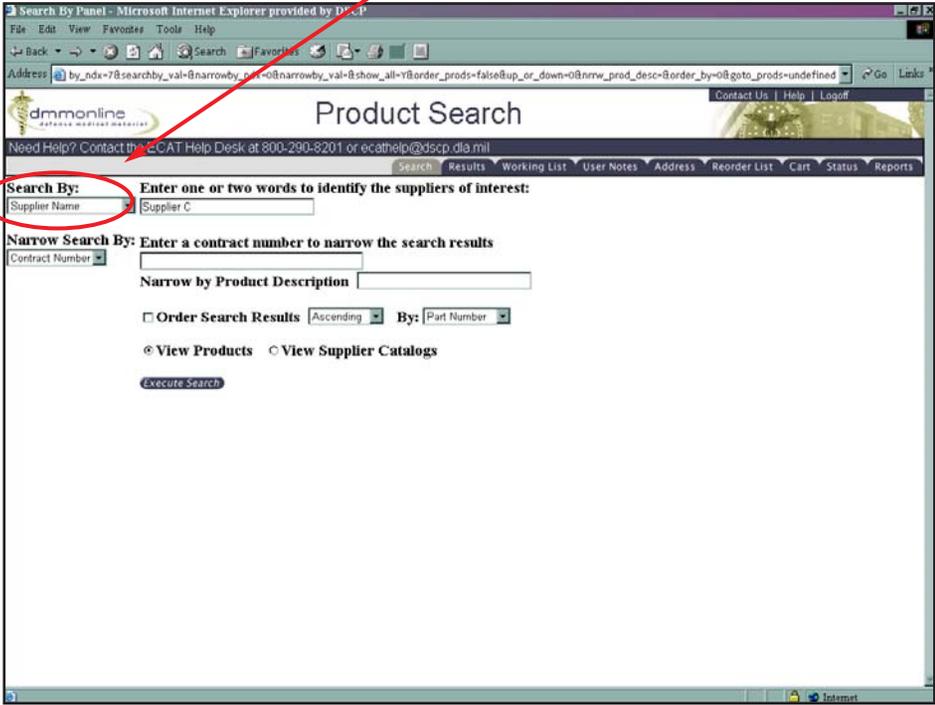
Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier D (ECAT Test Supplier D Catalog)	DEXTROSE (GLUCOSE) INJECTION, BP, 5%, 100 ML, VIAFLEX, 50s	FPB0087G	\$50.09	Case	50	2		<input type="checkbox"/>

Current Reorder List:

**LESSON 2:
Using the Product
Search Feature
(continued)**

2.2.6 Supplier Name Search

The **Supplier Name Search** is used to search for all the products by a particular supplier.



2.3 Apply Search Parameters

The **Search Parameters** are the options found on the bottom part of the Product Search page. They are used to customize your search results. By applying the search parameters in different combinations, you can receive a result set more customized to your business needs.

Search Parameters

Search By Panel - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address [panel?searchby_ndx=0&searchby_val=&narrowby_ndx=0&narrowby_val=&border_prods=false&up_or_down=0&order_by=0&goto_prods=undefined&nrrw_prod_desc=](#) Go Links »

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Product Search

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Search Results Working List User Notes Address Reorder List Cart Status Reports

Search By: Enter one or two words to identify the product(s) of interest (e.g. modem, 9600):
Product Name Match Exact Match Any

Narrow Search By: Enter one or two words contained in the Supplier's name(terminate with * for wildcard search) to narrow the search results
Supplier Name

Narrow by Product Description

Order Search Results Ascending By: Part Number

View Products View Supplier Catalogs

Execute Search

2.3.1 Narrow Search By

The **Narrow Search By** feature allows you to filter your results either by a specific supplier or by a specific contract. This feature is used in combination with the “Search By” box above it to further refine your result set.

**Narrow Search By
Feature**

The screenshot shows a web browser window titled "Search By Panel - Microsoft Internet Explorer provided by DSCP". The address bar contains a URL with parameters for search and narrow search. The page header includes the "dmmonline" logo and the text "Product Search". Below the header, there is a navigation menu with options like "Search", "Results", "Working List", "User Notes", "Address", "Reorder List", "Cart", "Status", and "Reports". The main content area features a "Search By:" section with a dropdown menu set to "Product Name" and a text input field. Below this is a "Narrow Search By:" section with a dropdown menu set to "Supplier Name", which is circled in red. Other options in the "Narrow Search By:" dropdown include "Supplier Name" and "Contract Number". There is also a "Narrow by Product Description" text input field. At the bottom, there are checkboxes for "Order Search Results" (set to "Ascending") and "By:" (set to "Part Number"), radio buttons for "View Products" (selected) and "View Supplier Catalogs", and an "Execute Search" button.

LESSON 2: Using the Product Search Feature (continued)

2.3.1.1 Supplier Name

Choose Supplier Name in the Narrow Search By box and type in a supplier's name to search for products only from that supplier.

Search By Panel - Microsoft Internet Explorer provided by DSCP

Product Search

Search By: Enter one or two words to identify the product(s) of interest (e.g. modem, 9600):
 Product Name: vinyl gloves Match Exact Match Any

Narrow Search By: Enter one or two words contained in the Supplier's name(terminate with * for wildcard search) to
 Supplier Name: Supplier A

Narrow by Product Description

Order Search Results Ascending By: Part Number

View Products View Supplier Catalogs

Execute Search

Remember, you can use the wildcard asterisk (*), if you do not know the entire supplier name.

Product Listing

Product Name Search: VINYL GLOVES (Match Exact)
 Narrow by Supplier Name: SUPPLIER A

Products 1 to 20 out of 21.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF SM 100/PK	19278509	\$137.53	Case	1000	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF LG 100/PK	19278511	\$137.53	Case	1000	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF SM 100/PK	19278509	\$13.76	Package	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF LG 100/PK	19278511	\$13.76	Package	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL LP LG BX 100	5762D42	\$4.38	Box	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL LP LG CS1000	5762D44	\$43.76	Case	10	2		<input type="checkbox"/>
ECAT Test Supplier A								

Current Reorder List: Create a New Reorder List

Next Add to Working List Add to Reorder List Add to Cart Add to User Notes

LESSON 2: Using the Product Search Feature (continued)

2.3.1.2 Contract Number

Choose Contract Number in the Narrow Search By box and type in a contract number to search for products including only that contract number.

Search By Panel - Microsoft Internet Explorer provided by DSCP

dmmonline
defense medical materials

Product Search

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search By: Enter one or two words to identify the product(s) of interest (e.g. modem, 9600):
 Product Name VINYL GLOVES Match Exact Match Any

Narrow Search By: Enter a contract number to narrow the search results
 Contract Number

Narrow by Product Description

Order Search Results Ascending By: Part Number

View Products View Supplier Catalogs

https://medweb.dscp.dla.mil/pls/prod/webobjects.g_search_result.showSearchResult?showItems=20&s - Microsoft Internet Explorer p

dmmonline
defense medical materials

Product Listing

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Product Name Search: VINYL GLOVES - Match Exact
 Narrow by Contract Number: SP0200ESDTEST

Products 1 to 20 out of 82.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF SM 100/PK	19278509	\$137.53 <input type="button" value="REF"/>	Case	1000	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF LG 100/PK	19278511	\$137.53 <input type="button" value="REF"/>	Case	1000	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF SM 100/PK	19278509	\$13.76 <input type="button" value="REF"/>	Package	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF LG 100/PK	19278511	\$13.76 <input type="button" value="REF"/>	Package	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL LP LG BX 100	5762D42	\$4.38 <input type="button" value="REF"/>	Box	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL LP LG CS1000	5762D44	\$43.76 <input type="button" value="REF"/>	Case	10	2		<input type="checkbox"/>
ECAT Test Supplier A								

Current Reorder List:

LESSON 2: Using the Product Search Feature (continued)

2.3.2 Narrow by Product Description

The **Narrow by Product Description** feature allows you to further refine your search and customize your result set by adding more details that must appear in the desired products' descriptions. You can enter up to two words in this field to narrow your search.

Search By Panel - Microsoft Internet Explorer provided by DSCP

Product Search

Search By: Enter one or two words to identify the product(s) of interest (e.g. modem, 9600):
 Product Name: VINYL GLOVES © Match Exact © Match Any

Narrow Search By: Enter one or two words contained in the Supplier's name (terminate with * for wildcard search) to narrow the search results
 Supplier Name: [dropdown]
 Narrow by Product Description: POWDERED

Order Search Results Ascending By: Part Number

View Products View Supplier Catalogs

Execute Search

Product Listing

Product Name Search: VINYL GLOVES (Match Exact)
 Narrowing by Product Description: POWDERED Products 1 to 6 out of 6.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL, 5mil	5762R30	\$7.18	Box	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL, LARGE	5762J40	\$6.04	Package	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL, MEDIUM	5762R20	\$7.18	Box	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL	5762R10	\$7.23	Box	100	2		<input type="checkbox"/>
ECAT Test Supplier D (ECAT Test Supplier I Catalog)	GLOVES SEAMLESS VINYL, DISPOSABLE POWDERED, 0.0065-IN GAUGE, LARGE	G3026-100EA	\$27.04	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier D (ECAT Test Supplier D Catalog)	GLOVES SEAMLESS VINYL, DISPOSABLE POWDERED, 0.005-IN GAUGE, MEDIUM	G9775-100EA	\$13.76	Each	1	2		<input type="checkbox"/>

Current Reorder List: Create a New Reorder List

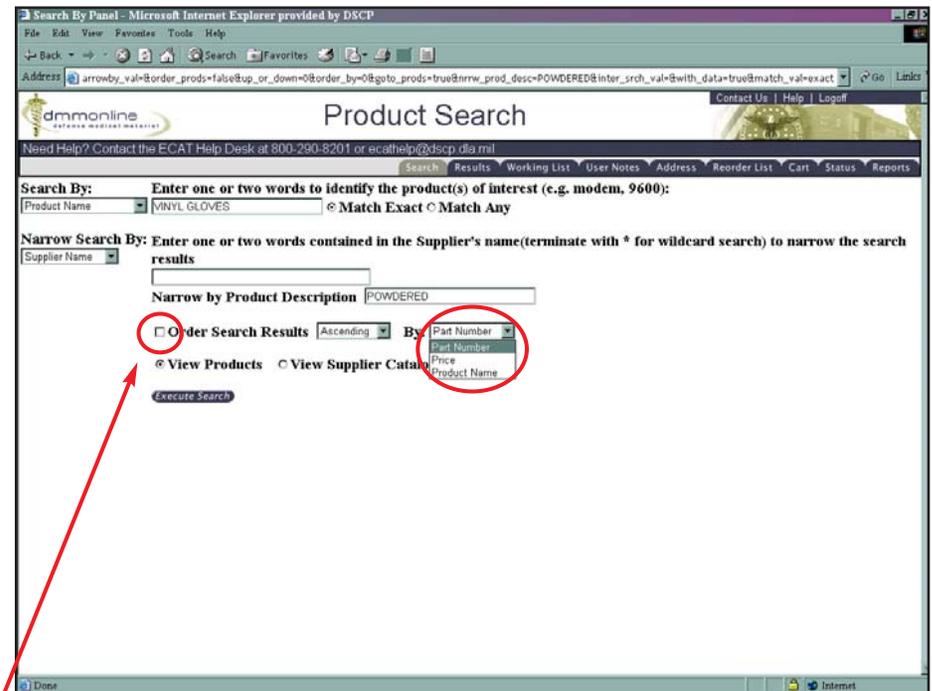
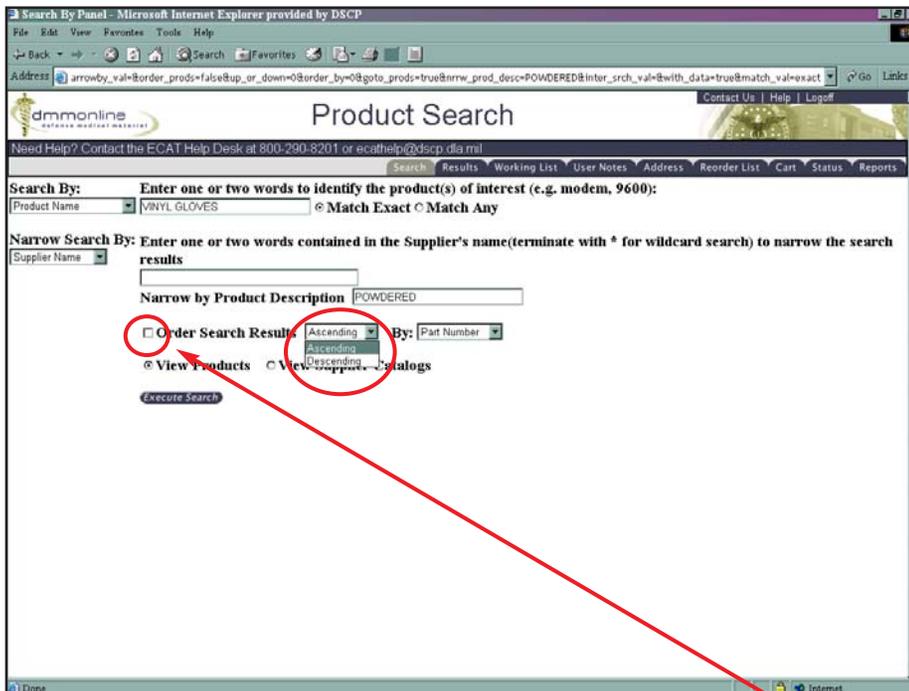
Add to Working List Add to Reorder List Add to Cart Add to User Notes

You can narrow the search by both the supplier's name and the product description by filling in both fields!

LESSON 2: Using the Product Search Feature (continued)

2.3.3 Sequencing Options

The **Sequencing Options** allow you to order your search results in either Ascending or Descending order by Part Number, Price or Product Name. First, click the **Order Search Results** checkbox. Then, choose **Ascending Order** to return results listed with the smallest part number, lowest price, or alphabetically first product name at the beginning of the result set. Or, choose **Descending Order** to return results with the largest part number, highest price, or alphabetically last product listed first.



Order Search Results checkbox

LESSON 2: Using the Product Search Feature (continued)

2.3.4 View Products/ View Supplier Catalog Option

After you have entered your search criteria, you have the option of viewing the products or viewing the suppliers of those products. All the previous examples have demonstrated the **View Products** feature. If instead you want to see which suppliers carry the products you search for in ECAT, choose the **View Supplier Catalogs** option to display the results on the following screen.

Search By Panel - Microsoft Internet Explorer provided by DSCP

Product Search

Search By: Enter one or two words to identify the product(s) of interest (e.g. modem, 9600):
Product Name VINYL GLOVES Match Exact Match Any

Narrow Search By: Enter one or two words contained in the Supplier's name (terminate with * for wildcard search) to narrow the search results
Supplier Name

Narrow by Product Description

Order Search Results Ascending By: Part Number

View Products View Supplier Catalogs

Execute Search

Supplier/Catalog Listing

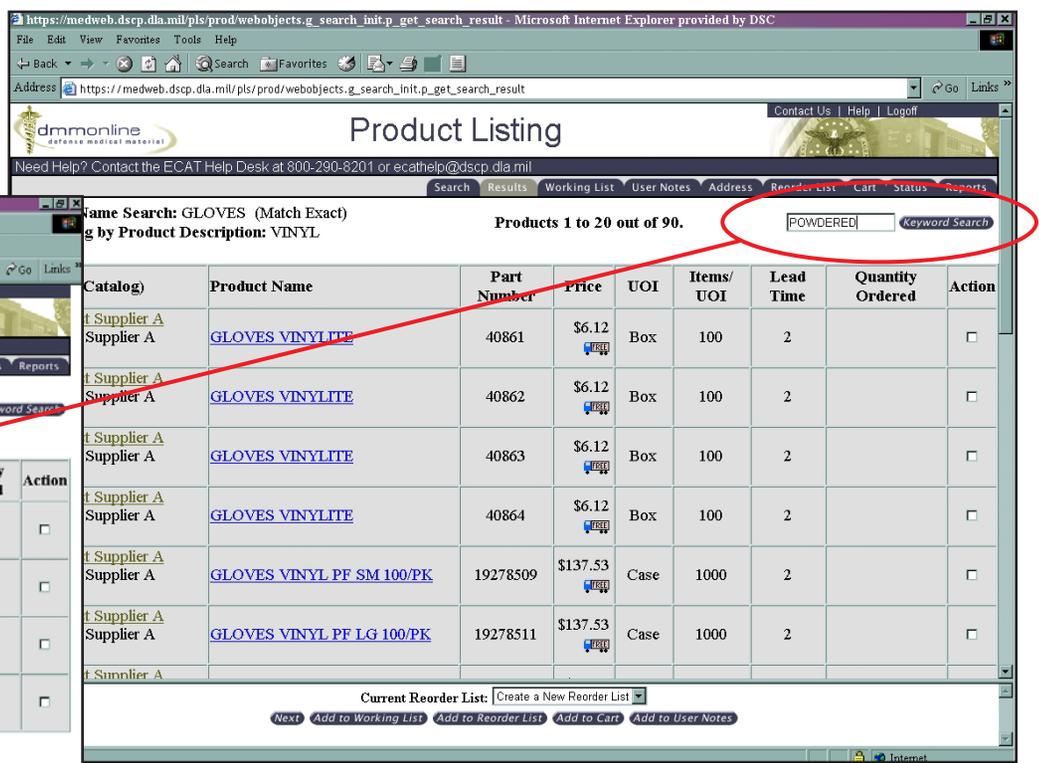
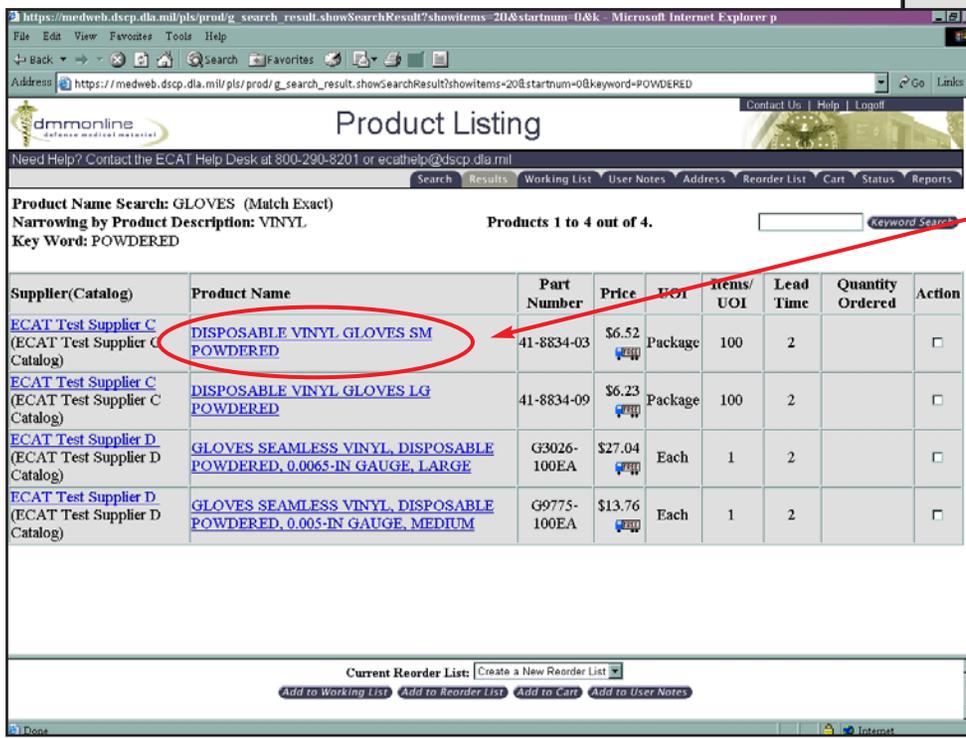
Supplier Name (Catalog Name)	Phone
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	800-555-1234
ECAT Test Supplier B (Ecat Test Supplier B Catalog)	800-555-3456
ECAT Test Supplier C (ECAT Test Supplier C Catalog)	800-555-3131
ECAT Test Supplier D (ECAT Test Supplier D Catalog)	800-555-7788

LESSON 2: Using the Product Search Feature (continued)

2.4 Display results of the search on the Product Listing screen
 There are various features and links on the **Products Listing** screen that provide further information about the suppliers and the products.

2.4.1 Keyword Search

After you perform a search on the database, you can use the **Keyword Search** to further filter your results. Enter your search criteria and then click the **Keyword Search** button.



LESSON 2: Using the Product Search Feature (continued)

2.4.2 View Supplier Information

To receive additional information about a supplier, click the Supplier's name on the **Product Listing Screen**, which can also be accessed by clicking the Results tab.

The screenshot shows two windows from Microsoft Internet Explorer. The left window is the 'Product Listing' page, displaying search results for 'GLOVES (Match Exact)' with the keyword 'POWDERED'. It lists four products, with the first one, 'DISPOSABLE VINYL GLOVES SM POWDERED', supplied by 'ECAT Test Supplier C'. A red circle highlights this supplier name. A red arrow points from this link to the 'Supplier Profile' window on the right. In the 'Supplier Profile' window, the 'Supplier Name' field is circled in red, showing 'ECAT Test Supplier C'. Below the profile table, there is a 'Point of Contact' section with a dropdown menu set to 'Person 3' and contact details for phone, fax, and email.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier C (ECAT Test Supplier C Catalog)	DISPOSABLE VINYL GLOVES SM POWDERED	41-8834-03	\$6.52	Package	100	2		<input type="checkbox"/>
ECAT Test Supplier C (ECAT Test Supplier C Catalog)	DISPOSABLE VINYL GLOVES LG POWDERED	41-8834-09	\$6.23	Package	100	2		<input type="checkbox"/>
ECAT Test Supplier D (ECAT Test Supplier D Catalog)	GLOVES SEAMLESS VINYL, DISPOSABLE POWDERED, 0.0065-IN GAUGE, LARGE	G3026-100EA	\$27.04	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier D (ECAT Test Supplier D Catalog)	GLOVES SEAMLESS VINYL, DISPOSABLE POWDERED, 0.005-IN GAUGE, MEDIUM	G9775-100EA	\$13.76	Each	1	2		<input type="checkbox"/>

Supplier Profile	
Supplier Number:	100000097
Supplier Name:	ECAT Test Supplier C
Supplier Address:	900 Elm Street
City:	Dallas
State:	Texas
Zip:	23232
Country:	United States
Phone:	800-555-3131
Fax:	
Area Code:	555
Class of Trade:	Unknown
Business Class:	Unknown
Cage Code:	77777
DUNS Number:	666666666
E-Mail:	hi90055@dscp.dla.mil
Point of Contact:	Person 3
POC Phone:	
POC FAX:	
POC Email:	h90055@dscp.dla.mil

You can also access this screen from the **Supplier /Catalog Listing** page found in section 2.3.4 or from the Supplier Info tab on the ECAT logon screen.

LESSON 2: Using the Product Search Feature (continued)

2.4.3 View Product Details

To receive additional information about the product, click the product's name in the **Product Listing** screen, which will open the Item Base Detail window.

Product Listing

Product Name Search: PULSE OXIMETER (Match Any) Products 1 to 16 out of 16.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Airway Adapter Tube (box of 12) for the 840 series Pulse Oximeter	9840AAT	\$79.56	Box	12	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Carbon Dioxide Sensor for the 840 series Pulse Oximeter	9840SA	\$255.00	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Finger Tip pulse Oximeter	9500C	\$306.03	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Hand Held Pulse Oximeter	864773988	\$875.16	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier B (Ecat Test Supplier B Catalog)	Software for the A series Pulse Oximeter	12345	\$499.80	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier B								

Current Reorder List: Create a New Reorder List

Add to Working List Add to Reorder List Add to Cart Add to User Notes

Item Base Detail

Base Information For: Hand Held Pulse Oximeter

Name:	Hand Held Pulse Oximeter												
Part Number:	864773988												
Description:	Hand Held Pulse Oximeter												
Price:	<table border="1"> <thead> <tr> <th>Quantity</th> <th>Discount</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>1-10</td> <td>0%</td> <td>\$875.16</td> </tr> <tr> <td>11-20</td> <td>10%</td> <td>\$787.64</td> </tr> <tr> <td>21 or more</td> <td>15%</td> <td>\$743.89</td> </tr> </tbody> </table>	Quantity	Discount	Price	1-10	0%	\$875.16	11-20	10%	\$787.64	21 or more	15%	\$743.89
Quantity	Discount	Price											
1-10	0%	\$875.16											
11-20	10%	\$787.64											
21 or more	15%	\$743.89											
Unit of Issue:	EA												
Items Per Unit of Issue:	1												
Trade Name:													
Manufacturer Name:	Manufacturer B												
Manufacturer Part Number:	788493												
UPN:													
NSN:													

Options			
Option Title	Options	Mandatory	Charge
Adult Finger tip sensor	Adult Articulated Finger Clip Sensor 1 meter / \$104.04	Optional	See Option Value

Search for Manufacturer Part Number Attributes Long Description Close

2.4.3.1 Item Base Detail Window

The Item Base Detail window provides you with additional information about the product, including its name, part number, description, price, unit of issue, items per unit of issue, trade name, manufacturer name, manufacturer's part number, UPN, and NSN.

There are four buttons at the bottom of this window.

- * The **Search for Manufacturer Part Number** button launches a search for all products with the same manufacturer part number. (See section 2.2.2.1)
- * The **Attributes** button opens the Item Attributes window, which is displayed on the next page of this manual.
- * The **Long Description** button opens the Item Long Description window, which is displayed on the next page of this manual.
- * The **Close** button closes the Item Base Detail window.

Item Base Detail

Base Information For: Hand Held Pulse Oximeter



Name:	Hand Held Pulse Oximeter
Part Number:	864773988
Description:	Hand Held Pulse Oximeter
Price:	Quantity Discount Price
	1-10 0% \$875.16
	11-20 10% \$787.64
	21 or more 15% \$743.89
Unit of Issue:	EA
Items Per Unit of Issue:	1
Trade Name:	
Manufacturer Name:	Manufacturer B
Manufacturer Part Number:	788493
UPN:	
NSN:	

Options			
Option Title	Options	Mandatory	Charge
Adult Finger tip sensor	Adult Articulated Finger Clip Sensor 1 meter / \$104.04	Optional	See Option Value

Search for Manufacturer Part Number Attributes Long Description Close

**LESSON 2:
Using the Product
Search Feature
(continued)**

Item Base Detail Window

Item Base Detail

Base Information For: Hand Held Pulse Oximeter

Name:	Hand Held Pulse Oximeter
Part Number:	864773988
Description:	Hand Held Pulse Oximeter
Price:	Quantity Discount Price
	1-10 0% \$875.16
	11-20 10% \$787.64
	21 or more 15% \$743.89
Unit of Issue:	EA
Items Per Unit of Issue:	1
Trade Name:	
Manufacturer Name:	Manufacturer B
Manufacturer Part Number:	788493
UPN:	
NSN:	

Options			
Option Title	Options	Mandatory	Charge
Adult Finger tip sensor	Adult Articulated Finger Clip Sensor 1 meter \$104.04	Optional	See Option Value

Search for Manufacturer Part Number [Attributes](#) [Long Description](#) [Close](#)

Item Attributes Window

Item Attributes

Attribute Information For: Hand Held Pulse Oximeter

Attribute	Value
Restricted material	N
General product	Y

[Base Information](#) [Long Description](#) [Close](#)

Item Long Description

Long description for: Hand Held Pulse Oximeter

The bright LED displays, simple operation, and outstanding battery performance make this product ideal for spot checks or transport monitoring.

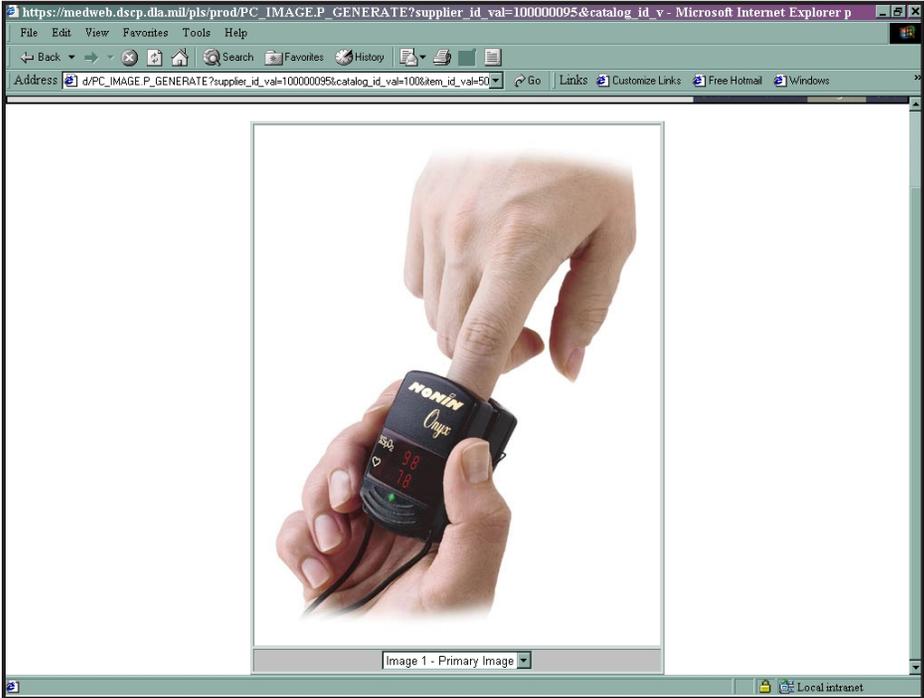
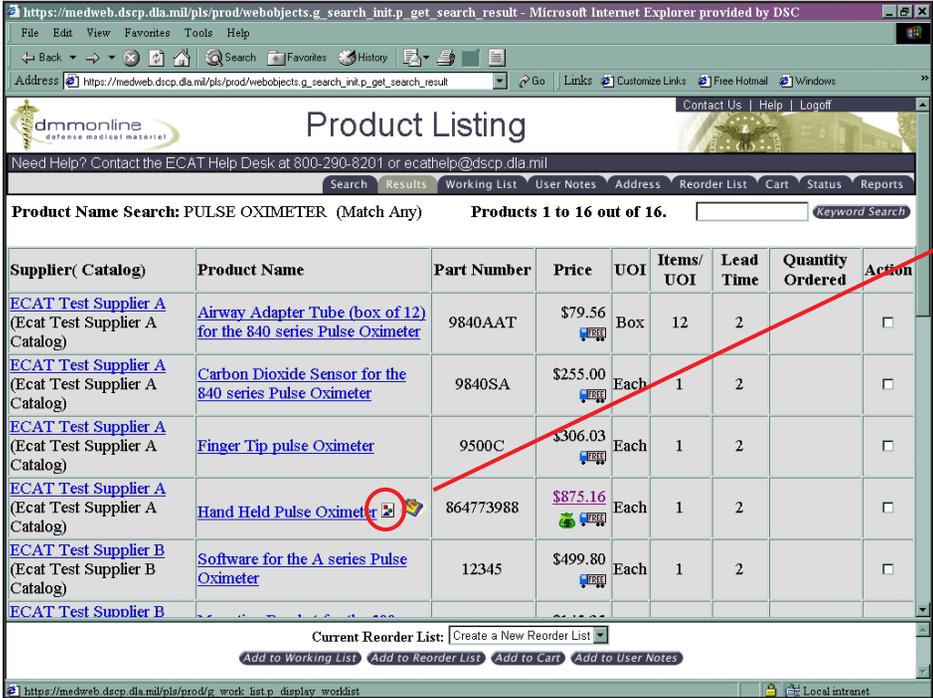
[Base Information](#) [Attributes](#) [Close](#)

Item Long Description Window

**LESSON 2:
Using the Product
Search Feature
(continued)**

2.4.3.2 Item Image Window

Certain items have images associated with them that you can view by clicking the icon next to the item's name on the Product Listing Screen.



To close the Images window, click the X in the upper right corner of the window.

Below are a few questions designed to reinforce the material presented in the preceding lesson.
Please take a few minutes to carefully read and answer them. The answers can be found in Appendix F.

Lesson 2 Questions

1. What is the Product Search Feature?

- a. A method of searching for user information in the ECAT database
- b. A method of searching for DoDAAC information in the ECAT database
- c. A method of searching for the products you are looking for in the ECAT database
- d. A method of searching for the shipping information you need in the ECAT database

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

- a. Icon
- b. Wildcard
- c. Compound character
- d. Narrow Search

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

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

- a. Narrow Search By
- b. Order Search Results
- c. View Supplier Catalogs
- d. Product Search

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

- a. Vinyl gloves
- b. Powdered, Vinyl Gloves
- c. Large, Powdered, Vinyl Gloves
- d. Large, White, Powdered Vinyl Gloves

6. What does it mean to filter data?

- a. To improve the accuracy of the data
- b. To narrow your search results by looking for more specific data from the database
- c. To compare products in the database based on specific parameters
- d. To sort from highest to lowest price

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

- a. %
- b. #
- c. &
- d. *

**LESSON 3:
Using the Working
List and User Notes
Objectives**

**At the conclusion of
this lesson, you will
be able to:**

- * **Identify the primary purpose of the Working List feature.**
- * **Compare products using the Working List.**
- * **Identify the primary purpose of the User Notes feature.**
- * **Add, remove, edit, and share User Notes.**

3.1 The Working List

3.1.1 What is the Working List?

The Working List allows you to list two or more products from the result set on the Product Listing screen in preparation for comparing them, which will be discussed in Section 3.1.3. 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. Supplier name, catalog name, product name, part number, and unit of issue (UOI) are elements in the Working List.

The Working List is available for the active session only. It can not be saved. This means that 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.

Supplier Name	Catalog Name	Product Name	Part Number	Price	UOI	Action
ECAT Test Supplier A	Ecat Test Supplier A Catalog	BEAKER W/HAND 1000ML 6/CS 1/PK	1223-1000	\$25.52	Package	<input type="checkbox"/>
ECAT Test Supplier B	Ecat Test Supplier B Catalog	BEAKER GRIFFIN 30ML	MSD1300121	\$1.93	Each	<input type="checkbox"/>
ECAT Test Supplier B	Ecat Test Supplier B Catalog	BEAKER GRIFFIN 600ML	02540ME	\$3.57	Each	<input type="checkbox"/>

[Compare](#)
[Add to Reorder List](#)
[Add to Cart](#)
[Add to User Notes](#)
[Remove](#)
[Remove All](#)

**LESSON 3:
Using the Working
List and User Notes
(continued)**

3.1.2 Create a Working List

On the Product Listing screen, click the **Action** checkbox for each product you would like to add to the **Working List**. Click the **Add to Working List** button at the bottom of the screen. Click the **Working List** tab at the top of the screen to view the Working List.

The screenshot shows a web browser window displaying the 'Product Listing' page. The browser's address bar shows the URL: https://medweb.dscpl.dla.mil/pls/prod/webobjects.g_search_init.p_get_search_result. The page header includes the 'dmmonline' logo and navigation links like 'Contact Us', 'Help', and 'Logoff'. Below the header, there are tabs for 'Search', 'Results', 'Working List', 'User Notes', 'Address', 'Reorder List', 'Cart', 'Status', and 'Reports'. The 'Working List' tab is highlighted with a red circle and an arrow pointing to the label 'Working List Tab'. The main content area displays a search result for 'PULSE OXIMETER' with 16 products listed. The table has columns for Supplier, Product Name, Part Number, Price, UOI, Items/ UOI, Lead Time, Quantity Ordered, and Action. The 'Action' column contains checkboxes. One checkbox is circled in red with an arrow pointing to the label 'Action Checkbox'. At the bottom of the page, there is a 'Current Reorder List' section with a dropdown menu and buttons for 'Add to Working List', 'Add to Reorder List', 'Add to Cart', and 'Add to User Notes'. The 'Add to Working List' button is circled in red with an arrow pointing to the label 'Add To Working List Button'.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Airway Adapter Tube (box of 12) for the 840 series Pulse Oximeter	9840AAT	\$79.56 	Box	12	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Carbon Dioxide Sensor for the 840 series Pulse Oximeter	9840SA	\$255.00 	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Finger Tip pulse Oximeter	9500C	\$306.03 	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Hand Held Pulse Oximeter	864773988	\$875.16 	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier B (Ecat Test Supplier B Catalog)	Software for the A series Pulse Oximeter	12345	\$499.80 	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier B								

Working List Tab

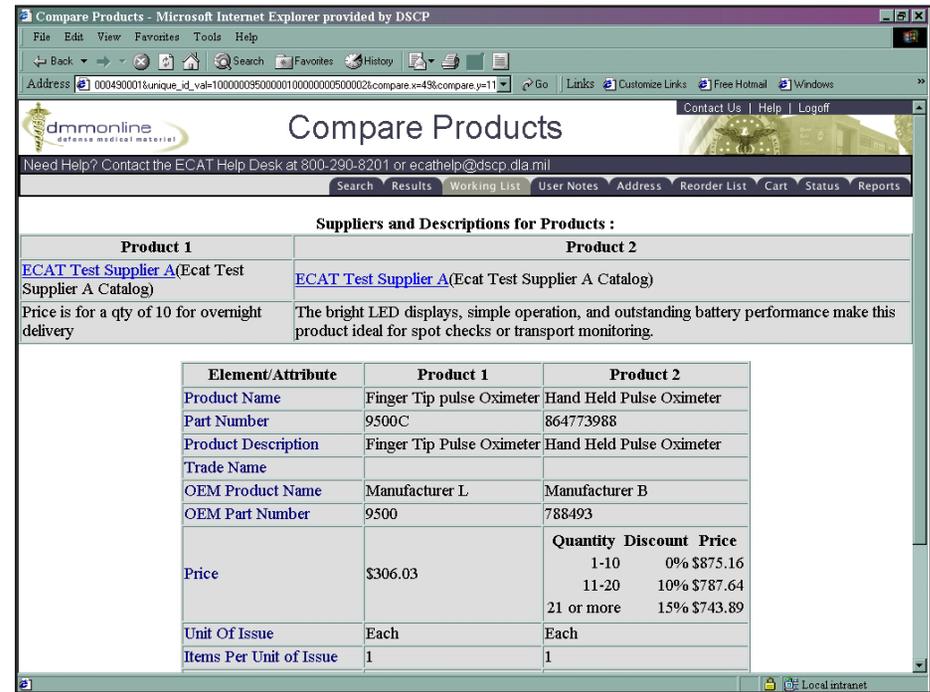
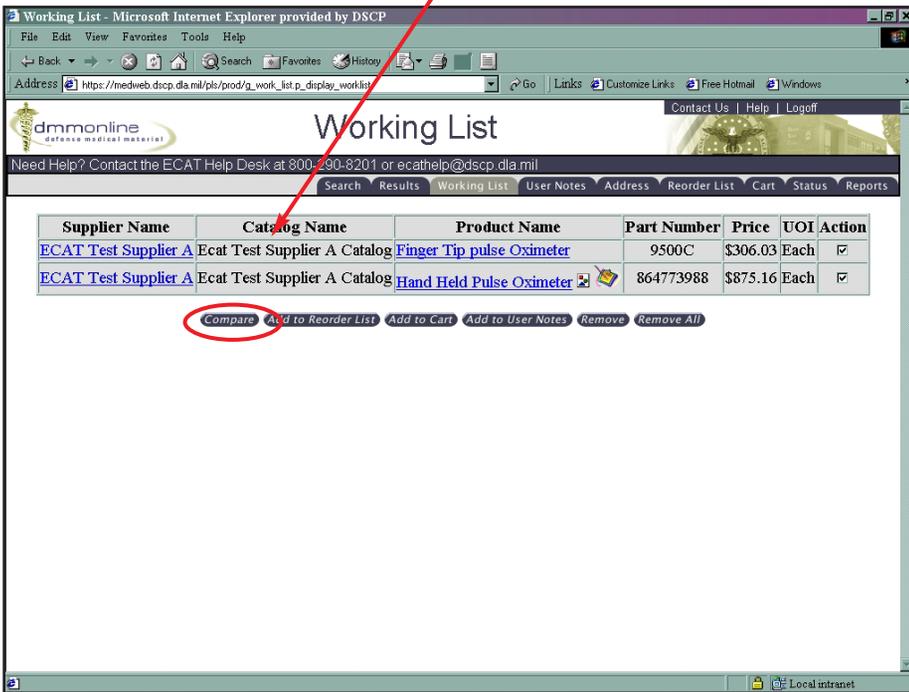
Action Checkbox

Add To Working List Button

**LESSON 3:
Using the Working
List and User Notes
(continued)**

3.1.3 Compare Products

To compare products on the **Working List**, click the **Action** checkbox for those items you would like to compare. Click the **Compare** button and the **Compare Products** window will open, listing details of each product side by side. To close the Compare Products window and return to the Working List, click the **Done** button at the bottom of the window.



While there is no limit to the number of items you can add to the **Working List**, you can only compare up to three items at a time.

**LESSON 3:
Using the Working
List and User Notes
(continued)**

3.1.4 Remove Products from the Working List

To remove an item from the **Working List**, check the appropriate Action box and click the **Remove** button. This will immediately delete the unwanted item from your list.

You can remove all items from the Working List by clicking the **Remove All** button.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Working List' page. The browser's address bar shows the URL: https://medweb.dscp.dla.mil/pls/prod/g_work_list.p_display_worklist. The page header includes the 'dmmonline defense medical materiel' logo and the title 'Working List'. Below the header, there is a navigation bar with tabs for 'Search', 'Results', 'Working List', 'User Notes', 'Address', 'Reorder List', 'Cart', 'Status', and 'Reports'. The main content area features a table with the following data:

Supplier Name	Catalog Name	Product Name	Part Number	Price	UOI	Action
ECAT Test Supplier A	Ecat Test Supplier A Catalog	Finger Tip pulse Oximeter	9500C	\$306.03	Each	<input checked="" type="checkbox"/>
ECAT Test Supplier A	Ecat Test Supplier A Catalog	Hand Held Pulse Oximeter	864773988	\$875.16	Each	<input type="checkbox"/>

Below the table, there is a row of action buttons: 'Compare', 'Add to Reorder List', 'Add to Cart', 'Add to User Notes', 'Remove', and 'Remove All'. The 'Remove' and 'Remove All' buttons are circled in red. A red arrow points from the text 'Remove and Remove All buttons' to this circle. The browser's status bar at the bottom shows the URL: https://medweb.dscp.dla.mil/pls/prod/g_work_list.p_remove_worklist.

Remove and Remove All buttons

3.2 User Notes

3.2.1 What are User Notes?

The **User Notes** feature enables you to add or remove notes for a specific product. A User Note is a personal comment you have about an item. This page displays a list containing Supplier Name, Catalog Name, Product Name, Part Number, Price and Unit of Issue. You can add a product to your User Notes page from the **Product Listing** or **Working List** pages. This manual will demonstrate the process of adding User Notes from the Product Listing page, but the same steps apply if you start from the Working List.

This is an example of the User Notes page.

The screenshot shows a web browser window titled "User Notes - Microsoft Internet Explorer provided by DSCP". The address bar shows the URL: https://medweb.dscp.dla.mil/pls/prod/q_user_notes.p_show_unotes_products?startnum=1. The page header includes the "dmmonline defense medical materiel" logo and the title "User Notes". A navigation bar contains links for "Search", "Results", "Working List", "User Notes", "Address", "Reorder List", "Cart", "Status", and "Reports". Below the navigation bar, it says "1 to 5 out of 5." and displays a table with the following data:

Supplier Name	Catalog Name	Product Name	Part Number	Price	UOI	Access	Action
ECAT Test Supplier A	ECAT Test Supplier A Catalog	Finger Tip pulse Oximeter	9500C	\$306.03	Each	Owner	<input type="checkbox"/>
ECAT Test Supplier A	ECAT Test Supplier A Catalog	Hand Held Pulse Oximeter	864773988	\$875.16	Each	Owner	<input type="checkbox"/>
ECAT Test Supplier C	ECAT Test Supplier C Catalog	Finger tip Pulse Oximeter	9500	\$402.90	Each	Owner	<input type="checkbox"/>
ECAT Test Supplier C	ECAT Test Supplier C Catalog	Mounting Bracket for the model 500 Pulse Oximeter	8500MB	\$20.40	Each	Owner	<input type="checkbox"/>
ECAT Test Supplier D	ECAT Test Supplier D Catalog	Mounting Bracket for the model 500 Pulse Oximeter with Side Bracket	8500MB W/SB	\$86.70	Each	Owner	<input type="checkbox"/>

Below the table, there are buttons for "Clear Notes", "Add to Cart", "Remove", "Remove All", and "Access".

3.2.2 Create a User Notes List

Before adding a user note to an item, you must ensure that the item is included in the User Notes list. To include an item on the User Notes list, follow the steps below.

- * Click the **Action Box** for the item(s) you want to add to your User Notes.
- * After the appropriate items are chosen, click the **Add to User Notes** button. This action will add the User Note icon in the Product Name column. You can view this on the following page.
- * Click the **User Notes** tab to get to the Product Details page, where you can type your user note.

The screenshot shows a web browser window displaying a 'Product Listing' page. The page title is 'Product Listing' and the URL is 'https://medweb.dscp.dla.mil/pls/prod/webobjects.g_search_result.showSearchResult?showitems=20&s'. The page features a search bar with the text 'Product Name Search: PULSE OXIMETER (Match Any)' and 'Products 1 to 16 out of 16'. Below the search bar is a table with the following columns: Supplier(Catalog), Product Name, Part Number, Price, UOI, Items/ UOI, Lead Time, Quantity Ordered, and Action. The table contains several rows of product information. Red arrows point from the instructions on the left to specific elements in the screenshot: one points to the 'Action' column checkboxes for 'Finger Tip pulse Oximeter' and 'Hand Held Pulse Oximeter', another points to the 'Add to User Notes' button at the bottom of the page, and a third points to the 'User Notes' tab in the navigation bar. The 'Add to User Notes' button is circled in red.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Airway Adapter Tube (box of 12) for the 840 series Pulse Oximeter	9840AA1	\$79.56	Box	12	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Carbon Dioxide Sensor for the 840 series Pulse Oximeter	9840SA	\$255.00	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Finger Tip pulse Oximeter	9500C	\$306.03	Each	1	2		<input checked="" type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Hand Held Pulse Oximeter	864773988	\$875.16	Each	1	2		<input checked="" type="checkbox"/>
ECAT Test Supplier B (Ecat Test Supplier B Catalog)	Software for the A series Pulse Oximeter	12345	\$499.80	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier B								

Current Reorder List: Create a New Reorder List

Add to Working List Add to Reorder List Add to Cart Add to User Notes

**LESSON 3:
Using the Working
List and User Notes
(continued)**

Once an item is added to the User Notes page, a **notebook icon** is visible next to the Product Name on the Product Listing page. (This icon is not visible on the User Notes page.)

Product Listing

Product Name Search: PULSE OXIMETER (Match Any) Products 1 to 16 out of 16.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Airway Adapter Tube (box of 12) for the 840 series Pulse Oximeter	9840AAT	\$79.56 	Box	12	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Carbon Dioxide Sensor for the 840 series Pulse Oximeter	9840SA	\$255.00 	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Finger Tip pulse Oximeter	9500C	\$306.03 	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	Hand Held Pulse Oximeter	864773988	\$875.16 	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier B (Ecat Test Supplier B Catalog)	Software for the A series Pulse Oximeter	12345	\$499.80 	Each	1	2		<input type="checkbox"/>
ECAT Test Supplier B								

Current Reorder List: Create a New Reorder List

[Add to Working List](#) [Add to Reorder List](#) [Add to Cart](#) [Add to User Notes](#)

3.2.3 Add a User Note

Once you have created a User Notes list, you are able to add a User Note to an item. From the User Notes page (accessed by clicking on the User Notes tab), click the name of the product for which you want to add a User Note in order to display the **Product Details** page. In addition to displaying Supplier Name, Catalog ID and Name, Product ID and Name, Part Number, Item Description, Price, Unit of Measure, Items per Unit, Trade Name and Manufacturer Part Number and Description, the **Product Details** page provides a place for you to enter notes and personal comments about specific items.

To enter a User Note:

- * Click inside the **Notes** text box.
- * Type your note regarding the item.
- * Click **Save** to save your note.
- * Click **Done** to return to the **User Notes** page.

Supplier Name: ECAT Test Supplier A	
Catalog ID: 100	Catalog Name: Ecate Test Supplier A Catalog
Product ID: 50	Product Name: Hand Held Pulse Oximeter
Part Number: 864773988	Item Description: Hand Held Pulse Oximeter
Price:	Quantity Discount Price
	1-10 0% \$875.16
	11-20 10% \$787.64
21 or more 15% \$743.89	
Unit of Measure: Each	Items Per Unit: 1
Trade Name:	
Manufacturer Part Number: 788493	Manufacturer Description: Manufacturer B

Notes:

Previous Next Save Done

If you would like to enter a user note for more than one item, click the **Next** button while in the **Product Details** page to move to the next item on your list.

**LESSON 3:
Using the Working
List and User Notes
(continued)**

3.2.4 Remove a User Note

You may remove any notes you have already added.

- * Click the **User Notes** tab to go to the **User Notes** page.
- * Click the **Action** box for the item whose note you want to delete.
- * Click the **Clear Notes** button.

Supplier Name	Catalog Name	Product Name	Part Number	Price	UOI	Access	Action
ECAT Test Supplier A	ECat Test Supplier A Catalog	Finger Tip pulse Oximeter	9500C	\$306.03	Each	Owner	<input type="checkbox"/>
ECAT Test Supplier A	ECat Test Supplier A Catalog	Hand Held Pulse Oximeter	864773988	\$875.16	Each	Owner	<input type="checkbox"/>
ECAT Test Supplier C	ECAT Test Supplier C Catalog	Finger tip Pulse Oximeter	9500	\$402.90	Each	Owner	<input type="checkbox"/>
ECAT Test Supplier C	ECAT Test Supplier C Catalog	Mounting Bracket for the model 500 Pulse Oximeter	8500MB	\$20.40	Each	Owner	<input type="checkbox"/>
ECAT Test Supplier D	ECAT Test Supplier D Catalog	Mounting Bracket for the model 500 Pulse Oximeter with Side Bracket	8500MB W/SB	\$86.70	Each	Owner	<input type="checkbox"/>

1 to 5 out of 5.

[Clear Notes](#) [Add to Cart](#) [Remove](#) [Remove All](#) [Access](#)

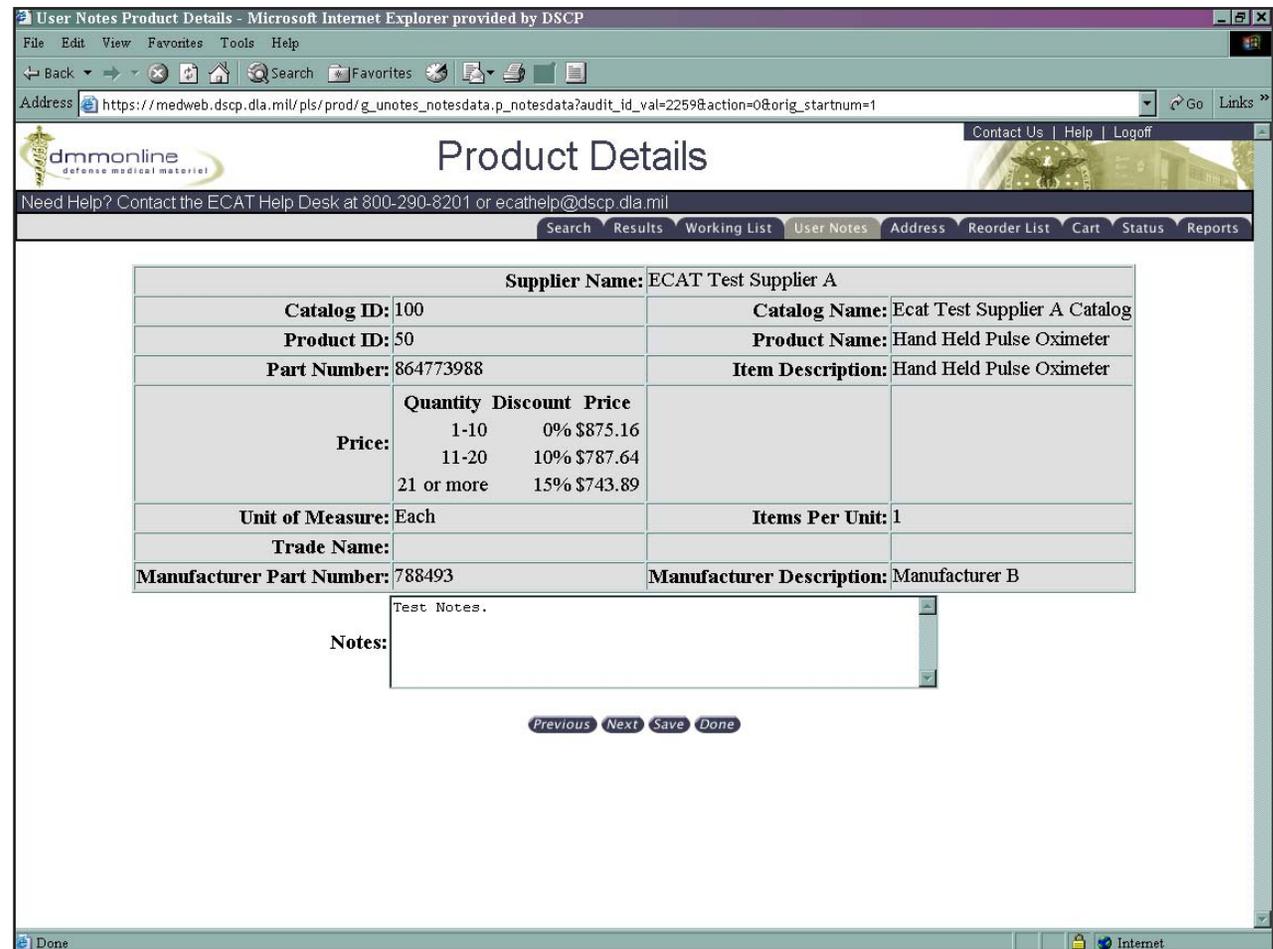
Action box

**LESSON 3:
Using the Working
List and User Notes
(continued)**

3.2.5 Edit a User Note

You may edit an existing User Note.

- * Click the **User Notes** tab to go to the **User Notes** page.
- * Click the name of the product whose note you want to edit.
- * Make the necessary changes to the note and click the **Save** button.



**LESSON 3:
Using the Working
List and User Notes
(continued)**

3.2.6 Share Notes

You can choose to allow visibility of notes you author to any or all members of your **User Group**. In addition, you can assign **Read Only** or **Read/Write** access on a user level.

- * Click the **Action** box for those items whose notes you wish to share with other members of your User Group.
- * Click the **Access** button.
- * This will take you to the **User Notes Access** page.

One thing to keep in mind is that if you want to share notes from multiple items, you will have to check each one and set access to it individually. You cannot check multiple items and then click the Access button.

Supplier Name	Catalog Name	Product Name	Part Number	Price	UOI	Access	Action
ECAT Test Supplier A	ECat Test Supplier A Catalog	Finger Tip pulse Oximeter	9500C	\$306.03	Each	Owner	<input type="checkbox"/>
ECAT Test Supplier A	ECat Test Supplier A Catalog	Hand Held Pulse Oximeter	864773988	\$875.16	Each	Owner	<input type="checkbox"/>
ECAT Test Supplier C	ECAT Test Supplier C Catalog	Finger tip Pulse Oximeter	9500	\$402.90	Each	Owner	<input type="checkbox"/>
ECAT Test Supplier C	ECAT Test Supplier C Catalog	Mounting Bracket for the model 500 Pulse Oximeter	8500MB	\$20.40	Each	Owner	<input checked="" type="checkbox"/>
ECAT Test Supplier D	ECAT Test Supplier D Catalog	Mounting Bracket for the model 500 Pulse Oximeter with Side Bracket	8500MB W/SB	\$86.70	Each	Owner	<input type="checkbox"/>

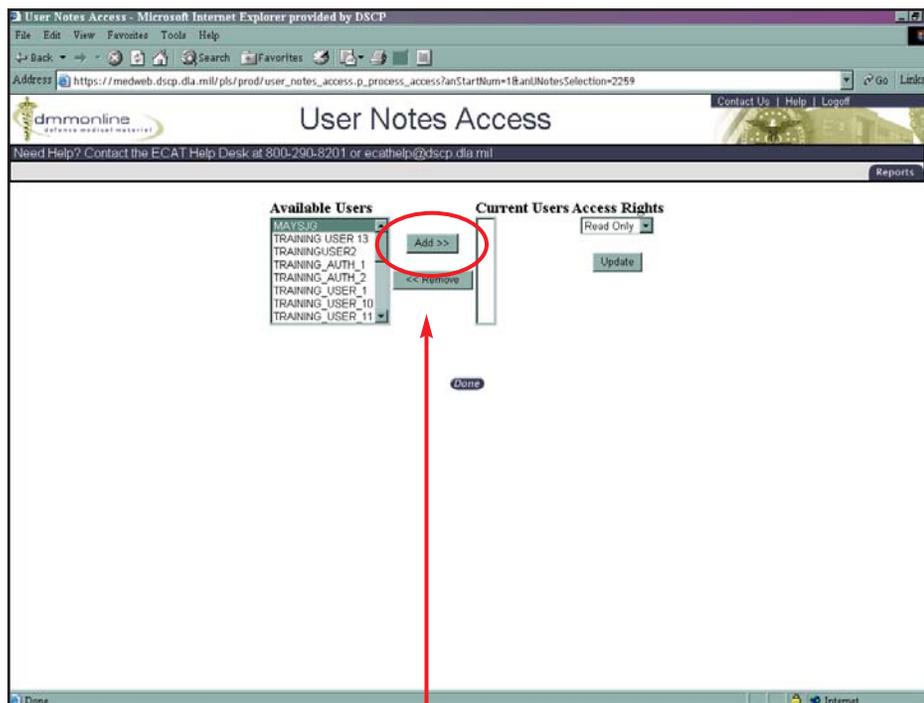
Buttons: Clear Notes, Add to Cart, Remove, Remove All, Access

When you create a user note, by default you are the only person with visibility of your note.

Action checkbox

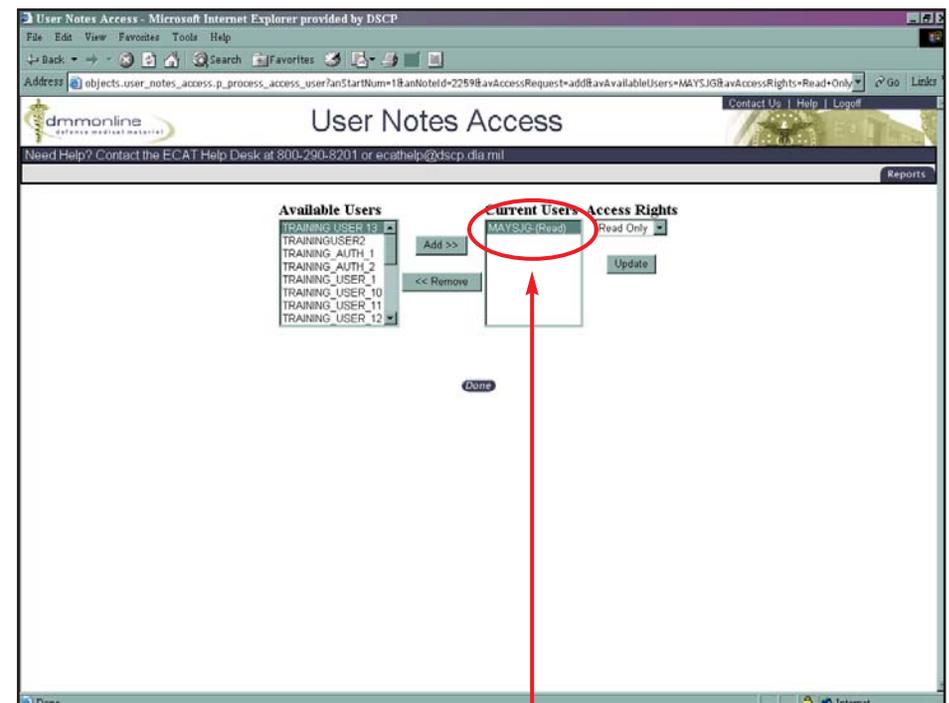
LESSON 3: Using the Working List and User Notes (continued)

By default, only you can see your User Notes when you access ECAT. Sometimes, though, you might want to let others see them. To grant other users access to your **User Notes**, select a user from the **Available Users** listbox, then click the **Add** button to move the user to the **Current Users** listbox.



* Highlight appropriate user in **Available Users** dropdown box.

* Click the **Add** button.

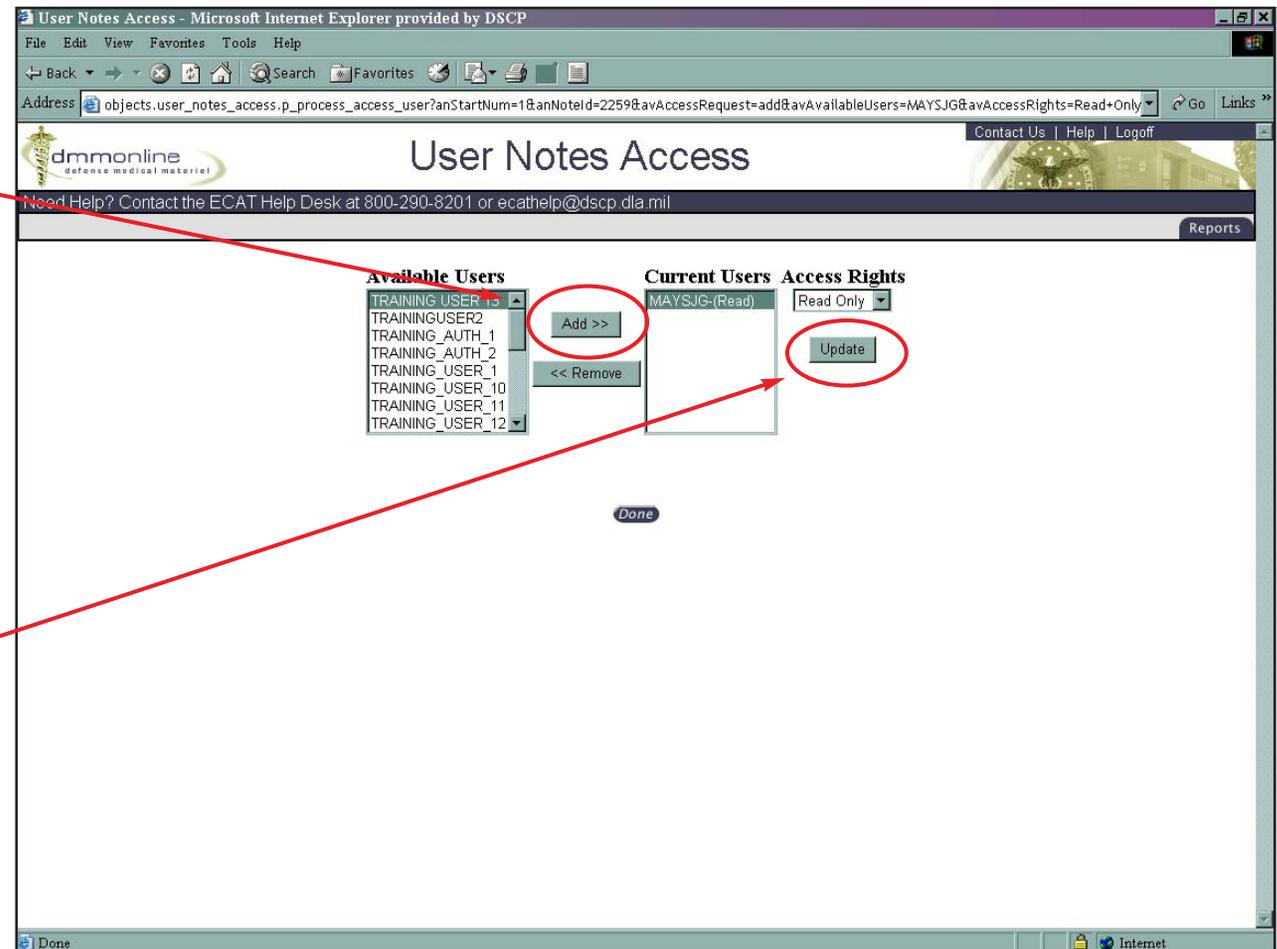


* User appears in the **Current Users** box.

LESSON 3: Using the Working List and User Notes (continued)

The **User Note Access** page gives you a lot of flexibility when you set the access rights to your User Notes.

- * You can add multiple users to your Access list by highlighting each user and clicking the **Add** button.
- * You can grant different users different access rights on the same list by changing the option in the Access Rights dropdown box for each user before clicking the **Add** button.
- * You can change a Current User's access rights after he/she has been added by highlighting the user in the Current User box, changing the option in the Access Rights dropdown box, and clicking the **Update** button.
- * Click **Done** when you are finished setting access rights to your **User Notes** to save your changes.



3.2.6.1 Types of Access

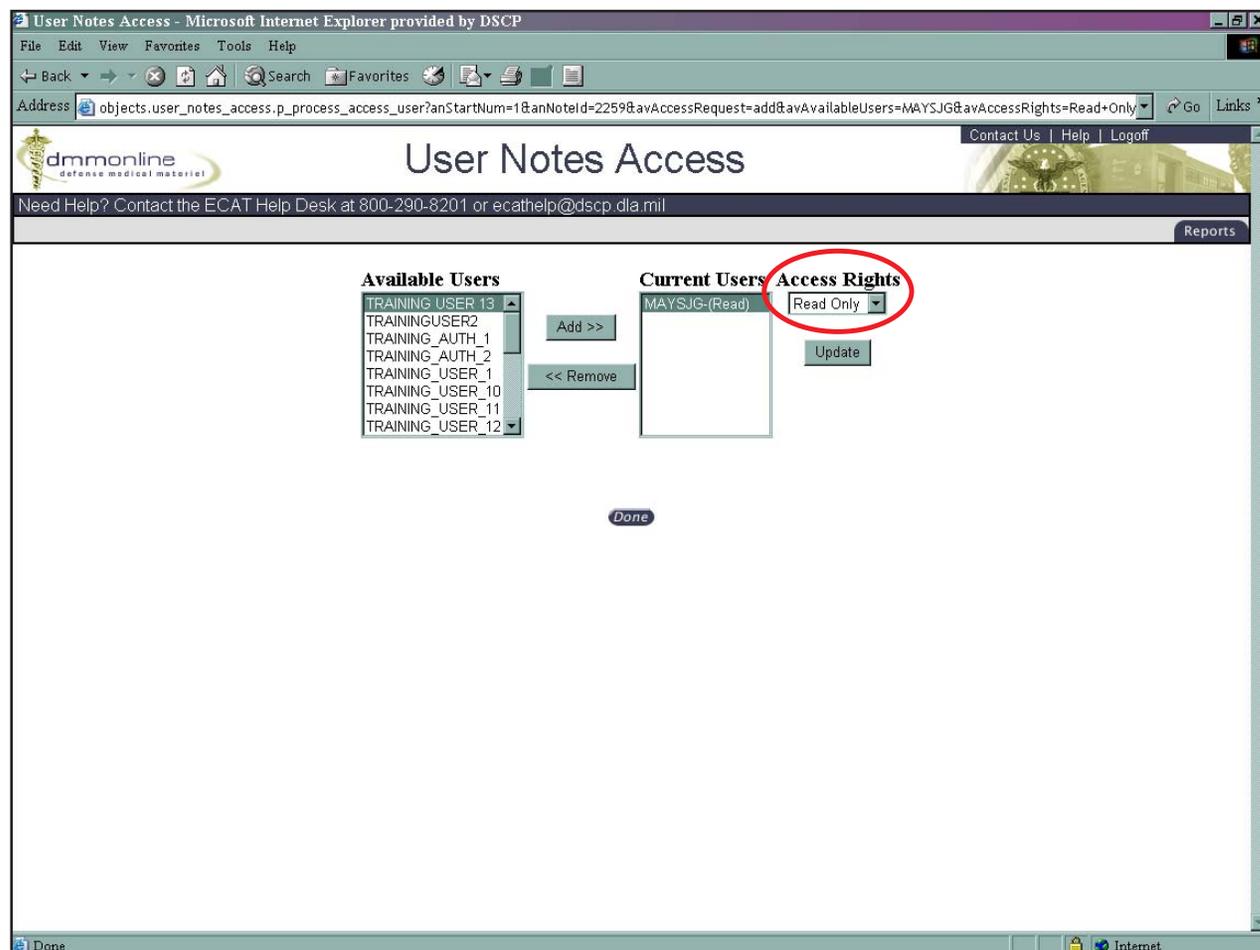
After you have granted users access to your notes, you must set the users' access rights by selecting from the **Access Rights** list-box. There are three types of rights that can be granted to a user:

- * **Owner**
- * **Read/Write**
- * **Read Only**

Owner - The creator of the note is automatically considered the Owner of the note, granting the creator Owner status. The Owner has the right to add, delete, or edit the note. This user also has the ability to assign access rights to the note. Owner status is transferable among users. However, be aware that once Owner status is transferred, the original Owner retains merely Read Only privileges to the note.

Read/Write - A user with Read/Write privileges has the same note modification privileges as the Owner, but this user cannot change other users' access rights.

Read Only - A user with Read Only privileges may view the note, but this user does not have the right to modify it or change other users' access to it in any way.



After you have selected the appropriate level of access for each user with access to your User Note, click the **Done** button to apply your changes.

Below are a few questions designed to reinforce the material presented in the preceding lesson.
Please take a few minutes to carefully read and answer them. The answers can be found in Appendix F.

Lesson 3 Questions

- 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
 - b. To allow you to create a list of items that you order on a recurring basis
 - c. To provide a place for you to enter notes and personal comments about specific items
 - d. To allow you to place items you want to order in the Cart for purchase

- 2. What is the maximum number of products can be simultaneously added to the Working List?**
 - a. Three
 - b. Ten
 - c. Unlimited
 - d. Two

- 3. How do you save the Working List?**
 - a. Click the Save button at the bottom of the Working List page
 - b. You can't
 - c. The Working List is saved automatically when you leave the page
 - d. Click the Working List tab

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

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

- a. Click the Working List tab
- b. Click the Suppliers' names for the items you would like to compare
- c. Click the Working List Tab, 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

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

- a. To create lists of items you order on a recurring basis
- b. To provide you with additional information about the product
- c. To enable you to add, edit, or remove a personal comment about an item
- d. To allow you to receive additional information about a supplier

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

- a. The Product Listing and Working List pages
- b. The Reorder List and Working List pages
- c. The Cart and from the Reorder List page
- d. The Product Listing and Reorder List pages

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

- a. All members of your User Group
- b. Group Administrators
- c. Order Authorizers
- d. Only you do

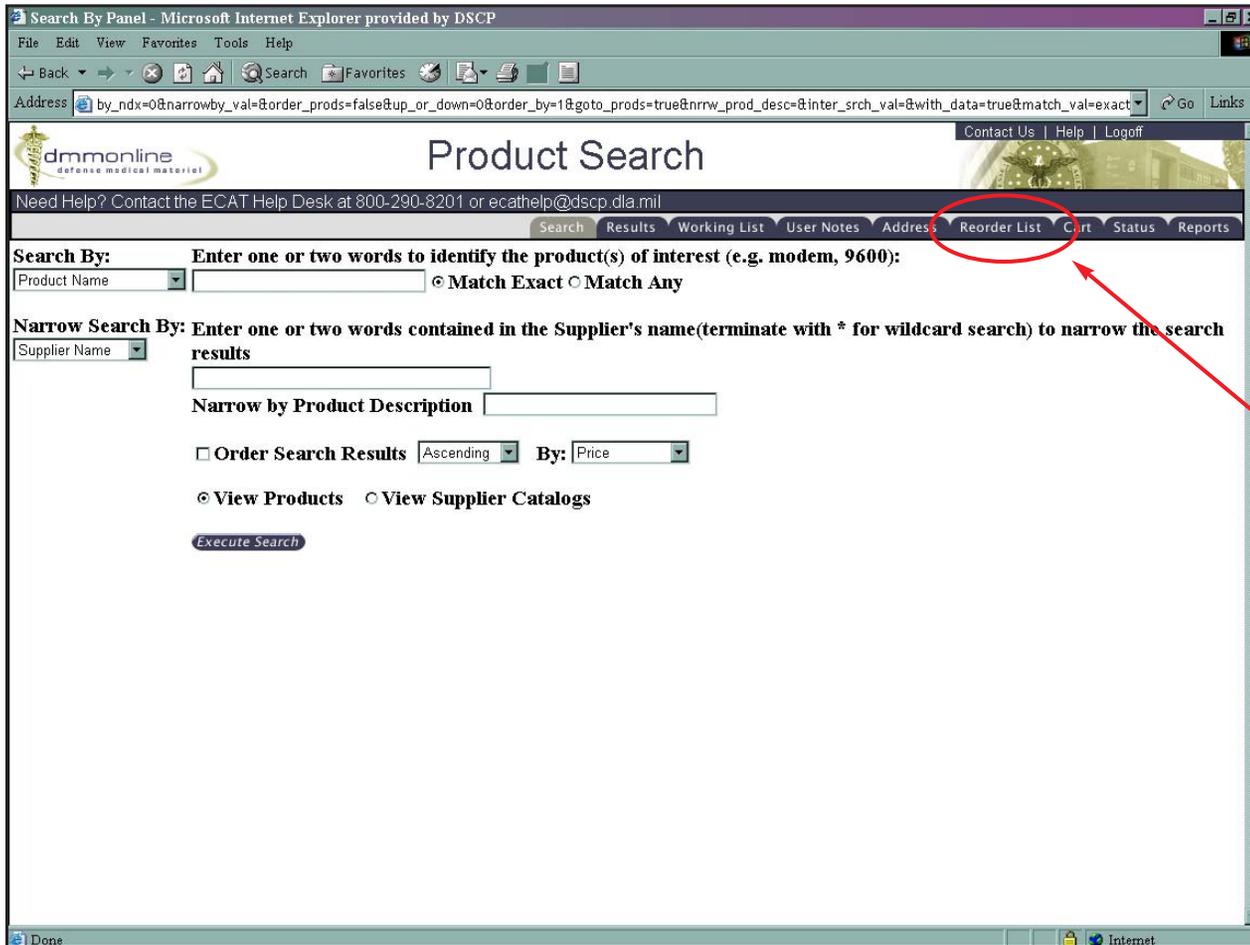
9. Which of the following statements does NOT describe the User Notes Access page?

- a. Multiple users can be added to an Access List by highlighting each user and clicking the Add button
- b. Different users can be granted different access rights on the same list
- c. The User Note Access page is not very flexible, since only you can ever see your User Notes when you access ECAT.
- d. A Current User's access rights can be changed after he/she has been added

**At the conclusion of
this lesson, you will
be able to:**

- * **State two reasons you should use the Reorder List feature.**
- * **Manage products on a Reorder List.**
- * **Control access to a Reorder List.**
- * **Update a Reorder List in Review.**

LESSON 4: Managing the Reorder List Objectives



4.1 What is a Reorder List?

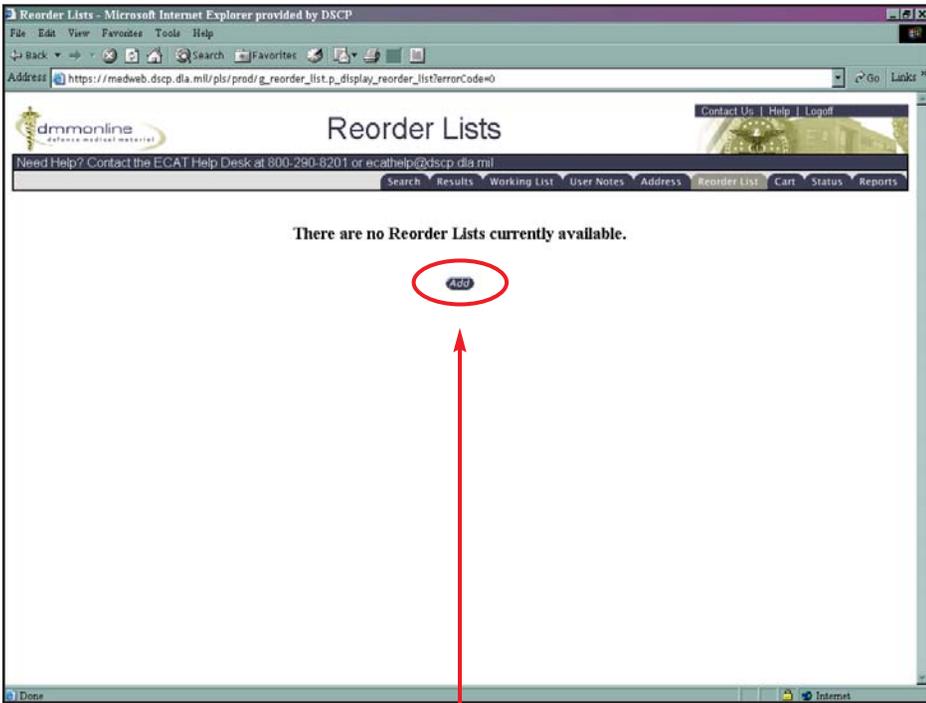
The Reorder List is a list (or lists) you can create of items you order on a recurring basis. If you order products on a recurring basis, using the **Reorder List** feature in ECAT is a way to eliminate the need to search for the same product each time you want to order it. Click the **Reorder List** tab to access this feature.

Reorder List Tab

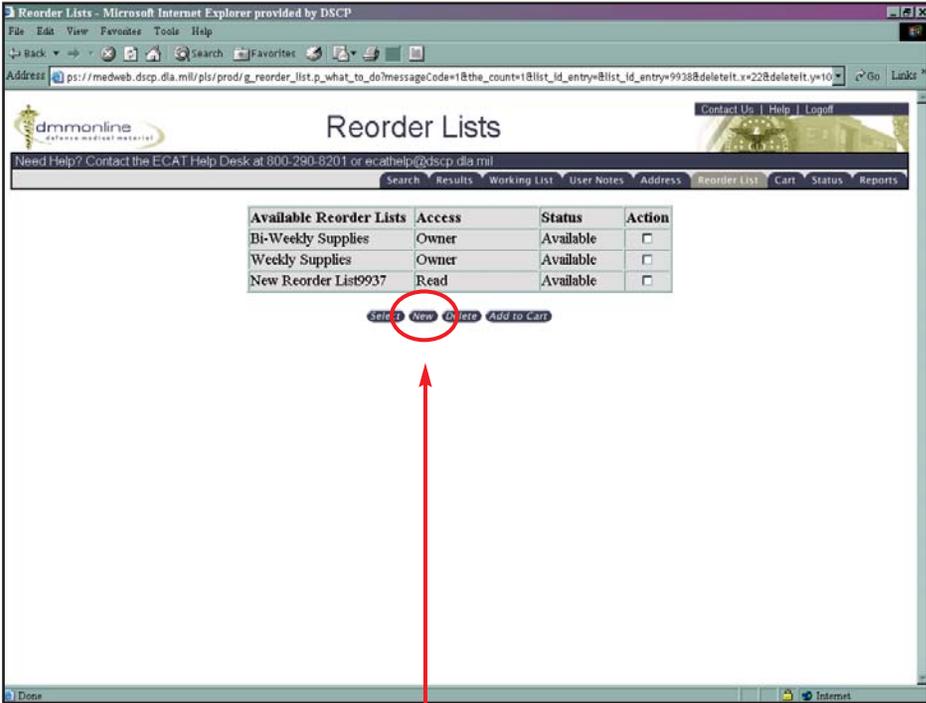
4.2 Create a new Reorder List

If you have never created a **Reorder List** before, the system will tell you that there are no Reorder Lists available and prompt you to create a new one. Click the **Add** button to create a new Reorder List.

If you have created previous **Reorder Lists**, the system displays all your available lists. Click the **New** button to create a new one.



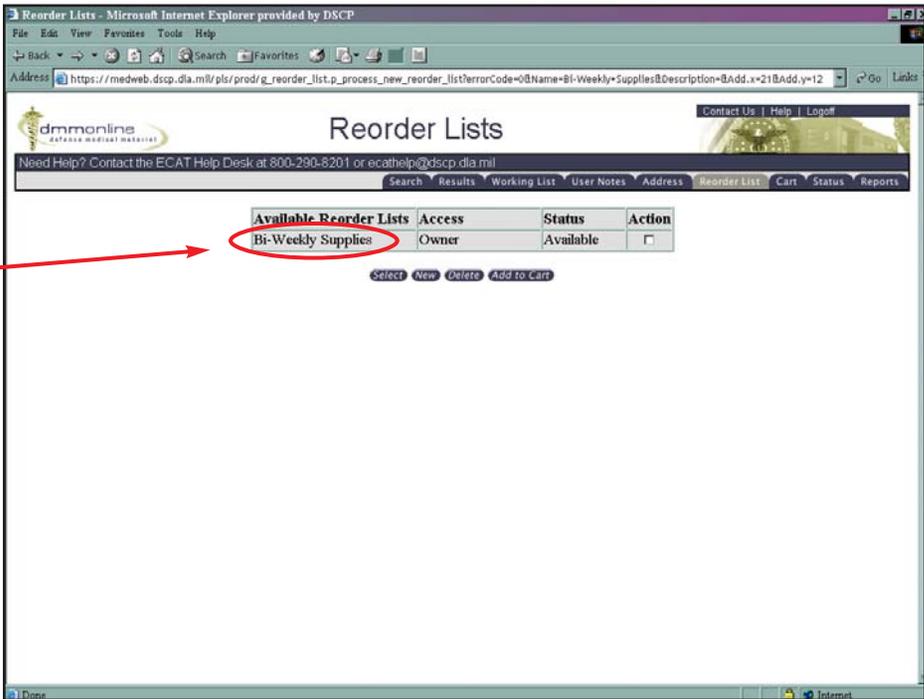
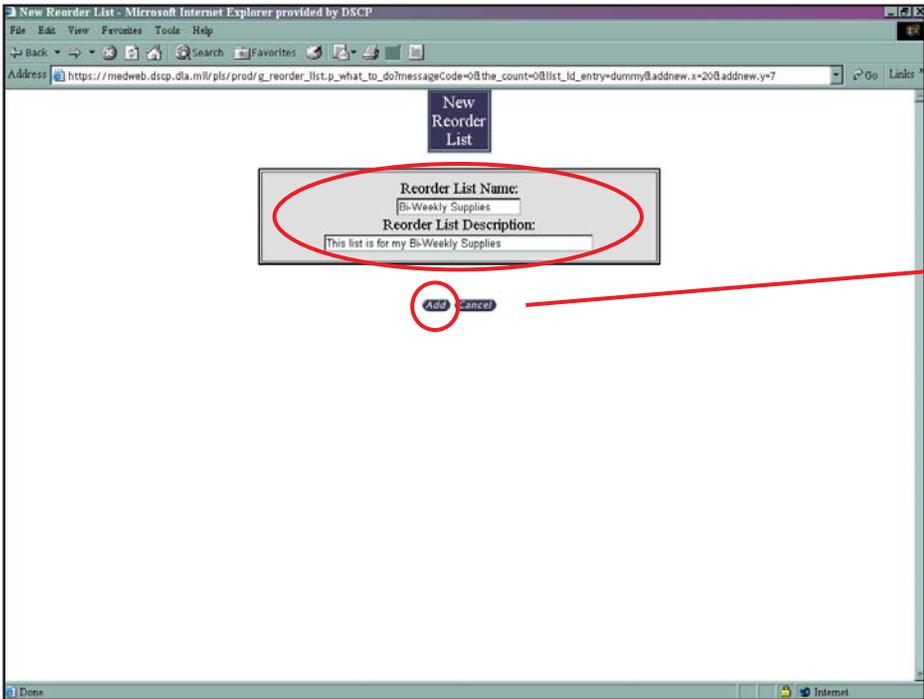
Add button



New button

**LESSON 4:
Managing the
Reorder List
(continued)**

Whether you are adding or creating a new Reorder List, the application will next ask you to name and describe the **Reorder List** that you are creating. Once you have done this, click the **Add** button to finalize the creation of the added or new **Reorder List**.



**LESSON 4:
Managing the
Reorder List
(continued)**

4.3 Manage the products on a Reorder List

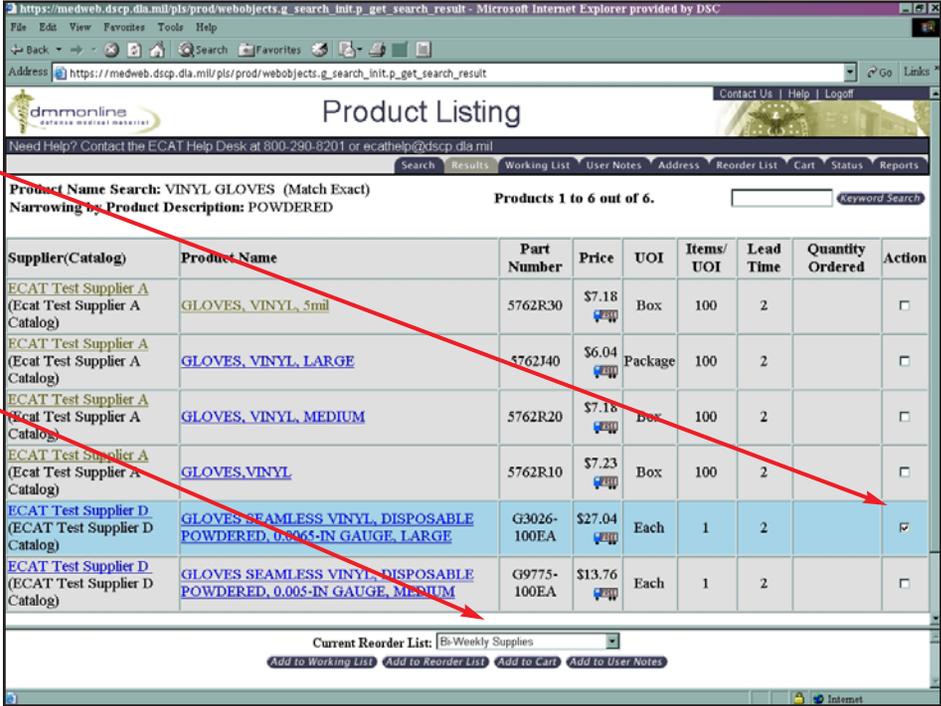
Click the **Reorder List** tab to select an already created Reorder List, or create a new Reorder List as described in section 4.2.

4.3.1 Add, Select and Delete products

You can add products to the Reorder List through the Product Listing page and through the Cart. To access the Product Listing page, click the **Results** tab. To access the Cart, click the **Cart** tab. This section explains how to add products to the Reorder List from the Product Listing page. To learn how to add products to the Reorder List from the Cart, please refer to section 6.4.

- * Click the **Action** box for the product you want to add to the Reorder List.
- * Select the **Reorder List** that you want to add the products to from the dropdown box at the bottom of the page.
- * Click the **Add to Reorder List** button.

When the item is added to the list, the product will be highlighted in blue.



**LESSON 4:
Managing the
Reorder List
(continued)**

Once items are in your Reorder List, you will have to **Select** them in order to manipulate them. Select an item in the Reorder List by clicking the **Selected** box next to it. If you want to select all of the items in the Reorder List, click the **Select All** button at the bottom of the page.

The screenshot shows the 'Reorder List' page in Microsoft Internet Explorer. The browser title is 'Reorder List - Microsoft Internet Explorer provided by DSCP'. The address bar shows the URL: https://medweb.dscp.dla.mil/pls/prod/g_reorder_list.p_display_reorder_list?errorCode=0. The page header includes 'dmmonline defense medical materiel' and 'Reorder List'. Below the header, there are navigation tabs: Search, Results, Working List, User Notes, Address, Reorder List, Cart, Status, Reports. The main content area features a 'Reorder List Name' field with 'Bi-Weekly Supplies' and a 'Sort by' dropdown menu set to 'LSN,Supplier Name,Part Number'. A table lists items with columns: Supplier Name, Product, Part Number, Quantity, Price, UOI, Items / UOI, Lead Time, Local Stock Number, and Selected. Two items are listed: 'BEAKER GRIFFIN 1000ML' and 'GLOVES SEAMLESS VINYL, DISPOSABLE POWDERED, 0.0065-IN GAUGE, LARGE'. Red circles highlight the 'Selected' checkboxes for these items. Below the table is a 'Reorder List Description' field and an 'ADD TO' dropdown menu set to 'Cart'. At the bottom, there are buttons for 'New List', 'Access', 'Delete', 'Save', and 'Select All'. A red circle highlights the 'Select All' button. Red arrows point from text labels to these elements.

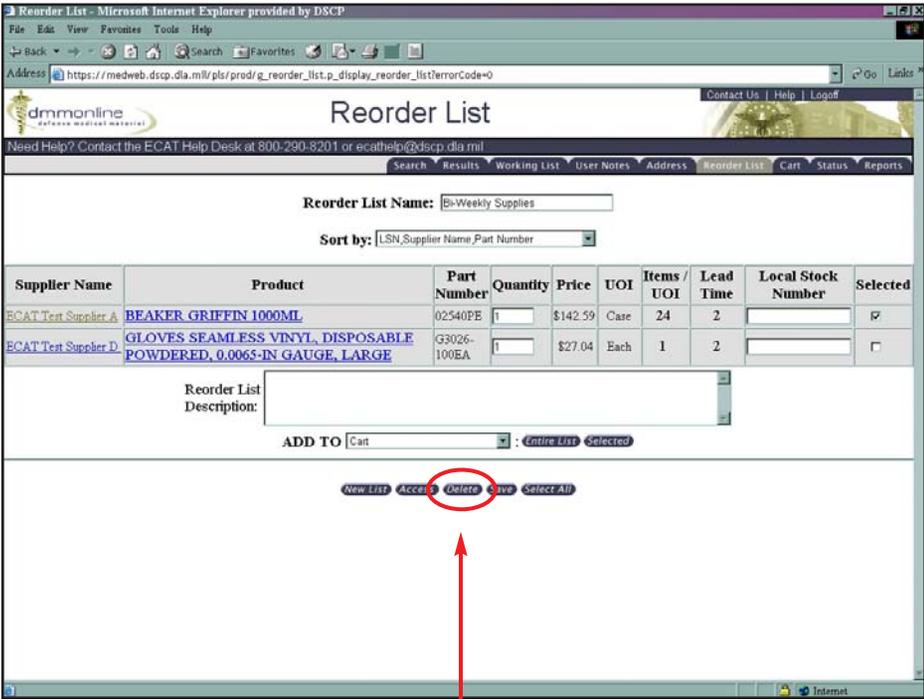
Supplier Name	Product	Part Number	Quantity	Price	UOI	Items / UOI	Lead Time	Local Stock Number	Selected
ECAT Test Supplier A	BEAKER GRIFFIN 1000ML	02540PE	1	\$142.59	Case	24	2		<input type="checkbox"/>
ECAT Test Supplier D	GLOVES SEAMLESS VINYL, DISPOSABLE POWDERED, 0.0065-IN GAUGE, LARGE	G3026-100EA	1	\$27.04	Each	1	2		<input type="checkbox"/>

Selected box

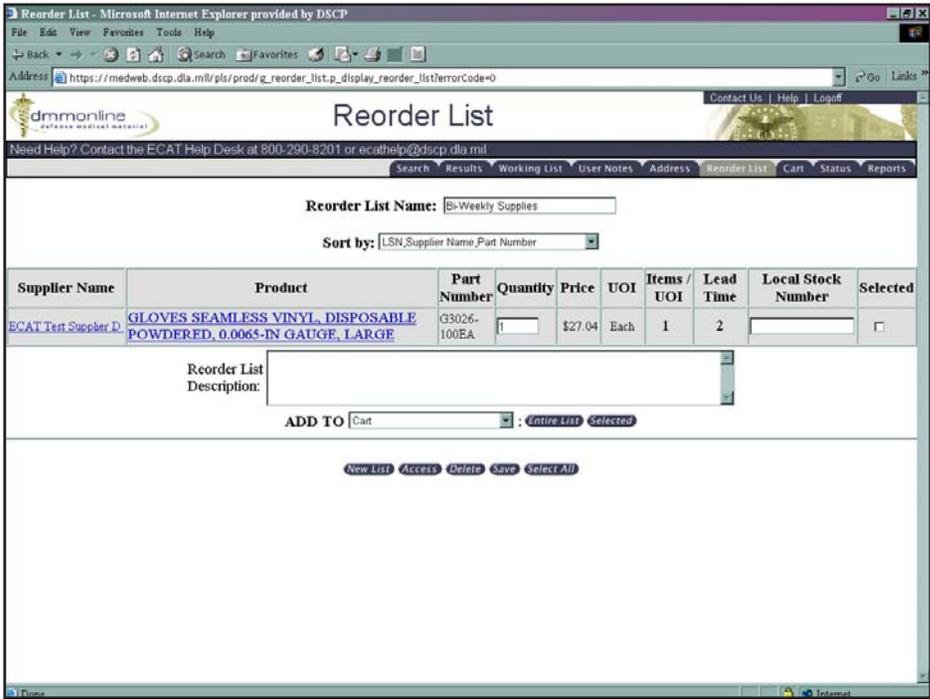
Select All button

**LESSON 4:
Managing the
Reorder List
(continued)**

Just as a product can be added to the **Reorder List**, it can also be deleted. Click on the **Selected** box next to the product you want to delete, then click the **Delete** button. The item is automatically deleted from the **Reorder List**.



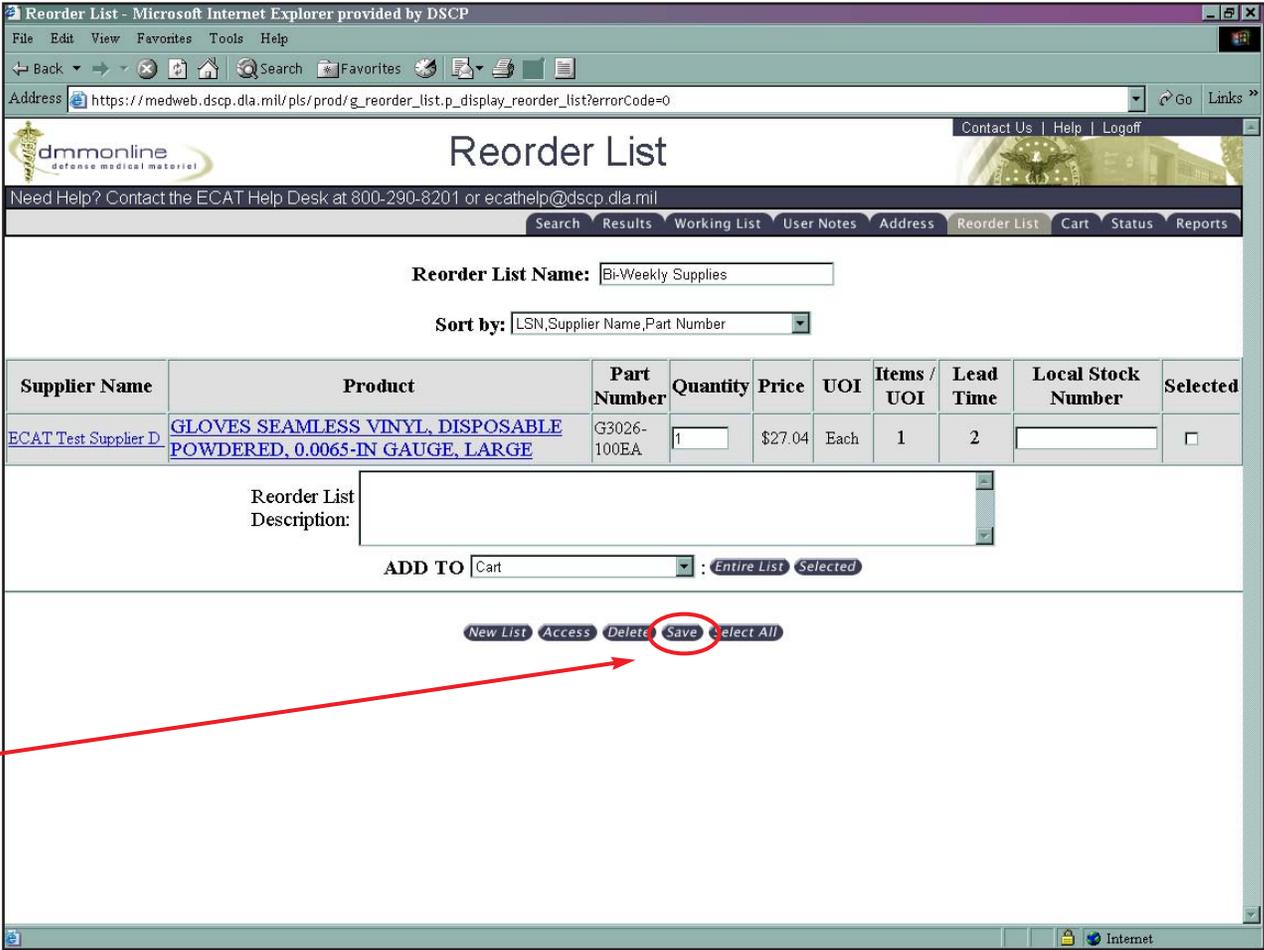
Delete button



**LESSON 4:
Managing the
Reorder List
(continued)**

4.4 Save a Reorder List

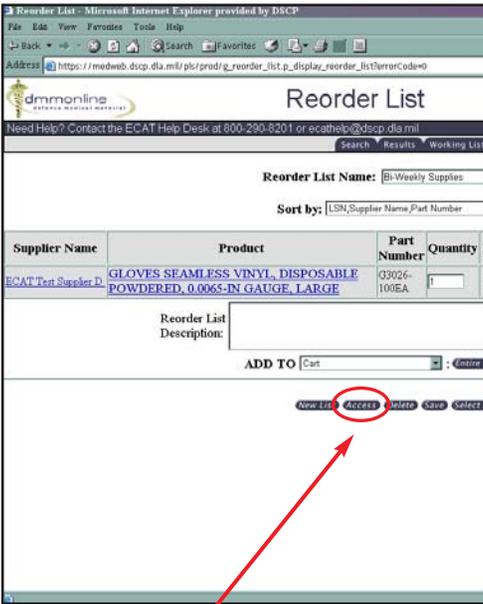
Once you have finished adding and deleting items from the **Reorder List**, you should save the list so you can access it again in the future. Click the **Save** button to save your list.



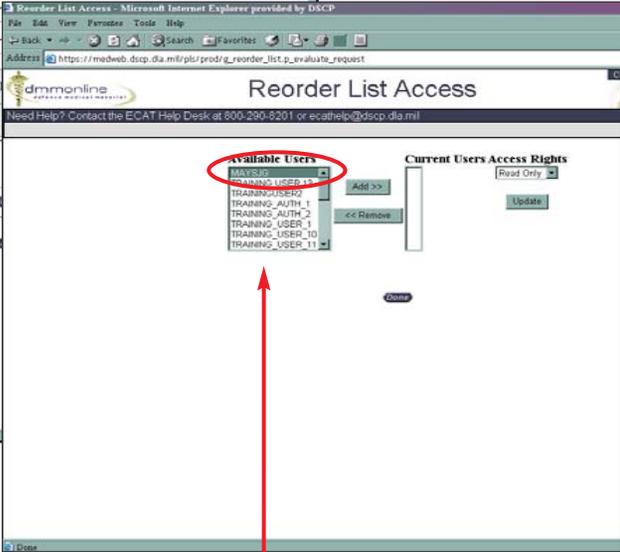
Save button

4.5 Control access to a Reorder List

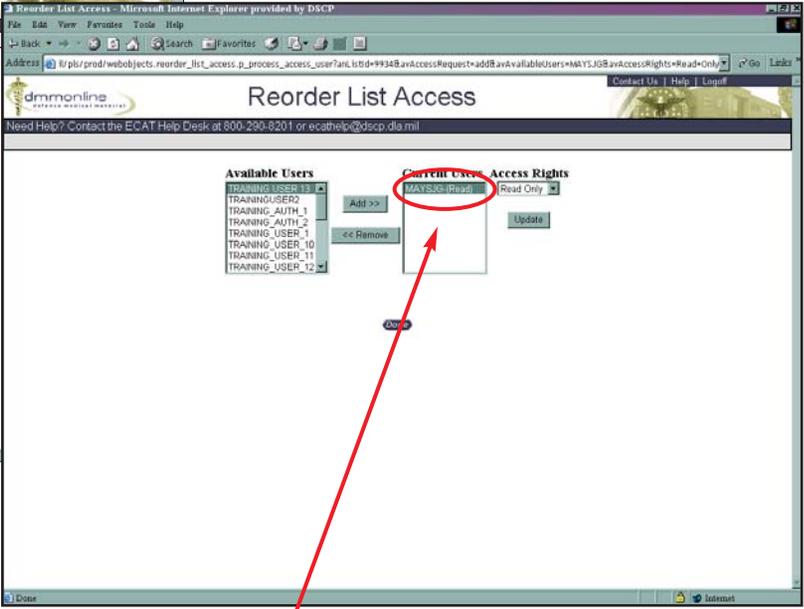
By default, only you can see your Reorder Lists when you access ECAT. Sometimes, though, you might want to let other users use your lists. To grant other users access to your **Reorder Lists**, click the **Access** button on the Reorder List page. Select a user from the **Available Users** listbox, then click the **Add** button to move the user to the **Current Users** listbox.



* Click the **Access** button



- * Highlight appropriate user in **Available Users** dropdown box
- * Click the **Add** button

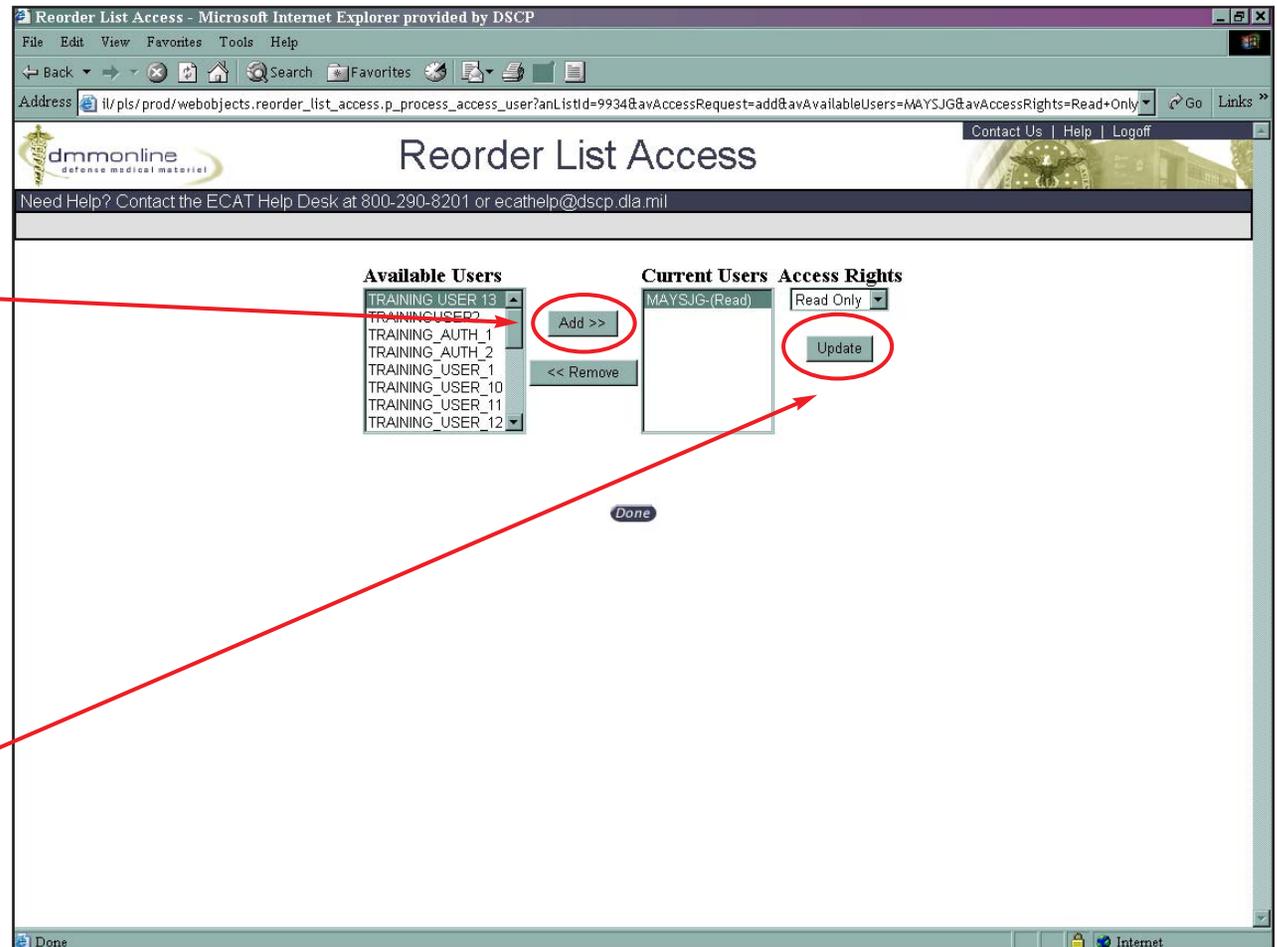


* User appears in the **Current Users** box

LESSON 4: Managing the Reorder List (continued)

The Reorder List Access page gives you a lot of flexibility when you set the access rights to your Reorder Lists.

- * You can add multiple users to your Access list by highlighting each user and clicking the **Add** button.
- * You can grant different users different access rights on the same list by changing the option in the Access Rights dropdown box for each user before clicking the **Add** button.
- * You can change a Current User's access rights after he/she has been added by highlighting the user in the Current User box, changing the option in the Access Rights dropdown box, and clicking the **Update** button.
- * Click **Done** when you are finished setting access rights to your **Reorder List** to save your changes.



4.5.1 Types of Access

After you have granted users access to your lists, you must set the users' access rights by selecting from the **Access Rights** listbox. There are three types of rights that can be granted to a user:

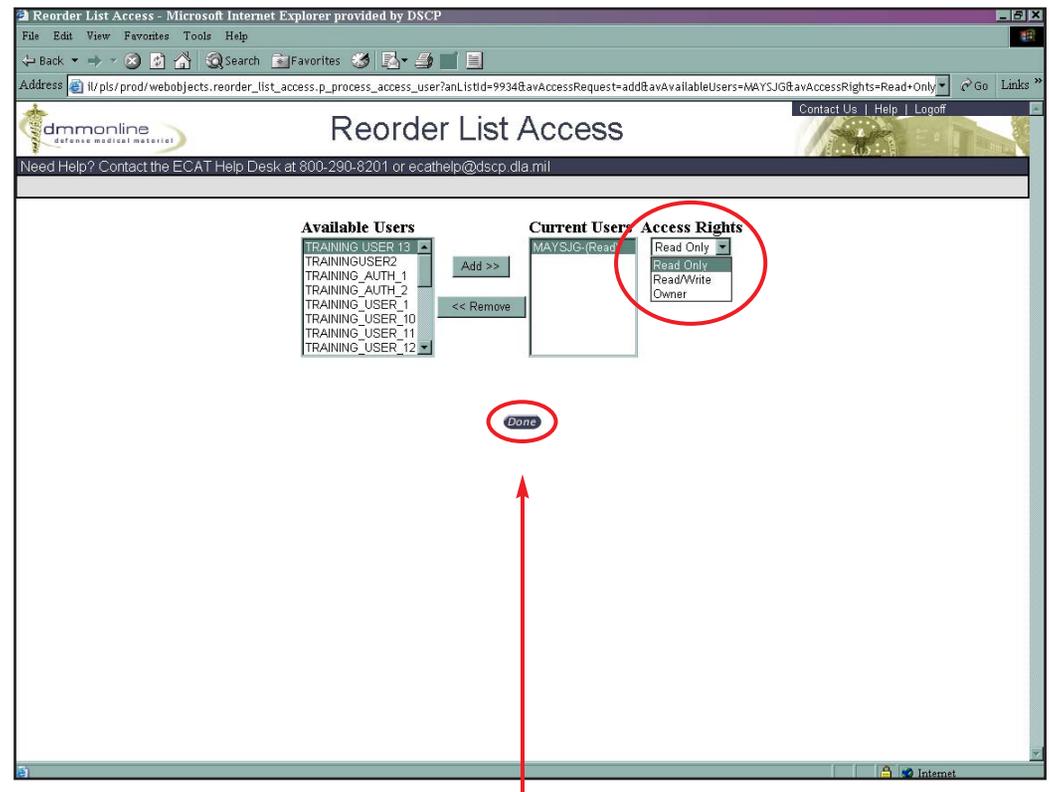
- * **Owner**
- * **Read/Write**
- * **Read Only**

Owner - The creator of the list is automatically considered the Owner of the list, granting the creator Owner status. The Owner can add and delete items on the list, delete the entire list, and send items from the list to the Cart. This user also has the ability to assign access rights to the lists. Owner status is transferable among users. However, be aware that once Owner status is transferred, the original Owner retains merely Read Only privileges to the list.

Read/Write - A user with Read/Write privileges has the same list modification, deletion, and Cart-sending privileges as the Owner, but this user cannot change other users' access rights.

Read Only - A user with Read Only privileges may view the list and send items from it to the Cart, but this user does not have the right to modify it or change other users' access to it in any way.

After you have selected the appropriate level of access for each user with access to your Reorder List, click the **Done** button to apply your changes.

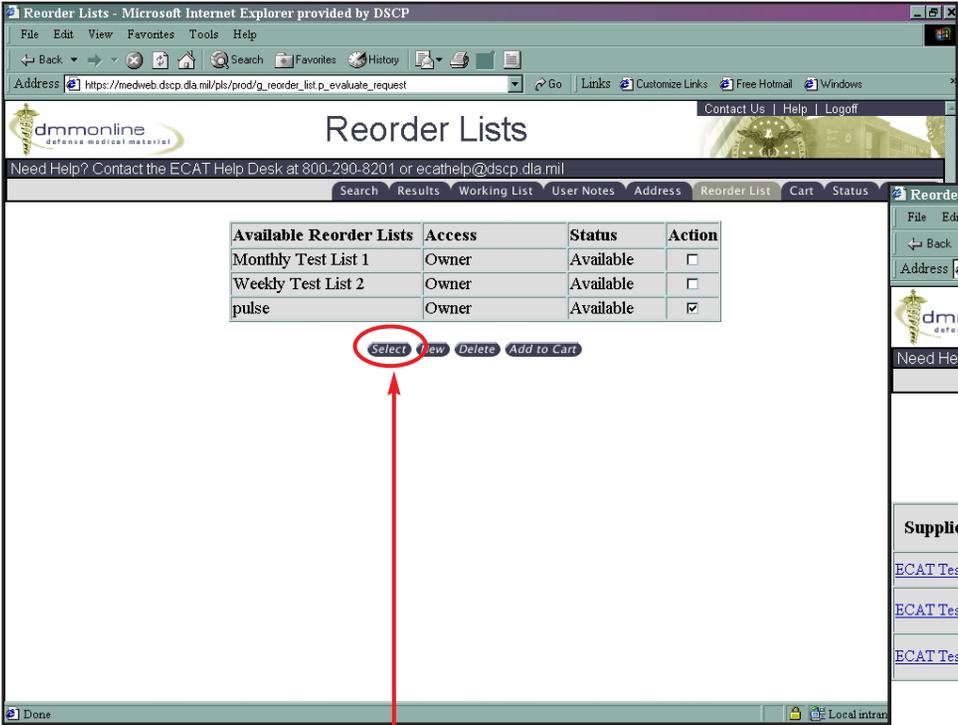


Done button

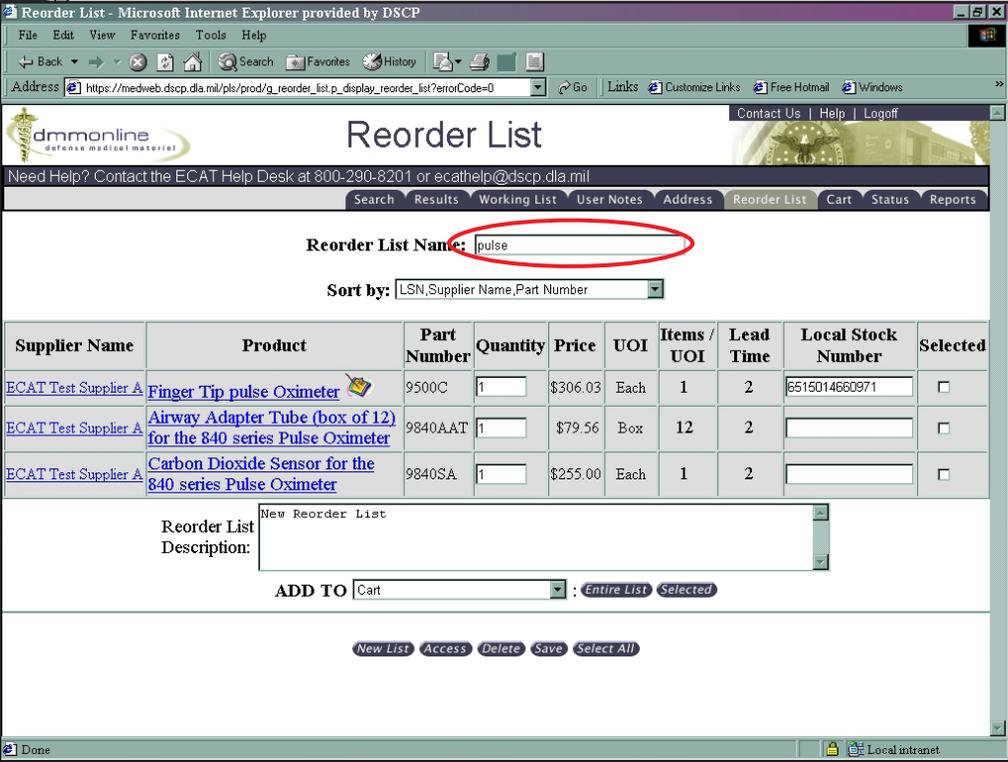
**LESSON 4:
Managing the
Reorder List
(continued)**

4.6 View an existing Reorder List

If you already have a Reorder List created, when you click the Reorder List tab from the Product Search page, you will have a choice of lists to view. To view the products in an existing **Reorder List**, click the **Action** box next to it, then click the **Select** button.



Select button



4.7 Reorder Lists in Review

One of the columns on the **Reorder List** page is Status. Until now, it has always said “Available”, which means there has been no change made to any of the items in the list. However, sometimes the status of a Reorder List will be “In Review”, which means a supplier, for one or more of the products on the list, has made a change to the products since the time the Reorder List was created. The supplier may have changed the price or may have deleted the item from its catalog. In order to see which item has been changed, you must view the Reorder List.

To view an existing Reorder List:

- ✿ Check the Action box next to the list you wish to view and then click the **Select** button.

Available Reorder Lists	Access	Status	Action
Bi-Weekly Supplies	Owner	Available	<input type="checkbox"/>
Weekly Supplies	Owner	In Review	<input checked="" type="checkbox"/>
New Reorder List9937	Read	Available	<input type="checkbox"/>

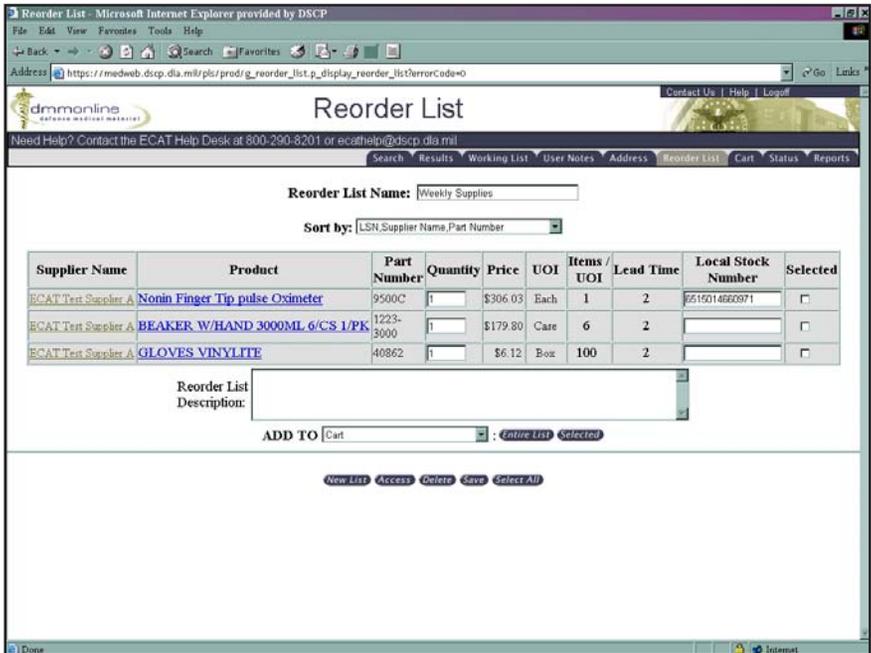
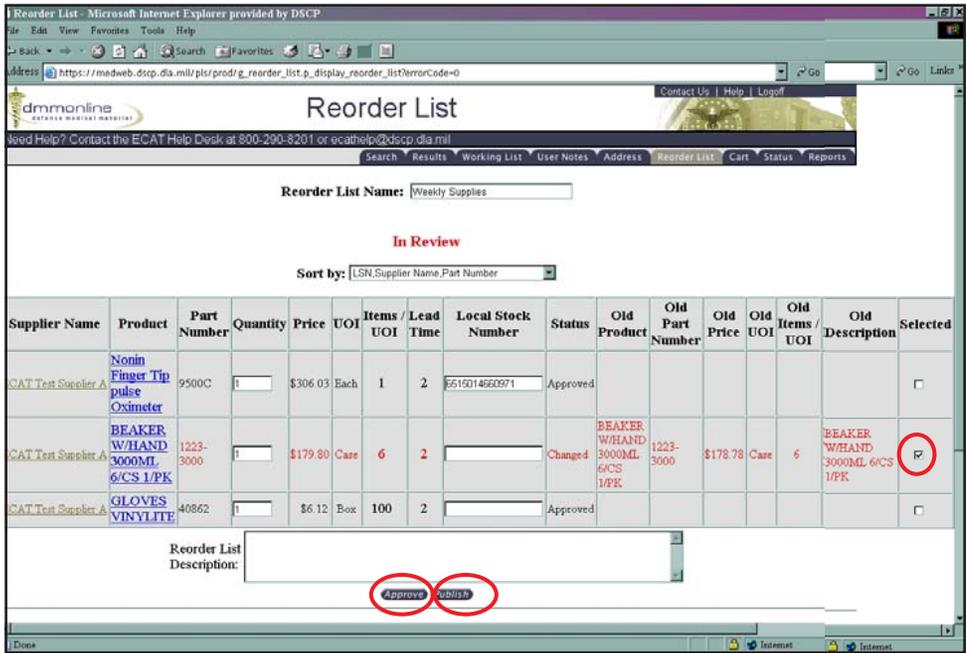
Navigation buttons: **Select** New Delete Add to Cart

**LESSON 4:
Managing the
Reorder List
(continued)**

4.7.1 Approve Changes to a Reorder List

If, after you have reviewed the changed product, you want to continue to have that product in your **Reorder List**, click the **Selected** box next to the product that changed, which is highlighted in red, and then click the **Approve** button.

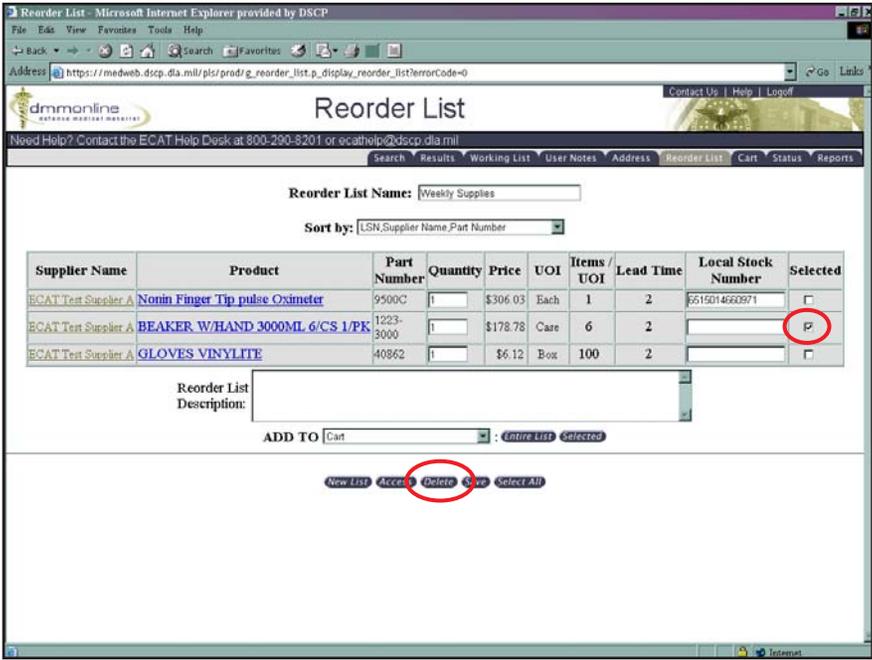
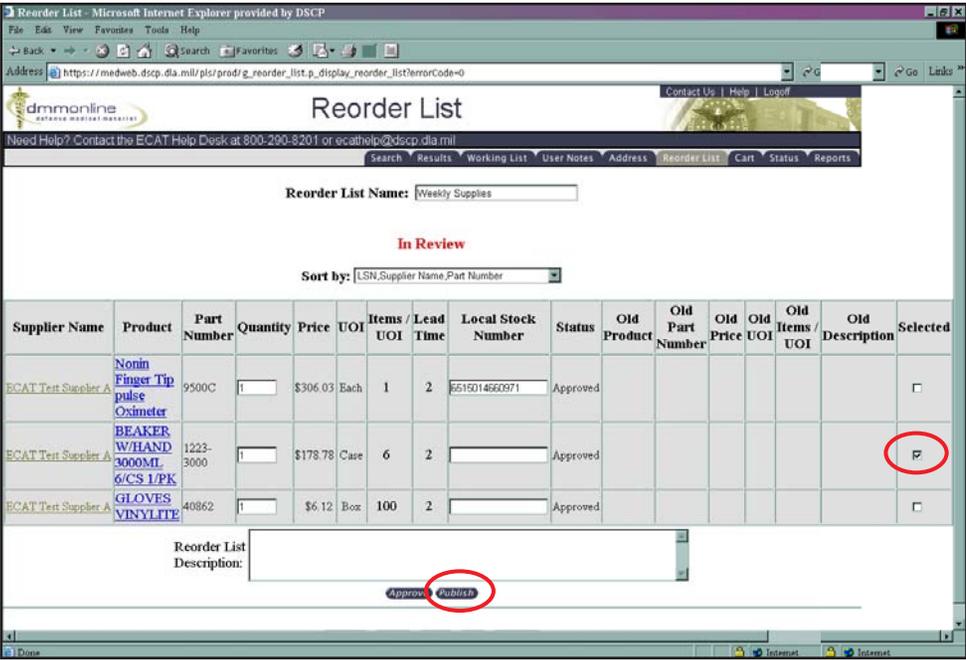
To update the change to your **Reorder List** and change it from **“Changed”** status to **“Approved”** status, click the **Publish** button.



LESSON 4: Managing the Reorder List (continued)

4.7.2 Disapprove a Change Made to the Reorder List

If after reviewing the change, you decide that you no longer want the item in your **Reorder List**, then click the **Selected** box next to the product and click the **Publish** button. This takes you to the **Reorder List** page. There, click the **Selected** box next to the product that you no longer want, click the **Delete** button, and the item will be removed from the **Reorder List**.



4.8 Download to DMLSS

The **Download to DMLSS** button is located at the bottom of the Reorder List page. If you have the DMLSS Retail ordering system loaded on your PC, then clicking this button will download a file containing your reorder list information to your PC and will place this file directly into your DMLSS directory. You can then use the DMLSS system to place your order for the items. An overview of the ordering process can be found in Appendix D.

The ECAT Help Desk has received calls from users who have reported trouble receiving status on orders placed from the DMLSS Retail ordering system. This is most likely a result of a problem with the way the DMLSS system is receiving the order status from the ECAT system. Therefore, please contact the **DMLSS Help Desk** first to correct this problem, not the ECAT Help Desk. The DMLSS Help Desk can be reached at 800-600-9332.

Reorder List - Microsoft Internet Explorer provided by DSCP

Address: https://medweb.dscp.dia.mil/pls/prod/g_reorder_list_p_display_reorder_list?errorCode=0

dmmonline defense medical materiel

Reorder List

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dia.mil

Search Working List User Notes Address Reorder List Cart Status Reports

Reorder List Name: pulse

Sort by: LSN,Supplier Name,Part Number

Supplier Name	Product	Part Number	Quantity	Price	UOI	Items / UOI	Lead Time	Local Stock Number	Selected
ECAT Test Supplier A	Finger Tip pulse Oximeter Supplier: 100000095 Catalog: 100 Item: 49	9500C	1	\$306.03	Each	1	2	6515014660971	<input type="checkbox"/>
ECAT Test Supplier A	Airway Adapter Tube (box of 12) for the 840 series Pulse Oximeter Supplier: 100000095 Catalog: 100 Item: 47	9840AAT	1	\$79.56	Box	12	2		<input type="checkbox"/>
ECAT Test Supplier A	Carbon Dioxide Sensor for the 840 series Pulse Oximeter Supplier: 100000095 Catalog: 100 Item: 48	9840SA	1	\$255.00	Each	1	2		<input type="checkbox"/>

Reorder List Description: New Reorder List

ADD TO: Cart : Entire List Selected

New List Access Delete Save **Download to DMLSS** Select All

Below are a few questions designed to reinforce the material presented in the preceding lesson.
Please take a few minutes to carefully read and answer them. The answers can be found in Appendix F.

Lesson 4 Questions

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
- b. To create a list of items that you order on a recurring basis
- c. To place the items you want to order in your shopping cart for purchase
- d. To compare multiple items' prices and availability

2. How do you access the Reorder List feature?

- a. Click the Reorder List tab
- b. Click the "Add to Reorder List" button
- c. Click the Cart tab
- d. Click the "Add to Working List" button

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

- a. User Notes & Search
- b. Product Listing & Search
- c. Product Listing & Cart
- d. Cart & User Notes

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

- 5. By default, when you create a new Reorder List, who has access to it?**
 - a. Everyone at your site
 - b. You and your supervisor
 - c. The Group Administrator at your site
 - d. You

- 6. What is the definition of Read/Write access?**
 - a. User can access and view a Reorder List, but cannot perform any other action
 - b. User can add and delete items and/or delete the entire Reorder List
 - c. User can transfer control of the list from one user to another
 - d. User can add and delete items, but can not delete 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
 - b. Change
 - c. In Review
 - d. Update

- 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
 - b. Price of an item has changed
 - c. Name of the item changed
 - d. Manufacturer name changed

**At the conclusion of
this lesson, you will
be able to:**

- * **State why different levels of access are established in ECAT.**
- * **Define the different levels of user access in ECAT.**
- * **Distinguish among user roles.**

5.1 Why set levels of access?

Security is one of the most important issues facing the administration of computer networks in today's business world. To help ensure that only authorized personnel order supplies through ECAT, the ability to define and set different levels of access for different users is built into the application.

Every ordering point (activity) has the ability to set its own levels of access, since policies and organizational hierarchies may change from activity to activity. There are four types of users in ECAT:

- * **Order Builders**
- * **Order Authorizers**
- * **Group Administrators**
- * **Receipt Personnel**

Each activity also has the ability to determine and set the appropriate mix of user roles for itself. For example, some activities may allow all users to be Order Builders and only one user to be an Order Authorizer, while others may allow users to have both Order Builder and Order Authorizer privileges. Each activity must also designate at least one Group Administrator.

↓ **5.2 Order Builders**

The **Order Builder** is the most basic level of user in the ECAT system. 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 for Authorization, and view reports in ECAT, but he or she can not actually purchase an order for any items. Generally, this user does not have budgetary authority to spend money at the ordering location.

5.3 Order Authorizers

The **Order Authorizer** has all the privileges of the Order Builder, plus the ability to accept and process orders. The Order Authorizer has purchase authority at the ordering location. Depending on the policy at your particular location, the Order Builder might or might not have Order Authorization privileges.

▼ **5.4 Group Administrators**

The **Group Administrator** is a user who is authorized to add new user accounts, modify the status of current accounts, and disable user accounts. If you need to delete an ECAT user account, contact the ECAT Help Desk (Appendix C) for assistance. Depending on the policy at your particular location, the Group Administrator might or might not have Order Builder or Order Authorization privileges.

5.5 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. Any user can be designated Receipt Personnel - including Builders, Authorizers, and Administrators — or the Receipt Personnel could be independent of the other users.

Below are a few questions designed to reinforce the material presented in the preceding lesson.
Please take a few minutes to carefully read and answer them. The answers can be found in Appendix F.

Lesson 5 Questions

- 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
 - b. Memory usage
 - c. Security
 - d. Server maintenance costs

- 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
 - b. To ensure that only authorized personnel order supplies through ECAT
 - c. To enable Order Builders to search for products
 - d. To enable Order Authorizers to accept and process orders

- 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
 - b. Group Administrator
 - c. Order Authorizer
 - d. Receipt Personnel

- 4. Which user type has the ability to accept and process orders?**
 - a. Order Authorizer
 - b. Order Builder
 - c. Group Administrator
 - d. Receipt Personnel

5. What are the four user roles in ECAT?

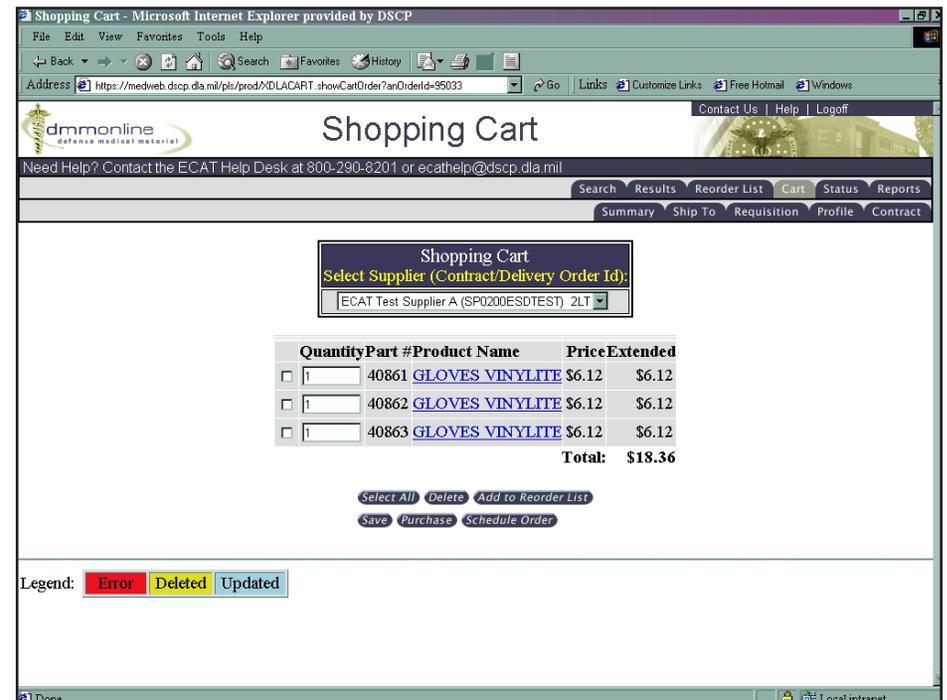
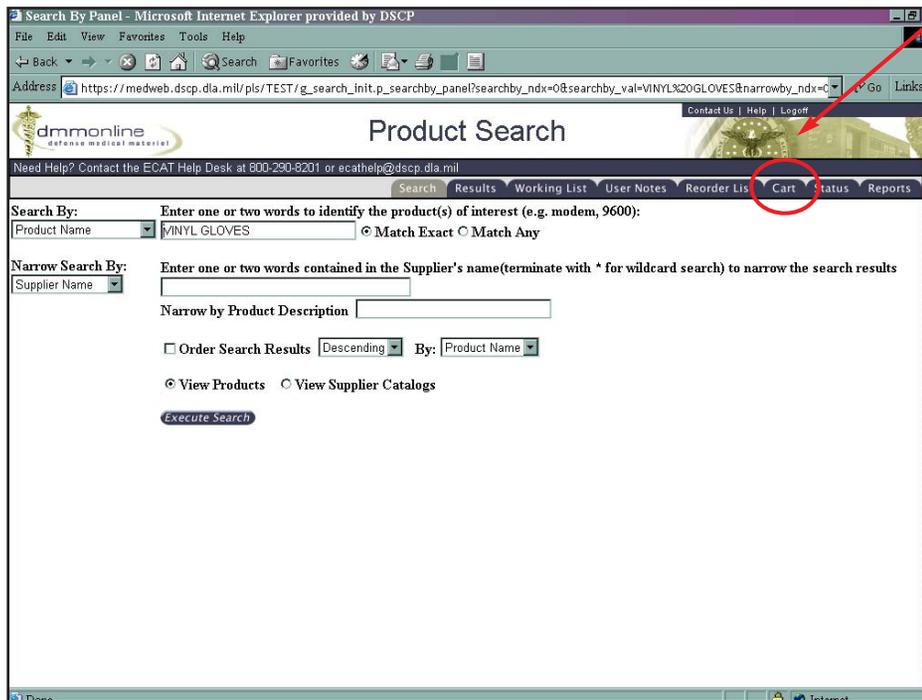
- a. Order Builder, Order Authorizer, Group Administrator, Order Receiver
- b. Order Builder, Order Authorizer, Systems Administrator, Receipt Personnel
- c. Order Builder, Order Approver, Group Administrator, Receipt Personnel
- d. Order Builder, Order Authorizer, Group Administrator, Receipt Personnel

**At the conclusion of
this lesson, you will
be able to:**

- * **State the primary function of the Cart.**
- * **Manage products in the Cart.**
- * **Build and submit an order.**

6.1 What is the Cart?

Just like a shopping cart in a supermarket, the **Cart** in ECAT is the place where you put all the items you intend to purchase. To access the Cart, click the **Cart** tab located at the top of any page.



LESSON 6: Managing the Cart (continued)

6.2 Add Products to the Cart

An item can be added to your Cart directly from the Product Listing, Working List, User Notes, and Reorder List pages. Although the example below depicts adding an item to the Cart from the Product Listing page, the process of adding a product to the Cart from most of these pages is exactly the same. It is slightly different from the Reorder List, and those differences are discussed on the next page of this Guide.

Click the **Action** box next to the item to select it, and click the **Add to Cart** button. You can select multiple items at once. When you have finished adding products to the **Cart**, click the **Cart** tab.

Cart Tab

Action checkbox

Add to Cart button

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/ UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYLITE	40861	\$6.12 	Box	100	2	1	<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYLITE	40862	\$6.12 	Box	100	2	1	<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYLITE	40863	\$6.12 	Box	100	2	1	<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYLITE	40864	\$6.12 	Box	100	2	1	<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES VINYL PF SM 100/PK	19278509	\$137.53 	Case	1000	2		<input type="checkbox"/>

Current Reorder List: [Create a New Reorder List](#)

[Next](#) [Add to Working List](#) [Add to Reorder List](#) [Add to Cart](#) [Add to User Notes](#)

LESSON 6: Managing the Cart (continued)

To add products to the Cart directly from the Reorder List, first create and save a Reorder List as described in Lesson 4. Or, if you already have one or more Reorder Lists created, access the Reorder List with the items you want to add to your Cart. Choose “Cart” in the **Add To** dropdown box at the bottom of the screen, and then click either the **Entire List** or the **Selected** button. Click **Entire List** if you want every item in your Reorder List to be placed in your Cart. Click **Selected** if you want only some of the items in your list to be placed in your Cart. If you decide to use the **Selected** option, you must first check the Action checkboxes next to the items you want to be placed in your Cart.

Reorder List Name:

Sort by:

Supplier Name	Product	Part Number	Quantity	Price	UOI	Items / UOI	Lead Time	Local Stock Number	Selected
ECAT Test Supplier A	GLOVES DEFEND VINYL NS M BX100	1984-883	<input type="text" value="1"/>	\$5.68	Box	1	2	<input type="text"/>	<input type="checkbox"/>
ECAT Test Supplier A	GLOVES,VINYL	5762R.10	<input type="text" value="1"/>	\$7.23	Box	100	2	<input type="text"/>	<input type="checkbox"/>
ECAT Test Supplier B	GLOVES VINYL NS M BX100	1909-384	<input type="text" value="1"/>	\$4.75	Box	1	2	<input type="text"/>	<input type="checkbox"/>
ECAT Test Supplier B	GLOVES CRANBERRY VINYL M BX100	2389-499	<input type="text" value="1"/>	\$5.91	Box	1	2	<input type="text"/>	<input type="checkbox"/>

Reorder List Description:

ADD TO :

LESSON 6: Managing the Cart (continued)

Clicking the **Cart** tab at the top of the page brings you to the **Shopping Cart** page. Notice that the products you selected on the Product Listing page are now in your Shopping Cart. The Shopping Cart is arranged by supplier and lead time, so if you do not see all the items you selected, it is possible some of them are provided by a different supplier or have a different lead time and are displayed on a different page. To see those items, choose a different option from the dropdown box in the middle of the page. You will see this in more detail in section 6.6.

Dropdown box

Shopping Cart
Select Supplier (Contract/Delivery Order Id):
ECAT Test Supplier A (SP0200ESDTEST) 2LT

Quantity	Part #	Product Name	Price	Extended
<input type="checkbox"/>	0	5762R10 GLOVES, VINYL	\$7.23	\$0.00
<input type="checkbox"/>	0	1984-883 GLOVES DEFEND VINYL NS M BX100	\$5.68	\$0.00
			Total:	\$0.00

Select All Delete Add to Reorder List
Save Purchase Schedule Order

Legend: Error Deleted Updated

LESSON 6: Managing the Cart (continued)

6.2.1 Enter Quantities in the Cart

When you first put your items in the Shopping Cart, you will notice that the boxes in the Quantity column are outlined in red. This indicates that you need to enter quantities for the items you wish to purchase. Enter the quantity on the appropriate row for each item you want to purchase, and then click the **Save** button. Notice that once you click the Save button, the extended price reflects the price of the item multiplied by the quantity.

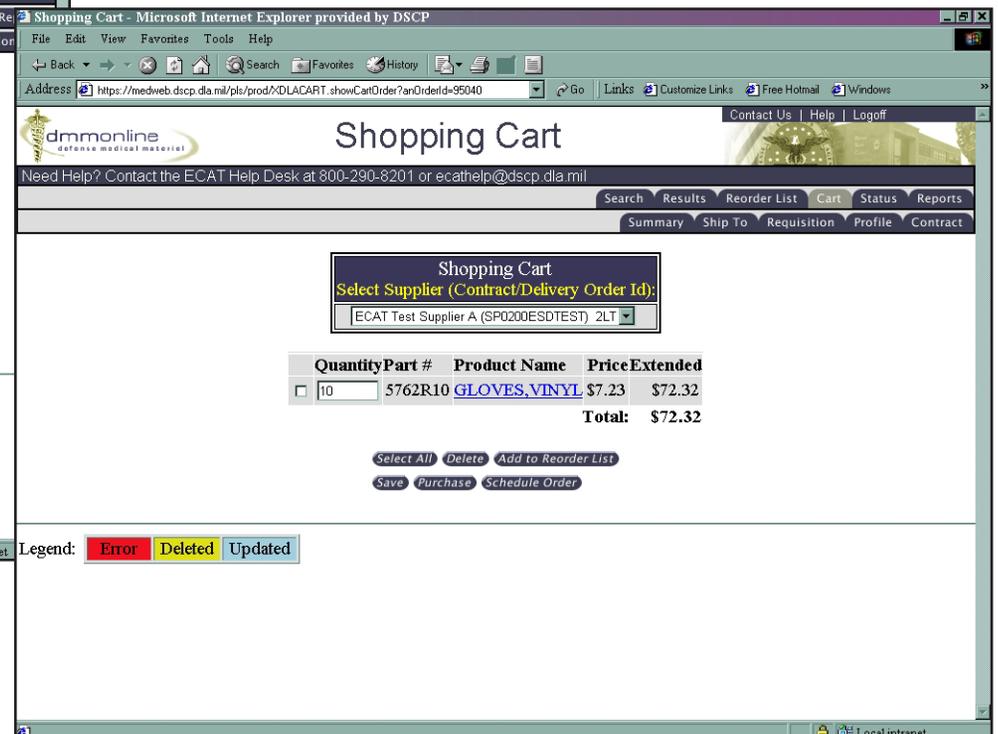
Save button

Extended price

Quantity	Part #	Product Name	Price	Extended
10	5762R10	GLOVES, VINYL	\$7.23	\$72.32
0	1984-883	GLOVES DEFEND VINYL NS M BX100	\$5.68	\$0.00
Total:			\$72.32	

6.3 Remove Products from the Cart

If you decide that you no longer want a product in your Cart, you can remove it by selecting the Action checkbox next to the product you want to remove and clicking the **Delete** button at the bottom of the page. Click the **Save** button when you have removed all the items you want to remove.



Action box

Delete button

6.4 Copy Products from the Cart to the Reorder List

In Lesson 4, this manual described the Reorder List and provided you instructions on how to add products to it from the Product Search page. However, sometimes you might not realize that you want to add a product to your Reorder List until you reach the Cart. ECAT provides the ability for you to do this.

Please note that in order to use this function most efficiently, you must first have accessed a Reorder List during your active session of ECAT. When you access the Add to Reorder List function from the Cart, the application will place the item(s) in the most recent list you accessed.

To copy products from the Cart to the Reorder List, enter your Cart by clicking the Cart tab at the top of any page in the application. Select an item or items by clicking the Action checkbox to the left of the item. Then, click the **Add to Reorder List** button at the bottom of the page. The item(s) will be automatically added to the Reorder List you most recently accessed.

**LESSON 6:
Managing the Cart
(continued)**

6.5 Use the Tabs in the Cart

There are several tabs, which will be discussed in the upcoming sections, located on the **Shopping Cart** page.

- * Summary
- * Ship To
- * Requisition
- * Profile
- * Contract

Shopping Cart - Microsoft Internet Explorer provided by DSCP

Address: https://medweb.dscp.dla.mil/pls/prod/MDLACART.showCartOrder?anOrderId=95040

dmmonline defense medical material

Shopping Cart

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Results Reorder List Cart Status Reports

Summary Ship To Requisition Profile Contract

Shopping Cart

Select Supplier (Contract/Delivery Order Id):

ECAT Test Supplier A (SP0200ESDTEST) 2LT

Quantity	Part #	Product Name	Price	Extended
<input type="checkbox"/> 10	5762R10	GLOVES, VINYL	\$7.23	\$72.32
			Total:	\$72.32

Select All Delete Add to Reorder List

Save Purchase Schedule Order

Legend: Error Deleted Updated

Local intranet

6.5.1 Summary

Clicking the **Summary** tab brings up the **Order Preview** page, which displays a summary of where you are in the ordering process. It displays the **Supplier Address** information, your **Ship To** addressing information, the **Delivery** information and the **Requisition Information**.

The screenshot shows the 'Order Preview' page with the following details:

Supplier: ECAT Test Supplier A Address: 123 Main Street New York, NY 88888	Delivery Order Number: Not assigned yet Creation Date: 07-26-2002 Order Status: In Cart Order Submission Date: Method of Payment: NONE Summary Doc Number: Originating User: VANMATERCB Authorizing User:
Ship To DODAAC: Ship DODAAC: Mark for text: Mark for DODAAC:	Requisition Information: Routing Identifier Code: Media Status: Distribution Code: Fund Code: Priority: Advice Code: Project Code: Signal Code:

Qty Ordered	Part #	Product Name	Document Number	Status	Status Date	Unit Price	Ext. Price	LSN
10	5762R10	GLOVES, VINYL		In Cart		\$7.23	\$72.32	
Supplier Sub-Total:							\$72.32	
Supplier Shipping Total:							\$0.00	
Supplier Total:							\$72.32	

At this point you have not placed your order, so your **Order Status** shows that you are in the Cart.

LESSON 6: Managing the Cart (continued)

6.5.2 Ship To

The **Ship To** tab contains your shipping information. When you establish your profile, you can specify whether the supplier should use your **DODAAC** shipping address or an **In the Clear** shipping address. Your **DODAAC** shipping information is your default shipping address. However, if you want to have products delivered to alternate address, you can specify an **In the Clear** shipping address. If you use an **In the Clear** address, you can further specify to whom the product should be delivered, to which building it should be delivered, etc., by using the the **Mark for Text** area. When you initially establish your profile, your **In the Clear** information will be entered by the ECAT Help Desk, and the application will then pre-fill the form for you each time you access it. If you make changes to your information using this page, you must click the **Save** button before you leave this tab.

This information is also available on the **Order Preview** page.

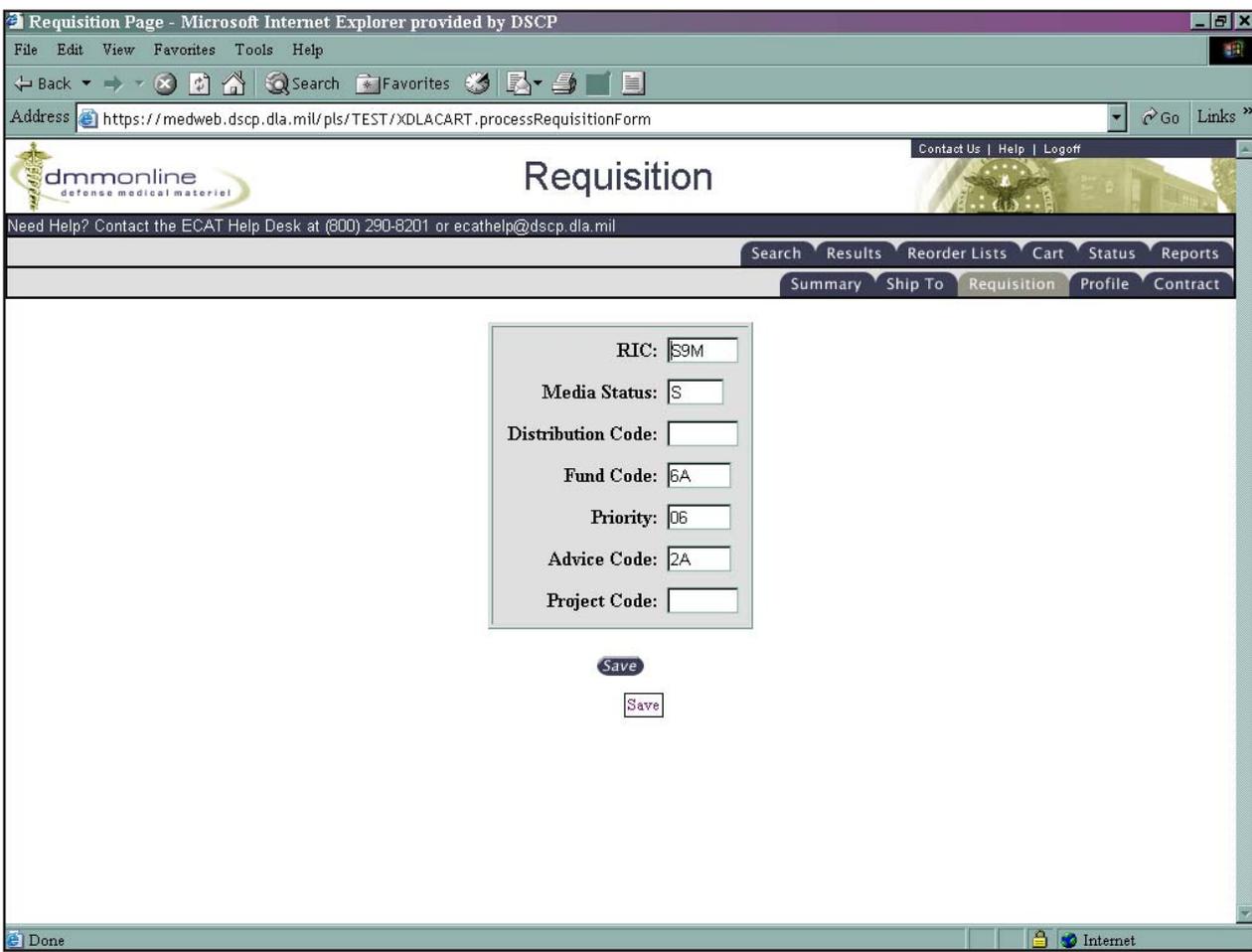
The screenshot shows the 'Ship To' page in a Microsoft Internet Explorer browser. The page title is 'Ship To Page - Microsoft Internet Explorer provided by DSCP'. The address bar shows a URL with parameters. The page content includes a navigation bar with 'Search', 'Results', 'Reorder Lists', 'Cart', 'Status', and 'Reports'. Below this is a sub-navigation bar with 'Summary', 'Ship To', 'Requisition', 'Profile', and 'Contract'. The main content area features a 'Ship To Information' dropdown menu, which is circled in red and currently displays 'DODAAC'. Below this, there is a form for 'Ship to DODAAC' with the value 'SC0200'. The address is pre-filled as 'DEFENSE SUPPLY CENTER PHILADELPHIA, DIRECTORATE OF MEDICAL MATERIEL, 700 ROBBINS AVENUE, PHILADELPHIA, PA 191115096'. There are also fields for 'Mark for text' (containing 'Vidette Benn') and 'Mark for DODAAC'. A 'Save' button is located at the bottom of the form.

The screenshot shows the 'Ship To' page in a Microsoft Internet Explorer browser. The page title is 'Ship to Page - Microsoft Internet Explorer provided by DSCP'. The address bar shows a URL with parameters. The page content includes a navigation bar with 'Search', 'Results', 'Reorder Lists', 'Cart', 'Status', and 'Reports'. Below this is a sub-navigation bar with 'Summary', 'Ship To', 'Requisition', 'Profile', and 'Contract'. The main content area features a 'Ship To Information' dropdown menu, which is circled in red and currently displays 'In The Clear Address'. Below this, there is a form for 'Ship to:' with the value 'Defense Supply Center Philadelphia'. The address is pre-filled as '2800 South 20th Street'. There are also fields for 'Country/State' (United States / Pennsylvania), 'City' (Philadelphia), and 'Postal Code' (19150). The 'Mark for text' field is circled in red and contains 'Person A'. There is also a 'Mark for DODAAC' field. A 'Save' button is located at the bottom of the form. A red arrow points from the 'Mark for text' area to the caption below.

Mark for text area

6.5.3 Requisition

The **Requisition** tab brings up the Requisition page, which is used to enter the appropriate Milstrip billing information. The information on this form should be pre-filled for you; however, if you need to change your fund code or project code, that change can be entered here.



LESSON 6: Managing the Cart (continued)

6.5.4 Profile

The **Profile** tab displays information about the supplier that is currently showing in the dropdown box of the **Shopping Cart**. You can use this information to contact the supplier before placing the order if necessary.

The screenshot shows the 'Shopping Cart' interface in Microsoft Internet Explorer. A dropdown menu is open, showing 'ECAT Test Supplier A (SP0200ESDTEST) 2LT' selected. A red circle highlights this dropdown, and a red arrow points from it to a separate window titled 'Supplier Profile - Microsoft Internet Explorer provided by DSCP'. This window displays a table of supplier information.

Supplier Profile	
Supplier Number:	100000095
Supplier Name:	ECAT Test Supplier A
Supplier Address:	123 Main Street
City:	New York
State:	New York
Zip:	88888
Country:	United States
Phone:	800-555-1234
Fax:	
Area Code:	222
Class of Trade:	Unknown
Business Class:	Unknown
Cage Code:	55555
DUNS Number:	111111111
E-Mail:	hi90055@dscp.dla.mil

The Shopping Cart interface also shows a table of items:

Quantity	Part #	Product Name	Price	Price Extended
<input type="checkbox"/> 1	9840AAT	Airway Adapter Tube (box of 12) for the 840 series Pulse Oximeter	\$79.56	\$79.56
<input type="checkbox"/> 1	9840SA	Carbon Dioxide Sensor for the 840 series Pulse Oximeter	\$255.00	\$255.00
			Total:	\$334.56

Buttons at the bottom of the cart include: Select All, Delete, Add to Reorder List, Save, Purchase, Schedule Order.

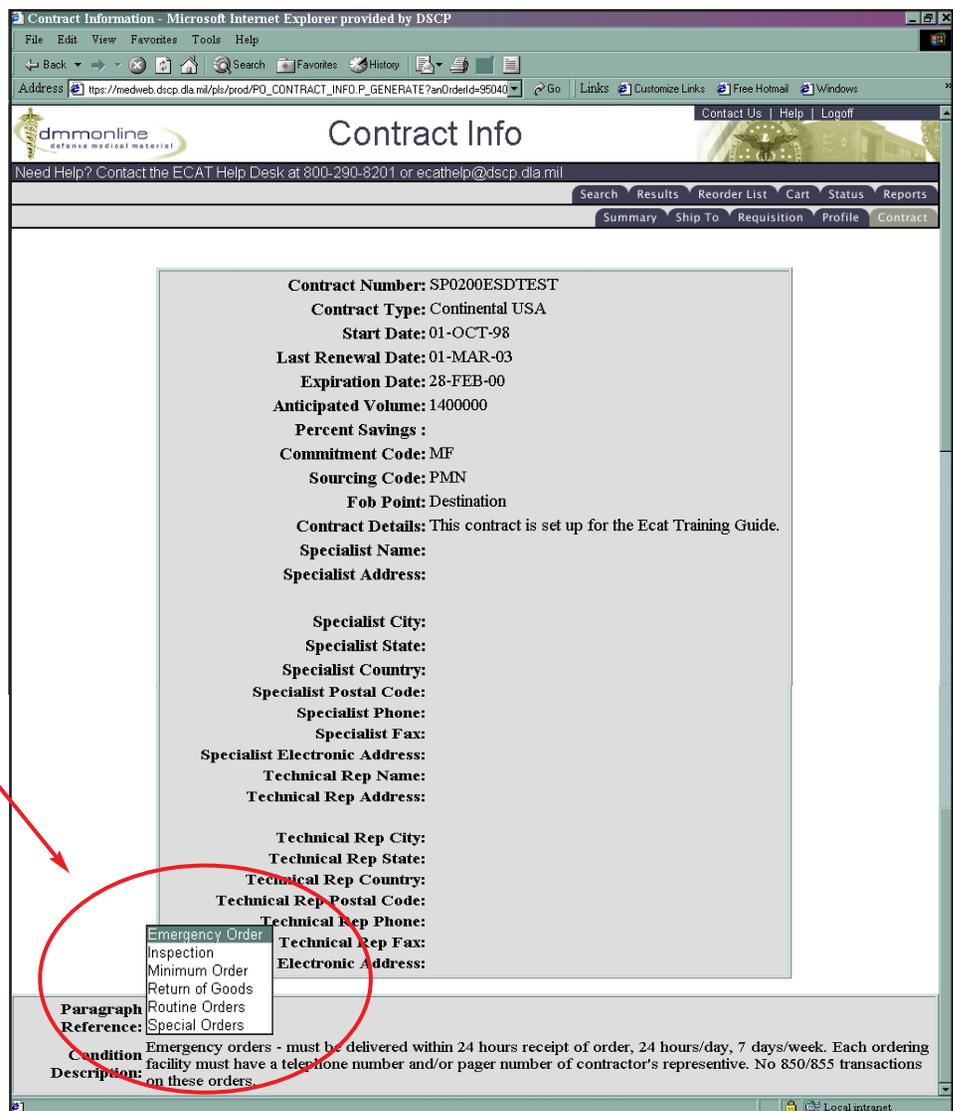
**LESSON 6:
Managing the Cart
(continued)**

6.5.5 Contract

The **Contract** tab provides information about the contracts that DLA/DSCP has with the suppliers. In the large, gray box that covers most of the page you will find basic contract information - such as the start date and date of latest renewal - and contact information for the supplier's personnel.

In the smaller, gray box at the bottom of the page, click the **Paragraph Reference** dropdown box for additional specific contract information on the following topics:

- * Emergency Order
- * Inspection
- * Minimum Order
- * Return of Goods
- * Routine Orders
- * Special Orders

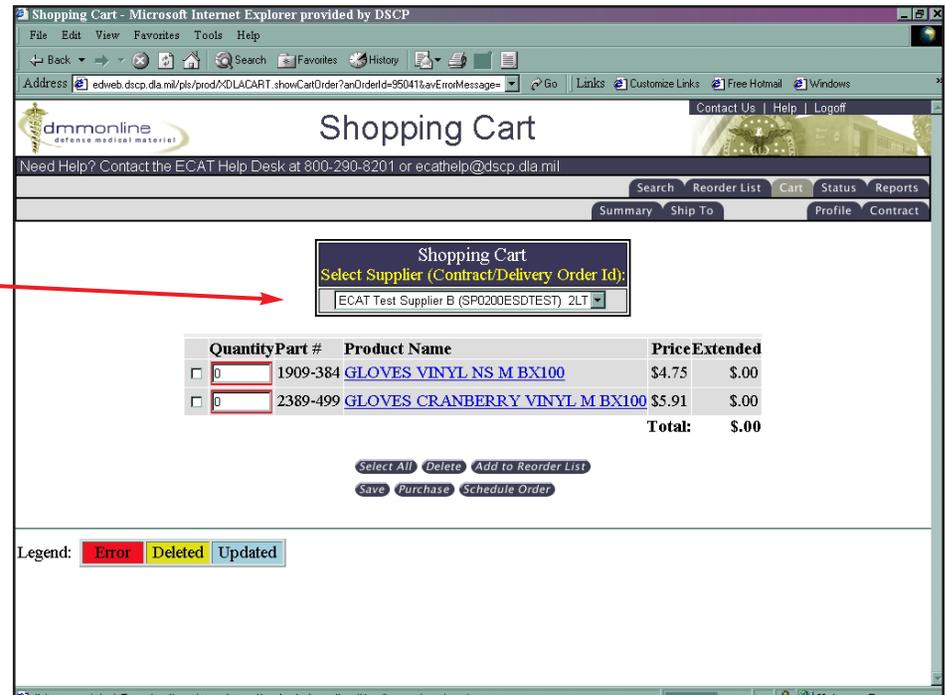
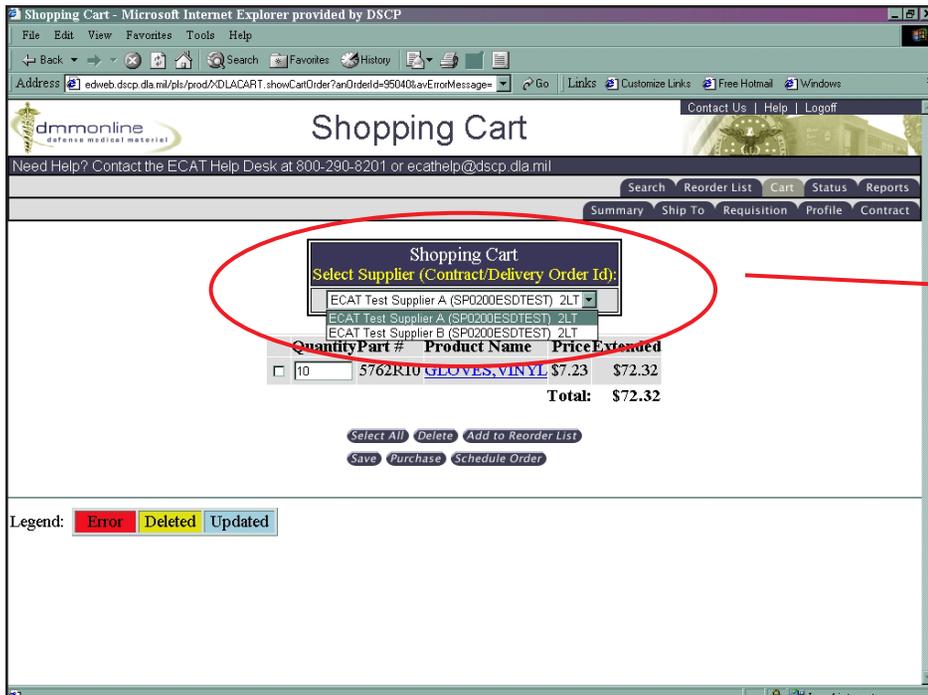


LESSON 6: Managing the Cart (continued)

6.6 Initiate the Purchase

There are several steps to initiating a purchase. Since you are an Order Builder, this section will demonstrate how to begin the purchasing process and submit the order to an Authorizer for authorization. Remember, ECAT is designed so that items are displayed and purchased according to supplier and lead time. After you complete your purchase of one supplier's items, you must begin the purchasing process over again in order to purchase items from another supplier.

The first step in the purchasing process is to select the supplier and contract for the items you want to purchase. Click the dropdown box and highlight the supplier and contract. For example, the list below shows ECAT Test Supplier A and ECAT Test Supplier B. To purchase ECAT Test Supplier B's items, click the ECAT Test Supplier B contract form the list. Once you do this, only the products for ECAT Test Supplier B will appear in your Cart.



**LESSON 6:
Managing the Cart
(continued)**

If you have not already done so, enter a quantity for each item you want to purchase and click the **Save** button. Click the **Ship To** tab, as was discussed in section 6.5.2, to check the shipping address. Remove any items from the Cart that you do not want to purchase by clicking the Action checkbox next to the unwanted item, clicking the **Delete** button, and then clicking the **Save** button.

Finally, click the **Purchase** button when you have completed the above steps and are ready to proceed with the purchase.

Purchase button

Shopping Cart - Microsoft Internet Explorer provided by DSCP

Address: https://medweb.dscp.dla.mil/pls/prod/XDLACART.showCartOrder?anOrderId=95041

dmmonline defense medical materiel

Shopping Cart

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Reorder List Cart Status Reports

Summary Ship To Requisition Profile Contract

Shopping Cart
Select Supplier (Contract/Delivery Order Id):
ECAT Test Supplier B (SP0200ESDTEST) 2LT

Quantity	Part #	Product Name	Price Extended	
<input type="checkbox"/> 12	1909-384	GLOVES VINYL NS M BX100	\$4.75	\$57.04
<input type="checkbox"/> 6	2389-499	GLOVES CRANBERRY VINYL M BX100	\$5.91	\$35.43
			Total:	\$92.47

Select All Delete Add to Reorder List
Save Purchase Schedule Order

Legend: Error Deleted Updated

Local intranet

6.6.1 Select the Authorizer

Since you are an Order Builder, and you are not authorized to complete the order, you must select an Authorizer from the **Select Authorizer** list box.

Please enter any payment specific information.

Part #	Product Name	LSN
1909-384	GLOVES VINYL NS M BX100	<input type="text"/>
2389-499	GLOVES CRANBERRY VINYL M BX100	<input type="text"/>

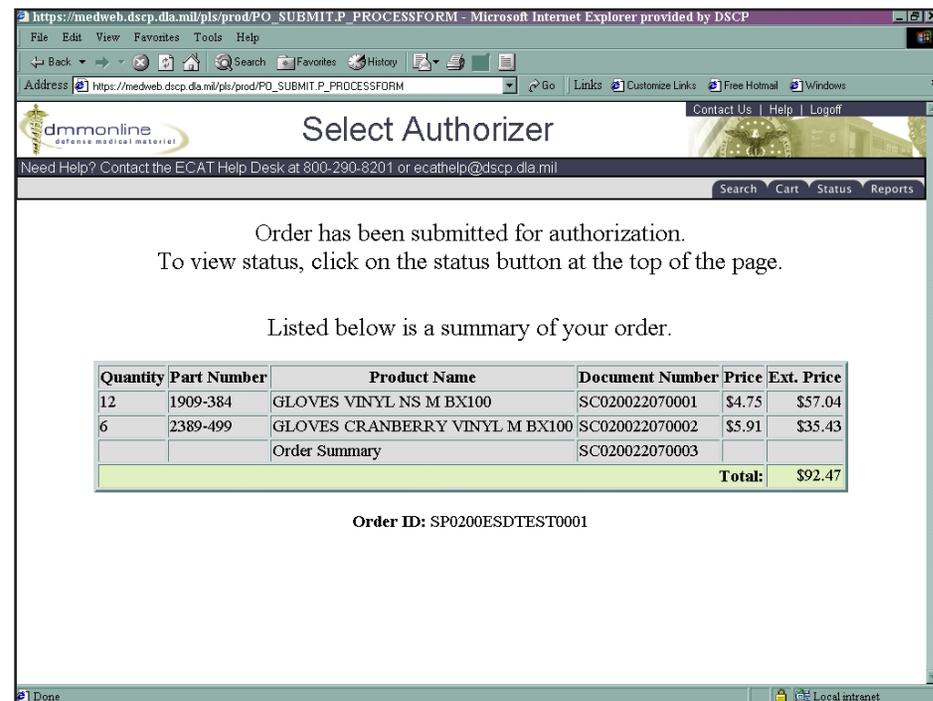
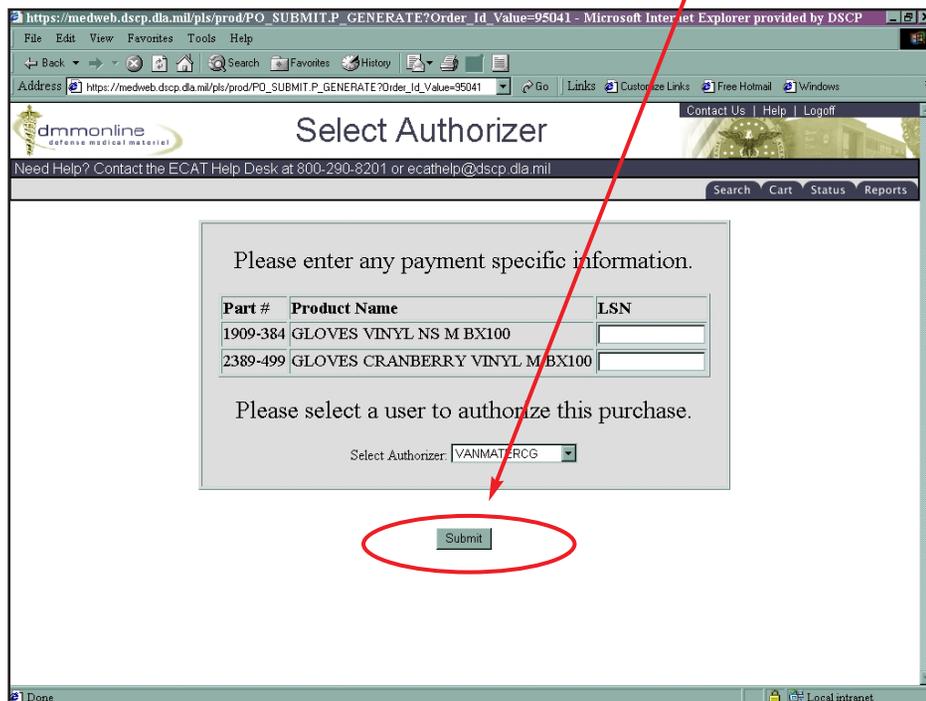
Please select a user to authorize this purchase.

Select Authorizer:

**LESSON 6:
Managing the Cart
(continued)**

6.6.2 Submit the Order

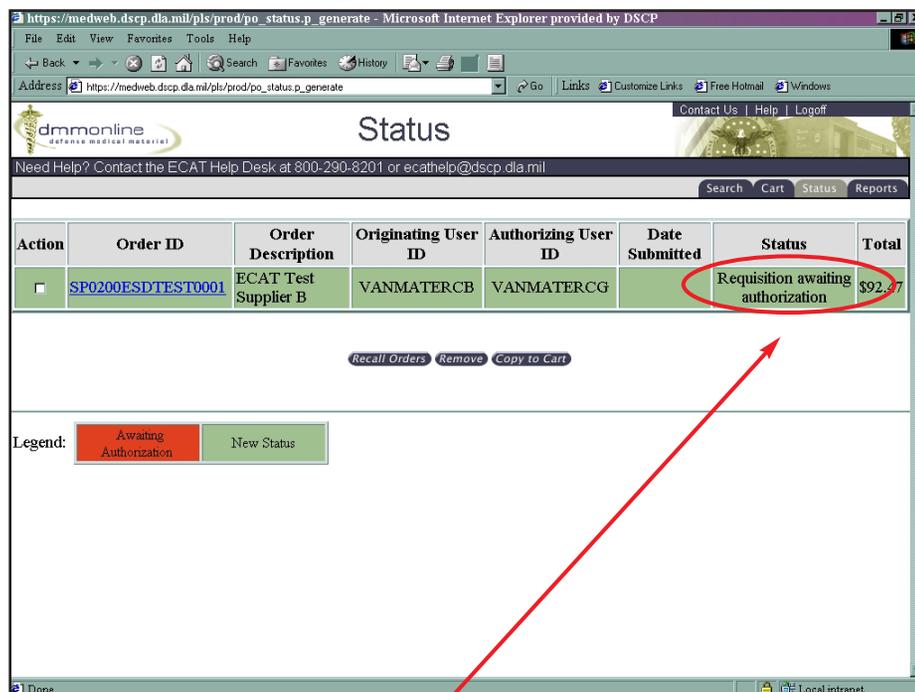
Once you have selected an Authorizer, click the **Submit** button to submit the order, which will be electronically sent by the ECAT application to the selected Authorizer.



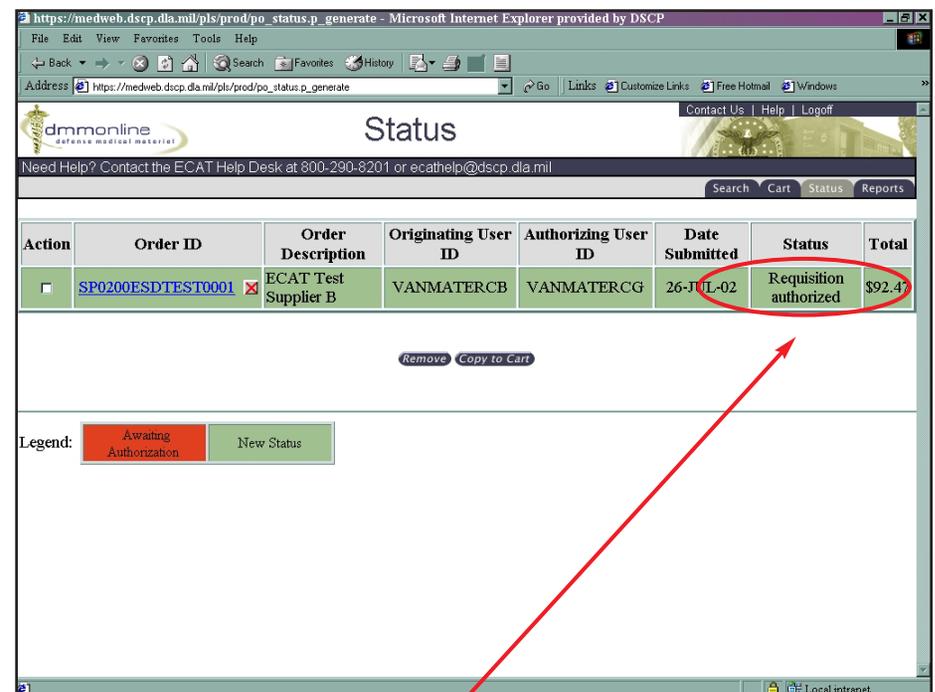
**LESSON 6:
Managing the Cart
(continued)**

6.6.3 Status of Order

The **Status** page provides you the current status of your order. It lets you know what action the Authorizer took for the order. The Authorizer can accept and then submit the order, or he/she can reject the order and return it to you. The Status page will be explained in more detail in Lesson 7.



The order has been sent to be authorized.



The order has been accepted by the Authorizer and submitted to the supplier.

LESSON 6: Managing the Cart (continued)

6.6.3.1 Recall an Order

If after placing an order, you decide that you no longer want the items, you can recall the order. However, you can only recall an order before the order is authorized or viewed by the Authorizer. To recall an order, click the Action checkbox next to the order you want to recall, and click the **Recall Order** button at the bottom of the page. The page will refresh and the order's status message will change to "Returned to Cart". If the order you are trying to recall is not eligible for recall, you will get an error message. If no orders on the page are eligible for recall, the Recall Order button will not be visible on the page.

The screenshot shows the 'Status' page with a table of orders. The 'Recall Orders' button is circled in red and highlighted with a red arrow.

Action	Order ID	Order Description	Originating User ID	Authorizing User ID	Date Submitted	Status	Total
<input checked="" type="checkbox"/>	SP0200ESDTEST0002	ECAT Test Supplier A	VANMATERCB	VANMATERCG		Requisition awaiting authorization	\$72.32
<input type="checkbox"/>	SP0200ESDTEST0001	ECAT Test Supplier B	VANMATERCB	VANMATERCG	26-JUL-02	Requisition authorized	\$92.47

Buttons: **Recall Orders** (circled in red), Remove, Copy to Cart

Legend: Awaiting Authorization (red box), New Status (green box)

Recall Order button

The screenshot shows the 'Status' page after the recall action. The 'Recall Orders' button is no longer visible, and the status of the first order has changed to "Returned to Cart".

Action	Order ID	Order Description	Originating User ID	Authorizing User ID	Date Submitted	Status	Total
<input type="checkbox"/>	SP0200ESDTEST0002	ECAT Test Supplier A	VANMATERCB	VANMATERCG		Returned to Cart	\$72.32
<input type="checkbox"/>	SP0200ESDTEST0001	ECAT Test Supplier B	VANMATERCB	VANMATERCG	26-JUL-02	Requisition authorized	\$92.47

Buttons: Remove, Copy to Cart

Legend: Awaiting Authorization (red box), New Status (green box)

LESSON 6: Managing the Cart (continued)

6.7 Select Options for Equipment Items

There are certain **Equipment Items** that have options for you to choose when you purchase them. Some are mandatory and some are optional as indicated. To choose an option, click the list box next to it. Once you choose the options you want, click the **Save** button, and the Extended Price column will be updated. The Total at the bottom of the Extended Price column will then reflect the final delivered price for the item with the options you have chosen.

Shopping Cart
Select Supplier (Contract/Delivery Order Id):
ECAT Test Supplier B (SP0200ESDTEST) 2LT

Quantity	Part #	Product Name	Selection	Price	Extended
0	1021	Dental Chair		\$3,328.68	\$0.00
		Mandatory Electrical Requirement		\$0.00	\$0.00
		Mandatory Dauphine Upholstry Color		\$0.00	\$0.00
		Optional Duplex Outlet		\$0.00	\$0.00
				Total:	\$0.00

Buttons: Select All, Delete, Add to Reorder List, Save, Purchase, Schedule Order

Legend: Error Deleted Updated

Shopping Cart
Select Supplier (Contract/Delivery Order Id):
ECAT Test Supplier B (SP0200ESDTEST) 2LT

Quantity	Part #	Product Name	Selection	Price	Extended
2	1021	Dental Chair		\$3,328.68	\$6,657.36
		Mandatory Electrical Requirement	120V/60Hz/\$0.00	\$0.00	\$0.00
		Mandatory Dauphine Upholstry Color	Aquamarine/\$491.95	\$491.95	\$983.89
		Optional Duplex Outlet	Yes/\$71.06	\$71.06	\$142.12
				Total:	\$7,783.38

Buttons: Select All, Delete, Add to Reorder List, Save, Purchase, Schedule Order

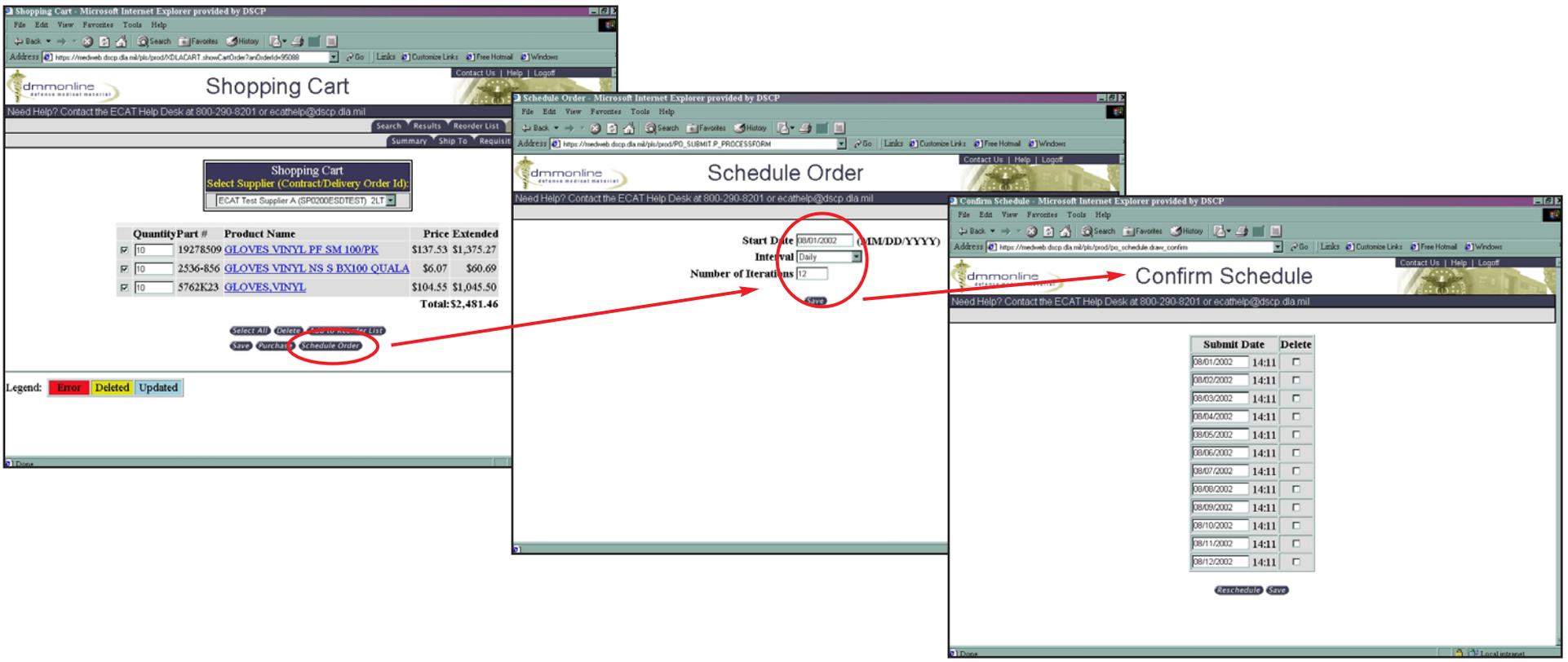
Legend: Error Deleted Updated

Final Delivered Price

**LESSON 6:
Managing the Cart
(continued)**

6.8 Create a Scheduled Order

If there is an order that you place frequently and regularly, you can create a **Scheduled Order** for it, eliminating the repetitive steps of creating the order list, purchasing the items, and sending the order to the Authorizer manually each time. Instead, the application will automatically perform these functions for you. To schedule an order, click the action box next to the items you want in your order, and then click the **Schedule Order** button. Select the date you want the order sent to the supplier, how often you want the order sent (**Intervals: weekly, biweekly, etc.**), and how long you want this schedule to be in place (**Number of Iterations**). For example, you could set a schedule starting on May 1, 2002, on a weekly basis, 10 times.



**LESSON 6:
Managing the Cart
(continued)**

6.8.1 Modify the Schedule

To **Modify the Schedule**, click the **Status** tab, click the Action box next to the Order you want to modify, then click the **Order ID** that has a **Scheduled Order** in the **Status**. Click the **Reschedule** button to modify it. Then you will be able to click in each **Submit Date** field and modify the date.

The first screenshot shows the 'Status' page with a table of orders. The 'Action' column has a magnifying glass icon, and the 'Status' column has 'Scheduled Order' highlighted. The second screenshot shows the 'Order Summary' page for order 95088, with a 'Reschedule' button highlighted. The third screenshot shows the 'Schedule Confirmed' page with a table of dates and a 'Reschedule' button highlighted.

Action	Order ID	Order Description	Originating User ID	Authorizing User ID	Date Submitted	Status
	PO2000ESDTEST0003	ECAT Test Supplier A	VANMATERC B	VANMATERC G		Scheduled Order
<input type="checkbox"/>	SP02000ESDTEST0001	ECAT Test Supplier B	VANMATERC B	VANMATERC G	26-JUL-02	Requisition authorized

Order will be submitted on the following dates:

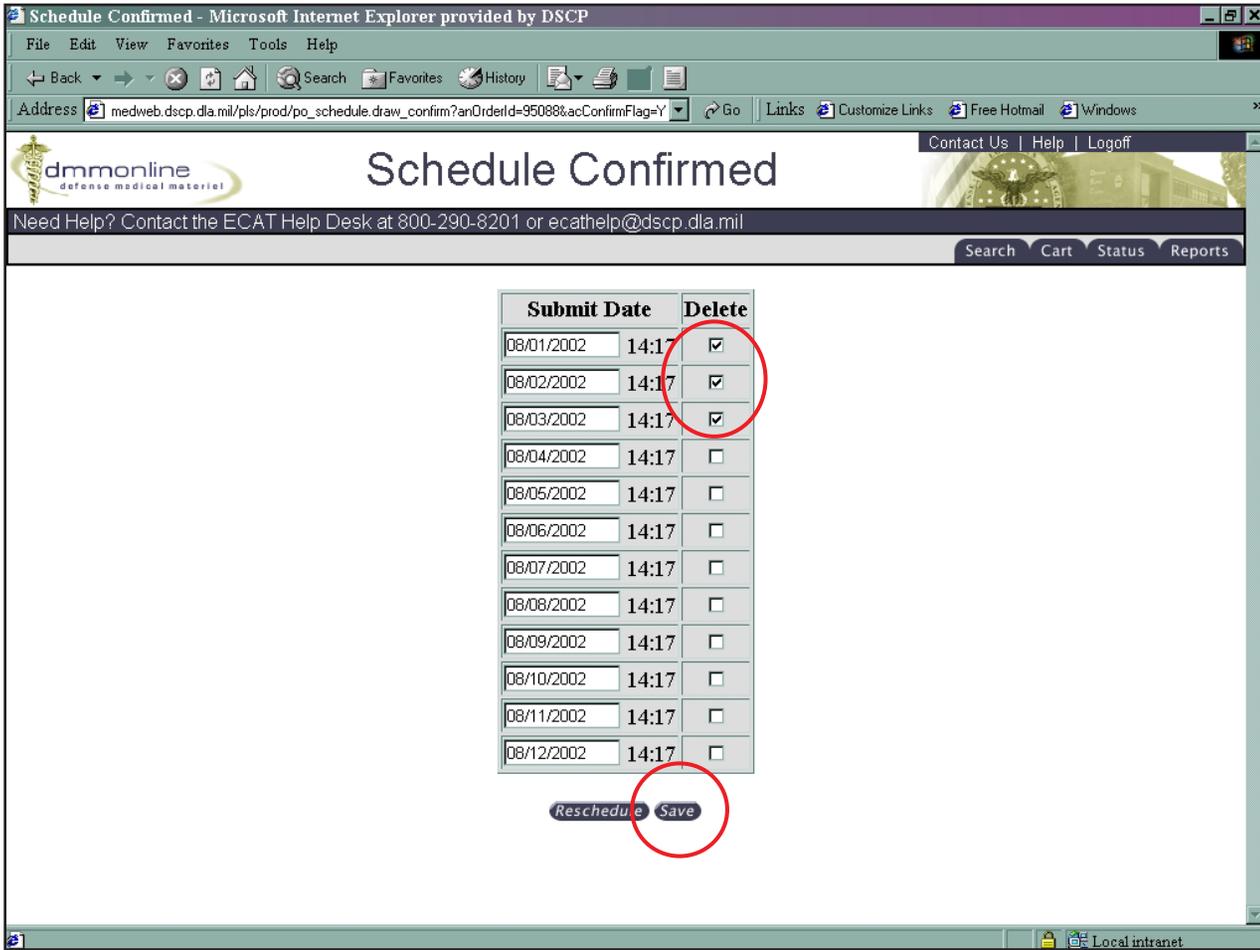
- 08/01/2002 14:17:00
- 08/02/2002 14:17:00
- 08/03/2002 14:17:00
- 08/04/2002 14:17:00
- 08/05/2002 14:17:00
- 08/06/2002 14:17:00
- 08/07/2002 14:17:00
- 08/08/2002 14:17:00
- 08/09/2002 14:17:00
- 08/10/2002 14:17:00
- 08/11/2002 14:17:00
- 08/12/2002 14:17:00

Supplier: ECAT Test Supplier A
Address: 123 Main Street

Submit Date	Delete
08/01/2002 14:17	<input type="checkbox"/>
08/02/2002 14:17	<input type="checkbox"/>
08/03/2002 14:17	<input type="checkbox"/>
08/04/2002 14:17	<input type="checkbox"/>
08/05/2002 14:17	<input type="checkbox"/>
08/06/2002 14:17	<input type="checkbox"/>
08/07/2002 14:17	<input type="checkbox"/>
08/08/2002 14:17	<input type="checkbox"/>
08/09/2002 14:17	<input type="checkbox"/>
08/10/2002 14:17	<input type="checkbox"/>
08/11/2002 14:17	<input type="checkbox"/>
08/12/2002 14:17	<input type="checkbox"/>

6.8.2 Delete a Schedule

To delete the dates that are in the schedule, click the **Delete** Action box for each date that you no longer want, and then click the **Save** button.



Below are a few questions designed to reinforce the material presented in the preceding lesson.
Please take a few minutes to carefully read and answer them. The answers can be found in Appendix F.

Lesson 6 Questions

1. What is the Cart?

- a. The place where you put all the items you want to purchase
- b. The place where you compare prices of items
- c. The place where you search for the items you want to buy
- d. The place where you list the items you might want to purchase

2. What do you put in the Cart?

- a. Items you are considering buying
- b. Items you want to add a User Note to
- c. Items you want to compare
- d. Items you want to buy

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

- a. Working List, Reorder List, ECAT Log In, Product Listing
- b. Product Listing, Working List, User Notes, Reorder List
- c. Product Listing, Working List, User Notes, User Address
- d. Reorder List, Working List, Status, Product Listing

4. How are items in the Cart arranged?

- a. By supplier and lead time
- b. Alphabetically by item
- c. In the order in which you added them
- d. By price

5. What is the extended price of an item?

- a. Total price of all items in the Cart
- b. Price over an extended shipping term
- c. Quantity ordered multiplied by the item price
- d. Volume discount price

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

- a. Requisition
- b. Profile
- c. Ship To
- d. Contract

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
- 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
- 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
- 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

8. When can you recall an Order?

- a. At any time
- b. You can't
- c. Before you log out of the application
- d. Before it is authorized or viewed by an Order Authorizer

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

- a. Scheduled Order
- b. Reorder List
- c. Product Search
- d. History for Order

**LESSON 7:
Processing Order
Status
Objectives**

**At the conclusion of
this lesson, you will
be able to:**

- * **View Status for an Order.**
- * **Describe how to authorize and release a purchase.**
- * **Select and enter a method of payment for an Order.**
- * **Receive an Order in ECAT.**

LESSON 7: Processing Order Status

7.1 View Order Status

Order Builders and Authorizers have visibility of the status of their orders. From the Product Search page, click the **Status** tab to display the **Status** page.

Search By Panel - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address [n=1&order_by=2&goto_prods=true&nrrw_prod_desc=&inter_srch_val=&with_data=&match_val=](#) Go Links Customize Links Free Hotmail Windows

dmmonline defense medical materiel

Product Search

Contact Us | Help | Logoff

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Working List Address Reorder List Cat **Status** Reports

Search By: Enter one or two words to identify the product(s) of interest (e.g. modem, 9600):
Product Name Match Exact Match Any

Narrow Search By: Enter one or two words contained in the Supplier's name(terminate with * for wildcard search) to narrow the search results
Supplier Name
Narrow by Product Description

Order Search Results By:

View Products View Supplier Catalogs

(1 item remaining) Downloading picture https://medweb.dscp.dla.mil/res/images/unotes_e.jpg... Unknown Zone

LESSON 7: Processing Order Status (continued)

7.1.1 Order Builder

The **Status** page displays the orders you have submitted and enables you to see if your order has been rejected or released by the **Order Authorizer**. The status of each of your orders is reported on the **Status** page as **Requisition Awaiting Authorization**, **Requisition Authorized**, or **Received**. You can click the **Order ID** of an order to access the **Order Summary Page**, where you can get more specific information about the order.

Click the **Order ID** of an order to access the **Order Summary Page**, where you can view more specific information about the order.

Action	Order ID	Order Description	Originating User ID	Authorizing User ID	Date Submitted	Status	Total
<input type="checkbox"/>	SP0200ESDTEST0003	ECAT Test Supplier A	VANMATERCB	VANMATERCG		Scheduled Order	\$2,481.46
<input type="checkbox"/>	SP0200ESDTEST0001	ECAT Test Supplier B	VANMATERCB	VANMATERCG	26-JUL-02	Requisition authorized	\$92.47

Remove Copy to Cart

Legend: Awaiting Authorization New Status

LESSON 7: Processing Order Status (continued)

The **Order Summary** page provides **Supplier**, **Delivery Order**, **Ship To**, and **Requisition** information. You can scroll to the bottom of the page to view more information. Click the link in the **Status** column to view the **History For Order** page.

Supplier: ECAT Test Supplier B
Address: 10 Broadway
 Philadelphia, PA 90000

Delivery Order Number: SP0200ESDTEST0001
Creation Date: 07-26-2002
Order Status: Requisition authorized
Order Submission Date: 26-JUL-02
Method of Payment: Manual entry of MILSTRIP information
Summary Doc Number: SC020022070003
Originating User: VANMATERCB
Authorizing User: VANMATERCG

Ship To Address: DEFENSE SUPPLY CENTER
 PHILADELPHIA
 DIRECTORATE OF MEDICAL MATERIEL
 700 ROBBINS AVENUE
 PHILADELPHIA, PA 191115096

Requisition Information:
Routing Identifier Code: S9M
Media Status: S
Distribution Code:
Fund Code: XP

Method of Payment: Manual entry of MILSTRIP information
Summary Doc Number: SC020022070003
Originating User: VANMATERCB
Authorizing User: VANMATERCG

Ship To Address: DEFENSE SUPPLY CENTER
 PHILADELPHIA
 DIRECTORATE OF MEDICAL MATERIEL
 700 ROBBINS AVENUE
 PHILADELPHIA, PA 191115096

Requisition Information:
Routing Identifier Code: S9M
Media Status: S
Distribution Code:
Fund Code: XP
Priority: 06
Advice Code:
Project Code:
Signal Code: A

Qty Ordered	Part #	Product Name	Document Number	Status	Status Date	Unit Price	Ext. Price	LSN
12	1909-384	GLOVES VINYL NS M BX100	SC020022070001	Authorizer Accepted	26-JUL-02	\$4.75	\$57.04	
6	2389-499	GLOVES CRANBERRY VINYL M BX100	SC020022070002	Authorizer Accepted	26-JUL-02	\$5.91	\$35.43	
Supplier Sub-Total:							\$92.47	
Supplier Shipping Total:							\$.00	
Supplier Total:							\$92.47	

Generated on: 30-JUL-02

**LESSON 7:
Processing Order
Status
(continued)**

The **History for Order** page allows you to follow the progression of your order from start to finish.

The screenshot shows a web browser window with the URL https://medweb.dscp.dla.mil/pls/prod/po_history.p_generate?order_num=95041&lin_num=1. The page title is "History for Order" and the logo is "dmmonline defense medical materiel". A navigation bar includes "Search", "Cart", "Status", and "Reports". A dark box displays the order ID "SP0200ESDTEST0001" and "(ECAT Test Supplier B)Line Number: 1". Below this is a table with the following data:

Date	Event Name	Description
07/26/2002 10:38:15	In Cart	Item Added To Cart
07/26/2002 13:16:57	Submitted	Submitted for authorization
07/26/2002 13:35:06	Submitted	Authorizer Accepted
07/26/2002 13:39:58	Submitted	Authorizer Accepted
07/26/2002 13:42:01	Authorized	Authorized for purchase
07/26/2002 13:43:35	NotifyAuthorizer Processed	NotifyAuthorizer Processed
07/27/2002 06:07:40	NotifySupplier Processed	NotifySupplier Processed

LESSON 7: Processing Order Status (continued)

7.1.2 Order Authorizer

After an **Order Builder** submits an order, the order is stored in a cache where it remains until reviewed by an **Authorizer**, who can reject or release (accept) the order. From the Product Search page, click the Status tab to display the **Status** page, where you can view orders for which you have Authorizer responsibilities. Orders that are awaiting approval are shaded in red.

To ensure that orders are released in timely manner, an **Authorizer** should log onto ECAT routinely and review the **Status** page.

https://medweb.dscp.dla.mil/pls/prod/po_status.p_generate - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Address https://medweb.dscp.dla.mil/pls/prod/po_status.p_generate

dmmonline defense medical materiel Status

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Action	Order ID	Order Description	Originating User ID	Authorizing User ID	Date Submitted	Status	Total
<input type="checkbox"/>	SP0200ESDTEST0004	ECAT Test Supplier A	VANMATRCB	VANMATRCG		Requisition awaiting authorization	\$1,551.52
<input type="checkbox"/>	SP0200ESDTEST0001	ECAT Test Supplier B	VANMATRCB	VANMATRCG	26-JUL-02	Requisition authorized	\$92.47

Remove Copy to Cart

Legend: Awaiting Authorization New Status

Done Local intranet

**LESSON 7:
Processing Order
Status
(continued)**

7.2 Release or Reject an Order

To begin the process of Releasing or Rejecting an Order, first click the **Order ID**. This will take you to the **Authorize Order** Page. The top of the **Authorize Order** page displays information about the order you will be rejecting or releasing (accepting). The information listed is the same as that displayed on the **Order Summary** page, discussed in Section 7.1.1. Scroll to the bottom of the page to reject or accept the order.

<p>Supplier: ECAT Test Supplier A Address: 123 Main Street New York, 88888</p>	<p>Delivery Order Number: SP0200ESDTEST0004 Creation Date: 07-30-2002 Order Status: Requisition awaiting authorization Order Submission Date: Method of Payment: NONE Summary Doc Number: SC020022110005 Originating User: VANMATERCB Authorizing User: VANMATERCG</p>
<p>Ship To Address: DSCP DIR OF MEDICAL MATERIAL PROCUREMENT AND PRODUCTION DIV 700 ROBBINS AVENUE PHILADELPHIA, PA 191115096</p> <p>Mark for text:</p>	<p>Requisition Information: Routing Identifier Code: S9M Media Status: S Distribution Code: Fund Code: XP Priority: 06</p>

LESSON 7: Processing Order Status (continued)

The bottom of the **Authorize Order** page displays the line items contained in the order that is highlighted on this page. Scroll down on this page to display and review the line item information.

It is possible that you, as an Authorizer, could have more than one line item per order to review. To choose the line item you want to work with, click the **Selected** action checkbox to the left of the line item at the bottom of the page.

Once you have decided to release (accept) or reject the line item, click on the appropriate button.

PHILADELPHIA, PA 191115096

Mark for text:
Mark for DODAAC:

Distribution Code:
Fund Code: XP
Priority: 06
Advice Code:
Project Code:
Signal Code:

Order Comment:

[Save Order Comment](#)

Selected	Quantity	Product Name	Product Number	Document Number	Unit Price	Ext. Price	Status	LSN
<input checked="" type="checkbox"/>	10	GLOVES VINYL PF SM 100/PK	19278509	SC020022110001	\$137.53	\$1,375.27		
<input type="checkbox"/>	10	GLOVES, VINYL LP LG BX 100	5762D42	SC020022110002	\$4.38	\$43.76		
<input type="checkbox"/>	10	GLOVES VINYL NS S BX100 QUALA	2536-856	SC020022110003	\$6.07	\$60.69		
<input type="checkbox"/>	10	GLOVES, VINYL, 5mil	5762R30	SC020022110004	\$7.18	\$71.81		
						Rejected Total:	\$.00	
						Accepted Total:	\$.00	
						Total:	\$.00	

[Select All](#) [Accept](#) [Reject](#) [Submit](#) [Add Order Line Comment](#) [Return Order to Originator](#)

Legend: Accepted Rejected

LESSON 7: Processing Order Status (continued)

After clicking either the **Accept** or **Reject** button, click the **Submit** button to finalize your decision. This action will open the **Authorize Purchase** window and send any rejected items back to the Order Builder. If all items in the order were accepted, then the process can proceed. However, if you had decided to reject certain items or the entire order, you have more options. Before clicking submit, you could have added a comment to the rejected items, as described in Section 7.2.2.1.

When an order is accepted, the order line will be shaded green. If rejected, the order line will be red.

PHILADELPHIA, PA 191115096

Mark for text:
Mark for DODAAC:

Distribution Code:
Fund Code: XP
Priority: 06
Advice Code:
Project Code:
Signal Code:

Order Comment:

Save Order Comment

Selected	Quantity	Product Name	Product Number	Document Number	Unit Price	Ext. Price	Status	LSN
<input checked="" type="checkbox"/>	10	GLOVES VINYL PF SM 100/PK	19278509	SC020022110001	\$137.53	\$1,375.27	Accepted	
<input type="checkbox"/>	10	GLOVES, VINYL LP LG BX 100	5762D42	SC020022110002	\$4.38	\$43.76		
<input type="checkbox"/>	10	GLOVES VINYL NS S BX100 QUALA	2536-856	SC020022110003	\$6.07	\$60.69		
<input type="checkbox"/>	10	GLOVES, VINYL, 5mil	5762R30	SC020022110004	\$7.18	\$71.81		
Rejected Total:						\$0.00		
Accepted Total:						\$1,375.27		
Total:						\$1,375.27		

Select All Accept Reject Submit Add Order Line Comment Return Order to Originator

Legend: Accepted Rejected

Submit

PHILADELPHIA, PA 191115096

Mark for text:
Mark for DODAAC:

Distribution Code:
Fund Code: XP
Priority: 06
Advice Code:
Project Code:
Signal Code:

Order Comment:

Save Order Comment

Selected	Quantity	Product Name	Product Number	Document Number	Unit Price	Ext. Price	Status	LSN
<input checked="" type="checkbox"/>	10	GLOVES VINYL PF SM 100/PK	19278509	SC020022110001	\$137.53	\$1,375.27	Rejected	
<input type="checkbox"/>	10	GLOVES, VINYL LP LG BX 100	5762D42	SC020022110002	\$4.38	\$43.76		
<input type="checkbox"/>	10	GLOVES VINYL NS S BX100 QUALA	2536-856	SC020022110003	\$6.07	\$60.69		
<input type="checkbox"/>	10	GLOVES, VINYL, 5mil	5762R30	SC020022110004	\$7.18	\$71.81		
Rejected Total:						\$1,375.27		
Accepted Total:						\$0.00		
Total:						\$1,375.27		

Select All Reject Submit Add Order Line Comment Return Order to Originator

Legend: Accepted Rejected

LESSON 7: Processing Order Status (continued)

7.2.2.1 Add Order Line Comment

If you reject any items in your order, once you click the Reject button the item(s) you reject will be highlighted in red. You will have the opportunity to comment on why you rejected the items. This comment will be sent back to the Order Builder along with the rejected items. To add an Order Comment, select a line using the Action checkbox, click the **Add Order Line Comment** button, which will open the **Add Order Line Comment** page, type your comment in the box, and click the **Save** button.

Supplier: ECAT Test Supplier A
Address: 123 Main Street
 New York, 88888

Delivery Order Number: SP0200ESDTEST0004
Creation Date: 07-30-2002
Order Status: Requisition awaiting authorization

Order Submission Date:
Method of Payment: NONE
Summary Doc Number: SC020022110005
Originating User: VANMATERCB
Authorizing User: VANMATERCG

Ship To Address: DSCP DIR OF MEDICAL MATERIAL
 PROCUREMENT AND PRODUCTION
 DIV
 700 ROBBINS AVENUE
 PHILADELPHIA, PA 191115096

Requisition Information:
Routing Identifier Code: S9M
Media Status: S
Distribution Code:
Fund Code: XP
Priority: 06

Order Comment:

[Save Order Comment](#)

Selected	Quantity	Product Name	Product Number	Document Number	Unit Price	Ext. Price	Status	LSN
<input checked="" type="checkbox"/>	10	GLOVES VINYL PF SM 100/PK	19278509	SC020022110001	\$137.53	\$1,375.27	Rejected	
<input type="checkbox"/>	10	GLOVES, VINYL LP LG BX 100	5762D42	SC020022110002	\$4.38	\$43.76		
<input type="checkbox"/>	10	GLOVES VINYL NS S BX100 QUALA	2536-856	SC020022110003	\$6.09	\$60.69		
<input type="checkbox"/>	10	GLOVES, VINYL, 5mil	5762R30	SC020022110004	\$7.18	\$71.81		
						Rejected Total:	\$1,375.27	
						Accepted Total:	\$0.00	
						Total:	\$1,375.27	

[Select All](#) [Accept](#) [Reject](#) [Submit](#) [Add Order Line Comment](#) [Return Order to Originator](#)

Legend: Accepted Rejected

Add Order Line Comment

Test Comment

[Save](#) [Cancel](#)

LESSON 7: Processing Order Status (continued)

This action will return you to the **Authorize Order** page. Notice that your comment has been added to the line item, along with your name and the time you added the comment. Remember to click the **Submit** button to complete your rejection of the line item.

Supplier: ECAT Test Supplier A
Address: 123 Main Street
 New York, 88888

Delivery Order Number: SP0200ESDTEST0004
Creation Date: 07-30-2002
Order Status: Requisition awaiting authorization
Order Submission Date:
Method of Payment: NONE
Summary Doc Number: SC020022110005
Originating User: VANMATERCB
Authorizing User: VANMATERCG

Ship To Address: DSCP DIR OF MEDICAL MATERIAL
 PROCUREMENT AND PRODUCTION
 DIV
 700 ROBBINS AVENUE
 PHILADELPHIA, PA 191115096

Requisition Information:
Routing Identifier Code: S9M
Media Status: S
Distribution Code:
Fund Code: XP
Priority: 06
Advice Code:
Project Code:
Signal Code:

Order Comment: [Save Order Comment](#)

Selected	Quantity	Product Name	Product Number	Document Number	Unit Price	Ext. Price	Status	LSN
<input checked="" type="checkbox"/>	10	GLOVES VINYL PF SM 100/PK	19278509	SC020022110001	\$137.53	\$1,375.27	Rejected	
<input type="checkbox"/>	10	GLOVES, VINYL LP LG BX 100	5762D42	SC020022110002	\$4.38	\$43.76		
<input type="checkbox"/>	10	GLOVES VINYL NS S BX100 QUALA	2536-856	SC020022110003	\$6.07	\$60.69		
<input type="checkbox"/>	10	GLOVES, VINYL, 5mil	5762R30	SC020022110004	\$7.18	\$71.81		
						Rejected Total:	\$1,375.27	
						Accepted Total:	\$0.00	
						Total:	\$1,375.27	

[Select All](#) [Accept](#) [Reject](#) [Submit](#) [Add Order Line Comment](#) [Return Order to Originator](#)

Legend: Accepted Rejected

Your Comment

LESSON 7: Processing Order Status (continued)

Authorize Order - Microsoft Internet Explorer provided by DSCP

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defense medical material

Authorize Order

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Cart Status Admin Options

Supplier: ECAT Test Supplier A Address: 123 Main Street New York, 88888	Delivery Order Number: SP0200ESDTEST0004 Creation Date: 07-30-2002 Order Status: Requisition awaiting authorization Order Submission Date: Method of Payment: NONE Summary Doc Number: SC020022110005 Originating User: VANMATERC B Authorizing User: VANMATERC G
Ship To Address: DSCP DIR OF MEDICAL MATERIAL PROCUREMENT AND PRODUCTION DIV 700 ROBBINS AVENUE PHILADELPHIA, PA 191115096 Mark for text: Mark for DODAAC:	Requisition Information: Routing Identifier Code: S9M Media Status: S Distribution Code: Fund Code: XP Priority: 06 Advice Code: Project Code: Signal Code:

Order Comment:

[Save Order Comment](#)

Selected	Quantity	Product Name	Product Number	Document Number	Unit Price	Ext. Price	Status	LSN
<input checked="" type="checkbox"/>	10	GLOVES VINYL PF SM 100/PK	19278509	SC020022110001	\$137.53	\$1,375.27	Rejected	
07/30/2002 (from Charles Van Mater): Test Comment								
<input type="checkbox"/>	10	GLOVES, VINYL LP LG BX 100	5762D42	SC020022110002	\$4.38	\$43.76		
<input type="checkbox"/>	10	GLOVES VINYL NS S BX100 QUALA	2536-856	SC020022110003	\$6.07	\$60.69		
<input type="checkbox"/>	10	GLOVES, VINYL, 5mil	5762R30	SC020022110004	\$7.18	\$71.81		
Rejected Total:						\$1,375.27		
Accepted Total:						\$.00		
Total:						\$1,375.27		

[Select All](#) [Accept](#) [Reject](#) [Submit](#) [Add Order Line Comment](#) [Return Order to Originator](#)

Legend: Accepted Rejected

7.2.2.2 Return to Originator

If you, as an Order Authorizer, decide you want to reject an entire order, you can send it back to the Order Builder's Cart by using the **Return to Originator** feature on the Authorize Order page.

When you return an order, you might decide that you want to attach a comment to the Order Builder explaining your reasons for returning the order to him/her. To do this, you can enter an Order Comment in the **Order Comment** field and then click the **Save Order Comment** button to save the comment.

Click the **Return to Originator** button at the bottom of the screen to return the order to the Order Builder who submitted it.

LESSON 7: Processing Order Status (continued)

When the Order Builder who submitted the returned order checks his/her Status page, he/she will find the returned order with the words "Returned to Cart" in the Status Column. If the Order Authorizer attached an Order Comment to the returned order, there will be a paper icon in the Order ID field next to the Order ID number. The Order Builder can view the comment by clicking this icon. Please be sure to click the [icon](#) to view the order comment, not the order ID number itself.

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defense medical material

Status

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Action	Order ID	Order Description	Originating User ID	Authorizing User ID	Date Submitted	Status	Tot
<input type="checkbox"/>	SP0200ESDTEST0003	ECAT Test Supplier A	VANMATERCB	VANMATERCG		Scheduled Order	\$2,48
<input type="checkbox"/>	SP0200ESDTEST0004	ECAT Test Supplier A	VANMATERCB	VANMATERCG		Returned to Cart	\$1,55
<input type="checkbox"/>	SP0200ESDTEST0001	ECAT Test Supplier B	VANMATERCB	VANMATERCG	26-JUL-02	Requisition authorized	\$9

Remove Copy to Cart

Legend: Awaiting Authorization New Status

Order Comments - Microsoft Internet Explorer provided by DSCP

Delivery Order Id: [SP0200ESDTEST0004](#)

Recalled to Cart

Quantity	Product Name	Product Number	Unit Price	Document Number	Price
10	GLOVES VINYL PF SM 100/PK	19278509	\$134.83	SC020022110001	\$1,375.27
07-30-2002 (from Charles Van Mater): Test Comment					
10	GLOVES, VINYL LP LG BX 100	5762D42	\$4.29	SC020022110002	\$43.76
10	GLOVES VINYL NS S BX100 QUALA	2536-856	\$5.95	SC020022110003	\$60.69
10	GLOVES, VINYL, 5mil	5762R30	\$7.04	SC020022110004	\$71.81

Close

7.3 Select Order Payment

Depending on how your profile was set up when you initially established your ECAT account, you may next be required to select your method of payment and enter your Bill to Dodaac on the **Authorize Purchase** page. If you specified this information when your account was created, then you will not see this page, and instead will go directly to the next page.

If you did not specify this information when you created your account, then after accepting an order and finalizing it by clicking on the Submit button at the bottom of the **Authorize Order** page, you, as the Order Authorizer, must now determine method of payment. This is done by selecting an option in the **Select Payment Method** drop-down box on the **Authorize Purchase** page.

After choosing your method of payment, you should enter in the Bill to Dodaac box the Dodaac to which the order will be billed.

When you are finished, click the **Submit** button to complete the transaction.

https://medweb.dscp.dla.mil/pls/prod/po_authorize.what_to_do - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address https://medweb.dscp.dla.mil/pls/prod/po_authorize.what_to_do Go Links Customize Links Free Hotmail Windows

dmmonline defense medical materiel **Authorize Purchase** Contact Us Help Logoff

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil Search Cart Status Admin Options

Select Payment Method: Manual entry of MILSTRIP information

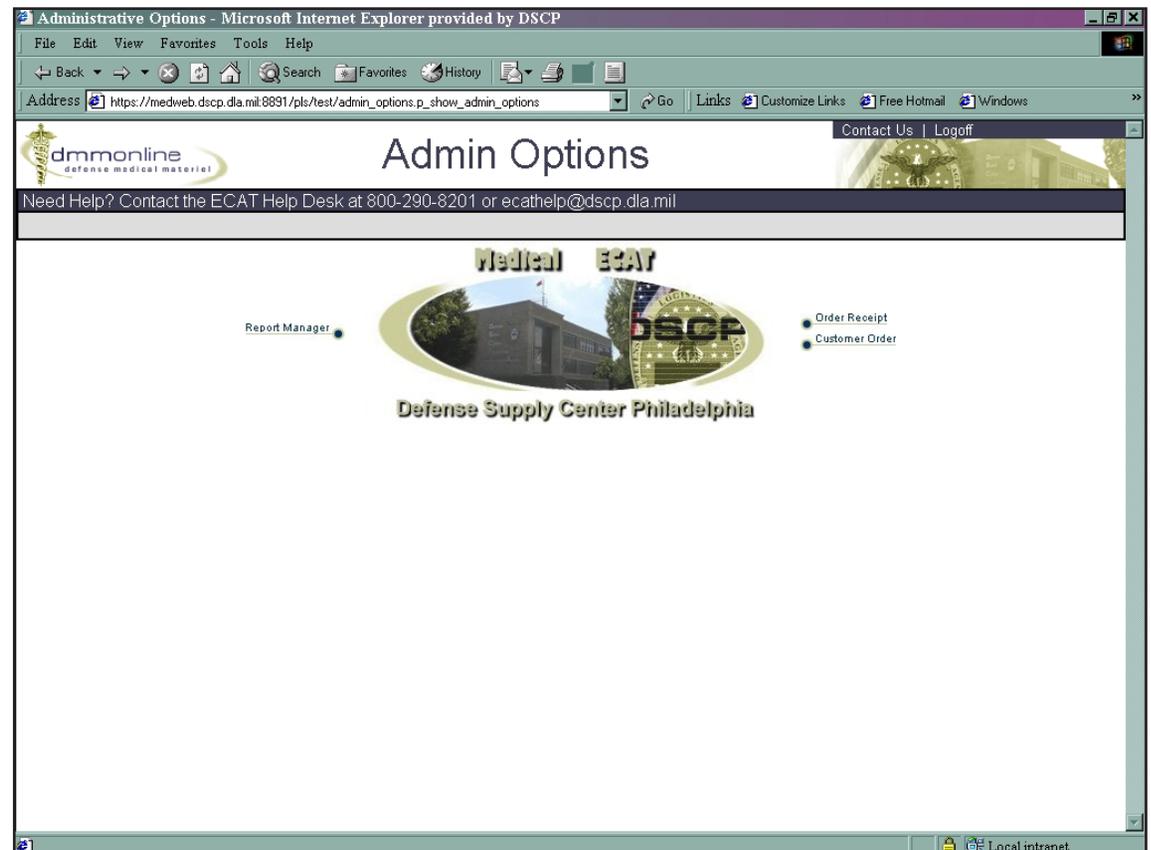
Please select the Bill To Dodaac: SC0200 (User Dodaac)

Submit

Local intranet

7.4 Order Receipt

Those users with Order Receipt capabilities will have access to the **Admin Options** page. If you do not see this option and would like it added to your user profile, please contact the ECAT Help Desk (Appendix C) for assistance. Click the **Order Receipt** link to proceed to the **Order Receipt** page.



LESSON 7: Processing Order Status (continued)

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. ECAT calls this the **Order Receipt** functionality, and only users designated as Receipt Personnel will have access to it.

To access this page, click the Order Receipt link on the Admin Options page that is displayed when you first log in to the application or when you click the Admin Options tab from anywhere in the application. The Order Receipt page is where you will enter the delivery order number of the shipment you wish to mark items for.

- * Enter the **Delivery Order Number (DO)** and press **Find**.

OR

- * Click the appropriate **Delivery Order** number in the Delivery Order Number view box.

Select Delivery Order Number - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Address https://medweb.dscp.dla.mil:8891/pls/test/order_receipt.showOrders Go Links Customize Links Free Hotmail Windows

Order Receipt

Contact Us | Help | Logoff

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Order Receipt Admin Options

Please enter a Delivery Order Number: Find

To view order receipt information, select a delivery order number from the list.

(Delivery Order Number)

SF020001DTEST0049

Done Local intranet

LESSON 7: Processing Order Status (continued)

Once you have selected the delivery order you wish to view, the **Order Receipt Comments** page will open.

Using the comment field at the top of the page, 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. Click the Received checkbox to mark which items in the order were received in each shipment. To mark the entire order as Received, click the Receive All button at the bottom center of the page.

Comment Fields

Received checkbox

Receive all button

Order Receipt Comments - Microsoft Internet Explorer provided by DSCP

dmmonline
defense medical materiel

Order Receipt Comments

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscplia.mil

Order Receipt Admin Options

Delivery Order Number: SP020001DTEST0049

05-15-2002 (from Janet Mays): Partially filled

Comment:

Received	Quantity	Product Name	Product Number	Unit Price	Document Number	Price
<input checked="" type="checkbox"/>	21	TEST	TEST1	\$1.00	SC02002106TSTA	\$21.78

05-15-2002 (from Janet Mays): received

Comment:

Save Receive All Done

Error on page. Local intranet

LESSON 7: Processing Order Status (continued)

Once you have marked all the items you wish to mark and entered all of your comments, click the **Save** button at the bottom of the Order Receipts Comments page to save your work. Notice that the application has moved your comments into the gray area above the comments field.

When you are through entering comments, click the **Done** button to return to the Order Receipts page. To return to the Administrative Options page, click the Admin Options tab at the top of the page.

Saved comments

Order Receipt Comments - Microsoft Internet Explorer provided by DSCP

dmmonline
defense medical materiel

Order Receipt Comments

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Order Receipt | Admin Options

Delivery Order Number: SP020001DTEST0049

05-15-2002 (from Janet Mays): Partially filled
07-30-2002 (from Janet Mays): Order completed.

Comment:

Received	Quantity	Product Name	Product Number	Unit Price	Document Number	Price
<input checked="" type="checkbox"/>	21	TEST	TEST1	\$1.00	SC02002106TSTA	\$21.78

05-15-2002 (from Janet Mays): received

Comment:

Save Receive All Done

Save button

Done button

Below are a few questions designed to reinforce the material presented in the preceding lesson.
Please take a few minutes to carefully read and answer them. The answers can be found in Appendix F.

Lesson 7 Questions

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

- a. Click the link in the Status column on the Order Summary page
- b. Click the Status tab to display the Status page
- c. Call the ECAT Help Desk
- d. Click the Order ID of an order

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
- b. More specific and detailed information about the contents of your order
- c. A table that enables you to follow the progression of your order from start to finish
- d. 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
- b. A table that allows you to follow the progression of your order from start to finish
- c. Orders submitted by an Order Builder for which you have Authorizer responsibilities
- d. Orders you have submitted and whether your order has been rejected or released by the Order Authorizer

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
- b. Click the Order ID on the Order Summary page
- c. Click the Order ID on the Status page, and then click the Status column on the Order Summary Page
- d. Click the Order ID on the Status Page, and then click the Accept button

- 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
 - b. The Add Order Line Comment page appears
 - c. The bottom of the Authorize Order page displays the line items contained in the order
 - d. The Authorize Purchase window opens

- 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
 - b. The method of payment and the Bill to DoDAAC
 - c. The name of the facility and the Bill to DoDAAC
 - d. None of the above

- 7. What action does the Order Authorizer perform to complete the transaction after authorizing a purchase?**
 - a. Click the Return to Originator button
 - b. Click the Submit button
 - c. Click the Status tab
 - d. Click the Order ID of an 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
 - b. To send comments to the Order Builder on why the items were accepted
 - c. To notify the Order Builder that the items were released
 - d. To send comments to the Order Builder on why the items were rejected

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
- 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
- c. Select a line using the Action checkbox, type in the comment in the box, and click the Save button
- d. Click the Order Comment button, type in the comment in the box, and click the Submit button

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
- b. The ordering facility that they represent
- c. Their DoDAAC
- d. Whether they have access to the Admin Options page

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

- a. The Authorize Purchase page will open
- b. The Order Receipt page will open
- c. The Order Receipt Comments page will open
- d. The Administrative Options page will open

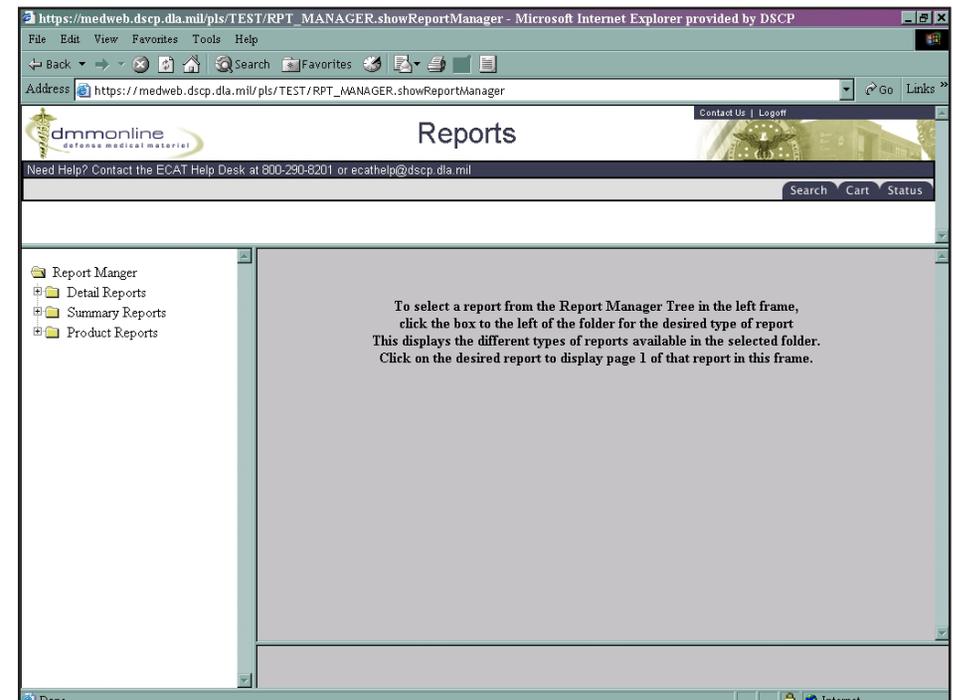
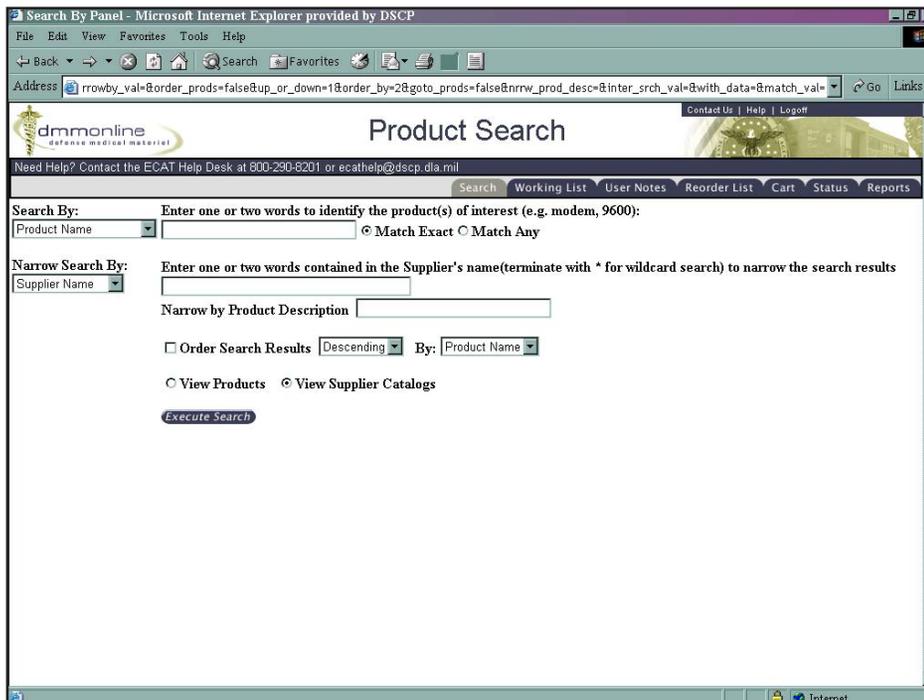
**At the conclusion of
this lesson, you will
be able to:**

- 
- * **List the three main types of reports.**
 - * **Build a General Report for a specific date range.**

LESSON 8: Accessing ECAT Reports

8.1 What is the Report Manager?

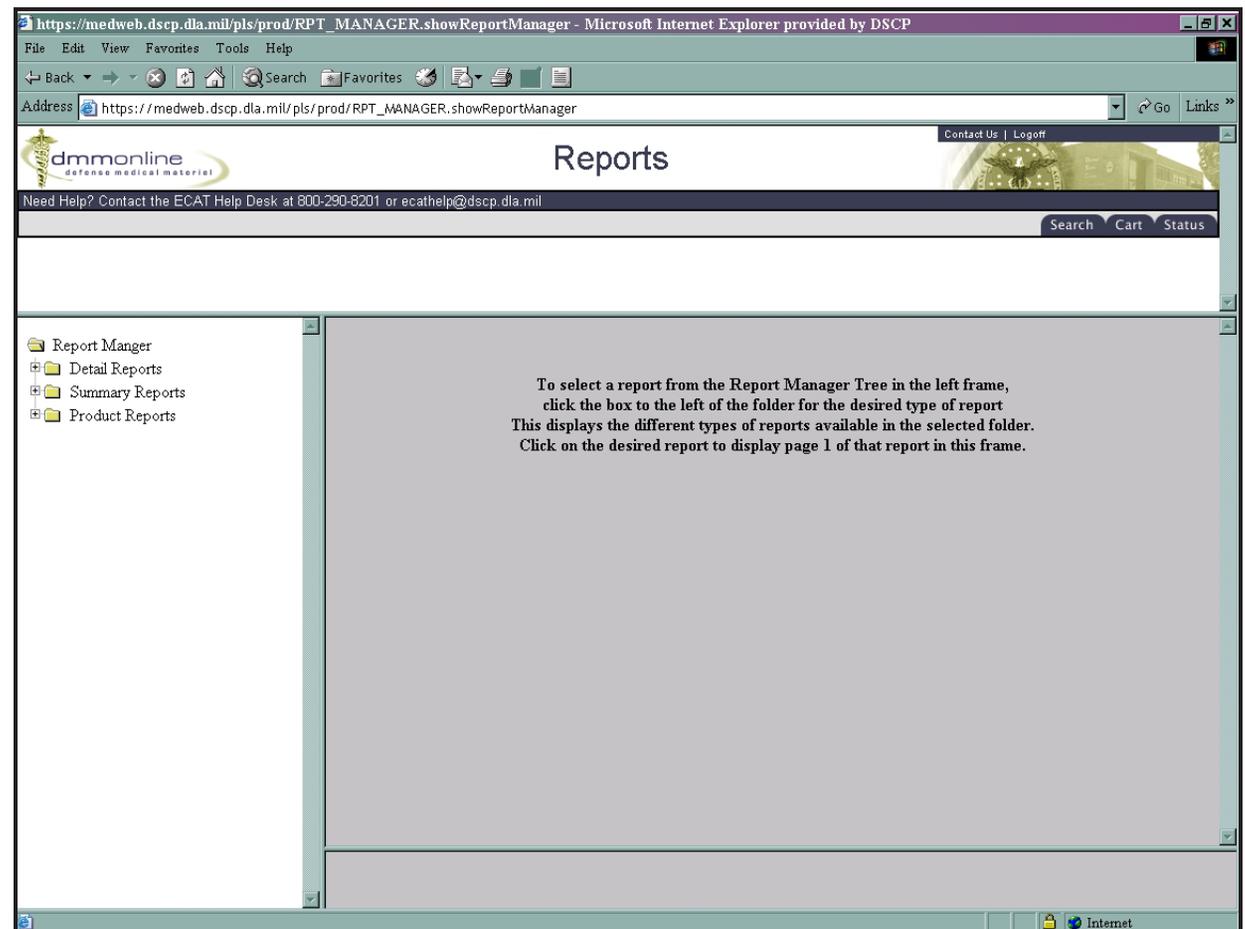
The **Report Manager** is the list of all reports available in ECAT and the place where the user can enter parameters to customize them. To view the **Report Manager**, click the **Reports** tab on the **Product Search** page.



LESSON 8: Accessing ECAT Reports

8.2 Types of Reports

There are three main types of reports: 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.



LESSON 8: Accessing ECAT Reports

8.2.1 Detail Reports

The **Detail Reports** contain a **Basic Order Report**. This report provides a detailed description of each item ordered along with the current status of each item, sorted by **Order ID**. If you know what the **Order ID** is, you can enter it manually in the box provided on the right side of your screen. If not, you can search through the list. After you enter the parameters, click "Finish" and the report will open in a separate page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the ECAT Reports web application. The address bar shows the URL: https://medweb.dscp.dla.mil/pls/prod/RPT_MANAGER.showReportManager. The page title is "Reports". The header includes the "dmmonline" logo and the text "defense medical material". A navigation bar contains "Search", "Cart", "Status", and "Reports" buttons. A sidebar on the left shows a tree view with "Report Manger" expanded to "Detail Reports", which includes "Basic Order Report", "Summary Reports", and "Product Reports". The main content area features a section titled "1. Basic Order Report - Select Order" with a search input field and a "Find" button. Below this, there is a text prompt: "Enter a delivery order number to find:" followed by the input field and button. Further down, it says "To view a report, select an order from the list below and click on the 'Finish' button." and "(Order ID-Authorization Date-Supplier-Originating User ID)" followed by a large empty text area. At the bottom of the main content area, there are "Finish" and "Help" buttons. The status bar at the bottom of the browser shows "Done" and "Local intranet".

LESSON 8: Accessing ECAT Reports

8.2.2 Summary Reports

The **Summary Reports** show summary level information. The following summary reports are available:

Total Sales by Supplier

Total Sales by DODAAC

Credit Card Report (if you use a credit card for purchasing)

Accounting Processing Code (APC) Report

Total Sales by Payment Report

MILSBILLS Report (if you use Milstrip/Fedstrip for purchasing)

General Report

JON Report (by order)

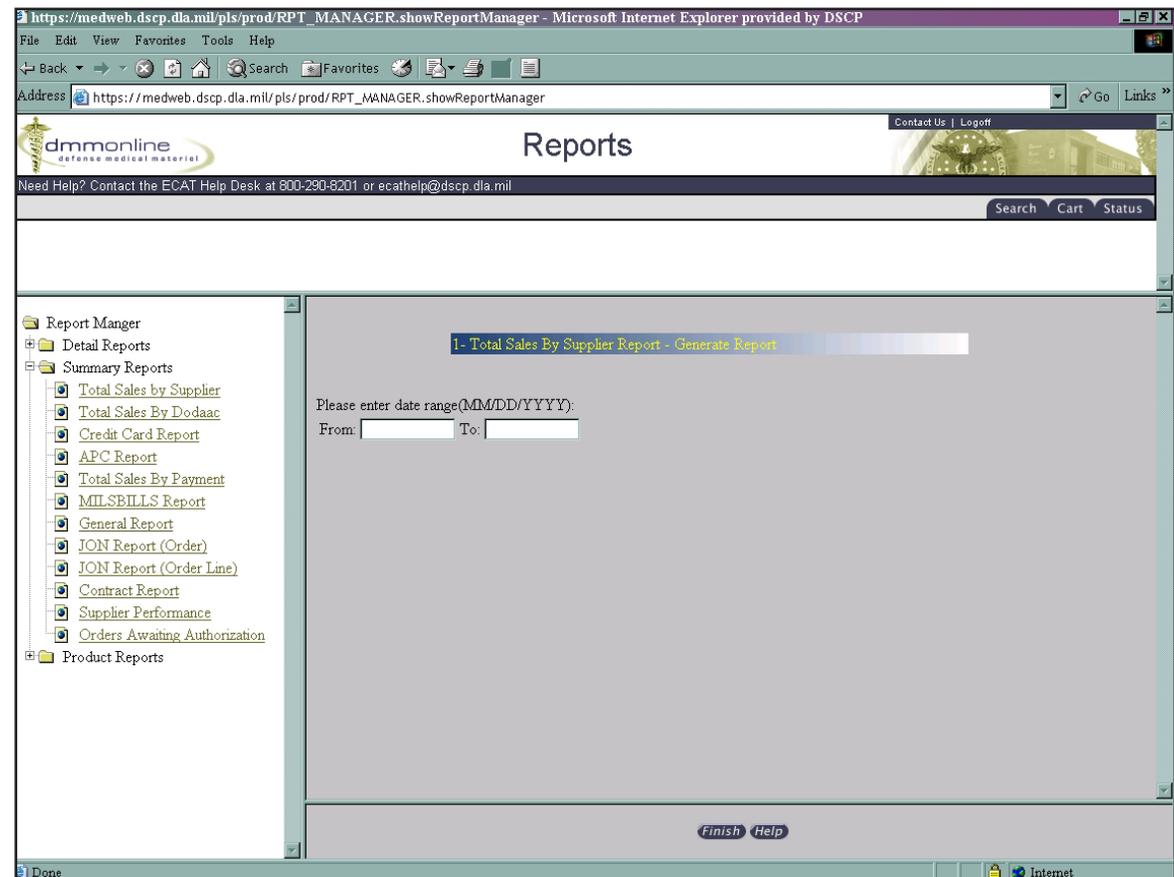
JON Report (by line)

Contract Report

Supplier Performance

Orders Awaiting Authorization

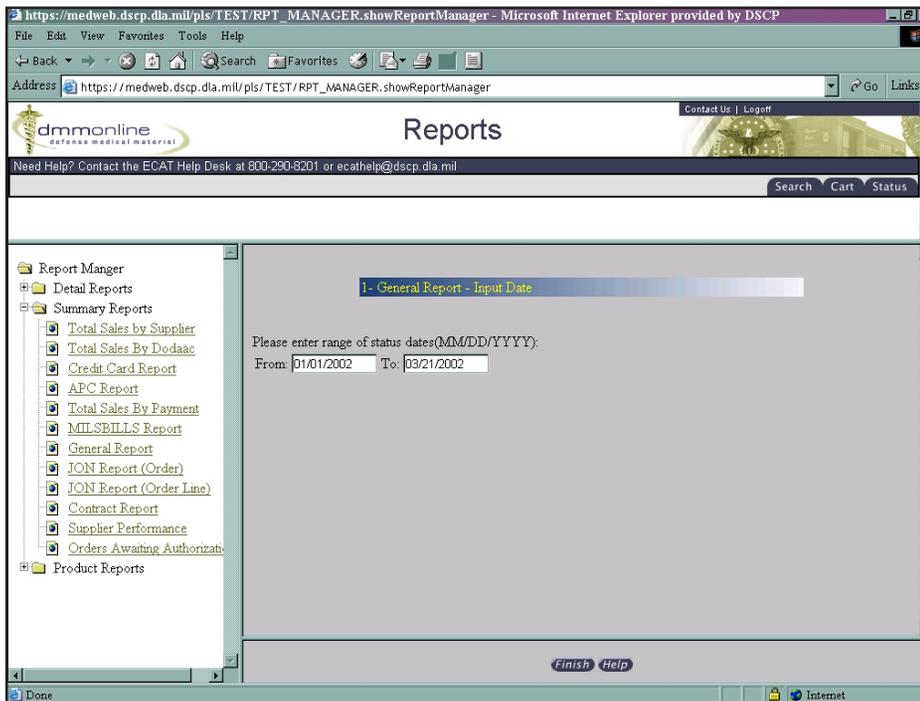
The entry screen is the same for each of these reports.



LESSON 8: Accessing ECAT Reports

8.2.2.1 General Report

The **General Report** provides summary level information for all MILSBILLS and Credit Card purchases. To view this report, enter a date range for which you want to view the information. Click the **Finish** button to process the request. ECAT will return a report that has the **Date Range**, **Order ID**, **Originating User ID**, **Authorizing User ID**, **Status Date**, **Status Code**, and the **Amount** for each order, and a grand total for each order.



Order ID	Originating User Id	Authorizing User Id	Status Date	Status Code	Amount
SP020002D30000004	CALDERAIOJ	CALDERAIOJ	21-MAR-02	Requisition authorized	\$48,987.51
SP020002D30000003	CALDERAIOJ	CALDERAIOJ	20-MAR-02	Requisition authorized	\$17,322.00
SP020002D30000002	CALDERAIOJ	CALDERAIOJ	20-MAR-02	Requisition authorized	\$48,463.16
SP020002D30000001	CALDERAIOJ	CALDERAIOJ	20-MAR-02	Requisition authorized	\$59,110.99
SP020099D73031668	BENNV	BENNV	13-FEB-02	Vendor approved requisition	\$260.35
SP020099D73060248	BENNV	BENNV	23-JAN-02	Requisition authorized	\$936.83
Total:					\$175,080.84

Generated on 04/24/2002

LESSON 8: Accessing ECAT Reports

8.2.3 Product Reports

The **Product Reports** section contains a **Products By Supplier** report. This report provides a count of products ordered by a customer from each vendor. Enter a date range, the DODAAC and the top number of products you want shown, and click the **Next** button to view the report.

The screenshot shows a Microsoft Internet Explorer browser window displaying the ECAT Reports web application. The address bar shows the URL: https://medweb.dscp.dla.mil/pls/prod/RPT_MANAGER.showReportManager. The page title is "Reports". The header includes the "dmmonline" logo and the text "defense medical material". A navigation bar contains "Search", "Cart", and "Status" buttons. A sidebar on the left lists the following menu items: "Report Manger", "Detail Reports", "Summary Reports", "Product Reports", and "Products by Supplier". The main content area displays the "1- Products by Supplier Report - Input Date - Input Product Count" form. The form includes the following fields and labels: "Enter range of status dates(MM/DD/YYYY):", "From: [text input] To: [text input]", "DODAAC: [text input]", and "Show Top [text input] Products". At the bottom of the form, there are three buttons: "Next", "Finish", and "Help". The browser's status bar at the bottom indicates "Internet".

Below are a few questions designed to reinforce the material presented in the preceding lesson.
Please take a few minutes to carefully read and answer them. The answers can be found in Appendix F.

Lesson 8 Questions

1. What is the Report Manager?

- a. The user who controls the reporting function in ECAT
- b. A report of your most recent orders
- c. The list of all reports available in ECAT
- d. The Product Reports

2. What are the three types of reports?

- a. Detail Reports, Basic Order Reports, Product Reports
- b. Detail Reports, Summary Reports, Product Reports
- c. Summary Reports, General Reports, Product Reports
- d. Detail Reports, Summary Reports, General Reports

**Appendix A:
Set Required Options
Using Netscape or MS
Internet Explorer**

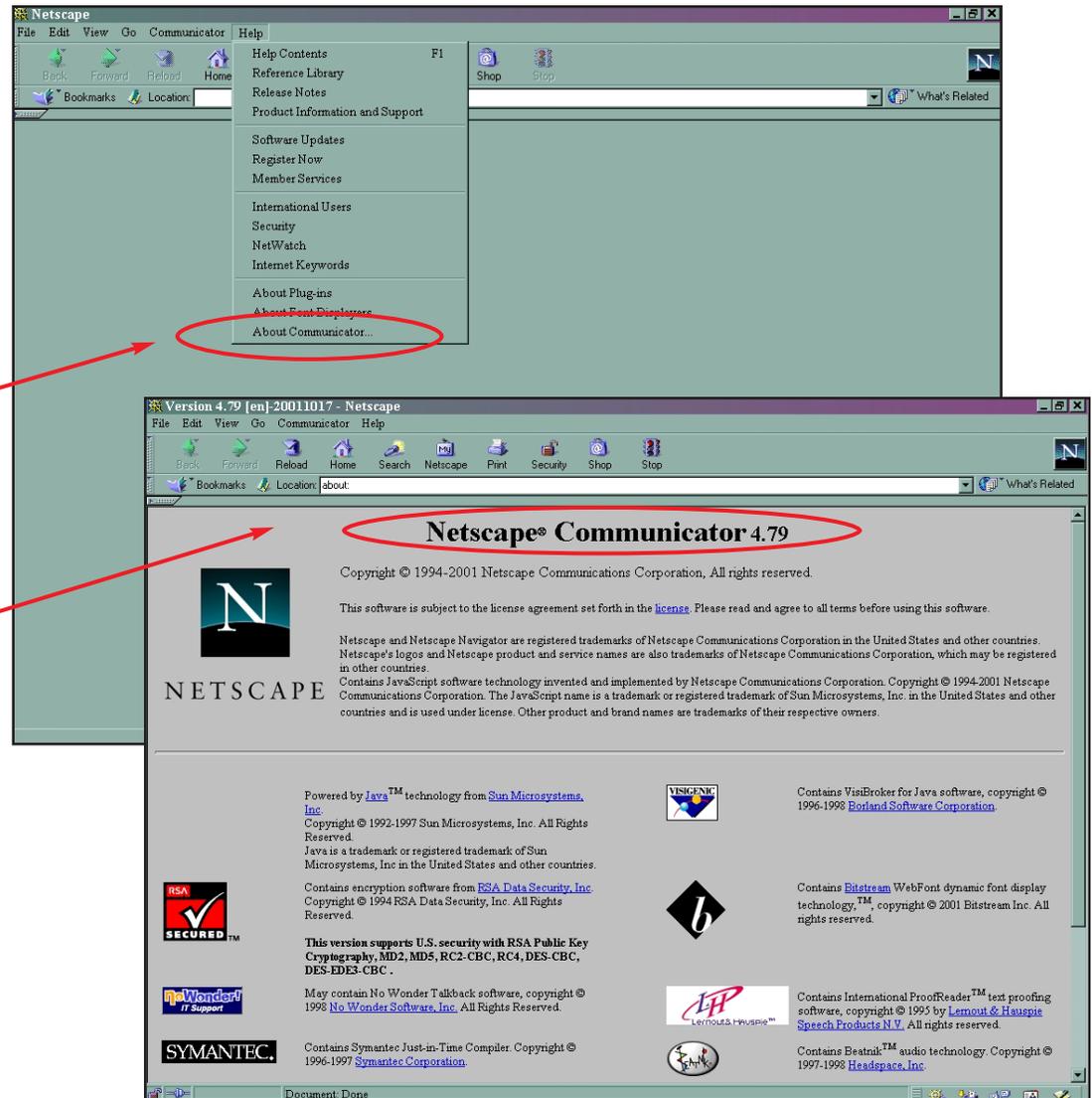
A.1 Determine your Browser Version

Before you begin, you must set your computer's browser options to run ECAT properly in Netscape (Navigator for earlier versions and Communicator for later versions) and/or Microsoft Internet Explorer. ECAT can be accessed using Netscape Navigator 4.x or Microsoft 5.x or higher. It is highly recommended that the latest browser version be used.

A.1.1 How to tell what version browser you have in Netscape

Click the **Help>About...** menu. Depending on which version of Netscape you have, this menu option will say either **About Navigator**, **About Communicator**, or **About Netscape 6**.

The version number will be displayed at the top of the next page. If your Netscape version is not Netscape 4.x or Version 6.x, please call the ECAT Help Desk (Appendix C) for further instructions on how to configure your browser.

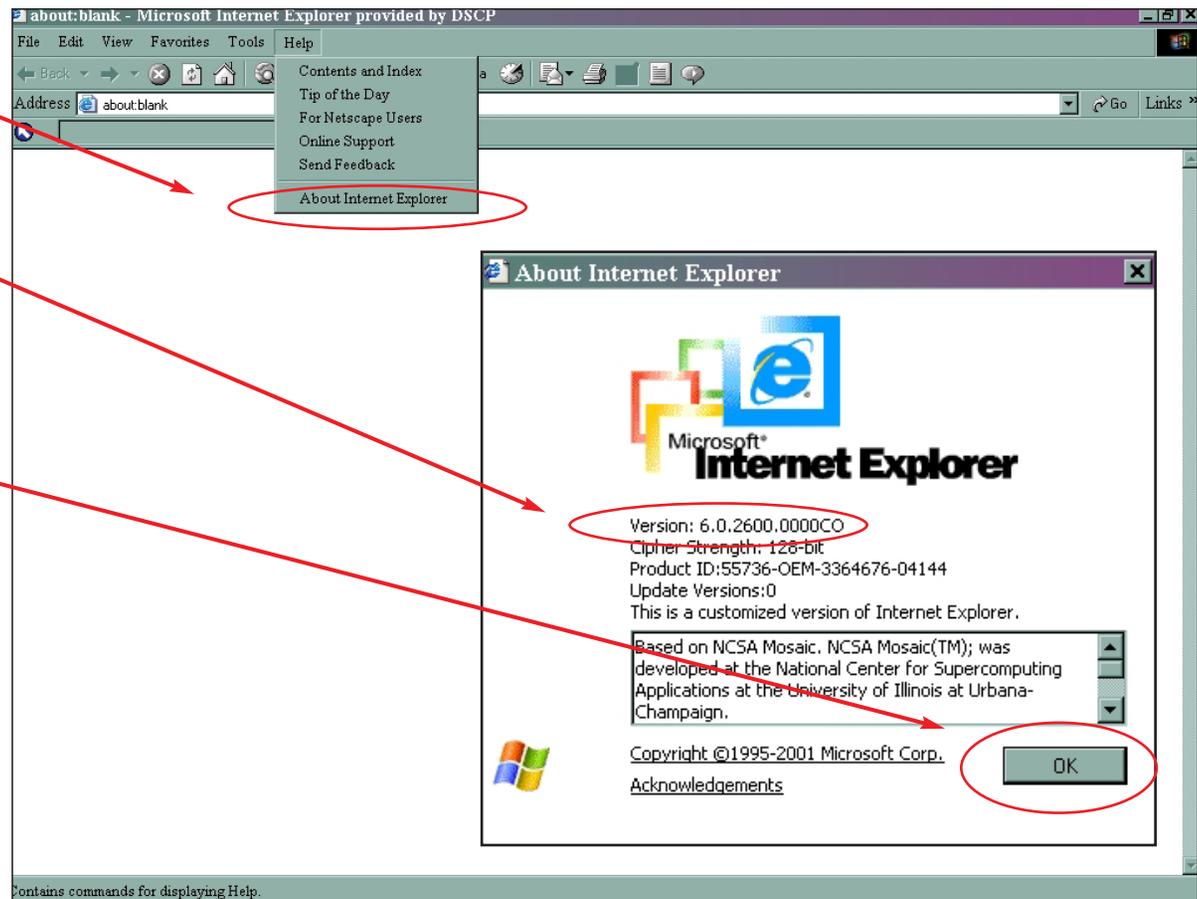


A.1.2 How to tell what version browser you have in Microsoft Internet Explorer

* Click the **Help>About Internet Explorer** menu to open the About Internet Explorer window.

* Look in the middle of the window that opens to find the version number.

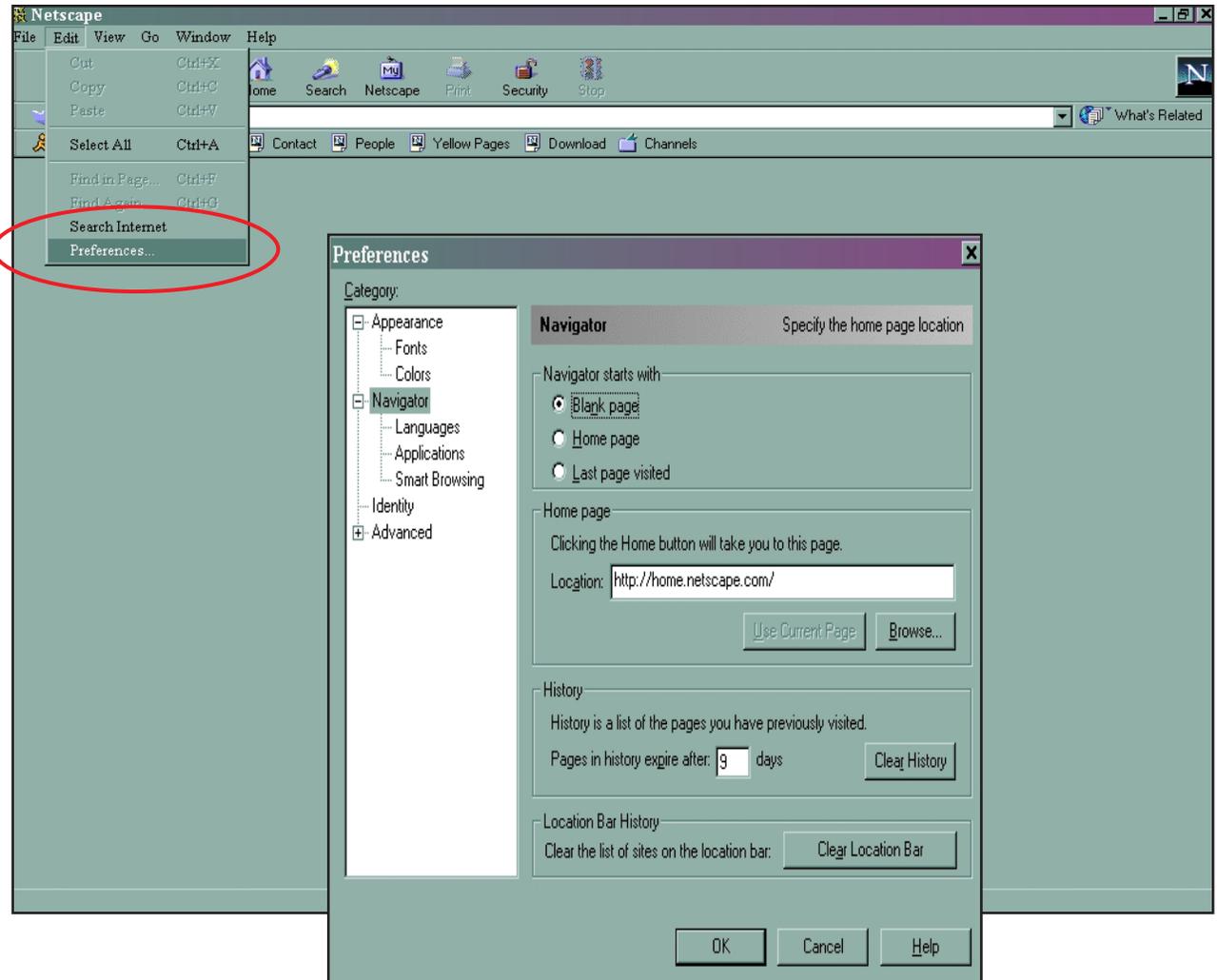
* Click OK to close this window.



A.2 Set Options in Netscape

A.2.1 Set options in Netscape Navigator 4.08

* Click the **Edit>Preferences** menu to open the **Preferences** window.



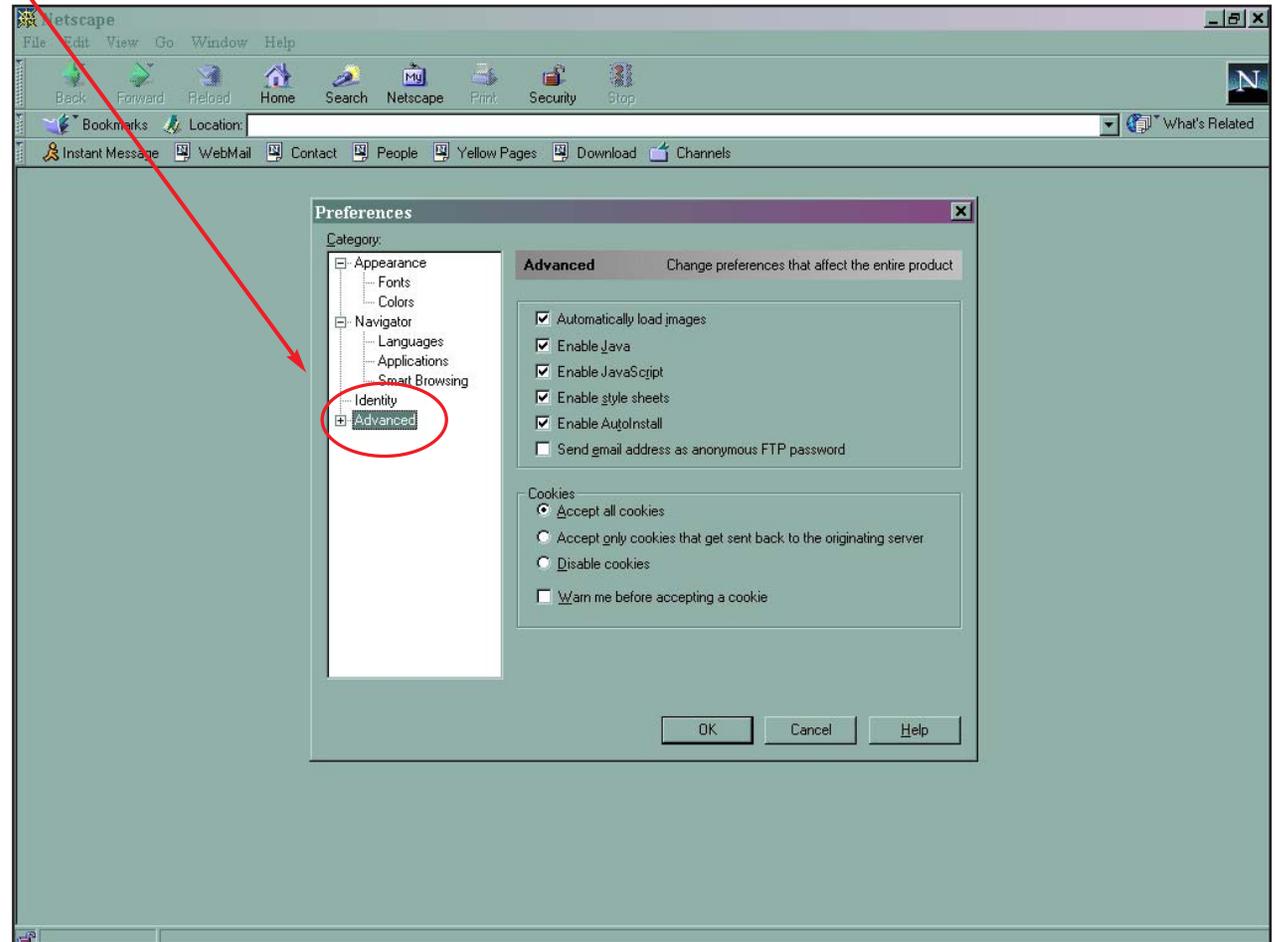
**Appendix A:
Set Required Options
Using Netscape or MS
Internet Explorer
(continued)**

* Click the **Advanced** category. Make sure you click on the word “Advanced”, not just the plus sign.

* Enable the following options by clicking on the checkboxes or radio buttons:

- * **Automatically load images**
- * **Enable Java**
- * **Enable Javascript**
- * **Enable Style Sheets**
- * **Enable AutoInstall**
- * **Accept all cookies**

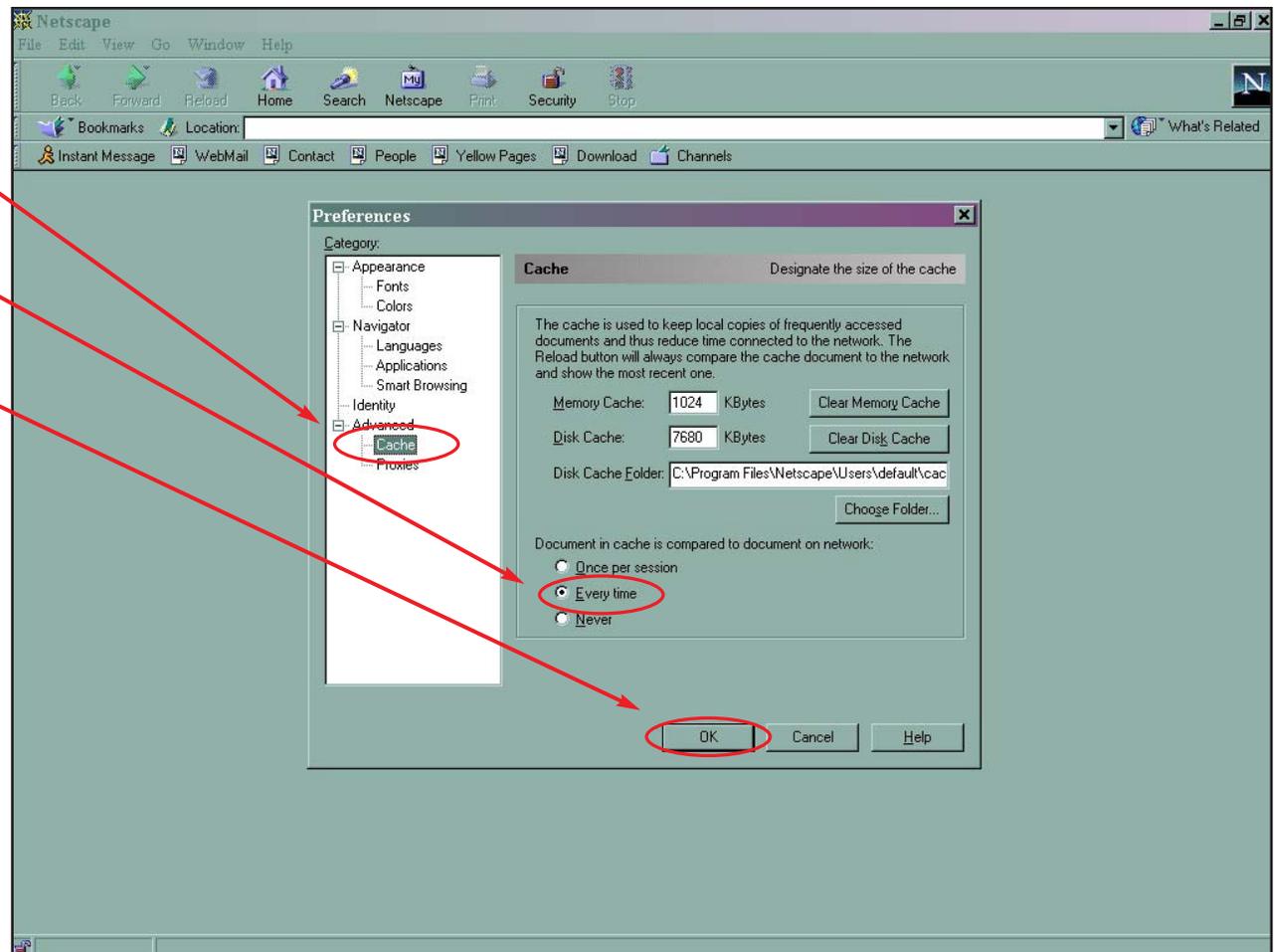
* Click the **OK** button to close the **Preferences** window.



**Appendix A:
Set Required Options
Using Netscape or MS
Internet Explorer
(continued)**

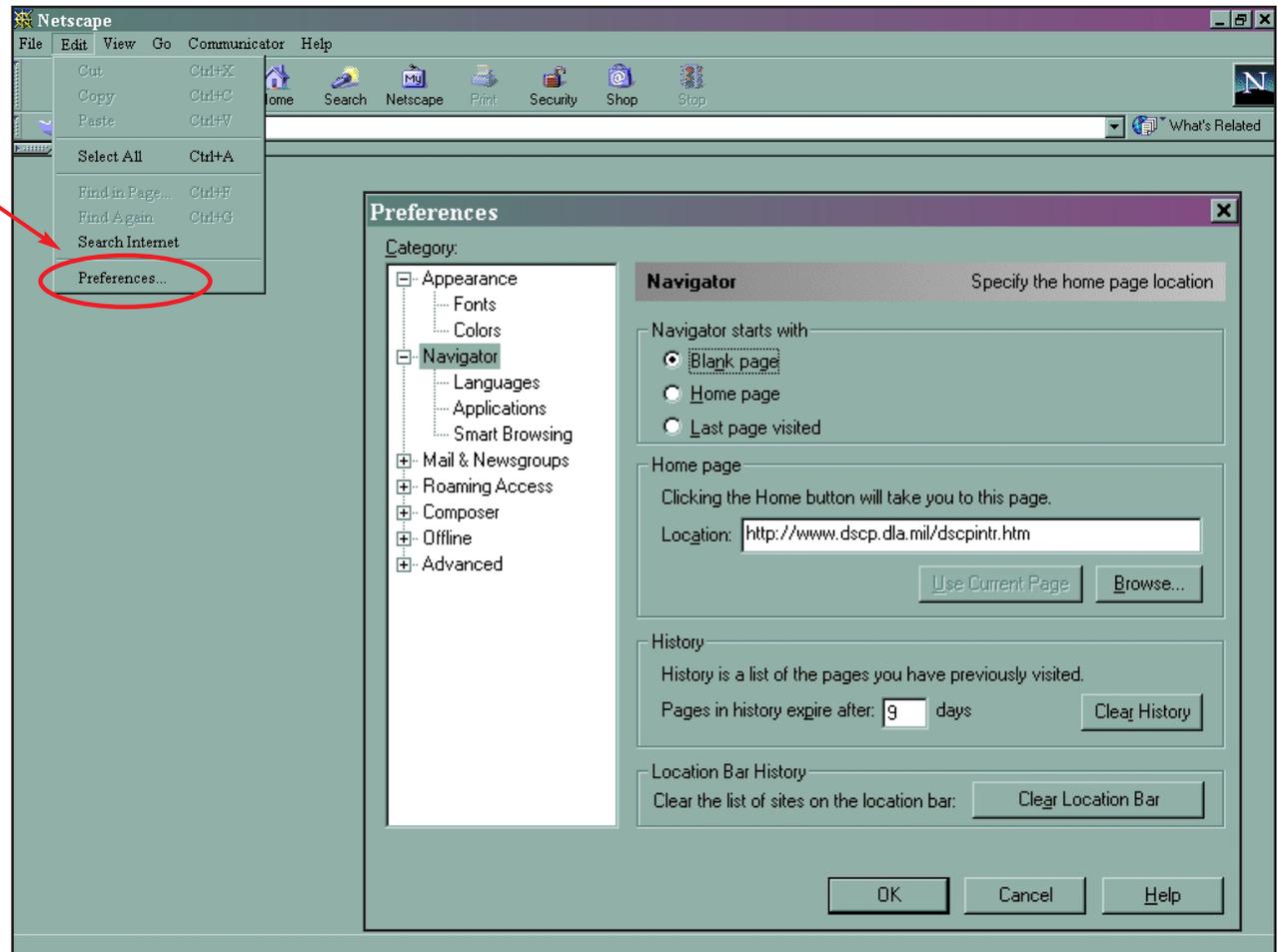
- * Reopen the **Preferences** window by clicking the **Edit>Preferences** menu.
- * Click the '+' symbol to the left of the **Advanced** category.
- * Click the **Cache** sub-category. Make sure you click on the word "Cache".
- * Click the **Every Time** radio button.
- * Click the **OK** button to close the **Preferences** button.

Your Netscape Navigator 4.08 browser is now ready for use with ECAT.



A.2.2 Set options in Netscape Communicator 4.7

* Click the **Edit>Preferences** menu to open the **Preferences** window.



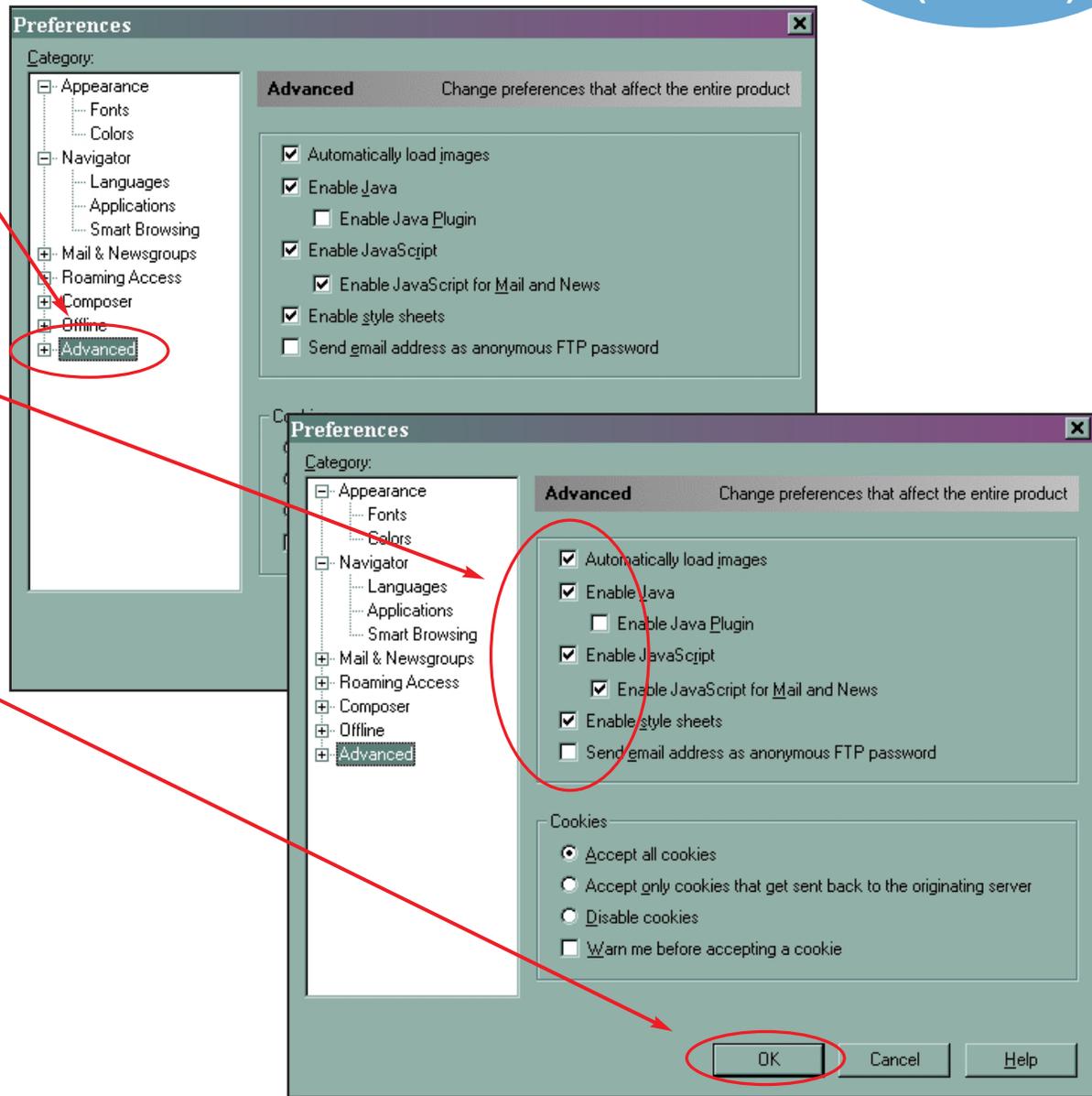
**Appendix A:
Set Required Options
Using Netscape or MS
Internet Explorer
(continued)**

* Click the **Advanced** category. Make sure you click on the word "Advanced", not just the plus sign.

* Enable the following options by clicking on the checkboxes or radio buttons:

- * **Automatically load images**
- * **Enable Java**
- * **Enable Javascript**
- * **Enable Javascript for Mail and News**
- * **Enable Style Sheets**
- * **Accept all cookies**

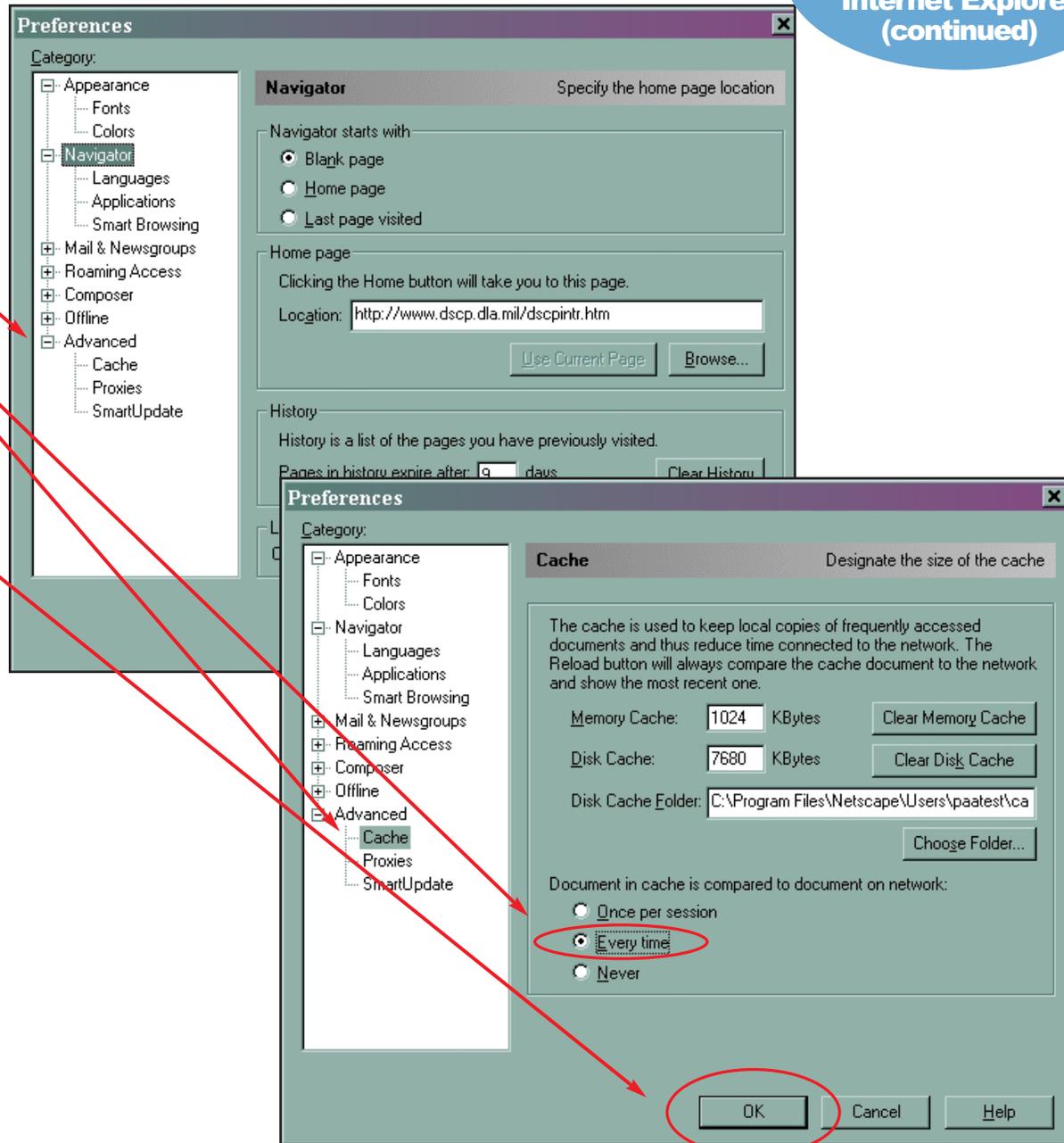
* Click the **OK** button to close the **Preferences** window.



**Appendix A:
Set Required Options
Using Netscape or MS
Internet Explorer
(continued)**

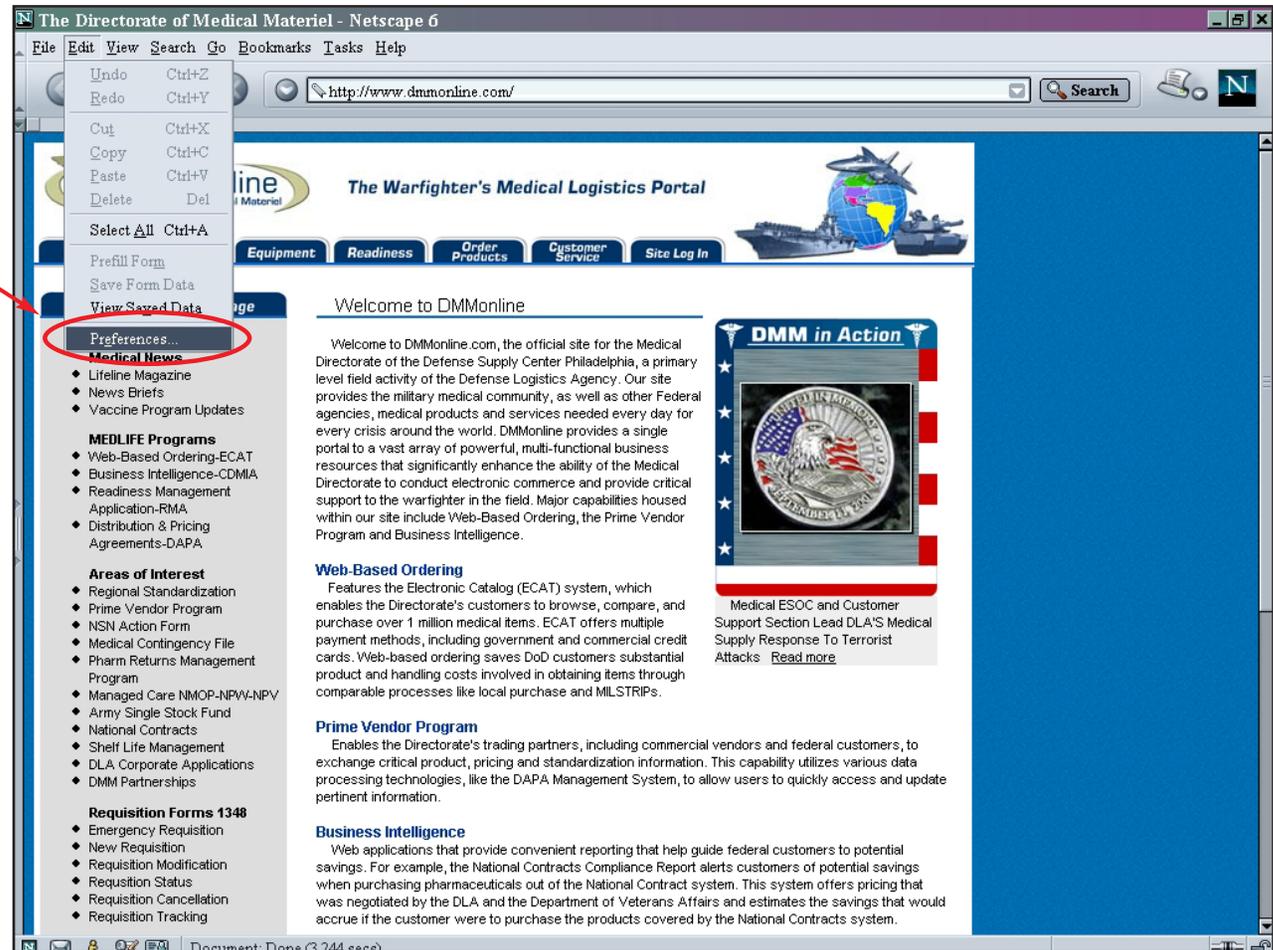
- * Reopen the **Preferences** window by clicking the **Edit>Preferences** menu.
- * Click the '+' symbol to the left of the **Advanced** category.
- * Click the **Cache** sub-category.
- * Click the **Every Time** radio button.
- * Click the **OK** button to close the **Preferences** button.

Your Netscape Navigator 4.7 browser is now ready for use with ECAT.



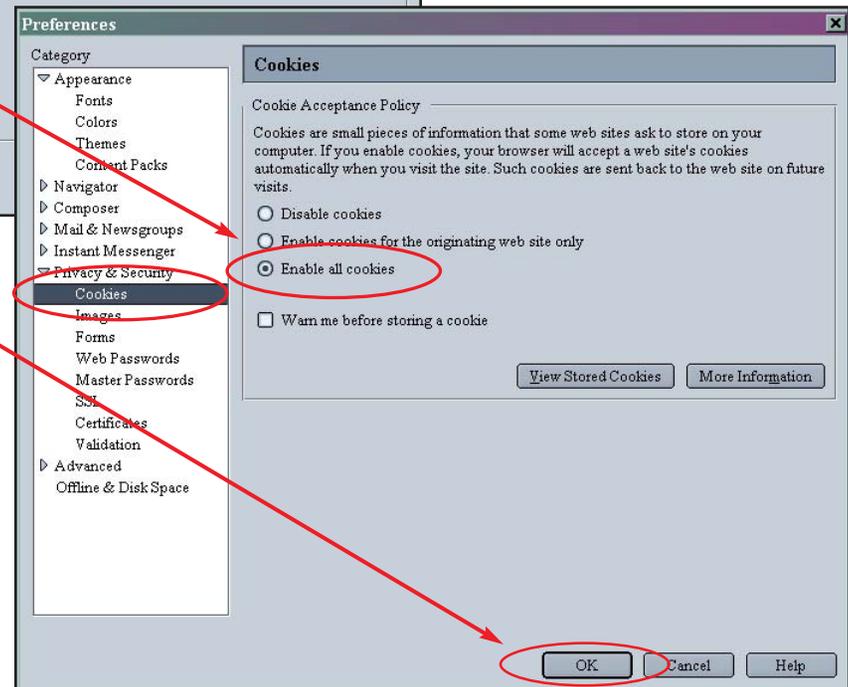
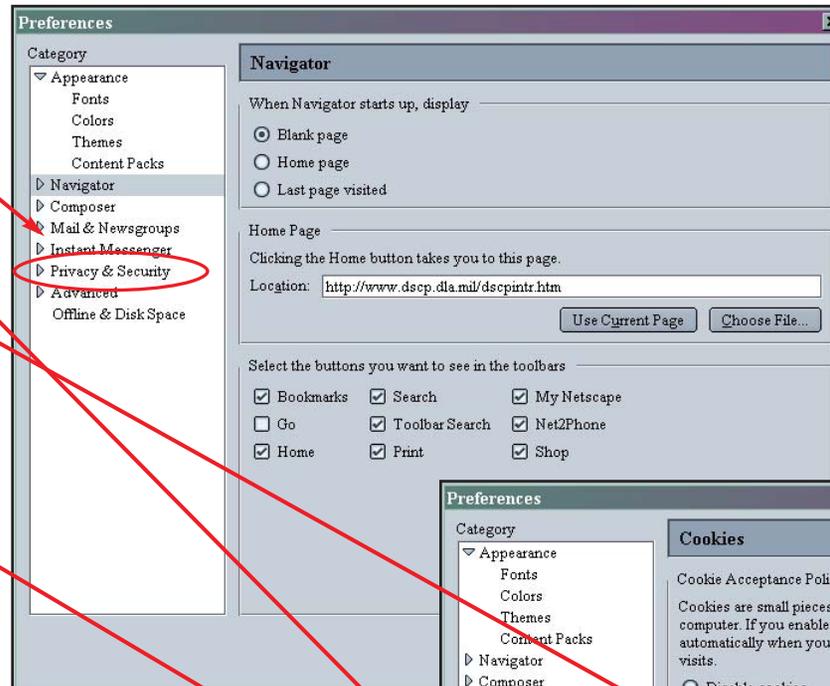
A.2.3 Set options in Netscape 6.2

* Click the **Edit>Preferences** menu to open the **Preferences** window.



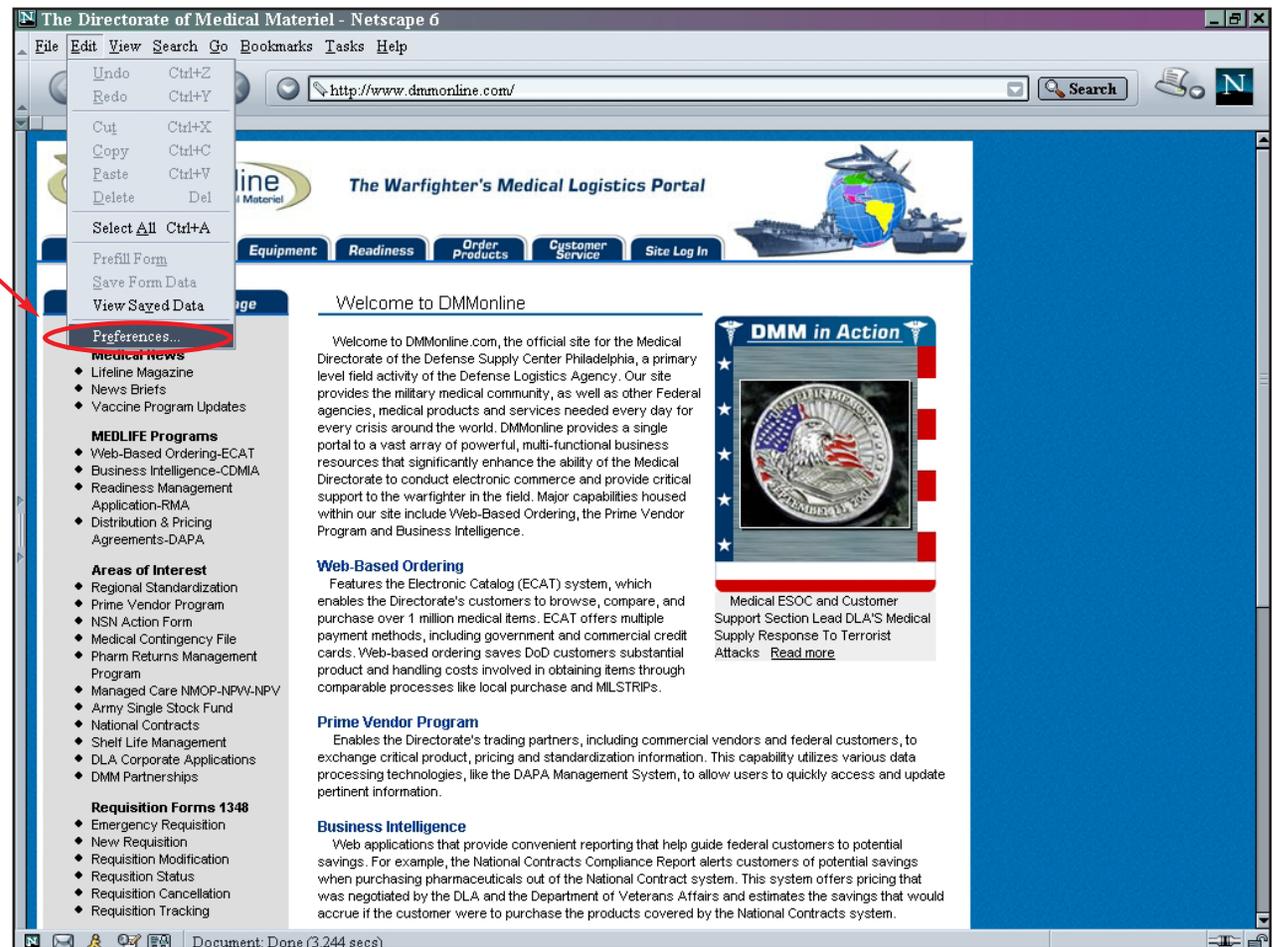
**Appendix A:
Set Required Options
Using Netscape or MS
Internet Explorer
(continued)**

- * Click the arrow preceding the **Privacy & Security** category.
- * Click the **Cookies** sub-category.
- * Click the **Enable all Cookies** radio button.
- * Click the **OK** button.



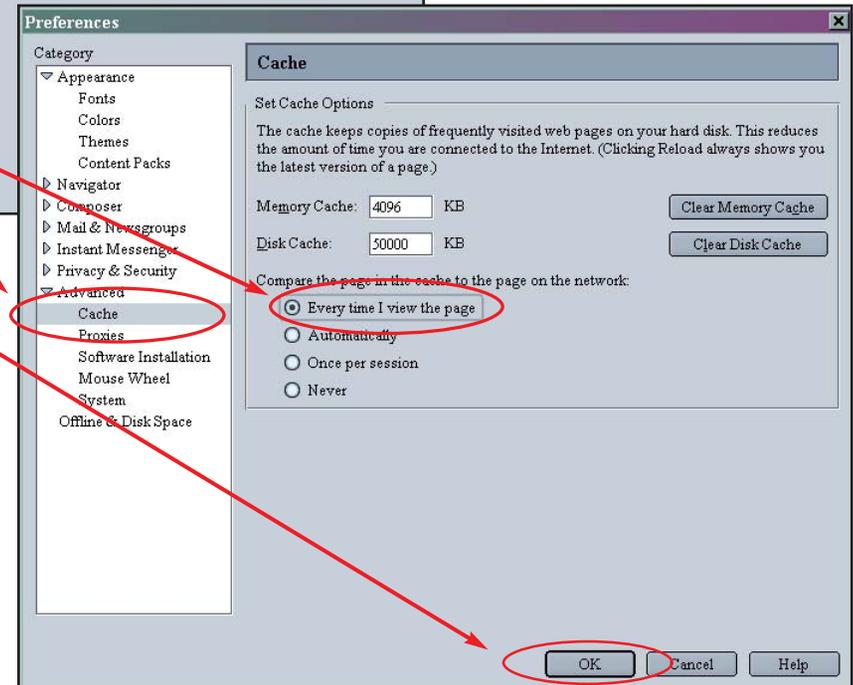
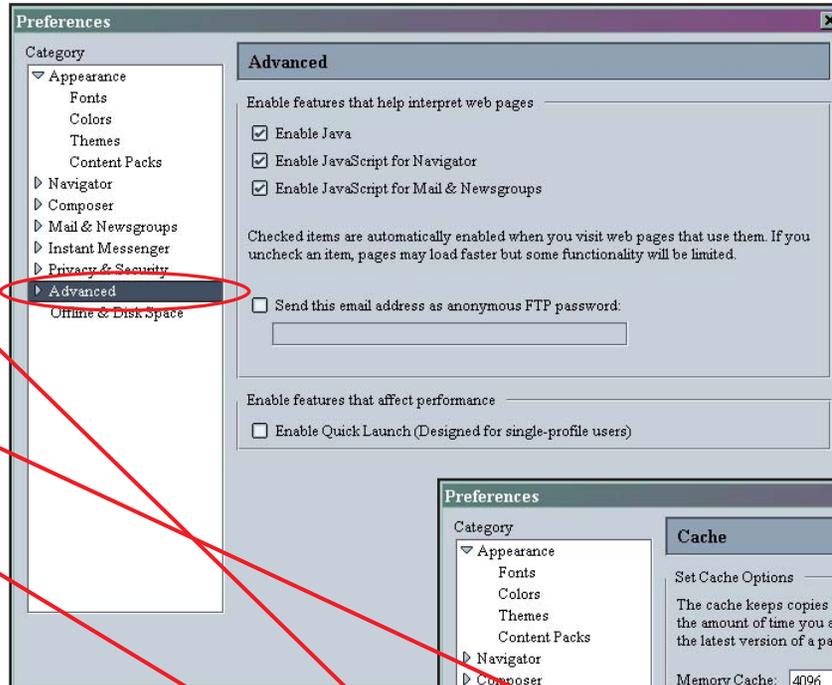
**Appendix A:
Set Required Options
Using Netscape or MS
Internet Explorer
(continued)**

* Again, click the **Edit>Preferences** menu to reopen the **Preferences** window.



**Appendix A:
Set Required Options
Using Netscape or MS
Internet Explorer
(continued)**

- * Click the arrow preceding the **Advanced** Category.
- * Click the **Cache** sub-category.
- * Click the **Every time I view the page** radio button.
- * Click the **OK** button.



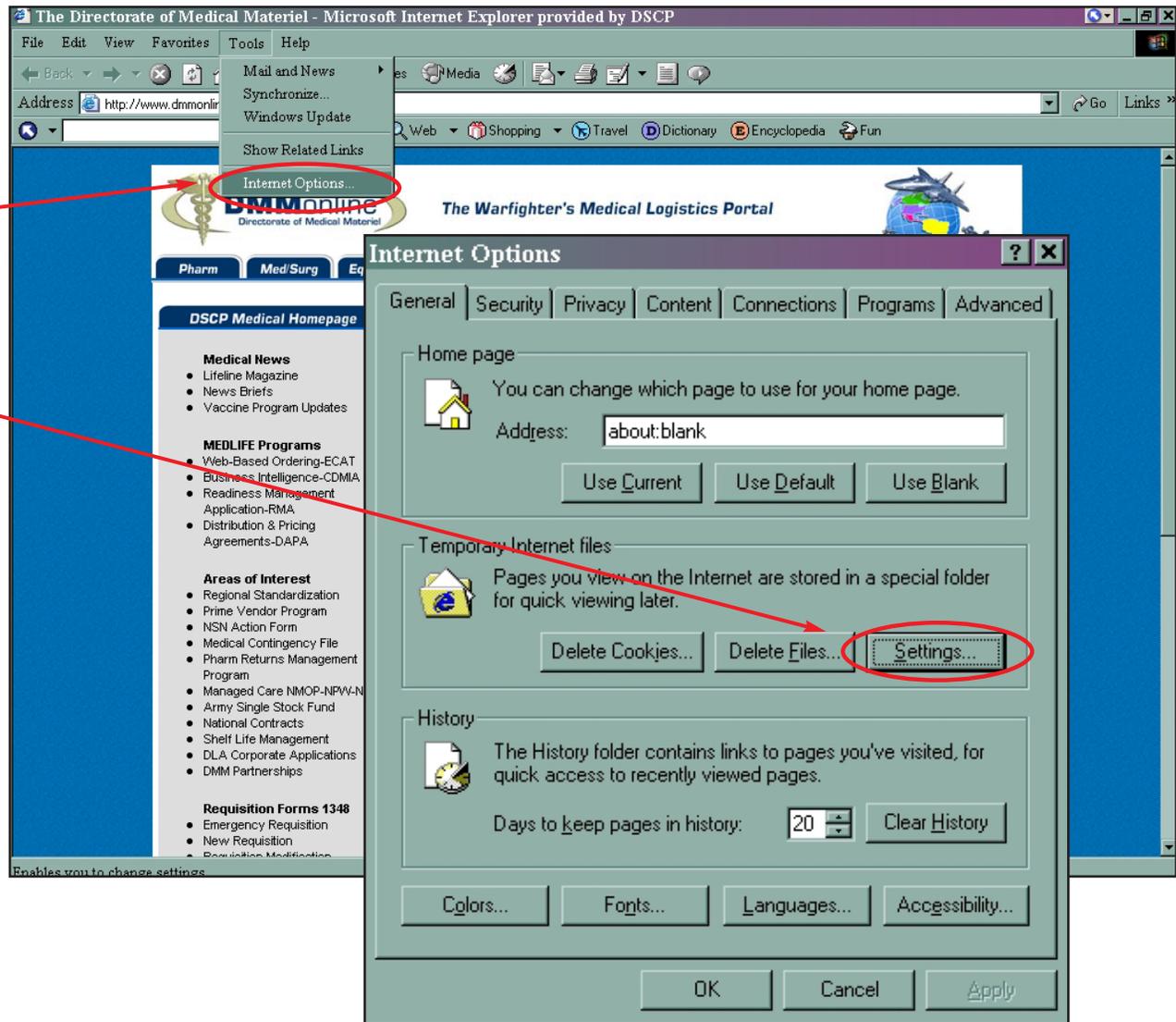
Your Netscape 6.x is now ready for use with ECAT.

A.3 Set options in MS Internet Explorer

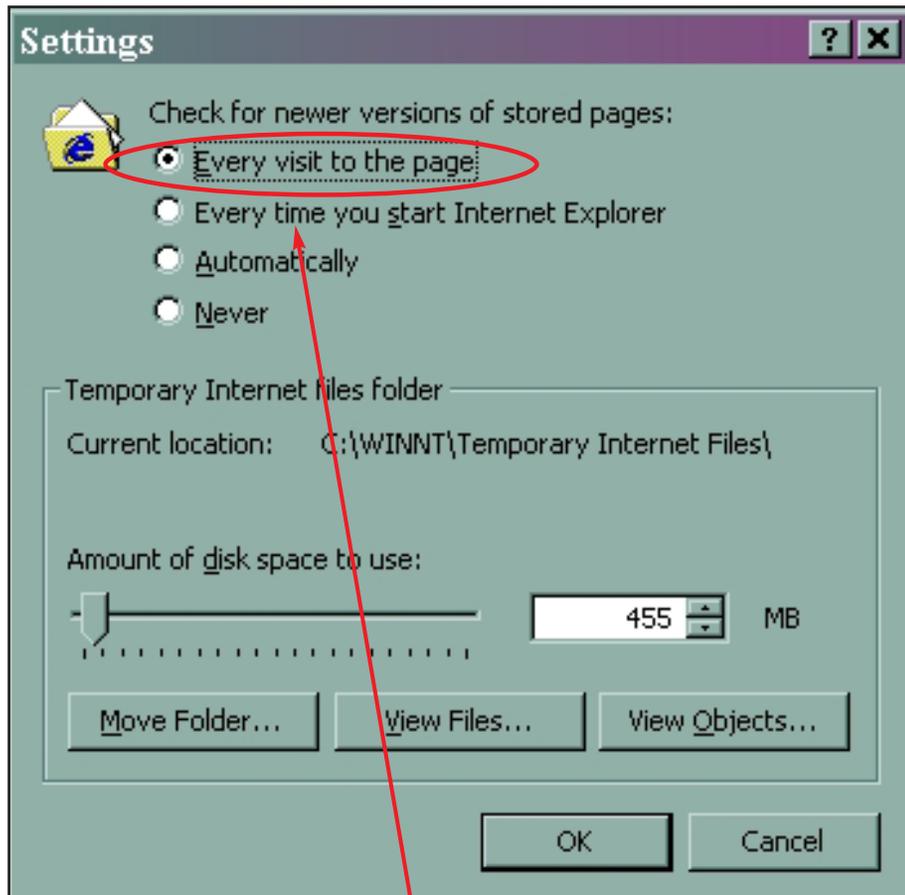
A.3 Set options in MS Internet Explorer 5.0

* Click the **Tools>Internet Options** menu.

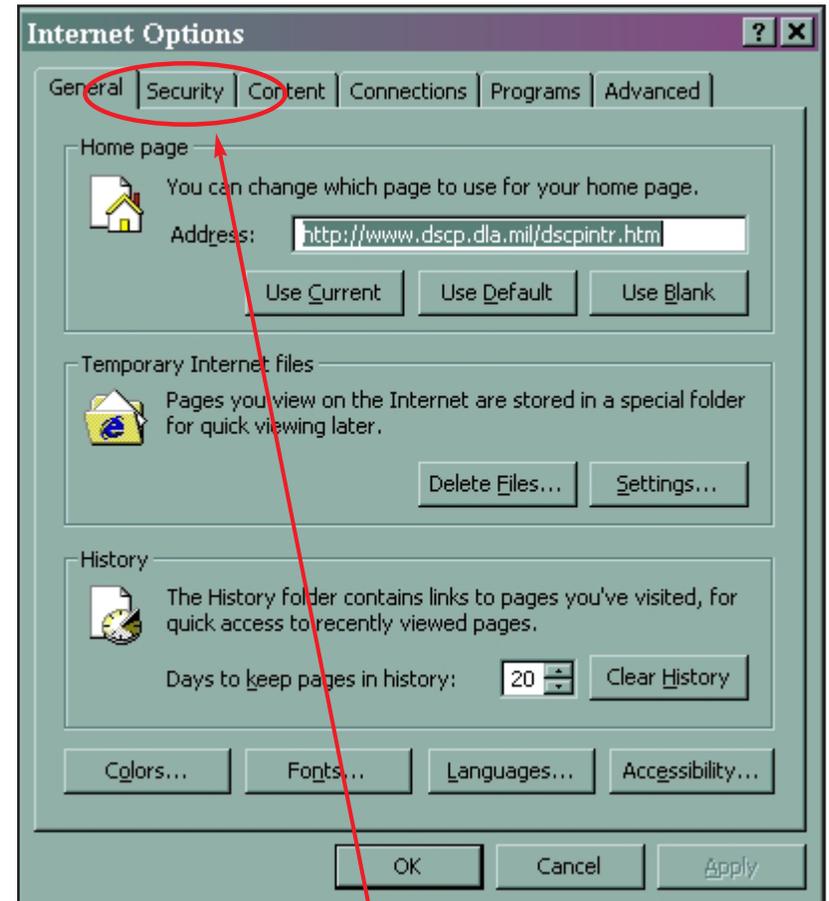
* Click the **Settings** button in the Temporary Internet Files section, which will open the Settings window.



**Appendix A:
Set Required Options
Using Netscape or MS
Internet Explorer
(continued)**

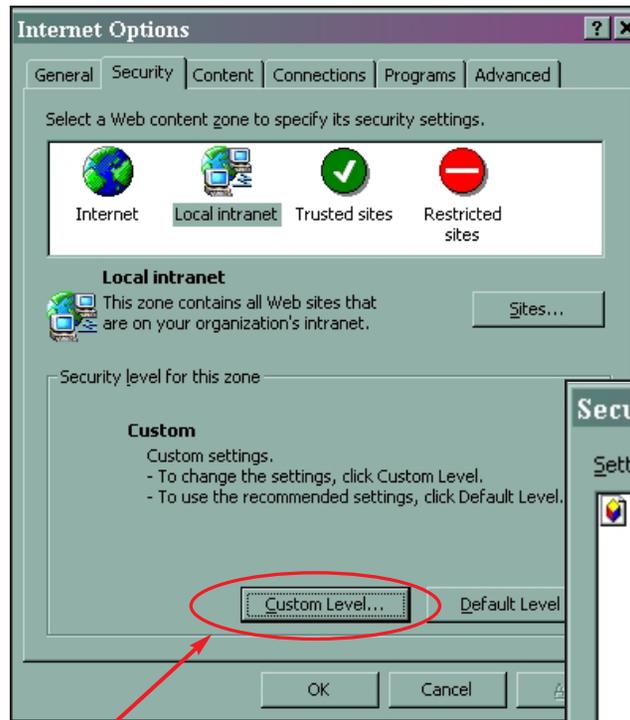


- * Click the **Every visit to the page** radio button.
- * Click the **OK** button to close the Settings window and return to the **Internet Options** window.

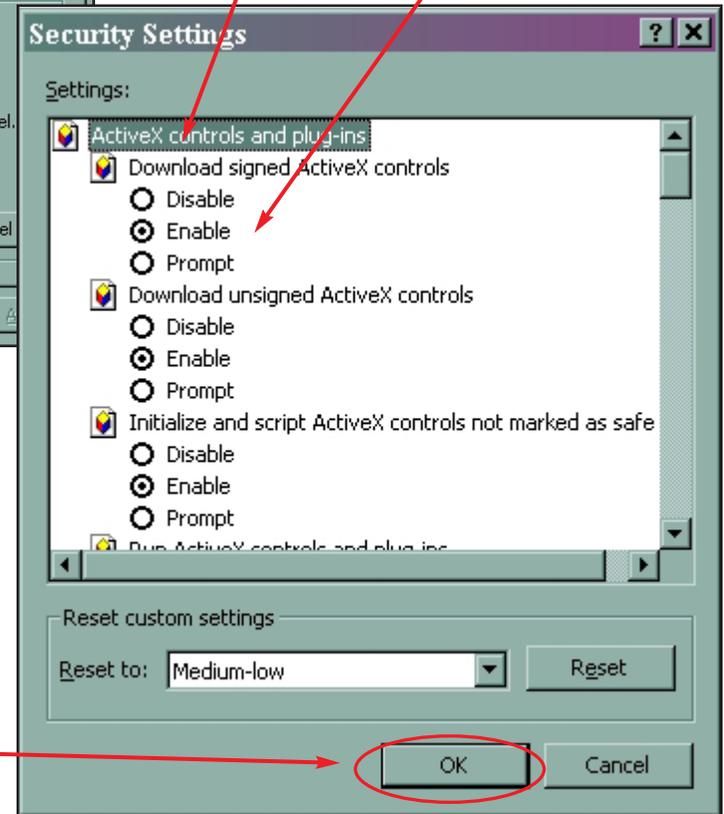


- * From the **Internet Options** window, click the **Security** tab.

- * Click the **Custom Level** button to open the **Security Settings** window.
- * Scroll down to the **Cookies** section.
- * Click the **Enable** radio button and click **OK**. The **Security Settings** window will close.
- * Click **OK** on the **Internet Options** page to apply the changes you have made.



Custom Level Button



Cookies

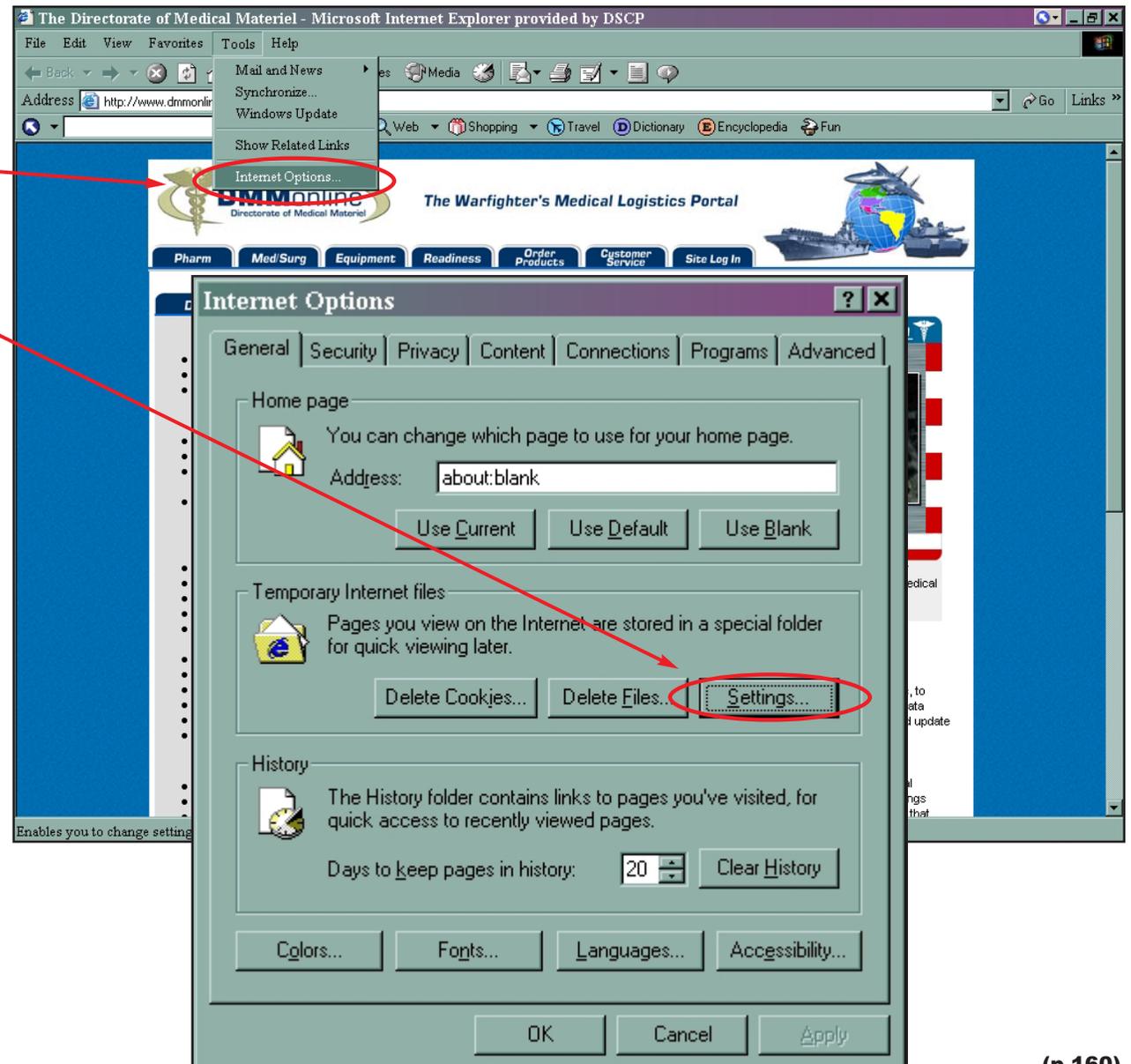
Enable

OK

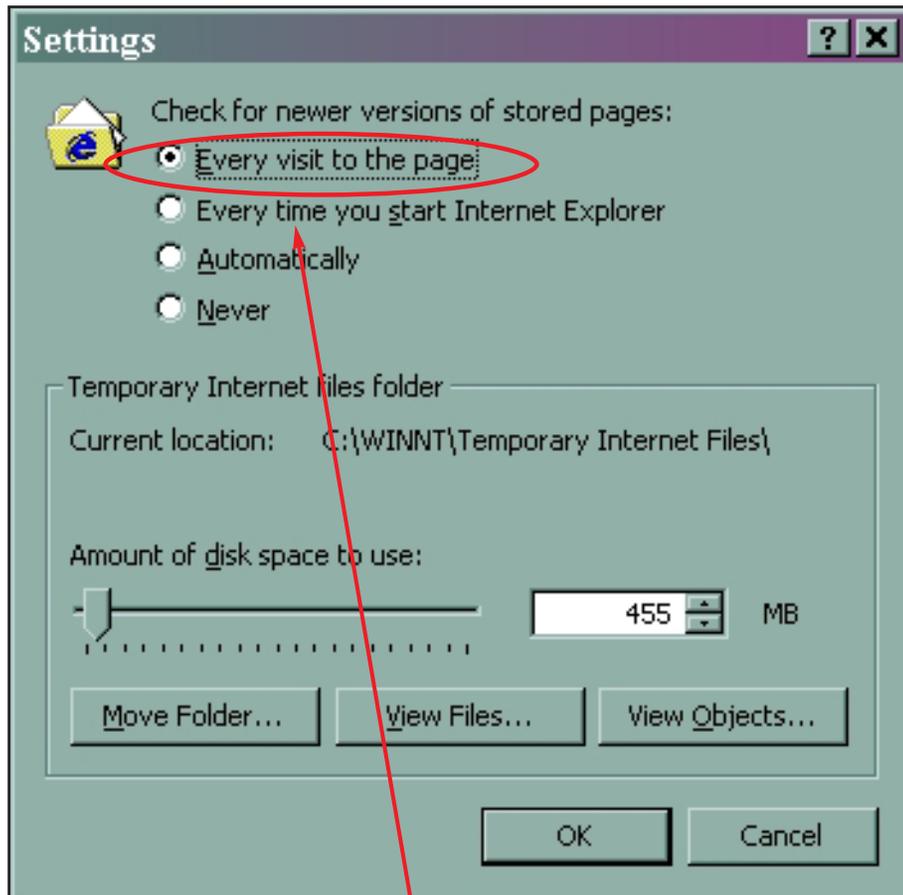
Your MS Internet Explorer 5.0 is now ready for use with ECAT.

A.3.2 Set options in MS Internet Explorer 6.0

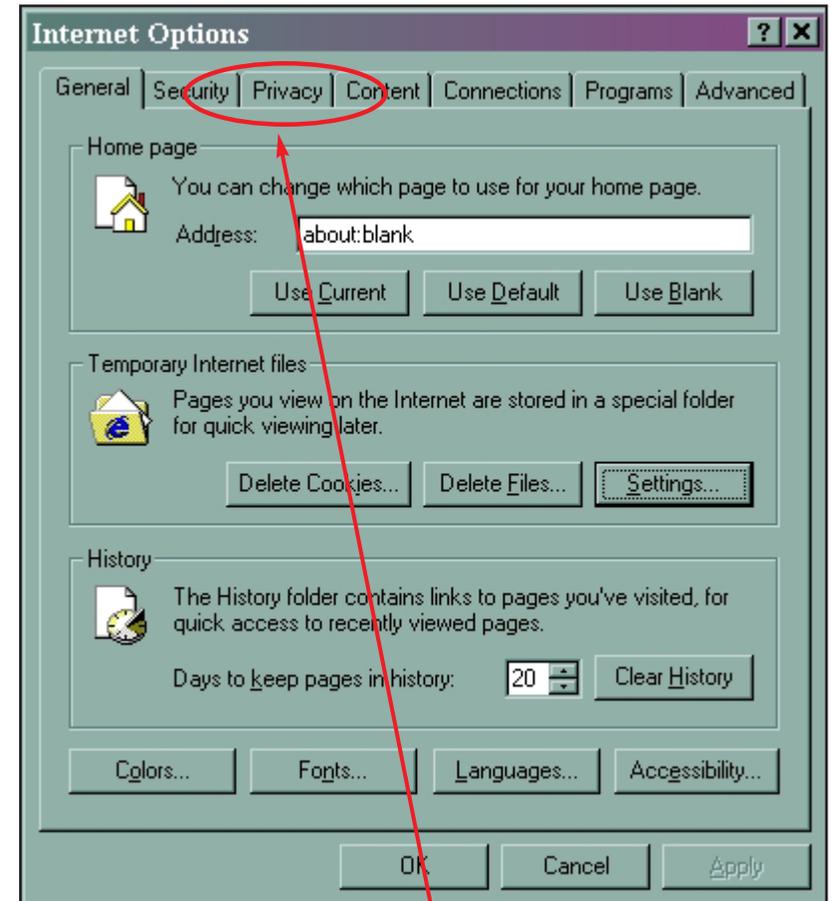
- * Click the **Tools>Internet Options** menu
- * Click the **Settings** button in the **Temporary Internet Files** section, which will open the settings window.



**Appendix A:
Set Required Options
Using Netscape or MS
Internet Explorer
(continued)**

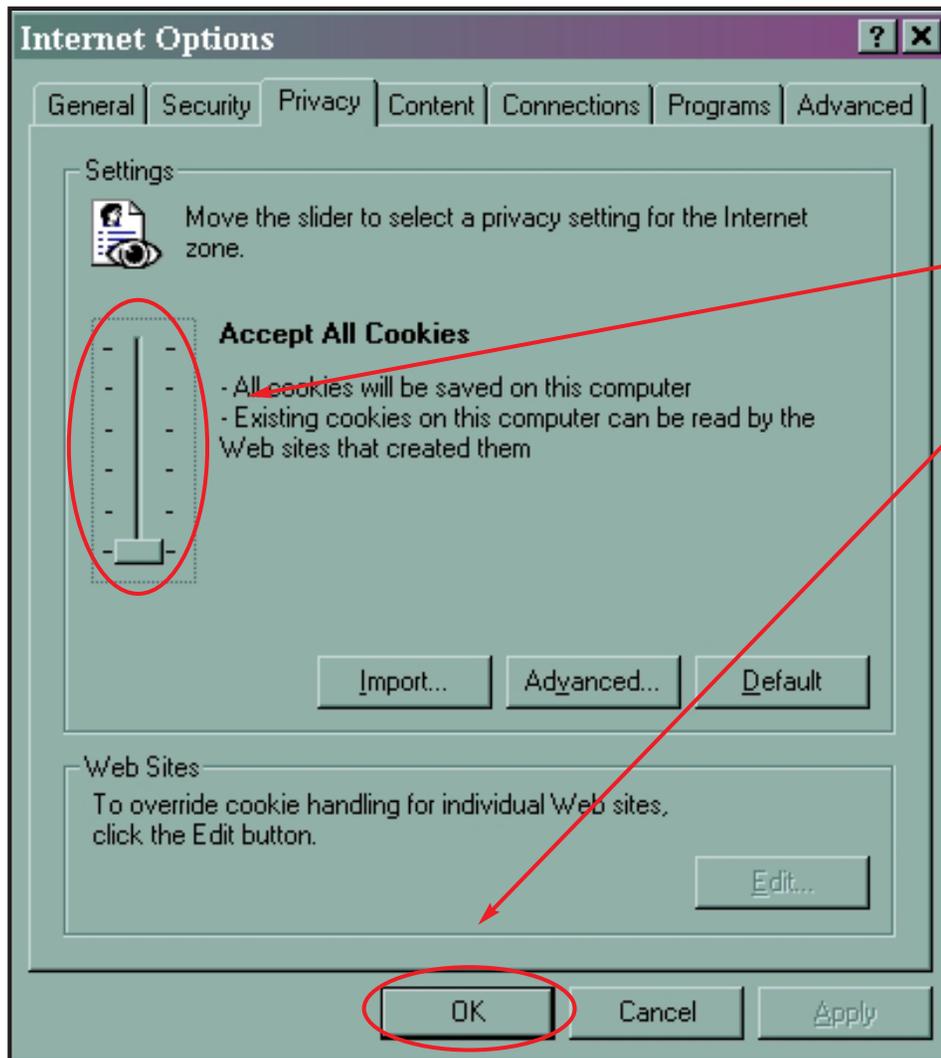


- * Click the **Every visit to the page** radio button.
- * Click the **OK** button to close the Settings window and return to the **Internet Options** window.



- * From the **Internet Options** window, click the **Privacy** tab.

**Appendix A:
Set Required Options
Using Netscape or MS
Internet Explorer
(continued)**



- * Set your browser to **Accept All Cookies** by using the sliding bar on the page.
- * Click **OK** on the **Internet Options** page to apply the changes you have made.

Your MS Internet Explorer 6.0 is now ready for use with ECAT.

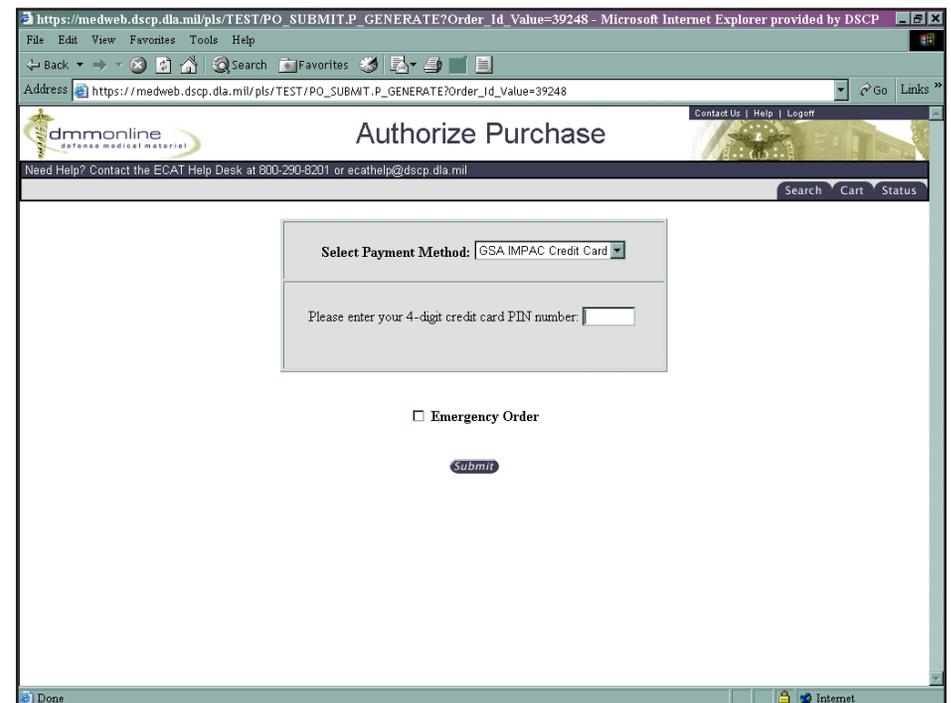
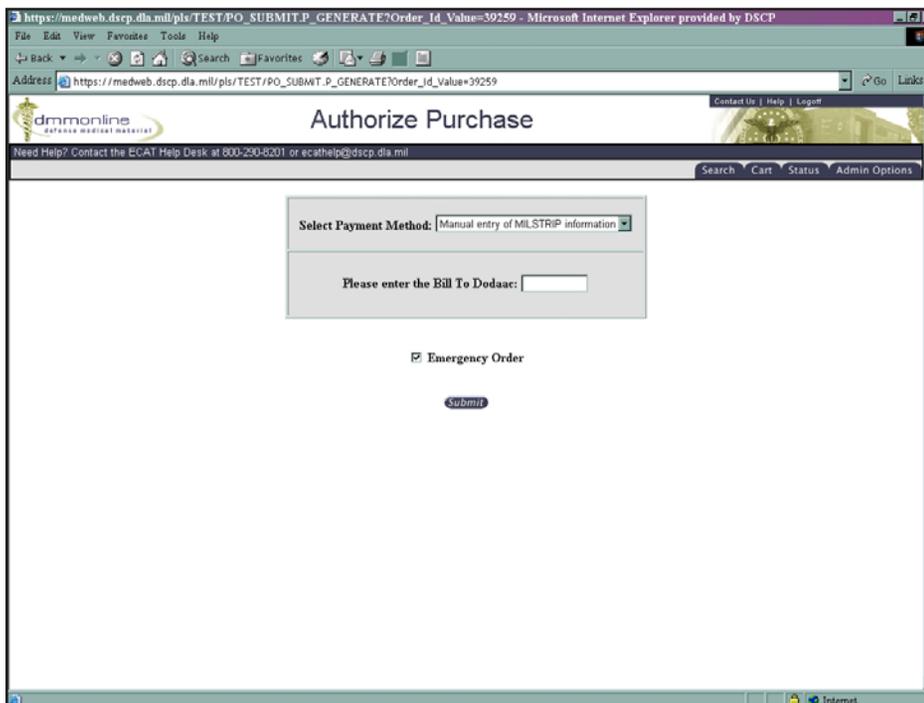
B.1 What constitutes an Emergency Order?

An **Emergency Order** is an order that a customer must have delivered earlier than the normal delivery time the supplier is contracted to perform.



B.2 Access the Emergency Orders screen

The **Emergency Orders screen** is accessed by clicking the **Purchase** button on the **Shopping Cart** screen. This brings up the **Authorize Purchase** page, where the **Emergency Order** check box is located. The appropriate payment method will appear automatically: either credit card or MILSTRIP. If you are a credit card user, you must enter your PIN number, and if you are a MILSTRIP user, you must enter the appropriate DODAAC. Then click on the check box next to **Emergency Order**, and click on the **Submit** button.



This feature can only be accessed
by an Order Authorizer.

B.3 Process an Emergency Order

After you click the **Submit** button on the **Authorize Purchase** page, the **Emergency Order** page is displayed. You process an Emergency Order by following the instructions on the page. The instructions state that "You must contact the supplier to confirm stock availability and to initiate the order. Please confer the **Delivery Order Number** to the supplier as this number will be used to reconcile billing for this order." Please note that you must call the supplier, speak to a representative, and manually enter the information you receive during that conversation into the application.

The supplier has the option of charging an **Emergency Processing Fee**. If the supplier does, then you must manually enter the amount the supplier quotes you into the **Emergency Processing Fee** box.

Click the **Submit** button to complete the order.

This is an emergency order. You must contact the supplier to confirm stock availability and to initiate the order. Please confer the delivery order number (SP020099D73040558) to the supplier as this number will be used to reconcile billing for this order.

A. Daigger & Company Inc.'s Phone Number: 800-621-7193

Listed below is a summary of your order.

Quantity	Part Number	Product Name	Document Number	Price	Ext. Price
1	1846F	BEAKER 250ML PP 50/PK 500/CS	SC02002114TSTA	\$362.87	\$362.87
		Order Summary	SC02002114TSTB		

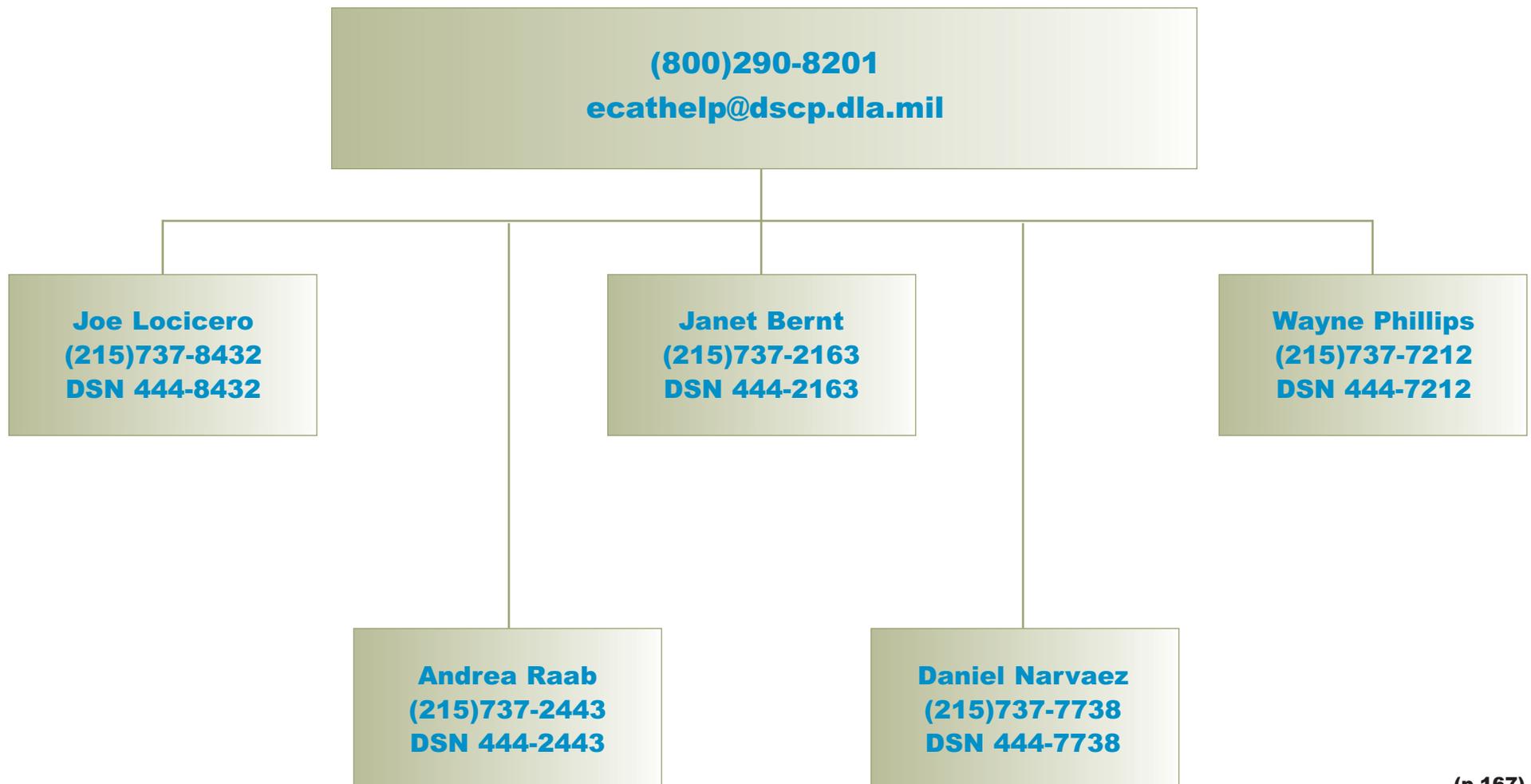
Delivery Order Number: SP020099D73040558

Emergency Processing Fee

Please return to the cart if you need to make any adjustments to quantities.

C.1 ECAT Help Desk

The **ECAT Help Desk** is staffed 0630 to 1800, Monday through Friday. A toll-free phone number has been implemented for your convenience, or you may contact a customer service representative directly. The **ECAT Help Desk** can also be reached by email.



Although all customers can search for and compare products through ECAT, some customers either prefer or are required to use their legacy systems for actual order processing and billing.

If you are a DMLSS, TAMMIS or MEDLOG user, then your profile should be configured to have your Product Search screen display three additional elements to identify your ECAT products. These additional identifiers are **ECAT Supplier ID**, **Catalog ID**, and **Item ID**.

If you are a DMLSS user, these elements will be downloaded automatically into your DMLSS system when you use the “Download to DMLSS” functionality in the ECAT application. If you are an Army customer, you will have to manually enter these elements into your TAMMIS system. If you are an Air Force customer, you will have to manually enter these elements into your MEDLOG system.

Once you enter your order in your legacy system, it is processed and billed accordingly to your particular system’s business rules. The status of your order is reported back through your legacy application, where you can check the progress of your order and also through the ECAT application. To check the status of your order in ECAT, log onto the ECAT application, and click the **Status** tab. Click the **Order ID** of the order whose status you want to check. This will open the **Order Summary** page. The status of your order will be at the bottom of the page.

Accounting Codes

ECAT provides three ways of using accounting codes when purchasing items. Depending on which branch of the service you are in, if any, you will want to establish your profile to reflect the type of accounting code you need. If you are Army, you will use an APC code. If you are Navy, you will use a JON. All other users will not use any accounting code.

Autofill Serial Number

There are two ways to generate a document number in ECAT. Either the system can automatically generate a document number for you, or you can generate your own document number.

If you would like to have your document number automatically generated, when you establish your profile, ask the ECAT Help Desk representative to set your Autofill Serial Number preference to “Yes”. The pages of your application will look like the ones in the manual in Lesson 6.

If you would like to generate your document number manually for each line item in your order, ask the ECAT Help Desk representative to set your Autofill Serial Number preference to “No”. This setting will result in an additional two fields appearing on the **Cart** page of your application. These fields will ask you to manually enter the Julian date and Serial number, for each item in your order, so that a document number can be generated.

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.

