

FORMS CONTENT MANAGEMENT USER GUIDE

Forms Content Management Program User Guide

Table of Contents

Table of Figures	3
Introduction.....	5
What is the Forms Content Management Program?.....	5
Objectives	5
Getting Started	6
Step-by-Step Overview.....	6
User A.....	6
User B	6
Login to Forms.....	7
AKO Login	7
Link to “Forms” Portal.....	8
Using the Forms Content Manager	9
Welcome Page	9
Form Finder – Search by Form Title	10
Form Finder – Search by Form Number.....	13
Form Finder – Search by Range	16
FCMP Help.....	19
Army Publishing Directorate’s News	21
Inbox Tab.....	23
Inbox Page – Overview.....	24
Inbox - Form Comments.....	27
Inbox – Route Function	28
Inbox – Delete Function.....	43
Inbox – Rename Function.....	45
Inbox - Copy Function	48
Inbox - Tracking	51
Inbox – Recall Function.....	52
Drafts Tab	54
Drafts Page Overview	54
Drafts – Upload Form Function.....	56
Favorites Tab	59
Favorites Page Overview	59
Template Overview.....	60
Favorites – Overview	61
Favorites – Edit Function.....	62
Favorites – Search Function.....	63
Favorites – Add Function.....	63
Favorites – Remove Function	66
Favorites – Back Function	68
Help Page.....	69
Frequently Asked Questions (FAQs) and User Guide.....	69

Table of Figures

Figure 1 Login Screen.....	7
Figure 2 Forms Portal Link.....	8
Figure 3 Welcome Screen.....	9
Figure 4 Welcome Screen – Using the Form Finder	10
Figure 5 Search Results for Search by Form Title.....	11
Figure 6 Form Displayed (DA Form 1059)	12
Figure 7 Search by Form Number	13
Figure 8 Search Result for Search by Form Number.....	14
Figure 9 Form Displayed, DA Form 2166-8	15
Figure 10 Search by Form Range	16
Figure 11 Search Results for Search by Form Range	17
Figure 12 Form Displayed, DD Form 1138-1	18
Figure 13 FCMP Help.....	19
Figure 14 FCMP Help Results.....	20
Figure 15 APD’s News	21
Figure 16 APD’s News is Displayed	22
Figure 17 Inbox Tab.....	23
Figure 18 Inbox Page Overview	24
Figure 19 Inbox Page Overview Continued.....	25
Figure 20 Form History	26
Figure 21 Form Comments	27
Figure 22 Routing Slip.....	28
Figure 23 Search by Last name.....	29
Figure 24 Search Results for Last name	30
Figure 25 Select Original Addressee	31
Figure 26 Select Information Copy Addressee.....	32
Figure 27 Select Info Email Address	33
Figure 28 Completed Route Slip	34
Figure 29 Set a Suspense Date.....	35
Figure 30 Send Private Email with Form	36
Figure 31 Selected Suspense Date and Email.....	37
Figure 32 Added Addressees	38
Figure 33 Remove Function.....	39
Figure 34 Addressee Removed.....	40
Figure 35 Completed Routing Slip	41
Figure 36 Form Routed Successfully.....	41
Figure 37 Confirm Deletion.....	43
Figure 38 Form Deleted Successfully.....	44
Figure 39 Rename Function.....	45
Figure 40 Rename Form	46
Figure 41 Form Renamed Successfully	47
Figure 42 Copy Function	48
Figure 43 Copy Form.....	49

Figure 44 Form Copied Successfully.....	50
Figure 45 Tracking Window	51
Figure 46 Recall Form	52
Figure 47 Recall Form Successfully.....	52
Figure 48 Drafts Page Overview.....	54
Figure 49 Drafts Page Overview Continued.....	55
Figure 50 Upload Form Function	56
Figure 51 Browse for a Form to Upload.....	57
Figure 52 Select a Form to Upload and Upload the Form.....	58
Figure 53 Favorites Page Overview.....	59
Figure 54 Template Overview	60
Figure 55 Favorites Edit Function	61
Figure 56 Edit Function	62
Figure 57 Search Function	63
Figure 58 Favorites Add Function	64
Figure 59 Forms Added Successfully	65
Figure 60 Favorites Remove Function.....	66
Figure 61 Form Removed Successfully	67
Figure 62 Back Function.....	68
Figure 63 Frequently Asked Questions (FAQs).....	69

Introduction

This document provides an introduction to the Forms Content Management Program (FCMP) system and explains how a user can fill, sign, route and track forms. The document is primarily annotated screen shots from the system.

This document is based on the FCMP Test and Evaluation system, which may vary in appearance and functionality from the FCMP production system.

This document will be updated as the system is completed. A reader should always assume that the system has been updated since this document was revised.

What is the Forms Content Management Program?

The Forms Content Management Program (FCMP) is the Army's solution for managing business workflows by automating the predefined business processes and their associated forms and publications. The solution integrates electronic forms software, content management software, and digital signature software.

The FCMP provides a single portal where all forms (departmental forms and eventually command and local forms) can be found, filled, completed, signed, copied, renamed, and added to folders. The portal contains capabilities similar to an e-mail system (e.g., an Inbox). The forms can be routed to other FCMP users for approval. Additionally, the portal includes a forms library, tracking system and has searching and sorting capabilities.

Objectives

This user guide gives the user an overview of all of the capabilities of FCMP by showing and annotating the system's capabilities using screenshots.

Getting Started

Step-by-Step Overview

The use of the system follows some basic steps. Although every form is different, the following example shows how a typical set of users might use FCMP to complete a Request for Leave form.

User A

1. Logs into FCMP.
2. Goes to Form Finder.
3. Locates the form (Request for Leave, DA-31).
4. Opens the form.
5. Complete the appropriate data.
6. Save the form. The form is saved into the user's drafts.
7. Select the form in the Drafts and click Route.
8. Complete the routing information for User B.
9. Continue with other work or log out. User A can continue to track this form using the FCMP Tracking capability.

User B

1. Logs into FCMP.
2. Goes to Inbox.
3. Clicks on the form name and the form opens.
4. Enters any additional information and signs, if appropriate.
5. Save the form. The form is saved back into the Inbox.
6. Select the form in the Inbox and click Route.
7. Complete the routing information for the next user, if any.
8. Continue with other work or log out. User B can continue to track this form using the FCMP Tracking capability.

Note: This is an example; the basic steps of finding a form, filling it out, using the Inbox and Drafts, and routing and tracking are the same for all forms.

Login to Forms

The Forms Content Management Program can be accessed via the Internet at

<https://www.us.army.mil/suite/login/welcome.html>

AKO Login

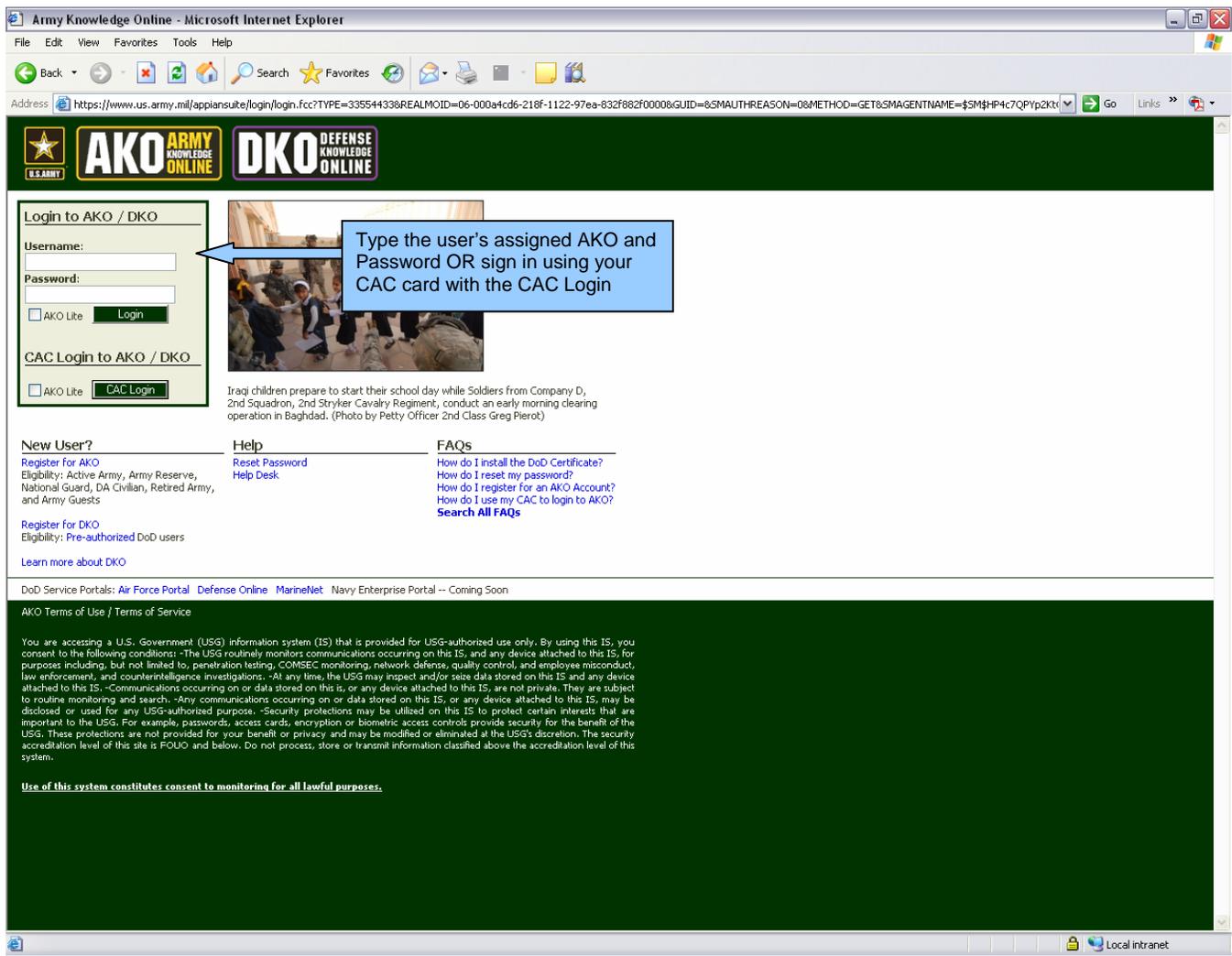


Figure 1 Login Screen

Link to "Forms" Portal

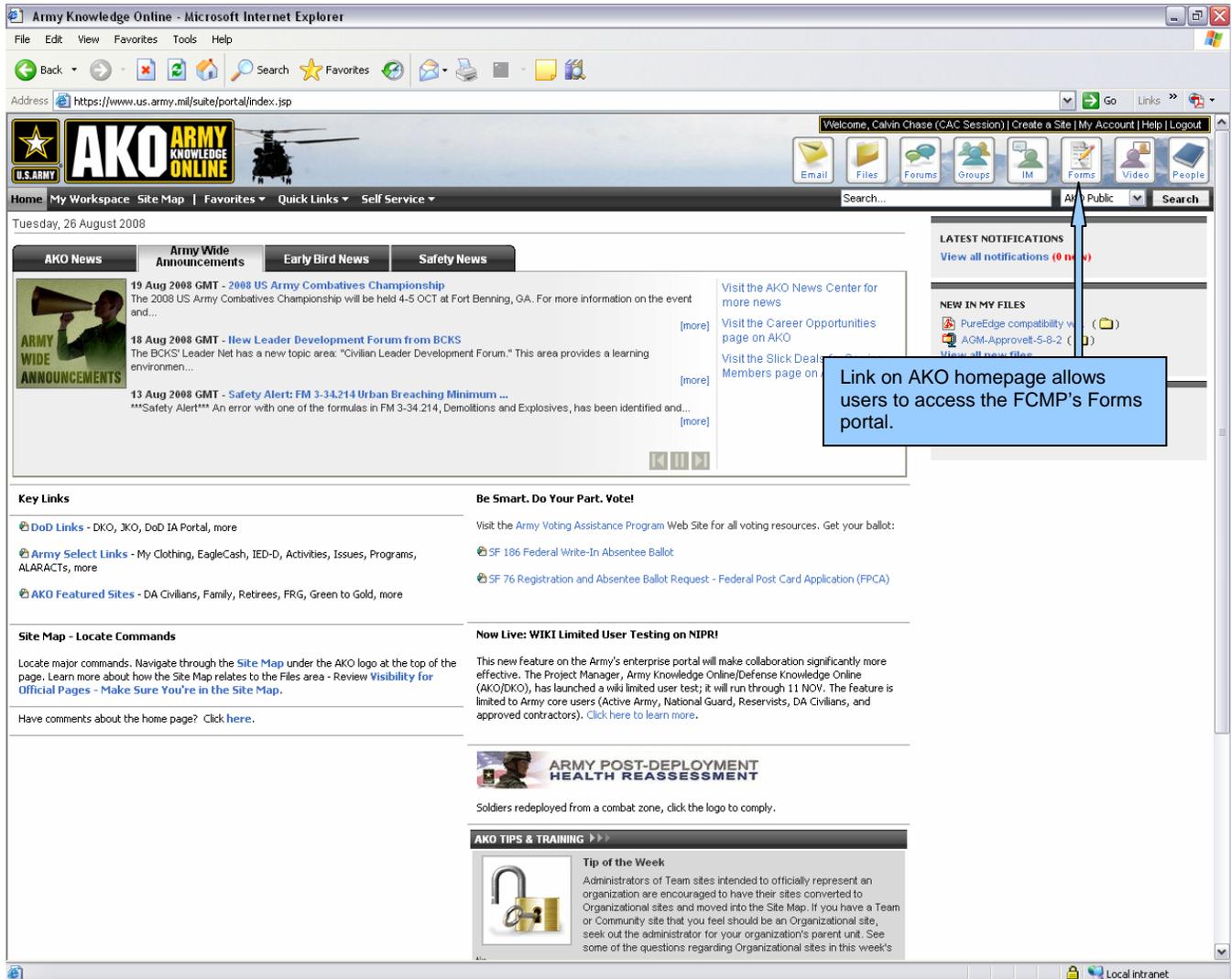


Figure 2 Forms Portal Link

Using the Forms Content Manager

Welcome Page

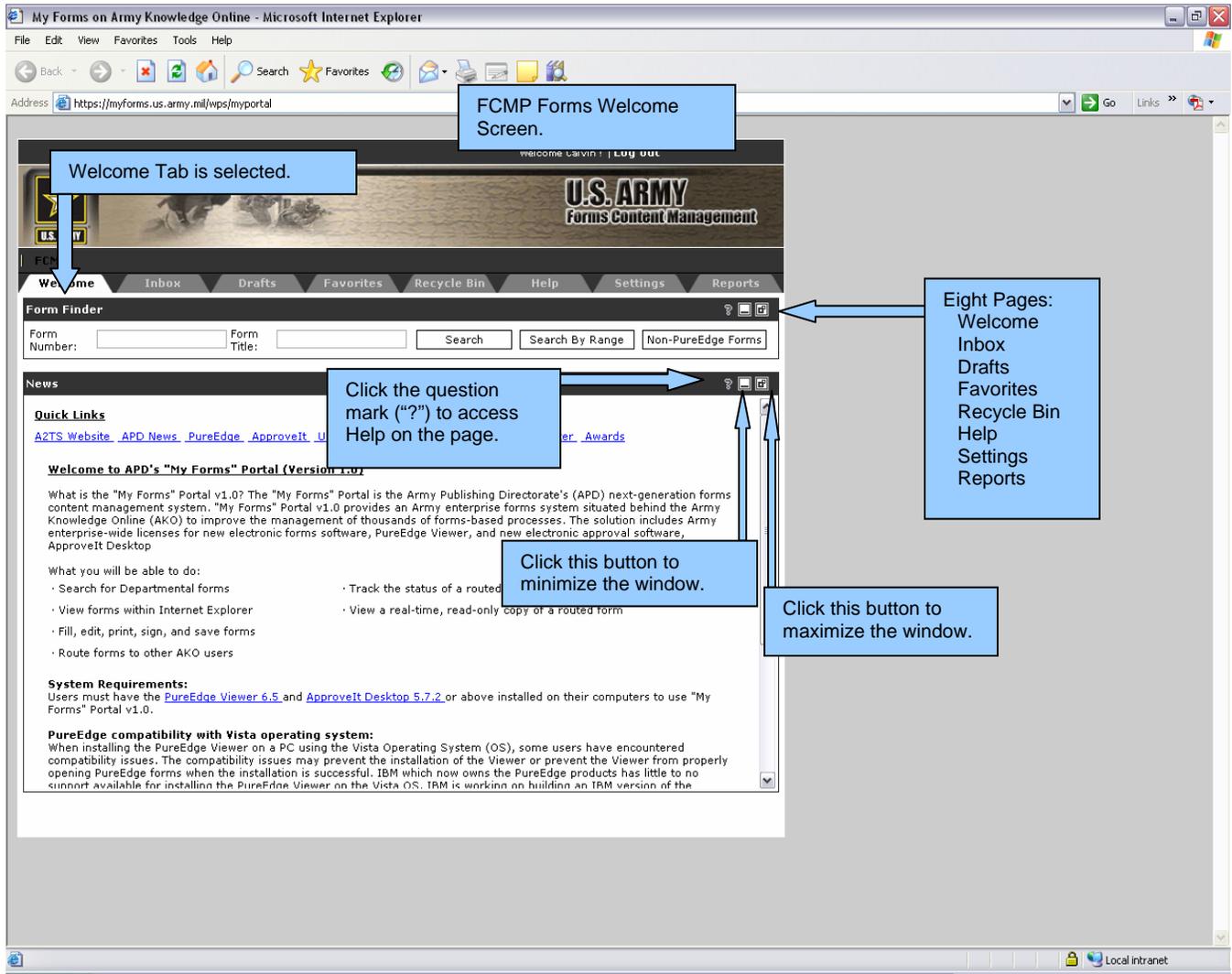


Figure 3 Welcome Screen

Form Finder – Search by Form Title

Form Finder, allows the user to search the Army's Forms Content Manager Repository using the Form Title, Form Number, or Search by Range.

Note: Form Finder is located on the Inbox, Drafts, and Favorites pages.

The letter "a" is entered to search all forms that have the letter "a" in the Form Title.

Click "Search" after entering the Form Title or Form Number to locate a form.

Click "Search by Range" to search by form number range.

Figure 4 Welcome Screen – Using the Form Finder

The user clicks on the form title to open the form.

Form Search Results

Form Finder displays a list of forms that meet the search criteria. The letter "a" was entered and the search engine displays any form that has the letter "a" in the Form Title.

Form Number	Form Title	Published Date	Signature Enabled	Form Version
AF 40	Authorization For Inactive Duty Training	Dec 01, 1977 00:00:00 GMT	no	No version found
AF 910	Enlisted Performance Report (AB thru TSgt)	Jun 25, 2007 00:00:00 GMT	YES	No version found
AF 931	Performance Feedback Worksheet (AB thru TSgt)	Jun 25, 2007 00:00:00 GMT	no	No version found
AF 988	Leave Request/Authorization	Sep 01, 1991 00:00:00 GMT	no	4.00
AF 1206	Nomination for Award	Jul 01, 2000 00:00:00 GMT	no	5.00
AF 1288	Application For Ready Reserve Assignment	Aug 03, 2004 00:00:00 GMT	no	1.00
AF 1768	HAF Staff Summary Sheet	No date found	no	No version found
AF 2096	Classification/On-The-Job Training Action	Feb 01, 1985 00:00:00 GMT	no	1.00
AFSPC 1768	AFSPC ESS DKO Version 1.1	No date found	no	No version found
DA 2-2	INSERT TO DA FORM 2-1 RECORD OF COURT-MARTIAL CONVICTION	Nov 01, 1974 00:00:00 GMT	no	1.00
DA 4	DEPARTMENT OF THE ARMY CERTIFICATION FOR AUTHENTICATION OF RECORDS	Feb 01, 1998 00:00:00 GMT	no	1.10
DA 5-129	GAGE OBSERVATION	Oct 01, 1956 00:00:00 GMT	no	1.00
DA 8-272	CENTRALIZED MATERIEL SECTION - NON-EXPENDABLE TECHNICAL EQUIPMENT CHARGEOUT RECORD	Mar 01, 1961 00:00:00 GMT	no	1.00
DA 10-161	INDUSTRIAL STORAGE BATTERY SERVICE RECORD	Mar 01, 1959 00:00:00 GMT	no	1.00
DA 11-2-R	MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT	Jul 01, 1994 00:00:00 GMT	Yes	No version found
DA 12-99-R	INITIAL DISTRIBUTION REQUIREMENTS FOR PUBLICATIONS	Apr 01, 1996 00:00:00 GMT	no	No version found
DA 12-R	REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT	Apr 01, 1996 00:00:00 GMT	yes	2.01
DA 17	REQUISITION FOR PUBLICATIONS AND BLANK FORMS	Oct 01, 1979 00:00:00 GMT	Yes	3.00
DA 17-1	REQUISITION FOR PUBLICATIONS AND BLANK FORMS (Continuation sheet)	Oct 01, 1979 00:00:00 GMT	no	2.20
DA 31	REQUEST AND AUTHORITY FOR LEAVE	Sep 01, 1993 00:00:00 GMT	Yes	5.02
DA 54	RECORD OF PERSONAL EFFECTS	May 01, 1999 00:00:00 GMT	Yes	1.00
DA 61	APPLICATION FOR APPOINTMENT	Jun 01, 1981 00:00:00 GMT	yes	2.01

Figure 5 Search Results for Search by Form Title

https://myforms.us.army.mil/wps/PA_1_0_FL/DownloadFormServlet?field.formtype=DA%201059&field.us - Microsoft Int

U.S. ARMY
Forms Content Management

SAVE SAVE AS PRINT EMAIL

The form is displayed from the repository when the user clicks the Form Title in the search results.

SERVICE SCHOOL ACADEMIC EVALUATION REPORT				DATE (YYYYMMDD)	
For use of this form - see AF 323-3; the proponent agency is DCS, D-1					
1. LAST NAME - FIRST NAME - MIDDLE INITIAL		2. SSN	3. GRADE	4. DR	5. SPECIALTY/MOBC
6. COURSE TITLE		7. NAME OF SCHOOL			8. COWP
9. THIS IS A REPEATED REPORT, DO YOU WISH TO MAKE COMMENTS? <input type="checkbox"/> NO <input type="checkbox"/> YES			10. DURATION OF COURSE (YYYYMMDD) From: _____ Thru: _____		
11. PERFORMANCE SUMMARY *a. <input type="checkbox"/> EXCEEDED COURSE STANDARDS <i>(Limited to 20% of class enrollment)</i> b. <input type="checkbox"/> ACHIEVED COURSE STANDARDS *c. <input type="checkbox"/> MARGINALLY ACHIEVED COURSE STANDARDS *d. <input type="checkbox"/> FAILED TO ACHIEVE COURSE STANDARDS <i>*Rating must be supported by comments in ITEM 14.</i>			12. DEMONSTRATED ABILITIES a. WRITTEN COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR b. ORAL COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR c. LEADERSHIP SKILLS <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR d. CONTRIBUTION TO GROUP WORK <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR e. EVALUATION OF STUDENT'S RESEARCH ABILITY <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR <i>(SUPERIOR/UNSAT rating must be supported by comments in ITEM 14)</i>		
13. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <i>(A "NO" response must be supported by comments in ITEM 14)</i>					
14. COMMENTS <i>(This item is intended to obtain a word picture of each student that will accurately and completely portray academic performance, intellectual qualities, and communication skills and abilities. The narrative should also discuss broader aspects of the student's potential, leadership capabilities, moral and overall professional qualities. In particular, comments should be made if the student failed to respond to recommendations for improving academic or personal affairs.)</i>					

Figure 6 Form Displayed (DA Form 1059)

The Service School Academic Evaluation Report, DA 1059 was selected from the search results. A user can display any form located in the Forms Content Manager repository.

Form Finder – Search by Form Number

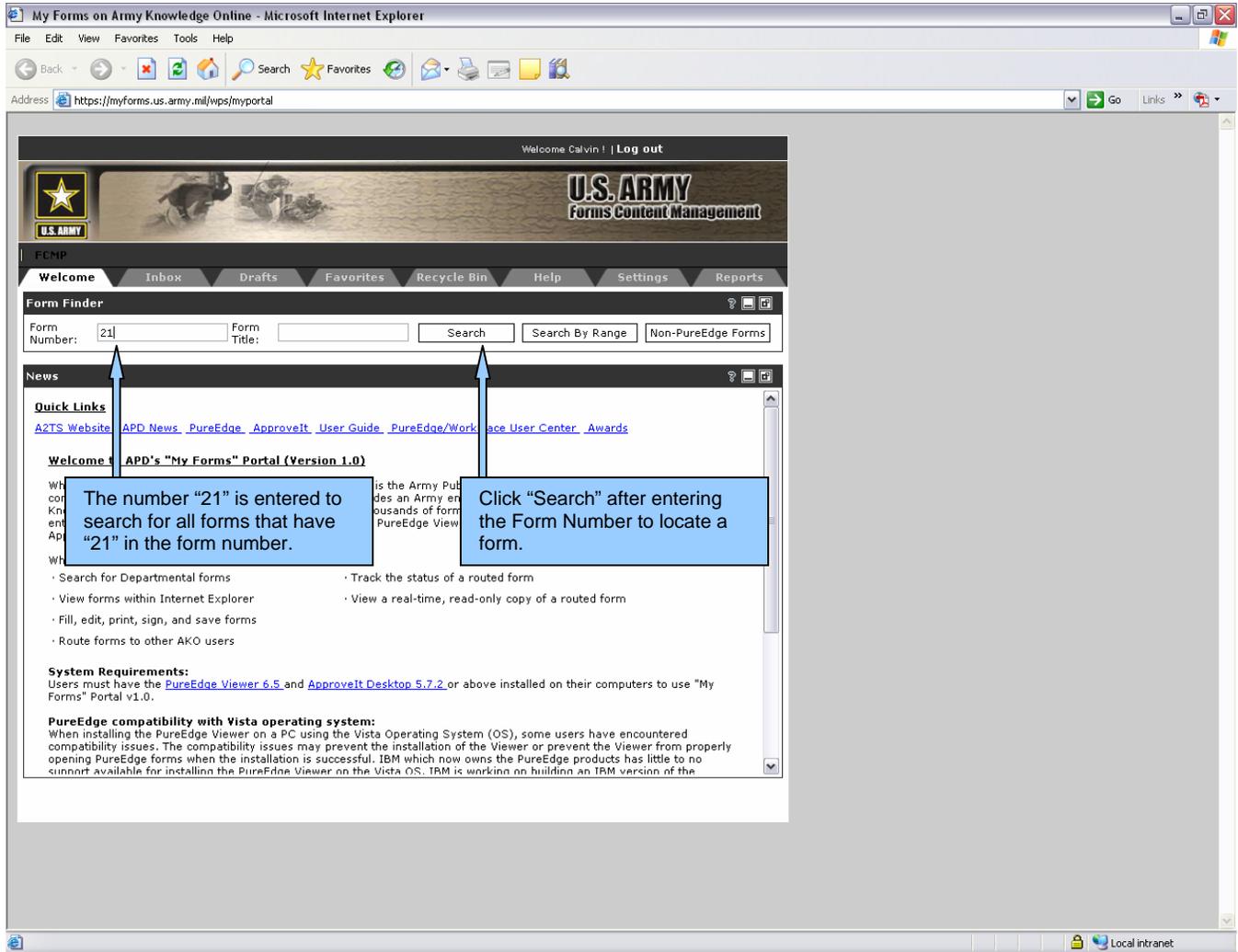


Figure 7 Search by Form Number

https://myforms.us.army.mil/wps/PA_1_0_FL/SessionCheckServlet?action=search&field.userid=calvin ...

Form Search Results

Form Number	Form Title	Published Date	Signature Enabled	Form Vers
AF 3215	IT/NSS Requirements Document	Jun 01, 2001 00:00:00 GMT	no	1.00
DA 621	STRATEGIC AND CRITICAL MATERIAL STORED IN ARMY INSTALLATIONS	Mar 01, 2001 00:00:00 GMT	Yes	1.01
DA 2100-R	MEMORANDUM OF UNDERSTANDING FOR SALE OF UTILITIES SERVICES	Jul 01, 1990 00:00:00 GMT	no	1.00
DA 2101-R	SPECIAL PROVISIONS A (S) ELECTRIC SERVICE	Jun 01, 1976 00:00:00 GMT	no	1.00
DA 2102-R	SPECIAL PROVISIONS B (S) GAS SERVICE	Jun 01, 1976 00:00:00 GMT	no	1.00
DA 2103-R	SPECIAL PROVISIONS C (S) WATER SERVICE	Jun 01, 1976 00:00:00 GMT	no	1.00
DA 2104-R	SPECIAL PROVISIONS D (S) SEWAGE SERVICE	Jun 01, 1976 00:00:00 GMT	no	1.00
DA 2105-R	SPECIAL PROVISIONS E (S) STEAM SERVICE	Jun 01, 1976 00:00:00 GMT	no	1.00
DA 2106-R	SPECIAL PROVISIONS F (S) REFUSE DISPOSAL SERVICE	Jun 01, 1976 00:00:00 GMT	no	1.00
DA 2107	NONAPPROPRIATED FUND - RECEIPT AND DISBURSEMENT VOUCHER	May 01, 1958 00:00:00 GMT	yes	1.00
DA 2121-R	RECORD OF GRAVESITE RESERVATION	May 01, 1973 00:00:00 GMT	yes	1.00
DA 2122	RECORD OF INTERMENT/INURNMENT	Jun 01, 1982 00:00:00 GMT	yes	1.00
DA 2125	REPORT TO TRAINING AGENCY	Mar 01, 1999 00:00:00 GMT	no	1.01
DA 2142	PAY INQUIRY	Apr 01, 1982 00:00:00 GMT	yes	2.00
DA 2166-8	NCO EVALUATION REPORT	Mar 01, 2006 00:00:00 GMT	YES	6.00
DA 2166-8-1	NCOER COUNSELING AND SUPPORT FORM	Mar 01, 2006 00:00:00 GMT	Yes	4.00
DA 2173	STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS	Oct 01, 1972 00:00:00 GMT	Yes	2.01
DA 2182	INVENTORY OF PUBLIC PROPERTY	Nov 01, 1958 00:00:00 GMT	no	1.00
DA 2188-R	DATA SHEET (LRA)	Mar 01, 1991 00:00:00 GMT	no	1.01
DA 2217	CHRONOLOGY RECORD (Military Personnel Security Case)	Oct 01, 1959 00:00:00 GMT	no	1.00
DA 2408-21	LIFE RAFT INSPECTION RECORD	Dec 01, 1991 00:00:00 GMT	no	1.00
.....	REPORT OF ADMINISTRATIVE	Jan 01, 1972		...

Form Finder displays a list of forms that meet the search criteria. The number "21" was entered and the search engine displays any form that has the number "21" in the Form Number.

Figure 8 Search Result for Search by Form Number

This is the result of selecting 2166-8 from the search results shown on the previous page.

U.S. ARMY Forms Content Management

NCO EVALUATION REPORT
For use of this form, see AR 623-3, the proponent agency is DCS, G-1.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) b. SSN c. RANK d. DATE OF RANK e. PMOSC

f.1. UNIT ORG. STATION ZIP CODE OR APO, MAJOR COMMAND f.2. STATUS CODE g. REASON FOR SUBMISSION

h. PERIOD COVERED i. RATED MONTHS j. NON-RATED CODES k. NO. OF ENCL l. RATED NCO'S EMAIL ADDRESS (gov. or .mil) m. UIC n. CMD CODE o. PSB CODE

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) SSN SIGNATURE DATE (YYYYMMDD)

RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT RATER'S AKO EMAIL ADDRESS (gov. or .mil)

b. NAME OF SENIOR RATER (Last, First, Middle Initial) SSN SIGNATURE DATE (YYYYMMDD)

RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT SENIOR RATER'S AKO EMAIL ADDRESS (gov. or .mil)

c. NAME OF REVIEWER (Last, First, Middle Initial) SSN SIGNATURE DATE (YYYYMMDD)

RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT REVIEWER'S AKO EMAIL ADDRESS (gov. or .mil)

d. CONCUR WITH RATER AND SENIOR RATER EVALUATIONS NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)

PART III - DUTY DESCRIPTION (Rate)

a. PRINCIPAL DUTY TITLE b. DUTY MOSC

c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and dollars)

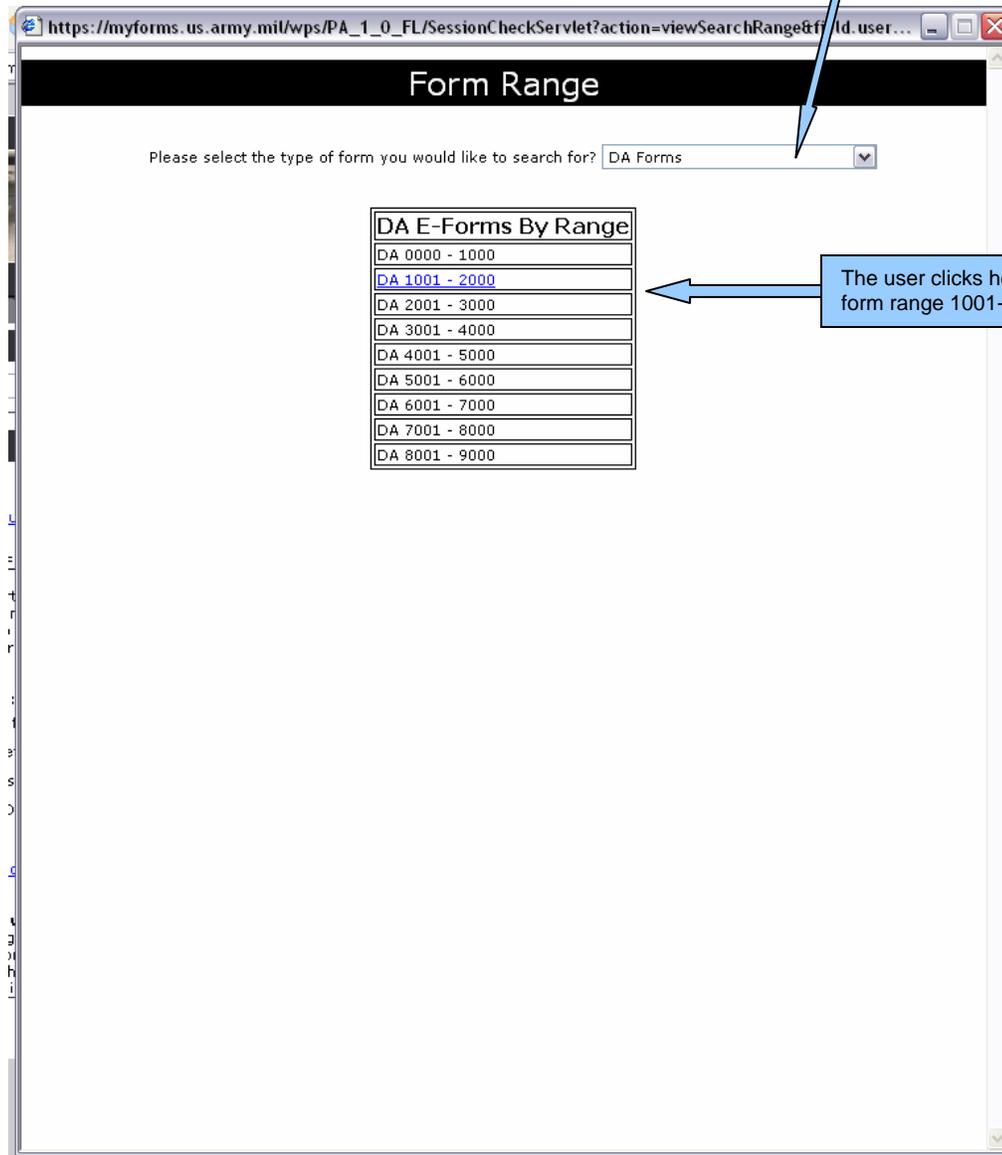
d. AREAS OF SPECIAL EMPHASIS

Figure 9 Form Displayed, DA Form 2166-8

The NCO Evaluation Form, DA 2166-8 was selected from the search results. A user can search for and display any form located in the Forms Content Manager repository.

Form Finder – Search by Range

This page is shown when the user clicks “Search by Form Range” on the Form Finder page. Searching by Form Range allows the user to search by form types (DA, SF, etc.) in a predefined range.



The user clicks here to search form range 1001-2000.

Figure 10 Search by Form Range

Actions Help Adobe PDF

https://myforms.us.army.mil/wps/PA_1_0_FL/SessionCheckServlet?action=searchRange&begin=DA 100...

Form Range Results

Form Number	Form Title	Published Date	Signature Enabled	Form Version
DA 1045	ARMY IDEAS FOR EXCELLENCE PROGRAM (AIEP) PROPOSAL	Aug 01, 1990 00:00:00 GMT	no	3.00
DA 1058-R	APPLICATION FOR ACTIVE DUTY FOR TRAINING, ACTIVE DUTY FOR SPECIAL WORK, TEMPORARY TOUR OF ACTIVE DU	Jul 01, 1993 00:00:00 GMT	yes	2.00
DA 1059	SERVICE SCHOOL ACADEMIC EVALUATION REPORT	Mar 01, 2006 00:00:00 GMT	Yes	1.00
DA 1059-1	CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT	Mar 01, 2006 00:00:00 GMT	Yes	1.00
DA 1085-R	MANAGEMENT INFORMATION REQUIREMENT AND ADP PRODUCT REVIEW SCHEDULE	Dec 01, 1982 00:00:00 GMT	no	1.00
DA 1086-R	PERIODIC REVIEW OF MANAGEMENT INFORMATION REQUIREMENTS - PREPARING AGENCY RESPONSE AND RECOMMENDATI	May 01, 1986 00:00:00 GMT	no	1.00
DA 1103	APPLICATION FOR ARMY EMERGENCY RELIEF (AER) FINANCIAL ASSISTANCE	Sep 01, 1994 00:00:00 GMT	no	1.00
DA 1106	RECOMMENDATION TO DECLARE ARMY EMERGENCY RELIEF LOAN UNCOLLECTIBLE	Dec 01, 2007 00:00:00 GMT	no	1.00
DA 1112	BUILDING PREVENTIVE MAINTENANCE RECORD	Mar 01, 1954 00:00:00 GMT	no	1.00
DA 1125-R	SUMMARY RECEIPT AND DISBURSEMENT VOUCHER PERSONAL DEPOSIT FUND	Apr 01, 1986 00:00:00 GMT	no	1.00
DA 1129-R	RECORD OF PRISONERS PERSONAL DEPOSIT FUND	Apr 01, 1986 00:00:00 GMT	no	1.00
DA 1130-R	STATEMENT OF PRISONERS PERSONAL DEPOSIT FUND ACCOUNT AND REQUEST FOR WITHDRAWAL OF PERSONAL FUNDS	Apr 01, 1986 00:00:00 GMT	no	1.00
DA 1131-R	PRISONERS CASH ACCOUNT - PERSONAL DEPOSIT FUND	Apr 01, 1986 00:00:00 GMT	no	1.00
DA 1132-R	PRISONERS PERSONAL PROPERTY LIST - PERSONAL DEPOSIT FUND	Apr 01, 1986 00:00:00 GMT	no	1.01
DA 1133-R	PERSONAL PROPERTY TRANSMITTAL SLIP - PERSONAL DEPOSIT FUND	Apr 01, 1986 00:00:00 GMT	Yes	1.00
DA 1134-R	REQUEST FOR WITHDRAWAL OF PERSONAL PROPERTY	Apr 01, 1986 00:00:00 GMT	no	1.00
DA 1135-R	PERSONAL PROPERTY PERMIT	Apr 01, 1986 00:00:00 GMT	Yes	1.00
DA 1144	REQUEST FOR DOSSIER/INDEX	Dec 01, 1966	no	1.00

This is the result of searching by Form Range 2001-3000.

Figure 11 Search Results for Search by Form Range

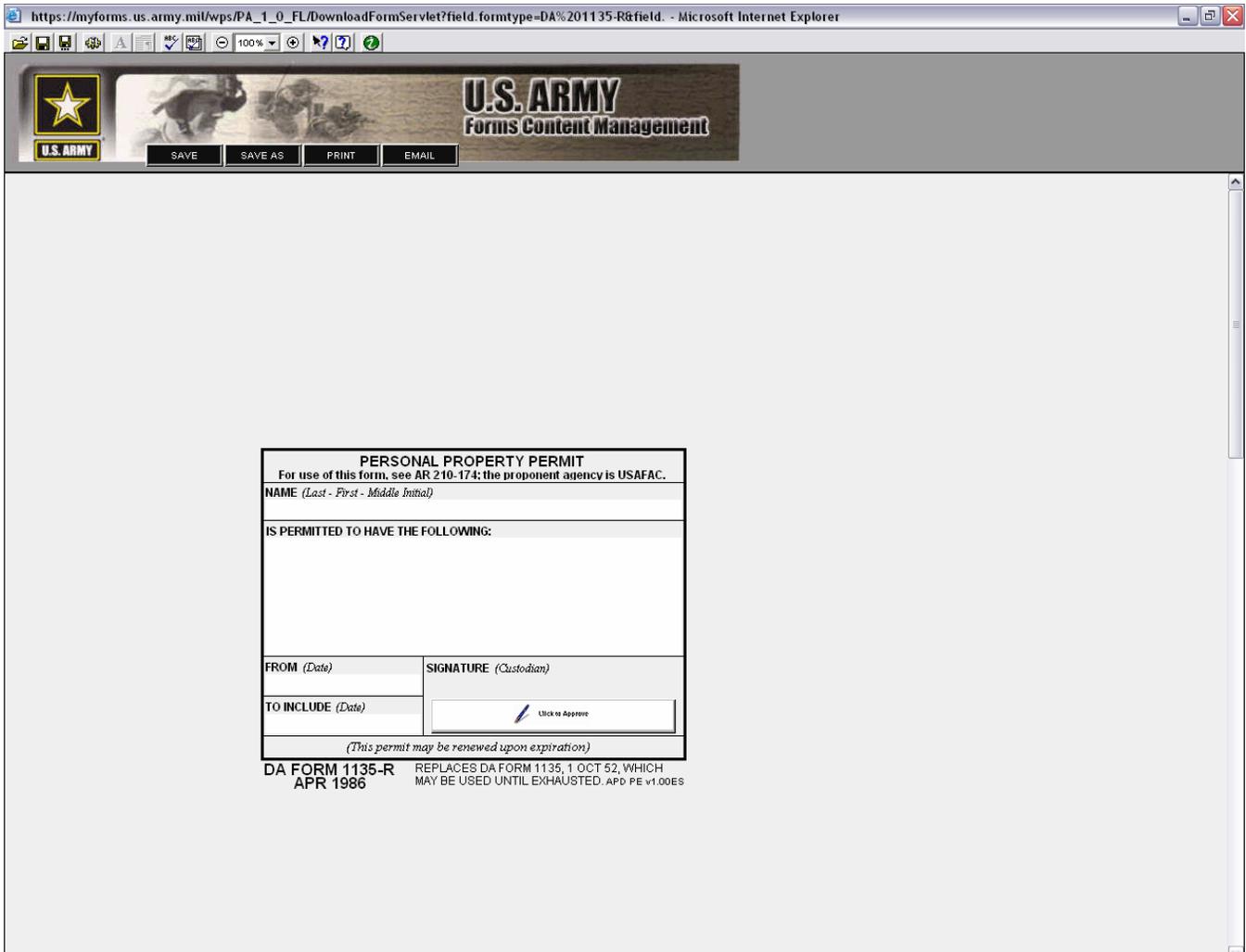


Figure 12 Form Displayed, DA Form 1135-R

FCMP Help

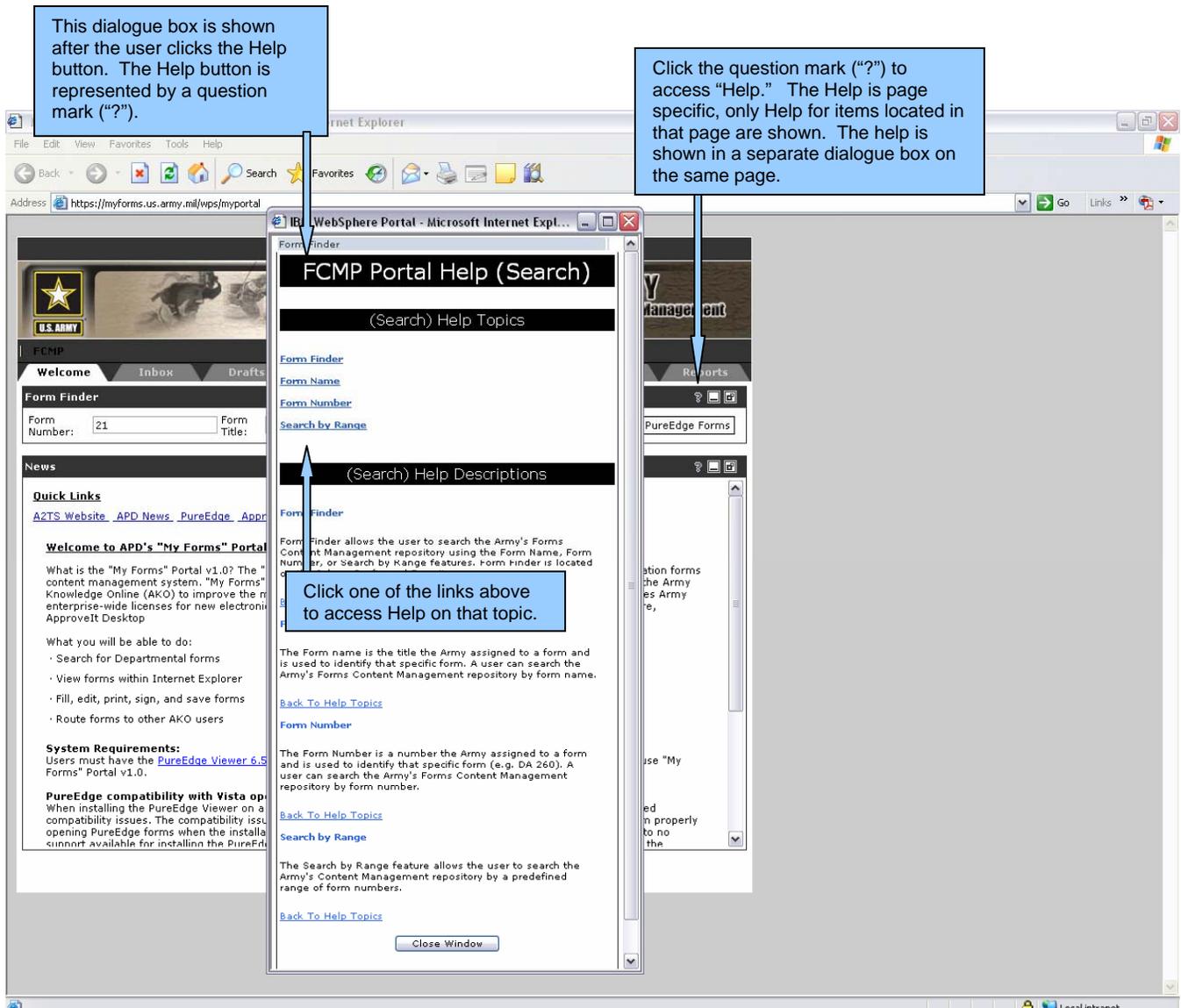


Figure 13 FCMP Help

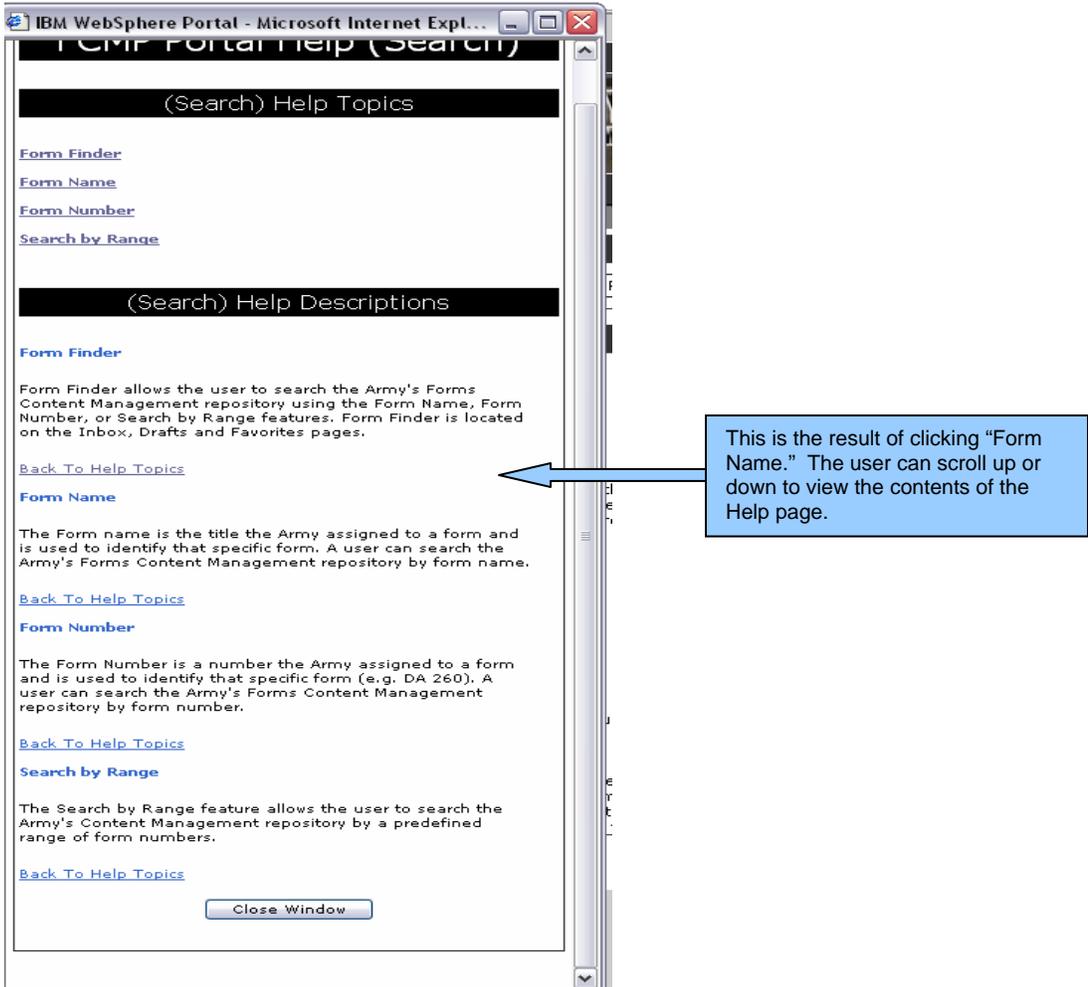


Figure 14 FCMP Help Result

Army Publishing Directorate's News

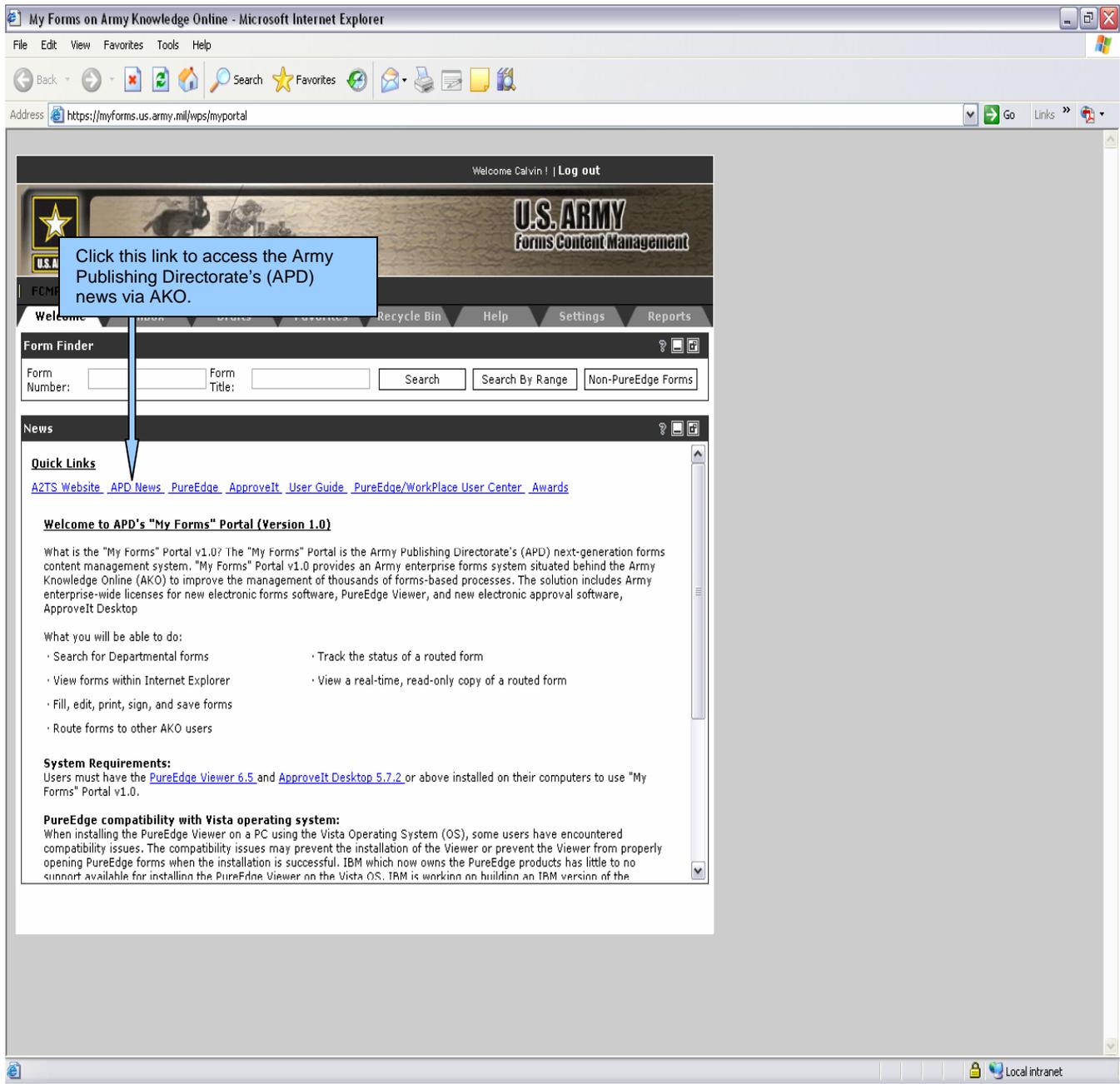


Figure 15 APD's News

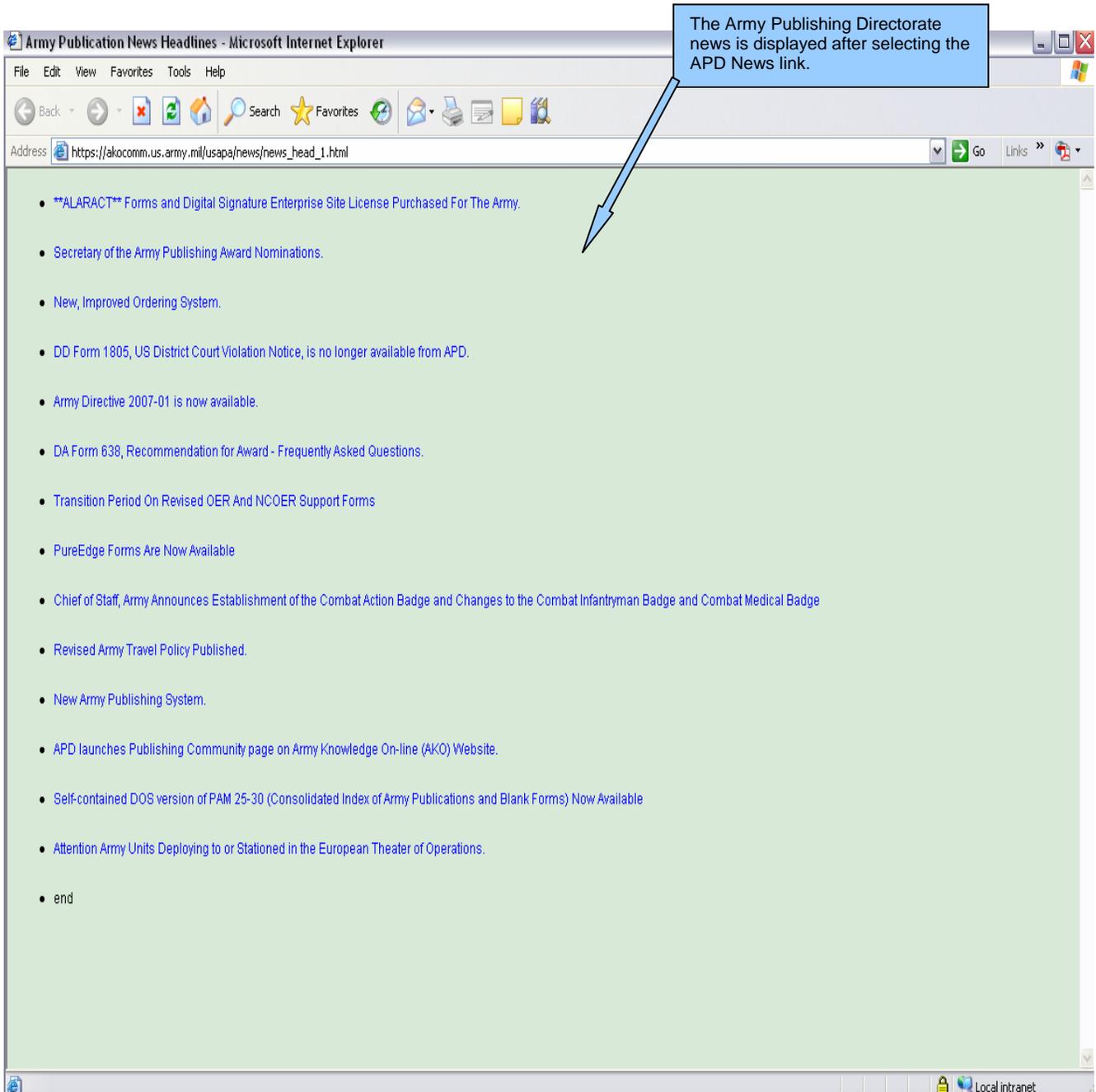


Figure 16 APD's News is Displayed

Inbox Tab

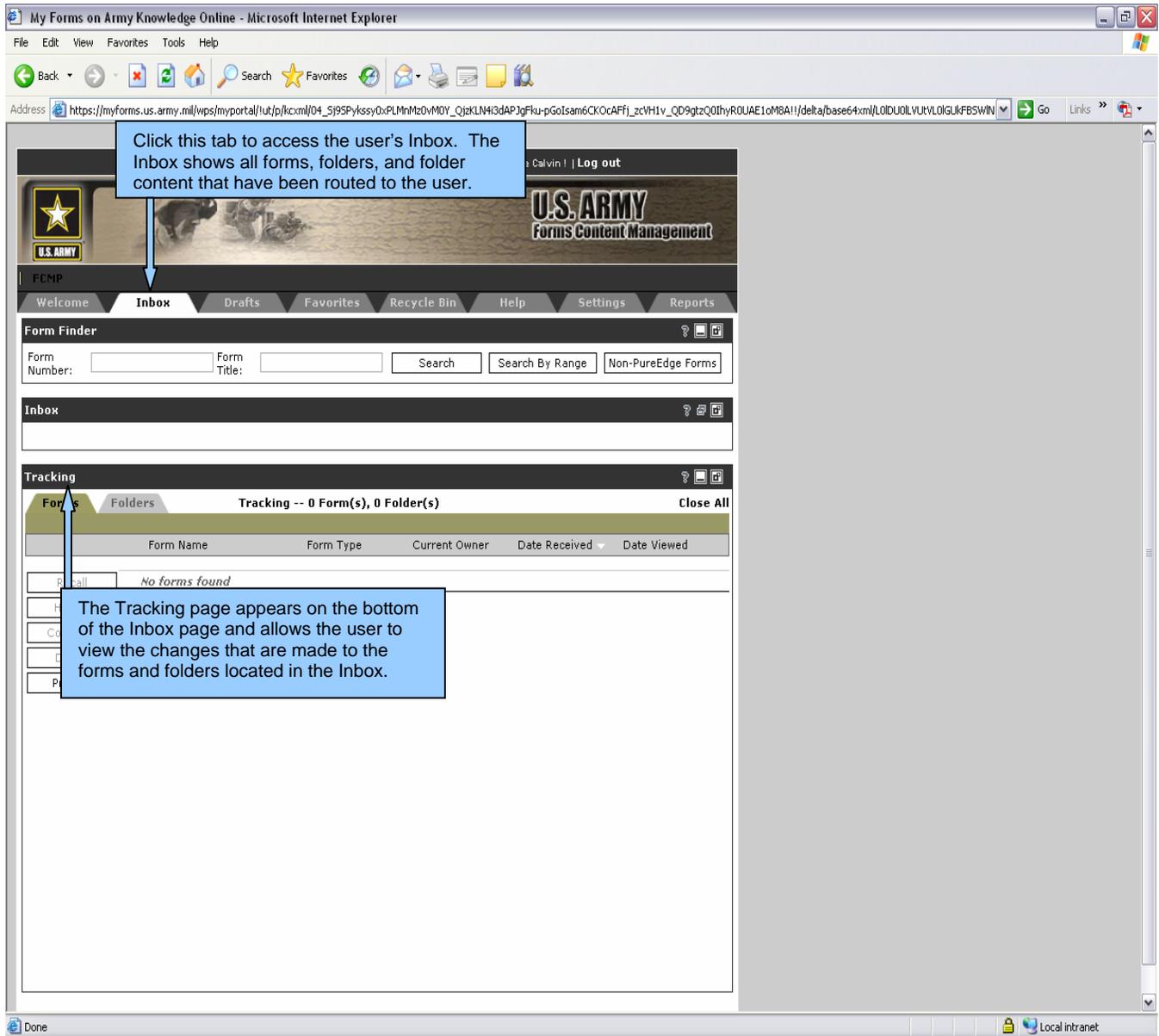


Figure 17 Inbox Tab

Inbox Page – Overview

This screen appears after the user clicks the Inbox tab.

Form Name is the name of the form.

There are four forms and zero folders located in the Inbox.

The user can sort by Form Name, Form Type, Create Date, Action Date or Suspense Date by selecting the title.

Action Date is the date the form was opened.

Suspense Date is the date the form creator or originator assigned to the form.

Form Type is the form number.

Routed User is the person who sent you the form.

Form Name	Form Type	Routed User	Action Date	Suspend Date
712004361 Adam Te st Copy Functio...	DA 7627	shia.young	Dec 18, 2007 19:25:28 GMT	No suspense date set
805000985 Quick 5 heet PrintView ...	DA 7627	shia.young	May 16, 2008 17:51:07 GMT	No suspense date set
calvin.chasejr_Up load	DA 67-9	calvin.chasejr	Jan 25, 2008 18:50:22 GMT	No suspense date set
calvin.chasejr_Up load	DA 7627	shia.young	May 07, 2008 13:27:12 GMT	No suspense date set

Figure 18 Inbox Page Overview

The Action List is a list of actions the user can perform on a selected form or folder. The actions operate the same on all pages, i.e. Drafts, Favorites and Admin pages.

Click the Form Name to open the form. The form name appears in bold print until the form is opened.

Placing the cursor over the Form Name allows the user to view Form Names that are more than two lines long.

Select the form or folder by clicking the box. A check mark will appear in the box when the form or folder is selected. Selecting the form or folder allows the user to perform a specific action on the selected form or folder. The actions are listed in the Action List located along the right margin of the page.

The actions on the Actions List can be performed on a selected form or folder when the action appears in bold print.

Form Name	Form Type	Routed User	Action Date	Suspend Date
712004361 Adam Te st Copy Functio...	DA 7627	shatia.young	Dec 18, 2007 19:25:28 GMT	No suspense date set
805000985 Quick Sheet PrintView ...	DA 7627	shatia.young	May 16, 2008 17:51:07 GMT	No suspense date set
calvin load 805000985 Quick Sheet PrintView only last four of SSN	7	shatia.young	May 07, 2008 13:27:12 GMT	No suspense date set

Figure 19 Inbox Page Overview Continued

Inbox – Form History

This page appears when the user clicks 'History.' Selecting "History" on the Inbox page allows the user to view the history of the form.

Click "Back" to return to the previous page.

The History shows what user had the form; the action taken on the form; and when an action was taken on a form.

User ID	Action Performed	Last Action
calvin.chasejr	Create Template	May 12, 2008 18:21:49 GMT
calvin.chasejr	Create Template	May 12, 2008 18:20:13 GMT
calvin.chasejr	Open	Apr 30, 2008 15:39:46 GMT
calvin.chasejr	Open	Mar 28, 2008 14:57:33 GMT

Figure 20 Form History

Inbox - Form Comments

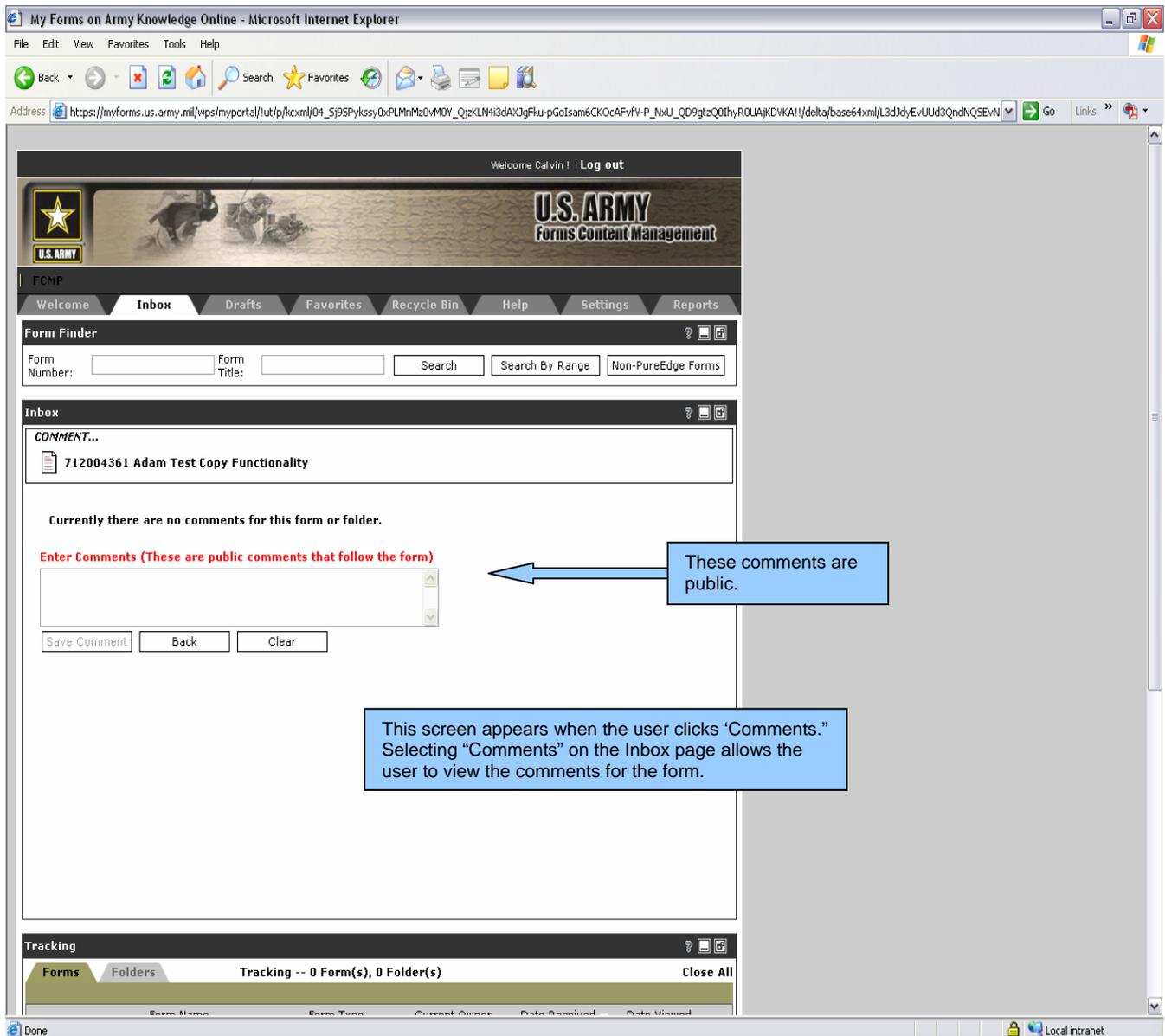


Figure 21 Form Comments

Inbox – Route Function

This screen appears when the user clicks 'Route.' Clicking "Route" on the Inbox page allows the user to view the history of the form or folder.

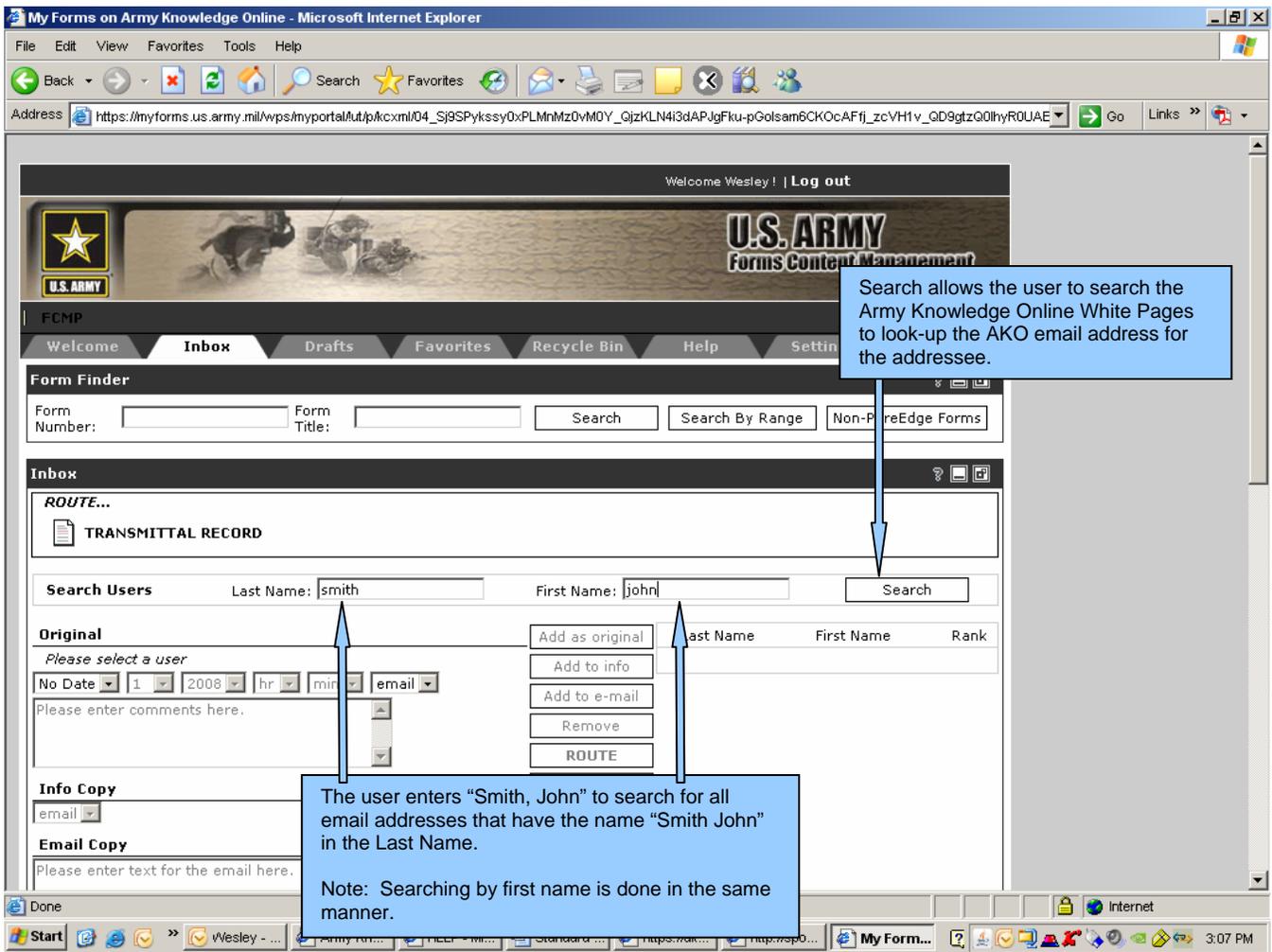
Original, allows the user to send the original form to an AKO email address. The user can only send one original to an addressee because a form can only have one owner. The original is tracked until the process is complete. The creator can reclaim the original until the addressee has opened it. The original remains in the repository.

The Info Copy is a read-only copy that allows the user to view changes as they are made to the form as long as the form remains in the repository. The user views the changes by clicking on the "Tracking" page.

The user clicks "Back" to return to the Inbox.

The Email Copy is a read-only copy that is emailed to an AKO address. The email copy is not placed in tracking and the email recipient cannot view changes as they are made to the form.

Figure 22 Routing Slip



Search allows the user to search the Army Knowledge Online White Pages to look-up the AKO email address for the addressee.

The user enters "Smith, John" to search for all email addresses that have the name "Smith John" in the Last Name.

Note: Searching by first name is done in the same manner.

Figure 23 Search by Last Name

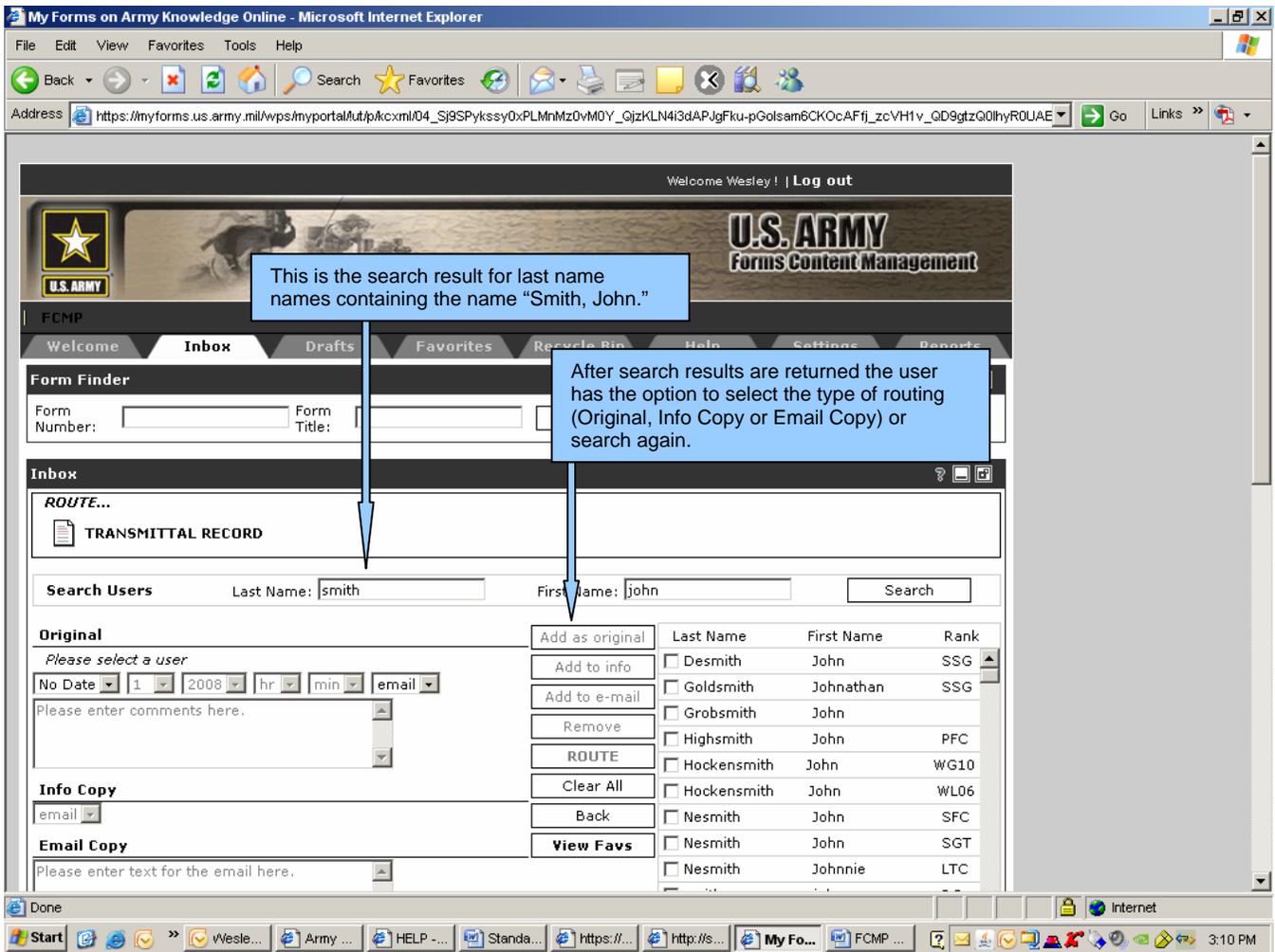


Figure 24 Search Results for Last Name

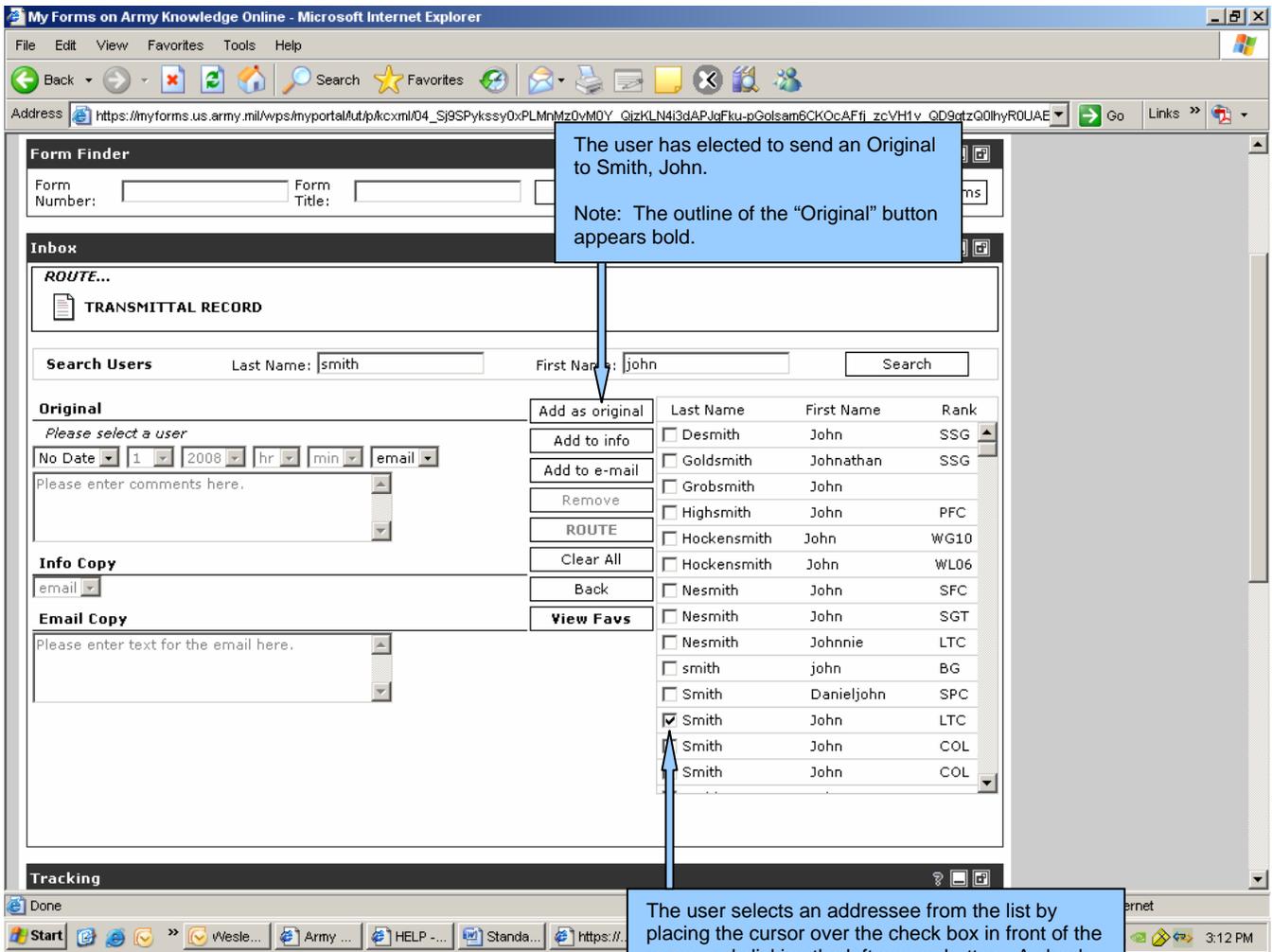


Figure 25 Select Original Addressee

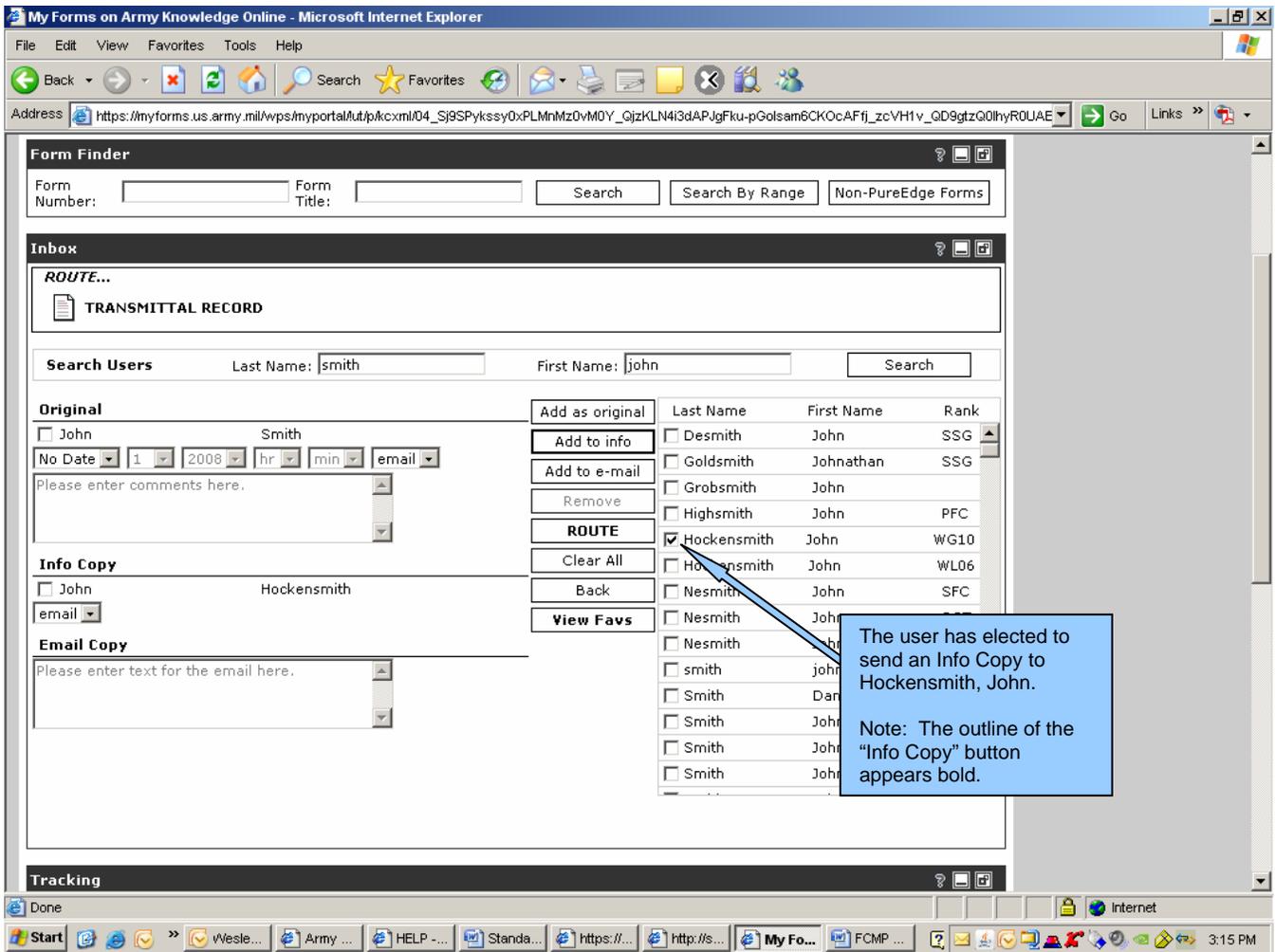


Figure 26 Select Information Copy Addressee

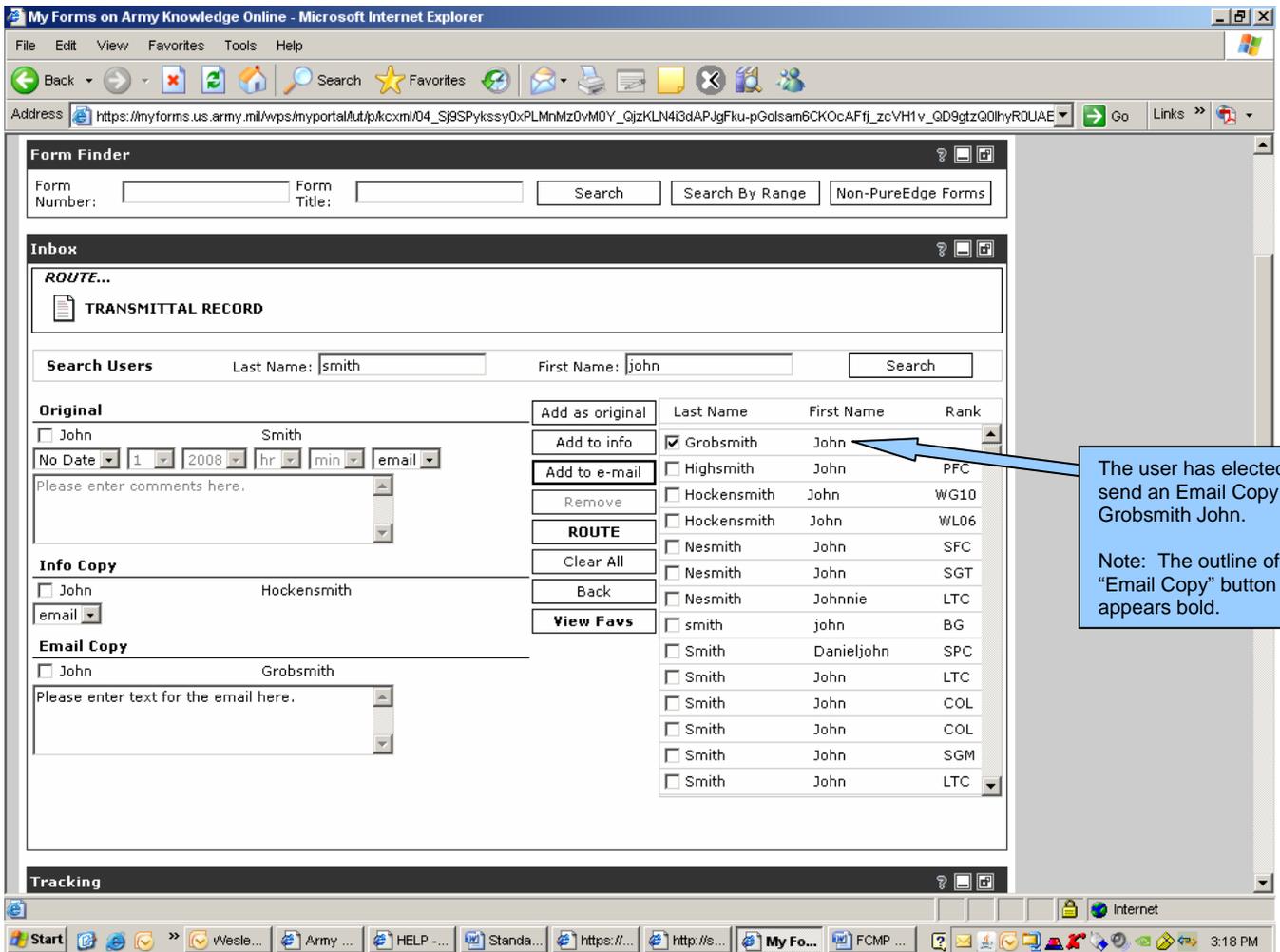


Figure 27 Select Info Email Address

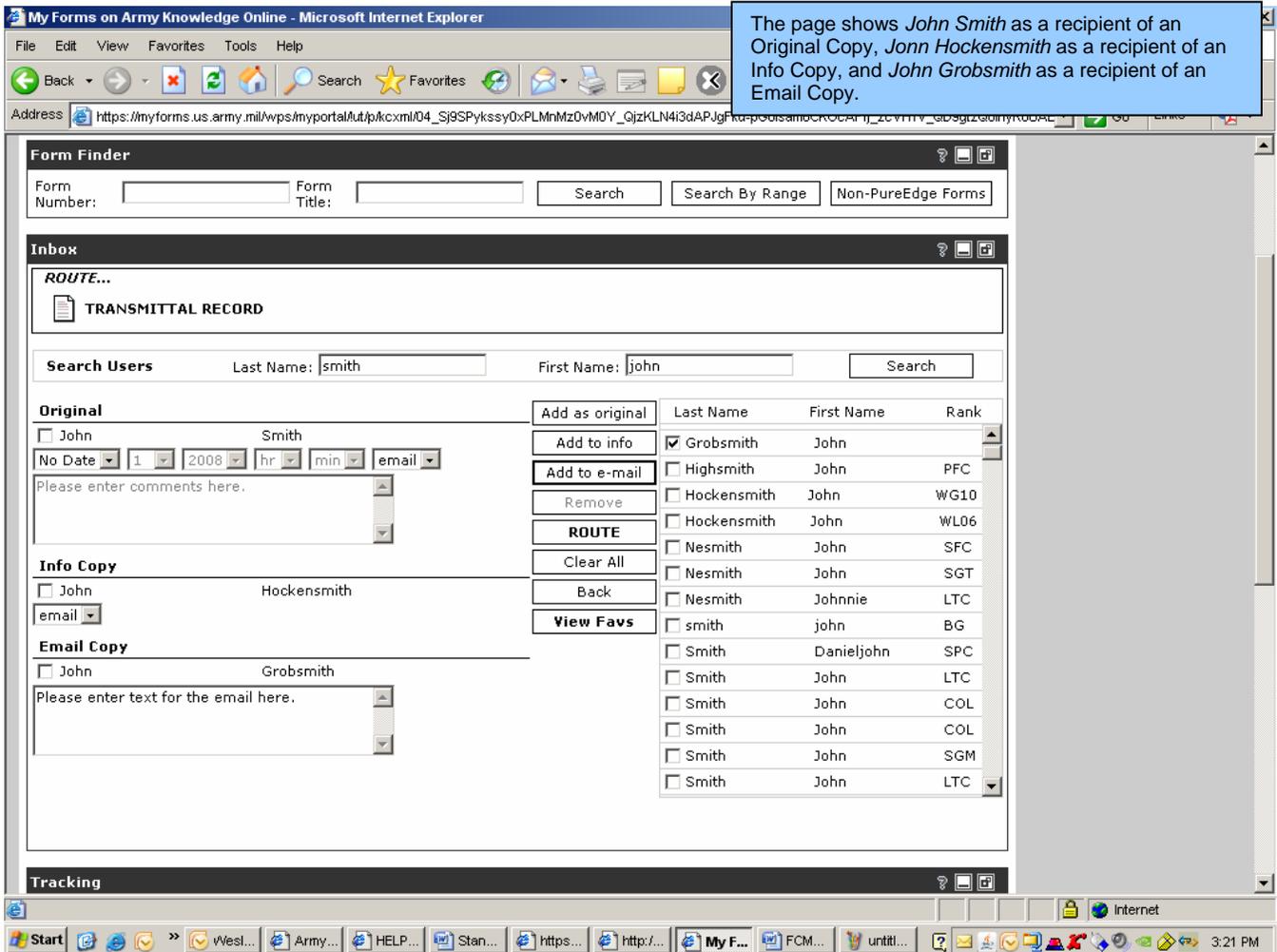


Figure 28 Completed Route Slip

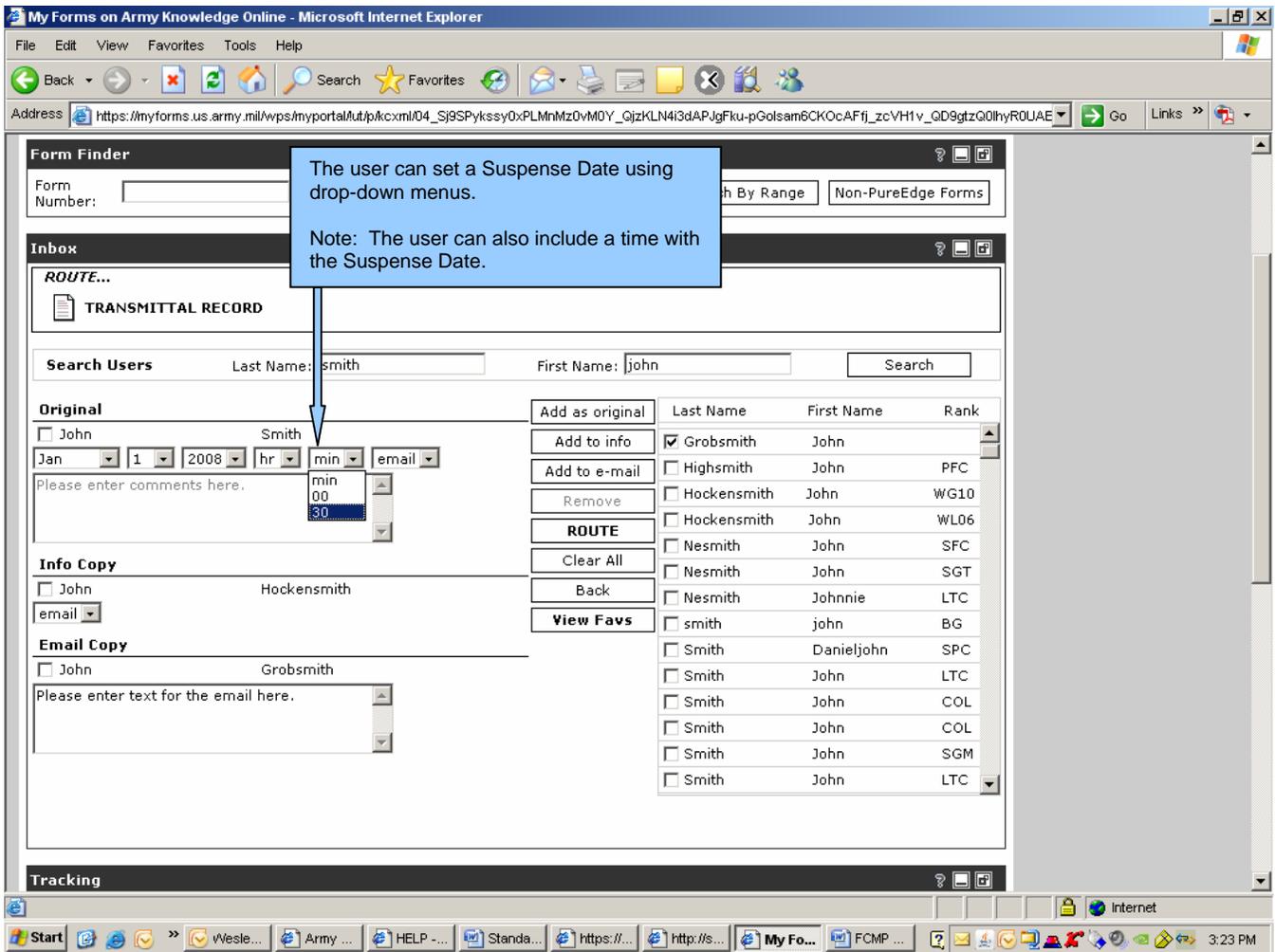


Figure 29 Set a Suspend Date

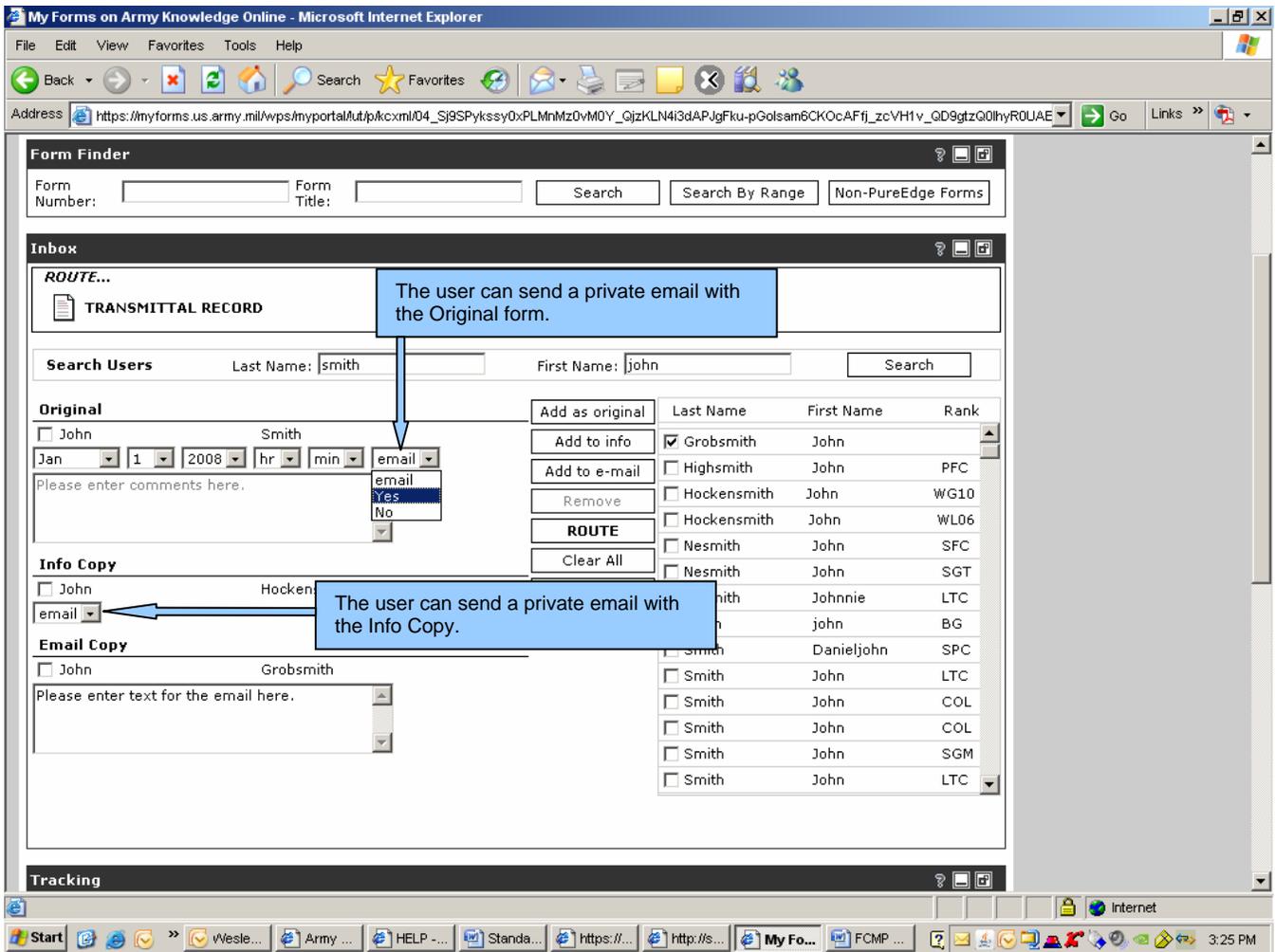


Figure 30 Send Private Email with Form

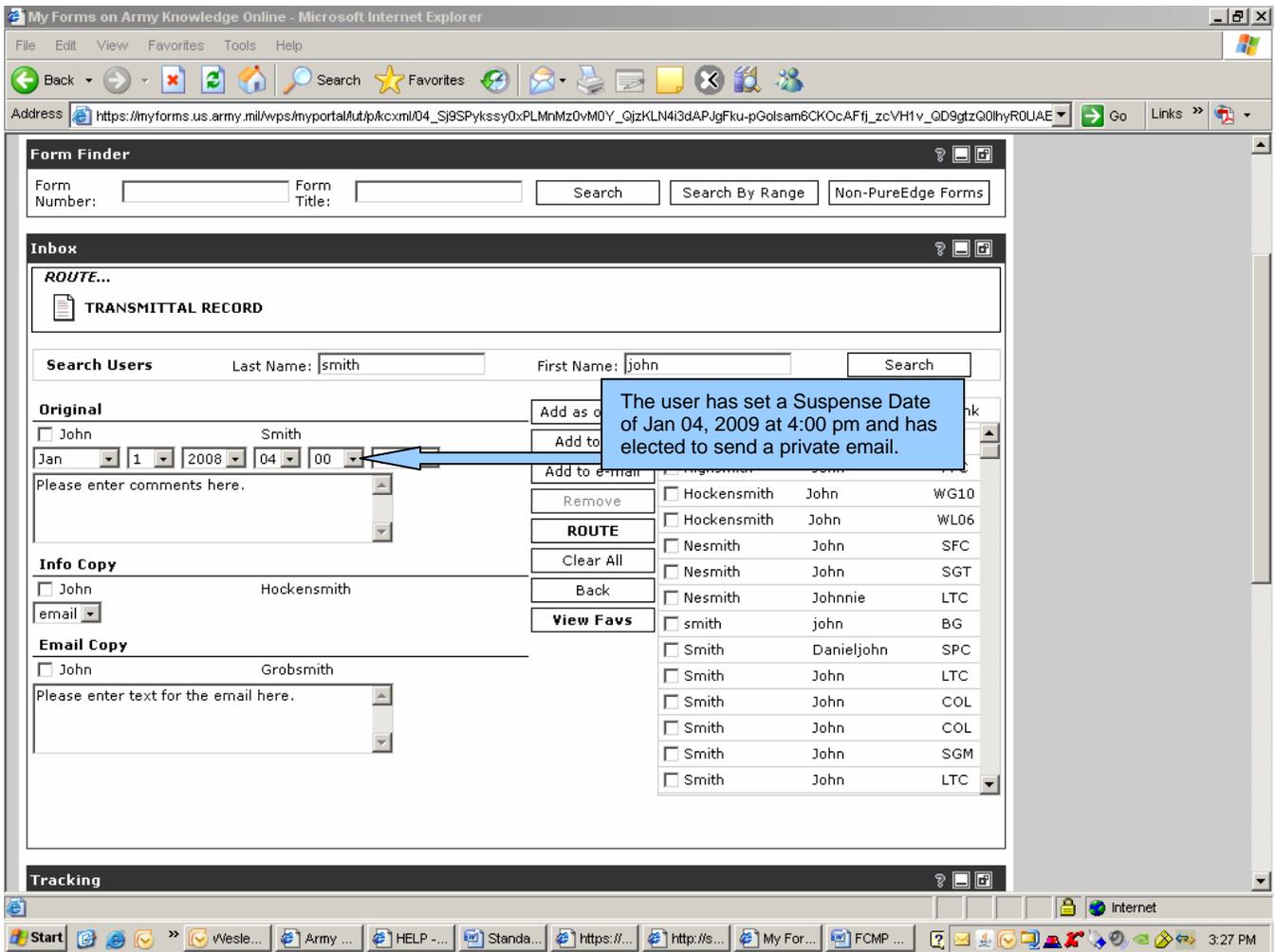


Figure 31 Selected Suspense Date and Email

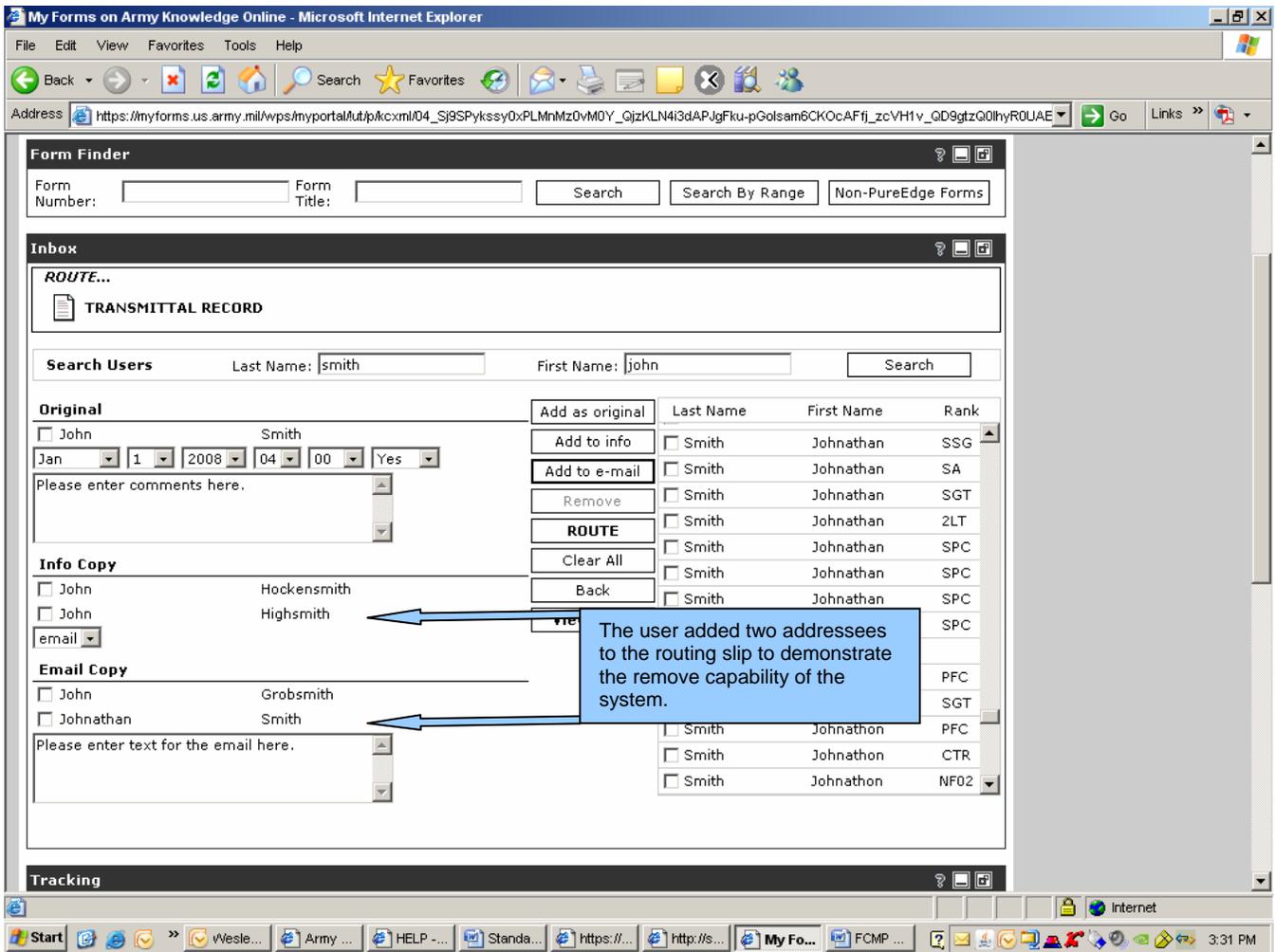


Figure 32 Added Addressees

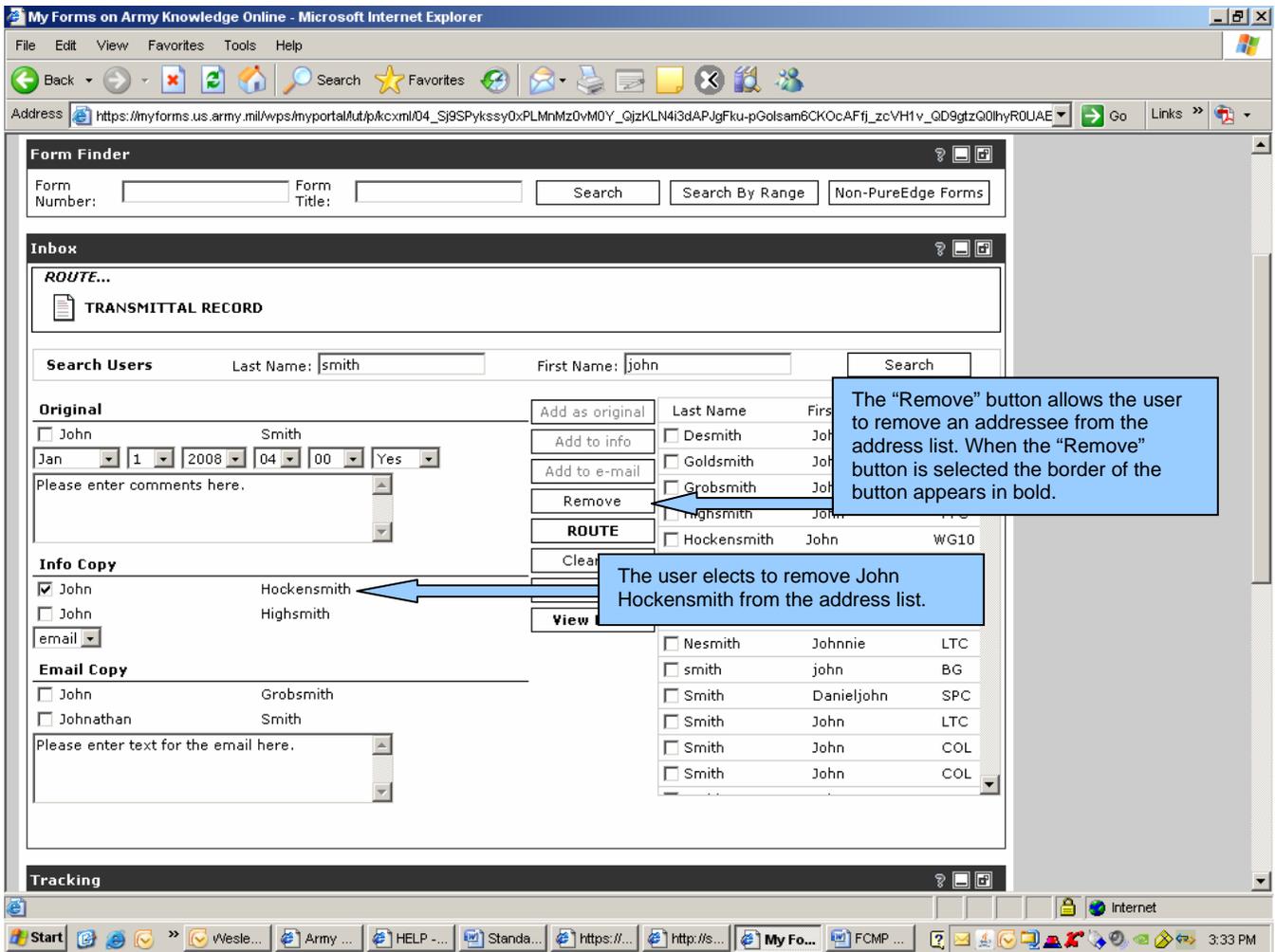


Figure 33 Remove Function

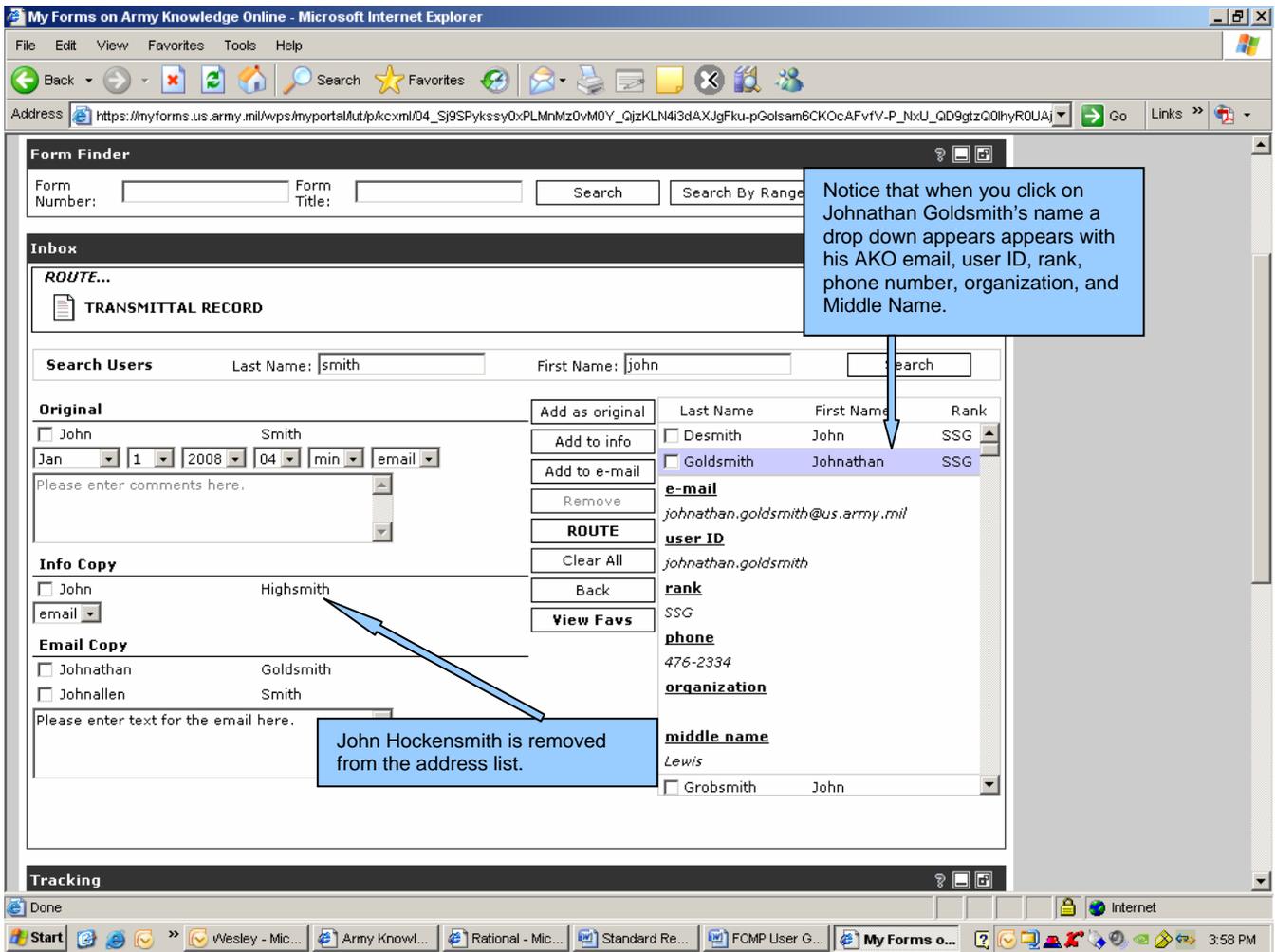


Figure 34 Addressee Removed

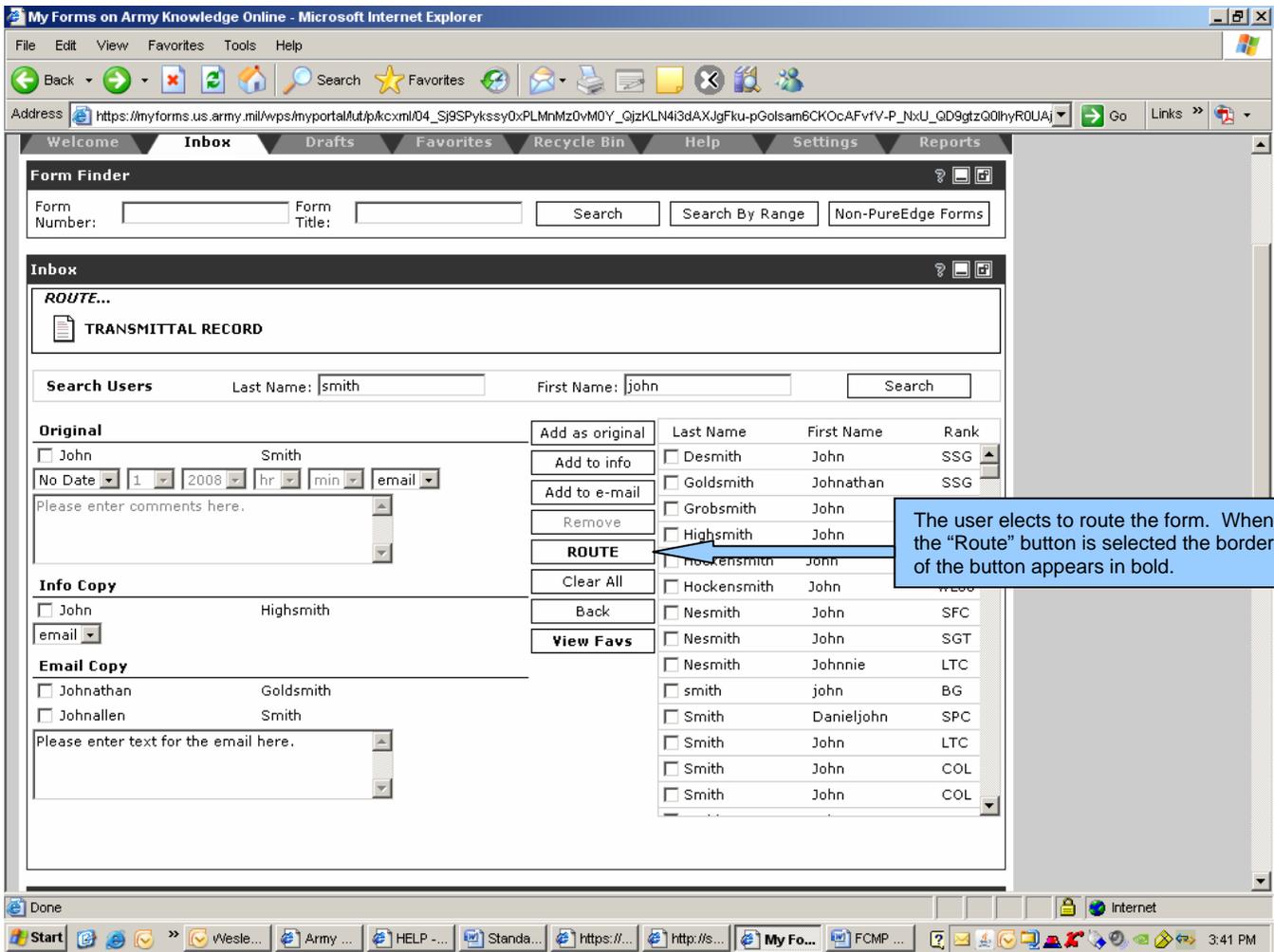


Figure 35 Completed Routing Slip

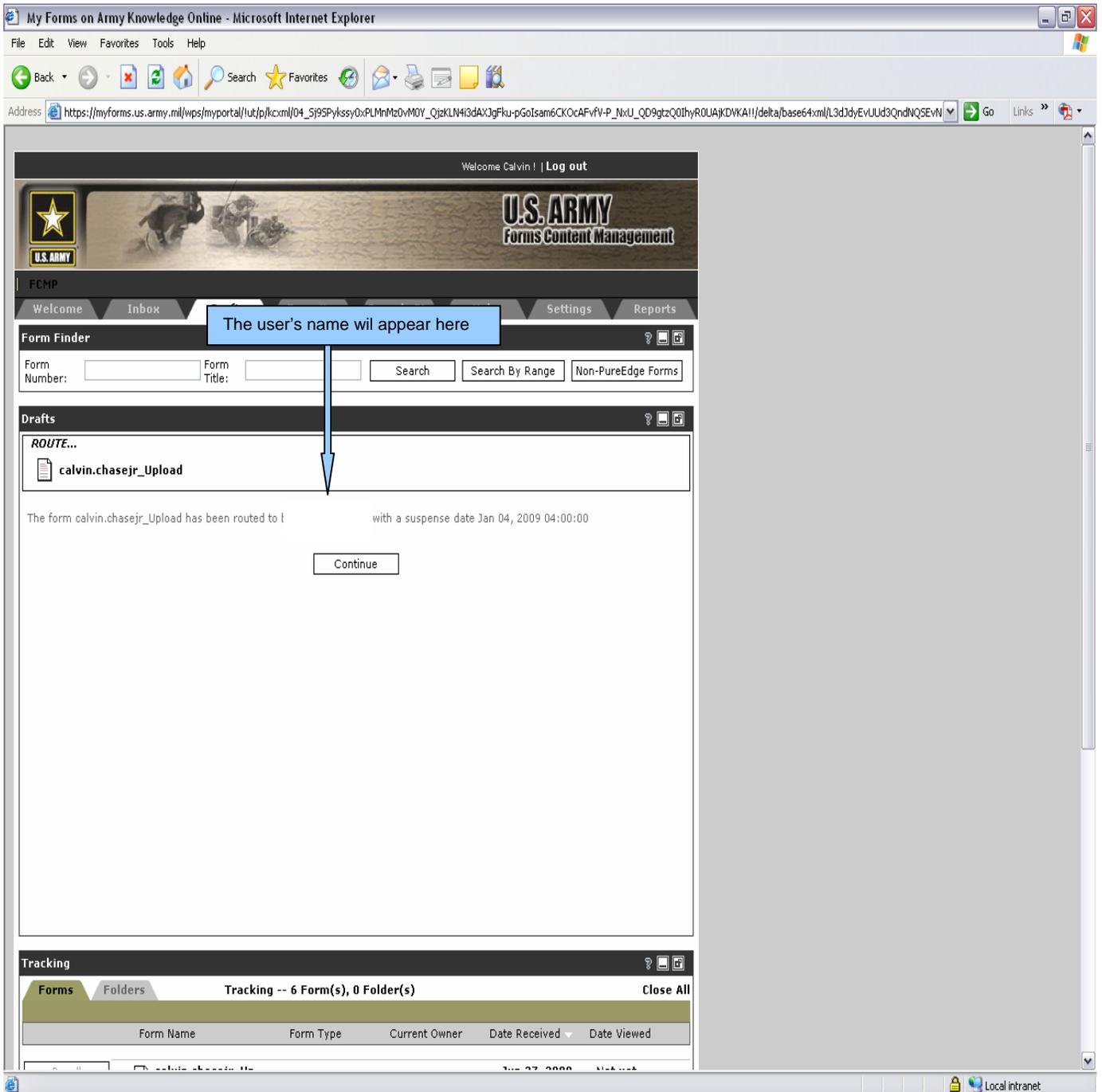


Figure 36 Form Routed Successfully

Inbox – Delete Function

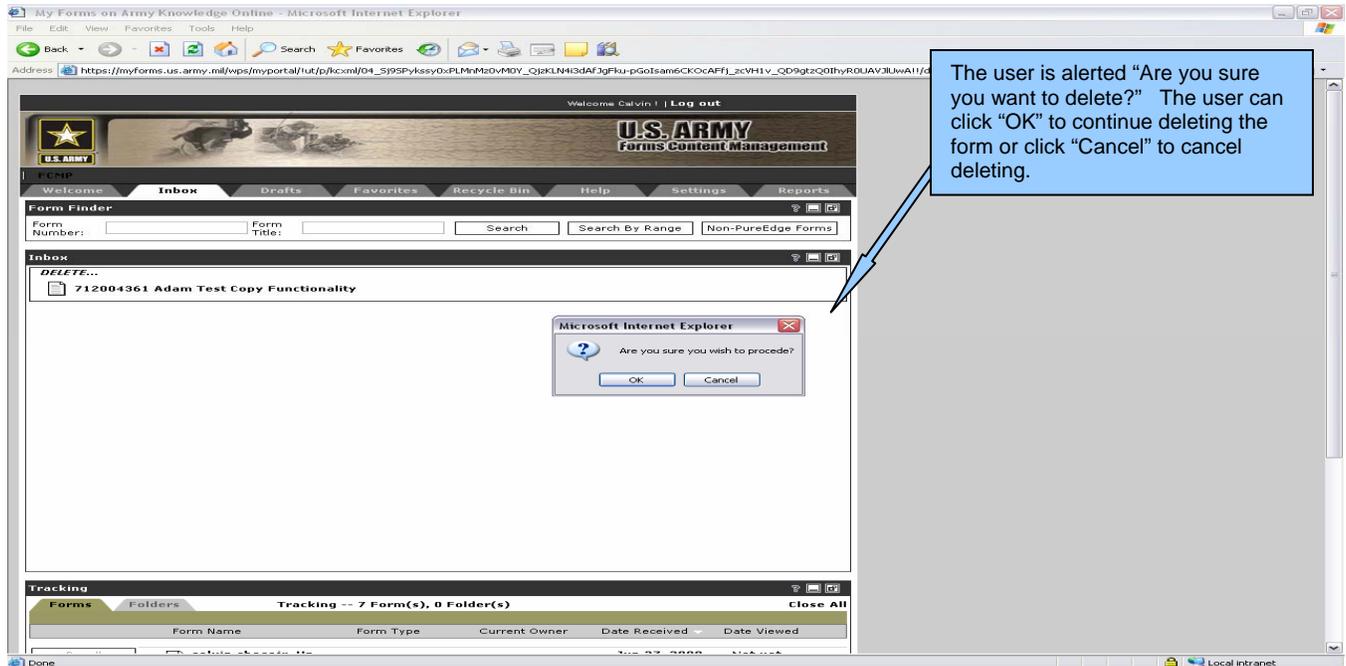
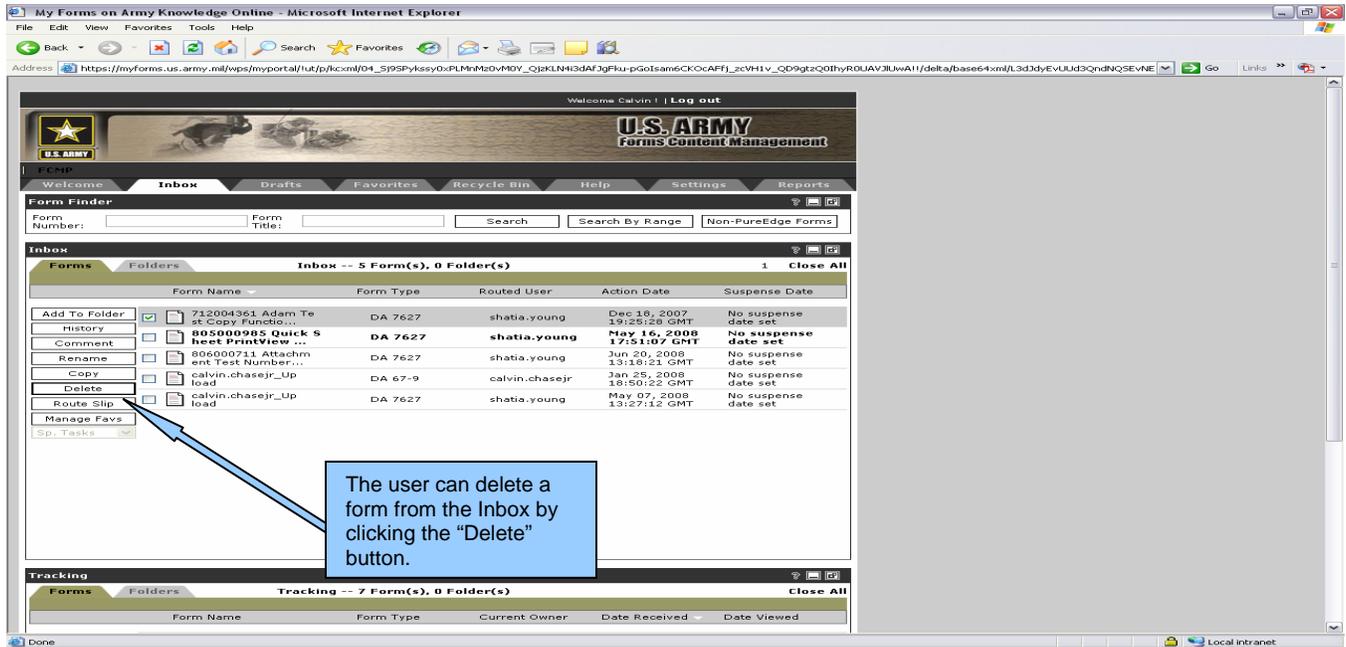


Figure 37 Confirm Deletion

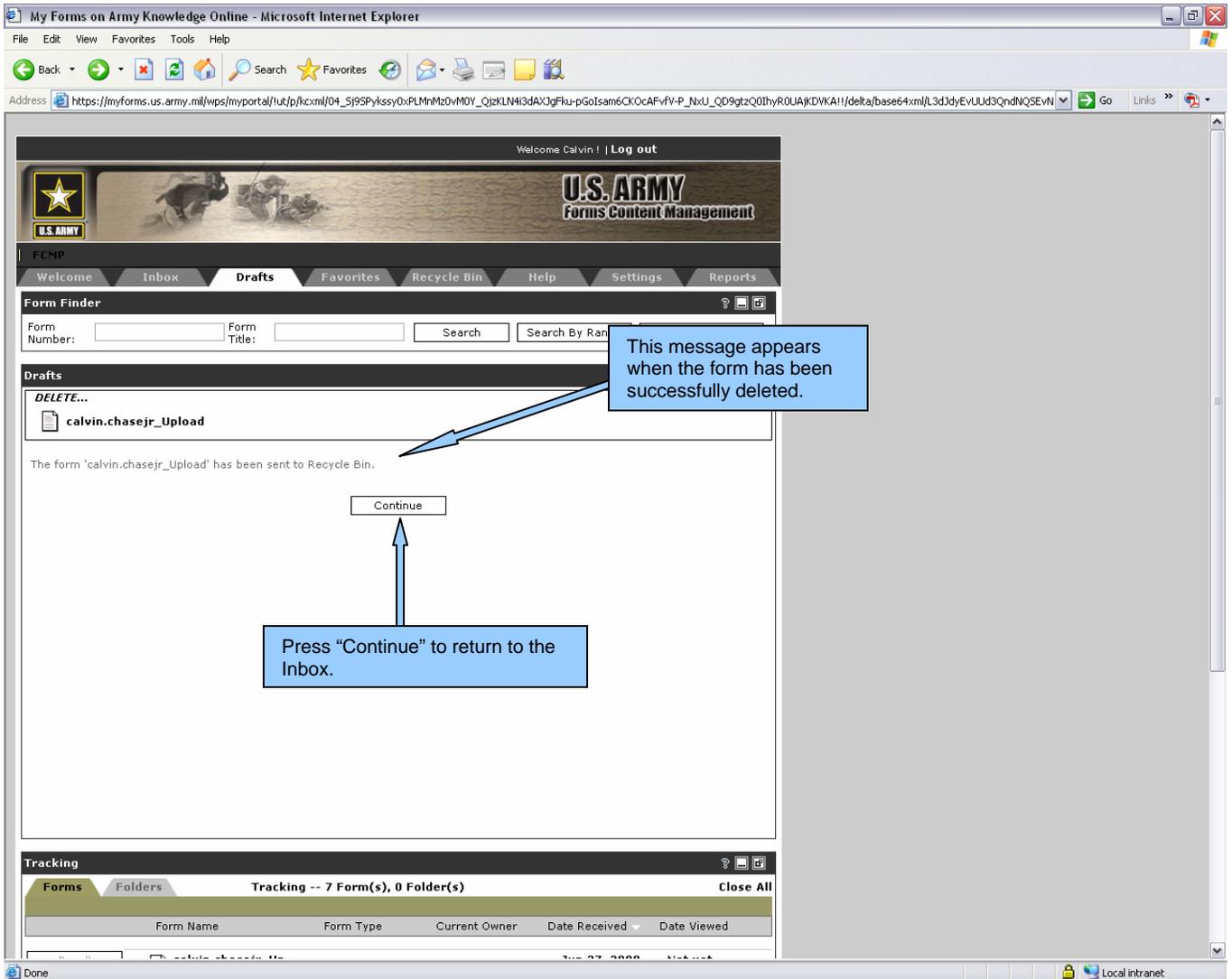


Figure 38 Form Deleted Successfully

Inbox – Rename Function

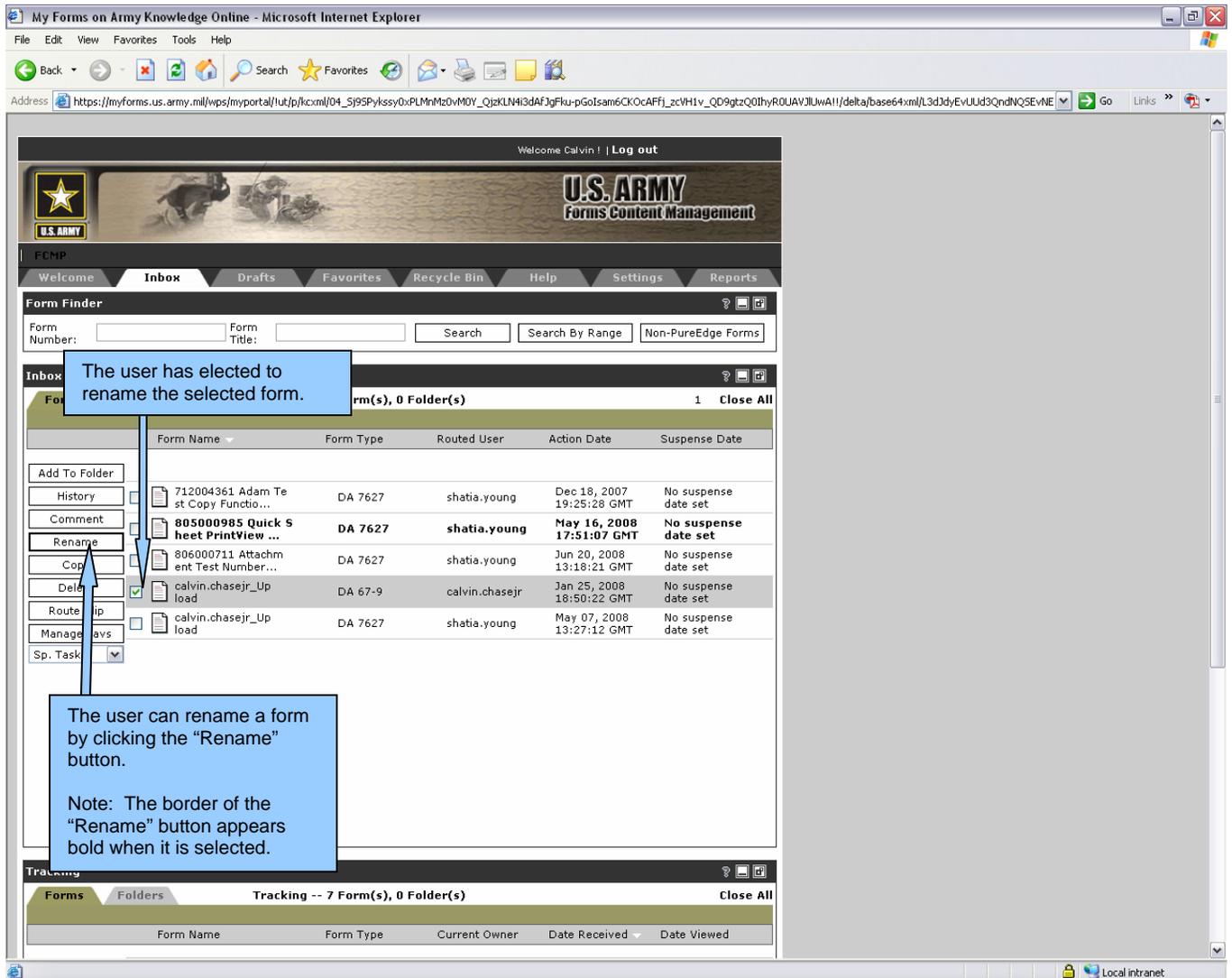


Figure 39 Rename Function

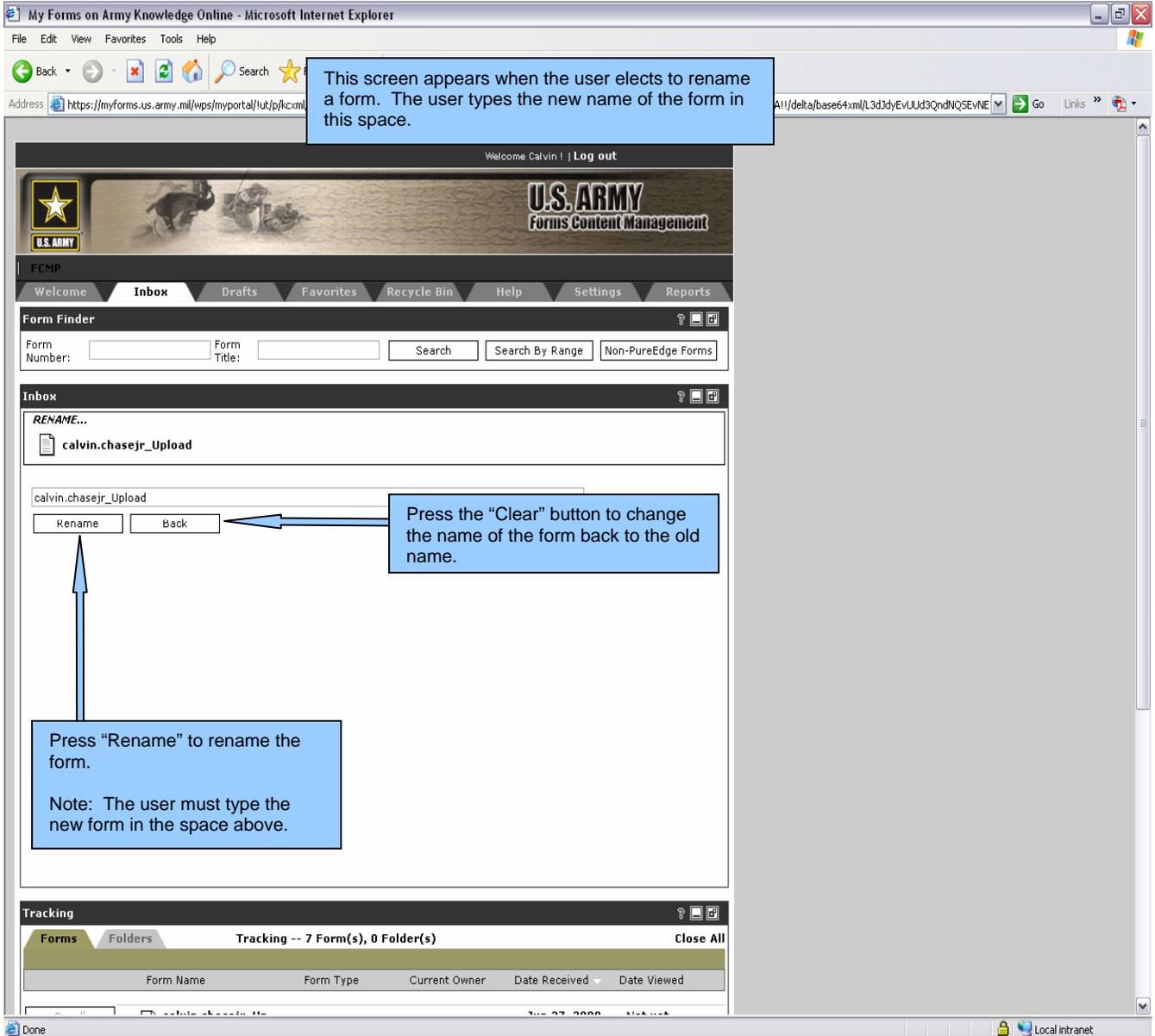


Figure 40 Rename Form

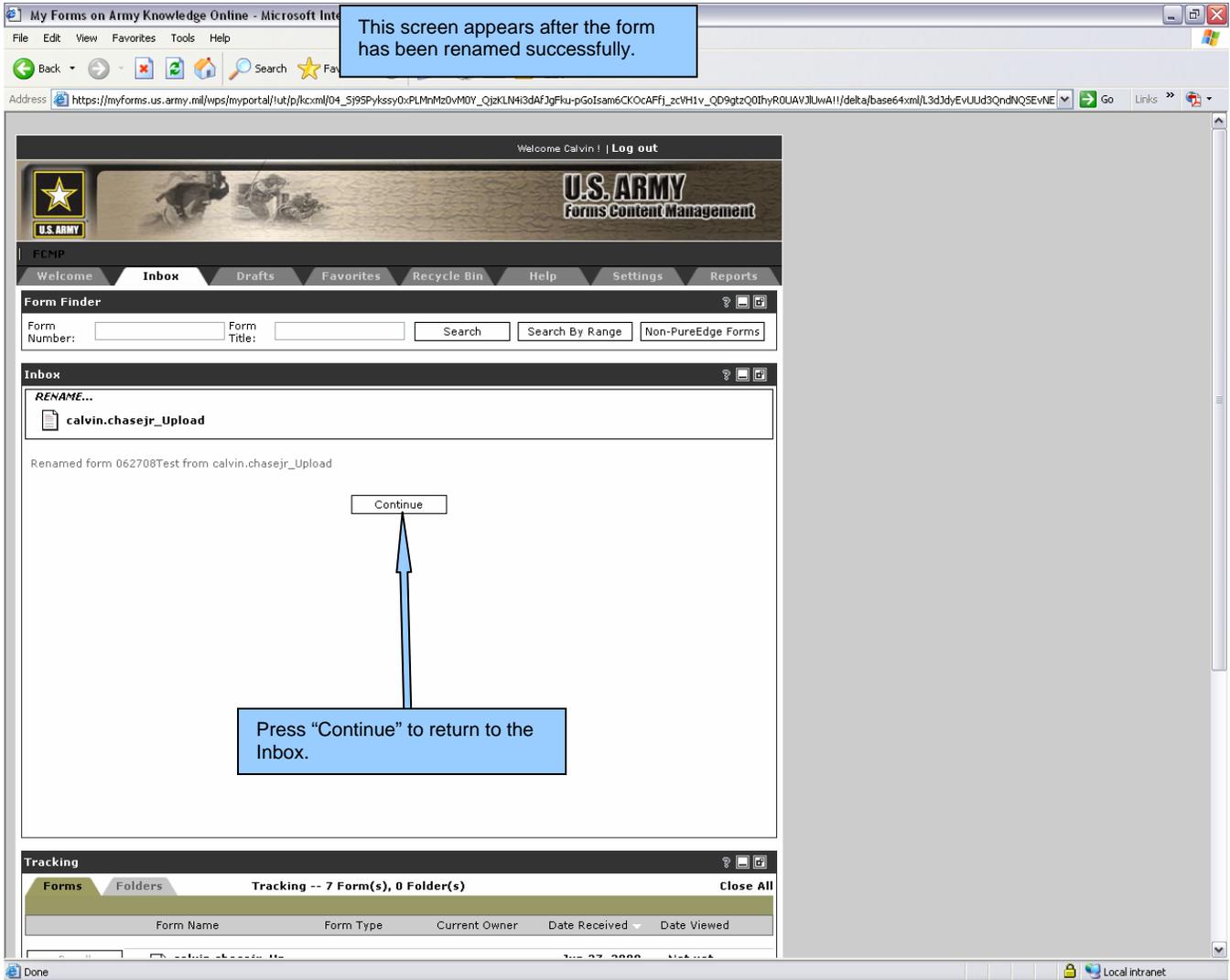


Figure 41 Form Renamed Successfully

Inbox - Copy Function

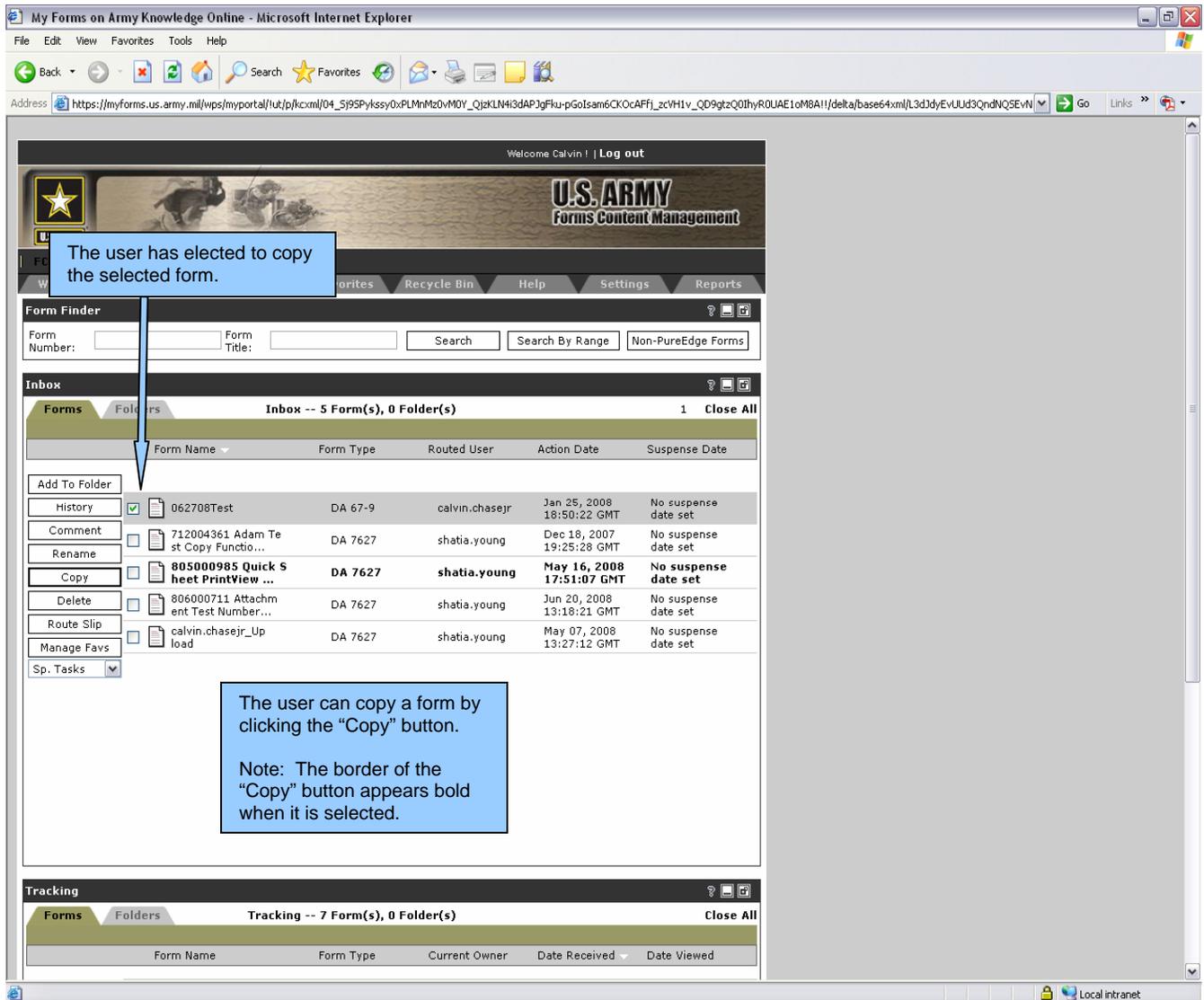


Figure 42 Copy Function

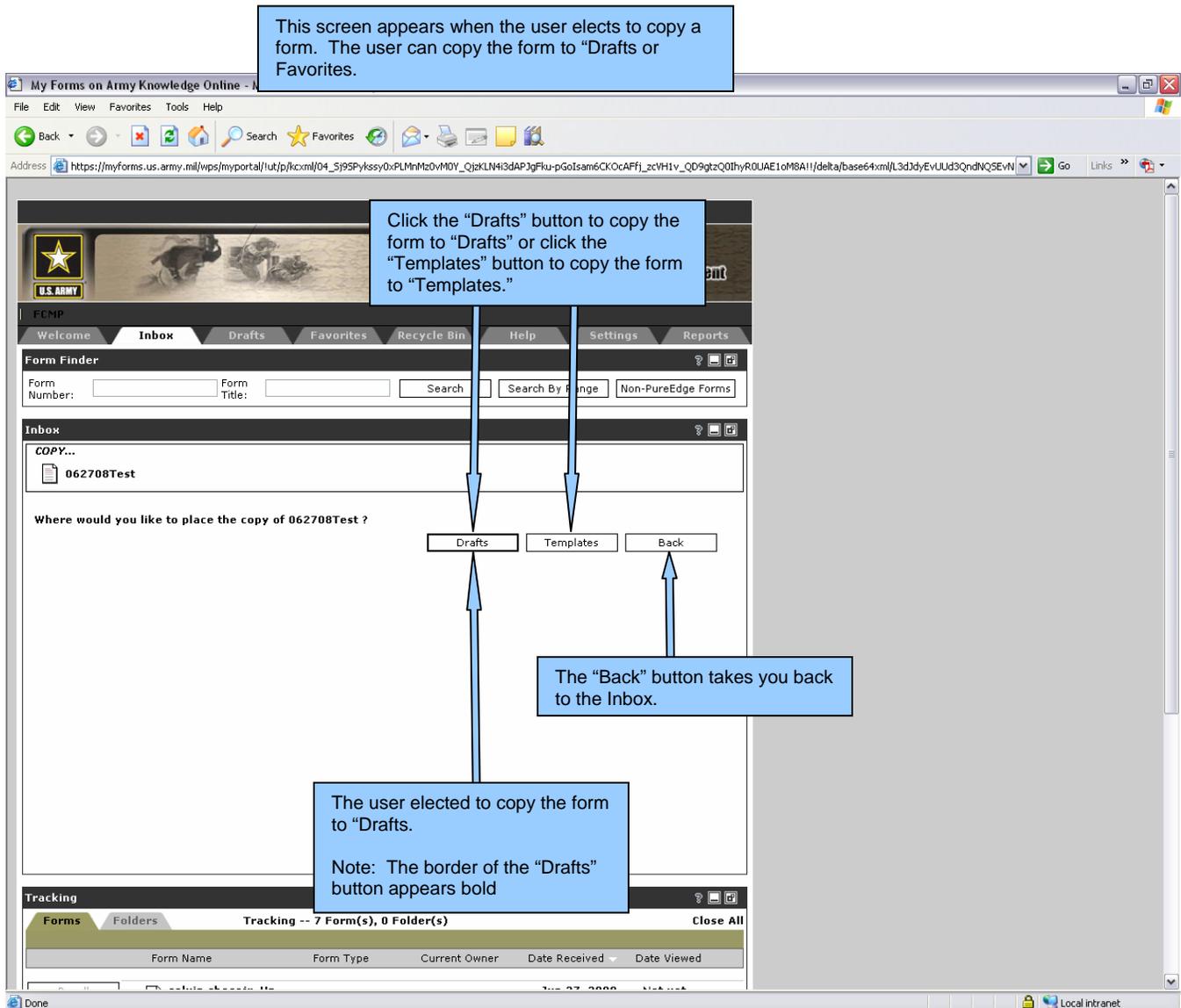


Figure 363 Copy Form

Please note that when you put form in your templates the form will appear in your "Favorites Page Overview" under templates.

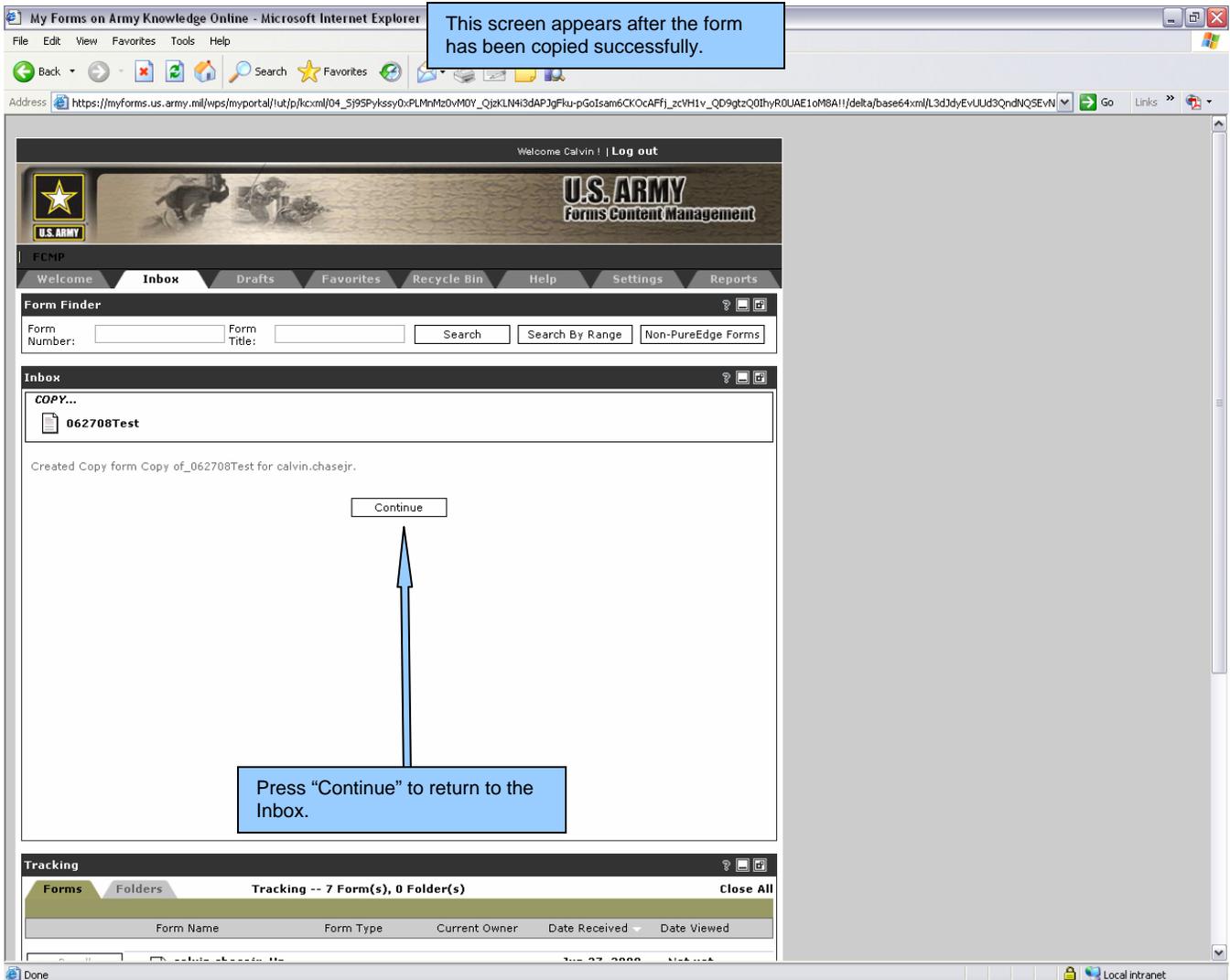


Figure 44 Form Copied Successfully

Inbox - Tracking

The Tracking window located in Drafts is also set up like this window.

The tracking page allows the user to view all changes that are made to the forms and folders they have accessed.

The "Current Owner" of a form or folder is the user that currently has the form or folder.

The "Date Received" is the date the current owner received the form or folder.

The Date Viewed is the date the current owner viewed the form or folder.

Form Name	Form Type	Current Owner	Date Received	Date Viewed
calvin.chasejr_Up load	DA 7627	brandon.wainright	Jun 27, 2008 17:30:31 GMT	Not yet viewed.
calvin.chasejr_Up load	DA 7627	brandon.wainright	Jun 27, 2008 17:20:47 GMT	Not yet viewed.
calvin.chasejr_Up load	DA 7627	brandon.wainright	Jun 27, 2008 17:19:16 GMT	Not yet viewed.
806000710 Attachment Testing Jun...	DA 7627	-	Jun 26, 2008 17:02:43 GMT	Not yet viewed.
calvin.chasejr_Up load	DA 7627	jenna.marshall1	Jun 19, 2008 15:18:13 GMT	Not yet viewed.
805000959 15 MINUTE ROUTE Test 1...	DA 7627	-	Jun 09, 2008 16:29:53 GMT	Not yet viewed.
802004947 This is a test to see ...	DA 7627	calvin.chasejr	Jun 05, 2008 15:36:14 GMT	Not yet viewed.

Figure 45 Tracking Window

Inbox – Recall Function

The user can recall a form by clicking the "Recall" button.

Note: The border of the "Recall" button appears bold when it is selected.

The user has elected to recall the selected form.

The user can reclaim a form by clicking the "Recall" button.

Note: The routed form can only be recalled if the form has not been opened (viewed).

Form Name	Form Type	Current Owner	Date Received	Date Viewed
calvin.chasejr_Up load	DA 7627	brandon.wainright	Jun 27, 2008 17:30:50 GMT	Not yet viewed.
calvin.chasejr_Up load	DA 7627	brandon.wainright	Jun 27, 2008 17:20:47 GMT	Not yet viewed.
calvin.chasejr_Up load	DA 7627	brandon.wainright	Jun 27, 2008 17:19:16 GMT	Not yet viewed.
806000710 Attachment Testing Jun...	DA 7627	-	Jun 26, 2008 17:02:43 GMT	Not yet viewed.
calvin.chasejr_Up load	DA 7627	jenna.marshall1	Jun 19, 2008 15:18:13 GMT	Not yet viewed.
805000959 15 MINUTE ROUTE Test 1...	DA 7627	-	Jun 09, 2008 16:29:53 GMT	Not yet viewed.
802004947 This is	DA 7627	calvin.chasejr	Jun 05, 2008 15:36:14 GMT	Not yet viewed.

Figure 46 Recall Form

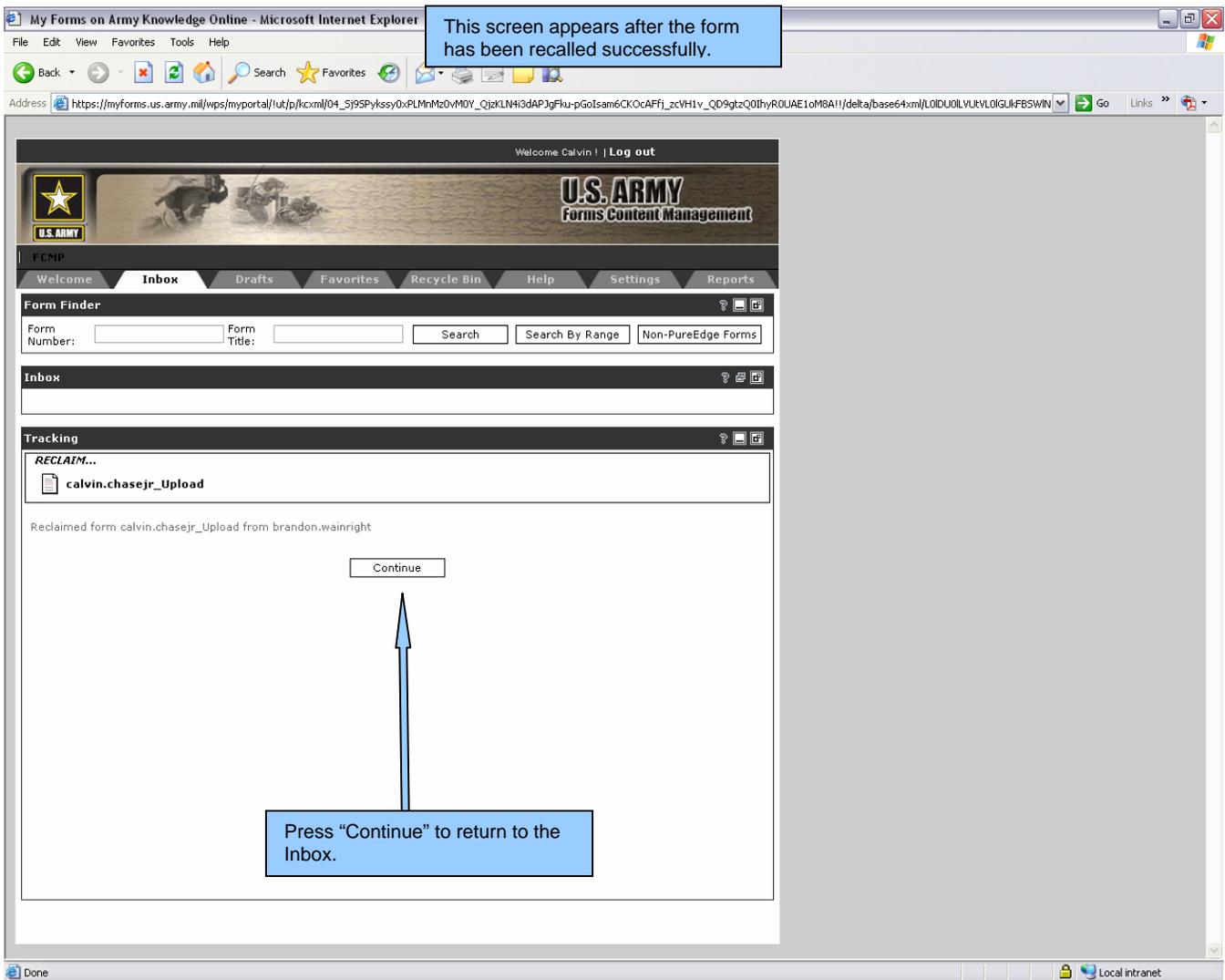


Figure 47 Recall Form Successful

Please note once the form is recalled it will be placed in your inbox.

Drafts Tab

Drafts Page Overview

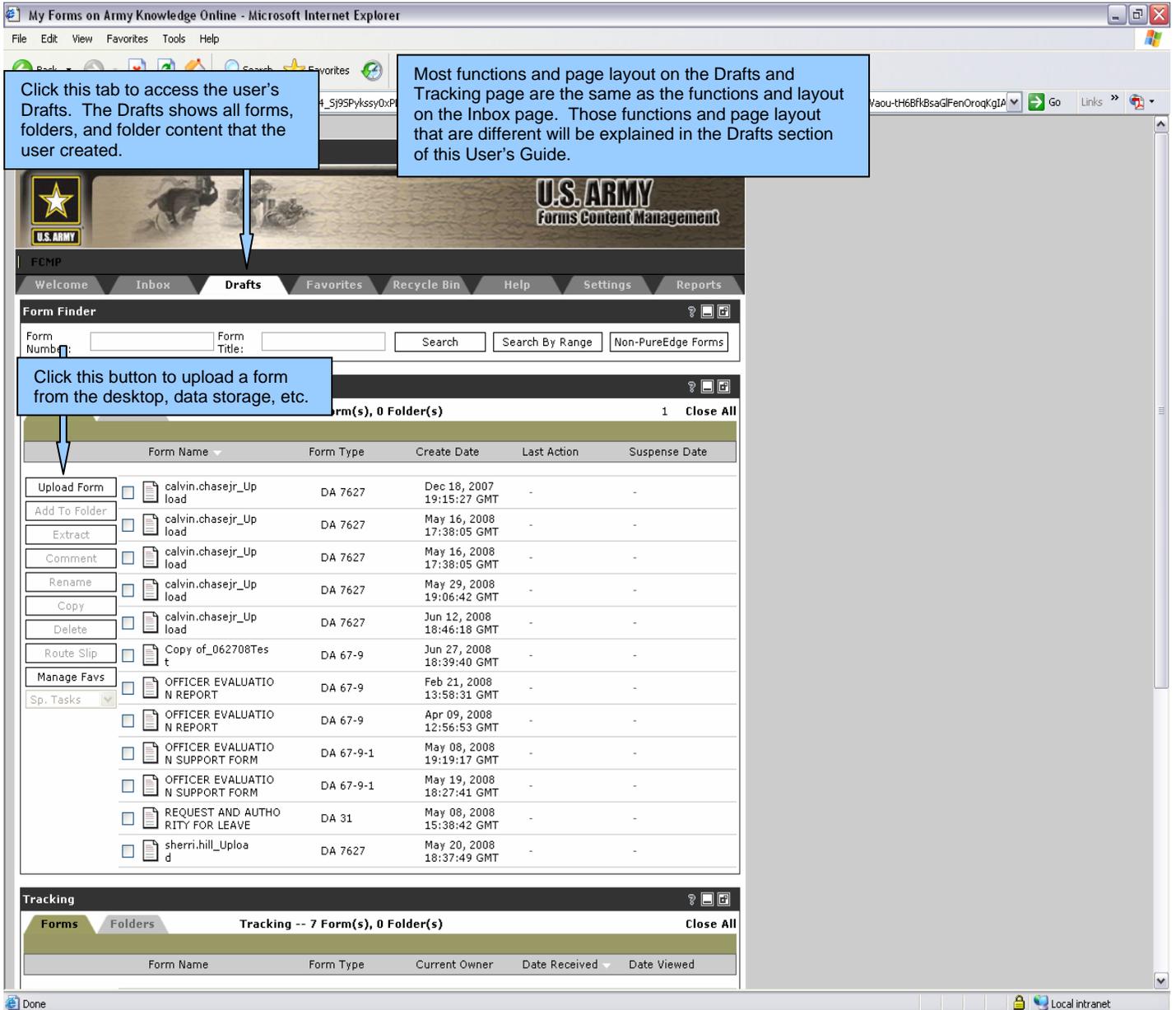


Figure 48 Drafts Page Overview

My Forms on Army Knowledge Online - Microsoft Internet Explorer

Address: https://myforms.us.army.mil/wforms/myportal/tut/jp/kcxml/04_5j9SPykssyDxPLMnMz0vM0Y_QjzKLN4i3dAPJgFku-pGoIsam6CKOcAFfi_zcVKBwpDmQ7xmsH5WTmp6YkKfmcqfpuZf5mbWZwaou-tH6BfK8saGFenOroqkgJA

The Tracking page appears on the bottom of the Drafts page and allows the user to view the changes that are made to the forms and folders routed from Drafts. The Tracking page shows the Form or Folder Name, Form Type, Current Owner, Date Received, and Date Viewed.

Form Name	Form Type	Current Owner	Date Received	Date Viewed
OFFICER EVALUATION SUPPORT FORM	DA 67-9-1		May 08, 2008 19:19:17 GMT	-
OFFICER EVALUATION SUPPORT FORM	DA 67-9-1		May 19, 2008 18:27:41 GMT	-
REQUEST AND AUTHORITY FOR LEAVE	DA 31		May 08, 2008 15:38:42 GMT	-
sherri.hill_Upload	DA 7627		May 20, 2008 18:37:49 GMT	-

Tracking Forms Folders Tracking -- 7 Form(s), 0 Folder(s) Close All

Form Name	Form Type	Current Owner	Date Received	Date Viewed
calvin.chasejr_Upload	DA 7627	brandon.wainright	Jun 27, 2008 17:30:50 GMT	Not yet viewed.
calvin.chasejr_Upload	DA 7627	calvin.chasejr	Jun 27, 2008 17:20:47 GMT	Not yet viewed.
calvin.chasejr_Upload	DA 7627	brandon.wainright	Jun 27, 2008 17:19:16 GMT	Not yet viewed.
806000710 Attachment Testing Jun...	DA 7627	-	Jun 26, 2008 17:02:43 GMT	Not yet viewed.
calvin.chasejr_Upload	DA 7627	jenna.marshall1	Jun 19, 2008 15:18:13 GMT	Not yet viewed.
805000959 15 MINUTE ROUTE Test 1...	DA 7627	-	Jun 09, 2008 16:29:53 GMT	Not yet viewed.
802004947 This is a test to see ...	DA 7627	calvin.chasejr	Jun 05, 2008 15:36:14 GMT	Not yet viewed.

Figure 49 Drafts Page Overview Continued

Drafts – Upload Form Function

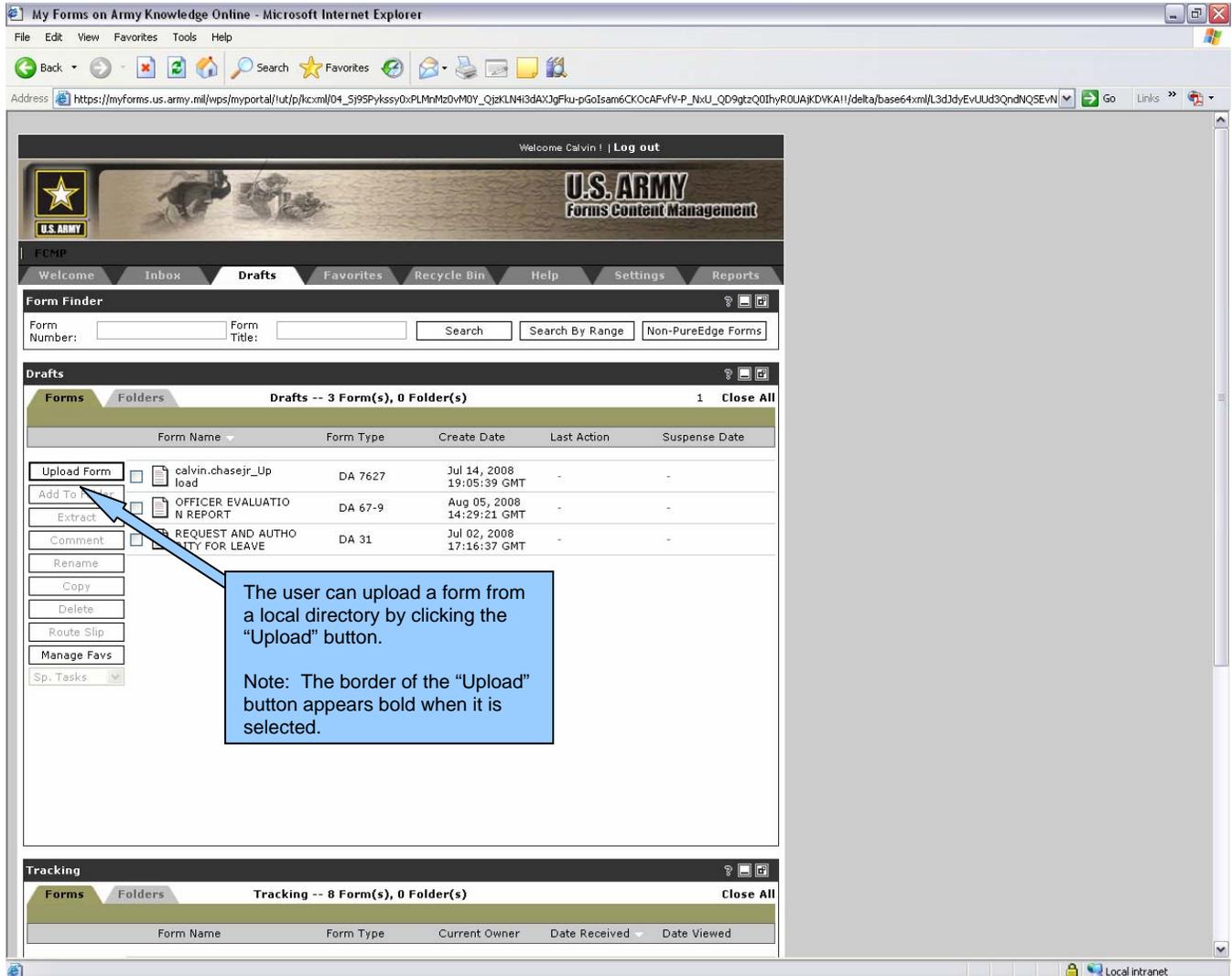


Figure 50 Upload Form Function

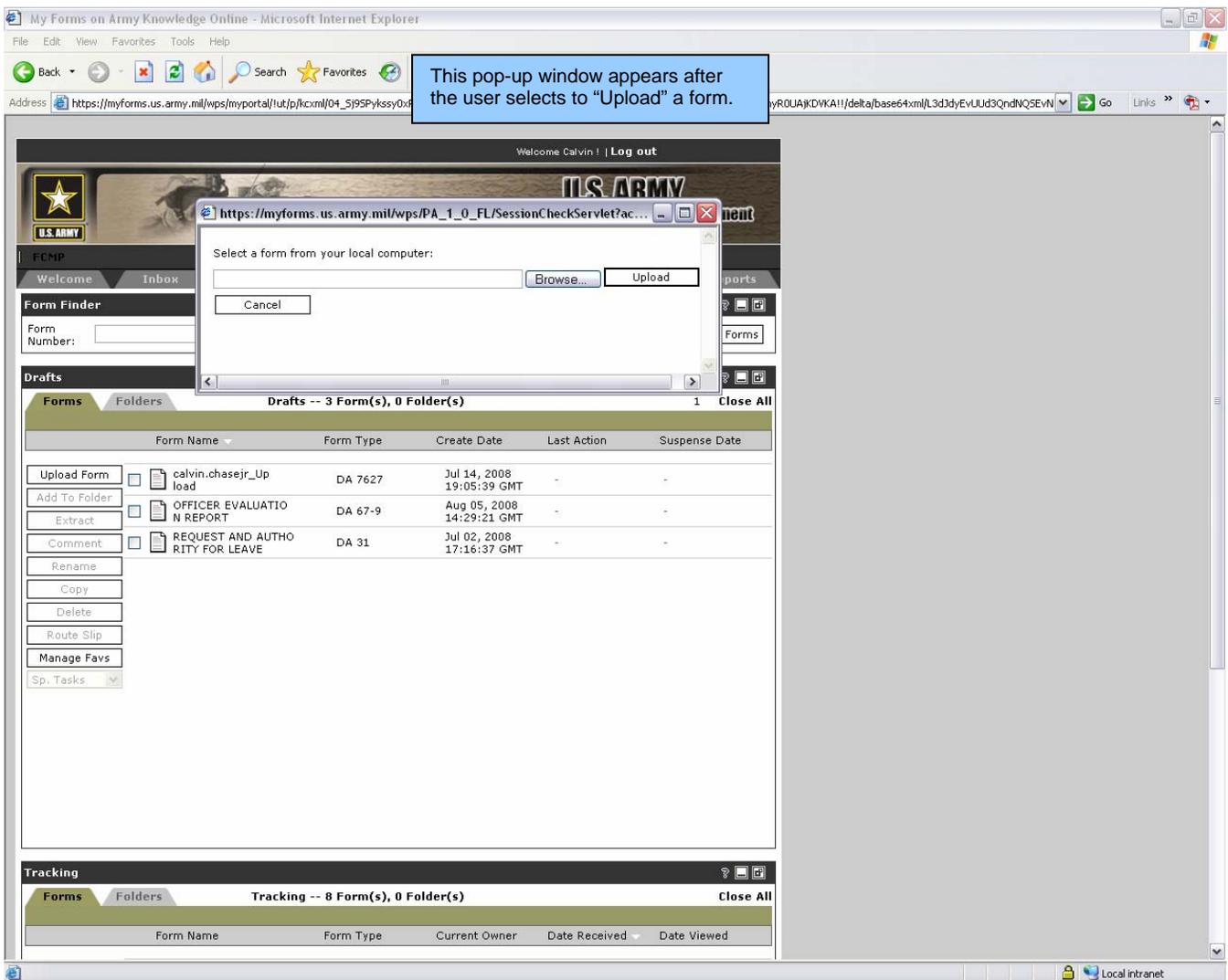


Figure 51 Browse for a Form to Upload

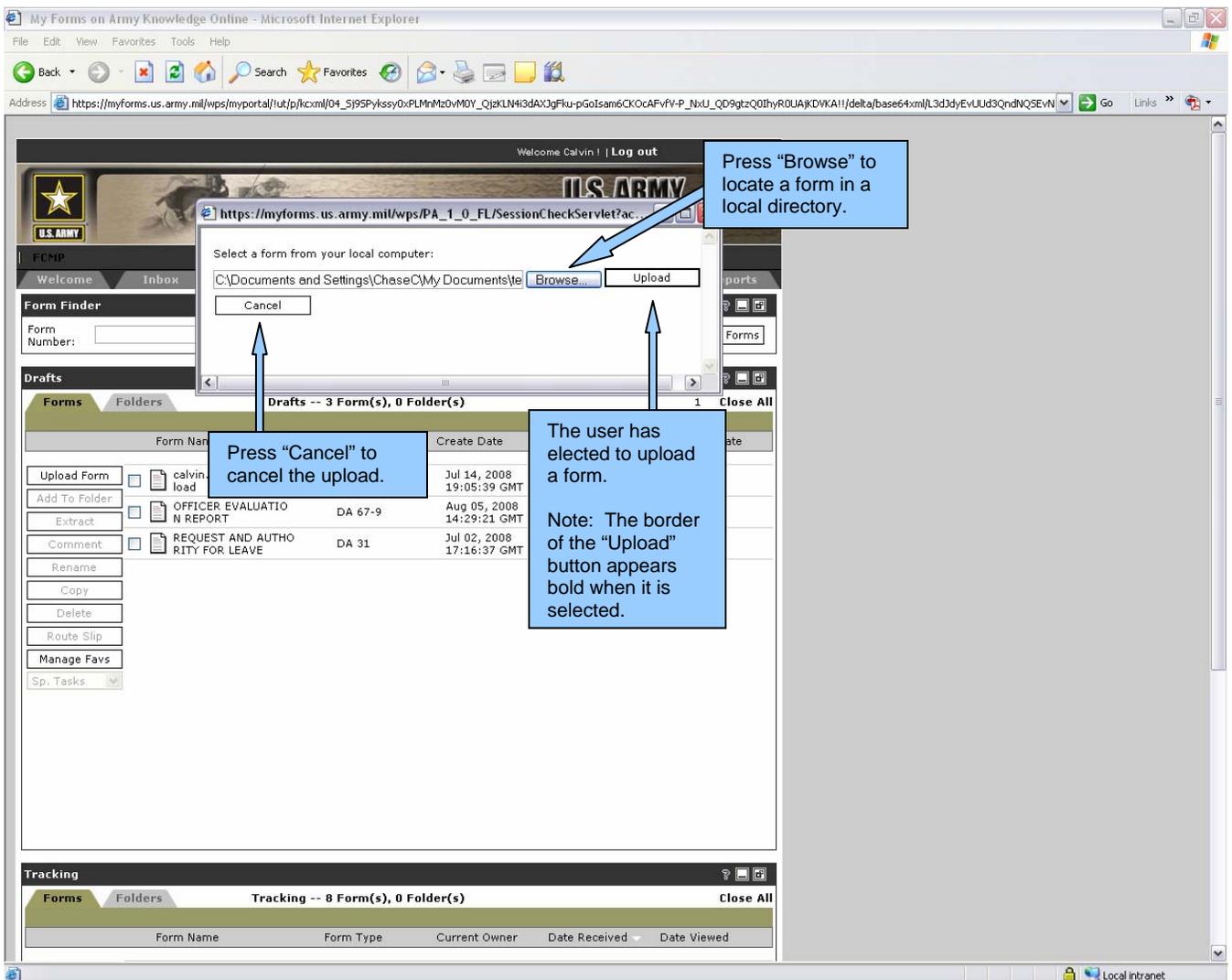


Figure 52 Select a Form to Upload and Upload the Form

Favorites Tab

Favorites Page Overview

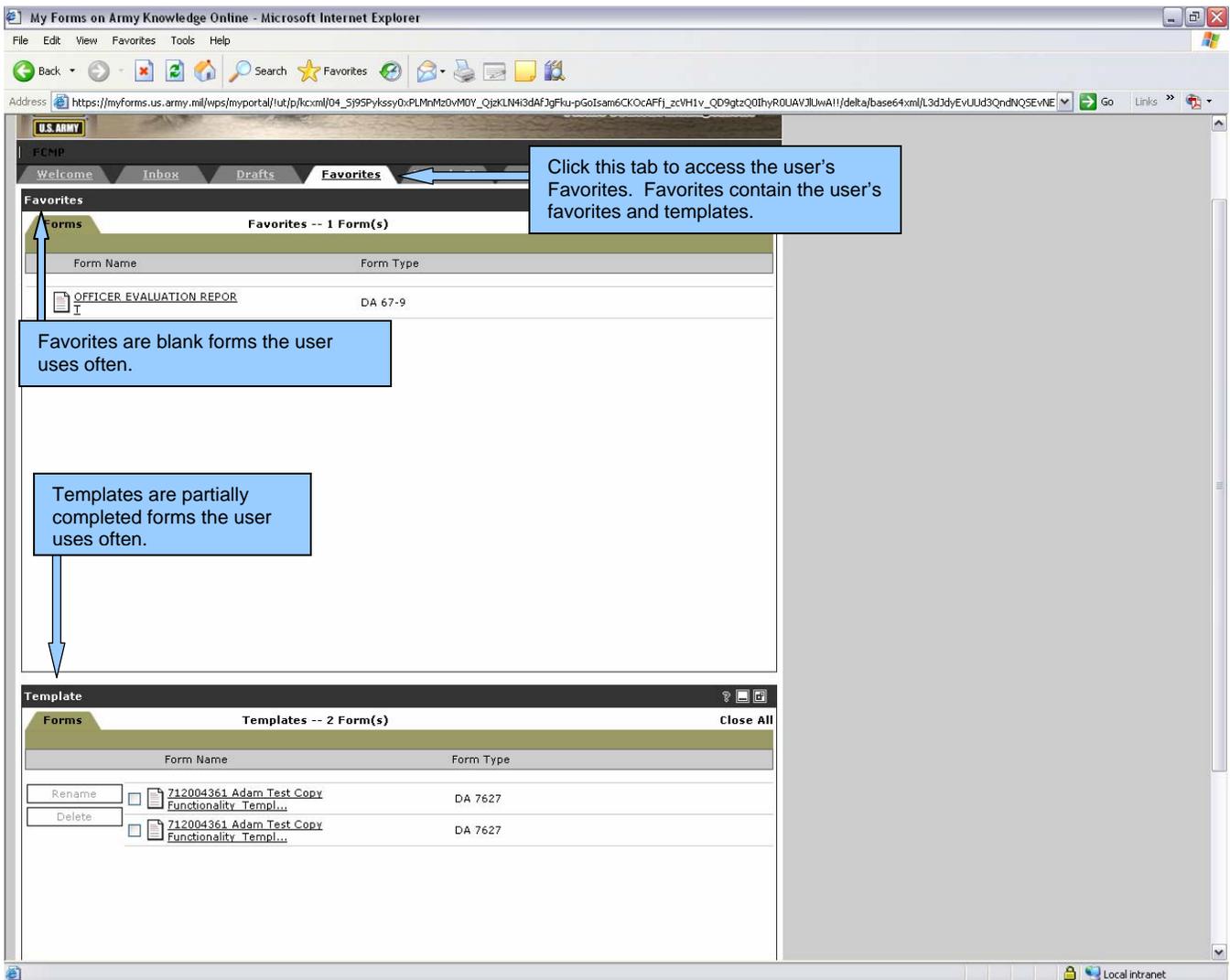


Figure 53 Favorites Page Overview

Template Overview

The user can perform two actions in Favorites. The user can delete or rename a form. Delete and rename operates the same way it does in Inbox and Drafts.

Welcome Calvin I | [Log out](#)

U.S. ARMY Forms Content Management

Welcome | [Inbox](#) | [Drafts](#) | **[Favorites](#)** | [Recycle Bin](#) | [Help](#) | [Settings](#) | [Reports](#)

Favorites ECH ? +

Templates ? +

Forms Templates -- 2 Form(s) Close All

	Form Name	Form Type
<input type="button" value="Rename"/>	712004361_Adam Test Copy Functionality_Templ...	DA 7627
<input type="button" value="Delete"/>	712004361_Adam Test Copy Functionality_Templ...	DA 7627

This list of the templates the user created.

Done Local intranet

Figure 54 Template Overview

Favorites – Overview

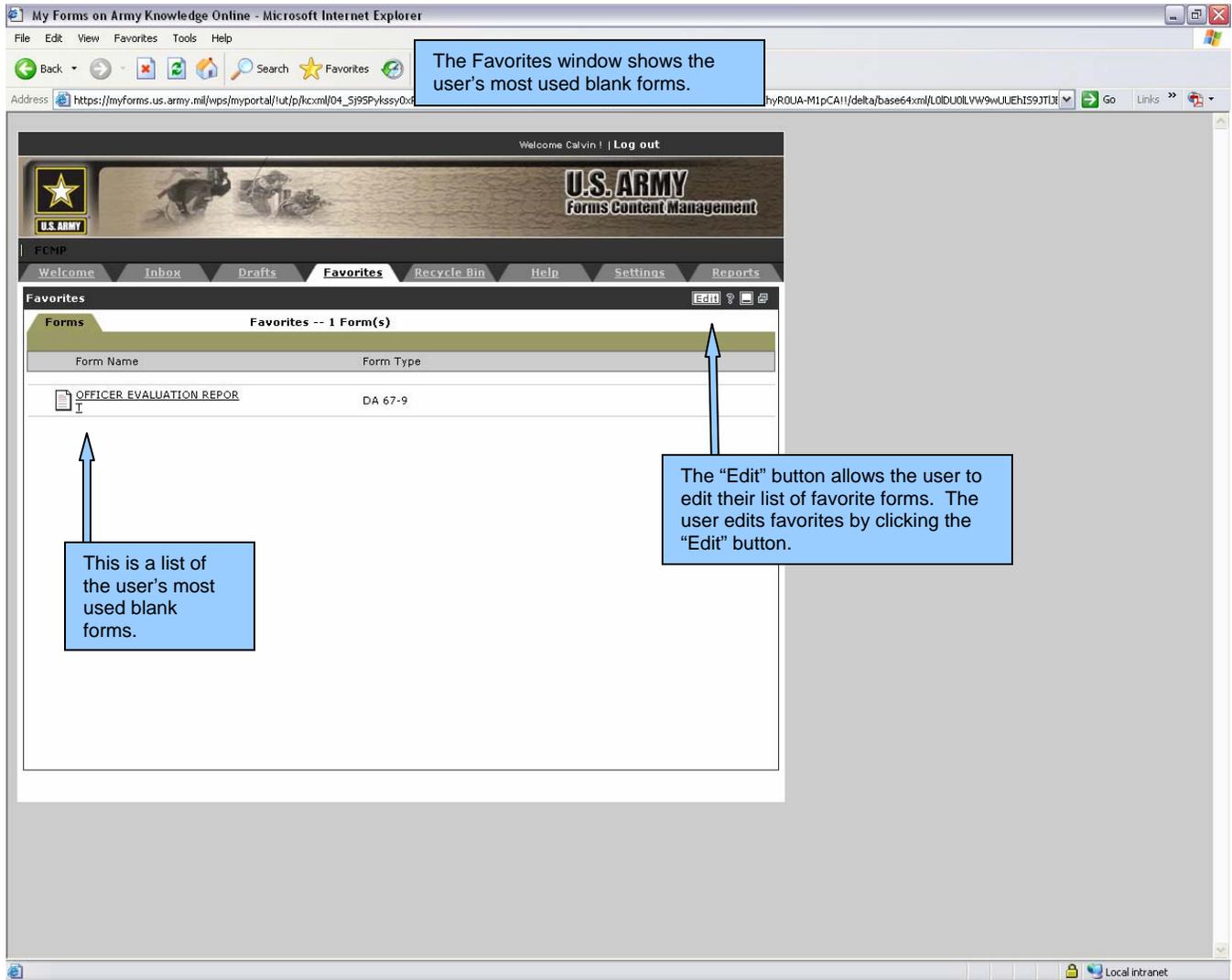


Figure 55 Favorites Edit Function

Favorites – Edit Function

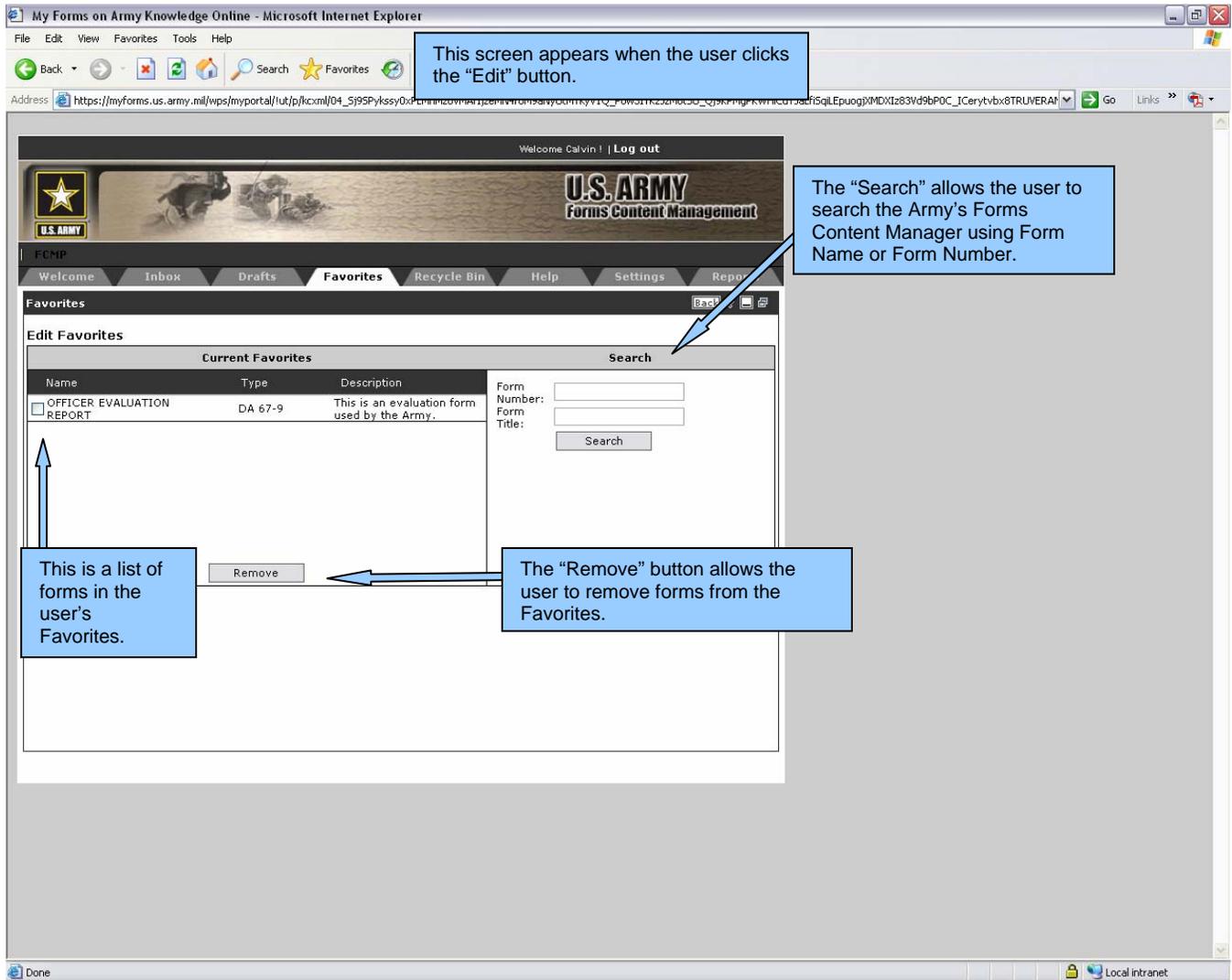


Figure 56 Edit Function

Favorites – Search Function

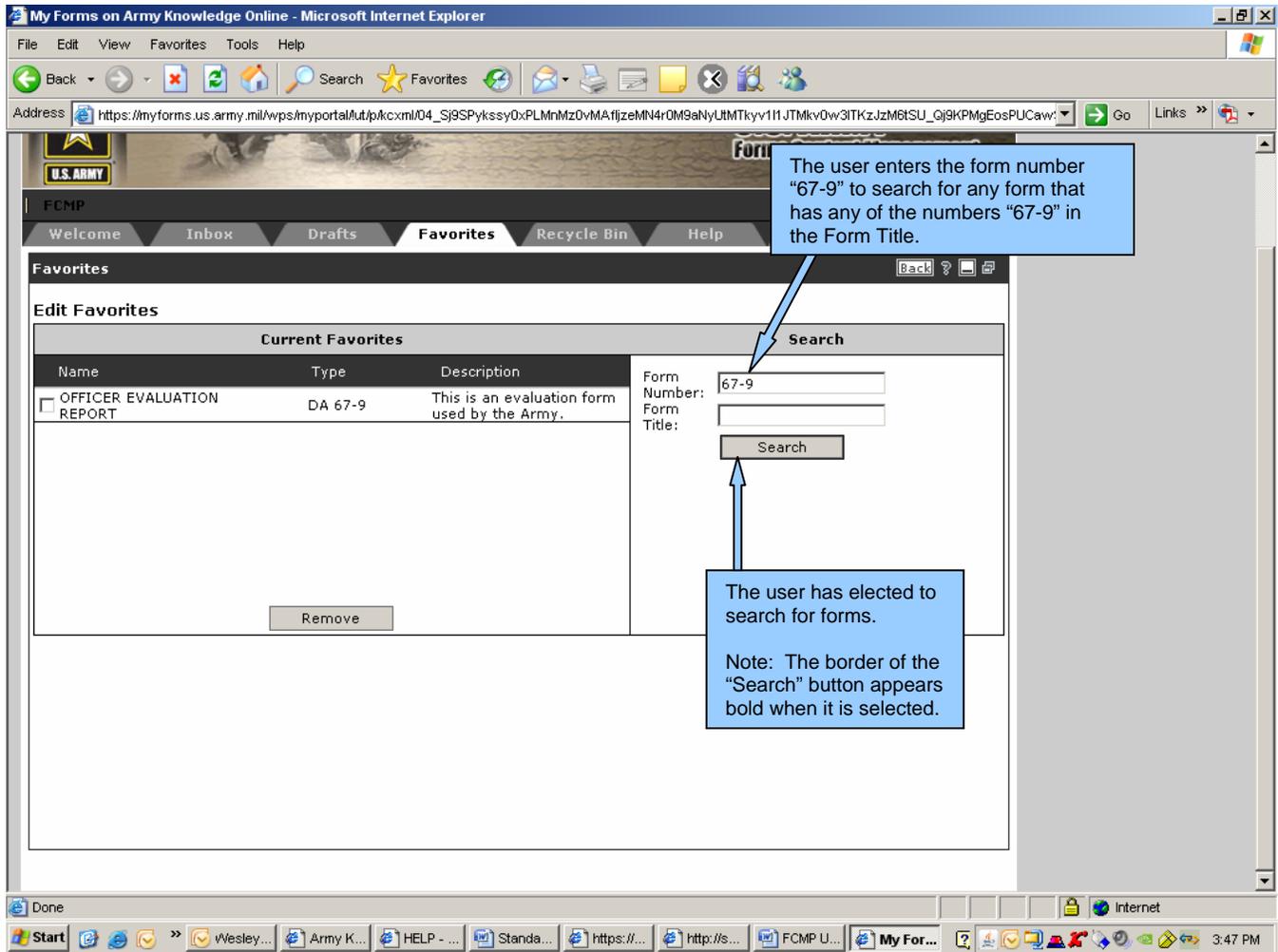


Figure 57 Search Function

Favorites – Add Function

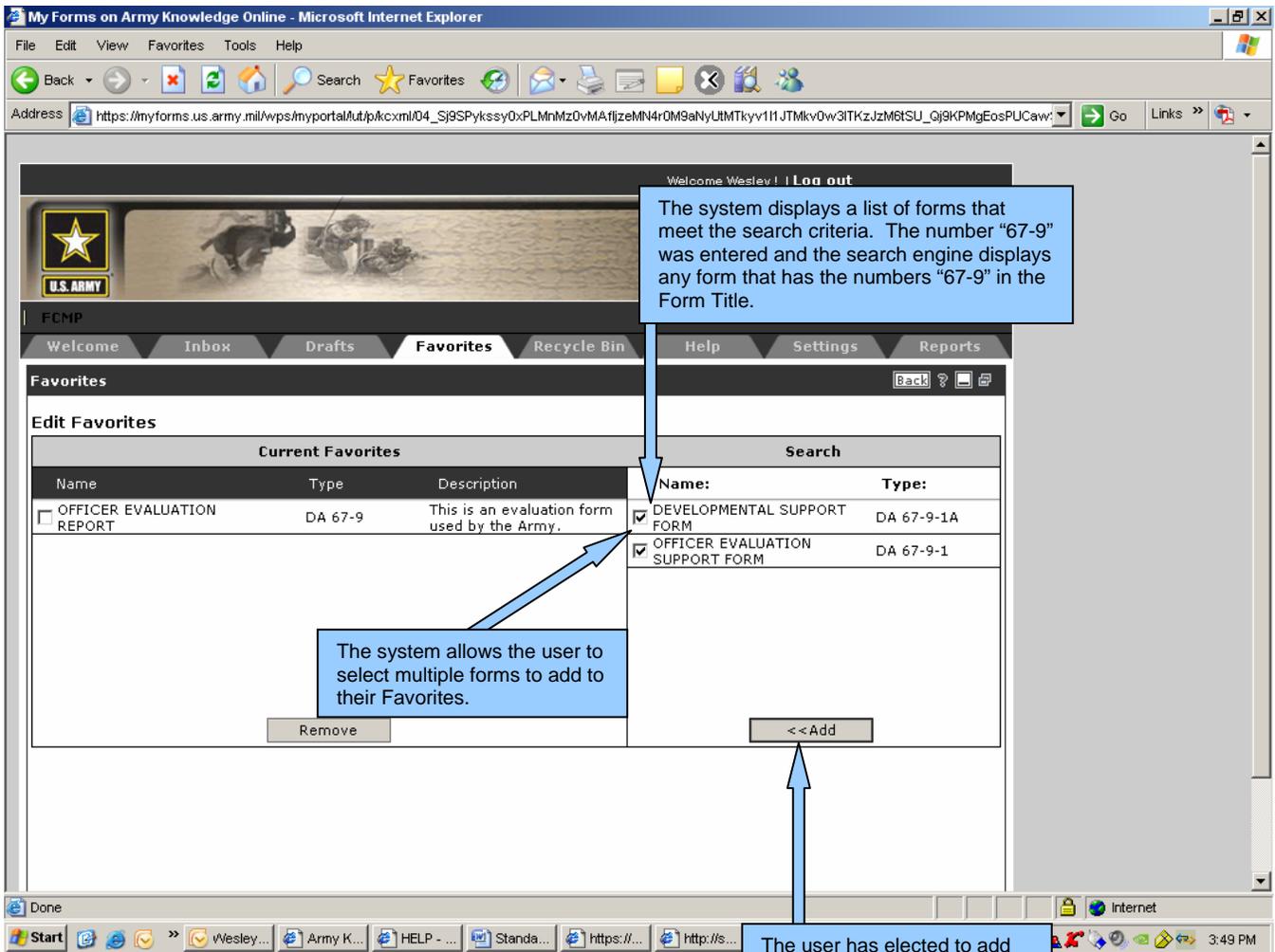


Figure 58 Favorites Add Function

The user has elected to add forms to their Favorites.

Note: The border of the "Add" button appears bold when it is selected.

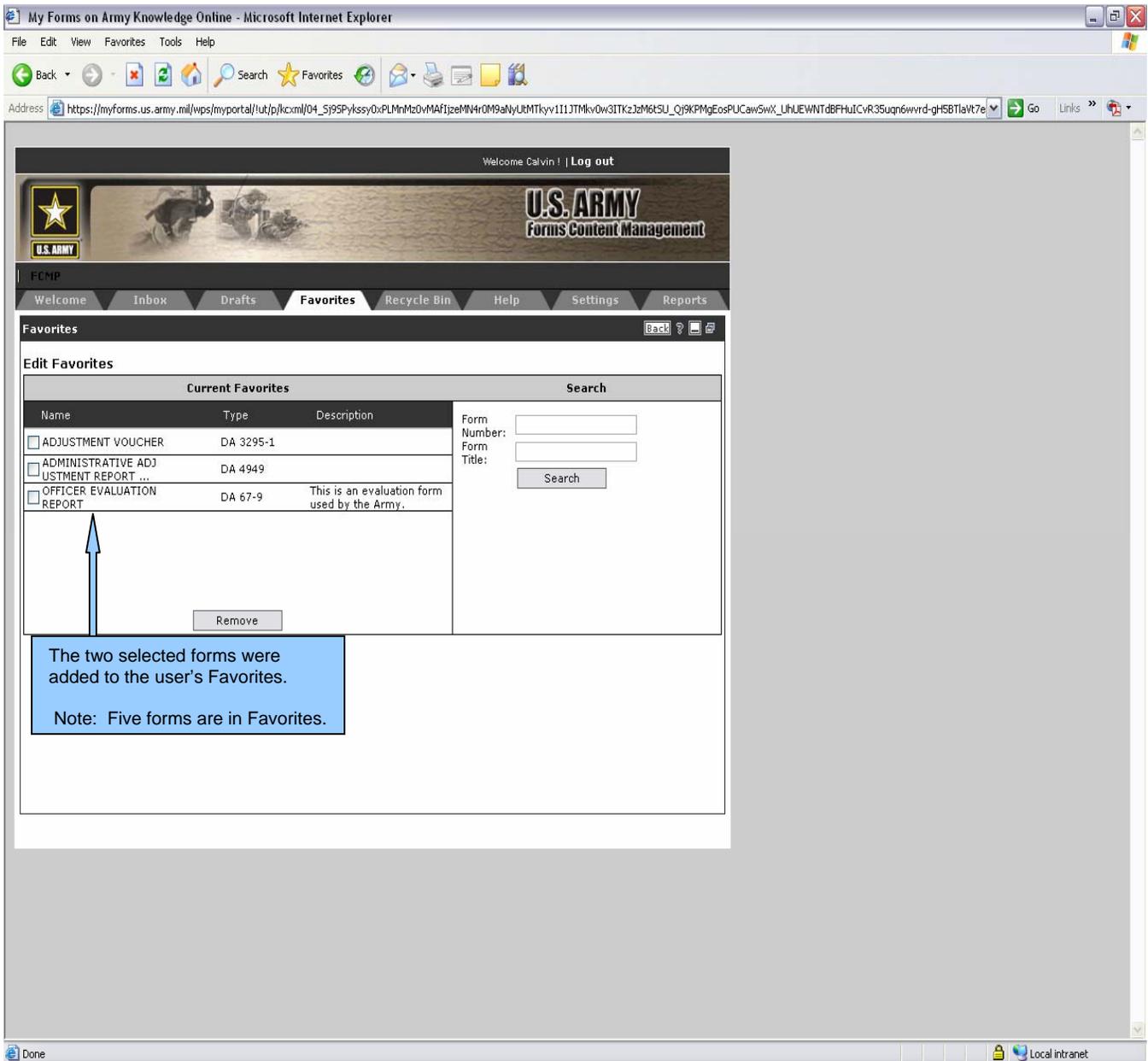


Figure 59 Forms Added Successfully

Favorites – Remove Function

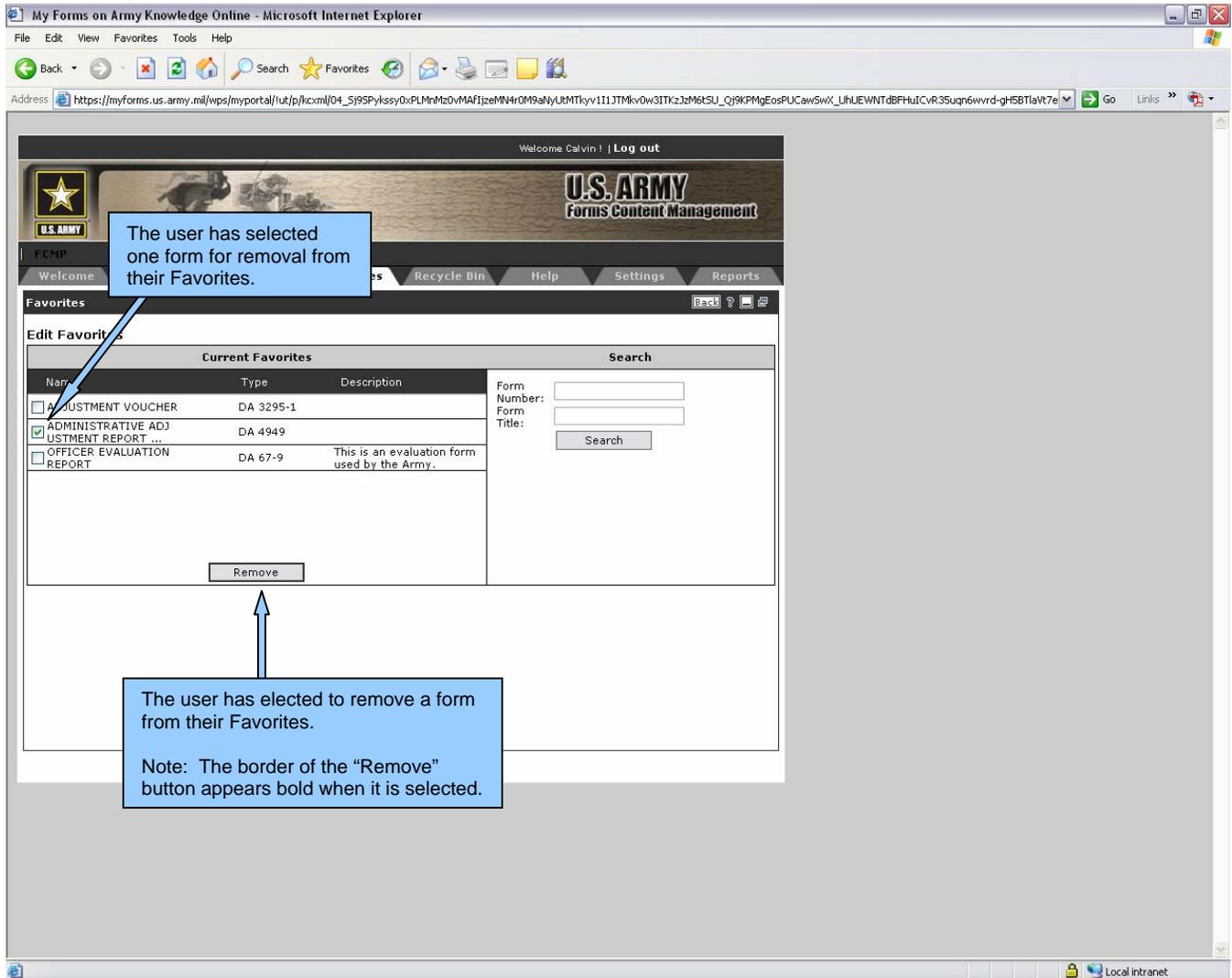


Figure 60 Favorites Remove Function

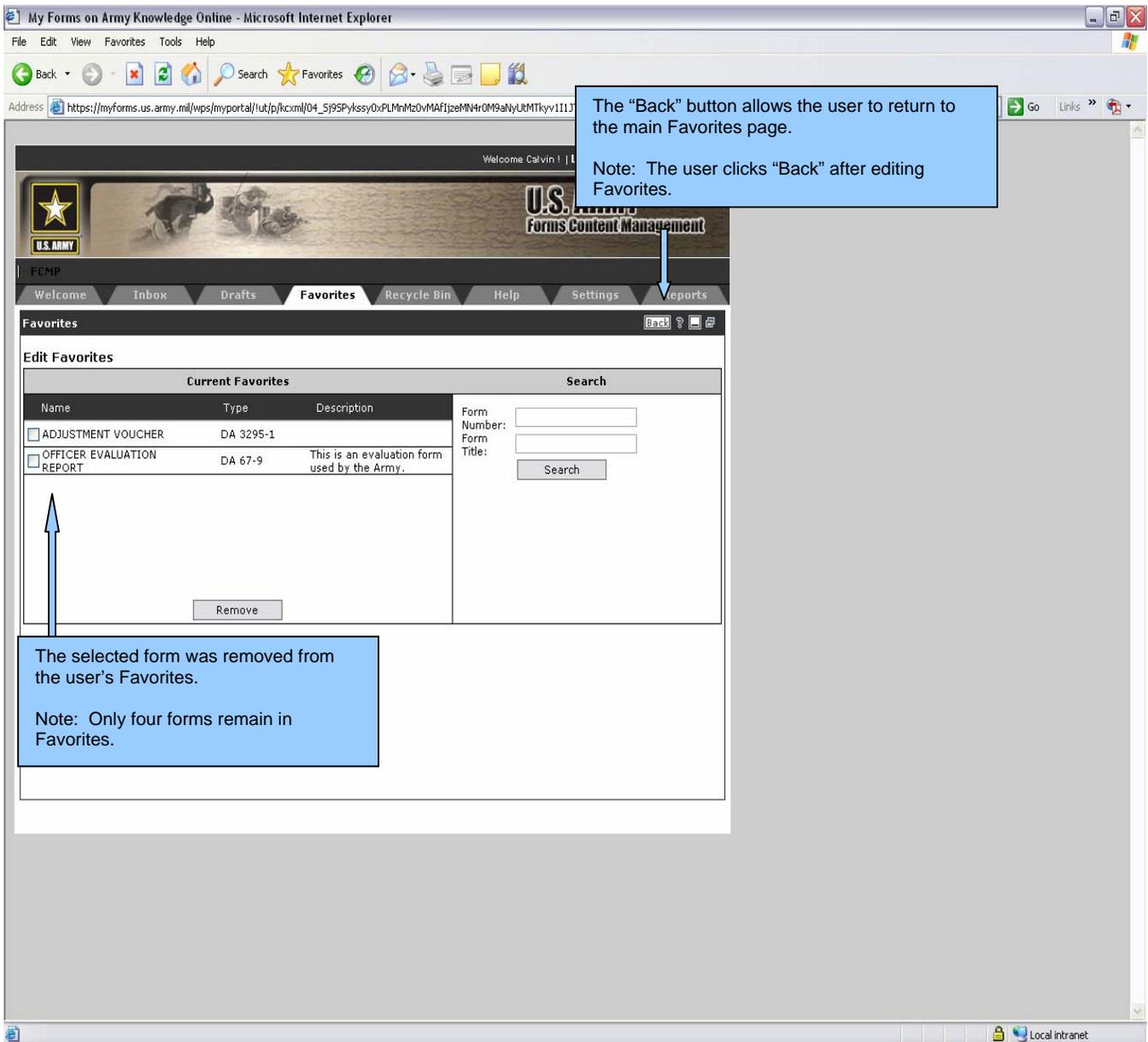


Figure 61 Form Removed Successfully

Favorites – Back Function

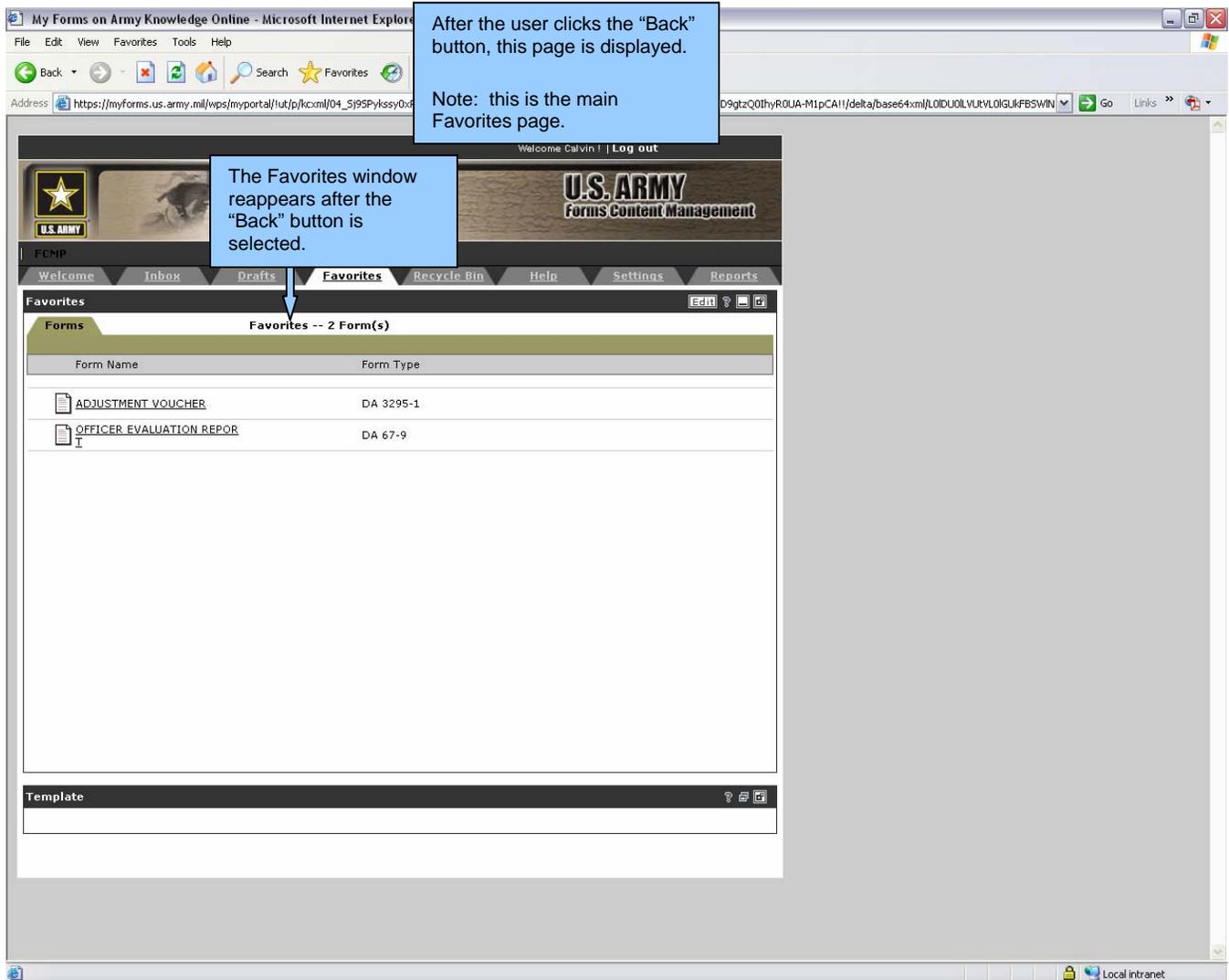


Figure 62 Back Function

Help Page

Frequently Asked Questions (FAQs) and User Guide

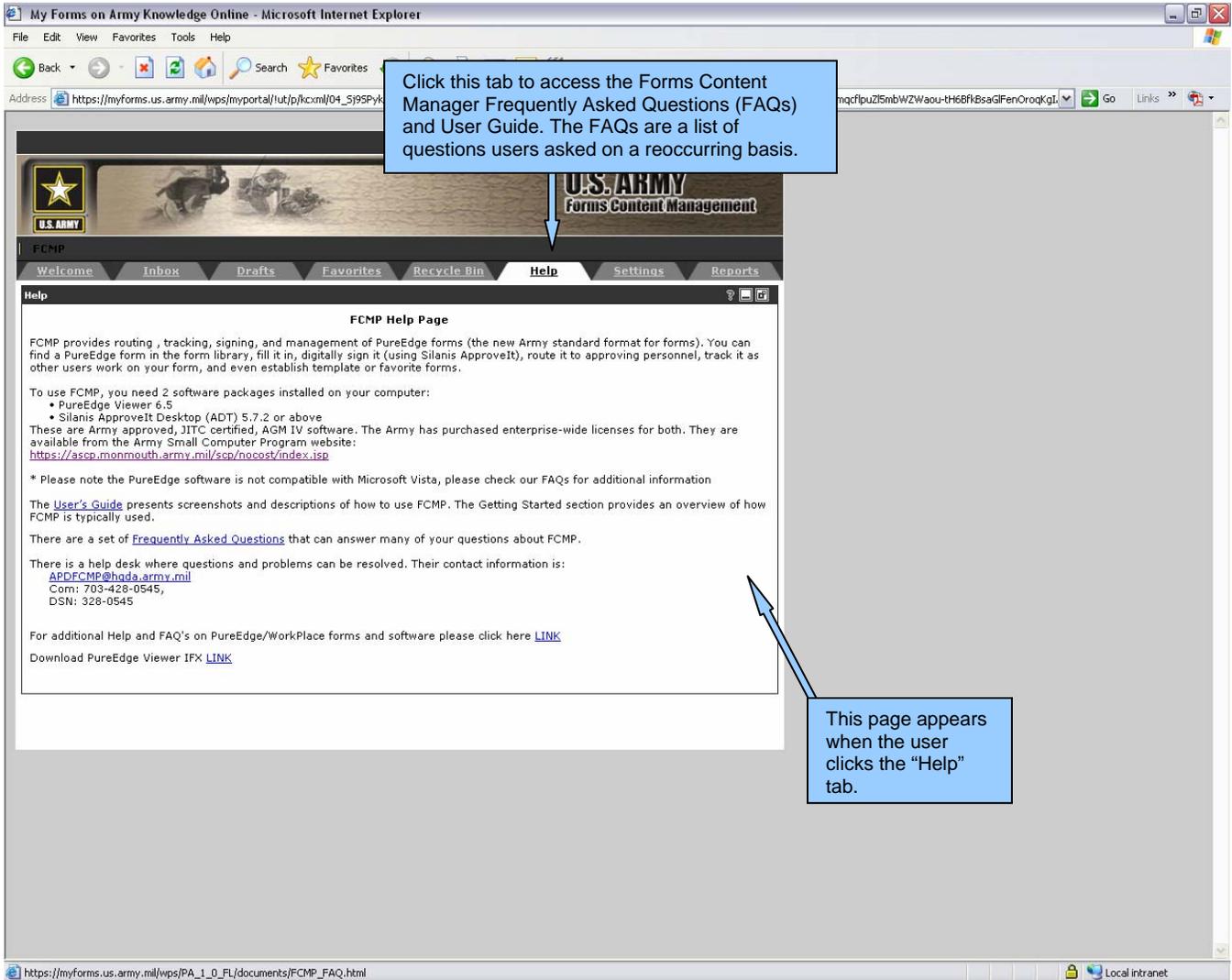


Figure 63 Frequently Asked Questions (FAQs) and User Guide