



LOGISTICS TOOLBOX OVERVIEW

TRAINING REQUIREMENTS

Request for training by Phone: 609-929-7639 Email: trainers@logtool.net

The purpose of the document is to help you prepare for the Logistics Toolbox training and assist the trainers.

Our training emphasis is on using the right logistics tools for your job based on your automation capabilities. Our trainers will give students a wide range of hands-on instruction from the use of Personal Computer Logistics Information Network (PCLINK) to the latest real-time web-based government and commercial logistics systems.

Training ranges from a one-hour executive overview to an eight-hour class with hands-on instruction for many DLA and non-DLA systems (see course details below). We can tailor each class based on local requirements. The hands-on instruction includes checking backorders from your current Material Outstanding File (MOF) and searching for assets from sources including VMISR (Navy), LIDB (Army) and DMRS (DoD surplus). This course is relevant to all logisticians including supply, maintenance, transportation, and medical personnel whether military, civilian or contractor.

For optimal training, we suggest the following:

- Designate one point of contact (POC) to coordinate with our trainers, classroom facilities manager and network administrator (trainers will download PCLINK on student computers).
- The POC provide our designated trainer with phone, fax, cell numbers, email and mailing addresses (civilian) (trainers will send materials prior to training).
 - Provide a classroom that is well lighted and comfortable.
 - Provide personal computers with Internet connection.
 - Provide an instructor computer and projector (when required).
 - Students turn off cell phones and/or pagers.
- Ensure students bring Security Officer information to properly fill out System Access Request (SAR) for PC LINK, WebVLIPS and WebCATS.

- o Security Officer's Name, Phone Number, Fax number, and email address

Our trainers usually arrive on site one day before training begins in order to:

- o Meet and coordinate with the POC.
- o Coordinate with the training room manager and set up classroom.
- o Coordinate with the network administrator to load PC LINK on each computer.
- o Provide the Logistics Toolbox Executive Overview for Senior personnel (if required).

During instruction, students will complete System Access Requests (SAR) for LINK/Web LINK, WebVLIPS, and WebCATS: (**NOTE:** To successfully fill out the forms below, you will need to know your Security Manager's Name, Phone number, Fax number and Email address)

https://www.daas.dla.mil/sar/pclink_sar.html

https://www.daas.dla.mil/sar/webvlips_sar.html

<http://www.dscr.dla.mil/WebCATS/wecatsform.html>

During instruction, students will use the following websites:

<http://logtool.net/> (Logistics Toolbox)

POC should check our training schedule at the following website:

<http://logtool.net/cgi-bin/webevent.cgi?cmd=calmonth&ncmd=startup&cal=cal1>

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Course Outline:

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OBJECTIVES: This course is tailored for each class; in that we use local DoDAAC(s) for backorder queries, assist with technical screening of material and follow-up on requisitions. The outlines below are provided as a guide for each length of time allotted for instruction. Each time segment is geared toward different audiences. Actual material covered is based on class participation.

Executive Overview

1 Hour

Synopsis: Designed as an executive overview. Discuss program development and design, method of instruction

Audience: Senior Management.

Prerequisites: Willingness to support training efforts.

- ❑ OVERVIEW BRIEF
- ❑ Discussion

General Overview and Introduction

1 Hour

Synopsis: Designed as an overview of Logistics Exchange and Logistics ToolBox. Introduction to different automated logistics tools and their uses to assist in technical screening, stock checks, requisitioning and checking status.

Audience: All levels of logistics, support and management.

Prerequisites: None

- ❑ OVERVIEW BRIEF
- ❑ DEMO OF LOGISTICS TOOLBOX
- ❑ COURSE EVALUATIONS (Optional)

Logistics ToolBox Summary Class

4 Hour

Synopsis: Designed to provide to introduce the student to many automated logistics applications. Student will fill out system access request forms, learn how to run queries, data management and batch processing.

Audience: All levels of logistics, support and management.

- ❑ General Overview and Brief
- ❑ Download Page for PC LINK (Review)
- ❑ Demo of LOGISTICS TOOLBOX
 - Technical Screening
 - Stock Check
 - Requisitioning
 - Check Status
- ❑ System Access Request (SAR) forms *

- (* Requires student to have access to PC)
 - o PC LINK/WebLINK
 - o WebCATS
 - o WebVLIPS
- RUN QUERIES in PC LINK (Demo)
 - o Back Orders
 - o Cancellations
 - o 30 Requisitions
- CONVERT TEXT FILES TO SPREADSHEETS (Review/Demo Only)
 - o See Reference Guides
- BATCH UPLOAD (Demo)
 - o DRMS
 - o VMISR
 - o DSS
- COURSE EVALUATIONS

Logistics ToolBox Class

8 Hour

Synopsis: Designed to provide the student hands-on examples of many automated logistics applications. Student will use their own DoDAAC/UIC to run queries, data management, and batch processing.

Audience: All levels of logistics, support and management.

- 4 Hour Program
- HANDS-ON NAVIGATION OF LOGISTICS TOOLBOX
 - o Technical Screening
 - o Stock Check
 - o Requisitioning
 - o Check Status
 - o Client-Server and Web Server applications
 - DLA
 - Service-Specific
 - Commercial
- RUN QUERIES (exercise)
 - (* Students will be given a training login/password)
 - o Back Orders
 - o Cancellations
 - o 30 Requisitions
- CONVERT TEXT FILES TO SPREADSHEETS (Exercise)
 - o Reference Guides
- BATCH UPLOAD (examples)
 - o SAMMS
 - o LOGRUN
 - o DRMS
 - o LIDB

- VMISR
- DSS
- TRAINING LINKS
- OTHER LINKS

COURSE EVALUATIONS