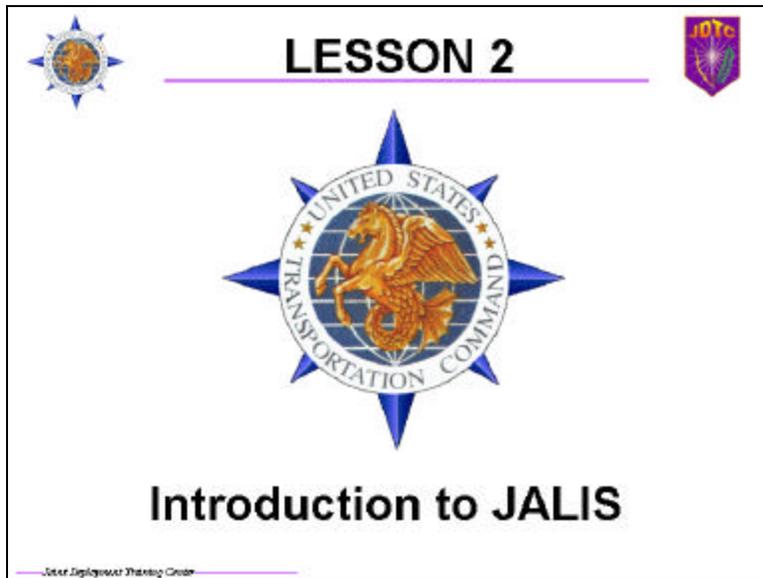


LESSON 2. INTRODUCTION TO JALIS

Setup. To accomplish this lesson, you will need access to a computer with connectivity to JALIS and a web browser.



Slide 2-1. Introduction to JALIS

Terminal Learning Objective:

Given an operational JALIS environment, explore the functionality of the JALIS system and the JALIS home page.

Enabling Learning Objectives:

1. Given instruction, become familiar with the functionality of JALIS.
2. Given instruction, successfully navigate through JALIS menus and screens.
3. Given instruction, bookmark a request.
4. Given instruction, query a request in JALIS.
5. Given instruction, print a Flight Advisory Message.
6. Given instruction, e-mail a Flight Advisory Message.
7. Given instruction, become familiar with the contents of the JALIS home page.

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LESSON 2. INTRODUCTION TO JALIS

Terminal Learning Objective:

Given an operational JALIS environment, explore the functionality of the JALIS system and the JALIS home page.

A slide titled "We will cover..." with a blue compass rose icon on the left and a purple shield icon on the right. The slide lists five bullet points: JALIS Operating Environment, General Navigation in JALIS, How to Print JALIS Reports, How to E-Mail JALIS FADVs, and JALIS WWW Applications. At the bottom left, there is a small text label "Joint Deployment Training Center".

- JALIS Operating Environment
- General Navigation in JALIS
- How to Print JALIS Reports
- How to E-Mail JALIS FADVs
- JALIS WWW Applications

Slide 2-2. We will cover...

Lesson Overview. The history of OSA scheduling and JOSAC's CONOPS were discussed during the previous lesson. During this lesson you will learn about the JALIS environment, general navigation in JALIS, bookmarking, and E-mail and printing capabilities. Additionally, you will cover World Wide Web (WWW) applications that, although not in JALIS, can assist in the scheduling process.

Transition. As with any application, you need to have an understanding of how it came about and what it is used for. First, you will learn the purpose and history of JALIS.

OBJECTIVE 2-1. Given instruction, become familiar with the functionality of JALIS.

I. **JALIS.** JALIS is the computer system used to accomplish OSA requesting, scheduling, and reporting.

A. **Purpose.** The purpose of JALIS is to provide centralized on-demand air logistics requesting, planning, scheduling, and messaging for joint Services OSA. It also provides historical airlift data and some reporting capabilities.

B. **History.** Simply stated, JALIS is a centralized, multi-user, menu-driven information system using relational database management technology. ORACLE was chosen because of its portability between environments enabling JALIS to run on a number of different platforms. The JALIS application uses Metaframe system software for thin-client/server computing. JALIS is installed on a multi-processor UNIX operating system. It has been established as the DoD standard for on-demand logistics airlift scheduling and consolidation of historical airlift data. As you remember, JALIS replaced NALIS and is used to schedule OSA assets for the military Services at the direction of USTRANSCOM.

Transition. Now that you have reviewed the purpose and history of JALIS, you need to set the stage for the actual system itself.

C. Terminal Hardware and Software Components. JALIS operates at three CONUS locations (NALO, New Orleans, LA; USTRANSCOM, Scott AFB, IL; OSAA, Fort Belvoir, VA) and three Navy OCONUS sites (Bahrain, Japan, and Italy).

1. **Hardware.** There are currently two methods used to establish a terminal connection to JALIS.

a. **Modem Session.** When you establish a modem session from a personal computer (PC) to another remote computer, you are making a telephone call from one system to another.

b. **Telecommunications Network (TELNET) Session.** TELNET is the Internet standard protocol for remote terminal connection services. It is also a term used to describe the act of accessing a remote computer system through a combination of one or more local area, wide area, or metropolitan area networks. When you TELNET from a local terminal to any other remote computer, you are establishing a logical connection through a combination of network cables, satellite transmissions, and, in some cases, telephone cabling.

c. **Web.** At some point in the future, many users will be able to access JALIS through a web browser.

2. **Software.** The software required to access JALIS is Citrix WinFrame, which may be installed on your workstation by downloading it via the Internet or your intranet. This thin client application software executes 100% on the JALIS server and only updates the screen. Because mouse movements and keystrokes are transmitted over the network while all logic functions are executed on the server, users enjoy high performance, regardless of available bandwidth. Users working remotely can dial into the JALIS server and obtain local area network (LAN)-like application performance. The WinFrame software was chosen because of its capability to centrally deploy applications across heterogeneous computing environments to users of a wide range of hardware, operating platforms, and network connections.

Note. You will need to operate a Disk Operating System (DOS) or Windows system to use WinFrame.

D. Procedures for Requesting Permissions. As with all major computer systems there are certain procedures that must be followed to obtain permission to access the system.

1. **Request for Permissions.** You may enter your account application over the internet from the JALIS web page. The agency that provided the training will certify that you have been trained. The Programs, Analysis, and Systems Management (PASM) shop at JOSAC will set up your userid and pass the approval along to the JALIS Systems Administrators who will actually create your account. The system will send you an email stating that your account has been created and tell you what to do to activate it. The whole process is done electronically. Navy users will have to complete a NALO form 5280.1E, User Access Request, discussed later in this lesson and fax it to NALO to get your account set up in the Navy system.

Note. The Terminal Area Security Officer (TASO) is a JALIS specific term for the security person associated with JALIS.

2. **Types of Permissions.** The four most commonly assigned permissions are System Administration, Scheduler, Requester, and Squadron User.

a. **System Administration (SA).** The system administrators are responsible for the technical side of JALIS. These people build, back up, and maintain the database; and grant end-user permissions. They are also responsible for assisting the users with database and other technical problems.

b. **Scheduler.** The schedulers have the capability to create, review, and modify any data associated with airlift schedules.

c. **Requester.** The requesters have permissions for maintaining passenger files; creating, maintaining, and reviewing airlift requests; displaying flight advisories; displaying mission itineraries; and entering proposed plans for flight routes.

d. **Squadron User.** The squadron user permissions are associated with data about actual aircraft and the missions they perform. These will be “in the field” permissions to ensure the aircraft, aircrew, and flight hour information is accurate and post mission reporting is accomplished.

3. **User Identification (ID) and Password.** Authorized users are required to have a User ID and password. User IDs are issued by the SA/Functional Manager. Users create their own passwords within the following guidelines:

- All passwords will expire every 90 days and they cannot be re-used for 7 password changes.
- Passwords must be at least 8 characters long
- They must contain at least one upper case letter (ex. J)
- They must contain at least one lower case letter (ex. j)
- They must contain at least one numeral character (ex. 1)
- They must contain at least one special character (ex. @)
- They cannot contain your user name or any part of your full name (ex. JOE)

4. User IDs and passwords are assigned to individuals and **ARE NOT TO BE SHARED** with other JALIS users. Each user must have and use his or her own account. Sharing of accounts is grounds for termination of the account.

Transition. Now that user permissions and procedures to obtain a User ID and password have been covered, you will be introduced to the procedures used to logon to JALIS.

E. **Accessing JALIS by Dial-up Modem.** Your SA should be consulted and should be a great help in setting up your system properly. You will first have to dial in to the JALIS servers. Then you can logon to JALIS using the ICA icon. Check with your SA for exact procedures at your location if you are not sure how to configure your software properly. If you are accessing JALIS from a broadband modem (cable or Digital Subscriber Line (DSL)), there is no special configuration required. It works just like the TELNET connection discussed below.

F. **Accessing JALIS by TELNET.** Accessing JALIS can be accomplished with a PC connected to a LAN.

1. **Establishing a TELNET Session.** Start a WinFrame software session by double clicking on the appropriate icon on your desktop and logon to JALIS. The ICA file is designed to balance the load among the JOSAC servers. Procedures for accessing the NALO and OSAA servers may differ somewhat.

2. **Terminating a TELNET Session.** Properly exiting JALIS will automatically close the WinFrame window and terminate your TELNET connection.

G. Logging onto JALIS. As mentioned before, there are two ways to logon to JALIS: TELNET or modem. Once the computer is on, the Windows Desktop will appear (similar to that shown in Figure 2-1), depending on your operating system.

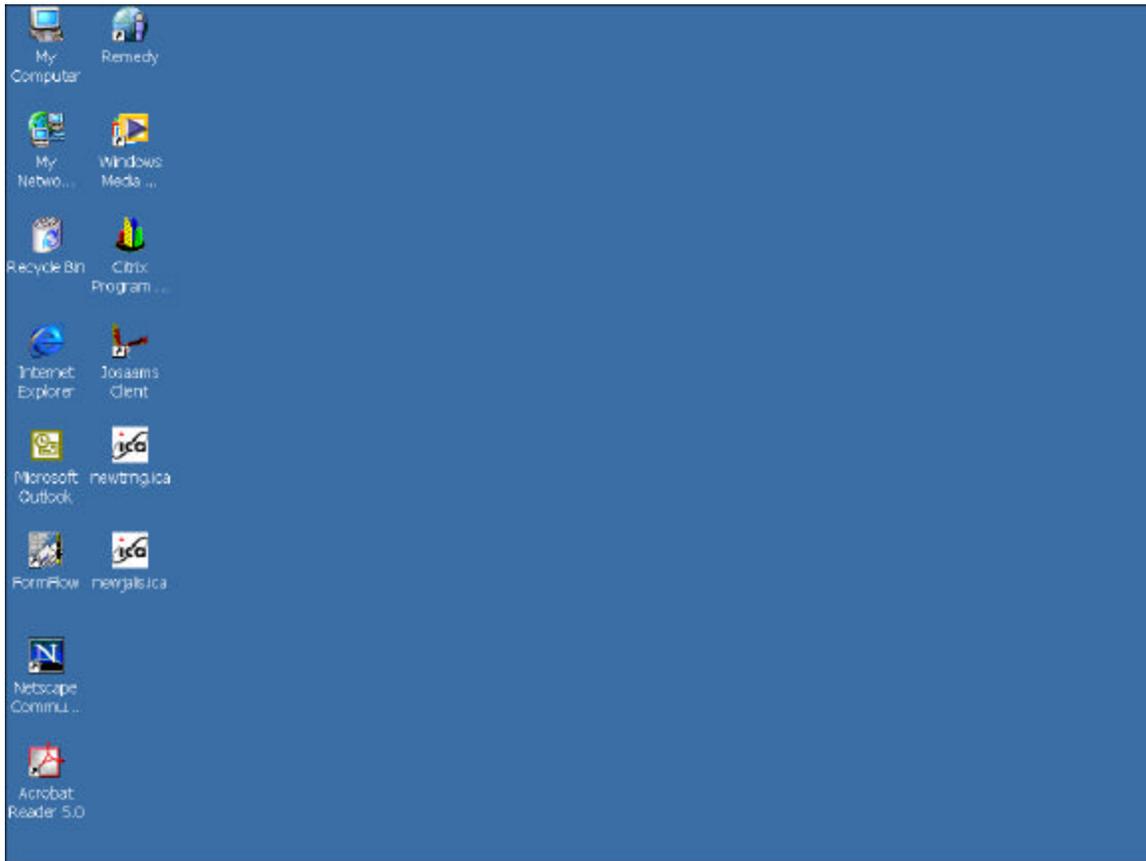


Figure 2-1. Windows Desktop

Note. The comment column of the keystroke tables throughout this training manual will sometimes offer alternate methods to perform the same function.

Note. The newtrng.ica icon referred to throughout this Training Manual is the icon used in the classroom. The icon to be used outside the classroom is newjalis.ica.

LOGON			
Step	Activity	Anticipated Result	Comment
1 of 4	Double Click on the newtrng.ica icon.	JOSAC JALIS Message screen (Fig. 2-2) displays.	READ THE MESSAGE! It will change from time to time and should be read as it frequently contains important information regarding policy or system changes.

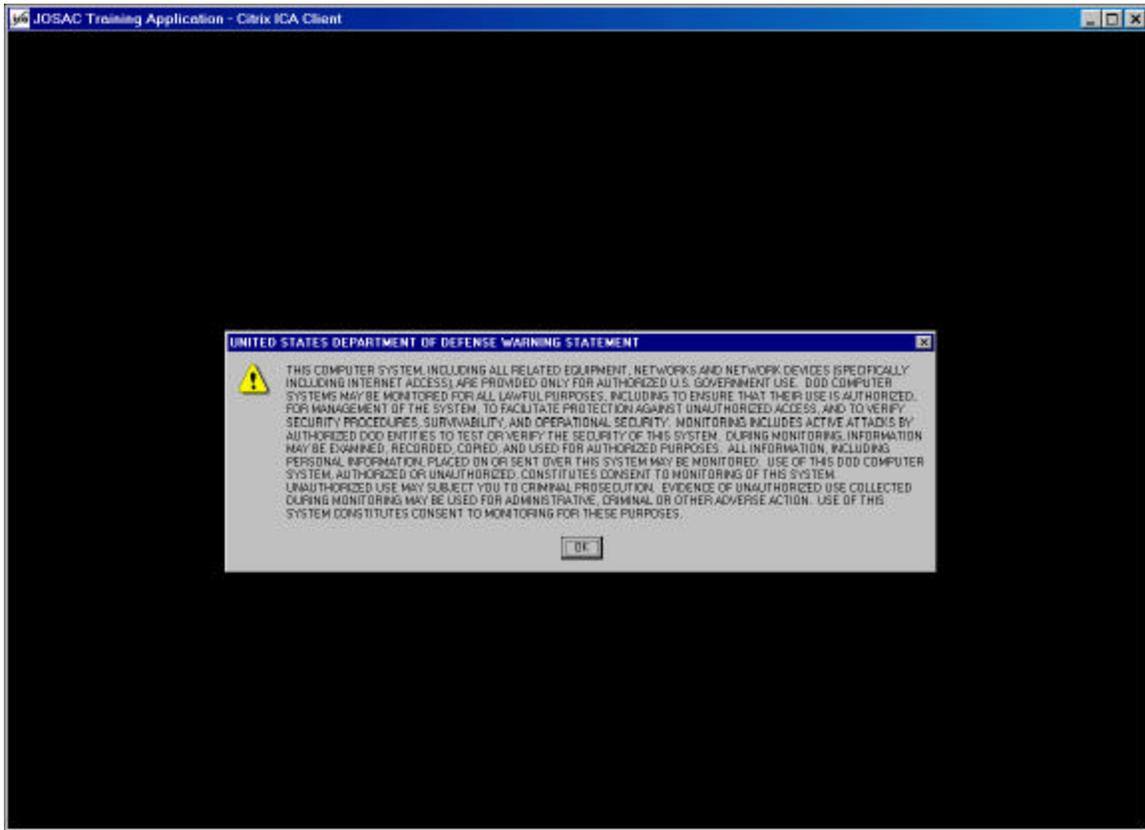


Figure 2-2. JOSAC JALIS Message Screen

LOGON			
Step	Activity	Anticipated Result	Comment
2 of 4	Click on the OK button.	Logon Information screen (Fig. 2-3) displays.	

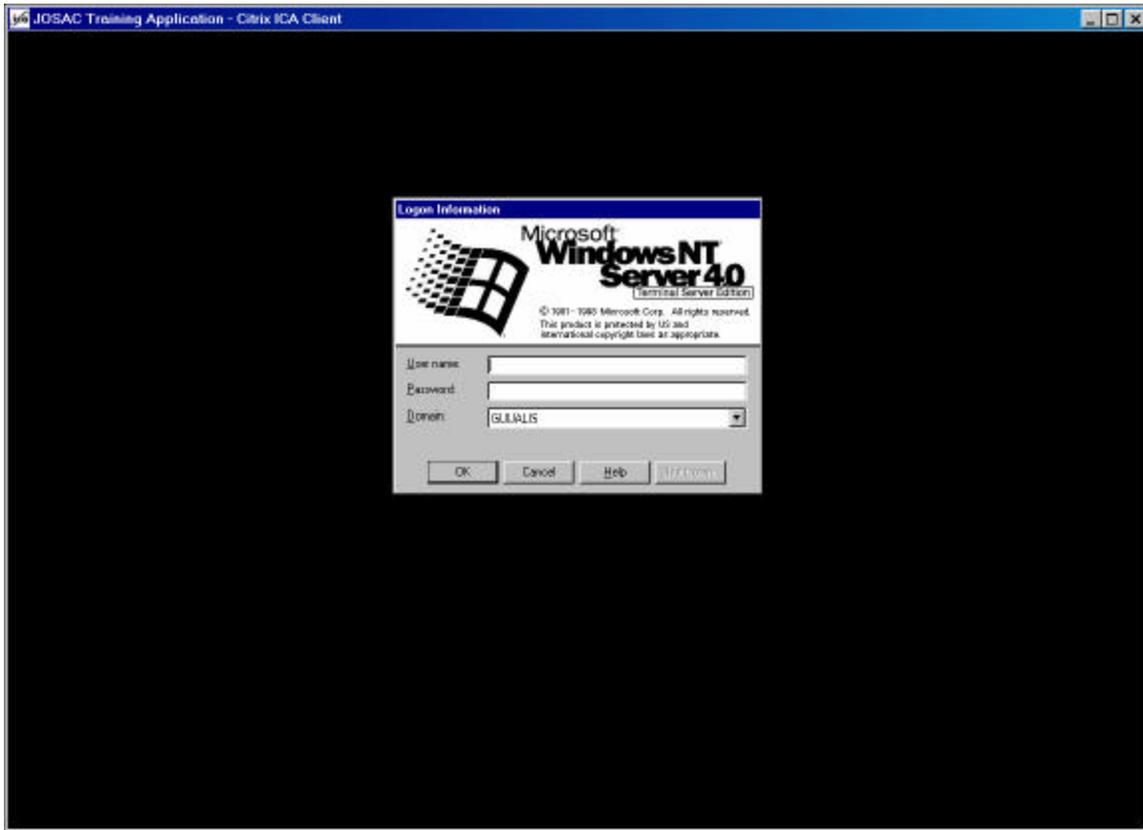


Figure 2-3. Logon Information Screen

LOGON			
Step	Activity	Anticipated Result	Comment
3 of 4	Type {your assigned username}. Press <Tab> .	The information you typed displays in the Username: field. Cursor moves to the Password field.	Username and Password will be provided by the instructor.
4 of 4	Type {your assigned password}. Press <Enter>.	Asterisks display in the Password: field. Joint Air Logistics Information System Welcome screen (Fig. 2-4) displays.	You may also Click on the OK button.
<p>Note. If your logon does not work after three tries, your account will be locked, so enter the information carefully. The password is case-sensitive; the username is not. To get your account unlocked you will have to call the USTRANSCOM Help Desk.</p>			

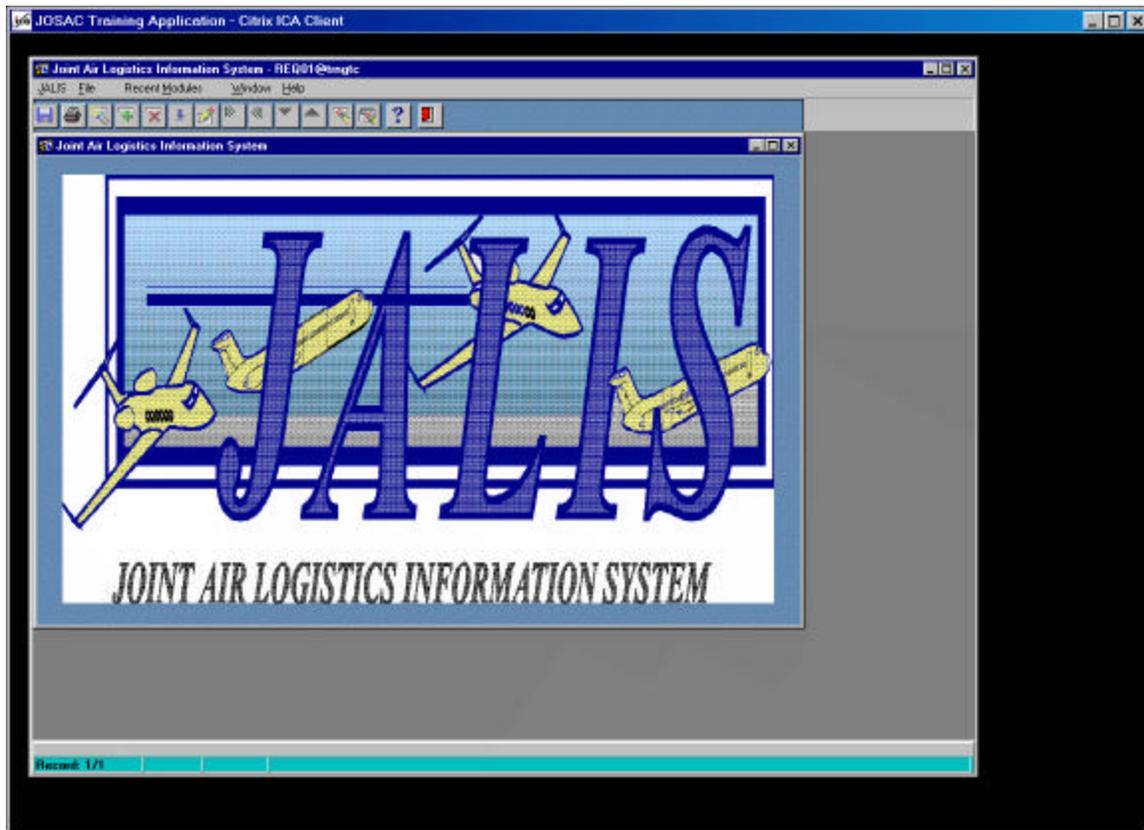


Figure 2-4. Joint Air Logistics Information System Welcome Screen

Objective Summary. You should know by now the JALIS was originally developed by the Navy, you must have a userid and password to access the system, and that it is used to request, schedule, and report OSA airlift.

Transition. Now that you are logged into JALIS, you need to know how to navigate through the system.

OBJECTIVE 2-2. Given instruction, successfully navigate through JALIS menus and screens.

II. **JALIS Environment.** JALIS functions in a windows-based environment and operates from a menu and sub-menu system. Like other Windows applications, you can operate using menu options (with pull-down and cascading menus), icons from the toolbar, or keystrokes.

Note. Although JALIS looks like most other Windows programs, it does not always function as you might expect it to function. JALIS is an older program that has been adapted to the Windows environment.

A. **Key Conventions.** Throughout the course you will find keystroke tables that contain specific activities for you to follow. Items contained within < > indicate specific keys that are to be used. For example, <↓> means the down arrow key. Items contained within the { } brackets designate specific items that must be typed in the specific field. For example, {your password} would indicate you should type your exclusive password. Items contained within “ ” designate specific items that must be typed just as presented in the specific field. Items in bold with the word tab, button (or navigation button) following indicate you need to click on the appropriate tab or button. Items in bold with the word icon following indicate you need to click on the appropriate icon. For example, click on the **SAVE** icon means you would click on the icon that looks like the computer disc. Items

in bold with the words menu option following indicate you need to click on the appropriate word on the menu bar. For example, click on the **JALIS** menu option means you would click on the word **JALIS** on the menu bar.

Note. You can also use alternate keystrokes to activate menus and submenus, e.g., <Alt + J> would activate the JALIS menu and <S> would activate the Flight Scheduling and Modifications submenu.

B. Menu Bar. JALIS is a menu-driven system. The Menu Bar is the rectangular area at the top of the screen that contains the titles of eight pull-down menu options with various applications. They include the JALIS, File, Edit, Record, Query, Recent Modules, Window, and Help menus. Only five of these are available on the Welcome Screen. Selecting an option on the JALIS menu leads you to submenus. These submenus allow you to access specific options.

1. **Main Menu Bar Navigation.** Menu options are selected by clicking on the appropriate selection. Pull-down menu options will further define your selections.

MENU BAR			
Step	Activity	Anticipated Result	Comment
1 of 10	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 2-5 through Fig. 2-7) displays.	You may also Press < Alt + J >.
Note. The pull-down menu you receive depends on your permissions and your role in JALIS			

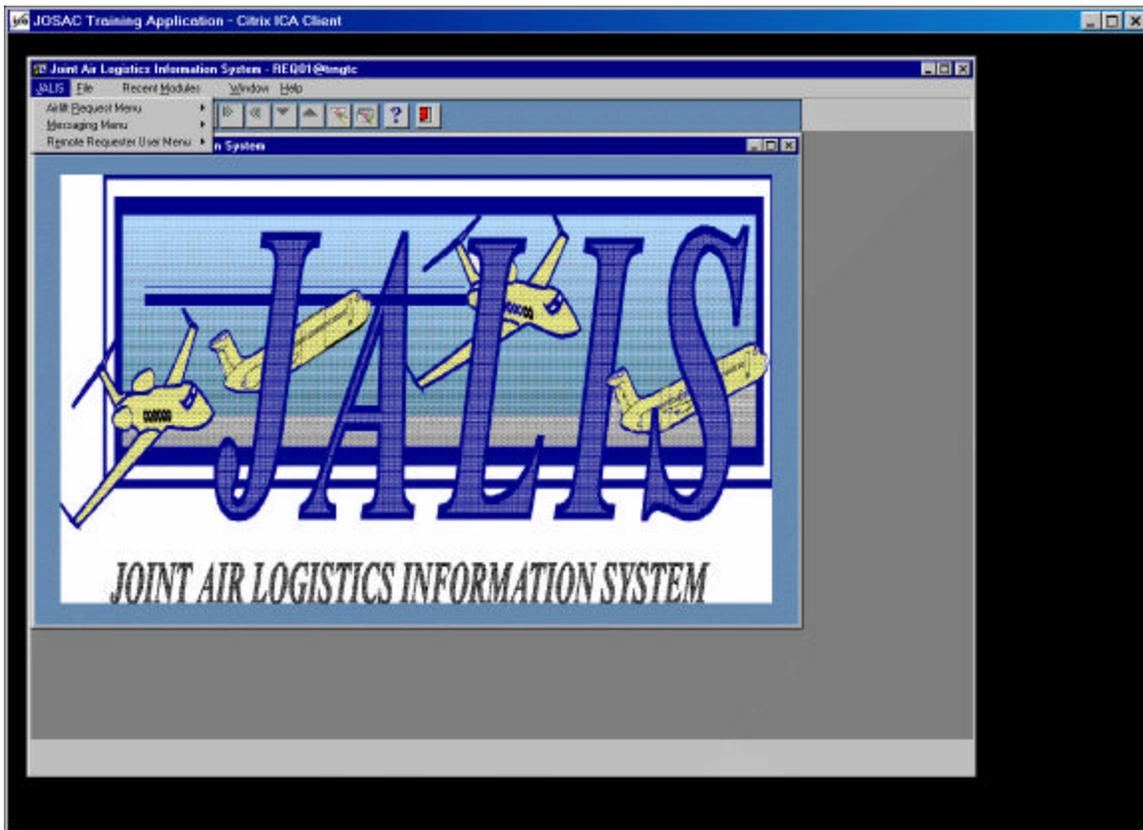


Figure 2-5. Requester Pull-down Menu

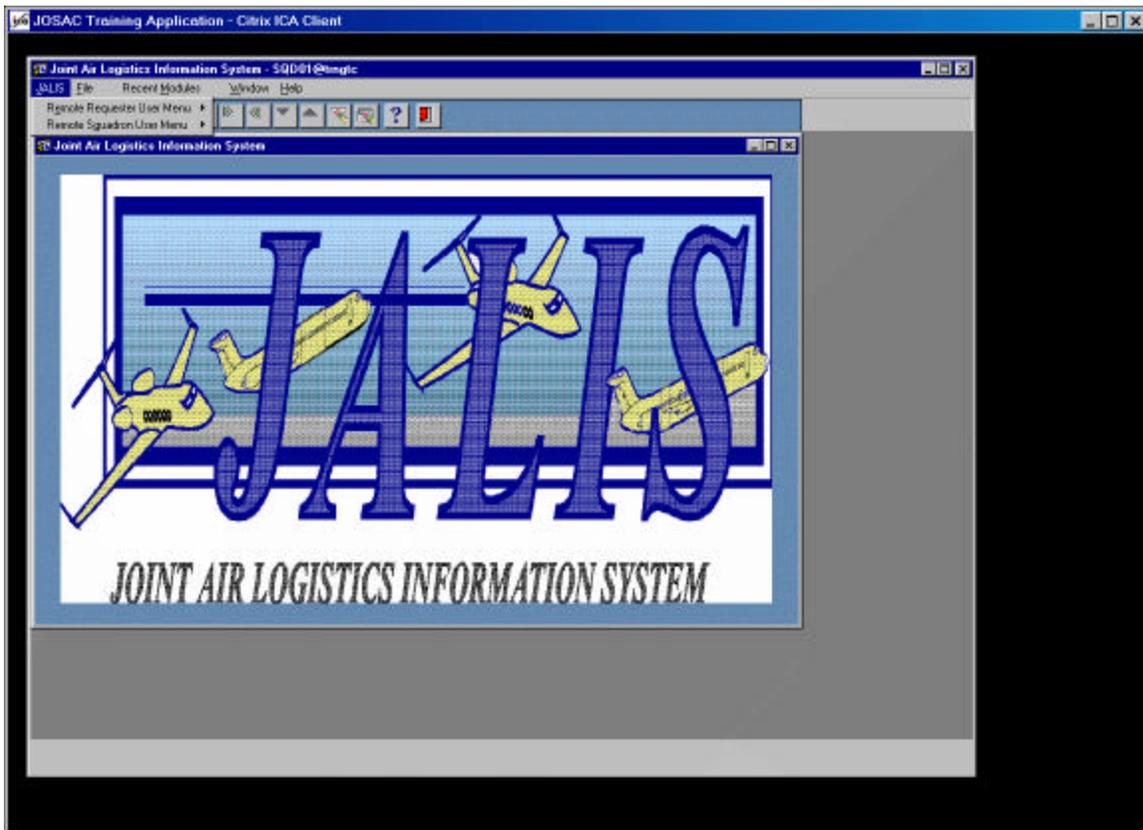


Figure 2-6. Squadron User Pull-down Menu

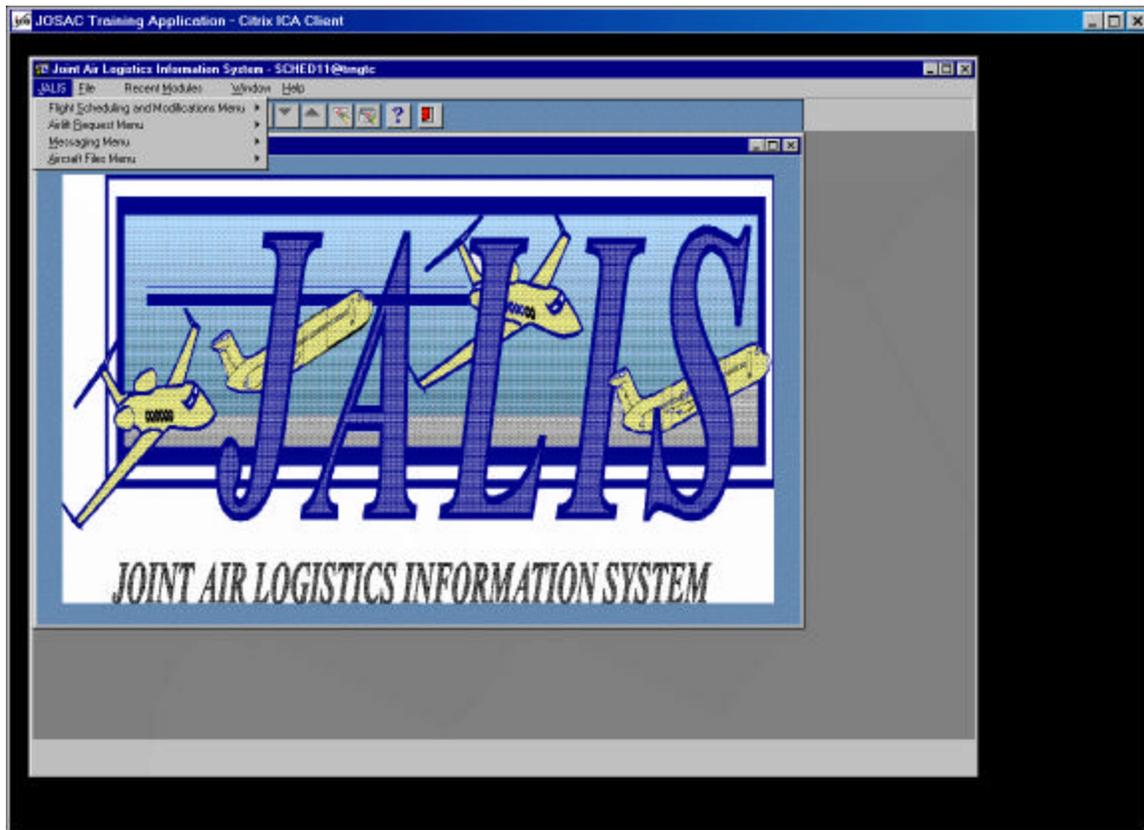


Figure 2-7. Scheduler Pull-down Menu

2. **JALIS Pull-down Menu.** The type of permissions you have (requester/validator, squadron user, or scheduler) determines which JALIS pull-down menu you encounter. The appropriate menu options for your role are depicted in Figures 2-5 through 2-7 and vary depending on whether you are a requester/validator, squadron user, or scheduler.

- a. **Flight Scheduling and Modifications Menu.** Submenus contain the modules required for building missions. This menu option is part of the scheduler permissions (Figure 2-7).
- b. **Airlift Request Menu.** Submenus contain the modules required for building requests. This menu option is part of the requester/validator permissions (Figure 2-5) and scheduler permissions (Figure 2-7).
- c. **Messaging Menu.** Submenus contain the modules required for generating and releasing mission messages. This menu option is part of the requester/validator permissions (Figure 2-5) and scheduler permissions (Figure 2-7).
- d. **Aircraft Files Menu.** Submenus contain the modules required for checking and changing the availability of aircraft, unit of assignment, available configurations, etc. This menu option is part of the scheduler permissions (Figure 2-7).
- e. **Remote Requester User Menu.** Submenus contain the modules required for generating requests, which include entering and maintaining passenger data, entering and modifying requests, displaying flight advisories, and tracking the status of

requests. This option is for remote requesters without validation or verification authority (Figure 2-5) and squadron users (Figure 2-6).

f. **Remote Squadron User Menu.** Submenus contain the modules required for units flying missions in support of JOSAC tasking to display flight advisories for missions, input aircraft status, maintain Logistic Flight Records, and create Aviation Exception Reports. This option is for squadron users (Figure 2-6).

g. **Squadron Administration Menu, Data Administrator Maintenance Menu, Data Administrator Reports Menu, Systems Department Menu, System Administration Menu, and the four Programmer's Menus.** These menus are reserved for Systems Administration personnel, program developers, and database maintenance personnel.

h. **Plans and Analysis Reports Menu.** Submenus contain required modules for the PASM team of JOSAC. The permission for this menu option is restricted to the PASM team of JOSAC.

Note. Grayed out menu options are not available.

MENU BAR			
Step	Activity	Anticipated Result	Comment
2 of 10	<p>Click on the Airlift Request Menu option.</p> <p>Squadron Users Click on the Remote Requester User Menu option.</p>	<p>Airlift Request cascading menu (Fig. 2-8) displays.</p> <p>Remote Requester User cascading menu displays.</p>	<p>You may also Press <R>.</p> <p>You may also Press <Q>.</p>

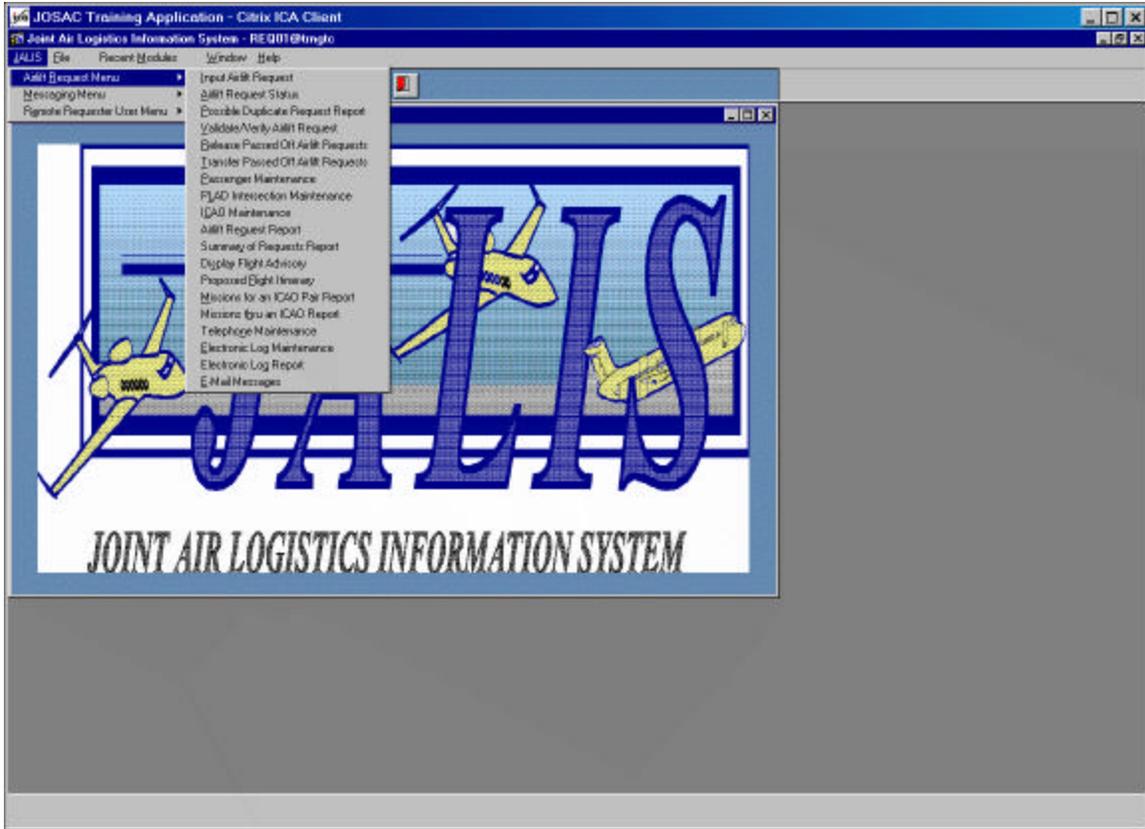
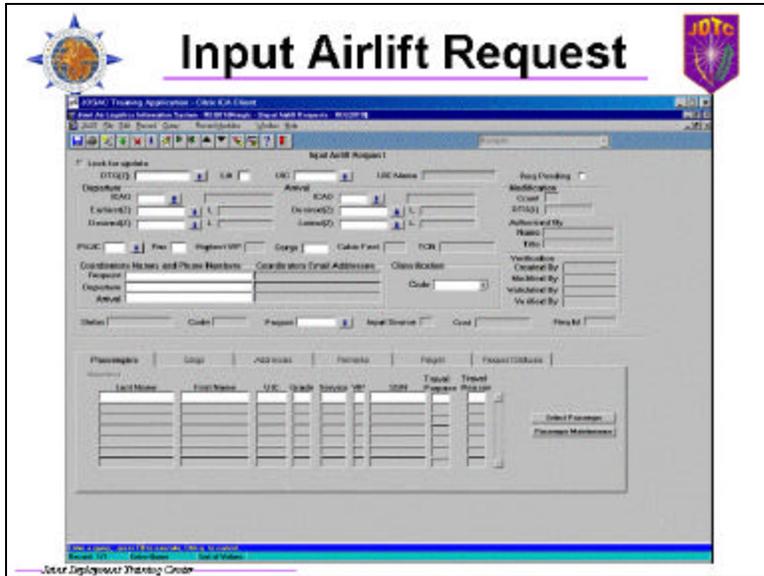


Figure 2-8. Airlift Request Cascading Menu

MENU BAR			
Step	Activity	Anticipated Result	Comment
3 of 10	Click on Input Airlift Request .	Input Airlift Request screen (Fig. 2-9) displays.	You may also Press <I>.



Slide 2-3. Input Airlift Request Screen

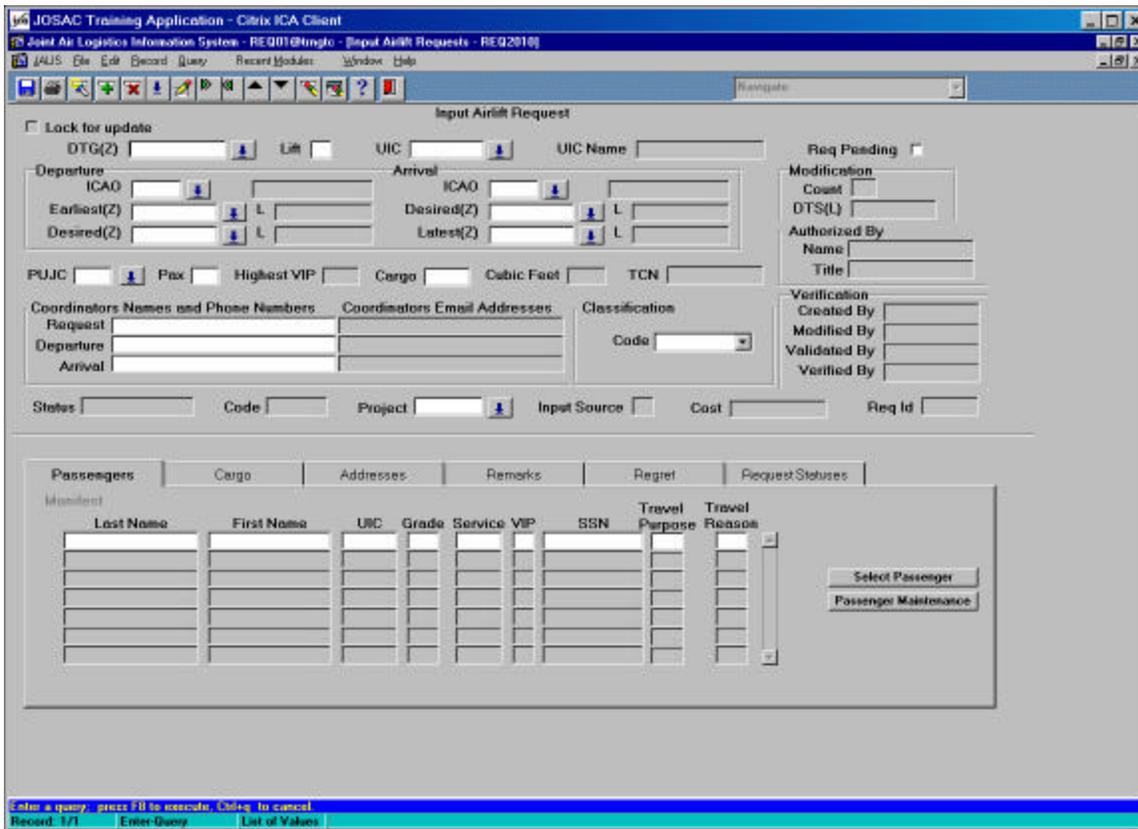


Figure 2-9. Input Airlift Request Screen

Note. You should notice that JALIS has automatically expanded the window when this large screen opens. If you are working on some of the smaller screens, you may wish to expand the window by clicking on the Restore symbol at the top right corner of the middle window.

MENU BAR			
Step	Activity	Anticipated Result	Comment
4 of 10	Click on the File menu option.	File pull-down menu (Fig. 2-10) displays.	You may also Press <Alt + F>.

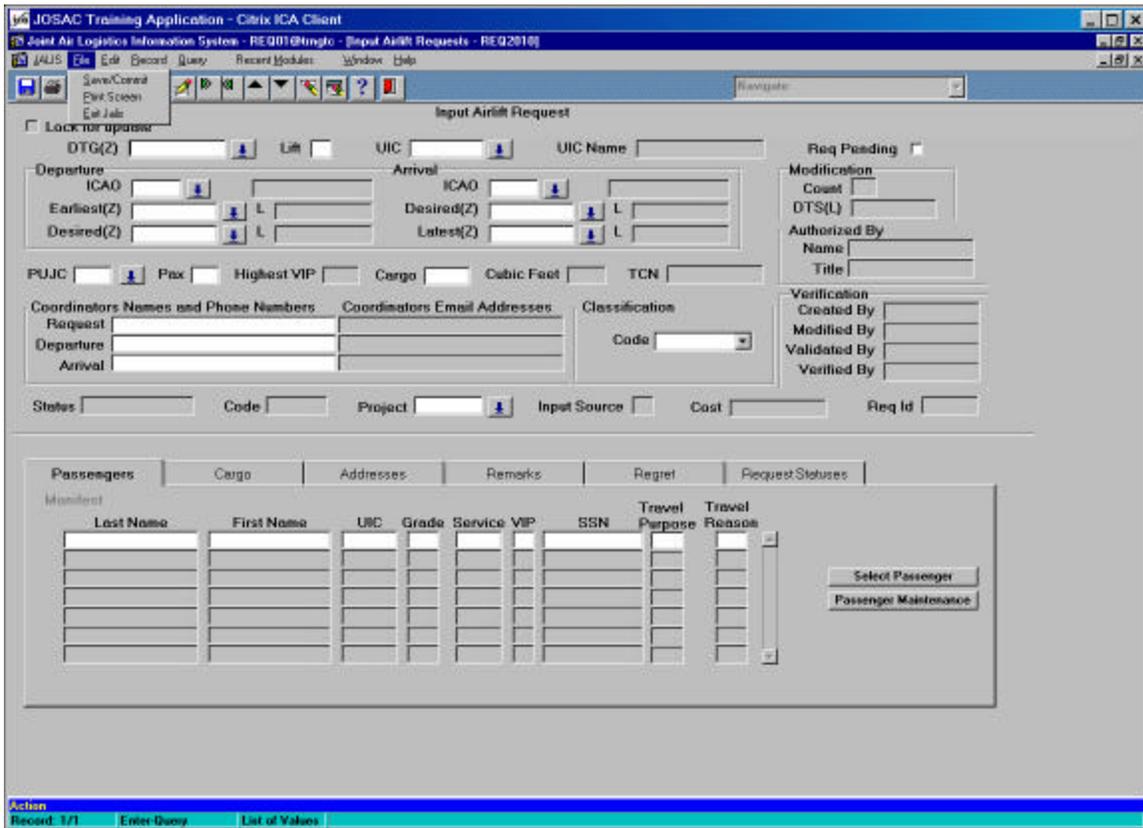


Figure 2-10. File Pull-down Menu

3. **File Pull-down Menu.** The File pull-down menu has three options: Save/Commit, Print Screen, and Exit JALIS.

- a. **Save/Commit.** This option saves your data. This function is not automatic in all modules. You should save (commit) your work at the end of every block or screen.
- b. **Print Screen.** This option allows you to print the current screen (see Appendix M).
- c. **Exit JALIS.** Selecting this option will exit you from the current module or screen. If you are on the JALIS Welcome screen, you will exit JALIS. It will also cancel the Query mode if you are in the Query mode.

MENU BAR			
Step	Activity	Anticipated Result	Comment
5 of 10	Click on the Edit menu option.	Edit pull-down menu (Fig. 2-11) displays.	You may also Press <Alt + E>.

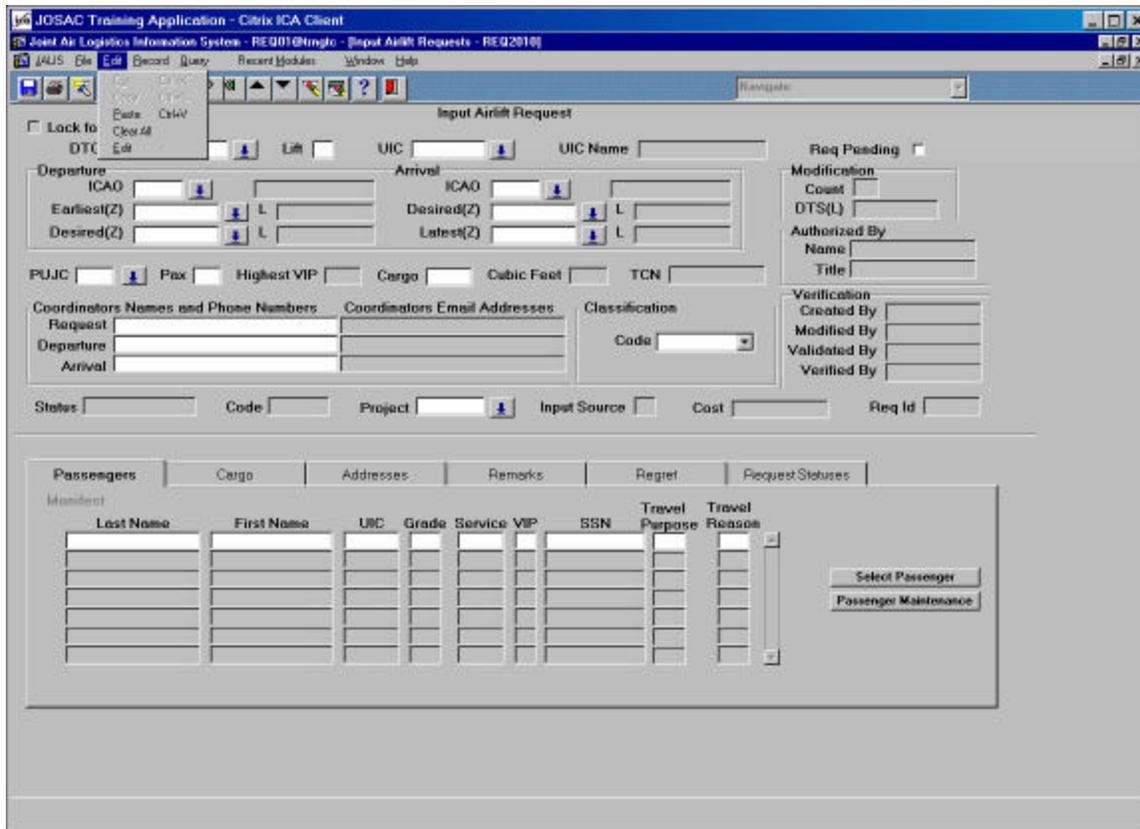


Figure 2-11. Edit Pull-down Menu

4. **Edit Pull-down Menu.** The Edit pull-down menu has five options: Cut, Copy, Paste, Clear All, and Edit.
- a. **Cut, Copy, Paste.** These are typical windows functions and are displayed in black when they are available.
 - b. **Clear All.** This option clears all the records out of a collection. The database is not affected.
 - c. **Edit.** This option launches the Notepad text editor program if selected from a free-type field.

Note. Certain fields within JALIS allow you to enter free-type text describing a condition or noting important information. When typing this information, you may like a larger workspace so you can see all that you have typed, rather than only the portion visible in the field. You can access Notepad by either clicking on the Edit icon (the

writing pencil icon) on the toolbar or by clicking on the Edit pull-down menu and choosing Edit. When you select Edit, Notepad will pop up. Type in your text. Select File from the Notepad menu bar (**NOT** the JALIS menu bar). Select Save from the drop-down menu (**NOT** the Save icon on the JALIS toolbar), which will save the text you have just entered. Select File from the Notepad toolbar again. Select Exit. You will return to the screen you were on and the data you typed in will appear in the field. Using Notepad with JALIS requires caution. The important thing to remember is to work **ONLY** within the Notepad window when you have Notepad open. Clicking anywhere outside the window will lock up your session. Since the latest update to JALIS changed all the remarks fields to text editors, there is really not much need to use the Edit function.

MENU BAR			
Step	Activity	Anticipated Result	Comment
6 of 10	Click on the Record menu option.	Record pull-down menu (Fig. 2-12) displays.	You may also Press <Alt + R>.

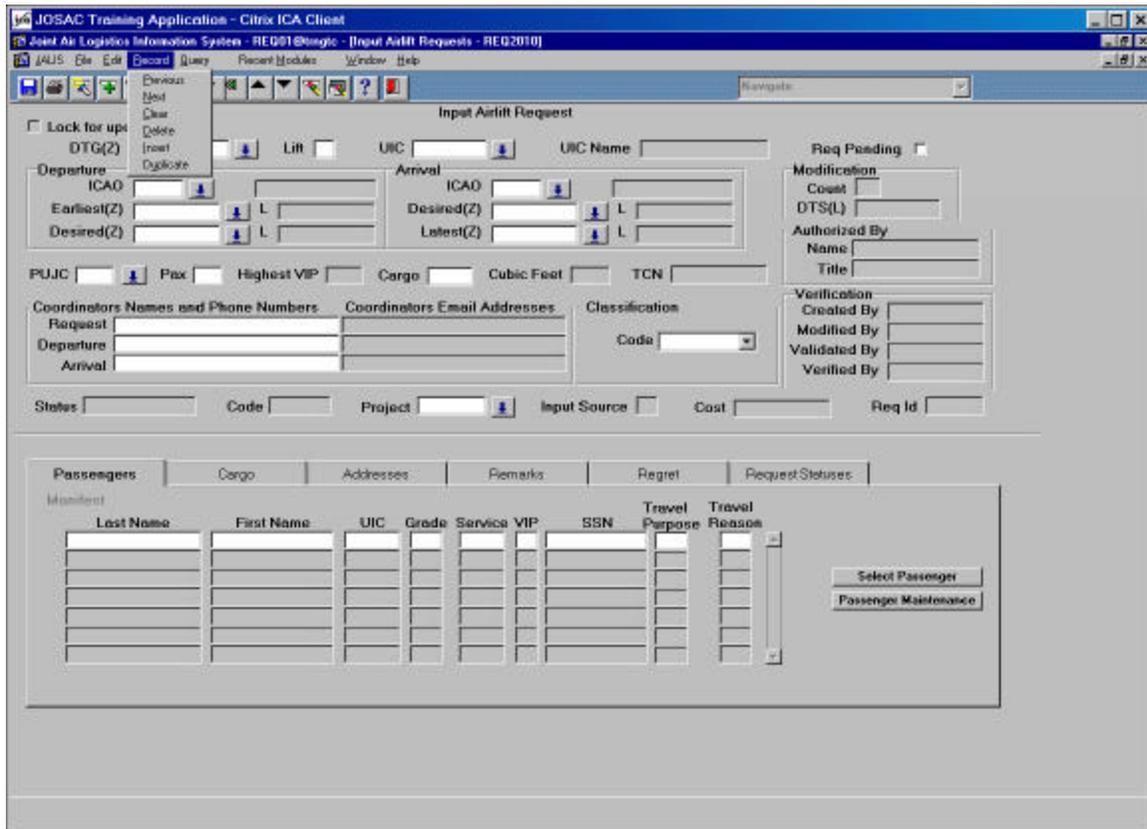


Figure 2-12. Record Pull-down Menu

5. **Record Pull-down Menu.** The Record pull-down menu has six options: Previous, Next, Clear, Delete, Insert, and Duplicate. These options refer directly to functions you can do to a record or group of data in JALIS.

- a. **Previous and Next.** These two options allow you to navigate among records in a collection or on a screen. The up and down arrow keys on the keyboard accomplish the same functions as these two options.
- b. **Clear.** This option will remove a record from a collection of records. It will also clear data out of a record. It does not affect the database.
- c. **Delete.** This option will delete a record from the JALIS database. You must save the record to make the deletion effective.
- d. **Insert.** This option will insert a blank record at a point after the current location of the cursor. Selecting this option from certain fields on the Input Airlift Request screen will provide you the opportunity to duplicate the currently viewed request.
- e. **Duplicate.** This option will permit you to duplicate the current request. You must change at least one of the first three data elements (DTG, Lift, or UIC) and those remaining data elements that need to be changed because of the new request.

MENU BAR			
Step	Activity	Anticipated Result	Comment
7 of 10	Click on the Query menu option.	Query pull-down menu (Fig. 2-13) displays.	You may also Press <Alt + Q>.

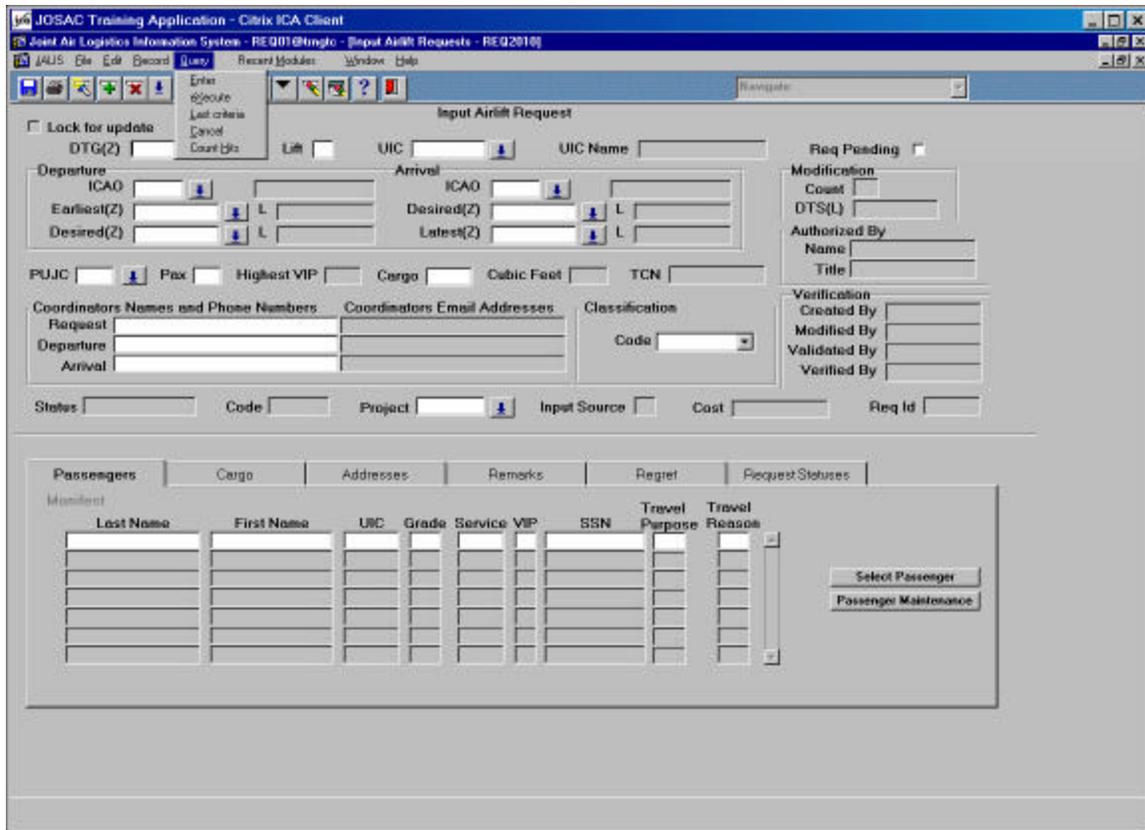


Figure 2-13. Query Pull-down Menu

6. **Query Pull-down Menu.** The Query pull-down menu has five options: Enter, Execute, Last Criteria, Cancel, and Count Hits. These options refer directly to the different query functions available to you.

- a. **Enter.** This option changes JALIS from the input mode to the query mode.
- b. **Execute.** This option executes the query if you are in the query mode.
- c. **Last Criteria.** This option reposts the criteria from the last query. JALIS will not hold the criteria indefinitely.
- d. **Cancel.** This option cancels the query mode and enters the input mode.
- e. **Count Hits.** This option indicates, on the Message Line, how many records will be retrieved before you execute the query.

MENU BAR			
Step	Activity	Anticipated Result	Comment
8 of 10	Click on the Recent Modules menu option.	Recent Modules pull-down menu (Fig. 2-14) displays.	You may also Press <Alt + M>.

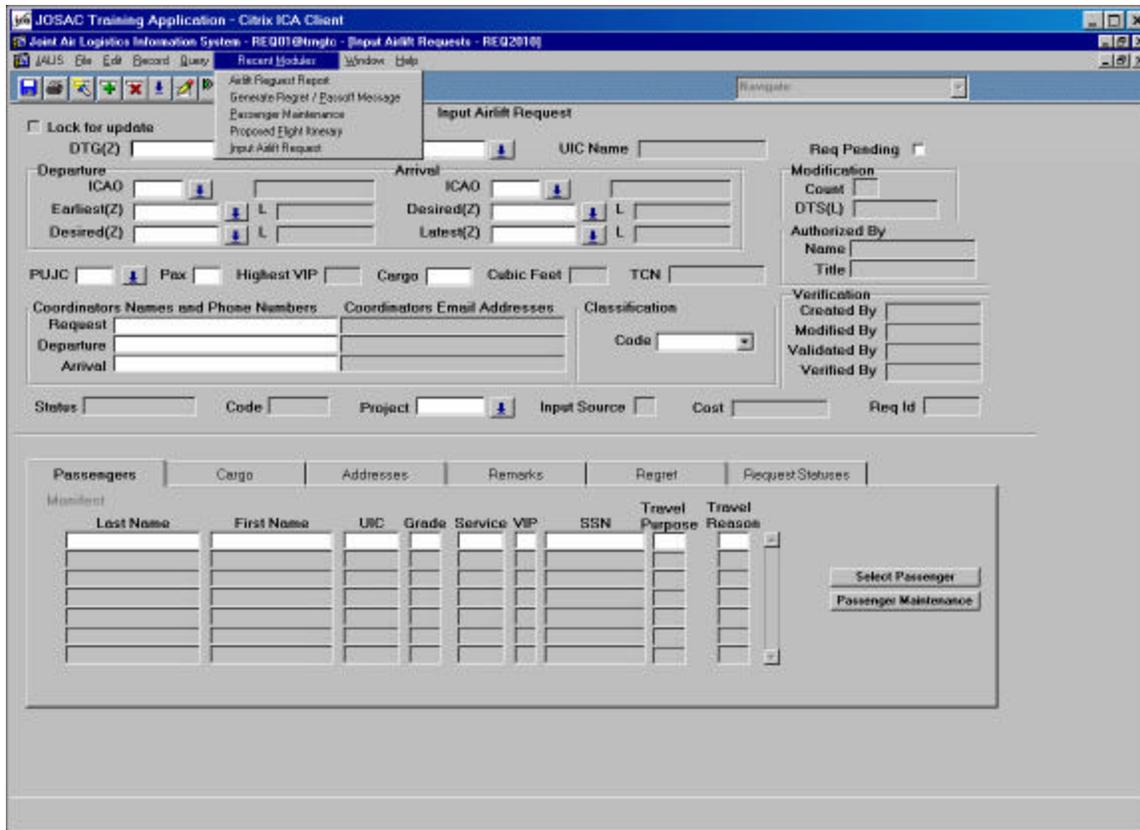


Figure 2-14. Recent Modules Pull-down Menu

7. **Recent Modules Pull-down Menu.** The Recent Modules pull-down menu has no set options but will display up to the last five modules you have visited during the current JALIS session. You can click on one of these modules to move back to the selected module.

MENU BAR			
Step	Activity	Anticipated Result	Comment
9 of 10	Click on the <u>Window</u> menu option.	Window pull-down menu (Fig. 2-15) displays.	You may also Press <Alt + W>.

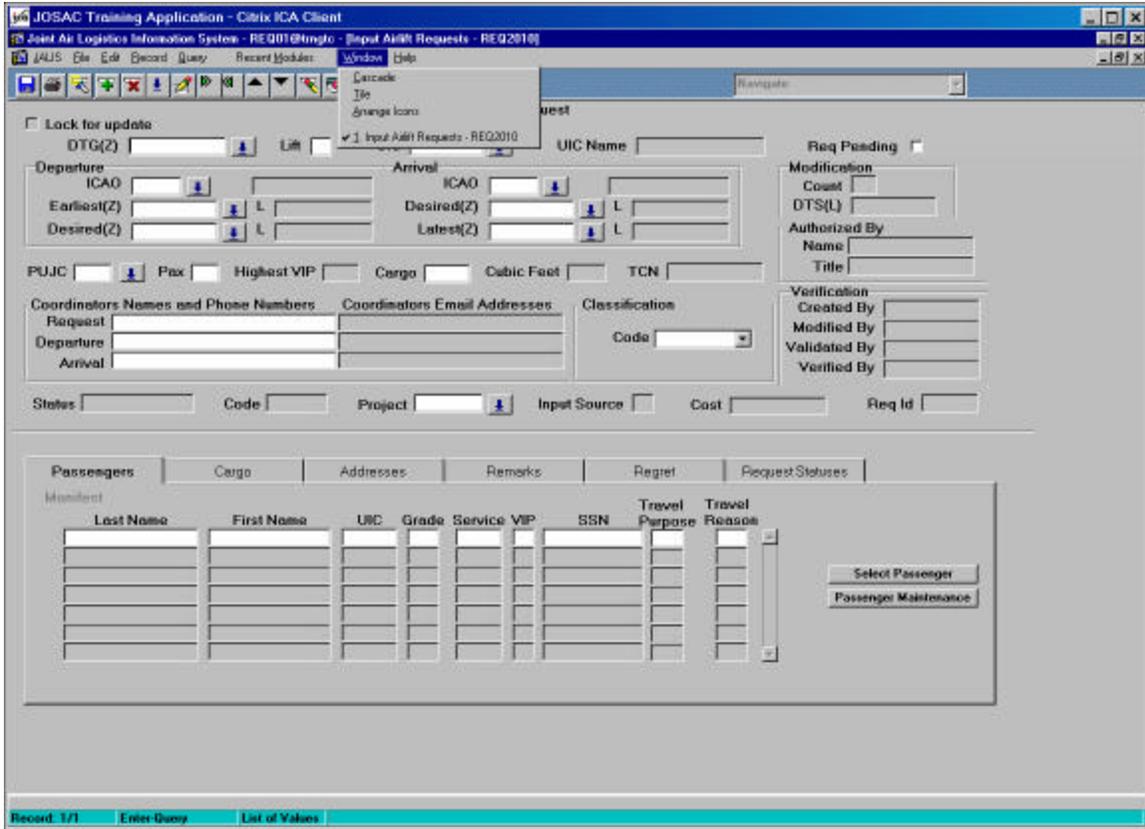


Figure 2-15. Window Pull-down Menu

8. **Window Pull-down Menu.** The Window pull-down menu has four options: Cascade, Tile, Arrange Icons, and a Module History summary. These are mainly Windows applications and do not have a function in JALIS.

Note. The Module History Summary only displays the current window. You can now use the Recent Modules menu to navigate between windows.

MENU BAR			
Step	Activity	Anticipated Result	Comment
10 of 10	Click on the H elp menu option.	Help pull-down menu (Fig. 2-16) displays.	You may also Press <Alt + H>.

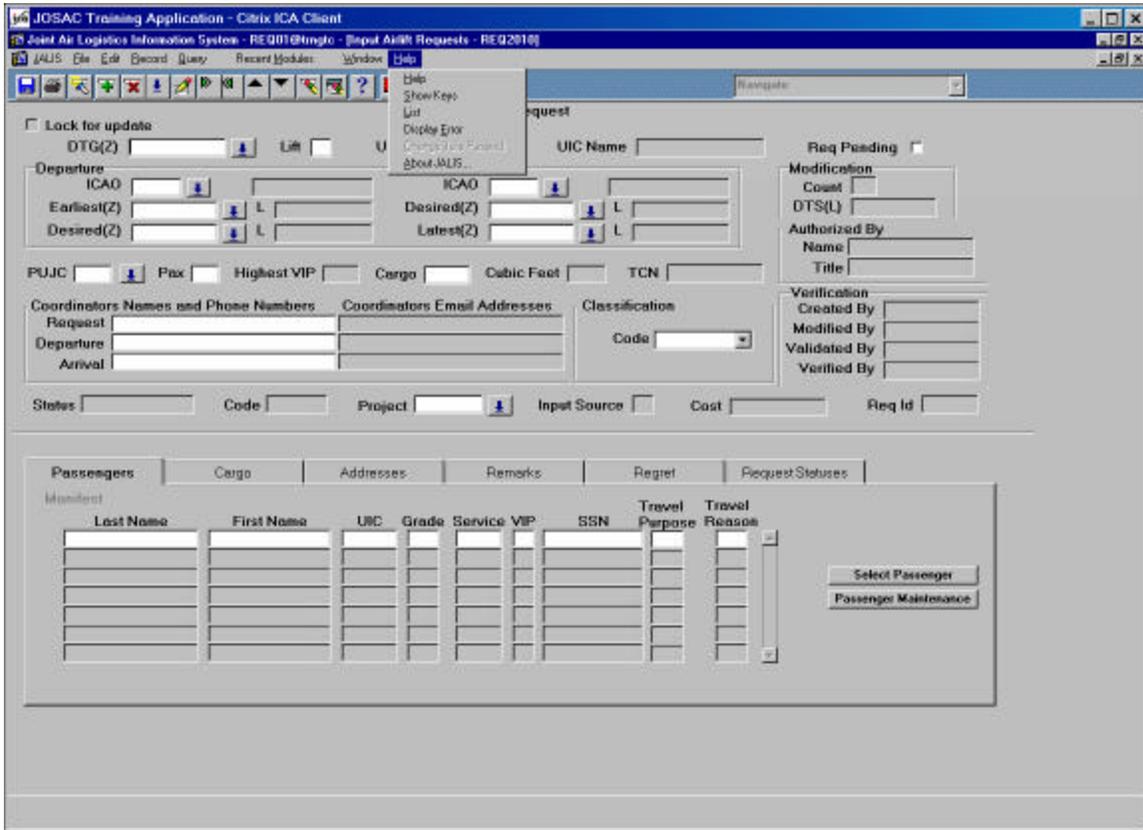


Figure 2-16. Help Pull-down Menu

9. **Help Pull-down Menu.** The Help pull-down menu has six options: Help, Show Keys, List, Display Error, Change JALIS Password, and About JALIS.

- a. **Help.** This option displays a context-sensitive help screen providing explanations of what goes in the fields.
- b. **Show Keys.** This option displays a pop-up listing all available keystroke combinations usable in JALIS.
- c. **List.** This option displays a selection box where the user can find an item in the database.
- d. **Display Error.** This option will sometimes display an error message when JALIS is encountering problems.

e. **Change JALIS Passw(or)d.** This option is only available to users on the NALO and OSAA servers and allows them to change their Oracle passwords.

f. **About JALIS.** This option displays an information pop-up stating that JOSAC JALIS will go down every Friday at 16:30 CST for system maintenance.

NAVIGATE TO INPUT AIRLIFT REQUEST SCREEN			
Step	Activity	Anticipated Result	Comment
1 of 1	Click on a blank space anywhere on the screen to close the H elp menu.	Input Airlift Request screen (Fig. 2-17) redisplay.	

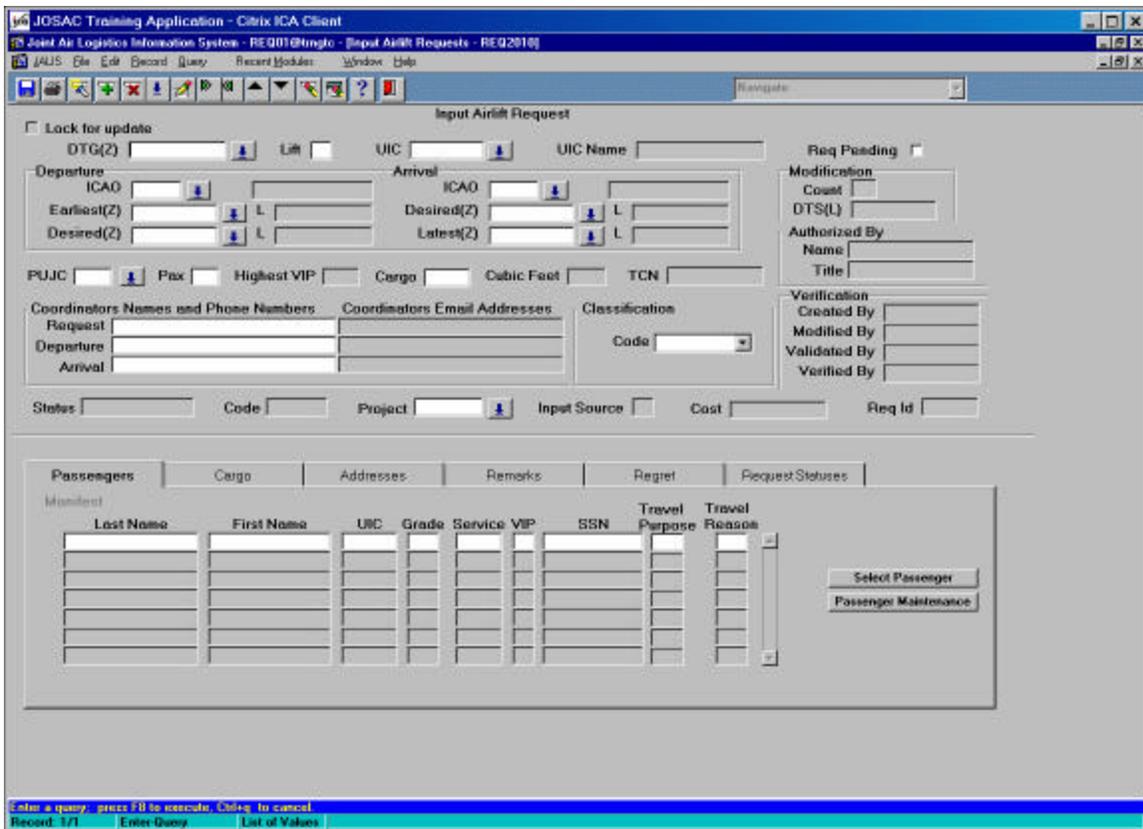


Figure 2-17. Input Airlift Request Screen

C. **Input Airlift Request Screen.** Figure 2-17 is an example of an input screen, which is divided into eight sections configured with the following:

1. **Screen Header.** The screen header is at the top of the inner window. It contains the name of the system, your userid, the database you are logged into, and the title of the screen you are currently viewing.
2. **Menu Bar.** The Menu Bar contains the pull-down menus available for use. These menus are: JALIS, File, Edit, Record, Query, Recent Modules, Window, and Help. You can access

these menus by clicking on them with your mouse or by pressing <Alt> in conjunction with the underlined letter.

3. **Toolbar.** The toolbar contains 15 icons representing the options available to you.

Note. Pausing your cursor over an icon will cause a pop-up to appear to the right of the icon that identifies the function of the icon.

a. **Computer Disk.** Save/Commit. This icon saves your record and commits it to the database. (You may also Press <F10>.)

b. **Computer Printer.** Print Screen. This icon prints the displayed screen. (You may also Press <Shift + F8>.)

Note. See Appendix M for printer set-up procedures.

c. **Flashlight.** Query. This icon searches the system for requested records. If you are in the Query mode, it will execute the Query. If you are in the Input mode, it will enter the Query mode. (You may also Press <F7> to enter the Query mode or <F8> to execute the Query.)

d. **Green Plus Sign.** Insert. This icon lets you insert a blank record. It will be added after your current record. You must save your work before the new record is actually added to the database. Selecting this option from certain fields on the Input Airlift Request screen will provide you the opportunity to duplicate the currently viewed request. (You may also Press <F6>.)

e. **Red X.** Delete Record. This icon lets you delete a record from the database. This selection eliminates the record from the screen, but you must also save the change to the database to complete the process. (You may also Press <Shift + F6>.) Remember, there is no undo capability in JALIS.

f. **Drop Down Arrow.** List. This icon opens a list of values available for certain fields. (You may also Press <F9>.)

g. **Writing Pencil.** Edit. This icon opens Notepad, giving you more space for writing remarks and other information. (You may also Press <Ctrl + E>.)

h. **Right Green Arrow.** Next Block. This icon moves you to the next block in a module. (You may also Press <Ctrl + Pg Down>.)

i. **Left Green Arrow.** Prev(ious) Block. This icon moves you to the previous block in a module. (You may also Press <Ctrl + Pg Up>.)

j. **Up Arrow.** Prev(ious) Record. This icon moves you to the previous record available. (You may also Press <↑>.)

k. **Down Arrow.** Next Record. This icon moves you to the next record available. (You may also Press <↓>.)

l. **Pencil Eraser Over a White Field.** Clear Record. This icon clears the record on which you are working and takes you to the next record. This does not delete any information from the database.

m. **Pencil Eraser Over an Entire Screen.** Clear Form. This icon clears an entire screen. (You may also Press <Shift + F7>.) This command does not delete any data from the database.

n. **Question Mark.** Help. This icon opens on-line help text. (You may also Press <F1>.)

o. **Red Door.** Exit. This icon performs three different functions. If you are in the Query mode, it will cancel the Query mode, leaving you in the Input mode. If you are in the Input mode, it will close the screen you are on and take you back to the previous screen, including the JALIS Welcome screen. If you are on the JALIS Welcome screen, it will exit JALIS. (You may also Press <Ctrl + q> for all of these options.)

4. **Tabs or Navigation Buttons.** Some JALIS screens have navigation buttons. These buttons allow access to related screens and data blocks. These buttons will appear as separate buttons below the Toolbar. They are not available on all JALIS screens. Some of the newer screens, such as the Input Airlift Request screen, have tabs that perform the same function as the navigation buttons on some screens. On the new Input Airlift Request screen, the tabs are located below the solid horizontal line that divides the screen and are used to change the display on the lower half of the screen.

5. **Navigate Window.** The Navigate window (usually on the right side of the toolbar, when available) provides a pull-down list of options for direct navigation to different modules. The selections vary depending on the screen in which you are currently working.

6. **Data Block.** A data block contains the fields or entry spaces in which you enter, view, or maintain data. Each block represents a logical grouping of related data and is separated into distinct sections identified by a distinct border.

7. **Message Line.** The Message Line (normally dark blue) is located at the bottom of each JALIS screen, just above the aqua Status Line. This line contains specific instructions about navigation, data content, errors, and general use. All messages are displayed in the Message Line at the bottom of the screen. Error messages may also display in a pop-up screen that displays when the error is made.

a. **Navigation/Help Instruction Messages.** Navigation/Help messages help you navigate through screens/blocks, execute system commands, and enter data into specific fields.

b. **Data Entry/Field Validation Messages.** Validation messages display when you enter an invalid value into a specific field. JALIS also displays a validation error if you try to bypass a required field.

c. **System Error Messages.** System error messages indicate there are problems with JALIS forms, JALIS database tables, or ORACLE. These problems may be software errors, hardware problems, or system operator errors.

Note. The Message Line is the most direct point of communication between you and JALIS. Always monitor the Message Line for guidance about how to use JALIS effectively.

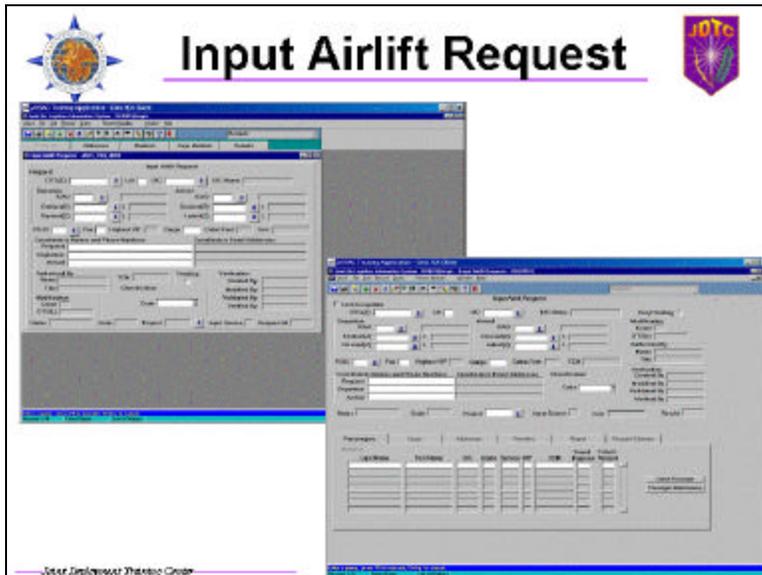
8. **Status Line.** The Status Line is located at the very bottom of the screen and provides several standard pieces of information. It is normally aqua in color and is divided into sections.

a. **Record Count.** JALIS counts the number of records through which you have scrolled or entered and indicates the number after the word "Record" in the first section of the Status Line. The question mark after the slash indicates that you have not yet reached the last record in the collection. When you navigate to the last record, the question mark will change to a number indicating the total number of records in the collection. If you navigate back up the collection of records, the first number will change, indicating the number of the record being displayed.

b. **Query/Input Mode.** If you enter a module in the Query mode or the system has been alerted you want to enter a query, Enter-Query displays in the second section of the Status Line. If you are in the Input mode, nothing will display in the second section of the Status Line. You must be in the Input mode to create new records and save (commit) new data.

c. **List.** If List of Values (LOV) displays in the third section of the Status Line, a list of values is available for the field. Some fields with LOVs available have a List icon to their right. In such cases, you can click the List icon and the LOV will display. In all cases, you may Press the <F9> key to display the list of values, or click the List icon on the toolbar.

Note. Display-only fields are gray in color, depending on the software being run on the server you are logged onto. These fields contain system-generated information that is for information only. You cannot enter information in a display-only field, nor can you modify any information in a display-only field. In the Input mode, fields that appear in white are mandatory fill-in items. In the Input mode, fields that appear in blue are optional fill-in items. These optional items will appear gray, the same color as the display-only fields in some systems, depending on the software running on the server. JALIS will allow you to enter some of these fields in the Query mode. If so, you can execute a query based on that information, e.g., Status or International Civil Aviation Organization (ICAO) fields.



Slide 2-4. Input Airlift Request Screens

D. **Small Input Airlift Request Screen.** Some users, primarily Army and Navy users, will not have access to the new large Input Airlift Request screen (Figure 2-17) that we have been discussing. They will still have the older small version of the Input Airlift Request screen as shown in Figure 2-18 below.

Figure 2-18. Small Input Airlift Request Screen

1. **Major Difference.** Besides the size of the screen and the arrangement of the fields, there is really only one major difference between the two screens. The larger screen always displays the information from the Request screen on the upper part of the screen with the information from the additional screens displayed in the lower portion one screen at a time. These screens are selected by clicking on the Tabs above the lower portion. In the small screen, the Request information is not always visible. It is just one of several screens. The different screens are selected by clicking on the Navigation buttons at the top of the screen, just below the Toolbar. The functionality of the screens is basically the same.

2. **Minor Differences.** The small screen does not have the Lock for update checkbox that must be checked before you can modify the request. The functions of the two Tabs that do not match Navigation buttons are accessible from the Navigate window.

Note. Please stay with the instructor during the navigation portion of this lesson. We are demonstrating specific functionalities within JALIS in this lesson. We are not necessarily going in any logical sequence.

Transition. You have reviewed the basics of the JALIS windows and screens and have seen what the menu options and icons allow you to do. It is now time to put this knowledge into practice with some general navigation.

E. **Mode.** JALIS operates in two modes; the Query mode where you can retrieve data from the database, and the Input mode where you can enter information into the database. Not all screens in JALIS display initially in the same mode, therefore, it is imperative that you get your bearings first so you know what you need to do. If the screen displays “Enter-Query” in the second section of the Status Line, you are in the Query mode. If the second section of the Status Line is empty, you are in the Input mode.

1. **Enter Query.** To enter the Query mode from the Input mode, you can Press <F7>, select Enter from the Query menu option, or click on the Query icon. This command puts you in the Query mode to locate data. It will clear any data currently displayed.

2. **Execute Query.** To execute the query once you are in the Query mode, you can Press <F8>, select Execute from the Query menu option, or click on the Query icon. This command begins the search for the criteria you are after. It retrieves all of the records from the database that are referenced by the data you provide.

3. **Exit/Cancel the Query.** To exit the Query mode and get to the Input mode, you can Press <Ctrl + q>, select Exit from the File menu option, or click on the Exit icon. This command terminates a query process.

Note. If the Message Line on the Input Airlift Request Module reads, “Enter a query; Press <F8> to execute, <^q> to cancel.”, pressing <Ctrl + q> puts you in the Input mode.

PRACTICE NAVIGATION - QUERY FOR DTG			
Step	Activity	Anticipated Result	Comment
1 of 2	In the DTG(Z) field, Type “020800012007”.	020800012007 displays in the DTG(Z) field.	You may also select Execute from the Query menu option.
2 of 2	Click on the Query icon.	Input Airlift Request screen (Fig. 2-19).	Retrieves all records matching that DTG. On the large Input Airlift Request screen, you must lock the retrieved request before you can make any modifications to it.

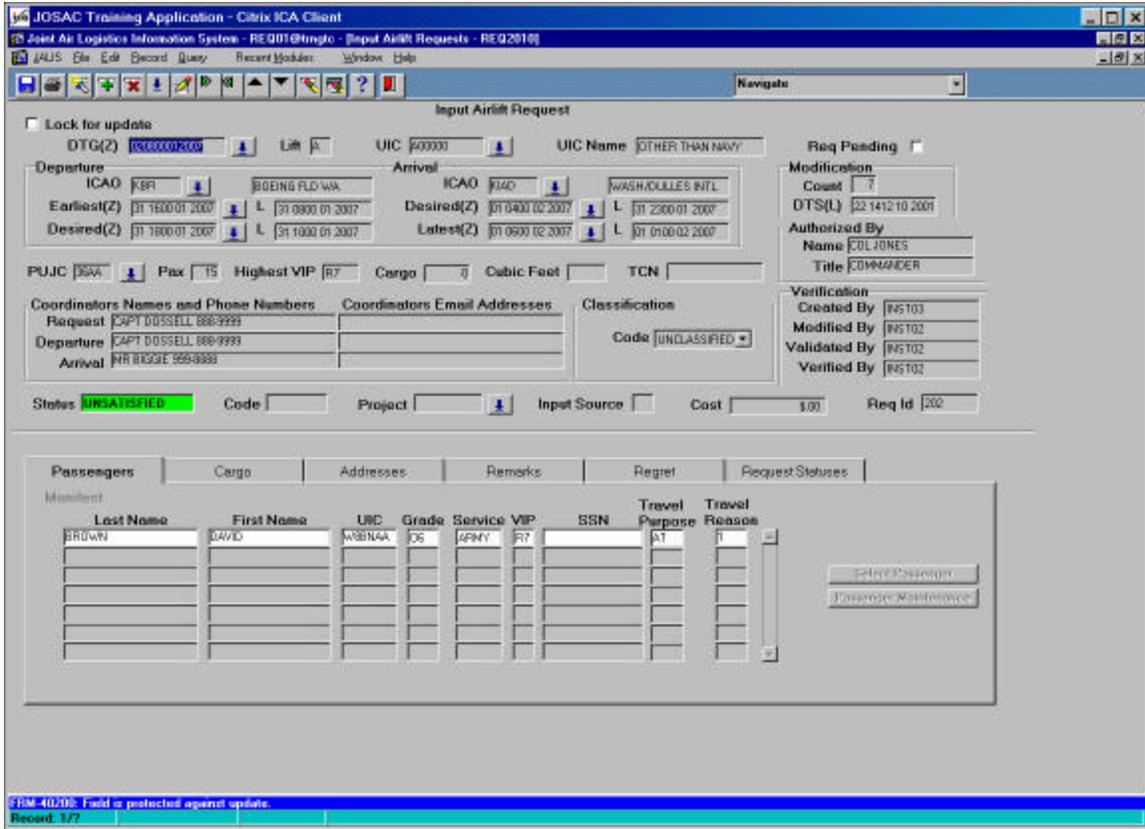


Figure 2-19. Input Airlift Request Screen with Query Results

Note. The standard format for a DTG in JALIS is DD HHmm MM YYYY (with or without the spaces between groups); other formats will be covered as they come up in the course.

F. Practice Navigation.

1. **Arrow Keys.** Move the cursor within a group of records. The <↓> and <↑> keys move you within the group of records that match your query. The <↔> and <←> keys move forward and backward within a field, provided there is data entered.

PRACTICE NAVIGATION - INPUT AIRLIFT REQUEST SCREEN			
Step	Activity	Anticipated Result	Comment
1 of 6	Press <^>.	Next request is displayed.	You may also Click on the Next Record icon.
2 of 6	Repeat step 1 until you scroll to the last record.	Results move down one record at a time. The counter increases as you move down the list and the ? on the Status Line disappears when you get to the last record and is replaced with the total number of records in the collection.	If you press the <↓> one more time you get a pop-up asking, "Do you wish to add another lift to this request?" Yes will put you in the duplicate mode to duplicate the current request. No will put you on a blank record in the Input mode. Cancel will close the pop-up, leaving you on the current record.
3 of 6	Press <- > to navigate to previous records.	Results move up one record at a time.	You may also Click on the Previous Record icon. As the records change, the counter changes.

Note. Notice that when you enter the Input Airlift Request screen you are nearly always in the Query mode. You will know this by looking at the Status Line to see if Enter-Query is displayed. If you come back to this screen during the same JALIS session, the previous record may be displayed in the Input mode.

Transition. Now you know the arrow keys enable you to scroll through records. Next, you will navigate through the Input Airlift Request screen.

2. **Screen Navigation Techniques.** Navigation through a JALIS screen can be done with specific menu options, toolbar selections, and with specific keystrokes. The following methods are most often used in JALIS.

a. **Next Field.** To navigate to the next field, you can Press <Tab>. This command allows you to move between fields of data within a particular block on the screen. You may also click on the next field. Do not use the <Enter> key to move between fields. It will move the cursor but it is designed to select items from a pick list in JALIS. Using the <Enter> key to move between fields sometimes creates links in the database that will lock up your JALIS session.

b. **Previous Field.** To navigate to previous fields, you can Press <Shift + Tab>. This command allows you to move backward to the previous data field within a block. You may also click on the appropriate field.

PRACTICE NAVIGATION - INPUT AIRLIFT REQUEST SCREEN			
Step	Activity	Anticipated Result	Comment
4 of 6	Press <Tab>.	Cursor moves to the Lift code field.	You may also Click in the Lift code field.
5 of 6	Press <Shift + Tab>.	Cursor moves back to the DTG(Z) field.	You may also Click in the DTG(Z) field.
6 of 6	Press <Tab> several times, noticing where the cursor goes.	Notice that the cursor does not go into every field, only into those fields in which you can enter information.	

c. **Exit/Cancel.** To exit the screen or cancel the Query mode, you can Press <Ctrl + q>, select Exit from the File menu option, or click on the Exit icon. Exit has three functions:

- (1) It cancels the Query mode.
- (2) It exits you from a module you reached by use of a menu, the Navigate window, or a special button, and moves you back to the previous screen.
- (3) It exits from the JALIS Welcome screen to the Desktop.

d. **Save/Commit.** This command saves your data and commits it to the database. You can Press <F10>, select Save/Commit from the File menu option, or click on the Save/Commit icon.

Note. In many modules in JALIS, but not all of them, this function is automatic. Therefore, you should save your work at the end of every block or screen. When in doubt, save it. It will not hurt anything. JALIS will simply display “No changes to save” on the Message Line.

e. **List.** The List command activates a list of acceptable values from the database for input into the current field. To activate the List of Values, you can Press <F9>, select List from the Help menu option, or click on the List icon. If a list is available (not all fields have this option), List of Values will be shown in the third section of the Status Line.

f. **Previous Block.** To move backward to the previous block, you can Press <Ctrl + PgUp>, click on the Previous Block icon, or click on the applicable tab or navigation button.

g. **Next Block.** To move forward to the next block, you can Press <Ctrl + PgDn>, click on the Next Block icon, or click on the applicable tab or navigation button.

h. **Clear Field.** To clear a data field, you can Press <Ctrl + U>, or you may also highlight the field, and Press the <Delete> key. This command clears the contents of the current field, but does not delete the information from the database. This function only erases data from your screen.

i. **Clear Record.** To clear an entire record’s data fields, you can Press <Alt + R> <C>, select Clear from the Record menu option, or click on the Clear Record icon.

This clears the entire record, but does not delete the record from the database. This function only erases data from your screen.

Note. Use this option sparingly. If you have executed a query, have several records returned, and use this option, the record cleared will disappear entirely from the available query results.

j. **Help.** To activate the Help function, you can Press <F1>, select Help from the Help menu option, or click on the Question Mark icon. This selection will provide you with on-line assistance concerning the screen on which you are currently working.

k. **Cancel.** This selection will cancel you from the list function. You can also Press <Esc>.

G. **Using the List Function.** To activate the List of Values, you can Press <F9>, select List from the Help menu option, or click on the List icon. By selecting a List function, you can display a list of acceptable values for input into the current field.

Note. In this field, you will be entering the code that identifies the airfield from which you wish to depart.

PRACTICE NAVIGATION - ACTIVATE LIST SCREEN			
Step	Activity	Anticipated Result	Comment
1 of 2	Click in the Lock for update checkbox.	Input Airlift Request screen (Fig. 2-20) displays with fields now editable and shows who has the request locked.	You may get a series of pop-ups with notes about the request.
Note. This function is not available on the small Input Airlift Request screen.			

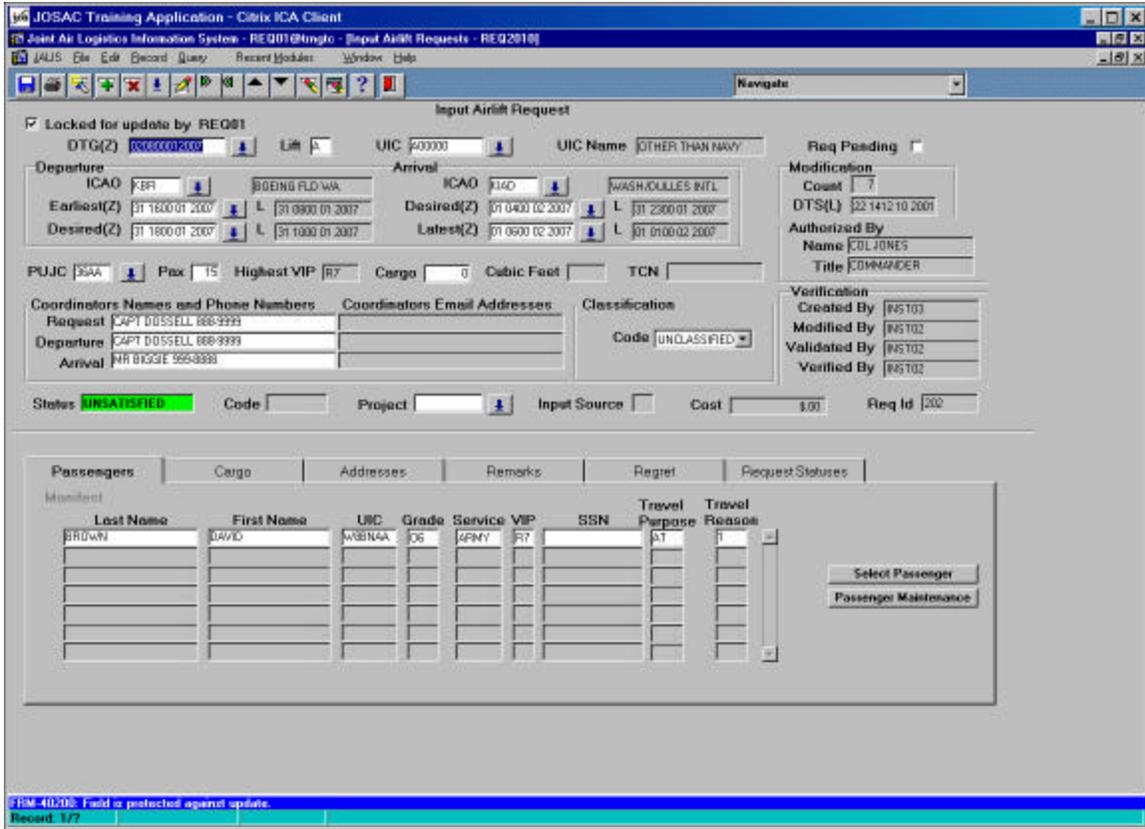


Figure 2-20. Input Airlift Request Screen with Locked Request

PRACTICE NAVIGATION - ACTIVATE LIST SCREEN			
Step	Activity	Anticipated Result	Comment
2 of 2	Click on the List icon adjacent to the Departure ICAO field.	Valid ICAO Codes screen (Fig. 2-21) displays with the first record highlighted.	You may also Press <F9>.

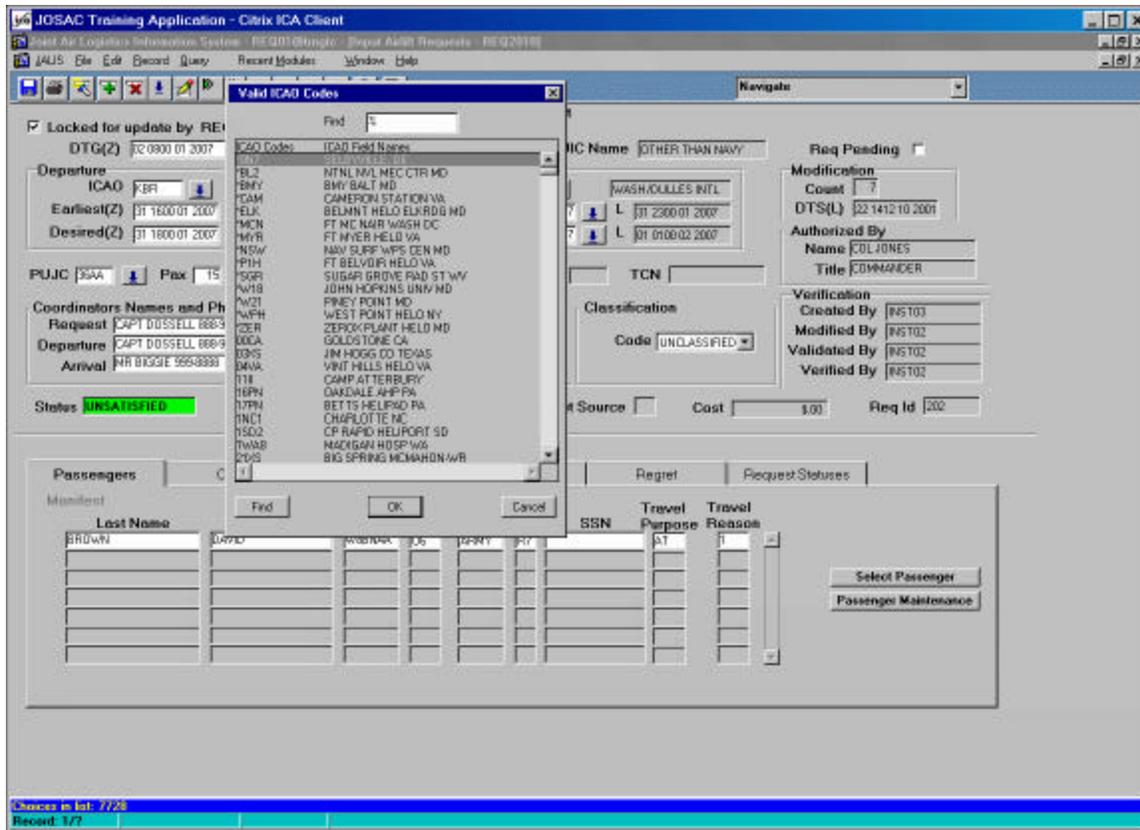


Figure 2-21. Valid ICAO Codes Screen

H. Find Option. The Find option allows you to query the database on a portion or all of a List of Values screen. Wildcards can be used in the place of unknown characters. JALIS recognizes the percent sign (%) as a wildcard to indicate a string of characters and an underscore (_) to indicate an individual character. Within the list screen, you can also use <↑> and <↓> to locate your selection (but this can be slow, especially if there are many items in the database). Clicking the Find button will start the search. Once JALIS has found the information you are looking for and it is highlighted, click on the OK button or Press <Enter> or <F10> to post your selection to the appropriate field.

Requirement. Find the ICAO for Grand Forks AFB, ND.

PRACTICE NAVIGATION - FIND OPTION IN THE VALID VALUES FOR ICAO SCREEN			
Step	Activity	Anticipated Result	Comment
1 of 5	Click in the Find field to the right of the %.	Cursor displays in the Find field.	You may also Press <Tab> (4 times).

PRACTICE NAVIGATION - FIND OPTION IN THE VALID VALUES FOR ICAO SCREEN			
Step	Activity	Anticipated Result	Comment
2 of 5	In the Find field, Type “forks” .	% forks displays in the Find field.	
3 of 5	Click on the Find button.	Valid ICAO Codes screen (Fig. 2-22) displays with the airfield(s) associated with your find parameters.	

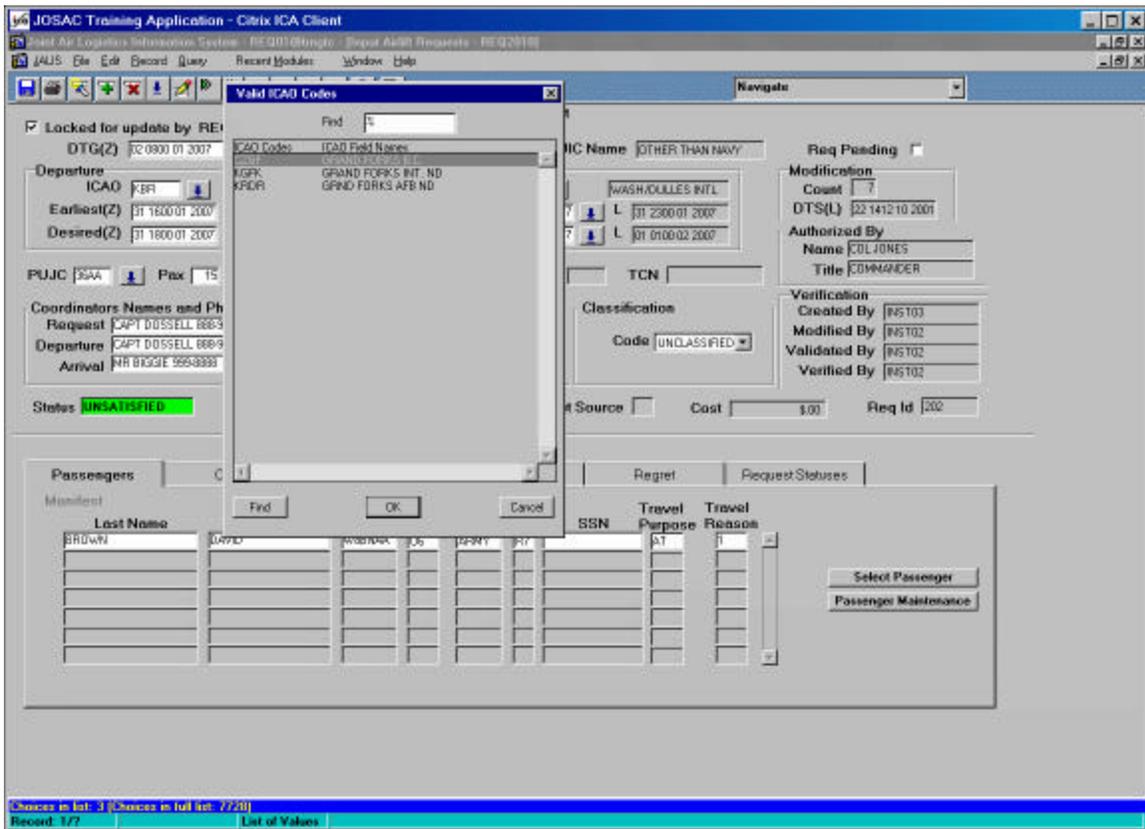


Figure 2-22. Valid ICAO Codes Screen with Query Results

PRACTICE NAVIGATION - FIND OPTION IN THE VALID VALUES FOR ICAO SCREEN			
Step	Activity	Anticipated Result	Comment
4 of 5	Press <_> to KRDR GRND FORKS AFB ND.	ICAO for Grand Forks AFB ND is highlighted.	Notice that Grand Forks is not spelled as might be expected. Because you do not always know exactly how the name was entered in the database, it is better to search on a character string you are relatively certain will be there, such as “forks” in this case. You can try another combination if information is not found.
5 of 5	Click on the OK button or Press <Enter>.	Valid ICAO Codes screen closes and KRDR is posted in the ICAO field.	

I. Clearing a Field/Record/Form. At times when you try to advance to the next field or block, the system may beep and not advance as desired with the Message Line stating “Field must be entered.” Even if you have cleared the field with spaces, backspaces, delete, etc., there may be an unseen character remaining. Try the Clear Record icon, then if that does not work try the Clear Form icon to solve the problem and allow you to advance. In some cases, Shift <Tab> will allow you to back out of field. If that does not work, Exit may be your only option.

Note. A space is considered a character. If you have used the space bar to replace data, it is not cleared.

PRACTICE NAVIGATION - CLEAR A FIELD			
Step	Activity	Anticipated Result	Comment
1 of 8	Click on the Addresses tab or Addressees navigation button.	Cursor moves to the PLAD field.	
2 of 8	Click on the List icon.	Valid values for PLAD screen displays.	
3 of 8	Click in the Find field.	Cursor displays in the Find field.	
4 of 8	Type “%forks”.	% forks displays in the Find field.	
5 of 8	Click on the Find button.	Valid values for PLAD screen displays with matches.	
6 of 8	Click on the Cancel button.	Valid values for PLAD screen closes.	Normally you would post what you looked up but we are forcing an error here to show you how to get out of it.

PRACTICE NAVIGATION - CLEARING A FIELD			
Step	Activity	Anticipated Result	Comment
7 of 8	Click on the Remarks tab or navigation button.	Screen does not change and Message Line displays, "Field must be entered."	There is an unseen link to the database that you must clear before you can proceed.
8 of 8	Click on the Clear Record icon.	Clears the item (field). Message Line changes.	You may also Press <Shift + F4>.

Transition. Now you have seen the function of the List option and should use this capability whenever it is available in JALIS. Next, you will successfully navigate to the Remarks Block.

PRACTICE NAVIGATION - REMARKS BLOCK			
Step	Activity	Anticipated Result	Comment
1 of 1	Click on the Remarks tab or navigation button.	Remarks and Remark Text blocks (Fig. 2-23) display.	You may also Press <Ctrl + Pg Dn> or Click on the Next Block icon until you get there.

The screenshot shows the 'Input Airlift Request' form in the JALIS application. The form is titled 'Input Airlift Request' and is locked for update by REQ01. It contains various fields for flight details, including DTG(Z), UIC, UIC Name, Departure/Arrival ICAO codes, Earliest/Latest times, PUJC, Pax, Highest VIP, Cargo, Cubic Feet, TCN, and Classification. A 'Remarks' section is visible at the bottom, containing a table of system-generated remarks and a text area for manual entry. The status is 'UNSATISFIED'.

Usage	System Generated	Created/Modified By	DTS(L)
5	NO	INST 01	05 1311 10 1999
5	YES	INST 02	22 1412 10 2001
5	YES	SCHED 08	15 0952 10 1999
5	YES	INST 03	25 0930 10 1999

Remark Text: PURPOSE OF TRAVEL IS TO ATTEND AND PARTICIPATE IN ACQUISITION MEETINGS FOR THE NEW FIGHTER F22. COST OF COMMERCIAL TRAVEL IS 1500/PERSON.

Figure 2-23. Remarks and Remark Text Blocks

J. Notepad. You have already seen how you can select items from a list in JALIS, but some of the fields are free-type fields, meaning there is no matching database information. You have two options when entering information in these fields. You can type it directly into the field provided on the screen or you can launch a Notepad window using the Edit icon or the Edit option from the Edit menu. However, the text editor now used in JALIS nullifies the advantages of using Notepad.

Objective Summary. This part of the lesson was designed to increase your comfort level with the software and to show you some of the quirks in the system.

Transition. Now that you have practiced general navigation around the JALIS system, you will learn how to bookmark a request for easy retrieval.

OBJECTIVE 2-3. Given instruction, bookmark a request.

K. Bookmarks. Bookmarks can be set to easily retrieve requests or missions. The Bookmarks menu can be accessed by right-clicking in any of several fields on the Input Airlift Request screen. Bookmarks work on both the large and the small screen. There are three separate operations involved with bookmarks: adding, deleting, and loading them.

- 1. Adding Bookmarks.** You add a bookmark from the Add bookmark menu option on the right click sub-menu. You may have up to ten bookmarks.
- 2. Deleting Bookmarks.** You delete a bookmark from the Edit bookmark menu option on the right click sub-menu. Mark the ones you want to get rid of and click on the Remove button.

3. **Loading Bookmarks.** Bookmarks added in an earlier JALIS session do not load automatically. You load them from the Load Bookmarks menu option on the right click sub-menu.

Requirement. Add a bookmark for the currently displayed request.

PRACTICE NAVIGATION - BOOKMARK A REQUEST			
Step	Activity	Anticipated Result	Comment
1 of 7	<p>Click in the DTG(Z) field.</p> <p>If you are using the small Input Airlift Request screen, go to Step 2.</p> <p>If you are using the large Input Airlift Request screen, go to Step 4.</p>	Cursor moves to the DTG(Z) field.	
2 of 7	Click on the Requests navigation button.	Message window, "Do you want to save the changes you have made?" displays.	You may also Press <Ctrl + Pg Up> or Click on the Previous Block icon until you get there.
3 of 7	Click on No .	Input Airlift Request screen, (Fig. 2-17) redisplay.	
4 of 7	Right Click in the DTG(Z) field.	Right Click menu (Fig. 2-24) displays.	Available options on this menu will vary depending on your permissions, location in JALIS, and status of your bookmarks.

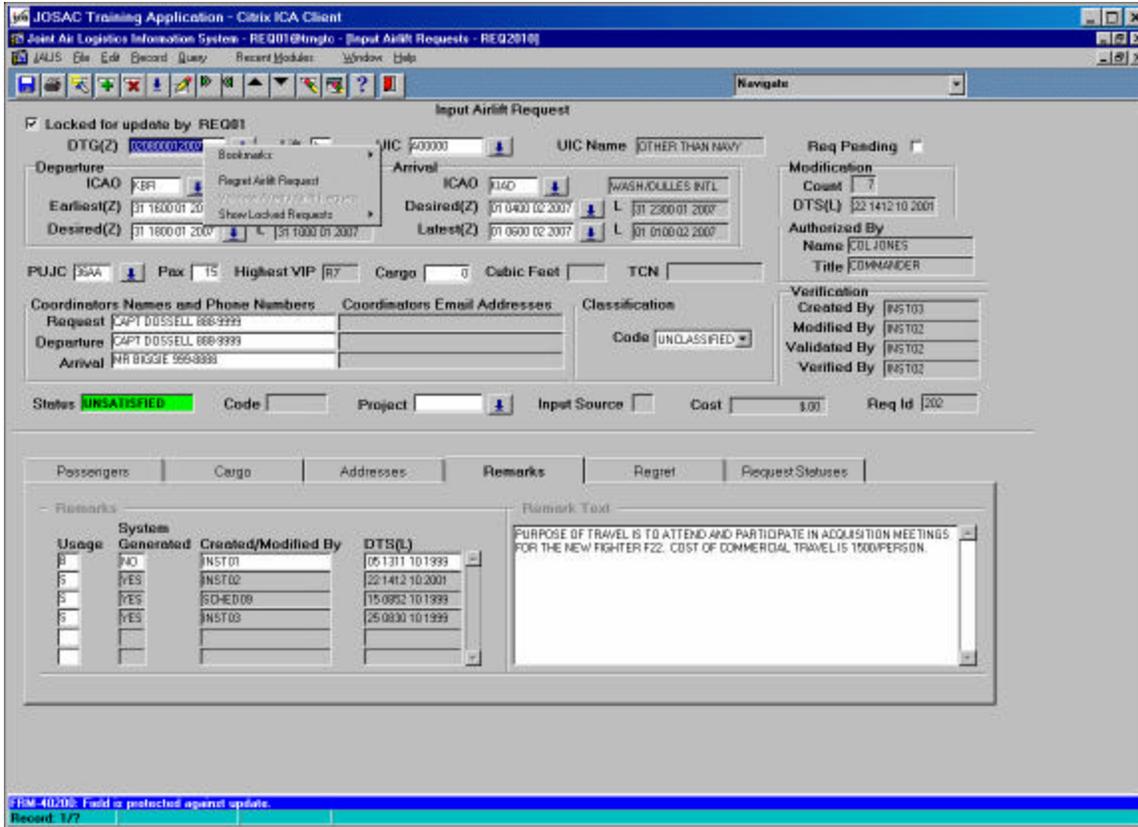


Figure 2-24. Right Click Menu

PRACTICE NAVIGATION - BOOKMARK A REQUEST			
Step	Activity	Anticipated Result	Comment
5 of 7	Click on Bookmarks .	Bookmarks cascading menu (Fig. 2-25) displays.	Available options will vary.

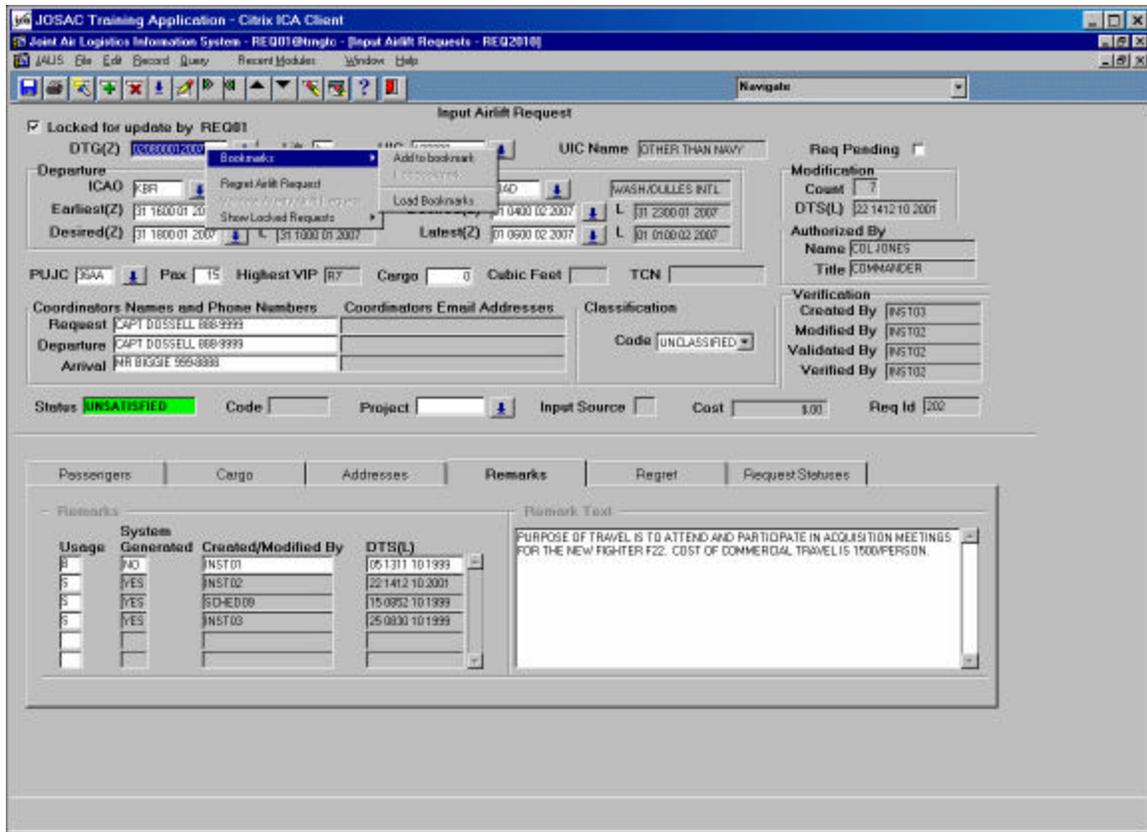


Figure 2-25. Bookmarks Cascading Menu

PRACTICE NAVIGATION - BOOKMARK A REQUEST			
Step	Activity	Anticipated Result	Comment
6 of 7	Click on Add to bookmark .	Bookmarks cascading menu closes.	
7 of 7	Right Click in the DTG(Z) field.	Right Click menu (Fig. 2-24) redisplay with DTG, Lift, and UIC of bookmarked request at the bottom of the menu.	Your request is now bookmarked. You can retrieve this request later by right-clicking in any of several fields on the Input Airlift Request screen and selecting the desired bookmark. The bookmarked request will display on the screen. If you have any unsaved work on the current request, JALIS will ask if you wish to save your work.

Objective Summary. The bookmark feature allows you to quickly retrieve a request from the Input Airlift Request screen from either the Input or the Query mode.

Transition. You now know how to bookmark a request for easy retrieval. You will learn how to use the bookmark to retrieve the request later. Next you will practice executing a query by using something other than DTG.

OBJECTIVE 2-4. Given instruction, query a request in JALIS.

Requirement. Query all the requests in JALIS with a lift code of F.

PRACTICE NAVIGATION - EXECUTE A QUERY			
Step	Activity	Anticipated Result	Comment
1 of 8	Click on the Query icon.	Message window, "Do you want to save the changes you have made?" displays.	You may also Press <F7>.
2 of 8	Click on No .	Input Airlift Request screen (Fig. 2-17) redisplay in the query mode.	
3 of 8	Press <Tab>.	Cursor moves to the Lift field.	
4 of 8	In the Lift field, Type "F" . Press <Tab>.	F displays in the Lift field. Cursor moves to the UIC field.	
5 of 8	Click on the Query menu option.	Query pull-down menu displays.	This step and the next one are optional.
6 of 8	Click on the Count Hits menu option.	Input Airlift Request screen (Fig. 2-26) displays. Message Line displays "Query will retrieve X records."	

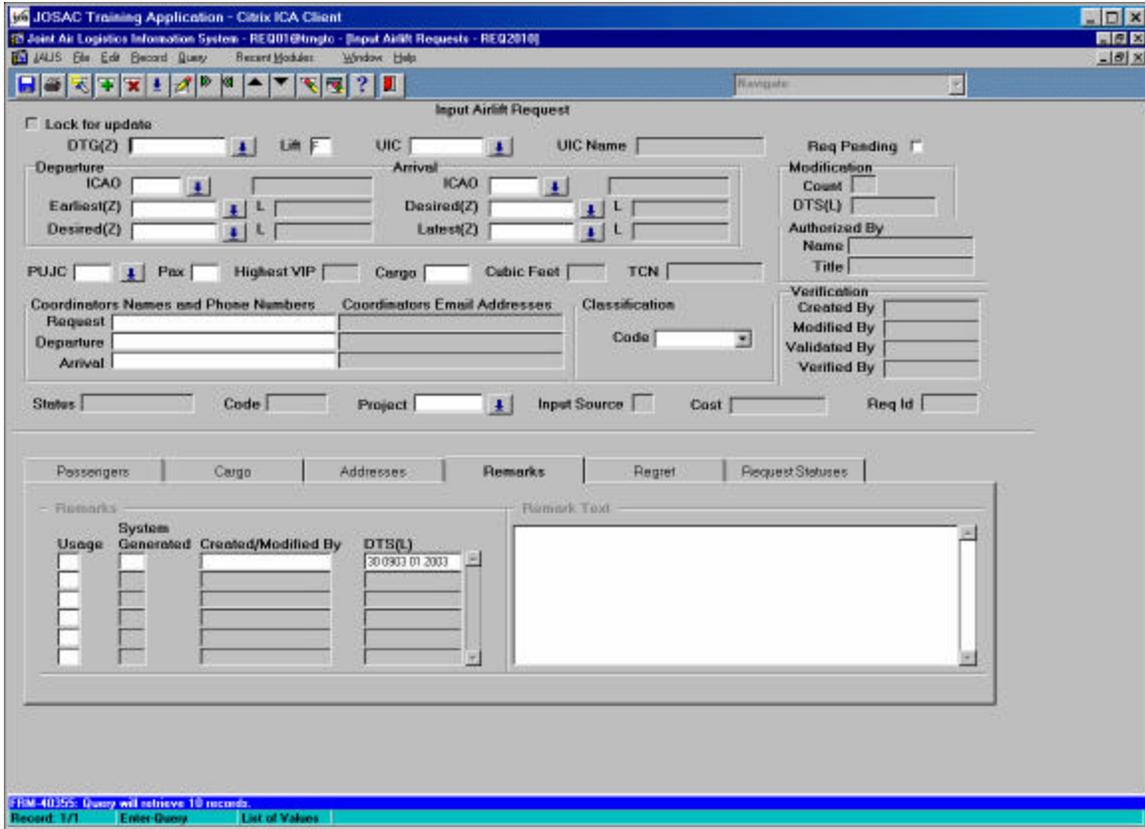


Figure 2-26. Input Airlift Request Screen with Count Hits Message

PRACTICE NAVIGATION - EXECUTE A QUERY			
Step	Activity	Anticipated Result	Comment
7 of 8	Click on the Query icon.	Input Airlift Request screen displays with query results.	You may also Press <F8>.
8 of 8	Press <~> to a request with a status of Scheduled	Moves through all records returned by the query.	You may also Click on the Next Record icon.

Note. The status field will show Scheduled.

Transition. Now that you have found a scheduled request, you have the capability to see the details and messages associated with the mission on which the request will be flown. You have two options in how to access this information from the large Input Airlift Request screen. One of the options is also available from the small Input Airlift Request screen.

L. Request Statuses Tab. On the large Input Airlift Request screen, you can click on the Request Statuses tab. This block will display all the lifts with the same DTG and UIC as the open request. It displays the status of each lift and the mission number if the request has been assigned to a mission.

PRACTICE NAVIGATION - REQUEST STATUSES			
Step	Activity	Anticipated Result	Comment
1 of 3	Click on the Request Statuses tab.	Request Statuses block (Fig. 2-27) displays.	

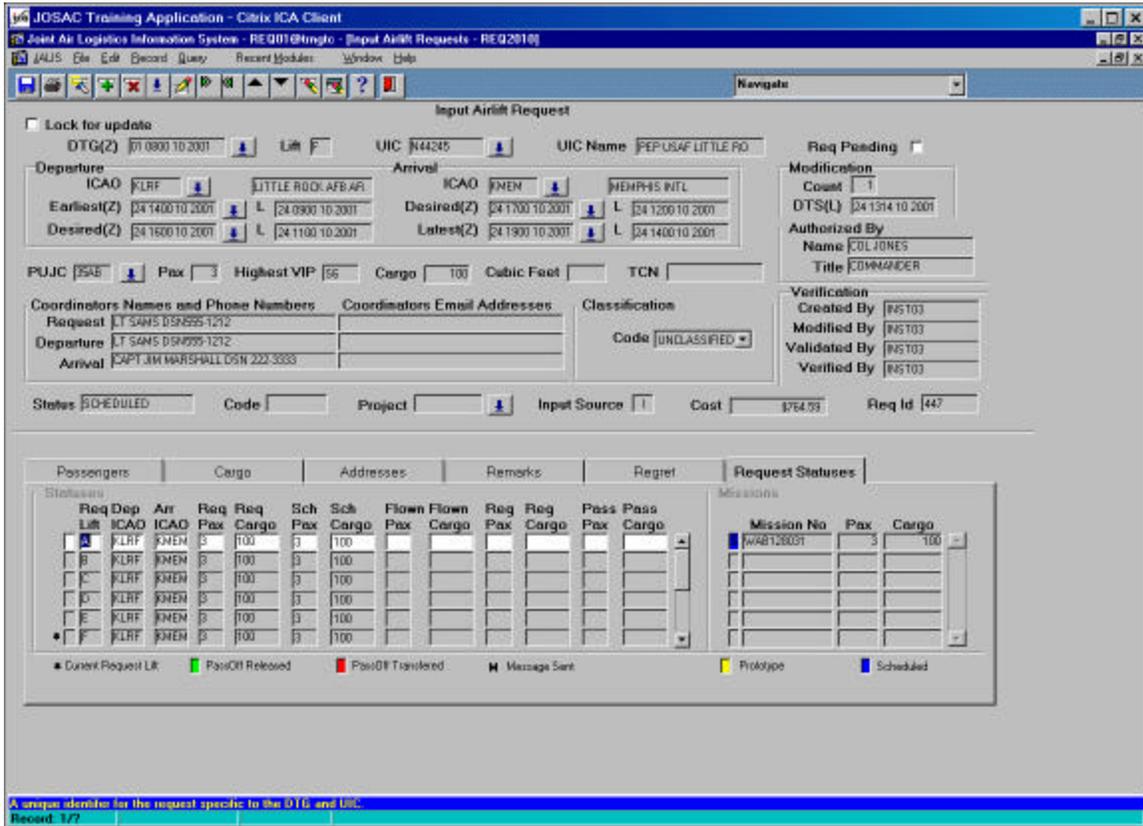


Figure 2-27. Request Statuses Block

PRACTICE NAVIGATION - REQUEST STATUSES			
Step	Activity	Anticipated Result	Comment
2 of 3	Press <` > to the request lift marked with an *, indicating the current request lift.	Line for request lift F highlights and mission number displays.	
3 of 3	Double Click on the mission number .	Display Flight Advisory screen (Fig. 2-28) displays.	This screen and its tabs provide the details of the mission.

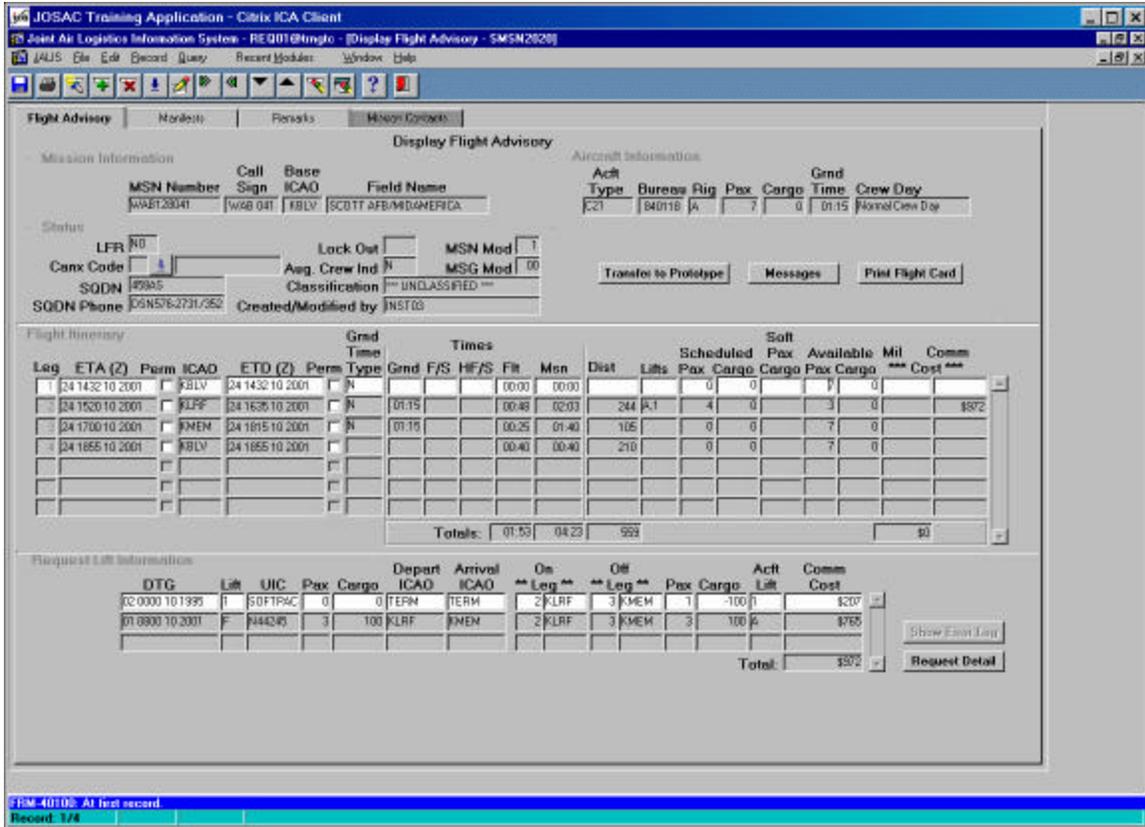


Figure 2-28. Display Flight Advisory Screen

M. **Navigate Pull-down Menu.** The Navigate pull-down menu (usually located in the upper right hand corner of the screen) provides direct navigation to other modules in JALIS. It is the best method of accessing other modules from the small Input Airlift Request screen and it can also be used from the large Input Airlift Request screen.

PRACTICE NAVIGATION - NAVIGATE WINDOW			
Step	Activity	Anticipated Result	Comment
1 of 3	Click on the Exit icon.	Input Airlift Request screen (Fig. 2-19) redisplay.	
2 of 3	Click on the Navigate down arrow.	Input Airlift Request - Navigate pull-down menu (Fig. 2-29) displays.	

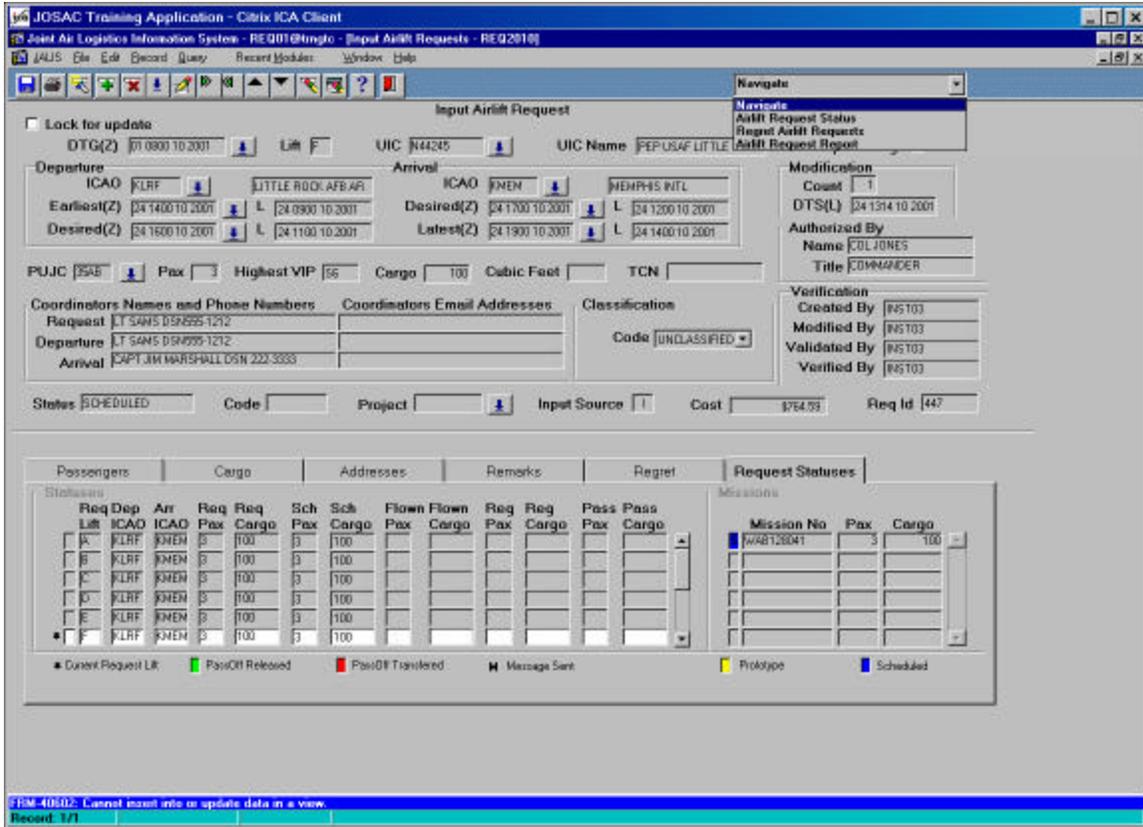


Figure 2-29. Input Airlift Request - Navigate Pull-down Menu

PRACTICE NAVIGATION - NAVIGATE WINDOW			
Step	Activity	Anticipated Result	Comment
3 of 3	Click on Airlift Request Status.	Airlift Request Status screen (Fig. 2-30) displays.	

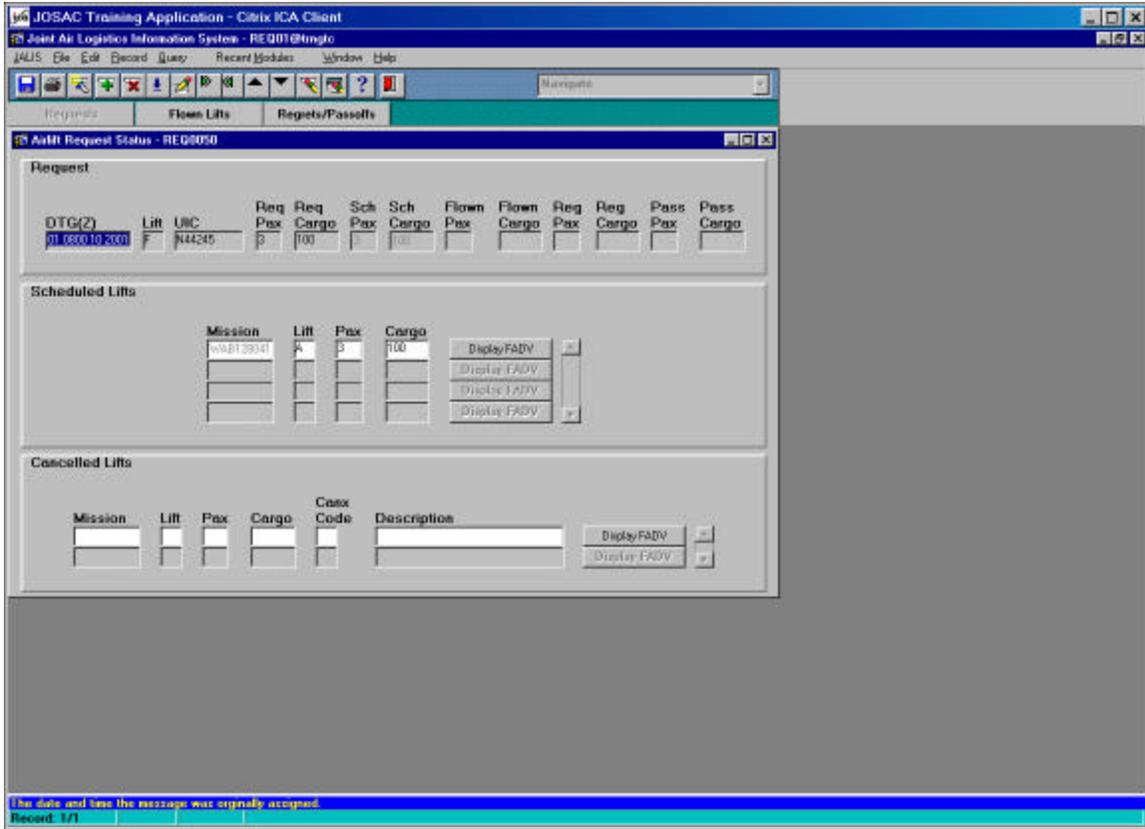
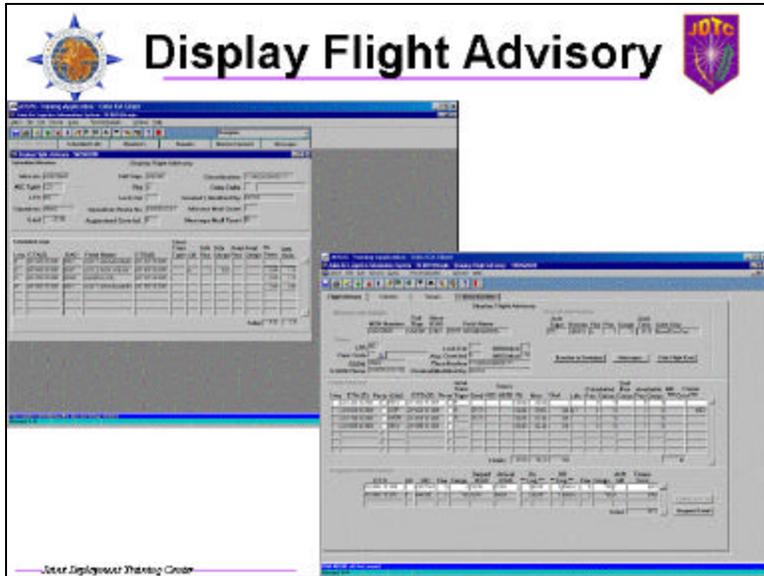


Figure 2-30. Airlift Request Status Screen

PRACTICE NAVIGATION - ACTIVATE SPECIAL NAVIGATION BUTTONS			
Step	Activity	Anticipated Result	Comment
1 of 1	Click on the Display FADV button.	Small Display Flight Advisory screen (Fig. 2-31) displays.	



Slide 2-5. Display Flight Advisory Screens

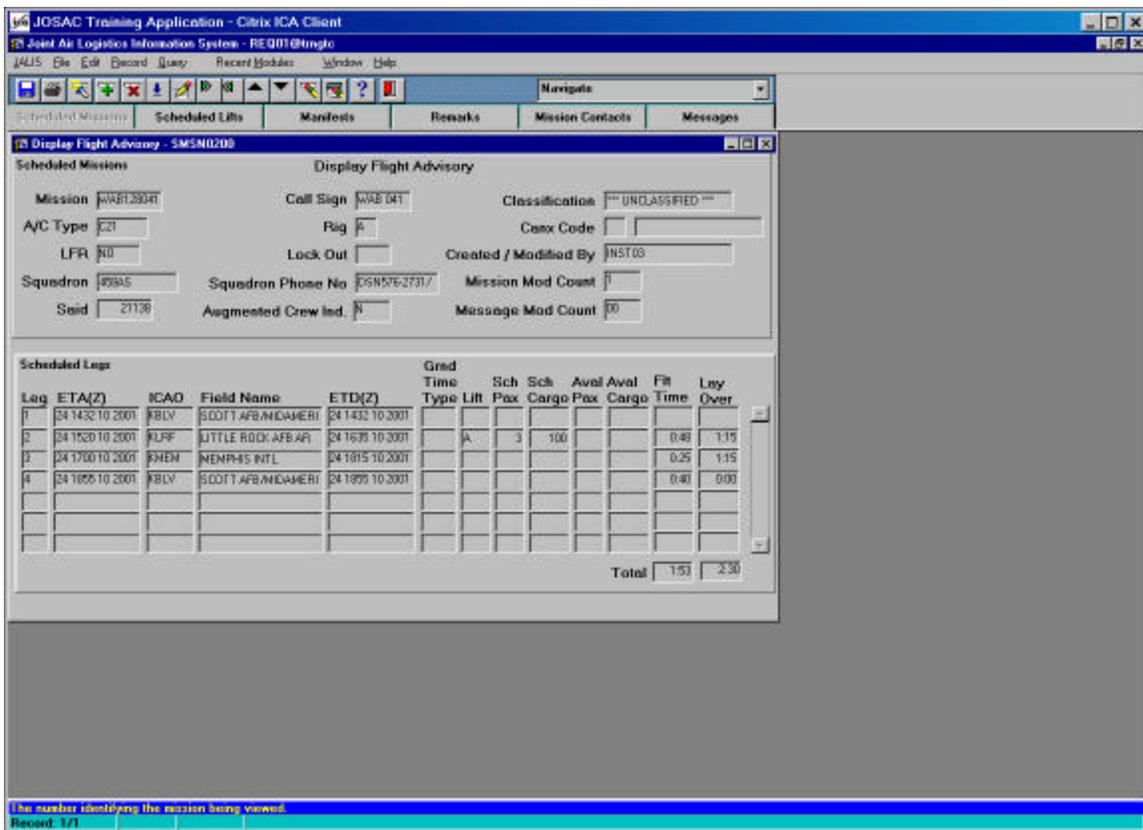


Figure 2-31. Small Display Flight Advisory Screen

PRACTICE NAVIGATION -NAVIGATE WINDOW			
Step	Activity	Anticipated Result	Comment
1 of 1	Click on the Navigate down arrow.	Display Flight Advisory - Navigate pull-down menu (Fig. 2-32) displays.	
Note. Notice the selection of available Navigate options has changed. These vary for each screen.			

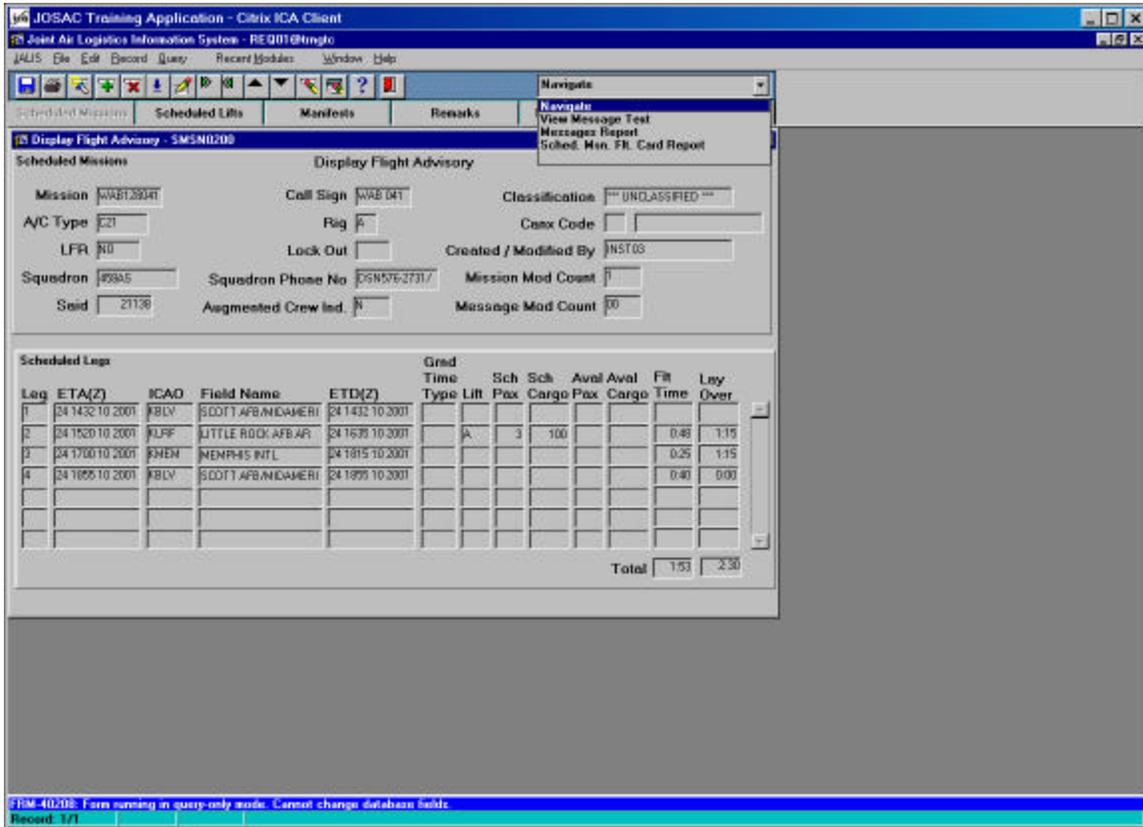


Figure 2-32. Display Flight Advisory - Navigate Pull-down Menu

PRACTICE NAVIGATION - ACTIVATE SPECIAL NAVIGATE SCREENS			
Step	Activity	Anticipated Result	Comment
1 of 3	Click on View Message Text.		The first time you select View Message Text you actually go to the Messages block of the Display Flight Advisory module. You have to select View Message Text again via the Navigate window.
2 of 3	Click on the Navigate down arrow.	Display Flight Advisory - Navigate pull-down menu redispays.	
3 of 3	Click on View Message Text.	Display Message Output screen (Fig. 2-33) displays.	

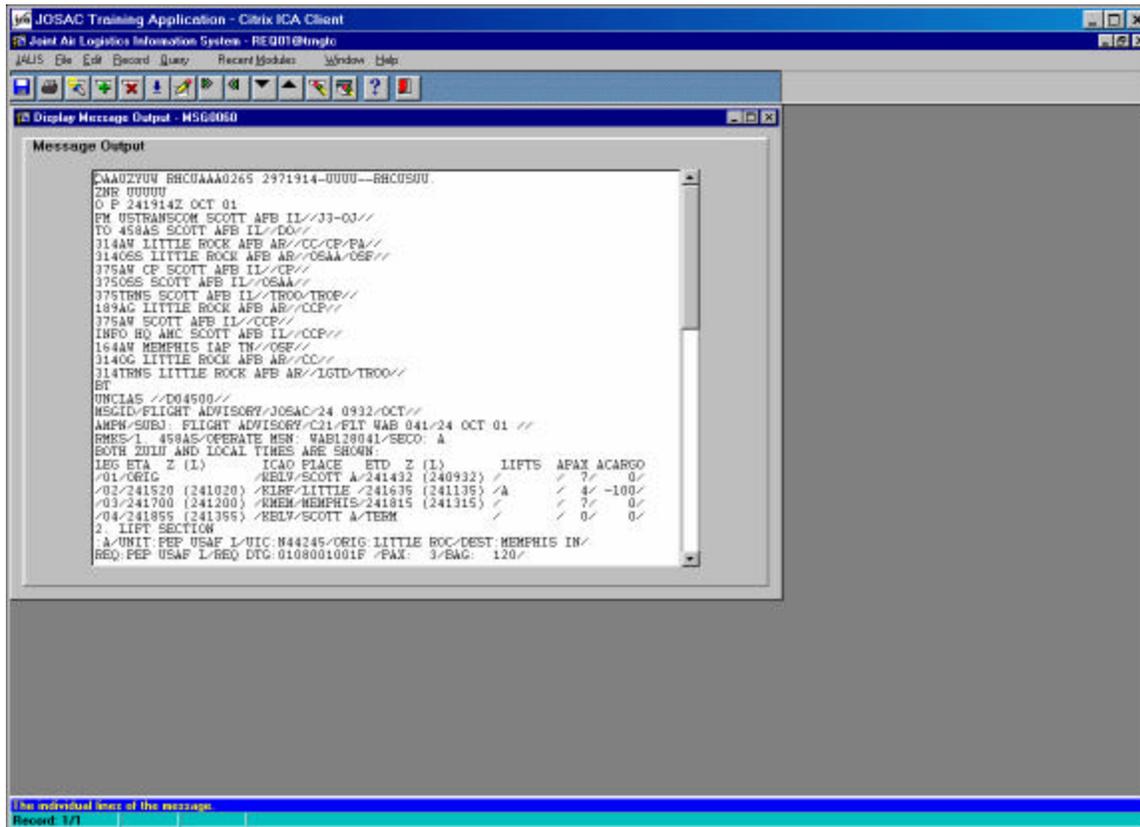


Figure 2-33. Display Message Output Screen

PRACTICE NAVIGATION - EXIT NAVIGATE SCREENS			
Step	Activity	Anticipated Result	Comment
1 of 1	Click on the Exit icon. (3 times)	Exits the screens in reverse sequence and returns to the Input Airlift screen (Fig. 2-17).	You may also Press <Ctrl + q> (3 times).

Transition. Earlier in this lesson you set a bookmark for a request. Now you will retrieve that request by using the bookmark.

PRACTICE NAVIGATION - USE A BOOKMARK			
Step	Activity	Anticipated Result	Comment
1 of 2	Right Click in the DTG field.	Right click menu (Fig. 2-34) displays with bookmarked request.	You can right click in most of the fields on this screen to get to the menu.

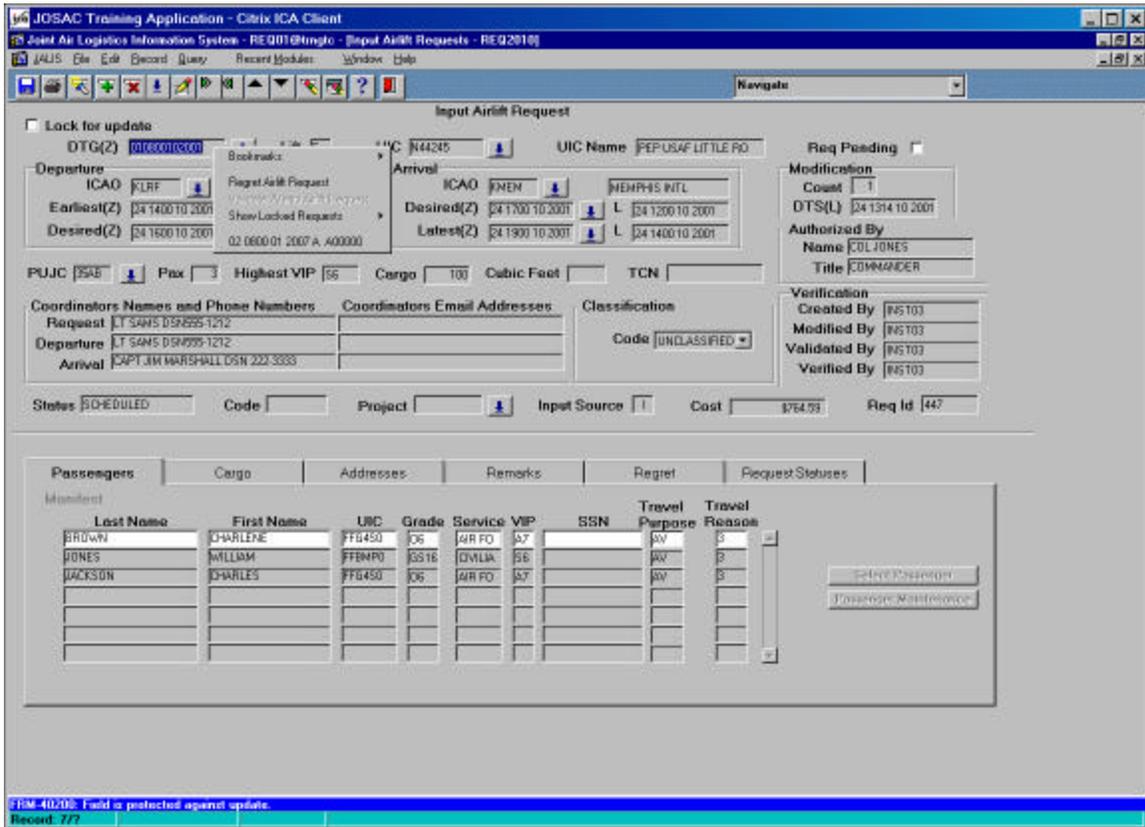


Figure 2-34. Right Click Menu with Bookmarked Request

PRACTICE NAVIGATION - USE A BOOKMARK			
Step	Activity	Anticipated Result	Comment
2 of 2	Click on the DTG , Lift , and UIC of the bookmarked request.	Bookmarked request is retrieved.	You can retrieve a request using a bookmark in either the query or the input mode.

Objective Summary. You can query a request on any data element that JALIS will allow you to click into the field. If you want to retrieve only one request, you must query on the DTG, Lift, and UIC. Querying on anything else will include your request, possibly along with several others.

Transition. It is just that easy to retrieve a request that you have previously bookmarked. Now you will exit back to the JALIS Welcome screen.

PRACTICE NAVIGATION - RETURN TO WELCOME SCREEN			
Step	Activity	Anticipated Result	Comment
1 of 1	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen (Fig. 2-4) redisplay.	You may also Press <Ctrl + q>.

Transition. Now that you have had an opportunity to practice general navigation in JALIS and executing a query, you can perform the function of printing the Flight Advisory (FADV). All reports in JALIS print basically the same way. The only real differences are how you get to the report, the parameters you set on the preferences page, and the output you get.

OBJECTIVE 2-5. Given instruction, print a Flight Advisory Message.

N. **Reports.** JALIS provides a number of canned reports. These reports cover a variety of topics in JALIS and are preformatted. They all start with a preferences screen where many of them provide some options to allow you to filter the records you retrieve on your report. Some of them do not. You can view the reports on screen, print them directly, or do both with the Preview option. The Flight Advisory Message is the official mission tasking mechanism within JALIS and is one of the available reports. Others will be covered as they arise during the course.

Requirement. Print the Flight Advisory Message for the mission WAB197792.
--

NAVIGATE TO MESSAGES REPORT			
Step	Activity	Anticipated Result	Comment
1 of 3	Click on the JALIS menu option.	Menu options for specific users (Fig. 2-5 through Fig. 2-7) redisplay.	You may also Press <Alt + J>.
2 of 3	Click on the Messaging Menu option. Squadron Users Click on the Remote Squadron User Menu option.	Messaging Menu cascading menu (Fig. 2-35) displays. Remote Squadron User cascading menu displays.	You may also Press <M>. You may also Press <Q>.

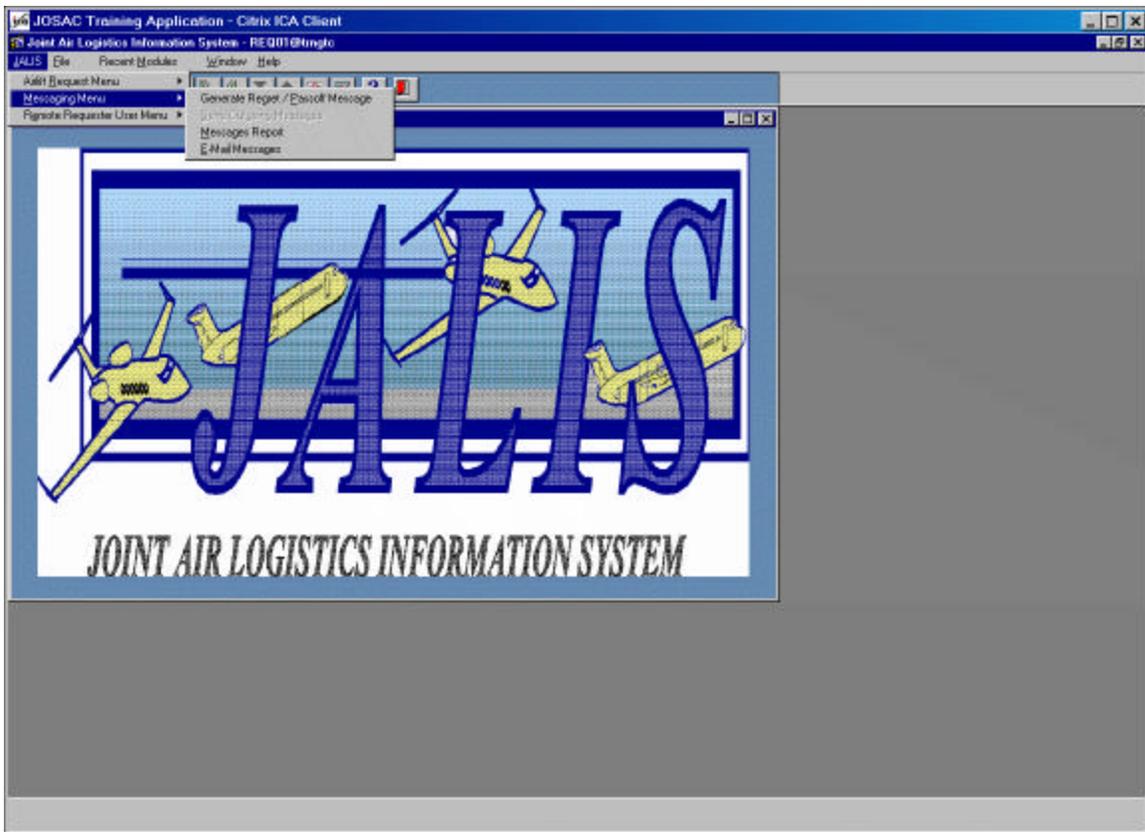


Figure 2-35. Messaging Menu Cascading Menu

NAVIGATE TO MESSAGES REPORT			
Step	Activity	Anticipated Result	Comment
3 of 3	Click on <u>M</u> essages Report.	Messages Report screen (Fig. 2-36) displays.	You may also Press <M> twice and then Press <Enter>.

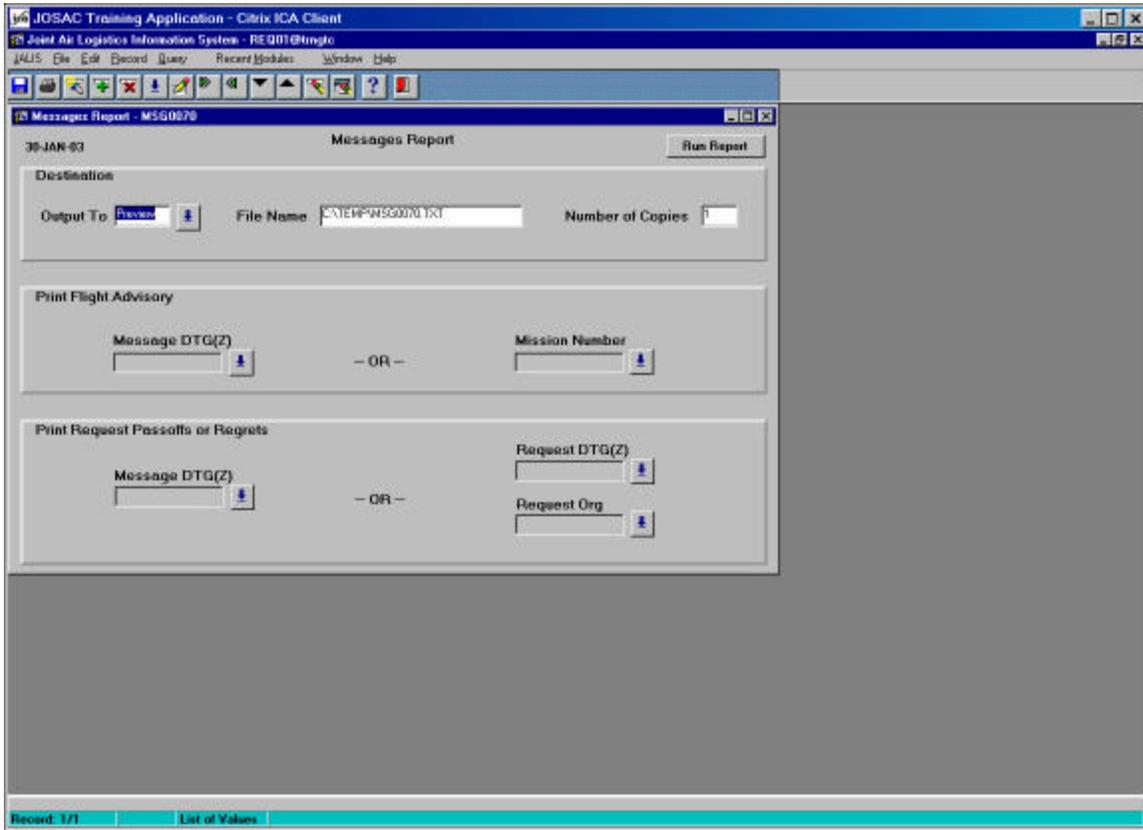


Figure 2-36. Messages Report Screen

PRINT FLIGHT ADVISORY MESSAGE			
Step	Activity	Anticipated Result	Comment
1 of 10	Click on the List icon adjacent to the Output To field.	List of Valid Destinations pop-up (Fig. 2-37) displays.	Screen sends the report to the screen only. File creates a text file, but this function does not work properly at this time. Printer sends the report directly to the printer. Preview is the default option. It sends the report to screen from where you can also print it. Preview is the best method to print a report.

Note. When the system changes to true web access, the output to options will change to PDF, HTML, and HTML CSS.

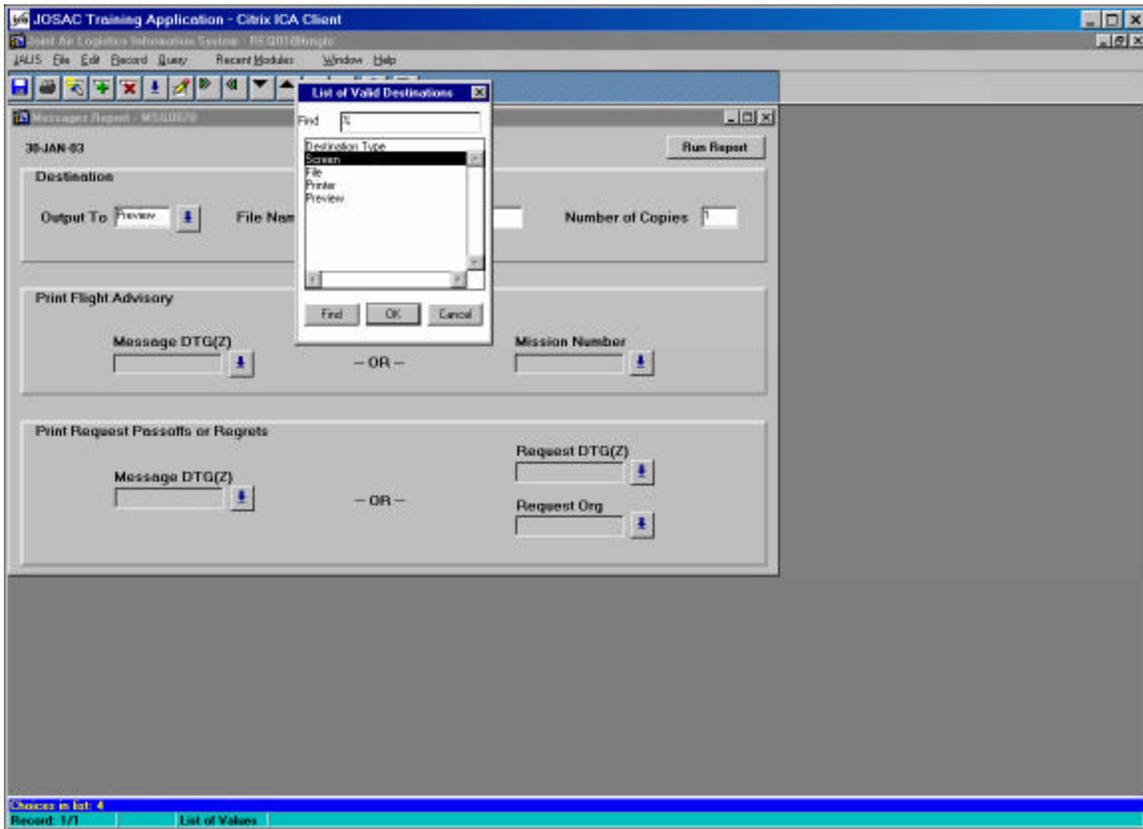


Figure 2-37. List of Valid Destinations Pop-up

PRINT FLIGHT ADVISORY MESSAGE			
Step	Activity	Anticipated Result	Comment
2 of 10	Click on Preview . Click on the OK button.	Preview is highlighted. Preview displays in the Output To field.	Should default to Preview.
3 of 10	Press <Tab> (3 times) or Click in the Mission Number field.	Report Preferences screen displays with the cursor in the mission number field.	
4 of 10	Type “wab197792” and Press <Tab>.	DTG and Mission Number post.	
5 of 10	Click on the Run Report button.	JALIS_MSG_: Previewer - MESSAGES REPORT screen (Fig. 2-38) displays.	A header page similar to this one appears as the first page of all reports in JALIS.

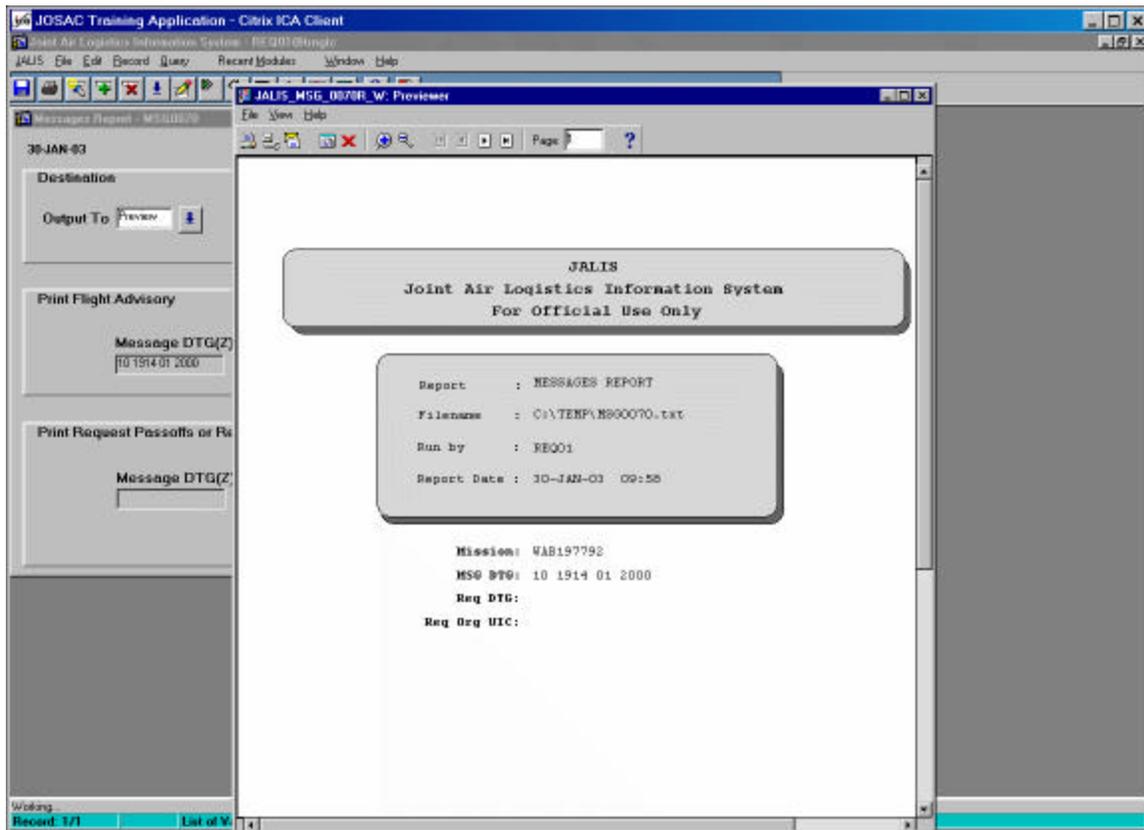


Figure 2-38. JALIS_MSG_: Previewer - Messages Report Screen

O. **Report Previewer.** Navigation through this report, or any JALIS report, is accomplished by use of the navigation buttons provided on the Report Previewer.

1. **Print.** The Print icon will open the Print dialog box from which you can print the report.

2. **Page Setup.** The Page Setup icon opens the Page Setup dialog box where you can set the margins and orientation of the page. This option also allows you to select your printer.
3. **Mail.** The Mail icon should allow you to e-mail the report. However, this function is not currently available.
4. **New Previewer.** The New Previewer icon will open another screen showing the same report. Opening two or more screens that contain the same report will allow you to compare information found in different parts of the report.
5. **Close Previewer.** The Close Previewer icon will close the report and return you to the initial Messages Report screen, or the input screen from which you ran the report. Note that the Close Previewer icon is a red X. Everywhere else in JALIS the red X is the Delete Record icon. The Previewer is actually a separate program.
6. **Zoom In.** The Zoom In icon will zoom in on the report, making the text larger. It will only zoom once.
7. **Zoom Out.** The Zoom Out icon will zoom out on the report, making the text smaller. It will zoom more than once.
8. **First Page.** The First Page icon will return you to the beginning of the report.
9. **Previous Page.** The Previous Page icon moves you to the previous page of the report. If you are on the first page, this option is not available.
10. **Next Page.** The Next Page icon will move you to the next page of the report. If you are on the last page, this option is not available.
11. **Last Page.** The Last Page icon will move you to the last page of the report.
12. **Page Field.** The Page field displays the current page of the report. You can go directly to a specific page by clicking in the field where the number is displayed, deleting the current page number, and typing the appropriate page number. Once the number has been typed, Press <Enter> to move to the specified page of the report.
13. **Help.** The Help icon opens the Report Builder Help window.

PRINT FLIGHT ADVISORY MESSAGE			
Step	Activity	Anticipated Result	Comment
6 of 10	Click on the Next Page icon.	Formatted Flight Advisory message (Fig. 2-39) displays.	

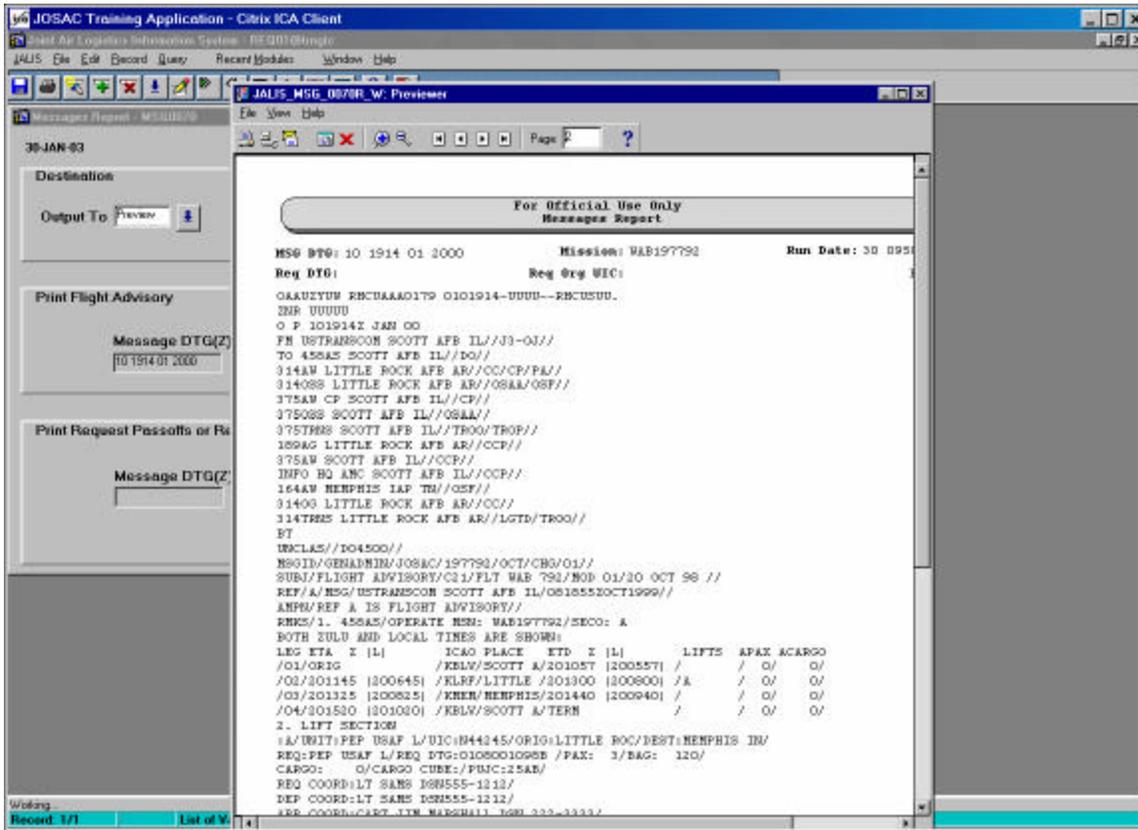


Figure 2-39. Formatted Flight Advisory Message

PRINTING FLIGHT ADVISORY MESSAGE			
Step	Activity	Anticipated Result	Comment
7 of 10	Click on the Print icon.	Print screen displays with your assigned network printer identified.	You can adjust the number of copies as well as which pages to print.
Note. Note: The first and last pages of all the reports are header and trailer pages. You can save paper by not printing those two pages.			
8 of 10	Click on the OK button.	Report prints.	
9 of 10	Click on the Close Previewer icon.	Messages Report (preferences) screen (Fig. 2-36) redisplay.	
10 of 10	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen (Fig. 2-4) redisplay.	

Objective Summary. This is only one of many reports available in JALIS. All the reports work very much the same way.

Transition. Now that you know how to print a Flight Advisory Message you can carry it to the fax machine and send it to whoever needs it. However, in many cases it might be easier to just send someone the Flight Advisory Message by e-mail. You can do this right from JALIS. With this JALIS function, users have the capability to print or e-mail the Flight Advisory Message from their own e-mail systems.

OBJECTIVE 2-6. Given instruction, e-mail a Flight Advisory Message.

P. E-mail a Flight Advisory Message. JALIS provides the capability to e-mail some messages from within JALIS. You can e-mail the FADV to your customers or whoever needs to be kept apprised of someone's travel. As a fallback position if you are having trouble printing within JALIS, you can e-mail the FADV to yourself, and then print it from your e-mail program.

Requirement. E-mail the Flight Advisory Message for mission WAB197792 to yourself.

NAVIGATE TO E-MAIL			
Step	Activity	Anticipated Result	Comment
1 of 7	Click on the JALIS menu option.	Menu options for specific users (Fig. 2-5 through Fig. 2-7) redisplay.	You may also Press <Alt + J>.
2 of 7	Click on the Messaging Menu option. Squadron Users Click on the Remote Squadron User Menu option.	Messaging cascading menu (Fig. 2-35) redisplay. Remote Squadron User cascading menu redisplay.	You may also Press <M>. You may also Press <Q>.
3 of 7	Click on E-Mail Messages .	E-Mail Messages screen (Fig. 2-40) displays.	You may also Press <E>.

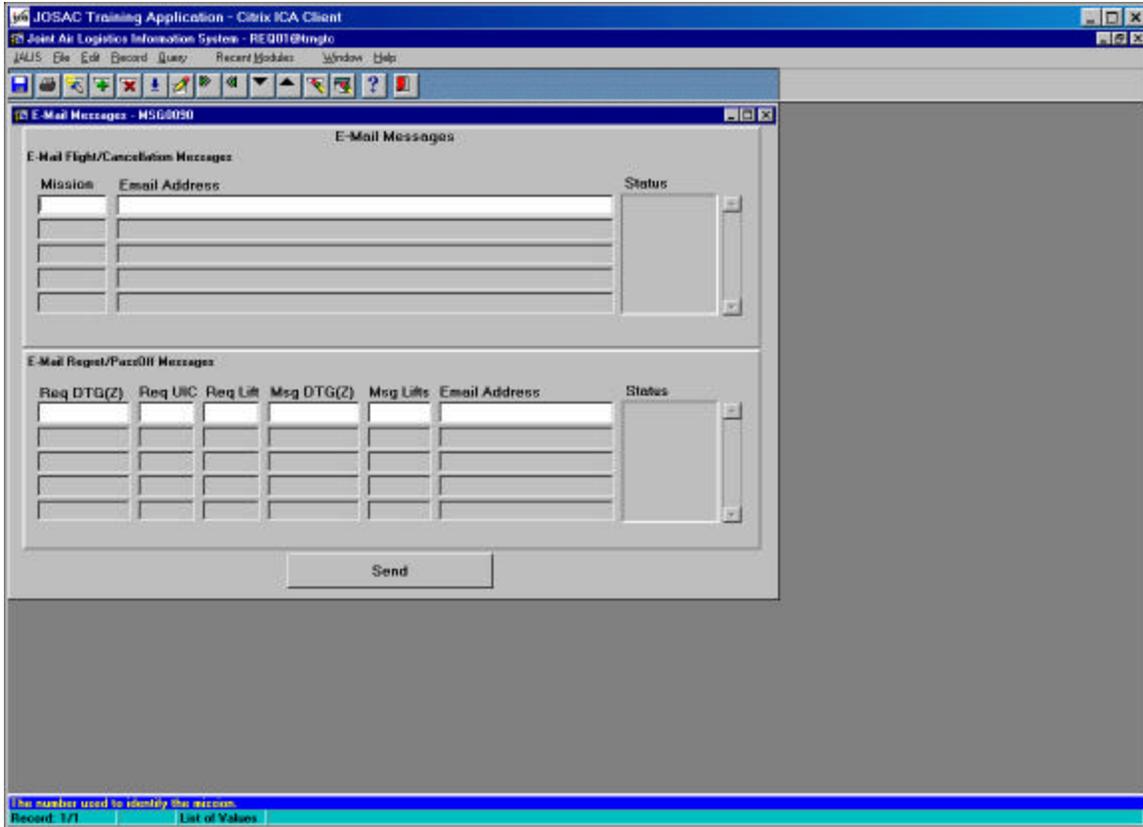


Figure 2-40. E-Mail Messages Screen

NAVIGATE TO E-MAIL			
Step	Activity	Anticipated Result	Comment
4 of 7	In the first Mission field, Type “wab197792” . Press <Tab> .	WAB197792 displays in the first Mission field. Cursor moves to the first Email Address field.	
5 of 7	In the first Email Address field, Type {your e-mail address} .	E-mail address displays in the first Email Address field.	You can list multiple E-mail addresses by separating them with a comma.
6 of 7	Click on the Send button.	A forms pop-up displays with the message, “Processing Completed. E-mail has been sent.”	

NAVIGATE TO E-MAIL			
Step	Activity	Anticipated Result	Comment
7 of 7	Click on the OK button.	The pop-up message disappears. E-Mail Messages screen (Fig. 2-40) redisplay.	You may also Press the <Enter> key.
Note. If you Double Click on the status for the message that posts after it has been sent, JALIS will display the message in a Notepad window.			
Note. You may send several messages at once. Type the mission number for each FADV you wish to send and an E-mail address for each. You can enter multiple E-mail addresses by separating the addresses with a comma.			

Transition. With your newfound knowledge of JALIS, it is time to properly exit the program.

Q. Exit JALIS. Exiting JALIS by the proper method creates a graceful exit and eliminates many problems that are caused both system-wide and individually by people improperly exiting JALIS. There are two acceptable methods of exiting JALIS gracefully. One is to click on the Exit icon (Red Door). The other is to select Exit JALIS from the File menu. The major unacceptable method is to click on the large X at the top right corner of the window. That works well for exiting most Windows programs but remember, JALIS is NOT a true Windows program.

Note. If you have run a report using the Report Previewer at any time during the current session of JALIS, the program will stop part way through the exit routine. It stops with a black screen and a minimized Reports Background Engine window in the lower left corner of the window. Click once on the X at the top of the icon and JALIS will then continue to exit gracefully. You can click the X here, but not on the JALIS window, because the Reports Background Engine is a true Windows program.

EXIT JALIS			
Step	Activity	Anticipated Result	Comment
1 of 3	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen (Fig. 2-4) redisplay.	You may also Press <Ctrl + q>.
2 of 3	Click on the Exit icon.	Black screen displays with the Reports Background Engine window in the lower left corner.	The exit process only stops here if you have run a report during the current session in JALIS. Otherwise, the Exit command will take you straight to the desktop.

EXIT JALIS			
Step	Activity	Anticipated Result	Comment
3 of 3	Click on the X on the minimized Reports Background Engine window.	Windows Desktop (Fig. 2-1) redisplay.	
<p>Note. You may exit JALIS by using the Exit icon or the Exit JALIS option on the File menu. You must NEVER exit JALIS by clicking on the X at the top right corner of the window. That does not exit JALIS completely. It will terminate your connection to the JALIS server, but it leaves your session on the JALIS database running. This tends to slow the system for all users and may limit your ability to print if you try later in the day.</p>			

Transition. You have seen how JALIS currently functions. As JALIS evolves, there will be future enhancements to make your job easier.

R. Enhancements. Even though JALIS was converted from its original Character User Interface (CUI) to a Graphical User Interface (GUI) to a web-enabled system, it is still considered a mature system. Some of the other enhancements include:

1. **Web Access.** JALIS is currently accessible through the Citrix WinFrame Client-Server software. At some point down the road you will be able to access JALIS through your web browser.
2. **Global Transportation Network (GTN) Interface.** To provide more information in the in-transit visibility area, JALIS has been interfaced with the current version of GTN. JOSAC-tasked OSA missions are now visible using GTN.
3. **Single Mobility System (SMS) Interface.** The CONUS OSA flying schedule is available to users with an SMS account. This portal is an effort to make all movement information available to users in a single location. Like GTN, SMS is accessed through the internet and requires a separate userid and password.
4. **World Wide Web (WWW) Interface.** JOSAC's mission schedule is available via the World Wide Web for review on the JALIS home page. It is important for you to know how to access the JALIS home page to find help on JALIS, updates to the training manual, and to keep abreast of the scheduled missions.

Objective Summary. E-mailing a Flight Advisory Message is a handy way to inform your customers of the itinerary of their flights. It is also a good backup if you have printer problems in JALIS.

OBJECTIVE 2-7. Given instruction, become familiar with the contents of the JALIS home page.

Requirement. Navigate to the JALIS home page and become familiar with its contents.

NAVIGATE TO THE JALIS HOME PAGE			
Step	Activity	Anticipated Result	Comment
1 of 10	Double Click on the Internet Explorer icon on the desktop.	Internet Explorer opens.	You may also use Netscape Communicator or any other web browser, although some functions are designed to work best with Internet Explorer.
2 of 10	In the Address box, Type “https://josac.transcom.mil” and Press <Enter> .	JOSAC Home Page - Microsoft Internet Explorer (Fig. 2-40) displays.	Links on this page allow you to apply for an account, submit a change request, download software, view a searchable OSA schedule, and find help about JALIS functions, among other things.
Note. Note. You may get a pop-up page with current information for JALIS users.			

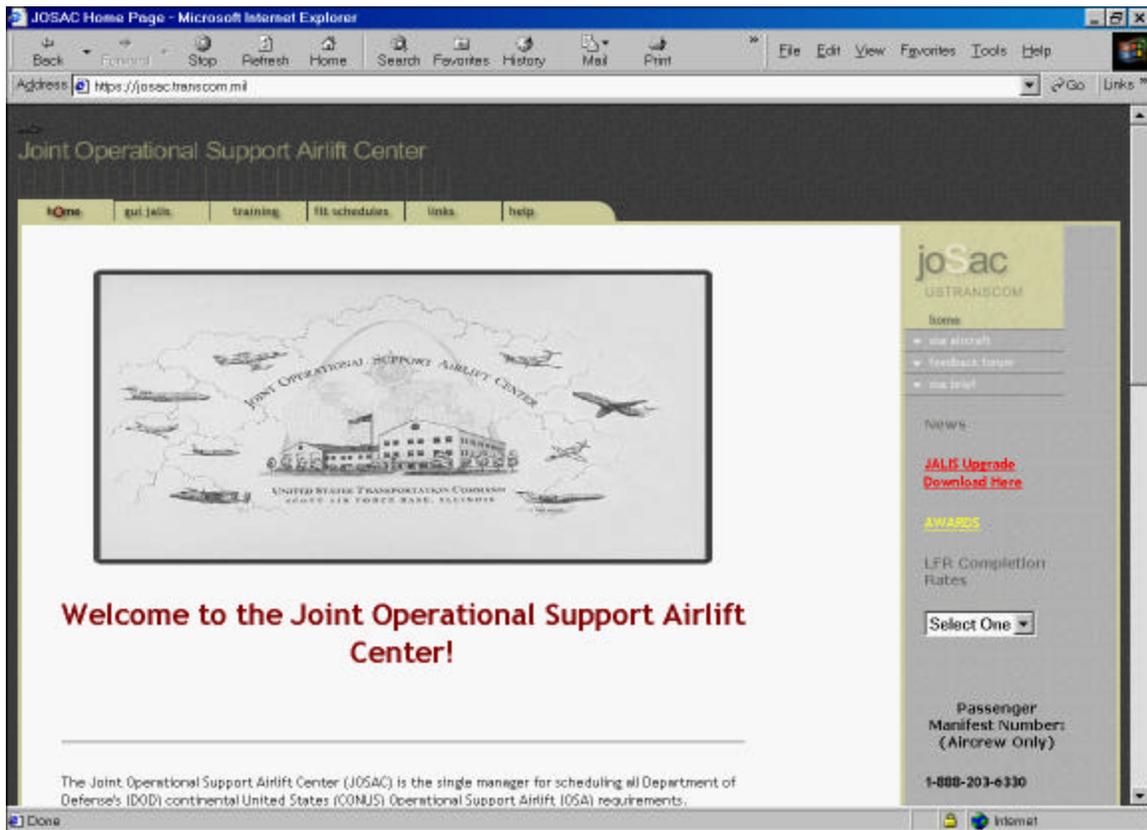


Figure 2-41. JOSAC Home Page - Microsoft Internet Explorer

NAVIGATE TO THE JALIS HOME PAGE			
Step	Activity	Anticipated Result	Comment
3 of 10	Click on the gui jalis tab.	Introduction to JALIS page displays.	
4 of 10	Click on the connecting to jalis link on the right.	Connecting to the GUI JALIS/JOSAC Server page displays.	This page contains the instructions and the files to download to install JALIS.
5 of 10	Click on the training tab.	JALIS Training page displays.	From the links on the right you can download the JOSAC User's Guide, the DoD regulations governing OSA, and the JALIS Training Manuals, as well as find the JTO's class schedule.
6 of 10	Click on the training references link on the right.	DOD Regulations and JALIS Training Manuals and Documentation page displays.	This page contains the DoD and JOSAC guidance for the OSA system and the JTO JALIS Training Manuals.
7 of 10	Click on the flt schedules tab.	Flight Schedules page displays with three options.	The public searchable schedule and the comprehensive schedule will give you almost real time information from the JALIS database. You can search the JALIS database for missions flying on certain days and originating, transiting, or arriving at specified locations.
Note. If your server is not a registered DoD or Military (.gov or .mil) server, you cannot access any of the flight schedules.			
8 of 10	Click on the help tab.	Help Information page displays.	
9 of 10	Click on the jalis help link on the right.	JALIS Mini Lesson page displays.	Provides step by step instructions for accomplishing several tasks in JALIS.
10 of 10	Click on the links tab.	Links to other OSA agencies are provided.	Navy users need to go to the NALO page to apply for their NALO accounts.

Transition. Navy users who are NOT assigned to a joint command must also apply for a JALIS account on the NALO system. The next set of keystrokes will get you to the account application form that Navy users must complete and fax to NALO.

GET APPLICATION FORM FOR NALO ACCOUNT			
Step	Activity	Anticipated Result	Comment
1 of 3	Click on the NALO link.	Navy Air Logistics Office home page displays.	
2 of 3	Click on the File Library link on the left.	List of files displays.	
3 of 3	Click on the link for NALO 5280.1E GUI User Access Request .	Form 5280.1E opens in your word processing program.	You may complete the form and print it, then fax it to NALO.

Transition. You saw one place to get the DD Form 2768 on the JALIS home page. There are other electronic formats of this form available. The DD Form 2768 is to be used by all DoD individuals requesting OSA support for passengers and cargo. Validators are required to maintain the forms for two years. Follow the keystroke table below to obtain the proper form.

NAVIGATE TO DD FORM 2768			
Step	Activity	Anticipated Result	Comment
1 of 11	Double Click on the Internet Explorer icon.	Internet Explorer opens.	You may have a different program for connecting to the Internet.
2 of 11	Click on the Address box. Type http://web1.whs.osd.mil . Press <Enter>.	Department of Defense - Washington Headquarters Services web page displays.	
3 of 11	Click on the Forms & Reports button.	DoD Forms and Reports page opens.	You may also click on the links on the left side of the page.
4 of 11	Click on the DoD Forms Program button.	DoD Forms Program page opens.	You may also click on the links on the left side of the page.
5 of 11	Click on Forms Inventories .	DoD Available Electronic Forms page opens.	
6 of 11	Click on Department of Defense Forms .	Listing of Department of Defense (DD) Forms page opens.	
7 of 11	Click on DD2500 through DD2999 .	Department of Defense Electronic Forms By Form Number DD2500 through DD2999 opens.	

NAVIGATE TO DD FORM 2768			
Step	Activity	Anticipated Result	Comment
8 of 11	< > to DD2768 .	Advances to the Military Air Passenger/Cargo Request form with options.	You may also use your browser's find function to quickly find 2768.
<p>Note. Notice that there are three separate electronic versions of the form available. Use one of the first two if you have an electronic forms program on your computer. Copy the file to the folder on your computer where the program stores the templates. If you do not have an electronic forms program, you may still fill out the Fillable Adobe PDF format online if you have downloaded the free Adobe Acrobat reader program.</p>			
9 of 11	Click on the Fillable Adobe PDF option.	DD Form 2768 opens in Adobe Acrobat Reader.	You may complete the form online and print it. You may save the form itself but not any of the information you type in it.
10 of 11	Click on the File menu option.	File pull-down menu displays.	
11 of 11	Click on Close .	Closes the form and returns you to your last web page.	If more Internet work is to be done, use the Back button to return to previous pages.

Objective Summary. The JALIS home page contains a wealth of information that can help you do your job, including flying schedules and JALIS help.

Transition. Now that you know where to find the JALIS home page and what information is available there to help you, as well as several versions of the DD Form 2768, you can now exit your browser.

EXIT NETSCAPE			
Step	Activity	Anticipated Result	Comment
1 of 2	Click on the File menu.	File pull-down menu displays.	You may click on the X at the top right corner of the screen since this is a true Windows program, not JALIS.
2 of 2	Click on Exit .	Internet Explorer closes.	



We have covered...



- **JALIS Operating Environment**
- **General Navigation in JALIS**
- **Print JALIS Reports**
- **E-Mail JALIS Flight Advisories**
- **JALIS WWW Applications**

JALIS Deployment Training Center

Slide 2-6. We have covered...

Lesson Summary. This lesson has covered a significant area of your introduction to the JALIS environment and general navigation in JALIS. This is the foundation for the remaining lessons.

Remotivation. This lesson provided the procedures you will need to navigate through the system and make JALIS work for you instead of you working for JALIS.

Closure. You are not expected to be an expert from this lesson but the requirements and scenarios that are planned for you will certainly help.

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