3in1 Quick Reference Guide

https://www.jccs.gov/3in1ng

Registering New Users – KO or FOO

- There are two roles to be selected from for Registration; Contracting Officer (KO) or Field Ordering Officer (FOO)
- FOOs have the rights to create and upload SF44s; KOs have the rights to clear orders in addition to the rights of a FOO (Edit this option under User Profile).
 - 1. On the Welcome page, the user clicks the "Register" button and selects "Register with CAC" or "Register without CAC".
 - 2. Enter the First Name, Last Name, Email, Password and Confirm Password into the fields.
 - 3. For Initial Role, select "Contracting Officer" or "Field Ordering Officer" and enter the correct DODDAC.
 - 4. An email is sent to the registered user with a link to follow to finalize the registration.
 - 5. A PMO Admin, DODAAC Admin, or KO will need to set the registered user as active.
- Creating and Uploading SF44s FOO
- SF44s can be created from a Blank Form or a Saved Template.
- Creating SF44s from Blank Forms
 - 1. Select the 'Place SF44' button from the Home Screen
 - 2. Select 'Place SF44 from a Blank Form'
 - 3. Fill in the order fields
 - 4. Select 'Save SF44'
 - 5. Select 'Finalize and Send for Clearance' when complete
 - 6. Orders can be saved as drafts by selecting the 'Save Draft Without Locking SF44'
 - option
- Creating SF44 Templates
 - 1. For reoccurring orders, or orders where information is consistent, select 'Manage SF44 Templates' to Create a new SF44 Template. Enter the information that stays consistent, name the Template, and then Save.
- The FOO can add captured images to the SF44.
- Once all the required fields are entered, the FOO finalizes the SF44 and submits it for clearance from a KO.

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				Cleared	
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		and the second	-	NAME AND ADDRESS OF SL Joe's Hardware 89th st Arlington Virginia, 22210 Linited Status of Amarice	
				Save As PDF	Images
Back		Search	Refresh	Back	Update Status

Generating Reports – PMO Admin, DODAAC Admin or KO

- A PMO Admin, DODAAC Admin or KO user can generate Purchase Log Reports of uploaded orders.
 - 1. Select 'Generate Reports' from the Home screen, then "Purchase Log Report'
 - 2. Select 'Select a DODDAC' to pull up a list of DODDACs to select from
 - 3. Select the date range to pull the report from
 - 4. Once selected, click 'Generate Report'
- View the generated report list as an Excel document by selecting 'Save Report' then 'Open'
- Save displayed orders as PDFs to view them later

Contact Information

For Comments, Feedback, Training Requests, Questions and/or Concerns, Contact <u>3in1support@dla.mil</u>

Register				
First Name:	Mike			
Last Name:	Smith			
Email:	mike.smith@dla	.mil		
Password:				
Confirm Password:				
Initial Role:	Field Ordering (Officer	18	
DODAAC:	DDAC01			
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Clearing SF44s- KO

- When a KO logs in, orders pending clearance will appear on the 'Clear SF44s' page.
 - 1. Select an order and view the content
 - Once viewed, select the clearance by marking it as Cleared, Flagged, or Unapproved
- Cleared and Unapproved orders are removed from the KO's Clearance List page. Flagged orders can get edited by a FOO and be resubmitted for clearance.

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			Bob Jones		
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