

ACAMS Quick Reference Guide



ACAMS CONTACT INFORMATION

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ACAMS Logon

1. Type or paste link into Internet browser: <https://eta.sddc.army.mil>
2. Users will be prompted to Sign In with CAC (Registered with AKO/DKO)

ACAMS Help Menu

To view the “ACAMS Help Menu”, click on the “Help” hyperlink located at the top right hand corner of the screen. Note - You may have to scroll to the right to find it.

Quick Search Functionality

Quick Search allows the ACAMS User to quickly search for any Container that exists in the ACAMS Database.

1. A user can either type or copy and paste up to 5000 containers into the quick search box.
2. The user will then click on “Verify” in order to verify the containers are valid ISO Containers.
3. If they are valid ISO containers, the containers will be moved to the box located to the right of the “Verify” button.
4. If any containers remain in the quick search box, please verify the validity of the number entered.
5. The user will then click on the “View Found Assets” button to display the results in the Container Asset Grid

Viewing Owned Container Assets

1. Choose Container Functions > Find Assets
2. Choose Find My Owned Assets (Choose DODAAC)
3. Choose either All My DODAACs or a specific DODAAC.

Adding a Container Asset

1. Choose Assets > Click “Add”
2. Enter container information into Mandatory fields (Category Name Template and Barcode)
3. Enter any additional information as desired.
4. Click “Verify ISO Number”
5. Click “Submit”

Viewing On-hand Balance

1. Choose Container Functions > Find Assets
2. Choose Find My On-Hand Balance (Choose DODAAC)
3. Choose either All My DODAACs or a specific DODAAC.

Modifying a Container Asset

1. Choose Container Asset to modify by clicking on Select button.
2. Choose Assets > Click “Modify”
3. Enter applicable data into the fields that are to be modified.
4. Click “Submit”

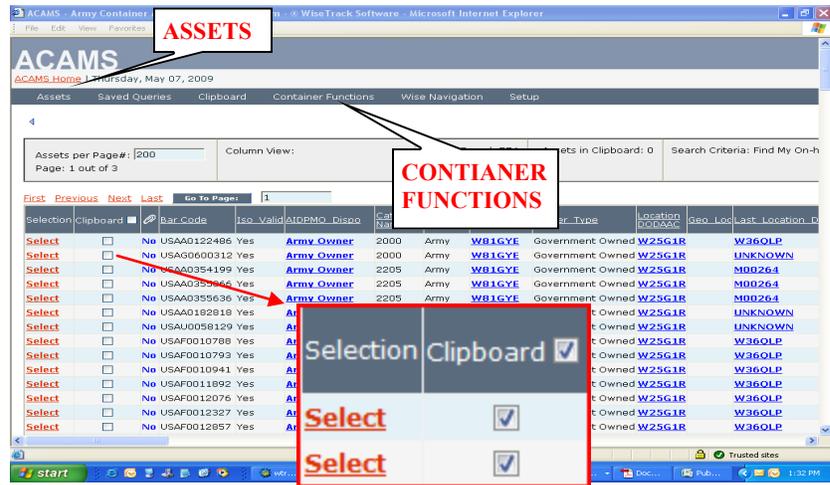
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Column Views

ACAMS users can utilize previously created "Global" views or create their own.

- Using Global Views - Choose Setup > Choose Column View From the Global Views List
- The user can then choose to use any of the 31 preconfigured views by selecting it.
- Create Your Own - Choose > Configure Column View (Asset Info Will Be Refreshed)
- A window is opened indicating Available Fields and Selected Fields separated by arrows pointing to the right and left.
- Choose fields to display or remove by highlighting them and using the left or right arrow to move them where you want them.
- Utilize the up and down arrows (this applies to the double up and down arrows as well) in order to organize your columns from left to right.
- Once complete click on Save fields and exit and you will be returned to the refreshed Container Asset Grid screen.

Note - You have 130 fields to choose from. If you will use them, keep them in the grid, if not remove them.



The Clipboard will allow users to Ship, Receive, or Modify more than one asset at a time. Once Containers are selected, Choose Clipboard > View Assets in Clipboard

Export Grid Information Into CSV File

- Choose Assets > Export Grid Into a CSV File
- Choose Save in order to save the file on your computer. When saving the file, you have the option of where to save it and name it what you like.
- Choose Open in order to open the file in an Excel spreadsheet.

Shipping or Receiving a Container Asset

- Choose Container Asset to Ship or Receive by clicking on **Select** button.
- Choose Container Functions > Ship or Receive
- Click Ship/Receive Asset and Linked Children Assets
- Click "Verify Container"
- If necessary enter Consignor DODAAC for Shipping a container and Reporting DODAAC for Receiving a container.
- Enter Consignee DODAAC for both Shipping or Receiving.
- Click "Submit"

DODAACs and AIDPMO Dispo

All hyperlinked fields in ACAMS can be clicked to present more information.

- If Location DODAAC or Owner DODAAC is clicked, a new page will be displayed with Point of Contact (POC) information as well as TAC 1, TAC 2, and TAC 3 information.
- If AIDPMO_Dispo is clicked, a new page will be displayed with disposition information pertaining to that asset.

Using the Search Tree

- Choose Assets > Search Assets.
- Click check box for the criteria you want to search for.
- A pop-up box appears and provides you with multiple search criteria.
- Type the query in the text box or enter % to search for everything.
- Click "Search Assets"

