



Subscriptions

Chapter 6

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6.1 Introduction

Subscriptions are distribution processes for providing, requesting and receiving publications on a continuing or periodic nature. FLIP subscriptions are provided on a 28, 56, 84, 120 days, etc. schedule. FLEET Allowance subscriptions are 'As Required' based on ship movement and world events. Automatic Distribution subscriptions are based on new versions of individual products.

Automatic Distribution transactions are those that facilitate the data entry of AutoDist requirements and activations when a new version of a product is to be distributed to those customers who have subscribed.

FLIP transactions are those that facilitate the data entry of FLIP requirements and activations to the product vendors for distribution to those customers who have subscribed.

FLEET Allowance transactions are those that facilitate the data entry of Allowance requirements, FLEET kit activations and Allowance activations for those ships that have asked for a Plan (Permanent) and/or Deployment type issue of all required maps.

6.1.1 Transaction Processing

Main > Subscriptions

6.1.2 System Functions

6.2 Subscription Definitions

Refer to Chapter 20 Appendix A – Data Dictionary.docx

6.3 Subscription Items

6.3.1 Search Subscriptions Item(s)

Main > Subscriptions > Search Subscription Items (Part 1)

Tip – Depending on the number of subscription items returned, searches can take as long as a few minutes.

1. On the Search Subscriptions Items screen, in the Search section, users can enter **Customer Input**, **Subscription Type(s)**, **Product Input**, **Product Input Type(s)** or combination of these four entries.

Note: There must be an entry in **Customer Input** field and/or **Product Input** field.

2. Click **Search** button to proceed to the next section of the same screen, the Subscription Items section.

The screenshot displays the 'Search Subscription Items' interface. At the top, there is a navigation menu with 'Subscriptions' highlighted. Below the menu, a search tip states: 'TIP Depending on the number of subscription items returned, searches can take as long as a few minutes.' The search section includes several filters: 'Filtering by Customer' with radio buttons for 'Enter Text' (selected) and 'Select from List(s)'; a 'Customer Input' text field with a placeholder 'Enter a DoDAAC to filter by customer input.'; 'Subscription Type(s)' with checkboxes for 'AUTODIST - Automatic Distribution', 'FLEET - Fleet Allowance Deployment', and 'FLIP - Flight Information Publication', accompanied by the instruction 'To filter by subscription type, check one or more of the checkboxes.'; a 'Product Input' text field with a placeholder 'To filter by one NSN, part#, series, other partial part#, product kit, etc., as dictated by Product Input Type(s), enter a value in the text field.'; and 'Product Input Type(s)' with a 'Show' button and the instruction 'To filter by product input type, check one or more of the checkboxes. This field is only used if Product Input is entered.'

The following is a brief description of the options available for **Searching Subscriptions Item(s)**:

Search	Searches based on the entered search criteria.
Clear	Clears all entered search criteria.
Enter Text	Allows the user to enter the DODAAC directly.
Select From List(s)	Allows the user to choose from a dropdown list of DoDAACs.
Customer Input	Data entry box for the customer DoDAAC.
Subscription Type(s)	Choose the type of Subscription Items required. Options available: AUTODIST , FLEET and FLIP .
AUTODIST	Automatic Distribution
FLEET	Fleet Allowance Deployment

FLIP	Flight Information Publication
Product Input	Data entry box for the stock number.
Product Input Type(s)	Show or Hide the list of available Product Input Types.

Main > Subscriptions > Search Subscription Items (Part 2)

- Under **Product Input Type(s)** ✓ check the type of entry contained in the Product Input entry box.

Note: Users can only select one Product Input Type(s) because they are all mutually exclusive.

Product Input:

To filter by one NSN, part#, series, other partial part#, product kit, etc., as dictated by Product Input Type(s), enter a value in the text field.

Product Input Type(s): ▼ Hide

- FLEET Product Kit
- FLIP Product Kit
- LIST Product Kit
- Part Number Series (2 Chars, 3 Trailing Spaces)
- Part Number Series (3 Chars, 2 Trailing Spaces)
- Part Number Series (4 Chars, 1 Trailing Space)
- Part Number Series (5 Chars, No Trailing Spaces)
- Part Number or National Stock Number (NSN)
- Partial Part Number (First 10 Characters)
- Partial Part Number (First 11 Characters)
- Partial Part Number (First 12 Characters)
- Partial Part Number (First 13 Characters)
- Partial Part Number (First 14 Characters)
- Partial Part Number (First 6 Characters)
- Partial Part Number (First 7 Characters)
- Partial Part Number (First 8 Characters)
- Partial Part Number (First 9 Characters)

To filter by product input type, check one or more of the checkboxes. This field is only used if Product Input is entered.

The following is a brief description of the options available for **Searching Subscriptions Item(s)**:

FLEET Product Kit	FLEET Kit Name, FLEET kit contains products for 1 ship and 1 location table.
FLIP Product Kit	FLIP Kit Name, FLIP kit contains only FLIP products.
LIST Product Kit	List Kit Name, LIST kit is just a list of products or kits.

National Stock Number	NSN – exactly 13 numeric digits, 4-digit FSC and 9-digit NIIN.
Part Number	NRN – NGA Reference Number, 2-5 character Series and 0-10 character Sheet.
Part Number Series (2 chars, 3 Trailing Spaces)	2-char Part Number Series, 'AB ' or 'ABXXX' of longer Part No.
Part Number Series (3 chars, 2 Trailing Spaces)	3-char Part Number Series, 'ABC ' or 'ABCXX' of longer Part No.
Part Number Series (4 chars, 1 Trailing Space)	4-char Part Number Series, 'ABCD ' or 'ABCDX' of longer Part No.
Part Number Series (5 chars, No Trailing Spaces)	5-char Part Number Series, 'ABCDE' of longer Part No.
Partial Part Number (First 6 characters)	6 char Part Number Partial, 'ABCDE1' of longer Part No.
Partial Part Number (First 7 characters)	7 char Part Number Partial, 'ABCD12' of longer Part No.
Partial Part Number (First 8 characters)	8 char Part Number Partial, 'ABCD123' of longer Part No.
Partial Part Number (First 9 characters)	9 char Part Number Partial, 'ABCD1234' of longer Part No.
Partial Part Number (First 10 characters)	10 char Part Number Partial, 'ABCD12345' of longer Part No.
Partial Part Number (First 11 characters)	11 char Part Number Partial, 'ABCD123456' of longer Part No.
Partial Part Number (First 12 characters)	12 char Part Number Partial, 'ABCD1234567' of longer Part No.
Partial Part Number (First 13 characters)	13 char Part Number Partial, 'ABCD12345678' of longer Part No.
Partial Part Number (First 14 characters)	14 char Part Number Partial, 'ABCD123456789' of longer Part No.

6.3.2 Select AutoDist Subscriptions Items(s)

Main > Subscriptions > Search Subscription Items

1. On the Search Subscriptions Items screen in the middle of the screen “**Subscriptions Items**” will appear.
2. Click Show/Hide Columns fields to display returned items. Click **Apply Show/Hide Options** button to apply.
3. Click **Search** button again and all data requested will be returned.

Subscription Items

Totals

Products	Product Map Quantity	Subscription Items
Click Search button		

Show/Hide Columns: NSN Part Number Stock Status Code

FLEET Deployment Quantity FLEET Permanent Quantity

FLEET Quantity Total FLEET Ship Type FLEET Table

FLIP Start Date FLIP End Date

Subscription Items

Create: AUTODIST

Select Details	Subscription Type	Customer Input Type	Customer Input	Product Input Type	Product Input	Part Number	NSN	Quantity	Code	Stock Status
Click Search button										

[Main](#) | [Subscriptions](#) | [Products](#) | [Customers](#) | [APP](#) | [History](#) | [Reports](#) | [Security](#) | [System Administration](#) | [Maintenance](#) | [Logout](#)

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The following is a brief description of the options available for **Selecting AutoDist Subscription Item(s)**:

Show/Hide Columns	Select the field names required in the returned entries. Note: Some fields only apply to FLIP subscriptions and some only apply to FLEET subscriptions.
Apply Show/Hide Options	Applies the chosen field names.
Search	Returns the chosen Subscription Items.
Clear	Clears all entered search criteria.

6.3.3 Change AutoDist Subscriptions Items(s)

Main > Subscriptions > Search Subscription Items

Note: At the top of the **Subscription Items** screen under **Totals** users can **Click to Calculate** product inventories before or after changes have been made.

1. Click **Select** check box at beginning of the row for returned subscription Quantity to be modified.
2. Change the **Quantity** box.
3. Click **Validate Changes** button to validate changes in selected rows.
4. Click **Save Changes** button and a pop up box will appear: "All subscriptions items in this table with changes will be saved. Proceed?" Click **OK** to proceed or **Cancel** to cancel this process.
5. To delete Subscription Items Click **Delete** button or **Delete All** button. A pop up box will appear: "The selected subscription items will be deleted. Proceed?" Click **OK** to proceed or **Cancel** to cancel this process.

Subscription Items

Totals

Products	Product Map Quantity	Subscription Items
Click to Calculate	146	21

Show/Hide Columns: NSN Part Number Stock Status Code
 FLEET Deployment Quantity FLEET Permanent Quantity FLEET Quantity Total FLEET Ship Type FLEET Table
 FLIP Start Date FLIP End Date

[Apply Show/Hide Options](#)

Subscription Items

Select and: [Delete](#) | Create: AUTODIST [Go](#) [Delete All](#) [Validate Changes](#) [Save Changes](#)

[Select All](#) | [Select None](#) | [Show All Details](#) | [Hide All Details](#)

Select	Details	Subscription Type	Customer Input Type	Customer Input	Product Input Type	Product Input	Part Number	NSN	Quantity	Stock Status Code
<input type="checkbox"/>	Show	AUTODIST	DODAAC	H98240	STK_NO	12XHA12350	12XHA12350	7642014010385	1	A
<input type="checkbox"/>	Show	AUTODIST	DODAAC	HM0558	STK_NO	12XHA12350	12XHA12350	7642014010385	1	A
<input type="checkbox"/>	Show	AUTODIST	DODAAC	HM0561	STK_NO	12XHA12350	12XHA12350	7642014010385	2	A
<input type="checkbox"/>	Show	AUTODIST	DODAAC	HM0629	STK_NO	12XHA12350	12XHA12350	7642014010385	2	A
<input type="checkbox"/>	Show	AUTODIST	DODAAC	N47898	STK_NO	12XHA12350	12XHA12350	7642014010385	25	A
<input type="checkbox"/>	Show	AUTODIST	DODAAC	N60514	STK_NO	12XHA12350	12XHA12350	7642014010385	1	A

The following is a brief description of the options available for **Changing AutoDist Subscription Item(s)**:

Totals - Products	Can contain the total number of maps for all subscription items returned and all subscription items in all kits returned. Click to Calculate – because this takes a long time to process – select only if really needed.
Totals – Product Map Quantity	Total number of maps for all subscription items returned.
Totals – Subscription Items	Total number of Subscription Item lines returned.
Apply Show/Hide Options	Applies the chosen field names.
Delete	Deletes only selected rows.

Create (Dropdown)	Select type of Subscription Item to Create (AUTODIST or FLIP).
Go	Goes to Add Subscription Item page.
Delete All	Deletes all rows – not just selected rows.
Validate Changes	Validates all changes made to selected rows.
Save Changes	Saves all changes made to selected rows.
Previous	Returns previous group of rows, appears only if total rows over 1000.
0-1000 of xxxx	Dropdown list of groups of rows, appears only if total rows over 1000.
Next	Returns Next group of rows, appears only if total rows over 1000.
Select All	Checkmark all rows.
Select None	Clears checkmarks from all rows.
Show All Details	Show Details in all rows.
Hide All Details	Hide Details in all rows.
Select	Check the button to select row for action.
Details	Show or Hide this row's details.
Subscription Type	Displays Subscription Type.
Customer Input Type	Displays Customer Input Type.
Customer Input	Displays DoDAAC.
Product Input Type	Displays Product Input Type.
Product Input	Displays Product Input.
Part Number	Displays Part Number (NRN).
NSN	Displays NSN.
Quantity	Original or user changed Qty.
Stock Status Code	Displays Stock Status Code.

6.3.4 Add AutoDist Subscriptions Items(s)

Main > Subscriptions > Search Subscription Items > Create - AutoDist

1. On the **Search Subscription Items** screen Click **AUTODIST** drop down list and select **AUTODIST**. Click **Go** button and the **Add Subscriptions Item(s)** screen appears.
2. On the **Add Subscriptions Item(s)** screen enter the required criteria.

Note: All required criteria is denoted by *.

3. Once the information is entered, the user has the option to **Save**, **Validate**, or **Cancel** the information.
4. The **Save** button will display the information that has been saved.
5. To validate information click **Validate** button; a **Validate Report** screen will appear.
6. Click **Cancel** button and user will be returned to previous page and nothing will be processed.

Add Subscription Item(s)

▼ Enter Information

* Indicates required field

▼ Basics

Subscription Type: AUTODIST - Automatic Distribution

* Quantity:
Required for all cases, except if partial part number Product Input Type selected and quantity entered for one or more individual products.

▼ Customer Input

* Input Method: Enter Text Select from List

* DoDAAC:

▼ Product Input

* Input Method: Enter Text Select from List

* Input Type:

* Input Text:
This value will be stored as-is with the subscription item. In the case of "Part Number or NSN," the part number will be stored. After this value changes, the page will refresh.

The following is a brief description of the options available for **Adding AutoDist Subscription Item(s)**:

Save	Save and process this new Subscription Item.
Validate	Validate the entered data of this new Subscription Item.
Cancel	Cancel this process and return to previous page.
*	Denotes mandatory field.

* Quantity	Mandatory field, All numeric, no commas.
Customer Input – * Input Method	Mandatory field, select Enter Text or Select from List DoDAAC directly.
Customer Input – Enter Text	Select to enter DoDAAC directly.
Customer Input – Select from List	Select to choose DoDAAC from a list.
* DoDAAC	Mandatory field DoDAAC.
Product Input - * Input Method	Mandatory field, select Enter Text or Select from List directly.
Product Input – * Input Type	Mandatory field, select the Product Input Type from the dropdown list.
Product Input – * Input Text	Mandatory field, type Product Input Text.

6.3.5 Change FLIP Subscriptions Item(s)

Main > Subscriptions > Search Subscription Items

Note: At the top of the **Subscription Items** screen under **Totals** users can **Click to Calculate** product inventories before or after changes have been made.

1. Select check box in row with **Quantity** or (FLIP Start Date and or FLIP END Date) to be modified.
2. Make changes in the **Quantity** and/or **Date** boxes.
3. Click **Validate Changes** button to validate changes in selected rows.
4. Click **Save Changes** button and a pop up box will appear: “All subscriptions items in this table with changes will be saved. Proceed?” Click **OK** button to proceed or **Cancel** button to cancel this process.
5. To delete Subscription Items Click **Delete** button or **Delete All** button. A pop up box will appear: “The selected subscription items will be deleted. Proceed?” Click **OK** button to proceed or **Cancel** button to cancel this process.

The screenshot shows the 'Subscription Items' interface. At the top, there are 'Totals' for Products (8795) and Subscription Items (1039). Below this is a 'Show/Hide Columns' section with various checkboxes for displaying different data fields. The main part of the screen is a table with the following columns: Select, Details, Subscription Type, Customer Input Type, Customer Input, Product Input Type, Product Input, Part Number, NSN, Quantity, Stock Status Code, FLIP Start Date, and FLIP End Date. The table lists six subscription items, each with a 'Show' button and a 'FLIP' button. The data in the table is as follows:

Select	Details	Subscription Type	Customer Input Type	Customer Input	Product Input Type	Product Input	Part Number	NSN	Quantity	Stock Status Code	FLIP Start Date	FLIP End Date
<input type="checkbox"/>	Show	FLIP	DODAAC	1533KFR	STK_NO	PLAN AP1	PLAN AP1	7641014109523	11	A	12/20/2011	12/30/2016
<input type="checkbox"/>	Show	FLIP	DODAAC	157340	STK_NO	PLAN AP1	PLAN AP1	7641014109523	5	A	12/26/1991	
<input type="checkbox"/>	Show	FLIP	DODAAC	194213	STK_NO	PLAN AP1	PLAN AP1	7641014109523	18	A	7/22/2004	
<input type="checkbox"/>	Show	FLIP	DODAAC	237590	STK_NO	PLAN AP1	PLAN AP1	7641014109523	2	A	11/29/1986	
<input type="checkbox"/>	Show	FLIP	DODAAC	498211	STK_NO	PLAN AP1	PLAN AP1	7641014109523	1	A	1/15/2008	
<input type="checkbox"/>	Show	FLIP	DODAAC	5633AF	STK_NO	PLAN AP1	PLAN AP1	7641014109523	1	A	11/29/1986	

The following is a brief description of the options available for **Changing FLIP Subscription Item(s)**:

Totals - Products	Can contain the total number of maps for all subscription items returned and all subscription items in all kits returned. Note: Click to Calculate because this may take a long time to process – select only if really needed.
Totals – Product Map Quantity	Total number of maps for all subscription items returned.
Totals – Subscription Items	Total number of Subscription Item lines returned.
Apply Show/Hide Options	Applies the chosen field names.
Delete	Deletes only selected rows.
Create (Dropdown)	Select type of Subscription Item to Create (AUTODIST or FLIP).

Go	Goes to Add Subscription Item Page.
Delete All	Deletes all rows – not just selected rows.
Validate Changes	Validates all changes made to selections.
Save Changes	Saves all changes made to selections.
Previous	Selects Previous group of returned rows, appears only if total rows over 1000.
0-1000 of 1068	Select from dropdown list of row groups, appears only if total rows over 1000.
Next	Selects Next group of returned rows, appears only if total rows over 1000.
Select All	Selects all rows.
Select None	Clears select checkmark from all rows.
Show All Details	Shows details in all rows.
Hide All Details	Hides details in all rows.
Select	Enter checkmark to select row for action.
Details	Choose Show or Hide for this row's details.
Subscription Type	Displays Subscription Type of each row.
Customer Input Type	Displays Customer Input Type of each row.
Customer Input	Displays DoDAAC of each row.
Product Input Type	Displays Product Input Type of each row.
Product Input	Displays Product Input of each row.
Part Number	Displays Part Number (NRN) of each row.
NSN	Displays NSN of each row.
Quantity	Original or Changed Qty of each row.
Stock Status	Displays Stock Status of each row.
FLIP Start Date	Original/Changed FLIP Start Date of each row, Applies to FLIP only.
FLIP End Date	Original/Changed FLIP End Date of each row, Applies to FLIP only.

6.3.6 Add FLIP Subscriptions Item(s)

Main > Subscriptions > Search Subscription Items > Create - FLIP

1. On the **Search Subscription Items** screen click **AUTODIST** drop down list and select **FLIP**. Click **Go** button and the **Add Subscriptions Item(s)** screen appears.

Subscription Items

Totals

Products	Product Map	Quantity	Subscription Items
Click to Calculate	8795		1039

Show/Hide Columns: NSN Part Number Stock Status Code
 FLEET Deployment Quantity FLEET Permanent Quantity
 FLEET Quantity Total FLEET Ship Type FLEET Table
 FLIP Start Date FLIP End Date

Apply Show/Hide Options

Subscription Items

Select and: | Create: AUTODIST

Select All | Select None | Show All Details

Select	Details	Subscription Type	Customer Input Type	Customer Input	Product Input Type	Product Input	Part Number	NSN	Quantity	Stock Status Code
<input type="checkbox"/>	<input type="button" value="Show"/>	FLIP	DODAAC	1533KR	STK_NO	PLAN AP1	PLAN AP1	7641014109523	11	A

2. On the **Add Subscriptions Item(s)** screen enter the required criteria.

Note: All required criteria is denoted by *.

Add Subscription Item(s)

▼ Enter Information
 * Indicates required field

▼ Basics

Subscription Type: FLIP - Flight Information Publication

* Quantity:
 Required for all cases, except if partial part number Product Input Type selected and quantity entered for one or more individual products.

* FLIP Start Date: 10/24/2011
 Required for all FLIP subscription items. Must be today or later.

FLIP End Date:
 Optional. If specified, must be FLIP Start Date or later.

▼ Customer Input

* Input Method: Enter Text Select from List

* DoDAAC:

▼ Product Input

* Input Method: Enter Text Select from List

* Input Type:

* Input Text:
 This value will be stored as-is with the subscription item. In the case of "Part Number or NSN," the part number will be stored. After this value changes, the page will refresh.

3. Once the information is entered, the user has the option to **Save**, **Validate**, or **Cancel** the information.
4. To save information click **Save** button; will display the information that has been saved.
5. To validate information click **Validate** button; a "**Validate Report**" screen will appear.
6. To cancel click **Cancel** button and user will be returned to previous page and nothing will be processed.

The following is a brief description of the options available for **Adding FLIP Subscriptions Item(s)**:

Save	Save and process this new Subscription Item.
Validate	Validate the entered data of this new Subscription Item for errors.
Cancel	Cancel this process and return to previous page.
*	Denotes mandatory field.
* Quantity	Mandatory field, all numeric, no commas.
* FLIP Start Date	Mandatory field, today's date or later, choose from dropdown calendar.
FLIP End Date	Optional, FLIP Start Date or later, choose from dropdown calendar.
Customer Input – * Input Method	Mandatory field, select Enter Text or Select from List DODAAC directly.
Customer Input – Enter Text	Select to enter DoDAAC directly.
Customer Input – Select from List	Select to choose DoDAAC from a list.
* DoDAAC	Mandatory field DoDAAC.
Product Input - * Input Method	Mandatory field, select Enter Text or Select from List directly.
Product Input – * Input Type	Mandatory field, select the Product Input Type from the dropdown list.
Product Input – * Input Text	Mandatory field, type Product Input Text.

6.3.7 Search FLEET Subscription Item(s)

Main > Subscriptions > Search Subscription Items > FLEET

Tip – Depending on the number of subscription items returned, searches can take as long as a few minutes.

1. On the Search Subscriptions Items screen, in the Search section, users can enter **Customer Input**, **Subscription Type(s)**, **Product Input**, **Product Input Type(s)** or combination of these four entries.

Note: There must be an entry in **Customer Input** field and/or **Product Input** field.

2. For **Subscription Type(s)** ✓ check box next to **FLEET – Fleet Allowance Deployment**.
3. The **FLEET-specific Search Fields** will appear. Users may then optionally ✓ check box a **FLEET Ship Type** and/or a **FLEET Table**.
4. Click **Search** button at top or bottom of the screen to proceed to the bottom section of the same screen, the **Subscription Items** section.

Search Subscription Items Search Clear

✓ TIP Depending on the number of subscription items returned, searches can take as long as a few minutes.

Search

Filtering by Customer: Enter Text Select from List(s)

Customer Input:
Enter a DoDAAC to filter by customer input.

Subscription Type(s): AUTODIST - Automatic Distribution
 FLEET - Fleet Allowance Deployment
 FLIP - Flight Information Publication
To filter by subscription type, check one or more of the checkboxes.

Product Input:
To filter by one NSN, part#, series, other partial part#, product kit, etc., as dictated by Product Input Type(s), enter a value in the text field.

Product Input Type(s): [Show](#)
To filter by product input type, check one or more of the checkboxes. This field is only used if Product Input is entered.

FLEET-specific Search Fields

FLEET Ship Type: 1 2 3 4 5 6 7 8 9 10 11
 12 13 14 15 16 17 18 19 20 21
 22 23 24 25 26 27 28 29 30 33
 34 35 36 37 38 40 50 53 54 60
 65 66 70 72 73 74 75 78 79 83
To filter by FLEET ship type, check one or more of the checkboxes.

FLEET Table: 25 42 43 44 45 46 47 48 49 50
 51 52 100 101 115 116 119 120
 121 125 126 130 131 135 136 137
 138 139 140 141 144 145 146 147
 149 150 151 152 153 154 155 156
 157 158 159 160 200 205 305
To filter by FLEET table, check one or more of the checkboxes.

Subscription Items

The following is a brief description of the options available for **Searching FLEET Subscription Item(s)**:

Search	Searches and returns the list of FLEET Subscription Items.
Clear	Clears all user entered data.
Filtering by Customer	Choose either Enter Text or Select from List(s) .

Subscription Type(s)	Choose the type of Subscription Items required.
Customer Input	DoDAAC or nothing.
Product Input	Product or nothing.
Product Input Type(s)	Show list of types, then choose one of the types.
FLEET Ship Type	Select one or more of the listed FLEET Ship Type(s).
FLEET Table	Select one or more of the listed FLEET Table(s).