

DISA Direct Storefront (DDSF)

Advanced Order Search Walkthrough (Version 1)





Feature Overview

Advanced Order Search

The Advanced Order Search feature provides Mission Partners with the ability to perform complex searches to find any order placed by their registered agency. DISA users with the Authorized Provisioning Official (APO) role will have the additional ability to find orders placed by any agency using Storefront.

This new search feature will be available on the “My Orders” and “My Services” pages for users with the Authorized Provisioning Official (APO) role, the Authorized Requesting Official (ARO) role, and the Authorized Tracking Official (ATO) role. The feature will also appear on “My Subscriptions” page for users with the Subscription Official (SO) role.



Feature Walkthrough

Ordering as DISA/NS6 Change

Cart  0

My Orders

My Approvals (11)

My Services

My Orders

Draft

In Process

Completed

Agency

Please input one or more search criteria, then click Track SR. Leave any field blank to exclude from search criteria.

CJON: ?

TSR: ?

PDC: ?

Active Help

The My Orders page shows you all of the orders you have placed through Storefront.

The Draft tab shows any of your orders that have not yet been submitted.

The In Process tab shows any

1. The Agency / Organization tab under “My Orders” and “My Services” will now be renamed **Agency**.
 - Users with the Authorized Provisioning Official (**APO**) role (DISA only role) will be able to find non-subscription based orders placed by any agency using Storefront.
 - Users with the **ATO** (Authorized Tracking Official) role or the **ARO** (Authorized Requesting Official) role, will be able to find non-subscription based orders placed by any organization under their registered agency.
 - Users with the **SO** (Subscription Official) role will be able to find subscription based orders placed by any organization under their registered agency.

Ordering as DISA/NS6 [Change](#)

Cart 

[My Orders](#)

[My Approvals \(11\)](#)

[My Services](#)

My Orders

Draft

In Process

Completed

Agency

Please input one or more search criteria, then click Track SR. Leave any field blank to exclude from search criteria.

CJON: 

TSR: 

PDC: 

Related CJON: 

CSA: Carrier Prefix Type Circ No Suffix

Active Help

The My Orders page shows you all of the orders you have placed through Storefront.

The Draft tab shows any of your orders that have not yet been submitted.

The In Process tab shows any of your orders that are pending approval or fulfillment.

The Completed tab shows you

1. With this update, users will no longer be able to search for orders outside of the registered Agency by changing their agency and organization on the "Ordering as" page.

My Orders

Draft In Process Completed Agency

Please input one or more search criteria, then click Track SR. Leave any field blank to exclude from search criteria.

CJON: ⓘ 4 characters minimum; partial CJONs (e.g. SF12FEB, 12FEB15, 5000) may be entered.

TSR: ⓘ

PDC: ⓘ

Related CJON: ⓘ

CSA: Carrier Prefix Type Circ No Suffix

CCSD: Agency Purpose/Use Type of Service Sequence No

IMEI: ⓘ

Search

1. The advanced order search page allows users to specify one or more search parameters.
2. Clicking in the input box or hovering over the icons will display instructions for each search criteria.
3. Partial values can be used for some parameters, a minimum number of characters is sometime specified.

Ordering as DISA/NS6 Change

Cart  0

My Orders

My Approvals (11)

My Services

My Orders

Draft

In Process

Completed

Agency

Show Search Form

1 items found

<< first < prev **1** next > last >>

10 per page

Enter search filter

Filter

Clear

Requestor	CJON	TSR	Service Type	Status	Type Action	Date Created	Date Modified	PDC	Agency	Org	Actions
User	SF07APR156220		NIPRNET	Ordering	START	07 Apr 2015 17:15:47 Z	07 Apr 2015 17:16:54 Z		DLA	DAASC	Addressing and Routing Copy Edit History View

1

Active Help

The My Orders page shows you all of the orders you have placed through Storefront.

The Draft tab shows any of your orders that have not yet been submitted.

The In Process tab shows any of your orders that are pending approval or fulfillment.

1. Search results are based on a user's role:

- Users with the **APO** role will see any non-subscription based orders matching their search criteria.
- Users with the **ATO** or **ARO** roles will only see non-subscription based orders matching their search criteria that were placed by their registered agency.
- Users with the **SO** role will see subscription based orders matching their search criteria that were placed by their registered agency.

Ordering as DISA/NS6 [Change](#)

Cart  0

[My Orders](#)

[My Approvals \(11\)](#)

[My Services](#)

My Orders

Draft

In Process

Completed

Agency

[Show Search Form](#)

1 items found

<< first < prev **1** next > last >>

10 per page

Filter

Clear

Requestor	CJON	TSR	Service Type	Status	Type Action	Date Created	Date Modified	PDC	Agency	Org	Actions
User	SF07APR156220		NIPRNET	Ordering	START	07 Apr 2015 17:15:47 Z	07 Apr 2015 17:16:54 Z		DLA	DAASC	Addressing and Routing Copy Edit History View

1

Active Help

The My Orders page shows you all of the orders you have placed through Storefront.

The Draft tab shows any of your orders that have not yet been submitted.

The In Process tab shows any of your orders that are

1. Users can take actions on orders in the search results. Actions are determined by user's role and status of the order:

- **APO, ARO & SO*:** View, Amend, Cancel, Copy, Edit, Take Ownership, Addressing and Routing, History.
- **ATO:** View, Order History, Addressing and Routing.

* **NOTE:**

- APO users will see all non-subscription orders.
- ARO users will only see non-subscription based orders from their registered agency.
- SO users will have access to subscription based orders only.

Ordering as DISA/NS6 Change

Cart 

My Orders

My Approvals (11)

My Services

My Orders

2

Show Search Form

Draft

In Process

Completed

Agency

1 items found

<< first < prev 1 next > last >>

10 per page

Enter search filter

Filter

Clear

1

Requestor	CJON	TSR	Service Type	Status	Type Action	Date Created	Date Modified	PDC	Agency	Org	Actions
User	SF07APR156220		NIPRNET	Ordering	START	07 Apr 2015 17:15:47 Z	07 Apr 2015 17:16:54 Z		DLA	DAASC	Addressing and Routing Copy Edit History View

Active Help

The My Orders page shows you all of the orders you have placed through Storefront.

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The In Process tab shows any of your orders that are pending approval or fulfillment.

The Completed tab shows you

1. Users can use the filter capability to further refine their results.
2. Clicking “Show Search Form” will display the search criteria.

My Orders

[Draft](#)

[In Process](#)

[Completed](#)

[Agency](#)

[Show Search Form](#)

1 440 items found [Retrieve more results](#)

<< first < prev **1** 2 3 4 5 6 7 8 9 10 next > last >> 10 per page [Filter](#) [Clear](#)

Requestor	CJON	TSR	Service Type	Status	Type Action	Date Created	Date Modified	PDC	Agency	Org
holts	SF18MAY157035	NS18MAY155460	DoD Mobility Capability - Unclassified	Pending Fulfillment	START	18 May 2015 14:24:50 Z	18 May 2015 14:24:53 Z	AOFF31	DISA	DISA CONUS

1. If a large number search results are returned the “Retrieve more results” link may appear. Clicking this link will display an additional set of results.



Use Case

A Mission Partner (registered with the DOD, Computer Network Support Directorate) wants to view the status an order placed by another DOD organization (HPCMO High Performance Computer Mgt Org).

Ordering as

Cart  0

My Orders

My Approvals (11)

My Services

My Orders

Please input one or more search criteria, then click Track SR. Leave any field blank to exclude from search criteria.

CJON:

TSR:

PDC:

Related CJON:

CSA:

Active Help

The My Orders page shows you all of the orders you have placed through Storefront.

The Draft tab shows any of your orders that have not yet been submitted.

The In Process tab shows any of your orders that are pending approval or fulfillment.

The Completed tab shows you

1. The Mission Partner goes to the “My Orders” tab in Storefront and clicks on the “Agency” tab.
2. The Mission Partner enters the CJON for the order.

Ordering as



My Orders

My Approvals (11)

My Services

My Orders

Draft

In Process

Completed

Agency

Show Search Form

1 items found

<< first < prev **1** next > last >>

10 per page

Enter search filter

Filter

Clear

Requestor	CJON	TSR	Service Type	Status	Type Action	Date Created	Date Modified	PDC	Agency	Org	Actions
User	SF07APR156220		NIPRNET	Ordering	START	07 Apr 2015 17:15:47 Z	07 Apr 2015 17:16:54 Z		DLA	DAASC	Addressing and Routing Copy Edit History View

Active Help

The My Orders page shows you all of the orders you have placed through Storefront.

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The Completed tab shows you

1. The order matching the entered CJON is displayed.
2. Advanced Search allows users to search for any order placed by their registered agency.
3. The Mission Partner clicks the “Addressing and Routing” link to check the status.



Use Case

A Mobility Service CAM has the CJON for a customer's DMUC order and wants to check the order's status.

Ordering as

Cart  0

My Orders

My Approvals (11)

My Services

My Orders

Please input one or more search criteria, then click Track SR. Leave any field blank to exclude from search criteria.

CJON:

TSR:

PDC:

Related CJON:

CSA:

Active Help

The My Orders page shows you all of the orders you have placed through Storefront.

The Draft tab shows any of your orders that have not yet been submitted.

The In Process tab shows any of your orders that are pending approval or fulfillment.

The Completed tab shows you

1. The Mission Partner goes to the “My Orders” tab in Storefront and clicks on the “Agency” tab.
2. The Mission Partner enters the CJON for the order.

Ordering as



My Orders

My Approvals (11)

My Services

My Orders

Draft

In Process

Completed

Agency

Show Search Form

1 items found Displaying all results

<< first < prev 1 next > last >> 10 per page Enter search filter Filter Clear

Requestor	CJON	TSR	Service Type	Status	Type Action	Date Created	Date Modified	PDC	Agency	Org	Actions
TJones	SF21APR156139		DoD Mobility Capability - Unclassified	Pending Approval	START	21 Apr 2015 14:49:13 Z	21 Apr 2015 14:49:24 Z	AOFF31	AF	AF-AFGSC	Addressing and Routing Copy History View Manage User List

<< first < prev 1 next > last >> 10 per page Displaying all results

Active Help

The My Orders page shows you all of the orders you have placed through Storefront.

The Draft tab shows any of your orders that have not yet been submitted.

The In Process tab shows any of your orders that are pending approval or fulfillment.

The Completed tab shows you

1. The order matching the entered CJON is displayed.
2. The Mobility Service CAM has the APO role so they can see orders placed outside of DISA.
3. The Mission Partner clicks the "Addressing and Routing" link to check the status.

**For Assistance with DDSF issues
you may contact the
DISN Global Support Center
(800) 554-3476 Option 2
disa.dgsc@mail.mil**

