

# **DISA Direct Storefront (DDSF) Tutorials**

## **My Tracking** (Version 1.3)



# Overview

The My Tracking page 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.

# Overview

## Initiating Actions Against Approved Legacy Orders from DDOE.

- The My Tracking page also allows Mission Partners to initiate actions against approved legacy orders from DDOE.
- Users will only be able to initiate actions on the last action taken on a legacy DDOE order. For example, a legacy order might have multiple actions taken against it: START, AMEND, CHANGE, in this example, the latest action, CHANGE, is actionable, the START and AMEND orders are unactionable.
- If you are familiar with My Tracking go to [slide #10](#) for a step by step overview of how to import an order and initiate a type action.
- **This process does not import the legacy DDOE order. Data from the legacy order is copied over into a Storefront record which can be used to create future Storefront orders.**
- **Legacy orders from DDOE will be available for action after the Service has been disabled in DDOE. For more information on the DDOE sunset, please see the DISA Direct homepage.**

# Overview

## 3 Step Process:

1

### Search

- Find an order, via “My Tracker” feature

2

### Import

- For a “Legacy Order” click on the “Import” Action; Use “TSR Email” to view the original order details for reference

3

### Order Action

- Execute an order action (e.g. change, amend, discontinue, cancel); update order data as needed

# Walk Through Tracking a DDSF Order

Clicking in the input box or hovering over the icons will display instructions for each search criteria.

3

## My Tracking

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

2

**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  Seq No\* ⓘ

**IMEI:**  ⓘ

4

Partial values can be used for some parameters, a minimum number of characters is sometime specified.

1

The My Tracking page provides Mission Partners with the ability to perform complex searches to find any order placed by their registered agency.

Users can specify one or more search parameters.

Search

Clear

Ordering as DISA/NS6 [Change](#)

Cart  0

[My Tracking](#)

[My Orders](#)

[My Approvals \(0\)](#)

[My Services](#)

[Change criteria](#) | 253 results for: **AOFF31** [Show more results](#)

[Filter](#)

[Clear](#)

Requestor	CJON	TSR	Service Type	Status	Type Action	PDC	Date Created	Date Modified	Agency	Org	Actions
connorss1	SF14AUG155375		NIPRNET	Pending Approval	START	AOFF31	14 Aug 2015 15:58:21 Z	14 Aug 2015 15:58:35 Z	DISA	DISA CONUS	<a href="#">Addressing and Routing</a>   <a href="#">Copy</a>   <a href="#">History</a>   <a href="#">View</a>
connorss1	SF13AUG155371		Wireless Devices and Services - DMCC Data Plan	Pending Approval	START	AOFF31	13 Aug 2015 15:59:51 Z	13 Aug 2015 16:00:05 Z	DISA	DISA CONUS	<a href="#">Addressing and Routing</a>   <a href="#">Copy</a>   <a href="#">History</a>   <a href="#">View</a>
connorss1	SF11AUG155354		DECTK - Service Only	Pending Approval	START	AOFF31	11 Aug 2015 17:36:01 Z	11 Aug 2015 17:36:07 Z	DISA	DISA CONUS	<a href="#">Addressing and Routing</a>   <a href="#">Copy</a>   <a href="#">History</a>   <a href="#">View</a>
woodrumr	SF10AUG155333		DRSN	Pending Approval	START	AOFF31	10 Aug 2015 14:02:28 Z	10 Aug 2015 14:02:41 Z	DISA	DISA CONUS	<a href="#">Addressing and Routing</a>   <a href="#">Copy</a>   <a href="#">History</a>   <a href="#">View</a>

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



My Tracking

My Orders

My Approvals (0)

My Services

Change criteria

253 results for: AOFF31

Show more results

Enter search filter

Filter

Clear

Requestor	CJON	TSR	Service Type	Status	Type Action	PDC	Date Created	Date Modified	Agency	Org	Actions
			Dedicated	Ordering	START	AOFF31	08 Oct 2015 13:16:52 Z	08 Oct 2015 16:06:46 Z	DISA	DISA CONUS	Addressing and Routing   Copy   Edit   History
jtuttle	SF05OCT155505	NS05OCT155022	DISN Subscription	Active	START	AOFF31	06 Oct 2015 06:06:38 Z	06 Oct 2015 06:06:38 Z			
connorss1	SF05OCT155508				CHANGE	AOFF31	05 Oct 2015 17:08:47 Z	05 Oct 2015 17:14:22 Z	DISA	DISA CONUS	Addressing and Routing   Copy   Edit   History   Take Ownership   View
connorss1	SF05OCT155507	NS05OCT155022			START	AOFF31			DISA	DISA CONUS	Addressing and Routing   Copy   History   TSR Email   View
jtuttle	SF05OCT155506		DISN Subscription	Pending Approval	CHANGE	AOFF31	05 Oct 2015 16:47:15 Z	05 Oct 2015 16:47:20 Z	DISA	DISA CONUS	Addressing and Routing   Copy   History   View
jlabumbard	SF05OCT155503		OMS Subscription	Pending Approval	START	AOFF31	05 Oct 2015 15:41:22 Z	05 Oct 2015 15:41:25 Z	USA	DISA Direct Team	Addressing and Routing   Copy   History   View

Clicking will display the search criteria.

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.

Users can use the filter capability to further refine their results.

Clicking displays a new window containing a copy of the TSR email.

Ordering as DISA/NS6 [Change](#)

Cart  0

[My Tracking](#)

[My Orders](#)

[My Approvals \(0\)](#)

[My Services](#)

[Change criteria](#) | 1 results for: **SF16OCT158370**

[Filter](#) [Clear](#)

Requestor	CJON	TSR	Service Type	Status	Type Action	PDC	Date Created	Date Modified	Agency	Org	Actions
holts	SF16OCT158370	NS16OCT155581	Wireless Devices and Services - Other	Active				15 Z	DISA	DISA CONUS	<a href="#">Change History</a>   <a href="#">Discontinue</a>   <a href="#">Re-Award</a> <a href="#">TSR Email</a>   <a href="#">View</a>

1

The icon next to the history link indicates that matching criteria can be found in the order history.

<< first < prev 1 next > last >>

### Item History

Displays the history of the SR from draft status to completed status.

2

Displays the history of the service including any change, Reaward, or Discontinue actions.

[Order History](#)

[Service History](#)

[Close](#)

<< first < prev 1 next > last >> 10 per page  [Filter](#) [Clear](#)

Requestor	CJON	TSR	Service Type	Status	Type Action	PDC	Date Created	Date Modified	Actions
holts	SF16OCT158370	NS16OCT155581	Wireless Devices and Services - Other	Completed	CHANGE	AOFF31	16 Oct 2015 14:24:06 Z	16 Oct 2015 14:24:10 Z	<a href="#">View</a>
holts	SF16OCT158370	NS16OCT155581	Wireless Devices and Services - Other	Pending Fulfillment	CHANGE	AOFF31	16 Oct 2015 14:22:07 Z	16 Oct 2015 14:23:58 Z	<a href="#">View</a>
holts	SF16OCT158370	NS16OCT155581	Wireless Devices and Services - Other	Completed	CHANGE	AOFF31	16 Oct 2015 14:22:39 Z	16 Oct 2015 14:22:42 Z	<a href="#">View</a>
holts	SF16OCT158370	NS16OCT155581	Wireless Devices and Services - Other	Submitted for Fulfillment	CHANGE	AOFF31	16 Oct 2015 14:21:59 Z	16 Oct 2015 14:22:11 Z	<a href="#">View</a>
holts	SF16OCT158370		Wireless Devices and Services - Other	Approved	CHANGE	AOFF31	16 Oct 2015 14:19:45 Z	16 Oct 2015 14:21:59 Z	<a href="#">View</a>
holts	SF16OCT158370		Wireless Devices and Services - Other	Approved	CHANGE	AOFF31	16 Oct 2015 14:18:23 Z	16 Oct 2015 14:19:40 Z	<a href="#">View</a>

# **Walk Through**

## **Initiating An Action Against Approved Legacy Orders From DDOE.**

## My Tracking

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

CJON:  ⓘ

TSR:  ⓘ

PDC:  ⓘ

Related CJON:  ⓘ

CSA: 

Carrier	Prefix	Type	Circ No*	Suffix	ⓘ
<input type="text"/>					

CCSD: 

Agency	Purpose/Use	Type of Service	Seq No*	ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

IMEI:  ⓘ

Search

Clear

Hide Search Form

1

Enter search criteria to find your legacy order:

1 Orders that match the search criteria.

Ordering as DISA/NS6 Change My Orders My Approvals (0) My Services

Change criteria | 80 results for: B47A6A Displaying all results  [Filter](#) [Clear](#)

Requestor	CJON	TSR	Service Type	Status	Type Action	PO	Date Created	Date Modified	Agency	Org	Actions
jtuttle	SF01OCT153148A		DoD Mobility Capability - Unclassified	Ordering	AMEND	B47A6A				HQDA	Addressing and Routing   Copy   Edit   History   Manage User List   Take Ownership   View
jtuttle	SF14AUG155845A		DoD Mobility Capability - Unclassified	Ordering	AMEND	B47A6A				HQDA	Addressing and Routing   Copy   Edit   History   Manage User List   Take Ownership   View
holts	SF15OCT154396A		Wireless Devices and Services - Other	Ordering	AMEND	B47A6A	14-27-2014	14-09-30-2014		HQDA	Addressing and Routing   Copy   Edit   History   View
Mr. John Samuel	WO07OCT153731	WA13OCT157558	Wireless Devices and Services	Legacy Order	Discontinue	B47A6A		07 Oct 2015 13:09:24 Z	USA	HQDA	<a href="#">TSR Email</a>   <a href="#">Import</a>
Mr. Daniel Espinoza	WO01OCT153150	WA07OCT157535	DoD Mobility Capability	Legacy Order	Discontinue	B47A6A		01 Oct 2015	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO14AUG155849	WA19AUG157190	DoD Mobility Capability	Legacy Order	Change	B47A6A				HQDA	<a href="#">TSR Email</a>   Import
Mr. Daniel Espinoza	WO12AUG155552	WA19AUG157208	DoD Mobility Capability	Legacy Order	Change	B47A6A				HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO30JUN158810	WA24JUL156956	DoD Mobility Capability	Legacy Order	Start	B47A6A				HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO30JUN158804	WA24JUL156957	DoD Mobility Capability	Legacy Order	Start	B47A6A				HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO09JUN154959	WA16JUN156490	DoD Mobility Capability	Legacy Order	Start	B47A6A				HQDA	TSR Email   Import

2 Actionable legacy orders from DDOE will display a "TSR Email" and an "Import" link in the actions column. Actionable orders will also have a status of "Legacy Order" in the status column.

3 Clicking displays a new window containing a copy of the TSR email from Legacy Order.

**Please Note:** Some order data will not appear in the order when the order is imported and that information will need to be reentered. We recommend that you print a copy of the TSR email for reference.

<< first < prev **1** 2 3 4 5 6 7 8 next >

**CJON: WO24JUN158460    TSR: WA130CT157558    Status: A    DITCO Indicator: Y**

LEGACY ORDER FROM DDOE: R 241330Z JUN 15  
FM ZEN KATHERINE.A.VILLANI.CTR@MAIL.MIL  
TO ZEN DISA.SCOTT.DITCO.MBX.DITCOATD@MAIL.MIL  
INFO ZEN AAJONES@DSCP.DLA.MIL  
ZEN ALBERT.F.SMITH14.CIV@MAIL.MIL  
ZEN KATHERINE.A.VILLANI.CTR@MAIL.MIL  
BT  
UNCLAS  
SUBJ: TELECOMMUNICATIONS SERVICE REQUEST  
101. JT24JUN155020  
103. START  
104. CIRCUIT ONLY/SINGLE VENDOR  
105. DEDICATED  
106A. 260800Z JUN 15  
106B. 260800Z JUN 15  
110. FULL DUPLEX  
111. 1.024MB  
112. FULL PERIOD  
115. NO SIGNALING  
116. NEW LEASE  
117. EWAITS  
118. NO  
119D. NO  
120A. FTGRGGMD  
121A. 24  
122A. B  
123A. 1IO  
124A. 123; MANASSAS, VA, 20110  
127A. UNSECURE  
130A. (PMRY POC) MR. AL SMITH; (UNCLASS ORG)  
ALBERT.F.SMITH14.CIV@MAIL.MIL; (UNCLASS USER)  
ALBERT.F.SMITH14.CIV@MAIL.MIL; (CMCL) 301-225-8659; (DSN)  
375-8659  
131A. 123; MANASSAS, VA, 20110  
139A. 555/555  
140A. DISA/COMPONENT ACQUISITION EXECUTIVE (CAE)  
120B. FAIRFIELD  
121B. 30  
122B. F  
123B. 2EO  
124B. 1234; MANASSAS, VA, 20110  
127B. UNSECURE  
130B. (PMRY POC) MS ANITA JONES; (UNCLASS USER)

1

The TSR email opens  
in a new browser  
window.



Ordering as DISA/NS6 [Change](#)

Cart 0

[My Tracking](#)

[My Orders](#)

[My Approvals \(0\)](#)

[My Services](#)

[Change criteria](#) | 80 results for: **B47A6A** Displaying all results

Enter search filter [Filter](#) [Clear](#)

Requestor	CJON	TSR	Service Type	Status	Type Action	PDC	Date Created	Date Modified	Agency	Org	Actions
jtuttle	SF01OCT153148A		DoD Mobility Capability - Unclassified	Ordering	AMEND					HQDA	Addressing and Routing   Copy   Edit   History   Manage User List   Take Ownership   View
jtuttle	SF14AUG155845A		DoD Mobility Capability - Unclassified	Ordering	AMEND	B47A6A	04 Feb 2016 21:23:42 Z	04 Feb 2016 21:59:48 Z	USA	HQDA	Addressing and Routing   Copy   Edit   History   Manage User List   Take Ownership   View
holts	SF15OCT154396A		Wireless Devices and Services - Other	Ordering	AMEND	B47A6A	01 Feb 2016 14:27:25 Z	01 Feb 2016 14:35:30 Z	USA	HQDA	Addressing and Routing   Copy   Edit   History   View
Mr. John Samuel	WO07OCT153731	WA13OCT157558	Wireless Devices and Services	Legacy Order	Discontinue	B47A6A		07 Oct 2015 13:09:24 Z	USA	HQDA	TSR Email   <b>Import</b>
Mr. Daniel Espinoza	WO01OCT153150	WA07OCT157535	DoD Mobility Capability	Legacy Order	Discontinue	B47A6A		01 Oct 2015 14:26:49 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO14AUG155849	WA19AUG157190	DoD Mobility Capability	Legacy Order	Change	B47A6A		14 Aug 2015 09:15:10 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO12AUG155552	WA19AUG157208	DoD Mobility Capability	Legacy Order	Change	B47A6A		12 Aug 2015 13:37:38 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO30JUN158810	WA24JUL156956	DoD Mobility Capability	Legacy Order	Start	B47A6A		30 Jun 2015 14:44:55 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO30JUN158804	WA24JUL156957	DoD Mobility Capability	Legacy Order	Start	B47A6A		30 Jun 2015 14:34:04 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO09JUN154959	WA16JUN156490	DoD Mobility Capability	Legacy Order	Start	B47A6A		09 Jun 2015 14:29:47 Z	USA	HQDA	TSR Email   Import

1 Click the "Import" link to initiate the import process.

<< first < prev **1** 2 3 4 5 6 7 8 next > last >> 10 per page Displaying all results

Change criteria | 80 results for: **B47A6A** Displaying all results

Enter search filter [Filter](#) [Clear](#)

Requestor	CJON	TSR	Service Type	Status	Type Action	PDC	Date Created	Date Modified	Agency	Org	Actions
jtuttle	SF01OCT153148A		DoD Mobility Capability - Unclassified	Ordering	AMEND	B47A6A	08 Feb 2016 21:04:55 Z	16 Feb 2016 20:53:43 Z	USA	HQDA	Addressing and Routing   Copy   Edit   History   Manage User List   Take Ownership   View
jtuttle	SF14AUG153145A		DoD Mobility Capability - Unclassified	Ordering		B47A6A	08 Feb 2016 21:04:55 Z	04 Feb 2016 21:59:48 Z	USA	HQDA	Addressing and Routing   Copy   Edit   History   Manage User List   Take Ownership   View
holts	SF15OCT153145A		DoD Mobility Capability - Unclassified	Ordering		B47A6A	08 Feb 2016 21:04:55 Z	01 Feb 2016 14:35:30 Z	USA	HQDA	Addressing and Routing   Copy   Edit   History   View
Mr. John Samuel	WO07OCT153145A		DoD Mobility Capability - Unclassified	Legacy Order		B47A6A	07 Oct 2015 13:09:24 Z	07 Oct 2015 13:09:24 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO01OCT153150	WA07OCT157535	DoD Mobility Capability	Legacy Order		B47A6A	01 Oct 2015 14:26:49 Z	01 Oct 2015 14:26:49 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO14AUG155849	WA19AUG157190	DoD Mobility Capability	Legacy Order	Change	B47A6A	14 Aug 2015 09:15:10 Z	14 Aug 2015 09:15:10 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO12AUG155552	WA19AUG157208	DoD Mobility Capability	Legacy Order		B47A6A	12 Aug 2015 13:37:38 Z	12 Aug 2015 13:37:38 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO30JUN158810	WA24JUL156956	DoD Mobility Capability	Legacy Order	Start	B47A6A	30 Jun 2015 14:44:55 Z	30 Jun 2015 14:44:55 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO30JUN158804	WA24JUL156957	DoD Mobility Capability	Legacy Order	Start	B47A6A	30 Jun 2015 14:34:04 Z	30 Jun 2015 14:34:04 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO09JUN154959	WA16JUN156490	DoD Mobility Capability	Legacy Order	Start	B47A6A	09 Jun 2015 14:29:47 Z	09 Jun 2015 14:29:47 Z	USA	HQDA	TSR Email   Import

**1** When you import an order you will be set as the requester even if someone else authored the order.

**Before You Import, Please Note**

Importing this order will transfer ownership of the order to you. Are you sure you want to import this order?

**2** Click the "Import" button

Change criteria | 80 results for: **B47A6A** Displaying all results

Enter search filter [Filter](#) [Clear](#)

Requestor	CJON	TSR	Service Type	Status	Type Action	PDC	Date Created	Date Modified	Agency	Org	Actions
jtuttle	SF01OCT153148A		DoD Mobility Capability - Unclassified	Ordering	AMEND	B47A6A	08 Feb 2016 21:04:55 Z	16 Feb 2016 20:53:43 Z	USA	HQDA	Addressing and Routing   Copy   Edit   History   Manage User List   Take Ownership   View
jtuttle	SF14AUG155845A		DoD Mobility Capability - Unclassified	Ordering	AMEND	B47A6A	04 Feb 2016 21:21:21 Z	04 Feb 2016 21:21:21 Z	USA	HQDA	Addressing and Routing   Copy   Edit   History   Manage User List   Take Ownership   View
holts	SF15OCT154396A		Wireless Devices and Services - Other	Ordering			Feb 2016 7:21:21 Z			HQDA	Addressing and Routing   Copy   Edit   History   View
Mr. John Samuel	WO07OCT153731	WA13OCT157558	Wireless Devices and Services	Legacy Order				07 Oct 2015 13:09:24 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO01OCT153150	WA07OCT157535	DoD Mobility Capability	Legacy Order	Discontinue	B47A6A		01 Oct 2015 14:26:49 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO14AUG155849	WA19AUG157190	DoD Mobility Capability	Legacy Order	Change	B47A6A		14 Aug 2015 09:15:10 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO12AUG155552	WA19AUG157208	DoD Mobility Capability	Legacy Order	Change	B47A6A		12 Aug 2015 13:37:38 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO30JUN158810	WA24JUL156956	DoD Mobility Capability	Legacy Order	Start	B47A6A		30 Jun 2015 14:44:55 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO30JUN158804	WA24JUL156957	DoD Mobility Capability	Legacy Order	Start	B47A6A		30 Jun 2015 14:34:04 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO09JUN154959	WA16JUN156490	DoD Mobility Capability	Legacy Order	Start	B47A6A		09 Jun 2015 14:29:47 Z	USA	HQDA	TSR Email   Import



1 While the order is being imported a loading animation is displayed.



← [Change criteria](#) | 80 results for: **B47A6A** Displaying all results

[Filter](#) [Clear](#)

Requestor	CJON	TSR	Service Type	Status	Type Action	PDC	Date Created	Date Modified	Agency	Org	Actions
holts	WO07OCT153731 <span style="color: green;">Imported</span>	WA13OCT157558	Wireless Devices and Services	Pending Fulfillment	DISCONTINUE	B47A6A	17 Feb 2016 19:38:42 Z	17 Feb 2016 19:38:43 Z	USA	HQDA	Addressing and Routing   Amend   Cancel   Copy   History   TSR Email   View
jtuttle	SF01OCT153148A		DoD Mobility Capability - Unclassified	Ordering	AMEND	B47A6A	08 Feb 2016 21:04:55 Z	16 Feb 2016 20:53:43 Z			Addressing and Routing   Copy   Edit   History   Page User List   Take Ownership   View
jtuttle	SF14AUG155845A		DoD Mobility Capability - Unclassified	Ordering	AMEND			2016 48 Z			Addressing and Routing   Copy   Edit   History   Page User List   Take Ownership   View
holts	SF15OCT154396A		Wireless Devices and Services - Other	Ordering	AMEND			2016 30 Z			Addressing and Routing   Copy   Edit   History   View
Mr. Daniel Espinoza	WO01OCT153150	WA07OCT157535	DoD Mobility Capability	Legacy Order	Discontinue	B47A6A		07 Oct 2015 14:26:49 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO14AUG155849	WA19AUG157190	DoD Mobility Capability	Legacy Order	Change	B47A6A		14 Aug 2015 09:15:10 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO12AUG155552	WA19AUG157208	DoD Mobility Capability	Legacy Order	Change	B47A6A		12 Aug 2015 13:37:38 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO30JUN158810	WA24JUL156956	DoD Mobility Capability	Legacy Order	Start	B47A6A		30 Jun 2015 14:44:55 Z	USA	HQDA	TSR Email   Import
Mr. Daniel Espinoza	WO30JUN158804	WA24JUL156957	DoD Mobility Capability	Legacy Order	Start	B47A6A		30 Jun 2015 14:34:04 Z	USA	HQDA	TSR Email   Import

1 The new Storefront record that contains data from the legacy DDOE order. The record can be used to create future Storefront orders.

3 Displays the TSR email from the order that was imported.



DEFENSE INFORMATION SYSTEMS AGENCY  
DEPARTMENT OF DEFENSE

## Processing Request...

Please do not close or navigate away from this page while processing.

Ordering as DISA/NS6 [Change](#)

Cart 0

[My Tracking](#)

[My Orders](#)

[My Approvals \(0\)](#)

[My Services](#)

[Service Request](#)

**Item:** Wireless Devices and Services

**CJON:** SF07OCT153731A

**Type Action:** AMEND

**Item Configuration**

**Device**  
Invalidated

**Service Plan**  
Invalidated

**Service Delivery Point A**  
Invalidated

**Shipping**  
Invalidated

**Service Point Management**  
Invalidated

**Review Page**



Select

Configure

Checkout

## Review Page

At least one page has invalid responses. Please use the links in the progress menu on the left to correct the responses for this order.

[Back](#)

[Checkout](#)

**1**

Se For orders that are pre-populated from a legacy DDOE order, each step in the item configuration will be invalidated so all order data can be reviewed.

**NOTE:** Some invalidated steps may contain all the required data, when this is the case, the user can click the "Continue" button to go to the next step.

### Submitter Information

**Email:** Steve.Holt.CIV@MAIL.MIL  
**Agency:** DISA  
**Organization:** DISA-CONUS (CONUS)  
**Phone:** 312-779-8804 x5347

[View Addressing and Routing](#)

Ordering as DISA/NS6 [Change](#)

Cart  0

[My Tracking](#)

[My Orders](#)

[My Approvals \(0\)](#)

[My Services](#)

[Service Request](#) <

**Item:** Wireless Devices and Services

**CJON:** SF07OCT153731A

**Type Action:** AMEND

 **Item Configuration**

**Device**  
*Not yet configured*

 **Service Plan**  
 Invalidated

 **Service Delivery Point A**  
 Invalidated

 **Shipping**  
 Invalidated

 **Service Point Management**  
 Invalidated

[Review Page](#)

[Select](#) > **Configure** > [Checkout](#)

Device

1 The "Continue" button is enabled when the user views the page because all required questions for this page have been pre-populated. The user clicks the "Continue" button to go to the next step.

[Continue](#)

[Hide ROM Table](#)

CLIN	Item Description	MRC	NRC	Annual Cost	Quantity
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

*Estimated cost is for budget planning. Actual charges based on final engineering design.*

**What type of service do you want to order?\***

**Do you have an existing device to activate using this service plan?\***  Yes  No

**Specify the Device ID(s)\***

Device ID	Action
1234567890	<a href="#">Delete</a>
	<a href="#">Add</a>

[Bulk Add](#)

**Will the device be connected to the DoD network?\***  Yes  No

Note: If you plan to connect to the DoD network, the device must be on the Approval Products List (APL) [https://aplits.disa.mil/processAPList.do?group=Multi\\_Function\\_Mobile](https://aplits.disa.mil/processAPList.do?group=Multi_Function_Mobile)

[Service Request](#) <

**Item:** Wireless Devices and Services

**CJON:** SF07OCT153731A

**Type Action:** AMEND

 [Item Configuration](#)

 **Device**  
Configured

 **Service Plan**  
*Not yet configured*

 **Service Delivery Point A**  
Invalidated

 **Shipping**  
Invalidated

 **Service Point Management**  
Invalidated

 [Review Page](#)

 >> [Select](#) > [Configure](#) > [Checkout](#)

[Back](#) [Continue](#)

## Service Plan

Do you want to order a service plan?\*  Yes  No

Select a Plan Type:\*  Single Plan  Pooled Plan

Select a Usage Area:\*  Domestic  International

Select Up to 3 Service Plans:\*  Data Plan  Messaging Plan  Voice Plan

Unlimited Data Plan?\*  Yes  No

[Show ROM Table...](#)

1

The "Continue" button is enabled when the user views the page because all required questions for this page have been pre-populated. The user clicks the "Continue" button to go to the next step.

Ordering as DISA/NS6 [Change](#)

Cart  0

[My Tracking](#)

[My Orders](#)

[My Approvals \(0\)](#)

[My Services](#)

[Service Request](#)

**Item:** Wireless Devices and Services

**CJON:** SF07OCT153731A

**Type Action:** AMEND

[Item Configuration](#)

 **Device**  
Configured

 **Service Plan**  
Configured

 **Service Delivery Point A**  
Not yet configured

 **Shipping**  
Not yet configured

 **Service Point Management**  
Not yet configured

 **Review Page**



Select

**Configure**

Checkout

## Service Delivery Point A

[Back](#)

[Continue](#)

[Show ROM Table...](#)

Please enter your search parameters. Country is a mandatory selection.

[Addressing and Routing](#)

Country:

State:

City:

Location Name/Zip Code/State

Address:

[Search](#)

Selected Address: DoD I... AVE., FORT MEADE, MD, 20755, US

Selected Location: Bldg... m: 05J56F

Facility Information 

Points of Contact 

You must have 1 Primary POC.

[Lookup POC](#)

POC Type	Agency - Organization Name	Action
----------	----------------------------	--------

Lookup a POC by clicking on the button above.

1 The POC information was not pre-populated from the DDOE order. The user will need to enter a POC before they continue to the next step.

Ordering as DISA/NS6 [Change](#)

Cart  0

[My Tracking](#)

[My Orders](#)

[My Approvals \(0\)](#)

[My Services](#)

**Service Request**

**Item:** Wireless Devices and Services

**CJON:** SF07OCT153731A

**Type Action:** AMEND

**Item Configuration**

**Device**  
Configured

**Service Plan**  
Configured

**Service Delivery Point A**  
Not yet configured

**Shipping**  
Not yet configured

**Service Point Management**  
Not yet configured

**Review Page**

 [Select](#) [Configure](#) [Checkout](#)

**Service Delivery Point A**

[Back](#) [Continue](#)

Please enter your search parameters. Country is a mandatory selection.

Country:  State:  City:

Location Name/Zip Code/Street Address:  [Search](#)

**Selected Address: DoD IE33 Mobility, 6910 COOPER AVE., FORT MEADE, MD, 20755, US**

**Selected Location: Bldg: Operations / Floor: 5 / Room: 05J56F**

**Facility Information**

**Points of Contact**

1 The user searches for and selects a POC

2 User clicks the "Continue" button.

[Lookup POC](#)

Rank/Title	Name	POC Type	Agency - Organization Name	Action
Mr.	Jones Douglas	Primary	NAVY - Naval Meteorology and Oceanography Command	<a href="#">View</a>   <a href="#">Remove</a>

Ordering as DISA/NS6 [Change](#)

Cart  0

[My Tracking](#)

[My Orders](#)

[My Approvals \(0\)](#)

[My Services](#)

**Service Request**

**Item:** Wireless Devices and Services

**CJON:** SF07OCT153731A

**Type Action:** AMEND

**Item Configuration**

- Device**  
Configured
- Service Plan**  
Configured
- Service Delivery Point A**  
DoD IE33 Mobility, US
- Shipping**  
Not yet configured
- Service Point Management**  
Not yet configured
- Review Page**

Select > **Configure** > Checkout

Shipping

[Back](#) [Continue](#)

2 User clicks the "Continue" button.

Estimated Cost				
CLIN	Item Description	MRC	NRC	An
<b>Total</b>		\$0.00	\$0.00	\$0.00

Estimated cost is for budget planning. Actual charges based on final engineering design.

**Shipping Address:\***

- Ship To SDP A
- Select Shipping Address

**Shipping POC:\***

- Ship To Me
- Select/Create Ship To

1 The user searches for and selects a POC

**NOTE:** The "Create a New POC" button is only visible after you perform a POC search.

Agency:  [AND](#)

Organization:  [AND/OR](#)

Name:  [AND/OR](#) Location:  [Search](#)

Special POC Search?

**Selected POC: Master Sergeant (Air Force, Marine) THOMAS J ADAMS** [Create a New POC](#)

Agency - Organization Name	Rank/Title	Name	Site	Action
NGA - All	Mr.	THOMAS H ADAIR	15050 Conference Center Drive	<a href="#">View</a>
AF - Air Force Materiel Command (AFMC)	Master Sergeant (Air Force, Marine)	THOMAS J ADAMS	4225 Logistics Ave	<a href="#">View</a>

Ordering as DISA/NS6 [Change](#)

Cart  0

[My Tracking](#)

[My Orders](#)

[My Approvals \(0\)](#)

[My Services](#)

**Service Request** <

**Item:** Wireless Devices and Services

**CJON:** SF07OCT153731A

**Type Action:** AMEND

**Item Configuration**

 **Device**  
Configured

 **Service Plan**  
Configured

 **Service Delivery Point A**  
DoD IE33 Mobility, US

 **Shipping**  
Configured

 **Service Point Management**  
Not yet configured

 **Review Page**



Select >

**Configure** >

Checkout

[Back](#)

[Continue](#)

**Service Point Management**

1  
User clicks the "Continue" button.

**Estimated Cost**

CLIN	Item Description	MRC	NRC	Annual Cost
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

*Estimated cost is for budget planning. Actual charges based on final engineering design.*

Click Add to specify intermediate Service Points between Service Delivery Point A and Service Delivery Point Z and then click the "Edit" link to configure that service point.

Intermediate Service Point	Location	Action
		<a href="#">Add</a>

Ordering as DISA/NS6 [Change](#)

Cart  0

[My Tracking](#)

[My Orders](#)

[My Approvals \(0\)](#)

[My Services](#)

**Service Request**

**Item:** Wireless Devices and Services

**CJON:** SF07OCT153731A

**Type Action:** AMEND

**Item Configuration**

- Device**  
Configured
- Service Plan**  
Configured
- Service Delivery Point A**  
DoD IE33 Mobility, US
- Shipping**  
Configured
- Service Point Management**  
None Provided
- Review Page**

[Select](#) [Configure](#) [Checkout](#)

**Review Page**

1 The user reviews the order configuration.

**Item:** Wireless Devices and Services - Other  
SF16JAN168624A

**Wireless Type:** Other

**Type Action:** START

**CJON:** SF13DEC155269

**On Behalf Of Agency:** DISA

**On Behalf Of Organization:** DISA-CONUS (CONUS)

**Submitter Information**

**Full Name:** Mr. Jason LaBumbard

**Email:** JASON.M.LABUMBARD.CIV@MAIL.MIL

**Agency:** DISA

**Organization:** DISA-CONUS (CONUS)

**Class Email:** JASON.LABUMBARD@DISA.SMIL.MIL

**Phone:** 312-779-8804 x534

**Pager:** +011-618-229-4311

[Back](#) [Checkout](#)

2 Clicks the "Checkout" button

[View Addressing and Routing](#)

[Hide ROM Table](#)

Estimated Cost					
CLIN	Item Description	MRC	NRC	Annual Cost	Quantity
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

*Estimated cost is for budget planning. Actual charges based on final engineering design.*

You have selected the following options:

[Expand All](#) [Collapse All](#)

▼ **Device :: Configured**

3 (Not Shown)

1. The user completes the Checkout steps:
  - a. Ordering Org and Agency
  - b. Purpose & Mission
  - c. Service Dates
  - d. Justification and Approvals
2. User adds the order to the cart, adds the payment information and submits the order.

The amended order appears under the "In Process" tab.

My Orders

Draft **In Process** Completed

1 rows selected Displaying all results

<< first < prev  next > last >>  per page

Requestor	CJON	TSR	Service Type	Status	Type Action	PDC	Date Created	Date Modified	Actions
holts	SF16JAN168624A		Wireless Devices and Services - DMCC Hotspot	Pending Approval	AMEND	AOFF31	20 Aug 2015 06:25:46 Z	20 Aug 2015 06:25:52 Z	Addressing and Routing   Copy   History   Recall   View

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

**Note:** The imported order CJON will be the legacy order ID with the WO changed SF.

For assistance with DDSF issues  
you may contact the  
**DCCC Service Desk**  
1-844-DISA-HLP (347-2457), option 2  
DSN: 312-850-0032, option 2  
[disa.dccc@mail.mil](mailto:disa.dccc@mail.mil)

