UNITED STATES MARINE CORPS
RESERVES
CLOTHING ACQUISITION POINT (CAP)
USER
HAND BOOK

Prepared by
KYLOC
Version 3.0
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1. Purpose / Summary

The USMCR Clothing Acquisition Point (CAP) system is designed to capture clothing orders for KYLOC to fill, and establish and track individual issue clothing records for marines in the USMCR. This includes storage of a personal “current issue record” and transactions that reconcile to that record (such as clothing issues, turn-ins, missing gear transactions, etc.). The new CAP system will also provide administrative level control for the number and type of clothing gear issued to USMCR marines.

There are three types of users in CAP:

1. Anonymous Users: Any individual has LIMITED access to CAP without logging in with a username and password. Anonymous users can place orders for marines who currently exist in the system and who have been verified (validated by the appropriate approving authority). The system controls the item quantity that can be placed for each marine based on his current issue status and the current USMCR Minimum Required Levels (MRL’s). Once placed, orders must go through an approval process.

2. Unit-Level Users: Unit-level users are required to log into CAP with a username and password or by CAC (Optional). This user group includes supply personnel at the UIC level. Unit-level users are responsible for:
   - Adding and maintaining marine personnel records for the UICs to which they are assigned.
   - Creating and validating a marine’s initial clothing record in the system (called verification).
   - Creating transactions for verified marines (such as clothing issues, turn-ins, issue from stock adjustments and missing gear transactions).
   - Viewing historical transactions for each marine.
   - Viewing accounting funds available for KYLOC order approval.
   - Approving orders placed by anonymous users.
   - Viewing pending orders and marking shipped orders as received (via the Document Register).
   - Resolving missing gear transactions (also via the Document Register).

3. Super Users: Like unit-level users, super users are required to log into CAP with a username and password or by CAC (Optional). This user group includes administrative personnel such as SGT Christian Craft and MARFORRES command. In addition to having access to the same CAP processes as unit-level users, super users can do the following:
   - Manage user accounts in CAP.
   - Create and maintain UIC information.
   - Manage Marine Personnel (same as unit-level users).
   - Maintain CAP funding accounts for clothing purchases.
   - Add MCS account balances for each UIC.
   - Manage Authorized Quantities (MRLs).
   - Run reports.
   - Post news articles and upload/download USMCR command-approved files.
2. **Accessing USMCR CAP System**

To access the USMCR CAP system:

1. Enter the URL [http://www.kyloc.com](http://www.kyloc.com) your Internet Explorer (IE) browser. This will display the KYLOC main page (below). This page lists links for all of KYLOC’s customers. There is also a Contact DLA Troop Support / KYLOC link at the bottom-right which provides contact information for key personnel.

   **Note:** Internet Explorer with Active Script enabled is suggested for optimal performance. Please contact KYLOC for more information concerning IE browser setting if necessary.
2. Click on the **USMC Reserves** link. This will display the USMCR CAP main menu page (shown below).

You can also navigate directly to the website by using the following URL:
http://www.kyloc.com/USMCR

### 2.1 Using a Common Access Card (CAC)

With a Common Access Card (CAC) you can do the following:
- Log in with CAC to place an anonymous individual order
- Log in with CAC to place an individual order for an existing User ID

If you would like to log in using a CAC, insert the card into your reader and click **CAC Login**.

**Note:** Your computer must have Active Client middleware and a CAC reader to log in using a CAC.

1. You will be prompted to choose a digital certificate (shown below). Choose the non-email issuer certificate and click **OK**.
2. You will be prompted to enter your CAC PIN. After entering your PIN, click **OK**.

3. You will be taken to the Main Page shown below.

   - If the CAC you logged in with has a user associated to it, you will see your User ID at the bottom of the page.
   - If the CAC is not tied to an existing user, the User ID will show as **Anonymous**.
3. **Anonymous User Processes**

All users (including *anonymous* users without a CAP login account) can place Individual Orders for marines.

**Note:** Orders can only be placed for marines who have been entered and verified in CAP by authorized USMCR personnel.

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### 3.1 How to Place an Individual Order

Anonymous users can place orders for marines who have been added in the system and verified by authorized USMCR personnel. The system controls the item quantity that can be placed for each marine based on his current issue status and the current USMCR Minimum Required Levels (MRL’s).

To place an item order for a marine:

1. Click **Individual Order** at the main menu. This will display the EDI-PI Lookup page (below).
2. The “What’s This?” link will provide instructions on how to locate your EDI-PI and how to use the DOD EDI-PI lookup link.

3. Enter the marine’s EDI-PI and click Submit. If the EDI-PI is not found, you will be prompted to contact your Unit Level Administrator (below).
**EDI-PI LOOKUP**

The name you searched for does not exist. Please contact your POC, or visit the Marine lookup page.

Enter EDI-PI to view current issues and/or create transactions for marine (order, turn-in, etc.). If EDI-PI is not found, you will be prompted to contact your unit-level administrator, or you can go to the Marine lookup page to search for marine by name if you are logged in as an authorized user of the system. Please verify that the EDI-PI is correct.

<table>
<thead>
<tr>
<th>EDI-PI</th>
<th>ALTST Text</th>
<th>DnC EDI-PI Lookup</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567890</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CONTACTS**

<table>
<thead>
<tr>
<th>CLOTHING SHAREPOINT</th>
</tr>
</thead>
</table>

A service of Defense Logistics Agency Troop Support
Universal Support Services, Operation Center
4. If the marine for the EDI-PI you entered is in the system, but not verified, you will also be prompted to contact your Unit-Level Administrator (below).

5. If the marine for the EDI-PI you entered is in CAP and is verified, you will be directed to the order header page (below).

Note: If the marine’s personnel information displayed here (such as UIC, Rank, Gender) is incorrect, you will need to contact your Unit-Level Administrator.
6. Here you will select the **Trans Type** from the drop-down box.

   **Note** There are several transaction types for the issue of clothing. These include:

   - Issue is on an initial basis
   - Supplementary and/or Replacement issue Basis
   - Checkage Sale
   - O&MMC Funded Issue
   - Deployment
   - I&I/Dress Blues

7. When finished entering header information, click **Submit**. This will display the items page (below).

   **Important!** The Trans Type you select controls what items you can place on the order. The bottom of the page will also have navigation buttons to other item pages that are relative to the Trans Type that you have selected.
8. Select the item quantity and sizes from the drop-down and list boxes (see above). The system controls the quantity you can order via the following calculation:

\[
\text{Quantity Available To Order} = ((\text{MRL Quantity or MRL Deployed Quantity}) - \text{Issued Quantity} - \text{Requested Quantity})
\]

9. When you are finished selecting items, click the View Order at the bottom of the page. This will display a summary screen for the items you have select (see below).

![Summary Screen](image)

10. Using the buttons at the bottom of the screen, you can submit the order, cancel it, or go back to change marine header information or items. Notice the document number near the top of the screen.

**Important!** Your order is not complete until you click Submit Order.

11. When you click Submit, you should see the following confirmation screen (below). At this point the order is awaiting approval by your Unit-Level Administrator, at which point KYLOC begin fulfilling. Use the buttons/links to navigate back to the main menu.

![Confirmation Screen](image)
4. Unit-Level User Processes

Unit-level users are required to log into CAP with a username and password. This user group includes supply personnel at the UIC level. Unit-level users are responsible for:

- Adding and maintaining marine personnel records for the UICs to which they are assigned.
- Creating and validating a marine’s initial clothing record in the system (called verification).
- Creating transactions for verified marines (such as clothing issues, turn-ins, issue from stock adjustments and missing gear transactions).
- Viewing historical transactions for each marine.
- Viewing accounting funds available for KYLOC order approval.
- Approving orders placed by anonymous users.
- Viewing pending orders and marking shipped orders as received (via the Document Register).
- Resolving missing gear transactions (also via the Document Register).

Below is the main menu for unit-level users:
4.1 Maintaining Marine Personnel Records (Unit-Level Users)

Unit-level users are responsible for maintaining existing marine personnel records and adding any new marine records that do not exist in CAP. Anonymous users will be prompt to contact their POC (unit-level user) when they try to place orders for marines not in CAP.

4.1.1 Adding Marine Personnel

1. Click on Login at the main page and log into CAP with your username and password.

2. After logging in, click on Add New Marine from the main page, this will display the Manage Personnel page (below).
3. Enter the required information and click **Add Marine**.

4. The system will prompt you if added successfully.

**Note:** In CAP, unit-level users are assigned to UICs by super users. Only these UICs will be available to the unit-level user to assign to the marine they are adding.
4.1.2 Editing Marine Personnel

1. Click on Login at the main page and log into CAP with your username and password or CAC card.

2. From the menu click on Transactions, this will display the Marine Lookup page (below).

3. Enter the marine’s EDI-PI or name and click Submit. Based on the status of the marine, you will see one of the following screens:

   - If the marine does not exist, a message will appear at the bottom of the page. The Manage Personnel link will allow you to add a marine.
4. Click on the marine’s name on the page displayed to you. This will display the Manage Personnel page (below).

5. Enter the required info and click Update Marine. The system will prompt you if your changes were successful.

**Note:** Unit-level users are assigned UICs by super users. Only these UICs will be available to the unit-level user to assign to the marine they are adding/editing.
4.2 Marine Verification Process

Before orders can be placed for a marine, he/she must be in the system and verified (see previous section for information on adding a marine to CAP).

The CAP system tracks marine clothing records. However, each unit-level user must create and validate these clothing records for the marines assigned to their UICs. Anonymous users will not be able to place clothing orders for non-verified marines (they will be prompted to contact their unit’s POC). Once verified, orders can then be placed for the marine, which can then be approved by Unit-Level users.

To verify a marine:

1. Click on **Login** at the main page and log into CAP with your username and password or CAC card.

2. From the menu click on **Transactions**. This will display the **Marine Lookup** page (below).
3. Enter the marine’s EDI-PI or name and click **Submit**. If you have access to the marine’s UIC, the system will display the **Verify Marine Issue** items page (below).

**Note:** You cannot verify a marine unless you have associated him to one of the UICs to which you are assigned. The system will prompt you in this case. Follow the link to the **Manage Personnel** page where you can re-associate the marine to a UIC that you manage.

**Note:** This popup will appear if the marine you select is not verified and in the system.

- If the marine does exist and has not been verified, the **Verify Marine Issue** page will appear (below). To edit the marine’s information click on their name.
- If the marine exists and you do not have access to the UIC to which he/she is assigned, the Current Issue page will appear, but you will not be able to create transactions (see below). To edit the marine’s information click on their name.

- Finally, if the marine exists and you do have access to their UIC, the Current Issue page will appear and you will have full access to create any type of transaction. To edit the marine’s information click on their name. (See the following section for more information on the Current Issue page).
4. Select the items and quantities that should exist on the marine’s issue.
Note: Use the navigation buttons at the bottom of the page to display and select different items for the marine’s issue.

5. After selecting the items to go on the marine’s issue, click View Order. This will display the items you have selected (below).

![Verify Marine Issue Image]

6. If you want to verify the marine, click the Submit With Verification button as shown below. A pop up message will appear stating that you are about to submit and verify the Marine’s issue and this issue will be the baseline for all future transactions against the specific Marine.

![Submit Verification Image]

By clicking Submit With Verification and then Ok, you will be shown the screen below. This tells you that a transaction has been placed and the marine has been verified.
7. If you want to verify the marine, click the Submit With Verification button as shown below. A pop up message will appear stating that you are about to submit and verify the Marine’s issue and this issue will be the baseline for all future transactions against the specific Marine.

If you choose to Submit Without Verification and select Ok, you will be shown the screen below. This tells you a transaction has been created, but the marine has not yet been verified.

**Note:** Individual transactions with document numbers will be created as part of this verification process. The Trans Type category for these orders is called PRIOR TO VERIFICATION.
4.3 Creating Transactions for Verified Marines (Current Issue Page)

Unit-level users can access the Current Issue page (see below) to print a marine’s current issue, create several types of transactions, and view history for the marine. The types of transactions that can be created include:

- Item Orders
- Turn-Ins
- Issue From Stock Transactions
- Missing Gear Transactions

4.3.1 Accessing Current Issue

To access a marine’s current issue:

1. Log into CAP.
2. At the main menu, click on Transactions. This displays the Marine Lookup page.
3. Enter the marine’s EDI-PI or name and click Submit. If the marine exists in CAP and is verified, the Current Issue page will be displayed (see below). Else, you will be prompted to contact your POC.

Notes:
- If a verified marine exists and you do not have access to his UIC, the system will prompt you accordingly. You can use the Manage Personnel feature to change his UIC to one that you manage.

- If the marine’s UIC is deployed, the current issue screen will state ***UIC IS DEPLOYED***, and the deployed MRLs will be calculated into the item quantities available to order for the marine.

![US Marine Corps Reserve Clothing Acquisition](image)

### 4.3.2 Reading and Printing Current Issue Record

The current issue shows marine’s personnel information and what items are on the marine’s record. It provides the following columns for each item:

**AUTH**: The authorized quantity for the marine as reflected in the MRL. If the marine’s UIC is deployed, the system will use the deployed MRLs that have been set by USMCR authorized personnel. However, the deployed quantities are not displayed here…only the base MRLs.

**ISS**: The quantity in this column reflects the items that the marine currently has issued to him. The Estimated cost of issued equipment value indicates the total cost of all items in the ISS column.

**REQ**: This is the requested column, which reflects any pending, non-received orders for the marine.

**LOSS**: The value in this column indicates that a missing gear transaction for the items indicated is pending a resolution at a later date by unit supply personnel. This value appears in addition to the value in the ISS column.

To print a marine’s current issue, click on the Print Current Issue link towards the right side of the current issue page (above). This will display a printable version of the current issue (below).
4.3.3 How To Order Items

This process is the same as the Individual Order process for anonymous users. Please refer to the section on How to Place an Individual Order.

Note: All non-received item orders will be reflected on the marine’s current issue under the requested column (REQ) until received or cancelled. Items will not appear in the ISS column until the order is received. See section on Document Register - Shipped Orders for details on receiving orders.
4.3.4 Creating Turn-In Transactions

A turn-in is a transaction created when a marine hands-over his gear back to the unit’s supply personnel.

**Note** Once a turn-in is created, the quantity for the specified item(s) is immediately decremented from the marine’s current issue (ISS column).

To create a turn-in for a marine:

1. Log into CAP.
2. From the main menu, click **Transactions**.
3. At the Marine Lookup page, enter the marine’s EDI-PI or name and click **Submit**.
4. At the current issue page for the marine, click on the **Turn-In** link. This will display the Turn-In items page (below).
5. Select the **Return Amount** and **Reason** for turn-in from the drop-down boxes.

**Note:** You cannot turn-in an amount greater than what is issued to the marine or an amount that is pending LOSS from a missing gear transaction awaiting approval/denial.

6. After you have selected all items to be turned in, click on the **Return Items** button at the bottom. This will display the turn-in **Adjustments** review screen (below). From here you can review the turn-in.

**Note:** The turn-in transaction will not be created until you click the **Submit Adjustments** button at the bottom.
7. Click **Submit Adjustments** to submit. This completes the turn-in transaction and displays a summary screen (below). From here you can navigate to the main page, go to another marine’s transaction, or get the current issue for the current marine. Notice that the system assigns a document number to the turn-in transaction.
4.3.5 Creating Issue From Stock Transactions

An Issue From Stock is created when a marine’s current issue record in CAP does not reflect all of his gear physically issued to him. For instance, if a conducted unit inventory of a marine’s gear finds that a marine has a pair of boots not on his record, then the unit’s supply personnel must create an issue from stock to add the boots to the marine’s current issue in CAP. This is only a current issue inventory adjustment…there is no order created for approval or fill from KYLOC because the marine already has the boots in his possession.

Note: Once an issue from stock is created, the quantity for the specified item(s) is immediately incremented on the marine’s current issue (ISS column).

Creating an issue from stock transaction for a marine is essentially identical to placing an order:

1. Log into CAP.
2. From the main menu, click Transactions.
3. At the Marine Lookup page, enter the marine’s EDI-PI or name and click Submit.
4. At the current issue page for the marine, click on the **Issue From Stock** link. This will display the **Issue From Stock** items page (below). From here, the process is identical to placing an order except that there is no transaction issued for approval/fill and the ISS column is incremented immediately at submittal. For more information on ordering, please refer to the section on *How To Place An Individual Order*. 
4.3.6 Creating Missing Gear Transactions

A Missing Gear transaction is created when a marine cannot account for all of his issued gear when an inventory is conducted by the unit.

Once a missing gear transaction is created, the quantity for the specified item(s) is immediately incremented in the LOSS column of the marine’s current issue. This indicates that the item is pending a resolution at a later date by the unit supply personnel.

**Note:** At this point, the unit’s supply personnel is also required to complete a Missing Gear form in accordance with USMC SOPs Marine Order 4400.124 and Marine Order 4400.150E (see form below).
The ISS column IS NOT decremented when the missing gear transaction is first created. The resolution process requires the unit to either accept or deny the items on the missing gear transaction, which clears the LOSS and ISS columns. For more details on the resolution process, refer the Document Register – Resolve Missing Gear section.

To create a missing gear transaction:

1. Log into CAP.

2. From the main menu, click Transactions.

3. At the Marine Lookup page, enter the marine’s EDI-PI or name and click Submit.

4. At the current issue page for the marine, click on the Missing Gear link. This will display the Missing Gear items page (below).

**Note:** You can only select an Adjusted Qty that is equal to what is issued less what is already a pending loss.
5. After you have selected all items to be turned in, click on the Adjusted Items button at the bottom. This will display the Missing Gear confirmation screen (below). From here you can review the missing gear statement.

**Note:** The missing gear statement will not be created until you click the Confirm Missing Gear button at the bottom.

6. Click Confirm Missing Gear to submit. This completes the missing gear transaction and displays a summary screen (below). From here you can navigate to the main page, go to another marine’s transaction, order get the current issue for the current marine. Notice that the system assigns a document number to the missing gear transaction.
4.3.7 History Transactions

From the current issue page, you can view all transactions created for the current marine by clicking the History Transactions button at the bottom. This displays the Transaction History By Marine page (below).

This screen displays all of the transactions created for a marine and the document numbers for each. The view is sorted in descending order by the date the transaction was created. The Trans_Type column describes the type of transaction (e.g. Initial Issue, Turn-In, Missing Gear, etc.). You can specify which transaction to display by clicking on the Filter by transaction drop-down box and selecting the transaction type you want to view.

You can also see other key information of the transaction here, such as the item detail, who placed the order, and review its current status.

The Current Issue link at the top of the page navigates back to the marine’s current issue.
4.4 View Accounting Funds For Order Approval

Unit-level users can access a read-only screen to view the order approval funds available to their UICs.

To access the Accounting page:

1. Log into CAP.
2. From the main menu, click Accounting. This displays the USMC Current FY OA accounting page (below).

![Accounting Page](image)

The accounting screen shows the following information:

- **Row**: Displays a line count.
- **UIC**: Displays the unit for the accounting information on the current line.
- **Current FY OA**: The starting amount of money for the given unit. This can be edited only by authorized USMCR personnel.
- **Adjustments**: This area is used by super users only to make any necessary accounting adjustments.
- **Returns**: Displays accounting adjustments made only by KYLOC.
- **Orders**: This is the total amount ordered for each UIC broken down by each type of money/account.
- **Available Balance**: The remaining, unused balance of the current FY OA funds for the given UIC, broken down by each type of money/account.
- The **Back** button at the bottom of the screen navigates you back to the main menu.
4.5 Orders Page (Order Approval and Edit/Cancel)

Unit-level users must approve all orders for their UICs before they will be downloaded and filled by KYLOC. The Orders page allows unit-level users to approve orders or edit/cancel orders.

To access the Orders page:

1. Log into CAP.
2. At the main menu, click Orders. This displays a screen with a drop-down box containing the user’s UICs that have orders waiting to be approved (below).

3. From the drop-down, select the appropriate UIC and click Submit. This displays the orders for the selected UIC (below).
This page shows the following information on each order:

- Document Number
- Name
- Unit that ordered
- Date ordered
- Transaction Type
- Status of the order
- Total Cost of the order

Notes:

- You can use the Sort Column drop-down box at the top of the screen to sort the orders by document number, last name, first name, order date, and unit.

- If the order has not been approved, the check box to the left of the document number will be enabled and the Status will read New Order in red text.

4.5.1 How To Edit/Cancel an Order

Unit-level users can edit or cancel orders waiting on approval.

To edit/cancel an order:

1. At the Orders page, click on the document number link. This displays the Edit Orders screen (below).

2. To edit, make the appropriate header or quantity changes and click Update Order.

3. To delete an item from the order, click the Delete item button. If you delete the last item on an order, you will be prompted to cancel the order.

   Note: For item changes, you can only adjust the quantity down. Also, you cannot add items.
4. To cancel, click the **Delete Order** button. This will change the status to **Deleted** and the order will not be able to be approved.

**Important!** Any item quantity changes or order cancellations will decrement the REQ column on the current issue appropriately.

### 4.5.2 How To Approve an Order

To approve an order:

1. From the **Orders** page (below), check the box next to the order(s) that you want to approve.

2. Click **Submit**.

Upon submittal, CAP looks at the total of the order being approved and compares it to the allocated accounting funds for the UIC on the order and type of money that matches the order’s transaction type. If sufficient funds exist, then the appropriate accounts are deducted and the order is approved (you will be returned to the Orders page). At that point, the order is ready to be downloaded and filled by KYLOC.

If there are not sufficient funds, the system will prompt the user and the approval process is halted.
4.6 Document Register

The **Document Register** provides a way for users to:

- View pending orders.
- Mark shipped orders as received so that clothing quantities move from the REQ column to the ISS column on the marine’s record.
- View orders that have been recently received.
- Resolve pending missing gear transactions.

To access the Document Register:

1. Log into CAP.
2. From the main menu, click on **Document Register**. This displays the document register menu (below).

![Document Register Menu](image)

This page contains the following:

- **Pending Orders**: The Pending Orders Register lists orders received by KYLOC that are in the process of being filled. Pending Orders are defined as, “Orders that are in the process of being assembled and packaged but have not shipped.”

- **Shipped Orders**: The Shipped Orders Register displays document register entries for orders KYLOC has shipped and have not been received by the ordering unit. When units receive shipments, unit supply personnel must access and update their document register to acknowledge these shipments as being received. **Updating the Shipped Orders Register is of the utmost importance!** Updating the Shipped Orders Register is extremely easy and is accomplished by clicking on the **Received** button for the appropriate order listing.

- **Received Orders**: Documents that are marked as *received* by supply personnel migrate to the Received Orders Register and remain displayed on that register for 30 days following receipt.

- **Resolve Missing Gear**: The resolve missing gear section on the document register lists missing gear transactions that are awaiting resolution by supply personnel at the unit-level. Here you can view, cancel, or resolve these transactions.
4.6.1 *Document Register - Pending Orders*

The Pending Orders Register displays orders that have a **New Order**, **Processing** or **Deleted** status. “New Order” means the order is has not yet been approved and can be changed or deleted. “Processing” indicates an order has been submitted/approved, received at KYLOC and is currently being assembled and packaged for shipment. If an order has been submitted to KYLOC and is later deleted by the customer, it will have “Deleted” listed in the status column.

An order will remain on the Pending Orders Register until it is shipped or cancelled by the customer. In addition, when an order is shipped from KYLOC it automatically migrates from the Pending Orders Register to the Shipped Orders Register.

To access the Pending Orders Register:

1. Log into CAP.

2. At the main menu, click on the **Document Register** link. This displays the Document Register menu.

3. Click on **Pending**. This displays the **Pending Orders Register** page.
4. From the UIC drop-down box, select the appropriate UIC and click **Get Order Status.** This will list the pending orders by document number and last name (below).

![Pending Orders Register](image)

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Trans Code</th>
<th>Last Name</th>
<th>Urgency</th>
<th>Date Entered</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>test23456001</td>
<td>6</td>
<td>TEST200</td>
<td>2</td>
<td>6/24/2012</td>
<td>New Order</td>
</tr>
<tr>
<td>test23456018</td>
<td>3</td>
<td>Lastav</td>
<td>2</td>
<td>3/2/2012</td>
<td>New Order</td>
</tr>
<tr>
<td>test23456014</td>
<td>1</td>
<td>TEST00</td>
<td>2</td>
<td>3/2/2012</td>
<td>New Order</td>
</tr>
<tr>
<td>test23456013</td>
<td>1</td>
<td>test</td>
<td>2</td>
<td>3/2/2012</td>
<td>New Order</td>
</tr>
<tr>
<td>test23456008</td>
<td>3</td>
<td>test</td>
<td>2</td>
<td>3/2/2012</td>
<td>New Order</td>
</tr>
<tr>
<td>test23456005</td>
<td>2</td>
<td>test</td>
<td>2</td>
<td>3/2/2012</td>
<td>New Order</td>
</tr>
<tr>
<td>test23456004</td>
<td>1</td>
<td>test</td>
<td>2</td>
<td>3/2/2012</td>
<td>New Order</td>
</tr>
<tr>
<td>test23456002</td>
<td>1</td>
<td>TILLERY</td>
<td>2</td>
<td>1/1/2011</td>
<td>New Order</td>
</tr>
<tr>
<td>test23456001</td>
<td>2</td>
<td>TILLERY</td>
<td>2</td>
<td>1/1/2011</td>
<td>New Order</td>
</tr>
<tr>
<td>test23456010</td>
<td>14</td>
<td>Tucker</td>
<td>2</td>
<td>1/2/2008</td>
<td>Processing</td>
</tr>
</tbody>
</table>

**Notes:**

- You can use the **Sort By** drop-down boxes in the upper-left portion of the screen to order the records by document number, last name, and date entered.

- You can use the **Show** drop-down box in the upper-right portion of the screen to filter the number of records to show on a page.

- You can enter the last name, UIC, or document number in the **Search** text box and click the **Go** button to filter the orders on the page.

- You can use IE’s **Edit/Find (on this page)** search function to search for text displayed on the screen.

- To view the detail of an order, click on the document number link. This will display the item detail page.

- If you want to change or delete an order with the status **New Order**, click on the document number link. This will display the item detail page with the option to delete and change the order exactly like the detail page on the order approval page. For details on deleting/editing, refer to section on *Orders Page – How To Edit/Cancel An Order.*
4.6.2 Document Register - Shipped Orders

The Shipped Orders section of the document register shows orders that have been shipped, but not yet marked received.

To access the Shipped Orders Register:

1. Log into CAP.

2. At the main menu, click on the Document Register link. This displays the Document Register menu.

3. Click on Shipped. This displays the Shipped Orders Register page.

4. From the UIC drop-down box, select the appropriate UIC and click Get Order Status. This will list the shipped orders by document number and last name (below).
Notes:

- **Important!** Shipped orders must be marked received so that the quantities on the order will move from the requested column (REQ) to the issued column (ISS) on the marine’s clothing record.

- The **Shipped Orders Register** has a text field in which supply sergeants can enter notes (50 characters or less) relating to the order at hand.

- To mark the order as received, simply click the **Received** button for that order.

- After marking an order as being received, the order listing automatically migrates to the **Received Orders Register**. Orders that were shipped with no backordered items in pending status will have an ‘X’ suffix located at the end of the document number.

- If the order was shipped via United Parcel Service (UPS), the tracking number will appear as navigation link. Clicking the tracking number link will redirect you to UPS’s website which will display the detailed tracking information for the package.

- To view the detail of an order, click on the document number link. This will display the item detail page.

- You can use the **Sort By** drop-down boxes in the upper-left portion of the screen to order the records by document number, last name, shipped, and tracking.

- You can use the **Show** drop-down box on in the upper-right portion of the screen to filter the number of records to show on a page.

- You can enter the last name, UIC, or document number in the **Search** text box and click the **Go** button to filter the orders on the page.

- You can use IE’s **Edit/Find (on this page)** search function to search for text displayed on the screen.

### 4.6.3 Document Register - Received Orders

The Received Orders Document Register lists shipped orders that have been marked as **received** by supply personnel. These orders stay on the Received Orders Register for 30 days following receipt of shipment.

To access the Received Orders Register:

1. Log into CAP.

2. At the main menu, click on the **Document Register** link. This displays the Document Register menu.

3. Click on **Received**. This displays the **Received Orders Register** page.
4. From the UIC drop-down box, select the appropriate UIC and click Get Order Status. This will list the received orders by document number and last name (below).

Notes:

- To view the detail of an order, click on the document number link. This will display the item detail page.

- If the order was shipped via United Parcel Service (UPS), the tracking number will appear as navigation link. Clicking the tracking number link will redirect you to UPS’s website which will display the detailed tracking information for the package.

- You can use the Sort By drop-down boxes in the upper-left portion of the screen to order the records by document number, last name, etc.

- You can use the Show drop-down box on in the upper-right portion of the screen to filter the number of records to show on a page.
• You can enter the last name, UIC, or document number in the Search text box and click the Go button to filter the orders on the page.

• You can use IE’s Edit/Find (on this page) search function to search for text displayed on the screen.

4.6.4 Document Register - Resolve Missing Gear

The resolve missing gear section on the document register lists missing gear transactions that are awaiting resolution by supply personnel at the unit-level. Here you can view, cancel, or resolve these transactions.

Once the appropriate research has been conducted and the paperwork has been filled out, unit-level users will use this section to mark each item on the order as approved or denied. These missing gear transactions will remain on the document register until all quantities for each item on the transaction have been resolved.

To resolve a missing gear transaction:

1. Log into CAP.

2. At the main menu, click on the Document Register link. This displays the Document Register menu.

3. Click on Resolve Missing Gear. This displays the Resolve Pending Missing Gear Transactions page.

4. From the UIC drop-down box, select the appropriate UIC and click Get Order Status. This will list the missing gear transactions that are pending resolution by document number and last name (below).

Note: If you want to cancel the missing gear statement, click on the document number link and click the Delete Order button. This will cancel the order and decrement the LOSS quantity on the marine’s current issue appropriately.
5. Click the **Resolve** button. This displays a detailed page which allows you to partially approve or deny items on the missing gear transaction (below).

6. Select the appropriate quantity in the **Approved Amount** and/or **Denied Amount** drop-down boxes.

7. Click the **Resolve Items** button at the bottom. You will be directed back to the **Resolve Pending Missing Gear** Transactions page.

**Important Notes!**
Upon resolve, CAP will create a new transaction(s) based on your selections. The items that you **approve** will generate a new **Completed** transaction based on the existing document number, but with the character “A” appended to the end. The ISS and LOSS columns on the marine’s current issue will be decremented by the amount that you approved for the item(s).

The items that you **deny** will also generate a new **Completed** transaction based on the existing document number, but with the character “D” appended to the end. For denial, only the LOSS column will be decremented on the soldier’s current issue. The quantity in the ISS column on the marine’s clothing record will remain since the item was denied.

Any item quantities that you DO NOT select for approval or denial will remain on the original transaction as **Pending**. These pending items can then be resolved at a later date.

Subsequent resolved documents will be created with the same document number scheme with an additional number index appended to the end of document number. Here is the progression of the document number scheme for a missing gear statement that was resolved with both approvals and denials on three different occasions:

12348046M006: Original pending gear transaction.
12348046M006A: First approval.
12348046M006D: First denial.
12348046M006A1: Second approval.
12348046M006D1: Second denial.
12348046M006A2: Third approval.
12348046M006D2: Third denial.

Once you have approved or denied ALL items on the original missing gear transaction, the system will then delete the original transaction.

Unit supply personnel should refer to USMC SOPs *Marine Order 4400.124* and *Marine Order 4400.150E* when resolving a Missing Gear transaction (see *Creating Missing Gear Transactions* section for details).