UTES
Unclassified Test and Evaluation Support
POWERED BY WebSked

UTES How-To Operators Guide

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4 December, 2009

Requesting an Account

1. Using Internet Explorer, type in the following URL: https://utes.cotf.navy.mil

2. Please submit SAAR-N in accordance with this guidance.

3. In addition, request you provide a copy of you IA 8.0 training completion certificate to Scott Higbee as well.

4. Please send a digitally signed e-mail IAW these procedures.

5. Select “Sign Up”.

Requesting an Account

6. Fill in the yellow (mandatory fields).

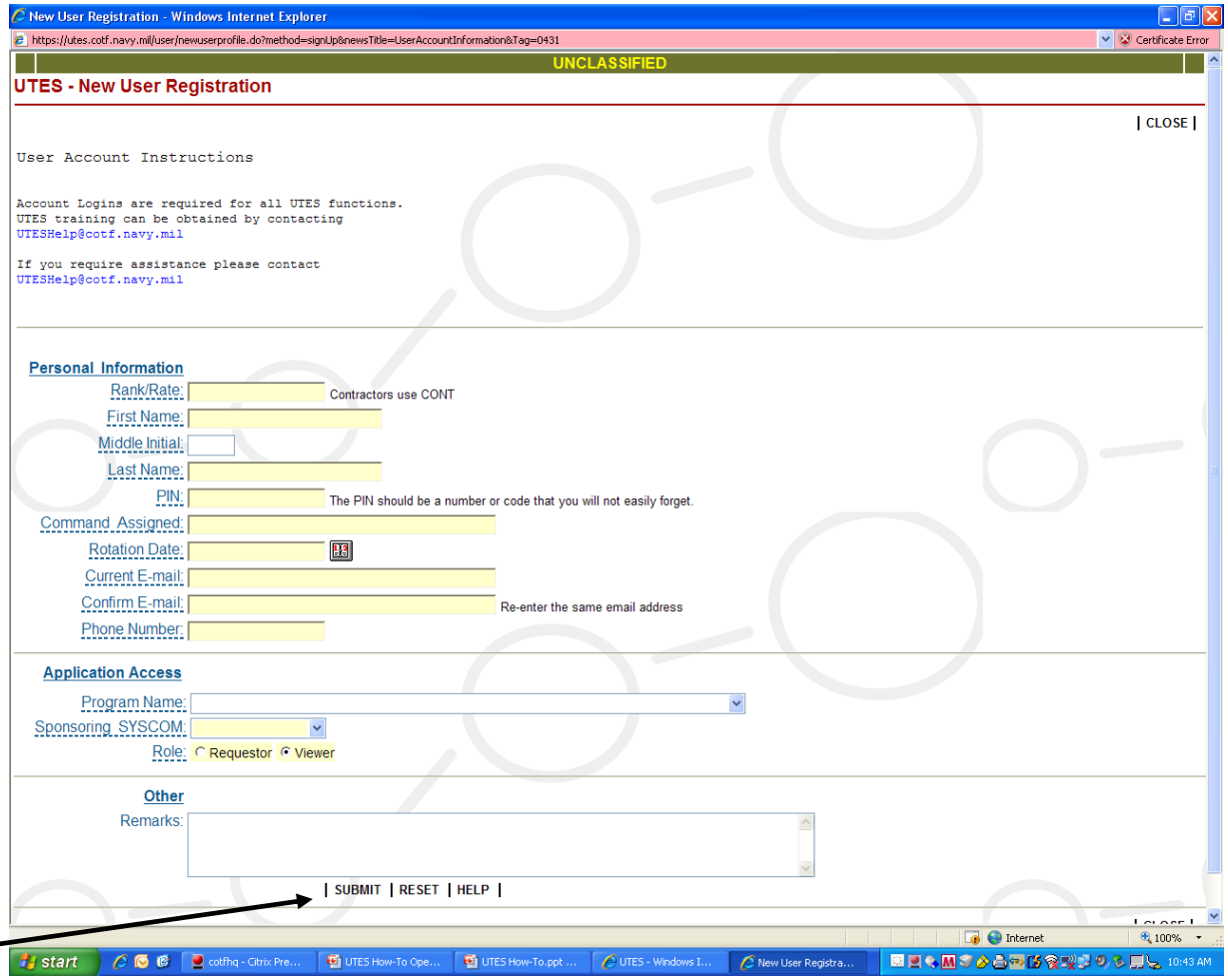
Note: A requestor account will allow users to :

1. Enter Fleet Support Requests.
2. Draft Program Schedules
3. View all Fleet Support requests and program schedules.

A viewer account will only allow users to view all Fleet Support Requests and Program schedules.

If additional permissions are required, contact UTESHelp@cotf.navy.mil

7. Submit your request.



Upon submitting your request for an account, an e-mail will automatically alert your applicable T&E accounts Manager and the UTES Resources Manager. Your T&E manager will validate your need for an account and the UTES Resources Manager will establish your account. You will receive an e-mail stating that your account has been established.

Viewing News Items

News items are items which CNO 091/912, COMOPTEVFOR T&E Resource Managers, or SYSCOM T&E Managers determine are worthy of posting.

They typically Announce :

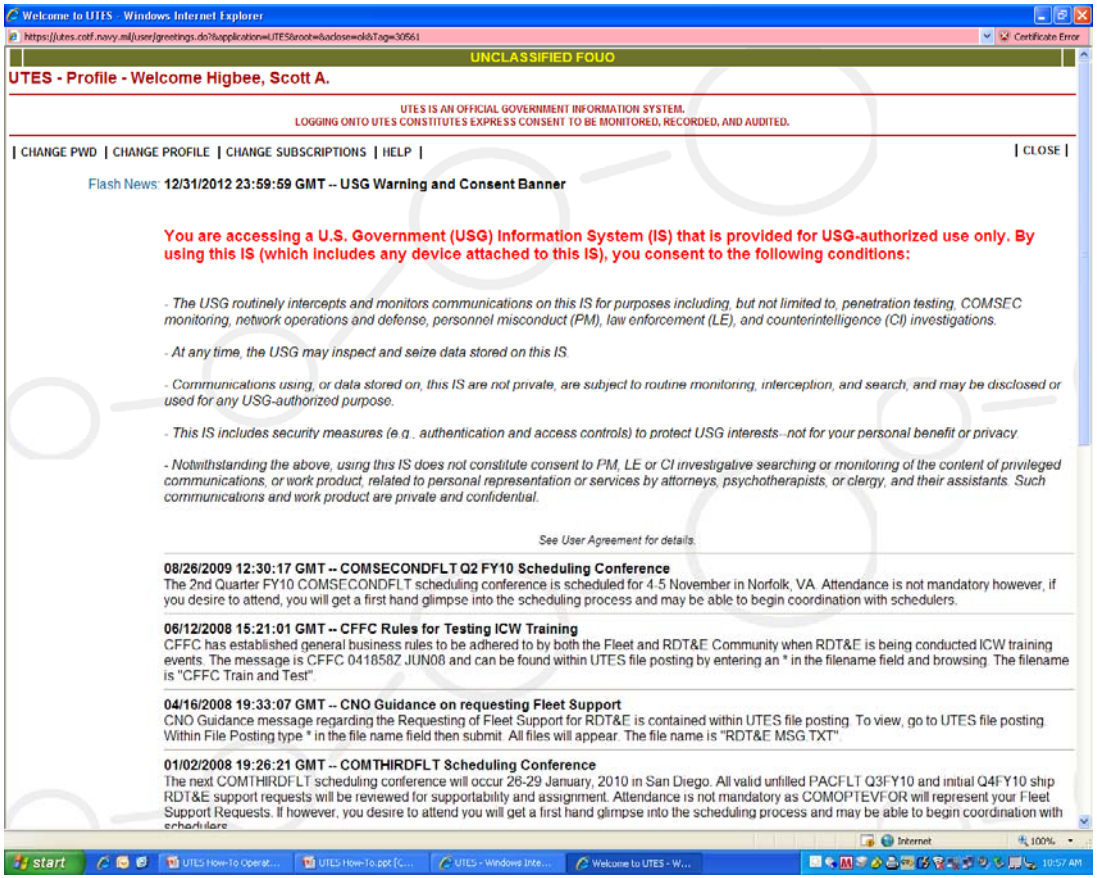
1. Upcoming Fleet Scheduling Conferences or other T&E venues.
2. Important Developments in T&E guidance or procedures.
3. Guidance or instructions pertaining to SYSCOM specific procedures.

News items can be viewed from the homepage window either prior to or after logging in.

A drafter of a news item can choose to generate an e-mail to applicable users to alert them that there is an important new item awaiting their viewing.

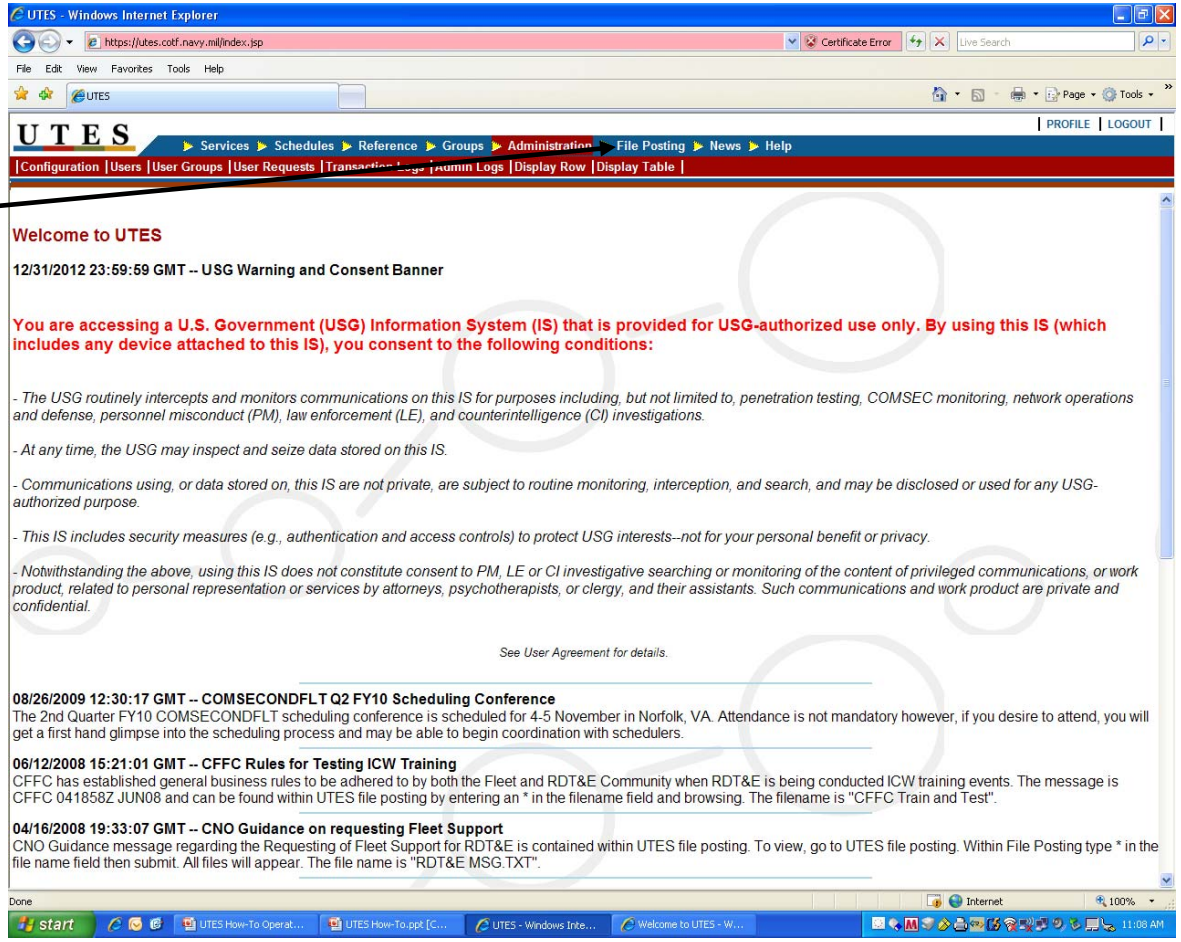
News items are often accompanied by a “file posting”

File postings are files which are not large enough to be displayed in the “news” window. Additionally, a “file posting” could be any document which pertains to a Fleet Support Request such as a portion of a test plan.



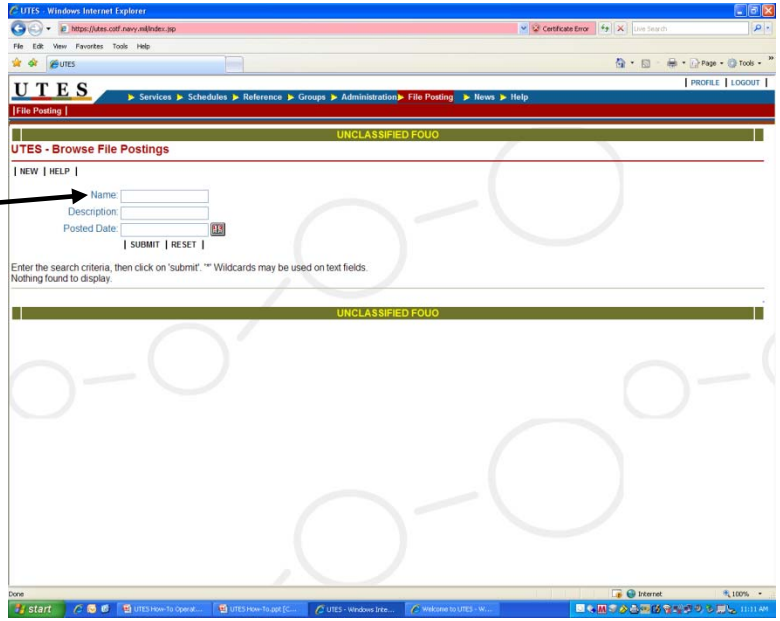
News items and File Postings

1. To view a “File Posting”, select “File Posting”.



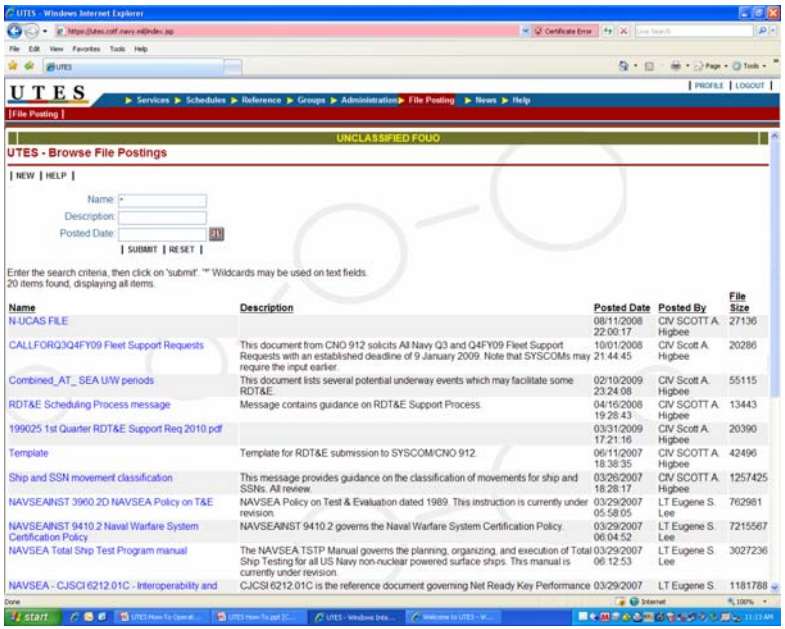
File Postings

2. Enter an “*” in the “Name” field and select “submit”.



This will return a list of “file postings” along with a brief description of the file.

3. Simply select the “blue highlighted” file title to view, save, or print the attached file.

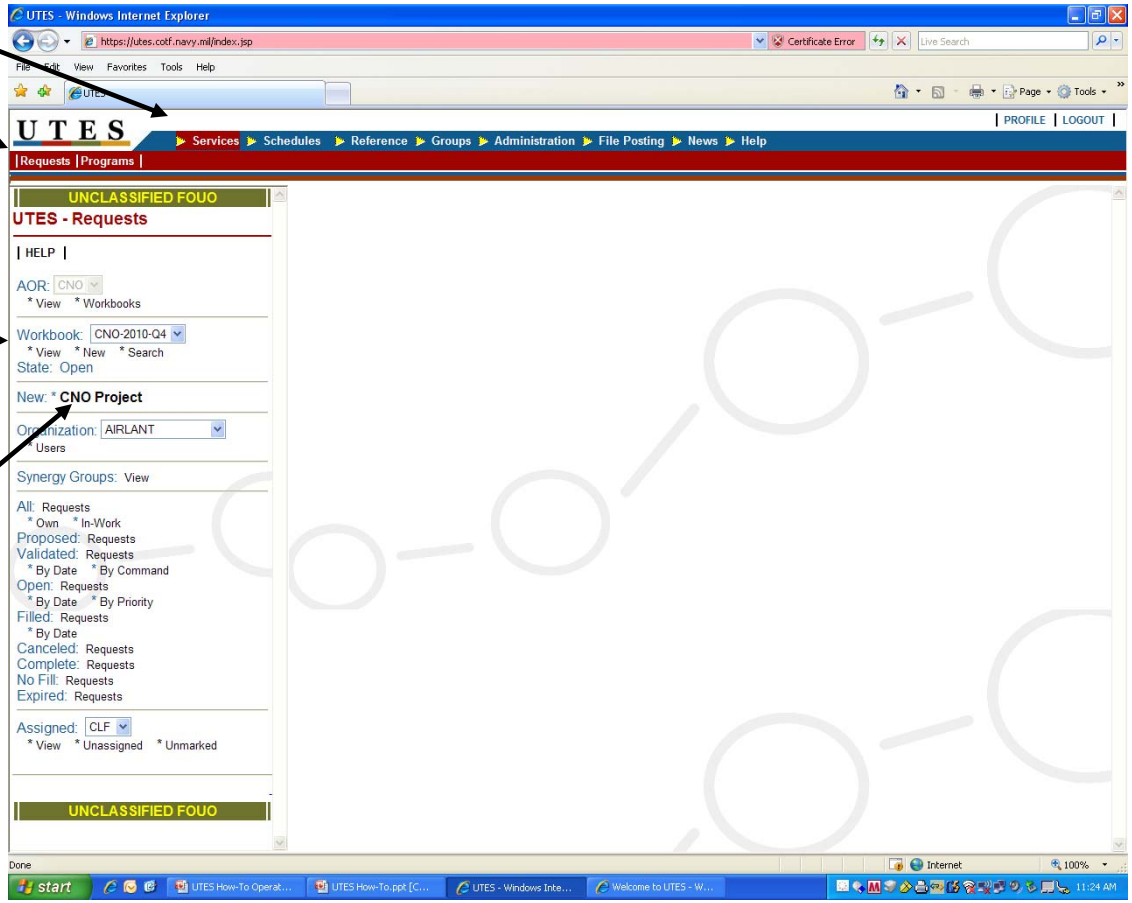


Requesting Fleet Support for RDT&E

1. Select “Services” and then “Requests”.

2. Select the applicable quarterly workbook from the drop down window (quarter in which you require services).

3. Select “New CNO Project”



Requesting Fleet Support for RDT&E

4. Select desired Fleet in which you require services from the drop down menu.

5. Confirm your contact information is correct or change to reflect contact information for your desired contact person.

6. Select your Program Test and Evaluation Identification Number (TEIN) and Title from the drop-down menu.

Note that the field titles have a dashed line underneath. Move your cursor over the field title to obtain a description of the data which should be entered in each field.

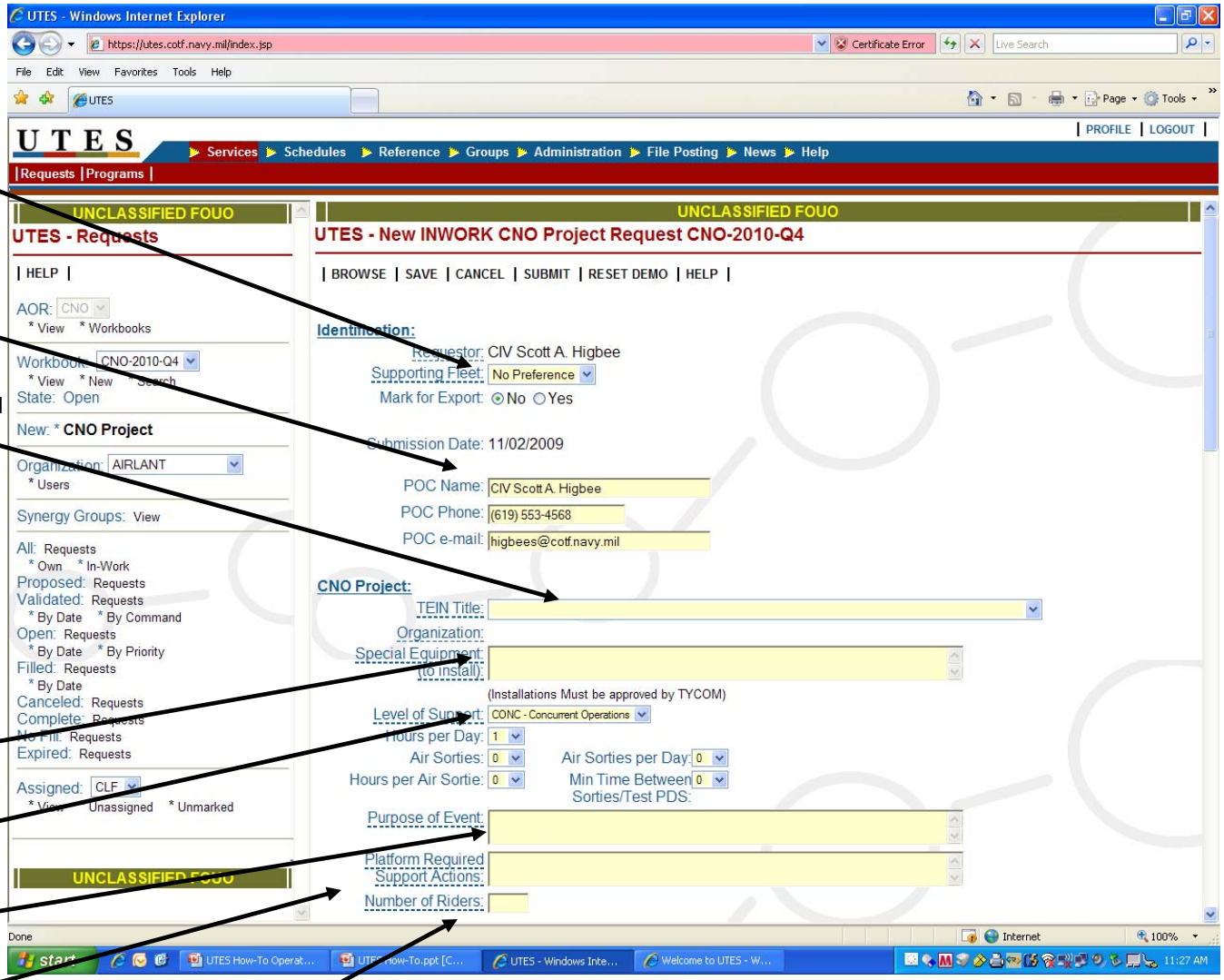
7. Enter Special Equipment information.

8. Enter Level of Support required.

9. Enter Purpose of Event.

10. Enter Actions required by the platform and crew.

11. Enter number of test personnel required to embark.



Requesting Fleet Support for RDT&E

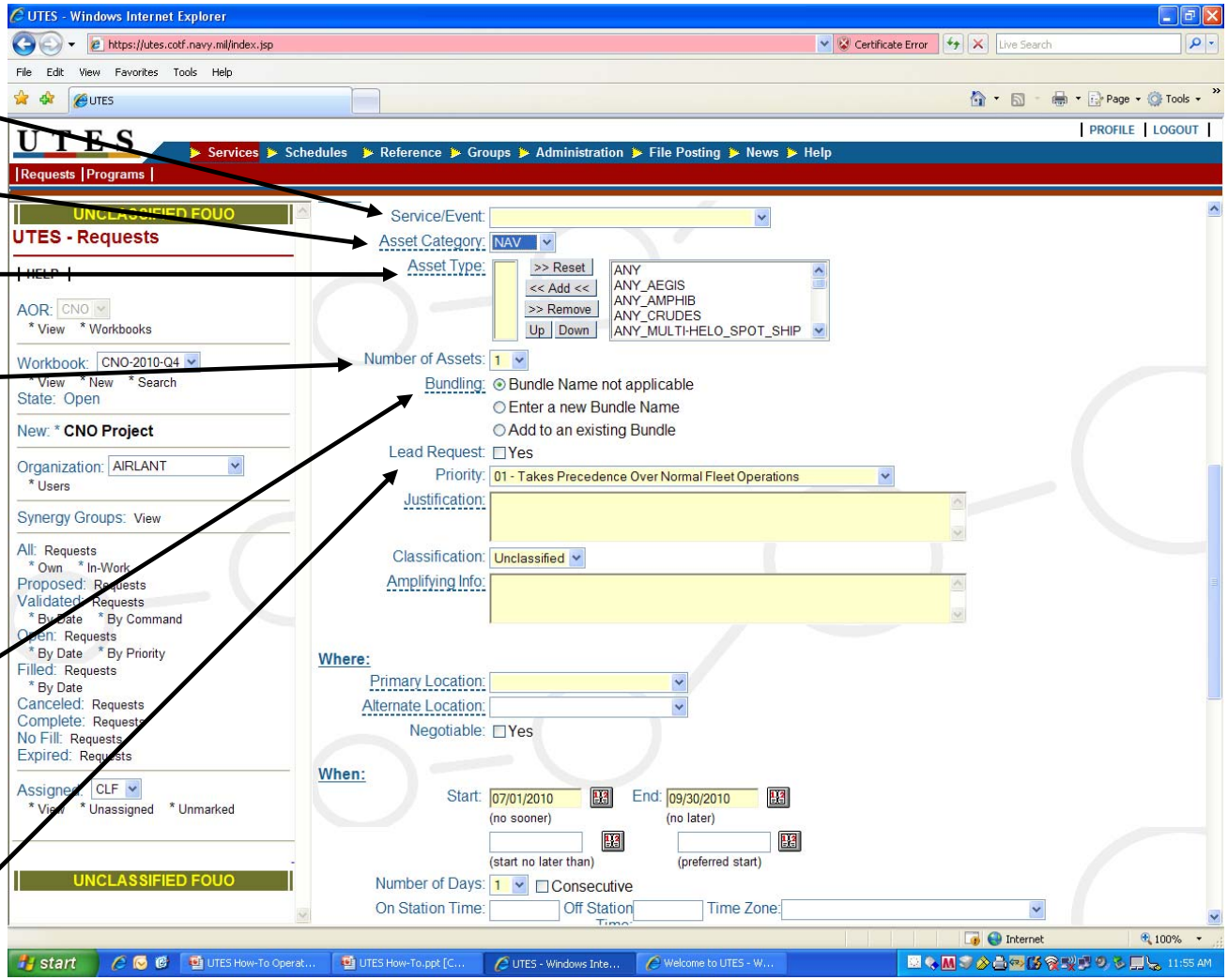
12. Enter the event type from the drop down menu.

13. Select asset category from the drop down menu.

14. Select the asset type from the drop down menu.

15. Enter the number of assets requested from the drop down menu. Note that if you need two different types of assets (a DDG and an SSN) then you will submit two separate requests and this field will state "1". This field should only list more than 1 if you are requesting more than 1 asset of the same exact type (F/A-18 for example).

16. "Bundle" A bundle is a way of forming a group of assets which must support testing concurrently. If you need to request more than 1 asset for a test, you may bundle multiple separate requests by associating them with a bundle name. If only 1 platform is required then a bundle name is not applicable. The lead request is typically assigned to the primary test platform.



Requesting Fleet Support for RDT&E

17. Select your recommended priority level from the drop down menu.

18. List justification for the priority. If priority 1 is assigned, list the late of the signed priority letter from CNO 912.

19. List any Amplifying Information pertaining to the asset required (also used for any free-field remarks).

20. Select Primary Location from the drop down menu. If your exact location is not listed, select the closest location and annotate exact location in the location n comment field.

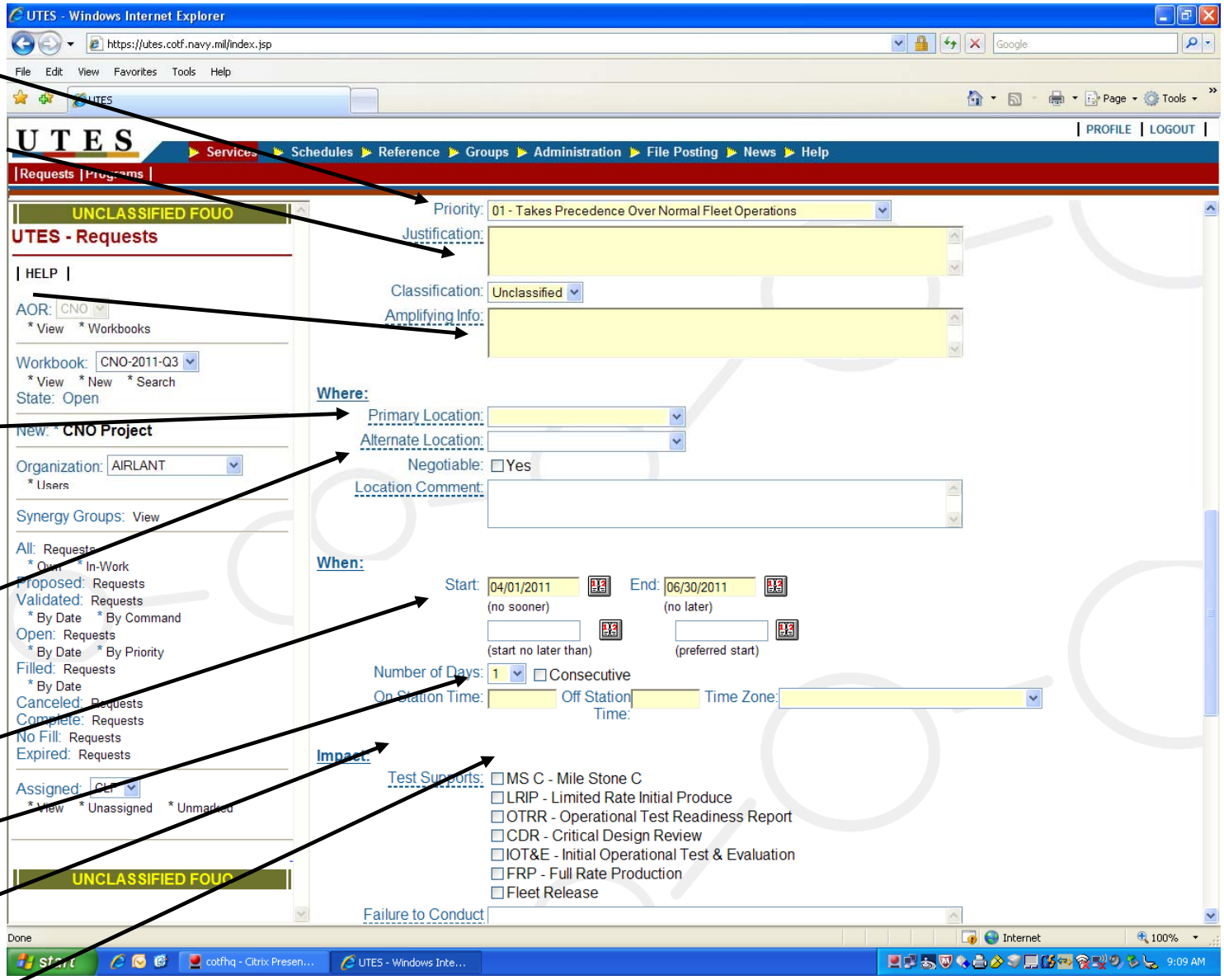
21. Select Alternate acceptable location (if applicable) and check yes if negotiable.

22. Enter desired start and end dates.

23. Enter number of days asset is required.

24. Check if the number of days must be consecutive.

25. Enter On station and off station times (mandatory for aircraft).

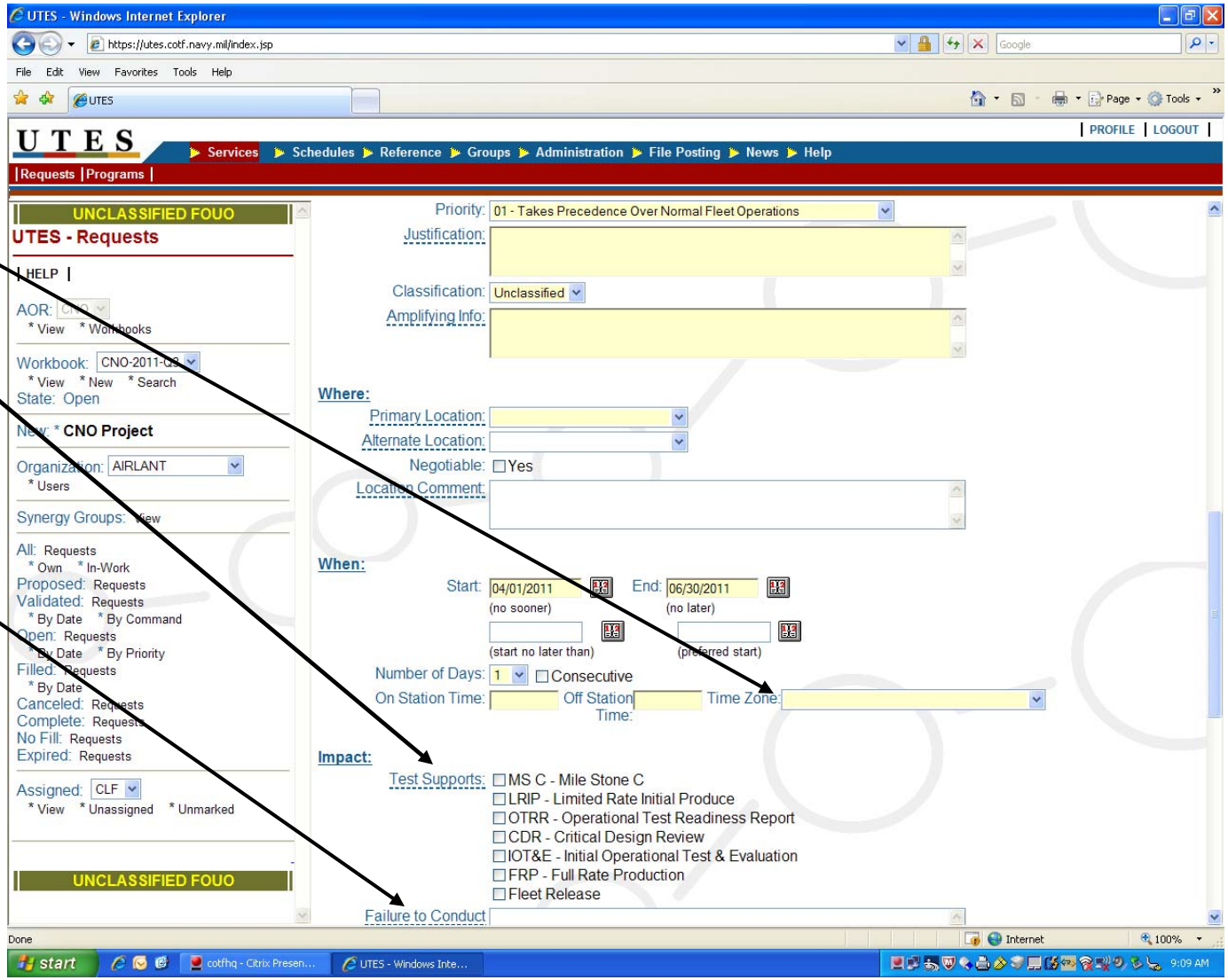


Fleet Support Request for RDT&E

26. Choose “Time Zone” (only if specific on station times are entered (mandatory for aircraft).

27. Check appropriate box pertaining to test. If none of these boxes are accurate do not select any .

28. Enter impact to the program schedule, funding, or other impacts should services not be provided.



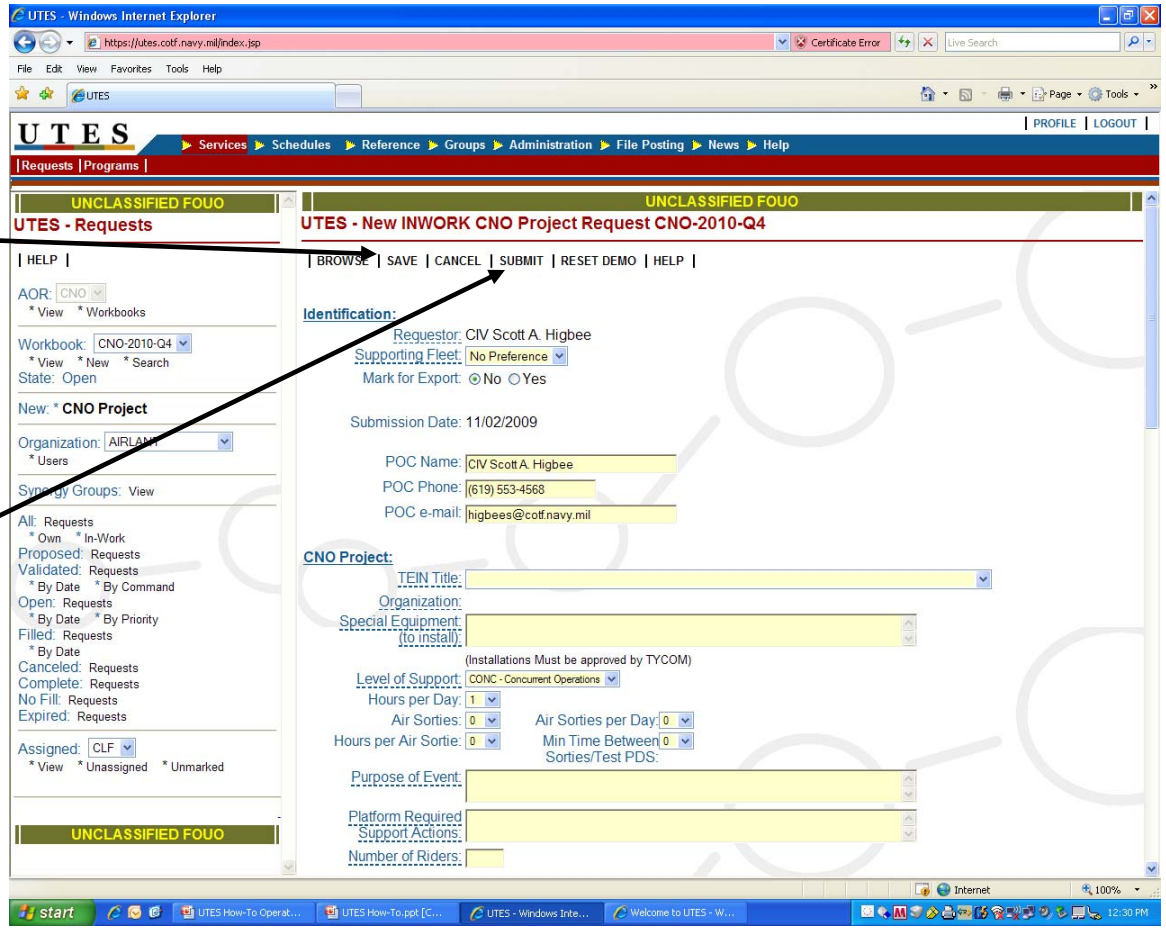
Requesting Fleet Support for RDT&E

29. Return to the top of the Template.

30. Select "Save" to save the form with the data which you entered. This can be reviewed or edited at a later time.

Or

31. Select "Submit" if you are ready to submit the information you have entered. Once you submit the request you will not be able to edit it. An automatic e-mail will alert your T&E Manager that there is a request awaiting his/her validation. The request will be in a "proposed" state until which time it is validated.



Requesting Fleet Support for RDT&E and Collaboration

Note: Upon submitting your Fleet Support Request, UTES may identify some opportunities for collaboration. UTES may return one or more Fleet Support Requests in which other programs require similar test assets as yours.

If UTES returns a screen consisting of other FSR's, please review them to determine if you might consider combining test efforts with applicable programs/requestors.

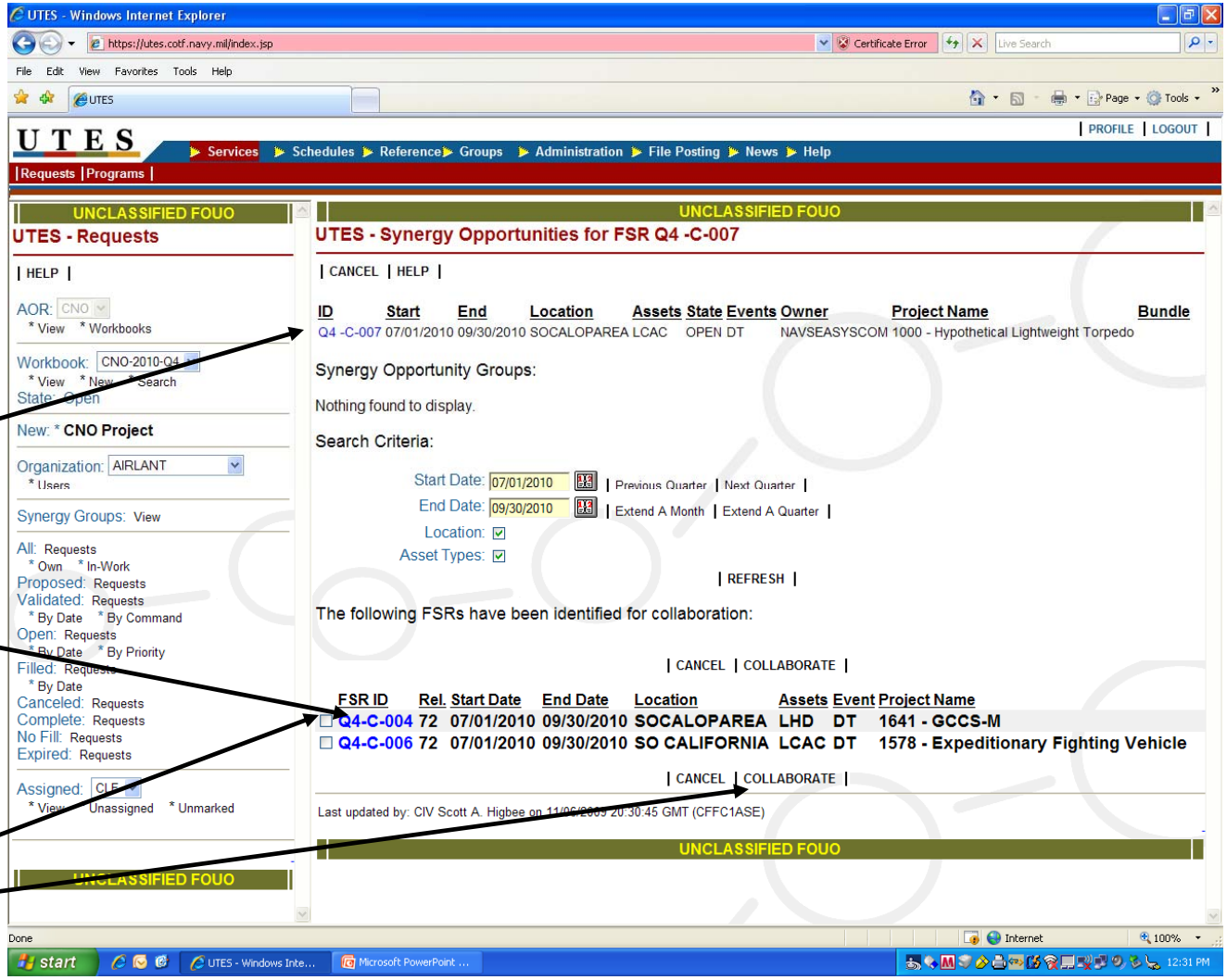
Your newly submitted request.

Other similar requests including a relativity (Rel) score.

1. To view each request, click on the blue request identifier. The FSR will appear. After review you may choose to collaborate with the requester in order to improve chances of gaining fleet support by maximizing limited asset available test time.

2. To collaborate, place a check in the collaborate box and select "collaborate".

An automatic e-mail will be generated to yourself and the other requestor, establishing POC information and collaboration opportunity.



Choosing to collaborate does not lock you into combining test efforts. It merely allows for information exchange and possibility of sharing assets.

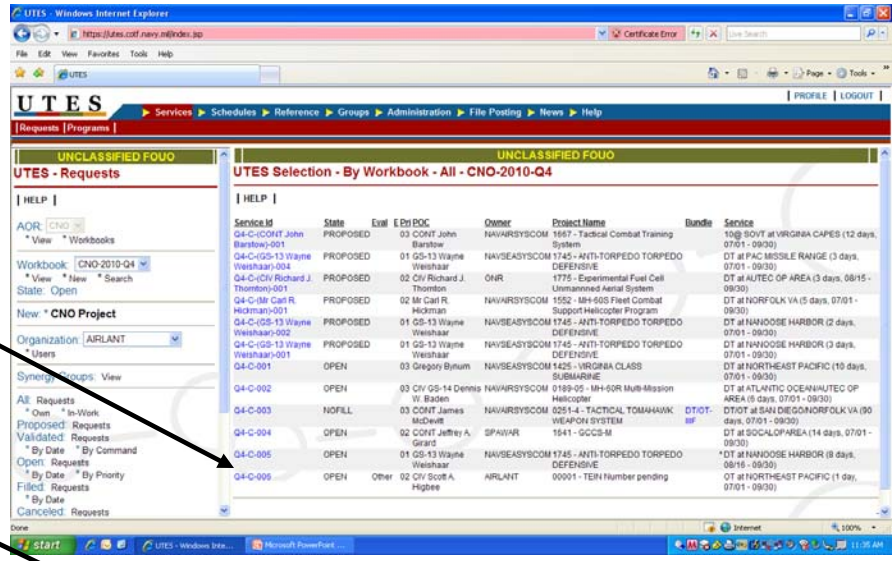
Select "cancel" if you do not desire to collaborate with any other program test events. Your request will be submitted.

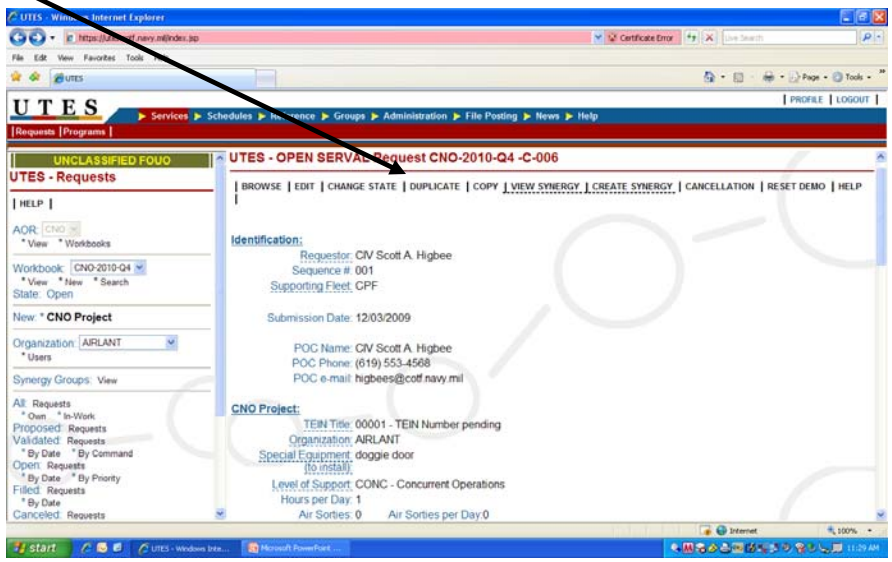
Duplicating a Request Within the Same Quarter

If you have multiple requests to enter during a given quarter you may use this function to avoid having to populate all fields on every new request.

1. After saving or submitting a fleet request within the applicable quarter, select your request by clicking on the blue service ID number.

2. When your request appears, select "duplicate".



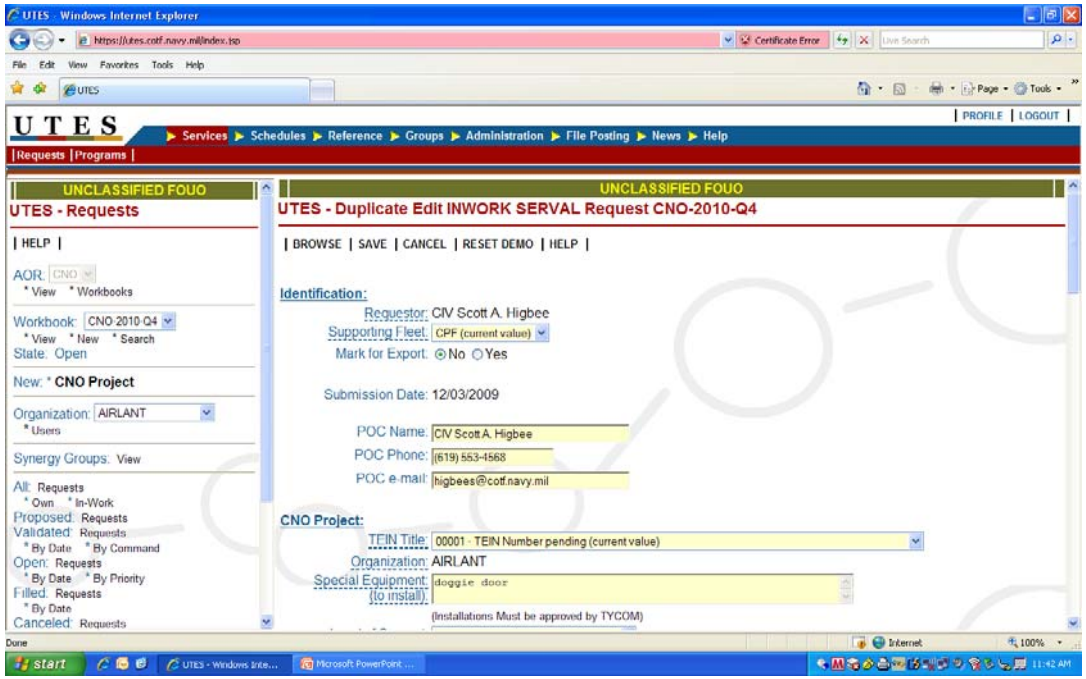


Duplicating a Request Within the Same Quarter

3. UTES will generate a new INWORK Fleet Support Request Template containing the same information as your previous request. Make desired changes to reflect your new request. Once you make the changes you must "save" the request. Once "save", you can edit and then "submit "the request for action.

You can do this as many times as you need to until all of your requests within the same quarter have been entered in UTES.

If you need to draft a request for a later quarter, you should use the "Copy" Function at the top of your saved or submitted request. See pages 16-17.



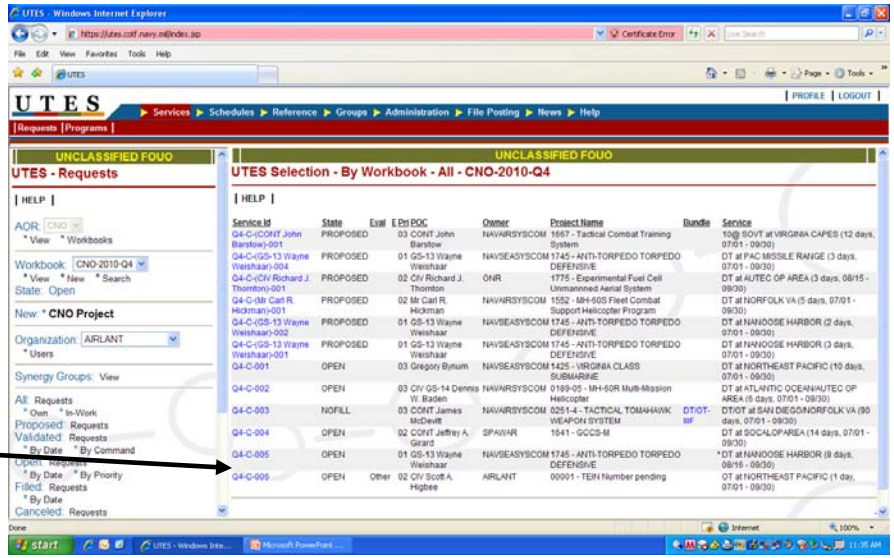
Be aware that your request will not be acted upon until you "submit" it.

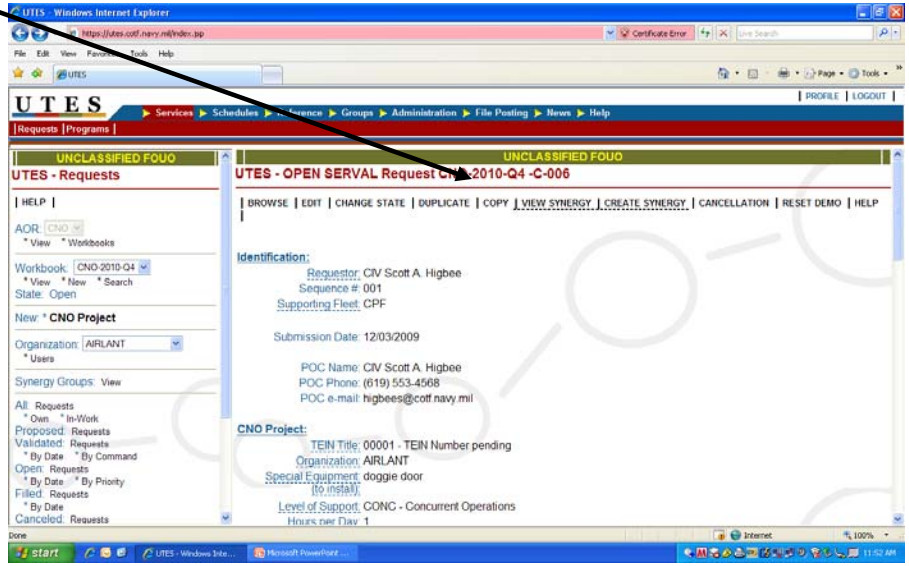
Copying a Fleet Support Request into Another Quarter

If you need to enter Fleet Support Requests into a later quarter, you may use the "Copy" Function of a Fleet Support Request which you have previously saved or submitted. Example. Your test event may carry-over from one quarter to the next, or you need to schedule two similar tests in two separate quarters.

1. Select your Fleet Support Request from a previous quarter by clicking on the blue service ID tab.

2. When your request appears, select "copy".

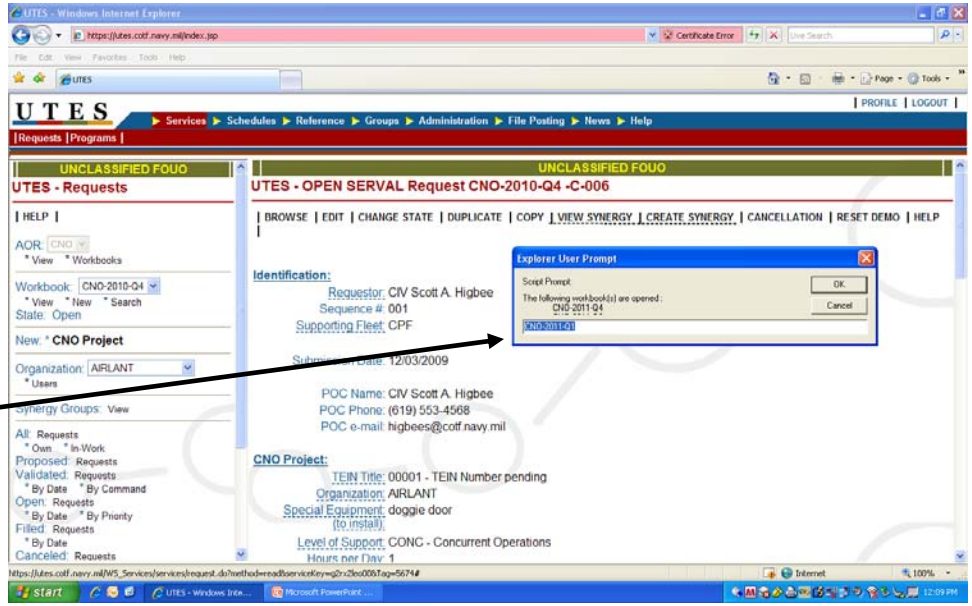


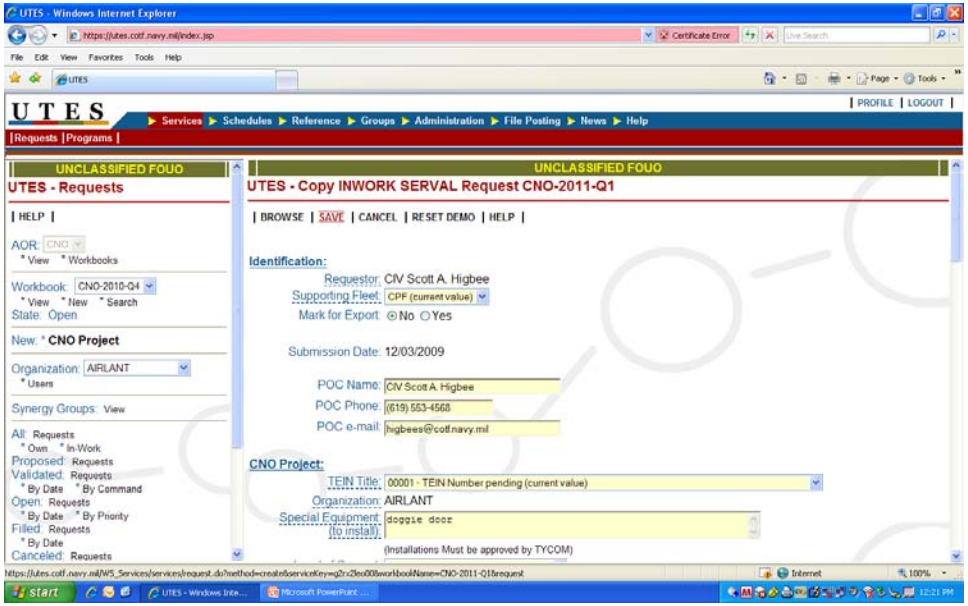


Copying a Fleet Support Request Into Another Quarter

3. Enter the quarter in which you desire to enter your new request, then select "OK". Note that the quarter must be "open". If the quarterly workbook has already closed because the Fleet Support Request submission deadline has passed then the request will have to be submitted via "emergent message". If the quarter in which you need to submit your request is a future quarter which is not yet opened, contact uteshelp@cotf.navy.mil and the quarterly workbook will be opened.

4. Your fleet support request will appear. Edit the request template to include your fleet support requirements for this new quarter and select "save ". Note that in order to "submit" this request for action, you will need to go back and select the "all requests" tab on the left of the screen. When the list appears, select your request. When your request appears, select "edit" and then you will be able to "submit" your requests.



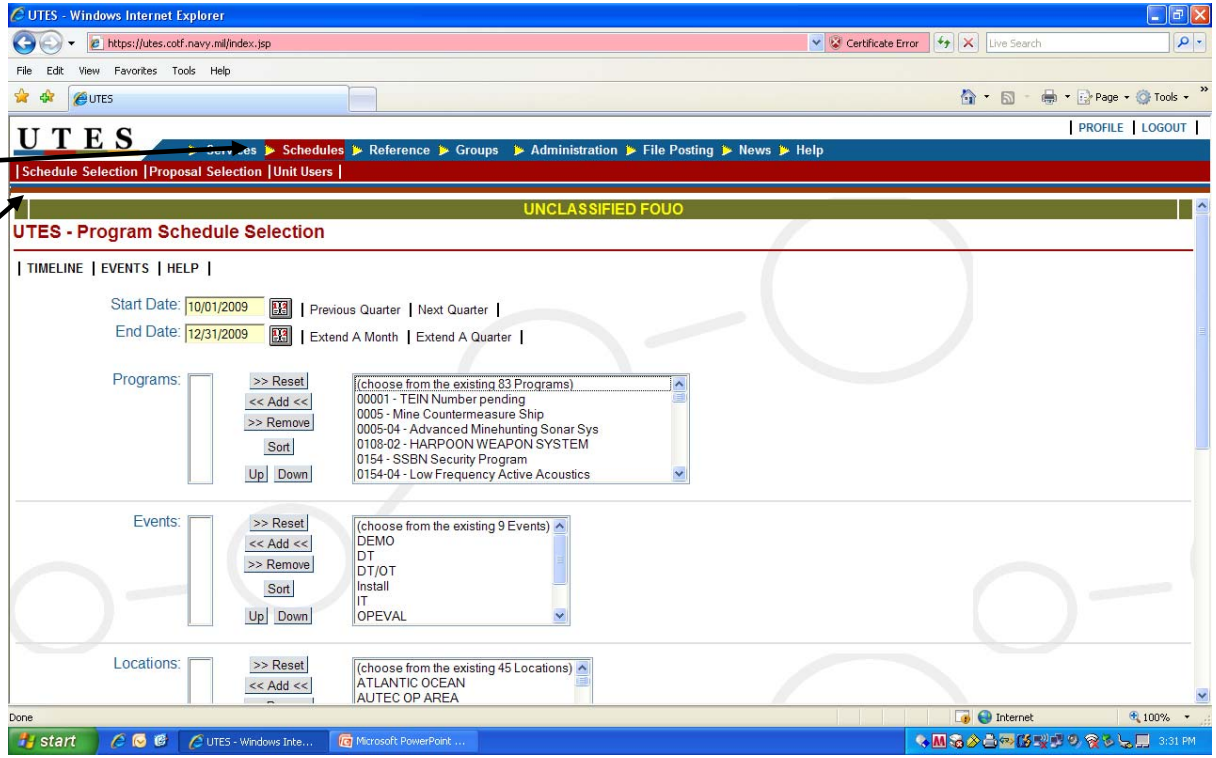


Viewing Program/Project Milestone Schedules

The Program Schedules Application allows users to view any program schedule which has been built within UTES and designated as a “Public” schedule.

1. To View program schedules for identification of collaboration opportunities or to use during briefs or meetings, select “Schedules”.

2. Then select “Schedule Selection”.

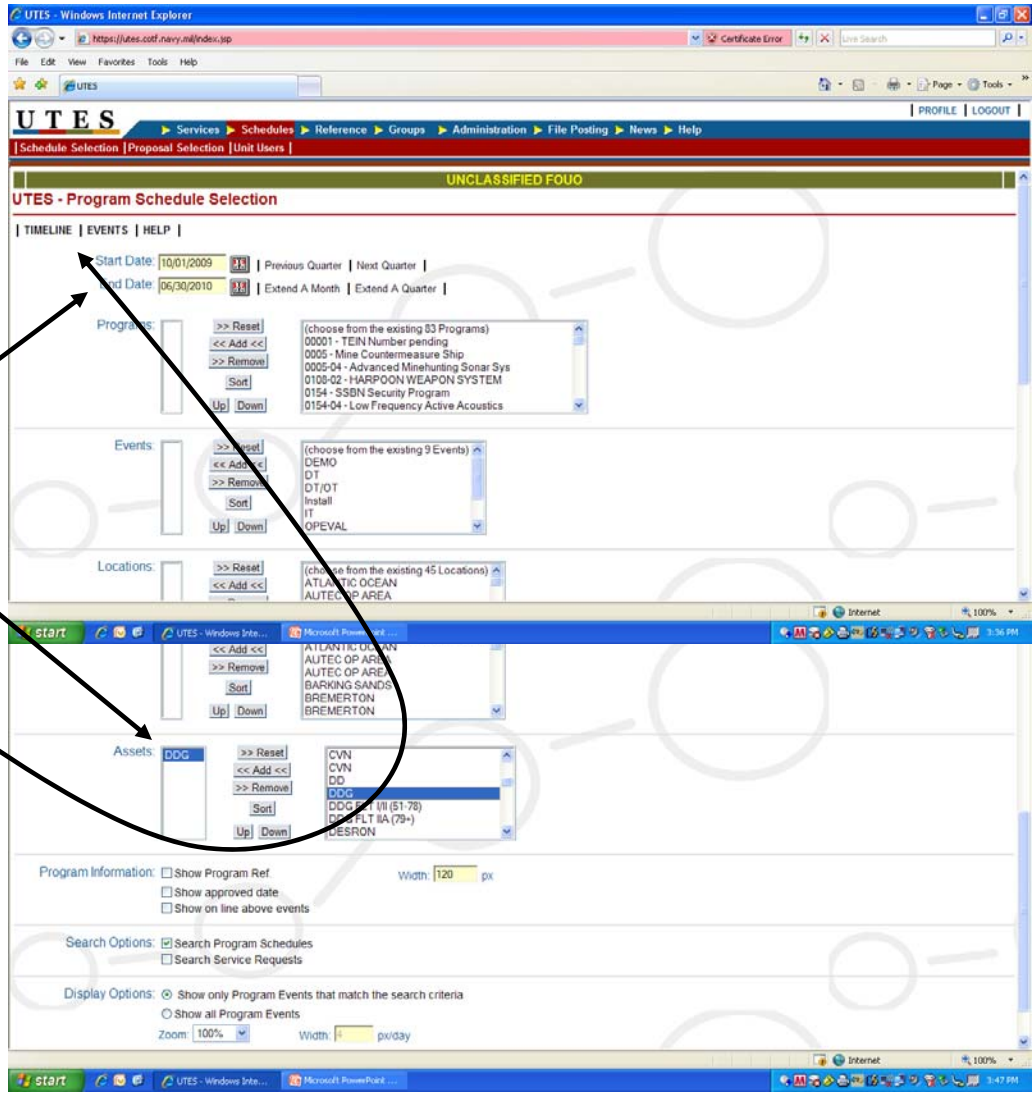


Viewing Program/Project Milestone Schedules

3. To view a schedule or several schedules pertaining to a particular query, select desired items from any of the drop down menus.

4. Example: If you are interested to know which programs might be Requesting a destroyer (DDG) during a given time period, you could simply choose the period and then add the DDG Within the asset window.

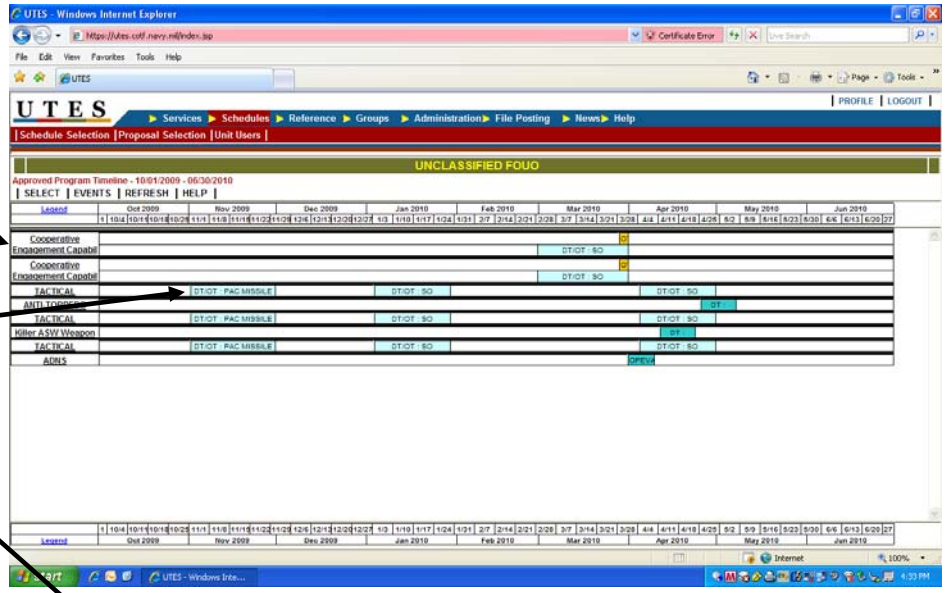
5. Select “Timeline”.



Viewing Program/Project Milestone Schedules

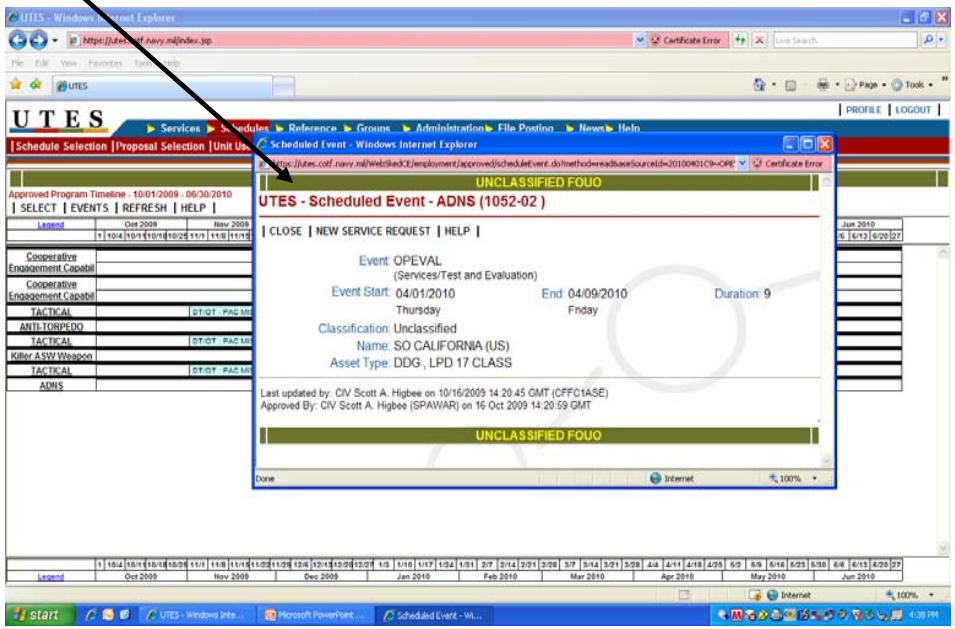
6. Any schedules which have been developed and which pertain to the data fields you selected in your query will display. To find out more about these schedules you can select the capability name on the left by placing your cursor on it and clicking. You can also learn more about the actual scheduled event by placing your cursor on the event and performing a left click.

7. Here is and example of the information you see when you select the event.



In addition, you can also enter a new Fleet Support Request for a given program from this screen by simply clicking on the event and then selecting "new fleet support request".

If you see an event in which you'd like to consider collaborating with, you can go back to the services request and applicable quarter window and search fro the request. The request will contain more details about the event including the test coordinator POC info.



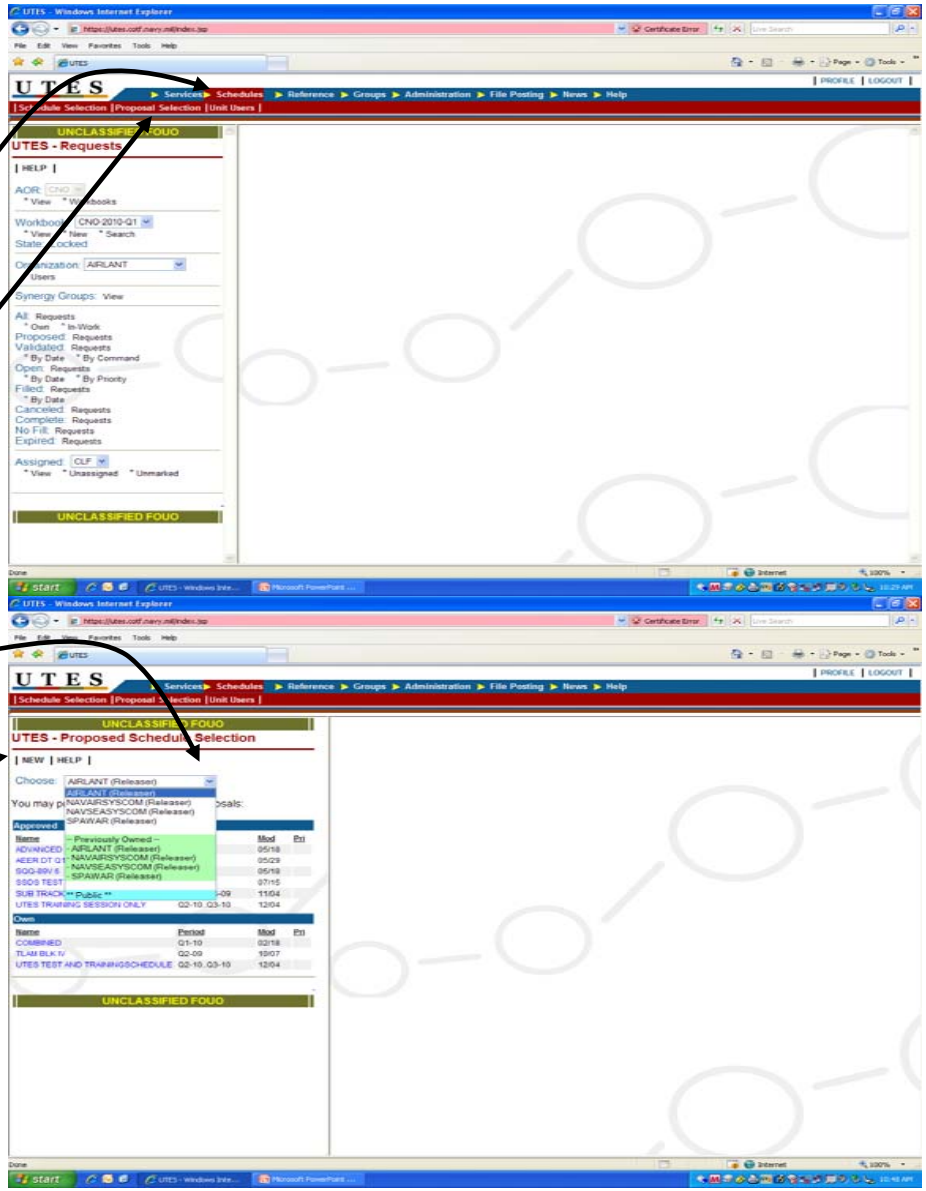
Creating a Program/Project Schedule

You may choose to utilize the "scheduling capabilities within UTES to share a program or project either within your own selective community, or with a wider user community in order to facilitate collaboration.

1. To Create a new Program or Project schedule, start by selecting the "Schedules" function tab. Then select the "Proposal Selection" tab.

2. Before proceeding, ensure that you select the applicable program SYSCOM from the drop down menu.

3. Then select "new".



Creating a Program/Project Schedule

4. Enter your “Schedule Name”. This can be any name that you want to call this schedule.

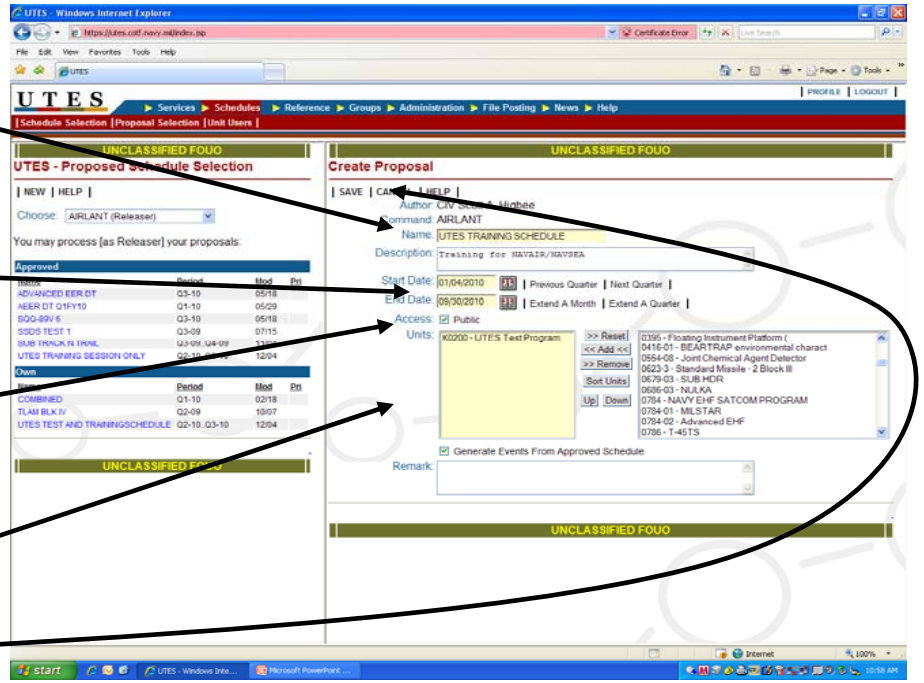
5. Enter the date range of your schedule. This may be a short duration schedule for a given event or a longer range schedule which spans the lifecycle of the program/project.

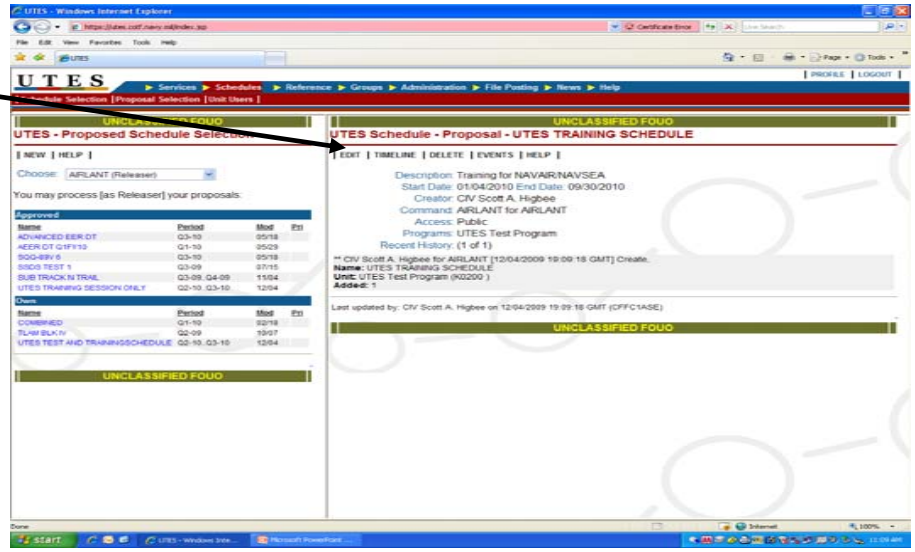
6. Check “public” if you’d like for the schedule to be made available for all subscribers to see.

7. Select your Program TEIN and Name from the drop down menu and add to the units window.

8. Select “Save”

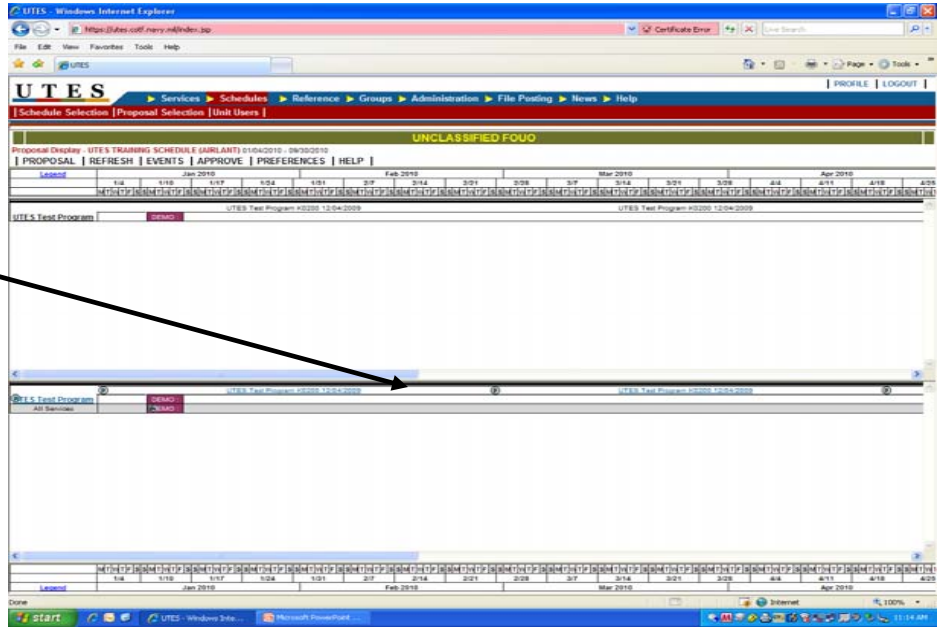
9. When this display appears, select “Timeline”.





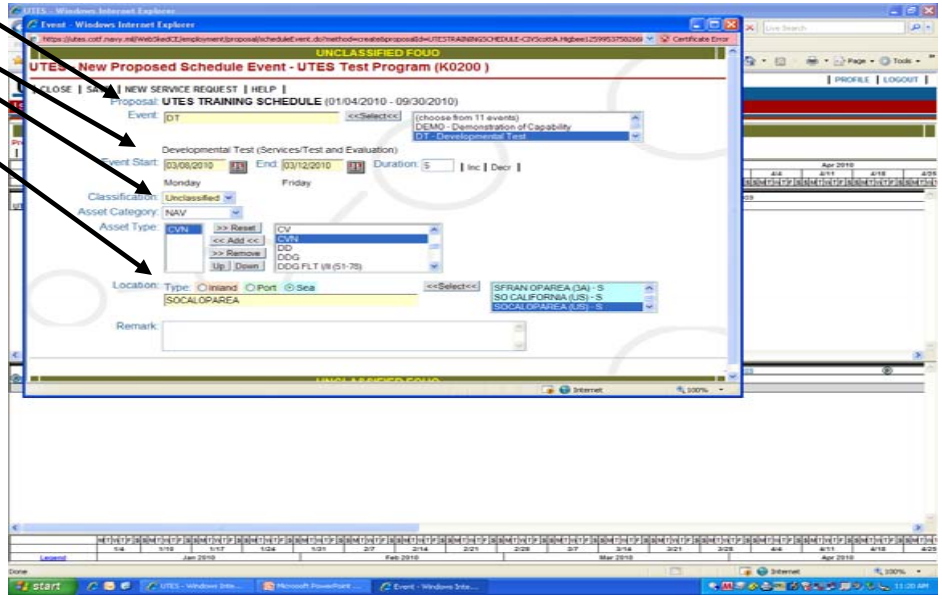
Creating a Program/Project Schedule

10. From this display, you may add proposed events by placing your cursor in the space shown here (within the proposed schedule window, and performing a left click.



11. Within this window populate event type , date range of the event, Choose Asset Category, Platform type/s, and location of the event.

12. Select “Save”



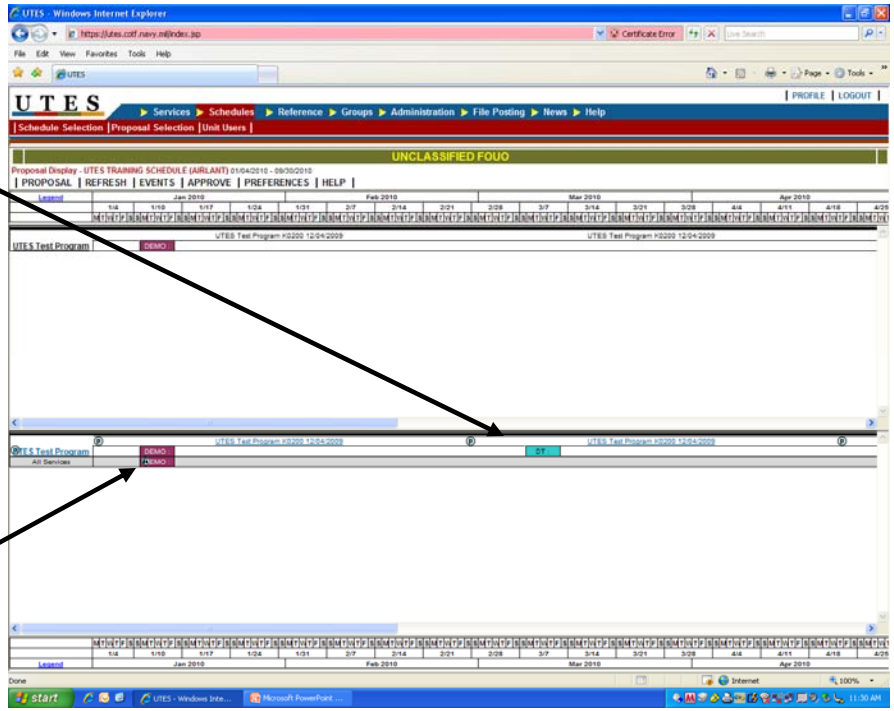
Creating a Program/Project Schedule

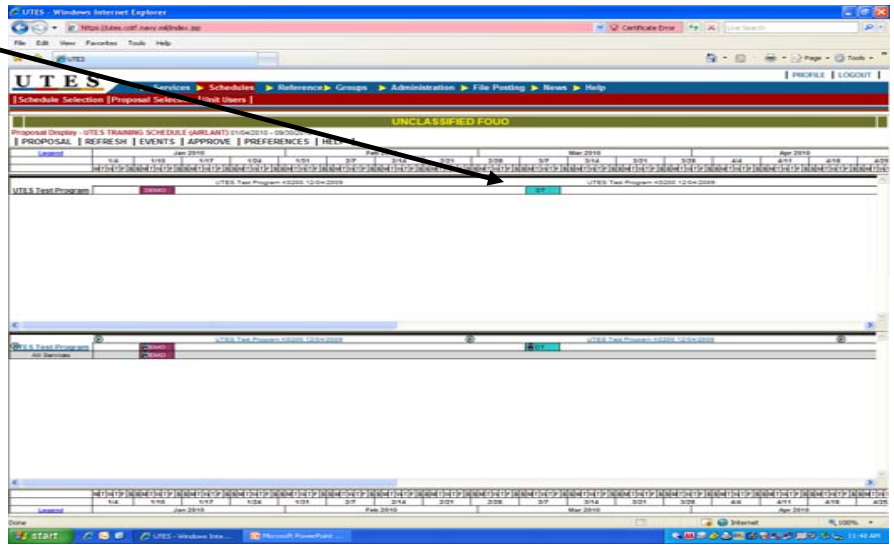
1. Your new event is now displayed in the proposal window.

2. You can keep the event as proposed or if desired you can approve it. It all depends on how you choose to use the application. You can choose to draft and enter a new Fleet Support Request by clicking on an event either in the proposed window or the approved window.

3. Once you submit a fleet support request for an event it will appear on the “services” line below the event.

4. Once you have approved an event, it moves to the approved window and can no longer be edited.





UTES POC's

- COMOPTEVFOR PACFLT RDT&E FLEET RESOURCES MANAGER
  - Scott Higbee (Civilian) (619) 553-4568
  - higbees@cotf.navy.mil

- COMOPTEVFOR LANTFLT RDT&E FLEET RESOURCES MANAGER
  - CDR Robert Lucas (757) 282-5546 X3284
  - Robert.lucas@cotf.navy.mil

- COMOPTEVFOR UTES Help Desk
  - uteshelp@cotf.navy.mil