

QUICK START CARD

The tasks on this sheet will help you get started using the Modern DCPDS (MDCPDS) Application. Use this list as a guide when you first receive your user ID and logon information. For more information or details about any of these tasks, refer to the *Modern DCPDS User Guide*.

Log on to modern DCPDS

- Use the instructions provided with your MDCPDS user ID to access the MDCPDS system. Once the Oracle Applications logon screen appears, type your user ID in the **User Name** field, then tab to the **Password** field and type the password you were provided. Click the **<Connect>** button or push **[Enter]**.
- Upon first use, you will receive a message that your password has expired. Click **<OK>** to clear the message. On the **Password Update** window, type your original password, then **[Tab]** to the **New Password** field and type in a new password. It must be at least 8 characters long. **[Tab]** again to the **Re-Enter New Password** field and type the new password a second time to verify. Click **<OK>**. Write down or remember your new password for later use.
- If you have one responsibility, you will go directly to the navigator menu. If you have been given more than one responsibility, select the one you expect to use most frequently from the displayed list in the responsibilities window and click **<OK>**. This will take you to the navigator menu.

Start your Top Ten List

- The Top Ten list provides an easy way to access functions that you will perform regularly in the MDCPDS without scrolling through the entries on the navigator menu. To start a Top Ten list, select **Special** from the top menu bar, then select **Top Ten List**. The top ten list area will display next to the navigator menu. Re-size or move the window if necessary or desired.
- One function that most users will access regularly is the Civilian Inbox. Click on **Civilian Inbox** (not the Workflow Inbox) on the navigator menu, and then click the **<Add>** button to add it to your top ten list. Later, to access the inbox, you just push the “1” key on your keyboard. As you start using the system, you will identify other tasks to add to your top ten list.

Set up your inbox default view

- When you open your civilian inbox the first time, it appears empty and has generic column headings. You will want to set up your inbox with a default view that also auto-populates with any open actions each time you open it. This is a one-time operation.
- Open the Civilian Inbox from the navigator menu (or from the Top Ten list). Click on the folder icon in the upper left corner of the inbox window and select the default view established in your region (called “Region Default” or something similar).
- Click on **Folder** on the top menu line, and then click **Save As**.
- Save your folder view with the name “Open Actions” or other appropriate name; make sure that the **Autoquery** option has “Always” checked, that the **Open as Default** option is selected, and that the **Public** checkbox is **NOT** checked.
- Click **<OK>** to save the folder with the new name, and click **<OK>** on the follow-up message (if any) about the inbox being saved as a private folder rather than a public folder.