

PCPN# FY04-19 January 5, 2004 PURCHASE CARD TRAINING STATISTICS - STUDENT TRAINING LOGS

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs, and CHs IN YOUR HIERARCHY

In July 2003, the DON eBusiness Operations Office began collecting statistics about students' completion of required DON eBusiness Purchase Card training. Students are asked to send training log files to the DONeBusinessStats@navy.mil email address upon successful completion of their DON eBusiness PC course. Training statistics from each student log file received are loaded into the Automated Training Statistics (ATS) database.

Now, as part of a data validation test of the ATS database process, we are asking that any of you still having training logs to resubmit copies of them. Please note that **WE ARE NOT ASKING YOU TO RE-TAKE THIS TRAINING** but only to resend the training log file originally created for you (if you still have it) when you successfully completed your training.

To resubmit your training log file, please follow these steps:

STEP 1 - Finding your log file(s): The log file is still on your computer's hard drive unless you specifically deleted it. The training log files follow a naming convention - **XX9999_pc1.log** - where the "XX" represents the first two letters of your last name and the "9999" is the last four digits of your SSN. The "pc1" part of the name represents the course you took. The "pc1" could be pc1, pc2, pc3, pw1, pw2, pw3, or pcw4 depending on the course(s) you took. All the files end in the extension, ".log" Here is the complete list of possible names.

XX9999_pc1.log	(CitiDirect Cardholder)
XX9999_pw1.log	(WinSALTS Cardholder)
XX9999_pc2.log	(CitiDirect Approving Official)
XX9999_pw2.log	(WinSALTS Approving Official)
XX9999_pc3.log	(CitiDirect Agency Program Coordinator)
XX9999_pw3.log	(WinSALTS Agency Program Coordinator)
XX9999_pcw4.log	(Head of Activity).

You can find your training log file by doing the following:

1. Click on "Start" on your computer's task bar.
2. Select "Search" and "For Files or Folders".
3. In the "Search for files or folders named:" box, type in *.log The asterisk (*) is a wildcard and will match any of the course names listed above.
4. In the "Look in:" box, select "Local Hard drives (C:)".
5. Click on "Search Now".

STEP 2 - Send your log file(s) to DONeBusinessStats@navy.mil: When the SEARCH is complete, make a note of the name(s) and location(s) of your log file(s). Create an email

message addressed to DOneBusinessStats@navy.mil with a subject title, "ATS Validation". Attach all of your log files to the message and send it.

Thank you for your assistance and participation in the ATS data validation process.