



**PURCHASE CARD COMPUTER BASED TRAINING
READ ME FIRST**

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IMPORTANT: YOU ARE HIGHLY ENCOURAGED TO TAKE TIME AND READ THIS DOCUMENT IN ADVANCE OF TAKING THE DON EBUSINESS OPERATIONS OFFICE TRAINING. THIS INFORMATION SERVES AS A GUIDE TO HELP ENSURE YOUR SUCCESSFUL COMPLETION OF THE TRAINING. THE DOCUMENT IS WRITTEN IN TOP-DOWN FASHION AND IS MEANT TO BE READ IN ITS ENTIRETY.



PURCHASE CARD COMPUTER BASED TRAINING READ ME FIRST

OVERVIEW

The goal of the Department of Navy eBusiness Operations Office computer based training (CBT) is to provide effective, interactive purchase card training that requires minimal computer skills. The CBT modules are role-based, targeting Heads of Activity (HA), Agency Program Coordinators (APC), Approving Officials (AO), and Cardholders. The training provides background in policy, procedures, and proper utilization of the Department of Navy Government Commercial Purchase Card (DON GCPC).

The DON eBusiness Purchase Card Program CBT courses are available in three formats: 1) online, interactively via the Navy Knowledge Online (NKO) website; 2) downloadable, as zip files from the DON eBusiness website; and, 3) CD-ROM. These instructions explain how to gain access to the training from either the downloadable zip files or the CD-ROM. Instructions for access to online courses via NKO are on the Purchase Card Training page at the DON eBusiness website.

The CBT was developed under NMCI guidelines and requirements.

REQUESTS / COMMENTS

The DON eBusiness Operations Office welcomes your comments and suggestions. Please include your full name and telephone number and <mailto:DONeBusTraining@navsup.navy.mil>.

MINIMUM HARDWARE REQUIREMENTS

- MPC-III compliant, Pentium 133 IBM or compatible, Central Processing Unit (CPU)
- 32M RAM expandable to 192M
- 1.2 GB Hard Drive uncompressed
- High resolution SVGA color 14inch .28 dot pitch monitor
 - Vertical scan rate of 55-90 Hz
 - Horizontal scan rate of 27-79kHz
 - Bandwidth of 80Mhz
 - Set to 1024 X 768
- Super Video Graphics Adapter, PCI 64 with 2 MDRAM
- CD-ROM 6X, 600KB transfer rate
- ISA 16 Bit Sound Board, MPU 401 compliant, external stereo speakers 40Hz to 16khz frequency response. Audio recording rate 4-44.1khz stereo, playback 4-44.1khz stereo
- Mouse and keyboard
- Printer and internet/LAN connection (V.34 compatible 28.8 modem)

MINIMUM SOFTWARE REQUIREMENTS

The courseware is designed to function under Windows 95, 98, 2000 and NT operating environments. Adobe Acrobat 5.0 or greater, WinZip and Internet Explorer software **is** required. If you do not have the minimum software requirements on your computer, contact you local or NMCI system administrator. **To view your certificate, you must have a default printer setting even if your computer is not physically attached to a printer** (applies mostly to laptop users or home-based computer users who do not have a printer).



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HOW TO LEAVE YOUR TRAINING SESSION WITHOUT QUITTING

If you need to go to another application on your computer and you don't want to quit your training session, press the "Windows" key (between Ctrl and Alt keys on lower left keyboard) and your task bar will appear. This allows you the capability to toggle between applications. To get back to your training, click on "Purchase Card Training" on your task bar.

BEFORE YOU BEGIN USING THE CBT

Screen Resolution. The CBT course must be viewed using a screen resolution setting of **1024 X 768**. The CBT content is not completely visible on screens with a lower resolution setting. To reset your screen resolution, follow the directions below:

1. Locate the "Display" icon within your Windows Control Panel. Do this by selecting "Start", "Settings", "Control Panel" from your Windows Desktop.
2. Double-click on the "Display" icon.
3. Select the "Settings" Tab, write down your current display setting configuration (i.e. 800 by 600 pixels, 640 by 480 pixels, etc.) shown in the "Screen area" slider bar control. Change the pixel setting to 1024 by 768 by moving the slider bar control.
4. Select the "Test" button and then select "OK". [Note: if your PC does not have the "Test" button, click "Apply" then "OK", then go on to no.6.]
5. Assuming you see the test pattern correctly, select "Yes" and then "OK". If you did not see the smaller display size, contact your local administrator. Note: if your PC does not have the "Test" button, the test pattern is shown automatically as the pixel size is adjusted.
6. You may now continue with the tutorial.

[NOTE: After completing the training, repeat these instructions to change your display pixel setting back to your original configuration.]

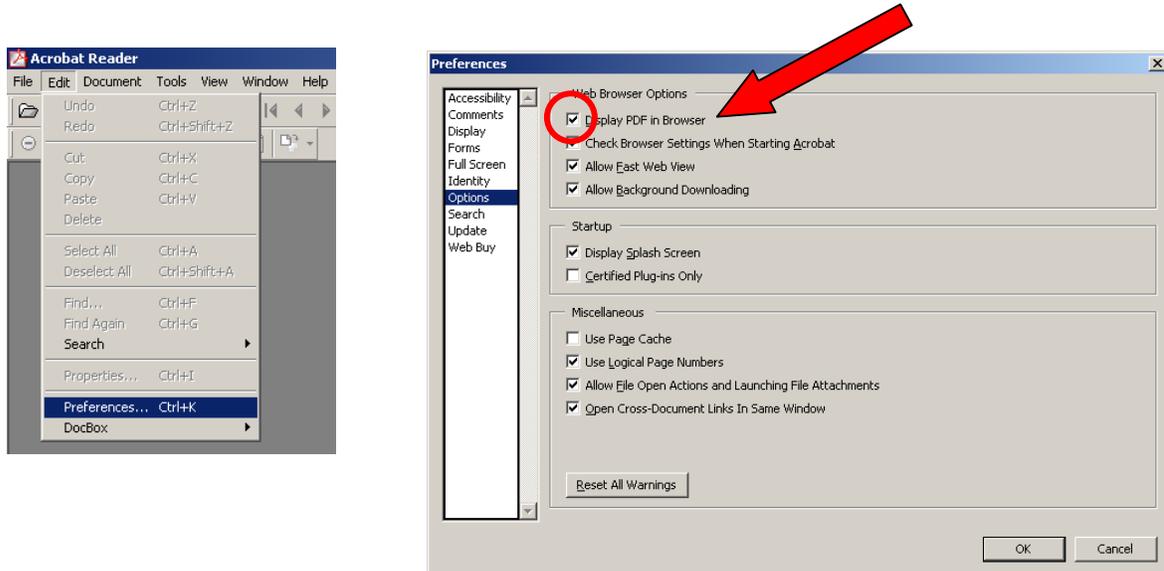
Audio. The CBT does contain audio. The user will be prompted to check headset/speaker prior to beginning the course. A flashing yellow arrow will appear above the forward button after the audio has ended and there has been 7 seconds of screen inactivity.



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Acrobat Reader 5.0 Settings. In order to access certain documents, including the Desk Guides and the DON EBUSOPSOFFINST 4200.1A, you will need to have Acrobat Reader 5.0. To ensure that you have the proper settings, check the preferences in Acrobat Reader on your PC and modify them, if necessary, by doing the following:

1. Double click on the Acrobat Reader 5.0 icon on your desktop
2. From the menu, select **Edit**,
3. Select **Preferences**,
4. Select **Options** and place a check mark in the box next to **Display PDF in Browser** by placing your mouse pointer over the box and single-click.
5. Select the OK button to process the change.



Setting Internet Explorer as your Default Browser

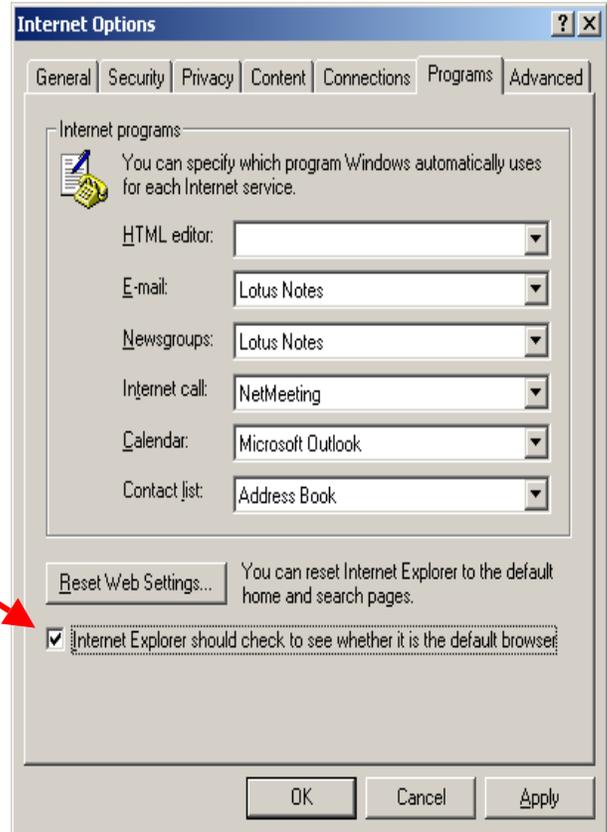
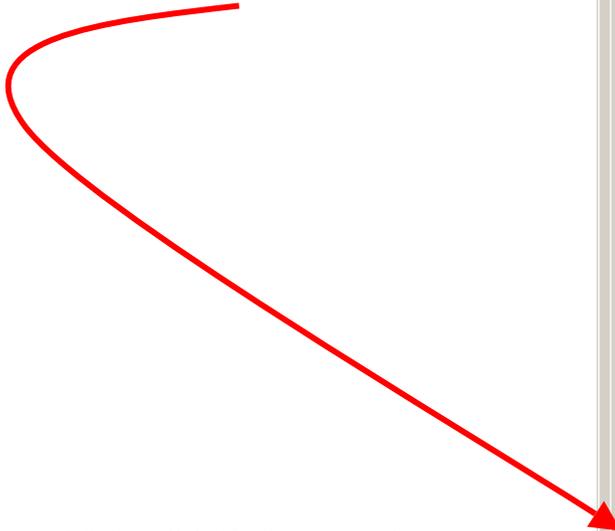
You must use Internet Explorer to properly run the training program on your computer (these training programs WILL NOT RUN PROPERLY using Netscape Navigator). If you installed another Web browser after installing Internet Explorer and Internet Tools, some of your Internet Explorer settings may have changed. You can reset your Internet Explorer settings to their original defaults, including your home page and search pages, and choice of default browser, without changing your other browser's settings by opening Internet Explorer and following these steps :

1. On the **Tools** menu, click **Internet Options**;
2. Click the **Programs** tab;
3. Click the **Reset Web Settings** button;



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4. Make sure a check mark is in the box before “Internet Explorer should check to see whether it is the default browser”.



5. Click “Apply” then click “OK” to accept the changes and close “Internet Options”.

NOTICE

IF YOU ARE DOWNLOADING YOUR TRAINING FROM THE DON eBUSINESS WEBSITE AT www.don-ebusiness.navy.mil, ADVANCE TO THE “[DOWNLOADING INSTRUCTIONS](#)” SECTION OF THIS DOCUMENT.

IF YOU ARE TAKING THIS TRAINING USING A CD, CONTINUE WITH “[CD-ROM OPERATING INSTRUCTIONS](#)”.



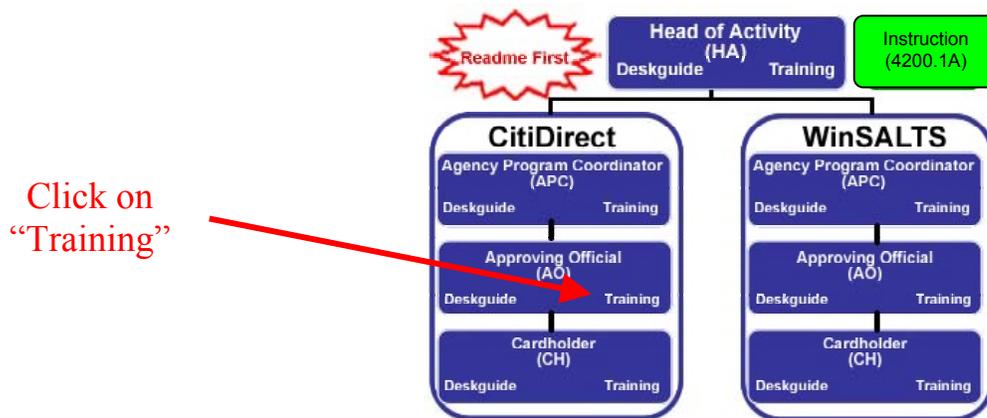
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CD-ROM OPERATING INSTRUCTIONS

(NOTE: YOU DO NOT NEED TO DOWNLOAD THE TRAINING IF USING A CD.)

When using a CD-ROM for this training, the CD should automatically start after it is inserted into your computer's CD drive. [NOTE: Some computer systems, such as NMCI, will not permit CDs to automatically run. In such cases, open My Computer, your CD drive and then the file "PurchaseCardCD.html".] Next, follow these steps when the "The Department of the Navy eBusiness Operations Office" screen appears.

1. Move your mouse over the type of training course you want to take (Head of Activity, Agency Program Coordinator, etc.) and click on the word "Training".



2. Click on "Open" in the File Download box. [NMCI Computers - Click the radio button located by "Run this program from its current location", then click "OK". Next, click "Yes" in the "Security Warning" box.] The training will now begin. Follow the training program prompts and refer to the "CREATE USER" section of this document for further information regarding the use and features of this training.

Note: If you experience problems when attempting to open "PurchaseCardCD.html", check the properties on the "PurchaseCardCD.html" file (right click on your mouse and click on "Properties"). To ensure that the file opens with Internet Explorer, do the following:

- click "Change" in the "PurchaseCardCD Properties" box;
- select "Internet Explorer" from the program list in the "Open With" box;
- click "OK" in the "Open With" box;
- click "Apply" in the "PurchaseCardCD Properties" box;
- click "OK" in the "PurchaseCardCD Properties" box.



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When you select a training module from the CD-ROM, you will be prompted to download the file. **DO NOT DOWNLOAD.** Instead, click on “Open” or “Run this program from its current location” in the File Download box (DO NOT save the program to disk). If you receive the Security Warning box prompting you to install and run the ”run.exe...”, click “Yes”.



GO TO THE “CREATE USER/LOGIN/PROCEED WITHOUT RECORDS” SECTION OF THIS DOCUMENT IF YOU ARE TAKING THIS TRAINING USING A CD.



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DOWNLOADING INSTRUCTIONS

Downloading the training may take a long time depending on your local area network connection, so please consider this when attempting to download. It is strongly recommended that you close any other programs and windows before downloading in order to help expedite the process. Another tip for west coast and Pacific users is to download as late in the workday as possible.

The next 6 steps are an example of how to download the CitiDirect Approving Official training from the DON eBusiness Operations Office website.

1. On your computer's C: drive, under Documents and Settings, create 2 folders. [NOTE: If using a NMCI computer, create these folders under your name folder in Documents and Settings---eg. C:/Documents and Settings/john.noname/.] Name one folder "Zipped" and name the other folder "Approving Official Training". If you already have folders at this location with these names, choose other names, but be sure to make a note of the names used. Now, close the folders you created.
2. Open your Internet Browser and key www.don-ebusiness.navsup.navy.mil in the URL and enter. You will receive the DON eBusiness home webpage. Click on "Purchase Card Training" under "Quick Links".
3. Click "CitiDirect Approving Official (AO)" in the DON Purchase Card Training block. A "File Download" window will appear. Click on the "Save" button to continue. [NOTE: If using a NMCI computer, click on "OK" after selecting the "Save this file to disk" radio button.]
4. Select the "Zipped" folder location you created in step 1 and click on "Save". Make a note of the file name being saved (HA, AOCitiDirect, APCCiti, CardholderCitiDirect, AOWinSALTS, etc.). In this case, the file name is "AOCitiDirect". Notice that while the file is being saved the number of megabytes (MB) downloading appears. After the download is complete, check the number of MB downloaded in your file. It must match the number of MB in the file you downloaded from; otherwise, delete any file or portions downloaded and repeat this step again until the numbers match. When the MB numbers match (this means you have downloaded the entire training course), close the "Download complete" window and the Internet Browser.
5. Open My Computer and your C: drive. Open the "Zipped" folder again and right-click with your mouse on "AOCitiDirect". In the pop-up box, move your mouse over "WinZip" and click on "Extract to ...". You will receive a "WinZip Extract" box that allows you to select a location in which to place the extracted zip file contents. Select the "Approving Official Training" folder you created in step 1 and click on "Extract". Another pop-up box will appear and you'll see the files rapidly being extracted from the zip file. The box will close when the extract is finished and you should then close your "Zipped" folder. [NOTE: Your system may not have WinZip installed with the option to display this menu choice. Check with your local or NMCI system administrator if you do not have WinZip or the "Extract" option.]
6. Open the "Approving Official Training" folder again. Then, open the folder named "AO_CD" (HA, APC_CD, CH_CD, AO_WS, etc. for other training modules) and click on "run" or "run.exe" to start the training. Repeat this step to restart the training anytime after you quit a training session. Finally, delete the AOCitiDirect.zip file in your "Zipped" folder.

[Note: If you receive a "Where is CheckSys?" pop-up box, you are running the training from the downloaded zip file (step 4 above) vice the unzipped file (step 5). In this case, end the Purchase Card Training task using your computer's Task Manager (Ctrl + Alt + Delete). Now, run the training program from its correct location (step 6).]

GO TO THE ["CREATE USER / LOGIN / PROCEED WITHOUT RECORDS"](#) SECTION OF THIS DOCUMENT.



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CREATE USER / LOGIN / PROCEED WITHOUT RECORDS

Create User: You are prompted to either “Create User”, “Login”, or “Proceed without Records”.

Unless you only want to review this training, you must select “Create User” the first time you use the training in order to receive a certificate of completion. When you establish a user ID using the “Create User” feature, your learning activity is recorded or bookmarked from session to session, allowing you to stop/start the training where you left off. The training program stores your records on your computer’s C:\ drive in a folder named “purchase”.

VERY IMPORTANT: YOUR ACCOUNT MUST BE ESTABLISHED BEFORE YOU CAN PRINT A CERTIFICATE OF SUCCESSFUL COURSE COMPLETION !!

To create a user ID account, select “Create User”. The information you are required to enter is stored on your computer in a file named “userinfo.txt” in your “purchase” folder (see above under Create User).

You are required to enter data in all fields, some of which will appear on your completion certificate. The required fields are:

- First Name your first name
- Middle Initial your middle initial
- Last Name your last name
- SSN (last 4 digits) the last four digits of your social security number
- Rank/Grade your military rank or civilian service grade
- Email Address your official work email address
- Password alphanumeric text, 3-8 characters in length
- Password Again rekey the value keyed in Password
- Command the official name of your Command
- Your APC’s Name the name of your immediate agency program coordinator
- Hierarchy the level numbers (UIC) of your level 3, level 4 and level 5 APCs (cardholder, approving official and level 5 APC candidates may not have a level 4 APC; if in doubt, please check with your immediate APC or the person directing you to take this training – this is the person who will give you the hierarchy information)

Use the Tab key to move between fields.

- First Name:
- Middle Initial:
- Last Name:
- SSN (last 4 digits):
- Rank/Grade:
- Email Address:
- Password:
- Password Again:
- Command:
- Your APC's Name:
- Your APC's Hierarchy: Level 3 Level 4 Level 5

* Required field

Login: If you have previously created a user ID by selecting “Create User”, you will be prompted to enter your user ID, (the first 2 letters of your last name along with the last 4 digits of your SSN) and your password.

FORGOT YOUR PASSWORD? In the event you forget your password **you must delete** your purchase folder discussed above in “Create User”. You will then need to do Create User again. PLEASE NOTE: You WILL have to start your training from the beginning of the course if you delete the purchase folder.

Your Login consists of the first two letters of your last name plus the 4-digit SSN you entered the first time you logged in.

- Login:
- Password:



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Proceed without Records: This option is available for individuals who want to browse the training but have no need for a certificate upon course completion. This option is useful for quick reference or as an audit tool. You WILL NOT receive a course completion certificate if you select the Proceed without Records option.

To print a certificate, you must select
Create User and set up a student account.

To proceed without records, select CONTINUE.
To set up a student account, select BACK.

BACK

CONTINUE

Tutorial. When the CBT is executed, the course may automatically run “How To Use This Training”, or, you may be prompted to “Skip Tutorial”. It is recommended that you take “How To Use This Training” the first time you access your training. The tutorial will teach you the navigational features of the CBT. The “Enter/Return” key lets you proceed at your own pace and you may escape at anytime by using the “Esc” key. The navigational tutorial may be accessed from the Menu roll up within any course at any time.

CERTIFICATE AND TRAINING LOG

You must give your Agency Program Coordinator (APC) a copy of your certificate. Your certificate serves as your official record of your training.

[Note: If you are taking online training via NKO, refer to “Getting a Certificate” in the “NKO access instructions for web-based training” on the Purchase Card Training page at the DON eBusiness website.]

Upon course completion and a post-test score of 90%, a “Print Certificate” prompt will appear. You **must** print your certificate when prompted; otherwise, you **will** have to take the post-test again. To view your certificate, you **must** have a default printer setting even if your computer is not physically attached to a printer. If you do not have printer connectivity, you can press the “Print Screen” button on your keyboard (next to F12) and paste the image into another document (e.g. Word, PowerPoint) and save for printing at a later time.

If you are taking the training via CD-ROM or from a downloadable zip file, the training program will create a training log for you. During the training, you will be prompted to save a copy of your training log. You will also be prompted to provide a copy of your training log to the DON eBusiness Operations Office by sending an **email, subject line “Purchase Card Training Log”, to DONeBusinessStats@navy.mil with your training log as an attachment.** Your training log will be processed by the DON eBusiness Operations Office and serve as its official record of your successful completion of training. [All training logs are named *.log, where * begins with your login ID from your Create User].

CBT MODULES

Head of Activity. This course presents the Head of Activity training with purchase card information on policies and procedures affecting the Commanding Officer and Supervisor. An introduction is followed by modules on program establishment, management controls and misuse investigations. Purchase card background and explanations of DON and Citibank policies are included. The course details the Commanding Officer and Supervisor’s role in program establishment, management, monitoring, and achieving program awareness. A post-test follows.

Agency Program Coordinator. This course presents the APC training with purchase card information on policies and procedures. There are two versions of this course – one for CitiDirect users and one for WinSALTS users. An introduction is followed by discussion on purchase card background and explanations of DON and Citibank policies. The course details the purpose and importance of the APC’s role in the purchase card program. Modules are included on purchase card responsibilities, establishing and maintaining accounts, liaison and oversight functions, program reviews and implementing and enforcing policies. A post-test follows.

Approving Official. This course presents the AO training with purchase card information on policies and procedures. It is available in two versions – one for CitiDirect users and one for WinSALTS users. An introduction is followed by discussion on purchase card background and explanations of DON and Citibank policies. The course



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details the purpose and importance of the AO's role in the purchase card program. The course includes modules on cardholder management, administration and record keeping and program oversight. A post-test follows.

Cardholder. This course presents the CH training with purchase card information on policies and procedures. It is available in two versions – one for CitiDirect users and one for WinSALTS users. An introduction is followed by discussion on purchase card background and explanations of DON and Citibank policies. The course includes modules on becoming a cardholder, making purchases, bank statement reconciliation, disputing questionable transactions, monitoring and documenting purchase card activity and maintaining card security. A post-test follows.

INSTRUCTION AND DESK GUIDE

DON eBusiness Operations Office has taken an alternate approach to communicating the DON Purchase Card Program policy and procedures. In addition to the instruction, DON EBUSOPSOFFINST 4200.1A, there are companion Purchase Card Desk Guides for Heads of Activity, APCs, AOs and CHs. While the instruction provides policy, the Desk Guides provide daily operation steps in applying the policy. Together, the instruction and desk guides have the force and effect of the Department of Navy's regulations regarding its Navy GCPC program. Although these documents are included on the training CD-ROM, **IT IS STRONGLY ADVISED THAT YOU PERIODICALLY CHECK** the DON eBusiness website at www.don-ebusiness.navy.mil **FOR UPDATES TO THIS INFORMATION.**