

The Regional Training Team's (RTT's) Tips and Tricks

Copy Function in TIPS Write

Using the **Copy** function in the **Edit Shipment** box will quicken the writing process of tags using the **TIPS Write** software. This tip will go over the process of using the **Copy** function and detail the boxes that will be copied to each sustainment. The process will start with the knowledge that the user has the sustainment **Edit Shipment** box open.

1. In the **Edit Shipment** box you will see the "**Copy [C] Fields to the Next Shipment**" at the bottom right. Click on the box to activate the **Copy** function for all shipments. (Figure 1)
2. This will allow all the boxes with **[C]** to be automatically copied to the next shipment. These boxes are: **Carrier Code, Service/Unit/Vendor, Commodity Class, Operation, and Free Text.**
3. The **Carrier Code** box is a drop down menu with **Air, Land, Rail, and Sea**. The ocean carrier's Standard Carrier Alpha Code (SCAC) will be utilized for containerized shipments. The respective carrier's SCAC will be used for break-bulk shipments. Select an option from the drop down menu or enter your own carrier code with a max of four characters. (Figure 2)

Figure 1.

Figure 2.

4. The **Service/Unit/Vendor** box should be filled with the appropriate consignee name receiving the shipment.
5. The **Commodity Class** is a drop down menu with all class selections that identifies the class of the cargo in terms as defined by DOD. There are ten categories into which supplies are grouped in order to facilitate supply management and planning. Select an option from the drop down menu. (Figure 3)

6. The **Operation** box should be filled with the appropriate name assigned by DOD or a user to identify the supported activity of the shipment. This box has a max of 16 characters.
7. The **Free Text** box is used for text that is not predefined in any of the other boxes in the **Edit Shipment** box tab. Though not a requirement, it might prove helpful to fill the **Free Text** box with the users ".mil" email address and phone number.

Figure 3.

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8. When all the boxes are filled, click on the **Save** button at the bottom right. (Figure 4)

The screenshot shows the 'Edit Shipment' window with the following details:

- Lead TCIN: AWCELB0\$0D00070XX
- Tag ID: 5402630
- Shipment Format: Sustainment
- Write Status: Ready
- Create Date: 06/23/2011 11:46:10 GMT
- Container Category: Other (selected)
- Container ID: USAA1234567
- Header: TCMD, Commodity
- Consignor (From): W61QPP
- Hazmat: X
- Carrier Code: AIR
- Consignee (To): W61QPP
- Ship Date: [empty]
- Service / Unit / Vendor: MACS-2 DET A
- POE: IMJ
- Pieces: 0001
- Commodity Class: CLASS I
- POD: LKC
- Weight (Pounds): 05380
- Operation: DEVIL DAWG
- Priority: 3
- Cube (Cubic Feet): 0910
- Free Text: JOHN. BURK@US.AR, NY.MIL 703-579-5700
- Hazard Class: [empty]
- Net Explosive Weight: [empty]

Buttons at the bottom: New, Copy, Previous Shipment, Next Shipment, Save (highlighted in red), Close. A checkbox for 'Copy [C] Fields to Next Shipment' is checked.

Figure 4.

9. The **Next Shipment** button is now highlighted and able to be clicked. Click on *the Next Shipment* button. (Figure 5)

This is a close-up of the bottom section of the 'Edit Shipment' window. The 'Next Shipment' button is highlighted with a red box. Other buttons visible are 'New', 'Copy', 'Previous Shipment', 'Save', and 'Close'. The 'Copy [C] Fields to Next Shipment' checkbox is checked.

Figure 5.

10. All the **Copy** boxes will be transferred to the next shipment. The shipment should now read 2 of X (X being the number of shipments that you will be writing). (Figure 6)

The screenshot shows the 'Edit Shipment' window after clicking 'Next Shipment'. The 'Next Shipment' button is no longer highlighted. The status bar at the bottom now reads 'Shipment 2 of 5 open shipments', which is highlighted with a red box. The 'Copy [C] Fields to Next Shipment' checkbox remains checked.

Figure 6.