

# PR Web

Web Based Customer Requirement  
Request System

<http://samhc20144/acquiline/>

# What is Acquiline

- Customer Request
  - Electronic Means of Submitting Purchase Request to Contracting
- Purchase Request Status
  - Allows Users Self-Service to their PR Status
- Web Based application no Client Software required.

# Training

- Who will be Trained
  - Training will be Train the Trainer
  - Aftercare: Telephone assistance is available during normal duty hours (Central time)

# Message from the Commander

- Directors,
- 410th Contracting Support Brigade (Americas) is in the process of implementation and deployment of PR\_Web. PR\_Web is a Web based Purchase Request creation and routing software. The software gives the user the ability to create a purchase request and then route the request through the approval process electronically (the same principle as DTS). It also gives your directorate the ability to track the status of your purchase request through the entire procurement process.
- This deployment needs to be completed by the end of June to ensure that we have a successful end of fiscal year. My action officer, Mr. Depew, has sent an email coordinating a Planning Group and associated training for this implementation. The group will look at the current process and develop a model for the Electronic Process.
- Regards,
- Commander, 410th CSB

# Info Tab



# Login Tab



Information **Login** Registration

Username:

Password:

Login

**\*\*If you forgot your password, please contact your SA.\*\***

# Password

- 1. Click the *Login* tab from the **Login** window.
- 2. Enter the username in the **Username** field.
- 3. Enter the corresponding password in the **Password** field.
- The password must be at least 8 characters long. The password must contain characters from
- each of the following four classes:
  - • English upper case letters such as A, B, C
  - • English lower case letters such as a, b, c
  - • Westernized Arabic such as Numerals 0, 1, 2
  - • Non-alphanumeric such as (, {, #, \$ etc.

# Registration



The image shows a web browser window with a grey background. At the top center is a logo for "AcquiLine PRweb" featuring a circular graphic of blue and green dots. Below the logo is a horizontal menu with three buttons: "Information", "Login", and "Registration". The "Registration" button is highlighted. Below the menu is a large white rectangular area containing the text "Registration instructions". At the bottom center of the page is a button labeled "Registration".

# Registration Cont.....



The image shows a software window titled "Registration Form" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains a tabbed interface with three tabs: "User", "Contact", and "Groups". The "User" tab is currently selected and active. Below the tabs, there are three text input fields labeled "Username:", "Password:", and "Verify:". Below these fields is a horizontal line, followed by a section titled "Requested Rights:". Under this section, there are three unchecked checkboxes with the following labels: "Administrator", "View PRweb PRs in Status Report", and "View All PRs in Status Report".

# Registration Cont.....

**Registration Form**

Form

User **Contact** Groups

Check here if you are an existing Contact in PD<sup>2</sup>. Then press the Select button below to find your Contact profile.

Select... Remove

Contact Name:

Title:

Phone:  Fax:

E-mail:

Requesting Office:

Select...

# Office Address Search

**Requesting Office Address Search** [X]

Search Criteria

Search By

Code       Phone Number  
 Organization       Zip Code  
 State

Search    Select    Cancel

Code	Organization	Street	City	State	Zip Code	P

Warning: Applet Window

# Registration Cont....

**Registration Form**

Form

User **Contact** Groups

Check here if you are an existing Contact in PD<sup>2</sup>. Then press the Select button below to find your Contact profile.

Select... Remove

Contact Name:

Title:

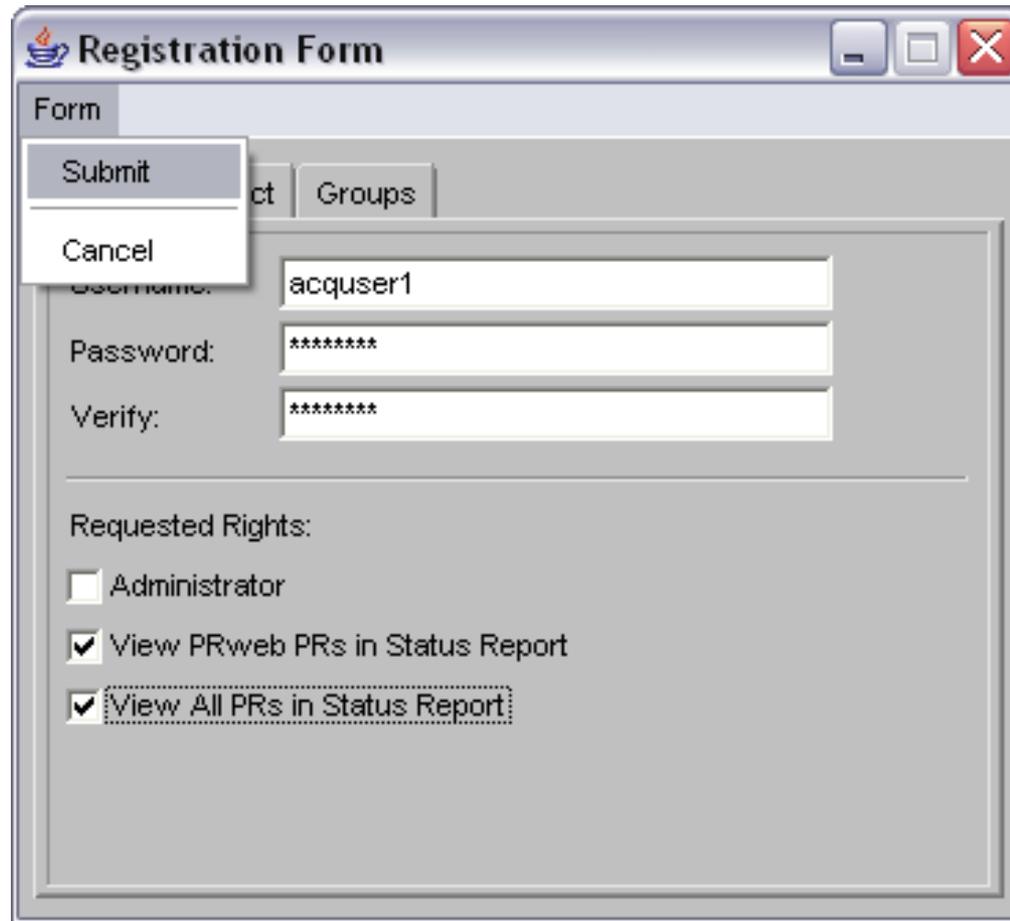
Phone:  Fax:

E-mail:

Requesting Office:

Remove

# Registration Submit



The image shows a Windows-style dialog box titled "Registration Form". The dialog has a standard title bar with minimize, maximize, and close buttons. Below the title bar, there is a tabbed interface with a "Form" tab selected. A context menu is open over the "Submit" button, showing "Submit" and "Cancel" options. The form contains three text input fields: "Username:" with the value "acquser1", "Password:" with "\*\*\*\*\*", and "Verify:" with "\*\*\*\*\*". Below these fields is a section titled "Requested Rights:" containing three checkboxes: "Administrator" (unchecked), "View PRweb PRs in Status Report" (checked), and "View All PRs in Status Report" (checked). The "View All PRs in Status Report" checkbox is highlighted with a dotted border.

Registration Form

Form

Submit

Cancel

Username: acquser1

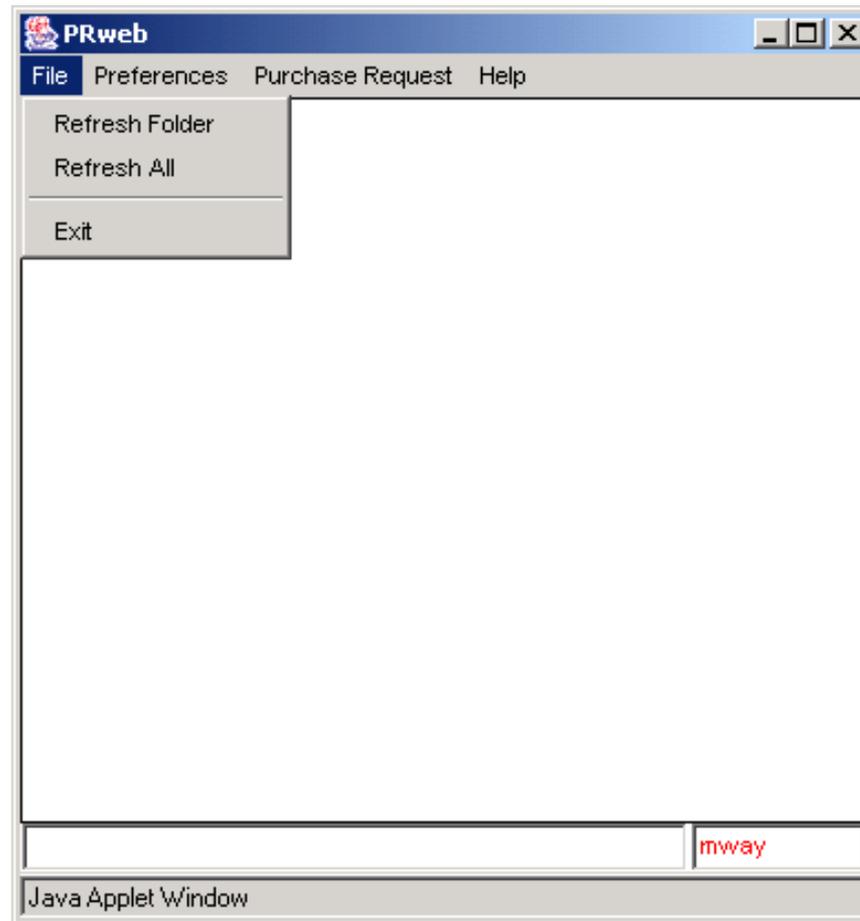
Password: \*\*\*\*\*

Verify: \*\*\*\*\*

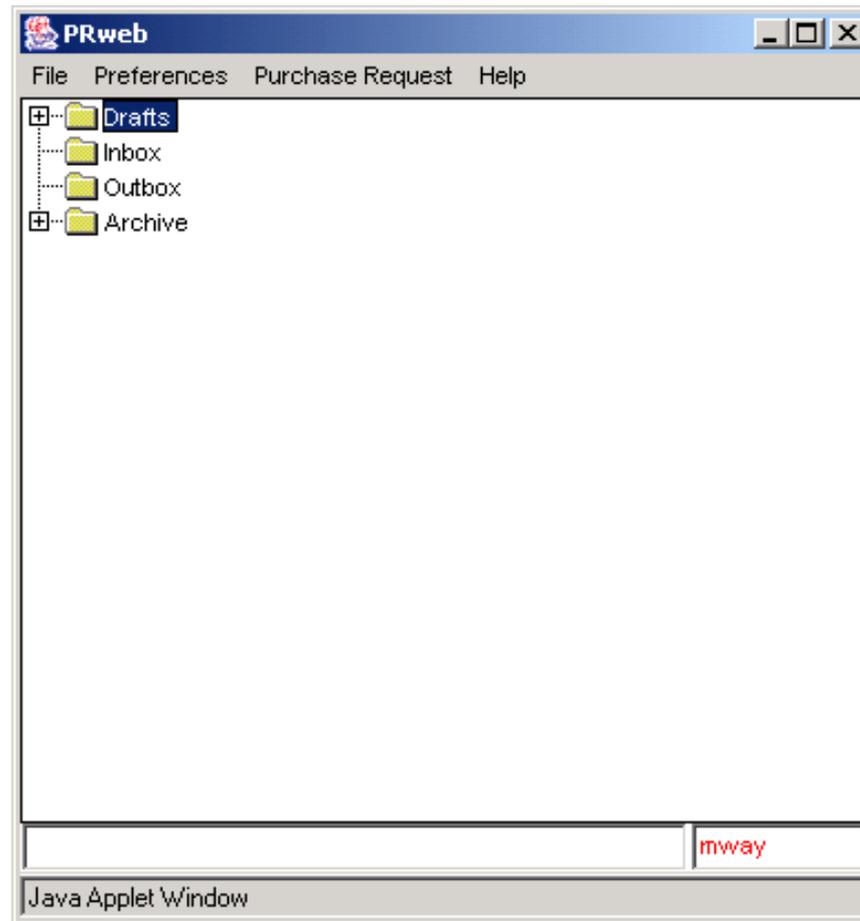
Requested Rights:

- Administrator
- View PRweb PRs in Status Report
- View All PRs in Status Report

# File Menu



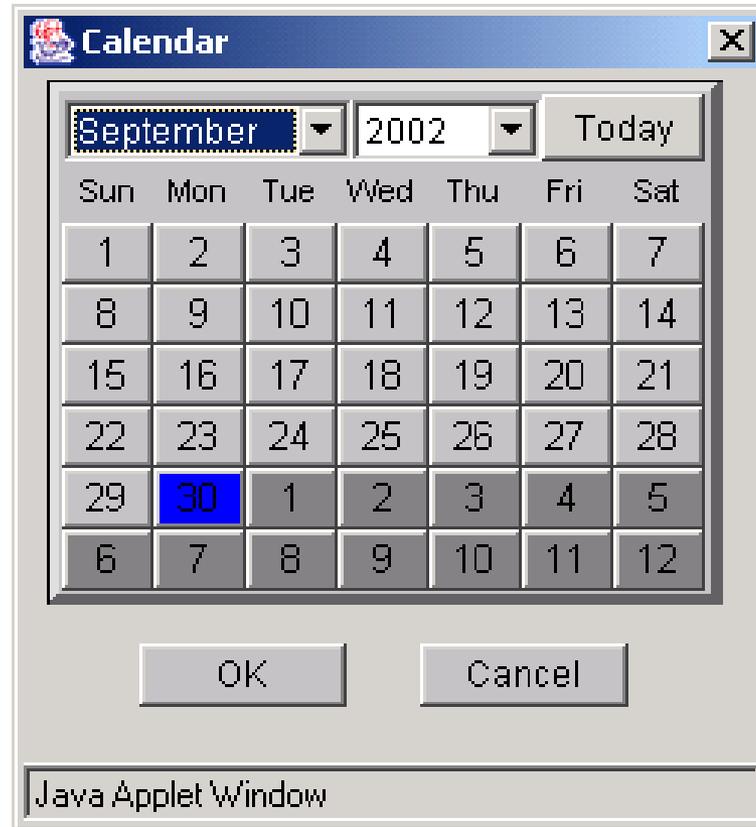
# Graphical User Interface (GUI)



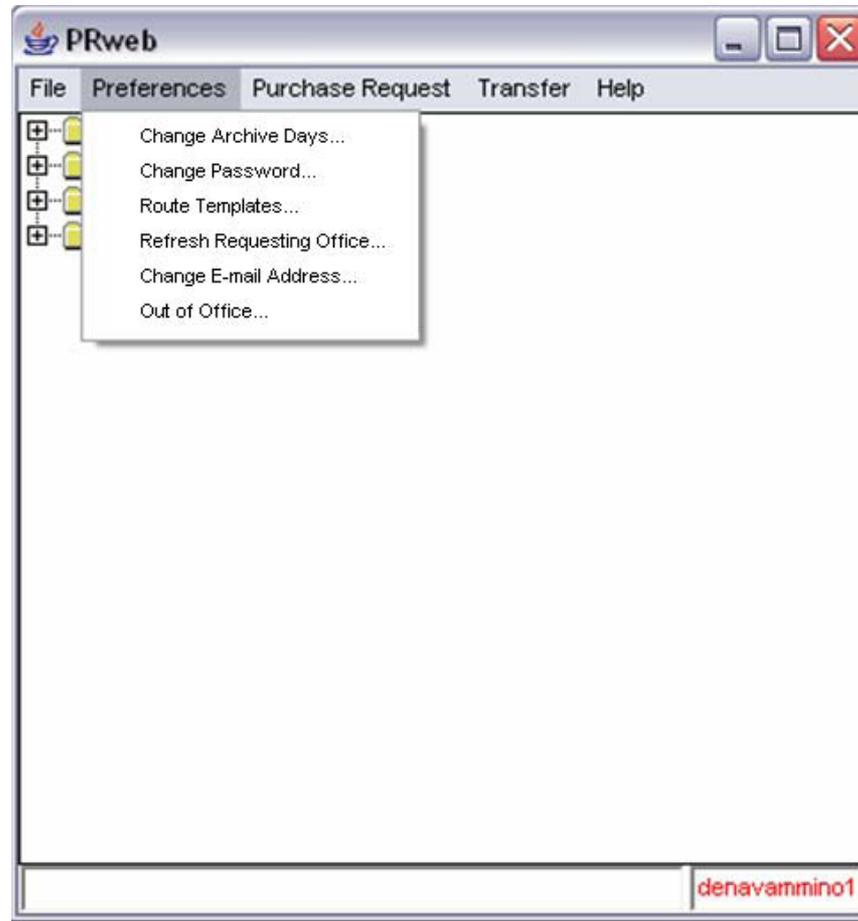
# Desktop Folders

- The *PRweb* desktop is the large white area that holds all of the *PRweb* user's PRs and PR Mods in four folders: *Drafts*, *Inbox*, *Outbox* and *Archive*. Each folder represents a stage in the requirements development process. In all folders, the PRs and PR Mods are displayed in ascending order.
- • The *Drafts* folder contains PRs that have been created but not yet routed. PRs and PR Mods that have been re-routed back to *PRweb* from PD2 also display in the *Drafts* folder.
- • The *Inbox* folder contains PRs and PR Mods that have been routed to the user for review and approval by another *PRweb* user.
- • The *Outbox* folder contains PRs and PR Mods that have been routed to another *PRweb* user.
- • The *Archive* folder contains PRs and PR Mods that have proceeded through the approval process in the *PRweb* module and now reside in the PD2 database.

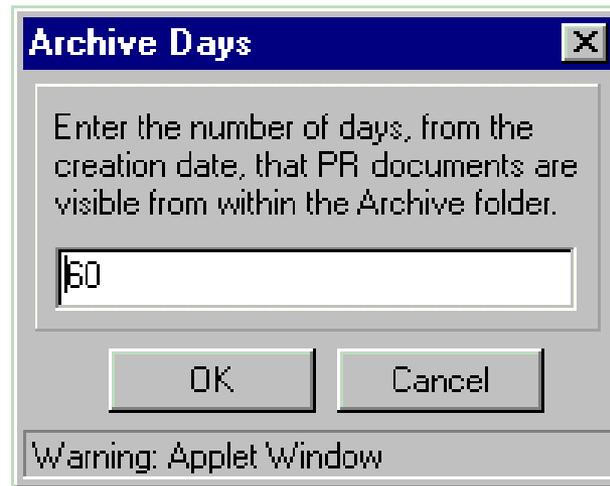
# Auto-Calendar Feature



# Preferences Menu Option



# Change Archive Days



# Change Password



A dialog box titled "Password Change" with a blue header bar. The header bar contains a small icon on the left and a red close button (X) on the right. The main area of the dialog is light gray and contains three text input fields. The first field is labeled "Old Password:" and has a vertical cursor at the beginning. The second field is labeled "New Password:" and the third is labeled "Verify:". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

**Password Change**

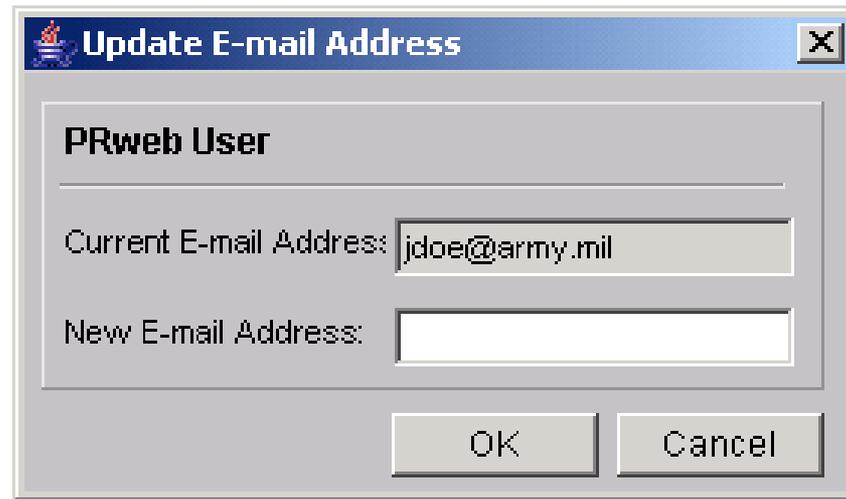
Old Password:

New Password:

Verify:

OK Cancel

# Change E-mail Address



The image shows a standard Windows-style dialog box titled "Update E-mail Address". The title bar includes a small icon on the left and a close button (X) on the right. The main content area is titled "PRweb User" and contains two text input fields. The first field is labeled "Current E-mail Address:" and contains the text "jdoe@army.mil". The second field is labeled "New E-mail Address:" and is currently empty. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

**Update E-mail Address**

**PRweb User**

Current E-mail Address:

New E-mail Address:

OK Cancel

# Out of Office

**Out of Office** [X]

Out of Office Activated

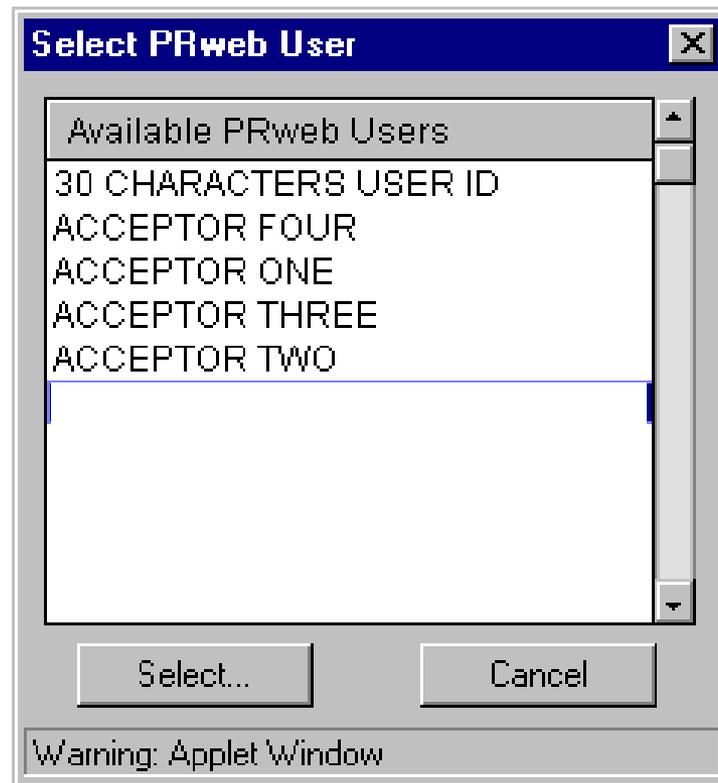
First Day Out of Office:  

Last Day Out of Office:  

Forwarding Workload to PRweb User:

Warning: Applet Window

# Out of Office Activated



# Out of Office Activated

**Out of Office** [X]

Out of Office Activated

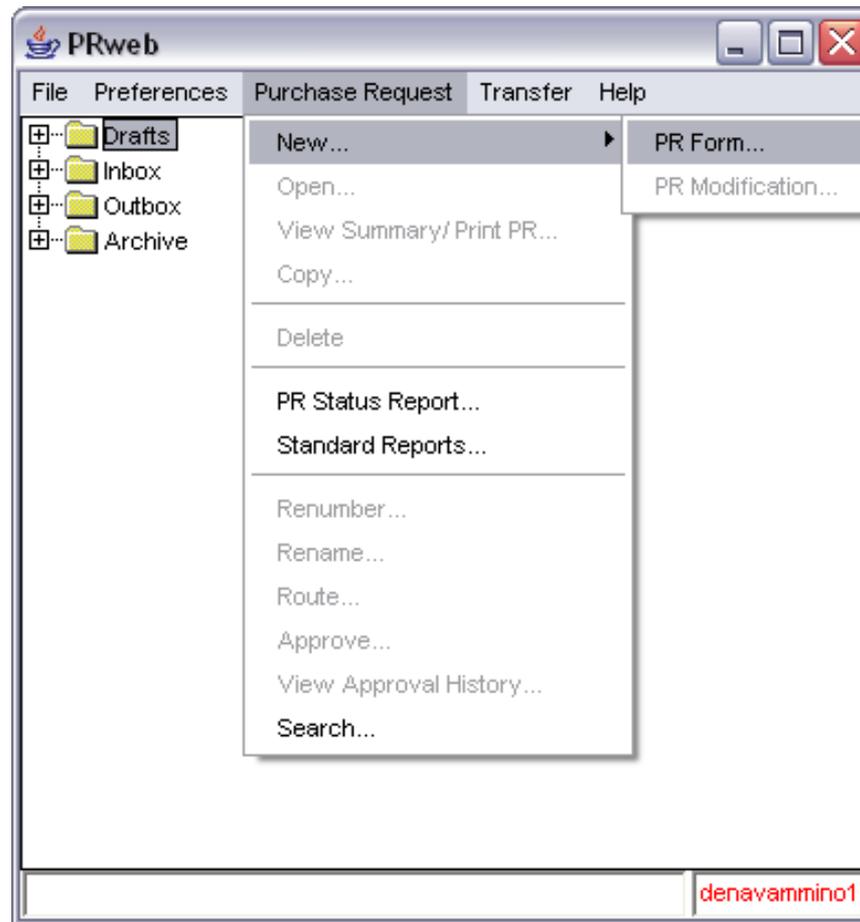
First Day Out of Office:  

Last Day Out of Office:  

Forwarding Workload to PRweb User:

Warning: Applet Window

# Creating a New Purchase Request



# Main Form Tab

The screenshot displays a software window titled "Purchase Request - New" with a menu bar containing "File" and "Line Item". The window is divided into several sections:

- Purchase Request Section:** Contains fields for "Description" (Uniforms), "Purchase Request Number" (PR101), "Additional Description" (Worker), "PD² Site" (PD2 Site B (Increment 2) - S309vf), "Requisition Date" (09-Nov-2004), "DPAS Priority Rating" (2), and "Priority" (3).
- Main Form Tab:** The active tab, containing:
  - Requesting Office:** A list box with a "Select..." button.
  - Issuing Office:** A list box with a "Delete" button.
  - Suggested Vendor(s):** A list box with an "Add..." button.
  - Initiator Information:** A text input field.
  - Type of Action:** A dropdown menu set to "Small Purchase".
  - Comments:** A large text area for notes.

# Suggested Vendor(s)

**Vendor Address Search** [X]

Search Criteria

Search By

Code       Phone Number  
 Name       Zip Code  
 State

Search    Select    Cancel

Code	Organization	Street	City	State	Zip Code	P
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Warning: Applet Window

# Suggested Vendor(s)

Vendor Summary View

Code	Organization	Street	City	State	Zip Code	Phone Nu
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Add Remove OK Cancel

# Line Item Tab

**Purchase Request - New**

File Line Item

**Purchase Request**

Description	Purchase Request Number	
Uniforms	PR101	
Additional Description	PD <sup>2</sup> Site	
Worker	PD2 Site B (Increment 2) - S309v1	
Requisition Date	DPAS Priority Rating	Priority
09-Nov-2004	2	3

Main Form **Line Item** Contracts Add'l Data

Total Funding:

*\* Values may be rounded for display purposes.*

Number	Description	Quantity	Unit of Issue	Unit Cost	Total Cost *

Contract Level Funding  Total Cost:

# Contract Level Funding

The screenshot shows a software window titled "Contract Level Funding" with a standard Windows-style title bar (minimize, maximize, close buttons). The window content is as follows:

Funding Strip	Funded Amount	Fund ACRN	Cost Code
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At the bottom of the window, there are four buttons: "New...", "Edit...", "Delete", and "Close".

# Document Number, and the Total Estimated Cost

**Funding Sources - New**

**Funding Sources**

Document Number:

Total Estimated Cost:

Fund Strip:

Fund ACRN:  Funded Amount:

Cost Code:

Job Order	Expiration Date	Quantity	Funded Amount	
				<input type="button" value="Add..."/>
				<input type="button" value="Edit..."/>

Total Quantity:  Total Amount:

# Funding Strip Search

The image shows a software dialog box titled "Funding Strip Search". It features a search criteria input field containing "%", a "Search By" section with a radio button selected for "Code", and a "Template" dropdown menu set to "Global". Below these are buttons for "New...", "Edit...", "Copy...", "Delete", "Search", "Select", and "Cancel". The main area is a table with a header row containing "Code" and an empty data row below it.

Code

# Contract Level Funding

The screenshot shows a software window titled "Contract Level Funding" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains a table with the following data:

Funding Strip	Funded Amount	Fund ACRN	Cost Code
123412341231231231231231231231	1,000.00		000000000000

At the bottom of the window, there are four buttons: "New...", "Edit...", "Delete", and "Close".

# Contract Level Funding

The screenshot shows a software window titled "Contract Level Funding" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains a table with the following data:

Funding Strip	Funded Amount	Fund ACRN	Cost Code
123412341231231231231231231231	1,000.00		000000000000

Below the table, there are four buttons: "New...", "Edit...", "Delete", and "Close". The "New...", "Edit...", and "Delete" buttons are grouped together on the left, and the "Close" button is on the right. The window also features a scroll bar at the bottom of the table area.

# Funding Sources

**Funding Sources - New**

**Funding Sources**

Document Number:

Total Estimated Cost:

Fund Strip:

Fund ACRN:  Funded Amount:

Cost Code:

Job Order	Expiration Date	Quantity	Funded Amount	
				<input type="button" value="Add..."/>
				<input type="button" value="Edit..."/>

Total Quantity:  Total Amount:

# Additional Point of Contact (POC)

**Purchase Request - New**

File Line Item

**Purchase Request**

Description	Uniforms	Purchase Request Number	PR101		
Additional Description	Worker	PD <sup>2</sup> Site	PD2 Site B (Increment 2) - S309vf		
Requisition Date	09-Nov-2004	DPAS Priority Rating	2	Priority	3

Main Form Line Item Contracts **Add'l Data**

Additional Point of Contact (POC) Information

Security Clearance Required

Unclassified  Secret  
 Confidential  Top Secret

KO Notes

[Empty text area]

# Contact Search

**Contact Search** [X]

Search Criteria

Search    Select    Cancel

Search By

Code                       Organization Name

Contact Name               Phone Number

State                          Zip Code

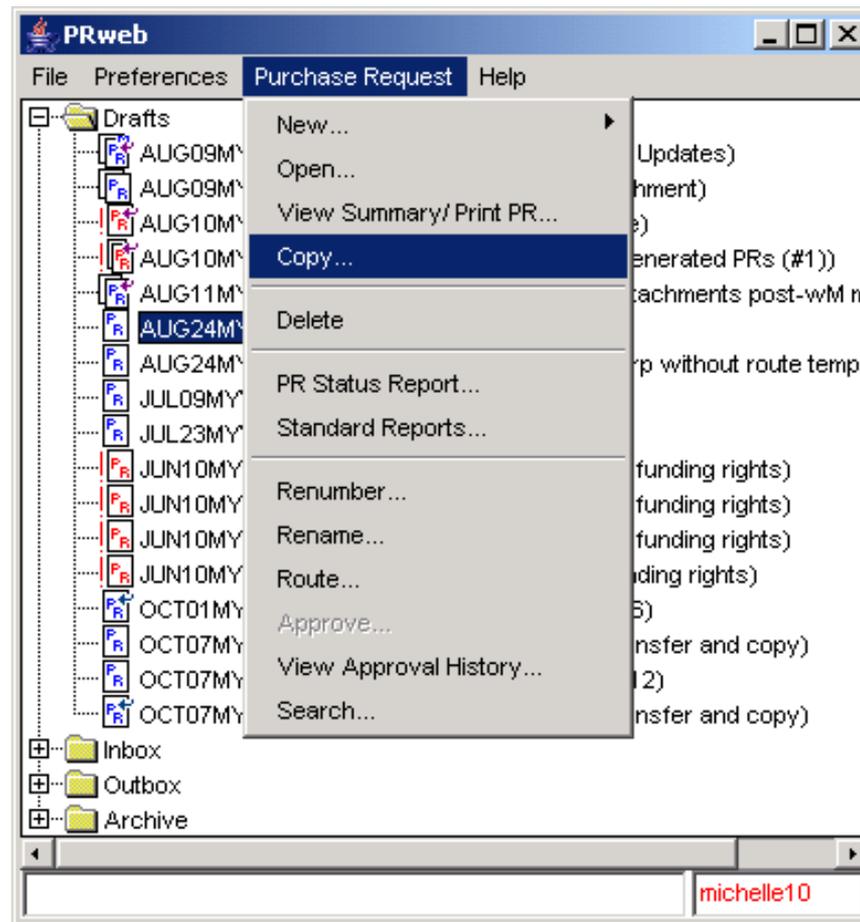
Contact	Code	Organization	City	State	Zip Code	Ph
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Warning: Applet Window

# Copying a Purchase Request

- *PRweb* users can copy an existing PR that resides in any of the desktop folders. The ability to copy PRs is a valuable tool that can reduce the creation time for a PR by eliminating repetitive data entry. Using the Copy feature results in creating a copy of the entire PR including line items, and funding. Funding that is not available to the specific user is not copied and the user is notified of this in a **Warning** window.
- **Note:** In order to copy a PR, a user must be associated to a PD2 contact from the PD2 site selected on the PR.
- **Note:** *PRweb* users can also copy PR Mods. However, the copied PR Mod displays in a **Purchase Request – New** window.

# Copying a Purchase Request

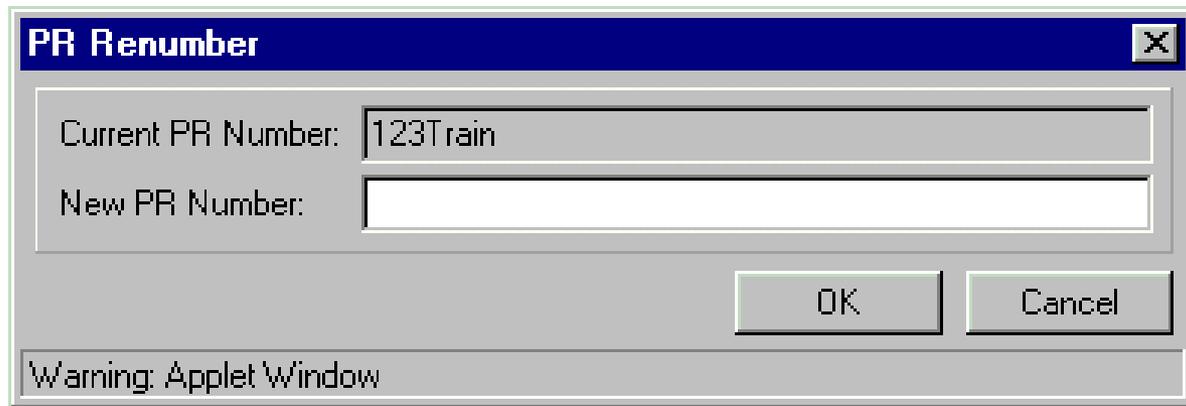


# Purchase Request - New window opens.

The screenshot shows a software window titled "Purchase Request - New" with a menu bar containing "File" and "Line Item". The window is divided into several sections:

- Purchase Request Section:** Contains fields for "Description" (with the value "Copy of Uniforms"), "Purchase Request Number", "Additional Description", "PD² Site" (with the value "PD2 Site A Incr 2 - S49gbp"), "Requisition Date" (with the value "09-Nov-2004"), "DPAS Priority Rating", and "Priority".
- Main Form Section:** Includes tabs for "Main Form", "Line Item", "Contracts", and "Add'l Data".
- Requesting Office:** A dropdown menu with a "Select..." button.
- Initiator Information:** A text input field and a "Type of Action" dropdown menu set to "Small Purchase".
- Issuing Office:** A dropdown menu with a "Delete" button.
- Comments:** A large text area for entering notes.
- Suggested Vendor(s):** A text input field with an "Add..." button.

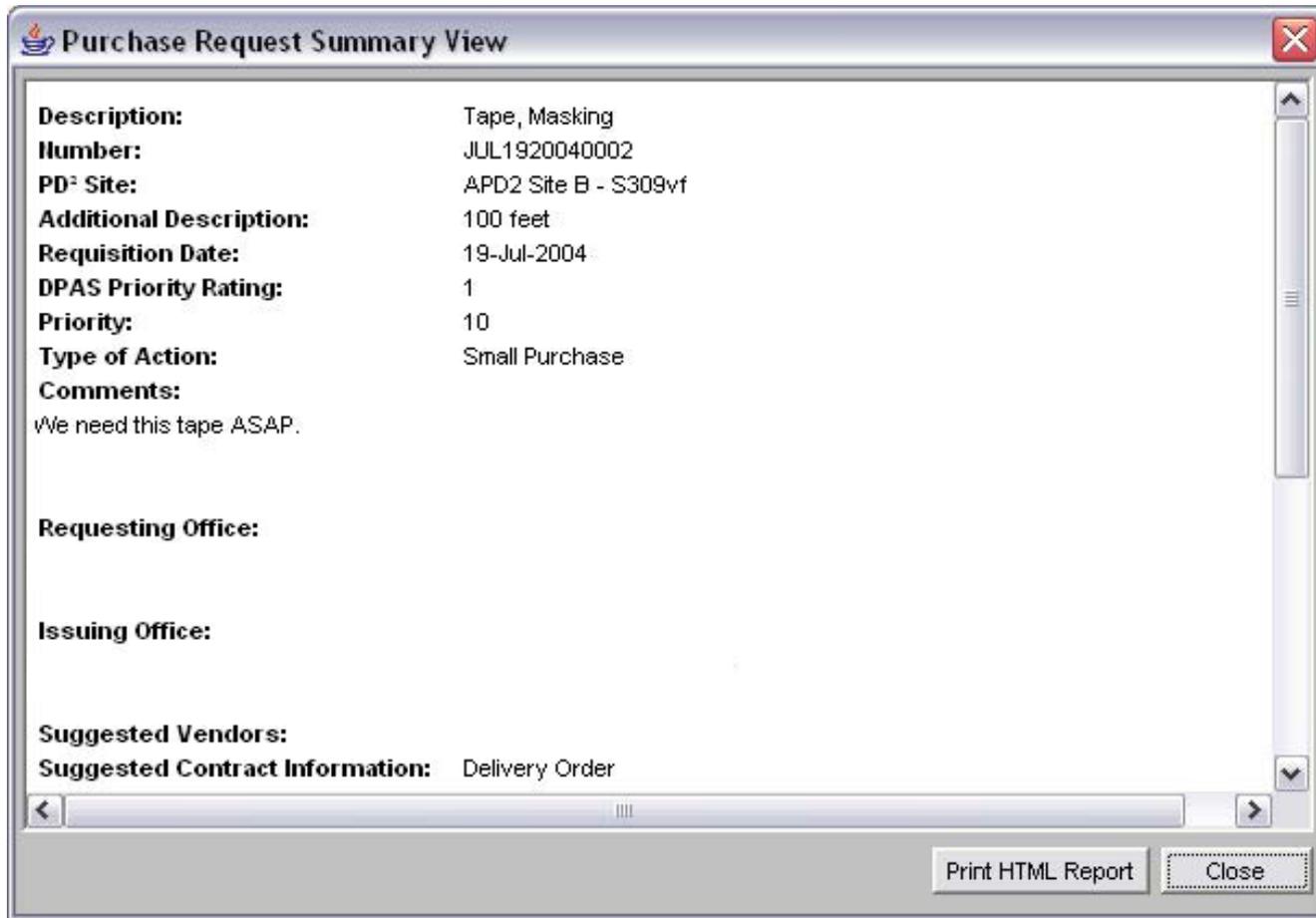
# Renumbering a Purchase Request



A dialog box titled "PR Renumber" with a close button (X) in the top right corner. It contains two text input fields: "Current PR Number" with the value "123Train" and "New PR Number" which is empty. Below the fields are "OK" and "Cancel" buttons. A warning message "Warning: Applet Window" is displayed at the bottom of the dialog.

<b>PR Renumber</b> [X]	
Current PR Number:	123Train
New PR Number:	
[OK] [Cancel]	
Warning: Applet Window	

# View Summary



**Purchase Request Summary View**

**Description:** Tape, Masking  
**Number:** JUL1920040002  
**PD Site:** APD2 Site B - S309vf  
**Additional Description:** 100 feet  
**Requisition Date:** 19-Jul-2004  
**DPAS Priority Rating:** 1  
**Priority:** 10  
**Type of Action:** Small Purchase  
**Comments:**  
We need this tape ASAP.

**Requesting Office:**

**Issuing Office:**

**Suggested Vendors:**

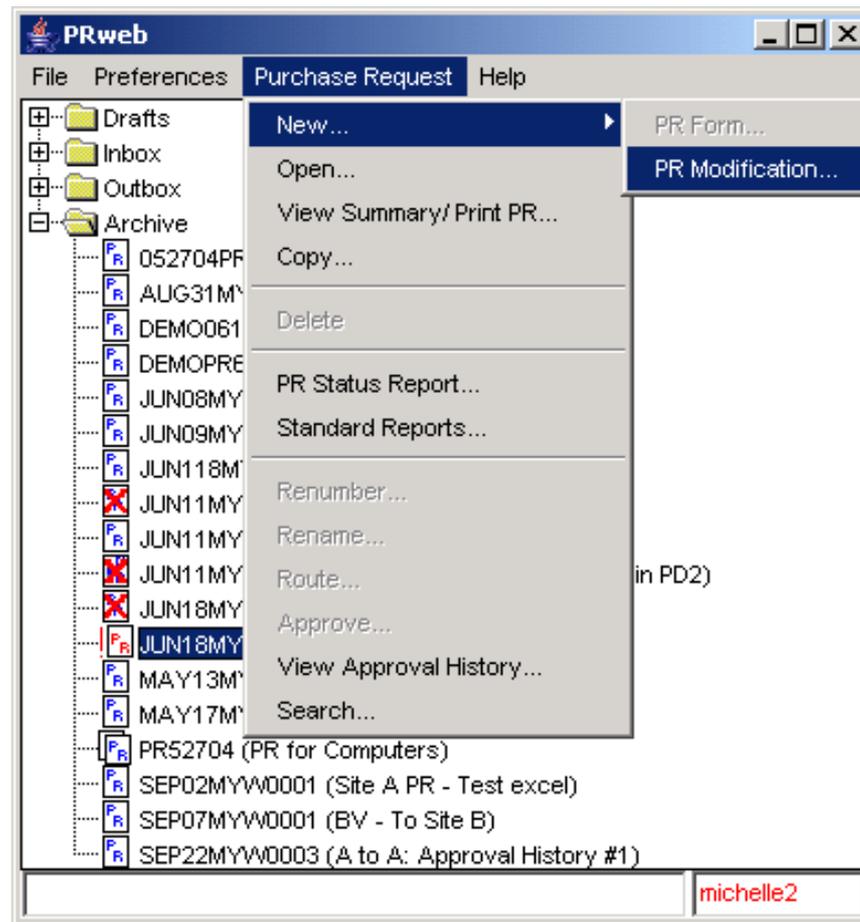
**Suggested Contract Information:** Delivery Order

Print HTML Report Close

# PR Modifications

- ***PRweb* allows the *PRweb* user to create a PR**
- **Modification (PR Mod) by highlighting the archived PR.**
- **The PR Mod contains the contract and line item level information from the archived base PR. The PR Mod feature is similar to the PR feature. *PRweb* allows the requesting agent to create, route, approve, and submit the PR Mod to the Contracting Office.**
- **In order for a PR Mod to be created from a PR, following criteria must be met:**
  - **The PR has been approved in PD2**
  - **A PR Mod has not been created in PD2 off the PR**
  - **An unapproved/unreleased PR Mod does not exist in PD2**
  - **A PR Mod for the selected PR is not in progress in *PRweb***
- **Note: If a new PR Mod is being created from an existing PR Mod that was created in *PRweb*, the existing PR Mod must be approved and released in PD2.**
- **The PR Mod that is created in *PRweb* will contain all the conform information that exists in PD2 for the base document. Attachments that have been generated with the base document will be attached to the resulting PR Mod. However, the DD254 that was added to the base document is not carried over to the PR Mod that is created in *PRweb*.**

# Creating a PR Modification



# The PR Modification defaults the description to display “PR Mod”.

The screenshot shows a software window titled "PR Mod - JUN18MYW0004-0001". The window contains a "Purchase Request" form with the following fields and values:

Purchase Request	
Description	PR Mod
Purchase Request Number	JUN18MYW0004-0001
Additional Description	
PD <sup>2</sup> Site	PD2 Site A Incr 2 - S49gbp
Requisition Date	09-Nov-2004
DPAS Priority Rating	2
Priority	2

Below the form is a "Main Form" section with several tabs: "Main Form", "Line Item", "Contracts", and "Add'l Data". The "Main Form" tab is active and contains the following fields:

Main Form	
Requesting Office	Select...
Initiator Information	
Issuing Office	Select...
Type of Action	Small Purchase
Suggested Vendor(s)	Add...
Comments	

# Creating a Line Item

**Line Item Detail - New**

File Funding

**Line Item Detail**

Number	Description
0001	Chock Wheel, Painted

**Detail** Description Funding Shipping Local Info [Prev Line](#) [Next Line](#)

NSN: 1730-00-NIB-001E [Select...](#)

[Multiple Deliveries](#)

CLIN Type:  Priced  Info Only

Extended Description: The chocks are made of finished, planed kiln-dried wood blocks. There are two types of four options:

Item Calculation: Quantity Estimated Unit Price Estimated Line Item Cost

200.00	x	200.00	=	\$40,000.00
--------	---	--------	---	-------------

Period:  Option  Base Opt. #: Unit of Issue [Select...](#)

MILSTRIP:

Warning: Applet Window

# Unit of Issue Search

**Unit of Issue Search** ✕

Search Criteria: %

Search By:  Code  Description

Search Select Cancel

Code	Description
------	-------------

*Note: Selecting a large number of units of issue could impede system performance*

# Description Tab

**Line Item Detail - New**

File Funding

**Line Item Detail** Number: 0001 Description: [Empty]

Detail **Description** Funding Shipping Local Info Prev Line Next Line

Manufacturer: [Empty] Select...

Manufacturer: [Empty] Color: [Empty]

Part Number: [Empty] Size: [Empty]

Vendor Number: [Empty] SMIC: [Empty]

Prod./Cat. Number: [Empty]

Drawing Number: [Empty] Var Qty + [Empty] Var Qty - [Empty]

Spec. Number: [Empty] FSC: [Empty] Select...

Serial Number: [Empty] SIC: [Empty] Select...

Piece Number: [Empty] Brand Name/Sole Source: [Dropdown]

Model Number: [Empty] NAICS: [Empty] Select...

Project: [Empty] MDAP/MAIS: [Empty] Select...

# SUB-CLIN

**Purchase Request - New**

File Line Item

**Purchase Request**

Description: Uniforms  
Purchase Request Number: DFSAF

Additional Description: Size Small  
PD<sup>2</sup> Site: PD2 Site A - S49gbp

Requisition Date: 21-Jul-2004  
DPAS Priority Rating:   
Priority:

Main Form **Line Item** Contracts Add'l Data

**Total Funding:** \$10,000.00

*\* Values may be rounded for display purposes.*

Number	Description	Quantity	Unit of Issue	Unit Cost	Total Cost *
0001	Uniforms	1,000.0		10.00	\$10,000.00
000101	Uniforms subCLIN				

**Contract Level Funding**  **Total Cost:** \$10,000.00

# SHIPPING TAB

**Line Item Detail - New**

File Funding

**Line Item Detail** Number: 0001 Description:

Detail Description Funding **Shipping** Local Info Prev Line Next Line

Address: [Text Area] Select...

F.O.B.: Destination

Additional Markings: [Text Area]

Charge Shipping To: [Text Field] HAZMAT: [Text Field]

Shipping Mode: [Text Area] Select...

# SHIPPING SEARCH

**Ship To Contact Search** [X]

Search Criteria

Search By

Code  Organization Name

Contact Name  Phone Number

State  Zip Code

Contact	Code	Organization	City	State	Zip Code	PH

Warning: Applet Window

# F.O.B.

The screenshot shows a software window titled "Line Item Detail - New" with a menu bar containing "File" and "Funding". The main content area is divided into several sections:

- Line Item Detail:** A table with two columns: "Number" and "Description". The "Number" column contains the value "0001".
- Navigation:** A row of tabs: "Detail", "Description", "Funding", "Shipping" (which is selected and highlighted), and "Local Info". To the right of these tabs are two buttons: "Prev Line" and "Next Line".
- Address:** A text input field with a "Select..." button to its right. Below the input field are four small navigation arrows (up, down, left, right).
- F.O.B.:** A dropdown menu currently displaying "Origin".
- Additional Markings:** A text input field with two small navigation arrows (up, down) to its right.
- Charge Shipping To:** A text input field.
- HAZMAT:** A text input field.
- Shipping Mode:** A text input field with a "Select..." button to its right.

# Copying a Line Item

The screenshot shows a software window titled "Purchase Request - New". A "File" menu is open, displaying options: "New", "Edit...", "Copy...", and "Delete". The "Copy..." option is highlighted. The main form contains several input fields:

- Description: Documentation Test
- Purchase Request Number: DOC001
- Additional Description: Test
- PD\* Site: PD2 Site A - S49gbp
- Requisition Date: 22-Jul-2004
- DPAS Priority Rating: [Empty]
- Priority: [Empty]

Below the form are tabs for "Main Form", "Line Item", "Contracts", and "Add'l Data". The "Line Item" tab is active. It shows "Total Funding: \$1,000.00" and a table of line items.

*\* Values may be rounded for display purposes.*

Number	Description	Quantity	Unit of Issue	Unit Cost	Total Cost *
0001	Training	100.0		10.00	\$1,000.00

At the bottom, there is a "Contract Level Funding" section with a "More..." button and a "Total Cost: \$1,000.00" field.

# Renumbering a Line Item

**Line Item Detail - 0001**

File Funding

**Line Item Detail** Number: 0001 Description: Uniforms

Detail Description Funding Shipping Local Info Prev Line Next Line

NSN: Uniforms Select...

Delivery Date: 04-Sep-2007 Global Change

ADC/AFATA: [ ] [ ] [ ]

Start Date End Date

Period of Performance: [ ] [ ]

CLIN Type:  Priced  Info Only

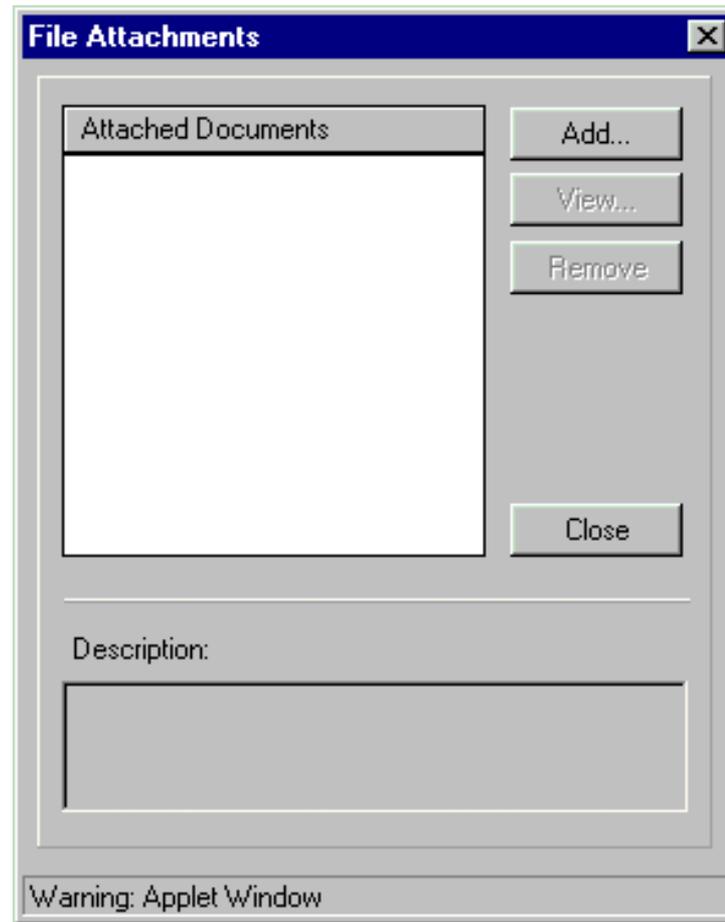
Extended Description: Full 3 piece uniform

Item Calculation: Quantity: 5.00 Estimated Unit Price: 400.00 Estimated Line Item Cost: \$2,000.00

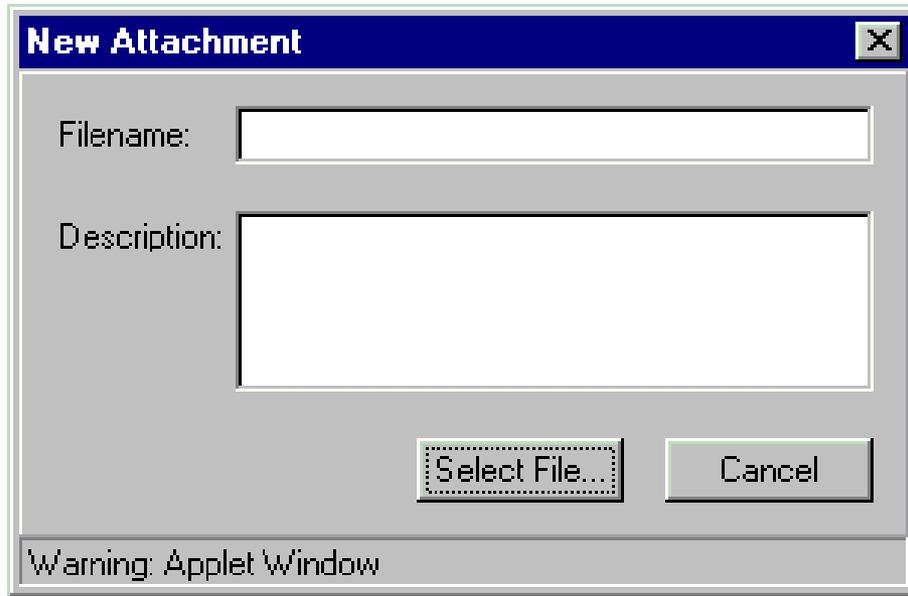
Period:  Option  Base Opt. #: [ ] Unit of Issue: Select...

MILSTRIP: [ ] EA

# Adding an Attachment



# Adding an Attachment



The image shows a standard Java-style dialog box titled "New Attachment". It features a dark blue title bar with a close button (X) in the top right corner. The main area is light gray and contains two input fields: "Filename:" with a single-line text box, and "Description:" with a larger multi-line text box. At the bottom, there are two buttons: "Select File..." (with a dotted border) and "Cancel". A warning message "Warning: Applet Window" is displayed in a small font at the very bottom of the dialog.

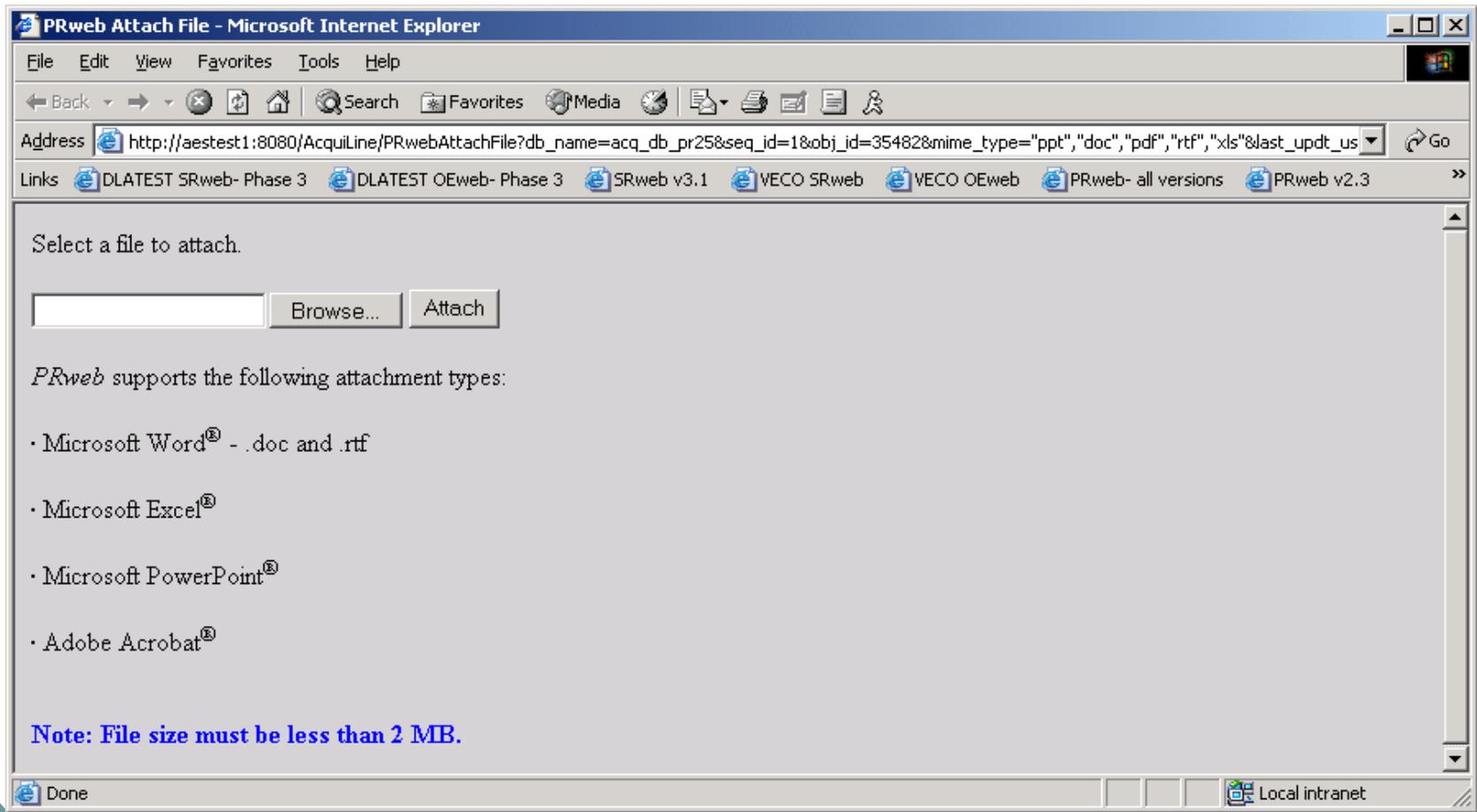
**New Attachment** [X]

Filename:

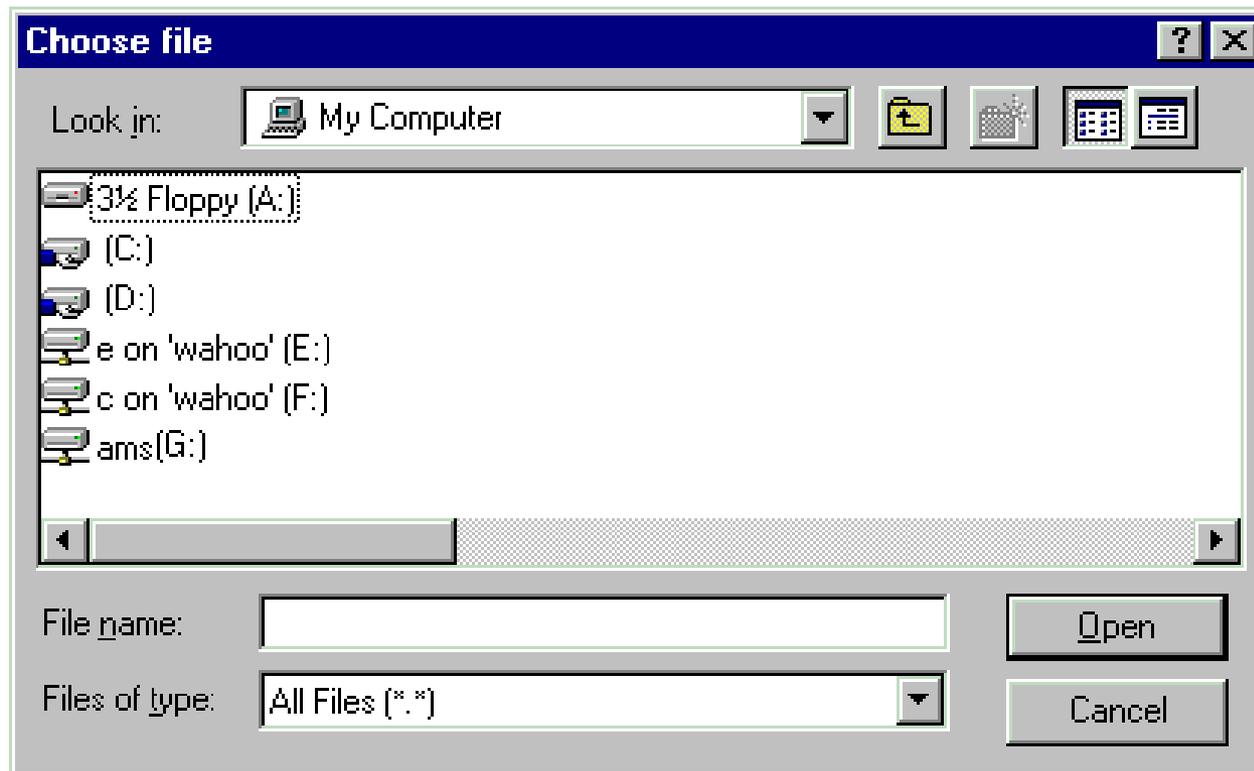
Description:

Warning: Applet Window

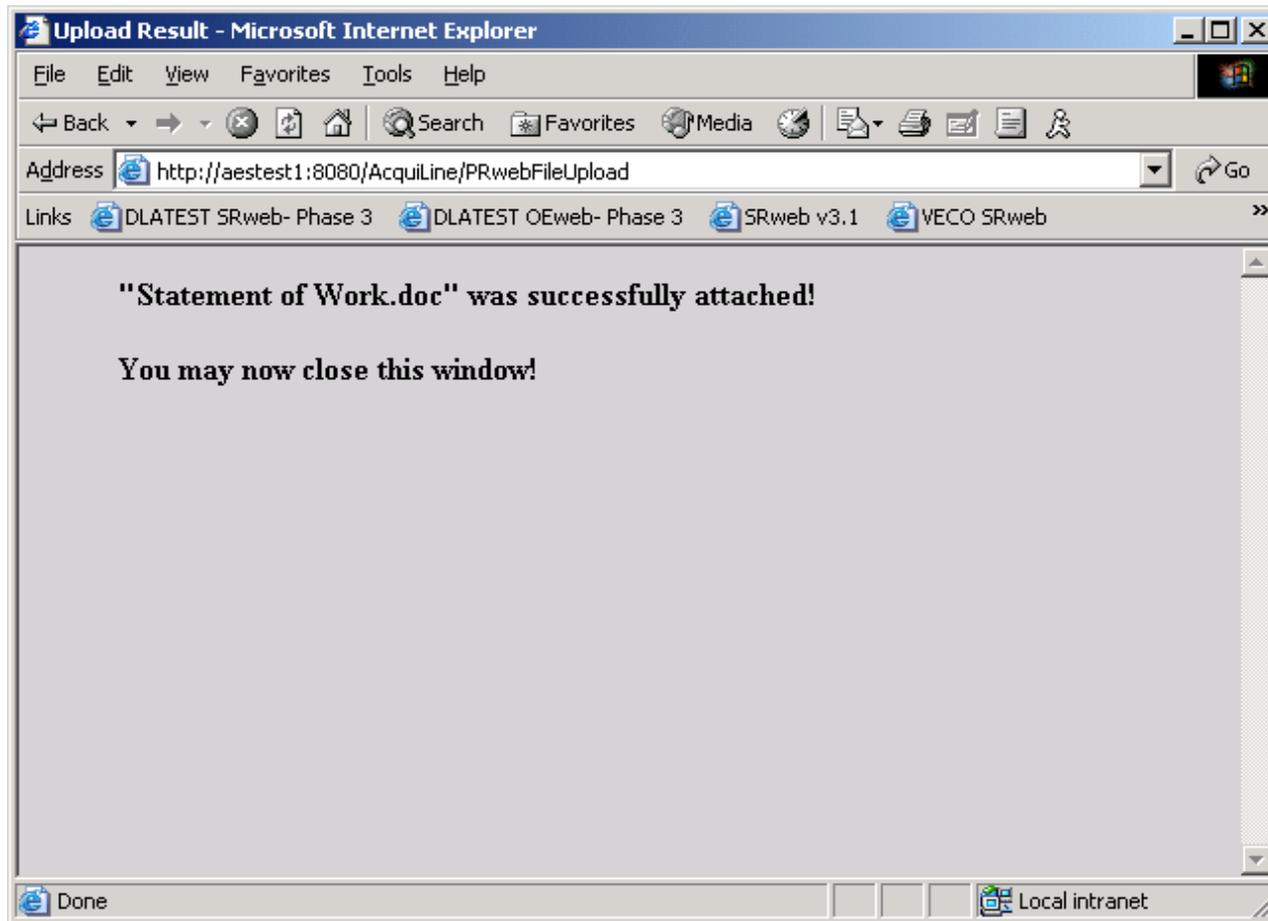
# Adding an Attachment Cont....



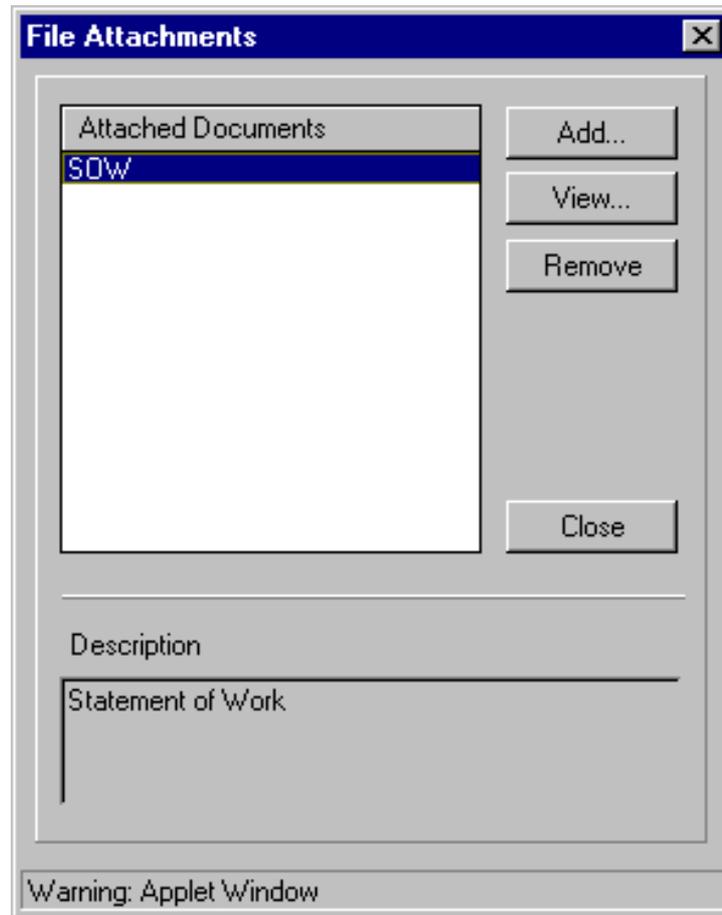
# Adding an Attachment Cont....



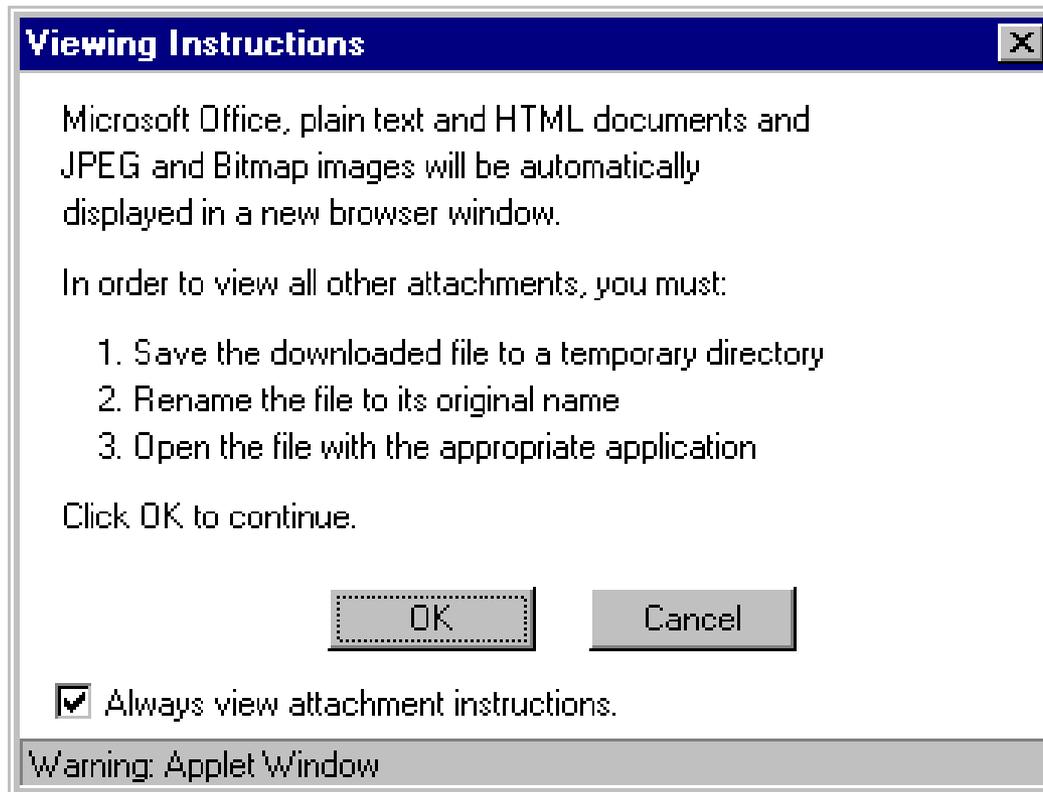
# Adding an Attachment Cont....



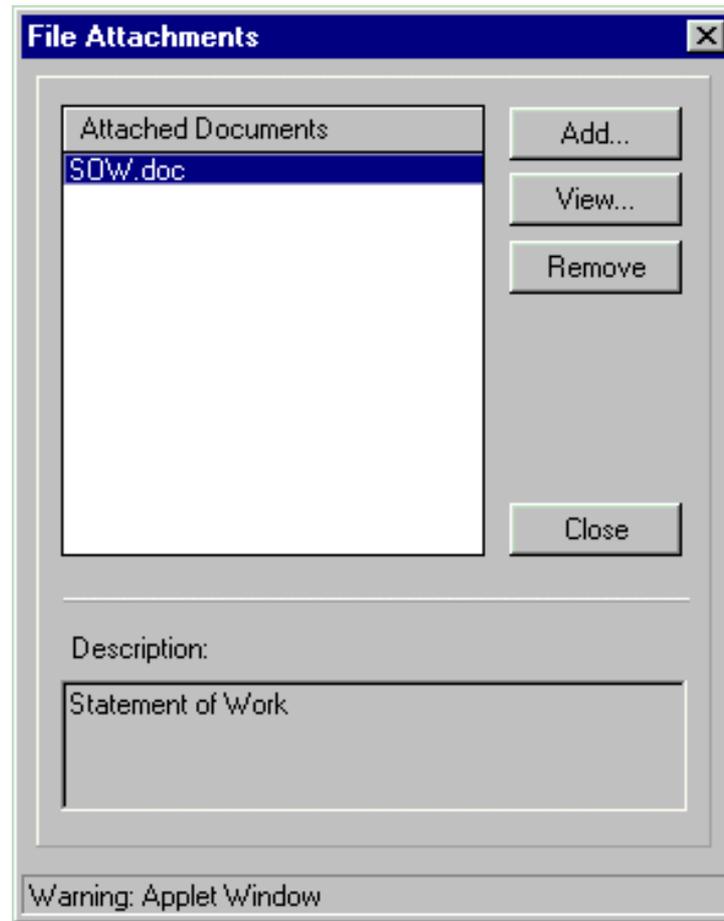
# Viewing an Attachment



# Viewing Instructions



# Removing an Attachment



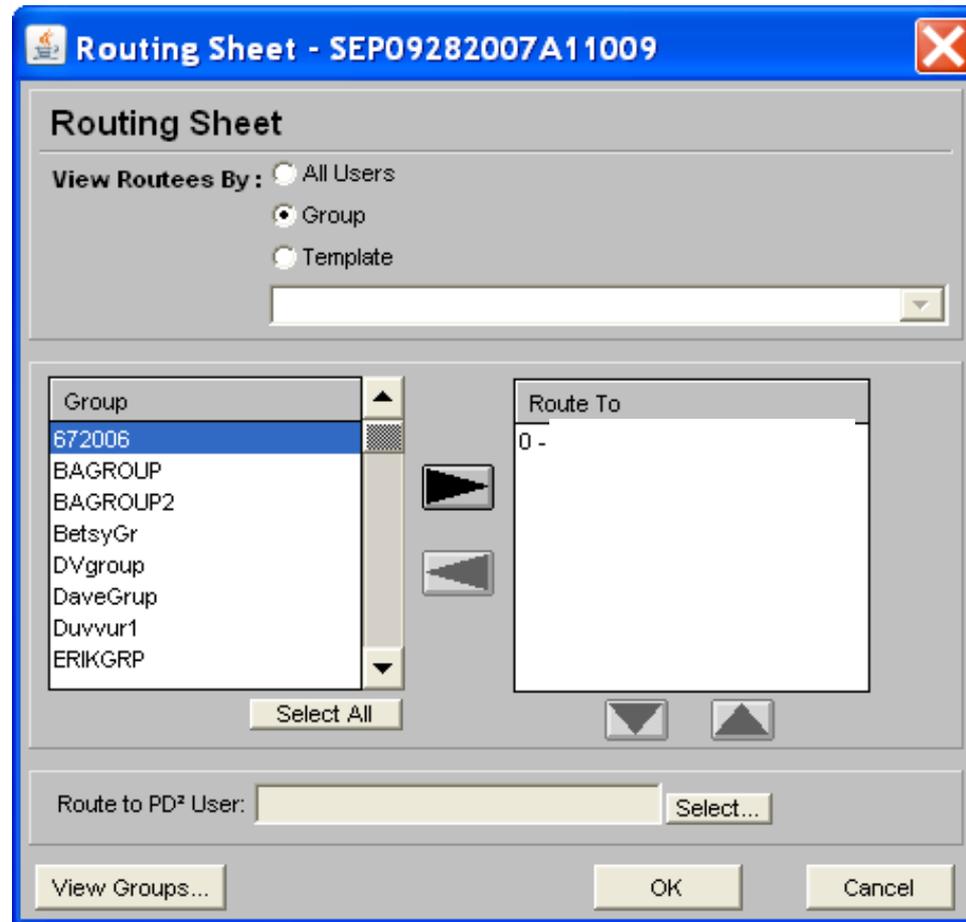
# Routing



# Route to PD2 User field.



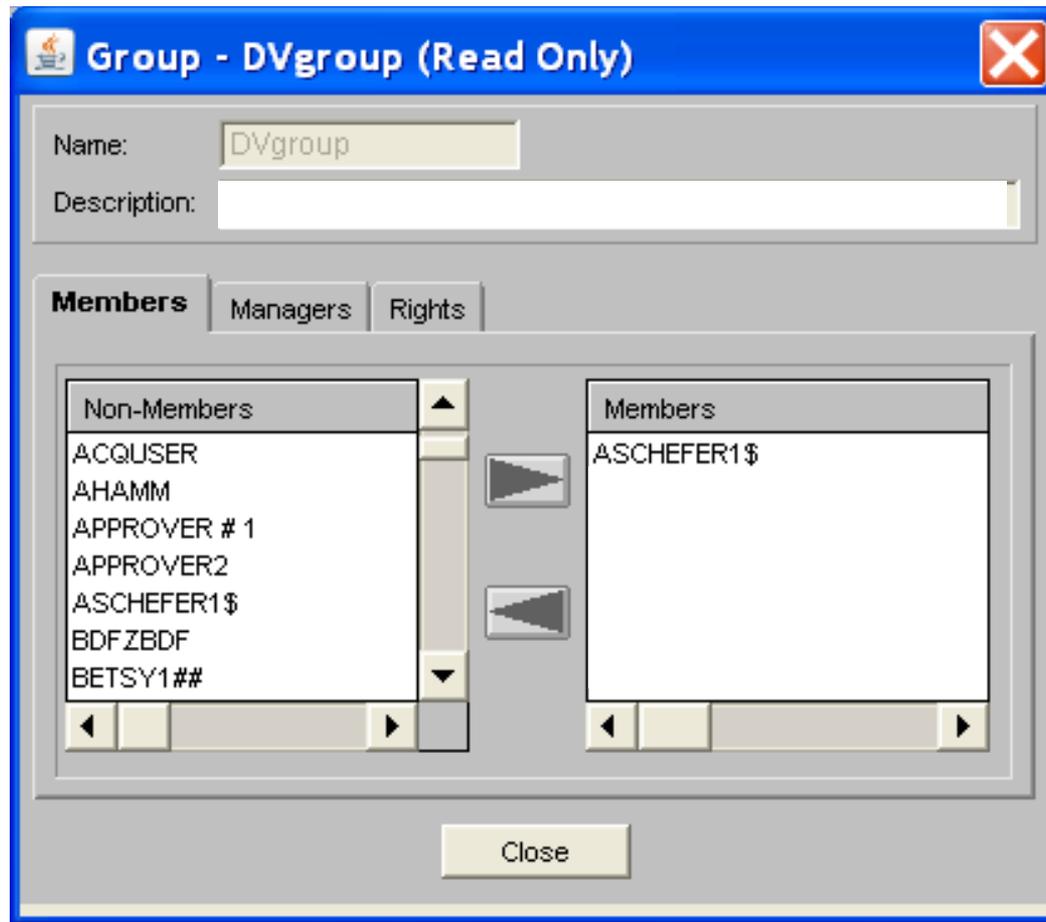
# Create a Route Sheet – Groups



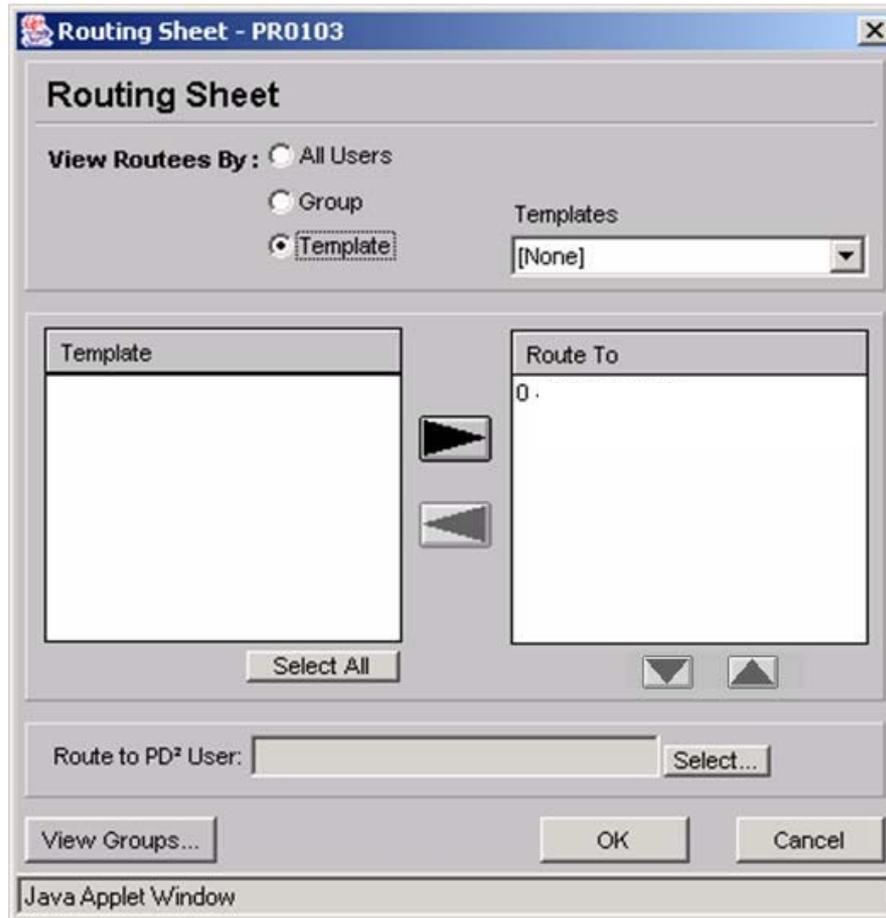
# Groups (Read Only) window



# Groups (Read Only) window



# The Routing Sheet



# Routing cont...



# Approvals

- The *PRweb* module facilitates the electronic approval of PRs and PR Mods. When a PR or PR Mod is received in a user's **Inbox**, that user can review and approve the document, reject the document, or designate contingent approval of the document.
- ***Approving a Purchase Request or PR Mod***
- *PRweb* users may electronically approve a PR or PR Mod. An approved PR or PR Mod is removed from the user's desktop and continues through the routing process to the next user designated on the routing sheet.
- To approve a PR or PR Mod:
  1. From the user's desktop, highlight the desired PR or PR Mod contained in the **Inbox**.
  2. From the menu, select **File**  **Approve**.

# The Approval

Approval - 123Train

**Approval**

Status:

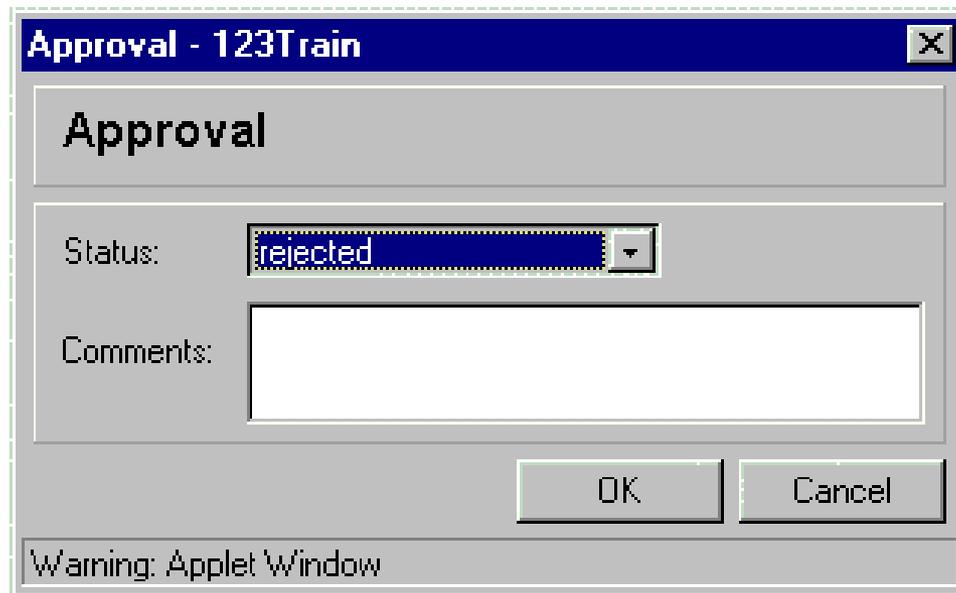
Comments:

OK Cancel

Warning: Applet Window

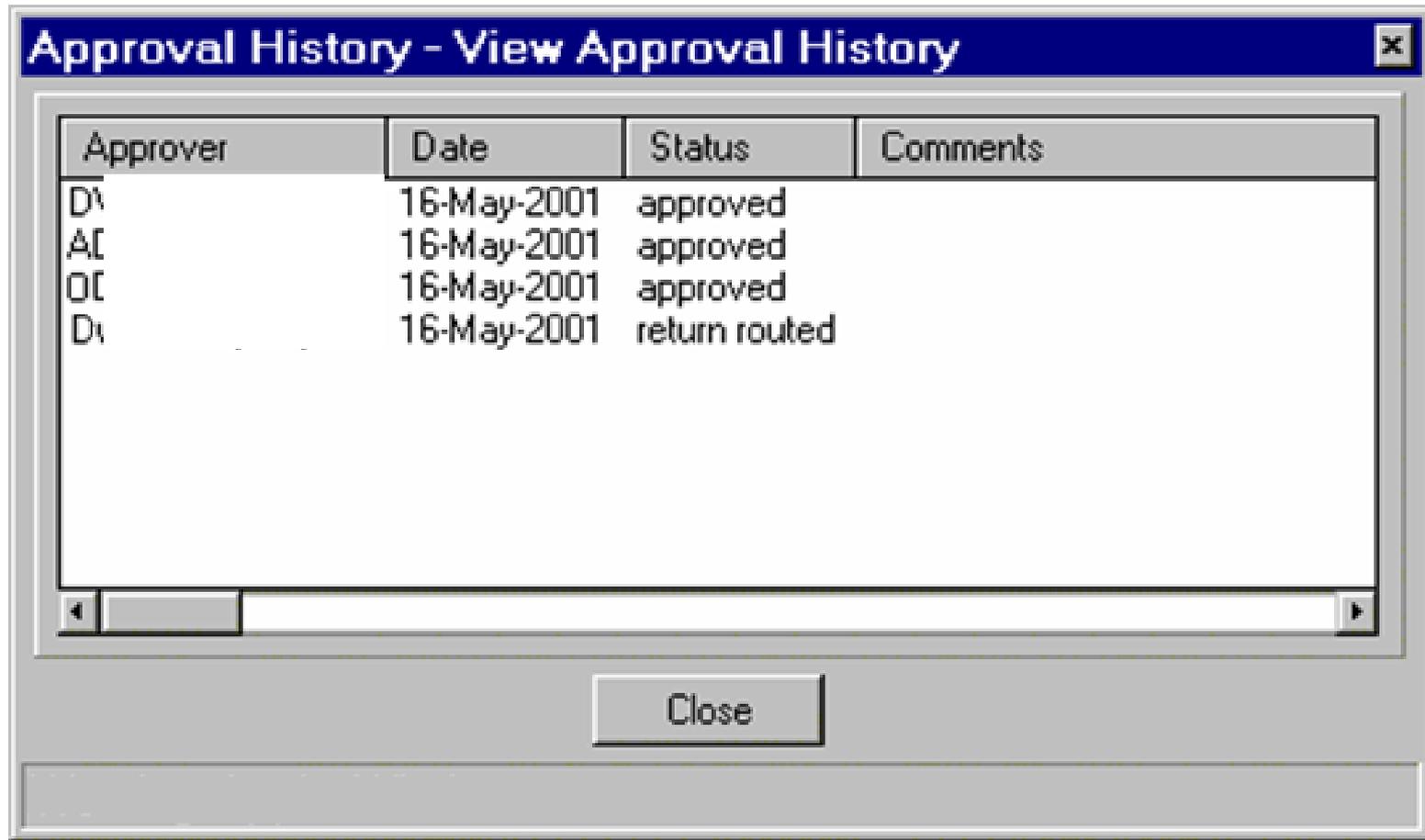
# Rejecting a Purchase Request

Rejecting a PR should be the last resort!



The image shows a screenshot of a software dialog box titled "Approval - 123Train". The dialog box has a title bar with a close button (X). The main content area is divided into sections. The top section is labeled "Approval". Below this, there is a "Status:" label followed by a dropdown menu that currently displays "rejected". Underneath the status dropdown is a "Comments:" label followed by an empty text input field. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". A warning message "Warning: Applet Window" is visible at the very bottom of the dialog box.

# View Approval History



Approval History - View Approval History

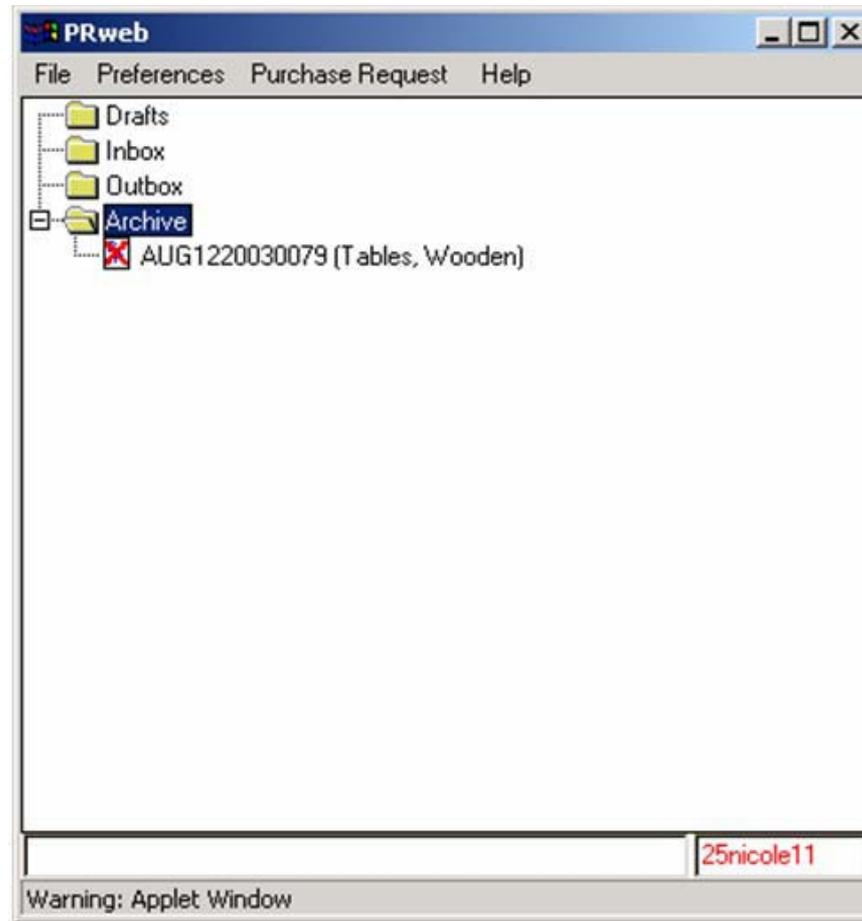
Approver	Date	Status	Comments
DV	16-May-2001	approved	
AL	16-May-2001	approved	
OC	16-May-2001	approved	
Dv	16-May-2001	return routed	

Close

# PR Status

- Approvers of the PR or PR Mod receive e-mail notifications when certain events occur against the PR or PR Mod in PD2. Approvers receive e-mail notifications when a solicitation, amendment, award, or modification that is associated with the PR or PR Mod is released in PD2.
- In addition, PR and PR Mod creators receive an e-mail notification when the PR or PR Mod is canceled in PD2. The PR or PR Mod's icon is also updated with a red "X" to denote the cancellation in PD2.

# PR Status



# Reports

**PR Status Report** ✕

Query Result

Search Criteria: %

Start Date:  End Date:

Search By:  PR No.  Desc.

Display:  My PRs  PRweb  Group(s)  All

PR Number:

Creation Date:

Description:

Add'l Description:

# Standard Reports

Select Report:

Name	Description
View Open PR Status Report	Report on location of non-approved PRs
View Canceled PR Status Report	Report on canceled PRs
PRweb Locator Report	Location of PRs in route for five or more elapsed
View Return Routed Documents Report	Report on Return Routed PRweb Documents
View Managed Users Report	Report on Managed Users

Sort By

Enter the new value for

Enter

Parameter	Value
-----------	-------

OK Close

# View Open PR Status Report

**Standard Reports**

Select Report:

Name	Description
View Open PR Status Report	Report on location of non-approved PRs
View Canceled PR Status Report	Report on canceled PRs
PRweb Locator Report	Location of PRs in route for five or more elapsed
View Return Routed Documents Report	Report on Return Routed PRweb Documents

Sort By  
Creation Date

Enter the new value for

Enter

Parameter	Value
END_DATE	09/18/2007
ORIGINATOR	%

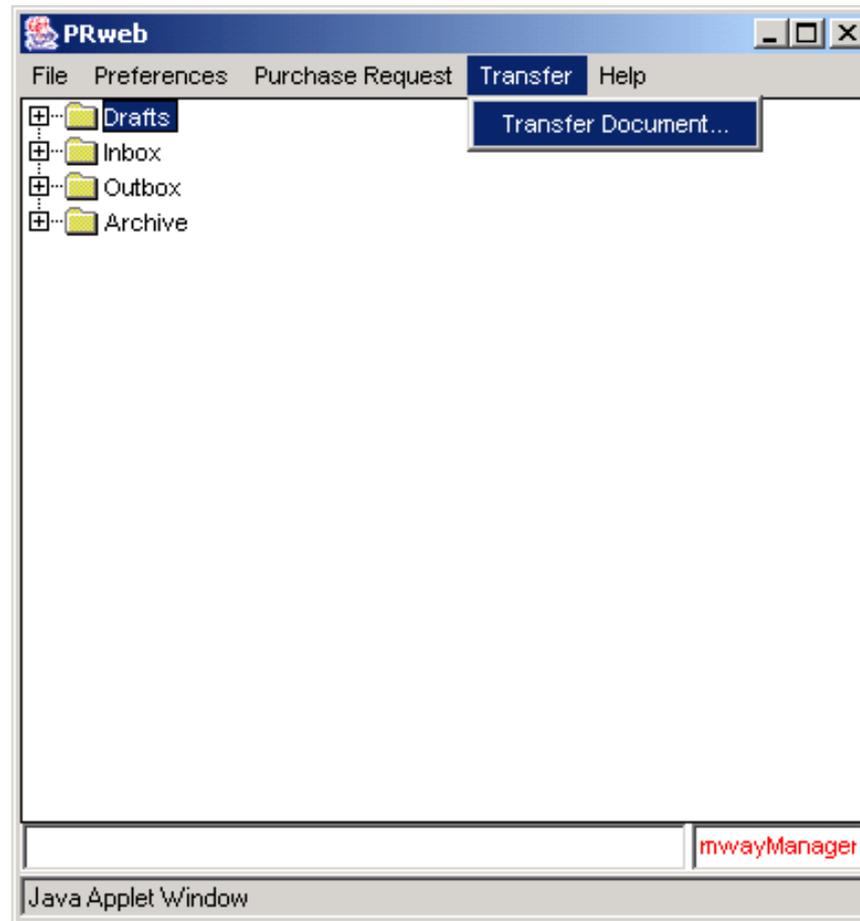
OK Close

# View Open PR Status Report

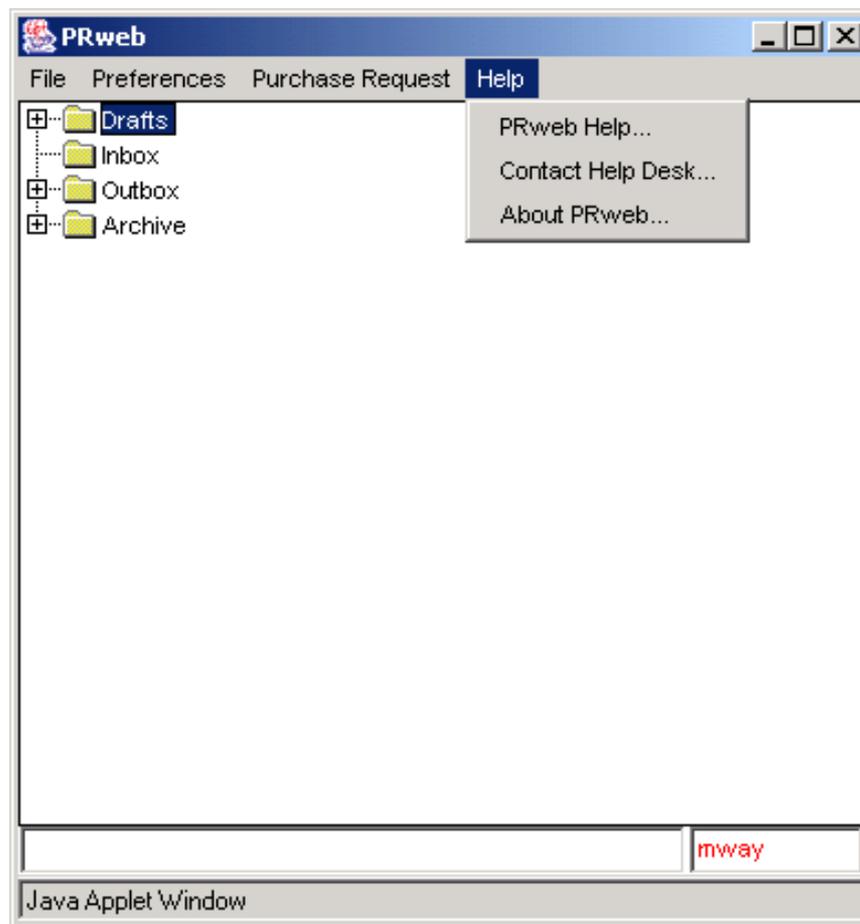
Creation Date	Originator	PR Number	Description	Funded Amount(\$)
07/28/2003 08:54:	bethany#1	JULY28	Monday	\$0.00
07/28/2003 12:47:	alisha5	AAAJULY	test	\$3,549.00
07/28/2003 14:46:	alisha5	JULY2820030005-(	PR Mod	\$0.00
07/28/2003 14:46:	alisha5	JULY2820030005-(	PR Mod	\$0.00
07/28/2003 15:10:	alisha5	JULY2820030007	Copy of JULY2820(	\$0.00
07/28/2003 15:54:	alisha5	JUYL2820030012	Copy of Copy of Co	\$0.00
07/29/2003 09:59:	alisha5	JULY29200030001	JULY29200030001	\$0.00
07/29/2003 11:39:	alisha5	JULY2920030004	JULY2920030004	\$0.00
07/29/2003 15:18:	sleepy	JULY2920030008	JULY2920030008	\$0.00
07/30/2003 11:58:	bethany#1	JULY30TEST	test	\$0.00
07/30/2003 13:14:	alisha5	JULY3020030001	bv	\$0.00
07/30/2003 14:02:	bethany#1	WEDJULY30	Bowlingnight	\$0.00
07/30/2003 14:32:	alisha5	JULY30200300022	JULY3020030002	\$143.00
07/30/2003 14:46:	alisha5	JULY30200300019	JULY29200300019	\$0.00
07/30/2003 14:59:	alisha5	AAAJULY2	Copy of MJCONTAI	\$0.00
07/30/2003 15:53:	alisha5	JULY3020030070	JULY3020030070	\$750.00
07/31/2003 08:52:	bethany#1	JULY31	Thursday	\$0.00
07/31/2003 10:06:	sleepy	BV73103	PRBV-731	\$0.00
07/31/2003 10:51:	Aurelia	CDAAI1	CDAAI1	\$0.00

Warning: Applet Window

# Transfer Document



# Help



# Help



The screenshot shows a Microsoft Internet Explorer browser window with the following details:

- Title Bar:** AcquiLine PRweb v3.1 Help - Microsoft Internet Explorer provided by CIS of CACI, Inc. - Federal
- Address Bar:** http://acqserver/acquiline/Help/introduction/introduction.htm
- Page Content:**
  - Section Header:** AcquiLine PRweb v3.1 Help
  - Text:** Welcome to AcquiLine PRweb v3.1 Help.
  - Text:** There are many different ways to navigate among the topics to find the information you need. Click on the **How Do I...** page to find answers to common PRweb questions, or select a user type below to begin. To search for specific topics, use the **Table of Contents**, **Index**, and **Search** features. The **[Browse]** buttons above (← and →) will allow you to browse sequentially through the topics in a given subject area. In addition, you are able to use your Internet browser's **[Back]** and **[Forward]** buttons as you would for pages on the Internet. Within each topic, certain words and/or phrases are highlighted. Click on these words and phrases to find out important information about them.
  - Links:**
    - [How Do I...?: Help Topics](#)
    - [Functional User:](#) Purchase Request Creation and Management
    - [System Administrator:](#) Site and Personnel Management
  - Image:** About AcquiLine PRweb
  - Logo:** AcquiLine powered aquisition solutions
- Status Bar:** Done Local intranet