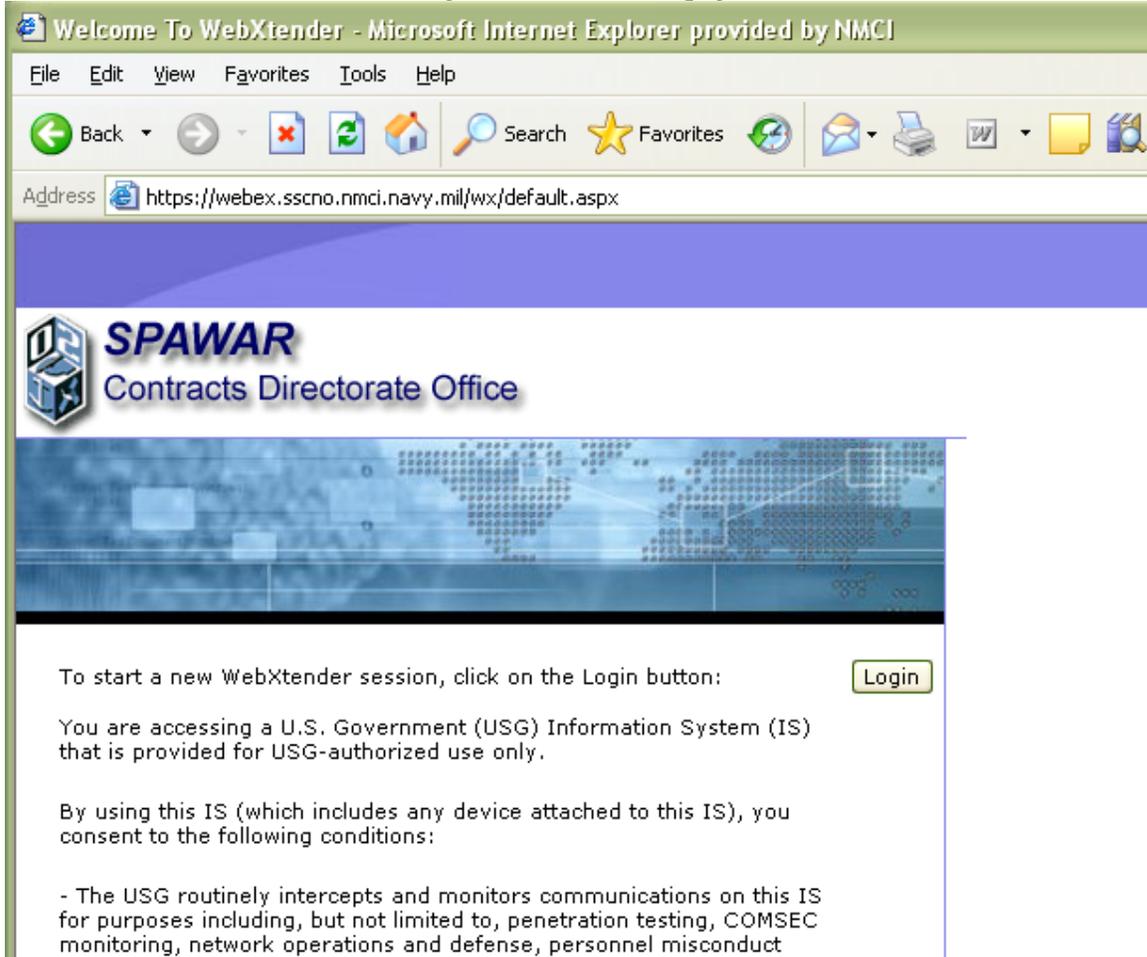


## Getting Started

<https://webex.sscno.nmci.navy.mil/wx/> is the site below to login.

**Figure 1: WEBX Homepage**



### ***Logging In***

Data Source: Select the appropriate Data Source from the drop-down menu.

User Name: Enter your unique user name.

Password: Enter your unique password.

**NOTE:** You will only have to enter your username/password for the very first time you access WebX. Once it is entered, your account will bound to your CAC. So any subsequent logon thereafter will not require username/password to get into the system.

Figure 2: WebX Login Screen

Welcome To WebXtender - Microsoft Internet Explorer provided by NMCI

**SPAWAR**  
Contracts Directorate Office

**YOUR PRESENTED CAC CERTIFICATE HAS NOT BEEN BOUND FOR APPLICATION ACCESS. PLEASE PRESENT THE REQUIRED CREDENTIALS PROVIDED BY YOUR APPLICATION ADMINISTRATOR FOR APPROPRIATE CAC BINDING AND APPLICATION ENTRY.**

Data Source	SPAWAR-HQ
User Name*	
Password	
<input type="checkbox"/> Request Full Text Search Support	

\*Required fields

Login Cancel Help

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

## Opening Screen

Menu Options:

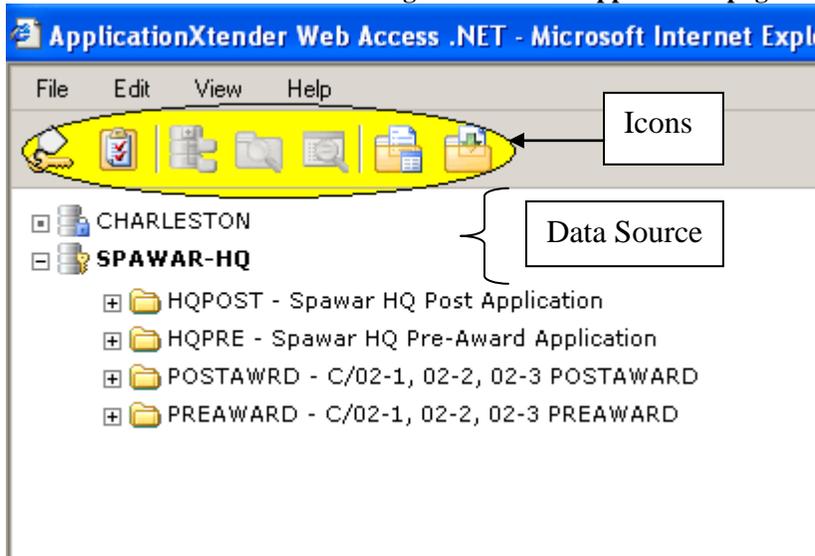
(File, Edit, View, Help).

Icons:

Logout, User Settings, Batch List, and Batch Import

The 'key' icon is to **logout**, the 'Clipboard' icon is the **View/Modify** your user settings and the 'Applications List' icon is to go back to the main Application List.

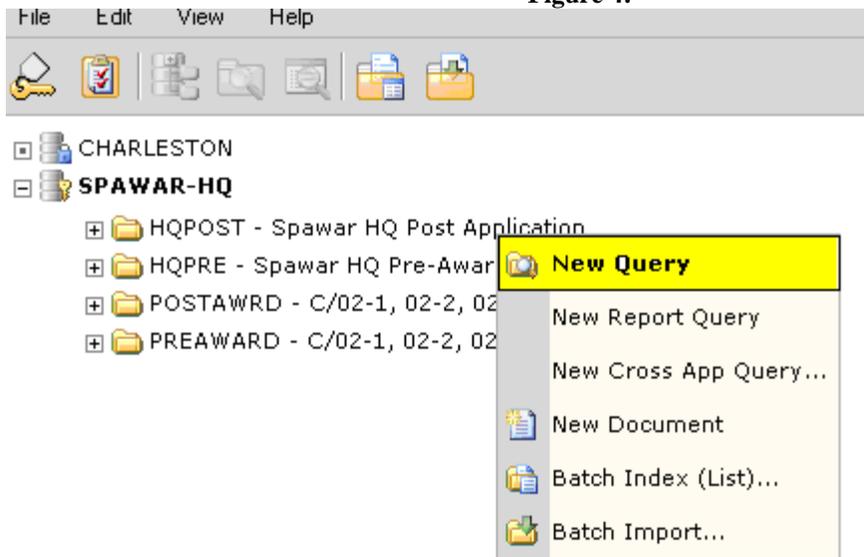
Figure 3: WEBX Applications page



## New Query

1. Highlight Application, right click, and click 'New Query.' OR
2. Put cursor over Application, and double click.

Figure 4:



1. Below is the query screen that you have the option to type in as much or as little information as you can to narrow your search criteria.
2. Click Submit to submit your search.

**Figure 5: New Query Page**

File Edit View Help

Query Criteria for Application 'HQPOST'
Current Query:

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	CONTRACT #	<input type="text"/>
<input checked="" type="checkbox"/>	SOLICITATION #	<input type="text"/>
<input checked="" type="checkbox"/>	SECOND SOLICITATION #	<input type="text"/>
<input checked="" type="checkbox"/>	PROGRAM	<input type="text"/>
<input checked="" type="checkbox"/>	CONTRACTOR	<input type="text"/>
<input checked="" type="checkbox"/>	KTR CAGE CODE	<input type="text"/>
<input checked="" type="checkbox"/>	ORDER/MOD #	<input type="text"/>
<input checked="" type="checkbox"/>	CONTRACTING OFFICER	<input type="text"/>
<input checked="" type="checkbox"/>	CONTRACT PHASE	<input type="text" value="*"/>
<input checked="" type="checkbox"/>	DOC TYPE	<input type="text" value="*"/>
<input checked="" type="checkbox"/>	DOC DATE	<input type="text"/>
<input checked="" type="checkbox"/>	DOC ID# (IE-SERIAL,PR,MR#)	<input type="text"/>
<input checked="" type="checkbox"/>	DOC SUBJECT	<input type="text"/>
<input checked="" type="checkbox"/>	ORIGINATOR NAME	<input type="text"/>
<input checked="" type="checkbox"/>	IMPORT DATE	<input type="text"/>

**Query Options**

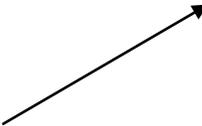
Show

Include previous document revisions

**Save Options**

Query Name

Available To All Users



## Uploading Batch Files

- Right click while cursor is over an Application and select '**Batch Import.**'
- You can also go to the main menu, '**File**' and select '**Batch Import.**'
- Or you can click on the icon for '**Batch Import.**'

Figure 6:

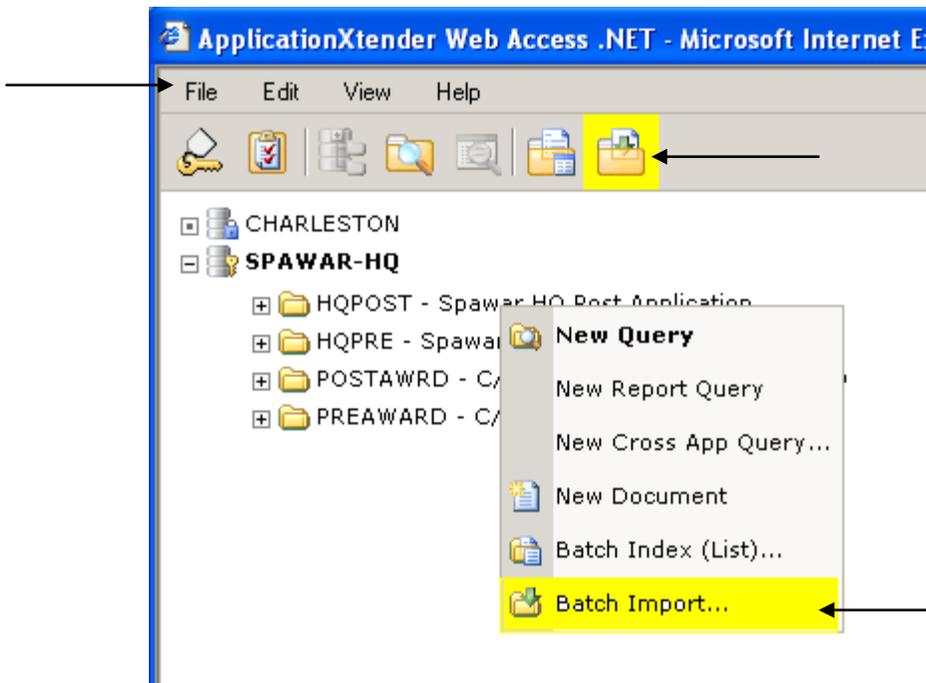
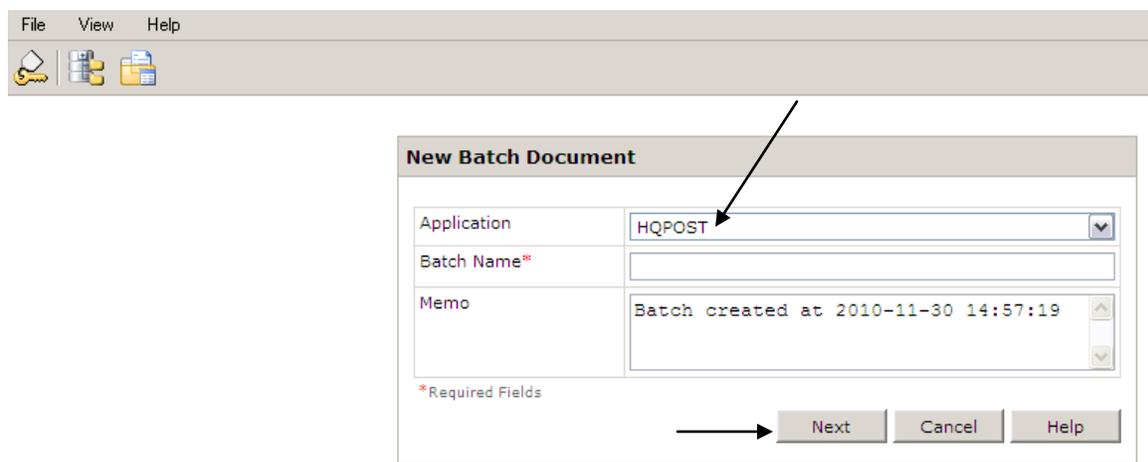
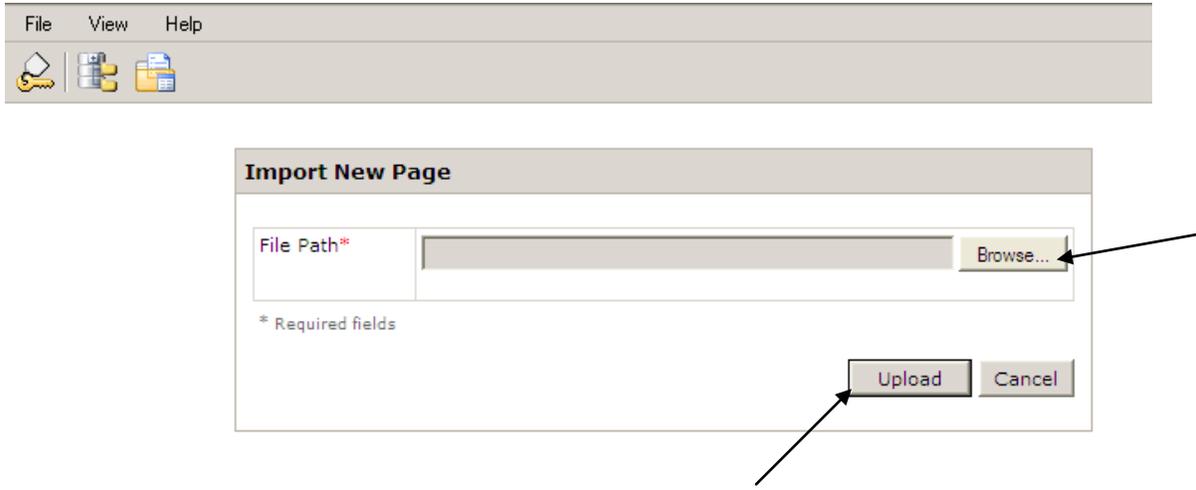


Figure 7



1. After you right click on the appropriate Application, select '**Batch Import.**'
2. A window is display as shown in **figure 7**
3. Verify the Application, and if you would like to change it, then simply click the 'Arrow' drop down to see all available applications and select the appropriate application.
4. Type in the name of your batch in the '**Batch Name**' entry box.
5. Click "**Next**" to prompt to the next screen where you can select the documents that you want to import.

**Figure 8**



6. Click '**Browse**', and locate the document that you would like to import.
7. Click on upload.
8. Repeat Step 6 and 7 if you have more files to upload
9. When finished uploading, click on the "**New Document**" icon to start indexing as shown in Figure 9

**Figure 9**

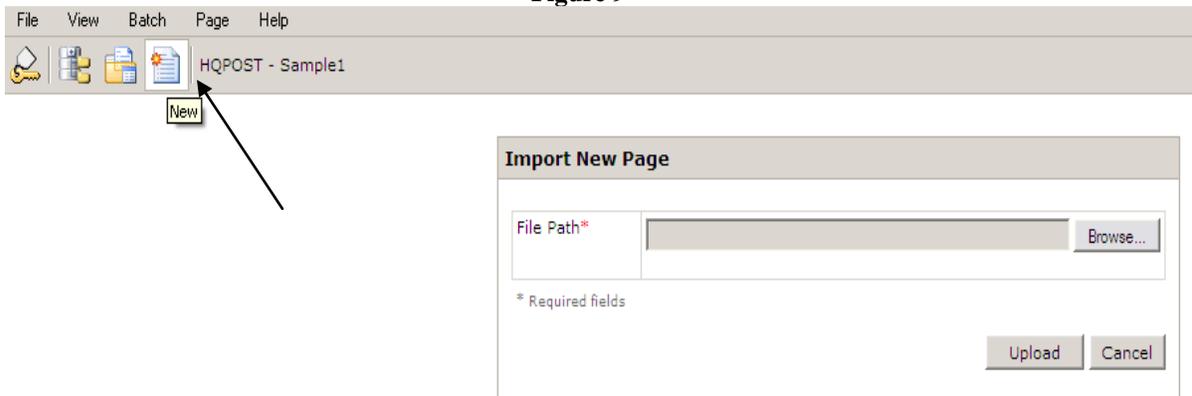


Figure 10

Index Name	Field Value
<b>CONTRACT #</b>	<input type="text"/>
<b>SOLICITATION #</b>	<input type="text"/>
<b>SECOND SOLICITATION #</b>	<input type="text"/>
<b>PROGRAM</b>	<input type="text"/>
<b>CONTRACTOR</b>	<input type="text"/>
<b>KTR CAGE CODE</b>	<input type="text"/>
<b>ORDER/MOD #</b>	<input type="text"/>
<b>CONTRACTING OFFICER</b>	<input type="text"/>
<b>CONTRACT PHASE</b>	<input type="text"/>
<b>DOC TYPE</b>	<input type="text"/>
<b>DOC DATE</b>	<input type="text"/>
<b>DOC ID# (IE-SERIAL,PR,MR#)</b>	<input type="text"/>
<b>DOC SUBJECT</b>	<input type="text"/>
<b>ORIGINATOR NAME</b>	<input type="text"/>
IMPORT DATE	2010-11-30 11:12:59

Save

Page 1 | Zoom 100%

**January**

Su	Mo	Tu	We
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

**April 2**

Su	Mo	Tu	We
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

10. Type in the appropriate Field Value for each Index Name. The Index name in **Bold** letters indicates a required field that must be filled out in order to save the index.

11. Click "Save" to save the index.

Figure 11

File View Batch Page Help

HQPOST - Sample1

Page 1 Zoom 100%

Index Name	Field Value
CONTRACT #	<input type="text"/>
SOLICITATION #	<input type="text"/>
SECOND SOLICITATION #	<input type="text"/>
PROGRAM	<input type="text"/>
CONTRACTOR	<input type="text"/>
KTR CAGE CODE	<input type="text"/>
ORDER/MOD #	<input type="text"/>
CONTRACTING OFFICER	<input type="text"/>
CONTRACT PHASE	<input type="text" value=""/>
DOC TYPE	<input type="text" value=""/>
DOC DATE	<input type="text" value=""/>
DOC ID# (IE-SERIAL,PR,MR#)	<input type="text"/>
DOC SUBJECT	<input type="text"/>
ORIGINATOR NAME	<input type="text"/>
IMPORT DATE	2010-11-30 11:12:59

Save



January

Su	Mo	Tu	We
		<u>1</u>	2
6	7	8	9
13	14	15	16
20	<u>21</u>	22	23
27	28	29	30

April 2

Su	Mo	Tu	We
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

12. After saving the index of the first file, click on the “**New Document**” icon as shown in Figure 12 to index the second file. Repeat Steps 10 and 11 if there are more files to index.

Figure 12

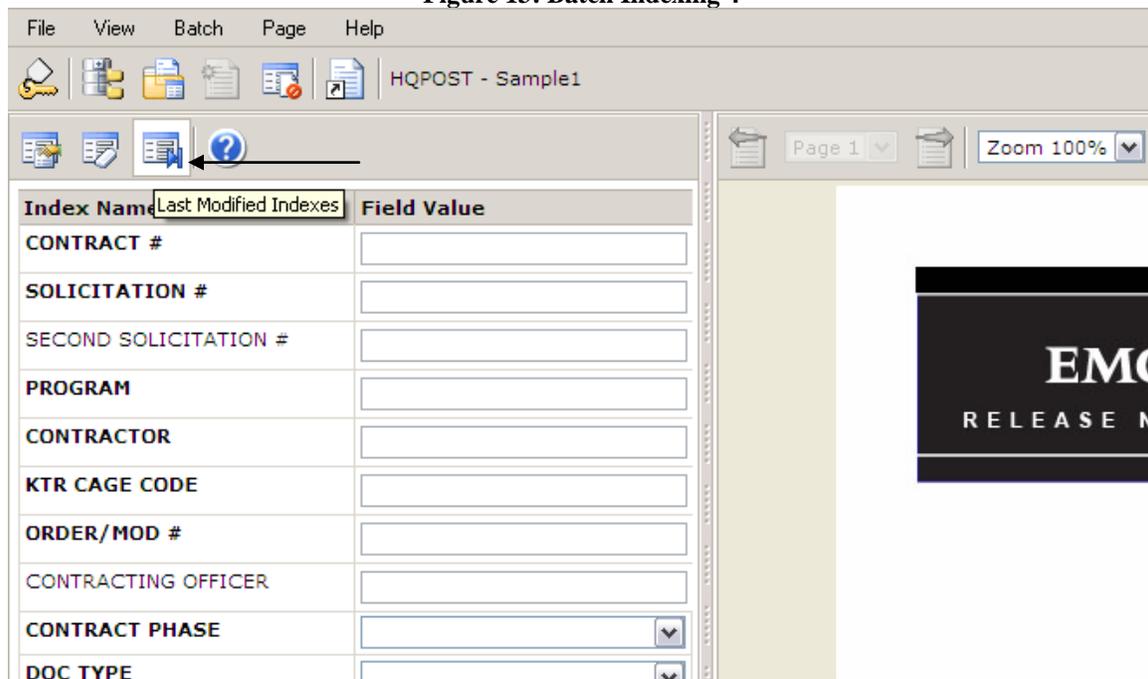
The screenshot shows a software application window with a menu bar (File, View, Batch, Page, Help) and a toolbar. The toolbar includes icons for key, printer, save, **New Document** (highlighted with a red star and an arrow), and other document functions. The window title is 'HQPOST - Sample1'. Below the toolbar is a secondary toolbar with a 'New' icon (a question mark in a circle) and a 'Page 1' dropdown menu. The main area contains a data entry form with the following fields:

Index Name	Field Value
CONTRACT #	N00039-01-R-0001TEST
SOLICITATION #	1111
SECOND SOLICITATION #	
PROGRAM	TEST
CONTRACTOR	VPSI
KTR CAGE CODE	9999
ORDER/MOD #	9999
CONTRACTING OFFICER	
CONTRACT PHASE	MODIFICATION
DOC TYPE	CORRESPONDENCE GOVERNMENT
DOC DATE	11-30-2010
DOC ID# (IE-SERIAL,PR,MR#)	1111
DOC SUBJECT	TEST
ORIGINATOR NAME	TEST
IMPORT DATE	2010-11-30 11:17:46

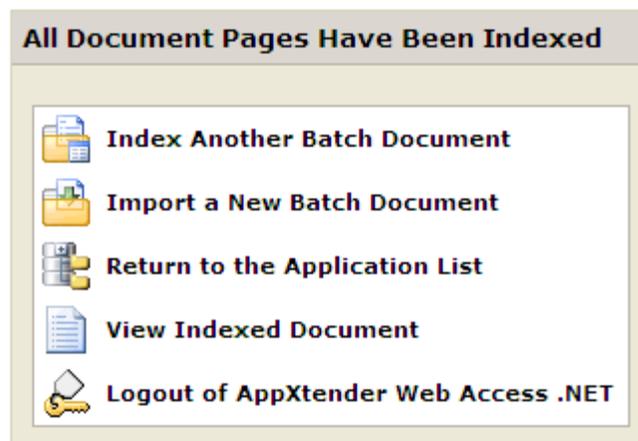
At the bottom right of the form is a 'Modify' button. To the right of the form, there is a vertical sidebar with a 'Page 1' dropdown and a 'Zoom' button. A black rectangular box partially obscures the sidebar, with the letters 'RE' visible. Below the sidebar, there is text that reads 'These ser (AppXter' and a diamond icon followed by 'Modu'.

13. The “Last Modified Indexed” icon will pre-filled the last index information and users can make corrections if necessary for the new document’s index.

Figure 13: Batch Indexing 4



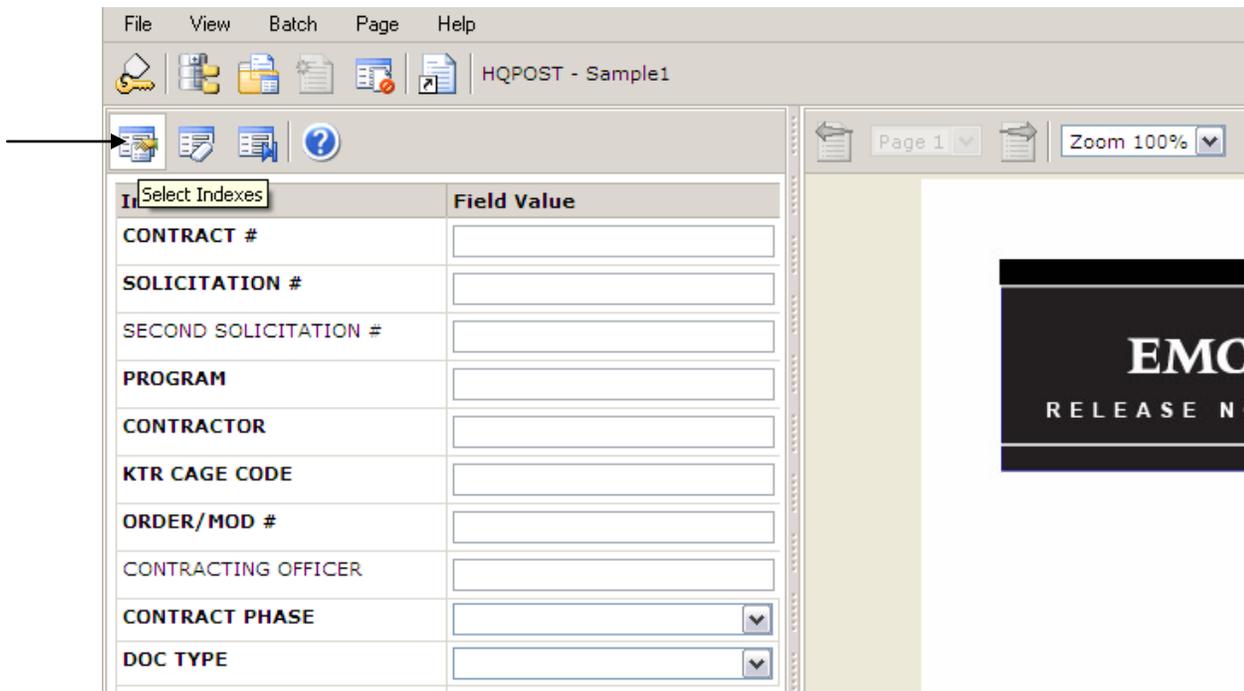
After the last document is indexed and saved, user should receive the following message:



## Additional Features

### *Selecting Indexes*

Also to save time, you can bring up indexes so that you do not need to fill in all the information manually.



While you are indexing, click on the **'Select Indexes'** icon, it will bring up a list of available indexes. If you type in the contract #, it will only bring up the indexes for that contract #.

File View Batch Page Help

HQPOST - Sample1

Page 1 Zoom 100%

Document 1 - 10 of 10000

	CONTRACT #	SOLICITATION #	SECOND SOLICITA
	N00039-03-M-0079	N00039-03-Q-0017	N/A
	N00039-03-M-0079	N00039-03-Q-0017	N/A
	N00039-99-C-2202	N00039-99-R-2202	N/A
	N00039-99-C-2202	N00039-99-R-2202	N/A
	N00039-99-C-2202	N00039-99-R-2202	N/A
	N00039-00-C-2219	N00039-99-R-2245	N/A
	N00039-03-C-0086	N2-0658	N/A
	N00039-00-D-2101	N00039-00-R-2100	N/A
	N00039-03-C-0079	N031-1261	
	N00039-03-C-0080	N031-1045	N/A

List of available indexes



Click on the paper icon next to the index that you would like to use. All of the index information will be filled out.

**DO NOT CLICK ON THE ICON WITH THE GREEN PLUS.** This will attach that page to the page you are currently working on.

Make the necessary corrections in the fields that you need to make and click 'Save.'

## Logging Out:

When you are finished with WebX, click on the logout icon (KEY) to logout.

