

**UNITED STATES ARMY
FINANCIAL MANAGEMENT SCHOOL**



U.S. ARMY SOLDIER SUPPORT INSTITUTE

Instructor Set-Up Guide

FOR

**DEPOLYABLE DISBURSING SYSTEM (DDS)
Classroom Training Loads**

PASSWORDS FOR AIT DATABASE

DDS APPLICATION PASSWORDS

<u>LOGIN</u>	<u>NAME</u>	<u>Initial PASSWORD</u>	<u>Change PW to:</u>
ADM	ADMINISTRATOR	new\$1user NEW\$1USER	Disbursing \$1234
DA1	DISBURSING	new\$1user NEW\$1USE1	Disbursing \$1234
C01 – C40	CASHIER	NEW\$1USER new\$1user	Disbursing \$1234

NOTE: After importing the TEST load files; you will be prompted for the "Admin" password to override the CAC login. Use the following for TESTS only:

Username: DDS
Password: ??????

DDS DbUtil PASSWORDS

User ID: DDS_OWN
Password: test01
Database: DDSWEE

ACCESSING DDS

To access **DDS** click on the *DDS Application* Icon (**Figure 1**) or access through the **Start menu > Programs > DDS** (**Figure 3**).

To access **DDS DbUtil** click on the *DDS DbUtil* icon (**Figure 2**) or access through the **Start menu > Programs > DDS** (**Figure 3**).



Figure 1



Figure 2

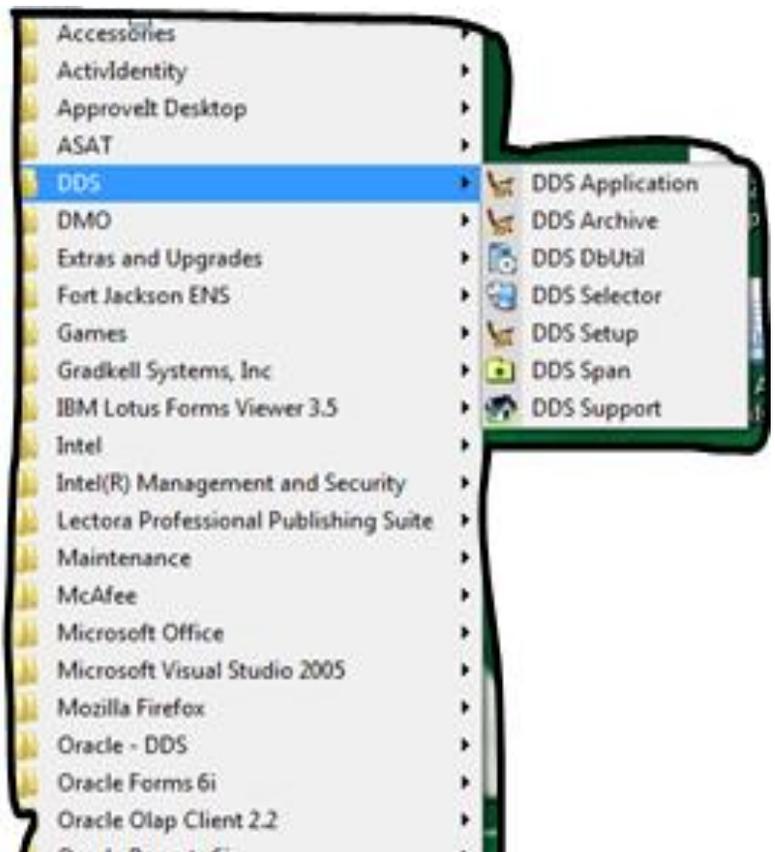


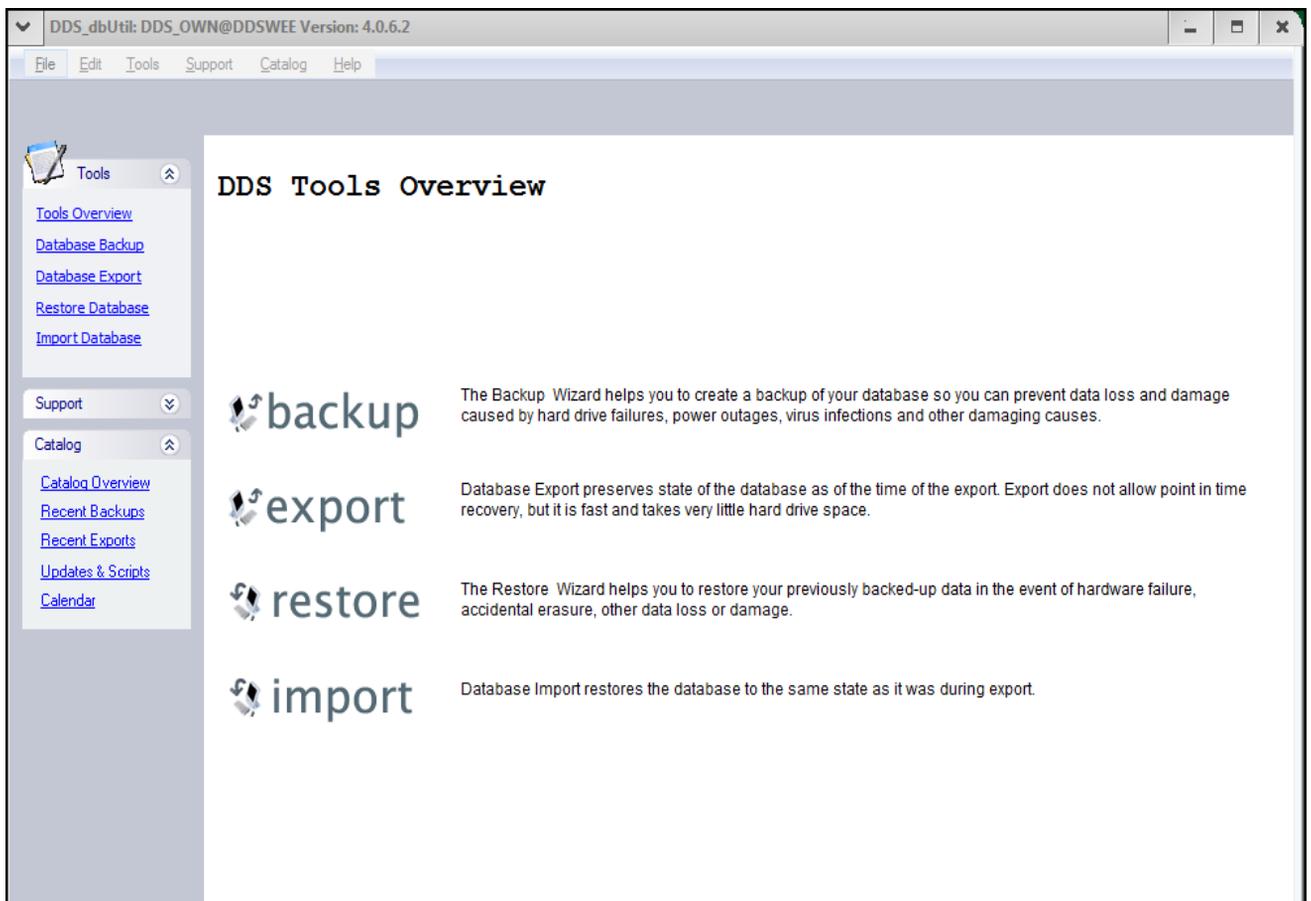
Figure 3

NEW DDS DB_UTIL

DDS DBUtil is a *multipurpose* utility poised to facilitate common requirements of Oracle database administration. Although many third party tools with much greater capability are available, these tools come with a formidable cost while DDS DBUtil is free!

Database administrators (DBAs) routinely backup and restore databases, tune databases for faster querying, change user passwords, and manage user sessions and locks. DDS DBUtil presents a screen interface to provide simplicity and ease of use for the non-DBA to perform DBA tasks.

DDS DBUtil is offered as a utility belonging to the DFAS Deployable Disbursing System (for Windows) application. Any other use of this utility is not supported.



IMPORTING THE LOAD FILE

Database Import screen will specify the file name from which the export file was generated. DBUtility intelligently manages the file naming. “File Name” contains the following DSSN Site Id_YYYYMMDDhh:mm:ss full path description that the Oracle Export utility that it was created from. At the Financial Management School for Advanced Individual Training (AIT), there are four (4) load files for the DDS Lesson. The load file names are shown below for DDS Versions 6.4 and 6.6.2.

➤ **The Beginning Balance** is used alongside the Lesson as taught. It is also used for all Practical Exercises (PE1, PE2, PE3 and PE4), EXCEPT for the Comprehensive PE.

 exp_1111_00001_20110630154707.ddz  **DDS Version 6.4**

➤ The Comprehensive PE (**Comp PE**) has its own load.

 exp_1111_00001_20110630084337.ddz  **DDS Version 6.4**

➤ **Test A.**

 exp_1111_00001_20110628145003.ddz  **DDS Version 6.4**

➤ **Test B.**

 exp_1111_00001_20110629113130.ddz  **DDS Version 6.4**

 **DDS Version 6.6.2**

 exp_AIT BEGIN BAL_20111028152425.ddz
 exp_AIT COMP PE_20111028161218.ddz
 exp_TEST A_20111031090430.ddz
 exp_TEST B_20111031101420.ddz

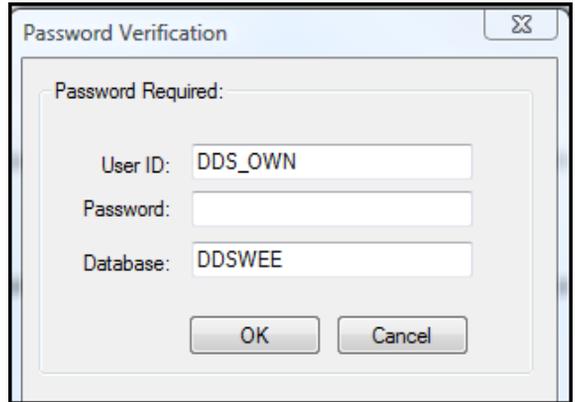
IMPORTING THE LOAD FILE (CONTINUED)

Step 1: Click the DDS Dbutil icon and Log into using the login information below.

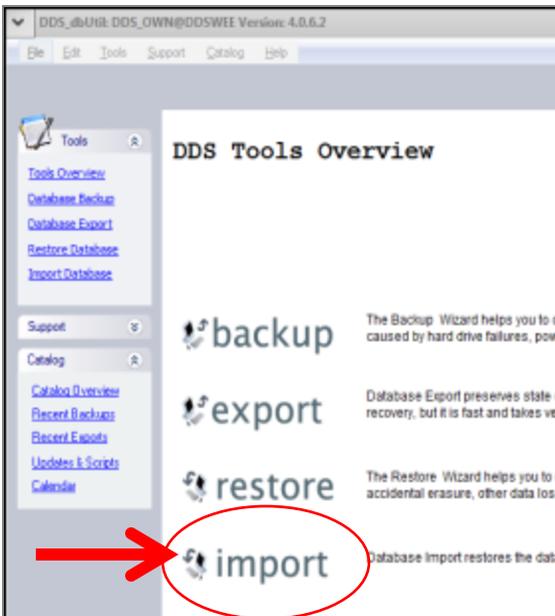
User ID: DDS_OWN

Password: test01

Database: DDSWEE



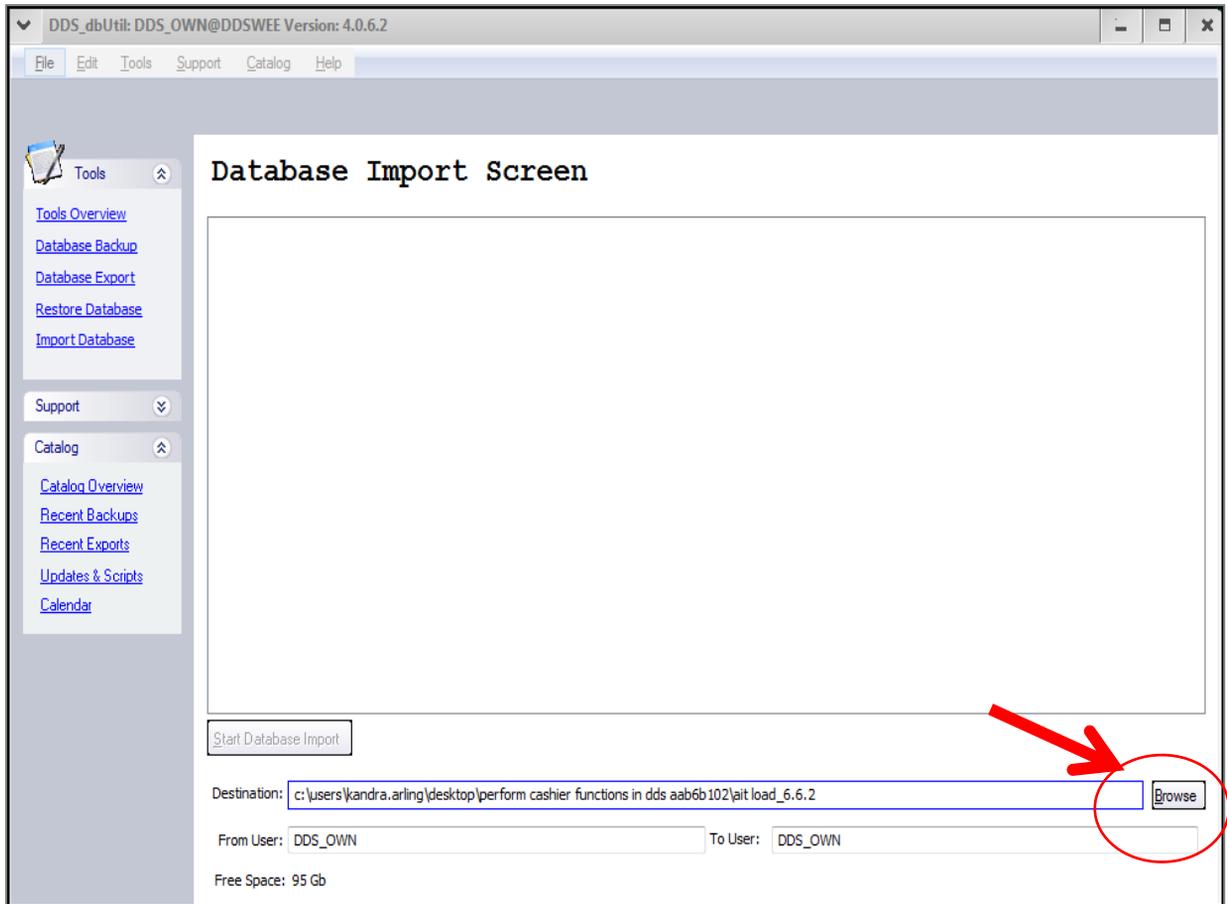
A dialog box titled "Password Verification" with a close button in the top right corner. It contains three input fields: "User ID:" with the text "DDS_OWN", "Password:" which is empty, and "Database:" with the text "DDSWEE". At the bottom, there are two buttons: "OK" and "Cancel".



Step 2: Click on **Import** under the DDS Tools Overview.

NOTE: You will need the Import Recovery Codes for the current day in order to import the file. (See page 8 for further information on obtaining the codes)

IMPORTING THE LOAD FILE (CONTINUED)



Step 3: Click the **Browse** buttons will run the file open dialog form to facilitate the assignment of a correct drive and path.

Step 4: Navigate to the folder where the load file is located and Click on the folder icon and the log file will open if one exists.

IMPORTING THE LOAD FILE (CONTINUED)

Step 5: Highlight the script to load and click to select the script.

Step 6: Click on the **Start Database Import** button. A new dialog box will appear "**DDS Helpdesk Recovery Code**" You must contact the DDS Help to obtain the code.

Step 7: Once the code has been entered a valid or invalid message will appear the right of the box.

The image displays two screenshots of the DDS software interface. The top screenshot shows the 'Database Import Screen' for DDS Version 6.6.2, with a red box highlighting a specific export file: 'DDS Export: exp_TEST B_20111031101420.ddz FileSize: 5.45 MB'. The bottom screenshot shows the 'Database Import Screen' for DDS Version 6.4, with a red box highlighting the 'Start Database Import' button. To the right, a 'DDS Helpdesk Recovery Code' dialog box is shown, with a red box around the 'Recovery Code' input field. The dialog box text reads: 'HelpDesk Code Required: Helpdesk Code is needed to perform Restore or Database Import. This code is used to prevent DDS data-loss and site downtime, and to ensure that outstanding remote file transfers, balances, and impact on main/remote sites are considered prior to performing rollback. To obtain the code call DDS Helpdesk at DSN: 699-1490 COM: (317) 212-1490. One time use code will expire after one calendar day.'

IMPORTING THE LOAD FILE (CONTINUED)

DDS Helpdesk Recovery Code (Import Codes)

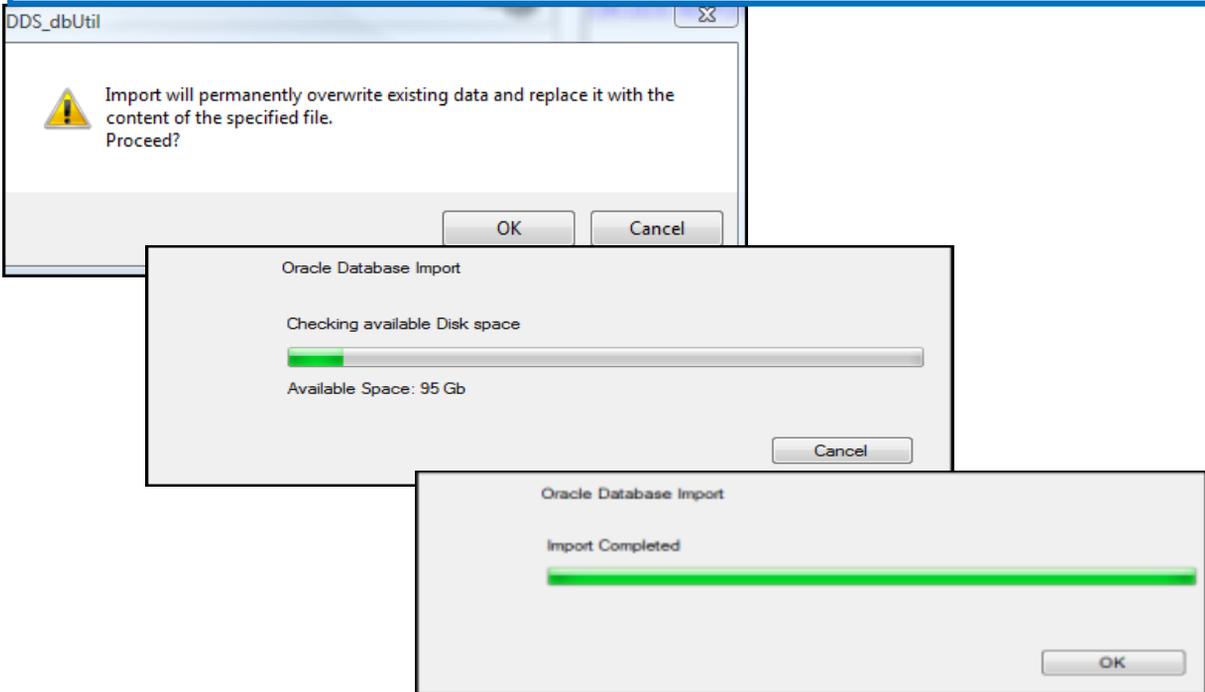
You must contact the DDS Help to obtain the code. (See Note below)

- Be prepared to answer the following:
- Is your site a Main or Remote?
- Why do you feel the need to do database import?
- What caused the error?
- When was your last time your site did an export?
- Has there been any DD1081/RFT sent/received prior to the last export?

Once the **code** has been entered a valid or invalid message will appear the right of the box.

NOTE: If you are not on the Import Codes email list with the DDS helpdesk, you should send an email to them to be added to the list.

DDS Help desk email: CINDDSHelpdesk@dfas.mil An email is sent daily to the personnel on the list with 4-5 recovery codes to use for that day only.



The Oracle import utility runs in a window, which appears as a box with status bar information written to it. When the Import is complete the window will remain open and the status bar at the of the form will say, **“Import Completed”**.

Step 8: Click the **Ok** button to exit, the latest export will appear at the top of the list.

Step 9: You may exit the DbUtil and go to the DDS Application and login. On initial log-in, ensure that all passwords (DA1, ADM, and C##) are reset.

EVOLVING DDS FROM 6.3+

NOTE: FYI, Once the DDS application is installed, it can be evolved up to more current versions using the evolver files. If you have an import or load file that is an older version and need it evolved up, you have to import the file prior to evolving and evolve DDS using the DDS DbUtil. After the file was imported. The import file will evolve with the application. This will ensure the file has been evolved to that updated version of DDS. You will then have to create a new export file to later become your import file to use in the new updated versions of DDS.

DDS 6.3 Evolvers: Important Prerequisite: Your DDS database version must be at least 6.2 If your DDS database version is a prior version, please follow “how to get DDS Evolvers” listed below to update your database to version 6.3.

How to Apply DDS 6.3+ Evolvers:

- Ensure everyone is logged out of DDS.
- Reboot the DDS server and ensure DDS Login does not occur until all steps are complete.
- Login to the DDS server as a user with administrator rights.
- Run (double-click) **DDS-R6V3-Evolver.exe. (Whatever Evolver you are loading)**
- **NOTE: Password: test01**
- This is a long-running process. Expect this to take at least 1 hour. On larger databases it can take over 2 hours.
- Login to DDS application and validate your version (next to the Password field) is 6.3.

DDS Help Desk Support

Phone Numbers:

Commercial Phone Number: 317-510-1490

DSN: 699-1490

Fax: 317-510-5560

Email: CIN-DDSHELPDESK@DFAS.MIL