



MILSTD 1691

VERSION 2.0



1691 Contractor / Equipment Working Group

USER GUIDE

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1.0 INTRODUCTION

1.1 Initiate JSN Request

The MILSTD 1691 application enables authenticated users and authenticated administrators to initiate the request to add a new JSN, or to edit or archive an existing JSN.

Table 1. User Group Descriptions

USER GROUP	DESCRIPTION
Authenticated Users	Users accessing the application who are authorized to view Manufacturer information.
Authenticated Administrators	Users belonging to the COR, Equipment Working Group or 1691 Contractor groups.

Step 1. JSN requests are initiated by selecting the JSN Request button located at the header of the MILSTD 1691 application.

Figure 1. Initial JSN Request



Step 2. The user completes the JSN Request form and selects the Submit button to submit the form for review.

Figure 2. JSN Request form

The JSN Request form auto-populates for logged in users.

Once completed, all JSN requests are submitted to the New Request Log for COR Review. If the JSN request is approved, it is assigned to one of the Authenticated Administrator groups to complete. If the JSN request is rejected, a reason for rejection is entered, the request is logged in the database and removed from the COR New Request log.

2.0 SYSTEM FUNCTIONS

2.1 1691 Contractor / Equipment Working Group Request Log

Step 1. To display the Request Log dashboard from the landing page, the user selects Dashboard located on the header of the application.

Figure 3. Request Log Dashboard - Header



Step 2. The system displays the 1691 Contractor/Equipment Working Group Request Log. This log will display all JSN requests that have been assigned to their respective group.

Figure 4. 1691 Contractor / Equipment Working Group Request Log

JSN Request Dashboard

10 records per page

JSN Link	Description	Nomenclature	Mean Price	Last Modified	Request Type	Status
M9100			\$9,947.00	Feb 12, 2015	Edit	COR Review

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

2.2 JSN Request

2.2.1 View/Edit JSN Request

Step 1. To view or edit a JSN request displayed within the Request Log, select the JSN Link button associated with the JSN Request.

Figure 5. Edit/View JSN Request

The user selects the tabs located at the top of the JSN Request to display contents in each section of the JSN Request.

The screenshot shows the 'MIL-STD-1691 JSN Form' with several tabs: 'General Information', 'Dimensions', 'Utility Codes', 'Electrical', 'Product Information', and 'Comments'. The 'General Information' tab is active, displaying fields for 'Date Approved' (09/15/1999), 'Edited Date' (02/12/2015), 'Year Last Updated' (2016), and 'Review Frequency' (3). Below these are fields for 'JSN' (M9100), 'Nomenclature' (Table, Procedure, Urological), 'Unit' (EACH), and 'Group'. There is an 'Archived' checkbox. The 'FUND SOURCE' section includes dropdowns for 'Army', 'IHS', 'Navy', 'AF', and 'DVA'. The 'LOG CAT' section also includes dropdowns for 'Army', 'IHS', 'Navy', 'AF', and 'DVA'. A 'Description' text area contains a detailed manual description of the urological table. At the bottom right, there are 'Cancel' and 'Save' buttons.

Step 2. The user completes the JSN Request form. All data captured from the initial JSN Request is populated within the form.

2.2.2 JSN Comments

Step 1. User selects the Comments tab on the JSN Request form.

Figure 6. JSN Form Comments

The screenshot shows the 'MIL-STD-1691 JSN Form' with the 'Comments' tab selected and circled in red. The 'Add Comments' button is visible. Below it are 'Action' and 'Submit To...' dropdown menus. At the bottom right, there are 'Save and Submit', 'Cancel', and 'Save' buttons.

Step 2. User selects the Add Comments button. The system expands the form to display the **Comments** text field. This section can be used to ask questions, add notes or to request further clarification regarding the JSN.

Figure 7. Add Comments

The screenshot shows the 'MIL-STD-1691 JSN Form' with a blue header and a close button (X). Below the header are tabs for 'General Information', 'Dimensions', 'Utility Codes', 'Electrical', 'Product Information', and 'Comments'. The 'Comments' tab is active. There is an 'Add Comments' button. Below it, the 'Comments' text field is empty. To the right of the text field are two dropdown menus: 'Action' (set to 'Response') and 'Submit To...' (set to 'COR'). At the bottom right, there are three buttons: 'Save and Submit' (highlighted in blue), 'Cancel', and 'Save'.

Step 3. Add comments to **Comments** text field. If the user does not elect to submit comments to another group, the user selects the Save button.

Step 4. To send comments to another user group, select the **Action** drop-down menu. The system displays the **Response** and **Review** options. The user selects Response.

Step 5. Select the **Submit To...** drop-down menu. The system displays a listing of the authenticated administrator user groups. The user selects the desired user group from the drop-down menu.

Step 6. Select Save and Submit button.

Figure 8. Submit Comments

The screenshot shows the 'MIL-STD-1691 JSN Form' with a blue header and a close button (X). Below the header are tabs for 'General Information', 'Dimensions', 'Utility Codes', 'Electrical', 'Product Information', and 'Comments'. The 'Comments' tab is active. There is an 'Add Comments' button. Below it, the 'Comments' text field contains the text 'Sample Comments.'. To the right of the text field are two dropdown menus: 'Action' (set to 'Response') and 'Submit To...' (set to 'COR'). At the bottom right, there are three buttons: 'Save and Submit' (highlighted in blue), 'Cancel', and 'Save'.

2.2.3 JSN Review

Once the JSN Request is complete, the user must submit the request to the COR for review.

Step 1. Select the Comments tab on the JSN Request.

Step 2. Select the Review action from the **Action** drop-down menu.

Step 3. Select the desired user group from the **Submit To...** drop-down menu.

Step 4. Select the Save and Submit button.

Figure 9. Submit for Review

The screenshot shows the 'MIL-STD-1691 JSN Form' with the 'Comments' tab selected. The 'Action' dropdown is set to 'Review' and the 'Submit To...' dropdown is set to 'COR'. The 'Save and Submit' button is highlighted in blue.

2.3 Manufacturer Report

2.3.1 Edit Manufacturer

Step 1. To update Manufacturer data, the user selects the **Reports** drop-down menu and the Manufacturer Supply Listing option.

Figure 10. Manufacturer Supply Listing

The screenshot shows the 'Military Standard 1691' interface. The 'Reports' dropdown menu is open, and the 'Manufacturer Supply Listing' option is circled in red. The 'JSN' radio button is selected.

Step 2. Select Edit button located beside the Manufacturer to be edited.

Figure 11. Edit Manufacturers Supply List

Manufacturers Supply List Add New Manufacturer

10 records per page

	Cage	Supplier	JSN	Nomenclature	Last Reviewed	Other Cage
Edit	76381	3M Healthcare	M4815	Hypo/Hyperthermia Unit, Automatic/Manual, Mobile	3/15/2014	45044,99920

2.3.2 Add Manufacturer

Step 1. To add a Manufacturer, the user selects the **Reports** drop-down menu and the Manufacturer Supply Listing option.

Step 2. Select Add Manufacturer button located at the top of the report.

Figure 12. Add Manufacturer

Manufacturers Supply List Add New Manufacturer

10 records per page

	Cage	Supplier	JSN	Nomenclature	Last Reviewed	Other Cage
Edit	76381	3M Healthcare	M4815	Hypo/Hyperthermia Unit, Automatic/Manual, Mobile	3/15/2014	45044,99920

3.0 STATUS WORKFLOW

The following table lists all possible statuses for a JSN Request form.

Table 2. Status Descriptions

STATUS	DESCRIPTION
Not Started	Approved JSN requests that have not been opened and/or edited.
Working	JSN Requests in the editing state.
Working: Awaiting Response	JSN requests that have been submitted to the Equipment Working Group or to the COR for response to comments added to the JSN.
EWG Review	JSN requests that are under review by the Equipment Working Group.
COR Review	JSN requests that are under a final review by the COR group.
Complete	The final status of a JSN request that has been added to the SEPS Master Database to be published in the MILSTD 1691 application.

Figure 13. Status Workflow diagram

