Execution Tracker Updates

1. **Retrograde Data:** Retrograde document numbers are now being used in ET and can be matched to PSDs. What this means to units is that while Turn Ins (TI) used to be marked as Closed when only the Losing Activity's document number was fully matched to the Proposed Sourcing Decision (PSD) quantity, now ET will look for the Retrograde document number from the Gaining Activity that is receiving the TI for closure.

2. New data columns in the two split screen views consist of retrograde data and information derived from property book actions.

   **ET Viewer PSD screen:** Unit Complete (select using Column Selector icon). The Unit Complete column is a yes/no field and is an indicator if all actions against a PSD are considered complete.

   For Turn-in Transactions: When the PBUSE Doc Num for a Turn-in for the Losing Activity is 'posted' in PBUSE (or G-Army), then the Unit Complete action will be 'Yes'. If the PBUSE (or G-Army) Doc Num for the Losing Activity is not posted or transaction is still open, the Unit Complete action will be 'No'.

   For all other PSD Types (Lateral Transfer, Depot Issue, G8 Directed, PBA, Other) DST Directed Transactions: When the PBUSE Doc Num for the Gaining Activity is "posted" in PBUSE (or G-Army), then the Unit Complete action will be 'Yes'. If the PBUSE (or G-Army) Doc Num for the Gaining Activity is not posted or the transaction is still open, the Unit Complete action will be 'No'.

**ET Viewer Documents screen:**
Default view - SSA Receipt Date and DLA Receipt Date
Column Selector - DLA DS Addressee, DLA DS Name, DLA DS RIC, DLA DS Ship Date

The importance of this information is primarily for those items that are being turned in to an SSA or DLA-DS site. With the addition of the retrograde document numbers in ET, equipment receipt at these facilities will allow for more precise tracking of TIs. Additional data columns are displayed below.
3. **ET User Guide**: The User Guide will break out all the ET Tools/Reports into specific areas, allowing users to search for information using the Contents, Index, and Glossary or download the PDF version of the guide, as noted on the views below. There is also a Summary of Changes and Release Notes at the beginning of the guide to show users key updates and when those occurred.
Sourcing Module Updates

Email Upgrade

Users requested the ability to view and edit previously sent Email Directives. To include being able to remove or add PSDs to previously sent directives. This ability will make it easier for users to send changes to previously sent Email Directives.

1. Users will now have the ability to view and edit previously sent email directives.

From the any PSD view, users may bring in the column “Email Directive Sent On.” This column will display the date time group of all Email directives sent for that PSD.

Users may right click on a particular PSD and select View Directive Information to display the selected directive information on the Email screen.
Additionally, on the Email Screen there is a select data box that allows users to filter and search on Email Directives.

Users may filter on the following:

1. Who created the Directives.
2. A time frame the directive was sent.
3. Who it was sent to.
4. By a specific PSD ID.

From the Email Screen, users may locate, view and edit previously sent email directives and view the PSDs that were included in the email directive.

a. Edit and Resend: Clicking on the Edit and Resend button will pull up the Edit Email Directive screen:
Users can change the following elements from this screen:

1. PSD. Users can remove PSDs from a previously sent directive. This would be helpful if there was a change to one PSD from a multiple PSDs directive.

2. Validate the PSD contained within the directive. Clicking this will validate that the PSDs on the Directive are still feasible.

3. Change or add to the distribution list.


b. View PDF: Clicking on the View PDF button will display the Directive sent in a PDF format.

c. View PSDs: Clicking on the View PSDs button will display the PSDs associated to the email directive that you have clicked on.

2. Multiple Attachments: Users may now add multiple attachments to an email.

The total size of the attachments may not exceed 10mb, but users can add multiple attachments.
3. The email template was upgraded as well. The following items were changed or added to the email template:

a. Unit Long Name and Condition Code were added

b. The signature block was moved IAW AR 25-50.

![Preview Email Directive](image)

**SUBJECT:** Disposition Instructions for Equipment

**FROM**
WC08AA(2D BATTALION, 82D AVIATION REGIMENT): FT BRAGG

**TO**
WAA5AA(1ST SQUADRON, 17TH CAVALRY REGIMENT): FT BRAGG

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1. You are directed to do the Lateral Transfer(s) above.

2. Ensure you upload any technical inspection documentation needed for this equipment.

3. Point of Contact for this directive is CW5 Reyes, 555-1234.

Comments:
Please contact this office once transfer is complete.

Wayne Stoops
MSE G4