

# **Foreign Visit System Confirmation Module**



## **Software User Manual**

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**Prepared by:  
Advanced Technology Systems (ATS)  
For the:  
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**Approved by:**

Name/Title	Signature	Date
Principal Program Analyst	Brian Mezheritsky	
ATS Project Manager	Donna Settle	

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## **1. SCOPE**

### 1.1 Identification

The Foreign Visits System Confirmation Module (FVS-CM) is used to track foreign visitors within the Department of Defense (DoD) to include Research, Development, Test and Evaluation (RDT&E) sites, DoD Contractor sites, and other sensitive DoD facilities. Access to FVS-CM is through Non-Classified Internet Protocol Router Network (NIPRNet) with multiple layers of security to protect information contained therein.

The FVS-CM System is a client server application designed for handling visitor processing.

### 1.2 System Overview

The FVS-CM software program provides a consistent means for logging and tracking visitors to various sites.

Foreign government representatives visit DoD Military and Contractor facilities for numerous reasons. Official visits are authorized by the DoD. The approval process for a foreign visitor to be authorized for an official visit to a DoD facility or DoD contractor facility is recorded in the Foreign Visits System (FVS). Other foreign visits may be processed in accordance with local policies and procedures. The requests for official DoD visits are entered by the foreign Embassies located within the DC area using software supplied by Office of the Under Secretary of Defense for Policy (OUSD(P)) known as the FVS Embassy application. The request information is transferred to DoD via point-to-point communications to DoD FVS. The requests are then staffed out to the applicable Service or DoD agencies who will be hosting the visit for approval/disapproval.

When finalized, a record of the DoD decision is transferred back to the Embassy who will then be free to finalize coordination of the visit with the visit POC.

### 1.3 Document Overview

The purpose of this Software User Manual (SUM) is to provide user operation information for FVS-CM.

## **2. REFERENCE DOCUMENTS**

The following documents were referenced in the preparation of this SUM:

- Functional Requirements Document (FRD) for the Foreign Visit System – Confirmation Module (FVS-CM) 1.0, January 2002, AVANCO International, Inc.
- Functional Description (FRD) for the Foreign Visit System – Confirmation Module (FVS-CM) 1.0, January 2002, AVANCO International, Inc.

### 3. SOFTWARE SUMMARY

#### 3.1 Software Application

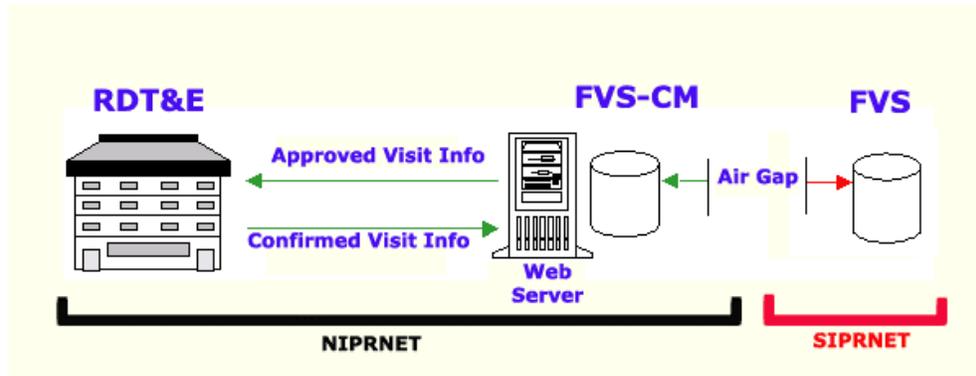


Figure 3-1. FVS-CM Flow Diagram

The FVS-CM visit information is transferred to the RDT&E facility over the Non-Classified Internet Protocol router Network (NIPRNET) to the facilities or organizations that a visit is going to occur. The visit information is first generated on the SIPRNET side from the Foreign Disclosure Offices of the four major agencies (DIA, DN/FD, DA/FD, DF/FD). The visits are transferred from the high side (classified) to the low side (unclass) three times a day. In turn, the FVS-CM data is transferred back from the low side to the high side three times a day. The FVS data contains the visit information to include the name of the individuals on the visit. The FVS-CM data back to FVS is the confirmation of those visitors that arrived on location for the visit and possibly those visitors that were not on an official visit request. The FVS-CM date can also contain corrections to the FVS official data.

#### 3.2 Software Inventory

The FVS-CM is a client server application. The requirements for a user of the FVS-CM application are:

- Must be a valid registered user.
- Must have a valid user name and password.

#### 3.3 Security and Privacy

FVS-CM was designed with multiple levels of security and with SSL 128 bit encryption ensures that sensitive information is safeguarded from unauthorized access and tampering. The system is located on NIPRNET and follows all security and privacy precautions associated with this system.

3.4 Assistance and Problem Reporting

All assistance requests and problem reports should be directed to the SPAN Help Desk, (703) 696-0663.

## 4. ACCESSING THE SOFTWARE

### 4.1.1 Access Control

Access to the FVS-CM system will be controlled by user name and password through the Citrix network server. The user name and password are provided to the user via the SPAN Help Desk.

### 4.1.2 Installation and Setup

The system will connect to the server on the NIPRNET via Citrix. Access to the FVS-CM program requires that a user submit a registration form. The registration form can be accessed from the Web. The address is "<https://srv113.osd.pentagon.mil/fvscmuserreg>". The registration form contains the users identification, organization identification, Company identification and user permissions (see paragraph 8.3 Permissions for reference) needed while using the program. Once the helpdesk receives the form a user name and password will be assigned. This will be sent to the user via e-mail. The Helpdesk will also enter the user permissions for using the FVS-CM program.

1. Power on the computer where the FVS-CM program will be run.
2. On the desktop start Internet Explorer (5.5 or greater).
3. On the menu bar select "Tools".
4. Select "Internet Options".
5. Select the "Advanced" tab.
6. Select "Microsoft VM" to display selections if not already displayed.
7. Select "JIT Compiler" if not already selected.
8. Click **Apply** and then **OK**.

### 4.2 Initiating a Session

Once the installation and setup process is complete, the user can now initiate a session to use the FVS-CM system. This is accomplished by following the steps below:

1. Power on the computer where the FVS-CM program will be run.
2. On the desktop start Internet Explorer (5.5 or greater).
3. On the address bar enter

<https://spanctx.osd.pentagon.mil/citrix/metaframexp/default/login.asp?>

<p><b>Note:</b> Add this to your favorites so it doesn't have to be entered each time.</p>
--

**Note:** If Java client is not loaded on your PC, select "yes" to load the java client when prompted.

4. Select "**Yes**" on the Security Alert screen that appears.
5. Enter **User Name** and **Password**
6. Select Log In.



7. When the **FVS-CM** icon appears, select it.
8. When the Notice of consent logon banner appears, click **Ok**.
9. The FVS-CM program displays, selected to the main menu screen.

#### 4.3 Stopping and Suspending Work

Once the user has completed using the FVS-CM program follow the procedure below for exiting.

1. On the FVS-CM menu bar, select Menu and click Exit.
2. The SPAN Citrix Enterprise Environment screen appears (Reference Figure 4-1), select Logout and the user returns to the Login screen.
3. On the menu bar, select menu and click close.

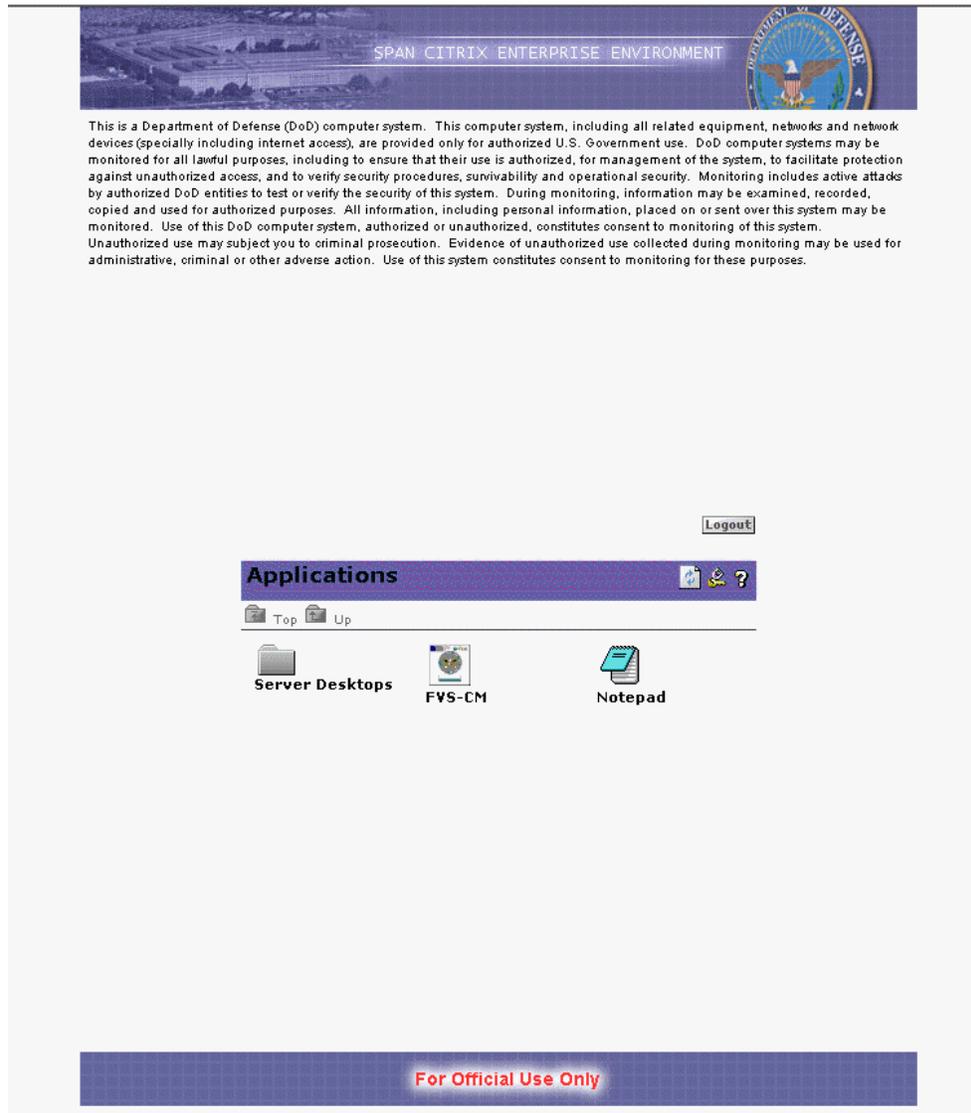


Figure 4-1 SPAN Citrix Enterprise Environment Screen

## 5. PROCESS SCREENS

### 5.1 FVS-CM Screen Description

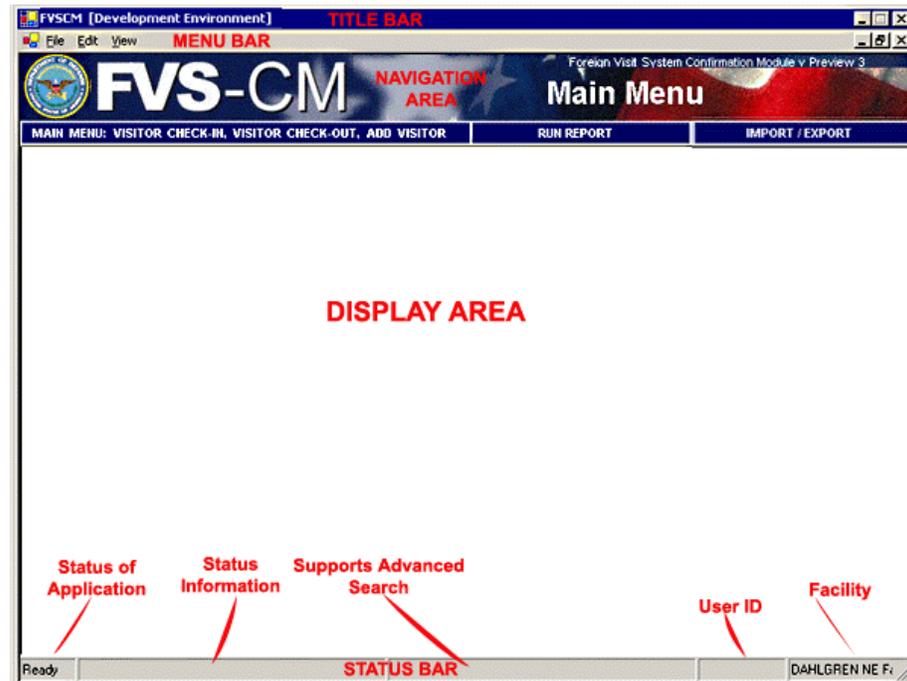


Figure 5-1. FVS-CM Screen Description

The FVS-CM screen (Figure 5-1) is divided up into five parts. These parts are Title Bar, Menu Bar, Navigation Area, Display Area, and Status Bar. These are described below:

**Title Bar** – Displays the name of the application and the environment being used.

**Menu Bar** -The horizontal bar contains the names of the application menus used in the program.

**Navigation Area** - This area contains the name of the program (FVS-CM), screen shown in the display area, and selection buttons for choosing Main Menu, Run Report, and Import/Export.

**Display Area** - This area displays the screens used to create a visitor, add a visitor, run a report or upload/download a file.

**Status Bar** - The Status bar displays Status of Application, Status Information, Supports Advanced Search, User ID and Facility. It is located at the bottom of the window.

- **Status of Application** - This displays the current state of the application. The current states displayed are Ready or Busy.

- **Status Information** – Hovering the mouse over a command button displays the button description here. The status for a saved or deleted record would display Record Deleted, Validation Error Encountered, or Record Save.
- **Supports Advanced Search** - Upon entering Advance Search screen this displays:  
"Search depth 1 of 3 (Exact match of all name segments)".

Search depth: 1 of 3 (Exact match of all name segments)

Selecting Broaden on advance Search screen once displays "Search depth 2 of 3 (Exact match of any name segments)".

Search depth: 2 of 3 (Exact match of any name segment)

Selecting Broaden a second time displays "Search depth 3 of 3 (sounds like any name segment)".

Search depth: 3 of 3 (Sounds Like any name segment)

- **User ID** - This displays the user identification code.
- **Facility** - This indicates the field office logged in to the program.

## 5.2 Main Menu

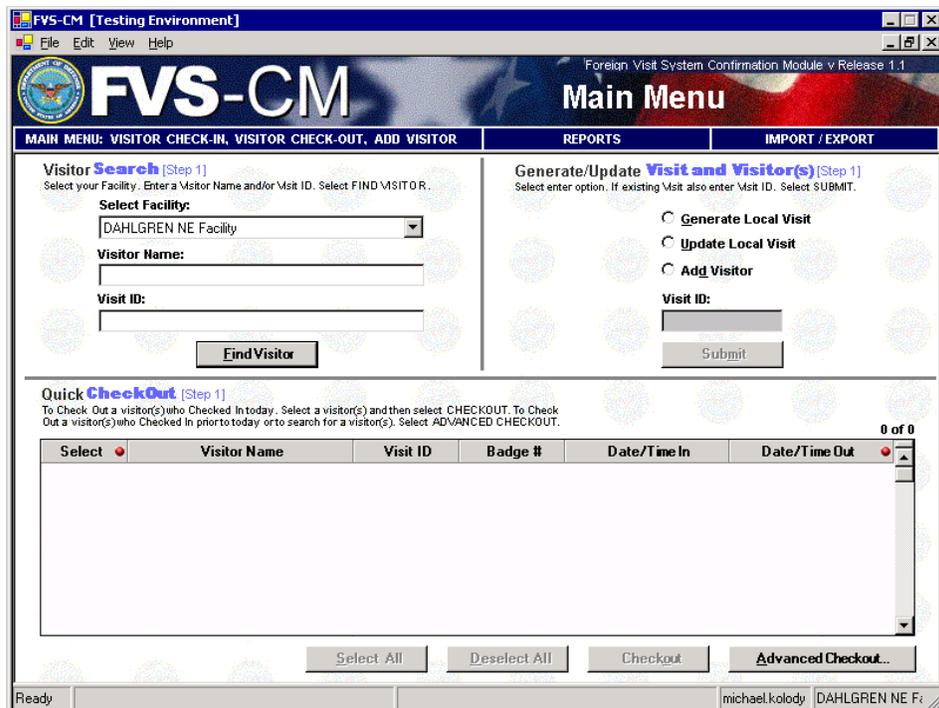


Figure 5-2. Main Menu

The Main Menu (Figure 5-2) is the default screen to appear when the FVS-CM application is initialized. The screen is divided up into four parts: [Visitor Search](#), [Add Visitor](#), [Quick Check Out](#) and [Command bar](#) located above the status bar.

1. [Visitor Search](#) option is used for finding a particular visitor or group of visitors who will be visiting the facility. This search function allows searching in the future for pending visits, and searching in the past up to 30 days from Visit End Date.. This would include visit types extended, recurring, and one time visits. The entries required are Select Facility and a Visitor Name or Visit ID. The selections associated with this area are listed below:
  - **Select Facility** - A drop down selection box for selecting the facility. This is set at installation and not changeable during normal operation. In some instances, there may be more than one selection available for a particular area.
  - **Visitor Name** - The full name of the visitor (Example: Albert Sinclair or Sinclair, Albert).
  - **Visit ID** - There are two different types of ids that can be seen in the FVS-CM system. The first is the one generated by the FVS-CM system and second are those downloaded from the FVS.
  - **Find Visitor** - A command button when selected, initiates a search of the database using the criteria entered in the Visitor Name, Visit ID and Selected Facility.
2. Generate/Update Visit and Visitor(s) is used for creating a new visit, updating a local visit or adding a visitor to an existing visit. A visit can be generated for those visitors that do not have an official request from FVS. Add visitors can also be used to add a visitor to an existing visit. The selections Generate Local visit, Update Local Visit, Add Visitor, Visit ID field and Submit button are described below
  - **Generate Local Visit** - This selection is made when creating a New Visit request. This will result in a new Visit ID being generated at the visiting facility. This is applicable only to FVS-CM local visits.
  - **Update Local Visit** - This selection is made when editing a local visit request. This is for changing information on the New visit screen.
  - **Add Visitor** - This selection is made when adding a Visitor to a current Visit Request. This can be local or FVS DoD generated.
  - **Visit ID** - This area is only active when an Existing Visit selection is made. The user enters the known Visit ID to add a visitor to that visit request. This can be a FVS-CM or FVS visit request ID.
  - **Submit** - A command button when selected processes the selected choice, which is either New Visit or Existing Visit. A New Visit processes the selection to the New Visit screen. An Existing Visit processes the selection to the Add Visitor screen.

3. Quick CheckOut is used to check out visitors who have checked in during the current calendar day. Those visitors who have checked in prior to the current calendar day, need to be checked out by using Advanced Checkout. A table is shown listing the visitors who have checked in for the current calendar day. The column headings Select, Visitor Name, Visit ID, Badge #, Date/Time In, and Date/Time Out are described below:
  - **Select** - Select this box for checking out the visitor.
  - **Visitor Name** - This is the full name of the visitor (Example: Albert Sinclair or Sinclair, Albert).
  - **Visit ID** - There are two different types of ids that can be seen in the FVS-CM system. The first is the one generated by the FVS-CM system and second are those downloaded from the FVS.
  - **Badge #** - The identifying number for the badge issued to the visitor.
  - **Date/Time In** - The month/day/year hour:minutes:seconds and either AM (Ante Meridiem) or PM (Post Meridiem) that the visitor arrived. This data is input when check in is performed.
  - **Date/Time Out** - The month/day/year hour:minutes:seconds and either AM (Ante Meridiem) or PM (Post Meridiem) that the visitor departed. This appears when check out is performed.
4. Command bar contains command buttons that are used for performing task on the Main Menu screen. The Select All, Deselect All and Checkout command buttons are associated with the Quick CheckOut area of the screen.
  - **Select All** - Selecting this button selects all the visitors for checkout on the Quick Check Out area and enters the time in the Date/Time Out column.
  - **Deselect All** - Selecting this button removes the selection of visitors for check out on the Quick Check Out area.
  - **Checkout** - Selecting this button checks out the selected visitors and prompts the system to enter the time for the Date/Time Out in the database.
  - **Advanced Checkout** - Selecting this button takes the user to the Check Out Select screen. This selection is used for checking out visitors that have checked in prior to the current calendar day.

5.3 Multi Visitor Select

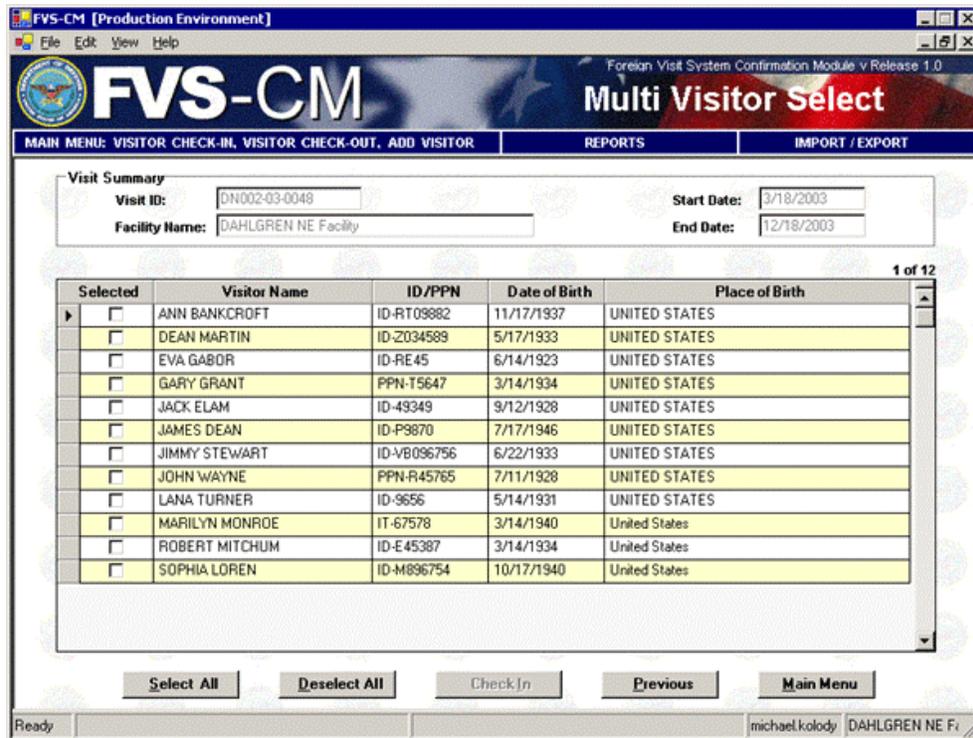


Figure 5-3. Multi Visitor Select

Multi Visitor Select screen (Figure 5-3) appears when the user selects Confirm Visit on the Advance Search or Add Visitor Screens. The screen displays a list of visitors that are associated with the Visit ID of the visitor selected on the Advance Search or Add Visitor screens. The Multi Visitor Select screen is used for selecting the visitors to be check in for a visit request. The user should only select those visitors present. The screen has three parts. They are the Visit Summary, Table showing Visitors, and Command Bar.

1. Visit Summary displays the Visit ID, Facility Name, Start Date and End Date for the visit. This area is not editable. The data is taken from the visit request. Shown below are these fields:
  - **Visit ID** - There are two different types of ids that can be seen in the FVS-CM system. The first is the one generated by the FVS-CM system and second are those downloaded from the FVS.
  - **Facility Name** - The designation of the facility. (Example: Naval Surface Warfare Center)
  - **Start Date** - The month/day/year the visit will start.
  - **End Date** - The month/day/year the visit will end.

2. The visitor table displays a list of visitors associated with the Visit ID. This list is used for selecting those visitors that need to be checked in. The user should only select those visitors present. The column headings are Selected, Visitor Name, ID/PPN, Date of Birth, and Place of Birth. These columns are described below:
  - **Selected** - Select this box for checking in the visitor.
  - **Visitor Name** - This would be the full name of the visitor (Example: Albert Sinclair).
  - **ID/PPN** - This represents the Identification Number or Passport number.
  - **Date of Birth** - The date the person visiting was born in month/day/year.
  - **Place of Birth** - The city and country or country where the visitor was born.
3. Command bar contains buttons that are used for performing a task on the Multi Visitor Select screen. The Select All, Deselect All, and Check In command buttons are associated with the table of visitors. The Previous and Main Menu command buttons takes the user to a different screen. These command buttons are listed below:
  - **Select All** - Selecting this button selects all the visitors.
  - **Deselect All** - Selecting this button removes the selection of visitors.
  - **Check In** - Selecting this button checks in the selected visitor(s) and changes the screen to the Visitor Check In screen. It also records the time in the **Date/Time In** column on the Visitor Check In screen table.
  - **Previous** - Selecting this button takes the user to the previous screen selected.
  - **Main Menu** - Selecting this button takes the user to the Main Menu.

5.4 New Visit

Figure 5-4. New Visit

**Note:** The red ball ● to the left of the field indicates a required field. These fields must be filled in prior to continuing.

**Note:** The user can tab between fields. Type in data and the system will match the entry being typed in. Example: "United S" will yield "United States". Partial entries do work.

**Note:** A red ball with an exclamation mark ●! to the right of the field indicates a required field was not populated.

The New Visit screen (Figure 5-4) is accessed by initiating a New Visit from the Main Menu screen. The screen has two parts. These are Entry area and Command Bar.

1. The entry area fields Visit ID, Facility Name, Visit Type, City, State, and Zip are populated by default. The default fields are determined by the information input at installation time for the specific facility using the program. The Visit ID that appears will be used, once Save is selected, if Save is not initiated before exiting the New Visit screen the current Visit ID will be

recycled and all information input will be lost. These fields are described below:

- **Visit ID** - There are two different types of ids that can be seen in the FVS-CM system. The first is the one generated by the FVS-CM system and second are those downloaded from the FVS.
  - **Facility Name** - This text box contains the name of the facility. This is populated by default.
  - **Visit Type** – There are three visit types that can be selected and are listed below:
    - One Time** - Single, short-term visit (less than 30 days), for a specific purpose.
    - Extended Visit** - Single visit, for extended period greater than 1 year (normally from 3 to 5 years), in support of a government approved program or contract.
    - Recurring Visit** - Intermittent, recurring visits covering a period up to one year in duration in support of a government approved program or contract.
  - **Start Date** - The month/day/year (4 digit year) the visit will start. See Calendar paragraph 8.1 for functional description.
  - **End Date** - The month/day/year(4 digit year) the visit will end. See Calendar paragraph 8.1 for functional description.
  - **Country of Origin** - This is a drop down selection box for selecting the originating Country.
  - **City** - an inhabited place of greater size, population, or importance than a town or village (Example: **Arlington**, VA) this is populated by default.
  - **State** - one of the constituent units of a nation having a federal government (Example: Virginia). This is populated by default.
  - **Zip** - a number that identifies each postal delivery area in the U.S. This is populated by default.
  - **POC Name** - Enter the point of contact who will be the liaison person.
  - **POC Phone** - Enter the point of contact telephone number.
  - **Contract Number** - The identifying number of the agreement associated with the visit.
  - **Disclosure Level** - Level at which information is made known during the course of the visit. The choices are other, confidential, secret, and unclassified.
  - **Purpose** - This is a descriptive statement describing the reason for the visit.
2. Command Bar contains command buttons that are used for performing task on the New Visit screen. The Save command is used to save entries on this

screen. Add Visitor takes you to the Add Visitor screen. The Previous and Main Menu command buttons takes the user to a different screen. These command buttons are explained below:

- **Add Visitor** - Selecting this command brings up the Add Visitor screen.
- **Add Visit** - Selecting this command clears the fields on the screen for entering a new Visit request. The button is activated when selecting previous on the Add Visitor screen after entering the Add Visitor screen from New Visit screen.
- **Save** - Selecting this button stores the information input on the page to the database.
- **Previous** - Selecting this button takes the user to the previous screen selected.
- **Main Menu** - Selecting this button takes the user to the Main Menu.

## 5.5 Advance Search

Visitor Name	ID/PPN	Visit ID	Start Date	Facility Name
ANN BANKCROFT	ID-RT09882	DN002-03-0048	3/18/2003	DAHLGREN NE Facility
DEAN MARTIN	ID-2034589	DN002-03-0048	3/18/2003	DAHLGREN NE Facility
EVA GABOR	ID-RE 45	DN002-03-0048	3/18/2003	DAHLGREN NE Facility
GARY GRIANT	PPN-T5647	DN002-03-0048	3/18/2003	DAHLGREN NE Facility
JACK ELAM	ID-49349	DN002-03-0048	3/18/2003	DAHLGREN NE Facility
JAMES DEAN	ID-P9870	DN002-03-0048	3/18/2003	DAHLGREN NE Facility
JIMMY STEWART	ID-VB096756	DN002-03-0048	3/18/2003	DAHLGREN NE Facility
JOHN WAYNE	PPN-R45765	DN002-03-0048	3/18/2003	DAHLGREN NE Facility

Figure 5-5. Advance Search

The Advanced Search (Figure 5-5) screen appears as a result of initiating a Visitor Search. Advance Search is used to filter the results of a search by using Filter the Results options. This allows the user to reduce the size of the Search Results to a specific area controlled by the inputs used by Filter the Results. This screen is also used to start the process of confirm visits and visitors. The

screen is divided up into five parts; Visitor Search, Filter The Results, Search Results, About The Selected Results and Command Bar. These are described in the following paragraphs.

1. The Visitor Search Area is provided to allow the user to initiate searches from the Advanced Search screen. The use of multiple fields is equivalent to an AND Boolean expression. The AND expression is a logical operator that requires both of two inputs to be present or two conditions to be met for an output to be present. Only one field is required for performing a Find Visitor. The fields are described below:
  - **Visitor Name** - This would be the full name of the visitor (Example: Albert Sinclair or Sinclair, Albert).
  - **Visit ID** - There are two different types of ids that can be seen in the FVS-CM system. The first is the one generated by the FVS-CM system and second are those downloaded from the FVS.
  - **Find Visitor** - A command button when selected initiates a search of the database using the criteria entered in the Visitor Name, and Visit ID.
2. The Filter Results area is used for reducing the size of the results in the Search Results area. The use of multiple fields for filtering is equivalent to an AND Boolean expression. If there is data present in any of the fields those fields are ANDED together to form an AND Boolean expression. (The AND expression is a logical operator that requires all inputs to be present or conditions to be met for an output to be present.) The two command buttons support application of the data input into the fields for the Filter the Result area. These fields and commands are described below:
  - **ID/PPN** - Enter the Identification Number or Passport number.
  - **Facility Name** - The designation of the facility (Example: Naval Surface Warfare Center).
  - **Visit Start Date** - Select the icon to select the date from the drop down calendar. This displays the calendar day/month/year the visit is to begin.
  - **Visit Type** - This is a drop down list box, which has three choices. These are:
    - 1) **One Time Visit** - Single, short-term visit (less than 30 days), for a specific purpose.
    - 2) **Extended Visits** - Single visit, for extended period greater than 1 year (normally from 3 to 5 years), in support of a government approved program or contract.
    - 3) **Recurring Visits** - Intermittent, recurring visits covering a period up to one year in duration in support of a government approved program or contract.
  - **Requesting Country** - This is a drop down selection box for choosing the requesting country for the visit request.

- **Apply Filter** - Selecting this command button applies the entries made in the fields for Filter the Results to the data in the Search Results area.
- **Undo Filter** - Selecting this command button undoes the application of the filter and returns the data that was previously displayed before applying the filter to the Search Results area.

**Note:** Once a filter has been applied click the undo filter button prior to initiating a new filter.

3. The Search Results area displays the results of Visitor Search from the Main Menu and Visitor Search on the Advanced Search screen. The results can be reduced by using the Filter the Results area of the screen. The data shown in these fields is read only. The fields are described below:
  - **Visitor Name** - This would be the full name of the visitor (Example: Albert Sinclair or Sinclair, Albert).
  - **ID/PPN** - This represents the Identification Number or Passport number.
  - **Visit ID** - There are two different types of ids that can be seen in the FVS-CM system. The first is the one generated by the FVS-CM system and second are those downloaded from the FVS.
  - **Start Date** – This represents the calendar day/month/year the visit is to begin. See Calendar paragraph 8.1 for functional description.
  - **Facility Name** - The designation of the facility (Example: Naval Surface Warfare Center).

The "About The Selected Results" area displays the selected search data from "Search Results." The data shown in these fields is read only. The Fields are described below:

- **Visitor Name** - This would be the full name of the visitor (Example: Albert Sinclair).
- **Start Date** - The calendar day/month/year the visit is to begin.
- **End Date** - The month/day/year when the visit ends.
- **Visit Type** - This is a text box, which has three possible entries. These are:
  - One Time Visit
  - Extended Visits
  - Recurring Visits
- **City** - an inhabited place of greater size, population, or importance than a town or village (Example: **Arlington**, VA).
- **State** - one of the constituent units of a nation having a federal government (Example: Virginia).
- **Zip** - a number that identifies each postal delivery area in the U.S.

- **Purpose of Visit** - A descriptive statement describing the intent of the visit.
4. Command Bar contains command buttons that are used for performing task on the Advance Search screen. The Broaden Result, Confirm Visitor and Confirm Visit command buttons work in conjunction with the Search Results area. The Previous and Main Menu command buttons takes the user to a different screen. These command buttons are explained below:
- **Broaden Results** - Selecting this command button broadens the results to an exact match of any name segment (Search Depth 2 of 3). Selecting this button, a second time broadens the search to those that sound like any name segment of the name (Search Depth 3 of 3). This is used with visitor name only.
  - **Confirm Visitor** - Selecting this command button processes the selected visitor to the Visitor Check In screen. If a visitor is processed by another facility and the visitor belongs to your facility then you will need to check with the SPAN Help Desk before processing can take place. A message will appear informing the user of this problem.
  - **Confirm Visit** - Selecting this command button processes the selected Visit ID to the Multi Visitor Select screen. The Multi Visitor Select screen displays all visitors associated with the visit id. If a visitor is processed by another facility and the visitor belongs to your facility then you will need to check with the SPAN Help Desk before processing can take place. A message will appear informing the user of this problem.
  - **Previous** - Selecting this button takes the user to the previous screen selected.
  - **Main Menu** - Selecting this button takes the user to the Main Menu.

5.6 Add Visitor

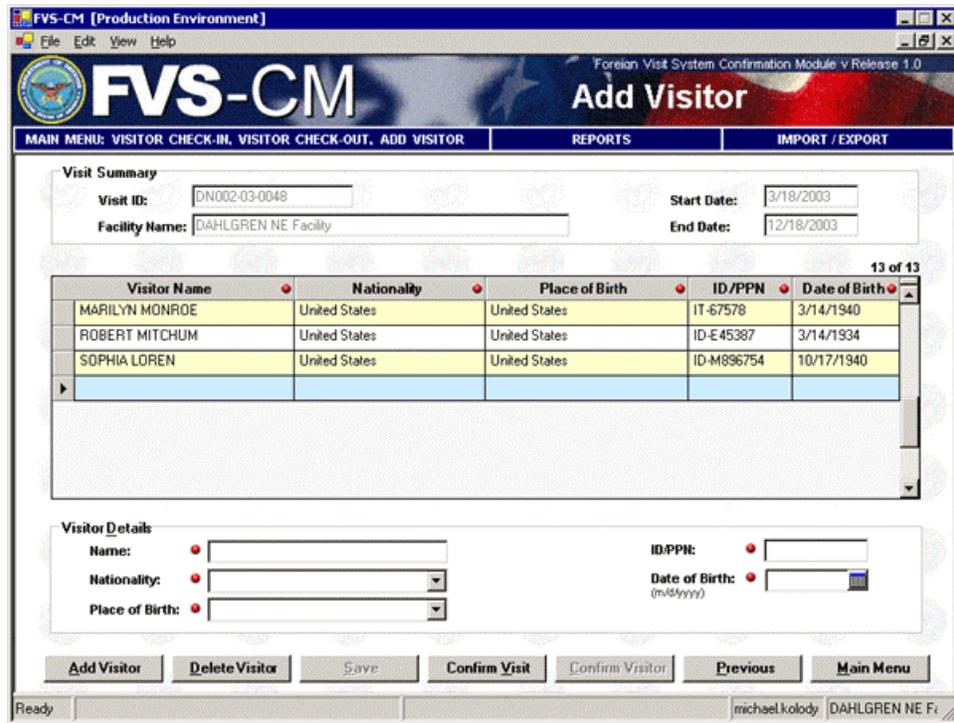


Figure 5-6. Add Visitor

**Note:** The red ball ● to the left of the field indicates a required field. These fields must be filled in prior to continuing.

**Note:** The user can tab between fields. Type in data and the system will match the entry being typed in. Example: "United S" will yield "United States". Partial entries do work.

The Add Visitor screen (Figure 5-6) appears when Add Visit is selected from the Main Menu and if Add New Visitor command button is selected on the Add Visitor screen. The screen has four parts. These are Visit Summary, Table, Visitor Details and Command Bar.

1. Visit Summary displays the Visit ID, Facility Name, Start Date and End Date for the visit. This area is not editable. The data is taken from the visit request. These fields are described below:
  - **Visit ID** - There are two different types of ids that can be seen in the FVS-CM system. The first is the one generated by the FVS-CM system and second are those downloaded from the FVS.
  - **Facility Name** - The designation of the facility (Example: Naval Surface Warfare Center).
  - **Start Date** - The month/day/year the visit will start.

- **End Date** - The month/day/year the visit will end.
2. The table displays a list of visitors associated with the Visit ID. This list is used for selecting those visitors that need to be checked in. By selecting the visitor this allows the user to input descriptive information in the Visitor Details area. Select only visitors present. These columns are described below:
- **Visitor Name** - This would be the full name of the visitor (Example: Albert Sinclair).
  - **Nationality** - The Visitor's legal relationship involving allegiance and usually protection on the part of the state.
  - **Place of Birth** - The city and country where the visitor was born.
  - **ID/PPN** - This represents the Identification Number or Passport number.
  - **Date of Birth** - Displays the date the person visiting was born in month/day/year.
3. Visitor Details contains descriptive information about the visitor selected from the table. These fields are described below:
- **Visitor Name** - Enter the full name of the visitor (Example: Albert Sinclair).
  - **Nationality** - This is a drop down select field for selecting the Visitor's legal relationship involving allegiance and usually protection of a particular state.
  - **Place of Birth** - This is a drop down list box used for selecting the visitor's birth country.
  - **ID/PPN** - Enter the Identification Number or Passport number.
  - **Date of Birth** - Select the date the person visiting was born in month/day/year from the drop down calendar. See calendar (paragraph 8.1) for functional description.
4. The command bar contains command buttons that are used for performing task on the Add Visitor screen. The Add New Visitor, Delete Visitor, and Confirm Visitor are associated with the selected visitor on the table. The Save command stores all changes for the screen. The Confirm Visit command is associated with the Visit ID shown in Visit Summary. The Previous and Main Menu command buttons takes the user to a different screen.
- **Add New Visitor** - Selecting this button adds a new row to the table and clears the Visitor Details area for adding a new visitor.
  - **Delete Visitor** - Selecting this button removes the selected visitor in the table from the Visit Request and database. Only a FVS-CM created visitor can be deleted.
  - **Save** - Selecting this button stores the information input on the page to the database.

- **Confirm Visit** - Selecting this button brings up the Multi Visitor Select screen showing the visitors associated with the visit id shown on the Visit Summary area of the Add Visitor screen.
- **Confirm Visitor** - Selecting this button brings up the Visitor Check In screen for the visitor selected on the Add Visitor screen.
- **Previous** - Selecting this button takes the user to the previous screen selected.
- **Main Menu** - Selecting this button takes the user to the Main Menu.

5.7 Check Out Select

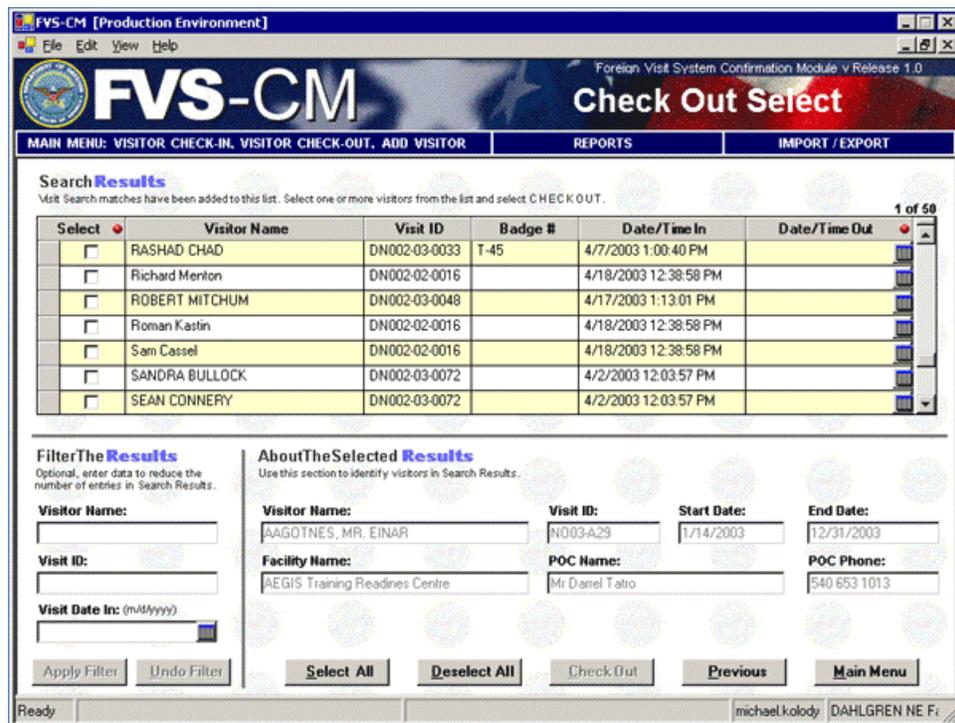


Figure 5-7. Check Out Select

The Check Out Select screen (Figure 5-7) displays as a result of selecting the command button Advance Checkout on the Main Menu. The Check Out Select screen is used to check out visitors from the current and past calendar days.

The screen has four main parts. These are Search Results, Filter The Results, About the Selected Results, and Command Bar.

1. The Search Results area is a list of visitors who have visited the facility but have not been checked out. This includes the current and past calendar days. The user can use the Filter the Results to limit the list to those visitors of interest or just select the visitors that need to be checked out. A description of the fields here are listed below:

- **Selected** - Select visitor.
  - **Visitor Name** - This would be the full name of the visitor (Example: Albert Sinclair).
  - **Visit ID** - The visit id here can be either a FVS-CM visit id or FVS embassy visit id.
  - **Badge #** - The identifying number for the badge issued to the visitor.
  - **Date/Time In** - This data is input when check in is performed.
  - **Date/Time Out** - This is entered manually by selecting the calendar (see paragraph 8.1) icon or will be entered by the system when the visitor to be checked out is selected.
2. The Filter The Results area is used to focus the search Results area to a particular Visit Date In, Visitor Name, or Visit ID. The use of multiple fields for filtering is equivalent to an AND Boolean expression. If there is data present in any of the fields those fields are ANDED together to form an AND Boolean expression (The AND expression is a logical operator that requires all inputs to be present or conditions to be met for an output to be present). The two command buttons allow the user to apply the filter and Undo Filter to view data filtered or not filtered. The fields are described below:
- **Visit Date In** - Select the icon to select the date from the drop down calendar. This represents the calendar day/month/year the visit is to begin. See Calendar paragraph 8.1 for functional description.
  - **Visitor Name** - This would be the full name of the visitor (Example: Albert Sinclair).
  - **Visit ID** - There are two different types of ids that can be seen in the FVS-CM system. The first is the one generated by the FVS-CM system and second are those downloaded from the FVS.
  - **Apply Filter** - Selecting this command button applies the entries made in the fields for Filter The Results to the data in the Search Results area.
  - **Undo Filter** - Selecting this command button will undo the filter and returns the data that was previously displayed before applying the filter to the Search Results area.
3. The About The Selected Results is used to identify the selected visitor in the Search Results area. This provides amplifying information about the visitor. The fields are described below:
- **Visitor Name** - This would be the full name of the visitor (Example: Albert Sinclair).
  - **Visit ID** - There are two different types of ids that can be seen in the FVS-CM system. The first is the one generated by the FVS-CM system and second are those downloaded from the FVS.
  - **Start Date** - The month/day/year the visit will start.

- **End Date** - The month/day/year the visit will end.
  - **Facility Name** - The designation of the facility. (Example: Naval Surface Warfare Center).
  - **POC Name** - This is the name of the person to be contacted if questions arise. Point of Contact (POC).
  - **POC Phone** - This field contains the phone number of the person to be contacted.
4. Command Bar contains command buttons that are used for performing task on the Check Out Select screen. The Select All, Deselect All and Checkout command buttons are associated with the Search Results area of the screen. The Previous and Main Menu command buttons takes the user to a different screen. These commands are explained below:
- **Select All** - Selecting this button selects all the visitors on the Search Results area and enters the time in the Date/Time Out column.
  - **Deselect All** - Selecting this button removes the selection of visitors for check out on the Search Results area.
  - **Checkout** - Selecting this button checks out the selected visitors and prompts the system to enter the time in the Date/Time Out in the database.
  - **Previous** - Selecting this button takes the user to the previous screen selected.
  - **Main Menu** - Selecting this button takes the user to the Main Menu.

5.8 Visitor Check In

Name	Nationality	Badge #	Badge Expiration	Date/Time In
JACK ELAM	United States			4/29/2003 8:25:36 AM

Figure 5-8. Visitor Check In

**Note:** The red ball ● to the left of the field indicates a required field. These fields must be filled in prior to continuing.

**Note:** The error flag ❗ to the right of the field indicates a required field was not populated.

**Note:** The user can tab between fields. Type in data and the system will match the entry being typed in. Example: "United S" will yield "United States." Partial entries do work.

The Visitor Check In screen (Figure 5-8) appears when Confirm Visitor is selected on the Advance Search screen or Add Visitor screen or Check In is selected on the Multi Visitor Select screen. This screen is used for inputting descriptive information about the visitor. The screen is made up of four areas. These are Visit Summary, Table, Visitor Details and Command Bar.

1. Visit Summary displays the Visit ID, Facility Name, POC Phone and POC Name. This area is not editable. The data is taken from the visit request. Shown below are these fields:
  - **Visit ID** - There are two different types of ids that can be seen in the FVS-CM system. The first is the one generated by the FVS-CM system and second are those downloaded from the FVS.
  - **Facility Name** - The designation of the facility. (Example: Naval Surface Warfare Center).
  - **POC Name** - This is the name of the person to be contacted if questions arise. Point of Contact (POC).
  - **POC Phone** - This field contains the phone number of the person to be contacted.
  
2. The table displays a list of visitors associated with the Visit ID. This list is used for selecting those visitors that need to be checked in. By selecting the visitor this allows the user to input descriptive information in the Visitor Details area. Visitor Name and Nationality can be edited here. Those changes are reflected in the database. Select only visitors present. These columns are described below:
  - **Name** - This would be the full name of the visitor (Example: Albert Sinclair). This can be edited to correct spelling.
  - **Nationality** - This is a drop down selection box, which country selection, which displays the Visitor's legal relationship involving allegiance and usually protection on the part of the state. This can be edited.
  - **Badge #** - This displays the identifying number for the badge issued to the visitor.
  - **Badge Expiration** - This displays the month/day/year hour:minutes:seconds and either AM (Ante Meridiem) or PM (Post Meridiem) that the visitor badge is no longer valid. Selecting the icon for badge expiration brings up a calendar for creating this date.
  - **Date/Time In** - This displays the month/day/year hour:minutes:seconds and either AM (Ante Meridiem) or PM (Post Meridiem) that the visitor arrived. This data is input when Confirm Visitor is performed from Advance Search or Check In is performed from Multi Visitor Select.
  
3. Visitor Details contains descriptive information about the visitor. Once this information is entered, it is retrieved with each successive visit that the visitor makes. The Visitor Check In screen will appear each time the visitor makes a visit, so the information can be updated each visit if necessary. The fields are described below:
  - **ID/PPN** - This represents the Identification Number or Passport number.
  - **ID/PPN Type** - This is a drop down list box with three choices. These are Driver License, Identification Card and Passport.

- **VISA Cat** - This is a drop down selection box with three category choices. These are Diplomat, Official, and Regular. This selection identifies the visitor with a certain group.
  - **VISA#** - This is an alphanumeric identifier.
  - **VISA TYPE** - This is a drop down selection box with seven choices. These are Business, Exchange Visitor, Foreign Diplomat, International government, Press, Student, and Tourist. This identifies the visitors area of interest.
  - **Date of Birth** - The date the person visiting was born in month/day/year. Editing date of birth to a value less than 18 years from the present date will require the user to confirm date of birth. See calendar (paragraph 8.1) for functional description
  - **Place of Birth** - The city and country where the visitor was born.
  - **Maiden Name** - Enter the surname of a female before she marries. This is not applicable to male visitors.
  - **Escort Name** - Enter the full name of the person assigned to accompany the visitor.
  - **Local Phone** - Enter the telephone number where the visitor can be reached.
  - **Local Lodging** - Name of the place where the visitor will be residing during the visit period.
  - **Gender** - This is a drop down selection with two choices. Male or Female
  - **Hair Color** - This is a drop down list box for selecting hair color.
  - **Eye Color** - This is a drop down selection box for selecting eye color
  - **Height** - Enter the height of the visitor in feet and inches.
  - **Weight** - Enter the weight of the visitor in pounds.
4. The Command bar contains command buttons that are used for performing task on the Visitor Check In screen. The Delete Visitor and Save command buttons are associated with actions on the Visitor Check In screen. The Previous and Main Menu command buttons takes the user to a different screen.
- **Remove Visitor** - Selecting this button removes the selected visitor from the Visitor Check In list, but the visitor remains resident in the database.
  - **Save** - Selecting this button stores the information input on the page to the database. A visitor previously checked in and is not checked out, is checked out by the system and then checked back in by the system..
  - **Previous** - Selecting this button takes the user to the previous screen selected.
  - **Main Menu** - Selecting this button takes the user to the Main Menu.

5.9 Reports

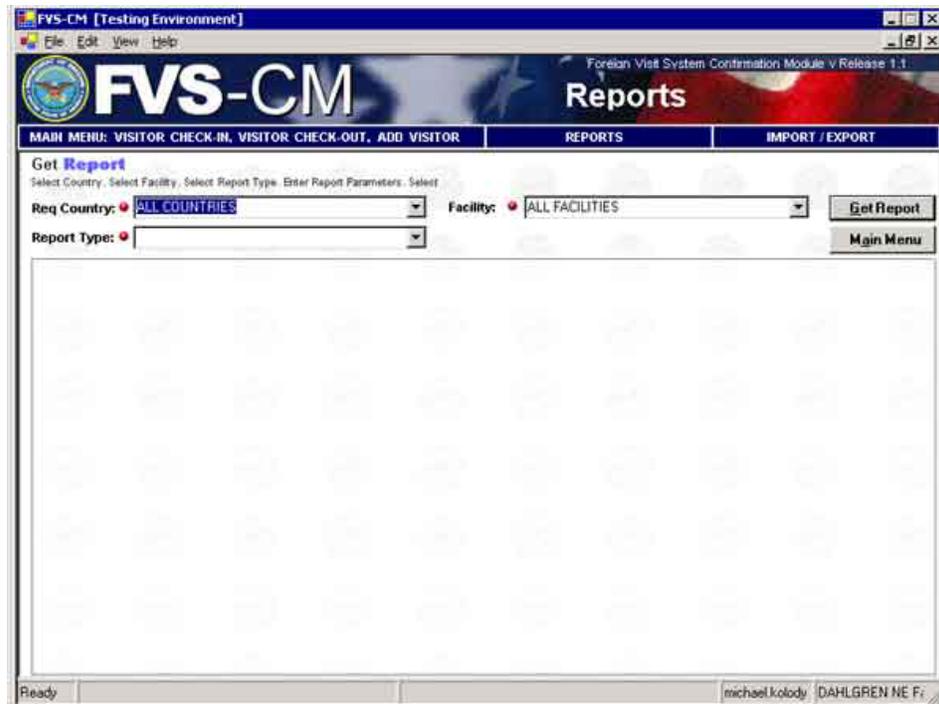


Figure 5-9. Default Report Screen

The selection of the Reports command displays the initial default Reports screen (Figure 5-9). This screen contains a blank drop down list box for selecting the type of report to run; a Get Report command button for initiating the report and the command button Main Menu. The drop down list box has a selection of six different types of reports. These reports are:

- Daily Visitor Statistics
- Monthly Visitor Statistics
- Quarterly Visitor List
- Quarterly Visitor Statistics
- Daily Visit Log
- Yearly Visitor Statistics

A toolbar appears when a report is generated. See [Reports Toolbar](#) (paragraph 8.2) for description. The reports will be described in the following paragraphs.

5.9.1 Daily Visitor Statistics

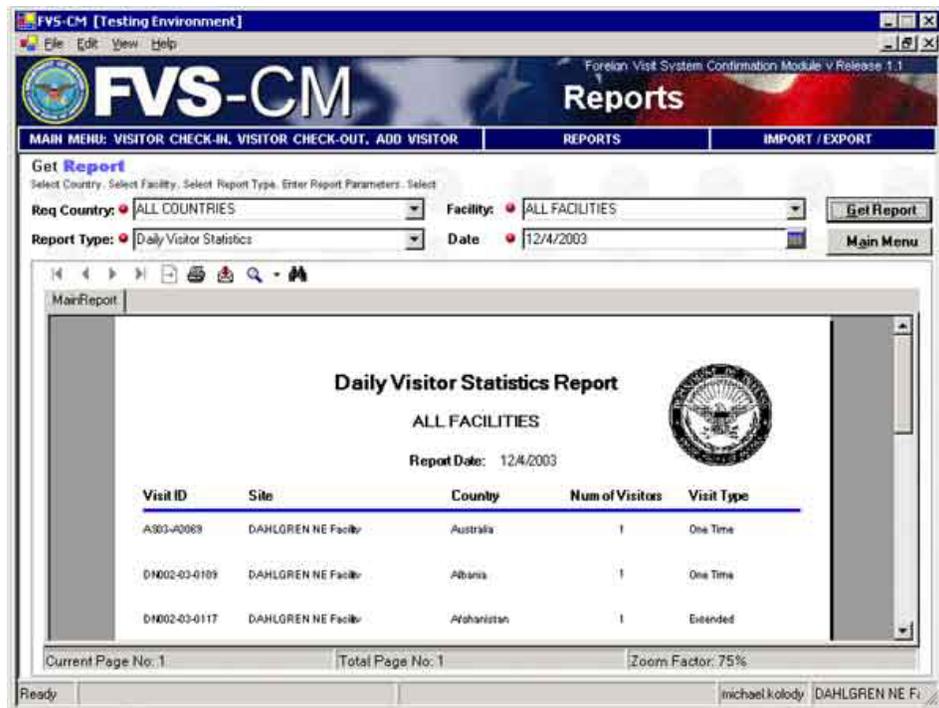


Figure 5-10. Daily Visitor Statistics

The Daily Visitor Statistics Report (Figure 5-10) is broken down into two defined areas. These are the Get Report area and display area. The Get Report area contains the fields used to tailor the report to certain conditions and command buttons for initiating the report or going to the Main Menu. The selection area fields and commands are defined below:

- **Organization**- This field is defined at installation and is not normally editable.
- **Report Type** – selecting daily visitor statistics causes the date field to be displayed.
- **Facility** – Defines the site, which the report will be run on.
- **Date** – Selecting a specific date for the report can be achieved by selecting the calendar icon (paragraph 8.1) for calendar use) or inputting the date manually in mm/dd/yyyy format.
- **Get Report** – Selecting this button, once daily visitor statistics, date and facility have been made, presents the report in the display area.
- **Main Menu** – Selecting this button takes the user to the Main Menu.

Once the date field selection is made, select the Get Report button and the Daily Visitor Statistics report will be displayed. The report header displays the title of the report, Facility and location, and report date for the calendar day selected for

the report in mm/dd/yyyy format. The report data is displayed in column format. The column headers are described below:

- **Visit ID** – There are two different types of ids that can be seen in the FVS-CM system. The first is the one generated by the FVS-CM system and second are those downloaded from the FVS.
- **Site** – Shows the facility where the visit will take place.
- **Country** –Shows the requesting country for the visit request. This only supports FVS generated visit requests.
- **Number of Visitors** - This displays the number of visitor who participated in the visit.
- **Visit Type** – The displays the whether the visit type was one time, extended or recurring.

The report display area also contains a tool bar (paragraph 8.2) and status bar. The status bar has three parts. Reading from left to right are the Current page number, Total page number and zoom factor used for viewing the report.

## 5.9.2 Monthly Visitor Statistics

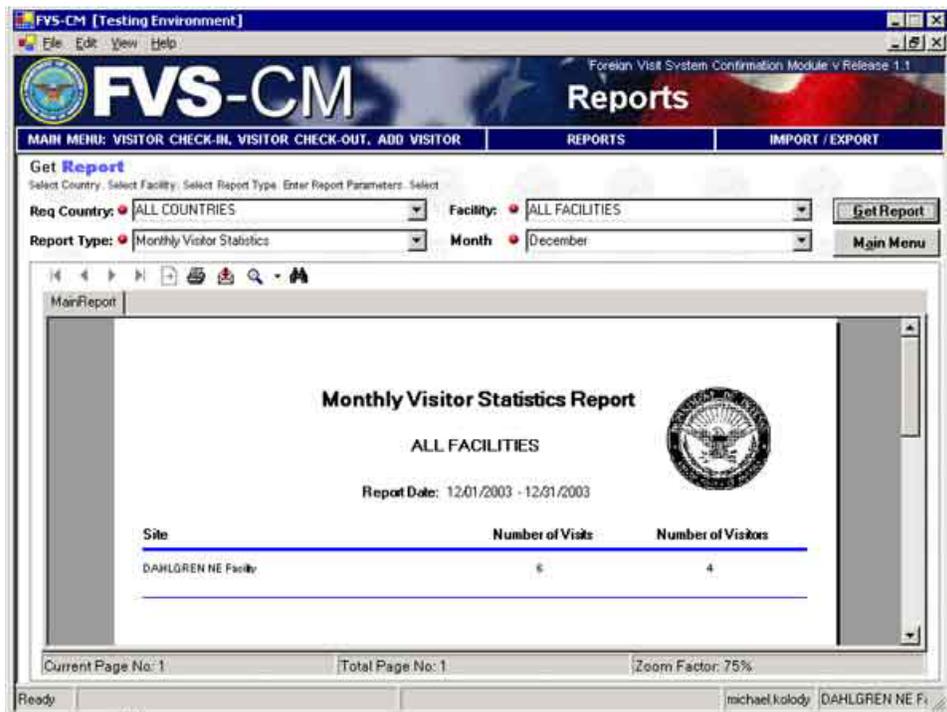


Figure 5-11. Monthly Visitor Statistic

The Monthly Visitor Statistics Report (Figure 5-11) is broken down into two defined areas. These are the Get Report area and display area. The Get Report area contains the fields used to tailor the report to certain conditions and

command buttons for initiating the report or going to the Main Menu. The selection area fields and commands are defined below:

- **Organization**- This field is defined at installation and is not normally editable.
- **Report Type** – selecting monthly visitor statistics causes the month field to be displayed.
- **Facility** – Defines the site, which the report will be run on.
- **Month** – This is a drop down list box displaying the twelve months of the year. Just select the desired month for the report..
- **Get Report** – Selecting this button, once daily visitor statistics, date and facility have been made, presents the report in the display area.
- **Main Menu** – Selecting this button takes the user to the Main Menu.

Once the month field selection is made, select the Get Report button and the Monthly Visitor Statistics report will be displayed. The report header displays the title of the report, Facility and location, and report date from the beginning of the month selected to the end of the month in mm/dd/yyyy format. The report data is displayed in column format. The column headers are described below:

- **Site Location** - Shows the facility where the visit took place.
- **Number of Visits** – Shows the numerical value of visits at the site.
- **Number of Visitors** – Shows the numerical value of visitors that visited the site.

The report display area also contains a tool bar (paragraph 8.2) and status bar. The status bar has three parts. Reading from left to right are the Current page number, Total page number and zoom factor used for viewing the report.

5.9.3 Quarterly Visitor List

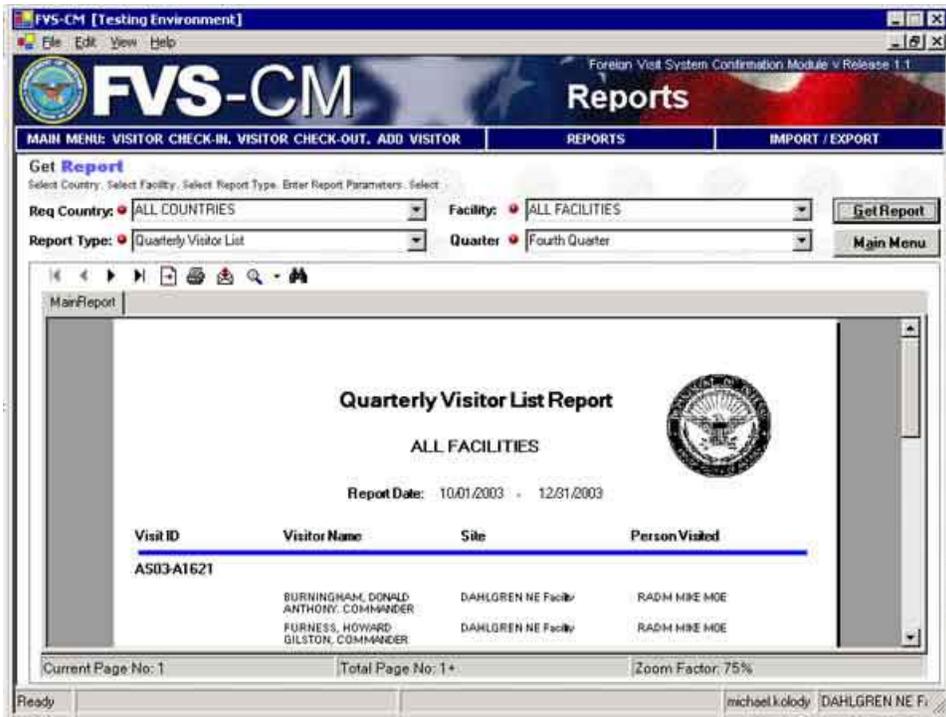


Figure 5-12. Quarterly Visitor List

The Quarterly Visitor List Report (Figure 5-11) is broken down into two defined areas. These are the Get Report area and display area. The Get Report area contains the fields used to tailor the report to certain conditions and command buttons for initiating the report or going to the Main Menu. The selection area fields and commands are defined below:

- **Organization**- This field is defined at installation and is not normally editable.
- **Report Type** – selecting monthly visitor statistics causes the month field to be displayed.
- **Facility** – Defines the site, which the report will be run on.
- **Quarter** – This is a drop down list box displaying the four quarters of the year. Just select the desired quarter for the report..
- **Get Report** – Selecting this button, once daily visitor statistics, date and facility have been made, presents the report in the display area.
- **Main Menu** – Selecting this button takes the user to the Main Menu.

Once the Quarter field selection is made, select the Get Report button and the Quarterly Visitor List report will be displayed. The report header displays the title of the report, Facility and location, and report date from the beginning of the

quarter to the end of the quarter in mm/dd/yyyy format. The report data is displayed in column format. The column headers are described below:

- **Visit ID** – There are two different types of ids that can be seen in the FVS-CM system. The first is the one generated by the FVS-CM system and second are those downloaded from the FVS
- **Visitor Name** – This would be the name of the visitor
- **Site** – This is where the visitor visited.
- **Person Visited** – This is the point of contact referenced in the visit request.

The report display area also contains a tool bar (paragraph 8.2) and status bar. The status bar has three parts. Reading from left to right are the Current page number, Total page number and zoom factor used for viewing the report.

#### 5.9.4 Quarterly Visitor Statistics

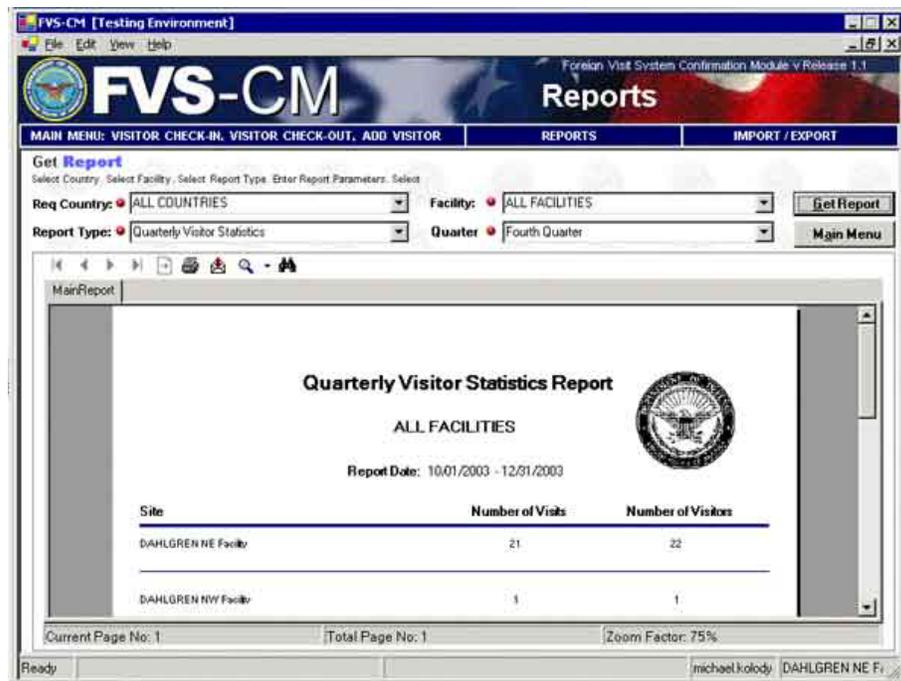


Figure 5-13. Quarterly Visitor Statistics

The Quarterly Visitor Statistics Report (Figure 5-13) is broken down into two defined areas. These are the Get Report area and display area. The Get Report area contains the fields used to tailor the report to certain conditions and command buttons for initiating the report or going to the Main Menu. The selection area fields and commands are defined below:

- **Organization**- This field is defined at installation and is not normally editable.

- **Report Type** – selecting monthly visitor statistics causes the month field to be displayed.
- **Facility** – Defines the site, which the report will be run on.
- **Quarter** – This is a drop down list box displaying the four quarters of the year. Just select the desired quarter for the report.
- **Get Report** – Selecting this button, once daily visitor statistics, date and facility have been made, presents the report in the display area.
- **Main Menu** – Selecting this button takes the user to the Main Menu

Once the Quarter field selection is made, select the Get Report button and the Quarterly Visitor Statistics report will be displayed. The report header displays the title of the report, Facility and location, and report date from the beginning of the quarter to the end of the quarter in mm/dd/yyyy format. The report data is displayed in column format. The column headers are described below:

- **Site** - Shows the facility where the visit took place.
- **Number of Visits** – Shows the numerical value of visits at the site.
- **Number of Visitors** – Shows the numerical value of visitors that visited the site.

The report display area also contains a tool bar (paragraph 8.2) and status bar. The status bar has three parts. Reading from left to right are the Current page number, Total page number and zoom factor used for viewing the report.

5.9.5 Daily Visit Log

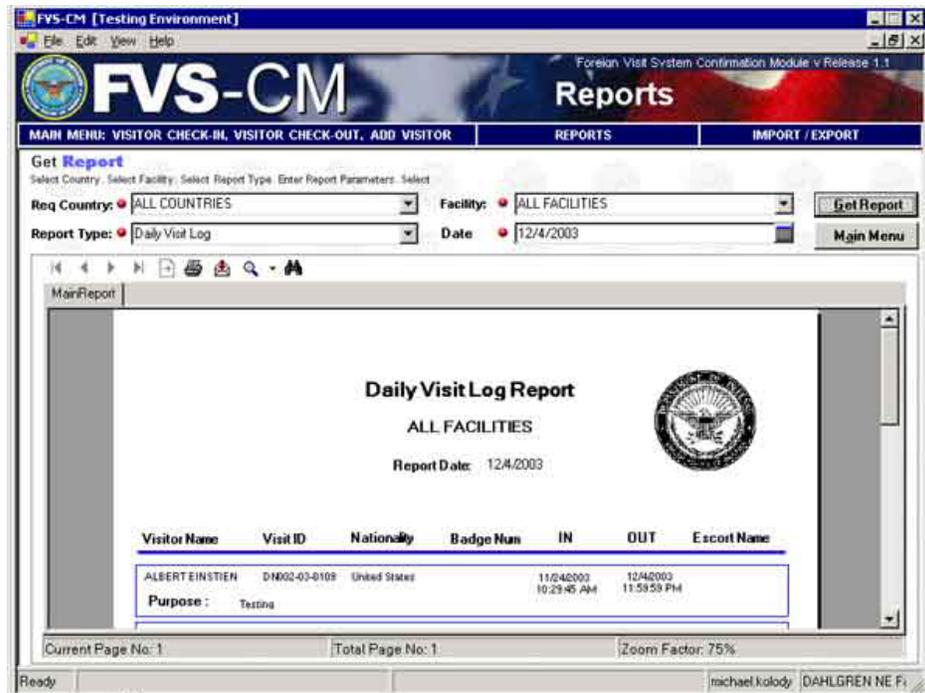


Figure 5-14. Daily Visit Log

The Daily Visitor Log Report (Figure 5-14) is broken down into two defined areas. These are the Get Report area and display area. The Get Report area contains the fields used to tailor the report to certain conditions and command buttons for initiating the report or going to the Main Menu. The selection area fields and commands are defined below:

- **Organization**- This field is defined at installation and is not normally editable.
- **Report Type** – selecting monthly visitor statistics causes the month field to be displayed.
- **Facility** – Defines the site, which the report will be run on.
- **Date** – Selecting a specific date for the report can be achieved by selecting the calendar icon (paragraph Calendar) or inputting the date manually in mm/dd/yyyy format.
- **Get Report** – Selecting this button, once daily visitor statistics, date and facility have been made, presents the report in the display area.
- **Main Menu** – Selecting this button takes the user to the Main Menu

Once the date field selection is made, select the Get Report button and the Daily Visitor Log report will be displayed. The report header displays the title of the report, Facility and location, and report date for the calendar day selected for the

report in mm/dd/yyyy format. The report data is displayed in column format. The column headers are described below:

- **Visitor Name** – This would be the name of the visitor
- **Visit ID** – There are two different types of ids that can be seen in the FVS-CM system. The first is the one generated by the FVS-CM system and second are those downloaded from the FVS
- **Nationality** – Displays the Visitor's legal relationship involving allegiance and usually protection on the part of the state.
- **Badge** – Displays the identifying number for the badge issued to the visitor.
- **IN** – This displays the month/day/year hour:minutes:seconds and either AM (Ante Meridiem) or PM (Post Meridiem) that the visitor arrived.
- **OUT** – This displays the month/day/year hour:minutes:seconds and either AM (Ante Meridiem) or PM (Post Meridiem) that the visitor badge is no longer valid.
- **Escort Name** – This would be the name of the person designated to guide the visitor.

The report display area also contains a tool bar (paragraph 8.2) and status bar. The status bar has three parts. Reading from left to right are the Current page number, Total page number and zoom factor used for viewing the report.

5.9.6 Yearly Visitor Statistic

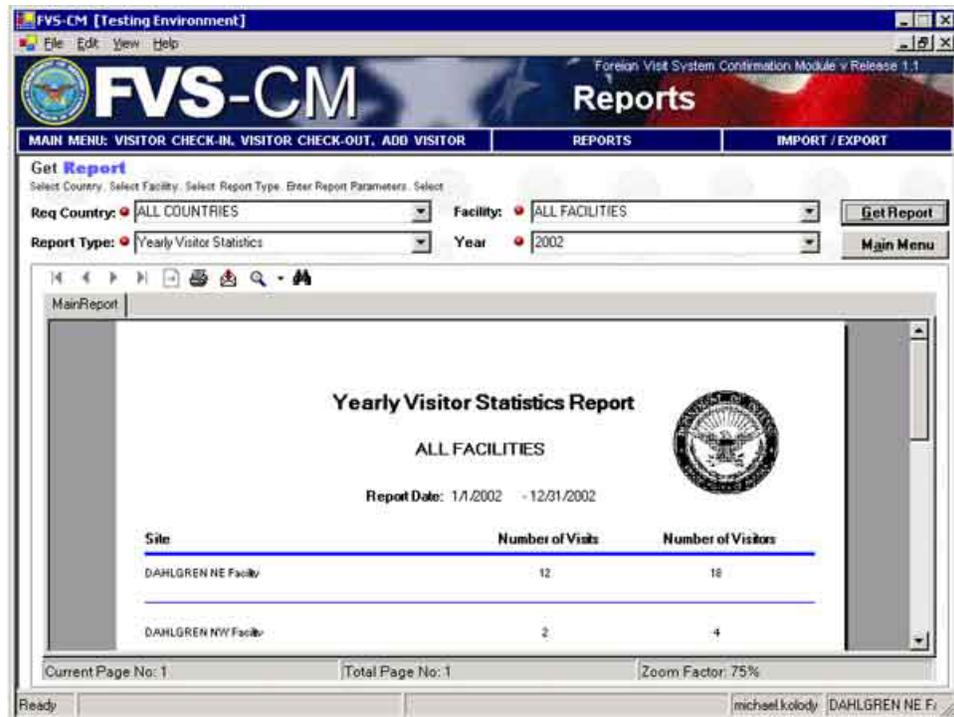


Figure 5-15. Yearly Visitor Statistic

The Yearly Visitor Statistics Report (Figure 5-15) is broken down into two defined areas. These are the Get Report area and display area. The Get Report area contains the fields used to tailor the report to certain conditions and command buttons for initiating the report or going to the Main Menu. The selection area fields and commands are defined below:

- **Organization** - This field is defined at installation and is not normally editable.
- **Report Type** – selecting daily visitor statistics causes the date field to be displayed.
- **Facility** – Defines the site, which the report will be run on.
- **Date** – Selecting a specific date for the report can be achieved by selecting the calendar icon (paragraph 8.1) for calendar use) or inputting the date manually in mm/dd/yyyy format.
- **Get Report** – Selecting this button, once daily visitor statistics, date and facility have been selected, presents the report in the display area.
- **Main Menu** – Selecting this button takes the user to the Main Menu.
- **Get Report** – Selecting this button, once daily visitor statistics, date and facility have been selected, presents the report in the display area.

- **Main Menu** – Selecting this button takes the user to the Main Menu.

Once the year field selection is made, select the Get button and the Yearly Visitor Statistic report will be displayed. The report header displays the title of the report, Facility and location, and report date for the calendar day selected for the report in mm/dd/yyyy format. The report data is displayed in column format. The column headers are described below:

- **Site Location** - Shows the facility where the visit took place.
- **Number of Visits** – Shows the numerical value of visits at the site.
- **Number of Visitors** – Shows the numerical value of visitors that visited the site.

The report display area also contains a tool bar (paragraph 8.2) and status bar. The status bar has three parts. Reading from left to right are the Current page number, Total page number and zoom factor used for viewing the report.

## 6. PROCESSING PROCEDURES

The FVS-CM system provides a means for tracking visitors to classified sites. The system has several processes associated with it that enable the user to develop visits, handle visit requests and keep track of visitors and visit ids to various sites. These processes are defined in the following paragraphs.

### 6.1 Confirm Visitor

The Confirm Visitor request is used when a single visitor presents himself or herself for a visit. This provides the procedure necessary for finding the visitor in the database and checking in that visitor to the facility. Shown below is the Confirm Visitor procedure.

**Note:** The red ball ● to the left of the field indicates a required field. These fields must be filled in prior to continuing.

**Note:** The error flag ❗ to the right of the field indicates a required field was not populated.

**Note:** The user can tab between fields. Type in data and the system will match the entry being typed in for a dropdown list box. Example: "United S" will yield "United States". Partial entries do work.

1. On the Main Menu Select Facility by selecting  and then, select facility.
2. Under Visitor Search, enter Visitor Name or Visit ID.

**Visitor Search** [Step 1]  
Select your Facility. Enter a Visitor Name and/or Visit ID. Select FIND VISITOR.

**Select Facility:**

**Visitor Name:**

**Visit ID:**

3. Select **Find Visitor** and the Advance Search screen appears with the results showing in the Search Results area.

**Search Results**

Visit Search matches have been added to this list. Select the correct visitor from the list and select CONFIRM VISITOR or CONFIRM VISIT. Select BROADEN RESULTS in combination with VISITOR NAME to see more visitors.

1 of 4

Visitor Name	ID/PPN	Visit ID	Start Date	Facility Name
COTTRILL, PATRICIA S	296464780	UK02-A1950	5/1/2002	
DORAN, MICHAEL P	082165911	UK02-A1950	5/1/2002	
GIANSANTI, MARY A	186327096	UK02-A1950	5/1/2002	
RODGERS, PAMELA A	208389002	UK02-A1950	5/1/2002	

- Select Visitor to Confirm by selecting the left hand gray column and the button appears confirming the selection.
- Select **Confirm Visitor** and the [Visitor Check In](#) screen appears. Visitor appears on Visitor Check In screen as shown:

Name	Nationality	Badge #	Badge Expiration	Date/Time In
ALDRIDGE, MICHAEL EDWIN, MR	United States			3/13/2003 9:07:31 AM

- In the Badge # box, type Badge #.
- Select Badge Expiration date by selecting  and calendar appears (see paragraph 8.1 [calendar](#) for operation).
- Goes to the Visitor Details section.

**Visitor Details**

ID/PPN: <input type="text" value="SSN: 429-02-1448"/>	Date of Birth: <input type="text" value="7/30/1950"/> 	Gender: <input type="text" value="Male"/>
ID/PPN Type: <input type="text" value="Identification Card"/>	Place of Birth: <input type="text" value="SPOKANE, WA"/>	Hair Color: <input type="text"/>
VISA Cat: <input type="text"/>	Maiden Name: <input type="text"/>	Eye Color: <input type="text"/>
VISA #: <input type="text" value="121115"/>	Escort Name: <input type="text"/>	Height: Ft <input type="text"/> In <input type="text"/>
VISA Type: <input type="text"/>	Local Phone: <input type="text"/>	Weight: <input type="text"/>
Comments: <input type="text"/>	Local Lodging: <input type="text"/>	

- In the ID/PPN (Identification/ Passport Number) box, type the ID/PPN if not already entered.
- In the ID/PPN Type list, select ID/PPN Type.
- In the VISA Cat: list, select VISA Cat.

12. In the VISA # box, type VISA #.
13. In the VISA Type list, select VISA Type.
14. Select Date of Birth by selecting  and calendar appears (see paragraph 8.1 [calendar](#) for operation).
15. In the Place of Birth box, type Place of birth.
16. In the Maiden Name box, type Maiden Name.
17. In the Escort Name box, type Escort Name.
18. In the Local Phone box, type Local Phone.
19. In the Local Lodging box, type Local Lodging.
20. In the Gender list, select Gender.
21. In the Hair Color list, select Hair Color.
22. In the Eye Color list, select Eye Color.
23. In the Height in feet and inches box, type Height in feet and inches.
24. In the Weight box, type Weight in pounds.
25. Select **Save**
26. Select Main Menu and the visitor checked in should be displayed in the **Quick Checkout** area.

## 6.2 Confirm Visit

The confirm visit procedure is used when multiple visitors listed on a visit request present themselves to be checked in. Listed below is the Confirm Visit procedure.

**Note:** A red ball  to the left of the field indicates a required field. These fields must be filled in prior to continuing.

**Note:** An error flag  to the right of a field indicates a required field was not populated.

**Note:** The user can tab between fields.

**Note:** Type in data and the system will match the entry being typed in for a dropdown list box. . Example: "United S" will yield "United States". Partial entries do work.

1. On the [Main Menu](#) under Visitor Search enter **Visit ID**.

**Visitor Search** [Step 1]

Select your Facility. Enter a Visitor Name and/or Visit ID. Select FIND VISITOR.

**Select Facility:**

DAHLGREN NE Facility

**Visitor Name:**

**Visit ID:**

**Find Visitor**

2. Select **Find Visitor** and the [Advance Search](#) screen appears with the results showing in the Search Results area.

**Search Results**

Visit Search matches have been added to this list. Select the correct visitor from the list and select CONFIRM VISITOR or CONFIRM VISIT. Select BROADEN RESULTS in combination with VISITOR NAME to see more visitors.

1 of 4

Visitor Name	ID/PPN	Visit ID	Start Date	Facility Name
▶ COTTRILL, PATRICIA S	296464780	UK02-A1950	5/1/2002	
DORAN, MICHAEL P	082165911	UK02-A1950	5/1/2002	
GIANSANTI, MARY A	186327096	UK02-A1950	5/1/2002	
RODGERS, PAMELA A	208389002	UK02-A1950	5/1/2002	

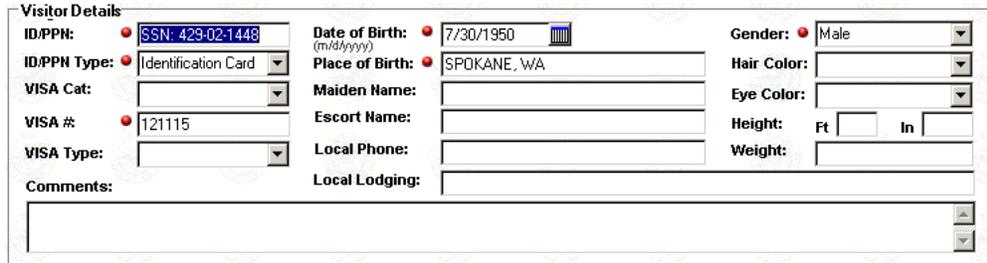
3. Select Visit ID to Confirm
4. Select **Confirm Visit** and the [Multiple Visitor Select](#) screen appears.
5. Select only those visitors from the Selected column that are present.
6. Select **Check In** and the [Visitor Check In](#) screen appears.
7. List of visitors appears on Visitor Check In screen as shown:

Name	Nationality	Badge #	Badge Expiration	Date/Time In
▶ ALDRIDGE, MICHAEL EDWIN, MR	United States			3/13/2003 9:07:31 AM

8. Select far left column next to visitor to select and **▶** button appear indicating selected visitor.
9. In the Badge # box, type Badge #.

10. Select Badge Expiration date by selecting  and calendar appears. (See paragraph 8.1 [calendar](#) for operation.)

11. Go to the Visitor Details section.



<b>Visitor Details</b>		
ID/PPN: <input type="text" value="SSN: 429-02-1448"/>	Date of Birth: <input type="text" value="7/30/1950"/> 	Gender: <input type="text" value="Male"/>
ID/PPN Type: <input type="text" value="Identification Card"/>	Place of Birth: <input type="text" value="SPOKANE, WA"/>	Hair Color: <input type="text"/>
VISA Cat: <input type="text"/>	Maiden Name: <input type="text"/>	Eye Color: <input type="text"/>
VISA #: <input type="text" value="121115"/>	Escort Name: <input type="text"/>	Height: Ft <input type="text"/> In <input type="text"/>
VISA Type: <input type="text"/>	Local Phone: <input type="text"/>	Weight: <input type="text"/>
Comments: <input type="text"/>	Local Lodging: <input type="text"/>	

12. In the ID/PPN (Identification/Passport Number) box, type ID/PPN if not already entered.

13. In the ID/PPN Type list, select ID/PPN Type.

14. In the VISA Cat: list, select VISA CAT:.

15. In the VISA # box, type VISA #.

16. In the VISA Type list, select VISA Type.

17. Select Date of Birth by selecting  and calendar appears (See [Calendar](#) for operation).

18. In the Place of Birth box, type Place of Birth.

19. In the Maiden Name box, type Maiden Name.

20. In the Escort Name box, type Escort Name.

21. In the Local Phone box, type Local Phone.

22. In the Local Lodging box, type Local Lodging.

23. In the Gender list, select Gender.

24. In the Hair Color list, select Hair Color.

25. In the Eye Color list, select Eye Color.

26. In the Height box, type Height in feet and inches.

27. In the Weight box, type Weight in pounds.

28. Enter Purpose of Visit in the comments field.

29. Repeat steps 8 through 28 for each visitor.

30. Select **Save**

31. Select [Main Menu](#) and the visitors checked in should be displayed in the **Quick Checkout** area.

6.3 Advance Checkout

The process of checking out visitors for the current day and past days can be accomplished by using the Advance Check out procedure. The procedure provides a means for reducing the size of the list of visitors to a manageable level. Reducing the list to a manageable level is accomplished by using the Filter Result function, which is located on the Check Out Select screen. Listed below is the Advance Check Out procedure.

1. On the [Main Menu](#), select  and the [Check Out Select](#) screen appears.
2. If the list of visitors is too long in the Search Results area it can be shortened by using paragraph 6.5 Filter Advance Search Results.
3. Go to the **Search Results** area, and select the Visitor or Visitors to Check Out from the Select column.

**Search Results**  
Visit Search matches have been added to this list. Select one or more visitors from the list and select CHECK OUT.

Select	Visitor Name	Visit ID	Badge #	Date/Time In	Date/Time Out
<input checked="" type="checkbox"/>	ALLAN, JAMES G	UK02-A857		12/31/2002 9:07:25 AM	2/26/2003 11:09:33 A
<input type="checkbox"/>	Andrew Hanky	DN002-02-0023	B6598	12/31/2002 2:11:21 PM	
<input type="checkbox"/>	Andrew Jackson	DN002-02-0010	1234	12/27/2002 6:43:58 AM	
<input type="checkbox"/>	AUTHOR RANDALL	DN002-03-0039	BE 3298	2/26/2003 8:41:53 AM	
<input type="checkbox"/>	AWANG, EDWIN	UK02-A857		12/31/2002 9:07:25 AM	
<input type="checkbox"/>	BAGGALEY, DENIS B	UK02-A857		12/31/2002 9:07:25 AM	
<input type="checkbox"/>	BEAUMONT, PAUL A	UK02-A1851		1/16/2003 3:34:56 PM	

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4. Select  and the visitor(s) are checked out and removed from the list.

6.4 Filter Check Out Select

The Filter Check Out Select procedure is used in instances where numerous visitors are found when performing a visitor search. This procedure allows the user to reduce the size of the list by applying filters to the search and makes the list manageable for selecting visitors in question for check out.

**Note:** The fields in the Filter Results area form a Boolean AND expression if filled in. Empty fields are ignored.

**Note:** This procedure assumes that Check Out Select screen is selected.

1. Go to Filter The Results area.

**FilterTheResults**

Optional, enter data to reduce the number of entries in Search Results.

Visit Date In: (m/d/yyyy)

Visitor Name:

Visit ID:

Apply Filter

Undo Filter

**Note:** One of the three fields must be selected to apply a filter.

2. Select Visit Date In by selecting  and calendar appears. See below:

Calendar View once icon is initially selected.

April, 2003						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

 Today: 3/4/2003

Calendar view once year is selected.

April, 2003						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

 Today: 3/4/2003

3. Select year by selecting increase/decrease buttons as needed.
4. Select month by using the left/right buttons at the top of the calendar to select next month or previous month.
5. Select day and date is entered in Visit Date In.
6. In the Visitor Name box, type Visitor Name.
7. In the Visit ID box, type Visit ID.
8. Select **Apply Filter** and the Search Results list should be reduced in size.
9. Select **Undo Filter** to restore Search Results to original state.

## 6.5 Filter Advance Search Results

The Filter Advance Search Results procedure is used in instances where numerous visitors are found when performing a visitor search. This procedure allows the user to reduce the size of the list by applying filters to the search and

makes the list manageable for selecting visitors in question for confirm visit or confirm visitor.

The fields in the Filter The Results area form a Boolean AND expression if filled in. Empty fields are ignored.

**Note:** This procedure assumes that Advance Search screen is selected and the Search Results area is populated.

1. Go to Filter The Results area.

**FilterThe Results**  
Optional, enter data to reduce the number of entries in Search Results.

**ID/PPN:**

**Facility Name:**

**Visit Start Date:** (m/d/yyyy)  
 

**Visit Type:**

**Requesting Country:**

**Note:** One of the five fields must be selected to apply filter.

2. In the ID/PPN box, enter ID/PPN (Optional step).
3. In the Facility Name box, type Facility Name.
4. Select Visit Start Date by selecting  and calendar appears.

Calendar View once icon is initially selected.



Calendar view once year is selected.



5. Select year by selecting increase/decrease buttons as needed.
6. Select month by using the left/right buttons at the top of the calendar to select next month or previous month.
7. Select the day and date to be entered in Visit Start Date.
8. In the Visit Type list, select Visit Type.
9. In the Requesting Country list, select Requesting Country.
10. Select **Apply Filter** and the Search Results list should be reduced in size.
11. Select **Undo Filter** to restore Search Results to original state.

## 6.6 New Visit

The New Visit procedure provides a means for creating a new visit. This creates a new Visit ID and allows for adding a visitor or visitors for the newly created visit id.

**Note:** A red ball ● to the left of the field indicates a required field. These fields must be filled in prior to continuing.

**Note:** An error flag ❗ to the right of a field indicates a required field was not populated.

**Note:** The user can tab between fields. .

**Note:** Type in data and the system will match the entry being typed in. Example: "United S" will yield "United States". Partial entries do work

1. On the [Main Menu](#), select **Generate Local Visit**.

**Generate/Update Visit and Visitor(s)** [Step 1]

Select enter option. If existing Visit also enter Visit ID. Select SUBMIT.

- Generate Local Visit**
- Update Local Visit**
- Add Visitor**

Visit ID:



2. Select **Submit** and the [New Visit](#) screen appears.
3. The Visit ID, Facility Name, Visit Type, City, State and Zip fields are populated by the system.
4. Select **Start Date** by selecting  and calendar appears.

Calendar View once icon is initially selected.

Calendar view once year is selected.

April, 2003						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

 Today: 3/4/2003

April, 2003						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

 Today: 3/4/2003

5. Select year by selecting increase/decrease buttons as needed.
6. Select month by using the left/right buttons at the top of the calendar to select next month or previous month.
7. Select day for Start Date and date should be inserted in field.
8. Select **End Date** by selecting  and calendar appears.

Calendar View once icon is initially selected.



Calendar view once year is selected.



9. Select year by selecting increase/decrease buttons as needed.
10. Select month by using the left/right buttons at the top of the calendar to select next month or previous month.
11. Select day for **End Date** and date will populated in the field.
12. In the **Country of Origin** list, select Country of Origin.
13. In the POC Name box, type **POC Name**
14. In the POC Phone box, type **POC Phone**
15. In the Contract Number box, type Contract Number.
16. In the Disclosure Level select disclosure level.
17. In the **Purpose** text box, type purpose of visit. This would be a descriptive statement describing the reason for the visit.
18. Select **Save**.
19. Visitors can now be added for the visit by selecting  button.
20. The [Add Visitor](#) screen appears.
21. Enter data in Visitor Details section.

22. In the Name box, type Name
23. In the Nationality list, select Nationality.
24. In the Place of Birth list, select Place of Birth.
25. In the ID/PPN box, enter ID/PPN.
26. Select Date of Birth by selecting  and calendar appears.

Calendar View once icon is initially selected.



Calendar view once year is selected.



27. Select year by selecting increase/decrease buttons as needed.
28. Select month by using the left/right buttons at the top of the calendar to select next month or previous month.
29. Select day for Date of Birth and date should be inserted in field.
30. Additional visitors can be added by selecting  and repeating steps 19 through 27.

## 6.7 Update Local Visit

The Update Local Visit process allows the user to update an existing visit. The visit can only be a FVS-CM visit request. The update to the current existing visit requires the Visit ID be known. Updating a local visit can be accomplished by following the procedure listed below:

**Note:** A red ball to the left of the field indicates a required field. These fields must be filled in prior to continuing.

**Note:** The user can tab between fields. Type in data and the system will match the entry being typed in. Example: "United S" will yield "United States". Partial entries do work.

1. On the Main Menu, select Update Local Visit from Generate/Update Visit and Visitor(s) area

Generate/Update **Visit and Visitor(s)** [Step 1]  
Select enter option. If existing visit also enter visit ID. Select SUBMIT.

- Generate Local Visit**
- Update Local Visit**
- Add Visitor**

Visit ID:

**Submit**

2. Enter **Visit ID** to be updated.
3. Select **Submit** and the New Visit screen appears.
4. Make changes to fields as needed.
5. Select **Save**.

## 6.8 Add Visitor

The Add Visitor process allows the user to add a visitor to an existing visit. Either the visit can be a FVS-CM or FVS visit request to which the visitor is added. Adding a visitor to an existing visit can be accomplished by following the procedure listed below:

**Note:** The red ball ● to the left of the field indicates a required field. These fields must be filled in prior to continuing.

**Note:** The user can tab between fields.

**Note:** Type in data and the system will match the entry being typed in. Example: "United S" will yield "United States", so partial entries do work.

**Note:** Required fields that are not populated display an error flag to the right of the field. See example below:

ID/PPN Type: ●  !

1. On the [Main Menu](#), select **Add Visitor** from **Generate/Update Visit and Visitor(s)** area.

**Generate/Update Visit and Visitor(s)** [Step 1]

Select enter option. If existing \msit also enter \msit ID. Select SUBMIT.

**Generate Local Visit**

**Update Local Visit**

**Add Visitor**

Visit ID:

**Submit**

2. In the Visit ID box, type Visit ID.
3. Select Submit, and the [Add Visitor](#) screen appears.
4. Enter data in Visitor Details section.

Visitor Details	
Name:	<input type="text"/>
Nationality:	<input type="text" value="Afghanistan"/>
Place of Birth:	<input type="text"/>
ID/PPN:	<input type="text"/>
Date of Birth: <small>(mm/dd/yyyy)</small>	<input type="text"/>

5. In the Name box, type Name.
6. In the Nationality list, select Nationality.
7. In the Place of Birth list, select Place of Birth.
8. In the ID/PPN, type ID/PPN.
9. Select Date of Birth by selecting  and calendar appears.

Calendar View once icon is initially selected.

Calendar view once year is selected.

April, 2003						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10
Today: 3/4/2003						

April, 2003						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10
Today: 3/4/2003						

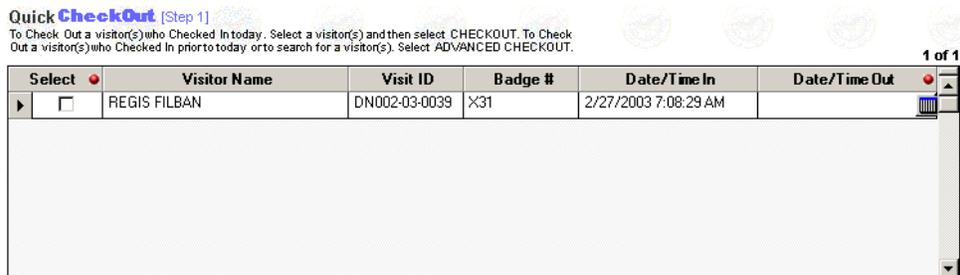
10. Select year by selecting increase/decrease buttons as needed.
11. Select month by using the left/right buttons at the top of the calendar to select next month or previous month.

12. Select day for Date of Birth and date should be inserted in field.
13. Select **Save**.

6.9 Quick Check Out

The Quick Check Out area is used for checking out the current calendar day visitors. Those visitors who were not checked out during the current calendar day must be checked out using the Advanced Checkout procedure.

1. Go to the [Main Menu](#)
2. Go to Quick Check Out area



3. Select the visitor(s) to check out from the **Select** column.
4. Once the visitor(s) to be checked out is selected, a time is entered in the Date/Time Out column for the visitor(s) selected.
5. Select **Check Out** and the visitors selected are checked out and removed from the **Quick Check Out** area.

6.10 Visitor Search

Visitor Search will only find a particular Visitor or Visit ID that is scheduled for recurring or extended or one time visit, which encompasses the current calendar day.

**Note:** Searching on Visit ID will return all personnel listed to visit the facility.

1. On the [Main Menu](#), enter **Visitor Name** or **Visitor ID** in the Visitor Search area.

**Visitor Search [Step 1]**  
Select your Facility. Enter a Visitor Name and/or Visit ID. Select FIND VISITOR.

**Select Facility:**  
DAHLGREN NE Facility

**Visitor Name:**  
[ ]

**Visit ID:**  
[ ]

**Find Visitor**

2. Select  and the [Advance Search](#) screen appears with the results of the search.
3. See paragraph 6.5 [Filter Advance Search Results](#) to refine search if needed.

#### 6.11 Create a Local Visit in the Past

This procedure covers the case where a visitor (s) was (were) not checked into the FVS-CM system during the visit dates. A local visit request can be generated and the visitors checked in. This may happen up to 30 days in the past from the visit end date. The procedure is listed below:

**Note:** Insure to enter the correct start and end dates for the visit being created in the past.

**Note:** When performing the Confirm Visit or Confirm Visitor procedure edit the check in dates to agree with the visit time frames.

**Note:** When performing the Advance Check Out procedure edit the check out dates to agree with the visit time frames.

1. Perform the **New Visit** procedure.
2. Perform the **Confirm Visit** or **Confirm Visitor** procedure as applicable.
3. Perform the **Advance Check Out** procedure.

#### 6.12 Create Reports

The create reports screen allows the user to create five reports that provide information on visits and visitors. The five reports are Daily Visitor Statistics, Monthly Visitor Statistics, Quarterly Visitor List, Quarterly Visitor Statistics, and

Daily Visit Log. The processes for developing these reports are shown in the following paragraphs.

6.12.1 Daily Visitor Statistics

The report allows the user to look at a particular date in time. This date in time provides the visit ID, Site, Country, number of visitors associated with the visit id and Visit Type that took place on that date. To run the report follow the steps listed below:

1. On the [Main Menu](#), select  and the [Reports](#) screen appears.
2. In the **Facility** list, select Facility.
3. In the **Report Type** list, select **Daily Visitor Statistics**.
4. Date field appears in the Get Report area.

**Get Report**  
Select Facility. Select Report Type. Enter Report Parameters. Select GET REPORT.

Organization:  Facility:

Report Type:  Date:

5. Select Date by selecting  and calendar appears.

Calendar View once icon is initially selected.

Calendar view once year is selected.

April, 2003						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

 Today: 3/4/2003

April, 2003						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

 Today: 3/4/2003

6. Select year on the calendar to display increase/decrease buttons.
7. Select year by selecting increase/decrease buttons as needed.
8. Select month by using the left/right buttons at the top of the calendar to select next month or previous month.
9. Select day for report date and date should be inserted in field.
10. Select .

### 6.12.2 Monthly Visitor Statistics

The report allows the user to look at a particular month in the year. This month is used to generate a report that displays the Site Location, Number of visits to the site, and number of visitors that visited the site in that month. To run the report follow the steps listed below:

1. On the [Main Menu](#), select  and the [Reports](#) screen appears.
2. In the **Facility** list, select Facility.
3. In the **Report Type** list, select **Monthly Visitor Statistics**.
4. Month field appears in the **Get Report** area.

**Get Report**  
Select Facility. Select Report Type. Enter Report Parameters. Select GET REPORT.

<b>Organization:</b>	<input type="text" value="NAVAL SURFACE WARFARE CENTER, DAHLGREN VA"/>	<b>Facility:</b>	<input type="text" value="ALL FACILITIES"/>
<b>Report Type:</b>	<input type="text" value="Monthly Visitor Statistics"/>	<b>Month:</b>	<input type="text"/>

5. In the Month list, select month.
6. Select .

### 6.12.3 Quarterly Visitor List

The report allows the user to look at any of the four quarters for that year. The selected quarter is used to generate a report that displays the Visit Id, Visitor Name, Site, and the Person Visited. To run the report follow the steps listed below:

1. On the [Main Menu](#), select  and the [Reports](#) screen appears.
2. In the **Facility** list, select Facility.
3. In the **Report Type** list, select **Quarterly Visitor List**.
4. Quarterly field appears in the **Get Report** area.

**Get Report**  
Select Facility. Select Report Type. Enter Report Parameters. Select GET REPORT.

<b>Organization:</b>	<input type="text" value="NAVAL SURFACE WARFARE CENTER, DAHLGREN VA"/>	<b>Facility:</b>	<input type="text" value="ALL FACILITIES"/>
<b>Report Type:</b>	<input type="text" value="Quarterly Visitor List"/>	<b>Quarter:</b>	<input type="text"/>

5. In the Quarter list, select which quarter applies.

6. Select .

#### 6.12.4 Quarterly Visitor Statistics

The report allows the user to look at any of the four quarters for that year. The selected quarter is used to generate a report that displays the Site, number of Visits and the number of visitors that frequented the facility during that quarter. To run the report follow the steps listed below:

1. On the [Main Menu](#), select  and the [Reports](#) screen appears.
2. In the **Facility** list, select Facility.
3. In the **Report Type** list, select **Quarterly Visitor Statistics**.
4. Quarterly field appears in the **Get Report** area.

**Get Report**  
Select Facility. Select Report Type. Enter Report Parameters. Select GET REPORT.

Organization:	<input type="text" value="NAVAL SURFACE WARFARE CENTER, DAHLGREN VA"/>	Facility:	<input type="text" value="ALL FACILITIES"/>
Report Type:	<input type="text" value="Quarterly Visitor Statistics"/>	Quarter:	<input type="text"/>

5. In the Quarter list, select which quarter applies.

6. Select .

#### 6.12.5 Daily visit Log

The report allows the user to look at a particular date in time. This date in time provides the Visitor Name, Visit ID, Nationality, Time checked In, Time Checked Out, Escort Name and Purpose of visit. To run the report follow the steps listed below:

1. On the [Main Menu](#), select  and the [Reports](#) screen appears.
2. In the **Facility** list, select Facility.
3. In the **Report Type** list, select **Daily Visit Log**.
4. Date field appears in the Get Report area.

**Get Report**  
Select Facility. Select Report Type. Enter Report Parameters. Select GET REPORT.

Organization:	<input type="text" value="NAVAL SURFACE WARFARE CENTER, DAHLGREN VA"/>	Facility:	<input type="text" value="ALL FACILITIES"/>
Report Type:	<input type="text" value="Daily Visitor Statistics"/>	Date:	<input type="text"/>

5. Select Date by selecting  and calendar appears.

Calendar View once icon is initially selected.



Calendar view once year is selected.



6. Select year on the calendar to display increase/decrease buttons.
7. Select year by selecting increase/decrease buttons as needed.
8. Select month by using the left/right buttons at the top of the calendar to select next month or previous month.
9. Select day for report date and date should be inserted in field.
10. Select

#### 6.12.6 Yearly Visitor Statistic

1. On the Main Menu, select  and the Reports screen appears.
2. In the Facility list, select Facility.
3. In the Report Type list, select Yearly Visitor Statistics.
4. Year field appears in the Get Report area.

Get Report  
Select Facility. Select Report Type. Enter Report Parameters. Select GET REPORT.

Organization:  Facility:

Report Type:  Year:

5. In the Year list, select year.
6. Select

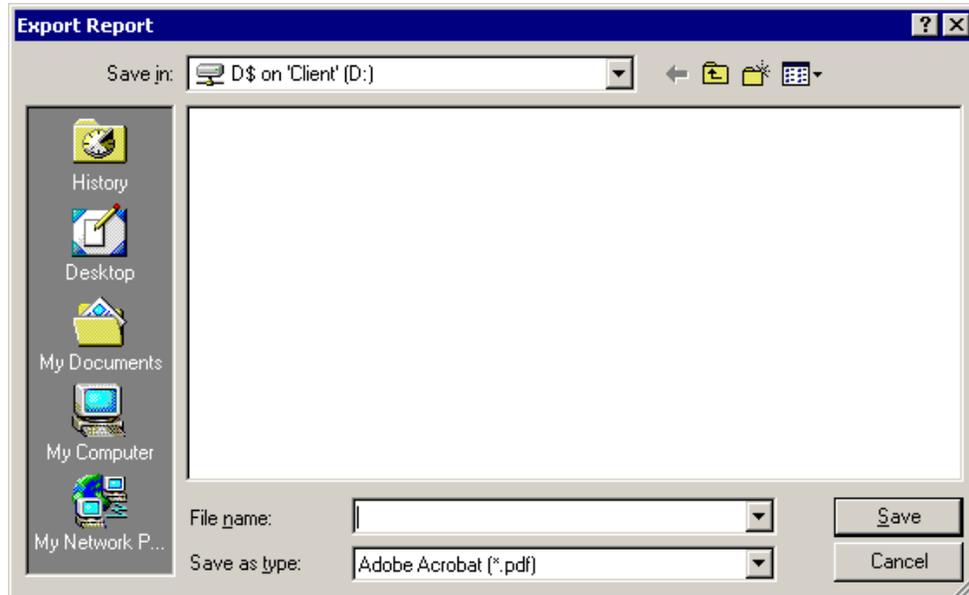
#### 6.13 Export Report

**Note:** Running the export procedure requires that a report has been generated.

Exporting a report allows the user to transfer the report to a floppy disk, network drive, or local drive for storage. The report format can be a Portable Document Format (pdf), xls filename extension (Microsoft Excel spreadsheet file), doc file

extension (Microsoft Word file), or rtf (Rich Text format). The procedure is shown below:

1. Once the report is generated, select the export report icon .
2. The Export Report screen appears.

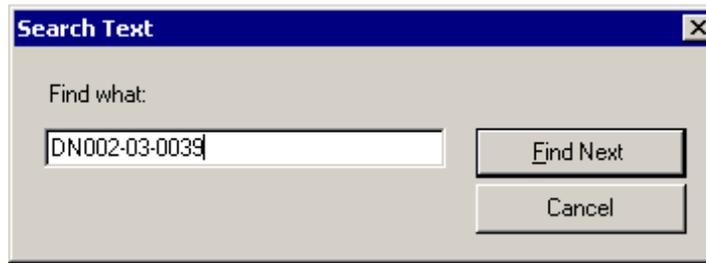


3. In the **Save in** list, select where to store the report file.
4. In the File name box, type File name.
5. In the **Save as type** list, select type of file format.
6. Select .

#### 6.14 Search Report Text

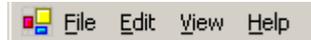
**Note:** This procedure assumes the user has run a report.

1. On the Reports Toolbar select  and the Search Text box appears.



2. In the Find what box, type text to search for.
3. Select "Find Next" and if the text is found it will be enclosed in a red box on the report.  
**DN002-03-0039**
4. Continue to select "Find Next" to find any other occurrences within the report.
5. Once search is complete select Cancel.

## 7. MENU BAR PROCESSES



The menu bar consists of File, Edit, View, and Help. The menu bar and associated commands are described in the following paragraphs.

### 7.1 File



Selecting File on the Menu bar results in a pull-down menu being displayed. The menu is composed of the selections Environment and Exit. Placing the cursor over Environment selection displays a submenu. This submenu has four selections, which are Production, Training, Testing and Development. A selection of these four choices is indicated by a check mark to the left of the choice. The items on the pull-down menu have an underlined letter in each selection. The user can depress the ALT key + the letter to initiate the command

#### 7.1.1 Environment

This command is used to select the type of environment from a submenu. The choices are Production, Training, Testing, and Development. This changes the specific database that is to be accessed via the program.

#### 7.1.2 Exit

The Exit command when selected terminates all operations and closes the program.

### 7.2 Edit



Selecting Edit on the Menu bar results in a pull-down menu being displayed. The menu is composed of Cut, Copy, and Paste. The items on the pull-down menu have an underlined letter in each selection. The user can depress the ALT key + the letter to initiate the command.

### 7.2.1 Cut

Select a portion of text to be removed from the active document. The Cut command is then selected which removes the text from the active document and places it on the clipboard. This command is used in conjunction with the Paste command.

### 7.2.2 Copy

The copy command is used in the following fashion. The desired text is first selected and then the copy command is selected. This places a copy of the text selected on the clipboard, which can then be added to a different area of the active document using the Paste command. The copy command is normally used in conjunction with the paste command.

### 7.2.3 Paste

This command inserts the contents of the clipboard at the insertion point, and replaces any selection. This is available only if you have Cut or Copied text.

## 7.3 View



Selecting View on the Menu bar results in a pull-down menu being displayed. The menu is composed of the selections Main Menu, Run Report, and Import/Export. Items on the pull-down menu have an underlined letter in each selection. The user can depress the ALT key + the letter to initiate the command.

### 7.3.1 Main Menu

Selecting this command displays the Main Menu screen. The screen provides the user with a method search for a visitor or visit id, add visitor or check out a visitor that is already checked in.

### 7.3.2 Run Report

Selecting this command displays the Run Report screen. This screen provides various reports to assist the user in providing a history of visits and visitors to the site.

### 7.3.3 Import/Export

Currently Not Available "Under Construction."

## 7.4 Help



Selecting Help on the Menu bar results in a pull-down menu being displayed. The menu is composed of the selections Dynamic Help and About FVS-CM. Items on the pull-down menu have an underlined letter in each selection. The user can depress the ALT key + the letter to initiate the command.

### 7.4.1 Dynamic Help

Selecting this command displays the FVS-CM Help menu. The help menu contains descriptions, references, and procedures for using the program.

### 7.4.2 About FVS-CM

Selecting this command provides the user with the information about the FVS-CM program. This contains information about the version and date of the latest release.

## 8. REFERENCE

### 8.1 Calendar

The calendar is used through out the FVS-CM program. The calendar is shown below with annotations describing the various parts. A description of the functional parts of the calendar is also listed below the graphic.



Figure 8-1. Calendar

Calendar Functional Description:

- **Change Month** - Select the left pointing arrow button to change to previous month. Select the right pointing arrow button to change to next month or select the month and choose from the drop down list. View above graphic for arrow locations.
- **Change year** - Select the year to activate the increase/decrease buttons for changing year. Select the buttons until the year desired is displayed on the calendar.
- **Select Day** - Select the day of the month to highlight, desired day, then double click on the day to enter date in to the respective field (i.e. birthdate).

8.2 Reports Toolbar

The reports toolbar appears anytime a report is generated by selecting Get. The toolbar is shown below and the table REPORTS TOOLBAR ICONS which describes each icons function.



REPORTS TOOLBAR ICONS	
ICON	DESCRIPTION
	Selecting this icon changes the page to the first page of the report.
	Selecting this icon changes the page from the current page to the previous page of the report.
	Selecting this icon changes the page to the next page of the report.
	Selecting this icon changes the page to the last page of the report
	Selecting this icon allows the user to select the desired page to view. A GoTo page screen appears for entering the desired page number.
	Selecting this icon brings up the Print screen for printing the report.
	Selecting this icon initiates the export processes for the report. This brings up the export screen for selecting the area to store the report.
	Selecting the down arrow on this icon brings up a drop down menu for selecting the zoom factor.
	Selecting this icon brings up the search text screen. The user can enter values to find within the report their viewing.

8.3 FVS-CM Permissions

FVS-CM Permissions Table		
Permissions	Active Screens	Active Commands
<b>Create Visit</b>	Main Menu	Previous, Main Menu Find Visitor New Visit/SUBMIT

FVS-CM Permissions Table		
Permissions	Active Screens	Active Commands
	New Visit	Previous, Main Menu Save Add Visitor Add Visit <sup>1</sup>
	Add Visitor	Add New Visitor Save Delete Visitor Previous, Main Menu
		Find Visitor Apply Filter, Undo Filter Broaden Results Previous, Main Menu
<b>Edit Visitor</b>	Main Menu	Previous, Main Menu Find Visitor Add Visitor to Existing Visit (SUBMIT)
	Add Visitor	Add New Visitor Save Delete Visitor Previous, Main Menu
	Advance Search	Find Visitor Apply Filter, Undo Filter Broaden Results Previous, Main Menu
<b>Check IN/OUT</b>	Main Menu	Select All <sup>2</sup> Deselect All <sup>2</sup> Checkout <sup>2</sup> Advance Checkout
	Check Out Select	Select All Deselect All Check Out Previous, Main Menu Apply Filter, Undo Filter
	Advance Search	Find Visitor Apply Filter, Undo Filter Broaden Results Previous, Main Menu
<b>Import/Export</b>	Not available	Not available
<b>Reports</b>	Reports All Screens	Get Report Previous, Main Menu (Run Report on Navigation Area for all screens)
<b>Read (Search) is Default</b>		

<sup>1</sup> This becomes available after a visitor has been added and saved. Then select Previous to go back to New Visit Screen.

<sup>2</sup> Available only if Visitors Checked In and displayed on Quick Check Out Area.

## 8.4 Business Rules

The updates to the the FVS-CM system are listed below

- When checking in a visitor with an expired visit, check in time will not be populated on the check in screen.
- A visit end date cannot be before visit start date.
- A visit start date cannot be after visit end date.
- A visitor cannot be checked in prior to visit start date.
- A visitor cannot check in after visit end date.
- Badge expiration date cannot be entered prior to visit start date or after visit end date.
- A visitor cannot be checked out after visit end date.
- A visitor cannot be checked out before check in date.
- A visitor was not checked in by the system, but did arrive and leave during the visit time frames. If the visit end date is less than 30 days in the past, the user can do a search for the visitor using advance search. The user then initiates a confirm visitor on the advance search screen. The user enters the Visitor Date/Time in and saves. Now go to the main menu and select advance check out. Search for the visitor to check out and select. The Date/Time out will now be populated, select check out.

## GLOSSARY - ABBREVIATIONS AND TERMS

### **.doc**

Microsoft Word File (file extension)

### **.pdf**

Portable Document Format (Adobe Acrobat) - Adobe PDF is a universal file format that preserves all the fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it.

### **.rtf**

Rich Text Format - The RTF standard provides a format for text and graphics interchange that can be used with different output devices, operating environments, and operating systems. RTF uses the ANSI, PC-8, Macintosh, or IBM PC character set to control the representation and formatting of a document, both on the screen and in print.

### **.xls**

Filename extension (Microsoft spreadsheet file)

### **AM**

Ante Meridiem (Before Noon)

**Confidential**

containing information whose unauthorized disclosure could be prejudicial to the national interest

**Defense Personnel Exchange Program (DPEP)**

A program under which military and civilian personnel of the defense ministries and/or military services of foreign governments, pursuant to the terms of an international agreement, occupy positions with and perform functions for a host organization to promote greater understanding, standardization, and interoperability.

**Departmental Visits Office (DVO)**

The office at the Military Department level that is responsible for managing the authorization of visits by foreign nationals.

**Extended Visits**

Single visit, for extended period greater than 1 year (normally 3 to 5 years), in support of a government approved program or contract. Extended visits usually support one of the following situations:

A government contract or joint program (e.g., joint venture, representative to a joint or multinational program);

Participation in an exchange program under the Defense Personnel Exchange Program (DPEP);

Training, except for those individuals on invitational travel order; or

Liaison officers to a DoD component.

**Foreign Interest**

Any foreign government, agency of a foreign government, or representatives of a foreign government; any form of business enterprise or legal entity organized, chartered or incorporated under the law of any country other than the United States or its possessions and trust territories; and any person who is not a citizen or national of the United States

**Foreign Liaison Officer (FLO)**

A foreign government military member or civilian employee who is authorized by his or her government and is certified by a DoD Component, to act as an official representative of that government in its dealings with a DoD Component in connection with programs, projects or agreements of interest to the governments.

**Foreign National**

A person who is not a citizen or national of the United States.

#### **Foreign Visit IDs**

The FVS-CM id is an alphanumeric identifier for the visit. An Example of a Visit ID would be DN002-02-0020. The DN002 are the facility identifier. The next two numbers define the year. The last four numbers identifies the visit.

A Foreign Visit System (FVS) visit request id number (UK01-A15) identifies the country, year, and visit id. The first two characters identify the country. The next two numbers are date code for the year. These are then separated by a dash with one alphabetical character followed by as many as four numerals. The alphabetical character is identified as Case Identifier, which is unique to the embassy making the request. The four numerals are the sequential identifiers for the Visit Id.

#### **Foreign Visits System (FVS)**

The automated system operated by OUSD(P), that provides staffing and database support for processing requests for visits by foreign nationals to DoD activities and defense contractors. It consists of an unclassified segment that resides at the Embassies in Washington, DC and a classified segment that resides at the Pentagon and is accessed by the Services by either SIPRNET or classified dial-up mode. The classified segment provides staffing, decision-making support and database capabilities to Military Departments and DIA.

#### **Foreign Visit System Confirmation Module (FVS-CM)**

The DoD automated system developed to confirm and approve visit s at a DoD Component or DoD Contractor Facility and/or enter visitors that arrive that are not on an approved visit authorization.

#### **ID**

Identification

#### **Installations**

Real DoD properties including bases, stations, forts, depots, arsenals, plants (both contractor and Government operated), hospitals, terminals, and other special mission facilities, as well as those used primarily for military purposes.

#### **NIPRNet**

The unclassified secure Internet network sponsored by DoD that includes approved users from .mil and .gov domains. This network can be accessed by .com and other non-registered .mil and .com users to a limited degree.

#### **One-Time Visit Authorization**

Single, short-term visit (less than 30 days), for a specific purpose.

#### **Physical Security**

That part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to equipment, installations, materiel, and documents; and to safeguard them against espionage, sabotage, damage, and theft.

**PM**

Post Meridiem (Period from Noon to Midnight)

**Recurring Visit Authorization**

Intermittent, recurring visits covering a period up to one year in duration. These visits usually are in support of a government agreement, contract or license when the information to be released has been defined and approved for release by the applicable government disclosure authority. By agreement of the governments, the term of authorization may be for the duration of the agreement, contract, or license subject to annual review and validation.

**Research, Development, Test and Evaluation (RDT&E) site**

A DoD Component or DoD Contractor facility where research, development, testing or evaluation of military equipment and /or weaponry is being conducted for DoD.

**Secret**

containing information whose unauthorized disclosure could endanger national security

**Security Policy Automation Network (SPAN)**

A wide area computer network sponsored by the OUSD(P) consisting of a DoD-wide SECRET-high classified network and a separately supported unclassified network that supports communications and coordination among DoD activities on foreign disclosure, export control, and international arms control and cooperation subjects.

**Unclassified**

not subject to a security classification

**Visit Authorization**

This permits contact by a foreign national with a DoD Component or DoD Contractor facility. There are three types of visit authorizations. These are One Time, Recurring and Extended.