NSA Shipping Form Instructions

• How to get there
• Login
• New entry/time saving alternative
• Submitting Entry
• Searching for records
To get to shipping form
http://agvik.gi.alaska.edu/fmi/iwp/res/iwp_auth.html

New form or look for info on the site:

Click **ship log** to get to login screen to shipping form.

**Login screen**

New form or look for info on the site:

Click **guest account** and press enter on your keyboard or click the Login button

Editing an existing record (change data or add receive information) requires a login with username and password.

At this point in time, we will be limiting this to NSA operations personnel. Please send updates to Valerie Sparks at vsparks@sandia.gov so she can make the appropriate changes.
New Entry
Once logged in, you will get a screen like this

Click here
to create a new entry

OR

Time saving tip
to New Entry
To avoid typing in all data on a blank form, use a previous form.
Find a similar shipper first (see last slide to see how to search for a record) and

click here
to create a duplicate and then modify key information.
Submitting a filled out entry

Once filled out, submit your modified or new entry.
Searching for a record

Starting a search

Click here to turn one page or table of pages forward or backward

Enter here to go to a specific form

# of found records are shown here

To chose a view

Click here to give you drop down list to pick from

Form views
Form – one sheet at a time
List - use scroll bar to look at forms in continuous fashion
Table – look at a table page at time.

Displaying a search

Click here

Then enter your search term and click Perform find

Displaying a search Starting a search

Then enter your search term and click Perform find

Jeff Zirzow, SNLA, 11-2-07