



DEFENSE LOGISTICS AGENCY Transaction Services

DLA Transaction Services Automated Message Exchange System (DAMES) Standard User Manual for Windows

1. Installing DAMES Software

- a. The current version of DAMES Software can be downloaded using your WEB browser.
 - a) Sign onto Internet address:
https://www.transactionservices.dla.mil/developer/dames_download.asp
 - b) Click blue diskette on right side of column for DAMES Version v2.40 or higher. This allows you to save the file. Remember where you save the file.
 - c) After you save the installation file on your computer's hard drive, **Double Click** on the executable file you downloaded to begin installation procedures.
 - d) Follow instructions on screen when prompted. The DAMES Software is installed in a directory called, "C:\Program Files", but you will be prompted to enter another drive if desired. **NOTE: If using Windows 7, use 2nd option on the install called "Typical but put data to My Documents".**
 - e) A Dames32 program ICON will appear on your computers desktop.

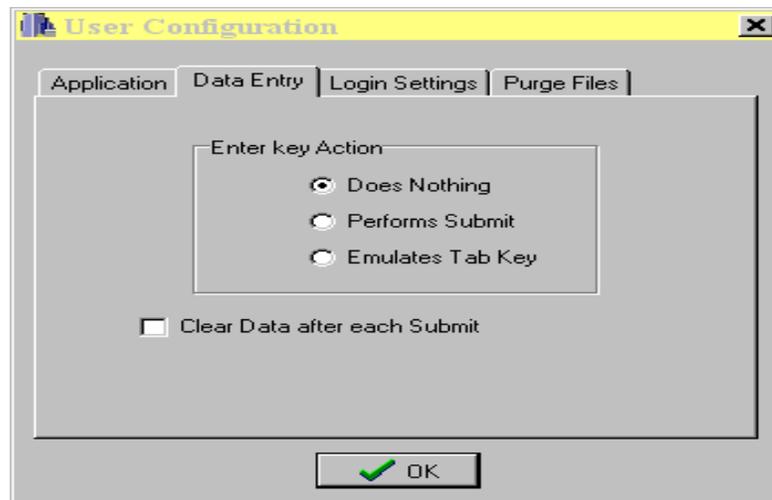
2. DAMES Software Configuration

1. Click the Dames32 Icon on your desktop.
2. Select **Utilities** menu.
3. Select **Configuration**. Select **Login Settings Tab**.

Enter your **User ID** DLA Transaction Services provided (This is case sensitive and must be entered in lower case.)

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4. **Purging Files:** Select **Utilities Menu**, Select **Configuration**, Select **Purge Files Tab**. This utility provides a means to set your DAMES system for automatic purge of 'Archive' files and to specify the number of days to keep your files before purging them. If you set it for an automatic purge, all files will be purged automatically when they reach the age specified. If the automatic purge option is not set, the files will not be deleted unless you enter this utility and select 'Purge Now', at which time all Archive files which are older than the age specified will be deleted.
5. **Data Entry:** Select **Utilities Menu**, Select **Configuration**, Select **Data Entry Tab**. This allows you to change the use of your 'enter' key on the computer keyboard. Options are:
 - 1) Does Nothing - this leave the enter key as is.
 - 2) Performs Submit - This will submit the requisitions you typed.
 - 3) Emulates Tab Key - This makes the enter key a tab key.
 - 4) Clear Data after each Submit - This deletes the requisitions you have just submitted.



3. DAMES Setup Options

1. Select **Utilities**, Select **Setup Options**, the following tabs appear:
 - a. **Receive:** This option allows you to change the following, if desired:
 - Default Originating COMMRI (OSRI).
 - Default Originating Station Serial Number (OSSN).
 - The directory to which the received file will be written.
 - The list of narrative message content indicator codes.
 - The directory to which the receive journal will be written.

- b. Import:** This option allows you to change the following, if desired:
- Default Originating COMMRI (OSRI).
 - Default originating Station Serial Number (OSSN).
 - The directory which contains the documents to be imported.
 - The directory to which the import journal will be written.
 - The destination COMMRI. This is normally left at the default as:
 - RT01000
 - The maximum file size.
- c. Transmit:** This option allows you to change the following, if desired:
- The directory which contains the documents ready to transmit.
 - The directory to which the transmit journal will be written.
- d. COMMRI:** This allows you to change your DAMES Communications Routing Indicator.
- DLA Transaction Services will furnish your assigned COMMRI(s).
 - You will need to **add** your assigned COMMRI(s)
- e. Updates:** Default settings are for automatic updates and installation, however, this option is not available at this time. Please ignore this tab.
- f. Print:** This allows you to select whether received narrative messages will be printed with a ‘page eject’ after each message. It allows you to configure DAMES so narrative messages will be automatically printed upon receipt.

NOTE: DLA Transaction Services strongly suggests leaving this “Print” option on. Rejected messages are in narrative format. It’s important to read rejected messages received in DAMES. This means data you have sent to DLA Transaction Services has not processed. Something was wrong with your file and/or data and it could not be processed, you will need to correct your data and resubmit it.

Rejected Messages and Exceptioned Transaction Instructions

If messages are built outside of the DAMES application or are edited after they have been built, the possibility exists for the message to be rejected by DLA Transaction Services automated edits and validations process. Typically problems occur when:

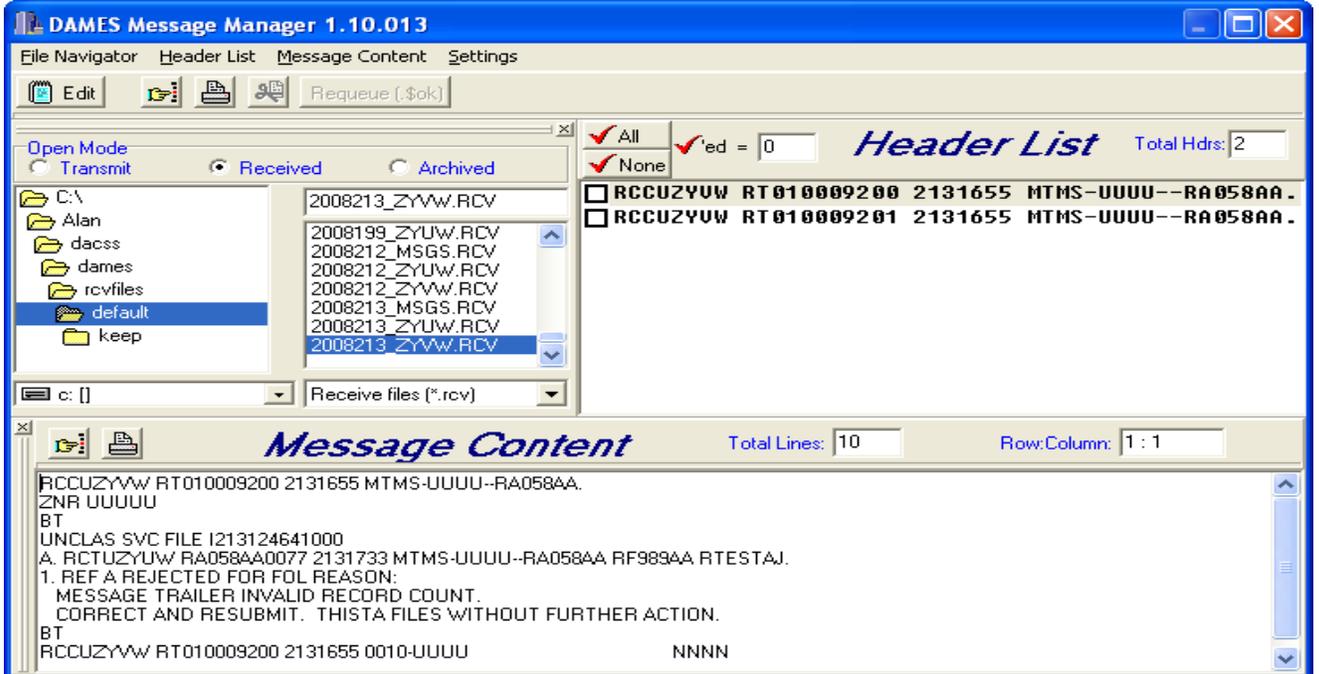
- Additional lines are added to a message without updating the record count in the message trailer.
- Lines are added that exceed the 80 character maximum line length
- Data is moved between unlike operating systems (loss of formatting)

A reject message notification will be sent to the originator of the offending message similar to the following.

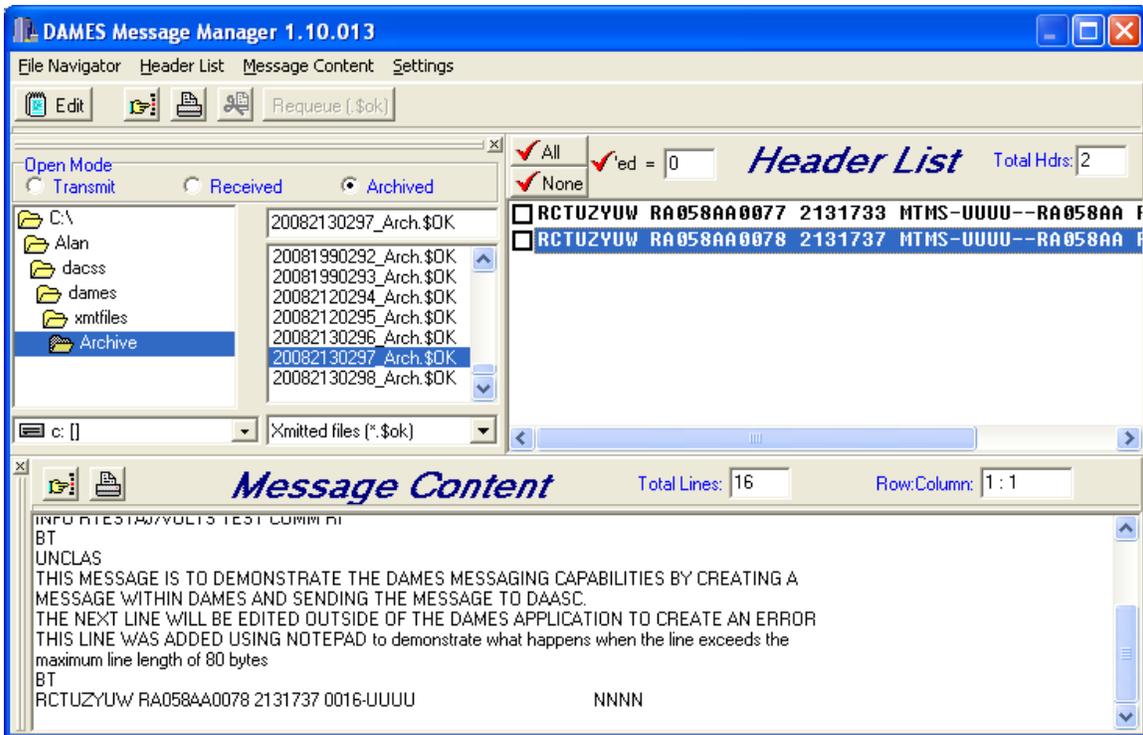
RCCUZYVW RT010009200 2131655 MTMS-UUUU--RA058AA.
 ZNR UUUUU
 BT
 UNCLAS SVC FILE I213124641000
 A. RCTUZYUW RA058AA0077 2131733 MTMS-UUUU--RA058AA RF989AA RTESTAJ.
 1. REF A REJECTED FOR FOL REASON:
 MESSAGE TRAILER INVALID RECORD COUNT.
 CORRECT AND RESUBMIT. THISTA FILES WITHOUT FURTHER ACTION.
 BT
 RCCUZYVW RT010009200 2131655 0010-UUUU NNNN

RCCUZYVW RT010009201 2131655 MTMS-UUUU--RA058AA.
 ZNR UUUUU
 BT
 UNCLAS SVC FILE I213124641000
 A. RCTUZYUW RA058AA0078 2131737 MTMS-UUUU--RA058AA RF989AA RTESTAJ.
 1. REF A REJECTED FOR FOL REASON:
 INVALID DATA SEG - TX LENGTH POSSIBLY EXCEEDED
 CORRECT AND RESUBMIT. THISTA FILES WITHOUT FURTHER ACTION.
 BT
 RCCUZYVW RT010009201 2131655 0010-UUUU NNNN

The original message header is returned (see item A. in message) followed by the reason for the rejection. It is the user's responsibility to locate the original message, correct it and re-send the message. The rejected messages view from the DAMES message manager.



You can find the original messages transmitted by searching the ARCHIVED messages.



NOTE: The body of the message below shows there was additional information added using an editor. The edited record was longer than the JANAP message formatting rules permit. Notification messages are sent to inform the user when the actual documents have failed the routing rule edits.

PCCUZYUW RUSAZZE9400 2131725 MTMS-UUUU--RA058AA.

ATTN: DOCUMENTS RETURNED AS RECEIVED. CORRECT AND RESUBMIT.

DLA Transaction Services POC: DSN 986-3247 OR 937-656-3247

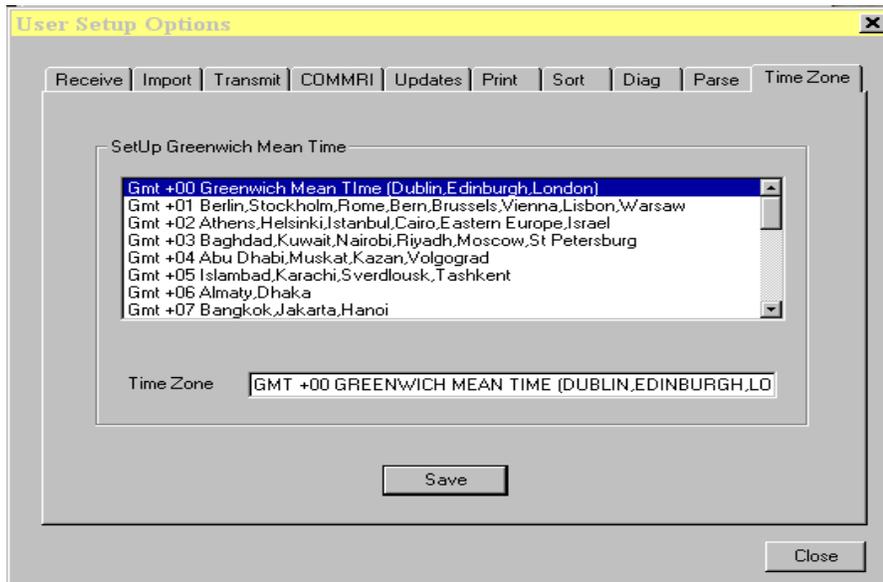
FOLLOWING DOCUMENTS ARE RETURNED FOR REASONS INDICATED IN REFERENCE LINE BELOW REF RA058AA0080 2131746 DOC ID INVALID FOR DAAS PROCESSING

A01AAAA123456789012345BX99999ADJB4782130001NADJB47AYYBBBADJ08221XXTEST ONLY
PCCUZYUW RUSAZZE9400 2131725 0007-UUUU NNNN

In this case the offending transaction is returned to the user with a narrative explaining why the transaction was exceptioned by the DLA Transaction Services routing logic.

- g. Sort:** This option provides the ability to select two sort keys for transaction sorting. A file can then be sorted on these preset keys, using the Sort Messages utility.
- h. Diag:** This option should not be selected unless directed by DLA Transaction Services, to aid in diagnosing problems. If selected, a diagnostic assistance file will be created, which will be transmitted to DLA Transaction Services when you run your next communications session. If unable to transmit, this file can be printed, using an option provided on the Diag screen, and sent to DLA Transaction Services via FAX or mail.

- i. **Parse:** If selected, this option will automatically write any transactions with a Document Identifier (DI) of A01, A02 or A03 to FILE1.DIC and any transactions with a DI of B01, B02 or B03 to FILE2.DIC. The document identifiers can be modified but this option was developed for a specific application and is not recommended for most users.
- j. **Time Zone:** Select your time zone.



4. DAMES Communications Set-Up

- a. Select **Communications** from the main DAMES drop-down menus.

NOTE: If using a modem to connect to DLA Transaction Services, please follow the ASYNC TO PPP Instructions. If you do not have instructions, please call 937-656-3247 or Email: dameshelp@dla.mil.

- b. Select **Comm Setup**. The Communications Configuration screen will be displayed.

1) Select  to Change Communications Password.

2) Select  and choose the internet address, either Dayton or Tracy. Normally, this would be Dayton, if not, you will be told to change it when we send your configuration information.

3). If your system has a firewall, select  to set your Firewall

Configuration.

4) Select  to **save** your parameters.

5) Select  to **exit** from the Comm Setup.



5. Building/Creating Messages in DAMES

a. Select **Create** from the main DAMES window drop-down choices. You will be given two choices, DLSS/Mils or Narrative.

b. Select **DLSS/Mils** to build:

- A0_ Materiel Requisition
- AC_ Requisition Cancellation
- AF_ Requisition Follow-Up
- AK_ Cancellation Follow-Up
- AM_ Materiel Modifier
- D6_ Materiel Receipt Acknowledgement
- FA_ Request for Adjustment of Non-Fuel Billing
- MOV Materiel Obligation Validation Response
- MRA Materiel Receipt Acknowledgement
- MRP Material Returns Program
- QB1 Interfund Billing Interrogation
- 1348 Form Mils Transaction
- Free Form

c. Select **Narrative** to build:

- A0E/5 Non-NSN Narrative Requisition
- AME/5 Non-NSN Narrative Modification
- ATE/5 Non-NSN Narrative Follow-Up
- Supply Discrepancy Report (SDR) (Not in software at this time)
- Text (Standard Narrative)

d. If you build your messages and/or transactions in another application, you can import them into DAMES by doing the following:

- 1) Select '**Utilities**' from the main DAMES drop-down menu.
- 2) Select '**Import Msg/Transactions**'.
- 3) Select the directory and file containing the messages or transactions you wish to import.

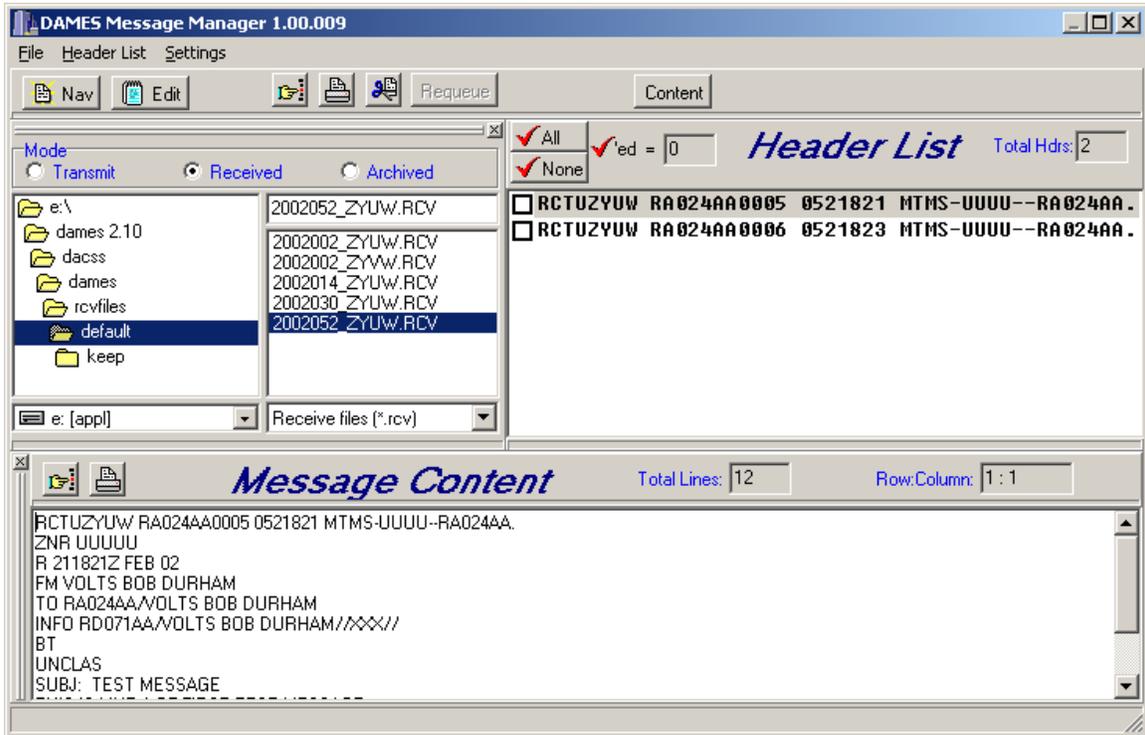
6. Communicating in DAMES (Transmit and Receive Data)

- a. Select '**Communications**' from the main DAMES drop-down menu, Select '**Send/Receive**'. (The first time you communicate you will be prompted to input your password) The communications session will start.
- b. The messages you have queued for transmittal will be transmitted to DLA Transaction Services.
 - Messages from your personal mailboxes will be retrieved.
 - PLAD Software Updates will also be retrieved at this time.
- c. Your received files will be placed on the directory specified in the 'Receive' configuration of your setup. Transaction messages will be written to file '**YYYYDDD_MSGS.RCV**', narrative messages will be written to file '**YYYYDDD_ZYUW.RCV**' and service messages will be written to file '**YYYYDDD_ZYVW.RCV**', where 'YYYY' will be the year and 'DDD' the Julian date.
- d. If your setup is configured to print narrative messages automatically, then they will be printed at this time.
- e. If the communications fails, try again.



7. Processing Received Messages

- a. Select '**Processing**' from main DAMES drop-down menu, select '**Message Manager**', then check **Received Mode**.



NOTE: Messages can be printed by clicking on the printer ICON in the “Message Content” Box



- b. Strip headers and trailers from the transaction messages.
 - 1) Select ‘**Utilities**’ from the main DAMES drop-down menu.
 - 2) Select ‘**Strip Headers**’.
 - 3) Select the ‘**YYYYDDD_MSGS.RCV**’ file as the input, where YYYY is the year and DDD is the Julian date. Click Open. Type your File Name in. Click Save.

- c. Sort transactions, if desired.
 - 1) Select ‘**Utilities**’ from the main DAMES drop-down menu.
 - 2) Select ‘**Sort Messages**’.
 - 3) You can sort any ASCII file but you would normally select the file you’ve just stripped the headers and trailers from. After selecting your file, Click Open.
 - 4) The transactions will be sorted as specified in your configuration for the ‘Sort’ setup option. You will need to type in the output file name.

This will be an ASCII text file. You can change the folder where you want the file to be written.



8. DAMES Support

- a. For software or technical support, or help with questions concerning data retrieval or data verification, please contact Customer Support at **(937) 656-3247**, FAX **(937) 656-3800**, E-Mail dameshelp@dla.mil.
- b. For General Information about DAMES or DLA Transaction Services other systems, log into DLA Transaction Services Web Site at <https://www.transactionservices.dla.mil>