

Headquarters Air Mobility Command

WEB Go81 INITIAL TRAINING

A New Users Guide To The Basics

09-Nov-2016

Unrivaled Global Reach for America ... ALWAYS!

Getting Started

In the time it takes to review this document, you will know everything you will ever need to know about Web Go81!

(REPHRASE) ...everything you need to know about getting “STARTED” in Web Go81.

The intent of this lesson is not to teach any screens or programs in Web Go81. The goal is to provide a basic knowledge of the overall picture... A foundation to build on as you are introduced to your daily routines... An Orientation!

So... let's get started!

What Will We Cover?

- ▣ Accessing Web Go81 Slide 4 - 8
- ▣ Main Page Tour Slide 9 - 33
- ▣ Commonly Used Screens Slide 34
- ▣ Useful Hints & 411 Slide 35-41

If you have any questions, suggestions or other constructive comments regarding this guide, please contact us.

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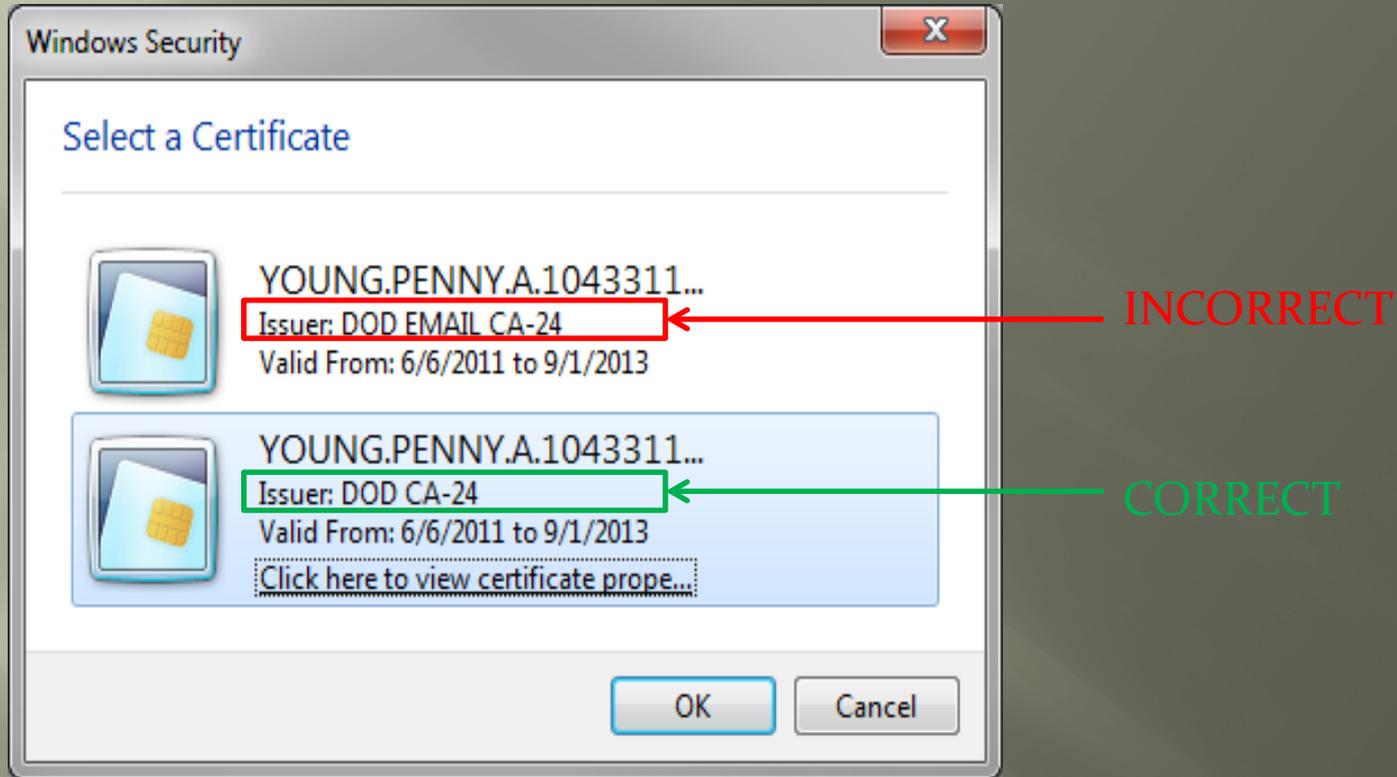
Accessing Web Go81

- ▣ So, you've completed the DD Form 2875, met with your Go81 Manager and have accomplished your initial Go81 account set-up and are ready to use Web Go81
 - ❖ You've been issued a USERID and have set-up your personal password
 - ❖ You've registered your CAC card for easy PIN access to WebGo81 and Global Reach

- ▣ If your CAC card was not registered during your WebGo81 account set-up, refer to the **How To Register Your CAC Card** located on Global Reach in the Go81 Training Manuals section

Accessing Web Go81

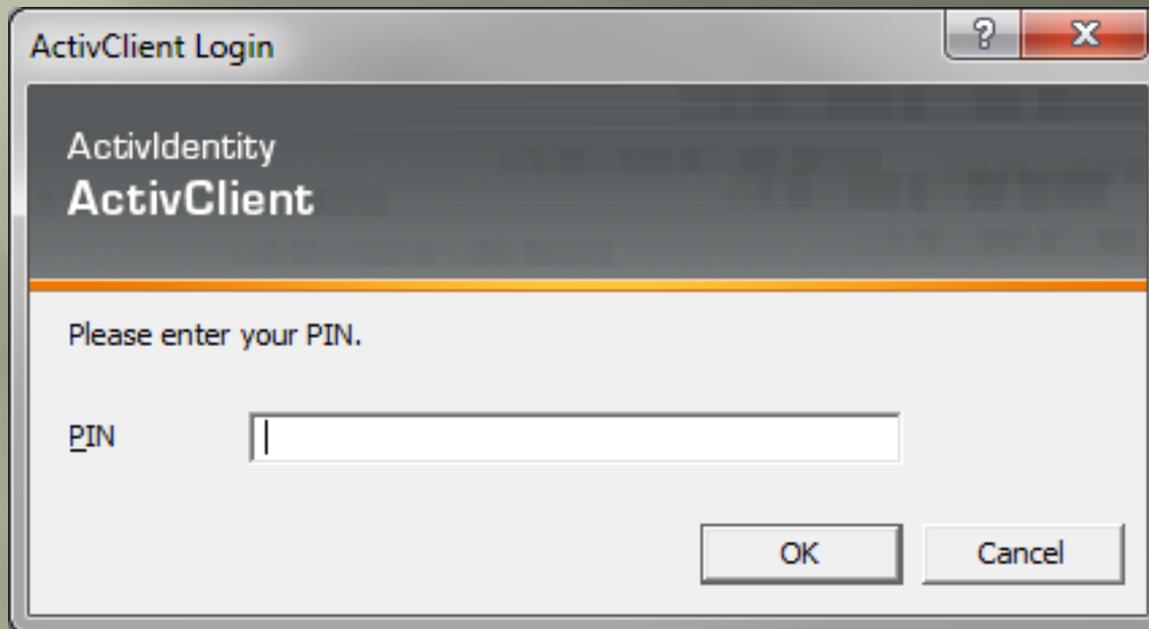
- ▣ You will be asked to select a CAC certificate



- ❖ **ALWAYS** select the certificate that **DOES NOT** say “E MAIL”, then click 

Accessing Web Go81

- ▣ You will then be prompted to enter your PIN



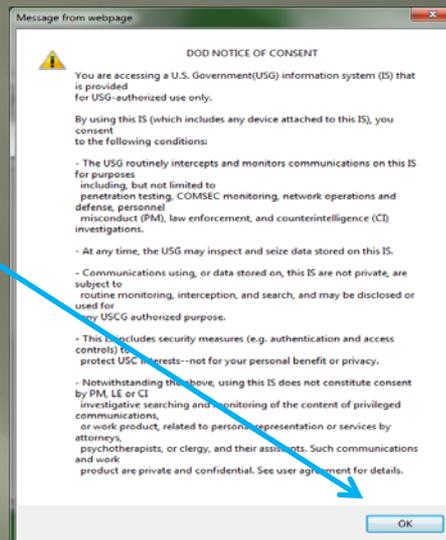
- ▣ Input your CAC PIN number and click  or hit ENTER

- ▣ This will take you to the Web Go81 Log-In page

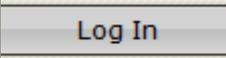
Accessing Web Go81

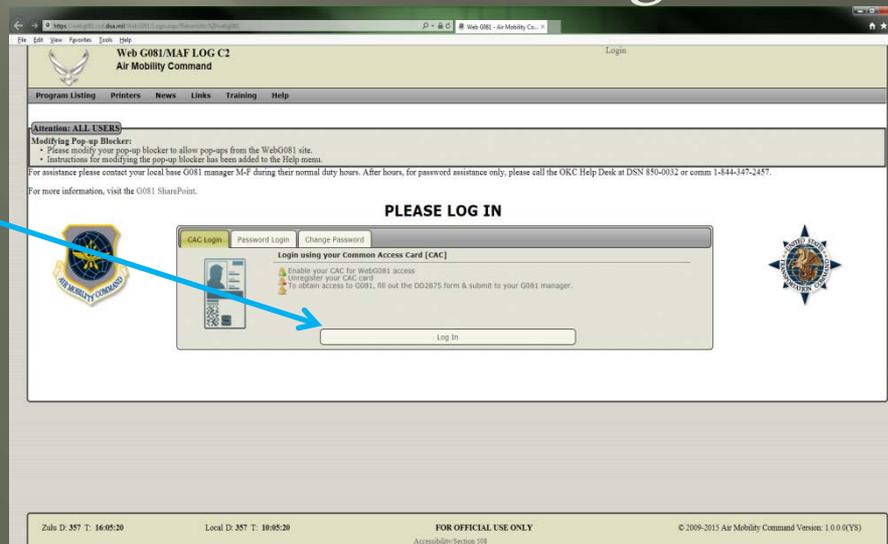
- Next you will get the DoD NOTICE OF CONSENT pop-up

❖ Click 



- You will then be taken to the Web Go81 Log-In page

❖ Click 



- Again, you will get the DoD pop-up

❖ Click 

Welcome To Web G081

Web G081/MAF LOG C2
Air Mobility Command

Logged in as MAM0PAY::Sign Out

Search

[Program Listing](#) [Printers](#) [News](#) [Links](#) [Training](#) [Help](#)

WELCOME

For assistance please contact your local base G081 manager M-F during their normal duty hours. After hours, for password assistance only, please call the OKC Help Desk at DSN 850-0032 or comm 1-844-347-2457.

For more information, visit the G081 SharePoint.

Sitemap

TOOLS	ANALYSIS	MOC	BACK SHOP/ SUPPORT EQUIPMENT	MADAR
ACCESSORY SCREENS	SCHEDULING/ ENGINE MGT	DEBRIEF	INSPECTION (ISO)	HELP SCREENS
MANAGEMENT	TRAINING/ MOBILITY	FLIGHT LINE	SUPPLY	PROGRAM ACCESS
G081 MANAGEMENT				

Submit Clear Ready...

Zulu D: 313 T: 22:04:56 Local D: 313 T: 16:04:56 Previous Login: 11/08/2016 21:35Z from IP: 132.3.41.68 | Last Data Change: 11/08/2016 21:09Z | Last Failed Login Attempt: 09/14/2015 13:47Z from IP: 132.3.29.68

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Accessibility/Section 508

Main Page Tour

- ▣ Pieces of the Main Page
 - ❖ What are the options available?
 - ❖ How do you get from here to a working screen?
 - ❖ Do I need to know the screen number to get to it?
 - ❖ Can you print from this page?

All of these questions and more will be answered in the following slides

And don't worry... Remember this is an initial familiarization lesson, not a YOU MUST REMEMBER ALL THIS STUFF lesson!

THE TOUR BUS IS LEAVING THE STATION!

Main Page Tour

Web G081/MAF LOG C2
Air Mobility Command

Logged in as MAM0PAY::Sign Out

Search

Program Listing Printers News Links Training Help

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G081 MANAGEMENT				

- ❑ Piece by piece, in the next several slides we are going to cover each item on this page
- ❑ There are a few hidden goodies here... some you will remember and others... well, you might want to keep a copy of this lesson handy for the future

Submit

Clear

Ready...

Zulu D: 313 T: 22:20:54

Local D: 313 T: 16:20:54

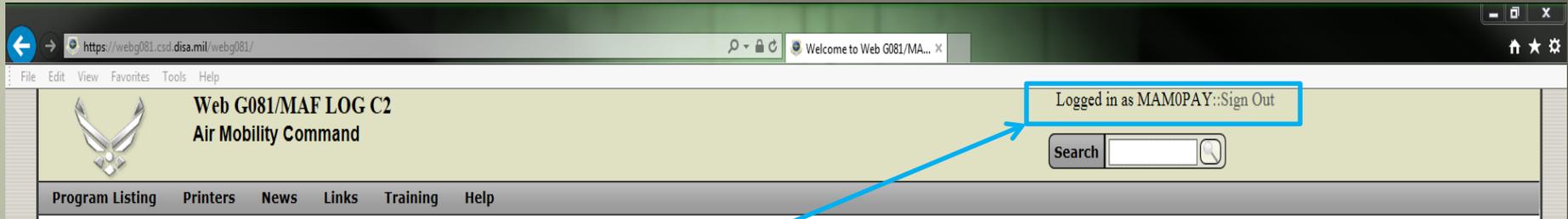
FOR OFFICIAL USE ONLY

© 2009-2016 Air Mobility Command Version: 1.0.0.0(YS)

Previous Login: 11/08/2016 21:35Z from IP: 132.3.41.68 | Last Data Change: 11/08/2016 21:09Z | Last Failed Login Attempt: 09/14/2015 13:47Z from IP: 132.3.29.68

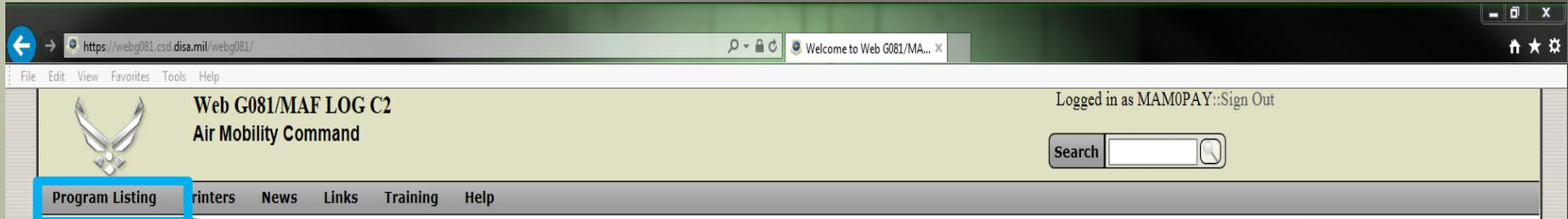
Accessibility/Section 508

Main Page Tour

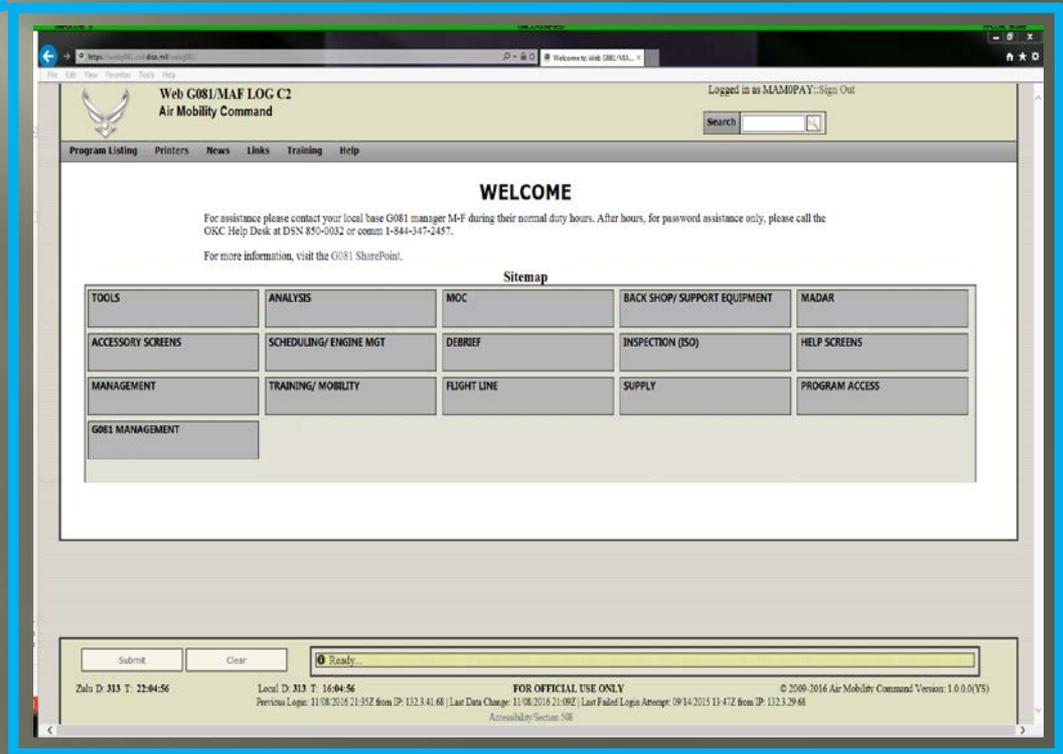


- ❑ Am I logged in?
 - ❖ Generally, if you are at this main page, you are logged in...
 - ❖ But to be sure, in the top right hand corner it will:
 - ❑ Show that you are logged in
 - ❑ Confirm your log-in USERID
 - ❑ Have a Sign-Out link to exit the Web Go81 session

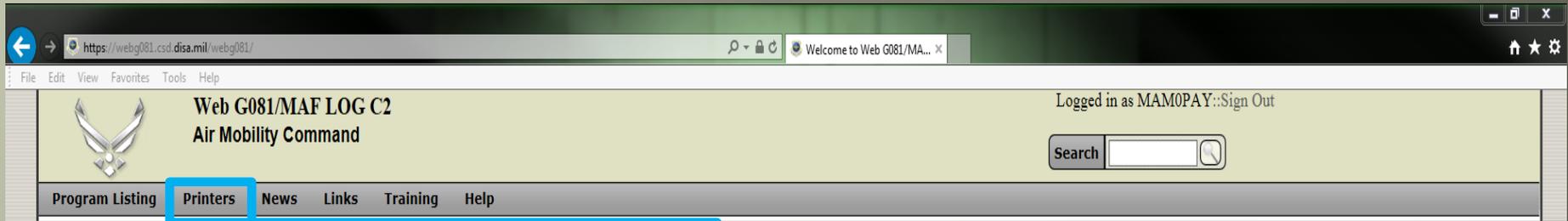
Main Page Tour



- Program Listing
 - The first page you are directed to when you log-in
 - From here, you can perform a number of actions from screen navigation to finding out the latest news in Go81-Land!

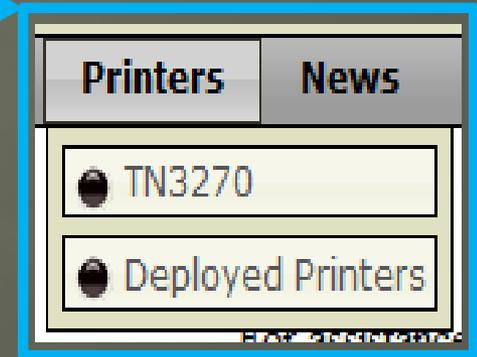


Main Page Tour

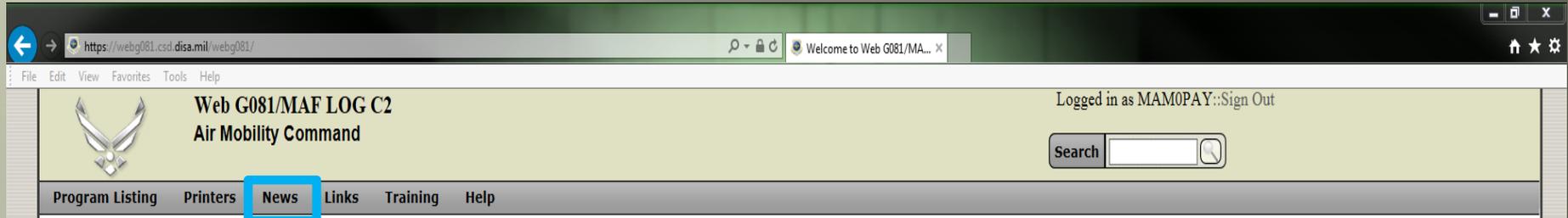


➤ Printers

- **This DOES NOT refer to your network IP Printer**
 - Printers used for screen printing and to print device products will automatically connect at log-in
- **TN3270**
 - This will primarily be used for Print-2-File printers which send .txt files to a specified location on your computer or a shared drive
 - If you require a Print-2-File printer, contact your Go81 Manager for a printer ID and set-up instructions
- **Deployed Printers**
 - This will connect you to the list of deployed printer IDs located on the Go81 SharePoint site
 - If you have not already, you should request membership to the SharePoint site
 - This comes in handy if you are in a deployed location and need to know what your available printers are in the area



Main Page Tour



➤ News

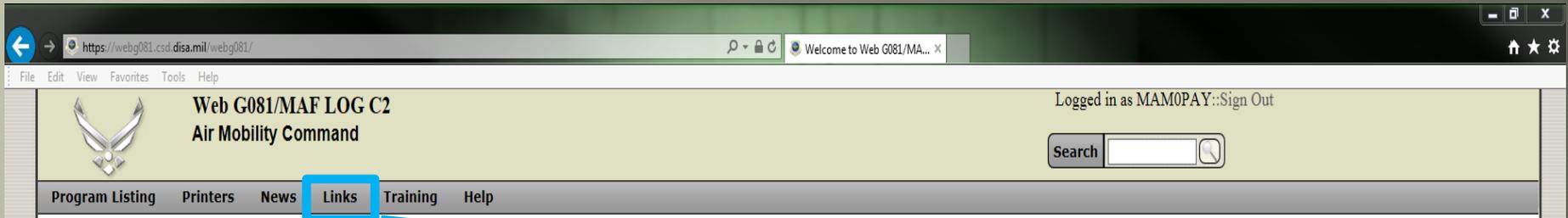
➤ What's going on in Go81-Land?

➤ Click here to get information on upcoming events such as:

- Go81 Users Conferences
- Training Team Schedule
- FOCUS Classes
- System Outages/Downtimes
- ...More to follow

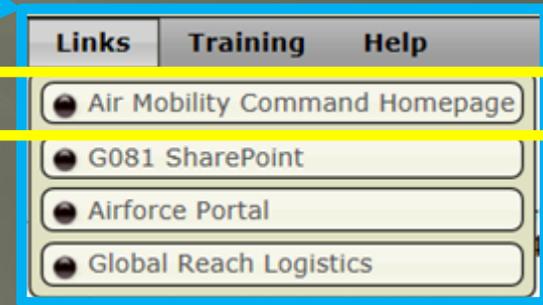
➤ If there is something you would like to see here, contact your Go81 Manager with your request and ask them to submit your idea via a System Change Request

Main Page Tour



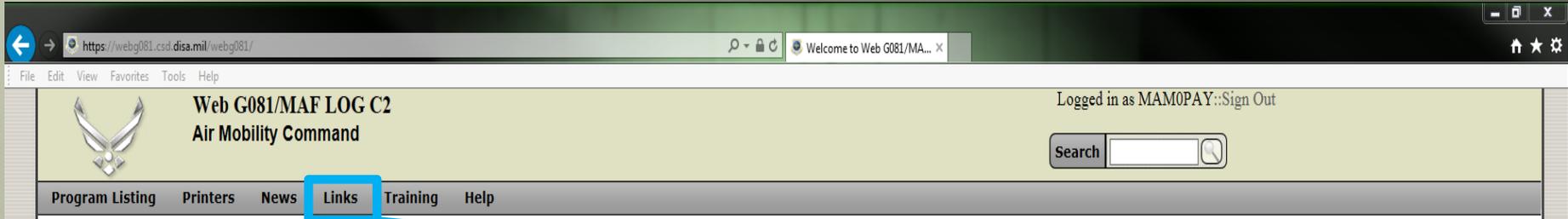
➤ Links

- Click here for direct links to informational resources for Go81, AMC and other related items



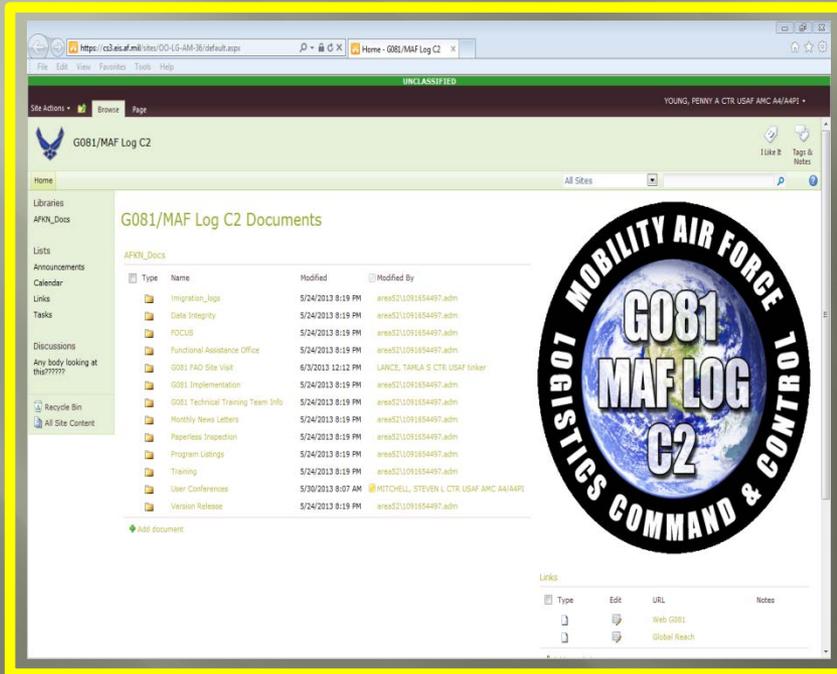
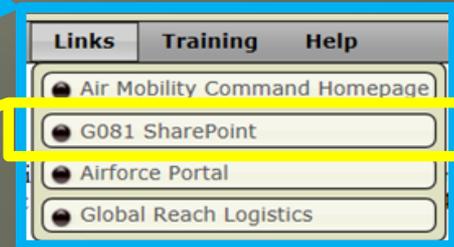
- Air Mobility Command Homepage
 - This will take you to the private homepage for AMC
 - Although this page IS NOT located on the AF Portal, you still require your CAC log-in for access
 - Some of the links on this page will direct you to information / web pages that DO reside on the AF Portal

Main Page Tour



➤ Links

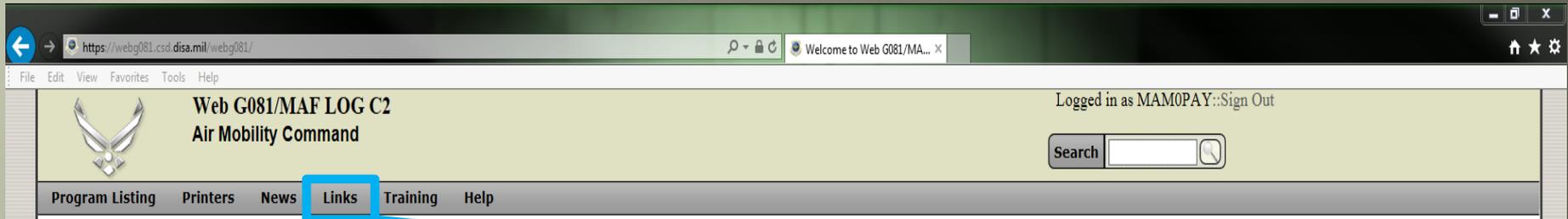
- Click here for direct links to informational resources for Go81, AMC and other related items



➤ Go81 SharePoint

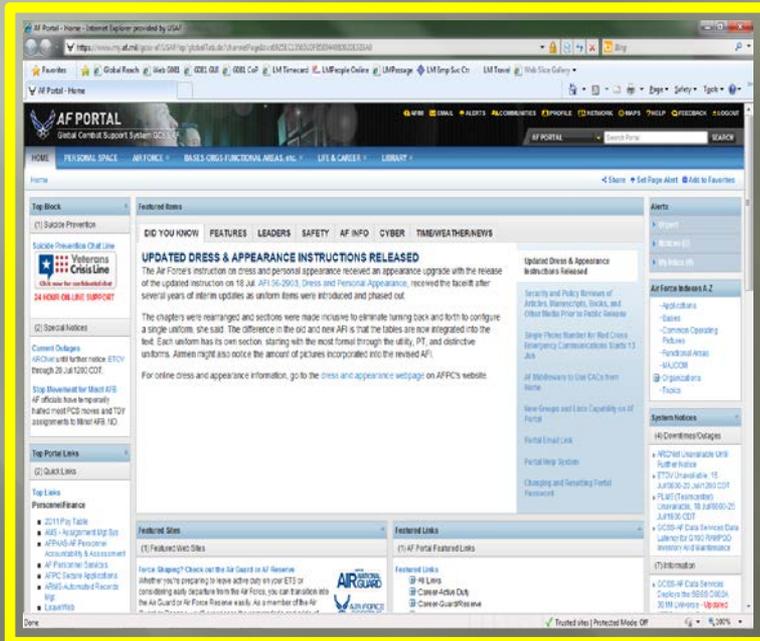
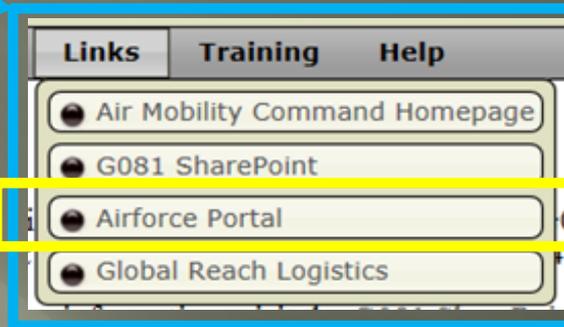
- This will take you to the Go81 Information page located on the Go81 SharePoint site
- The site is CAC accessible only
- The SharePoint requires membership
 - On your first visit, you will be prompted to send a membership request to the site owner(s)
 - No information is required other than a brief statement as to why you want access ("I use Go81 to update aircraft maintenance")

Main Page Tour



➤ Links

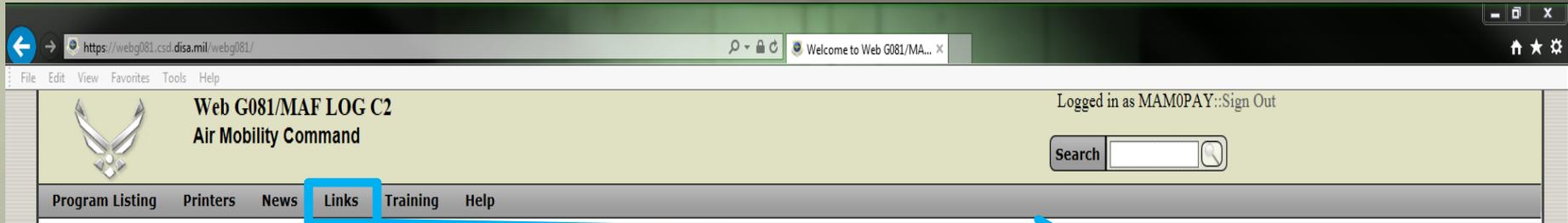
- Click here for direct links to informational resources for Go81, AMC and other related items



➤ Air Force Portal

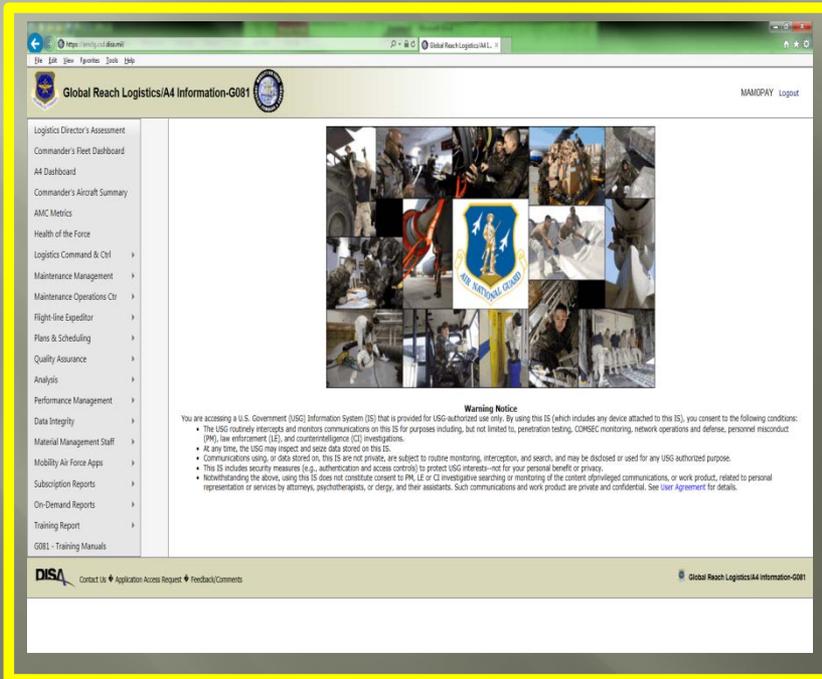
- This will take you to the AF Portal Homepage
- This is not a public page and is therefore CAC accessible ONLY
- No... You cannot personalize this link to go to your unit Portal page

Main Page Tour



➤ Links

- Click here for direct links to informational resources for Go81, AMC and other related items



➤ Global Reach Logistics

- This will take you to the Global Reach (GR) Log-In page
- Global Reach is CAC accessible ONLY
 - Your CAC Card must be registered to access the GR website using the CAC Login option
 - If not registered, you can input your Go81 USERID/Password
 - Registration instructions are located on the log-in page and detailed in the **HOW TO REGISTER YOUR CAC CARD** guide

➤ If you have already registered your CAC card for Web Go81, you will also be registered to get into GR... No additional steps are required!

Main Page Tour

Web G081/MAF LOG C2
Air Mobility Command

Logged in as MAM0PAY::Sign Out

Search

Program Listing Printers News Links **Training** Help

- Training
- Click here to be taken to the Go81 Training Manuals page

Title	Last Update
03 G081 Training Team Availability Schedule (FY2024)	17 Jun 2015 02:15
01 DCO Training Sessions and Recordings List	17 Jul 2013 08:40
02 G081 to IMDS Conversion	26 Nov 2012 04:15
02 IMDS to G081 Conversion	26 Nov 2012 04:13
AGE & Support	18 Sep 2013 07:30
Analysis	14 Dec 2015 03:41
Detnet	14 Dec 2015 03:24
Engine Management	14 Dec 2015 03:36
G081 Management (in review)	28 Sep 2009 04:10
G081 Management - FOCUS (in review)	21 Jun 2011 03:32
Global Reach Reports	30 Apr 2010 12:26
Inspection	14 Dec 2015 03:35
Maintenance Data Documentation	11 Sep 2013 03:59
MDC	14 Dec 2015 03:23
Off Equipment	14 Dec 2015 03:29
On Equipment	14 Dec 2015 03:26
Plans and Scheduling	14 Dec 2015 03:39
Programs and Mobility	14 Dec 2015 03:22
Supply	14 Dec 2015 03:42
Training	14 Dec 2015 03:21
Process Guide - Supervisor (F9154) and DIT (F9153) MDC Reviews	14 Dec 2015 07:22
Quick Guide - Mass Training Course Code Updates	16 Mar 2012 08:49
Quick Guide - 353 TAGS	19 Sep 2013 12:51
Quick Guide - G081 User Account Management	04 Jun 2012 06:58
Quick Guide - Navigating FOCUS Reports	19 Sep 2013 01:52
Quick Guide - PROGRAM 5096 Commonly Used Processes	11 Jun 2012 05:54
Quick Guide - Registering Your CAC for WebG081 and GR	19 Sep 2013 01:45
Quick Guide - Training Reports on Global Reach	26 Feb 2013 08:04
Quick Guide - Web G081 Initial Training	19 Sep 2013 12:58

- Here you will find
 - The Go81 Training Team Schedule
 - Go81 / IMDS Screen Conversion Charts
 - User manuals for the Maintenance Functional areas
 - Process and Quick Guides for common and uncommon tasks

Main Page Tour



➤ Help

➤ Click here to be directed to helpful resources

➤ Contact Us

➤ This will pull up a list of all Go81 Managers, listed by base

➤ The contact list will over-write the active Web Go81 screen

➤ You must use the BACK ARROW to return to your Web Go81 session

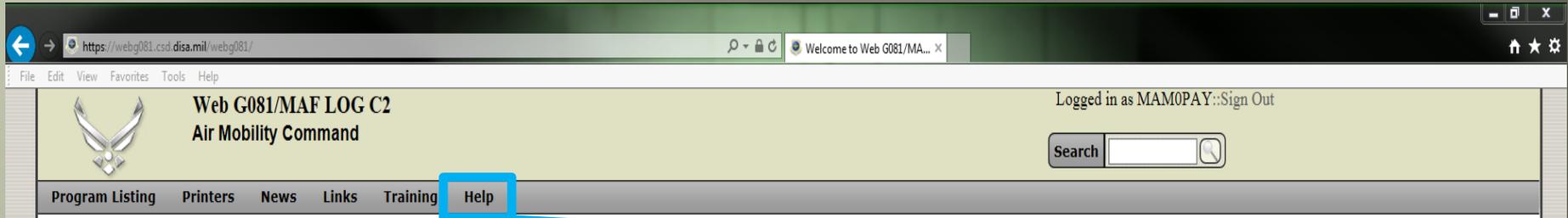
➤ If you "X" out of the contacts list, you will be closing the browser and will have to log back in to Web Go81

➤ Your local Go81 Manager should always be your first point of contact for any questions that you may have

G081 Points of Contact					
Maneuver (AICD)	Learn Profile	ABCO	SSY Staff/Book #/AB	Q&A/POC/AB/ISD	
	Editor:	VTAAAB01	MD060		CMF
CV	Trove, Derek	MA1320E	+171 805 242 3079	Derek.H.Trove@usmc.mil	
CV	Trove, Michael	MA1320P	+171 805 242 4891	Michael.Trove2@usmc.mil	
CV	Trotter, David	MA1321S	+171 805 212 6410	David.L.Trotter@usmc.mil	
Maneuver (AICD)	Learn Profile	ABCO	SSY Staff/Book #/AB	Q&A/POC/AB/ISD	
	Editor:	VTAAAB01	MD060		CMF
SKA	Loftis, Ryan C	MA0832L	283 701 412	Ryan.Loftis@usmc.mil	
NSBT	Smith, William	MA0832B	283 701 124	William.Smith@usmc.mil	
NSBT	Wicks, Justin	MA0832N	283 701 124	Justin.Wicks@usmc.mil	
NSBT	Wicks, John (OC)	MA0832P	283 701 412	John.Wicks@usmc.mil	
Maneuver (AICD)	Learn Profile	ABCO	SSY Staff/Book #/AB	Q&A/POC/AB/ISD	
	Editor:	VTAAAB01	MD060		CMF
ALL	Chap, Brian	MA12300	283 980 487	Brian.Chap@usmc.mil	
CV	Williams, Douglas	MA1234V	283 980 440	Douglas.Williams@usmc.mil	
Maneuver (AICD)	Learn Profile	ABCO	SSY Staff/Book #/AB	Q&A/POC/AB/ISD	
	Editor:	VTAAAB01	MD060		CMF W/CSO
NSBT	Wicks, John	MA1321Z	283 701 412	John.Wicks@usmc.mil	



Main Page Tour



➤ Help

➤ Click here to be directed to helpful resources

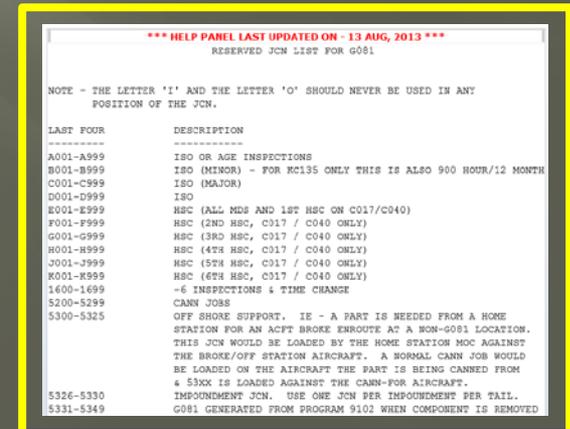
➤ Go81 SharePoint

➤ This is another means to get to the Go81 SharePoint site as shown on a previous slide

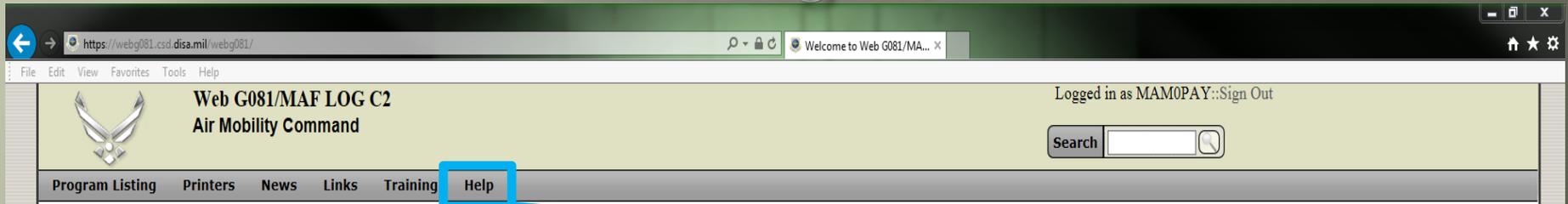
➤ Restricted JCN List

➤ All jobs in Go81 are assigned a Job Control Number

➤ Most are locally determined but some JCNs are specified by AMC for use with certain types of maintenance



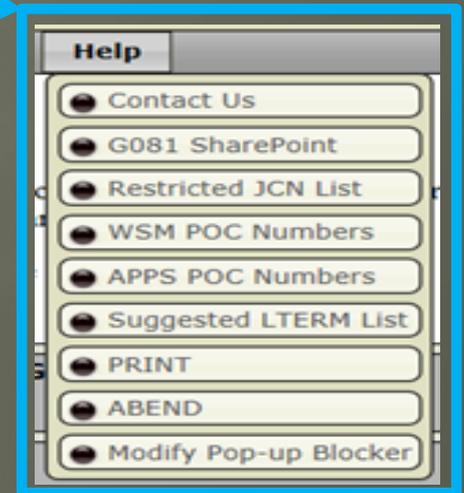
Main Page Tour



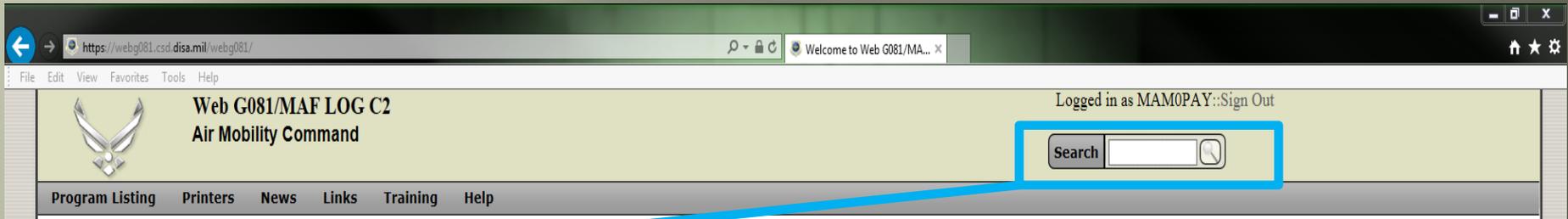
➤ Help

➤ Click here to be directed to helpful resources

- WSM POC Numbers
 - Provides a list of Weapons System Managers by MDS
- APPS POC Numbers
 - Provides a list of Application owners to contact if you need access for systems related to, but outside of Go81
- Suggested LTERM List
 - Provides a list of Logical Terminal designations to be used when setting up Go81 access accounts
- PRINT
 - Instructions for setting up the TN3270 printer
- ABEND
 - Error codes for Batch reports that end before intended (**AB**normal **END**ing)
- Modify Pop-Up Blocker
 - Instructions for both Internet Explorer and FireFox are provided



Main Page Tour

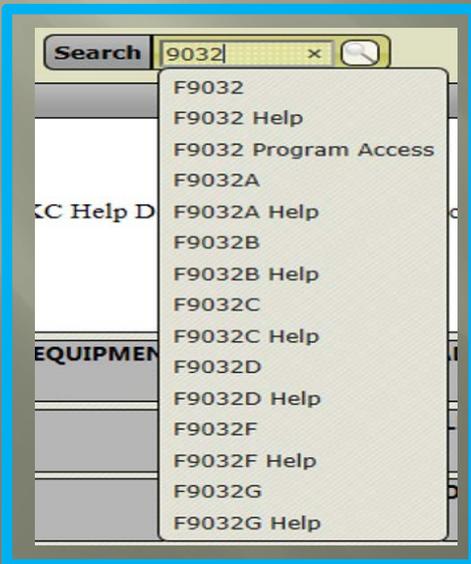
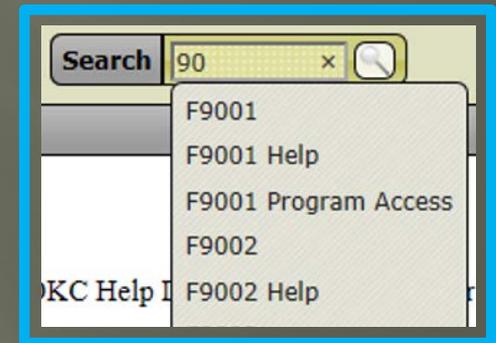


➤ Search

➤ This area is for both information and navigation

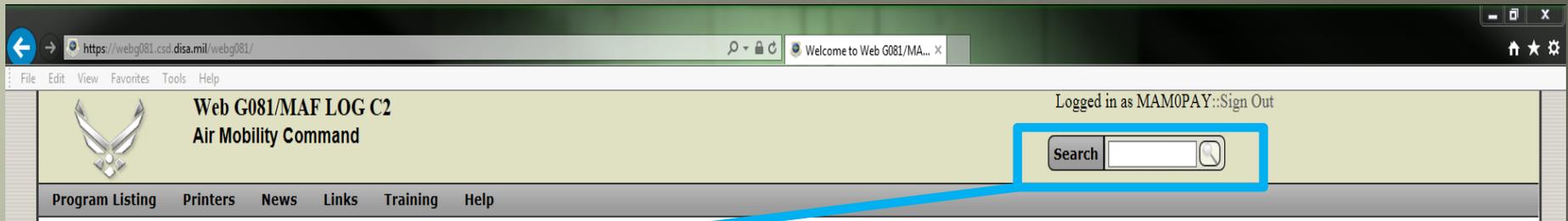
➤ Information

- Not sure of the exact screen number?
- Begin inputting the first few numbers and you will get a dropdown menu of all possible options, including their Help Screens



- Some screens have multiple versions (see example to the left)
- If the screen you input has more than one version, you will get a dropdown of all the options
 - Use this feature to navigate to the correct version
 - Also, gives a heads-up if you were not aware of the other options to ensure you use the correct screen

Main Page Tour

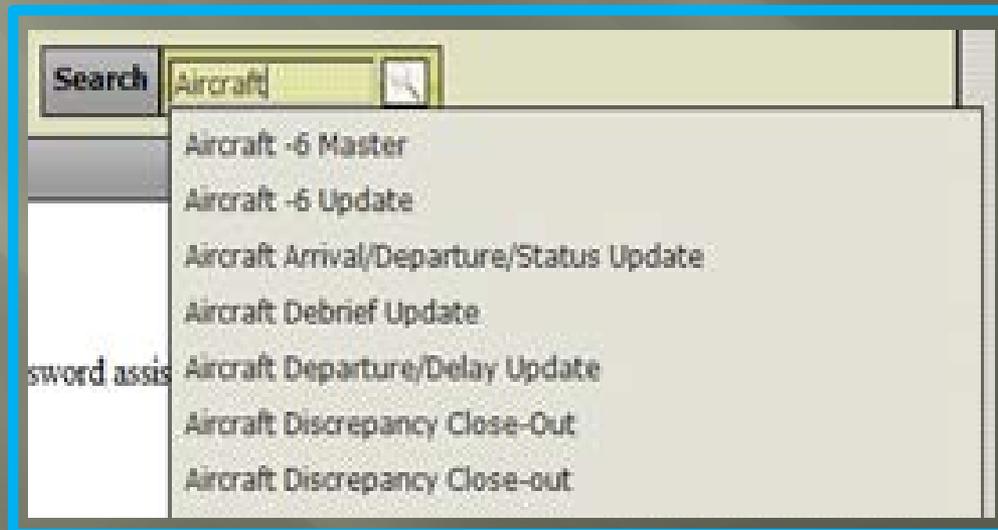


➤ Search

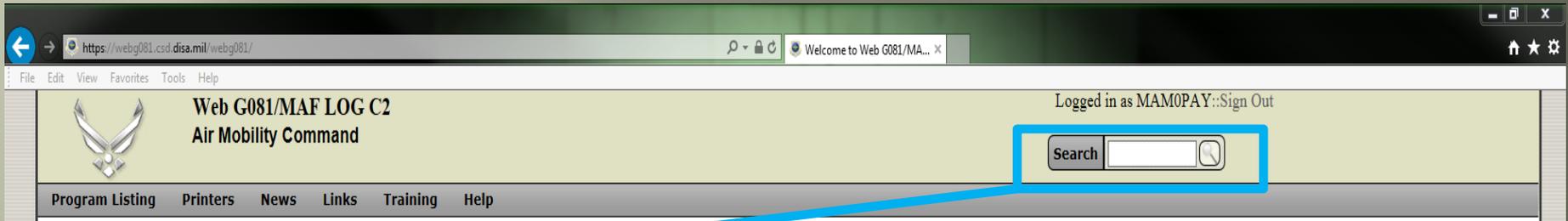
➤ This area is for both information and navigation

➤ Information

- Not sure of the exact screen number but you know what you want to do?
- You can do a WORD SEARCH and related screens will be listed by name in the dropdown menu



Main Page Tour



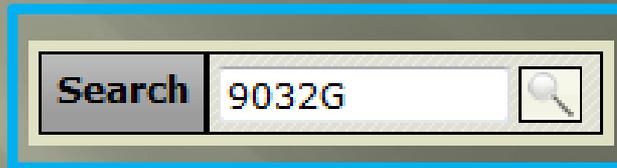
➤ Search

➤ This area is for both information and navigation

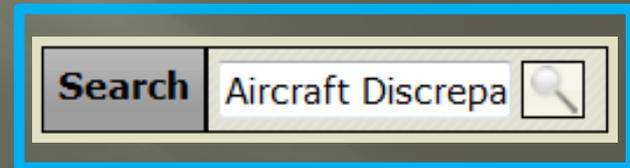
➤ Navigation

- Click on the screen number or program name that you want to go to
- This will populate the Search box with your selection

Selected by Screen Number



Selected by Program Name



➤ Then, click on the  to go to that screen

- When you input the screen number, you can also hit ENTER if you do it quickly!
LOL
- ENTER will not work for screen names

Main Page Tour

➤ Sitemap

- Big-n-Bold on the home page, navigating screens in Web Go81 is broken out by Functional Areas

WELCOME

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Sitemap

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MANAGEMENT	TRAINING/ MOBILITY	FLIGHT LINE	SUPPLY	PROGRAM ACCESS
G081 MANAGEMENT				

Main Page Tour

➤ Sitemap

- Just above the Sitemap, there is information on who to call and where to go for assistance
 - Phones numbers and when to call each resource are included
 - Note that you must **ALWAYS** try to contact your local Go81 Manager **FIRST**

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G081 MANAGEMENT				

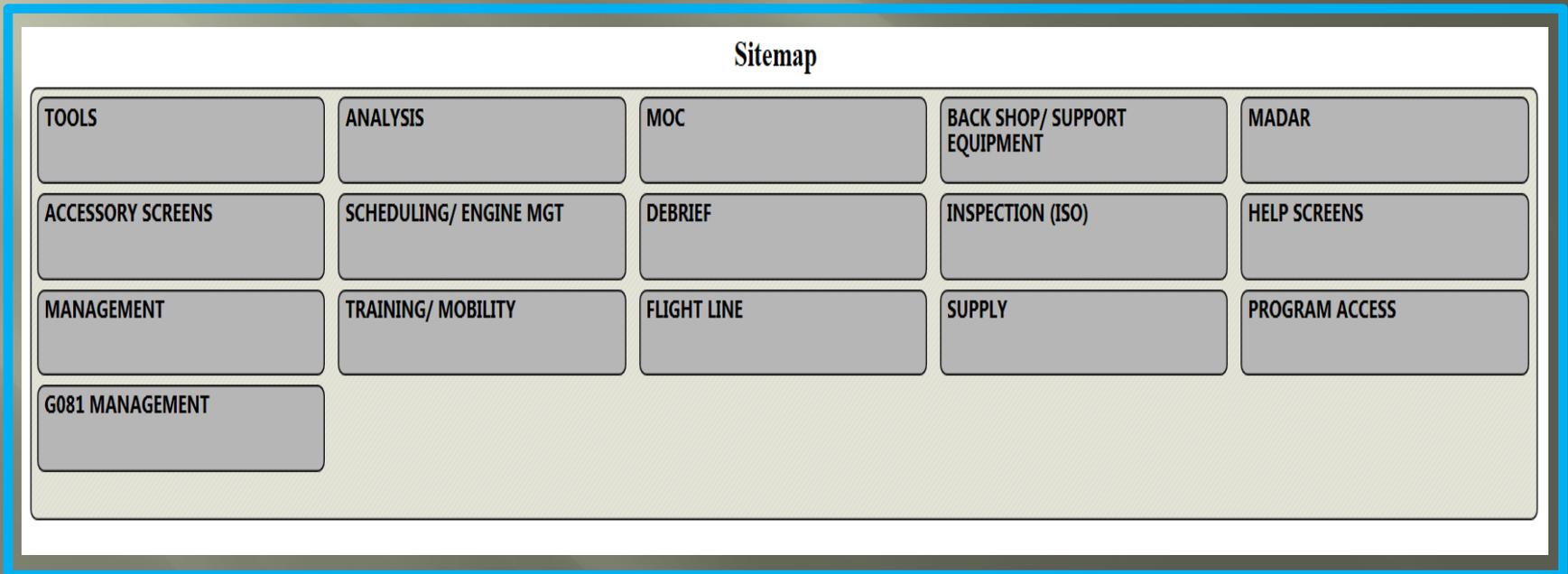
Main Page Tour

➤ Sitemap

➤ This area is broken out by Functional Areas

➤ Screens used to perform tasks by these areas are listed in the drop down menus

- Some screens will be under multiple Functional Area menus as they are used by multiple shops
- If there is a screen you use frequently that is not listed under your Functional Area, contact your local Go81 Manager and request an SCR be submitted to add the link



Main Page Tour

➤ Sitemap

- To use the sitemap area, you will first want to click on the Functional Area that applies to the task you need to accomplish

Sitemap				
TOOLS	ANALYSIS	MOC	BACK SHOP/ SUPPORT EQUIPMENT	MADAR
ACCESSORY SCREENS	<ul style="list-style-type: none">● F8003 Maintenance Failures by WUC/REFDES● F8011 In-Flight Engine Shutdown● F8020 Operations Status of All Aircraft at a Given Base● F8021 WUC Refdes Removal History● F8031 Bench Check Analysis Summary for a WUC● F8035 Open Aircraft Event/Supply Workable Discrepancies● F8070 Discrepancy Report● F9006 Process Requests for Supply(SBSS)● F9022 Job Estimates● F9025 Monthly Aircraft Status Summary● F9025B Aircraft Flying Hours Data● F9041 Maintenance Summary by System● F9056 MDC Inquiry/Delete Utility● F9058 Shop Batch Job Execution● F9061 Standard Reporting Designator(SRD)● F9068 Time Conversion Record● F9072 User Printer Change● F9141 Deployed Aircraft Information● F9153 Dit MDC● F9154 Supervisor MDC Review	DEBRIEF	INSPECTION (ISO)	HELP SCREENS
MANAGEMENT	SCHEDULING/ ENGINE MGT	<ul style="list-style-type: none">● A2700 C-5 Aircraft Tracking Record (AF FORM 4097/MC FORM 33)● F8005 General Aircraft Data● F8011 In-Flight Engine Shutdown● F8020 Operations Status of All Aircraft at a Given Base● F8025 Open Aircraft Event/Supply Workable Discrepancies● F8038 Aircraft Flight Detail and Summary Report● F8070 Aircraft Discrepancy Report● F9001 Drop Aircraft Discrepancy Package● F9009 Multiple Aircraft Job Schedule● F9010 Aircraft Discrepancy Close-out● F9010C Aircraft Discrepancy Close-out at Non-G081 sites● F9017 Reopen or Delete Closed Aircraft Discrepancies● F9019 Identify Aircraft Repeat/Recur Discrepancies● F9020 Detailed Aircraft Flying Hour Input● F9023 Engine Shutdown Update● F9032 AFTO Form 781A and 781K Batch Request● F9032A Aircraft Maintenance Discrepancy Batch Request● F9032C Repeat/Recur Discrepancy Batch Request● F9032F Aircraft Flying Forms Batch Request	SUPPLY	<ul style="list-style-type: none">● User Management Help User Management Tools● A2200 Help C-5 Aircraft Tracking Record (AF FORM 4097/MC FORM 33)● F8001 Help Print AFTO form 349● F8003 Help How Mal Code vs. Work Unit Code● F8004 Help MDC Work Unit Code Analysis● F8005 Help General Aircraft Data● F8007 Help Base Code Table● F8008 Help Expired ETIC or Stock/Part Number for Shop or Squadron Jobs● F8010 Help ACMS Configuration Time Report● F8011 Help In-Flight Engine Shutdown● F8013 Help WUC/MADARS Fault Code and CEI Cross Reference● F8017 Help ACMS Configuration Index Data● F8018 Help Broker Audit List● F8019 Help SE/AGE Holding Bin Report● F8020 Help Operations Status of All Aircraft at a Given Base● F8023 Help Compliance Status of a given TCTO by Base or Force● F8024 Help Support Equipment discrepancy Status● F8026 Help Compliance Status of a given TCTO

- From the dropdown, select the screen number you want to go to and click on it
 - Occasionally, the screen number you need will not be under the Functional Area you have selected
 - Sometimes, we are so used to using certain screens that we assume they belong in our areas
 - For instance, screen 9010 is not listed under Flight Line but we know that at a minimum, flight line supervision may use this screen

Main Page Tour

Not sure if you have selected the right program number?

Not a problem...

Mouse over the program to get a brief description of its purpose and/or use

The screenshot displays a software interface with a central list of programs. On the left, there are four vertical menu categories: TOOLS, ACCESSORY SCREENS, MANAGEMENT, and GO81 MANAGEMENT. On the right, there are three vertical menu categories: INSPECTION (ISO), SUPPLY, and HELP SCREENS. The central list includes programs such as F8001 Print AFTO form 349, F8005 General Aircraft Data, F8018 Broker Audit List, F8020 Operations Status of All Aircraft at a Given Base, F8035 Open Aircraft Event/Supply Workable Discrepancies, F8038 Aircraft Flight Detail, F8047 Detail Aircraft Status, F8057 T/NB List, F8068 Weapon System Aircraft Status, F8070 Aircraft Discrepancy Report, and F8091 Possession Purpose Code Report. A yellow callout box highlights the F8035 program, showing a tooltip that reads: "Displays open aircraft jobs. Allows ability to update/close/delete JCNs from listing". A yellow arrow points from the tooltip to the F8035 program entry in the list.

TOOLS	ANALYSIS			
ACCESSORY SCREENS	SCHEDULING/ ENGINE MGT	F8001 Print AFTO form 349	INSPECTION (ISO)	HELP SCREENS
MANAGEMENT	TRAINING/ MOBILITY	F8005 General Aircraft Data	SUPPLY	PROGRAM ACCESS
GO81 MANAGEMENT		F8018 Broker Audit List		
		F8020 Operations Status of All Aircraft at a Given Base		
		F8035 Open Aircraft Event/Supply Workable Discrepancies		
		F8038 Aircraft Flight Detail		
		F8047 Detail Aircraft Status		
		F8057 T/NB List		
		F8068 Weapon System Aircraft Status		
		F8070 Aircraft Discrepancy Report		
		F8091 Possession Purpose Code Report		

Main Page Tour

➤ Footer

➤ The footer contains a couple new pieces and a couple duplicates

➤ Submit

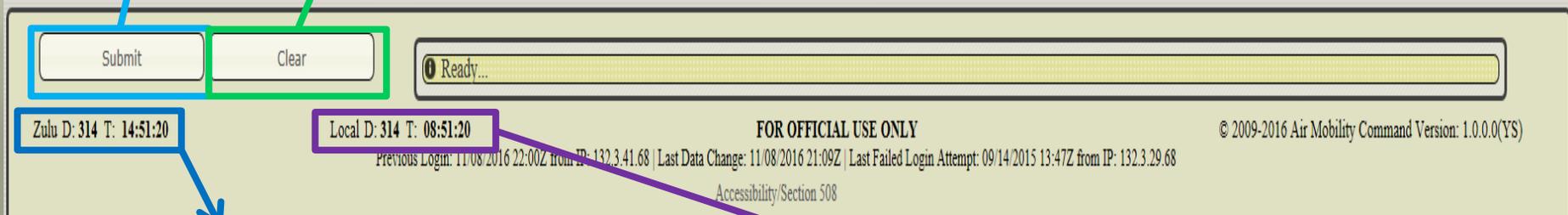
➤ This will not work for any Homepage selections

➤ Acts as the TRANSMIT key on all screens

➤ Clear

➤ This will reset all pages to their original format

➤ It will ONLY clear the input data, leaving the screen in place for your new inputs



➤ ZULU Day and Time

➤ Show the ZULU Julian Date and Time

➤ LOCAL Day and Time

➤ Shows the LOCAL Julian Date and Time at the assigned station of the person logged into Go81

➤ This MIGHT NOT be the persons actual location

Main Page Tour

➤ Footer

➤ Previous Login

- This will show you the date, time and IP address of your last successful log-in session

➤ Last Data Change

- This will show you the last time you processed any data changes in Go81

The screenshot shows the footer of the Go81 interface. At the top left are 'Submit' and 'Clear' buttons. Below them is a status bar with 'Zulu D: 314 T: 14:51:20' and 'Local D: 314 T: 08:51:20'. A central box contains the text 'FOR OFFICIAL USE ONLY' and three data fields: 'Previous Login: 11/08/2016 22:00Z from IP: 132.3.41.68', 'Last Data Change: 11/08/2016 21:09Z', and 'Last Failed Login Attempt: 09/14/2015 13:47Z from IP: 132.3.29.68'. A copyright notice '© 2009-2016 Air Mobility Command Version: 1.0.0.0(YS)' is on the right. At the bottom center is 'Accessibility/Section 508'. Three colored arrows point from the text above to the corresponding data fields: a blue arrow to 'Previous Login', a purple arrow to 'Last Data Change', and a green arrow to 'Last Failed Login Attempt'.

➤ Last Failed Login Attempt

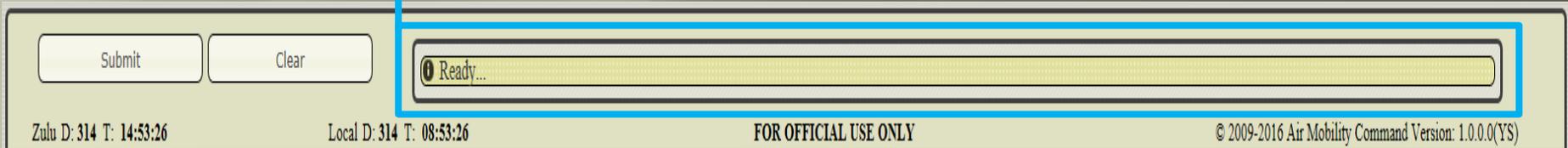
- This will show you the date, time and IP address of the last time you attempted to login unsuccessfully

Main Page Tour

➤ Footer

➤ Status Line

- This lets you know that the system is active and ready for your inputs
- This also tells you when your transaction is complete, was successful or has failed
 - If you receive an error, please make note of the exact message to pass on to your Go81 Manager



Other Examples

Transaction complete... all data displayed

END OF DATA

Transaction successful... data processing

JOB SUBMITTED FOR EXECUTION

Something is wrong...

READ THE ERROR MESSAGE!!!

In most cases, the message will tell you exactly what you need to fix.

*****UNAUTHORIZED USER*****

Ready...

ACTIVITY REJECTED - 046 THIS JOB CONTROL NUMBER IS NOT FOUND FOR THIS AIRCRAFT

Ready...

BASE CODE INVALID

You Made It!

That's right! We are DONE... for now.

There are a few more slides at the end of this lesson that will answer some FAQs and give some useful info to get you through your first few days.

But, you now have everything you need to know to work your way around Web Go81.

The Next Step...

Once you get settled into your work center, you will move to the next lesson(s) that will be specific to your new assignment and job duties.

Your assigned trainer in your shop will ensure that you are provided with the right lesson set(s) to continue.

So for now... **WELCOME TO WEB Go81!**

Some Commonly Used Screens

- ▣ 9050 -Input Aircraft Discrepancies
 - ❖ Create new jobs for aircraft discrepancies

- ▣ 9099 -MDC Input Program
 - ❖ Document maintenance actions for on-equipment jobs

- ▣ 9119 -Personal Training Record
 - ❖ Obtain a listing of current ancillary and other training statuses

- ▣ 9006 -Process Requests for Supply (SBSS)
 - ❖ Order parts through the supply system

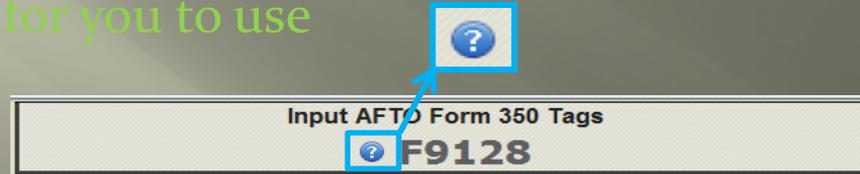
- ▣ 9010 -Discrepancy Completion
 - ❖ Used to force close a job
 - ❖ Closing is generally accomplished using screen 9099
 - ❖ Can be restricted to Supervisors, QA, Go81 Managers and MOC access

- ▣ 9017 -Re-Open or Delete Closed Discrepancies
 - ❖ Pretty self-explanatory
 - ❖ DELETE action is generally restricted to the Go81 Manager and MOC

Useful Hints & 411

▣ Help Screens

- ❖ Every screen in Go81 has its own set of instructions and they are right there for you to use



- ❖ The mysteriously hidden  is your key into the *Answer Zone*

```
*** HELP PANEL LAST UPDATED ON - 6 AUG, 2012 ***
***** MOST CURRENT PROGRAM CHANGES IMPLEMENTED *****
529 # - 11-244M      IMPLEMENTED ON - 10 JAN 2012
PROGRAM WILL NOW FORCE FULL MDS TO BE INPUT WHEN CREATING A 350 TAG.
*** HELP PANEL LAST UPDATED ON - 6 AUG, 2012 ***
PROGRAM          TITLE
MAMU9128         CREATE/UPDATE OFF EQUIP JOBS (350 TAGS)                (WEBG081)
*****
FUNCTION: 1.  CREATE AN AFTO FORM 350 TAG (M376S14 RECORD)
          2.  MAKE CHANGES TO AN EXISTING AFTO FORM 350 TAG.
          3.  ALLOWS USERS TO TRANSFER 350 TAGS BETWEEN SHOPS
              *** TRANSFERS ARE NOT AUTHORIZED ONCE PRIME SHOP MDC IS COMPLETED
              ***** UP TO 5 AFTO FORM 350 TAGS CAN BE TRANSFERRED AT ONCE.
          4.  ALLOWS USERS TO CLOSE UP TO FIVE TAGS AT ONCE WITH A "Z"
              ACTION. USERS ENTER INFORMATION ON THE BOTTOM PORTION OF 9128.
              THIS INFORMATION IS THEN RESET TO 9129A, WHICH ACCOMPLISHES THE
              ACTUAL DATABASE UPDATES.
          UPDATES/RETRIEVES INFO FROM M376S14/S17/S24, M391, M362/S12/S22

FOR DETAILED DIRECTIONS ON CREATING/PROCESSING 350 TAGS COPY AND PASTE THE
BELOW URL INTO YOUR BROWSER:
      HTTPS://AMCLG.OKC.DISA.MIL/DOC/350%20TAGS.PDF

NOTES:  1.  RECORDS ARE KEPT FOR 40 DAYS AFTER COMPLETION/CLOSED.
          2.  ALL RECORDS ARE DELETED AFTER 18 MONTHS WHETHER COMPLETED OR
              NOT. IT IS "ASSUMED" RECORDS OLDER THAN 18 MONTHS ARE ABANDONED
              RECORDS AND THE DATABASE NEEDS TO BE PURGED.

ACTION:  CHOOSE FROM THE FOLLOWING OPTIONS
          A - ADD AFTO FORM 350 TAG
          C - CHANGE AFTO FORM 350 TAG INFORMATION.
          D - DELETE AFTO FORM 350 TAG.
          F - UPDATE DIFM INFORMATION.
          M - TO BLANK MDC
          N - PROCESS TRN (TURNAROUND)
          P - PRINT 349/350 TAGS
          S - SCAN 350 TAGS.
          T - TRANSFER 350 TAGS TO ANOTHER SHOP
          Z - UPDATE MULTIPLE TAGS (BOTTOM PORTION OF SCREEN) TO BE
              SENT TO PROGRAM 9129A FOR PROCESSING.
```

Useful Hints & 411

▣ HOT Keys!

❖ Gone... Sorry  But all is not lost....

❖ Web Favorites... The NEW Hot Key!!! 

▣ Just like you would for any of your favorite internet pages, you can save shortcuts to Go81 programs

▪ While on the program page, select  and ADD the screen to your Favorites list

▪ Or... Click on the  icon to add the program page to your Favorites Bar across under the URL line

• Once added, you can rename them to show program number

Useful Hints & 411

- ▣ Multiple Screens!!
 - ❖ THEY ARE BACK!!!

 - ❖ There are 2 ways to access this feature
 - ▣ Open a duplicate tab
 - Right mouse click the tab
 - Select Open In New Tab from the drop down list

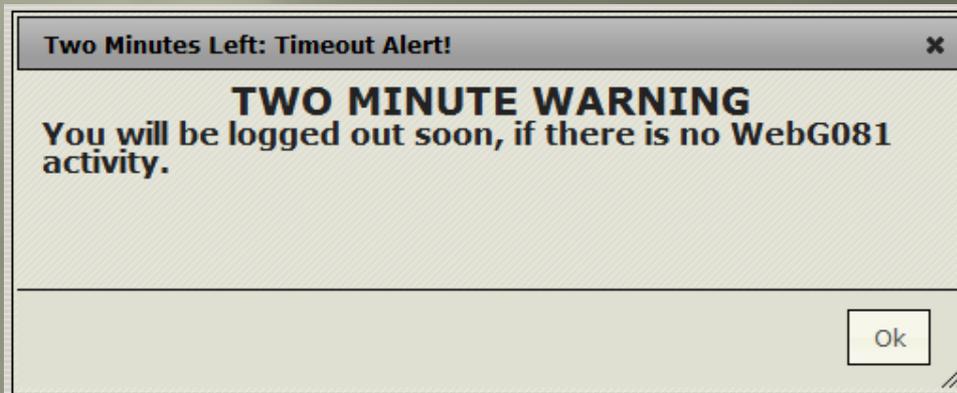
 - ▣ Open in a new window *-This is great if you want to put the screens on different monitors*
 - Mouse over the desired program number from any of the program menus
 - Right mouse click to get the drop down list
 - Select Open In New Window option

 - ❖ This is a great way to log back in after timing out to ensure you don't lost your inputs

Useful Hints & 411

▣ Session Time-Outs

- ❖ The Web Go81 session will timeout after 15-minutes of inactivity
- ❖ After 13-minutes of inactivity, you will get a pop-up warning



- ❖ Click on OK to resume your session and restart the activity clock
 - ▣ If your session has completely timed out, you should only need to re-input your PIN, as with any other CAC accessible webpage
- ❖ Once you have restarted your session, you should be returned to the screen you were using when the time-out occurred
 - ▣ In most cases, all of your previously input data will still be present

Useful Hints & 411

▣ Go81 Account - Deletion

- ❖ Your account will be automatically disabled and/or deleted if you have not logged in for...
 - ▣ Active Duty / Full Time Personnel: Disabled at 30 days; Deleted at 45 days
 - ▣ Traditional AFRC / ANG Personnel: Deleted at 65 days
- ❖ Your Go81 Manager has no control over this, it is a system push
- ❖ You will need to contact your Go81 Manager and re-accomplish the DD Form 2875 to have a new account built
- ❖ Extended Absence, Deployments, Other
 - ▣ Other than Go81 itself being down, there should never be a reason why you cannot access Web Go81 as long as you have access to the internet and a CAC card reader
 - ▣ Check with your local Go81 Manager for types of excused circumstances and local procedures

Useful Hints & 411

▣ Irreparable Damage

- ❖ Bottom Line... There is not much you can do that your Go81 Manager cannot UNDO
- ❖ When you make a mistake... And we all have...
- ❖ FIRST... read the ERROR MESSAGE!!
 - ▣ 8 times out of 10, following the message instructions will resolve your issue
- ❖ Next... read the HELP SCREEN
 - ▣ If the error message is not clear enough, the help screen for that area will usually answer your questions
- ❖ Finally, if neither of these work... CALL your Go81 Manager! Don't just leave it or fudge it...
 - ▣ There are some OOPs that your supervisor or trainer can help you correct, so if available, ask them first
 - ▣ If they are unable to assist, then call your Go81 manager

Useful Hints & 411

▣ Screen Shots

- ❖ When you get an error message that you cannot work through or that you don't understand, the best thing to do is send a screen shot to your Go81 Manager that shows your inputs and the error message

- ❖ There are a couple ways to do this
 - ▣ Single Monitor
 - ▣ Hold down the Control (CTRL) and the Print Screen (PrtSCN) keys to copy the page

 - ▣ Open Outlook (may have to convert to HTML format) and PASTE the screen shot into your e-mail to send
 - ▣ You can also paste the screen shot into any program (Word, Notepad, etc) and attach it to the e-mail

 - ▣ Double/Multiple Monitors
 - ▣ Click on the monitor that has the Go81 page up

 - ▣ Hold down the Alternate (ALT) and the Print Screen (PrtSCN) keys to copy the page on that specific monitor and follow the same steps as above to add to an e-mail

 - ▣ Snippet or similar program
 - ▣ Select "Window Snip", click on the screen and send to your Go81 Manager as described above

PRINTING INSTRUCTIONS

This product was created in a presentation format for use in a briefing environment (big screen).

If you want/need to print this document, it is recommended that you do so by using the **Grayscale** printing option. This can usually be found in printer properties. Locations within the properties may vary depending on your printer.

QUESTIONS OR SUGGESTIONS

If you have questions, suggestions for improving any of the Go81 User Guides, or if you note any errors in the processes as described, please contact HQ AMC/ A4PI:

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DSN: 779-2065

Commercial: (618) 229-****

Remember any problems with Go81 programs must be addressed through your local Go81 Manager.

FAO (DISA)

Go81 Help Desk Contacts

ALWAYS CONTACT YOUR LOCAL Go81 MANAGER/ANALYST FIRST

Christine Boock ~ Tamla Lance ~ Jay Yankacy ~ Travis Early
disa.tinker.esd.list.go81-fao@mail.mil

HQ AMC / A4PI

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