

Instructions for Uploading SARSS Files to the GCSS-Army Data Team

Quick Rules for Creating and Uploading files to the GCSS-Army Data Team

- A. SARSS Data Pulls will be conducted 10 working days prior to each DSU Run.
- B. Each unit is assigned six SARSS data pull dates which are aligned with each DSU Run.
- C. The SARSS generated backup files (.CPIO file) are created within 24 hours of sending the file through AMRDEC safe file exchange. (Any file that is older than the allotted time period is subject for rejection and the PM will request a current backup.

1. Rename the SARSS generated backup files (the CPIO file) by placing the RIC underscore date underscore at the beginning of the system to create the file name.

For example: A system created name for SARSS backup file "0504120857B.FILES.CPIO" would be renamed to be <SARSS RIC>_21May13_2105130857B.FILES.CPIO

2. Compress the SARSS generated backup using the windows compression utility. For instructions on the utility go to: <http://windows.microsoft.com/en-us/windows7/compress-and-uncompress-files-zip-files>

For example: The compressed file transmitted to the GCSS-Army data team would look like this example "<SARSS RIC>_21May13_2105130857B.FILES.zip" (.zip added after the compression process).

3. To use the site, you must authenticate with a CAC or AKO login in. These instructions are for CAC use.
4. Open your web browser and navigate to: <https://safe.amrdec.army.mil/SAFE/>

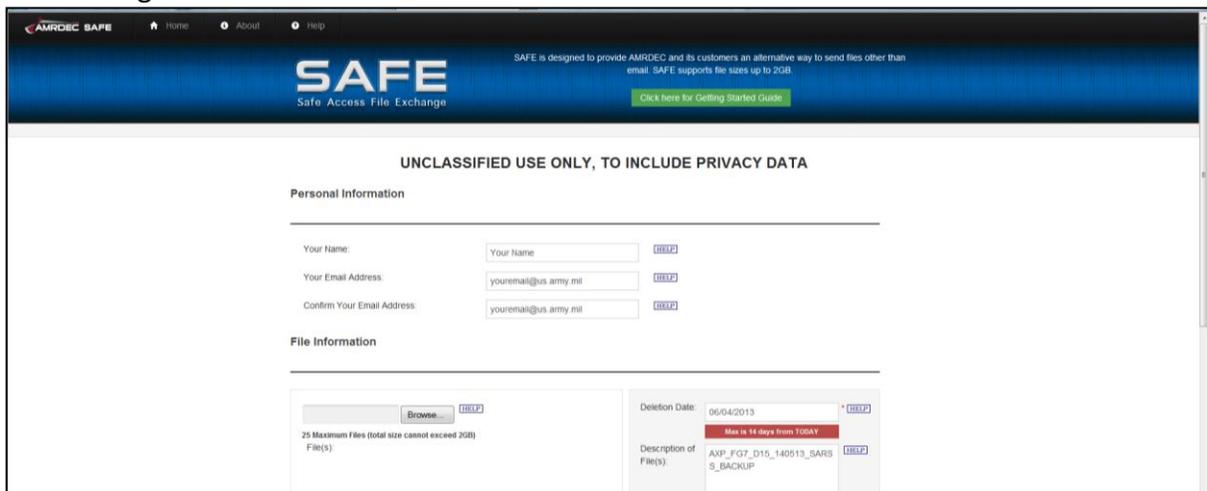
5. Click on CAC Users - This option is for CAC users with a computer configured for CAC use. When prompted for a certificate, select the one with "EMAIL" in the name. Refer to Figure 1 below:



(Figure 1)

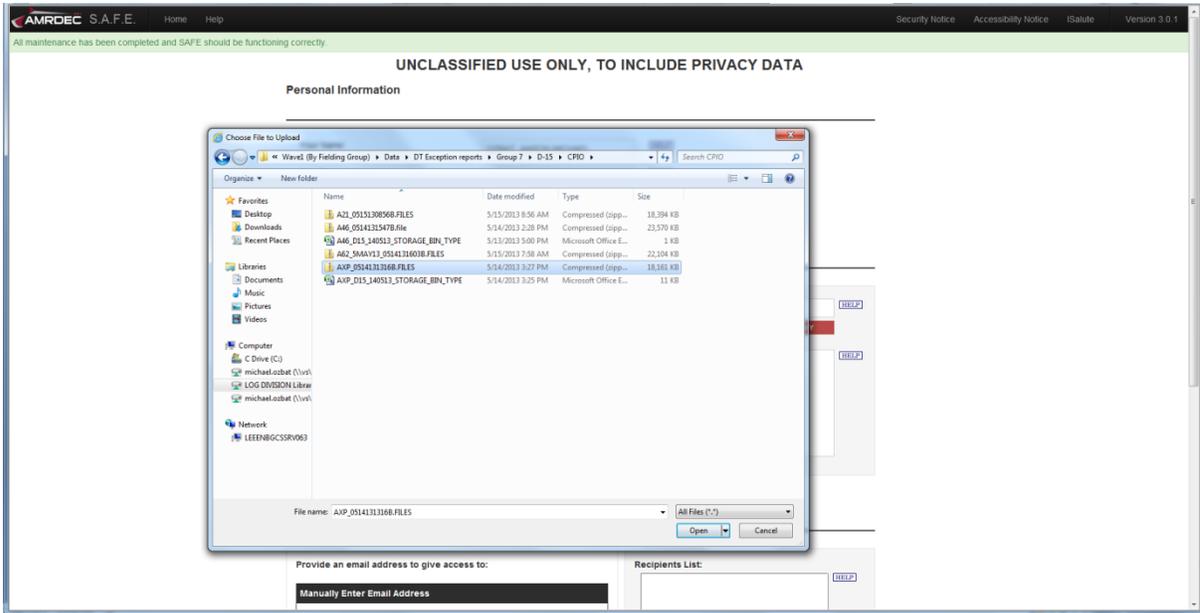
6. Under "Personal Information", enter your name in the "Your Name" field.
7. Enter your AKO e-mail address and confirm.
8. In description of file(s) for each backup enter
 - a. RIC
 - b. Unit Name

Refer to Figure 2 below:



(Figure 2)

9. Click on the "Browse..." button. Navigate to the location of the zip file you created, select it. Click "Open". Confirm that the selected file shows up in list of files as seen in Figure 3.



(Figure 3)

10. Under “Recipient Information”, enter the AKO e-mail address of the first person to whom you want to make the backup available.

NOTE: Use the following addresses to submit your backups to the GCSS-Army Data Team:

usarmy.lee.hqda-asa-alt.mbx.lee-gcss-toc-pmo@mail.mil

james.m.snok.ctr@mail.mil

kelly.c.mulheren.ctr@mail.mil

monte.a.porter.mil@mail.mil

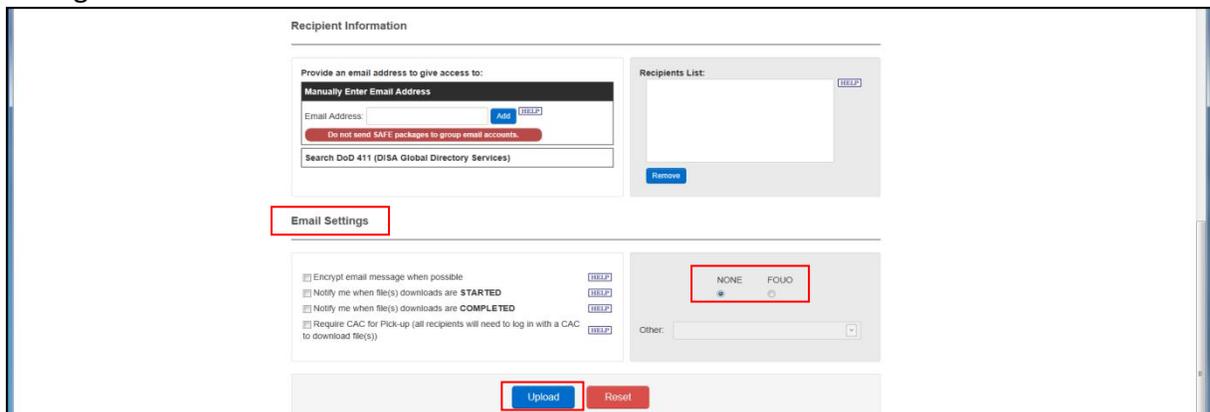
reanita.s.gray.ctr@mail.mil

peggy.l.green6.ctr@mail.mil

aaron.m.ozbat.ctr@mail.mil

catherine.h.koslicki.ctr@mail.mil

11. Click the “Add” button and confirm that the e-mail address shows up in the list beside “Provide an email address to give access to”. Repeat this step for each recipient as in Figure 4.



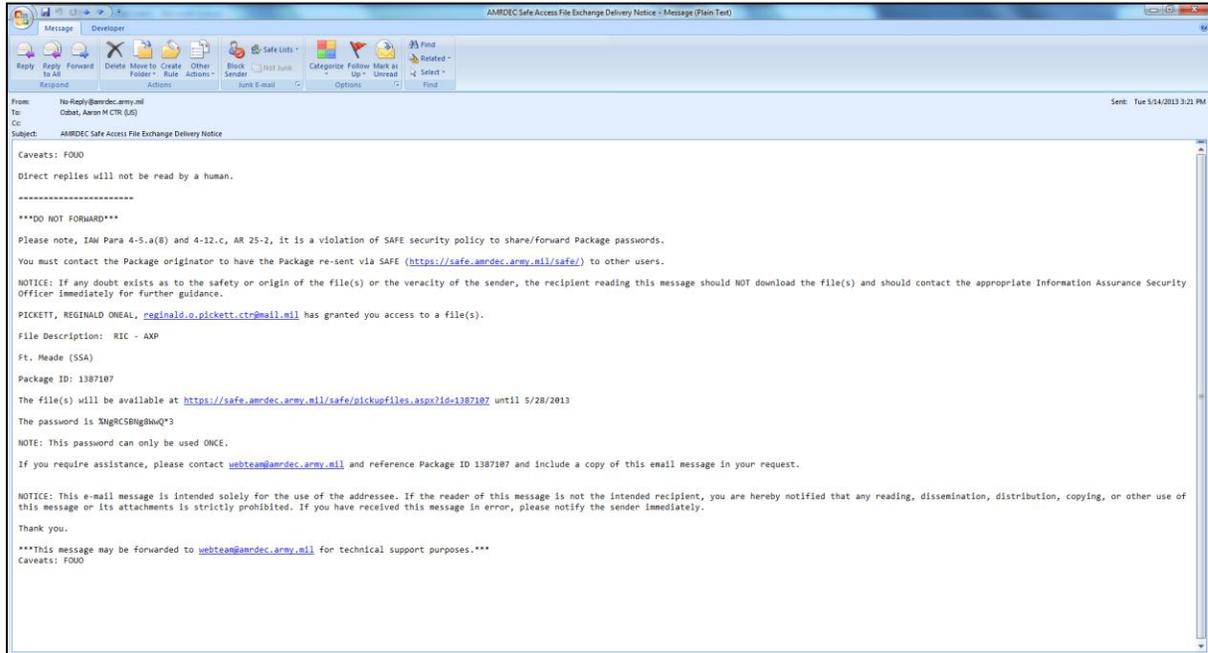
(Figure 4)

12. Under “Email Setting”, select the “FOUO” radio button.

13. Under “File Submission”, click the “Upload” button. Acknowledge any messages.

14. At this point the system will send an e-mail message to each of the recipients you entered. The e-mail message will contain a link that the recipient uses to download the file. The message will also contain a single-use password that the recipient will enter to verify that he is a valid recipient see illustration below.

Refer to Figure 5:



(Figure 5)

15. Once the file(s) have been uploaded the screen will change indicating file(s) have been successfully uploaded.

Refer to Figure 6:



(Figure 6)

Note: Please notify Aaron Ozbab @ 804-734-5754 or Peggy Green @ 804-734-5866 for any suggestions and concerns relative to these procedures.