



Site Maintenance Tool

User's Guide

Version 1.0

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<p>Department of Defense (DoD) Center Monterey Bay 400 Gigling Road Seaside, CA 93955-6671 http://www.dmdc.osd.mil</p>	<p>Distributed by  Defense Manpower Data Center</p>	<p>DMDC Support Center (DSC) User Help Desk 24 hour service 1-800-372-7437 DSN 698-5000 CONUS 312-698-5000 OCONUS</p>
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Contents

Introduction to the Site Maintenance Tool.....	2
Logging in and Updating Site Information	2
Site Specific Data.....	5
Site Latitude and Longitude	7
For Assistance.....	7

Introduction to the Site Maintenance Tool

The Site Maintenance Tool (SMT) enables RAPIDS Site Security Managers (SSMs) to update the following information which can be viewed by the general public using the RAPIDS Site Locator (RSL):

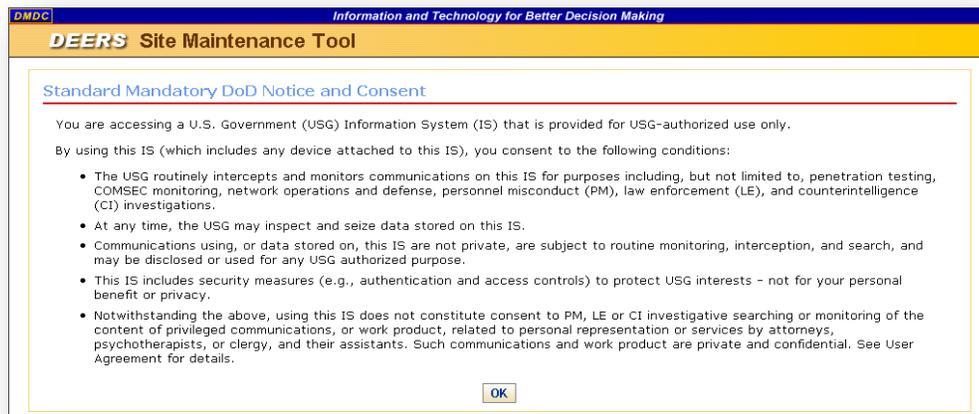
- **Site Specific Data**
 - Appointment Options
 - Services Available
 - Site Email Address
 - Site Info
 - Office Hours
- **Site Latitude and Longitude**

Note: There is currently no interface between the SMT and Appointment Scheduler. Therefore, site specific information entered in the SMT will not update the Appointment Scheduler screens. If your site uses Appointment Scheduler, you will need to enter some of the same information in both applications.

Logging in and Updating Site Information

All active SSMs will automatically be granted SMT access. To log in and begin updating site information:

1. Insert your CAC into any CAC-enabled computer (does not need to be your RAPIDS workstation).
2. Go to www.dmdc.osd.mil/smt. The below **Standard Mandatory DoD Notice and Consent** message will appear:



3. Click **OK** to proceed.

4. Highlight the non-email certificate and click **OK**.

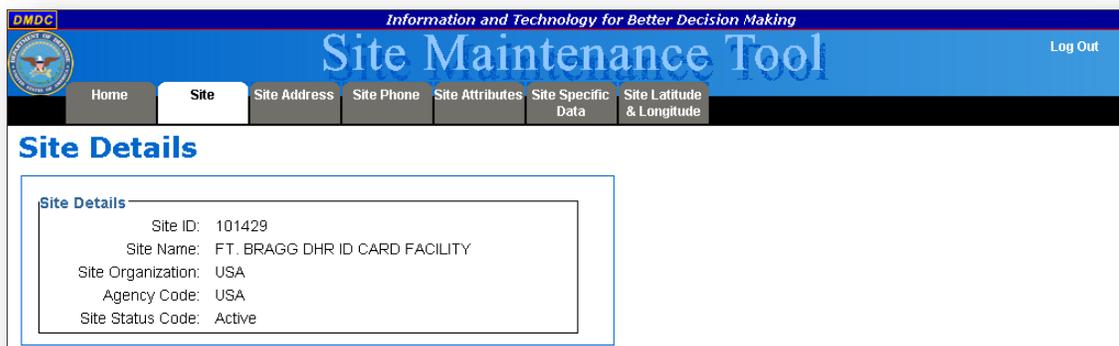


5. Enter your **Site ID** when prompted to do so:



6. The following tabs are view only. They contain information that can be updated by an SSM through DEERS Security Online.

- **Site:** Site ID, Site Name, Site Organization, Agency Code, Site Status Code



- **Site Address:** Current location and mailing addresses

The screenshot shows the 'Site Maintenance Tool' interface. At the top, there is a blue header with the text 'Information and Technology for Better Decision Making' and 'Site Maintenance Tool'. A navigation menu below the header includes 'Home', 'Site', 'Site Address' (which is highlighted), 'Site Phone', 'Site Attributes', 'Site Specific Data', and 'Site Latitude & Longitude'. The main content area is titled 'Site Address Details' and contains two sections: 'Location Address' and 'Mailing Address'. The 'Location Address' section lists: Address: DHR, Bldg 4-2843 Normandy Dr, ID CARD FACILITY; City: FORT BRAGG; State: NC; Country: United States; Postal Code: 28310. The 'Mailing Address' section lists: Address: DHR ID Card Facility, Bldg. 4-2843 Normandy Dr.; City: Ft Bragg; State: NC; Country: United States; Postal Code: 28310; Building: 4-2843.

- **Site Phone:** Current telephone and fax information

The screenshot shows the 'Site Maintenance Tool' interface with the 'Site Phone' tab selected. The main content area is titled 'Site Phone Details' and contains three sections: 'Telephone Details', 'DSN Line', and 'Toll Free Line'. The 'Telephone Details' section lists: Primary: (910) 396-9339 Ext.; Secondary: (910); Facsimile: (910) 396-4584. The 'DSN Line' section lists: Primary; Ext. 2369339. The 'Toll Free Line' section lists: Primary: (910).

- The **Site Attributes** tab is also view only. It displays administrative site information which is updated by DMDC.

Site Specific Data

- The **Site Specific Data** tab is updatable by the site's SSM.

Appointment Options: Defines the types of appointments available at the site.

Notes: You can choose more than one appointment option for a site. If your site is using an appointment scheduler program and the **Automated Scheduling Available** field is selected, the **Scheduling URL** field appears. Enter your site's unique Automated Appointment

Scheduling URL in this field, if desired.

Services Available: Used to define the different services available at a site. Select all that apply.

Site Email Address: If your site has an email address available for customers to use, enter it here.

Site Info: Used to display any additional information you wish to convey to potential RAPIDS customers. There is no spell check so be sure to review for spelling and punctuation.

Office Hours: Hours can either be displayed as a weekly or daily schedule.

Note: Information updated on the Site Specific Data tab will be reflected on the RSL, as shown below:

DMDC Information and Technology for Better Decision Making
RAPIDS Site Locator

Home Contact Us Helpful Links Required Documents

Site Details

City: Ft Bragg
State: NC
Country: United States
Postal Code: 28310

Phone Numbers: (910) 396-9339
Fax Number: (910) 396-4584

Hours of Operation: Monday 0800 - 1700
Tuesday 0800 - 1700
Wednesday 0800 - 1700
Thursday 0800 - 1700
Friday 0800 - 1700

Other Services: CAC PIN Reset

Appointment Options: Walkins
By Online Appointment

Scheduling URL: <https://rapids-appointments.dmdc.osd.mil/appointment/building.aspx?BuildingId=380>

Family Members Card: Yes

Site Information: Please visit the Ft Bragg website at www.bragg.army.mil and click on the ID Card & DEERS link for additional information.

Fort Bragg
Normandy Dr
Zablenko Rd
Rally Sq
Donelson
Barratt Sq
Hunt St
Luther Sq
All American Es
Map data ©2012 Google

Home | Contact Us Copyright © 2011 | RSL - RAPIDS Site Locator

Site Latitude and Longitude

9. The **Site Latitude & Longitude** tab is also updatable by the site's SSM.

Due to certain geographical restrictions associated with some military installations, the geocoding tool used by the RSL may not accurately reflect your current location. The interactive map and editable longitude and latitude data fields on this tab will enable you to accurately specify the location of your RAPIDS site. If your site's location is correctly displayed in the RSL, please do not make any changes on this tab.

DMDC Information and Technology for Better Decision Making

Site Maintenance Tool

Log Out

Home Site Site Address Site Phone Site Attributes Site Specific Data **Site Latitude & Longitude**

Site Latitude & Longitude

Site Latitude:

Site Longitude:

Click map to set latitude and longitude
Drag marker to update latitude and longitude

Map Satellite

Fort Bragg

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For Assistance

To report problems with the website, please call the DMDC Support Center (DSC) User Help Desk 24x7x365 at 1-800-372-7437 or DSN 698-5000 (CONUS) / 312-698-5000 (OCONUS).