

How to Use the Barcode Scanner

Step 1 - Go the website <http://www.gowifilive.com>



*Please note this webpage is already pre-loaded on your netbooks. Above is the **current webpage design** as of 10/29/2014 for [gowifilive.com](http://www.gowifilive.com)

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Step 2 - Go to the far right middle tab with the Scanner Icon titled **TGPS Instructor Tools**

Click on this tab



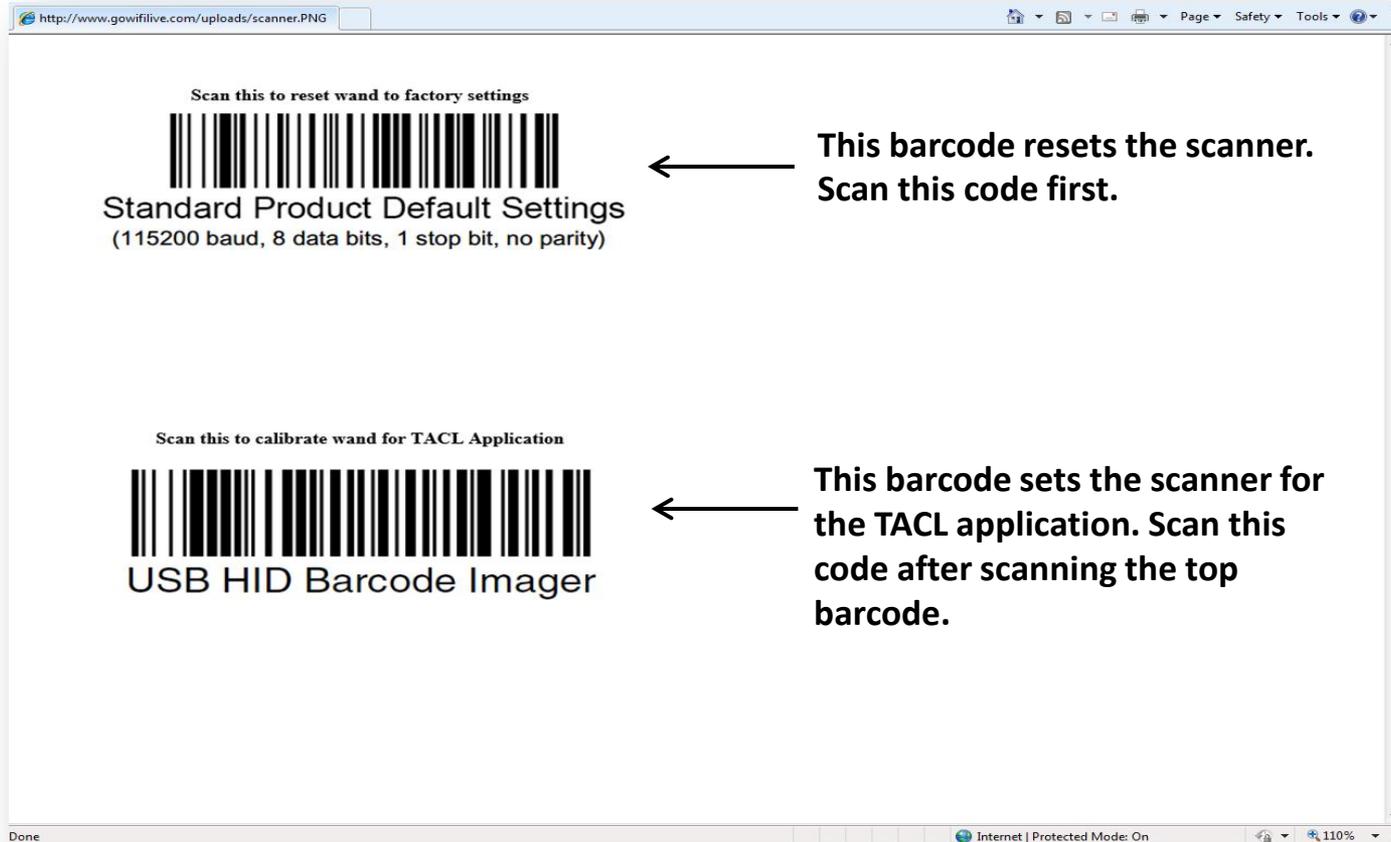
Step 3 – Now click on the left tab labelled **Scanner Calibration**.



*Please note that the **right tab, TACL** opens the DMDC website

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Step 4 – You should now see two barcodes. With the barcode scanner **scan the top barcode first and then the bottom barcode.**



* Once this is complete **close this window and return to the main menu**

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Step 5 – Back at the main menu, click on the **Training Documents** tab.



Home Page

CNIC
* FLEET * FIGHTER * FAMILY

FLEET AND FAMILY SUPPORT

USAJOBS Federal Jobs

MyCAA MyCAA

eBenefits VA eBenefits VA

MILITARY FAMILIES MFIT

Military OneSource Military OneSource

The Small Business Center FFSC

TRANSITION to VETERANS TVPO

TGPS Instructor Tools TGPS Instructor Tools

TGPS Guidance TGPS Guidance

MILITARY SPOUSES MSEP

Navy NAF Jobs Navy NAF Jobs

VA VA

O*Net OnLine O*Net OnLine

SECO SECO

VMET DD form 2586 VMET

Military.com Job Fairs

TGPS Overview TGPS Overview

SBA U.S. Small Business Administration SBA

Career One Stop Career One Stop

Training Documents

Bookmark

Personal Financial Planning

Accessing Higher Education

Military Occupation Codes Crosswalk

Financial Planning

Logout of WiFi

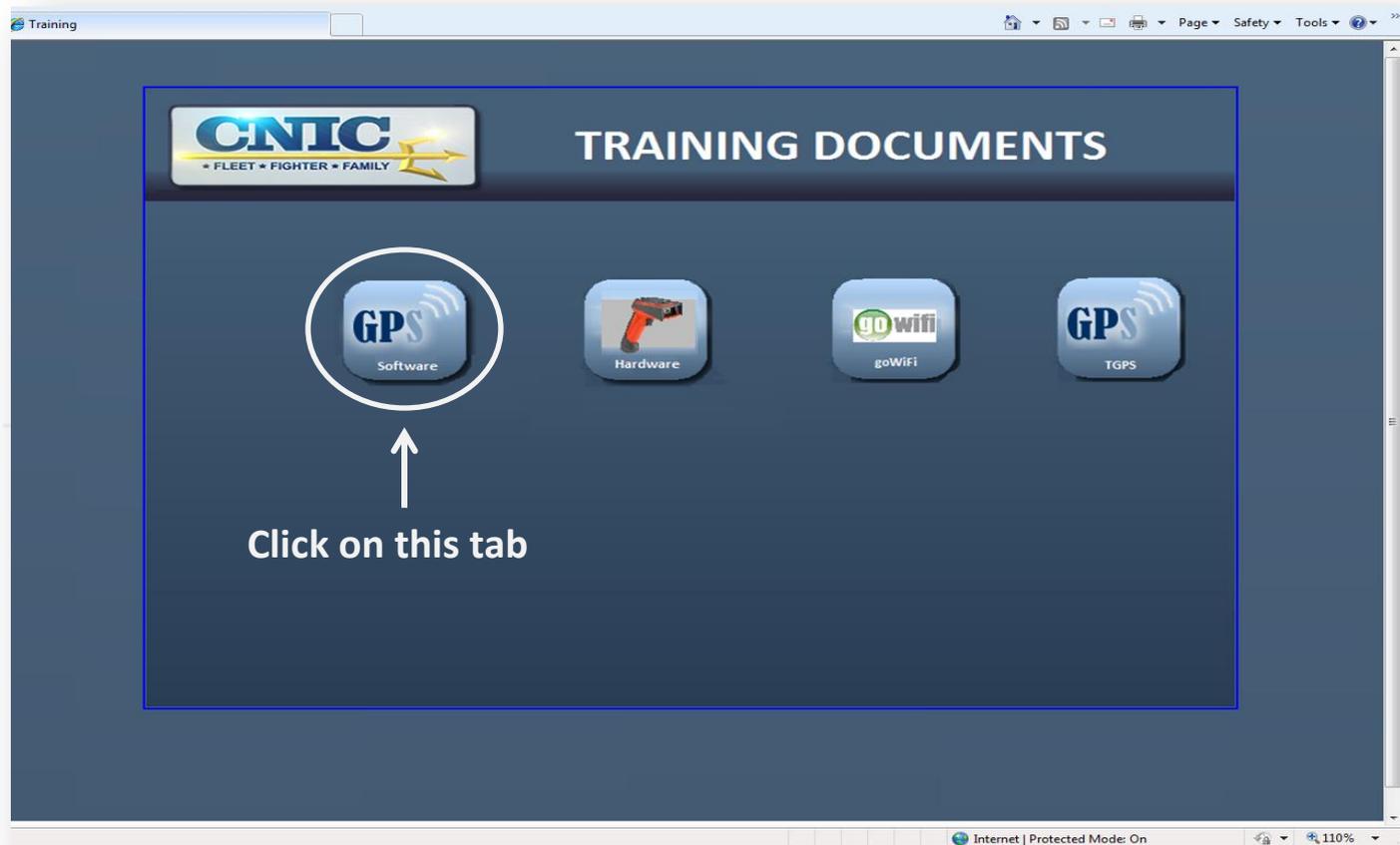
Internet | Protected Mode: On

110%

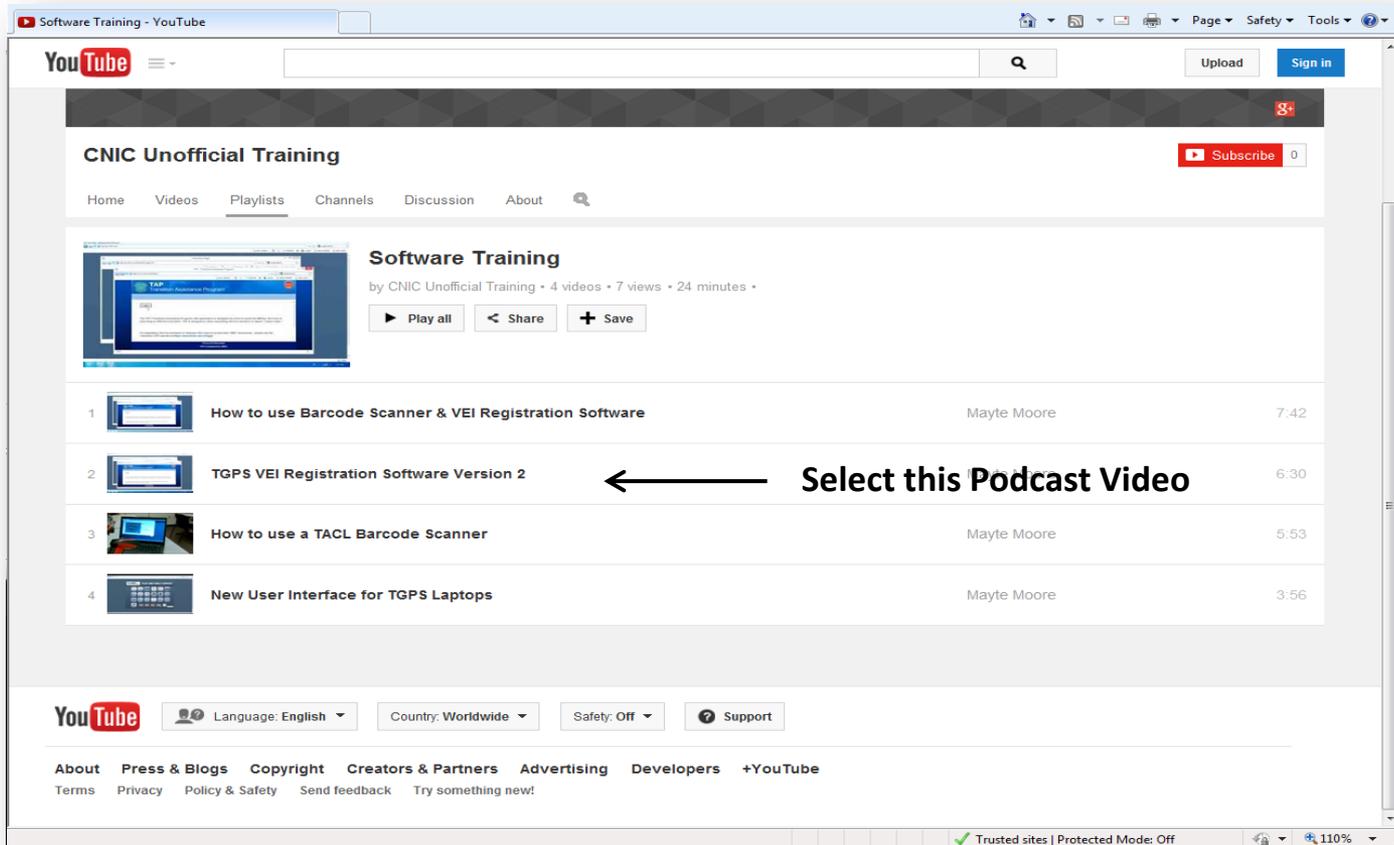
Now you'll want to click on this Tab.

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Step 6 – On the Training Documents subpage, select **GPS Software**.



Step 7 – You are now on the CNIC Unofficial Training YouTube page. You want to **select the TGPS VEI Registration Software Version 2**



The screenshot shows the YouTube channel page for 'CNIC Unofficial Training'. The channel name is at the top, followed by a 'Subscribe' button with 0 subscribers. Below the channel name are navigation tabs: Home, Videos, Playlists, Channels, Discussion, and About. The main content area displays a playlist titled 'Software Training' by CNIC Unofficial Training, containing 4 videos with 7 views and a duration of 24 minutes. The videos listed are:

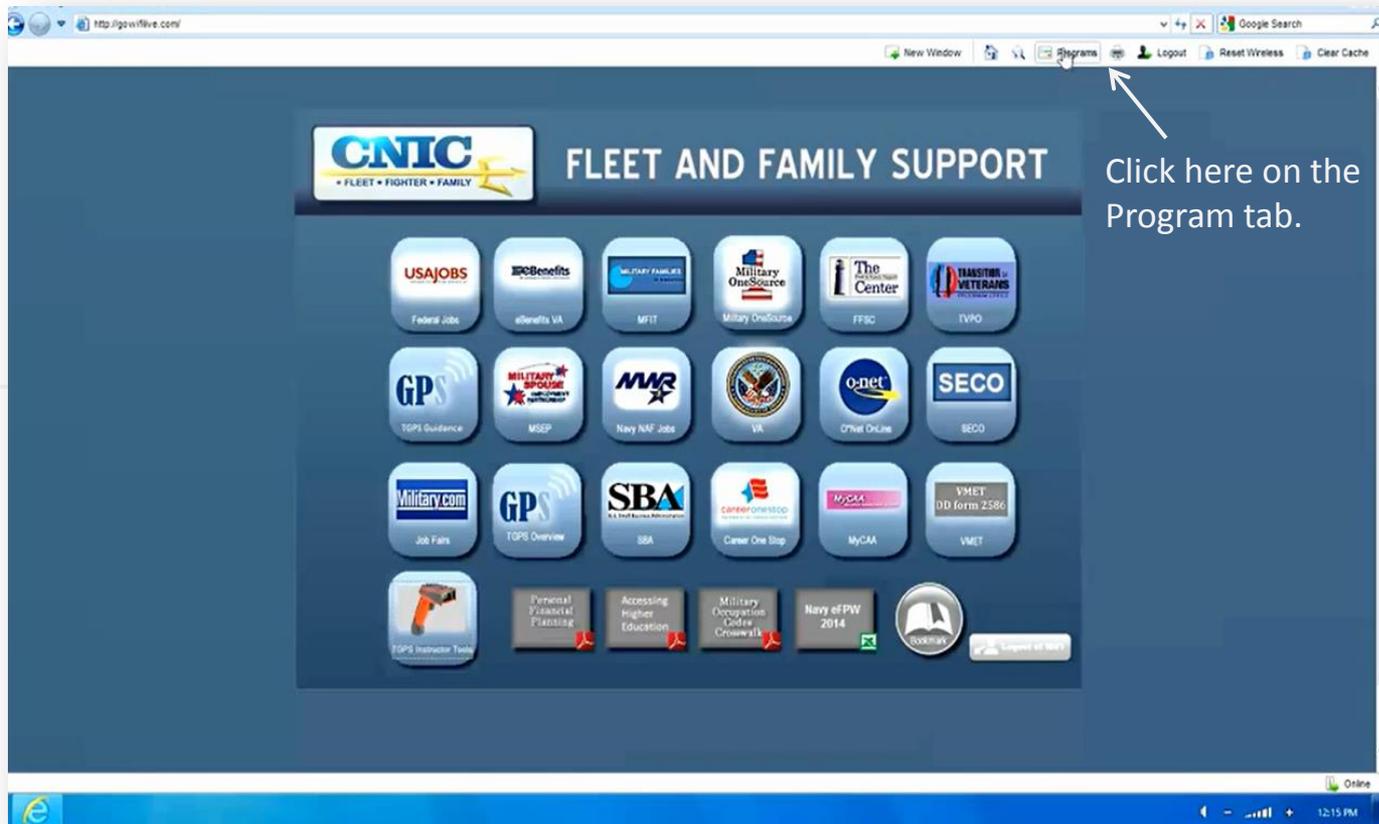
Video Title	Duration
1. How to use Barcode Scanner & VEI Registration Software	7:42
2. TGPS VEI Registration Software Version 2	6:30
3. How to use a TAFL Barcode Scanner	5:53
4. New User Interface for TGPS Laptops	3:56

An arrow points to the second video, 'TGPS VEI Registration Software Version 2', with the text 'Select this Podcast Video' next to it.

*Please note this podcast video will demonstrate how to use the barcode scanner, calibration through data input. **The Steps 8 -29 from the video are detailed in the next slides and are applicable to a netbook interface only.**

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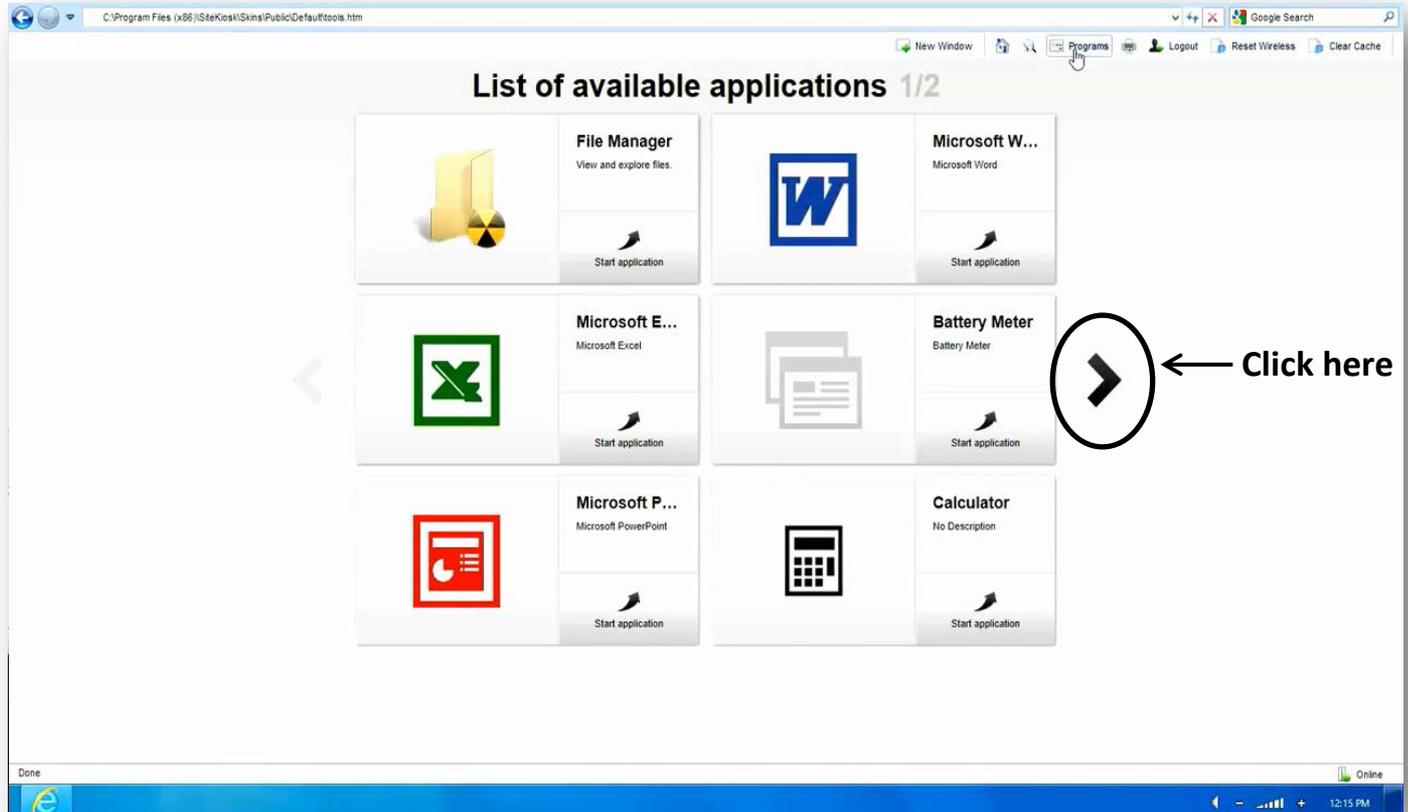
Step 8 – After calibration return to the main page and click on the **Program** tab on the **top right of the page on your netbook**.



*Note that the interface used in the podcast video is slightly different but the essential tabs are still available. **The Program tab is available on your netbook interface.**

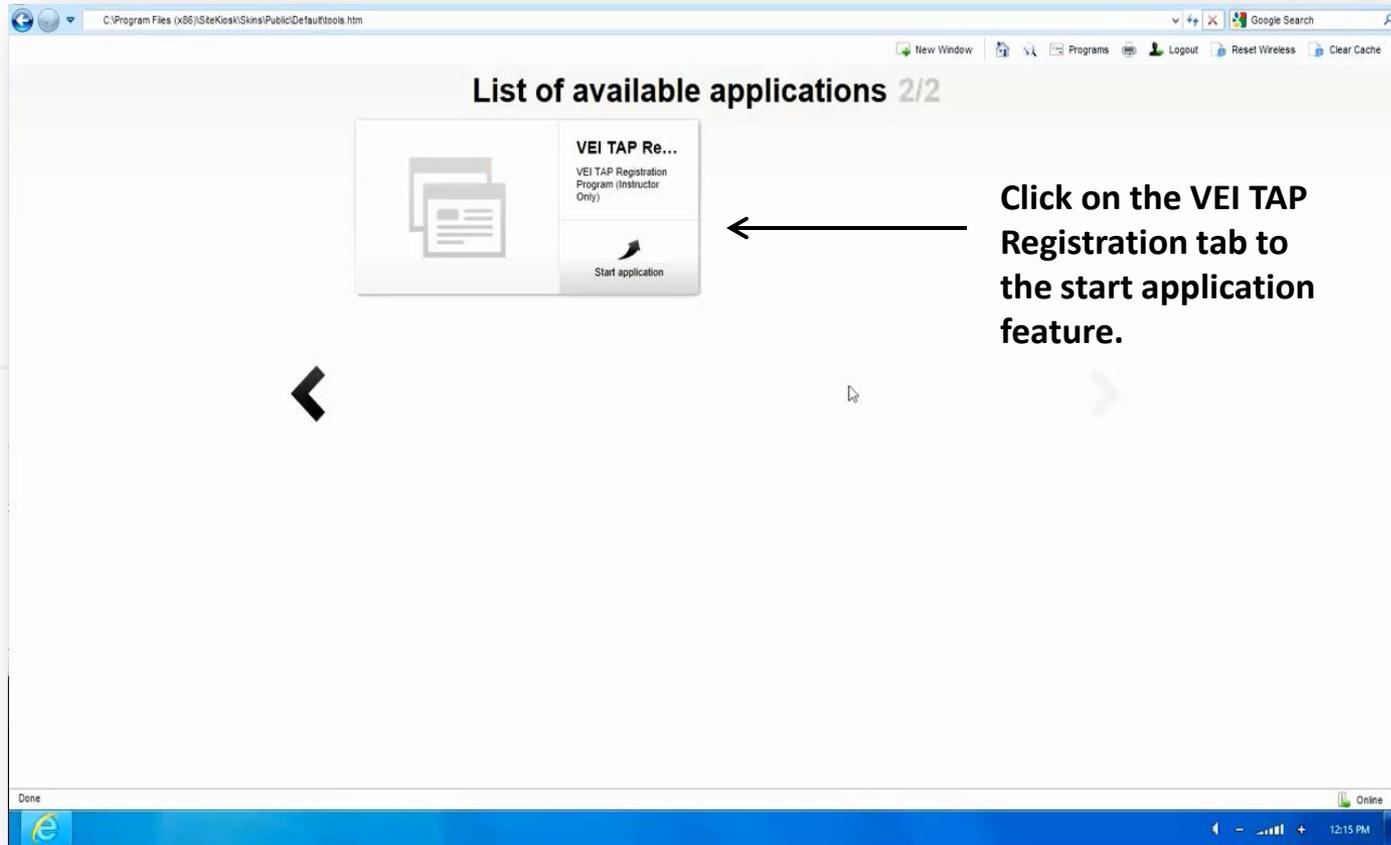
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Step 9 – You should see the following **list of available applications**. Click on the toggle arrow on your right.

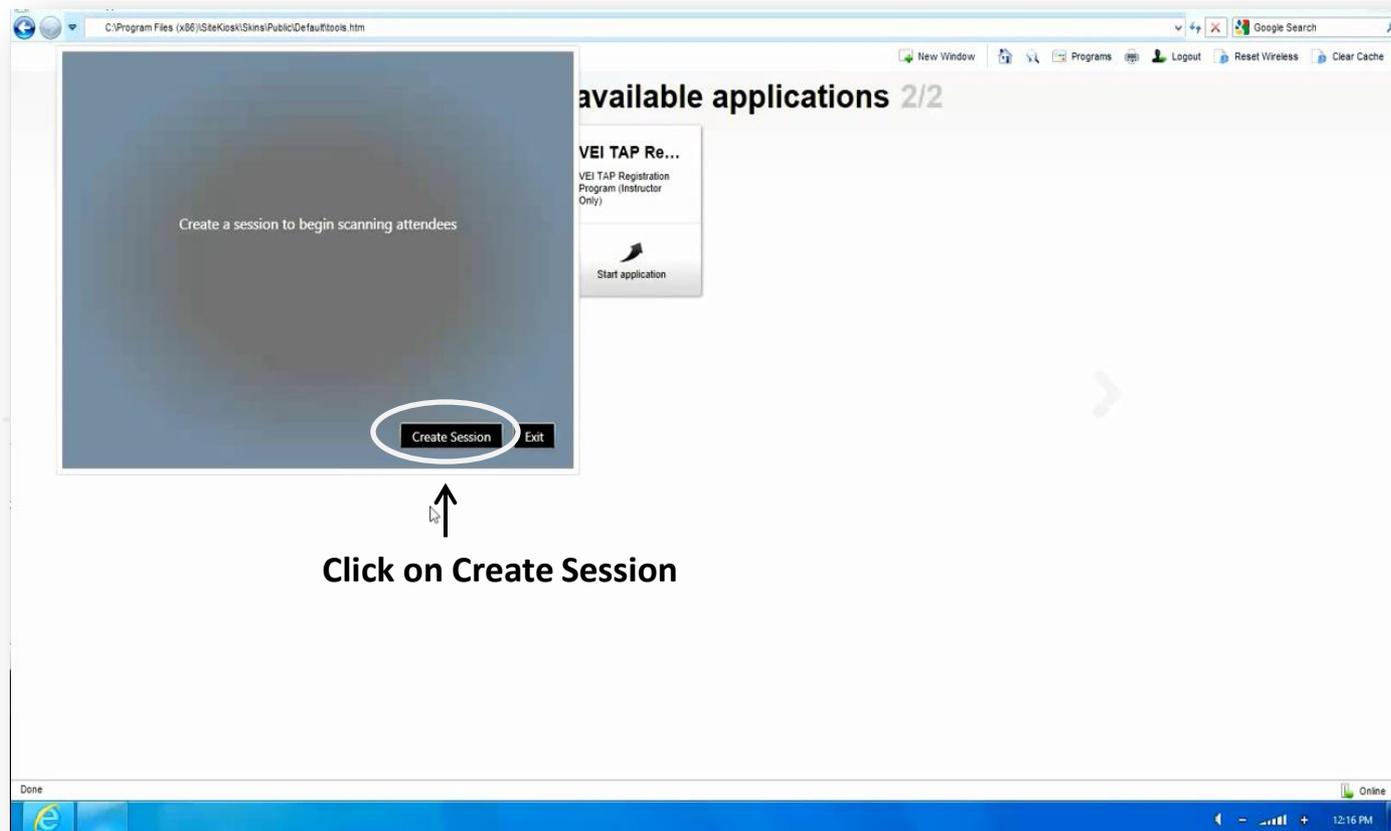


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Step 10 – Now click on **VEI TAP Registration**. The caption underneath should say “start application”

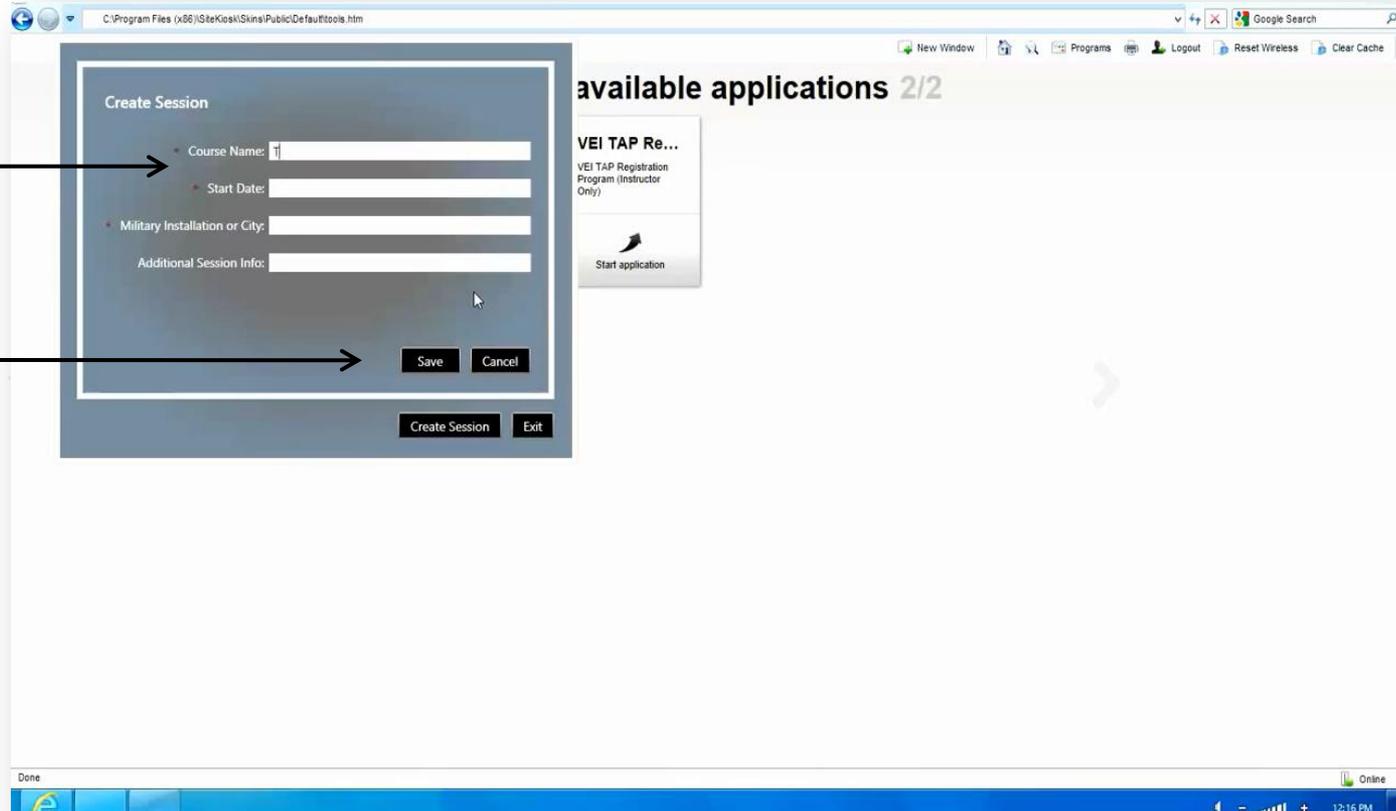


Step 11 – From here a dark submenu appears. Click on **Create Session**.



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Step 12 – Type in the information requested to create a session then hit the Save button. **Make sure you save to your TAP folder.**



Type in the information requested.

Then hit Save!

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Step 12 (cont.) – Save the data in either a designated **TAP folder** or easily recognized data folder.

The screenshot shows a web browser window with a 'Create Session' form on the left and a 'Save As' dialog box in the foreground. The form contains the following fields:

- Course Name: TGPS TEST
- Start Date: February 10 2014
- Military Installation or City: NAS Pensacola
- Additional Session Info: (empty)

The 'Save As' dialog box is open to a folder named 'TAP'. The file name is '20140210NAS Pensacola TGPS TEST' and the save type is 'Text documents (.txt)'. The 'Save' button is circled in red. An arrow points from the text 'Save once you have a folder.' to the 'Save' button.

available applications 2/2

VEI TAP Re...
VEI TAP Registration
Program (Instructor)

Save As

Save in: TAP

Name: Date modified: Type:

No items match your search.

Recent places

- Desktop
- Libraries
- This PC
- Network

File name: 20140210NAS Pensacola TGPS TEST

Save as type: Text documents (.txt)

Save Cancel

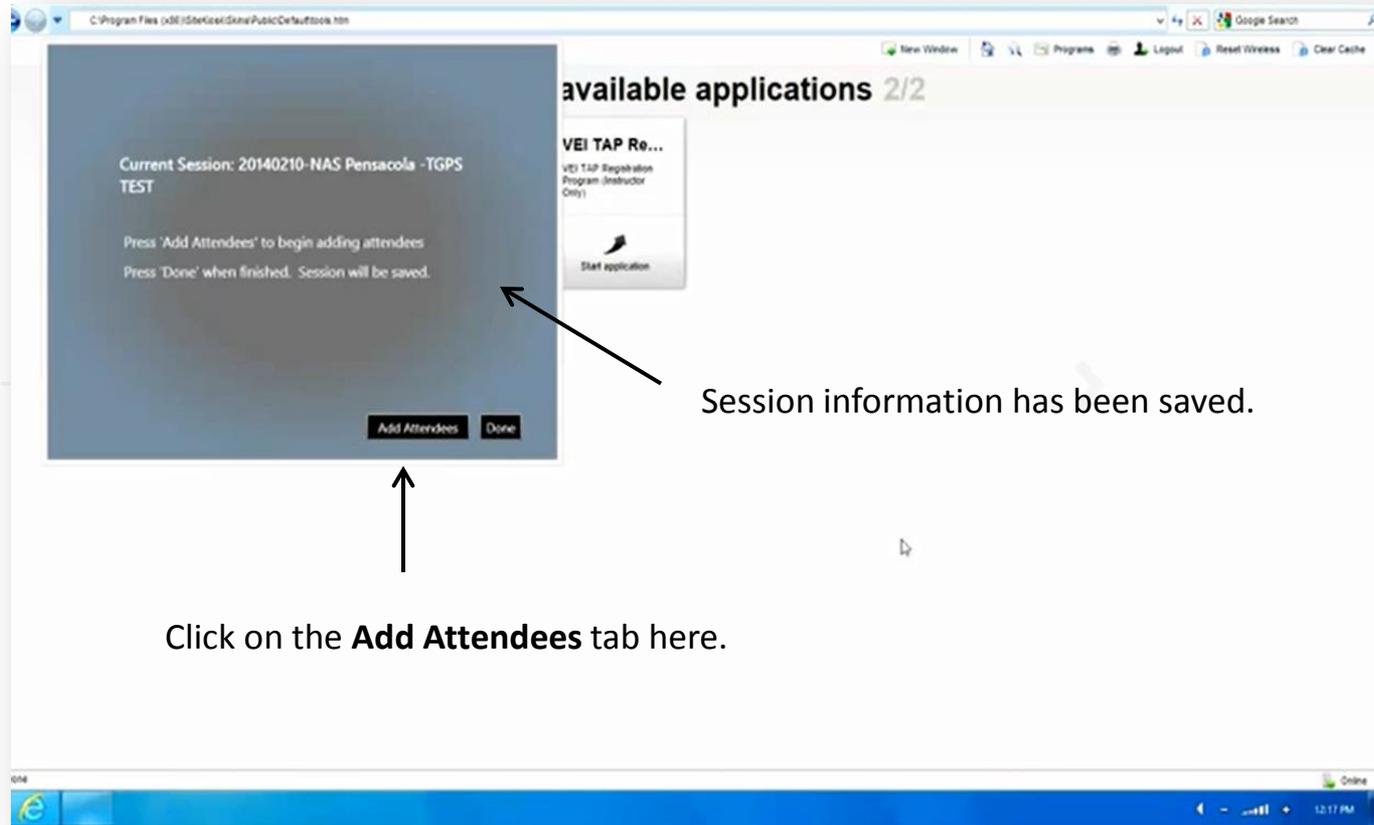
Save the data in easily recognized folder.

←

Save once you have a folder.

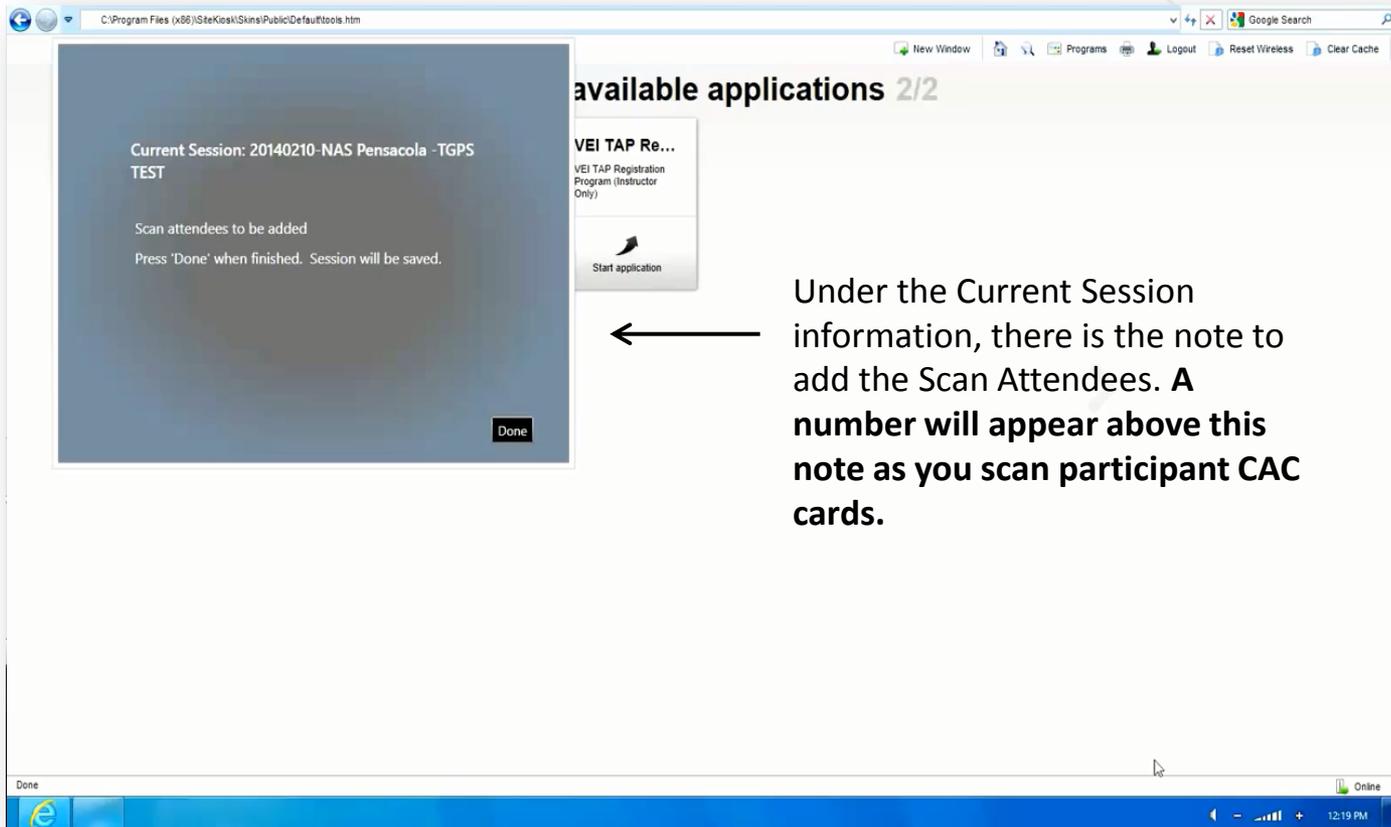
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Step 13 – The session has been saved. Notice that **in the example it is labelled TEST**. You start adding Attendees to the session.



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Step 14 – Now click on the **Add Attendees** tab. The grey submenu will display the Current Session Information along with a note below indicating **Scan attendees to be added**. This means that the CAC cards of the participants in this Session are **to be scanned in with the Barcode Scanner device**.

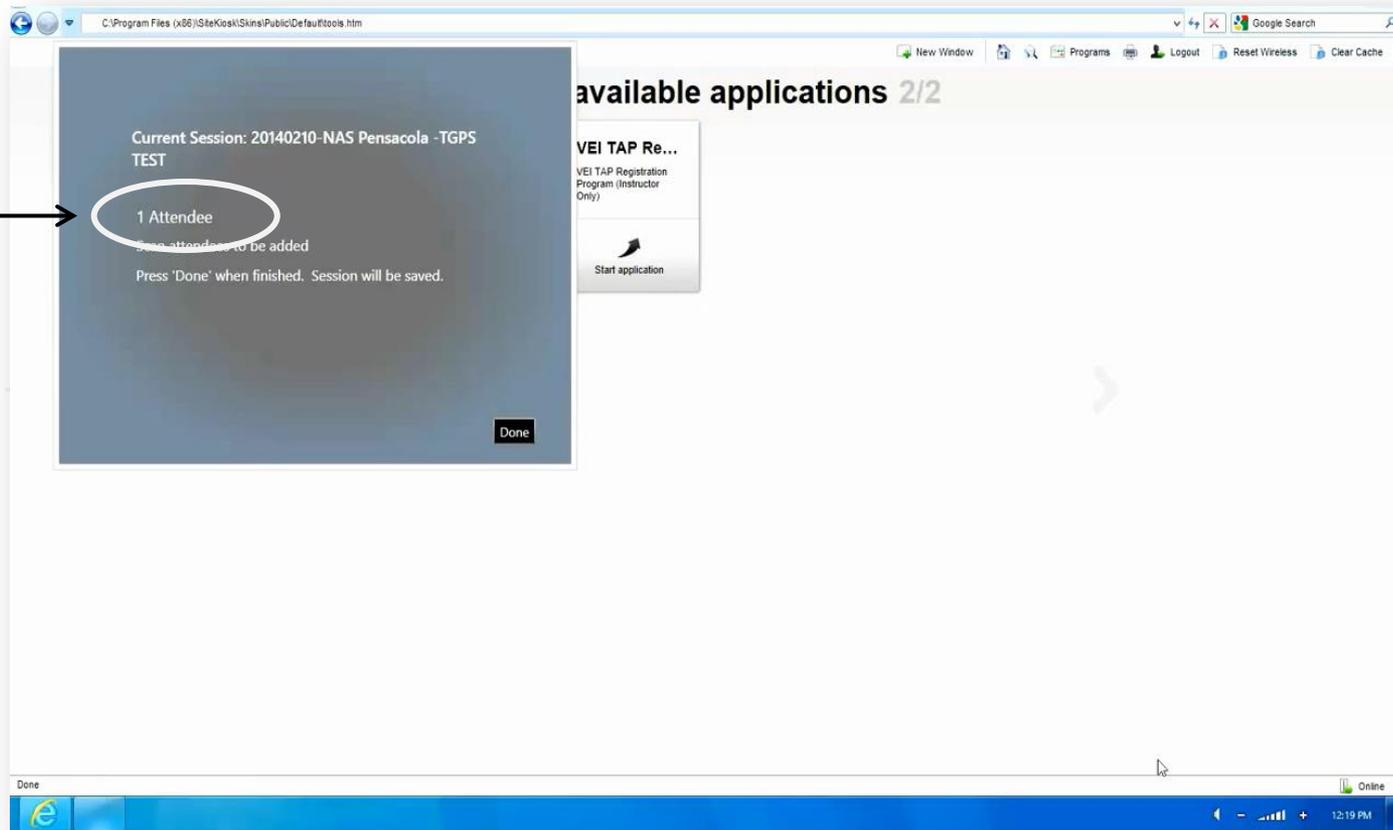


Under the Current Session information, there is the note to add the Scan Attendees. **A number will appear above this note as you scan participant CAC cards.**

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Step 14 (cont.) – Notice as you scan CAC cards you will hear a “beep” sound. Also the **Attendee number for the session will increase.**

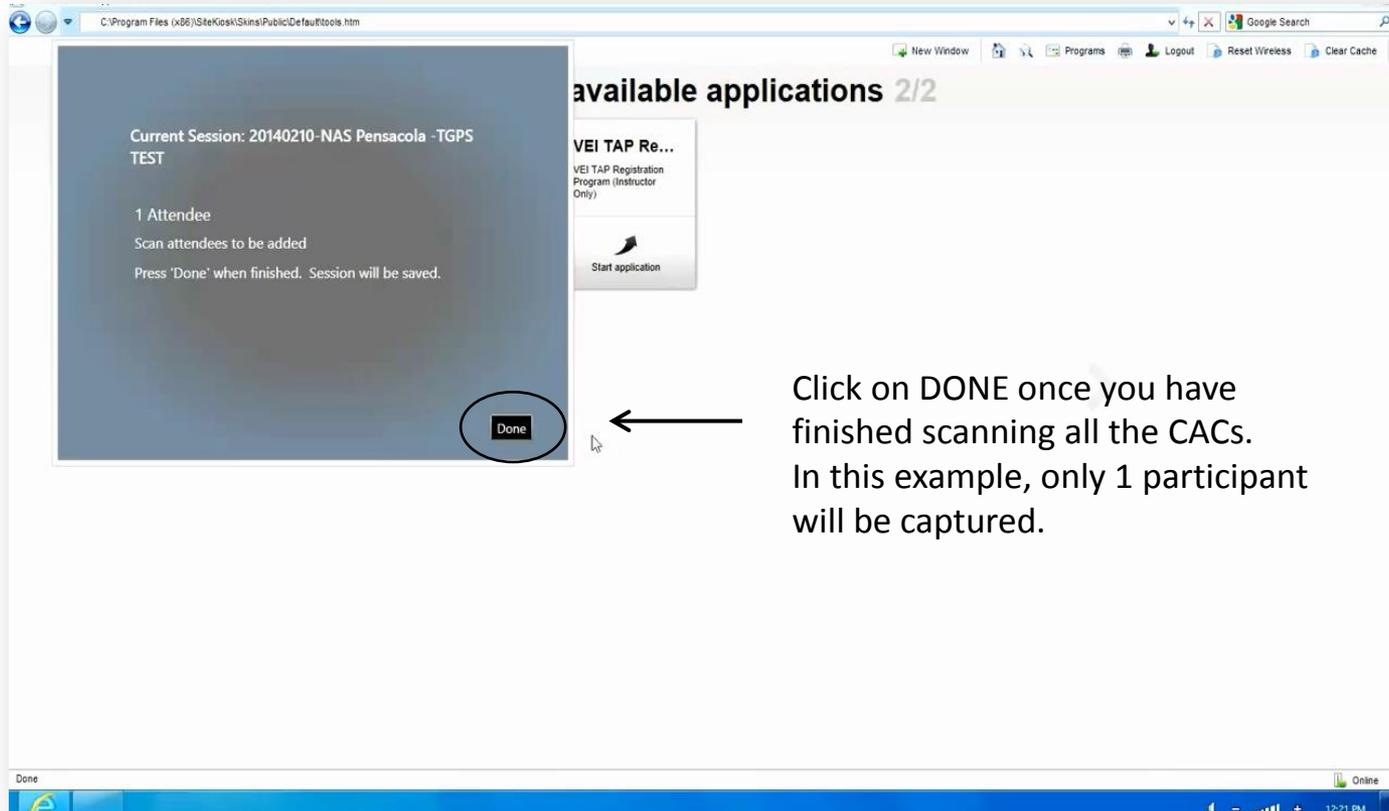
This number goes up as you scan



*If you notice that a participant's CAC card did not scan for some reason, be sure to keep track of the participant's name to circumvent having to re-scan all participants.

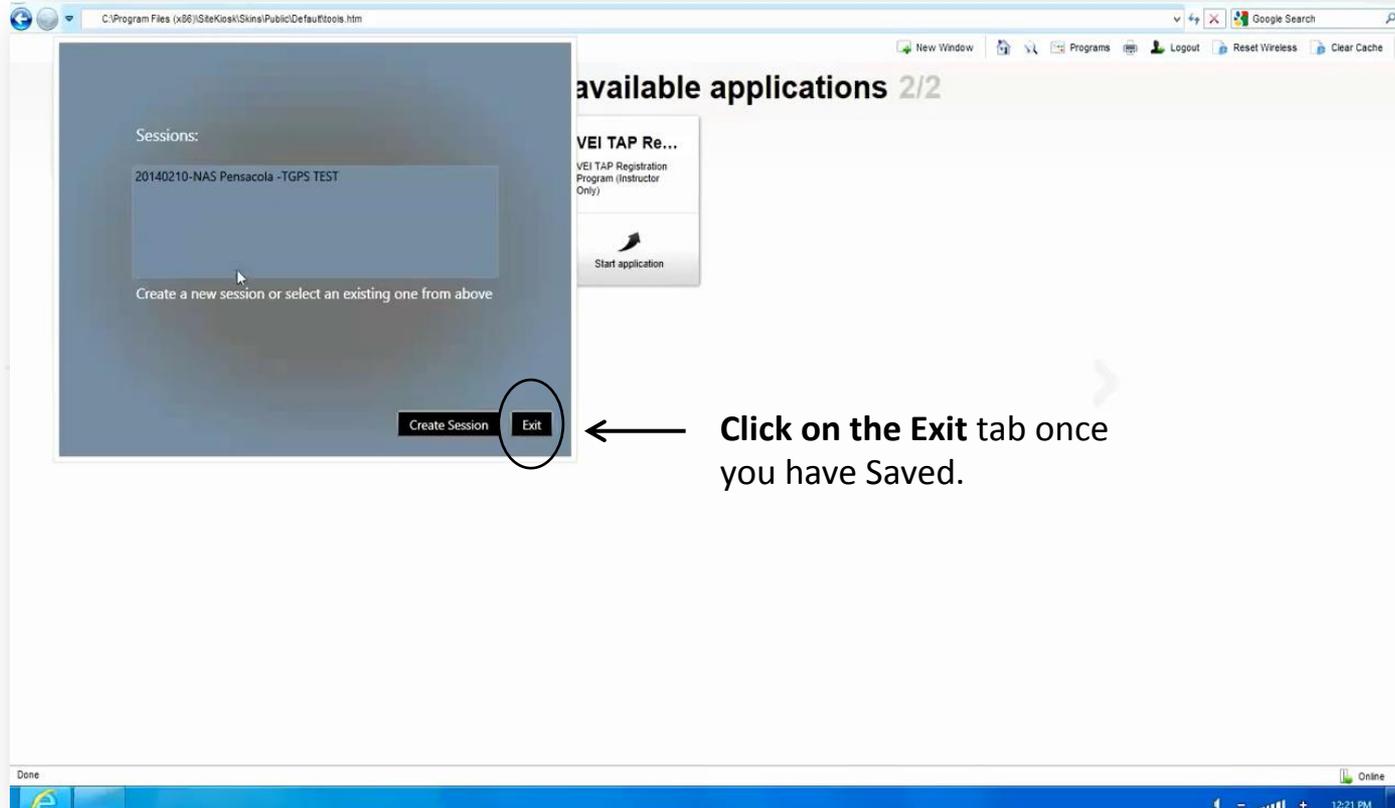
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Step 15 – Once all the participants have been scanned (for this example just 1) **click on Done** at the lower part of the grey submenu.



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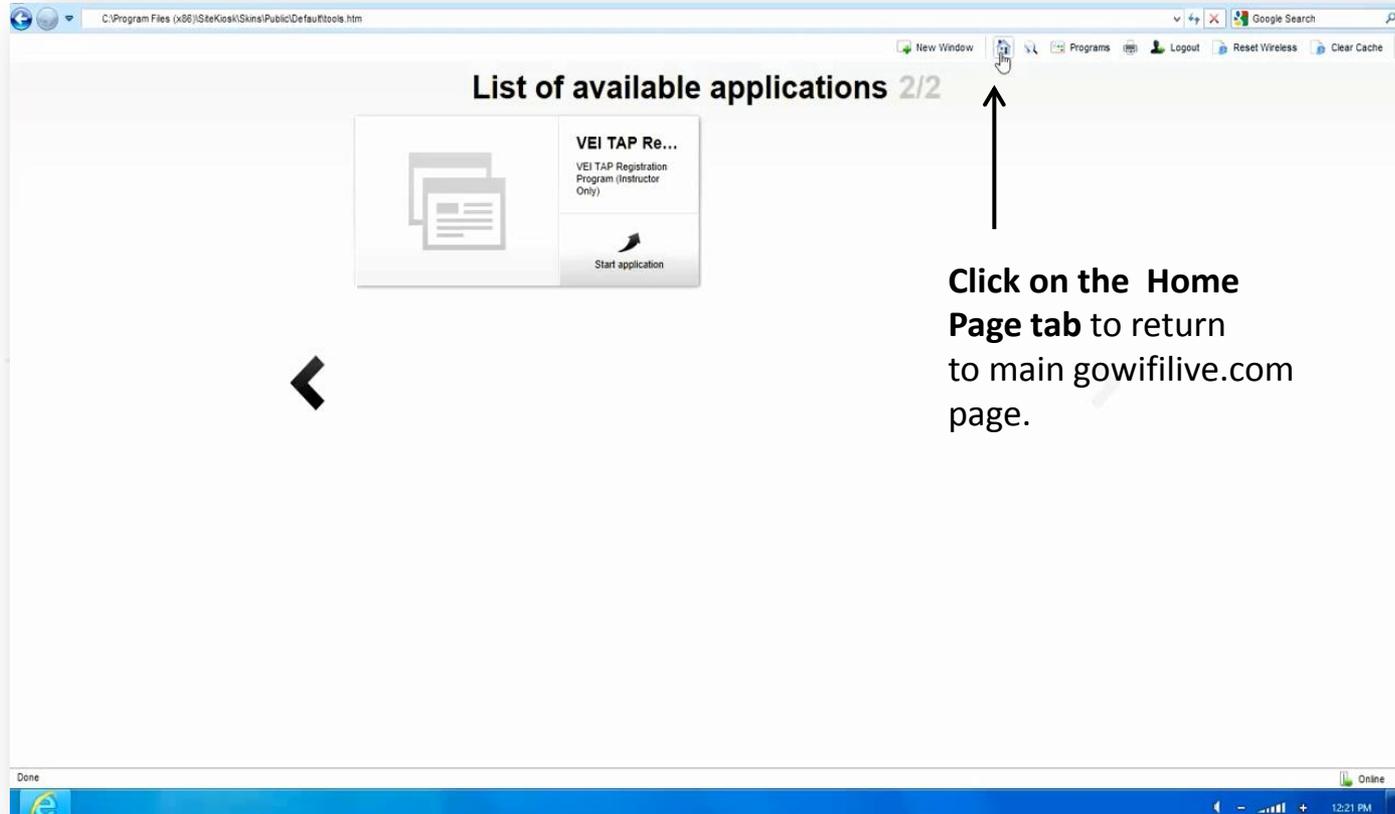
Step 16 – After clicking Done, you will notice the grey submenu now shows your already Saved Session. You can **go ahead and click on the Exit tab.**



← **Click on the Exit** tab once you have Saved.

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Step 17 – Once clicking Exit, you will be returned to the list of applications page. From here we can be **go back to the main page**.



Click on the Home Page tab to return to main gowifilive.com page.

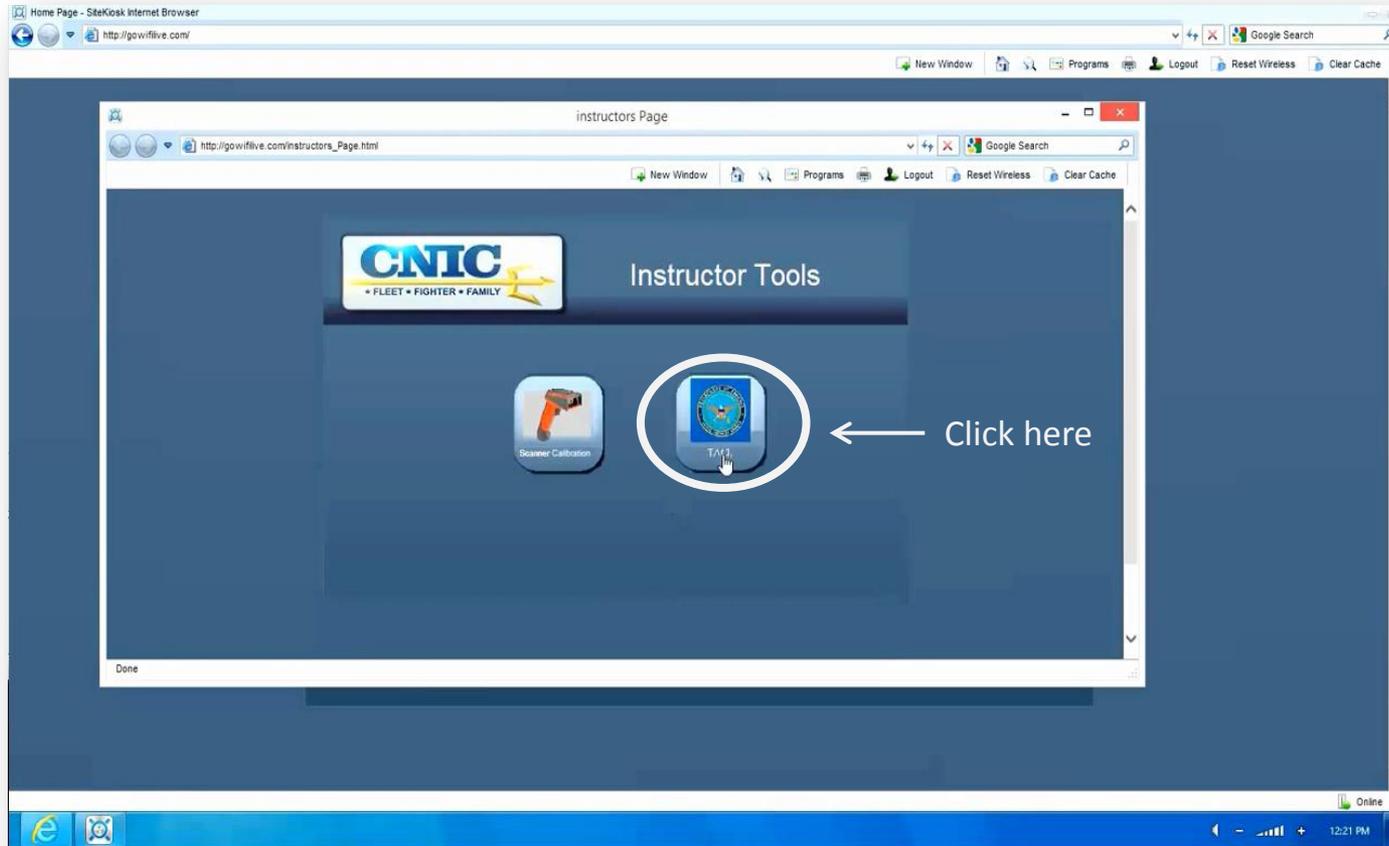
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Step 18 – Back on the main page, click on the **TGPS Instructor Tools** tab.

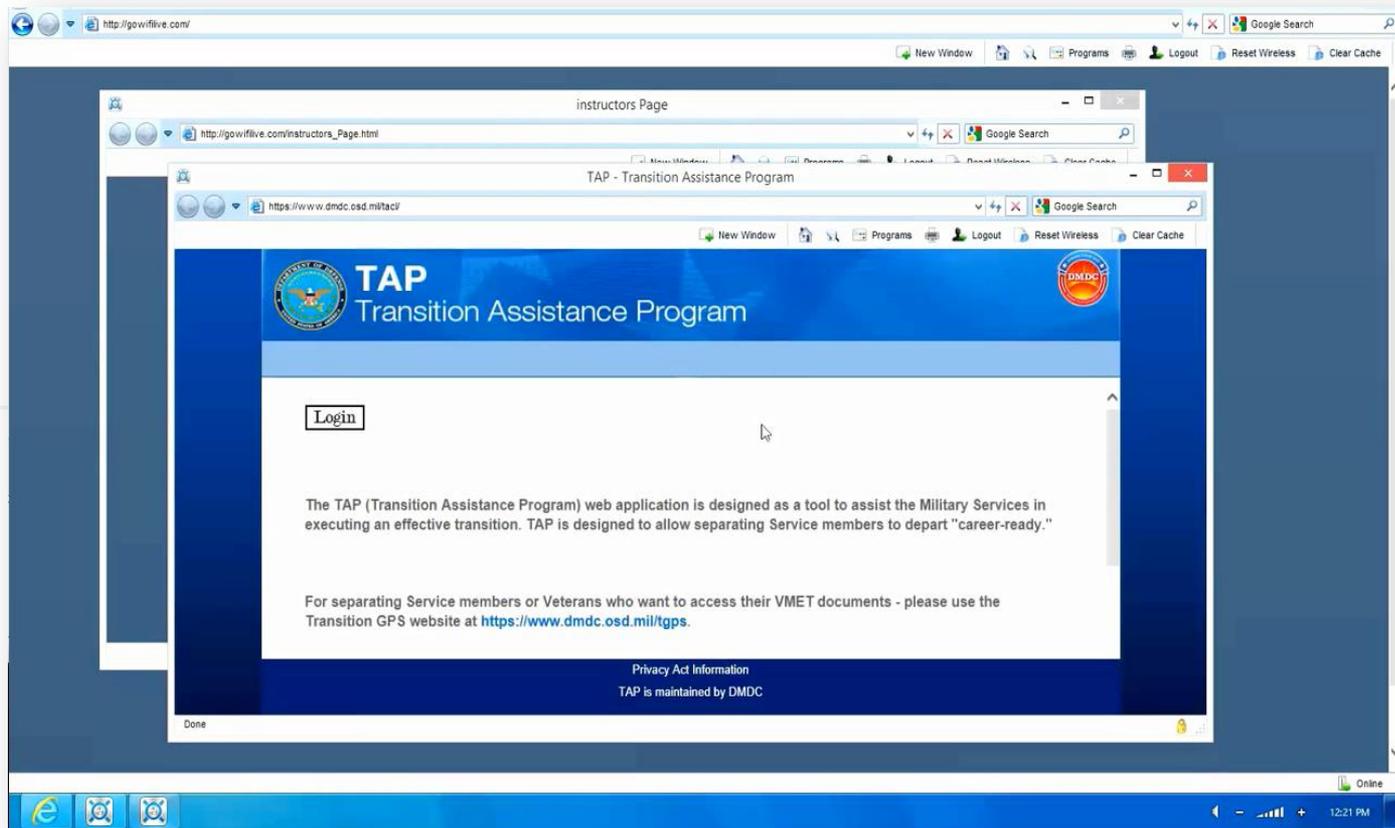


Click on this tab

Step 19 – Under Instructor Tools, click on the TACL tab to go to the DMDC website.



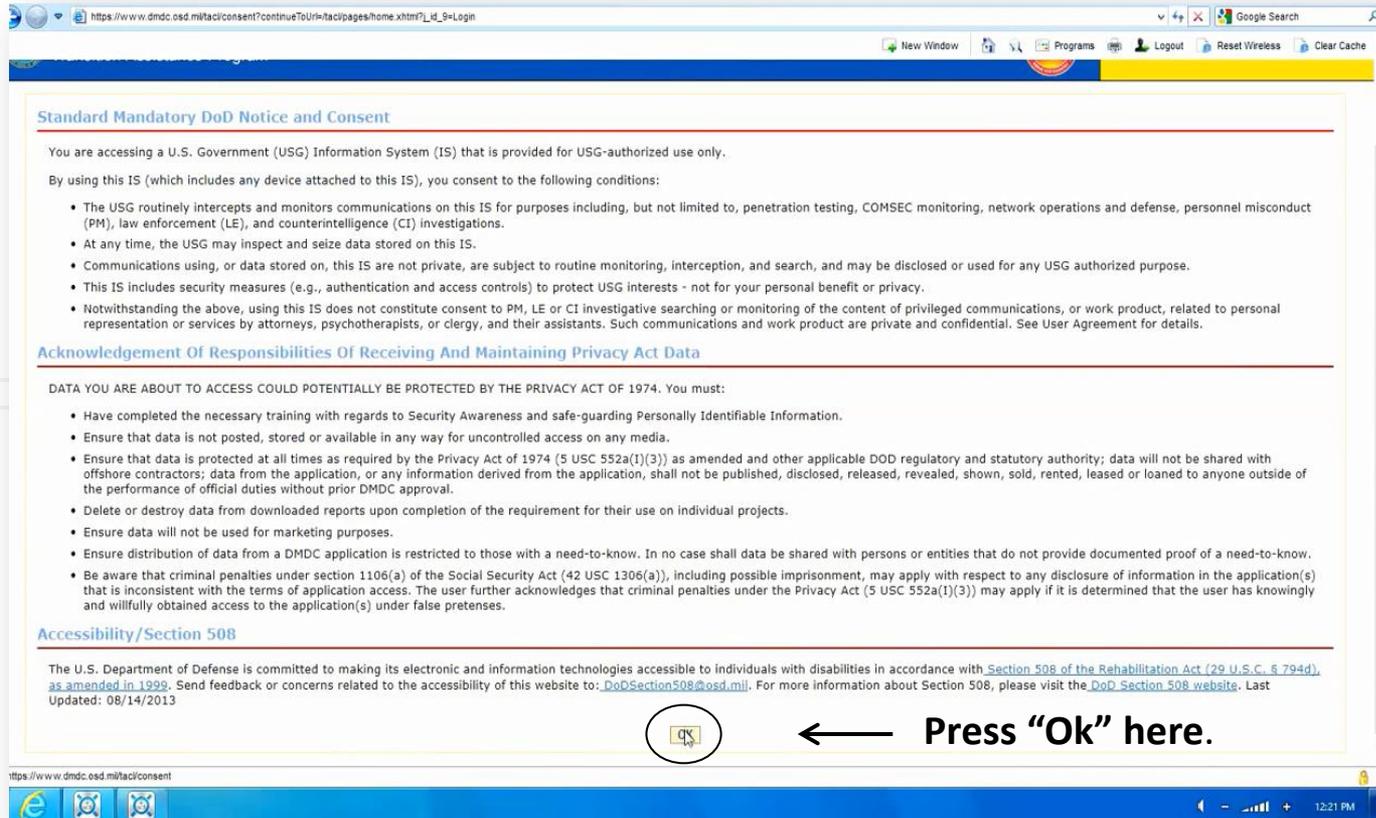
Step 20 – After clicking on the TACL tab, login to the TAP / DMDC website.



***Keep your CAC card in your netbook since you will need it to login.**

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Step 21 – Press **Ok** at the bottom of the screen.



Standard Mandatory DoD Notice and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Acknowledgement Of Responsibilities Of Receiving And Maintaining Privacy Act Data

DATA YOU ARE ABOUT TO ACCESS COULD POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You must:

- Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(1)(3)) as amended and other applicable DOD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a(1)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

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OK ← Press "Ok" here.

Step 22 – Press **continue** to finish the login.

The screenshot shows a web browser window displaying the DMDP TAP (Transition Assistance Program) login page. The page header includes the DMDP logo and the slogan "Serving Those Who Serve Our Country". The main content area is titled "Registered User Logon" and contains a table with the following information:

AUTHORITY	5 USC 301
PURPOSE/ROUTINE USE	Information you provide is used to verify your identity and usage of this website.
DISCLOSURE	Voluntary. However, if you fail to provide the requested information, DMDP will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.

Below the table, there is a warning: "Prevent illegal access of Privacy Act data by closing your browser before leaving your computer." At the bottom of the page, a privacy notice states: "The material/information contained herein falls within the purview of the Privacy Act of 1974 and will be safeguarded in accordance with the applicable system of records notice and DLAR 540021." On the right side of the page, there is a "Select Logon Method" section with a radio button selected for "Smartcard (CAC, PIV)". Below this option is a "Continue" button, which is circled in red. A white callout box with the text "Press continue to complete login procedure" has an arrow pointing to the "Continue" button. Below the "Continue" button is a "Logon Help" link. At the bottom right of the page, there is a contact number: "For assistance or to report problems, please call 800-538-9522." The browser's address bar shows the URL: "https://www.dmdc.osd.mil/tacilogon?continueToUrl=tacilpages/forwardToHome.xhtml?_id_9=Login". The Windows taskbar at the bottom shows the time as 12:21 PM.

Step 23 – Here you will enter your PIN #.

The screenshot shows a web browser window displaying the TAP (Transition Assistance Program) login page. The page header includes the DMDC logo and the slogan "Serving Those Who Serve Our Country". The main content area is titled "Registered User Logon" and contains a "Select Logon Method" section with a radio button selected for "Smartcard (CAC, PIV)". A "Continue" button is visible. A "Smart Card" dialog box is overlaid on the page, prompting the user to "Please enter your PIN." The dialog box has a text input field with six asterisks, a "Click here for more information" link, and "OK" and "Cancel" buttons. A Windows Security notification is also visible in the background.

Go ahead and put in your PIN when prompted to complete the login.

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Step 24 – Once your login is complete, go to **Sessions** on the upper left hand tab. A submenu will appear, on the submenu **click on Manage Sessions**.



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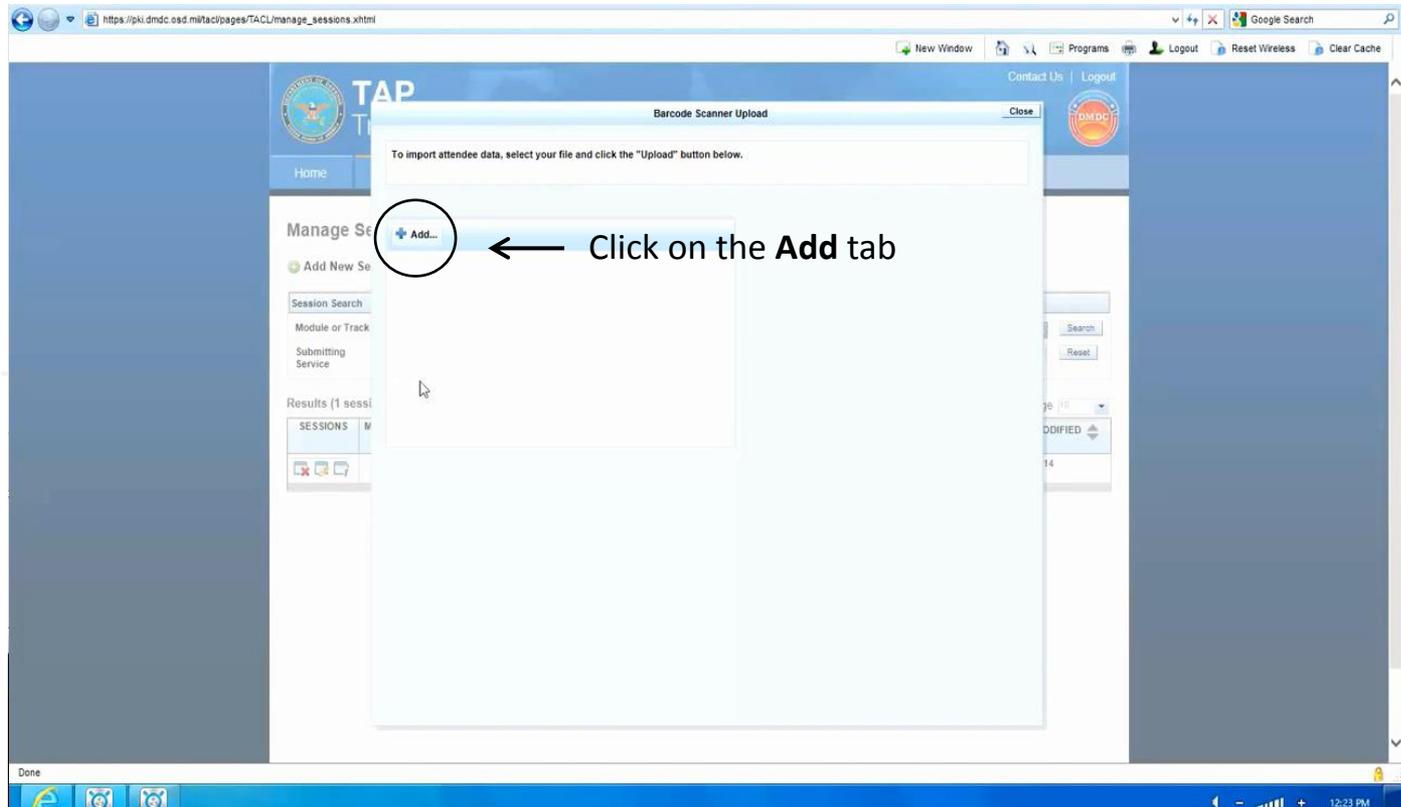
Step 25 – Click on the green arrow under Manage Roster to start uploading participant information.

The screenshot shows the TAP web interface. The main heading is 'TAP Transition Assistance Program'. Below the navigation tabs, the 'Manage Sessions' section is active. It includes a search form and a table of results. The table has columns for 'SESSIONS', 'MANAGE ROSTER', 'VERIFIED', 'UNVERIFIED', 'MODULE OR TRACK', 'START DATE', 'END DATE', 'MILITARY INSTALLATION', and 'LAST MODIFIED'. The first row of data shows 10 sessions, with a green arrow icon in the 'MANAGE ROSTER' column. A hand cursor is pointing to this icon. A text box below the table says: 'Notice the green arrow. Clicking on this will allow you to upload the participant and session data you saved under your TAP folder.' To the right of the screenshot, a vertical text box says: 'The session information already present is only an example and not reflective of what will be uploaded.'

SESSIONS	MANAGE ROSTER	VERIFIED	UNVERIFIED	MODULE OR TRACK	START DATE	END DATE	MILITARY INSTALLATION	LAST MODIFIED
10		10	0	Transition GPS	06/18/2013	06/19/2013	NAS Corpus Christi	03/13/2014

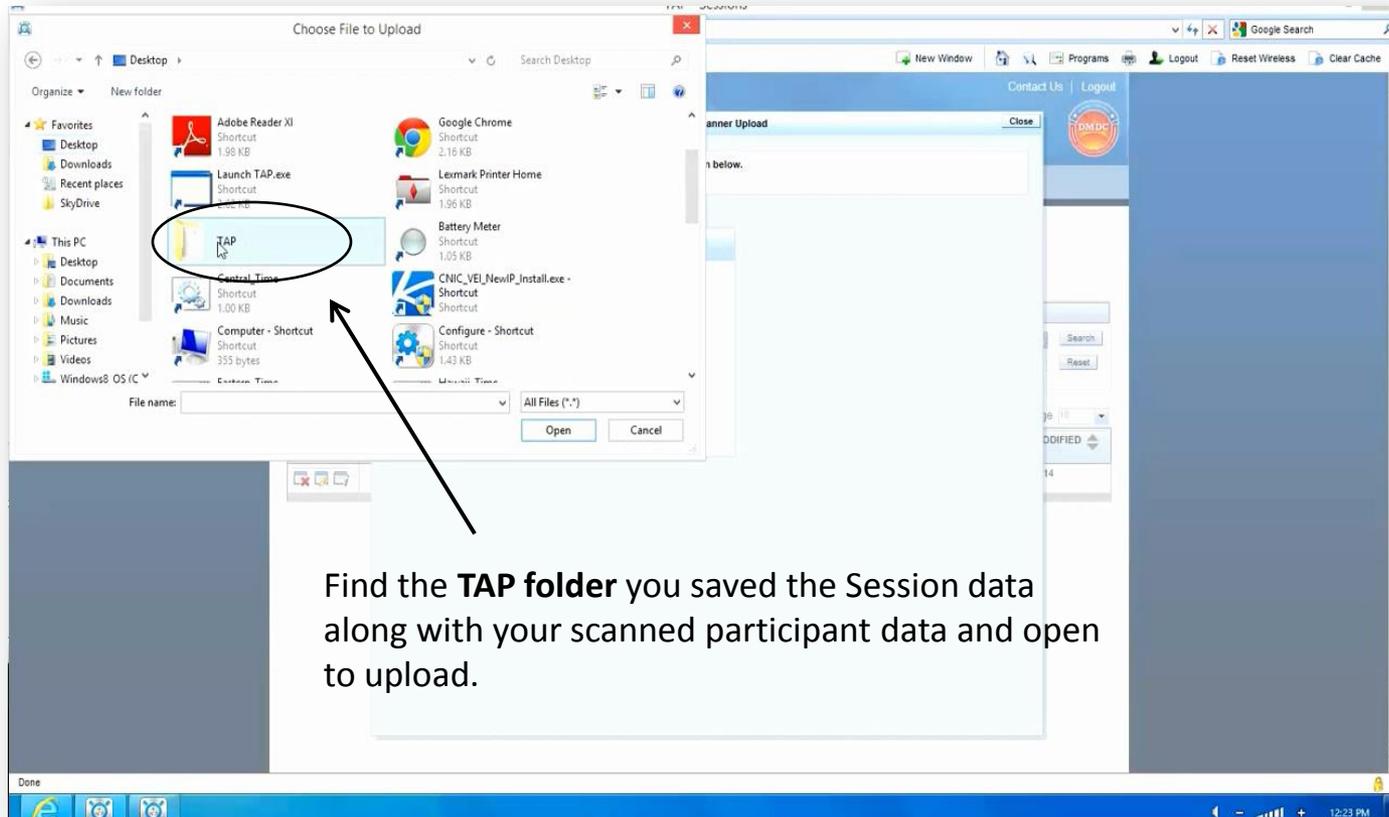
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Step 26 – Clicking on the green arrow, opens a submenu where you will see the **Add** tab. **Click on this tab**



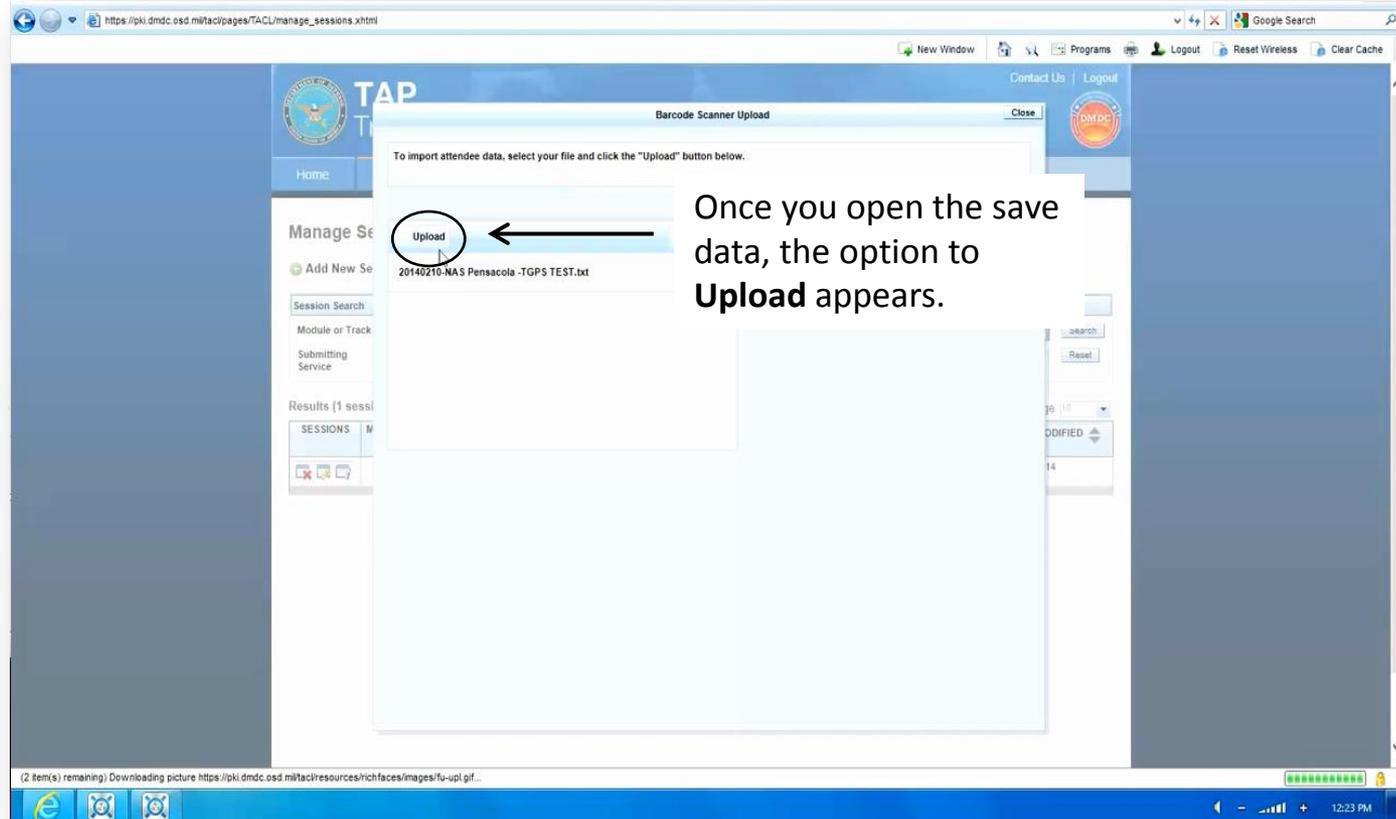
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Step 27 – Once you click on the Add tab, search for the session data you saved previously in your TAP folder.



Find the **TAP folder** you saved the Session data along with your scanned participant data and open to upload.

Step 28 – Now click on the **Upload** tab.



Step 29 – Verify the session information then close the window.

The screenshot shows a web browser window with the URL https://pki.dmdc.osd.mil/tac/pages/TACL/manage_sessions.html. The page title is "Barcode Scanner Upload". The main content area displays the following information:

To import attendee data, select your file and click the "Upload" button below.

20140210-NAS Pensacola -TGPS TEST.txt
Done

Batch Ref No | Total | Valid | Rejected

942	1	0	0
-----	---	---	---

File 20140210-NAS Pensacola -TGPS TEST.txt uploaded successfully

Annotations in the image:

- An arrow points to the file name "20140210-NAS Pensacola -TGPS TEST.txt" with the text: "The session information."
- An arrow points to the "Valid" column value "1" in the table with the text: "The verified number of participants saved for the example provided it's 1."

*Please note the there is an additional way to manually input this information or edit uploaded information if it is incorrect.

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If the uploaded data is incorrect for some reason you can manually change it.

Notice that instead of 1 there are 11 participants shown.

Results: 11 sessions; 11 attendees (10 verified, 1 unverified)

SESSIONS	MANA	View Attendees	VERIFIED TENDEES	UNVERIFIED ATTENDEES	MODULE OR TRACK	START DATE	END DATE	MILITARY INSTALLATION	LAST MODIFIED
			10	1	Transition GPS	06/18/2013	06/19/2013	NAS Corpus Christi	04/02/2014

*This is incorrect information but it can be easily changed to fit the actual data collected.

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Pressing the green button will take you to this submenu. You can Delete Attendees as well as Add Attendees by providing the information and manually typing them in.

Delete erroneous information by clicking this icon.

EDI	Use SSN	SSN	LAST NAME	VERIFIED Y-Yes N-No	MULT MATCH Y-Yes N-No
Delete Attendee	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

Fill in the participant information manually in the spaces provided for EDIPIN or SSN, LAST NAME. If the participant's SSN is in DEERs he or she can be verified.

***Note the Service member's information should already be captured in DEERs.**