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# **Global Combat Support System – Army (GCSS-Army)**

## **Wave 2**

PdM GCSS-Army’s “Backup Submission Module” Instructions

Dated: 11/12/2014

Version: 1.0



**NOTE:** Where the term “Backup” is used is actually referring to the SAMS .dmp file created using the GCSS-A Dump Tool. You can download the script at <https://www.us.army.mil/suite/doc/43449661>. If you have any questions or concerns with this process please email [usarmy.lee.hqda-asa-alt.mbx.gcss-doc-Support@mail.mil](mailto:usarmy.lee.hqda-asa-alt.mbx.gcss-doc-Support@mail.mil).

**WHAT:**

Provides the converting organization’s users with instructions on how to submit SAMS .dmp files to PdM GCSS-Army through the Backup Submission Module in support of conversion to Wave 2 GCSS-Army.

**WHO:**

For all organizations converting their SAMs data to GCSS-Army.

**WHY:**

SAMS .dmp files required for data conversion. Their timely submissions are a critical to converting to GCSS-Army.

**WHEN:**

Even numbered fielding groups will submit their backups on the 2nd Wednesday of each month. Odd numbered fielding groups will submit their backups on the 3rd Wednesday of each month.

**HOW:**

1. First time users must add the EDMO icon from the LIW Application (App) Warehouse on to their LIW access menu/board then click on the EDMO icon to fill out and submit the Web Portal Logon Request."
2. Users must then register within the EDMO App in order to access the Backup Submission Module that is located with the Launch Pad. (<http://gcss.army.mil/W2bu/>) [See Instructions in Appendix A].
3. Once steps 1 and 2 are complete users can then begin to submit their SAMS .dmps (DMP Instructions file below) via the EDMO Backup Submission Module (See Instructions in Appendix B).



# Appendix A

## Registration/Access Request

1. Users can access the Backup Submission Module from the EDMO Launch Pad GCSS-Army drop down menu (Figure 1).  
[https://edmo.logsa.army.mil/EDMO\\_PROT/EDMOPages/HomePage.aspx](https://edmo.logsa.army.mil/EDMO_PROT/EDMOPages/HomePage.aspx)
2. All users must register to access the site (Figure 2). Scroll and click on the accept button (Figure 3).
3. Once you enter your pin this brings to the next screen with the request to start the registration process by selecting your command (Figures 4).
4. Please input the following information in the appropriate cells (Figures 5):
  - a. Organization
  - b. Phone number
  - c. Email Address
  - d. Reason for access
5. Upon completion scroll and click submit (Figure 6).
6. The next screen seen is the thank you for registering screen, which completes the registration process (Figure 7).
7. Registration process is complete! Once your registration is approved, you will receive an email from the Project Management Office Deployment Division.

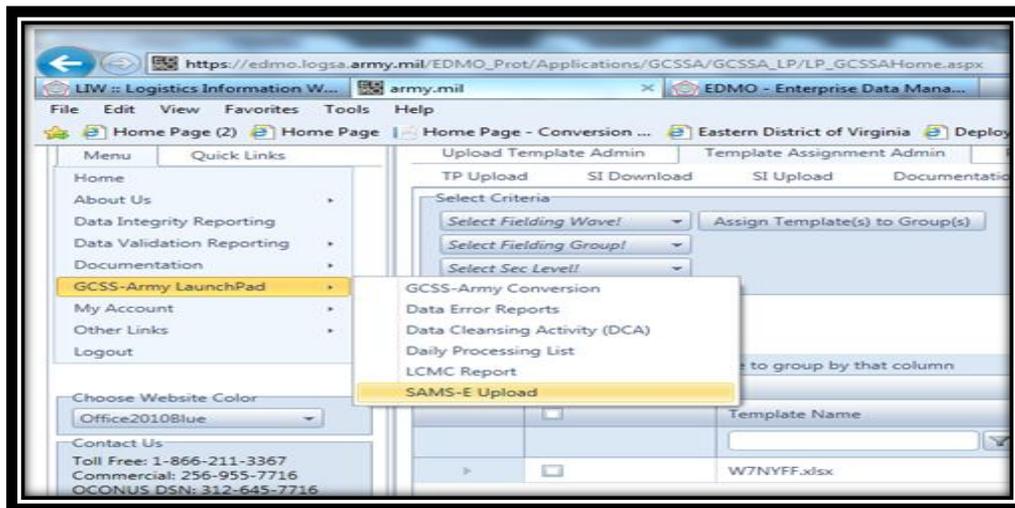


Figure 1: Accessing the Backup Submission Module



Figure 2: Registration Screen (Scroll and Click Accept)

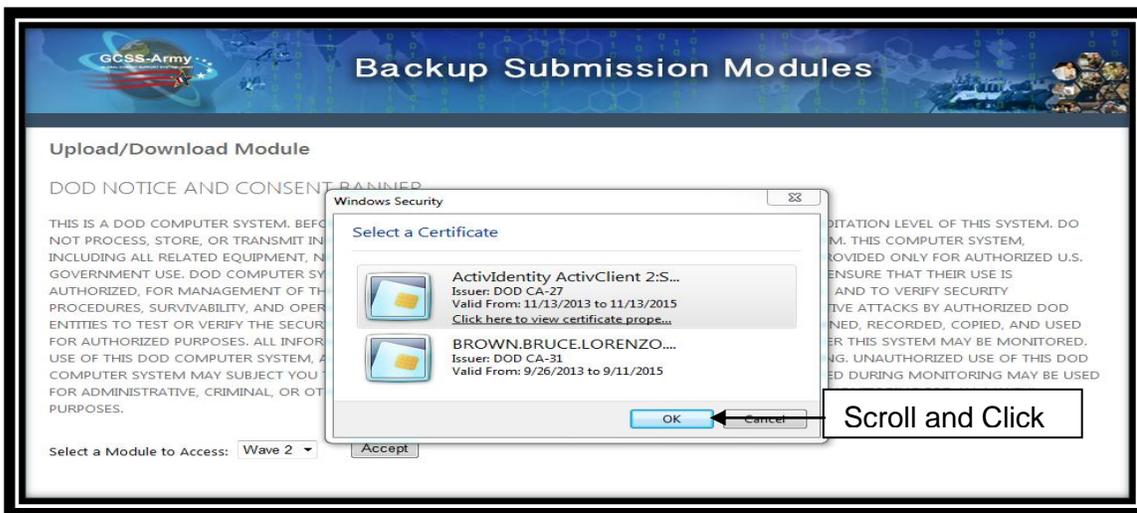
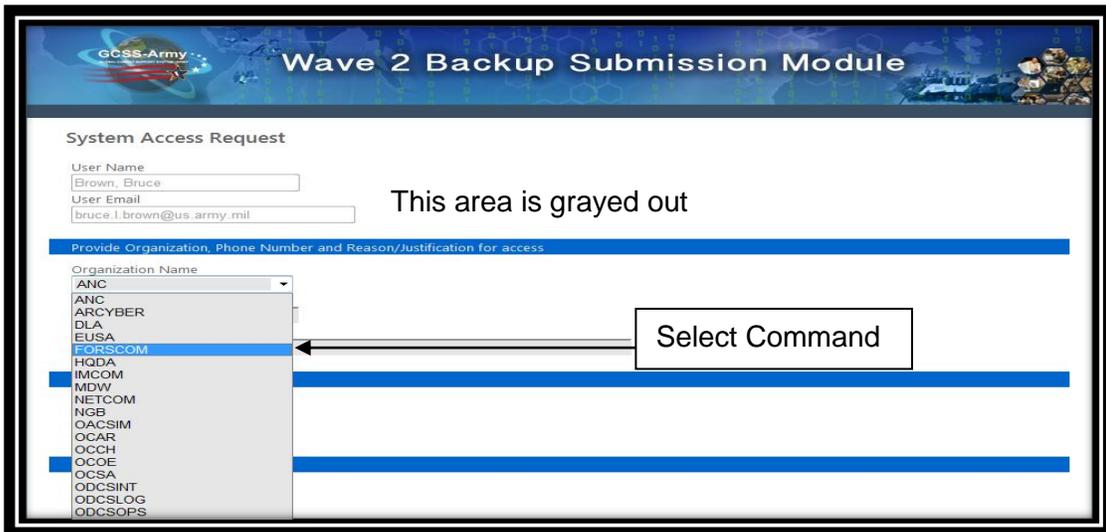


Figure 3: CAC Log in Screen Shot (Select and Click OK)



**Wave 2 Backup Submission Module**

**System Access Request**

User Name  
Brown, Bruce

User Email  
bruce.l.brown@us.army.mil

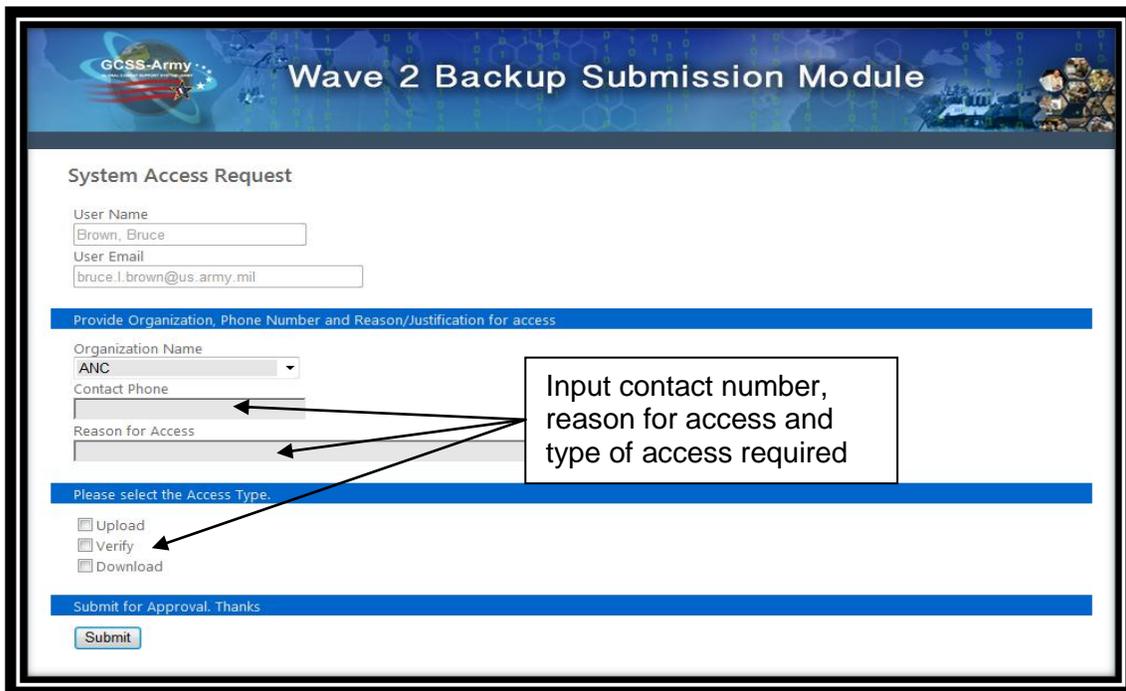
This area is grayed out

Provide Organization, Phone Number and Reason/Justification for access

Organization Name  
ANC  
ANC  
ARCYBER  
DLA  
EUSA  
FORSCOM  
HQDA  
IMCOM  
MDW  
NETCOM  
NGB  
OACSIM  
OCAR  
OCCH  
OCOE  
OCSA  
ODCSINT  
ODCSLOG  
ODCSOPS

Select Command

Figure 4: Registration Screen Command Selection



**Wave 2 Backup Submission Module**

**System Access Request**

User Name  
Brown, Bruce

User Email  
bruce.l.brown@us.army.mil

Provide Organization, Phone Number and Reason/Justification for access

Organization Name  
ANC

Contact Phone

Reason for Access

Please select the Access Type.

Upload  
 Verify  
 Download

Submit for Approval. Thanks

Submit

Input contact number, reason for access and type of access required

Figure 5: Registration (cont.)

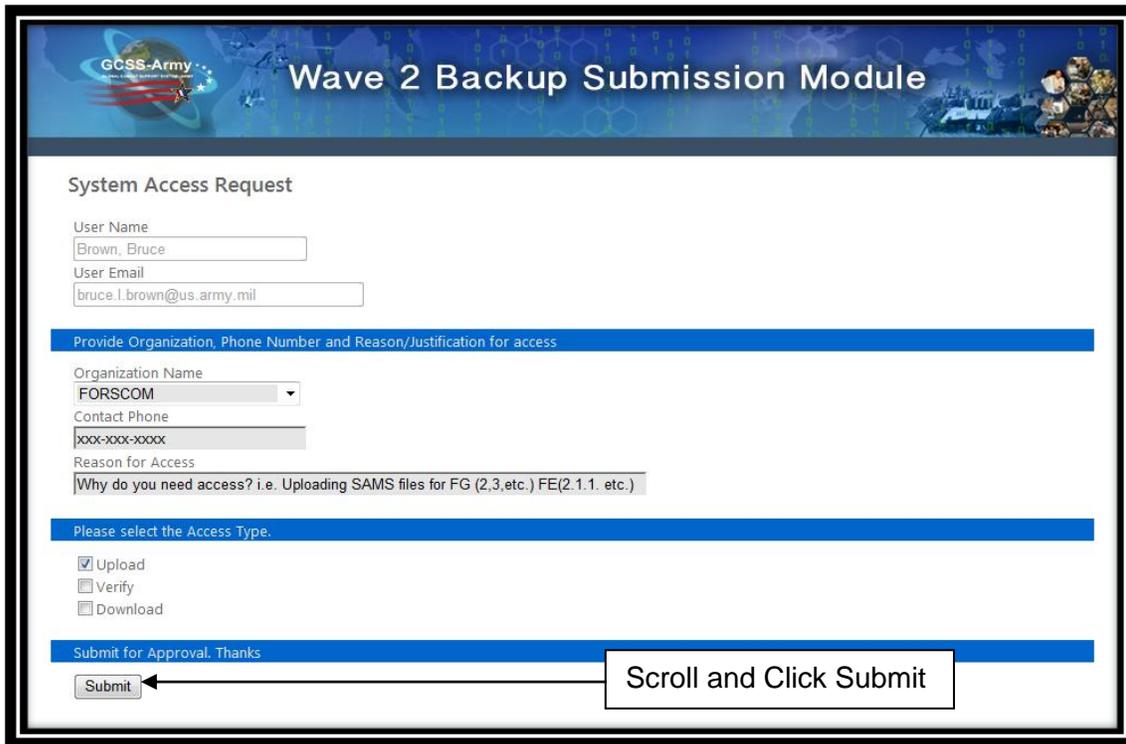


Figure 6: Registration Input Screen (Submit)

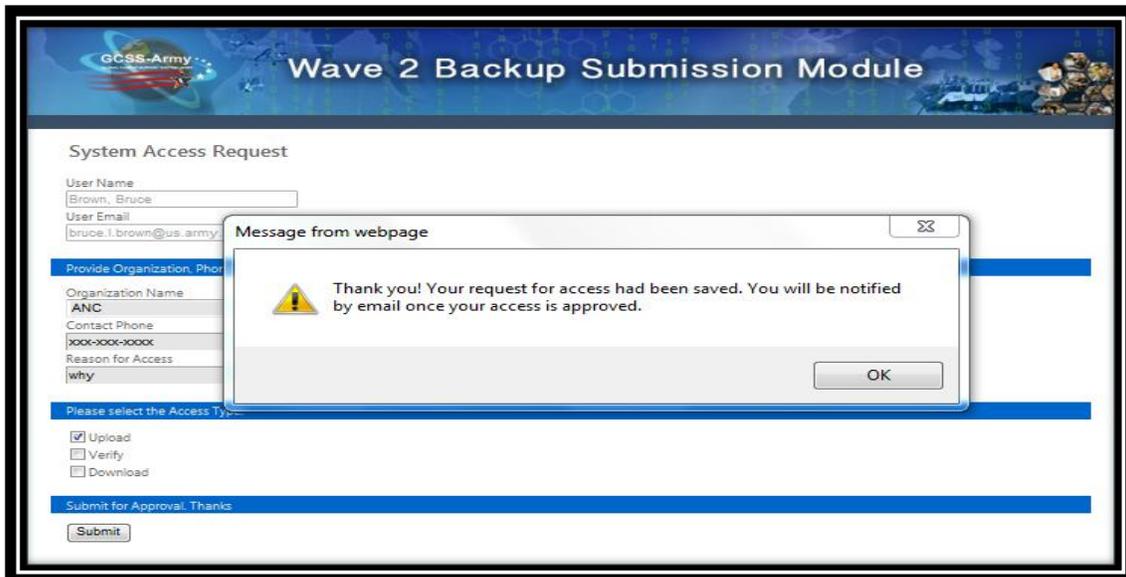


Figure 7: Registration Finalized Screen (Thank You!)

# Appendix B

## SAMS DMP. File Upload

1. Log into the Backup Submission Modules at <http://gcss.army.mil/W2bu/> (Figure 1)
2. Scroll and Click “Accept” (Figure 2)
3. Select the appropriate certificate (Figure 2)
4. Select Scroll and click “Upload” from the top menu bar (Figure 3).
5. Select Fielding Group, Element, and D-Phase (Figure 4).
6. Scroll and click the “Browse Button” then select file (Figure 5).
7. Scroll and click “Upload Button” to upload selected file (Figure 6).
8. Uploaded file is visible and this completes the upload process Figure 7 (Note: the file can be deleted by using the “Delete Button”).

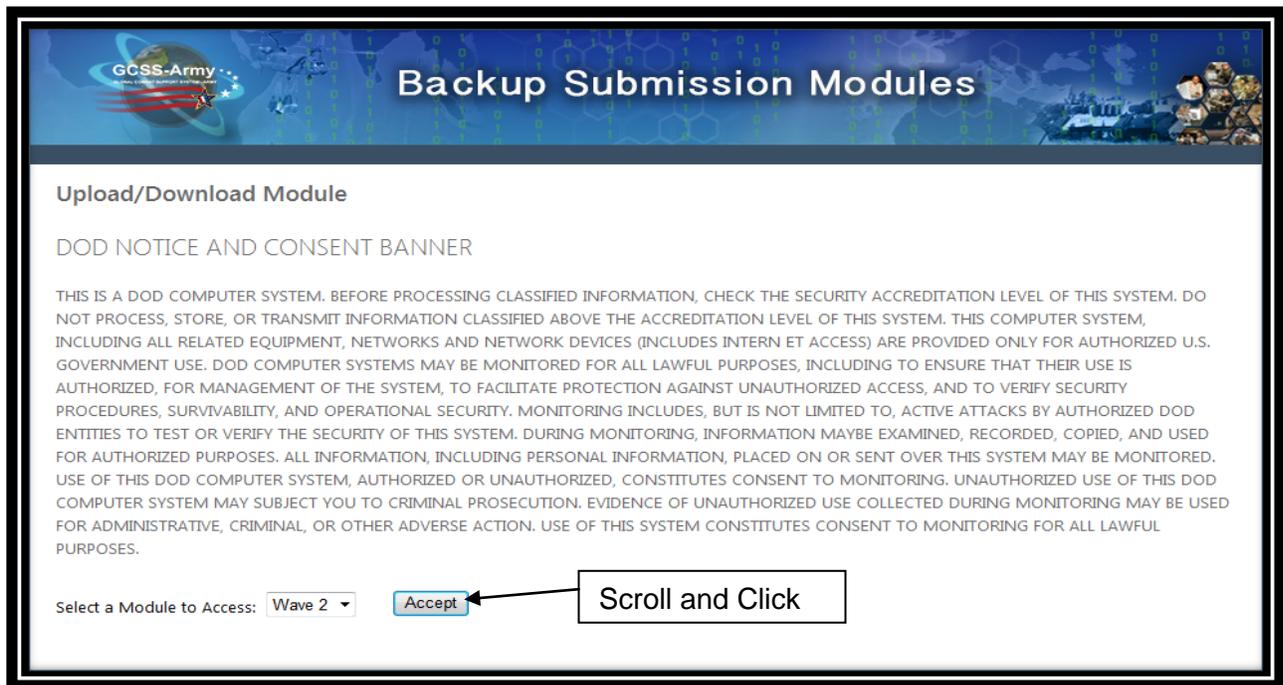


Figure 1: Clicking Accept

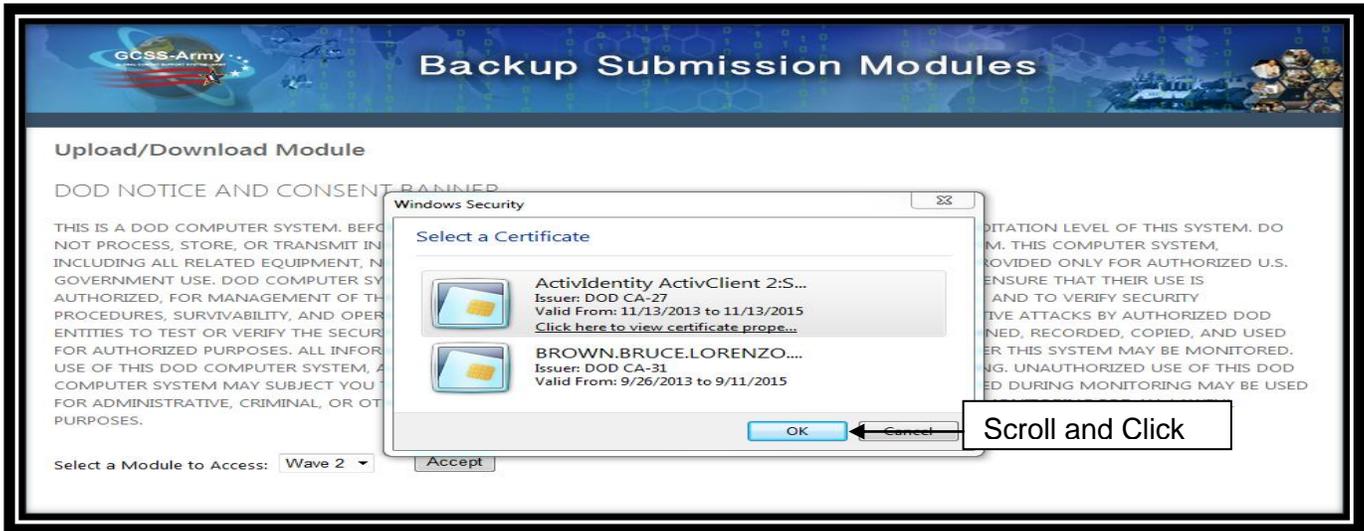


Figure 2: Selecting Certificate

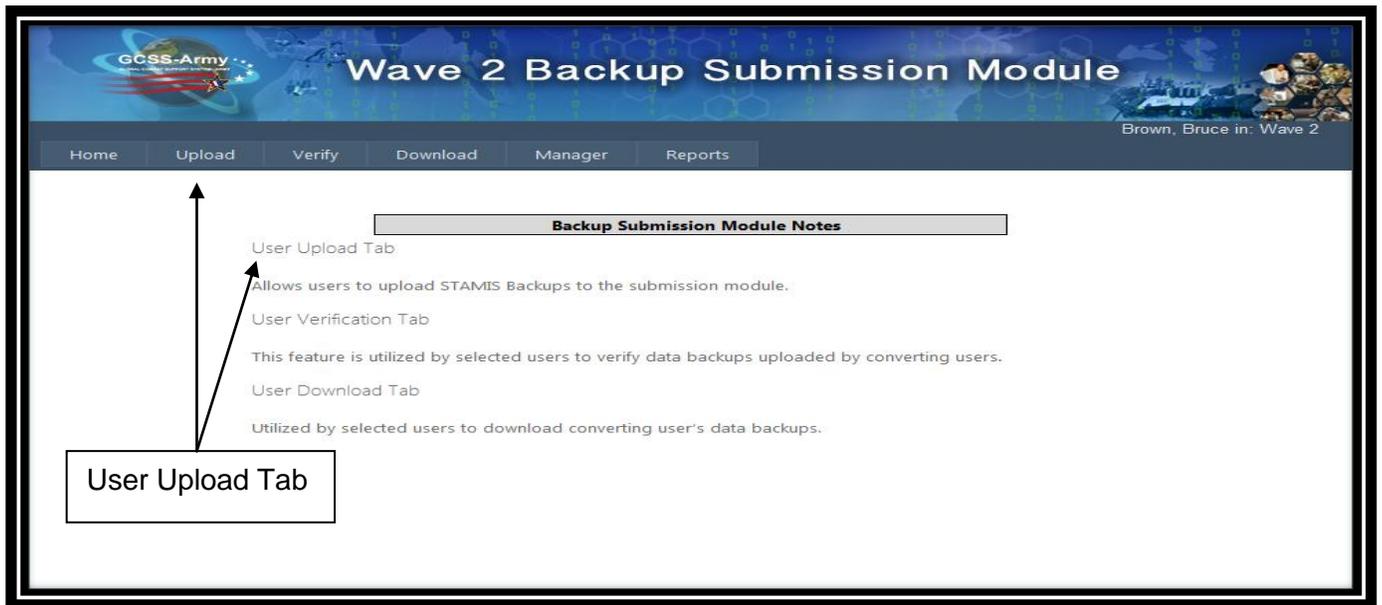


Figure 3: Module Notes (User Selects Upload Tab)

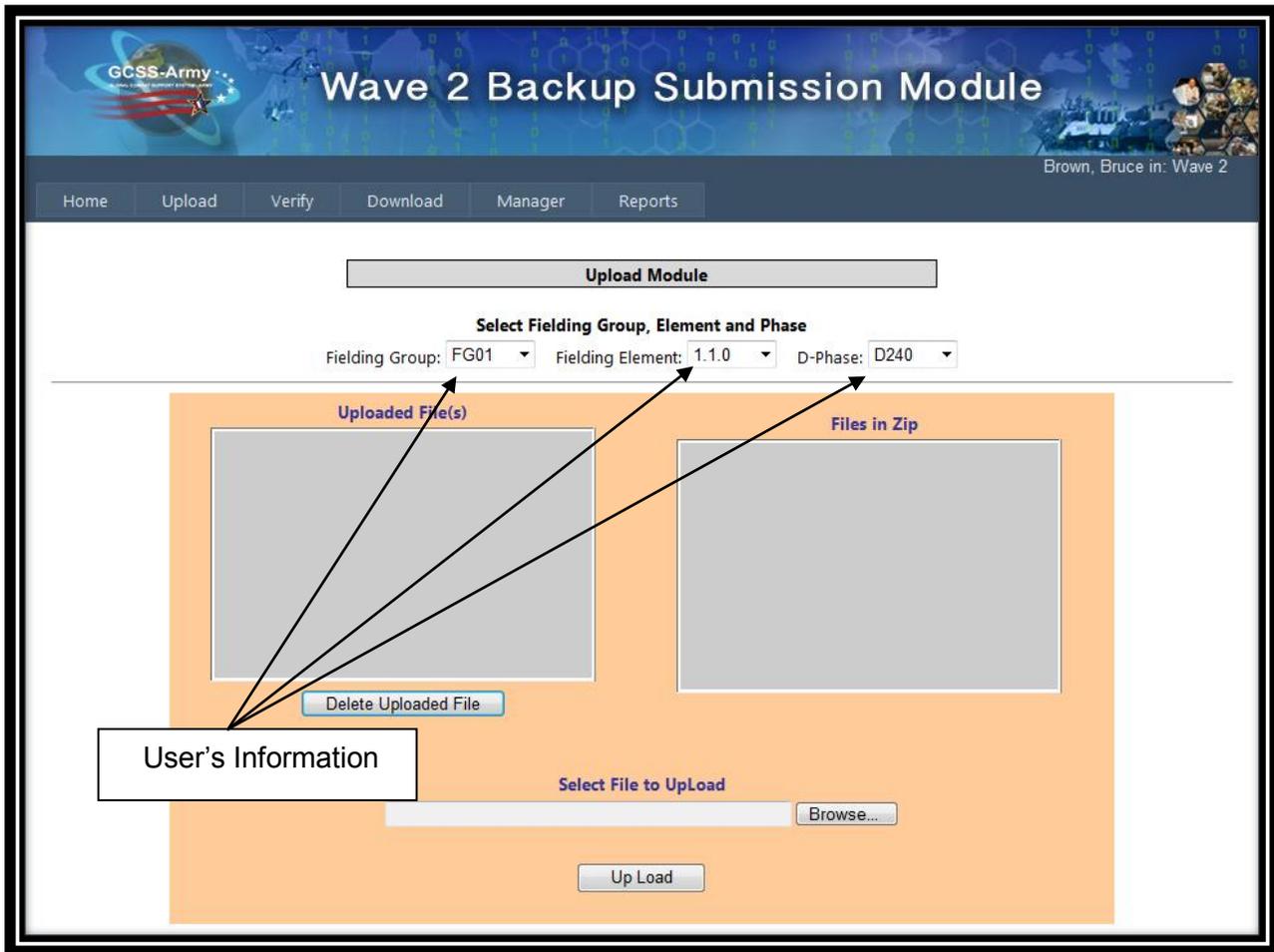


Figure 4: Selecting FG, FE, and D-XXX

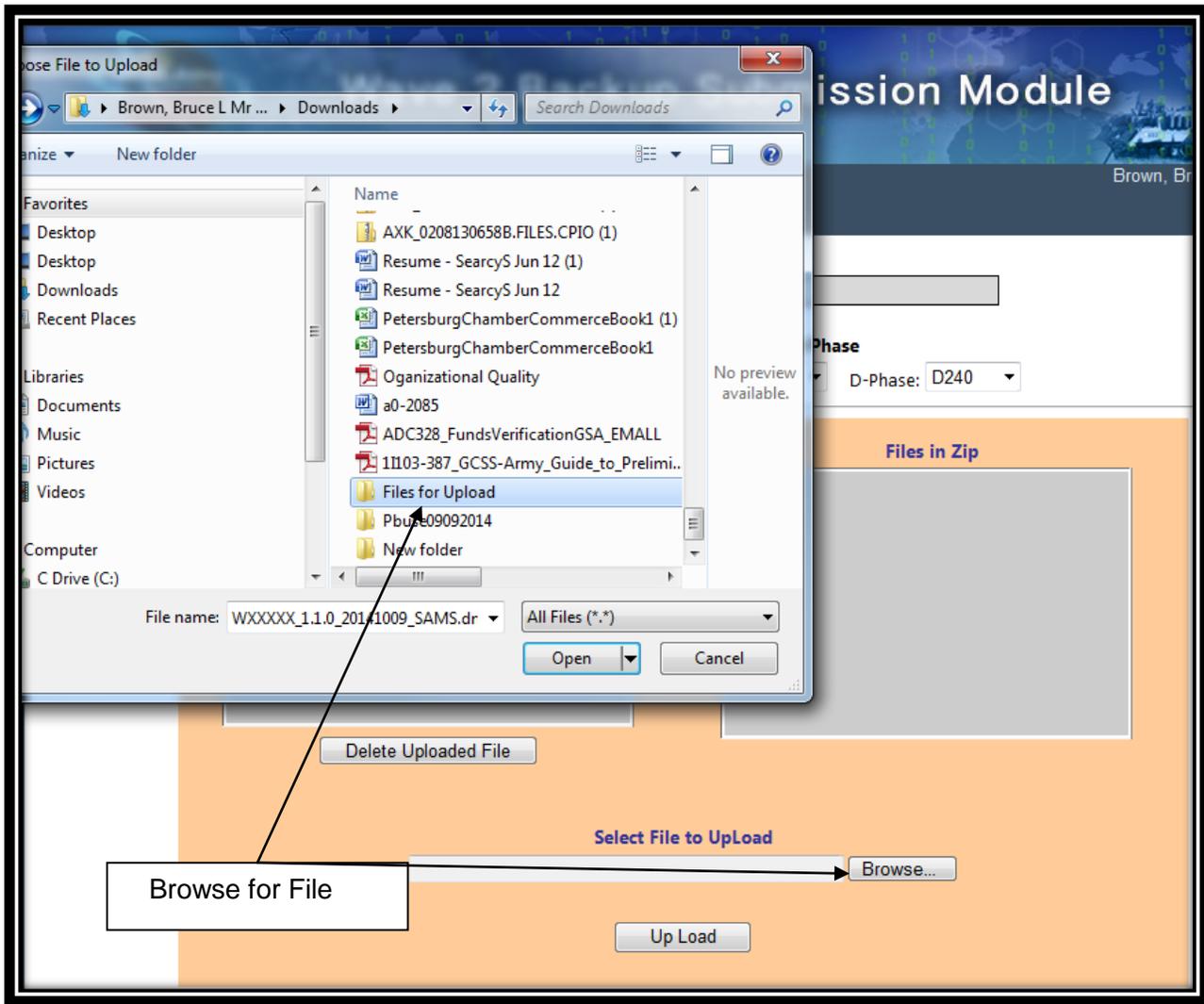


Figure 5: Browsing for File to Upload

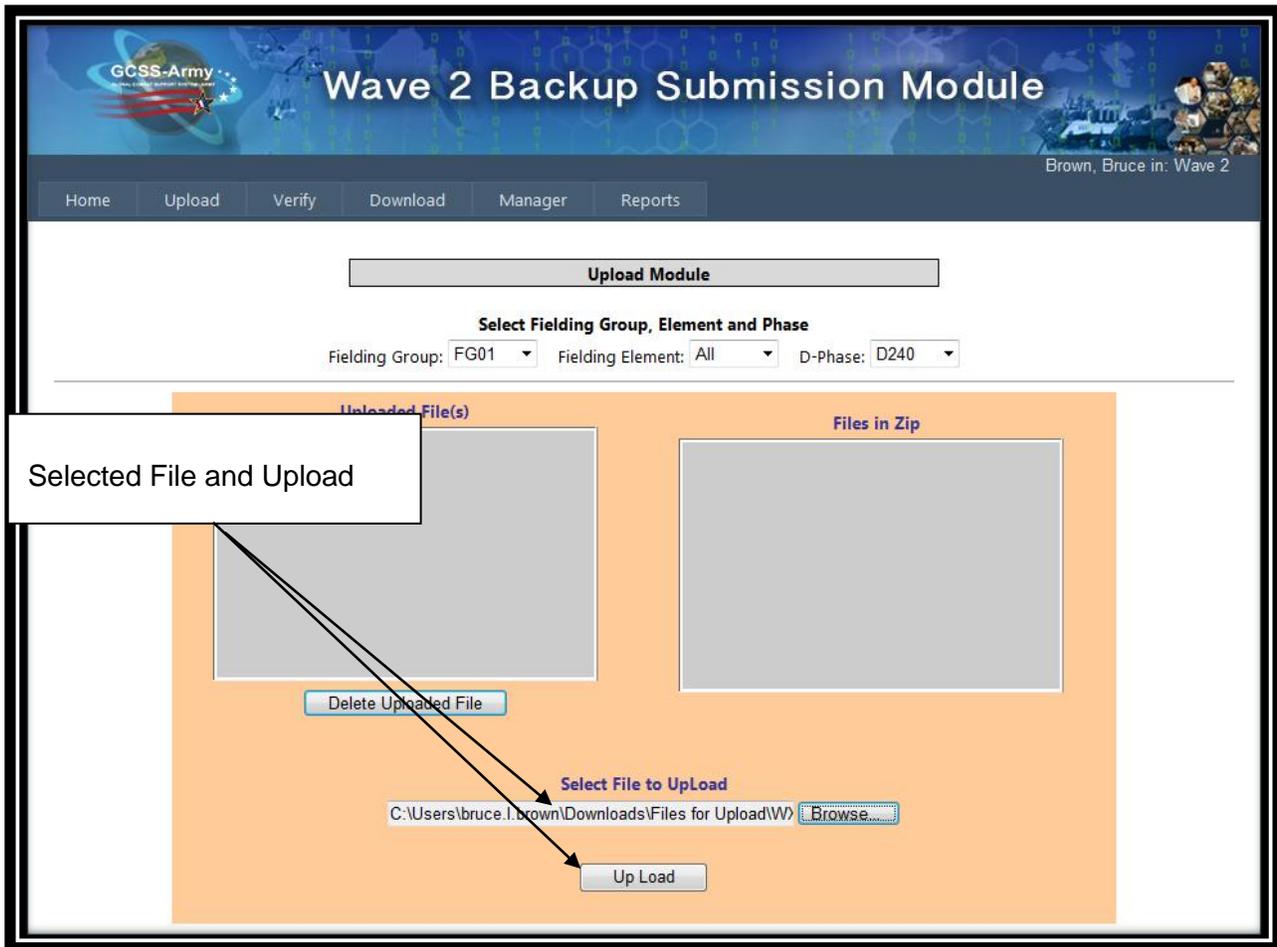


Figure 6: Selected File for Upload Screen Shot

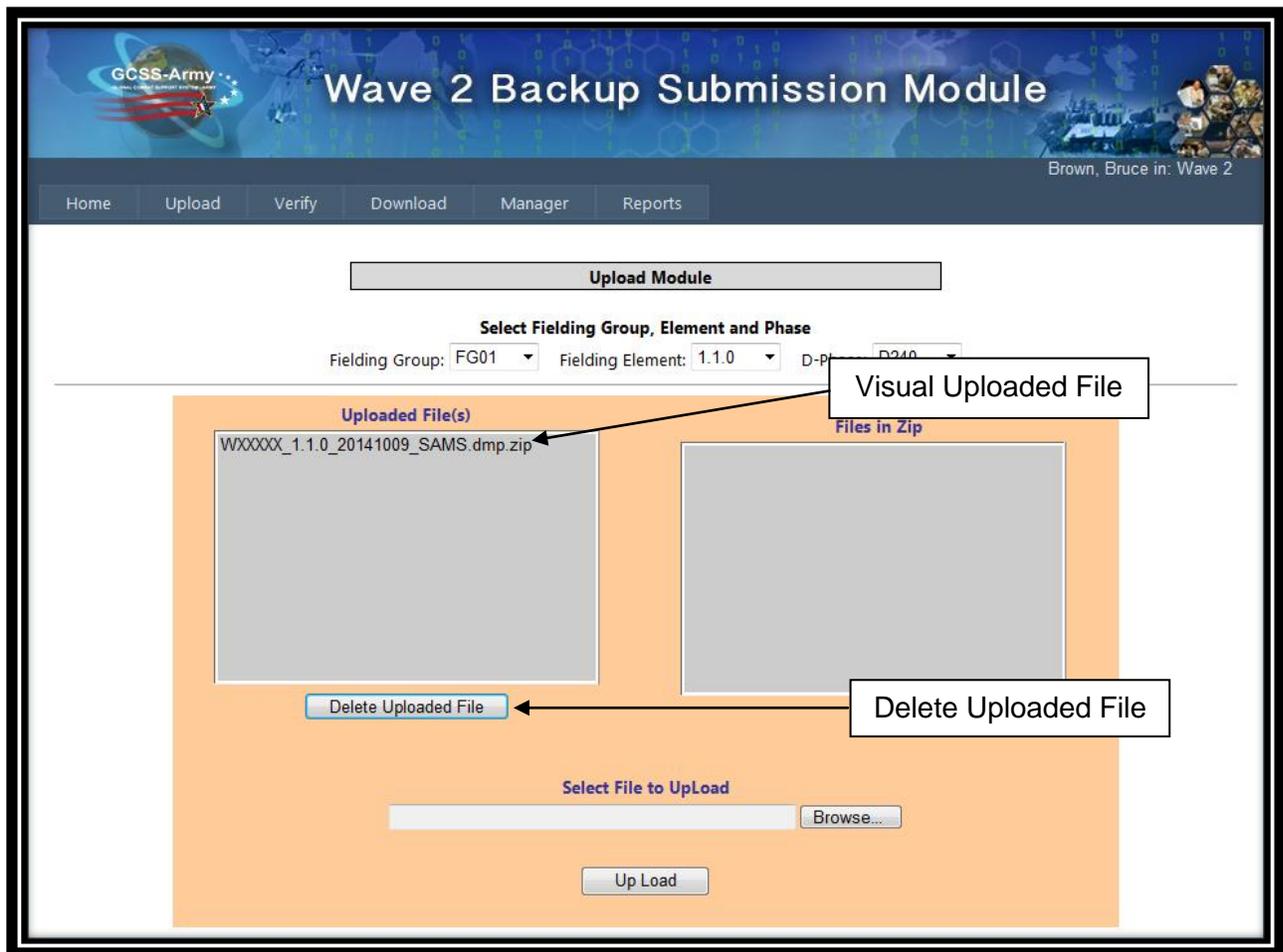


Figure 7: Viewing Uploaded File

8. If you have any questions or concerns, please email to DOC Support [usarmy.lee.hqda-asa-alt.mbx.gcass-doc-Support@mail.mil](mailto:usarmy.lee.hqda-asa-alt.mbx.gcass-doc-Support@mail.mil) .