

Viewing Delay Notices

Reference Guide

Homepage

DSM Homepage

Dashboard/Search

Delay Notice - Recent/Search Results

Table of Contents

- Overview** 1
- Role Access** 1
- Statuses** 1
- Dashboard** 1
- Search** 3
- Viewing Contract/Contractor Data** 6
- Viewing Resolved Delay Notices** 6
 - Delay Notice Tab:* 6
 - Response Tab:* 6
 - Attachments Tab:* 7
 - Contract DSM History Tab:* 7

Overview	This guide provides an overview of how to view to a Delay Notice.
Role Access	<p>DSM roles with the capability to access Delay Notice:</p> <ul style="list-style-type: none"> • DSM Admin Office <ul style="list-style-type: none"> ○ DoDAAC users will be able to view Delay Notices with the user’s registered DoDAAC. The Dashboard entries will be filtered by the Admin By DoDAAC on the Delay Notice. ○ Group users will be able to view all Delay Notices within the user’s registered group. The Dashboard entries will be filtered by group. • DSM Issuing/Pay Office <ul style="list-style-type: none"> ○ DoDAAC users will be able to view Delay Notices with the user’s registered DoDAAC. The Dashboard entries will be filtered by the Issue By DoDAAC on the Delay Notice. ○ Group users will be able to view all Delay Notices within the user’s registered group. The Dashboard entries will be filtered by group. • DSM View Only User <ul style="list-style-type: none"> ○ This role is restricted to view-only access. The user does not have the ability to create or take action on Delay Notices.
Statuses	<p>Delay Notices will be displayed in the DSM Dashboard and Search tools in the following statuses:</p> <ul style="list-style-type: none"> • Unread – The Delay Notice or Response has been sent and remains unopened, awaiting the user’s action. This status is only visible to the recipient of a Delay Notice or Response. • Sent – The Delay Notice or Response has been sent. This status is only visible to the sender of a Delay Notice or Response. • Unsent, Saved Draft – Delay Notice or Response has been drafted or edited and saved, to be completed and sent at a later time. This status is only visible to the initiator (Admin Office) of the Delay Notice or Response. • Resolved – The Delay Notice has been closed by a user. Responses will no longer be accepted for the Delay Notice.
Dashboard	<p>The Dashboard will display recent Delay Notices within the user’s span of control. All Answered/Resolved Delay Notices will be removed from the Dashboard after 15 days.</p> <p>In the navigation pane, selecting Dashboard in the Favorites menu will display the DSM Dashboard.</p>

1 Notice - Recent

Status ↑↓	CAGE Code ↑↓	Date Sent ↑↓	Contractor Name ↑↓	Contract Number ↑↓	Delivery Order Number ↑↓	PSC ↑↓
Sent		2022/10/27				
Sent		2022/10/28				
Unread		2022/11/01				
Sent		2022/11/14				
Sent		2022/11/17				
Sent		2022/11/17				
Sent		2022/11/22				
Sent		2022/11/21				
Sent		2022/11/22				
Sent		2022/11/22				

Records: 1 to 10 3 << < 1 2 3 4 5 > >> 10 59 Records Returned

Delay Notice - Recent

Delivery Order Number ↑↓	PSC ↑↓	CD ↑↓	Schedules	Issue By ↑↓	Admin By ↑↓	Action
			View Schedules			Open
			View Schedules			Open
			View Schedules			Respond
			View Schedules			Open
			View Schedules			Open
			View Schedules			Open
			View Schedules			Open
			View Schedules			Open
			View Schedules			Open
			View Schedules			Open

Records: 1 to 10 << < 1 2 3 4 5 > >> 10 59 Records Returned

1. Data may be sorted in ascending or descending order by selecting the column headings, with the exception of CLINs and Action.
2. The current status of each record will be displayed in the Status column.
3. Records may be navigated by the page navigation controls. The number of records displayed per page may be changed using the dropdown menu to the right of navigation controls.
4. Select the View Schedules link within the Schedules column to display any associated Schedule information, including NSN, Noun, RDF, prior RDF, and delinquent quantities, for the corresponding Contract Number.
5. Actions column options:
 - a. If the status is Unread, a Respond link in the Actions column will allow the user to respond to communications and/or resolve the Delay Notice. (See Responding To Delay Notices user guide.)
 - b. If the status is Sent, an Open link in the Actions column will allow the user to respond to communications and/or resolve the Delay Notice. (See Responding To Delay Notices user guide.) The user may edit a Delay Notice they sent that has not yet received a Response. (See Creating Delay Notices user guide.)
 - c. If the status is Unsent, Saved Draft, an Open link in the Actions column will allow the user to edit and send the Delay Notice or Response. (See Creating Delay Notices or Responding To Delay Notices user guides.)
 - d. If the status is Resolved, a View link in the Actions column will allow the user to view the Delay Notice. No further Responses may be added. (See viewing Resolved Delay Notices user guide.)

Search Criteria

The DSM Search functionality will display active and archived Delay Notices assigned to the user and/or the user's organization.

In the navigation pane, selecting Search in the DSM menu will display the DSM Search form.

1. In the Document Type menu, ensure the Delay Notice checkbox is selected. It is selected by default upon navigation to the Search page.
2. In the Document Active/Archive menu, select the desired radio button for either Active Documents or Archived Documents. These statuses are defined as follows:
 - a. Active: Not resolved, or less than 15 days after resolution.
 - b. Archived: Resolved after 15 days with no action
3. When entering data into form fields, select the appropriate search modifier for each field. They are defined as follows:
 - a. Starts With: The data entered in the field will return results that begin with the entered characters.
 - b. Is Null: The data search will return only results that have no value for the search criterion.
 - c. Not Null: The data search will return only results with a value for the search criterion.
 - d. Greater Than or Equal To: The data entered in the field will return results that are greater than or equal to the entered characters.

Search

- e. Greater Than: The data entered in the field will return results that are greater than the entered characters.
- f. Equal To: The data entered in the field will return results that are equal to the entered characters.
- g. Less Than or Equal To: The data entered in the field will return results that are less than or equal to the entered characters.
- h. Less Than: The data entered in the field will return results that are less than the entered characters.

Search Results

1 Notice Search Result

Status ↑↓	CAGE Code ↑↓	Contractor Name ↑↓	Contract Number ↑↓	Delivery Order Number ↑↓	Date Sent ↑↓	Latest Comm. Date ↑↓	Schedule
Sent					2022/10/27		View :
Sent					2022/10/28		View :
Unread					2022/11/01	2022/11/10	View :
Sent					2022/11/14		View :
Sent					2022/11/17	2023/01/04	View :
Sent					2022/11/17		View :
Sent					2022/11/22		View :
Sent					2022/11/21		View :
Sent					2022/11/22		View :
Sent					2022/11/22		View :

Records: 1 to 10 3 << < 1 2 3 4 5 > >> 10 ▾ 59 Records Returned

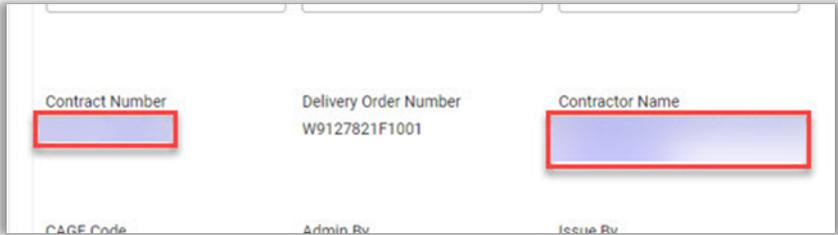
Delay Notice Search Result

Contractor Name ↑↓	Contract Number ↑↓	Delivery Order Number ↑↓	Date Sent ↑↓	Latest Comm. Date ↑↓	Schedules	Action
			2022/10/27		View Schedules	Open
			2022/10/28		View Schedules	Open
			2022/11/01	2022/11/10	View Schedules	Respond
			2022/11/14		View Schedules	Open
			2022/11/17	2023/01/04	View Schedules	Open
			2022/11/17		View Schedules	Open
			2022/11/22		View Schedules	Open
			2022/11/21		View Schedules	Open
			2022/11/22		View Schedules	Open
			2022/11/22		View Schedules	Open

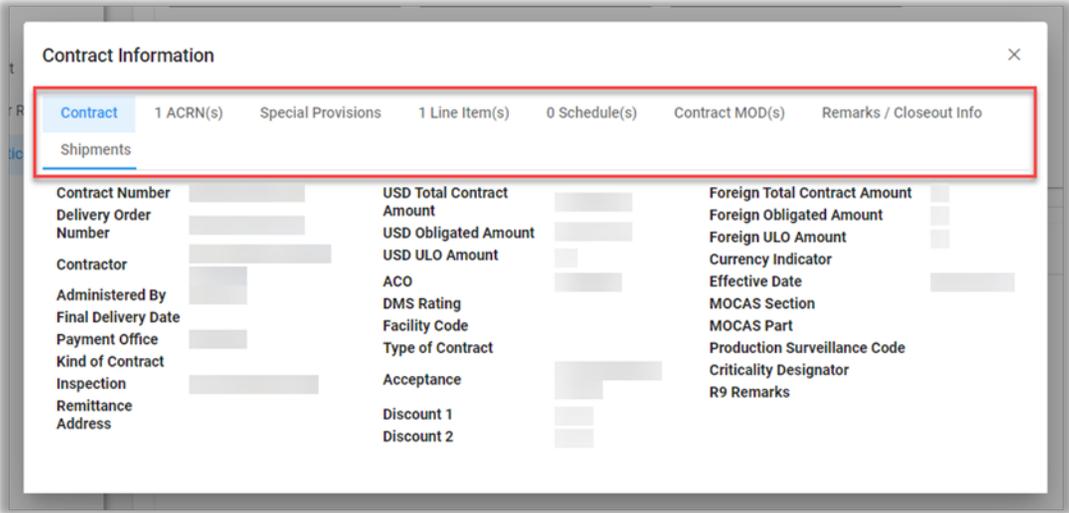
Records: 1 to 10 << < 1 2 3 4 5 > >> 10 59 Records Returned

1. Data may be sorted in ascending or descending order by selecting the column headings, with the exception of Schedules and Action. Results will be sorted by Latest Communication Date by default.
2. The current status of each record will be displayed in the Status column.
3. Records may be navigated by the page navigation controls. The number of records displayed per page may be changed using the dropdown menu to the right of navigation controls.
4. Select the View Schedules link within the Schedules column to display any associated Schedule information, including NSN, Noun, RDF, prior RDF, and delinquent quantities, for the corresponding Contract Number.
5. Actions column options
 - a. If the status is Unread, a Respond link in the Actions column will allow the user to respond to communications and/or resolve the Delay Notice. (See Responding To Delay Notices user guide.)
 - b. If the status is Sent, an Open link in the Actions column will allow the user to respond to communications and/or resolve the Delay Notice. (See Responding To Delay Notices user guide.) The user may edit a Delay Notice they sent that has not yet received a Response. (See Creating Delay Notices user guide.)
 - c. If the status is Unsent, Saved Draft, an Open link in the Actions column will allow the user to edit and send the Delay Notice or Response. (See Creating Delay Notices or Responding to Delay Notices user guides.)
 - d. If the status is Resolved, a View link in the Actions column will allow the user to view the Delay Notice. No further Responses may be added. (See Viewing Resolved Delay Notices subsection of this guide.)

When viewing or taking action on a Delay Notice, the user may select the Contract Number and Contractor Name on the Delay Notice tab to view further details of each.



**Viewing
Contract/Contractor
Data**



1. To view all available data on the Contract Information modal, navigate using the Contract Information tabs.

**Viewing Resolved
Delay Notices**

When viewing a Delay Notice with a status of Resolved, all information will be view-only, and the user may not take any action on the Notice or respond to communications. The user may navigate and view the Delay Notice information via the following tabs:

Delay Notice Tab:

The Delay Notice will open to the Delay Notice tab, which displays Contract data, Caused By, Delay Type, Delay Cause, any affected Schedules, and details of the initial Delay Notice.

Response Tab:

The Response tab will display all communications on the Delay Notice, including any attachments added by respondents. The attachments may be downloaded by selecting the attachment name link.

Attachments Tab:

The Attachments tab will display all attachments added to the Delay Notice, including description, upload date, and uploading user.

Contract DSM History Tab:

The Contract DSM History tab will display all actions taken on the Delay Notice for the Contract in DSM.

- The Back button at the bottom of the page will navigate the user back to the previous page.
- The Print button at the bottom of the page will allow the user to print or download a PDF of the Delay Notice.