

# Approved Products List Integrated Tracking System (APLITS) User Guide



APLITS and the Unified Capabilities Approved Products List (UC APL) are managed by the Unified Capabilities Certification Office (UCCO). For questions regarding this system, contact the UCCO at [disa.meade.ie.list.unified-capabilities-certification-office@mail.mil](mailto:disa.meade.ie.list.unified-capabilities-certification-office@mail.mil).

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# 1. General APLITS Information

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APLITS accounts are reserved for participants actively involved in the UC APL Testing Process. An APLITS account is not needed in order to access the UC APL. The UC APL is publicly accessible at <https://aplots.disa.mil/apl>.

Prior to requesting an APLITS account at <https://aplots.disa.mil>, the requestor must have either an External Certificate Authority (ECA) token (Medium Token Assurance Smart Card or Medium Hardware Assurance Smart Card) or a Common Access Card (CAC). APLITS access cannot be obtained without an ECA token or CAC.

## 1.1 Account Requests

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1. Prior to navigating to the APLITS site, be sure a CAC/ECA token is inserted into the card reader. Navigate to the **APLITS Home Page**: <https://aplots.disa.mil>. Click the **Create an Account** button and complete the APLITS registration.

*Note: For Vendor account requests, if the applicable Company name is not available in the drop down menu when registering for an account, contact the UCCO to have it added.*

2. After the UCCO has received the request and access has been granted, an email will be sent to the requestor containing log in credentials and instructions for mapping a CAC/ECA token to the account.

*Note: After an initial account setup, if an updated/new ECA token or CAC needs to be mapped to an existing APLITS account, the user should contact the UCCO to have the account reset. Once the account is reset, the UCCO will provide instructions to the user for mapping the new ECA token/CAC to the account.*

## 1.2 APLITS Overview

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1. After searching for a product and navigating to the product's Device Information page per the instructions located in the Product Search section of this User Guide, all of the Tracking Number's recorded information will be displayed. Across the top of the Device Information page, the following tabs are listed: Product Status Information tab, Documentation tab, Product Information Tab, and the Comments tab. If a Desktop Review (DTR) has been submitted for the product, the DTR Information tab will be listed as well.

- The **Product Status Information Tab** provides information on all of the statuses for the product as it moves through the UC APL process. Due Dates, Completed Dates, Assigned To, and Comments for each status are listed.

Product Status Information						
Status of Current Tracking Number 1618101						
Status Description	Status State	Status Date	Due Date	Cmpltd Date	Assigned To	Comment
<b>■ New Submission</b>						
Tracking Number Assigned	COMPLETED	6/29/2016		6/29/2016		
Sponsor Verification	NOT STARTED	6/29/2016				
Initial Contact Meeting	NOT STARTED	6/29/2016				
ICM Minutes	NOT STARTED	6/29/2016				
<b>■ Testing</b>						
Testing Dates Scheduled	NOT STARTED	6/29/2016				
SAR	NOT STARTED	6/29/2016				
Testing	NOT STARTED	6/29/2016				
V&V Testing	NOT STARTED	6/29/2016				
<b>■ Cybersecurity Adjudication</b>						
Draft Cybersecurity Assessment Report	NOT STARTED	6/29/2016				
Vendor Mitigations	NOT STARTED	6/29/2016				
Cybersecurity Out-brief	NOT STARTED	6/29/2016				
Cybersecurity Out-brief Minutes	NOT STARTED	6/29/2016				
Cybersecurity Out-brief Action Items	NOT STARTED	6/29/2016				
Final Cybersecurity Assessment Report	NOT STARTED	6/29/2016				
Scorecard	NOT STARTED	6/29/2016				
Cybersecurity Recommendation	NOT STARTED	6/29/2016				
<b>■ IO Adjudication</b>						
IO Out-brief	NOT STARTED	6/29/2016				
IO Out-brief Minutes	NOT STARTED	6/29/2016				
Initial TDRs	NOT STARTED	6/29/2016				
TDR POA&Ms	NOT STARTED	6/29/2016				
TDR Meeting	NOT STARTED	6/29/2016				
TDR Adjudication	NOT STARTED	6/29/2016				
IO Certification	NOT STARTED	6/29/2016				
<b>■ APL</b>						
Deployment Guide	NOT STARTED	6/29/2016				
APL Memo	NOT STARTED	6/29/2016				
Cybersecurity Assessment Package	NOT STARTED	6/29/2016				

Figure 1: Product Status Information Tab

- The **Documentation Tab** is available for uploading and downloading documentation.

Product Status Information						
Documentation						
<b>Document Type</b>		<b>Select Filename</b>			<b>Submit</b>	
Select Document Type		Browse... No file selected.			Upload	
Search: <input type="text"/>						
Document Type	Upload Order	Filename	Date Uploaded	Uploader		
Product Submittal	2	Test.pdf	07/01/2016	Vendor Name		
Product Submittal	3	Test.docx	07/01/2016	Vendor Name		

Figure 2: Documentation Tab

- The **Product Information Tab** lists the assigned Sponsor, Vendor, and Testing Points of Contacts as well as the product’s Vendor and Model name, Software Version, Device Type, Testing Center and FIPS Certification status.

Product Status Information	Documentation	Product Information	Comments
<p><u>Vendor / Model:</u> Vendor Name Model Name</p> <p><u>Software Version:</u> Software Version/ Release</p> <p><u>Software Patch:</u></p> <p><u>Device Types:</u> Data Storage Controller (DSC)</p> <p><u>Sponsor POC:</u> Name, Sponsor SponsorEmail@Sponsor.mil 555-555-5555 Defense Information Systems Agency CIV</p> <p><u>Alternate Sponsor POC:</u> Name, Sponsor SponsorEmail@Sponsor.mil 555-555-5555 Defense Information Systems Agency CIV</p> <p><u>Vendor POC:</u> Name, Vendor VendorName@Vendor.com 555-555-5555</p> <p><u>Alternate Vendor POC:</u> Name, Vendor VendorName@Vendor.com 555-555-5555</p> <p><u>Testing AO:</u> Name, Tester TesterEmail@Tester.mil 555-555-5555</p> <p><u>JITC AO:</u></p> <p><u>Testing Center:</u> JITC Ft Huachuca</p> <p><u>FIPS certification?:</u> Y</p>			

**Figure 3: Product Information Tab**

- The **Comments Tab** contains a full history of all comments entered for the product.

Product Status Information	Documentation	Product Information	Comments												
<table border="1"> <thead> <tr> <th>Comment Type</th> <th>Comment Text</th> <th>Comment Date</th> <th>User</th> </tr> </thead> <tbody> <tr> <td>Sponsor Verification</td> <td>Sponsor Verification received.</td> <td>07/05/2016</td> <td>Amy Sandoval</td> </tr> <tr> <td>General</td> <td>Submittal Documentation received. Sponsor verification has been requested.</td> <td>07/05/2016</td> <td>Amy Sandoval</td> </tr> </tbody> </table>				Comment Type	Comment Text	Comment Date	User	Sponsor Verification	Sponsor Verification received.	07/05/2016	Amy Sandoval	General	Submittal Documentation received. Sponsor verification has been requested.	07/05/2016	Amy Sandoval
Comment Type	Comment Text	Comment Date	User												
Sponsor Verification	Sponsor Verification received.	07/05/2016	Amy Sandoval												
General	Submittal Documentation received. Sponsor verification has been requested.	07/05/2016	Amy Sandoval												

**Figure 4: Comments Tab**

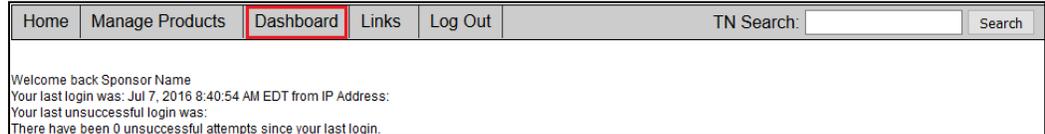
- Located at the bottom of the Device Information Page, any scheduled testing dates and submitted Adjustment Requests will be listed here.

Testing Dates	Adjustments																
<p><b>Test Dates for Tracking Number 1618302</b></p> <table border="1"> <thead> <tr> <th>Type</th> <th>Number</th> <th>Setup Start</th> <th>Setup End</th> <th>IA Start</th> <th>IA End</th> <th>IO Start</th> <th>IO End</th> </tr> </thead> <tbody> <tr> <td>INITIAL</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Page 1 of 1</p>		Type	Number	Setup Start	Setup End	IA Start	IA End	IO Start	IO End	INITIAL	0						
Type	Number	Setup Start	Setup End	IA Start	IA End	IO Start	IO End										
INITIAL	0																

**Figure 5: Testing Dates and Adjustments Tab**

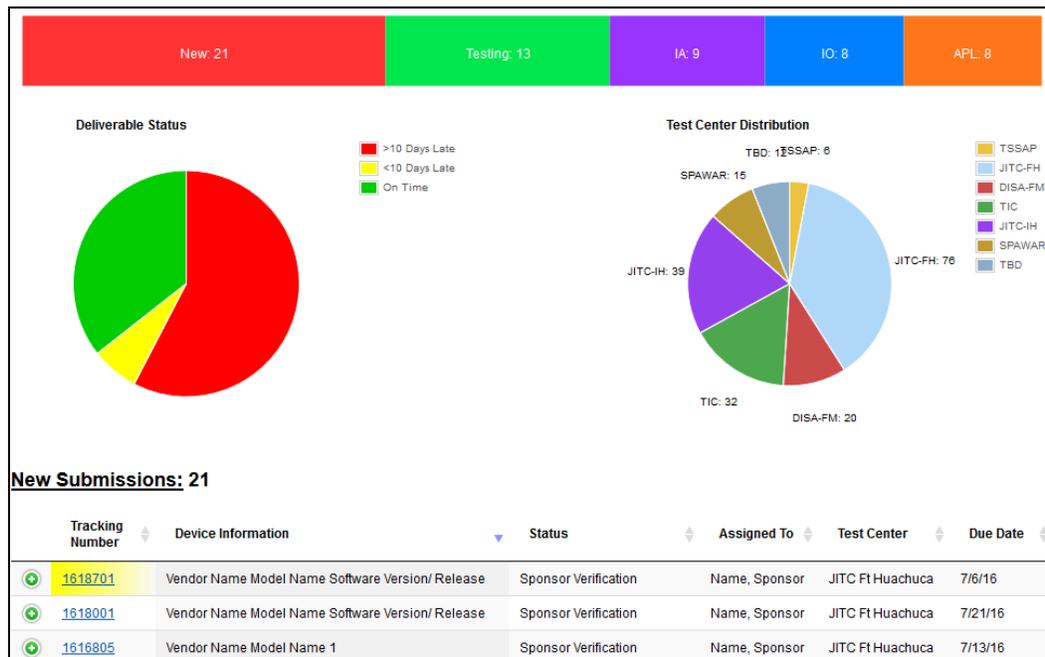
## 1.3 Dashboard

- The Dashboard that is located within APLITS for Tester, Sponsor and C&A accounts is a tool that has been created to improve the tracking of products as they go through the UC APL testing process. When logged in to APLITS, users can navigate to the Dashboard by clicking the **Dashboard** link at the top of the page.



**Figure 6: Dashboard Link**

- After navigating to the Dashboard, users can view all Active products and determine where each Tracking Number falls within the UC APL testing process.



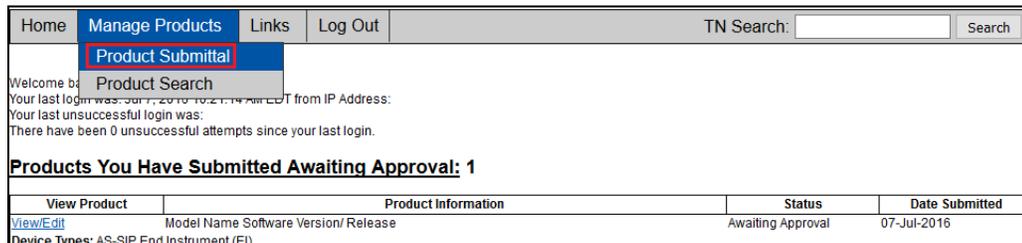
**Figure 7: Dashboard**

- Users will be able to view the currently set due date for each deliverable/status, see who the due item is Assigned To, and view the Latest Comment for the status by expanding the line. Users can access a product's Device Information page simply by clicking the Tracking Number hyperlink.

## 2. VENDOR User Guide

### 2.1 New Product Submission

1. After successfully logging in to APLITS, the Vendor Welcome Page will be displayed. Listed under Manage Products at the top of the page, choose the option for **Product Submittal**.

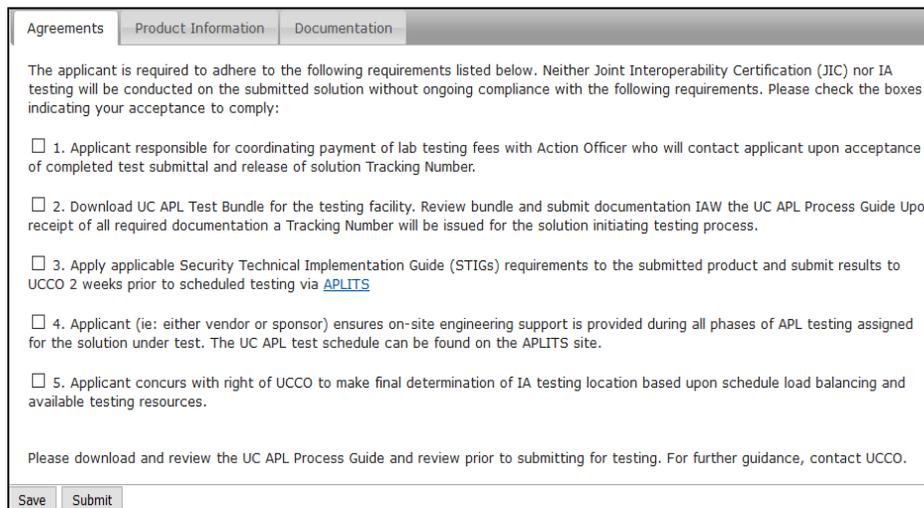


The screenshot shows the APLITS Vendor Welcome Page. At the top, there is a navigation bar with 'Home', 'Manage Products', 'Links', and 'Log Out'. A search bar is on the right with 'TN Search:' and a 'Search' button. Below the navigation bar, the 'Product Submittal' option is highlighted in a blue box. The page content includes a welcome message, login history, and a table of submitted products. The table has columns for 'View Product', 'Product Information', 'Status', and 'Date Submitted'. One product is listed with 'Model Name Software Version/ Release' as 'AS-SIP End Instrument (E1)', 'Status' as 'Awaiting Approval', and 'Date Submitted' as '07-Jul-2016'.

View Product	Product Information	Status	Date Submitted
<a href="#">View/Edit</a>	Model Name Software Version/ Release	Awaiting Approval	07-Jul-2016

**Figure 8: Product Submittal**

2. The APLITS Product Submittal Form will be displayed. Select all check boxes on the **Agreements Tab** and then click on the **Product Information Tab**.



The screenshot shows the APLITS Product Submittal Form. The 'Agreements' tab is selected. The form contains a list of five requirements, each with an unchecked checkbox. The requirements are: 1. Applicant responsible for coordinating payment of lab testing fees with Action Officer who will contact applicant upon acceptance of completed test submittal and release of solution Tracking Number. 2. Download UC APL Test Bundle for the testing facility. Review bundle and submit documentation IAW the UC APL Process Guide Upon receipt of all required documentation a Tracking Number will be issued for the solution initiating testing process. 3. Apply applicable Security Technical Implementation Guide (STIGs) requirements to the submitted product and submit results to UCCO 2 weeks prior to scheduled testing via [APLITS](#). 4. Applicant (ie: either vendor or sponsor) ensures on-site engineering support is provided during all phases of APL testing assigned for the solution under test. The UC APL test schedule can be found on the APLITS site. 5. Applicant concurs with right of UCCO to make final determination of IA testing location based upon schedule load balancing and available testing resources. Below the list, there is a note: 'Please download and review the UC APL Process Guide and review prior to submitting for testing. For further guidance, contact UCCO.' At the bottom, there are 'Save' and 'Submit' buttons.

**Figure 9: Agreements Tab**

3. Complete the requested information on the **Product Information Tab**.

Agreements Product Information Documentation

**Vendor:**  
11

**Model:**

**Software Version:**

Software Patch:

**Add Device Types:**  
Please Select a Device Type

**Sponsor POC:**  
Select an Item

**Alternate Sponsor POC:**  
Select an Item

**Vendor POC:**  
Vendor, Test

Alternate Vendor POC:  
Select an Item

**System Testing Center:**  
Please Select a Testing Center

**FIPS Certification:**  
 No  Yes

Additional Information/Comments:

**Figure 10: Product Information Tab**

4. Click on the **Documentation** Tab. Upload all required documentation.

Agreements Product Information Documentation

**Required Documentation:**

**System Diagram (Visio Format):**  No file selected.

**System Description and Component List:**  No file selected.

**STIG Questionnaire:**  No file selected.

**Letter of Compliance (LoC) Template with Signed Cover Letter (PDF Format):**  No file selected.

**SF-328 Form - Certificate Pertaining to Foreign Interests:**  No file selected.

**Optional Documentation:**

Product Submittal Form:  No file selected.

**Figure 11: Documentation Tab**

5. If the submission documentation package is not complete, click **Save** and return at a later date to complete. Once entirely complete and ready for UCCO review, click **Submit**. Do not submit to the UCCO for review until all documentation has been completed and uploaded for the product. Any incomplete packages submitted to the UCCO will be reverted back to the Saved status and must be updated in order to proceed with the UC APL testing process.

- The APLITS Welcome Page will display the status of your new product submission. The UCCO will be in contact with the Vendor and Sponsor regarding next steps upon receiving an acceptable and complete product submission.

Products You Have Submitted Awaiting Approval: 1			
View Product	Product Information	Status	Date Submitted
<a href="#">View/Edit</a>	Model Name Software Version/ Release	Awaiting Approval	28-Jun-2016
Device Types: Access IP Switch			

Active DTRs: 1		
Tracking Number	Product Information	Date Submitted
<a href="#">1617901</a>	Model Name Release	27-Jun-2016
Device Types: Core IP Switch		

Figure 12: APLITS Welcome Screen

- If updates need to be made to the product information or uploaded documentation while pending approval from the UCCO, click the **View/Edit** link for the product to make the necessary changes.

Products You Have Submitted Awaiting Approval: 1			
View Product	Product Information	Status	Date Submitted
<a href="#">View/Edit</a>	Model Name Software Version/ Release	Awaiting Approval	28-Jun-2016
Device Types: Access IP Switch			

Figure 13: View/Edit Link

## 2.2 Product Search

- After successfully logging in to APLITS, the Welcome Page will be displayed. All products currently in an Active status will be displayed. If a product is not listed on the Welcome Page, use the following Product Search options to locate the product.
- Product searches can be conducted by either using the **Tracking Number Search** bar at the top right of the page or by using the **Product Search Tool** that is listed under Manage Products.

Home	Manage Products	Links	Log Out	TN Search: 1618001	Search
Product Submittal					
Product Search					
Tracking Number: 1618001 Vendor/Model: Vendor Name Model Name Software Version: Software Version/ Release Device Types: Access IP Switch Product Status: Active					

Figure 14: Tracking Number Search and Product Search

- If using the Tracking Number Search option at the top of the home page, APLITS will direct the user directly to that Tracking Number's Device Information page. If using the Product Search Tool, the Product Search page will display. Adjust the search criteria using the drop down menus. Once the desired search criterion has been entered, click the Submit button.

Home	Manage Products	Links	Log Out	TN Search: <input type="text"/>	Search
Product Status:	Active				
Device Type:	All				
Vendor:	Vendor Name				
Testing Center:	All				
Sponsor POC:	All				
					Submit

Figure 15: Product Search Tool

- All products that fit the search criteria will display. Click on the **Tracking Number hyperlink** to display the Device Information page.

Product Status:	Active					
Device Type:	All					
Vendor:	Vendor Name					
Testing Center:	All					
Sponsor POC:	All					
					Submit	
Your search returned 1 results						
<b>Tracking Number</b>	<b>Product Information</b>			<b>Test Center</b>	<b>Sponsor</b>	<b>Date Submitted</b>
<a href="#">1617901</a>	Vendor Name	Model Name	Release	TBD	Defense Information Systems Agency	27-Jun-2016
<b>Device Types:</b> Core IP Switch						

Figure 16: Product Search Results

## 2.3 Documentation Upload/Download

- After successfully logging in to APLITS, the Welcome Page will be displayed. All products currently in an Active status will be displayed. If a product is not listed on the Welcome Page, use the Product Search options available in APLITS as depicted in the **Product Search** section of this User Guide to locate the applicable product.
- Once the product has been located, click on the **Tracking Number Hyperlink** to access the Device Information page.

<b>Active Products: 1</b>		
<b>Tracking Number</b>	<b>Product Information</b>	<b>Date Submitted</b>
<a href="#">1618001</a>	Model Name Software Version/ Release	28-Jun-2016
<b>Device Types:</b> Access IP Switch		
<b>Active DTRs: 1</b>		
<b>Tracking Number</b>	<b>Product Information</b>	<b>Date Submitted</b>
<a href="#">1617901</a>	Model Name Release	27-Jun-2016
<b>Device Types:</b> Core IP Switch		

Figure 17: Tracking Number Hyperlink

- The Device Information page will be displayed. Click on the **Documentation Tab**.

Device Information  
**Tracking Number:** 1618001  
**Vendor/Model:** Vendor Name Model Name  
**Software Version:** Software Version/ Release  
**Device Types:** Access IP Switch  
**Product Status:** Active

Product Status Information **Documentation** Product Information Comments

**Status of Current Tracking Number 1618001**

Status Description	Status State	Status Date	Due Date	Cmpltd Date	Assigned To	Comment
<b>[-] New Submission</b>						
Tracking Number Assigned	COMPLETED	6/28/2016		6/28/2016		
Sponsor Verification	NOT STARTED	6/28/2016				
Initial Contact Meeting	NOT STARTED	6/28/2016				
ICM Minutes	NOT STARTED	6/28/2016				

**Figure 18: Product Status Information Page**

- To upload a document to the Documentation Tab, select a **Document Type**, **Browse** for the document to be uploaded, and select **Upload**. To download an available document, click on the Filename hyperlink to Open or Save the file.

Product Status Information Documentation **Product Information** Comments

**Document Type** Select Filename Submit  
 Select Document Type  No file selected.

Search:

Document Type	Upload Order	Filename	Date Uploaded	Uploader
Product Submittal	1	<a href="#">Test.docx</a>	06/28/2016	Vendor Name
Product Submittal	2	<a href="#">Test.pdf</a>	06/28/2016	Vendor Name

**Figure 19: Documentation Tab**

## 2.4 Adjustment Request Submission

- After successfully logging in to APLITS, navigate to the Device Information page using the Product Search options available in APLITS as depicted in the **Product Search** section of this User Guide.
- Once on the Device Information page for the product, scroll to the bottom of the page and click on the **Adjustments Tab**.

**[-] APL**

Deployment Guide	NOT STARTED	7/5/2016			
APL Memo	NOT STARTED	7/5/2016			
Cybersecurity Assessment Package	NOT STARTED	7/5/2016			

Page 1 of 1

Testing Dates **Adjustments**

**Adjustments for Tracking Number 1618701**

Status	Number	Adjustment Comment	Date Requested
No records to view			

Page 1 of 1

**Figure 20: Adjustments Tab**

3. Click on the **Add Adjustment** icon to create a new Adjustment Request.

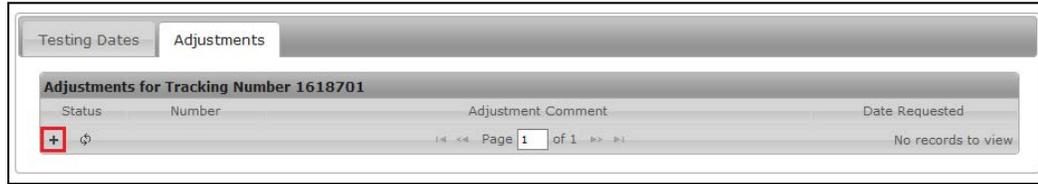


Figure 21: Add Adjustment Icon

4. The Add Record box will be displayed. Complete the **Adjustment Comment** and **Date Requested** fields and Click **Submit**. The UCCO will receive a notification that the Adjustment Request has been submitted.



Figure 22: Add Record Box

## 2.5 Desktop Review (DTR) Submission

1. After successfully logging in to APLITS, navigate to the Device Information page using the Product Search options available in APLITS as depicted in the **Product Search** section of this User Guide.
2. Once on the Device Information page for the product, click on the **DTR Information Tab**.

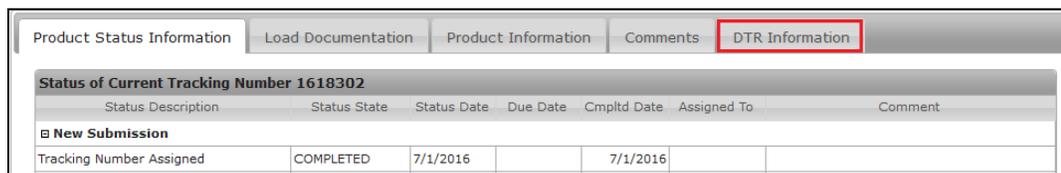


Figure 23: DTR Information Tab

3. On the DTR Information Tab, click the **Add DTR button**.

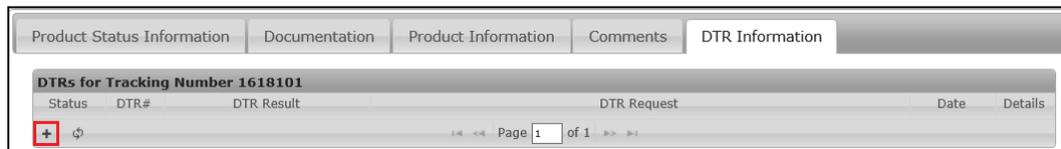


Figure 24: Add DTR Button

4. Enter the **DTR Request** verbiage and Click **Submit**.



Figure 25: Add DTR Record

5. The submitted DTR Request will be displayed in the DTR Grid. Click on the **DTR Number** in the **Details** column.

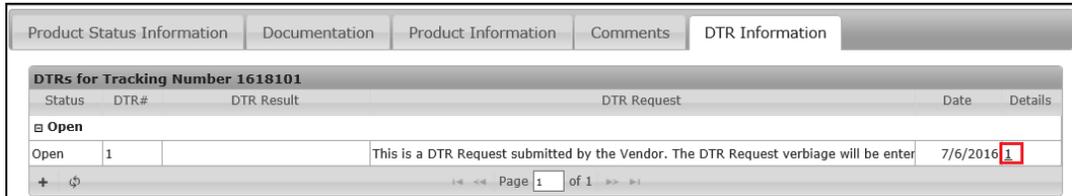


Figure 26: DTR Details Button

6. The DTR Details page will be displayed. Click on the Expand button to view the DTR Status Grid or click the **DTR Documents Tab** to upload supporting Documentation.

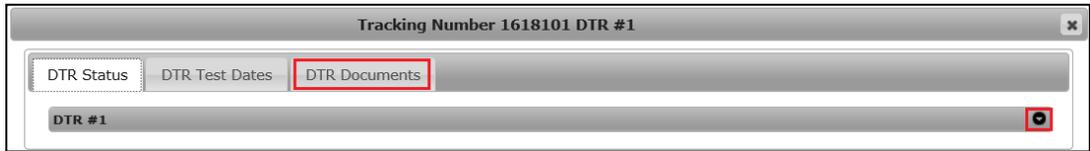


Figure 27: DTR Details Page

7. Once on the DTR Documents Tab, Select the **Document Type**, **Browse** to the appropriate file, and Click **Upload** to add the document to the DTR. Once uploaded, click the **Refresh** button on the documentation grid to ensure the file has been added.



Figure 28: DTR Documents Upload and Refresh Button

- To Open or Save a file that has been uploaded, click the Filename hyperlink.

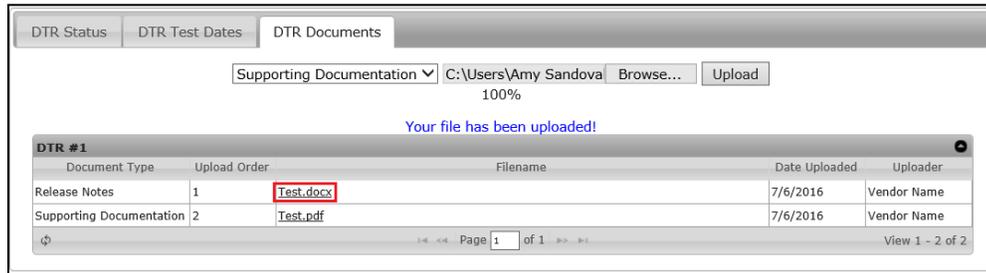


Figure 29: Filename Hyperlink

## 3. SPONSOR User Guide

### 3.1 Product Search and Documentation Access

- Ensure an APLITS account has been requested and access has been granted prior to attempting to log in. Once a Sponsor-level account has been setup and a CAC has been mapped to the account, navigate to the APLITS Home Page (<https://aplits.disa.mil>) and select a certificate when prompted. Click the **Sign in to APLITS** button to log in.
- Once logged in, all products the Sponsor is assigned to as a point of contact will be displayed.

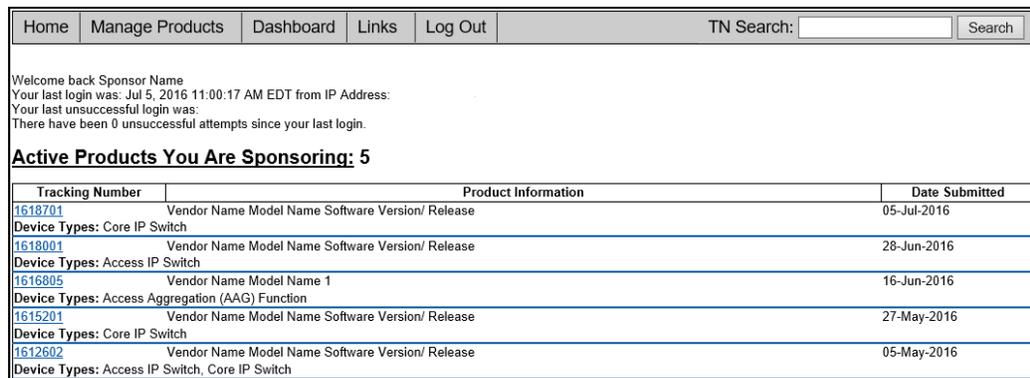


Figure 30: Sponsor Welcome Page

- Additional product searches can be conducted by either using the **Tracking Number Search** bar at the top right of the page or by using the **Product Search Tool** located under Manage Products.



Figure 31: Product Search

- Once the desired search criteria or Tracking Number has been entered, click the Search/Submit button accordingly.

- If using the Tracking Number Search option at the top of the home page, APLITS will direct the user directly to that Tracking Number's Device Information page. If using the drop down menus on home page to conduct a product search, any Tracking Numbers that fit the search criteria will display. Click on the **Tracking Number hyperlink** to display the Device Information page.

**Figure 32: Product Search Results**

- When the Device Information page for the applicable Tracking Number is displayed, click on the **Documentation Tab**.

Status Description	Status State	Status Date	Due Date	Cmpltd Date	Assigned To	Comment
<b>▣ New Submission</b>						
Tracking Number Assigned	COMPLETED	6/27/2016		6/27/2016		
Sponsor Verification	NOT STARTED	6/27/2016				
Initial Contact Meeting	NOT STARTED	6/27/2016				
ICM Minutes	NOT STARTED	6/27/2016				
<b>▣ Testing</b>						
Testing Dates Scheduled	NOT STARTED	6/27/2016				
SAR	NOT STARTED	6/27/2016				
Testing	NOT STARTED	6/27/2016				
V&V Testing	NOT STARTED	6/27/2016				

**Figure 33: Device Information Page**

- All of the available documentation will be listed on the Documentation Tab. Click on the **Filename hyperlink** to open or save the documentation.

Document Type	Upload Order	Filename	Date Uploaded	Uploader
Product Submittal	1	<a href="#">Test.docx</a>	07/05/2016	Vendor Name
Product Submittal	2	<a href="#">Test.pdf</a>	07/05/2016	Vendor Name

**Figure 34: Documentation Tab and Filename Hyperlink**

# 4. TESTER User Guide

## 4.1 Product Search

1. Ensure an APLITS account has been requested and access has been granted prior to attempting to log in. Once a Tester-level account has been setup and a CAC has been mapped to the account, navigate to the APLITS Home Page (<https://aplits.disa.mil>) and select a certificate when prompted. Click the Sign in to APLITS button to log in.
2. After successfully logging in to APLITS, the Tester's Welcome Page will be displayed. All Active products assigned to the Tester will be listed. All products currently assigned to the Tester's assigned test lab will also be listed.

Welcome back Tester Name  
Your last login was: Jul 5, 2016 9:25:43 AM EDT from IP Address:  
Your last unsuccessful login was:  
There have been 0 unsuccessful attempts since your last login.

**Active Products You Are Assigned To: 5**

View Product	Product Information	Date Submitted
<a href="#">1618302</a>	Vendor Name Model Name Software Version/ Release <b>Device Types:</b> Data Storage Controller (DSC)	01-Jul-2016
<a href="#">1618101</a>	Vendor Name Model Name Software Version/ Release <b>Device Types:</b> Distribution IP Switch	29-Jun-2016
<a href="#">1616805</a>	Vendor Name Model Name 1 <b>Device Types:</b> Access Aggregation (AAG) Function	16-Jun-2016
<a href="#">1615201</a>	Vendor Name Model Name Software Version/ Release <b>Device Types:</b> Core IP Switch	27-May-2016
<a href="#">1612602</a>	Vendor Name Model Name Software Version/ Release <b>Device Types:</b> Access IP Switch, Core IP Switch	05-May-2016

**Products Currently Assigned to JITC Ft Huachuca: 77**

View Product	Product Information	Date Submitted
<a href="#">1612602</a>	Vendor Name Model Name Software Version/ Release <b>Device Types:</b> Access IP Switch, Core IP Switch	05-May-2016

Figure 35: Tester Welcome Page and Assigned Products

3. If a product is not listed on the Welcome Page, use the **Product Search** options available within APLITS to locate the applicable product.

Home **Manage Products** Dashboard Links Log Out TN Search:  Search

**Product Search**

Figure 36: Product Search Options

4. All products listed in APLITS can be located via its Tracking Number by utilizing the Tracking Number Search Bar at the top right of the page or by using the Product Search Tool located under Manage Products.

**Figure 37: TN Search Bar and Product Search Tool**

- Once the applicable product has been located, click on the **Tracking Number Hyperlink** to access the Device Information page.

Tracking Number	Product Information	Test Center	Sponsor	Date Submitted
1618302	Vendor Name Model Name Software Version/ Release	JITC Ft Huachuca	Defense Information Systems Agency	01-Jul-2016
1618101	Vendor Name Model Name Software Version/ Release	JITC Ft Huachuca	Defense Information Systems Agency	29-Jun-2016

Device Types: Data Storage Controller (DSC)  
Device Types: Distribution IP Switch

**Figure 38: Tracking Number Hyperlink**

- The **Device Information** page will be displayed.

**Figure 39: Device Information Page**

## 4.2 Documentation Upload/Download

- Navigate to the product's Device Information Page as depicted in the Product Search section of this User Guide and click on the **Documentation Tab**.

Product Status Information	<b>Documentation</b>	Product Information	Comments
----------------------------	----------------------	---------------------	----------

Status of Current Tracking Number 1618302					
Status Description	Status State	Status Date	Due Date	Cmpltd Date	Assigned To
<b>[-] New Submission</b>					
Tracking Number Assigned	COMPLETED	7/1/2016		7/1/2016	
Sponsor Verification	NOT STARTED	7/1/2016			
Initial Contact Meeting	NOT STARTED	7/1/2016			
ICM Minutes	NOT STARTED	7/1/2016			

2. **Figure 40: Device Information Page and Documentation Tab**

3. To **Upload** a document to the Documentation Tab, select a **Document Type**, **Browse** for the document to be uploaded, and select **Upload**.

Product Status Information	<b>Documentation</b>	Product Information	Comments
----------------------------	----------------------	---------------------	----------

<b>Document Type</b>	<b>Select Filename</b>	<b>Submit</b>
Select Document Type	Browse... No file selected.	Upload

Document Type	Upload Order	Filename	Date Uploaded	Uploader
Product Submittal	2	<a href="#">Test.pdf</a>	07/01/2016	Vendor Name
Product Submittal	3	<a href="#">Test.docx</a>	07/01/2016	Vendor Name

**Figure 41: Upload Documentation Tool**

4. To **Download** an available document, click on the **Filename** hyperlink to Open or Save the file.

Product Status Information	<b>Documentation</b>	Product Information	Comments
----------------------------	----------------------	---------------------	----------

<b>Document Type</b>	<b>Select Filename</b>	<b>Submit</b>
Select Document Type	Browse... No file selected.	Upload

Document Type	Upload Order	Filename	Date Uploaded	Uploader
Product Submittal	2	<a href="#">Test.pdf</a>	07/01/2016	Vendor Name
Product Submittal	3	<a href="#">Test.docx</a>	07/01/2016	Vendor Name

**Figure 42: Filename Hyperlinks for Downloading Documentation**

## 4.4 Desktop Review (DTR) Access

1. On the Device Information page for a Tracking number, if a Desktop Review has been submitted, the **DTR Information Tab** will be visible.

Product Status Information	Documentation	Product Information	Comments	<b>DTR Information</b>
----------------------------	---------------	---------------------	----------	------------------------

DTRs for Tracking Number 1618301					
Status	DTR#	DTR Result	DTR Request	Date	Details
<b>[-] Open</b>					
Open	1		Testing DTR	7/5/2016	<a href="#">1</a>
Open	2		Testing DTR submissions by vendor.	7/5/2016	<a href="#">2</a>

**Figure 43: DTR Information Tab**

- To view detailed information for the DTR, click on the DTR number hyperlink listed under the **Details** section of the grid.

Status	DTR#	DTR Result	DTR Request	Date	Details
Open	1		Testing DTR	7/5/2016	1
Open	2		Testing DTR submissions by vendor.	7/5/2016	2

Figure 44: DTR Details Link

- Once on the DTR Details page, there will be three tabs listed: DTR Status, DTR Test Dates, and DTR Documents. To view the information contained on each of the three DTR Tabs, click the corresponding **Expand** button.

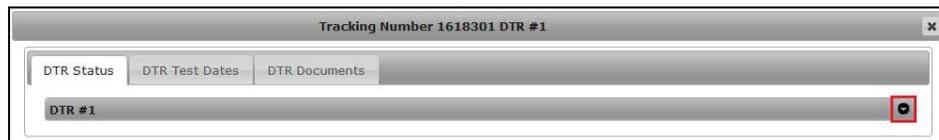


Figure 45: Expand Button

- After clicking the expand button the **DTR Status** Tab, the DTR Status Grid will display.

Status Description	Status State	Status Date	Due Date	Cmpltd Date	Assigned To	Comment
<b>DTR Submission</b>						
Supporting Documentation	IN PROGRESS	7/5/2016	7/12/2016		Vendor	Supporting Documentation needed from Vend
Testing AO Recommendation	NOT STARTED	7/5/2016				
JITC AO Recommendation	NOT STARTED	7/5/2016				
IE Concurrence	NOT STARTED	7/5/2016				
Initial Contact Meeting	NOT STARTED	7/5/2016				
ICM Minutes	NOT STARTED	7/5/2016				
<b>Testing</b>						
Testing Dates Scheduled	NOT STARTED	7/5/2016				
Testing Status	NOT STARTED	7/5/2016				
V&V Testing Dates Scheduled	NOT STARTED	7/5/2016				

Figure 46: DTR Status Grid

- Click on the **DTR Test Dates** Tab to view all recorded testing dates.

Type	Number	Setup Start	Setup End	CS Start	CS End	IO Start	IO End
DTR	1	7/5/2016	7/8/2016	7/11/2016	7/15/2016		

Figure 47: DTR Test Dates Grid

- Click on the **DTR Documents** Tab, to Upload or Download DTR documentation.

Document Type	Upload Order	Filename	Date Uploaded	Uploader
Release Notes	2	Test.docx	7/5/2016	Tester Name

Figure 48: DTR Documents Tab

# 5. C&A User Guide

## 5.1 Product Search and Documentation Access

1. Ensure an APLITS account has been requested and access has been granted prior to attempting to log in. Once a C&A-level account has been setup and a CAC has been mapped to the account, navigate to the APLITS Home Page (<https://aplits.disa.mil>) and select a certificate when prompted. Click the **Sign in to APLITS** button to log in.
2. Once logged in, product search can be conducted by either using the **Tracking Number Search** bar at the top right of the page or by adjusting the **Search Criteria** using the drop down menus on the main section of the home page. Once the desired search criteria or Tracking Number has been entered, click the Search/Submit button accordingly.

Home Dashboard Links Log Out TN Search:  Search

Welcome back C AndA  
Your last login was: Jun 27, 2016 12:03:23 PM EDT from IP Address:  
Your last unsuccessful login was:  
There have been 0 unsuccessful attempts since your last login.

Product Status: Active  
Device Type: All  
Vendor: All  
Testing Center: All  
Sponsor POC: All

Submit

Figure 49: C&A Product Search

3. If using the Tracking Number Search option at the top of the home page, APLITS will direct the user directly to that Tracking Number’s Device Information page. If using the drop down menus on home page to conduct a product search, any Tracking Numbers that fit the search criteria will display. Click on the **Tracking Number hyperlink** to display the Device Information page.

Product Status: Active  
Device Type: All  
Vendor: Vendor Name  
Testing Center: All  
Sponsor POC: All

Submit

Your search returned 1 results

Tracking Number	Product Information	Test Center	Sponsor	Date Submitted
1617901	Vendor Name Model Name Release	TBD	Defense Information Systems Agency	27-Jun-2016

Device Types: Core IP Switch

Figure 50: Product Search Results

4. When the Device Information page for the applicable Tracking Number is displayed, click on the **Documentation Tab**.

Device Information

Tracking Number: 1617901  
 Vendor/Model: Vendor Name Model Name  
 Software Version: Release  
 Device Types: Core IP Switch  
 Product Status: Active

Product Status Information | **Documentation** | Product Information | Comments

**Status of Current Tracking Number 1617901**

Status Description	Status State	Status Date	Due Date	Compltd Date	Assigned To	Comment
<b>▣ New Submission</b>						
Tracking Number Assigned	COMPLETED	6/27/2016		6/27/2016		
Sponsor Verification	NOT STARTED	6/27/2016				
Initial Contact Meeting	NOT STARTED	6/27/2016				
ICM Minutes	NOT STARTED	6/27/2016				
<b>▣ Testing</b>						
Testing Dates Scheduled	NOT STARTED	6/27/2016				
SAR	NOT STARTED	6/27/2016				
Testing	NOT STARTED	6/27/2016				
V&V Testing	NOT STARTED	6/27/2016				

**Figure 51: Device Information**

5. All of the available documentation will be listed on the Documentation Tab. Click on the **Filename hyperlink** to open or save the documentation.

Product Status Information | **Documentation** | Product Information | Comments

Document Type	Upload Order	Filename	Date Uploaded	Uploader
Product Submittal	1	<a href="#">Test.docx</a>	06/27/2016	Vendor Name
Product Submittal	2	<a href="#">Test.pdf</a>	06/27/2016	Vendor Name

**Figure 52: Documentation Tab**