

# MicroSNAP

**MicroSNAP** is a suite of selectable software applications that provides the smaller operating forces with maintenance and supply functions, keeping our Naval expeditionary forces, various support units, and multiple shore-based Commands in peak operating condition with accurate, timely, and relevant maintenance, supply, and financial information.

**MicroSNAP** operates on CITRIX, NMCI, a single PC, a local area network (LAN) managing a single site or multiple sites, or on a laptop for portability with deployed units.

The **MicroSNAP** suite can be tailored to meet specific operational needs of smaller expeditionary units at a fraction of the cost of larger existing systems. It will save money and time, ensuring combat readiness! The MicroSNAP suite consists of Maintenance and Operations Support System (MOSS), Organizational Maintenance Management System (OMMS), Supply and Financial Management (SFM) system, and System Management system (SMS). These subsystems are described below:

## **1. Maintenance and Operations Support System (MOSS)**

MicroSNAP MOSS manages vehicle inventory (1342 data), maintenance, operations, Licensing, Accidents, and Licensing Exams. This application allows for the day-to-day operations, dispatching and reserving of vehicles. It manages all the Licensing information for personnel, manages Accidents, and also provides the Exam Questions for Licensing Tests. It also provides an interface with MicroSNAP OMMS for sites using 3-M. The ability to manage GSA/Leased vehicles and Boats/Sabar is also provided. For those sites that are not under 3-M, it allows for the scheduling of Preventive Maintenance and recording of Corrective Maintenance. MicroSNAP MOSS also provides an interface with the MicroSNAP Supply and Financial Management (SFM) application for the ordering of parts (for sites not under 3-M).

### **Features:**

#### **Configuration Data**

- Allows review of the Equipment Configuration (1342 data), Equipment Repair Orders (ERO), Collateral equipment, Order Parts, Attachment information and Technical Manuals.
- Allows authorized users to add, modify, or delete vehicle records and associated attachments, collateral equipment, technical manuals and EROs.
- Allows for the ordering of parts via MicroSNAP SFM.
- Provides the capability to add GSA/Leased vehicles and Boats/Sabar.

#### **Off-site Data Exchange**

- Provides for the downloading of closed Equipment Repair Orders.

#### **Dispatch Operations**

- Provides for the daily dispatch and return operations of vehicles and boats. Allows reservations to be made for vehicles and boats, and maintains Hard Card data for 90

days after being dispatched. Allows the Dispatcher to put vehicles (USNs) in a Shop status when maintenance is to be performed.

### **Maintenance Supervisor Review**

- Allows the Maintenance Supervisor, Ops Chief, Shop Supervisor, and Cost Control Supervisor to review, approve, or disapprove changes and deletions to equipment records, attachments, and collateral equipment.

### **Reports**

- Provides options for generating online or printed forms and reports dealing with vehicle configuration records, maintenance, attachments, collateral, equipment availability and utilization, licensing, and dispatch/hard card data.

### **Manage Direct Turnover Parts**

- Manages parts ordered via MicroSNAP SFM. Issues parts to EROs when Order Requests/parts are received.

### **Licensing**

- Allows for the management of all drivers, licenses, equipment operator's qualifications, and license examiners.
- Allows for the adding and tracking of Accidents.
- Provides an Import, Export, and Backup function.
- Contains 13 Licensing Reports.
- Provides an interface with Dispatch Operations to ensure the operator is licensed to operate the vehicle being dispatched.
- The actual Automotive and Construction Licenses can be printed directly from MicroSNAP MOSS.
- Manages Exam Questions for vehicles that require an exam be taken to operate that equipment. Allows for the Licensing Examiner to input questions to the Master database.

### **Subsystem Manager Functions**

- Allows for establishing and maintaining Site Unique Data and the setting up of the Preventive Maintenance (PM) schedules and holidays.
- Controls users' level of access to MicroSNAP MOSS functions.
- Allows for the establishing and maintaining of Site information, which includes location codes, service centers, and Master equipment code (EC) data.

### **3-M Users**

- Provides an interface with MicroSNAP OMMS for 3-M. When this interface is turned on, all Maintenance functions in MicroSNAP MOSS are turned off.
- When a CK for CESE equipment is added in MicroSNAP OMMS, the equipment is automatically added to MicroSNAP MOSS.
- Allows the Dispatcher to view the MicroSNAP OMMS equipment record and maintenance records (2Ks) from MicroSNAP MOSS.

## **Benefits**

- Interfaces with MicroSNAP OMMS and MicroSNAP SFM.
- Labor-intensive management of vehicle maintenance actions is reduced.
- Powerful asset tracking allows for greater manageability.
- Scheduling of Preventive Maintenance actions is no longer a tedious process.
- Interfaces with MicroSNAP SFM.
- NMCI, One-Net, and Windows 7 certified.
- Flexible computer hardware configurations — operates on a stand-alone PC or on a local area network.
- Ability to remotely access MicroSNAP through the Internet, using a CITRIX server hosted by DISA.
- Can be configured, modified, or enhanced to meet your specific needs.

## **2. Organizational Maintenance Management System (OMMS)**

MicroSNAP OMMS manages and helps control organizational-level equipment configuration and all maintenance and associated logistics support data. This data enables overall visibility and evaluation of such items as:

- Equipment reliability
- Maintainability
- Availability and condition
- Parts demand data
- Maintenance man-hours

## **Features:**

### **Equipment Configuration Management**

- Facilitates proper accounting of installed, removed, modified, or relocated equipment.
- Maintains equipment, APL, and COSAL data.

### **Equipment Maintenance Management**

- Documents and monitors equipment repairs and changes.
- Supports maintenance functions and generates reports such as:
  - Site's Maintenance Action
  - Site's Configuration Change Actions
  - Selected Equipment Reporting
  - Posting Job Status to Existing Maintenance Actions
- Provides the capability to order parts, process externally generated maintenance actions, and generate and manage work packages.
- Provides direct interface with MicroSNAP Supply and Financial Management (SFM) application.

### **Logistics Support Data Management**

- Maintains an equipment cross-reference list of technical documentation such as:
  - Drawings
  - Maintenance index pages
  - Maintenance requirement cards
  - Alterations
  - Technical manuals

### **Automated Shore Interface (ASI) Processing**

- Accepts externally generated transactions that update MicroSNAP OMMS and MicroSNAP SFM to ensure synchronization with authorized shore-based data managers. ASI updates the following data:
  - APL COSAL
  - Logistics support data
  - Stock records
  - NIIN cross-reference list

### **Upline Reporting**

- Generates transactions resulting from maintenance actions and changes to equipment configurations, COSAL, APL, and logistics support data. These site-generated transactions are then sent to authorized shore-based data managers who maintain central files.

### **Subsystem Management**

- Establishes site-unique default values pertaining to maintenance-action processing and automatic job sequence number assignment.
- Controls users' access to MicroSNAP OMMS functions.

### **Benefits**

- Manage your maintenance actions instead of them managing you.
- Current status of all maintenance actions offers better planning of resource use.
- Interfaces with MicroSNAP SFM, MicroSNAP MOSS, and SKED.
- NMCI, One-Net, and Windows 7 certified.
- Flexible computer hardware configurations — operates on a stand-alone PC or on a local area network.
- Ability to remotely access MicroSNAP through the Internet, using a CITRIX server hosted by DISA.
- Can be configured, modified, or enhanced to meet your specific needs.

## **3. Supply and Financial Management (SFM)**

MicroSNAP SFM manages material Requirements, Requisitions, Receipts, Inventory, and Financial data.

## **Features:**

### **Material Requirement, Requisition, and Receipt Processing**

- Allows initiation and technical editing of material requests.
- Determines availability of substitute or interchangeable stock items.
- Maintains and tracks status of outstanding and completed orders.
- Creates financial transactions for material orders and cancellations.
- Prepares automated requisition follow-ups and requests for cancellation. Provides the capability to archive requisition data.
- Processes external batch input transactions for material requirements, hazardous material, requisitions, and requisition status.

### **Inventory Management**

- Allows generation of support documentation and recording of storeroom or spot inventory actions.
- Maintains stock location, balance, demand, and usage data.
- Computes the average monthly demand.
- Adjusts stocking levels per need.
- Allows for stock transfer of material between COSAL types.
- Allows for the transfer of stock and DTO dues to a different COSAL.
- Identifies hazardous material receipts and inventories.
- Computes shortages and prepares reorders.
- Supports batch updates of stock item data using ASI processing.
- Computes excess for material offload.

### **Budgeting and Financial Reporting**

- Allocates funds for budgeting by department, division, or work center level.
- Produces Budget OPTAR and SEAS reports.
- Creates transmittal of unfilled orders and confirmed cancellations.
- Processes price differences and adjustments.
- Allows Job Order Number accounting by funding code.
- Use of standard fund codes or non-standard fund codes.

### **Subsystem Management**

Establishes site-unique values pertaining to Requisitions, Financial data, and Inventory constraints including:

- Choice of Requisition Serial Number Assignment by Standard MILSTRIP, Department, Division, or Category of Material.
- Controls users' level of access to MicroSNAP SFM functions.
- Processes external batch input transactions.
- Optional subscription to monthly download of Navy Management Data to update entire stock record table.
- Provides the capability to validate and reconcile Requirements, Requisitions, Inventory, and Financial data.

## **Benefits**

- Reduces labor-intensive supply functions.
- Improves data accuracy.
- Yields a higher degree of supply department effectiveness.
- Interfaces with MicroSNAP OMMS and MOSS.
- NMCI, One-Net, and Windows 7 certified.
- Flexible computer hardware configurations — operates on a stand-alone PC or on a local area network.
- Ability to remotely access MicroSNAP through the Internet, using a CITRIX server hosted by DISA.
- Can be configured, modified, or enhanced to meet your specific needs.

## **4. System Management System (SMS)**

The MicroSNAP System Management System (SMS) performs system management and system tasks in support of the other functional subsystems of MicroSNAP. This includes user access to MicroSNAP SMS that all users must have prior to being granted access to individual subsystems, menu option selection to various subsystems, maintenance of the site's configuration data used by all subsystems including UICs, departments, division, and work centers. SMS also provides tools used to change a user's password, add, delete, or lock a UIC's database, pack and reindex tables, view and delete error logs, browse tables, set report classifications, and execute standalone utilities.

## **MicroSNAP Fleet Support Information**

**Phone: DSN 646-0680 or Commercial (757) 443-0680**

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Include the following information in your email:

- Site UIC and name
- If the site is on CITRIX
- If the site is Active or Reserve
- Screen Print of the issue
- Your POC info (email and phone number(s))