

## **How do I add passengers/personnel/seat pallets to my plan?**

To Add a PAX List:

1. In the Main Menu, click Air.
2. Select PAX Report and the PAX Report appears (or activates if it is already open).
3. Click the Personnel List button and select the Add Personnel List option . The Add PAX List window appears.
4. Enter a name for the PAX list in the Name textbox and click OK to add the list to your plan.

To Add Personnel to an ICODES Plan:

1. In the Main Menu, click Air.
2. Select the PAX Report and the PAX Report appears (or activates if it is already open).
3. Select the PAX List that you want to add personnel.
4. Click the Personnel button and select the Add Personnel option .
5. Enter the number of personnel in the Number textbox.
6. Enter the weight of the personnel in the Weight textbox.
7. Click OK to add the personnel to your PAX List.

To Add a Seat Pallet:

1. In the Main Menu, click Air.
2. Select the Seat Pallet Report and the Seat Pallet Report appears (or activates if it is already open).
3. Click the Seat Pallet button and select the Add Seat Pallets option.
4. In the Add Seat Pallet window, select a type of seat pallet from the Pallet Type list and enter the number of seat pallets in the Number of Pallets textbox.
5. Click OK to add the seat pallets to your plan.
6. Note: Seat pallets cannot be edited in the Seat Pallet Report as they are authoritative.
7. To add a seat pallet to an aircraft, select the seat pallet from the Seat Pallet Report and drag it to the Viewer.
8. Click to place the seat pallet. If you are placing numerous seat pallets, continue clicking on the aircraft until all of the seat pallets have been placed. You can now load personnel onto the seat pallet.

Note: Seat pallets cannot be placed in front of occupied seats.

## **How do I change the number of decimal point positions displayed within a column for a report?**

Users need to open the Settings menu from the Quick Button. Select the Global Report Settings, Format Attributes. Search the numeric value for desired change, i.e. Total NEW. Select the Precision value drop down and select the desired number of positions to display.

## **How do I stack cargo?**

You can stack cargo on top of each other as long as the items do not have a Cargo Type of Vehicle. Similar to hitch associations, there can be only be one child per parent but associations can be daisy chained as needed. Children will adjust the dimensions of the parent to use the largest length/width while heights and weights are added.

1. Open a plan that contains a conveyance with loaded items that are not vehicles.
2. In the Graphics Toolbar, click the Associations button and select the Stack Cargo option.
3. Click and drag one item on top of another. The parent should have a green highlight indicating it is a valid parent item.
4. Release the mouse button. The child will "disappear" as it is associated to the parent.
5. Repeat Steps 3 and 4 for additional items to be stacked.
6. When finished, click the Stack Cargo button or tap Esc.

*Note: The cargo labels displayed on stacks are different from other items in that the total weight/height/number of items in the stack are at the top with the Description of each item below.*

*Note: The top item in a stack (only) can be moved by holding down the Shift key while clicking and dragging the mouse. Releasing the mouse will break the association and place it as an individual item.*

### **I have questions about merging cargo?**

The ICODES Help System and User Guides can assist you with performing this task. The ICODES help system will provide detailed information and steps for every function necessary to merge cargo from a list or file.

Merging Cargo List - SLP enables you to merge cargo/equipment lists in your load plan with cargo lists from other systems or ICODES users. If the current and new (merge) list share the same identifier information, you can merge the new list into the current list without having to completely replace the current list (or unload all of the items).

Merging Cargo List from a File - SLP enables you to merge cargo/equipment lists in a file with cargo lists in SLP. If the current and new (merge) list share the same identifier information, you can merge the new list into the current list without having to completely replace the current list (or unload all of the items).

### **I wish to collaborate with another user whose name is duplicated xx times in the listing. How do I determine which one?**

The easiest way to add a user is to contact that individual and have them send you their display name from their CAC as seen in Active Client. Open Active Client, open "My Certificates". From the general tab, the displayed info is at the Issued to: line. Enter that information into the search box exactly the same. This should display one result. Select that user and then invite.

### **I'm on an Air Force network and am receiving frequent disconnect messages?**

Please notify your local network center and the ICODES Program Management Office (PMO).

### **My Enterprise screen is blank/Gray screen/No icons/An Add-on failed to run?**

If the user receives a grey screen without any icons, the user lacks the required version of flash and needs to install or upgrade to the most current version of Adobe Flash.

### **Request assistance querying/pulling cargo from GATES?**

If you are experiencing difficulties with pulling information from GATES, it is likely that ICODES and/or GATES has been updated recently. If you are using the Desktop configuration of ICODES v6.0.6.1 or higher, it may need to be configured for the version of GATES that you are pulling from, following these steps:

1. Verify the most current version of ICODES is installed, including all patches, as well as application software.
2. Ensure there are no ICODES Services or Applications running at this time.
3. Click Start and select Programs or All Programs
4. Open the ICODES V6 folder and then open the Utilities folder
5. Select the ICODES Configuration Tool option 6. Click the GATES Configuration tab at the top right
6. Select the version of GATES you are pulling from. If the GATES server you are pulling from has been recently updated to v5.0.4 or higher, you should select the option for GATES 5.0.4 and after.
7. Click Update GATES Version and then click OK in the confirmation window
8. Close the ICODES Configuration Tool Note: If you were previously using an older version of ICODES to pull from GATES or the version of GATES from which you are pulling data from has been updated, you should request that your WASO delete all of your existing GATES Web Service Accounts (for ICODES) at this time.

Next request a new GATES Web Account AFTER completing the steps above and have the WASO approve that new account. Ensure the WASO is aware that the actions below need to be done when activating the new GATES Web Service Account:

1. Set Pending to Active
2. Assigned a Userid of at least 4 characters. (The user ID datafield is case sensitive. Ensure to enter the user ID exactly how it was created)
3. Selected the Get Cargo List and Update Stow Plan roles for the Surface user or the last three objects for Air users. (All 5 can be selected in any case without concern).
4. After the above 3 steps are complete, select the Save button.

### **Request Cargo symbol assistance (looking up/changing/symbol incorrect/creating new/importing)?**

Users can submit symbol drawing add/change requests to the ICODES org email box. Requests should include a top down view (image) of the item to be created. In order for the symbol to automatically map to a cargo item, users should submit at least one of the following pieces of information:

- National Stock Number
- Model Number
- LIN/LININDEX
- TAMCN

### **Who can I contact to schedule/receive ICODES Training?**

ICODES Training is conducted at a Schoolhouse location(s) or Mobile Training Team (MTT) should be coordinated with your Training Manager(s) in your organization or unit. ICODES Familiarization Training can be coordinated through the ICODES PMO, requests should be sent to the ICODES Org. Box, [usarmy.scott.sddc.mbx.icodes-pm@mail.mil](mailto:usarmy.scott.sddc.mbx.icodes-pm@mail.mil).

