

Chapter 4

Perform Replication

4-1. General. Replication is one of the most important tasks that you have to do on a daily basis. It allows the data on your laptop to be backed up in case your computer fails. When you replicate you also receive new leads and at the same time the records currently on your laptop are updated with new information from the MEPS such as test scores, physical data, and enlistment information. It also provides data to the TOS server that allows users to pull reports.

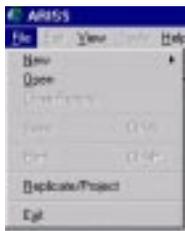
4-2. Replication.

a. To replicate you will need to be connected to your ISP and have a secure connection before continuing with replication (see chap 3 if you need assistance).



b. Once you have a secure connection you will need to open **Leads-Reports**. Click the **Leads-Reports** icon on your desktop.

c. The system will default with the User Id filled in. Enter your **password** and click **OK**. Do not try to open any programs or close this application until the data loads. This process can take a few minutes. Once the application opens, you are going to go through the process of **Replication**.



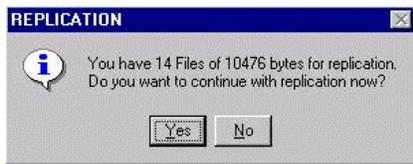
d. You can replicate by clicking on **File** from the menu bar and then clicking on **Replicate/Project** or just click on the **Telephone** icon.



e. From this screen you can either replicate and project or replicate only. Depending on what you are doing, click on the **Project & Replicate** button or the **Replicate Only** button. Since we only need to replicate at this time, click that button.



f. The replication status will take a few moments to connect.



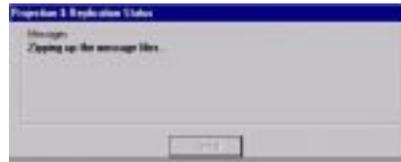
g. You will receive a message stating you have x-number of files to receive. To continue with the download, click **Yes**.

✓ If there is a large amount of data, your computer might be downloading information for an extended period of time. You may want to select **No** and wait until you have more time available for the download. But you need to complete the download as soon as possible as there will always be files to receive.

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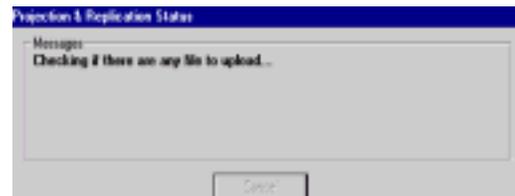
✓ If you receive an error message during replication, wait 15 minutes and try again. If this continues contact you Rctg Bn IMS for assistance.

h. First the program will zip up the message files.



i. Once that is complete, the messages will be downloaded.

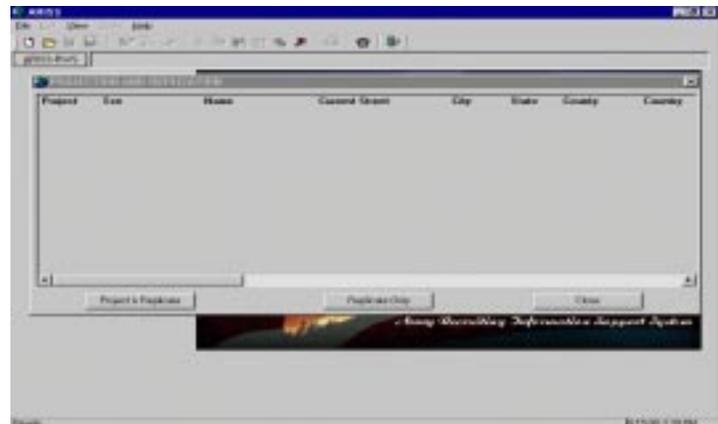
j. Then the program will check if there are any files to upload from your system into the main database. This could be any change that you made to any record on your database. The program will automatically upload these files from your system. The program will also automatically check for errors and then logout.



k. If you had any messages, you could print them from this screen. A message would state **Projection passed** or **failed** edits. These messages will show on your screen for 7 days and then disappear. Click **OK**.



l. Now exit the **Projection & Replication** screen by clicking **Close**. Closing the program will bring you to the main **ARISS** screen. You can minimize the **ARISS** application and check your e-mail or browse the web. To disconnect follow the above steps in reverse order. Log yourself off **PERMIT/Client** and then **Disable**. Go to your **Dial-Up Networking** and hang up.



✓ Remember, once you have completed all your actions that require a connection to your ISP, you need to disconnect and disable your **PERMIT/Client** application and ISP connection. You only have so many hours per month, do not waste them being connected needlessly.