

ASK System Instructions

Logging into ASK Administration

- 1) Go to www.lcls.aps.anl.gov
- 2) Click on “Project pages” on the left side of the screen
- 3) Click on the “ANL ASK System (information on ANL delivery status. Under Development)” link on the mid-left side of the screen
- 4) The LCLS Project page comes up on the screen. Click on the link at the bottom of the screen that says “Link to ANL ASK Administration”
- 5) Log in with your badge and password.

To enter “non-procurement” information into ASK

- 1) Click on the relevant title on the left side of the screen and a picture of the appropriate item shows. If no image shows, you can add one by performing the following:
- 2) On the top right side of the screen “Add attachments” is displayed in blue underlined text. Click on this link.
- 3) By clicking on the “browse” button, you can attach a file. Images must be in a jpg format and all other documents must be in a pdf format.
- 4) In the pull-down box below, select whether it is an image, bill of material, statement of work, engineering spec. design, list of drawings, or bill of lading
- 5) Click on “Add attachment now”
- 6) In a few moments it will be attached
- 7) Close the attachment window

To enter procurement information into ASK

- 1) At the bottom of the ASK screen, there are two lines: “ANL Requisition Number” and “ANL Shipping Order Number” and an “Edit” link. If you click on the “Edit” link, you can enter the appropriate requisition and shipping numbers. Make sure that you click on the “SAVE” button after you enter the numbers. The system will automatically grab Paris data and put it into the ASK system.