

Populating the Corps CADD Knowledge Base
(CADD Survey)

You will need a login and password in order to populate the database. If you do not have one, send an e-mail to Mary Diel (mdiel@spk.usace.army.mil) requesting a login and password for the CADD Knowledge Base. Please include your e-mail address and what district/division you are from in the body of the message.

1. Point your browser to <http://ckb.wes.army.mil/survey/>
2. Use the drop down menu to see your login (your e-mail address)
Enter your password
Click the Login Button
3. If this is the first time that you have logged into the survey, you will need to complete the user information page. Once you have completed the pertinent fields, click on the "Apply Changes" Button before continuing on. If this information has already been entered, it should appear on the screen now.
4. Select the category button that you would like to enter data for (To Hardware, To Network, To Software) or click Reports if you want to see what is currently in the database.
5. Complete survey form using drop down menus where applicable. Click Submit to add the information to the database, Click Clear Form to clear out fields for a new entry, and Click Main Menu to return to the user information page.
6. The Reports Page is the same page you see when visiting the Knowledge Base from the pointer on the CKB Home page.
7. When you have completed all your entries you can simply shut down your browser or move on to another page. There is no logout procedure.

Notes: There are currently no deletion procedures. If you make a mistake contact Mary Diel. There are also procedures for adding other other software applications. Those are available upon request.

Encl.