



## ABC Activity Driver Quick Reference

### First Time Activity Driver Assignment

#### Step 1: LOG IN

- Open Internet Explorer and type in the DCT address: <https://dct.abcm.cni.navy.mil/cnrma>
- Log in with your username and password. Your username is your first name + "." + last name (Ex. John Doe = "john.doe"). Your default/initial password is "ABCM" + the last four digits of your social security number (Ex. "ABCM1234").

#### Step 2: SELECT ACTIVITY DRIVER

- Click **Assignment** and then **Driver Quantity** on the DCT menu located on the left side of the screen.
- Select the Activity Driver from the drop-down menu for which you are responsible for entering quantities.

#### Step 3: SELECT CUSTOMERS

First time users may need to add customers if no customers have been previously selected.

- Click **Select/Deselect Customers** to set up the desired Customers for the Activity Driver.
- Select the Customer type, External or Internal, from the drop-down menu.
- External Customers – those customers who are external to CNRMA.
  - Select a base from the drop down Location menu.
  - Select the appropriate external customer type (e.g., Home Ported Ships, Home Ported Squadrons, Tenant Commands).
  - Select each appropriate external customer.
- Internal Customers - those programs/departments who are internal to CNRMA.
  - Select a base from the drop down Location menu.
  - Select each appropriate internal customer (i.e. Port Operations, Supply, Human Resources, MWR, etc.).
- Once all relevant external and internal customers have been selected, Click **Submit Selection**.

#### Step 4: ENTER ACTIVITY DRIVER QUANTITIES

- Enter Activity Driver quantity amounts for each customer selected. If a particular customer received no service last month, enter zero.

#### Step 5: SUBMIT ASSIGNMENT

- Click **Submit Assignments** when driver quantities are entered for all customers. Once the initial Activity Driver Quantity assignment has been completed, the DCT will remember the activity drivers and associated quantities by customer in subsequent periods to follow until modified by the user.

#### Step 6: LOG OUT

- From the DCT menu on the left, Click **Logout**.

### Subsequent Activity Driver Assignments

#### Step 1: LOG IN

- Open Internet Explorer and type in DCT address: <https://dct.abcm.cni.navy.mil/cnrma>
- Log in with your username and password.

#### Step 2: SELECT ACTIVITY DRIVER

- Select the Activity Driver from the drop-down menu for which you are responsible for entering quantities.

#### Step 3: REVIEW CUSTOMERS and ASSIGNED ACTIVITY DRIVER QUANTITIES

- The DCT will remember the Activity Drivers and associated quantities by Customer entered in the previous period. If quantities have changed, the user should replace the quantities with the new values. If Customers have changed, the user should Select/Deselect Customers as appropriate and enter the driver quantity values. Be sure to enter zero for those customers who received no service for this period.
- If users login in more than once during the same period and make changes, those changes will overwrite those entered in prior logins.

#### Step 4: SUBMIT ASSIGNMENT

- Click **Submit Assignments** after changes have been made to the quantities. If the customers or values have not changed from the previous period, simply Click **Submit Assignments** to finish the assignment.

#### Step 5: LOG OUT

- From the DCT menu on the left, click **Logout**.

Additional resources are available from the DCT Help menu. For more information contact the CNRMA ABC Team:  
Helpdesk Phone: 757-322-3151  
Additional Phone: 757-332-3152  
E-mail: [abcmhelp@cmr.navy.mil](mailto:abcmhelp@cmr.navy.mil)  
Bulletin Board: <https://dct.abcm.cni.navy.mil/cnrma/bb>