



## ABC Activity to Customer Assignment Quick Reference

### First Time Activity to Customer 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

- Click **Assignment** and then **Activity-Customer** on the DCT menu located on the left-hand side of the screen.
- Select the Activity from the drop-down menu for which you want to make the activity to customer assignment.

#### Step 3: SELECT CUSTOMERS

- Click **Select/Deselect Customers** to setup the desired Customers for the selected Activity.
- Select the Customer type, External or Internal, from the drop-down menu.
- External Customers – those customers that are external to CNRMA
  - Select a base from the drop down Location menu.
  - Select the appropriate external customer type (i.e. Home Ported Ships, Home Ported Squadrons, Other Commands/Tenants).
  - Select each appropriate external customer.
- Internal Customers - those programs/departments that are internal to CNRMA
  - Select the appropriate internal customer location.
  - Select each appropriate internal customer (i.e. Air Ops, Legal, HRO, Port Ops).
- Once all relevant external and internal customers have been selected, Click **Submit Selection**.

#### Step 4: VERIFY ACTIVITY DRIVER

- Verify that the correct Activity Driver for the selected activity appears beneath the selected activity, if incorrect contact the person whose name is listed.
- Verify any Activity Driver quantity amounts that appear for each customer that has been selected, if incorrect contact the person whose name is listed.

#### Step 5: VALIDATE ASSIGNMENT

- Click **Validate Assignments** when all customers and activity driver quantities for the selected activity have been verified. Once the initial Activity to Customer assignment has been completed, a receipt page showing the activity, customers, driver names, and driver quantities will appear. The DCT will remember the associated customers in subsequent periods to follow until modified by the user.

#### Step 6: LOG OUT

- From the DCT MENU, Click **Logout**.
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### Subsequent Activity to Customer 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

- Click **Assignment** and then **Activity-Customer** on the DCT menu located on the left-hand side of the screen.
- Select the Activity from the drop-down menu for which you want to make the activity to customer assignment.

#### Step 3: REVIEW CUSTOMERS

The DCT will remember the Customers assigned in the previous period. If Customers have changed, the user must **Select/Deselect Customers** as appropriate.

#### Step 4: VALIDATE ASSIGNMENT

- Click **Validate Assignments** after changes have been made. If the customers have not changed from the previous period, simply Click **Validate Assignments** to finish the assignment.
- **Step 5: LOG OUT**
  - From the DCT MENU, 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>

