

POMS QUICK START GUIDE (Use this procedure at your own risk!)

Installation Instructions: POMS access requires a minimum of 800 by 600 screen resolution. You must also have an email address in AUXDATA.

1. Go to Microsoft Internet Explorer
2. Search for "Statronics.com"
3. When it comes up, Left click on "Statronics Inc. Software Solutions"
4. When it comes up, Left click on "Hosted Web Sites"
5. When this comes up, Left click on "U.S. Coast Guard POMS"
6. On this page you will find all the necessary programs to **download**:
 - A. Citrix Client Version 8.1 for Windows (follow Citrix's directions closely as you download this program)
 - B. ICA32T.exe (required for you to operate in POMS)
 - C. POMS Documents (36 pages of charts and directions, reference manual, you may or may not want it so look at it first) etc.
7. On this page (United States Coast Guard Patrol Order Management System) find POMS.ICA and Left click on it to start the program. (You may want to save this location as one of your "favorites.")
8. The Logon page will come up which requires:
 - A. Your Member Number
 - B. The last six numbers of your social security number.
 - C. Select Location: Depending upon your patrol areas you patrol, one or more of the following locations may be required. (Humboldt Group Humboldt Bay) If you have problems logging into a location or patrol, contact Location Administrator or Patrol Area Coordinator for instructions.
 - D. During the logon process the ICA Client File Security panel will pop up requesting action. **Select: Full access and Never ask me again for this application. NOTE: If you make the wrong selection, you may not be able to access POMS or will not be able to run reports.**
9. Once logged on to a location you will be able to:
 - A. Review own Patrol Order status
 - B. Enter CG-5132 Patrol data on-line
 - C. Print CG-5132
 - D. Print ANSC-7030 for the patrol
 - E. Print Certificate in Lieu of Receipts
 - F. Change password

CAUTIONS:

1. Occasionally a red box may come up displaying "Email Address Error Your POMS Account is suspended". Contact your Location Administrator to reinstate your access". This means your email address has either been changed or has become corrupted. Contact your Order Issuing Authority to reset your email address.
2. **When navigating through the CG-5132 form on line, use the tab key to go from field to field. You will be bumped out of this application if you don't use the TAB key!**
3. You will be required to refer to Member Numbers often. You must know both yours and your crews' member numbers.