

DRAFT — UNOFFICIAL — NOT FOR OPERATIONAL USE

QUICK START GUIDE

MSS-QS



MSS QUICK START

Maven Smart System — 30-Minute Operational Onboarding

HEADQUARTERS
UNITED STATES ARMY EUROPE AND AFRICA
(USAREUR-AF)
Wiesbaden, Germany

DRAFT — NOT FOR OFFICIAL USE. FOR TRAINING PLANNING PURPOSES ONLY.

26 MARCH 2026

DRAFT — UNOFFICIAL — NOT FOR OPERATIONAL USE

MSS QUICK START

MAVEN SMART SYSTEM — 30-MINUTE OPERATIONAL ONBOARDING

HEADQUARTERS, UNITED STATES ARMY EUROPE AND AFRICA Wiesbaden, Germany | Version 1.0
| March 2026

APPLIES TO: All USAREUR-AF military and Civilian personnel with MSS access. **DISTRIBUTION**

RESTRICTION: Distribution authorized to U.S. Government agencies and their contractors only. Other requests must be referred to Headquarters, USAREUR-AF, C2DAO, Wiesbaden, Germany.

BLUF: Get operational in MSS in under 30 minutes. This guide does not replace SL 1 — read SL 1 when time permits.

BEFORE YOU START

- CAC-enabled workstation available
- Account provisioned (if not: contact unit data steward or submit via CDA portal)
- Unit/organization name as it appears in MSS

If any item is unchecked — stop. Resolve access before continuing.

STEP 1 — LOG IN (5 MIN)

1. Open a CAC-enabled browser. Navigate to the MSS portal URL from your unit data steward.
2. Authenticate with your CAC.
3. On first login: accept the AUP when prompted.
4. Confirm you land on the **Home** screen — navigation panel left, workspace right.

IMPORTANT: If you work across multiple enclaves (NIPR, SIPR, MPE, etc.), repeat the login and account setup process on **each enclave** you need to access. Your account on one enclave does not carry over to another. Confirm access on every enclave before you need it operationally.

Login fails: Verify CAC certificates are current. Contact S6/G6 help desk — no workarounds.

STEP 2 — ORIENT TO THE INTERFACE (5 MIN)

Element	Function
Navigation panel (left)	Access unit applications, dashboards, and data products
Home / Workspace	Personal view — bookmarks, recent items, pinned dashboards
Search bar (top)	Find objects, datasets, dashboards by name
User menu (top right)	Profile, permissions, notifications

Do this now: 1. Search your unit name. Note results. 2. Open one dashboard your unit owns. 3. Identify the dashboard owner (shown in metadata or header).

STEP 3 — VIEW OPERATIONAL DATA (10 MIN)

Find a Dashboard

1. Use left navigation or search to locate your unit's operational dashboard.
2. Open it. All dashboards are read-only without builder permissions.
3. Locate **filters** at the top — slice data by date, unit, location, or other fields.

Apply a Filter

1. Click a filter widget (dropdown, date range, or text box).
2. Select a value — the dashboard refreshes automatically.
3. Filters affect only your current view; they do not change underlying data.

Export / Share a View

1. Use the **Export** button (top-right menu) for PDF or CSV.
2. **CAUTION:** Exported data inherits the classification of the source dataset. Handle accordingly.

STEP 4 — UNDERSTAND WHAT YOU'RE LOOKING AT (5 MIN)

Field	What to Check
Last updated	Is this data current? Stale data is a hazard.
Data owner / steward	Who to contact if data looks wrong
Source	What system or feed populated this dataset
Classification marking	Handle per unit SOP

If data looks wrong: Do not make decisions based on it. Contact the data steward listed on the product. Do not attempt to edit source data unless you are an authorized data steward.

STEP 5 — KNOW YOUR LIMITS (5 MIN)

You CAN	You CANNOT (without additional permissions)
View any dashboard you have access to	Edit or delete datasets
Apply filters and export views	Create new pipelines or transforms
Search objects and datasets	Modify object properties or links
Bookmark dashboards to your home	Access datasets outside your unit's access group
Submit feedback via the data steward	Elevate your own permissions

Need elevated access: Submit through your unit data steward. Do not share credentials or access tokens.

WHAT TO DO NEXT

Your Role	Next Step
All personnel — foundational data concepts	Read Data Literacy Technical Reference (recommended before SL 1)
Consume data only	Read SL 1 (full operator reference)

Your Role	Next Step
Build dashboards or forms	Read SL 2 after SL 1
17/25-series, S6/G6, G2	Read SL 3 after SL 2
WFF functional staff (INT/FIRES/M2/SUST/PROT/MC)	See SL 4A–F after SL 3
ORSA, AI/ML engineer, PM, KM, or SWE	See SL 4G–O after SL 3
O-5+ or CSM+	Read Data Literacy for Senior Leaders

QUICK REFERENCE

Need	Where to Go
Can't log in	S6/G6 help desk
Data looks wrong	Contact data steward listed on the product
Need new access	Unit data steward → CDA portal request
Full operator procedures	SL 1
Foundry/data terminology	Glossary — Data & Foundry Terms
Governance and naming rules	Naming and Governance Standards

This quick start does not supersede SL 1. For authoritative operator procedures, reference SL 1, MAVEN SMART SYSTEM OPERATOR TECHNICAL MANUAL.