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# AUTOMATED INSTRUCTIONAL MANAGEMENT SYSTEM - PERSONAL COMPUTER (AIMS-PC)

# INSTALLATION SUPPORT MODULES

# SOFTWARE USERS MANUAL

**Version 2.03**

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# SECTION 1 INTRODUCTION

## 1.1 Purpose

The Automated Instructional Management System – Personal Computer (AIMS-PC) is the Army's training information management system that provides U.S. Army schools, training centers, Non Commissioned Officer (NCO) Academies, and civilian training centers the capability to administer and monitor resident individual training during peacetime and mobilization.

AIMS-PC is an evolving system designed to replace the Automated Instructional Management System – Redesign (AIMS-R.) This manual assumes that each user is familiar with the Army individual training mission, including the development, delivery, and regulation of individual training.

## 1.2 Document Overview and Conventions

The purpose of the AIMS-PC Software User Manual (SUM) is to provide the software user, whether instructor, administrator, or staff, with the information necessary to use the system effectively. The AIMS-PC is a PC-based interactive training information management system that provides U.S. Army schools and training centers with the ability to develop, schedule and assess training, and to provide accurate information for making training decisions.

This manual contains detailed information about the functionality of the AIMS-PC; however this SUM assumes that the user is familiar with the standard Windows operating environment. In order to provide consistent explanations of the AIMS-PC functions, certain conventions and standards are used throughout this user manual. The standard conventions for this SUM are:

**Keyboard Actions**

Instructions for using the keyboard are composed of the key sequences defined for the operation, using the letter or term that appears on the keys of a standard 101 keyboard.

Single key: the letter or term in bold, placed in brackets.

**[End]**

Two (or more) keys together (one key is held down while the second key is pressed, or, in the case of three keys together, the first two are held down and a third key is pressed.) The letter/terms are bold, placed in brackets with a "plus symbol" between them.

**[Ctrl + R]**

**[Alt + B]**

**[Ctrl + Alt + Backspace]**

Two keys pressed in succession (one key is pressed and released and then the second key is pressed and released) are represented with the letter/terms in bold, inside brackets with a comma between them.

**[Home], [SPACE]**

**Tree-Style Hierarchy**

When data is found by navigating through multiple levels of a tree-style hierarchy, the path is depicted as:

***First level ➔ Second level ➔ Third level***

When the path to a tree-style hierarchy level is by way of another tree-style hierarchy level, the path is depicted with symbols that indicate how the selection is made.

***First level ➔ Second level ➔ Level item ♦ Option***

**Entering Text**

Data values are entered into text boxes by typing directly, using the keyboard. When instructions are given for what to type, any variable information is shown in angle brackets: < >. Substitute the appropriate data value.

<name>

<date>

**Procedures**

When the user must perform some action(s) to accomplish a task, the procedure is written as a step or series of steps, numbered in an italic font. Each action the user must perform is expressed as a separate step.

*Step 1:*

**Windows and Dialog Boxes**

Referred to by the text that appears on the title bar. The text is written in a bold, italic font.

***Course Management***

**Menu and List Items**

Referred to by the text that appears on a menu or list. The text is written in a bold, italic font.

***Operations***

**Push Button**

Referred to by the text that appears on a push button. The text is written in a bold, italic font.

***OK*** or ***Cancel***

**Property Tab Labels**

Referred to by the text that appears on the tab label. The text is written in a bold font.

**Gradesheet**

**Mandatory Fields** Some fields must have data entered before the user can proceed. All of these required data fields are marked with asterisk.

***Delivery Group*** *

**NOTES**, **TIPS**, or **WARNINGS** Statements that express a warning, a caution, or additional information are introduced by a word capitalized and bold.

**NOTE**:, **TIP**:, or **WARNING!**:

**NOTE**: All screen shots illustrated in this manual reflect application / database test data and do not reflect the actual training performances or personal information of any person or persons.

## 1.3 Referenced Documents

The following documentation may be referenced for further details about AIMS-PC, SBIS, or the Army requirements.

- *Automated Instructional Management System – Personal Computer (AIMS-PC) Functional Requirements Document (Draft)*, AISM-25-FA5-A27-OSE-REQ, Version 1.0, 27 March 1998.
- *Automated Instructional Management System – Personal Computer (AIMS-PC) Database Design Description (DBDD) (Draft),* AISM-25-FA5-A27-OSE-DBDD, Version 1.0, 21 May 1998.
- *Automated Instruction Management System - Personal Computer (AIMS-PC) Functional Administrator's Handbook*, Version 2.03, 7 September 2000.
- *LXR • TEST 5.1 User's Guide for Professional and Scoring Editions*. Logical extension Resources; Rancho Cucamonga, CA, 1995.

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# SECTION 2 SYSTEM OVERVIEW

This section is designed to provide the user with a basic summary of the functions available within the AIMS-PC. Also included are the basic requirements needed to use the AIMS-PC and the procedures to follow should an error occur while using the system. Detailed instructions of the AIMS-PC functionality are described in subsequent sections.

## 2.1 Application Summary

AIMS-PC is a user-friendly system designed with explorer style navigation providing Army instructors with an efficient way to manage military course and student related data. The AIMS-PC supports Army instructors with the development of course, class, and lesson plans. In addition, student registration and enrollment information is tracked in the system. By logically storing this data, the user is able to access this data in a variety of ways, without having to enter it multiple times. Having all of the data stored in one place also makes the preparation of evaluation reports and diplomas much easier.

The objective of the AIMS-PC is to provide an information system environment that:

- Emphasizes common user systems and services, eliminating unnecessary dedicated systems.
- Standardizes and integrates data.
- Provides an effective, efficient operations and maintenance environment, which in turn minimizes recurring costs.

AIMS-PC users will be more productive because of explorer style navigation, which displays data in a logical hierarchical structure. The AIMS-PC application has specific performance features designed to increase user productivity by providing:

- Data displayed in a tree-style structure.
- Data editing at the terminal that was the source of entry.
- Restrictions that allow only authorized users to modify data.
- Immediate display of error identification of invalid data input.
- A Multiple Document Interface (MDI) that allows the user to view different data at the same time.
- Modern controls: point and click, drag and drop, and sort.

## 2.2 Minimum Software Requirements

The AIMS-PC is designed to operate on either a Windows NT or Windows 9x operating system. The following additional minimum requirements must also be met:

- At least 32MB of hard drive space (does not include the space required for *Oracle SQL Net*.)
- Oracle SQL Networking software (v 7.3.3.)
- LAN connection to the database server.
- Local or Shared Printer (in order to print Reports and Diplomas.) Reports and Diplomas will not appear correctly on the screen unless a default printer has been selected in Windows.

## 2.3 Software Organization and Overview of Operation

The AIMS-PC is designed to be easy to learn, easy-to-use, and efficient. All of the functions of the AIMS-PC are designed to operate in a similar manner and, at the same time, mimic the standard Windows environment. Additionally, the AIMS-PC is designed so that functions that are not needed by a particular user can be made inaccessible. This means that a user is only required to learn those functions that are relevant to him or her, and it prevents a user from unintentionally changing data he or she is not authorized to change.

Upon entering the AIMS-PC application, a generic screen is displayed with a main menu bar, tool bar, and standard Windows elements. The elements in a window are determined by the individual settings of the user's desktop. This section only describes those features that are not specific to the Windows environment or those that are slightly different in operation. For more details on the Windows operating system, please refer to those manuals.

### 2.3.1 AIMS-PC Conventions

Although most elements of the AIMS-PC are standard to that of a Windows environment, there are a few that are slightly different. The general menu options, toolbars, tree-style structure, and multiple screen views are briefly described below. See Figure 2-1 for an example of these elements.

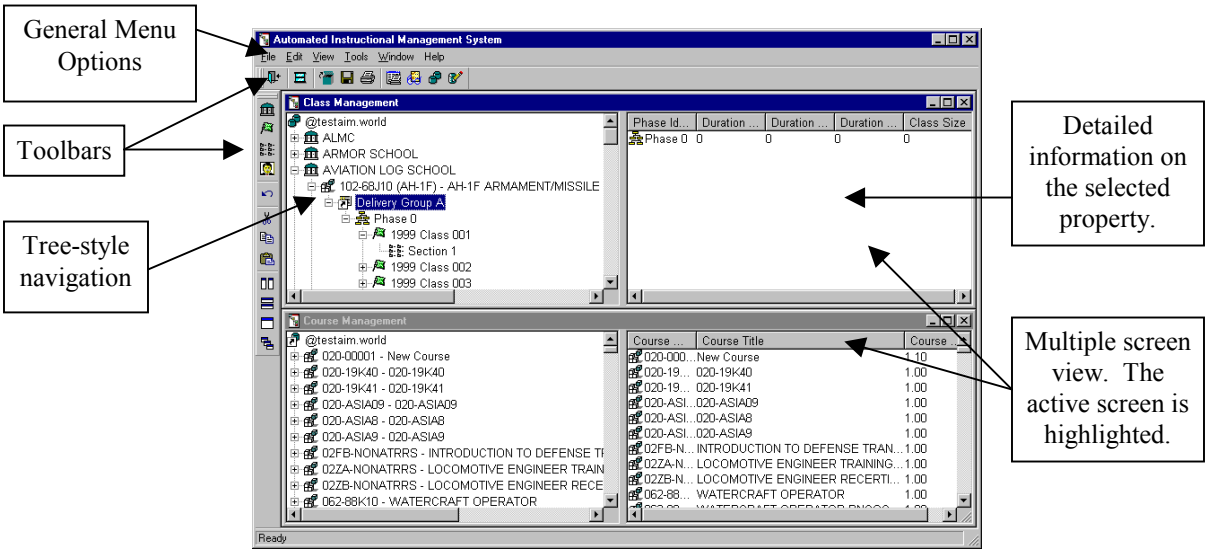


**Figure 2-1: AIMS-PC Elements**

### 2.3.2 General Menu Options

AIMS-PC has six menu options that function similarly to the standard Windows environment functions. These menus can be accessed any time during an AIMS-PC session. If a particular menu option is grayed-out, this is an indication to the user that the option is not available at that time or that the user does not have the appropriate privileges to access that function. The six menus available are:

| Menu | Purpose |
|---|---|
| **File** | Provides commands and options allowing a user to retrieve a view, create a new view, print and save system data, and exit the AIMS-PC application. |
| **Edit** | Provides commands and options allowing a user to manipulate and modify data in the AIMS-PC application. Such operations include ***Undo***, ***Cut***, ***Copy***, ***Paste***, ***Delete***, and ***Find***. The ***Properties*** menu is also located within this menu. Please see Section 2.3.6 for more details on the AIMS-PC ***Properties*** dialog box. Some operations cannot be undone with the ***Undo*** command. |
| **View** | Provides a list of options enabling a user to develop, schedule, and assess training curriculums. The main AIMS-PC views are: ***Class Management***, ***Course Management***, ***Lesson Management***, ***Student Management***, ***Unit Management***, and ***Group Management***. The ***Distance Learning*** function is also contained within this menu. |

| Menu | Purpose |
|---|---|
| **Tools** | Provides a list of options enabling a user to maintain and produce reports, create and print diplomas, maintain database tables, and manage user privileges. The AIMS-PC tools are: ***Reports***, ***Diploma Design***, ***Database Maintenance***, ***Interface Agreement***, ***Application Security***, ***Group Wizard***, ***Task***, and ***User Logon***. |
| **Window** | Provides the user with choices on how to view multiple data at one time. The user can display multiple options (e.g., multiple ***Views*** and/or ***Tools***) of the AIMS-PC simultaneously. The user can then choose to display the multiple views in a variety of ways, using the tile (horizontal or vertical), cascade, or layer views. These arrangements can also be accessed via the SheetBar toolbar. |
| **Help** | Provides the user with a resource to retrieve help on a specific function at any point in an AIMS-PC session. There are two types of Help options that can assist the user: ***Help Index*** and ***Context Help***.<br><br>The **[F1]** key also provides a short cut to the Help feature.<br><br>AIMS-PC has one other help feature that is used as a quick reference tool for tips. When the user places his or her mouse cursor on a toolbar option and leaves it idle for a second, a brief explanation of that feature is described. This is a convenient and fast way for any AIMS-PC user to receive immediate help.<br><br>**NOTE**: The tip feature can be turned on/off through the right mouse button menu for the toolbar. |

### 2.3.3 Toolbars

The AIMS-PC toolbars allow the user to quickly access most of the commonly used features of the AIMS-PC. Rather than searching through the various menus, these toolbars provide the user with the same options with a single click of the mouse. There are two toolbars at the user's disposal.

The first toolbar (FrameBar) is located directly under the main menu bar and contains the standard set of AIMS-PC commands, views, and tools that remain constant. Each of these buttons has a related menu option. Depending on the user's assigned access level, some of the listed buttons may or may not be available. Unavailable options will appear grayed-out. From left to right, the nine different toolbar icons are:

| Name | Button | Purpose |
|---|---|---|
| **Exit** | | Allows the user to end the current AIMS-PC session. |
| **New View** | | Opens a new view allowing a user to view multiple windows simultaneously. |
| **Open** | | Allows the user to open a .txt or .doc file. |
| **Save** | | Allows the user to save any unsaved data. |

| Name | Button | Purpose |
|---|---|---|
| **Print** | | Allows the user to print reports, diplomas, and other data within the AIMS-PC. |
| **Reports** | | Allows the user to access the ***Reports*** tool. |
| **Diploma Design** | | Allows the user to access the ***Diploma Design*** tool. |
| **Database** | | Allows the user to access the ***Database Maintenance*** tool. |
| **Interface Agreements** | | Allows the user to access the ***Interface Agreements*** tool. |

The second toolbar (SheetBar), which is usually located on the left side of the screen, is a dynamic toolbar that contains the various functions used within the AIMS-PC depending on the currently active view or tool. For example, when the ***Class Management*** view is active, a different set of buttons is displayed on this toolbar than when the ***Student Management*** view is active. Each view's toolbar buttons will be referenced in the corresponding section of this SUM.

The ***View → Toolbar Visible*** menu option enables a user to toggle the AIMS-PC SheetBar on/off the screen. A "✔" next to the ***Toolbar Visible*** option indicates that the toolbar is ON and thus displayed on the screen. No "✔" indicates that the toolbar is toggled OFF or not visible on the screen. This toolbar can also be toggled on/off by placing the mouse cursor anywhere on the toolbar and right-clicking, then choosing the SheetBar from the list of menu options.

The following SheetBar buttons are standard buttons included on most of the views and tools in the AIMS-PC:

| Name | Button | Purpose |
|---|---|---|
| **Arrange Horizontal** | | Causes the AIMS-PC to display multiple windows horizontally. |
| **Arrange Vertical** | | Causes the AIMS-PC to display multiple windows vertically. |
| **Cascade** | | Causes the AIMS-PC to display multiple windows cascading down and to the right. |
| **Copy** | | Copies the selected section of text, table, or figure to the clipboard. |
| **Cut** | | Copies the selected section of text, table, or figure to the clipboard and removes it from it's current location. |
| **Paste** | | Inserts the clipboard contents into the currently selected location. |
| **Layer** | | Causes the AIMS-PC to display multiple windows layered on top of each other. |
| **Undo** | | Allows the user to undo the last action; however, some actions cannot be undone in this fashion. |

Both toolbars can be repositioned on the screen using the mouse drag and drop feature. These toolbars can also be moved by direction of a menu command. Right-click on the toolbar

area in order to display the toolbar pop-up menu. The user can choose the desired location for the toolbar by selecting it with the mouse. This pop-up menu also allows the user to toggle either or both toolbars off and display or not display description text.

When exiting the AIMS-PC, the system will hold the current placement of the toolbars for future AIMS-PC sessions.

A complete listing of all of the SheetBar buttons can be found in Section 6.3.2.

### 2.3.4 Tree-Style Structure

The AIMS-PC is designed with a user-friendly tree-style navigation structure to provide users with an efficient way to view, open, and retrieve data and files. The tree-style structure displays data in a logical flowing pattern enabling even the novice user to locate information quickly and effortlessly.

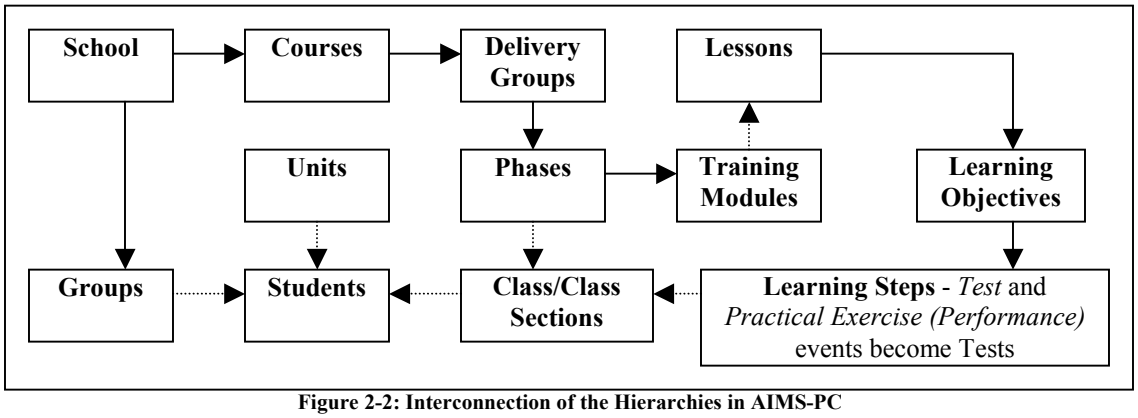


**Figure 2-2: Interconnection of the Hierarchies in AIMS-PC**

The tree-style structure is organized into a series of hierarchical levels. The levels of the structure are identified as: first level, second level, third level, fourth level, and so on. A user can display the components of each level of data simply by double-clicking on each level name. Data for that specific level is either displayed underneath that level and/or in the right window. It is also possible to view the properties of the displayed components; however, depending on the view selected, not all of a property sheet's tabs may be available at any given time. Figure 2-2 illustrates the interconnection of the levels between the various hierarchies.

The first level of each hierarchy, which is the broadest in terms of information displayed, is the database connection. This connection shows the user which database is being used to gather and retrieve data. The next level usually entails one of the major components or building blocks of the AIMS-PC (Courses, Lessons, Groups, etc.) Within this level lies a series of other levels that, when opened, will retrieve a series of related data. For example, the tree-style structure for ***Class Management*** is: ***Database connection → School Name → Course Number and Name → Delivery Group → Phase → Fiscal Year and Class Number → Class Section***. Once the final level of data is selected, any specific related data for that item is displayed in the window on the right.

### 2.3.5 Multiple Screen View

The AIMS-PC is a MDI application that allows the user to view multiple screens and multiple levels of data at one time. The user may simultaneously view several windows, each with its own set of data. When multiple screens are open, the active window is highlighted and the inactive windows are grayed-out. The user may arrange the multiple screen view to cascade, layer, display horizontal, or display vertical. These windows can also be manually sized and placed, as desired.

### 2.3.6 AIMS-PC Properties Dialog Box

The AIMS-PC allows a user to modify characteristic traits, qualities, and attributes within the system via a ***Properties*** dialog box (also called a property sheet.) The ***Properties*** dialog box may be accessed by first highlighting an item in the data hierarchy and then selecting the ***Properties*** option in the ***Edit*** menu on the main toolbar (***Edit → Properties***) or by right-clicking on a screen item, then choosing ***Properties*** on the menu that appears.

The ***Properties*** dialog box provides a user with text fields, pick-lists, scroll-lists, and/or push buttons depending on the information required. A user may modify the fields provided, unless a field is grayed-out. Some ***Properties*** dialog boxes also contain additional tabs, providing the user with different sheets (screens) of fields to modify. The ***OK***, ***Cancel***, and ***Apply*** buttons are standard on every property sheet. See Figure 2-3 for an example of a ***Properties*** dialog box and the functions of the ***OK***, ***Cancel***, and ***Apply*** buttons.

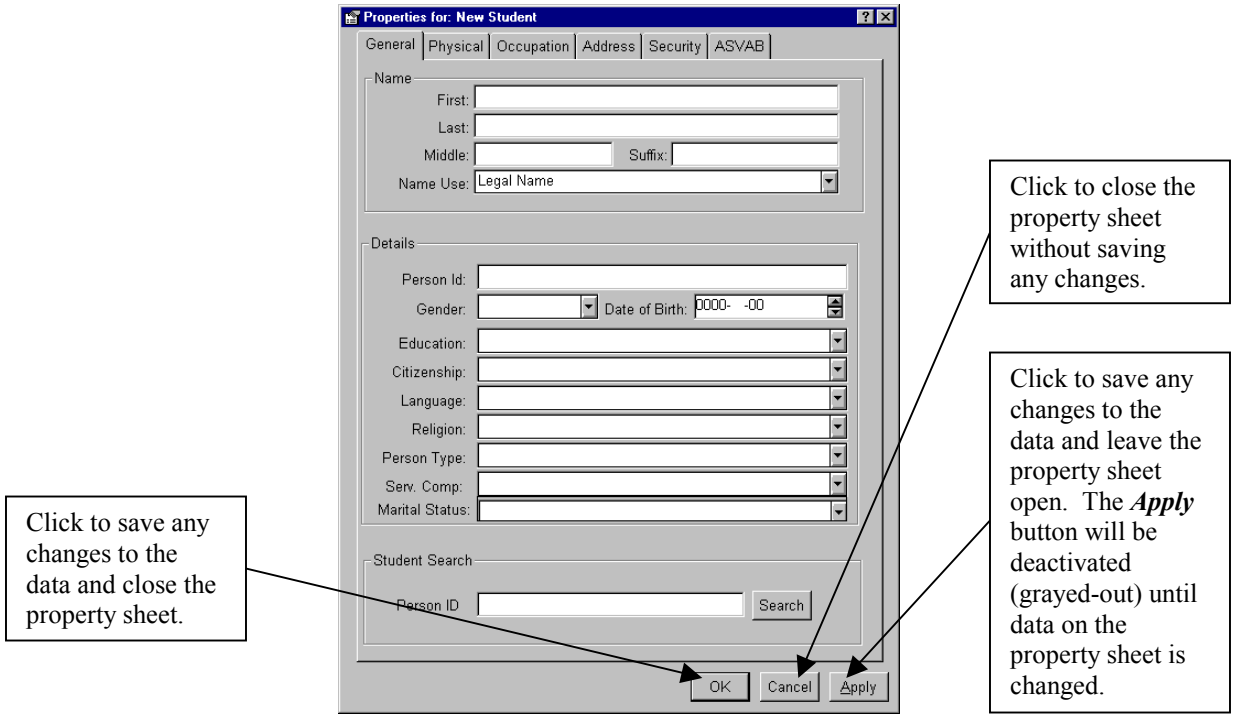


**Figure 2-3: Properties Dialog Box**

### 2.3.7 Right Mouse Button

The right mouse button is used to quickly display a pop-up menu with items specific to the selected AIMS-PC option. This pop-up menu only displays those options that are specific to the selected option. The menu will change for each new screen item that is selected. For example, if the user chooses several different items on the same screen, the user will receive a different pop-up menu for each screen item.

**NOTE**: The right mouse button also works on the toolbar and title bar areas.

To receive a pop-up menu for a specific screen item, position the mouse cursor over the desired screen item. Click the right mouse button once. A pop-up menu will appear. The user may then select any of the options on that pop-up menu for further action using the left mouse button.

### 2.3.8 Drag and Drop

The AIMS-PC allows the user to drag and drop students from one spot in a view to another spot within the same view or from one view to another view. To copy a single student, simply left-click and hold on the name of the student to be copied. Then drag the student name to the new location and release the mouse button. To move a single student, left-click and hold on the name of the student to be moved; as the student name is dragged, press and hold the **[Ctrl]** key, then release both the mouse and **[Ctrl]** key to move the student name to the new location.

Within the ***Class*** and ***Student Management*** views, multiple students can be moved/copied simultaneously. Press and hold down the **[Shift]** key to select a range of students or use the **[Ctrl]** key to select multiple students one at a time. The user must hold down on the mouse button then release the **[Shift]** or **[Ctrl]** key before beginning to drag the students; otherwise, the students will not be copied correctly. Similar to when moving a single student, the **[Ctrl]** key must be held down as multiple students are moved. Additional instructions about using the drag and drop features of the AIMS-PC in the various management views are contained in the appropriate section of this manual.

## 2.4 Security and Privacy Considerations

The AIMS-PC is an unclassified application that is designed to store unclassified and “For Official Use Only” information. The AIMS-PC is also designed to process this information and create reports. In order to prevent unauthorized access, every user of the AIMS-PC must have a unique user ID and password in order to access the system. An individual’s user profile will also determine the options to which that user will have access. User IDs, individual passwords, and designated user profiles are used as a safeguard for accurate and uncompromised data control, workstation, and printer usage. If a user has questions regarding his or her user profile and privileges, he or she should contact his or her on-site Functional Administrator.

## 2.5 Error Messages and Problem Reporting

The AIMS-PC uses dialog boxes to alert the user of problems that occur during normal operation. When an alert dialog box appears, it will require user action to resolve the message. The AIMS-PC alert dialog boxes have action buttons that direct the user to the course of action. These buttons are normally labeled ***Yes***, ***No***, ***OK***, or ***Cancel***.

Should the AIMS-PC encounter a recoverable processing error, the user will be prompted with a dialog box, which will contain one or more options available for action. In the event that the AIMS-PC suffers an unrecoverable error, the user should try to re-execute the application. If no further errors are encountered, the user should continue to work. If the application fails repeatedly, the user will need to contact his or her FA for more assistance.

When the user encounters an error message, the following dialog box is displayed.

**Figure 2-4: System Error Dialog Box**

The error message specific to the problem the user is experiencing is displayed on the left side of the screen. The user must select one of four possible choices, either: choose to ignore the error, close the application, send a trouble ticket to the help desk, or request a Help screen.

It is recommended that if an error message persists, the user report it to the Help Desk for further assistance. If the user chooses to send a message to the Help Desk, an e-mail dialog screen will appear requesting a description of the problem data. The AIMS-PC Help Desk can be found at www.atsc.army.mil/HELPDESK/.

**NOTE**: Please be as specific as possible when entering the problem description (e.g. sequence of keystrokes, etc.) Also, annotate any error messages that may assist in resolving the problem.

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# SECTION 3 USING THE AIMS-PC

## 3.1 Installing the AIMS-PC

The AIMS-PC on-site Functional Administrator (FA) is responsible for making sure that the AIMS-PC is installed correctly on each user's PC. Each FA should review the installation procedures in the *AIMS-PC Functional Administrator's Handbook* for more information. Before a user is allowed to log onto the system, the necessary user profile, logon, and password must be created. It is up to the on-site FA to ensure that every user has a unique user ID.

## 3.2 Initiating a Session

To begin a session, double-click on the AIMS-PC icon located on the desktop. Once the icon is selected, the ***Database Logon*** dialog box (Figure 3-1) will appear. All fields on the ***Database Logon*** dialog box are mandatory for user entry. This data must be entered correctly in order to successfully logon to the AIMS-PC. If you do not have a valid database connection name or user name, please see your FA for assistance.

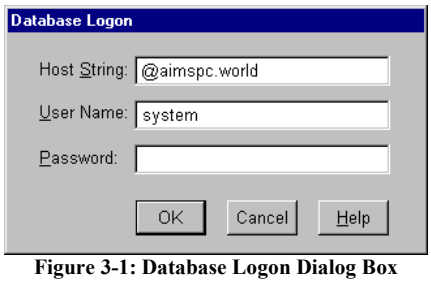



**Figure 3-1: Database Logon Dialog Box**

The three mandatory fields for logon are:

a. **Host String**. This field requests the database connection from which AIMS-PC will run. Once a valid value for this field has been entered, it will default to this value until it is changed. The Oracle database connection must be configured separately for the host string to operate.

b. **User Name**. This field requests the assigned userid for an individual user. Once a valid value for this field has been entered, it will default to this value until it is changed.

c. **Password**. This field requires the user to enter his or her password in order to access the AIMS-PC. Each letter of the password will be displayed as an "*" for reasons of security. The password must be entered each time the AIMS-PC is accessed. This password can also be changed if needed, see Section 5.9 for more information on changing passwords.

**NOTE**: The user can advance through each of these fields by pressing the **[TAB]** key or by positioning the pointer on that box and clicking the Select (left) mouse button.

Once all the required information has been entered, click the ***OK*** button to initiate the AIMS-PC session. The system will verify the userid, password, and connection viability.

If all the information has been entered correctly, the AIMS-PC logon will be successful. If all the information has not been entered correctly, the system will display a pop-up error message: "**Connect Error: invalid user name/password; logon denied**." Click the ***OK*** button to remove the pop-up box. Re-enter your logon information. If the error message persists, please check with your FA for more assistance. In order to prevent database errors, the AIMS-PC will also check to make sure the user is accessing the correct version of the database. If the AIMS-PC cannot find the correct version of the database, the user will be prevented from logging into the system.

## 3.3 Terminating a Session

For reasons of security, it is important for the user to log off the system whenever it is not in use.

To exit the AIMS-PC:

*Step 1:* From the AIMS-PC main menu, select the ***File*** menu option.

*Step 2:* Select the ***Exit*** option from the drop-down menu.

The user is now logged off the AIMS-PC.

**SHORTCUTS:**

The user can click on the ***Minimize Window*** button to close the window without exiting the application. The application will be listed at the bottom of the window on the Windows taskbar. Click the ***Restore Window*** option to bring up the window.

**NOTE**: The shortcut buttons are always located at the far right of the Main Menu bar.

The user can click on the ***Restore Window*** button to shrink the size of the window.

The user can click on the ***Close Window*** button to exit the application.

For further information on security and privileges, please refer to Section 2.4.

# SECTION 4 AIMS-PC APPLICATION VIEWS

The AIMS-PC ***View*** menu options are the building blocks of the AIMS-PC (Figure 4-1.) AIMS-PC users use these options to provide Army schools and training centers with the ability to develop, schedule, and assess training and to provide accurate information for making training decisions. The system allows users to create, update, and maintain all training curriculum. Thus, these building blocks are crucial to the AIMS-PC design. The AIMS-PC ***View*** menu options are: ***Class Management***, ***Course Management***, ***Lesson Management***, ***Student Management***, ***Unit Management***, and ***Group Management***.

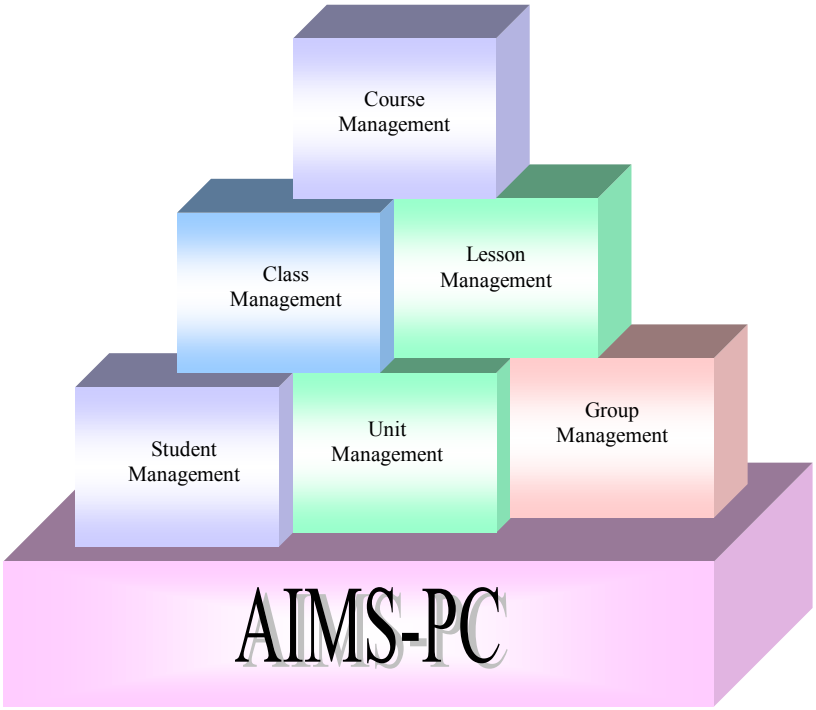



**Figure 4-1: AIMS-PC Building Blocks**

Most ***View*** menu options are displayed in the tree-style structure, explained in Section 2.3.4. The tree-style structure is a visual representation of how the data relates to each other for that particular ***View***. These views allow the user to manipulate specific data relating to classes, courses, lessons, and student information. Not every user has privileges to all data; users are only provided access to those areas that are specific to them. For example, instructors would use ***Class Management*** because its content pertains to the physical implementation of a class. Course curriculum experts would primarily use the ***Course Management*** window because its content pertains to course development.

## 4.1 New View Button

The AIMS-PC allows the user to display multiple views (e.g., ***Class Management***, ***Course Management***, ***Lesson Management***, etc.) at once. This allows the user to easily view and move related data among the various management components. A new view can be created at almost any point in an AIMS-PC session. When the user exits the system, the active view will be the default setting for the next AIMS-PC session. To create a new view:

*Step 1:* Click the ***New View*** button located on the FrameBar or click ***File*** → ***New*** → ***View***.

A new view window is displayed with the current default view.

*Step 2:* To change the new view, choose a management menu option from the ***View*** menu.

The AIMS-PC will load the requested data into the new view.

*Step 3:* Choose the desired window display (layer, tile, etc.) to see the multiple views at once by clicking on the appropriate button on the SheetBar.

See Section 2.3.5 for more details on the various screen views.

## 4.2 Class Management View

This section explains the capabilities for a user to administer classes, class sections, and students for the courses he or she teaches. A user can also view school and course attributes. An instructor's primary purpose for this window is to:

- Manage classes.
- Manage class sections.
- Manage the students in each class section.

**NOTE**: It is not intended for the ***Class Management*** view to be used to create new courses.

The user can view the many different levels of ***Class Management*** data by double-clicking on the icon to the left of the level name. The ***Class Management*** hierarchy is: ***School Name*** → ***Course Number and Name*** → ***Delivery Group*** → ***Phase*** → ***Fiscal Year and Class Number*** → ***Class Section*** → ***Enrolled Students***.

The SheetBar buttons available in the ***Class Management*** view are:

| Name | Button | Purpose |
|---|---|---|
| **New Class** | | Allows the user to create a new class. |
| **New Section** | | Allows the user to create a new class section. |
| **New Student** | | Allows the user to create a new student. |

Generally, an instructor will use the ***Class Management*** view to create new classes for the course that he or she currently teaches. The instructor has the ability to create numerous sections of a class and assign new students to a section or move students from one section to another. A user can use this window to display all of the students in a particular class (i.e. all the students in all of the sections of a given class) or just the students in a particular class section.

**NOTE**: Classes are normally added when loaded as part of the Army Training Requirements and Resources System (ATRRS) import. Do not add new courses/classes unless they are non-ATRRS courses/classes.

### 4.2.1 Creating a New Class

The ***New Class Wizard*** allows the user to create a new class. While classes are attached to courses, delivery groups, and phases, those must be created separately in the ***Course Management*** view (or imported from ATRRS.) To create a new class:

*Step 1:* If the ***Class Management*** view is not the active view, select ***View → Class Management*** from the menu options at the top of the screen.

*Step 2:* Click the ***New Class*** button.

A ***New Class Wizard*** screen will appear (see Figure 4-2.)

*Step 3:* Select the desired military school to which the new class will be associated.

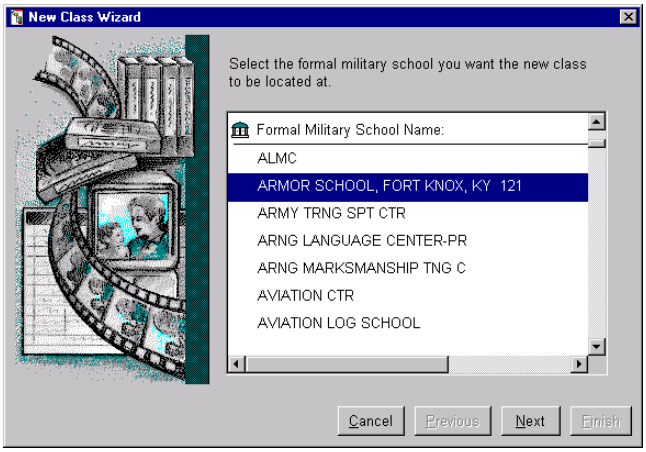
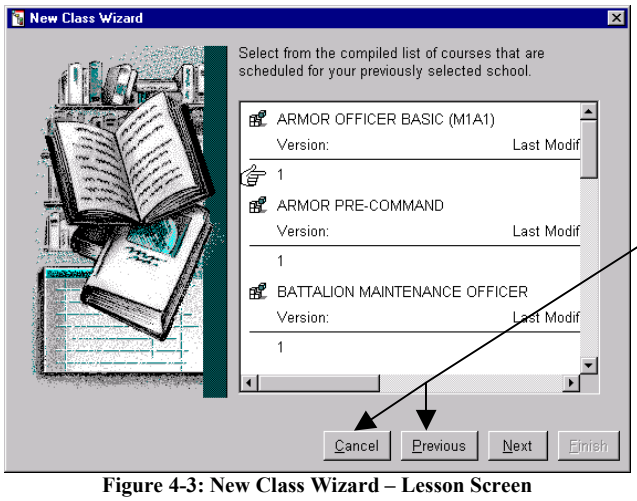



**Figure 4-2: New Class Wizard – School Screen**

*Step 4:* Click the ***Next*** button to continue.

*Step 5:* Select the desired course that the new class will be associated with, by clicking on the desired course version. Use the scrolling arrows to view the entire list (see Figure 4-3.)




At any point in the wizard the user may click the ***Previous*** button to return to a previous screen to make changes, or click the ***Cancel*** button to exit the wizard without creating a new class.

**Figure 4-3: New Class Wizard – Lesson Screen**

*Step 6:* Click the ***Next*** button to continue.

*Step 7:* Select the ***Delivery Group*** from the drop-down list.

*Step 8:* Select the class ***Phase*** from the drop-down list. Multiple phases will only appear in the drop-down list if the course contains more than one phase.

*Step 9:* Choose the ***Fiscal Year*** when the class will be offered.

*Step 10:* Use the spin-list to select a unique identifier for the ***Class*** *(e.g., 002 or 050.)* Class identifiers cannot be duplicated within a course. A default class number will be provided by the AIMS-PC.

**NOTE**: If a user tries to create a new class that has the same identifier as a previously defined class, the following message is displayed, "***This class already exists and can not be duplicated for the same course.***"

*Step 11:* Use the spin-list to select the ***Projected Enrollment*** of students in the class.

*Step 12:* Use the spin-list to select the ***Start Date*** (***yyyy-mmm-dd***) of the class. Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. This should be done for each date element. The default is the current date.

*Step 13:* Use the spin-list to select the ***End Date*** (***yyyy-mmm-dd***) of the class. Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. This should be done for each date element. The default is the current date.

**Figure 4-4: New Class Wizard – Property Screen**

*Step 14:* Click the ***Finish*** button to create the new class with the options selected.

OR

Click the ***Cancel*** button to exit the wizard without creating a new class.

## 4.2.2 Class Property Fields

The ***Class*** property sheet has three tabs, **General**, **Gradesheet**, and **Student Status**. The following lists and graphics (Figure 4-5 through Figure 4-7) illustrate and define the property fields of the ***Class*** property sheet.

### 4.2.2.1 Class Property Sheet – General Tab

The **General** tab provides the user with general information about a class, some of which cannot be modified from this property sheet. The fields on the **General** tab (see Figure 4-5) of the ***Class*** property sheet are described below:

| Field | Description |
|---|---|
| **Version** | The class version number (cannot be modified.) |
| **Delivery Group** | The delivery group code (cannot be modified.) |
| **Phase ID** | The phase ID for the class (cannot be modified.) |
| **Start Date** | The date the class starts. |
| **End Date** | The date the class ends. |

| Field | Description |
|---|---|
| **Status** | The status of the class, either: ***Reinstated***, ***Non-conducted***, ***Rescheduled***, ***Canceled***, or ***Scheduled***. |
| **Projected Enrollment Qty** | The projected number of students enrolling in the class. |

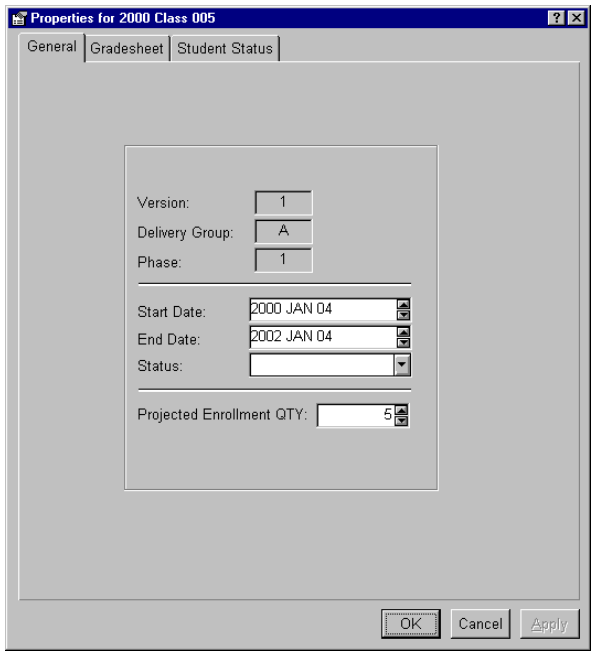



**Figure 4-5: Class Property Sheet – General Tab**

### 4.2.2.2 Class Property Sheet – Gradesheet Tab

The **Gradesheet** tab provides the user with information on the different tests taken by students within a specific class (i.e., dates and scores.) The user also has the ability to enter and modify the students' test data. The fields and buttons on the **Gradesheet** tab (see Figure 4-6) of the ***Class*** property sheet are described below:

| Field | Description |
|---|---|
| **Test Name** | The name of the test. |
| **Export** (button) | Allows the user to export student IDs and names within a specific class to an American Standard Code for Information Interchange (ASCII) tab delimited text file. See Section 4.2.10 for more information on using the ***Export*** and ***Import*** buttons. |
| **Import** (button) | Allows the user to import student test data for a specific test, from an ASCII tab delimited text file, into the gradesheet. |
| **Retest** (button) | Click the ***Retest*** button to indicate the currently selected student has taken a retest for the currently selected test. The user can then enter the new test score. |
| **Maximum POI Points** | The maximum number of Program of Instruction (POI) points for the test (this is how grades are weighed.) |

| Field | Description |
|---|---|
| **Minimum Passing Rate%** | The minimum percentage allowed for passing. |
| **Minimum POI Points** | The minimum number of POI points for the test. |
| **Partial PT Allowed** | Indicates if partial points can be earned for the test. |
| **Name** | The student's name. |
| **Person ID** | The student's Social Security Number (SSN) or Passport Number (PPN.) |
| **Test Date** | The date the test was administered. |
| **No. of Tries** | The number of times the student has taken the test. |
| **P/F SF** | The curving factor percent score (***Pass/Fail Score Factor***.) |
| **P/F SF RS** | The curving factor raw score (***RS***) (***Pass/Fail Scale Factor***.) |
| **MAX Raw Score** | The maximum points achievable for the test. |
| **Raw Score** | The actual points the student scored on the test, listed to three decimal places. |
| **Percent Score** | The student's score represented in percentage. |
| **P/F Result** | Indicates the ***Pass/Fail Result*** of the student, either: ***Fail***, ***Exempt***, ***Incomplete***, ***Proficient***, or ***Pass***. |
| **POI Points** | The points earned for the test, listed to three decimal places. Students retested will only be able to earn the minimum amount of passing POI points for a test regardless of the final test score. |

The hand pointer indicates the currently selected student. The pointer will not appear until a test is selected in the ***Test Name*** field.

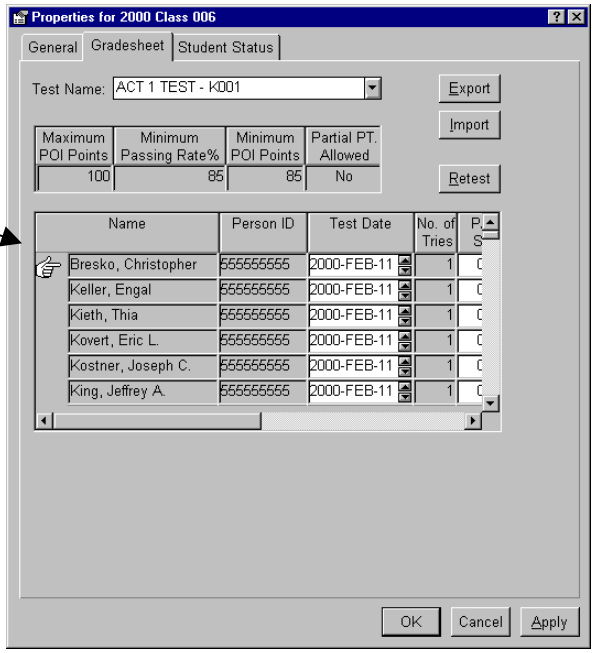



**Figure 4-6: Class Property Sheet – Gradesheet Tab**

### 4.2.2.3 Class Property Sheet – Student Status Tab

The **Student Status** tab provides the user with the ability to modify the status of one or more of the students in the class. The fields and buttons on the **Student Status** tab (see Figure 4-7) of the ***Class*** property sheet are described below.

| Field | Description |
|---|---|
| **Effective Date** | The date the student's new status will become effective. |
| **Status** (drop-down) | Used to select a new status for a student. |
| **Reason** (drop-down) | The reason for the change in the student's status. |
| **Description** (drop-down) | The description of the student's new status. |
| **Student Name** | The student's name. |
| **Student ID** | The student's SSN or PPN. |
| **Effective Date** | The effective date of the listed status. |
| **Status** | The student's current status. Those students in the class without a status are also displayed so that a valid status can be entered for those students. |
| **Reason** | The reason for the student's current status. |
| **Description** | A description of the student's current status. |
| **Select All** (button) | This button selects all of the students in the class. |
| **Inverse** (button) | This button changes all students currently "selected" to "not selected" and all students "not selected" to "selected". |

Drag this divider to divide the lower scroll bar into two halves. This allows the user to prevent one field (i.e. the ***Student Name*** field) from moving while scrolling the other side to view more information. See Figure 4-10 for an example of the bar moved to show the ***Student Name*** field in one half and the remaining fields in the other.

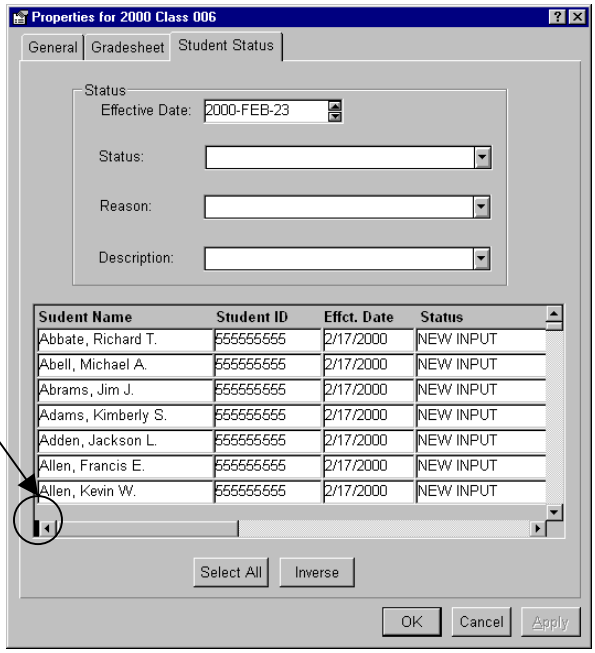



**Figure 4-7: Class Property Sheet – Student Status Tab**

### 4.2.3 Creating a New Class Section

All classes are divided into one or more class sections. Individual students are added to class sections within a single class. To create a new section within a class:

*Step 1:* If the ***Class Management*** view is not the active view, select ***View → Class Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand all the hierarchy levels.

*Step 3:* Highlight the desired class to which the new class section will be associated.

*Step 4:* Click the ***New Section*** button.

> **NOTE**: If the user attempts to create a class section without first selecting a class, the following error message will appear, "***A class or class section must be currently selected in order to create a new section.***"

A confirmation box will appear listing the ***Section number***, ***Fiscal Year***, ***Class***, ***Course***, ***Delivery Group***, ***Phase***, and ***School*** of the new section.

*Step 5:* Click the ***Yes*** button to create the new section. A new section is automatically created with the next sequential number.

OR

Click the ***No*** button to cancel creating a new class section.

### 4.2.4 Class Section Property Fields

The ***Class Section*** property sheet is almost identical to the ***Class*** property sheet. They both contain the same three tabs, **General**, **Gradesheet**, and **Student Status**. The ***Class*** property sheet provides data on all the students within a class, whereas the ***Class Section*** property sheet only provides data on the students within a specific section within the class. The following lists and graphics (Figure 4-8 through Figure 4-10) illustrate and define the attributes of the ***Class Section*** property sheet.

#### 4.2.4.1 Class Section Property Sheet – General Tab

The **General** tab provides the user with general information about a section. The fields on this tab cannot be modified. The fields on the **General** tab (see Figure 4-8) of the ***Class Section*** property sheet are described below:

| Field | Description |
|---|---|
| **School** | The school name. |
| **Course** | The course number. |
| **Name** | The course name. |

| Field | Description |
|---|---|
| **Version** | The class version number. |
| **Phase** | The phase ID. |
| **Delivery Group** | The delivery group of the class. |

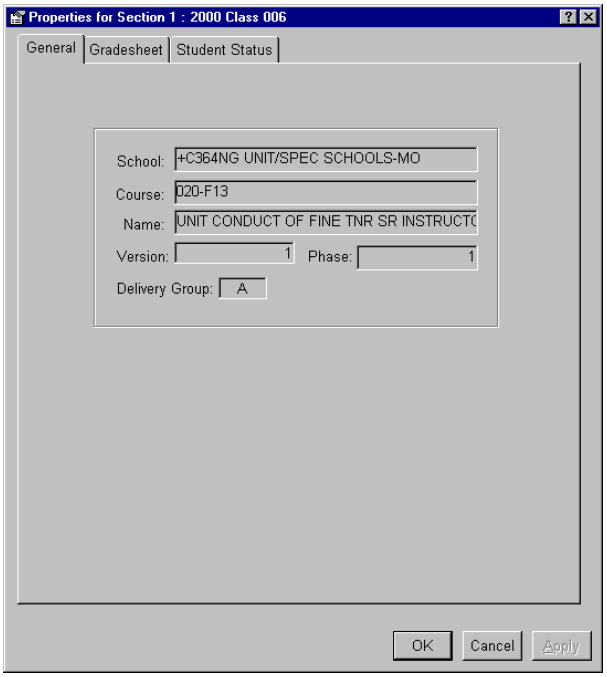



**Figure 4-8: Class Section Property Sheet – General Tab**

### 4.2.4.2 Class Section Property Sheet – Gradesheet Tab

The **Gradesheet** tab provides the user with information i.e., dates and scores, on the different tests taken by students within a specific class section. The user has the ability to enter and modify the students' test data as well. The fields and buttons on the **Gradesheet** tab (see Figure 4-9) of the ***Class Section*** property sheet are described below:

| Field | Description |
|---|---|
| **Test Name** | The name of the test. |
| **Export** (button) | Allows the user to export student IDs and names within a specific class section to an ASCII tab delimited text file. See Section 4.2.10 for more information on using the ***Export*** and ***Import*** buttons. |
| **Import** (button) | Allows the user to import student test data for a specific test, from an ASCII tab delimited text file, into the gradesheet. |
| **Retest** (button) | Click the ***Retest*** button to indicate the currently selected student has taken a retest for the currently selected test. The user can then enter the new test score. |

| Field | Description |
|---|---|
| **Maximum POI Points** | The maximum number of POI points for the test (this is how grades are weighed.) |
| **Minimum Passing Rate%** | The minimum percentage allowed for passing. |
| **Minimum POI Points** | The minimum number of POI points for the test. |
| **Partial PT Allowed** | Indicates if partial points can be earned for the test. |
| **Name** | The student's name. |
| **Person ID** | The student's SSN or PPN. |
| **Test Date** | The date the test was administered. |
| **No. of Tries** | The number of times the student has taken the test. |
| **P/F SF** | The curving factor percent score (***Pass/Fail Score Factor***.) |
| **P/F SF RS** | The curving factor raw score (***RS***) (***Pass/Fail Scale Factor***.) |
| **MAX Raw Score** | The maximum points achievable for the test. |
| **Raw Score** | The actual points the student scored on the test, listed to three decimal places. |
| **Percent Score** | The student's score represented in percentage. |
| **P/F Result** | Indicates the ***Pass/Fail Result*** of the student, either: ***Fail***, ***Exempt***, ***Incomplete***, ***Proficient***, or ***Pass***. |
| **POI Points** | The points earned for the test, listed to three decimal places. Students retested will only be able to earn the minimum amount of passing POI points for a test regardless of the final test score. |

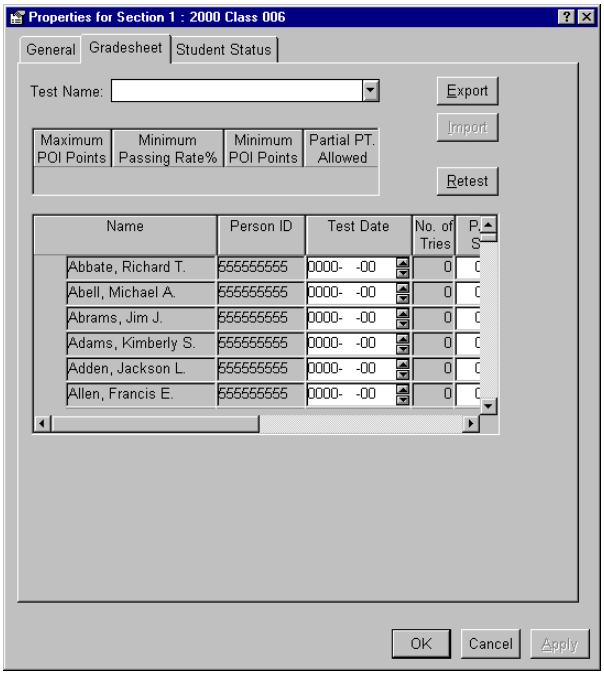



**Figure 4-9: Class Section Property Sheet – Gradesheet Tab**

### 4.2.4.3 Class Section Property Sheet – Student Status Tab

The **Student Status** tab provides the user with the ability to modify the status of one or more of the students in the class. The fields and buttons on the **Student Status** tab (see Figure 4-10) of the ***Class Section*** property sheet are described below.

| Field | Description |
|---|---|
| **Effective Date** | The date the student's new status will become effective. |
| **Status** (drop-down) | Used to select a new status for a student. |
| **Reason** (drop-down) | The reason for the change in the student's status. |
| **Description** (drop-down) | The description of the student's new status. |
| **Student Name** | The student's name. |
| **Student ID** | The student's SSN or PPN. |
| **Effective Date** | The effective date of the listed status. |
| **Status** | The student's current status. Those students in the class without a status are also displayed so that a valid status can be entered for those students. |
| **Reason** | The reason for the student's current status. |
| **Description** | A description of the student's current status. |
| **Select All** (button) | This button selects all of the students in the class. |
| **Inverse** (button) | This button changes all students currently "selected" to "not selected" and all students "not selected" to "selected". |

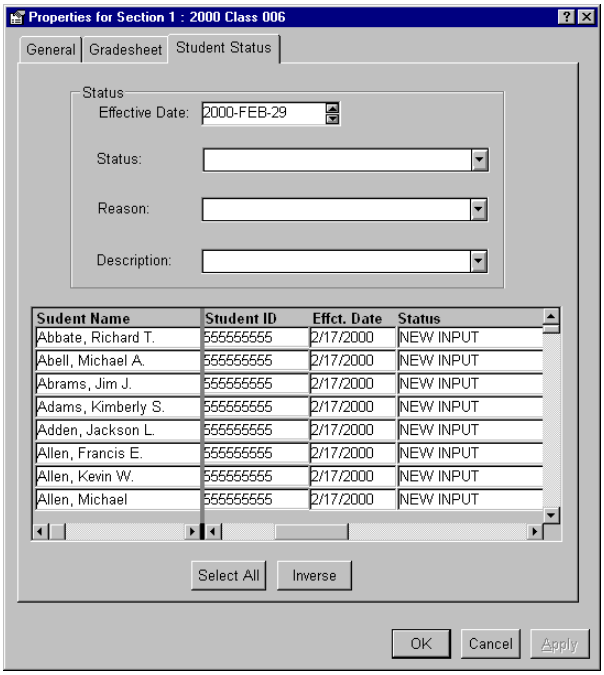



**Figure 4-10: Class Section Property Sheet – Student Status Tab**

### 4.2.5 Creating a New Student for a Class Section

Using the ***Class Management*** view, new students can be added directly to a class section. Students can only be added to an individual class section and not to a class. Before adding a walk-in student, the user should verify that the student is not already in the AIMS-PC database by using the ***Find*** utility in the ***Student Management*** view (see Section 4.5.4) or by using the student search function as outlined below. To add a new student to a class section:

*Step 1:* If the ***Class Management*** view is not the active view, select ***View → Class Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand all the hierarchy levels.

*Step 3:* Highlight the desired ***Class Section***.

*Step 4:* Click the ***New Student*** button.

A ***Student*** property sheet will appear.

> **NOTE**: If the user tries to create a new student without a class section identified, the following message is displayed, "***A class section must be currently selected in order to create a new student.***"

*Step 5:* Click on the **General** tab (see Section 4.5.3.1.)

*Step 6:* Enter the student's Person ID number in the ***Person ID*** field inside the ***Student Search*** box located at the bottom of the property sheet.

*Step 7:* Click the ***Search*** button.

- If the student's information is already contained in the AIMS-PC database, that student's information will appear in the current property sheet. Click the ***Apply*** button to add the student to the selected class section. Should the student already be in the selected class section, the ***Apply*** button will be grayed-out.

- If the student's information is not already in the AIMS-PC database, the fields will remain blank and the user should continue with step 8.

*Step 8:* Enter all of the required data in the fields provided. Once you have completed all of the fields on the **General** tab, click on the **Occupation** tab.

*Step 9:* Enter all of the required data on the **Occupation** tab (see Section 4.5.3.3.)

The fields in the **General** and **Occupation** tabs must be filled-in before the student property information can be saved to the database.

*Step 10:* Click the ***Apply*** button to save the student data to the database.

*Step 11:* Enter any additional student information under the other ***Student*** tabs, as desired.

*Step 12:* Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.2.6 Assigning a Student to a Class Section Using Drag and Drop

Once a class section has been created, the user can assign existing students to it using drag and drop functionality. Students can be copied from either the ***Student Management*** or ***Unit Management*** views. To assign a student to a class section from the ***Student Management*** view:

*Step 1:* If the ***Class Management*** view is not the active view, select ***View → Class Management*** from the menu options at the top of the screen.

*Step 2:* Click the ***New View*** button.

*Step 3:* Choose ***View → Student Management***. If moving students from ***Unit Management***, substitute ***Unit Management*** for ***Student Management*** in these instructions.

*Step 4:* Display the windows so both the ***Class Management*** and ***Student Management*** views are visible. See Section 4.1 for more information about multiple views.

*Step 5:* Click anywhere within the ***Student Management*** view so that it becomes the active view.

*Step 6:* Double-click on each level name to expand all the hierarchy levels until the desired class section to which the students are to be added, is visible.

*Step 7:* Select a student from the right side of the ***Student Management*** window by clicking and holding the mouse button on the student's name.

*Step 8:* Without releasing the mouse button, drag the student's name to the desired class section listed in the ***Class Management*** window. The class section will become highlighted when it is selected.

*Step 9:* When the class section name is highlighted, release the mouse button.

*Step 10:* Click the class section name to display the list of students. The student should now be part of the selected class section.

*Step 11:* To add additional students, repeat steps 7 - 9. Multiple drag and drop is also available from the ***Student Management*** view. See Section 2.3.8 for more information about using multiple drag and drop.

### 4.2.7 Section Mix Wizard

The ***Section Mix Wizard*** allows a user to add and delete class sections as well as redistribute students within the class sections. To use the ***Section Mix Wizard***:

*Step 1:* If the ***Class Management*** view is not the active view, select ***View → Class Management*** from the menu options at the top of the screen.

*Step 2:* Highlight the desired class or class section.

*Step 3:* Select ***Tools → Section Mix Wizard***.

A ***Mix Section Wizard*** screen will appear (see Figure 4-11.)

*Step 4:* Use the spin-list to select the ***Desired number of sections*** for the class. The ***Next*** button will be grayed-out until the desired number of ***Sections*** is selected.

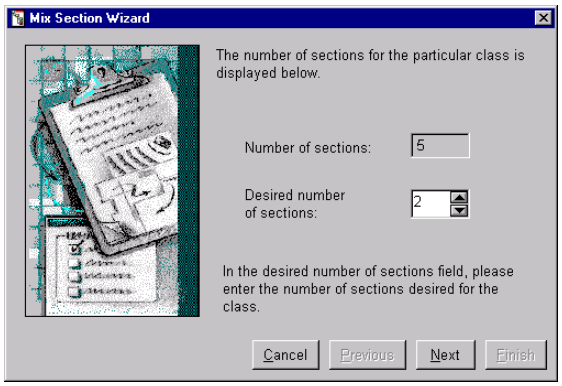
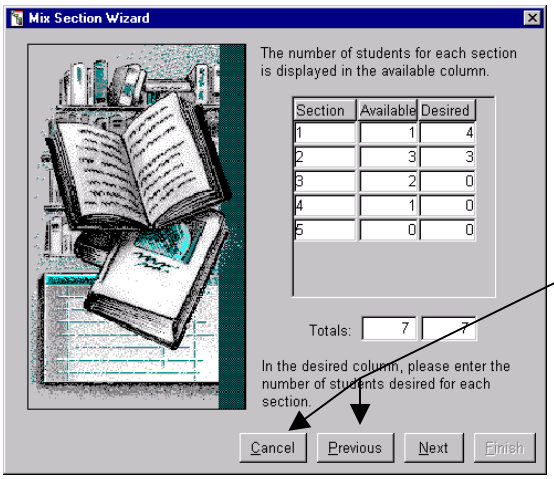



**Figure 4-11: Mix Section Wizard**

*Step 5:* Click the ***Next*** button.

*Step 6:* A wizard screen will appear with a breakdown of each section. The number of students currently available for a section is listed in the ***Available*** column, and the desired number of students for the section mix is listed in the ***Desired*** column (see Figure 4-12.)




At any point in the wizard the user may click the ***Previous*** button to return to a previous screen to make changes, or click the ***Cancel*** button to exit the wizard without mixing the section.

**Figure 4-12: Mix Section Wizard**

*Step 7:* The user may modify the number of students assigned to a section by entering a new total in the ***Desired*** column; however, the totals at the bottom of the screen must match. It is not possible to assign more students to the various class sections than the total number of students in the class.

*Step 8:* Click the ***Next*** button.

*Step 9:* The wizard will automatically assign each student to a class section and display the results on the next screen. This screen also lists each student's ***Name***, ***Section***, ***Rank***, ***Clearance***, ***Occupation***, ***Birth Date***, ***Gender***, ***Country***, and ***Language*** (see Figure 4-13.) Column headings can be expanded or shrunk, if desired.

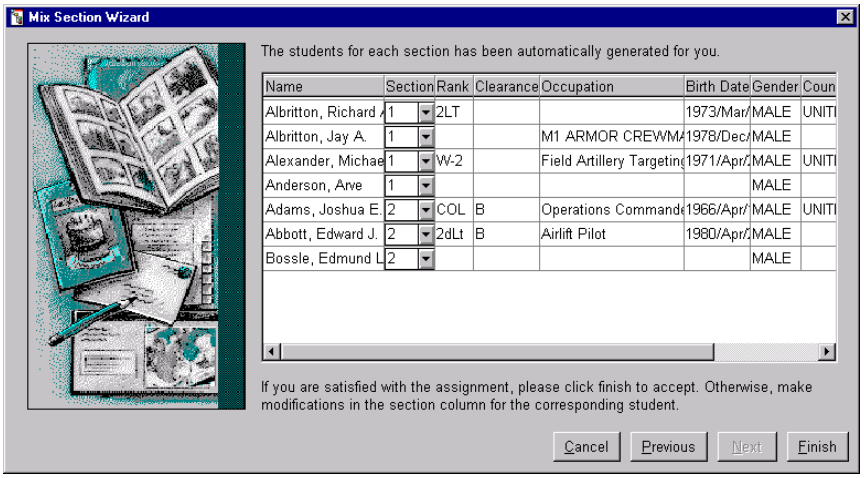



**Figure 4-13: Mix Section Wizard**

*Step 10:* To modify the preset section mix, select a different section number from the drop-down list for each student to be modified.

*Step 11:* Click the ***Finish*** button to accept the section mix.

OR

Click the ***Cancel*** button to exit the wizard without making any changes.

## 4.2.8 Moving a Student Between Class Sections

In addition to the ***Section Mix Wizard***, a user can use simple drag and drop functionality to move students from one class section to another class section within the same class. To move a student between class sections:

> **TIP**: This type of drag and drop should only be used to move a student from one class section to another class section within the same class. Changing a student's class requires a change in status.

*Step 1:* If the ***Class Management*** view is not the active view, select ***View → Class Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand all of the hierarchy levels.

*Step 3:* Select the class section in which students will be removed.

*Step 4:* Select a student from the right side of the ***Class Management*** window by clicking and holding the mouse button on the student's name.

*Step 5:* Without releasing the mouse button, begin to drag the student's name. As soon as the student's name begins to move, hold down the **[Ctrl]** button. Continue to drag the student's name to the desired class section listed in the ***Class Management*** window. The class section will become highlighted when it is selected.

> **NOTE**: If the user tries to drag and drop a student name to another class section without pressing the **[Ctrl]** button, the following error message will appear, "***A student can not exist in more than one class section at a time. Try moving the student instead of copying.***" If a user presses the **[Ctrl]** button before dragging the student name, the name will not move.

*Step 6:* When the class section name is highlighted, release the mouse button and the **[Ctrl]** button simultaneously. Only class sections can receive student name drops.

*Step 7:* Click the class section name to display the list of students. The student is now part of the selected class section.

*Step 8:* To move additional students, repeat steps 4 - 7. It is also possible to drag and drop multiple students at once. See Section 2.3.8 for more information about using multiple drag and drop.

### 4.2.9 Recording Student Test Grades for a Class / Class Section

Student test data can be recorded and modified in both the ***Class*** and ***Class Section*** property sheet - **Gradesheet** tabs. To record student test grades:

*Step 1:* If the ***Class Management*** view is not the active view, select ***View → Class Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand all of the hierarchy levels.

*Step 3:* Highlight the desired ***Class*** or ***Class Section***.

*Step 4:* Select ***Edit → Properties***.

A ***Class*** or ***Class Section*** property sheet will appear.

*Step 5:* Select the **Gradesheet** tab.

*Step 6:* Select the ***Test Name*** from the drop-down list.

*Step 7:* Click the desired student name in the list.

*Step 8:* If this is not the first time the student has taken the test, click the ***Retest*** button. The ***No. of Tries*** column will be updated automatically. If this is the first time the student has taken the test, do not click the ***Retest*** button.

*Step 9:* Enter the date the student took the test in the ***Test Date*** field.

*Step 10:* Enter the ***Pass/Fail Scale Factor*** for the test, if necessary.

*Step 11:* Enter the ***Pass/Fail Scale Factor Raw Score*** for the test, if necessary.

*Step 12:* The ***Maximum Raw Score*** field automatically defaults to 100. The user can modify this field, if necessary.

*Step 13:* Enter the ***Raw Score*** earned by the student.

*Step 14:* The ***Percent Score*** field will be updated automatically and cannot be modified.

The ***Pass/Fail Result*** field will be updated automatically; however, this field can be modified if necessary.

**NOTE**: The ***Fill Down*** option is also available by right-clicking on a desired field. Selecting ***Fill Down*** will cause the value in that field to be copied to all students from that point in the gradesheet to the bottom of the list. This option is only available in the ***Class*** and ***Class Section*** **Gradebook** tabs.

*Step 15:* Change the data in the ***Pass/Fail Result*** field, if necessary.

*Step 16:* The total ***POI Points*** earned for the test will be updated automatically and cannot be modified.

*Step 17:* Click the ***Apply*** button to save the data and select another student.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

## 4.2.10 Exporting and Importing Class / Class Section Test Data

The **Gradesheet** tab is equipped with both an ***Export*** and ***Import*** button. The ***Export*** button allows a user to export the names and student IDs of students within a specific class or class section, into an ASCII text tab delimited file. That file can then be accessed by the Logical Extension Resources (LXR) system, where student test data (i.e., student IDs and scores) is recorded. Once the data has been updated by LXR, it is available for the user to import it into the ***Class*** or ***Class Section*** property gradesheet. The ***Import*** button allows a user to import the ASCII tab delimited text file, with the student test data for a specific test, into the ***Class*** or ***Class Section*** property gradesheet. The user should review the *LXR • Test User Manual* for more information about grading tests using LXR • Test.

**To Export student data:**

*Step 1:* If the ***Class Management*** view is not the active view, select ***View → Class Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand all the hierarchy levels.

*Step 3:* Highlight the desired ***Class*** or ***Class Section***.

*Step 4:* Select ***Edit*** → ***Properties***.

A ***Class*** or ***Class Section*** property sheet will appear.

*Step 5:* Select the **Gradesheet** tab.

*Step 6:* Select the ***Test Name*** from the drop-down list.

*Step 7:* Click the ***Export*** button.

A ***Save File*** dialog box will appear.

*Step 8:* Enter the desired file name.

*Step 9:* Click the ***Save*** button to export the data to the file.

The ***Class*** or ***Class Section*** property sheet will reappear.

*Step 10:* Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

**To Import student test data:**

*Step 1:* If the ***Class Management*** view is not the active view, select ***View*** → ***Class Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand all the hierarchy levels.

*Step 3:* Highlight the desired ***Class*** or ***Class Section***.

*Step 4:* Select ***Edit*** → ***Properties***.

A ***Class*** or ***Class Section*** property sheet will appear.

*Step 5:* Select the **Gradesheet** tab.

*Step 6:* Select the ***Test Name*** from the drop-down list.

*Step 7:* Click the ***Import*** button.

An ***Open File*** dialog box will appear.

*Step 8:* Highlight the desired file name to import.

*Step 9:* Click the ***Open*** button to import the student test data.

OR

Click the ***Cancel*** button to exit the ***Open File*** screen without importing any data.

The student test data will be displayed on the current view of the **Gradesheet** tab.

*Step 10:* Click the ***Apply*** button to save the data and select another test.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.2.11 Changing a Student's Status in a Class / Class Section

The ***Class*** or ***Class Section*** **- Student Status** tab can be used to change a single student's or a group of students' current ***Status*** without having to view each individual student's property sheet. To change a student's status:

*Step 1:* If the ***Class Management*** view is not the active view, select ***View → Class Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand all the hierarchy levels.

*Step 3:* Highlight the desired ***Class*** or ***Class Section***.

*Step 4:* Choose ***Edit → Properties***.

The ***Class*** or ***Class Section*** property sheet will appear.

*Step 5:* Select the **Student Status** tab.

*Step 6:* Change the ***Effective Date***, if necessary. The default is the current date.

*Step 7:* Select the new status from the ***Status*** drop-down list. See Section 4.5.3.12 for a complete list of student status options.

**NOTE**: The ***Retrainee In, from Another Course of Instruction***, ***Retrainee Out, to Another Course of Instruction***, and ***Recycle Out to Another Class, Same Course*** options are not valid selections when using this property sheet. The ***Student*** property sheet must be used instead. See 4.2.12.3 for more information on changing a student's status using the ***Student*** property sheet.

*Step 8:* Select a ***Reason*** and a ***Description*** from the appropriate drop-down lists. These fields will appear empty until a status is selected. Default options may or may not be loaded into these fields, depending on the status selected.

*Step 9:* Select the student whose status is to be changed by left-clicking on that student's name. It is also possible to use **[Shift]** and **[Ctrl]** click as well as the ***Select All*** and ***Inverse*** buttons to select multiple students.

*Step 10:* Click the ***Apply*** button to save the data and select another tab. At least one student must be selected and all fields must contain valid selections in order for the student records to be updated.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.2.12 Working with Student Records

Users also have the capability to manage all of the student attributes from the ***Class Management*** view. Student attributes can be entered, viewed, and modified using the ***Student*** property sheet. A user can use the ***Student*** property sheet to update a student's status and enter class scores in the student's gradebook record; as well as, scores from fitness tests, Armed Services Vocational Aptitude Battery (ASVAB), and marksmanship tests. Some of the additional information that can be modified in the property sheet is physical size, age, education, address, and security clearance. For more information on the ***Student*** property sheet, see Section 4.5.3. Depending on the user's access settings, some tabs may or may not be available. To access the ***Student*** property sheet from the ***Class Management*** view:

*Step 1:* If the ***Class Management*** view is not the active view, select ***View → Class Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand all the hierarchy levels.

*Step 3:* Select the desired student name.

*Step 4:* Choose ***Edit → Properties***.

The ***Student*** property sheet will appear.

### 4.2.12.1 In-Processing a Student

The user can in-process a student via the ***Student*** property sheet **Student Status** tab. There are two types of instances when students will need to be in-processed in AIMS-PC:

- In-processing a student with a valid class reservation.
- In-processing a walk-in student.

#### 4.2.12.1.1 In-Processing a Student with a Valid Class Reservation

A student with a valid class reservation will only show within a class after an ATTRS import has been performed. If the student is not displayed within the class, the user should drag and drop the student into the class (see Section 4.2.6.) To in-process a student with a valid class reservation:

**NOTE**: When a student reservation comes in from ATRRS, the student status code is ***Valid Reservation***.

*Step 1:* Access the ***Student*** property sheet (see Section 4.2.12.)

*Step 2:* Select the **Student Status** tab.

*Step 3:* Use the spin-list to select the ***Effective Date*** of the student's status.

*Step 4:* Select ***New Input*** from the ***Status*** drop-down list. Only those students with the status ***New Input*** will appear on the ***Class*** - **Gradesheet** tab.

The ***Reason*** and ***Description*** drop-downs will automatically default to a value of ***None***. These can be changed if desired by selecting a new value in the drop-down list.

*Step 5:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

#### 4.2.12.1.2 In-Processing a Walk-In Student

This function is used to in-process a student who does not have a valid reservation. To in-process a walk-in student:

*Step 1:* If the ***Class Management*** view is not the active view, select ***View → Class Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand all the hierarchy levels.

*Step 3:* Verify that the student is not already in the AIMS-PC database. Use the ***Find*** utility (see Section 4.5.4) in the ***Student Management*** view to search for the student or use the ***Student Search*** function on the ***New Student*** property sheet (see Section 4.2.5.)

*Step 4:* If the student is listed in the AIMS-PC database, enter the student into the class and proceed with step 5.

OR

If the student is not listed in the AIMS-PC database, create a new student (see Section 4.2.5) then proceed with step 5.

*Step 5:* Select the desired student name.

*Step 6:* Choose ***Edit → Properties***.

The ***Student*** property sheet will appear.

*Step 7:* Select the **Student Status** tab.

*Step 8:* Use the spin-list to select the ***Effective Date*** of the student's status.

*Step 9:* Select ***New Input*** from the ***Status*** drop-down list. Only those students with the status ***New Input*** will appear on the ***Class*** - **Gradesheet** tab.

The ***Reason*** and ***Description*** drop-downs will automatically default to a value of ***None***. These can be changed if desired by selecting a new value in the drop-down list.

*Step 10:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.2.12.2 Recording or Deleting a Student Absence

This function is used to record a student as absent and the reason for that absence, for a particular length of time. These records can also be deleted if needed.

**To record a student absence**:

*Step 1:* Access the ***Student*** property sheet (see Section 4.2.12.)

*Step 2:* Select the **Student Absence** tab.

*Step 3:* Click the ***Insert*** button to display a row of ***Student Absence*** fields.

Repeat this step as many times as necessary.

*Step 4:* Use the spin-list to select the date and time the student is first absent in the ***Begin Date*** field.

*Step 5:* Select the ***Reason*** for the absence from the drop-down list.

*Step 6:* Use the spin-list to select the date and time the student returns from being absent in the ***End Date*** field.

*Step 7:* Enter any textual remarks pertaining to the student's absence in the ***Remarks*** field.

*Step 8:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

**To delete a student absence record**:

*Step 1:* From the **Student Absence** tab, select the row that contains the student absence information that is to be deleted.

*Step 2:* Click the ***Delete*** button.

*Step 3:* The student absence record will be deleted.

*Step 4:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.2.12.3 Changing a Student's Status

There are many instances where a student's status may need to be changed, such as retraining, graduation, or attrition. While most status codes can be assigned to a student from the ***Class / Class Section*** property sheet, some student status codes must be assigned from the ***Student*** property sheet. The following instructions provide examples for some of the more commonly used student status codes. See Section 4.5.3.12 for a complete listing of all of the available student status codes. To change a student's status:

*Step 1:* Access the ***Student*** property sheet (see Section 4.2.12.)

*Step 2:* Select the **Student Status** tab.

*Step 3:* Use the spin-list to select the ***Effective Date*** of the student's change in status.

*Step 4:* Select the appropriate status code from the ***Status*** drop-down list, as listed below.

- To graduate a student:
  a. Select ***Graduate, Successful Completion*** from the ***Status*** drop-down list.

  > **NOTE**: It is up to the user to ensure that the student has meet all of the course requirements and that the student's gradebook is complete before graduating the student.

- To mark a student as a retrainee to or from another course of instruction:
  a. Select one of the following ***Status*** codes from the drop-down list:
     - ***Retrainee in, from another course of instruction.***
     - ***Retrainee out, to another course of instruction.***
  b. Selecting ***Retrainee out*** will generate a "***Retrainee out to…***" property sheet. Select the new course of instruction from the pick list.
  c. Click the ***OK*** button to return to the ***Student Status*** tab.

- To recycle a student to another course of instruction:

  a. Select ***Recycle out, to another class, same course*** from the ***Status*** drop-down list.

     A "***Recycle out to…***" property sheet will appear.

  b. Select the class the student is being recycled to, from the list.

  c. Click the ***OK*** button to return to the ***Student Status*** tab.

> **NOTE**: The ***Transfer Student Gradebook*** check-box allows those tests that were successfully completed by the student (***Exempt***, ***Proficient***, and ***Pass*** test results) to be transferred with the student. To prevent test results from being transferred, click on the check mark to deselect this option.

- To attrition a student:

  a. Select ***Other, Non-Successful Completion*** from the ***Status*** drop-down list.

> **NOTE**: This should be used to permanently remove a student from a particular course, such as when the student does not finish a course due to academic, administrative, medical, motivational, or disciplinary/misconduct reasons. When attrition information is saved to the database, the student is considered terminated.

- To correct an erroneous enrollment (in the wrong class):

  a. Select ***Other, Non-Successful Completion*** from the ***Status*** drop-down list.

  b. The user will need to select ***Other*** in the ***Reason*** drop-down list and ***Erroneous Enrollment*** in the ***Description*** drop-down list.

  c. The student will then need to be enrolled in the correct class. See Section 4.2.12.1.1 for more information on in-processing a student.

> **NOTE**: Do not recycle a student that has been enrolled in the wrong class.

*Step 5:* Select the ***Reason*** for the change in status from the drop-down list.

*Step 6:* Select the ***Description*** of the student's status from the drop-down list.

*Step 7:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.2.13 Find – Class Management

The ***Find*** option provides a user with the ability to search through **School Names** and **Course Names** for requested data. To use this function, select ***Find*** from the ***Edit*** menu. A ***Find Item*** property sheet will appear (see Figure 4-14.)

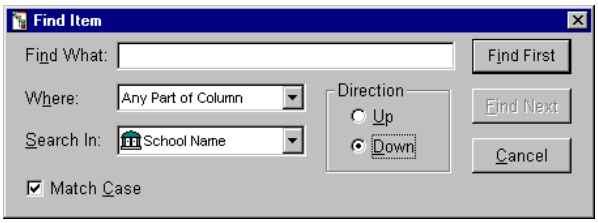



**Figure 4-14: Find Item (Class Management)**

To locate an item in the database:

*Step 1:* Select ***Edit → Find***.

*Step 2:* Fill in the ***Find What*** text box with the data to be used for the search.

*Step 3:* Select where the search data should match from the ***Where*** drop-down list. The user can select from the following three options: ***Any Part of Column***, ***Match Whole Column***, or ***Start of Column***.

*Step 4:* Select where to search for the data from the ***Search In*** drop-down list. The user can select from the options: ***School Name*** and ***Course Name***.

*Step 5:* Select the ***Direction*** of the search. Choose ***Up*** to search from bottom to top or ***Down*** to search top to bottom.

*Step 6:* Select the ***Match Case*** box to restrict the search to data that matches the case of the ***Find What*** data. Deselect the ***Match Case*** box to search the data regardless of the case. A check mark indicates the ***Match Case*** has been activated.

*Step 7:* Click the ***Find First*** button to find the first item to match the ***Find What*** data.

*Step 8:* Click the ***Find Next*** button to find the next item to match the ***Find What*** data.

**NOTE**: The user can change the ***Direction*** of the search to return to a previously displayed item.

*Step 9:* Click the ***Cancel*** button to cancel the search and return to the ***Class Management*** window.

## 4.3 Course Management View

This section explains the development of course curriculum and associated delivery groups. The course curriculum will remain consistent from one delivery group to another, but how the instruction of the course is delivered will vary slightly. ***Courses*** are divided into several components:

- Delivery Group Types
- Phase Numbers
- Module Names

The user can view the different levels of ***Course Management*** data by double-clicking on the icon to the left of the level name. The ***Course Management*** hierarchy is: ***Course Code → Delivery Group Type → Phase Numbers → Modules → Lessons***.

The SheetBar buttons available in the ***Course Management*** view are:

| Name | Button | Purpose |
|---|---|---|
| **New Course** | | Allows the user to create a new course. |
| **New Delivery Group** | | Allows the user to create a new delivery group. |
| **New Lesson** | | Allows the user to create a new lesson. |
| **New Module** | | Allows the user to create a new training module. |
| **New Phase** | | Allows the user to create a new phase. |

The ***Course Management*** window is used for manipulating course curriculum. Primarily, the ***Course Management*** window is used by the subject matter specialists who develop course material. Each course can be taught through a number of different delivery groups. Delivery groups are methods in which the course curriculum will be delivered to the student. Regardless of the delivery group, the curriculum remains the same; in other words, the same subjects may be taught using different instructional methods.

**NOTE**: The ***Program of Instruction Management Module*** (POIMM) and the ***Automated Systems Approach to Training*** (ASAT) are the key training development applications. This data is used to fill course information.

The smallest unit of instruction displayed on the ***Course Management*** view is the lesson. Lessons are organized into modules, and modules are organized into phases. Modules are abstract containers for lessons and can be organized relevant to the installation's internal hierarchy. Phases are also abstract containers for modules; however, completion of a phase by a student usually represents a milestone for instruction.

## 4.3.1 New Course Wizard

New courses are created using the ***New Course Wizard***. Click the ***New Course*** button to activate the ***New Course Wizard*** (see Figure 4-15.) The following two options allow the user to create either a completely new course or create a course using an older course as a template.

**NOTE**: Generally, course information is entered into the AIMS-PC during an ATRRS import.

- ***Select an existing Course to use as a template?***
- ***Use a blank Course property window?***

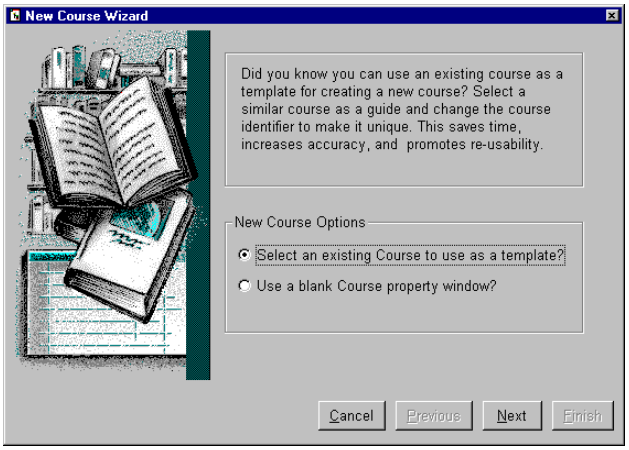



**Figure 4-15: New Course Wizard**

### 4.3.1.1 Creating a New Course Using an Existing Course as a Template

Using the ***New Course Wizard***, the user can create a new course using an existing course as a template. This allows the user to copy many of the aspects of the course instead of having to recreate them from scratch. To create a new course based on an existing course design:

*Step 1:* If the ***Course Management*** view is not the active view, select ***View → Course Management*** from the menu options at the top of the screen.

*Step 2:* Highlight the database connection name.

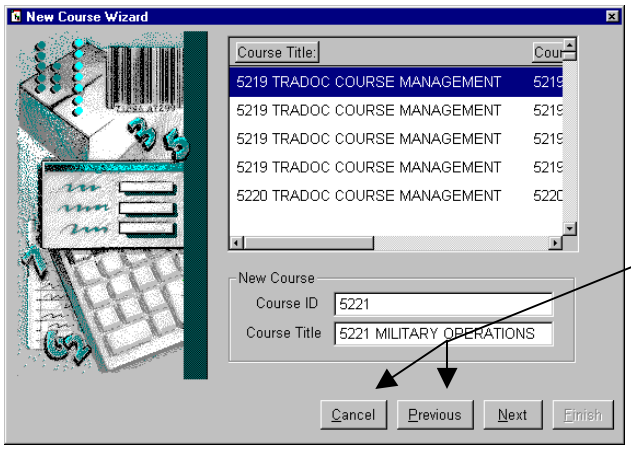
*Step 3:* Click the ***New Course*** button.

A ***New Course Wizard*** screen will appear (see Figure 4-15.)

*Step 4:* Choose "***Select an existing Course to use as a template?***"

*Step 5:* Click the ***Next*** button.

A window of existing courses will appear (see Figure 4-16.) The following attributes are displayed: ***Course Title***, ***Course ID***, ***Course Version***, and ***Release Version***.




At any point in the wizard the user may click the ***Previous*** button to return to a previous screen to make changes, or click the ***Cancel*** button to exit the wizard without creating a new course.

**Figure 4-16*: Course Wizard Screen***

*Step 6:* Select the desired course from the course list.

*Step 7:* Change the information to reflect the new ***Course ID****.

*Step 8:* Change the information to reflect the new ***Course Title***.

*Step 9:* Click the ***Next*** button.

A window of course components will appear (see Figure 4-17.) This screen allows the user to select the components that will be copied to the new course. Only ***Delivery Groups***, ***Phases***, ***Modules***, and ***Lessons*** can be copied to the new course.

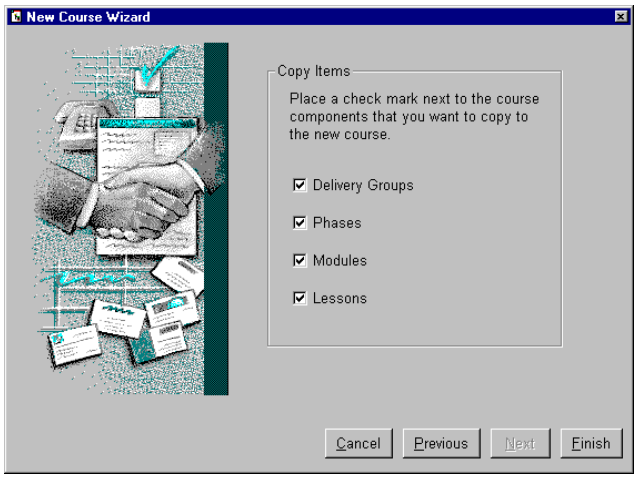



**Figure 4-17: Course Wizard Screen**

*Step 10:* Only components marked with a "✔" will be copied.

Click on the "✔" to remove that component and prevent it from being copied.

*Step 11:* Click the ***Finish*** button to create the new course with the options selected.

OR

Click the ***Cancel*** button to exit the wizard without creating a new course.

### 4.3.1.2 Creating a New Course Using a Blank Course Property Sheet

Using a blank ***Course*** property sheet allows the user to create an entirely new course. To create a new course using a blank course property sheet:

*Step 1:* If the ***Course Management*** view is not the active view, select ***View → Course Management*** from the menu options at the top of the screen.

*Step 2:* Highlight the database connection name.

*Step 3:* Click the ***New Course*** button.

A ***New Course Wizard*** screen will appear (see Figure 4-15.)

*Step 4:* Choose "***Use a blank Course property window?***"

*Step 5:* Click the ***Finish*** button.

A blank ***Course*** property sheet will appear with the following three tabs: **General**, **Text**, and **Status**. The **General** tab will be displayed.

*Step 6:* Fill in the data fields on the **General** tab.

See Section 4.3.2.1 for more information about the fields on the **General** tab.

*Step 7:* Click the ***Apply*** button to save the data entered on the **General** tab.

*Step 8:* Select the **Text** tab.

See Section 4.3.2.2 for more information about the fields on the **Text** tab.

*Step 9:* Click the ***Apply*** button to save the data entered on the **Text** tab.

*Step 10:* Select the **Status** tab.

See Section 4.3.2.3 for more information about the fields on the **Status** tab.

*Step 11:* Click the ***Insert*** button to display a ***Status*** and ***Date*** field row.

*Step 12:* Select the ***Status*** of the course from the drop-down list.

*Step 13:* Use the spin-list to enter the new status ***Date***.

*Step 14:* Click the ***Apply*** button to save the data entered and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.2 Course Property Fields

The ***Course*** property sheet has three tabs, **General**, **Text**, and **Status**. To access a ***Course*** property sheet:

*Step 1:* If the ***Course Management*** view is not the active view, select ***View → Course Management*** from the menu options at the top of the screen.

*Step 2:* Highlight the desired course to be viewed or modified.

*Step 3:* Select ***Edit → Properties***.

A ***Course*** property sheet will appear.

#### 4.3.2.1 Course Property Sheet – General Tab

The **General** tab allows the user to input the necessary information about the overall course. The fields and buttons on the **General** tab (see Figure 4-18) of the ***Course*** property sheet are described below:

| Field | Description |
|---|---|
| **Course No.** * | The course ID number. |
| **Title*** | The name of the course. |
| **Fiscal Year*** | The fiscal year that the course will be offered. |
| **Quarter*** | The quarter of the school year in which the course will be offered, either: ***1st***, ***2nd***, ***3rd***, or ***4th***. |
| **Developmental Version** | The developmental version number. This number is filled in automatically (cannot be modified.) |
| **Release Version*** | The release version number. |
| **Proponent School*** | Indicates the proponent school. |
| **Change Date** | |

| Field | Description |
|---|---|
| **Student Admin Prep Quantity (Days)** | The number of days that are required for preparation of the course. |
| **Internal Dev Quantity (Hrs)** | The total number of hours that it will take to develop the course internally. |
| **Non-Pay Instructor Quantity (Hrs)** | The total number of academic hours within a training course for which the salary of the instructor need not be funded. |
| **ITRO*** (InterService Training Review Organization) | Indicates the ***Inter-Service Training Review Organization*** option, either: ***Consolidated***, ***DOD Sponsored***, ***Colocated***, or ***Quota Course/Non-ITRO***. |
| **ATRRS** | |
| **TATS Course** | Indicates if the training course is an ***Individual Total Army Training System Course***, either ***Yes*** (the default) or ***No***. |
| **Specialty Award Desc.** | Information about any specialty awards given for completing the course. |

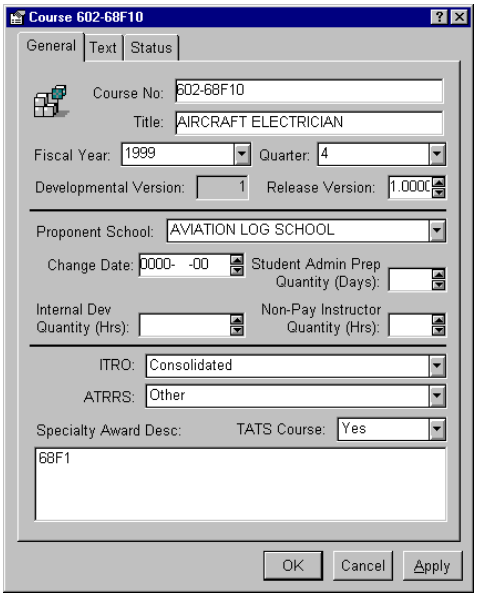



**Figure 4-18: Course Property Sheet – General Tab**

To input **General** course information:

*Step 1:* Access the ***Course*** property sheet (see Section 4.3.2.)

*Step 2:* Enter the ***Course No****.

*Step 3:* Enter the course ***Title****.

*Step 4:* Select the ***Fiscal Year**** when the course will be offered from the drop-down list.

*Step 5:* Select the ***Quarter**** of the school year when the course will be offered from the drop-down list.

*Step 6:* Use the spin-list to enter the ***Release**** version.

The ***Developmental*** version number is already filled in and cannot be modified.

*Step 7:* Choose a ***Proponent School**** name from the drop-down list.

*Step 8:* Use the spin-list to enter the ***Change Date*** (***yyyy-mmm-dd***.) This date affects the training course version.

*Step 9:* Use the spin-list to enter the number of days that are required for preparation in the ***Student Admin Prep Quantity (Days)*** field.

*Step 10:* Use the spin-list to enter the total number of hours it will take to develop the course internally in the ***Internal Dev Quantity (Hrs)*** field.

*Step 11:* Use the spin-list to enter the number of ***Non-Pay Instructor Quantity (Hrs)*** hours.

*Step 12:* Choose one option from the ***ITRO**** drop-down list.

*Step 13:* Choose one option from the ***ATRRS*** drop-down list.

*Step 14:* Select ***Yes*** or ***No*** to indicate if the training course is a ***TATS Course***.

*Step 15:* Enter a detailed description of the specialty award (if applicable) in the ***Specialty Award Disc*** text box.

*Step 16:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.2.2 Course Property Sheet – Text Tab

The **Text** tab allows the user to enter additional textual information about the course, such as **Purpose**, **Remarks**, **Scope**, etc. The fields and buttons on the **Text** tab (see Figure 4-19) of the ***Course*** property sheet are described below:

| Field | Description |
|---|---|
| **Text Folders**<br>• **Prerequisite**<br>• **Purpose**<br>• **Remark** | Each of these folders can contain textual information about the course. |

| Field | Description |
|---|---|
| • **Scope**<br>• **Supersedes**<br>• **Supersession Information** | |
| **Edit** (button) | Used to open the selected text folder for editing. |

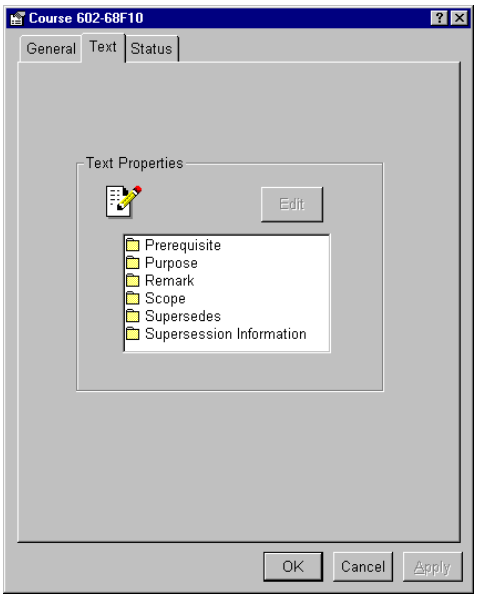



**Figure 4-19: Course Property Sheet – Text Tab**

To input **Text** information about a course:

*Step 1:* Access the ***Course*** property sheet (see Section 4.3.2.)

*Step 2:* Select the **Text** tab.

*Step 3:* Highlight the desired text properties folder.

*Step 4:* Click the ***Edit*** button.

A blank text pad will appear.

*Step 5:* Enter the desired information in the text pad.

*Step 6:* Save the information using the ***File → Save*** option.

*Step 7:* Close the text pad to return to the ***Course Management*** window.

OR

Click the ***Cancel*** button to close the text pad without making any changes.

*Step 8:* The property sheet will be minimized at the bottom of the screen.

To display the property sheet, click on the property sheet name.

*Step 9:* Repeat steps 3 - 8 until all desired text properties folders have been selected.

*Step 10:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.2.3 Course Property Sheet – Status Tab

The **Status** tab allows the user to enter information about the current status of the course. Status information can be saved so that a "status history" can be viewed. The fields and buttons on the **Status** tab (see Figure 4-20) of the ***Course*** property sheet are described below:

| Field | Description |
|---|---|
| **Status*** | Indicates the status of the course, either: ***Administrative Change***, ***Ammunition***, ***Equipment***, ***Facility Change***, ***Commandant Approved POI***, ***DCST Validated***, ***Draft POI***, ***Pre-SMDR Submission***, ***Returned without Action***, ***Revised Approved POI***, ***SMDR Approved***, ***TMA Validated***, ***TRAP Action***, ***Unknown/Invalid***, ***Old POIMM converted POI***, ***Inactive POI***, ***Old POIMM Converted CAD***, or ***Implemented***. |
| **Date*** | The date of the selected status change. |
| **…** (button) | Used to enter any perquisite information related to the course. |
| **Delete** (button) | Deletes the currently selected status row on the property sheet. |
| **Insert** (button) | Inserts a new status row on the property sheet. |

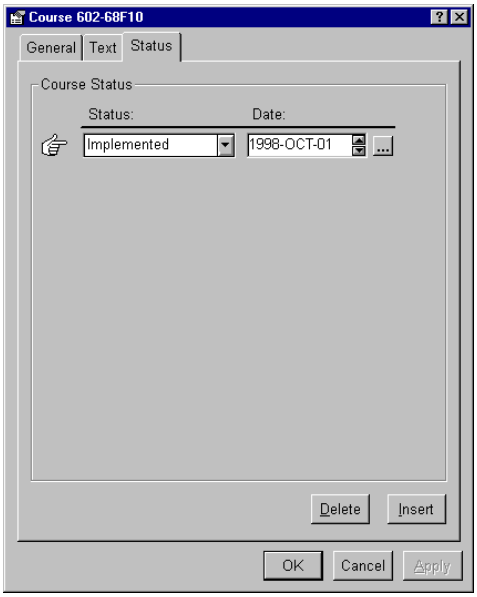



**Figure 4-20: Course Property Sheet – Status Tab**

To input **Status** course information:

*Step 1:* Access the ***Course*** property sheet (see Section 4.3.2.)

*Step 2:* Select the **Status** tab.

*Step 3:* Click the ***Insert*** button to display a ***Status*** and ***Date*** field row. Multiple rows can be added by clicking the ***Insert*** button again.

*Step 4:* Select the ***Status**** of the course from the drop-down list.

*Step 5:* Use the spin-list to enter the status ***Date****.

*Step 6:* Click the ... button to the right of the date field.

A blank text pad will appear.

*Step 7:* Enter any prerequisite data related to the course.

*Step 8:* Save the information using the ***File → Save*** option.

*Step 9:* The property sheet will be minimized at the bottom of the screen.

To display the property sheet, click on the property sheet name.

**NOTE**: Implementation dates must be included in each course before importing class data from ***ATRRS***. See Appendix D for more information on ATRRS imports.

*Step 10:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.3 Creating a New Delivery Group

Delivery Groups are the methods in which the course curriculum will be delivered to the student. Each delivery group must be attached to a course. The fields on the ***Delivery Group*** property sheet (see Figure 4-21) are described below:

| Field | Description |
|---|---|
| **Delivery Group*** | The delivery group ID letter. |
| **Description** | A description of the delivery group. |

**Figure 4-21: New Delivery Group Property Sheet**

To create a new Delivery Group:

*Step 1:* If the ***Course Management*** view is not the active view, select ***View → Course Management*** from the menu options at the top of the screen.

*Step 2:* Highlight the course name to which the delivery group will be attached.

*Step 3:* Click the ***New Delivery Group*** button located on the SheetBar.

The ***New Delivery Group*** property sheet will appear (see Figure 4-21.)

*Step 4:* Select the ***Delivery Group**** ID from the spin-list.

*Step 5:* Enter a description of the delivery group in the ***Description*** text box.

*Step 6:* Click the ***Apply*** button to save the new delivery group.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.4 Creating a New Phase

Phases are abstract containers for modules. Every course in the AIMS-PC must have at least one phase in it. To create a new phase:

*Step 1:* If the ***Course Management*** view is not the active view, select ***View → Course Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand all the hierarchy levels.

*Step 3:* Choose the desired ***Delivery Group*** to which the new phase will be attached.

*Step 4:* Click the ***New Phase*** button.

A ***New Phase*** property sheet will appear.

*Step 5:* Fill in all of the data fields on the **General** tab.

*Step 6:* Click on the **Resources** tab.

*Step 7:* Fill in all of the data fields on the **Resources** tab.

> **TIP**: Certain courses are designated as being either phased or unphased. In order to differentiate between them in the AIMS-PC, begin phased courses with **Phase 1**, followed by each additional phase in the course. For an unphased course, only enter the single phase, **Phase 0**.

*Step 8:* Click the ***Apply*** button to save the data entered on the **General** and **Resources** tab.

*Step 9:* Enter any additional information required on the other ***Phase*** property sheet tabs. See Sections 4.3.5.1 through 4.3.5.8 for more information about the ***Phase*** property sheet tabs.

> **NOTE**: The **Comments** and **Locations** tabs will not be available until the new phase information has been saved to the database by clicking the ***Apply*** button.

*Step 10:* Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.5 Phase Property Fields

The ***Phase*** property sheet contains eight tabs: **General**, **Resources**, **Hours**, **Comments**, **Locations**, **Personnel**, **Material**, and **Facility**. To access a ***Phase*** property sheet:

*Step 1:* If the ***Course Management*** view is not the active view, select ***View → Course Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand the hierarchy levels until the phases are displayed.

*Step 3:* Highlight the desired phase to be viewed or modified.

*Step 4:* Select ***Edit → Properties***.

A ***Phase*** property sheet will appear.

#### 4.3.5.1 Phase Property Sheet – General Tab

The **General** tab allows the user to input the necessary information about the overall Phase. The fields and buttons on the **General** tab (see Figure 4-22) of the ***Phase*** property sheet are described below:

| Field | Description |
|---|---|
| **Phase*** | The phase ID number. |
| **Official Validation** | Indicates if the phase has official validation, either ***Yes*** or ***No***. |
| **Management Category*** | Indicates the Management Category, either: ***Active Duty for Training***, ***Distance Learning***, ***Inactive Duty for Training***, ***Resident***, or ***Mobilization***. |
| **Contract Type** | Indicates the Contract Type (must select a ***Management Category*** first.) |
| **Graduation Date** | The graduation date for the phase. |
| **Minimum Passing Rate** | |
| **Class Size** | |
| • **Minimum** | Indicates the minimum size for a class. |
| • **Optimal** | Indicates the optimum number of students per class. |
| • **Maximum** | Indicates the maximum number of students per class. |
| **Class Duration** | |
| • **Hours** | Indicates the class duration in hours. |
| • **Days** | Indicates the class duration in days. |
| • **Weeks** | Indicates the class duration in weeks. |

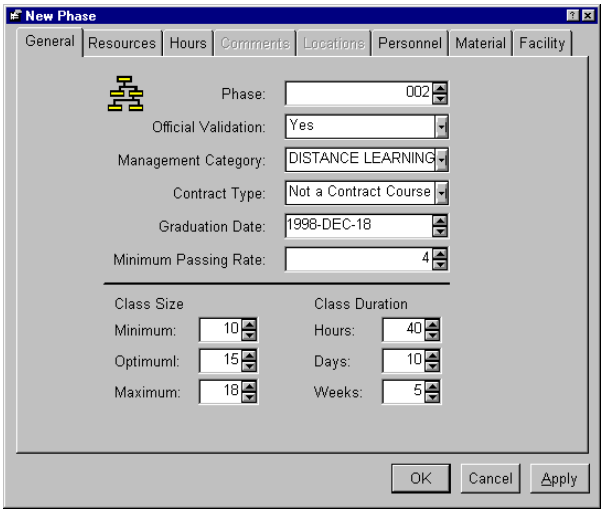



**Figure 4-22: Phase Property Sheet – General Tab**

To input **General** Phase information:

*Step 1:* Access the ***Phase*** property sheet (see Section 4.3.5.)

*Step 2:* Select the **General** tab.

*Step 3:* Use the spin-list to select a ***Phase**** number.

*Step 4:* Use the drop-down list to indicate whether the phase has ***Official Validation***, either: ***Yes*** or ***No***.

*Step 5:* Select a ***Management Category**** from the drop-down list.

*Step 6:* Select the ***Contract Type*** from the drop-down list.

*Step 7:* Use the spin-list to enter the ***Graduation Date*** (***yyyy-mmm-dd***.)

*Step 8:* Use the spin-list to enter the ***Minimum Passing Rate***.

*Step 9:* Use the spin-list to select the ***Minimum*** class size.

*Step 10:* Use the spin-list to select the ***Optimal*** class size.

*Step 11:* Use the spin-list to select the ***Maximum*** class size.

*Step 12:* Use the spin-list to select the number of ***Hours*** for the class duration.

*Step 13:* Use the spin-list to select the number of ***Days*** for the class duration.

*Step 14:* Use the spin-list to select the number of ***Weeks*** for the class duration.

*Step 15:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.5.2 Phase Property Sheet – Resources Tab

The **Resources** tab allows the user to input the resources for the phase. The fields and buttons on the **Resources** tab (see Figure 4-23) of the ***Phase*** property sheet are described below:

| Field | Description |
|---|---|
| **Designed By*** | The school that designed the phase. |
| **Instructors Provided By*** | The school that is providing the instructors for the phase. |
| **Proponent*** | The school that is the proponent for the phase. |

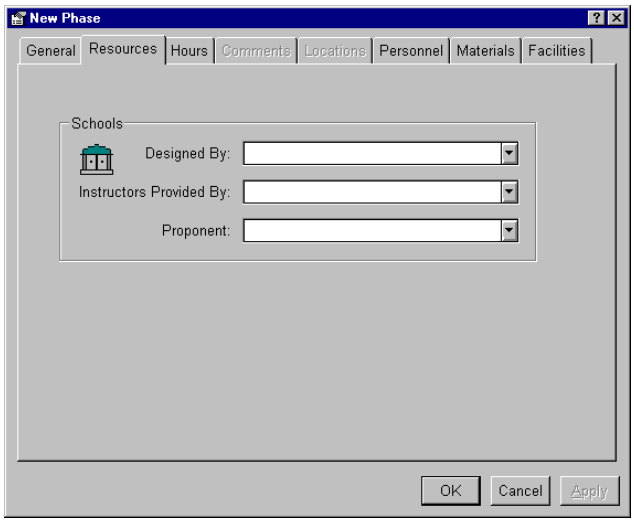



**Figure 4-23: Phase Property Sheet – Resources Tab**

To input **Resource** Phase information:

*Step 1:* Access the ***Phase*** property sheet (see Section 4.3.5.)

*Step 2:* Select the **Resources** tab.

*Step 3:* Select the school the new phase was ***Designed By**** from the drop-down list.

*Step 4:* Select in the ***Instructors Provided By**** drop-down list, the appropriate school.

*Step 5:* Select the ***Proponent**** school from the drop-down list.

*Step 6:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.5.3 Phase Property Sheet – Hours Tab

The **Hours** tab allows the user to input the number of hours required for different portions of the Phase. The fields and buttons on the **Hours** tab (see Figure 4-24) of the ***Phase*** property sheet are described below:

| Field | Description |
|---|---|
| **Total Academic Hours** | |
| **Unique Academic Hours** | |
| **Estimated Flight Hours** | |
| **Development Hours** | |
| **Adjusted Instructor Hours** | |
| **Estimated Labor Hours** | |
| **Other Proponent Hours** | |
| **TMA Instructor Contact Hours** | |

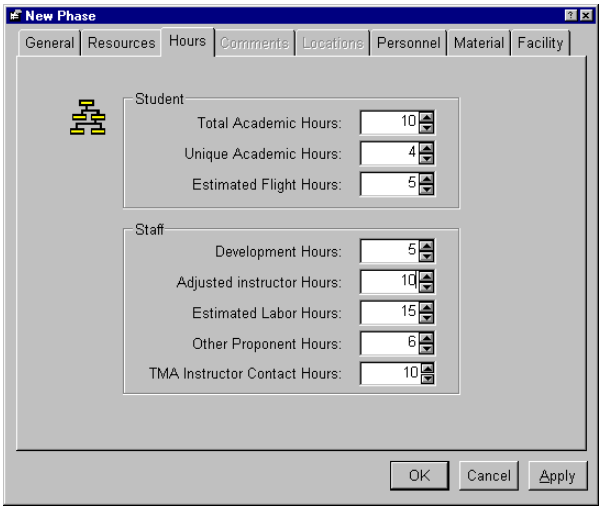



**Figure 4-24: Phase Property Sheet – Hours Tab**

To input **Hours** Phase information:

*Step 1:* Access the ***Phase*** property sheet (see Section 4.3.5.)

*Step 2:* Select the **Hours** tab.

*Step 3:* Use the spin-list to select the ***Total Academic Hours***.

*Step 4:* Use the spin-list to select the number of ***Unique Academic Hours***.

*Step 5:* Use the spin-list to select the ***Estimated Flight Hours***.

*Step 6:* Use the spin-list to select the number of ***Development Hours*** for the phase.

*Step 7:* Use the spin-list to select the number of ***Adjusted Instructor Hours***.

*Step 8:* Use the spin-list to select the ***Estimated Labor Hours***.

*Step 9:* Use the spin-list to select the number of ***Other Proponent Hours***.

*Step 10:* Use the spin-list to select the number of (TRADOC Manpower Activity) ***TMA Instructor Contact Hours***.

*Step 11:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.5.4 Phase Property Sheet – Comments Tab

The **Comments** tab allows the user to add textual information to folders provided for a specific Phase. The fields and buttons on the **Comments** tab (see Figure 4-25) of the ***Phase*** property sheet are described below:

| Field | Description |
|---|---|
| **Text Folders**<br>• **Implementation Comment Text**<br>• **Remark Text**<br>• **Special Information Text**<br>• **Prerequisite Text**<br>• **Scope Text** | Each of these folders can contain textual information about the course. |

| Field | Description |
|---|---|
| • **Foreign Disclosure Remark Text**<br>• **TMA Remark Text** | |
| **Edit** (button) | Used to open the selected text folder for editing. |

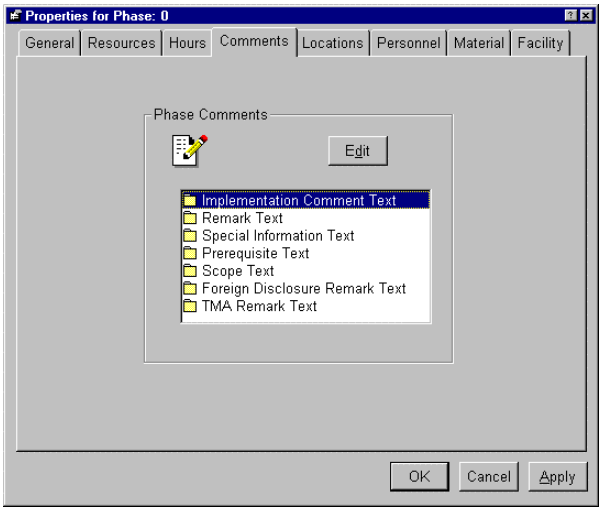



**Figure 4-25: Phase Property Sheet – Comments Tab**

To input **Comments** Phase information:

> **NOTE**: The **Comments** and **Locations** tabs will not be available until the new phase information has been saved to the database by clicking the ***Apply*** button.

*Step 1:* Access the ***Phase*** property sheet (see Section 4.3.5.)

*Step 2:* Select the **Comments** tab.

*Step 3:* Highlight the desired ***Phase Comments*** folder.

*Step 4:* Click the ***Edit*** button.

A blank text pad will appear.

*Step 5:* Enter the desired information in the text pad.

*Step 6:* Save the information using the ***File → Save*** option.

*Step 7:* Close the text pad to return to the ***Course Management*** window.

OR

Click the ***Cancel*** button to close the text pad without making any changes.

> **NOTE**: If the user tries to close the text pad before the data has been saved, the following message will appear: "***Modifications will be lost. Would you like to save your changes?***" The user must choose ***Yes*** or ***No***. Click the ***Yes*** button to save the data in the text file.

*Step 8:* The property sheet will be minimized at the bottom of the screen.

To display the property sheet, click on the property sheet name.

*Step 9:* Repeat steps 3 - 8 for each ***Comments*** folder desired.

*Step 10:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.5.5 Phase Property Sheet – Locations Tab

The **Locations** tab allows the user to input the school where the course will be taught. The fields and buttons on the **Locations** tab (see Figure 4-26) of the ***Phase*** property sheet are described below:

| Field | Description |
|---|---|
| **School Name*** | The name of the school where the course will be taught. |
| **Fiscal Year*** | The fiscal year in which the course will be taught. |
| **Hours** | The number of hours the course will be taught (the hours should come from ASAT lessons.) |
| **Insert** (button) | Inserts a row on the property sheet. |
| **Delete** (button) | Deletes the selected location row on the property sheet. |

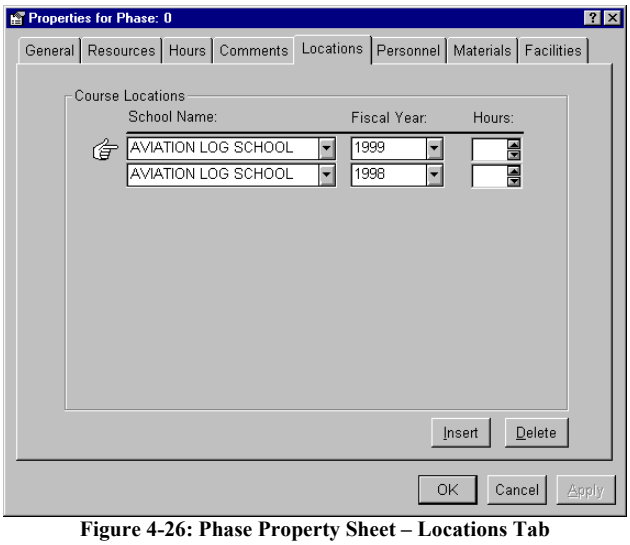



**Figure 4-26: Phase Property Sheet – Locations Tab**

To input **Location** Phase information:

*Step 1:* Access the ***Phase*** property sheet (see Section 4.3.5.)

*Step 2:* Click the **Locations** tab.

*Step 3:* Click the ***Insert*** button to display an empty row of ***School***, ***Fiscal Year***, and ***Hours*** fields.

*Step 4:* Select the ***School Name****  where the course is to be taught from the drop-down list.

*Step 5:* Select the ***Fiscal Year**** the course is to be taught in, from the drop-down list. Only fiscal years entered here will be displayed in the ***Fiscal Year*** drop-down list in the ***Training Module*** property sheet.

**NOTE**: This will determine the school(s) with which the course is associated. This field can be modified later to change the school(s) in which the course is associated, if necessary.

*Step 6:* Use the spin-list to select the ***Hours*** the course will be taught at the selected school.

*Step 7:* To assign a course to another school, click the ***Insert*** button to add additional lines. Follow steps 4 - 6 to fill out the additional lines.

*Step 8:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.5.6 Phase Property Sheet – Personnel Tab

The **Personnel** tab allows a user to add personnel data to a specific course. The fields and buttons on the **Personnel** tab (see Figure 4-27) of the ***Phase*** property sheet are described below:

| Field | Description |
|---|---|
| **Lesson** | |
| **Actual Qy** | |
| **Uniformed Service Rank** | |
| **Military School** | |
| **Adjusted Inst Hrs** | |
| **Adjusted Prs Hrs** | |

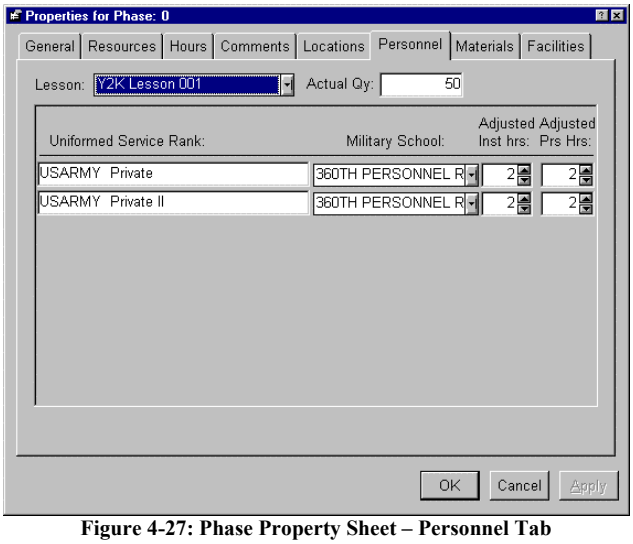



**Figure 4-27: Phase Property Sheet – Personnel Tab**

To input **Personnel** Phase information:

*Step 1:* Access the ***Phase*** property sheet (see Section 4.3.5.)

*Step 2:* Click the **Personnel** tab.

*Step 3:* Select the desired ***Lesson*** name from the drop-down list.

The ***Actual Qy*** field will automatically update with the number of personnel data for the selected lesson displayed below.

*Step 4:* The user can modify the data displayed in the ***Uniformed Service Rank*** field, if necessary.

> **NOTE**: The user must add ***Modules*** and ***Lessons*** to a ***Phase*** before any lesson names will appear in the ***Lesson*** field drop-down list.

*Step 5:* Select a new ***Military School*** from the drop-down list, if necessary.

*Step 6:* Use the spin-list to modify the ***Adjusted Inst Hrs***, if necessary.

*Step 7:* Use the spin-list to modify the ***Adjusted Prs Hrs***, if necessary.

*Step 8:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.5.7 Phase Property Sheet – Materials Tab

The **Materials** tab provides users with the ability to input the materials for a new course. The fields and buttons on the **Materials** tab (see Figure 4-28) of the ***Phase*** property sheet are described below:

| Field | Description |
|---|---|
| **Lesson** | |
| **Actual Qy** | |
| **Material Item** | |
| **Adj Mtrl Qy** | Adjusted Material Quantity |
| **Adj Stu Ratio Qy** | Adjusted Student Ratio Quantity |
| **Adj Stu Qy** | Adjusted Student Quantity |
| **Adj Misc Qy** | Adjusted Miscellaneous Quantity |
| **Adj Distance** | Adjusted Distance |
| **Adj Duration** | Adjusted Duration |

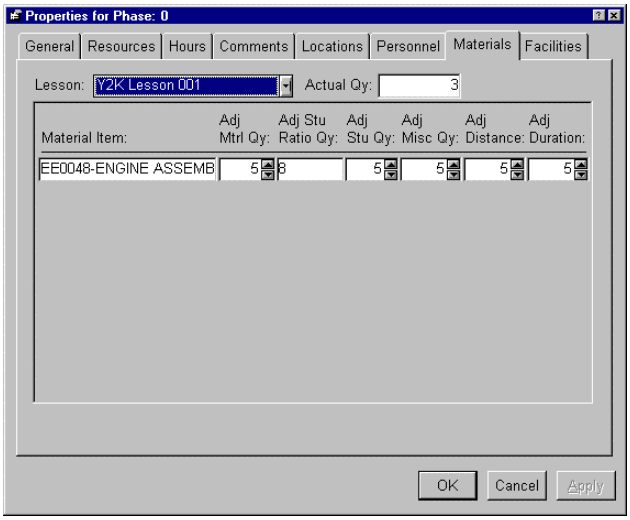



**Figure 4-28: Phase Property Sheet – Materials Tab**

To input **Materials** Phase information:

*Step 1:* Access the ***Phase*** property sheet (see Section 4.3.5.)

*Step 2:* Click the **Materials** tab.

*Step 3:* Select the desired ***Lesson*** from the drop-down list.

*Step 4:* The ***Actual Qy*** is automatically updated and cannot be modified.

*Step 5:* The user can modify the data in the ***Material Item*** field, if necessary.

*Step 6:* Use the spin-list to modify the ***Adjusted Material Quantity*** (***Adj Mtrl Qy***), if necessary.

*Step 7:* Modify the ***Adjusted Student Ratio Quantity*** (***Adj Stu Ratio Qy***), if necessary.

*Step 8:* Use the spin-list to modify the ***Adjusted Student Quantity*** (***Adj Stu Qy***), if necessary.

*Step 9:* Use the spin-list to modify the ***Adjusted Miscellaneous Quantity*** (***Adj Misc Qy***), if necessary.

*Step 10:* Use the spin-list to modify the ***Adjusted Distance*** (***Adj Distance***), if necessary.

*Step 11:* Use the spin-list to modify the ***Adjusted Duration*** (***Adj Duration***), if necessary.

*Step 12:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.5.8 Phase Property Sheet – Facilities Tab

The **Facilities** tab provides users with the ability to input the type of facility required for the phase. The fields and buttons on the **Facilities** tab (see Figure 4-29) of the ***Phase*** property sheet are described below:

| Field | Description |
|---|---|
| **Lesson** | |
| **Actual Qy** | |
| **Facility** | |
| **Adjusted Hours** | |
| **Adjusted Quantity** | |

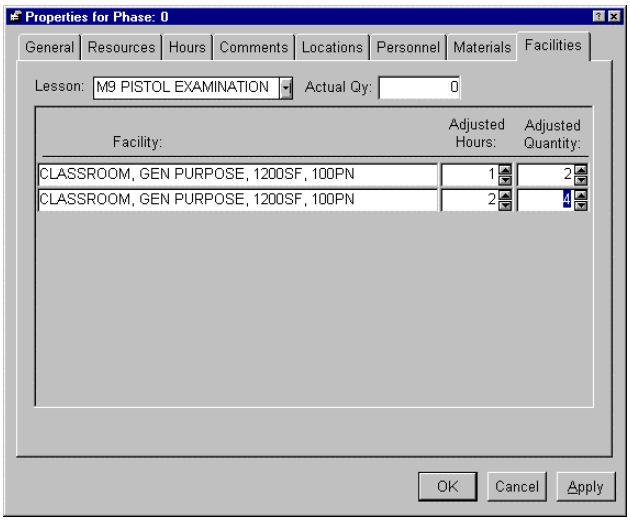



**Figure 4-29: Phase Property Sheet – Facility Tab**

To input **Facilities** Phase information:

*Step 1:* Access the ***Phase*** property sheet (see Section 4.3.5.)

*Step 2:* Click the **Facilities** tab.

*Step 3:* Select the desired ***Lesson*** from the drop-down list.

The ***Actual Qy*** field is automatically updated.

*Step 4:* Modify the ***Facility*** field, if necessary.

*Step 5:* Use the spin-list to modify the ***Adjusted Hours***, if necessary.

*Step 6:* Use the spin-list to modify the ***Adjusted Quantity***, if necessary.

*Step 7:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.6 Creating a New Training Module

A Training Module is a collection of lessons and is associated with an individual school. The fields and buttons on the ***Training Module*** property sheet (see Figure 4-30) are described below:

| Field | Description |
|---|---|
| **Module Type*** | Used to indicate the type of module (e.g. ***T*** - Training, ***M*** - Mandatory, ***A*** - Administrative, etc.) |
| **Fiscal Year*** | Indicates the fiscal year of the module. Only those fiscal years associated with schools in the ***Phase*** **- Locations** tab will appear in this drop-down list. |
| **Module Identifier*** | Indicates the Module Number (should come from the POI.) |
| **Module Name*** | Indicates the name of the module. |
| **School Name*** | Indicates the name of the school to which the module is assigned. |
| **Purpose Text** (button) | Opens a text pad where purpose text information can be recorded. |
| **Remark Text** (button) | Opens a text pad where remark text information can be recorded. |

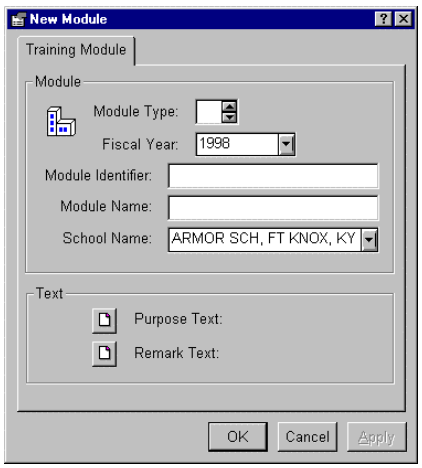



**Figure 4-30: Module Property Sheet**

To create a new training module:

*Step 1:* If the ***Course Management*** view is not the active view, select ***View → Course Management*** from the menu options at the top of the screen.

*Step 2:* Highlight the desired phase.

*Step 3:* Click the ***New Module*** button located on the SheetBar.

The ***New Module*** property sheet will appear (see Figure 4-30.)

*Step 4:* Use the spin-list to select the ***Module Type****.

*Step 5:* Select the ***Fiscal Year**** of the module from the drop-down list.

*Step 6:* Enter the ***Module Identifier**** in the text box.

*Step 7:* Enter the ***Module Name**** in the text box.

*Step 8:* Select the ***School Name**** to which the module will be assigned.

*Step 9:* Click the ***Apply*** button to save the selected data. The data must be saved before the ***Purpose Text*** and ***Remark Text*** buttons will become active.

*Step 10:* Click the ***Purpose Text*** button.

A blank text pad will appear.

*Step 11:* Enter the desired information in the text pad.

*Step 12:* Save the information using the ***File → Save*** option.

*Step 13:* Close the text pad to return to the ***Course Management*** window.

*Step 14:* The property sheet will be minimized at the bottom of the screen.

To display the property sheet, click on the property sheet name.

*Step 15:* Click the ***Remark Text*** button.

A blank text pad will appear; repeat steps 11 - 14.

*Step 16:* Click the ***Apply*** button to save the data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.3.6.1 Deleting a Training Module

A user can ***Delete*** a training module from a phase. Any lesson that is attached to the module to be deleted will also be deleted; as well as, any classes associated with the module. To use this function, highlight the module to be deleted. Select the ***Delete*** option from the ***Edit*** menu. A ***Delete*** message will appear, "***You are about to delete a Module. All references to Lessons that were attached to this module will be removed. In addition, all classes that are referenced by this Module will be affected. Are you sure you want to delete this Module?***" Select ***Yes*** to delete the module or ***No*** to close the delete dialog box without deleting the module.

## 4.3.7 New Lesson Wizard

The ***New Lesson Wizard*** allows a user to create a new lesson, associating the lesson to a course module. The ***New Lesson Wizard*** guides the user through an easy-to-use set of instructions, separated by individual screens, to attach a new or preexisting lesson to a module.

When the ***New Lesson*** button is selected, a ***New Lesson Wizard*** screen will appear (see Figure 4-31.) There are two New Lesson Options that appear on the screen:

- ***Select an existing lesson from a pick list.***
- ***Use a blank lesson property window.***

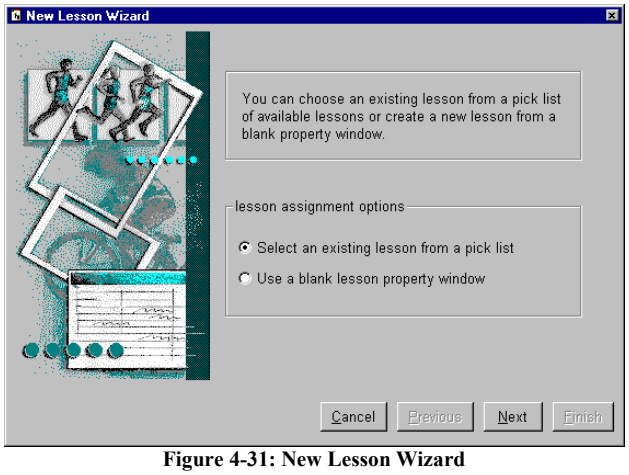



**Figure 4-31: New Lesson Wizard**

### 4.3.7.1 Attaching an Existing Lesson to a Module

The ***New Lesson Wizard*** can be used to attach a lesson that already exists in the AIMS-PC to a course module. To attach an existing lesson to a course module:

*Step 1:* If the ***Course Management*** view is not the active view, select ***View → Course Management*** from the menu options at the top of the screen.

*Step 2:* Highlight the desired training module to which the lesson is to be added.

*Step 3:* Click the ***New Lesson*** button.

A ***New Lesson Wizard*** screen will appear.

*Step 4:* Choose "***Select an existing lesson from a pick list.***"

*Step 5:* Click the ***Next*** button.

A window of existing lessons will appear (see Figure 4-32.) The following attributes are displayed: ***Lesson Name***, ***Version***, and ***Release Version***.

*Step 6:* Select the desired lesson from the pick list.

*Step 7:* Click the ***Finish*** button.

*Step 8:* The new lesson will be displayed on the right side of the ***Course Management*** window.

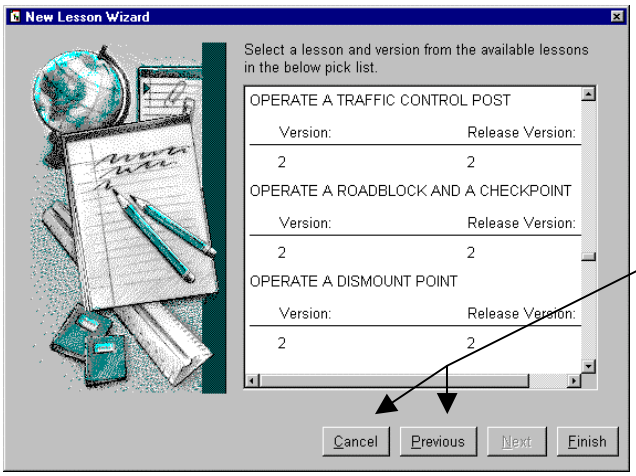



**Figure 4-32: New Lesson Wizard Screen**

At any point in the wizard the user may click the ***Previous*** button to return to a previous screen to make changes, or click the ***Cancel*** button to exit the wizard without attaching an existing lesson to the course.

### 4.3.7.2 Creating a New Lesson for a Course Module

The ***New Lesson Wizard*** can also be used to create an entirely new lesson for a course using a blank ***Lesson*** property sheet. To create a new lesson for a course module:

*Step 1:* If the ***Course Management*** view is not the active view, select ***View → Course Management*** from the menu options at the top of the screen.

*Step 2:* Highlight the desired training module to which the lesson is to be added.

*Step 3:* Click the ***New Lesson*** button.

A ***New Lesson Wizard*** screen will appear.

*Step 4:* Choose "***Use a blank lesson property window.***"

*Step 5:* Click the ***Finish*** button.

A ***New Lesson*** property sheet will appear (see Figure 4-33) with the following four tabs: **Lesson**, **Text**, **Task**, and **Adjustments**.

*Step 6:* Fill in the data fields on the **Lesson** tab.

Please see Section 4.4.2.1 for the **Lesson** tab property fields for adding a new lesson.

*Step 7:* Click the ***Apply*** button to save the data entered on the **Lesson** tab.

*Step 8:* Select the **Text** tab.

Please see Section 4.4.2.2 for the **Text** tab property fields for adding a new lesson.

*Step 9:* Select the **Task** tab.

Please see Section 4.4.2.3 for the **Task** tab property fields for adding a new lesson.

*Step 10:* Select the **Adjustments** tab.

*Step 11:* Use the spin-list to select the ***Lesson Sequence***.

> **NOTE**: The **Adjustments** tab is only available when viewing a lesson in the ***Course Management*** view.

*Step 12:* Select one ***Delivery Technique*** from the drop-down list, either: ***Correspondence***, ***Video Film***, ***Field trip***, ***Group-paced Instruction***, ***Interactive Courseware (ICW)***, ***Individualized, self-paced Instruction***, ***Peer Instruction***, ***Small Group Instruction (SGI)***, ***Simulation***, ***Simulator***, ***Training Aids***, ***TADSS***, ***Video tape***, ***Television***, ***Video teletraining***, ***Viewgraphs***, ***Equipment***, ***Technical Manual***, or ***Print***.

*Step 13:* Use the spin-list to select the ***Adjusted Hours by Delivery Technique***.

*Step 14:* Enter the ***Transition Statement*** in the text box provided.

*Step 15:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

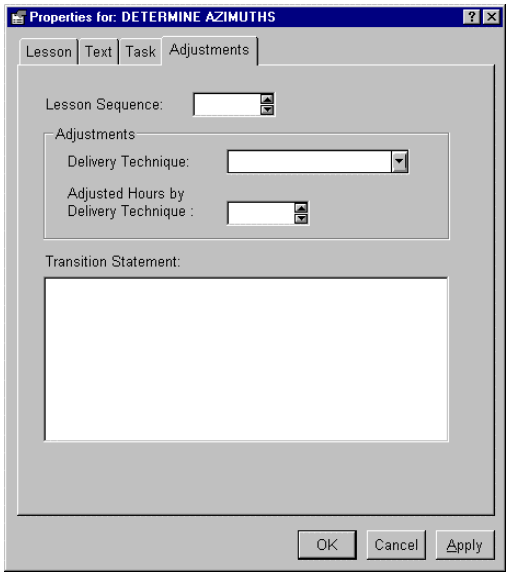



**Figure 4-33: Lesson Property Sheet – Adjustment Tab**

### 4.3.8 Attaching an Existing Course to an Existing School

The AIMS-PC allows the user to attach a course that already exists in the database to an existing school. To attach an existing course to an existing school:

*Step 1:* In the ***Course Management*** view, select the ***Phase*** of the course that is to be attached to the school.

*Step 2:* Right-click on the ***Phase*** from the drop-down menu, and choose ***Properties***.

The ***Phase*** property sheet will appear.

*Step 3:* Click the **Locations** tab of the ***Phase*** property sheet.

*Step 4:* Click the ***Insert*** button.

*Step 5:* From the drop-down menu, choose the desired ***School***.

*Step 6:* From the drop-down menu, choose the desired ***Fiscal Year***.

*Step 7:* Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

*Step 8:* Click the ***New View*** button.

*Step 9:* Choose ***View → Class Management***.

*Step 10:* Display the windows so both the ***Course Management*** and ***Class Management*** views are visible. See Section 4.1 for more information about multiple views.

*Step 11:* Click anywhere within the ***Class Management*** view so that it becomes the active view.

*Step 12:* Highlight the desired school.

*Step 13:* Select the ***New Class*** icon from the SheetBar.

*Step 14:* Select the ***Formal Military School*** where the class is to be located.

Click the ***Next*** button.

*Step 15:* Select the desired course from the list of courses scheduled at the previously selected school.

Click the ***Next*** button.

**NOTE**: The ***Delivery Group***, ***Phase***, ***Fiscal Year***, and ***Class Number*** fields are complete, but the data can be modified if necessary.

*Step 16:* Enter the ***Projected Enrollment*** and the ***Class Duration*** (Start and End dates.)

*Step 17:* Click the ***Finish*** button.

A new class will be created. Class sections and students will need to be added to the new class.

### 4.3.9 Creating a New Version of a Course

The AIMS-PC allows the user to create multiple versions of the same course. Creating a new course version will not change the course version to which any existing students may be currently assigned. To create a new course version:

*Step 1:* If the ***Course Management*** view is not the active view, select ***View → Course Management*** from the menu options at the top of the screen.

*Step 2:* Highlight the desired course from which the new version is being created.

*Step 3:* Choose ***File → New → Course Version***.

The ***New Course Version Wizard*** will appear (see Figure 4-34.)

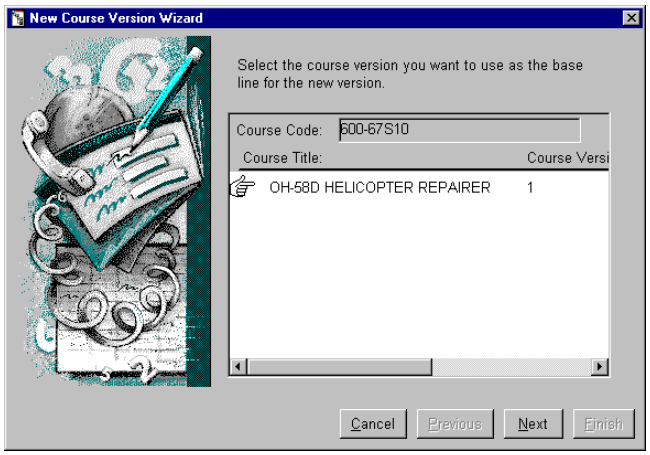
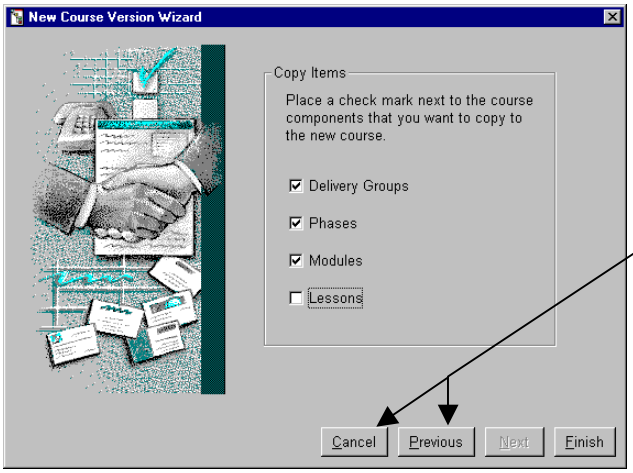



**Figure 4-34: New Course Version Wizard**

*Step 4:* All of the course versions of the selected course will appear. Click on the course that will serve as the baseline for the new course version.

*Step 5:* Click the ***Next*** button to continue.

The second ***New Course Version Wizard*** screen will appear (see Figure 4-35.) This screen allows the user to select the components that will be copied to the new course version. Only ***Delivery Groups***, ***Phases***, ***Modules***, and ***Lessons*** can be copied to the new version. In order to avoid confusion, it is often better not to copy the lessons from the older version of the course.




At any point in the wizard the user may click the ***Previous*** button to return to a previous screen to make changes, or click the ***Cancel*** button to exit the wizard without creating a new course version.

**Figure 4-35: New Course Version Wizard – Component Screen**

*Step 6:* Only components marked with a "✔" will be copied to the new version of the course.

Click on the "✔" to remove that component and prevent it from being copied.

*Step 7:* Click the ***Finish*** button to exit the wizard and create the new course version.

OR

Click the ***Cancel*** button to exit the wizard without creating a new course version

*Step 8:* Create a new version of the lessons that are changing in the course and make whatever changes to those lessons that are needed (see Section 4.4.8.)

*Step 9:* Use the ***New Lesson Wizard*** to add each lesson back into the course. Make sure that the correct version of each lesson is selected before adding the lesson back into the course. See Section 4.3.7 for more information about the ***New Lesson Wizard***.

Once all of the new lesson versions are re-entered into the new course version, the user must delete all of the classes of that course that start after the implementation date of the new version of the course.

*Step 10:* Select ***View → Class Management***.

*Step 11:* Highlight and delete all the classes for the course that begin after the implementation date of the new course version.

*Step 12:* ATRRS Class and Student data must be re-imported into the AIMS-PC in order to associate classes and student reservations with the new version of the course. See Appendix D for more information about ATRRS imports.

**TIP**: When ATRRS information is initially loaded, all of the classes for a course will be added using whatever course version is current. If the course version is changed in mid-FY those classes will still be identified as using the older course version unless they are first deleted and re-imported into the AIMS-PC. As they are re-imported, the AIMS-PC will determine they begin after the new course version implementation date and assign them to the correct course version. Since deleting the classes deletes the student reservations, this data must be re-imported as well.

### 4.3.10 Changing the Current Course Version

Only one version of a course is considered the current course version by the AIMS-PC. The AIMS-PC allows the user to change the current version of a course. To change the current version of a course:

*Step 1:* If the ***Course Management*** view is not the active view, select ***View → Course Management*** from the menu options at the top of the screen.

*Step 2:* Highlight the desired course from which the current version is being changed.

*Step 3:* Right-click on the currently selected course.

A pop-up menu will appear.

*Step 4:* Select the ***Version*** option from the pop-up menu.

The ***Select a new Course Version*** screen will appear (see Figure 4-36.) All of the available versions for that course will be listed. The current version used by the AIMS-PC is indicated with a "✔".

> **NOTE**: If only one version of the course exists then the ***Select a new Course Version*** screen will only provide one option.

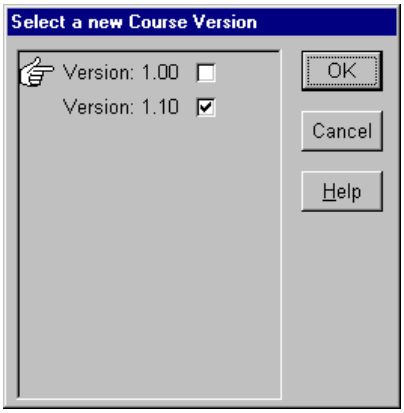



**Figure 4-36: Select a New Course Version**

*Step 5:* Indicate the course version that will be the current course version by clicking on the check-box of the desired course version.

*Step 6:* Click the ***OK*** button to accept the changes and exit the screen.

OR

Click the ***Cancel*** button to exit the screen without changing the current course version.

OR

Click the ***Help*** button to view the on-line help.

## 4.3.11 Find – Course Management

The ***Find*** option provides a user with the ability to search through **Course Names**, **Delivery Groups**, **Course Phases**, and **Course Modules** for requested data. To use this function, select ***Find*** from the ***Edit*** menu. A ***Find Item*** property sheet will appear (see Figure 4-37.)

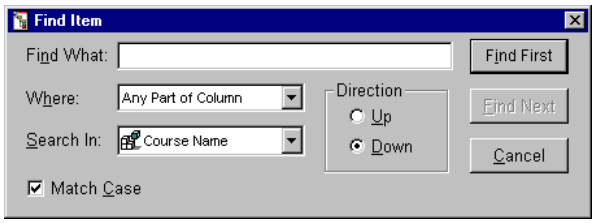



**Figure 4-37: Find Item (Course Management)**

To locate an item in the database:

*Step 1:* Select ***Edit → Find***.

*Step 2:* Fill in the ***Find What*** text box with the data to be used for the search.

*Step 3:* Select where the search data should match from the ***Where*** drop-down list. The user can select from the following three options: ***Any Part of Column***, ***Match Whole Column***, or ***Start of Column***.

*Step 4:* Select where to search for the data from the ***Search In*** drop-down list. The user can select from the options: ***Course Name***, ***Delivery Group***, ***Course Phase***, and ***Course Module***.

*Step 5:* Select the ***Direction*** of the search. Choose ***Up*** to search from bottom to top or ***Down*** to search top to bottom.

*Step 6:* Select the ***Match Case*** box to restrict the search to data that matches the case of the ***Find What*** data. Deselect the ***Match Case*** box to search the data regardless of the case. A check mark indicates the ***Match Case*** has been activated.

*Step 7:* Click the ***Find First*** button to find the first item to match the ***Find What*** data.

*Step 8:* Click the ***Find Next*** button to find the next item to match the ***Find What*** data.

> **NOTE**: The user can change the ***Direction*** of the search to return to a previously displayed item.

*Step 9:* Click the ***Cancel*** button to cancel the search and return to the ***Course Management*** window.

## 4.4 Lesson Management View

This section explains the ***Lesson Management*** view, which is primarily used by instructors and subject matter specialists to develop course material. The ***Lesson Management*** view has two components:

- Learning objectives.
- Learning steps.

The user can view the many different levels of ***Lesson Management*** data by double-clicking on the icon to the left of the level name. The ***Lesson Management*** hierarchy view is: ***Lesson Name → Learning Objective → Learning Steps***.

The SheetBar buttons available in the ***Lesson Management*** view are:

| Name | Button | Purpose |
|---|---|---|
| **New Lesson** | | Allows the user to create a new lesson. |
| **New Learning Objective** | | Allows the user to create a new learning objective. |
| **New Learning Step** | | Allows the user to create a new learning step. |

The ***Lesson Management*** view picks up where the ***Course Management*** view stops, at the lesson. Lessons are made up of learning objectives, which are made up of learning steps. Like the ***Course Management*** view, subject matter specialists developing course material will be the primary user of the ***Lesson Management*** view. Lessons are derived from tasks. A lesson can resolve the requirements for many tasks, or a task can be resolved by many lessons. This relationship between lessons and tasks is resolved by the developer, as necessary, according to physical constraints.

### 4.4.1 Creating a New Lesson

Primarily, lessons are created by instructors and subject matter specialists who develop course material. Follow the steps below to create a new lesson:

*Step 1:* If the ***Lesson Management*** view is not the active view, select ***View → Lesson Management*** from the menu options at the top of the screen.

*Step 2:* Click the ***New Lesson*** button on the SheetBar.

A blank ***Lesson*** property sheet will appear.

*Step 3:* Select the **Lesson** tab, if necessary.

*Step 4:* Fill in all of the data on the **Lesson** tab. See Section 4.4.2.1 for more information about the **Lesson** tab fields.

*Step 5:* Select the **Text** tab.

*Step 6:* Fill in all of the data on the **Text** tab. See Section 4.4.2.2 for more information about the **Text** tab fields.

*Step 7:* Select the **Task** tab.

*Step 8:* Fill in all of the data on the **Task** tab. See Section 4.4.2.3 for more information about the **Task** tab fields.

*Step 9:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

## 4.4.2 Lesson Property Fields

The ***Lesson*** property sheet contains three tabs: **Lesson**, **Text**, and **Task**. To access Lesson information:

*Step 1:* If the ***Lesson Management*** view is not the active view, select ***View → Lesson Management*** from the menu options at the top of the screen.

*Step 2:* Select the desired lesson.

*Step 3:* Choose ***Edit → Properties***.

### 4.4.2.1 Lesson Property Sheet – Lesson Tab

The **Lesson** tab allows the user to input the necessary information about the overall Lesson. The fields and buttons on the **Lesson** tab (see Figure 4-38) of the ***Lesson*** property sheet are described below:

| Field | Description |
|---|---|
| **Lesson ID*** | The lesson ID number. |
| **Version** | The version number of the lesson (cannot be modified.) |
| **Lesson Name*** | The name of the lesson. |
| **Point of Contact*** | The point of contact of the lesson. |
| **Effective Date** | The date when the lesson becomes effective. |
| **Formal Military School*** | Indicates the proponent military school. |

| Field | Description |
|---|---|
| **Mgmt. Category*** | The Management Category, either: ***Active Duty for Training***, ***Distance Learning***, ***Inactive Duty for Training***, ***Resident***, or ***Mobilization***. |
| **Foreign Disclosure Type*** | Indicates if there is or is not either: ***Restricted Information*** or ***Restricted Materials*** for foreign students in the course. |
| **Foreign Disclosure Level*** | Indicates the level of restriction for the Foreign Disclosure type selected. |
| **Risk Assessment Level*** | The Risk Assessment Level, either: ***Low***, ***Medium***, or ***High***. |
| **Elective Indicator** | Indicates whether the lesson is a training elective, either: ***Yes*** or ***No***. |
| **Credit Hours** | Indicates the number of credit hours earned for the lesson. |

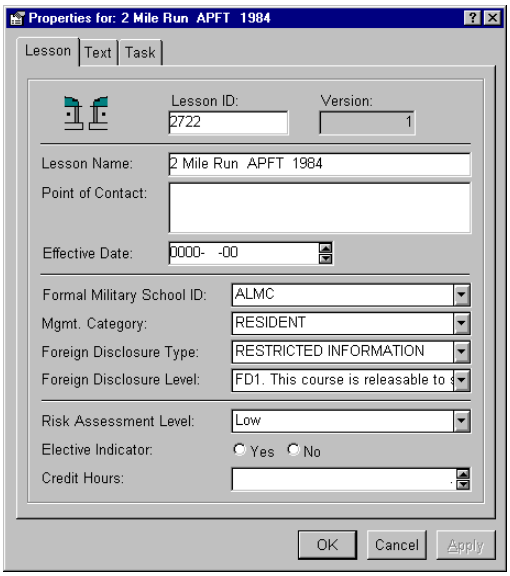



**Figure 4-38: Lesson Property Sheet – Lesson Tab**

To edit lesson data:

*Step 1:* Access the ***Lesson*** property sheet (see Section 4.4.2.)

*Step 2:* Select the **Lesson** tab, if necessary.

*Step 3:* Enter the ***Lesson ID****.

*Step 4:* The ***Version*** is already filled in and cannot be modified.

*Step 5:* Enter the ***Lesson Name**** of the training lesson.

*Step 6:* Enter the ***Point of Contact**** responsible for the lesson.

*Step 7:* Use the spin-list to select the ***Effective Date*** (***yyyy-mmm-dd***) when the lesson becomes effective.

*Step 8:* Choose the ***Formal Military School ID**** from the drop-down list.

*Step 9:* Choose the ***Mgmt Category**** from the drop-down list.

*Step 10:* Choose the ***Foreign Disclosure Type****, either: ***Restricted Information*** or ***Restricted Materials***.

*Step 11:* Modify the ***Foreign Disclosure Level**** associated with the selected disclosure type, if necessary.

*Step 12:* Choose the ***Risk Assessment Level**** from the drop-down list.

*Step 13:* Select the ***Elective Indicator***, either: ***Yes*** or ***No***.

*Step 14:* Use the spin-list to enter the number of ***Credit Hours*** earned for this lesson.

*Step 15:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.4.2.2 Lesson Property Sheet – Text Tab

The **Text** tab allows the user to add textual information to folders provided for a specific lesson. For example, all information relating to assignments that a student would need to prepare for a particular lesson could be added in the ***Student Assignments*** folder. The fields and buttons on the **Text** tab (see Figure 4-39) of the ***Lesson*** property sheet are described below:

| Field | Description |
|---|---|
| **Text Folders**<br>• **Design Decision**<br>• **Environmental Consideration**<br>• **Evaluation**<br>• **Feedback Requirement**<br>• **Instructional Guidance**<br>• **Instructional Lead-IN**<br>• **Instructional Material**<br>• **Instructor Requirement**<br>• **Motivator**<br>• **Remark**<br>• **Risk Assessment** | Each of these folders can contain textual information about the lesson. |

| Field | Description |
|---|---|
| • **Safety Requirement**<br>• **Student Assignments**<br>• **Student Material**<br>• **Summary**<br>• **Testing Requirement** | |
| **Edit** (button) | Used to open the selected text folder for editing. |

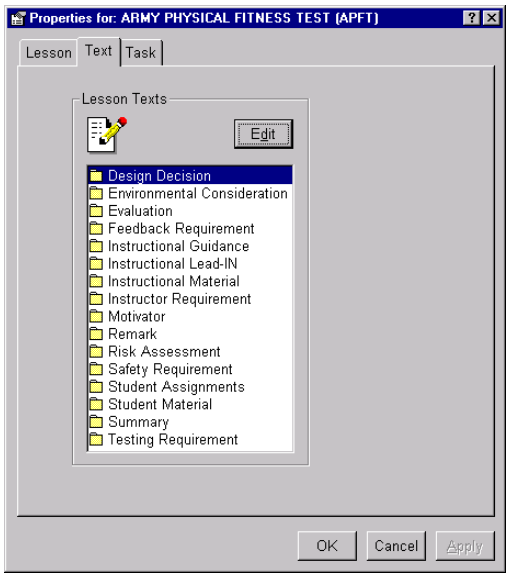



**Figure 4-39: Lesson Property Sheet – Text Tab**

To edit **Text** folder data:

> **NOTE**: When creating a new lesson, all **Lesson** tab information must be filled in and saved, using the ***Apply*** button, before any other information can be entered; otherwise, an error message will appear.

*Step 1:* Access the ***Lesson*** property sheet (see Section 4.4.2.)

*Step 2:* Choose the **Text** tab of the sheet.

*Step 3:* Highlight the desired folder and click the ***Edit*** button.

A blank text pad will appear.

*Step 4:* Enter the desired information in the text pad.

*Step 5:* Save the information using the ***File → Save*** option.

*Step 6:* Close the text pad.

*Step 7:* The property sheet will be minimized at the bottom of the screen.

To display the property sheet, click on the property sheet name.

*Step 8:* Repeat steps 3 - 7 for each folder that is to be edited.

*Step 9:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.4.2.3 Lesson Property Sheet – Task Tab

The **Task** tab allows a user to add specific tasks to a lesson. Assigning specific tasks helps the instructor narrow the lesson topic into more focused areas. The fields and buttons on the **Task** tab (see Figure 4-40) of the ***Lesson*** property sheet are described below:

| Field | Description |
|---|---|
| **Available Tasks** | Lists all of the tasks that are currently available in the AIMS-PC. |
| **Assign to Lesson** | Lists all of the tasks that are currently assigned to the lesson. |

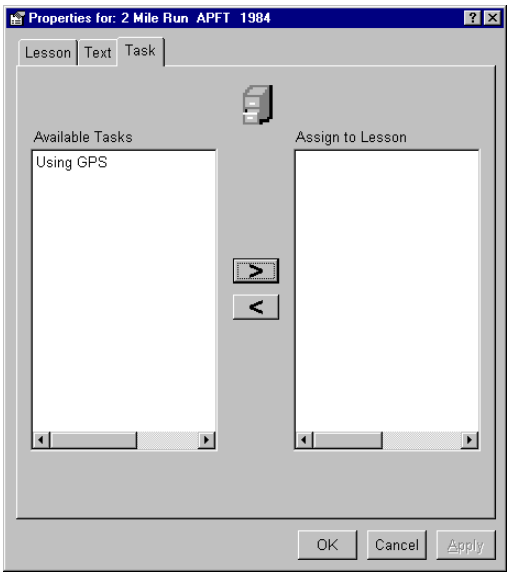



**Figure 4-40: Lesson Property Sheet – Task Tab**

To assign a Task to a lesson:

*Step 1:* Access the ***Lesson*** property sheet (see Section 4.4.2.)

*Step 2:* Choose the **Task** tab.

*Step 3:* Highlight the desired available task(s) in the ***Available Tasks*** column.

*Step 4:* Click the > button to assign the task(s) to the lesson by moving it to the ***Assign to Lesson*** column.

*Step 5:* To remove tasks from a lesson, simply highlight the unwanted Task(s) in the right column and click on the < button to remove that task.

*Step 6:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

#### 4.4.2.3.1 Deleting a Lesson

To delete a lesson, highlight the lesson to be deleted and select ***Delete*** from the ***Edit*** menu. A ***Delete*** dialog box will appear asking, "***You are about to delete a lesson. This will also delete all Learning Objectives and Step records associating with this lesson. Are you sure you want to delete this Lesson?***" Click the ***Yes*** button to delete the lesson. Click the ***No*** button to return to the ***Lesson Management*** window without deleting the lesson.

### 4.4.3 Creating a New Task

The ***Task*** tool allows a user to create new tasks and maintain the tasks currently available within the ***Lesson*** **Task** tab (see Figure 4-40.) The changes made within the ***Lesson Task Maintenance*** dialog box will automatically update data in the ***Lesson*** **Task** tab. The ***Lesson Management*** view must be active to access the ***Task*** tool.

| Field | Description |
|---|---|
| **Task ID** | The Task Identification number (available in ASAT.) |
| **Parent Task Name** | |
| **School Code** | |
| **Combat Function ID** | |
| **Method of Training** | Indicates the method of training used for the task. |
| **Status** | Indicates the status of the task. |
| **Mopp Code** | A Mission-Oriented Protective Posture (MOPP) code that indicates the level of protective equipment required. |
| **Night Vision Code** | Indicates whether night vision equipment is needed for the task. |
| **Task Name** | Indicates the name of the task. |
| **Task Verb Name** | |

| Field | Description |
|---|---|
| **Proposed by** | The name of the person that proposed the task. |
| **Training Time** | Indicates the amount of time allotted to train the task. |
| **Approval Date** | Indicates the date the task becomes approved. |
| **Obsolete Date** | Indicates the date the task becomes obsolete. |
| **Proponent Person ID** | |
| **TDA ID** | The Table of Distribution and Allowance (TDA) ID number. |
| **TDA Paragraph ID** | |
| **Analysis Worksheet ID** | |
| **ASAT Code** | Indicates if the task originated in ASAT. |
| **Common Code** | |
| **Common Core Code** | Code that indicates whether the task is a common task. |
| **Rsv Component Code** | Code that indicates whether the task is for a reserve component. |

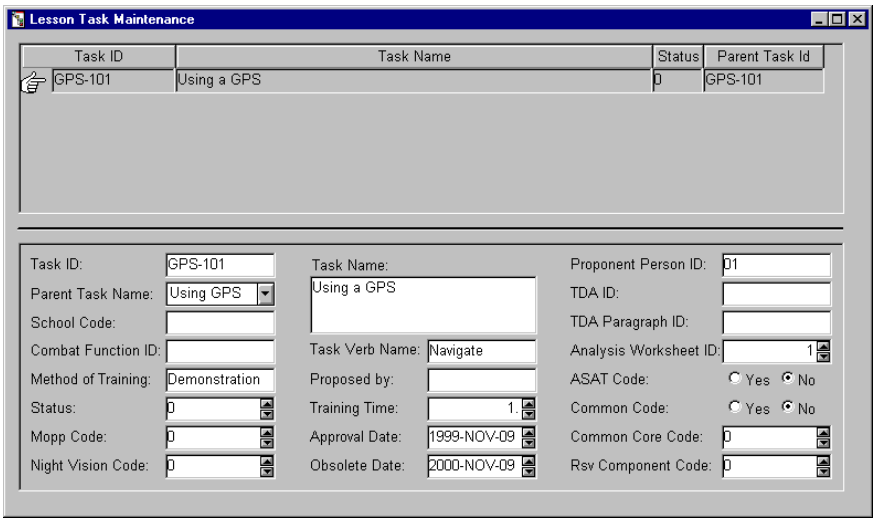



**Figure 4-41: Create or Modify Task Attributes**

To create a new task:

*Step 1:* If the ***Lesson Management*** view is not the active view, select ***View → Lesson Management*** from the menu options at the top of the screen.

*Step 2:* Select ***Tools → Task***.

The ***Lesson Task Maintenance*** dialog box (Figure 4-41) will appear.

*Step 3:* Select ***Edit → Insert***.

*Step 4:* Fill in the data fields on the ***Lesson Task Maintenance*** dialog box.

*Step 5:* Enter the ***Task ID***.

*Step 6:* Select the ***Parent Task Name*** from the drop-down list.

*Step 7:* Enter the ***School Code***.

*Step 8:* Enter the ***Combat Function ID***.

*Step 9:* Enter the ***Method of Training*** used to teach the task.

*Step 10:* Use the spin-list to enter the ***Status*** code.

*Step 11:* Use the spin-list to enter the ***Mopp Code*** for the task.

*Step 12:* Use the spin-list to enter the ***Night Vision Code*** for the task.

*Step 13:* Enter the ***Task Name***.

*Step 14:* Enter the ***Task Verb Name***.

*Step 15:* Enter the name of the person the task was ***Proposed by*** in the text box.

*Step 16:* Use the spin-list to enter the ***Training Time*** for the task.

*Step 17:* Use the spin-list to select the ***Approval Date*** when the task becomes approved (***yyyy-mmm-dd***.)

*Step 18:* Use the spin-list to select the ***Obsolete Date*** when a task becomes obsolete (***yyyy-mmm-dd***.)

*Step 19:* Enter the ***Proponent Person ID***.

*Step 20:* Enter the ***TDA ID***.

*Step 21:* Enter the ***TDA Paragraph ID***.

*Step 22:* Use the spin-list to enter the task ***Analysis Worksheet ID***.

*Step 23:* Select the ***ASAT Code*** for the task, either ***Yes*** or ***No*** .

*Step 24:* Select ***Yes*** or ***No*** for the ***Common Code***.

*Step 25:* Use the spin-list to enter the ***Common Core Code***, if necessary.

*Step 26:* Use the spin-list to enter the ***Rsv Component Code***, if necessary.

*Step 27:* Click the ***Close*** button on the upper right-hand corner of the window.

*Step 28:* A prompt will appear asking, "***Changes have been made. Do you want to save?***"

*Step 29:* Click the ***OK*** button to save the newly created task.

#### 4.4.3.1 Deleting a Task

A user can delete a task from the ***Lesson Task Maintenance*** dialog box. Any task that is deleted from the ***Lesson Task Maintenance*** dialog box will be deleted from the **Task** tab as well. To use this function, select the task to be deleted. Select the ***Delete*** option from the ***Edit*** menu. The selected task will then be deleted.

### 4.4.4 Creating a New Learning Objective

To create a new Learning Objective:

*Step 1:* If the ***Lesson Management*** view is not the active view, select ***View → Lesson Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand the hierarchy levels until the lessons are displayed.

*Step 3:* Select the desired lesson.

*Step 4:* Click the ***New Learning Objective*** button.

A ***Learning Objective*** property sheet will appear.

*Step 5:* Fill in the information for the **Learning Objective** and **Text** tabs.

### 4.4.5 Learning Objective Property Fields

The ***Learning Objective*** property sheet has two tabs: **Learning Objective** and **Text**. To access the ***Learning Objective*** property sheet:

*Step 1:* If the ***Lesson Management*** view is not the active view, select ***View → Lesson Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand all data levels of the hierarchy.

*Step 3:* Select the desired learning objective.

*Step 4:* Select ***Edit → Properties***.

### 4.4.5.1 Learning Objective Property Sheet – Learning Objective Tab

The **Learning Objective** tab contains the basic information about the learning objective. The fields and buttons on the **Learning Objective** tab (see Figure 4-38) of the ***Learning Objective*** property sheet are described below:

| Field | Description |
|---|---|
| **Objective Type*** | Indicates the type of the learning objective, either: ***Enabler*** (optional) or ***Terminal*** (mandatory.) |
| **Action Text*** | Describes what the instructor wants the students to do. |

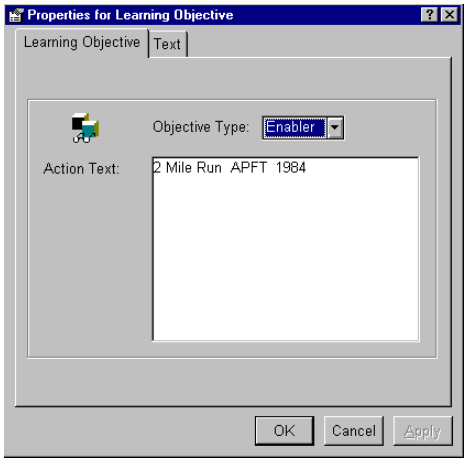



**Figure 4-42: Learning Objective Property Sheet – Learning Objective Tab**

**NOTE**: The user must attach at least one terminal objective per lesson.

To edit **Learning Objective** data:

*Step 1:* Access the ***Learning Objective*** property sheet (see Section 4.4.5.)

*Step 2:* Select the **Learning Objective** tab, if necessary.

*Step 3:* Enter the ***Objective Type****, either: ***Enabler*** (optional) or ***Terminal*** (mandatory.)

*Step 4:* Enter the ***Action Text**** used to describe the learning objective.

*Step 5:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.4.5.2 Learning Objective Property Sheet – Text Tab

The **Text** tab allows the user to add textual information to folders provided for a specific learning objective. The fields and buttons on the **Text** tab (see Figure 4-43) of the ***Learning Objective*** property sheet are described below:

| Field | Description |
|---|---|
| **Text Folders** | Each of these folders can contain textual information about the learning objective. |
| • **Check-ON-Learning** – ask questions to ensure student comprehension of the information.<br>• **Learning Condition** – what the student is given to perform the task.<br>• **Standard** – how well the student must perform the task to meet the objective. | |
| **Edit** (button) | Used to open the selected text folder for editing. |

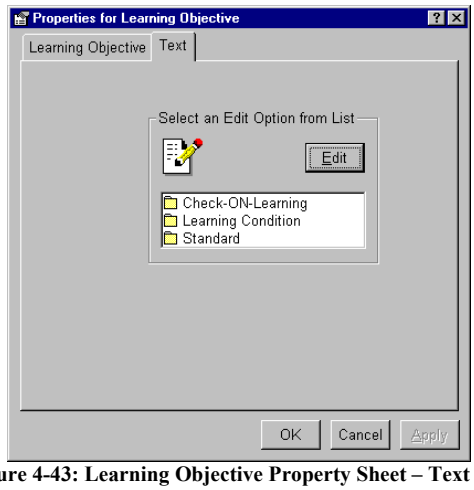



**Figure 4-43: Learning Objective Property Sheet – Text Tab**

To edit text folder data:

*Step 1:* Access the ***Learning Objective*** property sheet (see Section 4.4.5.)

*Step 2:* Select the **Text** tab.

*Step 3:* Highlight the desired step folder and click the ***Edit*** button.

A blank text pad will appear.

*Step 4:* Enter the desired information in the text pad.

*Step 5:* Save the information using the ***File → Save*** option.

*Step 6:* Close the text pad.

**NOTE**: If the user tries to close the text pad before the data has been saved, the following message will appear: "***Modifications will be lost. Would you like to save your changes?***" The user must choose ***Yes*** or ***No***. Click the ***Yes*** button to save the data in the text file.

#### 4.4.5.3 Deleting a Learning Objective

To delete a learning objective, select ***View → Lesson Management***. Double-click on each level name to expand all data levels of the hierarchy. See Section 2.3.4 for more details. Highlight the learning objective to be deleted and select ***Delete*** from the ***Edit*** menu. A ***Delete*** dialog box will appear asking, "***You are about to delete a Learning Objective. This will delete any records associating with this learning objective. Are you sure you want to delete this Learning Objective?***" Click the ***Yes*** button to delete the ***Learning Objective***. Click the ***No*** button to return to the ***Lesson Management*** view without deleting the ***Learning Objective***.

### 4.4.6 Creating a New Learning Step

A ***Learning Step***, the smallest unit of instruction, is associated with the resources necessary to instruct its content to the student. Resources are either: personnel, places, or things. The cost estimate for teaching a course is determined by multiplying the cost of resources listed in the ***Lesson Management*** view by the number of students attending the course. To create a new learning step:

*Step 1:* If the ***Lesson Management*** view is not the active view, select ***View → Lesson Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand all the hierarchy levels.

*Step 3:* Choose the desired ***Learning Objective***.

*Step 4:* Click the ***New Learning Step*** button.

Fill in the information for the **Steps**, **Text**, **Resources**, and **Exercise/Test** tabs.

### 4.4.7 Learning Step Property Fields

The ***Learning Step*** property sheet has four tabs: **Steps**, **Text**, **Resources**, and **Exercise/Test**. To access a ***Learning Step*** property sheet:

*Step 1:* If the ***Lesson Management*** view is not the active view, select ***View → Lesson Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand all data levels of the hierarchy until the learning steps are displayed.

*Step 3:* Select the desired learning step.

*Step 4:* Select ***Edit → Properties***.

### 4.4.7.1 Learning Step Property Sheet – Steps Tab

The **Steps** tab contains the basic information about the learning step. The fields and buttons on the **Steps** tab (see Figure 4-44) of the ***Learning Step*** property sheet are described below:

| Field | Description |
|---|---|
| **Learning Step Sequence** | Indicates the sequence number of the learning step. The AIMS-PC will automatically fill this field with the lowest available sequence number. |
| **Time Category*** | The time category, either: ***Academic***, ***In-Processing***, ***Out-Processing***, ***Physical Fitness Training***, ***Open Time***, ***Guard Detail***, ***Commandant Time***, or ***Other***. |
| **Security Clearance Type*** | The security clearance of the learning step, either: ***Top Secret***, ***Secret***, ***Confidential***, ***No Classification***, or ***Unclassified***. The ***Security Classifications*** field is automatically updated when a security clearance type is selected, but can be modified. |
| **Security Classification*** | The available security classifications will vary depending on the ***Security Clearance Type*** selected. For ***Unclassified*** the only option is ***Unclassified***. For ***No Classification*** the only option is ***No Clearance Required***. For ***Confidential***, ***Secret***, and ***Top Secret*** the options are: ***Formerly Restricted Data***, ***Not Releasable to Foreign Nationals***, ***Restricted Data***, and ***Special Compartmented Data***. |
| **Method of Instruction*** | The Method of Instruction (MOI) used in the learning step, either: ***Brainstorming***, ***Conference/Discussion***, ***Demonstration***, ***Demonstration/Practical Exercise***, ***Panel Discussion***, ***Practical Exercise (Performance)*** , ***Practical Exercise (Written)***, ***Role Playing***, ***Seminar***, ***Student Panel***, ***Test***, and ***Test Review***. |
| **Delivery Technique*** | The delivery technique used in the learning step. The delivery techniques available will vary depending on the MOI chosen. |
| **Step Title*** | The name of the learning step. |
| **Mandatory*** | Indicates whether this is a mandatory learning step, either: ***Yes*** or ***No*** (the default.) |
| **No. of Students per Group** | Indicates the number of students per group. |
| **No. of Instructors per Group** | Indicates the number of instructors per group. |
| **No. of Hours** | Indicates the number of hours the learning step requires. |

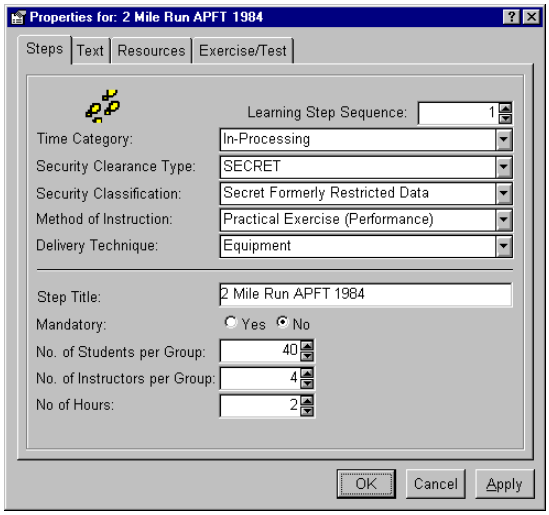



**Figure 4-44: Learning Step Property Sheet – Steps Tab**

To edit learning steps:

*Step 1:* Access the ***Learning Step*** property sheet (see Section 4.4.7.)

*Step 2:* Select the **Steps** tab.

*Step 3:* The ***Learning Step Sequence*** number is filled in automatically, but can be modified.

*Step 4:* Choose one option from the ***Time Category**** drop-down list.

*Step 5:* Choose one option from the ***Security Clearance Type**** drop-down list.

*Step 6:* Choose one option from the ***Security Classifications**** drop-down list.

*Step 7:* Choose one option from the ***Method of Instruction**** (MOI) drop-down list.

> **NOTE**: If ***Test*** or ***Practical Exercise (Performance)*** is not selected for the ***Method of Instruction***, the **Exercise/Test** tab will not provide any data fields.

*Step 8:* Choose one option from the ***Delivery Technique**** drop-down list. The available options will vary depending on the MOI chosen.

*Step 9:* Enter the ***Step Title****.

*Step 10:* Select ***Yes*** or ***No*** to indicate if the learning step is ***Mandatory****.

*Step 11:* Use the spin-list to select the total number of students in a group in the ***No. of Students per Group*** field.

*Step 12:* Use the spin-list to select the total number of instructors needed per group in the ***No. of Instructors per Group*** field.

*Step 13:* Use the spin-list to select the length of the learning step in the ***No. of Hours*** field.

*Step 14:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.4.7.2 Learning Step Property Sheet – Text Tab

The **Text** tab allows the user to add textual information to folders provided for a specific lesson. The fields and buttons on the **Text** tab (see Figure 4-45) of the ***Learning Step*** property sheet are described below:

| Field | Description |
|---|---|
| **Text Folders**<br>• **Check-ON-Learning**<br>• **Security**<br>• **Training Lesson Learning Step** | Each of these folders can contain textual information about the learning step. |
| **Edit** (button) | Used to open the selected text folder for editing. |

**Figure 4-45: Learning Step Property Sheet – Text Tab**

To add or edit data in these folders:

*Step 1:* Access the ***Learning Step*** property sheet (see Section 4.4.7.)

*Step 2:* Select the **Text** tab.

*Step 3:* Highlight the desired folder and click the ***Edit*** button.

A blank text pad will appear.

*Step 4:* Enter the desired information in the text pad.

*Step 5:* Save the information using the ***File → Save*** option.

*Step 6:* Close the text pad.

*Step 7:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

**NOTE**: If the user tries to close the text pad before the data has been saved, the following message will appear: "***Modifications will be lost. Would you like to save your changes?***" The user must choose ***Yes*** or ***No***. Click the ***Yes*** button to save the data in the text file.

### 4.4.7.3 Learning Step Property Sheet – Resources Tab

The **Resources** tab of the ***Learning Step*** property sheet allows a user to specify the necessary resources needed to teach a learning step, either: personnel, place, or material. Each option will provide the user with a different set of data fields to fill out. Only one record is permitted per category per learning step. The data within the record can be modified, but the user will not be able to create two records under the same category within the same learning step. The fields of the **Resource** tab (Figure 4-46) of the ***Learning Step*** property sheet are described below:

| Field | Description |
|---|---|
| **Category** | The type of resource to be assigned to the learning step.<br>• **DODIC AMMUNITION**<br>• **EQUIPMENT**<br>• **FACILITY**<br>• **INSTRUCTOR TYPE**<br>• **SUPPORT PERSONNEL**<br>• **TRAINING AIDS, DEVICES, SIMULATORS, AND SIMULATIONS** |
| ***DODIC Ammunition***, ***Equipment***, and ***Training Aids, Devices, Simulators, and Simulations*** use the following fields: | |
| **Material** | The type of required material. |
| **Support** | The resource is supported by the organization (***Yes*** or ***No***.) |
| **Remark** | Textual information required by other entries or as desired by the course developer. |
| **Material Quantity** | The amount of materials required. |

| Field | Description |
|---|---|
| **Student Quantity** | The number of students performing the learning step. |
| **Miscellaneous QTY** | The portion of the overall resource quantity that does not apply to the student. |
| **STU/MAT Ratio** | The ratio of material items to students (i.e., two pencils per student.) |
| **OP Tempo Miles** | The operations tempo of a major end item measured in miles. |
| **OP Tempo Hours** | The operations tempo of a major end item measured in hours. |
| ***Facility*** uses the following fields: | |
| **Resource QTY** | The quantity of a particular resource required for the learning step. |
| **Remark** | Textual information required by other entries or as desired by the course developer. |
| **Support** | The resource is supported by the organization (***Yes*** or ***No***.) |
| **Facility Category** | The type of facility required for the learning step. |
| **Total QTY Hours** | The total number of hours the facility will be needed for the learning step. |
| ***Instructor Type*** and ***Support Personnel*** use the following fields: | |
| **Resource Quantity** | The quantity of a particular resource required for the learning step. |
| **Support** | The resource is supported by the organization (***Yes*** or ***No***.) |
| **Remark** | Textual information required by other entries or as desired by the course developer. |
| **Person Rank** | The required rank the instructor must have in order to teach the learning step. |
| **Military School** | The military school where the instructor is from. |
| **Mand. Military** | Indicates if the instructor must be military personnel. |
| **Special Qualifications** | Textual information required by other entries or as desired by the user. |

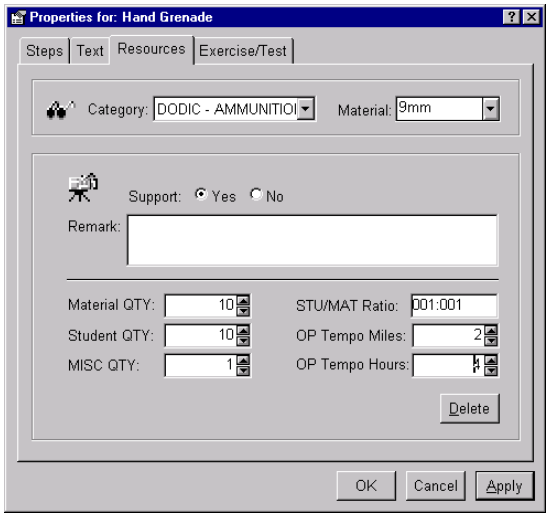



**Figure 4-46: Learning Step Property Sheet – Resources Tab**

**NOTE**: ***Person***, ***Material***, and ***Place*** information is used to populate associated fields in the ***Course Management Phase*** property sheet.

To assign resources to a learning step:

*Step 1:* Access the ***Learning Step*** property sheet (see Section 4.4.7.)

*Step 2:* Select the **Resources** tab.

*Step 3:* Select a resource ***Category*** from the drop-down list. The fields that appear on the **Resources** tab will vary depending on which resource is selected in this field.

**NOTE**: The resource categories fall into three main categories: **Material**, **Place**, and **Person**.

- If selecting **DODIC – Ammunition**, **Equipment**, or **Training Aids, Devices, Simulators, and Simulations**, use the following steps:

  a. Select the ***Material*** from the drop-down list.

     The rest of the data fields will appear.

  b. Next to the ***Support*** label, select either ***Yes*** or ***No*** to indicate if the resource is supported by the organization.

  c. Enter any necessary textual information in the ***Remark*** text box.

  d. Use the spin-list to enter the number of materials required to perform the learning step in the ***Material QTY*** field.

  e. Use the spin-list to select the number of students performing the learning step in the ***Student QTY*** field.

  f. Use the spin-list to select the Miscellaneous Quantity (***MISC QTY***.)

  g. Enter the ratio of students to materials in the ***STU/MAT Ratio*** field.

h. Use the spin-list to select the ***OP Tempo Miles***.

i. Use the spin-list to select the ***OP Tempo Hours***.

- If selecting **Facility**, use the following steps:

  a. Use the spin-list to select the ***Resource Quantity*** required for the learning step.

  b. Enter any necessary textual information in the ***Remark*** text box.

  c. Next to the ***Support*** label, select either ***Yes*** or ***No*** to indicate if the resource is supported by the organization.

  d. Select the type of facility from the ***Facility Category*** drop-down list.

  e. Use the spin-list to select the total quantity of hours the facility will be needed for the learning step in the ***Total QTY Hours*** field.

- If selecting **Instructor Type** or **Support Personnel**, use the following steps:

  a. Use the spin-list to select the ***Resource Quantity*** required for the learning step.

  b. Next to the ***Support*** label, select either ***Yes*** or ***No*** to indicate if the resource is supported by the organization.

  c. Enter any textual information in the ***Remark*** text box.

  d. Select the ***Person Rank*** from the drop-down list.

  e. Select the ***Military School*** from the drop-down list.

  f. Select ***Yes*** or ***No*** to indicate if the instructor must be military personnel in the ***Mandatory Military*** field.

  g. Enter any related textual information in the ***Special Qualifications*** text box.

*Step 4:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.4.7.4 Learning Step Property Sheet – Exercise/Test Tab

The **Exercise/Test** tab of the ***Learning Step*** property sheet allows a user to specify the required scores for passing Practical Exercise (Performance) events and Tests. If ***Practical Exercise (Performance)*** or ***Test*** was not chosen as the ***Method of Instruction*** on the **Steps** tab then no fields will appear on this tab. The fields of the **Exercise/Test** tab of the ***Learning Step*** property sheet are described below:

**NOTE**: Each ***Practical Exercise (Performance)*** or ***Test*** must be entered as a separate learning step.

| Field | Description |
|---|---|
| **Delete** (button) | Click the ***Delete*** button to clear the tab. |
| ***Practical Exercise (Performance) - Physical Fitness*** events use the following fields: | |
| **Practical Exercise*** | Must be set to ***Physical Fitness*** to enter physical fitness events. |
| **Scoring*** | Indicates the type of scoring used on the test, either ***Pass/Fail***, or ***Points Awarded***. |
| **Event*** | Indicates the type of physical fitness exercise being tested. |
| **Pass / Fail %*** | Indicates the percentage required in order to pass, either ***50*** or ***60*** percent. |
| **Type*** | Indicates the test type, either ***Alternate*** or ***Primary***. |
| ***Practical Exercise (Performance) - WPN Qualification*** events use the following fields: | |
| **Practical Exercise*** | Must be set to ***WPN Qualification*** to enter weapon qualification events. |
| **Weapon*** | Indicates the weapon used for the weapon qualification event. |
| ***Test*** events use the following fields: | |
| **Test Type*** | Indicates the type of test event. |
| **Test Name*** | The name of the test. |
| **Max POI Points*** | Indicates the maximum number of POI points that can be earned from the test. |
| **Pass Rate %*** | Indicates the percentage of points that must be earned in order to pass the test. |
| **Partial Points Allowed*** | Indicates whether partial POI points can be earned for a failing grade. |
| **Certification** | Indicates whether certification is given for the test, either: ***Yes*** or ***No***. |
| **Certification Text** | Lists any required data for certification |

To enter **Exercise/Test** information:

*Step 1:* Access the ***Learning Step*** property sheet (see Section 4.4.7.)

*Step 2:* Select the **Exercise/Test** tab (see Figure 4-47, Figure 4-48, and Figure 4-49.)

The fields that will appear will depend on whether ***Practical Exercise (Performance)*** or ***Test*** was chosen for the ***Method of Instruction*** on the **Steps** tab.

> **NOTE**: It is important to enter the requirements for passing a ***Physical Fitness***, ***Weapon Qualification***, or ***Test*** because this data populates the associated **Gradebook** tabs.

- If selecting ***Practical Exercise (Performance)***, select the type of ***Practical Exercise*** being performed from the drop-down list, either: ***Physical Fitness*** or ***WPN Qualification***. The rest of the data fields will appear and will vary depending on which type of Practical Exercise was chosen.

  - If selecting ***Physical Fitness***, use the following steps:

    a. Select the type of ***Scoring**** from the drop-down list: ***Pass/Fail*** or ***Points Awarded***.

    b. Select the ***Event**** being tested from the drop-down list. The ***Scoring Type*** field will automatically be updated.

    c. Select the ***Pass/Fail %**** percentage that is required to pass the test: ***50*** or ***60***.

    d. Select the test ***Type**** from the drop-down list: ***Alternate*** or ***Primary***.

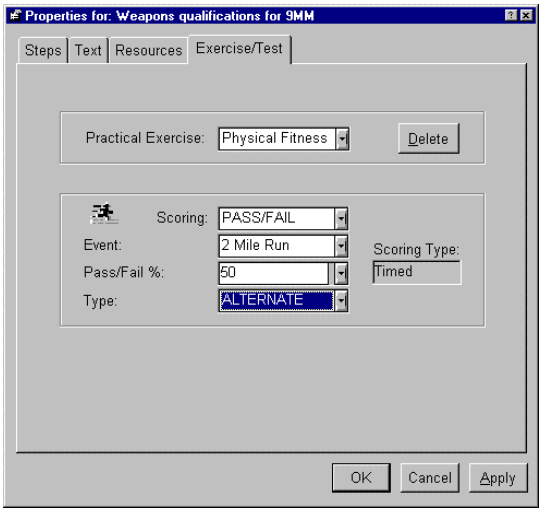



**Figure 4-47: Learning Step Property Sheet – Exercise/Test Tab (Physical Fitness)**

  - If selecting ***WPN Qualification***, use the following steps:

a. Select the type of ***Weapon**** to be used in the test: **9MM**, **Grenade**, or **M16**.

Additional information about the ***Weapon Qualification*** test will be listed. These fields cannot be modified.

The ***Range Type*** displays the type of range needed for the test.

The ***POINTS*** required to reach the listed ***Qualification Title*** are also listed.

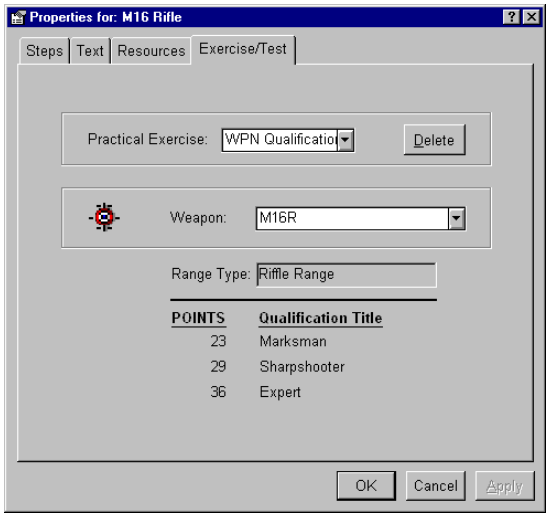



**Figure 4-48: Learning Step Property Sheet – Exercise/Test Tab (WPN Qualification)**

- If selecting ***Test***, use the following steps:

  a. Select the ***Test Type**** from the drop-down list.

  b. Enter the ***Test Name**** in the text box.

  c. Use the spin-list to enter the ***Max POI Points****.

  d. Use the spin-list to enter the percentage of points required to pass the test in the ***Pass Rate %**** field.

  e. Select ***Yes*** or ***No*** to indicate if ***Partial Points Allowed****.

  > **NOTE**: In order for a student to receive ***POI Points*** for a failing grade, a ***Yes*** must be entered into this field before any test grades are entered. If a ***No*** is entered for this field then zero ***POI Points*** will be given for a failing score.

  f. Select ***Yes*** or ***No*** to indicate if ***Certification*** will be given.

  g. Enter any required data for certification in the ***Certification Text*** box.

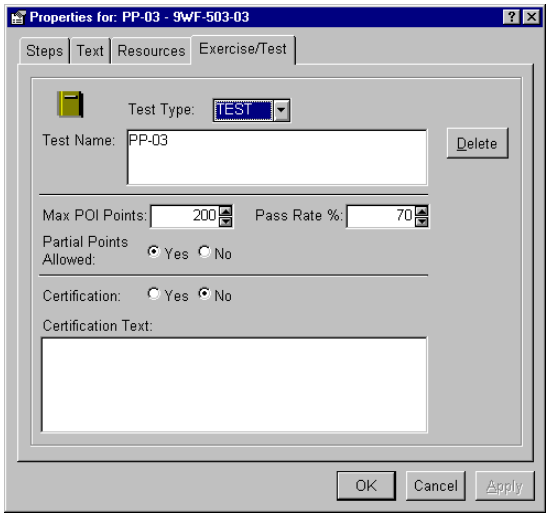



**Figure 4-49: Learning Step Property Sheet – Exercise/Test Tab (Test)**

*Step 3:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.4.7.5 Deleting a Learning Step

To delete a learning step, highlight the lesson to be deleted and select ***Delete*** from the ***Edit*** menu. A ***Delete*** dialog box will appear asking, "***You are about to delete a Step record. This will also delete all other information associating with this Step. Are you sure you want to delete this Step?***" Click the ***Yes*** button to delete the learning step. Click the ***No*** button to return to the ***Lesson Management*** window without deleting the learning step.

## 4.4.8 Creating a New Version of a Lesson

The AIMS-PC allows the user to have multiple versions of a lesson. While there is no limit to the number of versions that can exist for a lesson, only one version of a lesson will be considered the current version of the lesson. The new version of a lesson is not added automatically to a course that contains the original version of the lesson. See Section 4.4.10 for more information about changing lesson versions within a new course version. To add a new version of a lesson:

*Step 1:* If the ***Lesson Management*** view is not the active view, select ***View → Lesson Management*** from the menu options at the top of the screen.

*Step 2:* Highlight the lesson for which the new lesson version is being created.

*Step 3:* Choose ***File → New → Lesson Version Number***.

An ***Information*** dialog box will appear asking, "***Are you sure you want to increase the version number for this Lesson?***"

*Step 4:* Click the ***Yes*** button to add a new lesson version.

A ***Generating New Lesson Version*** message will appear.

*Step 5:* Click the ***OK*** button to create the new lesson.

### 4.4.9 Changing the Current Lesson Version

While lessons may have multiple versions, only one version of a lesson is considered the current version by the AIMS-PC. To change which version of a lesson is the current version:

*Step 1:* If the ***Lesson Management*** view is not the active view, select ***View → Lesson Management*** from the menu options at the top of the screen.

*Step 2:* Highlight the desired ***Lesson Name***.

*Step 3:* Select ***Edit → Versions***.

The ***Select Lesson Version*** dialog box will appear (Figure 4-50.) All of the available lesson versions will be listed. The current version used by the AIMS-PC is indicated with the "✔".

**NOTE**: If only one version of the lesson exists, the ***Select Lesson Version*** screen will only provide one option.

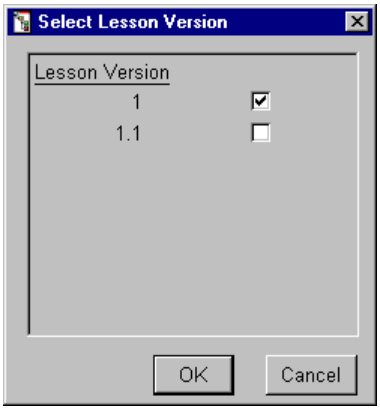


**Figure 4-50: Select Lesson Version**

*Step 4:* Indicate the lesson version that will become the current lesson version by clicking on the check-box of the desired lesson version. It is not possible to select more than one lesson version at a time.

*Step 5:* Click the ***OK*** button to save the new lesson version and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.4.10 Creating a New Course Version with New Versions of a Lesson

> **NOTE**: Only those users that feel confident with course/lesson versioning should copy over lesson information when creating a new course version.

The creation of a new course version often means that the lessons within that course have changed. For example, lessons could be removed / added or the requirements for those lessons could have changed. The course and lesson versioning capabilities within the AIMS-PC allow the user to create multiple versions of the same lesson and make changes within those versions without affecting the older versions of the lesson.

The first step to creating a new lesson version is to create a new version of the course in the database. Follow the steps below to create a new course version and make changes to a lesson within that course:

*Step 1:* If the ***Course Management*** view is not the active view, select ***View → Course Management*** from the menu options at the top of the screen.

*Step 2:* Highlight the desired course from which the new version is being created.

*Step 3:* Select ***File → New → Course Version***.

A ***New Course Version Wizard*** will appear.

*Step 4:* All of the course versions of the selected course will appear. Click on the course version that will serve as the baseline for the new course.

*Step 5:* Click the ***Next*** button to continue.

*Step 6:* The second ***New Course Version Wizard*** will appear. This screen allows the user to select the components that will be copied to the new course version. ***Delivery Groups***, ***Phases***, ***Modules***, and ***Lessons*** can be copied to the new version.

*Step 7:* Only the components marked with a "✔" will be copied. Click on the "✔" to remove that component and prevent it from being copied to the new course version. In most cases, it is easiest to copy all of the course components to the new version of the course.

*Step 8:* Click the ***Finish*** button to exit the wizard and create the new course version.

Once a new version of the course has been created, it is necessary to activate the new version of the course in the AIMS-PC.

*Step 9:* Right-click on the currently selected course.

A pop-up menu will appear.

*Step 10:* Select the ***Version*** option on the pop-up menu.

The ***Select a new Course Version*** screen will appear. All of the available course versions will be listed. The current version of the course used by the AIMS-PC will be indicated with a "✔".

*Step 11:* Click on the check-box next to the new version of the course to make that course the current version of the course.

*Step 12:* Click the ***OK*** button to save the changes and exit the screen.

*Step 13:* Right-click on the Course name in the course hierarchy.

A pop-up menu will appear.

*Step 14:* Select the ***Properties*** option on the pop-up menu.

*Step 15:* Click the **General** tab, if necessary.

*Step 16:* Verify that the course version number has changed.

*Step 17:* Click on the **Status** tab.

*Step 18:* Enter an implementation date for the new version of the course.

The AIMS-PC will copy the old implementation date over from the old course version; however, the new version of the course must have a different implementation date than the original course.

Because of the way that lessons are attached to courses, any changes that are made to a lesson will be reflected in all versions of the course that uses that lesson. In order to change a lesson (i.e. add or remove learning steps) within a new course version without affecting any previous versions of the course, the lesson version must also be changed. This allows lessons to be modified independent of each other. Follow the steps below to delete an obsolete lesson from the new version of the course.

*Step 19:* Select the training module that contains the lessons that are to be changed in the new course version (the new course version should already be selected as the current version of the course.)

*Step 20:* Right-click on the lesson that is to be deleted in the new course version.

A pop-up menu will appear.

*Step 21:* Select ***Delete*** on the pop-up menu.

This will only delete that lesson from the current version of the course. This will not delete the lesson from the AIMS-PC database or from any older versions of the course.

**WARNING!**: Do not delete a lesson while in ***Lesson Management*** view. Doing so will not only delete the lesson, but also all of the learning steps associated with the lesson. This in turn could severely impact student gradebook records.

*Step 22:* A confirmation box will appear. Click ***OK*** to delete the obsolete lesson from the course.

The user can then modify an existing lesson by creating a new version of the lesson, modifying the new lesson version, and adding the new lesson version back into the new course version. Follow the steps below to create a new lesson version:

*Step 23:* Select ***View → Lesson Management***.

*Step 24:* Highlight the lesson for which the new lesson version is to be created.

*Step 25:* Select ***File → New → Lesson Version Number***.

*Step 26:* A confirmation box will appear asking, "***Are you sure you want to increase the version number for this lesson?***"

*Step 27:* Click the ***Yes*** button to create a new version of the lesson.

A ***Generating New Lesson Version*** message will appear.

*Step 28:* Click the ***OK*** button to exit the dialog box.

*Step 29:* Right-click on the lesson name.

A pop-up menu will appear.

*Step 30:* Select ***Versions*** on the pop-up menu.

The ***Select Lesson Version*** dialog box will appear. All of the lesson versions for that lesson will appear.

*Step 31:* Click the check-box next to the new version of the lesson to make it the current version of the lesson.

*Step 32:* Click the ***OK*** button to save the changes and exit the dialog box.

*Step 33:* The user can then make whatever changes need to be made to the lesson for the new course version.

Once the user has finished making all of the necessary changes to the new version of the lesson, it can then be added back into the new version of the course.

*Step 34:* Select ***View → Course Management***.

*Step 35:* Expand the tree-style hierarchy for the new version of the course.

*Step 36:* Click the ***New Lesson*** button on the SheetBar.

*Step 37:* Click on "***Select an existing lesson from a pick list.***"

*Step 38:* Click the ***Next*** button.

A window of existing lessons will appear.

*Step 39:* Select the new version of the desired lesson from the pick list.

*Step 40:* Click the ***Finish*** button.

*Step 41:* The new version of the lesson will then be added to the new version of the course.

Once all of the new lesson versions are re-entered into the new course version, the user must delete all of the classes of that course that start after the implementation date of the new version of the course.

*Step 42:* Select ***View → Class Management***.

*Step 43:* Highlight and delete all the classes for the course that begin after the implementation date of the new course version.

*Step 44:* ATRRS Class and Student data must be re-imported into the AIMS-PC in order to associate classes and student reservations with the new version of the course. See Appendix D for more information about ATRRS imports.

**TIP**: When ATRRS information is initially loaded, all of the classes for a course will be added using whatever course version is current. If the course version is changed in mid-FY those classes will still be identified as using the older course version unless they are first deleted and re-imported into the AIMS-PC. As they are re-imported, the AIMS-PC will determine they begin after the new course version implementation date and assign them to the correct course version. Since deleting the classes deletes the student reservations, this data must be re-imported as well.

### 4.4.11 Find – Lesson Management

The ***Find*** option provides a user with the ability to search through **Lesson Names** for requested data. To use this function, select ***Find*** from the ***Edit*** menu. A ***Find Item*** property sheet will appear (see Figure 4-51.)

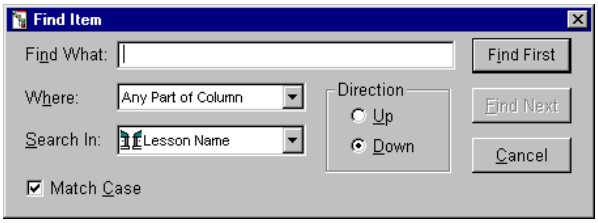



**Figure 4-51: Find Item (Lesson Management)**

To locate an item in the database:

*Step 1:* Select ***Edit → Find***.

*Step 2:* Fill in the ***Find What*** text box with the data to be used for the search.

*Step 3:* Select where the search data should match from the ***Where*** drop-down list. The user can select from the following three options: ***Any Part of Column***, ***Match Whole Column***, or ***Start of Column***.

*Step 4:* Select where to search for the data from the ***Search In*** drop-down list. The user can only select from the option: ***Lesson Name***.

*Step 5:* Select the ***Direction*** of the search. Choose ***Up*** to search from bottom to top or ***Down*** to search top to bottom.

*Step 6:* Select the ***Match Case*** box to restrict the search to data that matches the case of the ***Find What*** data. Deselect the ***Match Case*** box to search the data regardless of the case. A check mark indicates the ***Match Case*** has been activated.

*Step 7:* Click the ***Find First*** button to find the first item to match the ***Find What*** data.

*Step 8:* Click the ***Find Next*** button to find the next item to match the ***Find What*** data.

**NOTE**: The user can change the ***Direction*** of the search to return to a previously displayed item.

*Step 9:* Click the ***Cancel*** button to cancel the search and return to the ***Lesson Management*** window.

## 4.5 Student Management View

This section explains the development of student registration and class participation. Instructors can enroll new students, create profiles, or modify existing ones. Student data can be accessed and modified within a training class as well as a particular group or unit. Students can be added and assigned at several points within the AIMS-PC.

The ***Student Management*** hierarchy is: ***Student Name***.

The SheetBar button available in the ***Student Management*** view is:

| Name | Button | Purpose |
|---|---|---|
| **New Student** | | Allows the user to create a new student. |

The ***Student Management*** view provides the user with a way to manipulate student information. Some of the data available for retrieval at this point is: full name, rank, gender, date of birth, person type, education, citizenship, languages, and religion.

The ***Student Management*** view allows an application user to view all of the students who are currently in the database independent of the course, class, or activity group to which they belong. ***Student Management*** is the only place students imported from other software systems, such as ATRRS or Reception Battalion Automated Support System (RECBASS), will be displayed. All of the other application views show students as they appear in the view's hierarchy according to the management topic. If a student has not been assigned to any of these areas, the student's

name will not show up in that view. For this reason, it is possible for a student to be lost in the system, or present, but not assigned to any management categories.

When a user selects a student, all classes that the student has attended in the past are displayed in the detailed view. Student attributes displayed in this manner include: school, course, class, class start date, class end date, and fiscal year.

In addition, ***Student Management*** allows dragging and dropping of a student to other management views.

**NOTE**: Students can only be dragged from the right side of the ***Student Management*** view.

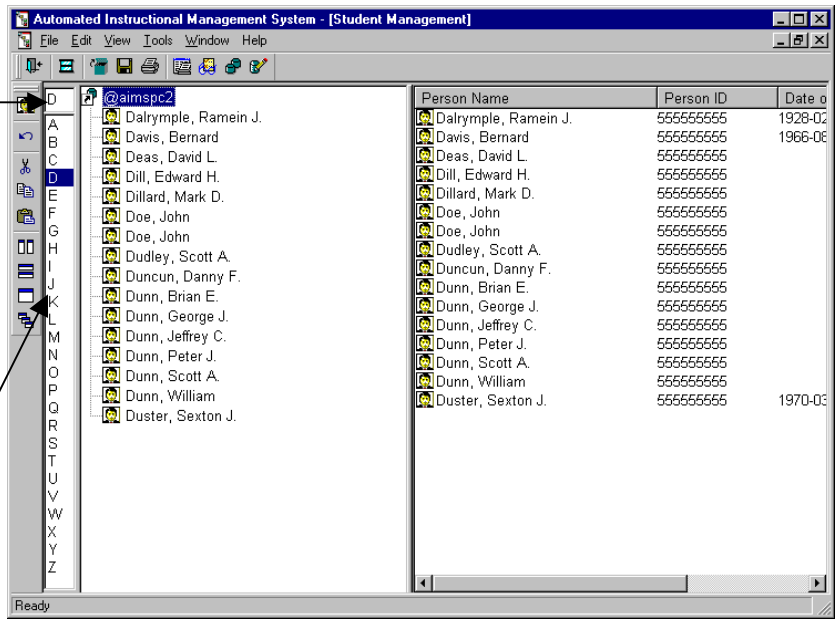
## 4.5.1 Using the Student Management Select Bar

The AIMS-PC student select bar allows the user to display only those students whose last names begin with a specific letter. This makes it easier to find a specific student since the AIMS-PC often contains many students. Clicking a letter on the select bar will display all of the students in the AIMS-PC database whose last names begin with that letter.

It is also possible to type a letter or group of letters into the input box at the top of the bar to further limit the students that are displayed in the window. For example, the user could type "SMI" in the input box; the AIMS-PC would sort the students and only display those students whose last name begins with "Smi", such as "Smith". Typing a blank in the select box will cause the AIMS-PC to display all of the students in the database.

Type a letter or group of letters here to limit the students that are shown in the view.

The ***Student Management*** select bar. Click on a letter to only display those students whose last names begin with that letter.




**NOTE**: Multiple selection (for a drag and drop) does not work in conjunction with the student select bar. Any students highlighted on screen will be deselected as soon as the user clicks a different letter on the select bar.

**Figure 4-52: Student Management View – Student Select Bar**

### 4.5.2 Creating a New Student

To create a new student:

*Step 1:* If the ***Student Management*** view is not the active view, select ***View → Student Management*** from the menu options at the top of the screen.

*Step 2:* Click the ***New Student*** button on the SheetBar.

A ***Student*** property sheet will appear (only the **General**, **Physical**, **Occupation**, **Address**, **Security**, and **ASVAB** tabs will be available.)

*Step 3:* Select the **General** tab, if necessary.

*Step 4:* To verify that the student is not already in the AIMS-PC database, enter the student's Person ID number in the ***Person ID*** field located in the ***Student Search*** box at the bottom of the property sheet.

*Step 5:* Click the ***Search*** button.

If the student is already in the AIMS-PC database, his or her student information will appear in the property sheet fields; otherwise, the fields will remain blank and the new student's information must be entered into the database.

*Step 6:* Choose the ***Name Use**** from the drop-down list, either: ***Legal Name***, ***Maiden Name***, ***Alias***, or ***Nick Name***.

*Step 7:* Enter the student's ***First**** name.

*Step 8:* Enter the student's ***Last**** name.

*Step 9:* Enter the student's ***Middle*** name.

> **NOTE**: The first, last, and middle names and the suffix will be based on what ***Name Use*** is chosen. If a different ***Name Use*** is desired, other than what is listed, change this setting before entering the name data.

*Step 10:* Enter the student's ***Suffix***, (e.g., Jr., Sr., III, etc.)

*Step 11:* Choose another ***Name Use*** to add additional names for the new student, if desired.

*Step 12:* Enter the student's ***Person ID****.

*Step 13:* Choose the student's ***Gender***.

> **WARNING!**: Once the student's ***Person ID*** is saved to the database, it cannot be changed.

*Step 14:* Use the spin-list to enter the student's ***Date of Birth***. Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. This should be done for each date element. The specified format is (***yyyy-mmm-dd***.)

*Step 15:* Choose the student's current level of ***Education*** from the drop-down list.

*Step 16:* Choose the student's ***Citizenship*** from the list of countries.

*Step 17:* Choose the student's fluent spoken ***Language*** from the list of languages.

*Step 18:* Choose the student's practicing ***Religion*** from the list of religions.

*Step 19:* Choose the ***Person Type*** from the drop-down list.

*Step 20:* Select the student's ***Serv. Comp*** from the drop-down list.

*Step 21:* Select the student's ***Marital Status*** from the drop-down list.

*Step 22:* Select the **Occupation** tab.

*Step 23:* Fill in all of the fields on the **Occupation** tab. See Section 4.5.3.3 for more information on filling out these fields.

*Step 24:* Click the ***Apply*** button to save the student information to the database.

*Step 25:* Fill in any additional student information in the other fields as necessary. See Sections 4.5.3.1 through 4.5.3.14 for more information on the ***Student*** property sheet tabs.

*Step 26:* Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.5.3 Student Property Fields

The ***Student*** property sheet displays six of the fourteen ***Student*** property sheet tabs: **General**, **Physical**, **Occupational**, **Address**, **Security**, and **ASVAB** when viewed in ***Student Management***. All of the tabs are displayed when the ***Student*** property sheet is accessed in the ***Class Management*** view. The ***Student*** property sheet can also be accessed from the ***Unit Management*** and ***Group Management*** views. The following lists and graphics (Figure 4-53 through Figure 4-68) illustrate and define all of the attributes of the ***Student*** property sheet available in all of the different views. To access the ***Student*** property sheet:

*Step 1:* Double-click on each level name to expand all the hierarchy levels until student names appear. Student names are only displayed in the ***Class Management***, ***Student Management***, ***Unit Management***, and ***Group Management*** view.

*Step 2:* Highlight the desired student name.

*Step 3:* Select ***Edit → Properties***.

A ***Student*** property sheet will appear.

### 4.5.3.1 Student Property Sheet – General Tab

The fields and buttons on the **General** tab (see Figure 4-53) of the ***Student*** property sheet are described below:

| Field | Description |
|---|---|
| **First*** | The student's first name. |
| **Last*** | The student's last name. |
| **Middle** | The student's middle name. |
| **Suffix** | The student's suffix: Jr., Sr., III, etc. |
| **Name Use*** | Name usage drop-down list, either: ***Legal Name***, ***Maiden Name***, ***Alias***, or ***Nick Name***. |
| **Person ID*** | The student's SSN or PPN. |
| **Gender** | The student's gender, either: ***Male*** or ***Female***. |
| **Date of Birth** | The student's date of birth formatted (***yyyy-mmm-dd***.) |
| **Education** | Indicates the student's highest obtained educational level. |
| **Citizenship** | Indicates the student's current citizenship. |
| **Language** | Indicates the student's fluent spoken language. |
| **Religion** | Indicates the student's practicing religion. |
| **Person Type** | Person type drop-down list, either: ***United States Military***, ***United States Government Official***, ***United States - Other***, or ***Allied - Other***. |
| **Serv. Comp** | The branch of service to which the student is assigned, either: ***Active***, ***National Guard***, or ***Reserve***. |
| **Marital Status** | The student's marital status, either: ***Annulled***, ***Divorced***, ***Interlocutory***, ***Legally Separated***, ***Married***, ***Single***, or ***Widowed***. |

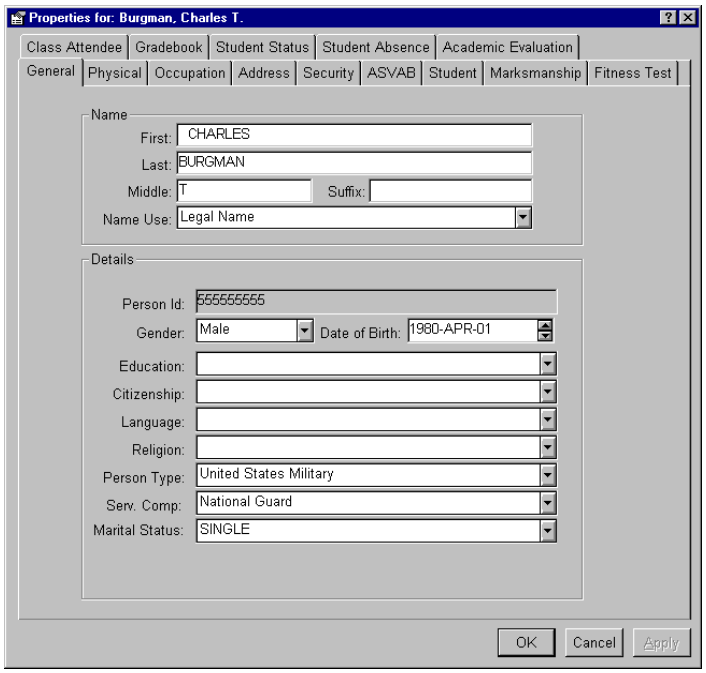



**Figure 4-53: Student Property Sheet – General Tab**

### 4.5.3.2 Student Property Sheet – Physical Tab

The fields and buttons on the **Physical** tab (see Figure 4-54) of the ***Student*** property sheet are described below:

| Field | Description |
|---|---|
| **Race** | ***Race*** drop-down list:<br>• ***White (Caucasoid)***<br>• ***Yellow (Asian/Mongoloid)***<br>• ***Black (Negroid or African)***<br>• ***Red (American Indian)***<br>• ***Other***<br>• ***Unknown*** |
| **Blood Type** | ***Blood Type*** drop-down list:<br>• ***A***<br>• ***B***<br>• ***O***<br>• ***AB*** |
| **RH Factor** | ***RH Factor*** drop-down list:<br>• +<br>• - |
| **Physical Restrictions** | ***Physical Restrictions*** drop-down list:<br>• ***No Assignment Limitation***<br>• ***No Significant Assignment Limitation; Combat Fit***<br>• ***No Crawling, Stooping, Running, Jumping, Marching, or Standing for long periods***<br>• ***No Strenuous Physical Activity***<br>• ***No Assignment to Units Requiring Continued Consumption of Combat Rations***<br>• ***No Assignment to Isolated Areas where Definitive Medical Care is not Available***<br>• ***No Assignment Requiring Handling of Heavy Materials, Including Weapons***<br>• ***No Assignment to Unit where Sudden Loss of Consciousness would be Dangerous to Self or Others***<br>• ***No Assignment involving Exposure to Loud Noises or Firing of Weapons***<br>• ***No Assignment that Requires Daily Exposure to Extreme Cold***<br>• ***No Assignment Requiring Exposure to High Environmental Temperatures***<br>• ***No Continuous wearing of Combat Boots***<br>• ***No Continuous wearing of Woolen Clothes***<br>• ***Limitation Not Otherwise Described By Codes C Through P*** |

| Field | Description |
|---|---|
| | • ***DA Flag***<br>• ***Waiver***<br>• ***Approval required by the Surgeon General*** |
| **ABDOMEN** | The date the student's abdomen measurement is taken and the average of three measurements. |
| **FOREARM** | The date the student's forearm measurement is taken and the average of three measurements. |
| **HEIGHT** | The date the student's height measurement is taken and the student's height (in inches.) |
| **HIP** | The date the student's hip measurement is taken and the average of three measurements. |
| **NECK** | The date the student's neck measurement is taken and the average of three measurements. |
| **WEIGHT** | The date the student's weight is taken and the student's weight (in pounds.) |
| **WRIST** | The date the student's wrist measurement is taken and the average of three measurements. |
| **Maximum Allowable Weight** | The highest weight a student is permitted. |
| **Maximum Body Fat** | The highest amount of body fat a student is permitted to have. |

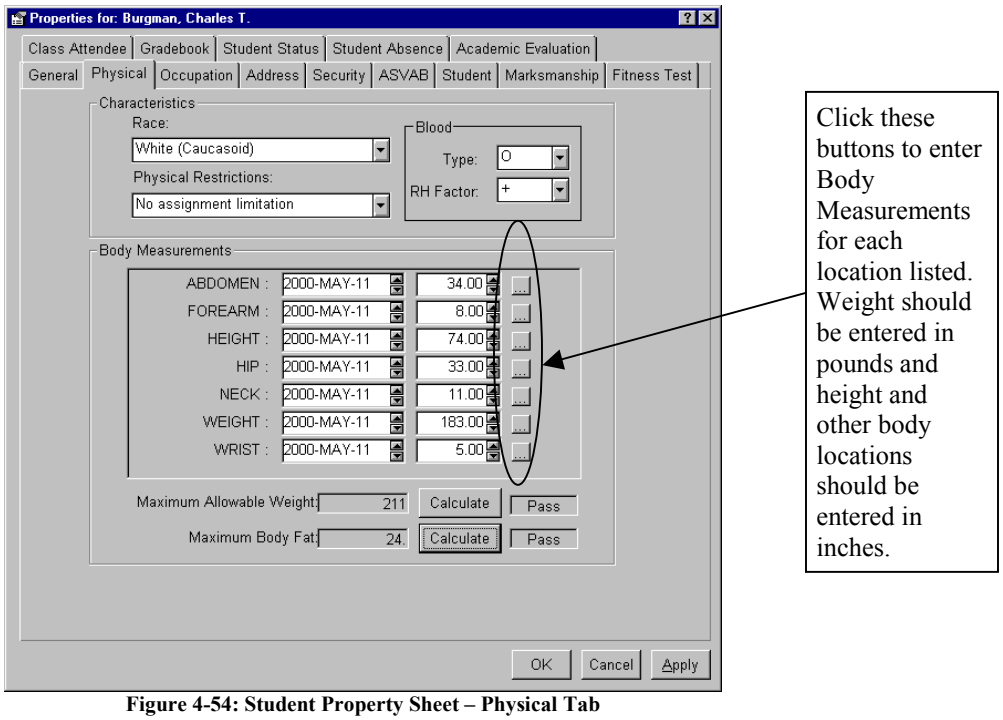



**Figure 4-54: Student Property Sheet – Physical Tab**

To enter the student's physical information:

*Step 1:* Access the ***Student*** property sheet (see Section 4.5.3.)

*Step 2:* Select the **Physical** tab.

*Step 3:* Select the student's ***Race*** from the drop-down list.

*Step 4:* Select the student's ***Physical Restrictions*** from the drop-down list.

*Step 5:* Select the student's ***Blood Type*** from the drop-down list.

*Step 6:* Select the student's ***RH Factor*** from the drop-down list.

*Step 7:* Under ***Body Measurements***, enter the student's ***Height*** (in inches), the student's ***Weight*** (in pounds), and the date both measurements were taken in the appropriate spin-lists.

*Step 8:* Click the ***Calculate*** button next to the ***Maximum Allowable Weight*** label.

The field next to the ***Calculate*** button will indicate whether or not the student meets the Height/Weight requirements by displaying either: ***Pass***, or ***Fail***. If the student passed, proceed with step 13; otherwise, continue with step 9.

*Step 9:* Select the ***Body Area Measurement*** to be entered (either: ***Abdomen***, ***Forearm***, ***Hip***, ***Neck***, or ***Wrist***) by clicking the button to the far right of the listed body area.

A measurement window related to the selected body area will appear (see Figure 4-55 for an example.)

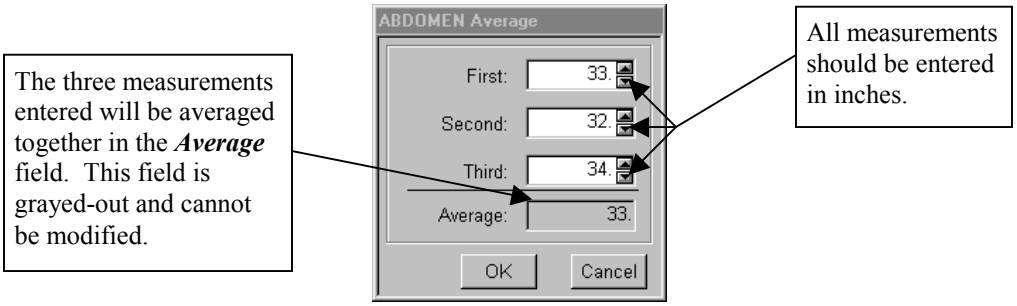



**Figure 4-55: Body Measurement Screen**

a. Use the spin-list to enter the ***First*** measurement taken.

b. Use the spin-list to enter the ***Second*** measurement taken.

c. Use the spin-list to enter the ***Third*** measurement taken.

d. Click the ***OK*** button to accept the listed measurements. The measurement field will be automatically updated with the computed average.

OR

Click the ***Cancel*** button to close the window without saving the measurements.

*Step 10:* Use the spin-list to enter the date the measurement was taken.

*Step 11:* Repeat the body measurement steps for each body area.

*Step 12:* Once all of the measurements have been entered, click the ***Calculate*** button next to the ***Maximum Body Fat*** label to determine if the student passed the body fat requirements.

The field next to the ***Calculate*** button will indicate whether or not the student meets the Body Fat requirements by displaying either: ***Pass***, or ***Fail***.

*Step 13:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.5.3.3 Student Property Sheet – Occupation Tab

The fields and buttons on the **Occupation** tab (see Figure 4-56) of the ***Student*** property sheet are described below:

| Field | Description |
|---|---|
| **Rank** | The student's rank. |
| **Date of Rank** | The date the student obtained the listed rank. |
| **Primary** | The student's primary occupation specialty (must select ***Rank*** first.) |
| **Effective Date** | The effective date of the student's primary occupation specialty. |
| **Secondary** | The student's secondary occupation specialty (must select ***Rank*** first.) |
| **Effective Date** | The effective date of the student's secondary occupation specialty. |
| **Basic** | The basic officer branch. |
| **Controlling** | The controlling officer branch. |
| **Functional Area** | The functional area based on the student's occupation. |

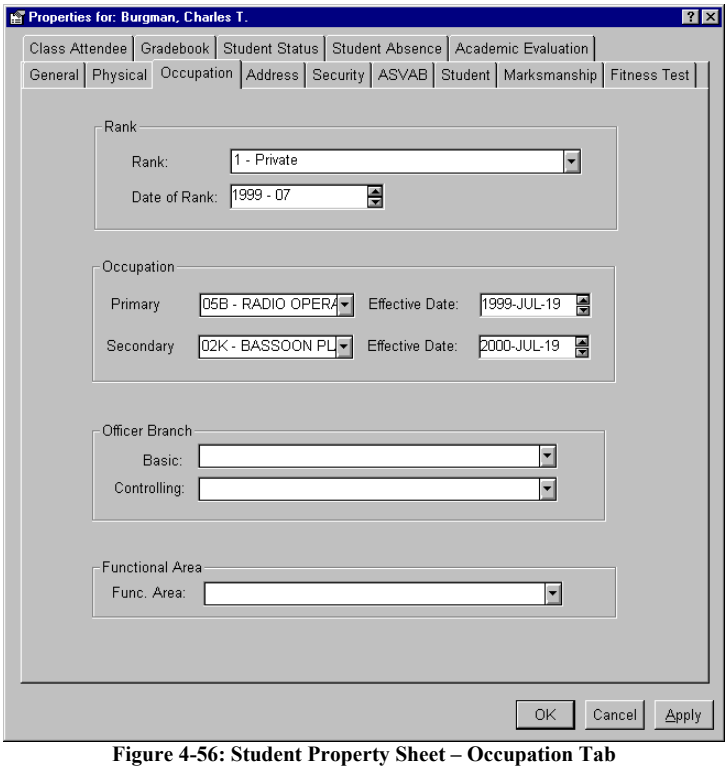



**Figure 4-56: Student Property Sheet – Occupation Tab**

To enter the student's occupation information:

*Step 1:* Access the ***Student*** property sheet (see Section 4.5.3.)

*Step 2:* Select the **Occupation** tab.

*Step 3:* Select the student's ***Rank*** from the drop-down list.

*Step 4:* Enter the date the student obtained the list rank in the ***Date of Rank*** field.

*Step 5:* Select the student's ***Primary*** occupation from the drop-down list.

*Step 6:* Use the spin-list to select the ***Effective Date*** of the student's primary occupation.

*Step 7:* Select the student's ***Secondary*** occupation from the drop-down list.

*Step 8:* Use the spin-list to select the ***Effective Date*** of the student's secondary occupation.

*Step 9:* Select the ***Basic*** officer branch from the drop-down list.

*Step 10:* Select the ***Controlling*** officer branch from the drop-down list.

*Step 11:* Select the student's ***Functional Area*** from the drop-down list.

*Step 12:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.5.3.4 Student Property Sheet – Address Tab

The fields and buttons on the **Address** tab (see Figure 4-57 and Figure 4-58) of the ***Student*** property sheet are described below:

| Field | Description |
|---|---|
| **Address Type** | Address type drop-down list:<br>• ***Current Mailing Address***<br>• ***Current Residence Address***<br>• ***Permanent Mailing Address***<br>• ***Home of Record Address***<br>• ***Permanent Residence Address***<br>• ***Next of Kin Address***<br>• ***Emergency Notification Address***<br>• ***Family Member Address***<br>• ***Beneficiary Address***<br>• ***Civilian Employer Address***<br>• ***Leave Address***<br>• ***Duty Address***<br>• ***Entry Active Duty Address*** |
| **Active Date** | The date the student is active. |
| **Inactive Date** | The date the student is inactive. |
| **Optional Text** | Any additional text that might be useful. |
| **Location Type** | Location of the selected address, either: ***U.S. - Domestic*** or ***Non U.S. - Foreign***. |
| For ***U.S. - Domestic*** addresses, use the following fields (see Figure 4-57): | |
| **Street/Rural Rt.** | Street name and road numbers. |
| **PO Box/Apt No** | Post Office box and/or apartment number. |
| **City** | City name. |
| **State** | State abbreviation. |
| **Zip Code** | Zip code. |

| Field | Description |
|---|---|
| For ***Non U.S. - Foreign*** addresses, use the following fields (see Figure 4-58): | |
| **Country** | Country name. |
| **Street Address** | Street address. |
| **Address Text** | Additional information associated with the address. |
| **Address Text** | Additional information associated with the address. |
| **Postal Gateway** | Post office reference. |
| **Postal Location ID** | Country zip code. |

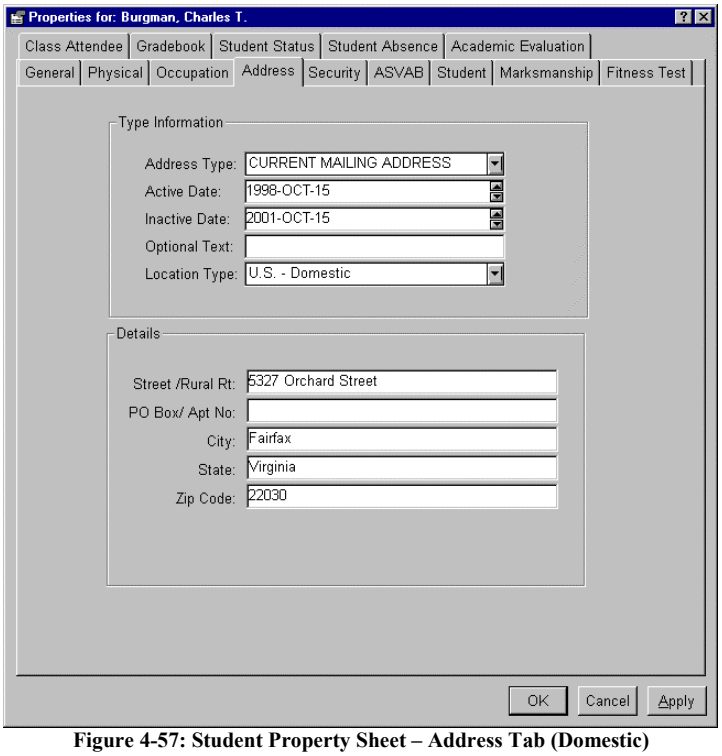



**Figure 4-57: Student Property Sheet – Address Tab (Domestic)**

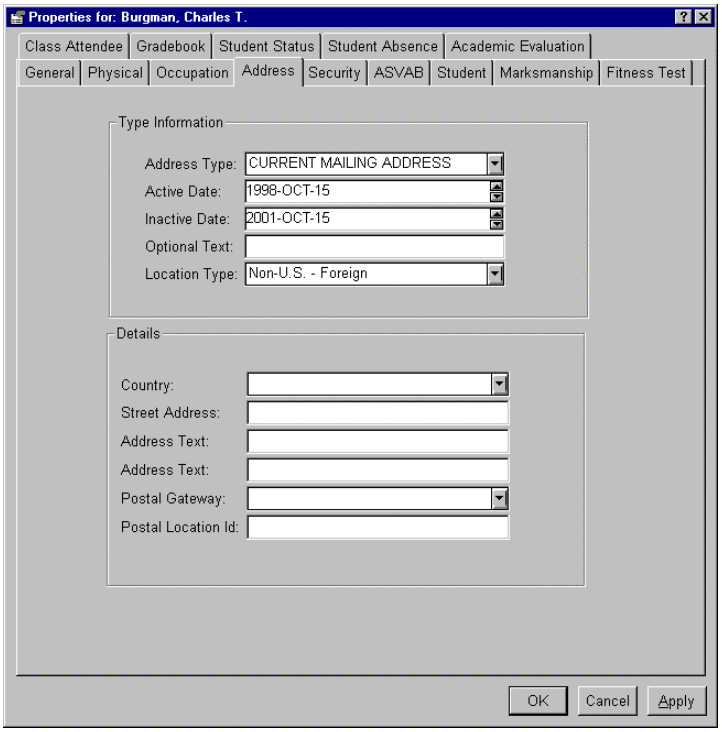



**Figure 4-58: Student Property Sheet – Address Tab (Foreign)**

To enter the student's address information:

*Step 1:* Access the ***Student*** property sheet (see Section 4.5.3.)

*Step 2:* Select the **Address** tab.

*Step 3:* Select the ***Address Type*** from the drop-down list.

*Step 4:* Use the spin-list to select the student's ***Active Date***.

*Step 5:* Use the spin-list to select the student's ***Inactive Date***.

*Step 6:* Enter any comments in the ***Optional Text*** box that might be useful.

*Step 7:* Select the ***Location Type*** from the drop-down list.

*Step 8:* For a ***U. S. - Domestic*** address enter the following information:

a. Enter the student's ***Street/Rural Rt*** in the text box.

b. Enter the student's ***PO Box/Apt No*** in the text box.

c. Enter the ***City*** name.

d. Enter the ***State*** abbreviation.

e. Enter the ***Zip Code***.

**NOTE**: Leave the ***PO Box/Apt No*** text box blank if it does not apply.

For a ***Non U.S. - Foreign*** address enter the following information:

a. Enter the ***Country***.

b. Enter the ***Street Address***.

c. Enter any additional information needed in the ***Address Text*** fields.

d. Enter the post office reference in the ***Postal Gateway*** text box.

e. Enter the country zip code in the ***Postal Location ID*** text box.

*Step 9:* Repeat steps 3 - 8 to enter additional student addresses, by selecting a different address type in the ***Address Type*** drop-down list. Once all of the desired addresses have been entered, proceed to step 10.

*Step 10:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.5.3.5 Student Property Sheet – Security Tab

The fields and buttons on the **Security** tab (see Figure 4-59) of the ***Student*** property sheet are described below:

| Field | Description |
|---|---|
| **Assigned Clearance** | The security clearance the student is currently assigned. |
| **Available Clearances** | This scroll-list contains a list of all of the security clearances available. |

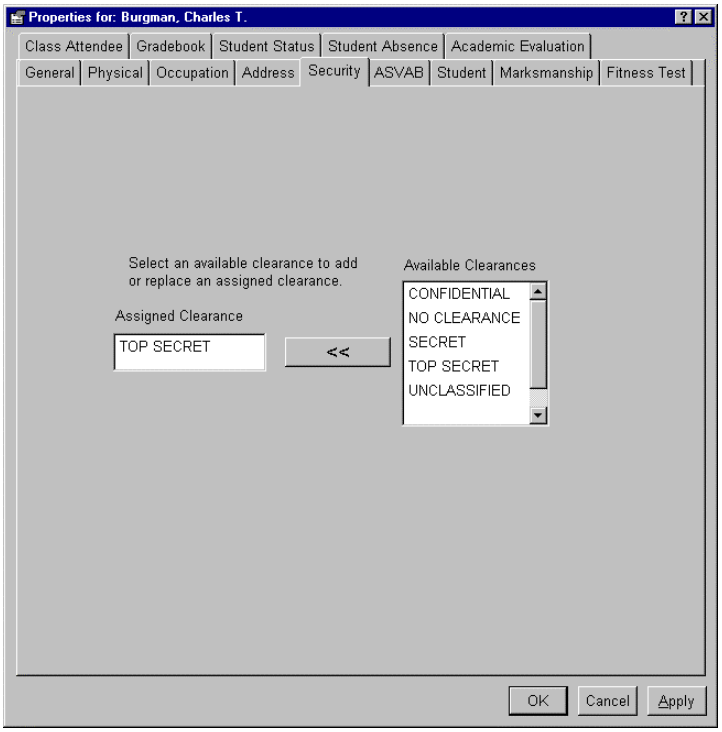



**Figure 4-59: Student Property Sheet – Security Tab**

To assign a security clearance to an individual student:

*Step 1:* Access the ***Student*** property sheet (see Section 4.5.3.)

*Step 2:* Select the **Security** tab.

A list of security clearances will appear.

*Step 3:* Select the desired security clearance from the right-hand column.

*Step 4:* Click the double arrow button to change the ***Assigned Clearance*** to the selected security clearance.

*Step 5:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.5.3.6 Student Property Sheet – ASVAB Tab

This tab allows the user to record achievement test scores for an individual student. The fields and buttons on the **ASVAB** tab (see Figure 4-60) of the ***Student*** property sheet are described below:

| Field | Description |
|---|---|
| **Test Type** | The name of the test.<br>• ***Clerical – Administrative***<br>• ***Combat***<br>• ***Electronics***<br>• ***Field Artillery***<br>• ***Food Operations***<br>• ***General Maintenance***<br>• ***General Technical***<br>• ***Motor Mechanical***<br>• ***Skilled Technical***<br>• ***Surveillance and Communications*** |
| **Score** | The student's score on each part of the test. |

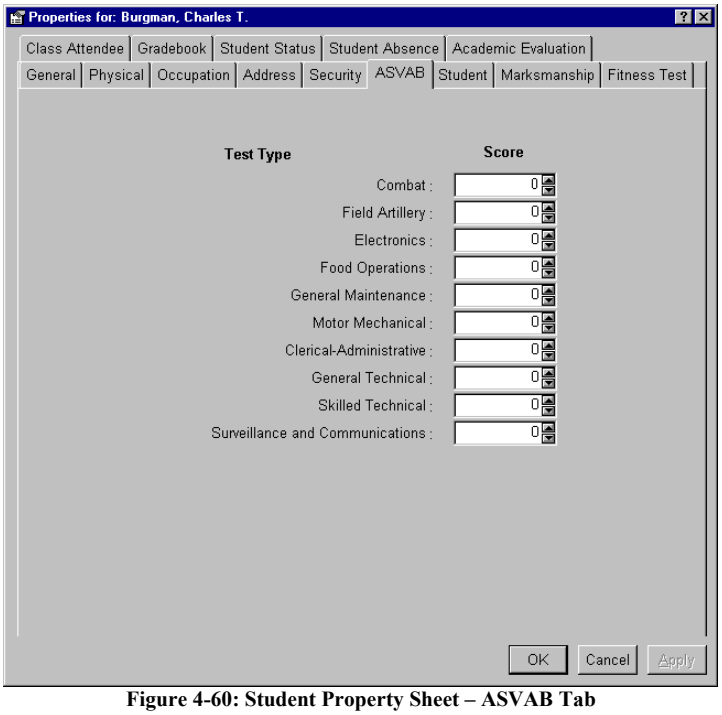



**Figure 4-60: Student Property Sheet – ASVAB Tab**

To enter the student's ASVAB information:

*Step 1:* Access the ***Student*** property sheet (see Section 4.5.3.)

*Step 2:* Select the **ASVAB** tab.

*Step 3:* Use the spin-list to enter the student's score for each of the tests.

*Step 4:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.5.3.7 Student Property Sheet – Student Tab

The fields and buttons on the **Student** tab (see Figure 4-61) of the ***Student*** property sheet are described below:

| Field | Description |
|---|---|
| **Dependents Quantity** | The number of the student's dependents. |
| **System Source** | The external source of the student's data (if known):<br>• **ATRRS**<br>• **ASAT**<br>• **RECBASS** |
| **Creditable Active Service Date (BASD)** | The constructive calendar date that establishes the beginning of the creditable active federal service of an individual. |
| **Civil Service Year Total** | The number of years Federal Service computed for leave and retirement purposes. |
| **Training Unit Reporting Date** | Date the student reports to the training unit. |
| **Full-Time Service Date (BPED)** | The date when the full-time service (enlisted, warrant, and commissioned) in any of the U.S. Armed Forces of a military-person and its reserve components would have started if it were continuous to the present. |
| **ETS DATE** | The date the student separates from the service. |
| **Scheduled Departure Date** | The date the student is scheduled to depart the unit, going to the Gaining UPC. |
| **PULHES** | The physical profile serial code that represents a student's physical status, which is available from the student's medical records. |
| **Disability Description** | A description of the student's disability. |
| **Student Remarks** | Any textual remarks the student wants to add. |
| **Address Releasability** | An indicator that specifies the releasability of the address of a student. |
| **Gaining Unit** | The Gaining Unit Processing Code. |
| **Address Releasability Remarks** | The textual permission provided by a student to release his or her address. |
| **Last Updated** | The date the address releasability remarks were last updated. |

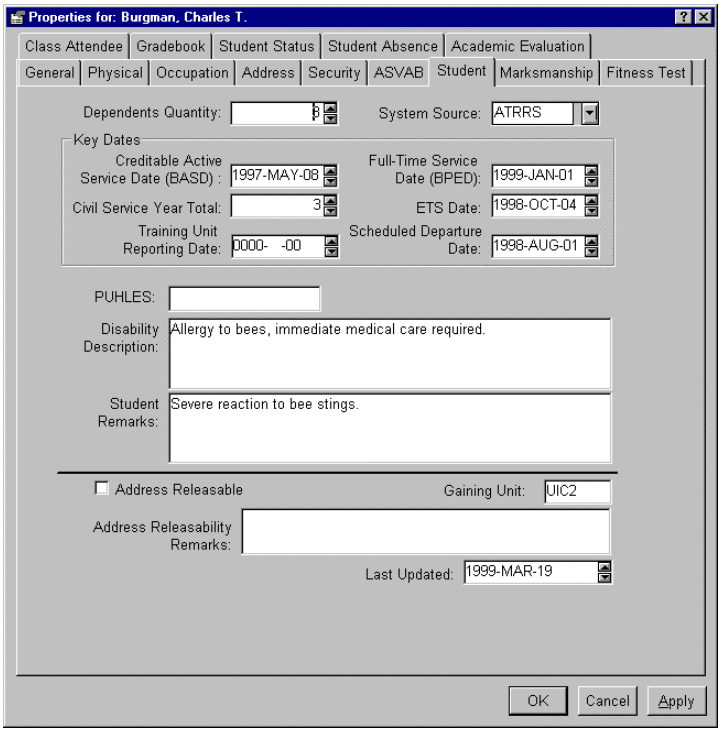



**Figure 4-61: Student Property Sheet – Student Tab**

To enter the student's information:

*Step 1:* Access the ***Student*** property sheet (see Section 4.5.3.)

*Step 2:* Select the **Student** tab.

*Step 3:* Use the spin-list to select the number of dependents.

*Step 4:* Select the ***System Source*** from the drop-down list.

*Step 5:* Use the spin-list to select the ***Creditable Active Service Date (BASD.)***

*Step 6:* Use the spin-list to select the ***Civil Service Year Total***.

*Step 7:* Use the spin-list to select the ***Training Unit Reporting Date***.

*Step 8:* Use the spin-list to select the ***Full-Time Service Date (BPED.)***

*Step 9:* Use the spin-list to select the ***ETS Date***.

*Step 10:* Use the spin-list to select the ***Scheduled Departure Date***.

*Step 11:* Enter the six-digit Physical Profile code for ***PULHES***.

*Step 12:* Enter a description of the student's disability in the ***Disability Description*** text box, if necessary.

*Step 13:* Enter the student's remarks in the ***Student Remarks*** text box.

*Step 14:* Select the ***Address Releasability*** box to indicate the student's address can be released. A "✔" indicates the option has been selected.

*Step 15:* Enter the ***Gaining Unit*** processing code in the text box.

*Step 16:* Enter any textual information required by other entries or as desired by the user, in the ***Address Releasability Remarks*** text box.

*Step 17:* Use the spin-list to select the date the information was ***Last Updated***.

*Step 18:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.5.3.8 Student Property Sheet – Marksmanship Tab

The fields and buttons on the **Marksmanship** tab (see Figure 4-62) of the ***Student*** property sheet are described below:

| Field | Description |
|---|---|
| **Weapon Qualification*** | The weapon test to be performed. |
| **Qualification Date*** | The date the student qualifies for the course. |
| **Result Hits*** | The number of times the student hit on target. |
| **No. Successful Scores*** | The number of correct hits by the student. |
| **Recording Date*** | The date the scores were recorded. |
| **Recorders Name*** | The name of the individual who recorded the scores. |
| **Skill** | The student's skill level (automatically calculated.) |
| **Insert** (button) | Click to insert a weapon qualification row. |
| **Delete** (button) | Click to delete the currently selected weapon qualification row. |
| **Restore** (button) | Click to restore deleted weapon qualification rows. Rows cannot be restored after the ***Apply*** or ***OK*** buttons have been clicked. |
| Fields marked with an "*" must be completed in order to save weapon test information. | |

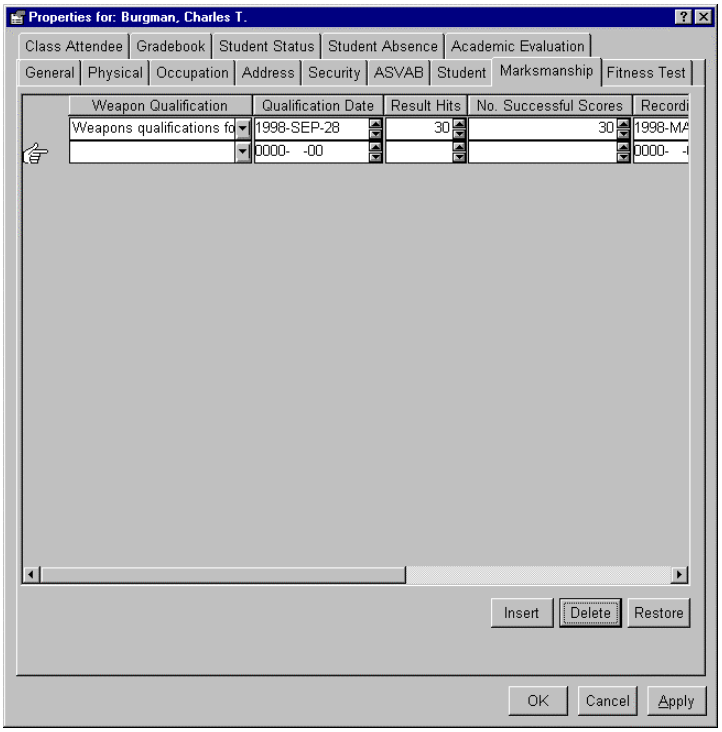



**Figure 4-62: Student Property Sheet – Marksmanship Tab**

To enter the student's marksmanship information:

*Step 1:* Access the ***Student*** property sheet (see Section 4.5.3.)

*Step 2:* Select the **Marksmanship** tab.

*Step 3:* Click the ***Insert*** button to display a row of ***Marksmanship*** fields.

*Step 4:* Select the ***Weapon Qualification**** from the drop-down list.

*Step 5:* Use the spin-list to select the ***Qualification Date****.

*Step 6:* Use the spin-list to enter the ***Result Hits****.

*Step 7:* Use the spin-list to enter the ***No. Successful Scores****.

*Step 8:* Use the spin-list to select the ***Recording Date****.

*Step 9:* Enter the ***Recorder's Name**** in the text box.

*Step 10:* The ***Skill*** field is automatically calculated with the student's skill level.

> **NOTE**: The ***Weapon Qualification*** drop-down list will only display those events that exist as learning steps within the course. If there are no Weapon Qualification learning steps within the course, there will be no events available in the drop-down list.

*Step 11:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.5.3.9 Student Property Sheet – Fitness Test Tab

The fields and buttons on the **Fitness** tab (see Figure 4-63) of the ***Student*** property sheet are described below:

| Field | Description |
|---|---|
| **Fitness Test*** | The name of the fitness test. |
| **Exempt Status*** | Indicates if the student is exempt from the fitness test (***Yes*** or ***No***.) |
| **Test Date*** | Date the fitness test was administered. |
| **Repetitions/Time(min:sec)*** | The number of repetitions performed for, or the amount of time, to complete the test. |
| **Raw Score*** | The number of repetitions performed by the student. |
| **Pass/Fail Code** | The code that determines if the student passed or failed (automatically calculated.) |
| **Insert** (button) | Click to insert a fitness test row. |
| **Delete** (button) | Click to delete the currently selected fitness test row. |
| **Restore** (button) | Click to restore deleted fitness test rows. Rows cannot be restored after the ***Apply*** or ***OK*** buttons have been clicked. |
| Fields marked with an "*" must be completed in order to save fitness test information. | |

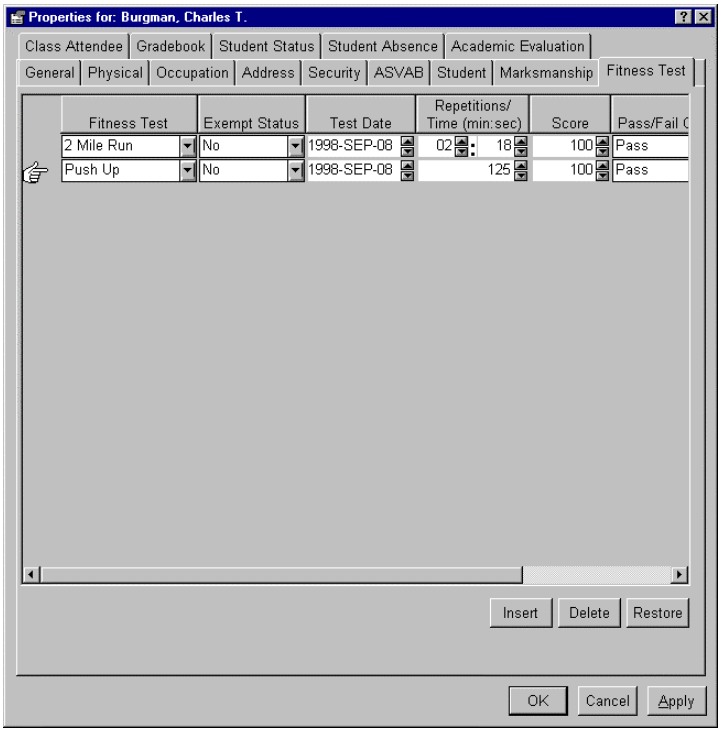



**Figure 4-63: Student Property Sheet – Fitness Test Tab**

To enter the student's fitness test information:

*Step 1:* Access the ***Student*** property sheet (see Section 4.5.3.)

*Step 2:* Select the **Fitness Test** tab.

*Step 3:* Click the ***Insert*** button to display a row of ***Fitness Test*** fields.

*Step 4:* Select the name of the ***Fitness Test**** from the drop-down list.

*Step 5:* Select the student's ***Exempt Status**** from the drop-down list.

*Step 6:* Use the spin-list to select the ***Test Date****.

*Step 7:* Use the spin-list to select the ***Repetitions/Time (min:sec)**** performed for the test.

*Step 8:* Use the spin-list to select the raw ***Score****.

*Step 9:* The ***Pass/Fail Code*** is automatically calculated and entered into this field.

**NOTE**: The **Fitness Test** drop-down list will only display those events that exist as learning steps within the course. If there are no Fitness Test learning steps within the course, there will be no events available in the drop-down list.

*Step 10:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.5.3.10 Student Property Sheet – Class Attendee Tab

This tab contains information about the class that the student is currently attending. Some of this information cannot be modified from the ***Student*** property sheet. The fields and buttons on the **Class Attendee** tab (see Figure 4-64) of the ***Student*** property sheet are described below:

| Field | Description |
|---|---|
| **School** | Name of the school the student is attending (cannot be modified.) |
| **Course** | Name of the course in which the student is enrolled (cannot be modified.) |
| **Course Code** | The course code (cannot be modified.) |
| **Version** | The version number of the course (cannot be modified.) |
| **Phase** | The phase ID number (cannot be modified.) |
| **Delivery Group** | The description of the delivery group (cannot be modified.) |
| **Class** | The fiscal year and ID number of the class (cannot be modified.) |
| **Section** | The section ID number (cannot be modified.) |
| **Student Roster No.** | A locally assigned number used to identify a student within a class. |
| **Quota Source Code** | An ATRRS code identifying the organization/activity against whose quota the class reservation is counted. |
| **Required Equipment Available** | Indicates if the required equipment is available, either: ***Yes***, ***No***, or ***Waived***. This field can be used to indicate if a student brought the required equipment for the course. |
| **Body Fat Content Result** | Body Fat Content Result drop-down list, either: ***Yes***, ***No***, or ***Waived***. |

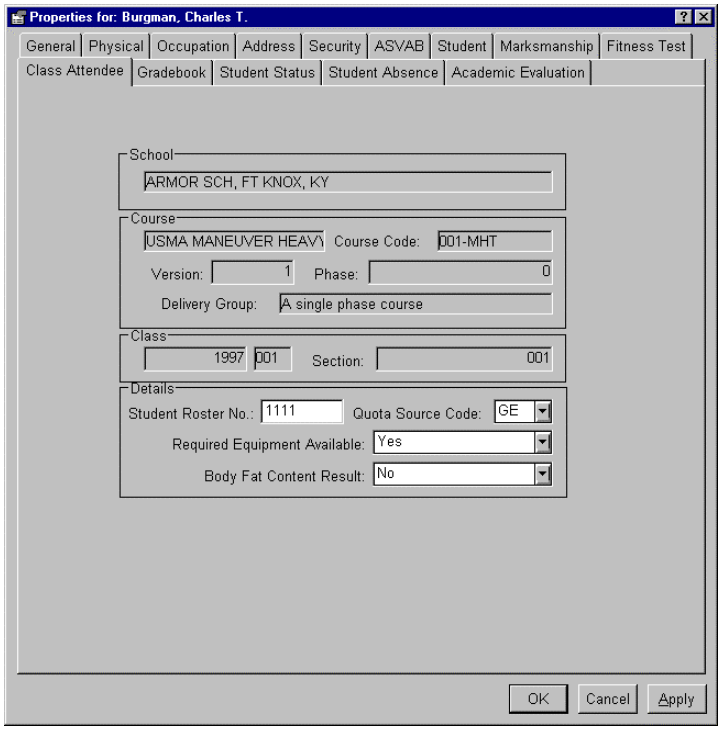



**Figure 4-64: Student Property Sheet – Class Attendee Tab**

To enter the student's class attendee information:

*Step 1:* Access the ***Student*** property sheet (see Section 4.5.3.)

*Step 2:* Select the **Class Attendee** tab.

*Step 3:* Enter the ***Student's Roster No.*** in the text box.

*Step 4:* Select the ***Quota Source Code*** from the drop-down list.

*Step 5:* Select ***Yes***, ***No***, or ***Waived*** for the ***Required Equipment Available*** from the drop-down list.

*Step 6:* Select ***Yes***, ***No***, or ***Waived*** for the ***Body Fat Content Result*** from the drop-down list.

*Step 7:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.5.3.11 Student Property Sheet – Gradebook Tab

The fields and buttons on the **Gradebook** tab (see Figure 4-65) of the ***Student*** property sheet are described below:

| Field | Description |
|---|---|
| **Test Name*** | The name of the test. |
| **Test Date*** | The date the test was administered. |
| **No. of Tries*** | The number of times the student took the test. |
| **P/F SF** | The curving factor percent score, (***Pass/Fail Scale Factor***.) |
| **P/F SF RS** | The curving factor raw score, (***Pass/Fail Scale Factor Raw Score***.) |
| **Max Raw Score*** | The maximum points achievable for the test. |
| **Raw Score*** | The total number of points achieved by the student. |
| **Percent Score** | The percentage of points achieved by the student based on the maximum points possible for the test (automatically calculated.) |
| **P/F Result** | The (***Pass/Fail***) ***Result*** of the student, either: ***Fail***, ***Exempt***, ***Incomplete***, ***Proficient***, or ***Pass*** (automatically calculated.) |
| **POI Points** | The total POI points earned (automatically calculated.) |
| **Insert** (button) | Click to insert a new gradebook row. |
| **Delete** (button) | Click to delete the currently selected gradebook row. |
| Fields marked with an "*" must be completed in order to save test information. | |

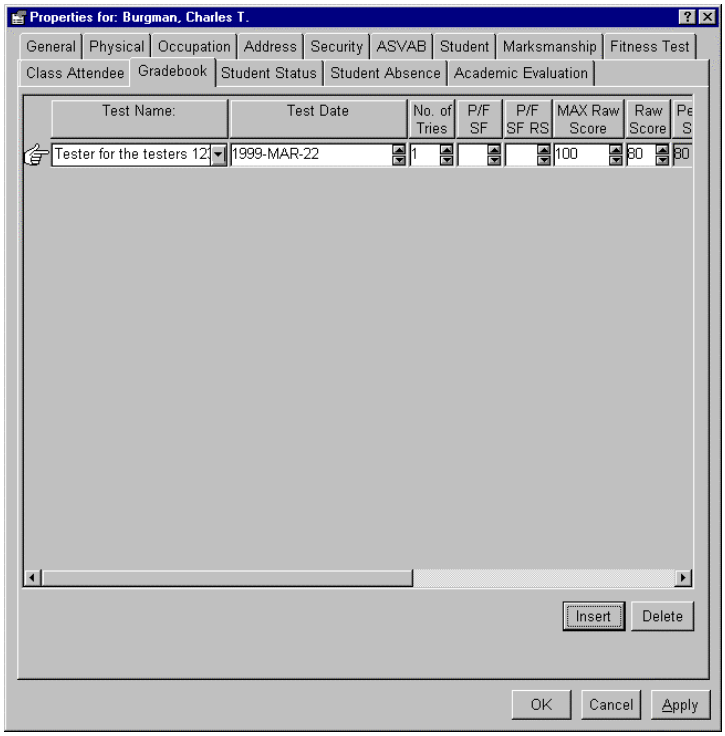



**Figure 4-65: Student Property Sheet – Gradebook Tab**

To enter the student's gradebook information:

*Step 1:* Access the ***Student*** property sheet (see Section 4.5.3.)

*Step 2:* Select the **Gradebook** tab.

*Step 3:* Click the ***Insert*** button to display a row of ***Test*** fields.

*Step 4:* Select the ***Test Name**** from the drop-down list.

*Step 5:* Use the spin-list to select the ***Test Date****.

*Step 6:* Use the spin-list to indicate the number of times the student has taken the test in the ***No. of Tries**** field.

*Step 7:* Use the spin-list to enter the curving factor percent score in the ***P/F SF*** field.

> **NOTE**: The ***Test Name*** drop-down list will only display those events that exist as learning steps within the course. If there are no Test learning steps within the course, there will be no events available in the drop-down list.

*Step 8:* Use the spin-list to enter the curving factor raw score in the ***P/F SF RS*** field.

*Step 9:* The ***Maximum Raw Score**** field automatically defaults to 100. The user can modify this field, if necessary.

*Step 10:* Use the spin-list to enter the actual points the student scored on the test in the ***Raw Score**** field.

The ***Percent Score*** will be calculated automatically based on the student's raw score. This field cannot be modified.

*Step 11:* The ***P/F Result*** will be automatically calculated but can be modified if necessary.

*Step 12:* The ***POI Points*** earned for the test will be automatically calculated and cannot be modified.

*Step 13:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.5.3.12 Student Property Sheet – Student Status Tab

The fields and buttons on the **Student Status** tab (see Figure 4-66) of the ***Student*** property sheet are described below:

| Field | Description |
|---|---|
| **Effective Date*** | The date the student's current status became effective. |
| **Status*** | The current status of the student:<br>• ***Canceled Reservation***<br>• ***Discharged from the Army***<br>• ***Graduate, Successfully Completed Class***<br>• ***Hold (Showed, Did Not Start, Did Not Grad)***<br>• ***New Input***<br>• ***Retrainee In, from Another Course of Instruction***<br>• ***Retrainee Out, to Another Course of Instruction***<br>• ***Recycle Out to Another Class, Same Course***<br>• ***No Show***<br>• ***Recycle in, from Another Class, Same Course***<br>• ***Valid Registration***<br>• ***Showed, Did not Begin Training***<br>• ***Waiting for reservation***<br>• ***Other, Non-Successful Completion***<br>• ***Class has been Non-conducted***<br>• ***MEP Reservation*** |
| **Reason*** | The reason for the student's status, either: ***None***, ***Other***, ***Discharge***, or ***Operational***. |
| **Description*** | The description of the student's status. Available descriptions will vary depending on the status and reason selected. |
| **History** | Previous changes in status are listed with the following information: ***Effective Date***, ***Status***, ***Reason***, ***Description***, ***School***, ***Course***, ***Delivery Group***, ***Phase***, and ***Class***. |

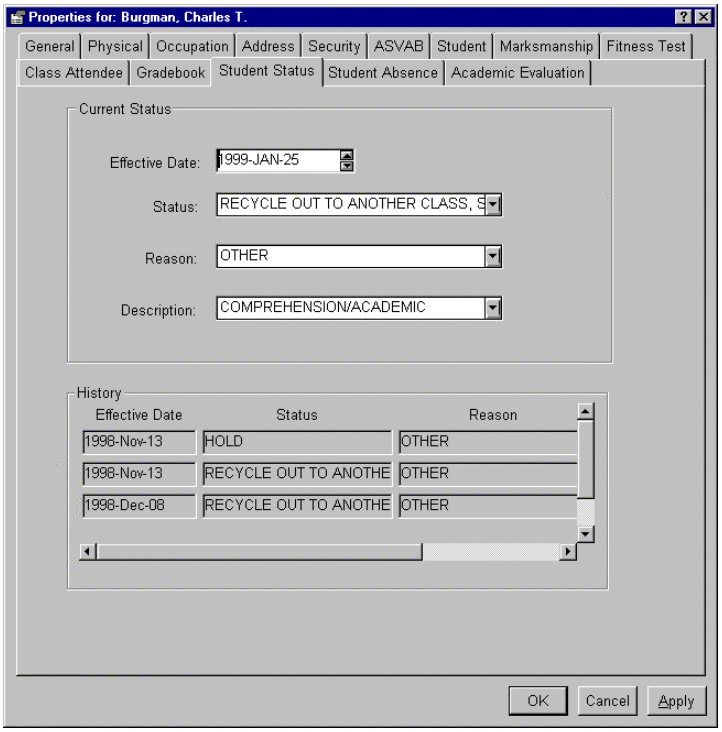



**Figure 4-66: Student Property Sheet – Student Status Tab**

To modify a student's current status:

*Step 1:* Access the ***Student*** property sheet (see Section 4.5.3.)

*Step 2:* Select the **Student Status** tab.

*Step 3:* Use the spin-list to select the ***Effective Date**** of the student's status.

*Step 4:* Select the student's ***Status**** from the drop-down list. The ***Reason*** and ***Description*** drop-down lists are updated with values that correspond to the selected status.

If ***Retrainee Out, to Another Course of Instruction*** or ***Recycle Out to Another Class, Same Course*** is chosen, a dialog box will appear listing appropriate classes or courses so that the class or course that the student is being moved to can be chosen.

> **NOTE**: The ***Recycle Out to Another Class, Same Course*** option also contains a ***Transfer Student Gradebook*** check-box that is automatically selected by default. This allows those tests that were successfully completed by the student (***Exempt***, ***Proficient***, and ***Pass*** test results) to be transferred to the new class with the student. To prevent test results from being transferred, click on the check mark to deselect this option.

*Step 5:* Select the ***Reason**** for the student's status from the drop-down list. The ***Description*** drop-down list is updated with values that correspond to the reason and status.

*Step 6:* Select the ***Description**** of the student's status from the drop-down list.

*Step 7:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.5.3.13 Student Property Sheet – Student Absence Tab

The fields and buttons on the **Student Absence** tab (see Figure 4-67) of the ***Student*** property sheet are described below:

| Field | Description |
|---|---|
| **Begin Date** | The date and time the student is first absent. |
| **Reason** | The reason the student is absent, either: ***Blood Donor***, ***Dental Appointment***, ***Detail***, ***Emergency Leave***, ***Hospital***, ***Other***, ***Parade***, ***Post Appointments***, ***Sick Call***, or ***Unexcused***. |
| **End Date** | The date and time the student returns from being absent. |
| **Remarks** | Any textual remarks pertaining to the student's absence. |
| **Insert** (button) | Click to insert a new student absence row. |
| **Delete** (button) | Click to delete the currently selected absence row. |

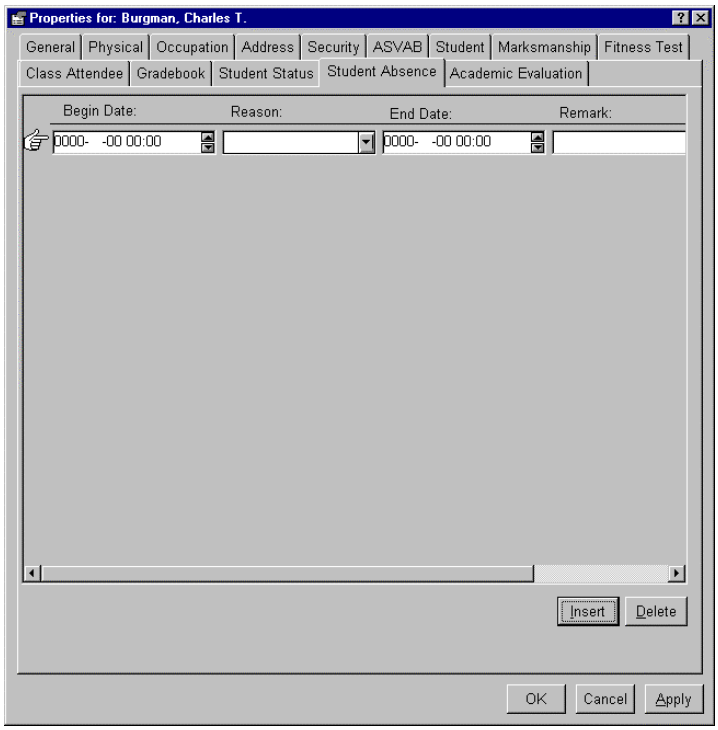



**Figure 4-67: Student Property Sheet – Student Absence Tab**

To enter student absentee information:

*Step 1:* Access the ***Student*** property sheet (see Section 4.5.3.)

*Step 2:* Select the **Student Absence** tab.

*Step 3:* Click the ***Insert*** button to create a new row of ***Student Absence*** fields.

*Step 4:* Use the spin-list to select the date and time the student is first absent in the ***Begin Date*** field.

*Step 5:* Select the ***Reason*** for the student's absence from the drop-down list.

*Step 6:* Use the spin-list to select the date and time the student returns from being absent in the ***End Date*** field.

*Step 7:* Enter any textual remarks pertaining to the student's absence in the ***Remarks*** field.

*Step 8:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.5.3.14 Student Property Sheet – Academic Evaluation Tab

The Academic Evaluation tab is used to enter data for the AER Report (see Section 5.1.1.1 for more information about the AER Report. The fields and buttons on the **Academic Evaluation** tab (see Figure 4-68) of the ***Student*** property sheet are described below:

| Field | Description |
|---|---|
| **Evaluation Date** | The date the evaluation was written. |
| **Period of Report From and To** | The time frame the student was evaluated. |
| **Has the Student Demonstrated the Academic Potential for Selection to Higher Level School/Training?** | The rating of the student's overall performance:<br>• ***Yes***<br>• ***No***<br>• ***N/A*** |
| **Military Education** | The level of military education completed by the student, either: ***Officer Basic***, ***Officer Advanced***, ***Staff College (CGSC)***, ***SWO Training***, or ***MWO Training***. |

| Field | Description |
|---|---|
| **Explanation of Non-Rated Periods** | An explanation why a student was not rated for a specific time frame. |
| **Performance Summary** | A value that rates the overall performance of the student, either: ***Achieved Course Standards***, ***Exceeded Course Standards***, ***Failed to Achieve course Standards***, or ***Marginally Achieved Course Standards***. |
| **Written Communication** | A value that rates the written communication of the student, either: ***Not Evaluated***, ***Unsatisfactory***, ***Satisfactory***, or ***Superior***. |
| **Oral Communication** | A value that rates the student's oral communication, either: ***Not Evaluated***, ***Unsatisfactory***, ***Satisfactory***, or ***Superior***. |
| **Leadership Skills** | A value that rates the student's leadership skills, either: ***Not Evaluated***, ***Unsatisfactory***, ***Satisfactory***, or ***Superior***. |
| **Contribution to Group Work** | A value that rates the student's contribution to group work, either: ***Not Evaluated***, ***Unsatisfactory***, ***Satisfactory***, or ***Superior***. |
| **Evaluation of Student's Research Ability** | A value that rates the student's research ability, either: ***Not Evaluated***, ***Unsatisfactory***, ***Satisfactory***, or ***Superior***. |
| **Preparing Officer** | The ***Name***, ***Grade***, ***Branch***, and ***Title*** of the officer who prepared the evaluation. |
| **Reviewing Officer** | The ***Name***, ***Grade***, ***Branch***, and ***Title*** of the reviewing officer. |
| **Distribution** | The distribution of the evaluation, either: ***Unit Commander***, ***Student***, and/or ***Student's Official Military Records***. |

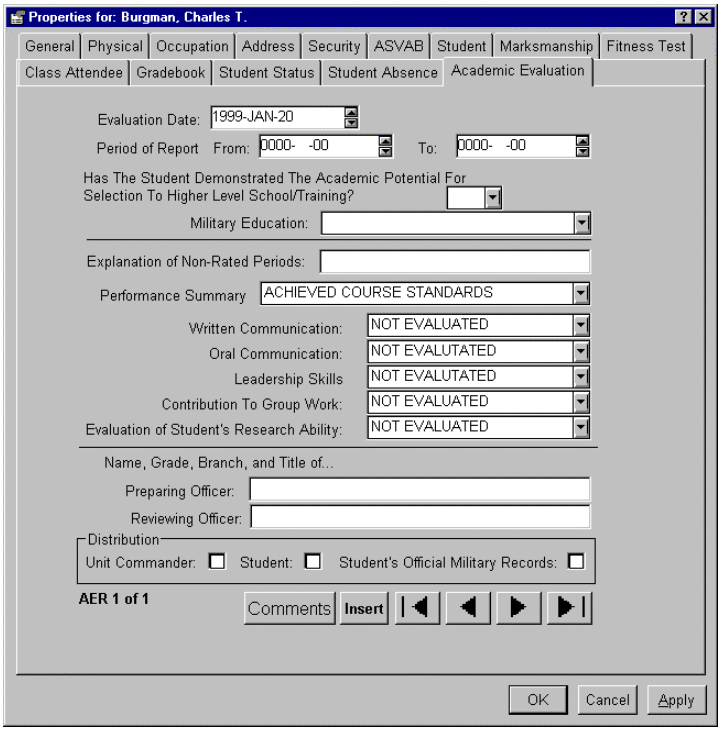



**Figure 4-68: Student Property Sheet – Academic Evaluation**

To enter a student's academic evaluation:

*Step 1:* Access the ***Student*** property sheet (see Section 4.5.3.)

*Step 2:* Select the **Academic Evaluation** tab.

*Step 3:* Use the spin-list to select the ***Evaluation Date***.

*Step 4:* Use the spin-list to select the time frame the student was evaluated, ***Period of Report – From*** and ***To***.

*Step 5:* Select ***Yes***, ***No***, or ***N/A*** from the drop-down list to indicate if the student has demonstrated the academic potential for selection to higher-level school/training.

*Step 6:* Select the student's ***Military Education*** level from the drop-down list.

*Step 7:* Enter an ***Explanation of Non-Rated Periods*** in the text box.

*Step 8:* Select the ***Performance Summary*** rating from the drop-down list provided.

*Step 9:* Select the ***Written Communication*** rating from the drop-down list.

*Step 10:* Select the ***Oral Communication*** rating from the drop-down list.

*Step 11:* Select the ***Leadership Skills*** rating from the drop-down list.

*Step 12:* Select the ***Contribution to Group Work*** rating from the drop-down list.

*Step 13:* Select the ***Evaluation of Student's Research Ability*** from the drop-down list.

*Step 14:* Enter the ***Name***, ***Grade***, ***Branch***, and ***Title*** of the ***Preparing Officer***.

*Step 15:* Enter the ***Name***, ***Grade***, ***Branch***, and ***Title*** of the ***Reviewing Officer***.

*Step 16:* Indicate the ***Distribution*** of the data by selecting one or more of the following three options: ***Unit Commander***, ***Student***, or ***Student's Official Records***. An "**X**" in the box indicates the option has been selected.

*Step 17:* Click the ***Comments*** button. A blank text pad will appear.

*Step 18:* Enter any textual remarks pertaining to the evaluation.

*Step 19:* Save the information using the ***File → Save*** option.

Close the text pad.

*Step 20:* Click the ***Insert*** button to display a new set of the data fields. The user can create as many evaluations as necessary for the student.

Click the button to display the first academic evaluation.

Click the button to display the last academic evaluation.

Click the button to display the previous academic evaluation.

Click the button to display the next academic evaluation.

*Step 21:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.5.4 Find – Student Management

The ***Find*** option provides a user with the ability to search **Student Names** for a requested **Student**. To use this function, select ***Find*** from the ***Edit*** menu. A ***Find Item*** property sheet will appear (see Figure 4-69.) Fill in the following data fields.

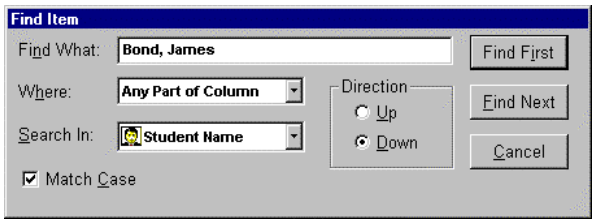



**Figure 4-69: Find Item (Student Management)**

To locate an item in the database:

*Step 1:* Choose ***Edit → Find***.

*Step 2:* Fill in the ***Find What*** text box with the data to be used for the search.

*Step 3:* Select what the search data should match from the ***Where*** drop-down list. The user can select from the following three options: ***Any Part of Column***, ***Match Whole Column***, or ***Start of Column***.

*Step 4:* Select where to search for a student from the ***Search In*** drop-down list. The drop-down list only provides the user with one option: ***Student Name***.

*Step 5:* Select the ***Direction*** of the search. Choose ***Up*** to search from bottom to top or ***Down*** to search top to bottom.

*Step 6:* Select the ***Match Case*** box to restrict the search to student names that match the case of the ***Find What*** data. Deselect the ***Match Case*** box to search the student names regardless of the case. A check mark indicates the ***Match Case*** has been activated.

*Step 7:* Click the ***Find First*** button to find the first student name to match the ***Find What*** data.

*Step 8:* Click the ***Find Next*** button to find the next student name to match the ***Find What*** data.

**NOTE**: The user can change the ***Direction*** of the search to return to a previously displayed student name.

*Step 9:* Click the ***Cancel*** button to cancel the search and return to the ***Student Management*** window.

### 4.5.5 Deleting a Student

To delete a student, highlight the student to be deleted and select ***Delete*** from the ***Edit*** menu. A ***Delete*** dialog box will appear asking, "***Are you sure you want to delete this student from the database?***" Click the ***Yes*** button to delete the student. Click the ***No*** button to return to the ***Student Management*** window without deleting the student.

**WARNING!**: Student record deletions cannot be undone with the undo command.

## 4.6 Unit Management View

This section explains the ***Unit Management*** operation and how to assign students to a unit. Individuals in charge of the students assigned to a unit primarily use this view. The ***Unit Management*** view provides a single place for unit managers to view all personnel they are responsible for without knowing what classes they attend.

The user can view the many different levels of ***Unit Management*** data by double-clicking on the icon to the left of the level name. The ***Unit Management*** hierarchy is: ***Unit Name*** → ***Student Name***.

The SheetBar buttons available in the ***Unit Management*** view are:

| Name | Button | Purpose |
|---|---|---|
| **New Student** | | Allows the user to create a new student. |
| **New Unit** | | Allows the user to create a new unit. |

A person in charge of a unit may have students attending many different classes and may not be familiar with all the class information. Unit management gives this person a single place to view all the personnel. Highlighting a student causes all of the classes that student is attending to be displayed in the detailed view.

A user can click and drag student names within one unit to another unit on the same screen. This action places a copy of the student into a different unit, but does not delete the student name from where it was copied.

Unit commanders are usually in charge of non-academic exercises like range qualifications or physical fitness scores. They may not have permissions within AIMS-PC to view class information; however, they can view student properties from the unit management view.

### 4.6.1 Creating a New Unit

New units can be easily created within the AIMS-PC. To create a new unit:

*Step 1:* If the ***Unit Management*** view is not the active view, select ***View → Unit Management*** from the menu options at the top of the screen.

*Step 2:* Click the ***New Unit*** button on the SheetBar.

A ***New Unit*** property sheet will appear.

*Step 3:* Fill out the information on the ***Unit*** property sheet.

*Step 4:* Enter the ***Unit Identification Code (UIC)*** * for the unit.

*Step 5:* Choose the ***Domain*** * from the drop-down list, either: ***Department of Defense***, ***Government Agency***, or ***Private Industry***.

*Step 6:* Enter the ***Unit Name*** *.

*Step 7:* Choose the ***Parent Unit*** from the drop-down list. This is the primary unit associated with this unit.

*Step 8:* Place a "✔" in the box if this is a military school. Leave the field blank if this is not a military school.

*Step 9:* Choose the ***School Type*** from the drop-down list, either: ***Advanced Combat Training***, ***Annual***, ***Basic Combat Training***, ***Initial***, ***Other***, ***Recurring***, or ***War College***.

*Step 10:* Choose the official ***School Name*** from the drop-down list.

*Step 11:* Enter the school street ***Address***.

*Step 12:* Enter the school ***City***.

*Step 13:* Select the school ***State*** from the drop-down list.

*Step 14:* Enter the school ***Zip Code***.

*Step 15:* Click the ***Apply*** button to save the data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.6.2 Unit Property Fields

The ***Unit*** property sheet has one tab, **Unit**. The fields and buttons on the **Unit** tab (see Figure 4-38) of the ***Unit*** property sheet are described below:

| Field | Description |
|---|---|
| **Unit Identification Code*** | The unit identification code (UIC) for the unit. |
| **Domain*** | The domain of the unit, either: ***Department of Defense***, ***Government Agency***, or ***Private Industry***. |
| **Unit Name*** | The name of the unit. |
| **Parent Unit** | The primary unit associated with this unit. |
| **Is this organization a military school?** | Indicates whether the unit is a military school. A "✔" indicates the unit is a military school. Leave the check box empty if the unit is not a military school. |
| **School Type** | Indicates the type of the school, either: ***Advanced Combat Training***, ***Annual***, ***Basic Combat Training***, ***Initial***, ***Other***, ***Recurring***, or ***War College***. |
| **School Name** | The name of the school. |
| **Address** (2 lines) | The school's street address. |
| **City** | The city where the school is located. |
| **State** | The state where the school is located. |
| **Zip Code** | The school's zip code. |

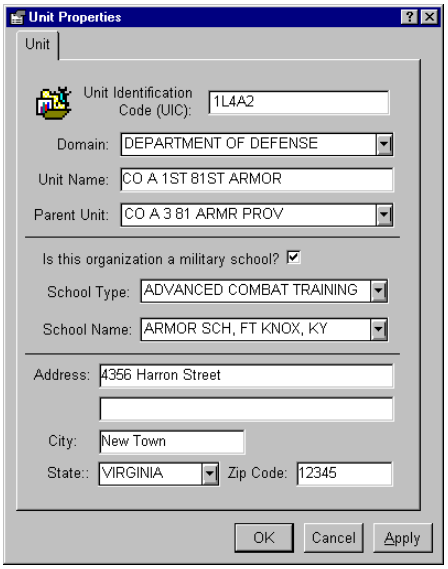



**Figure 4-70: Unit Property Sheet**

## 4.6.3 New Student Wizard

The ***New Student Wizard*** allows a user to either assign a current student to a unit or create a new student within a unit. The ***New Student Wizard*** guides the user through an easy-to-use set of instructions, separated by individual screens, to attach a pre-existing or new student to a unit.

When the ***New Student*** button is selected, a ***New Student Wizard*** screen will appear. There are two ***Student Creating Options*** that appear on the screen:

- ***Select an existing student from a pick list.***
- ***Use a blank student property window.***

### 4.6.3.1 Attaching an Existing Student to a Unit

The ***New Student Wizard*** allows a user to add a student whose information is already contained within the database into a unit. To attach an existing student to a unit:

*Step 1:* If the ***Unit Management*** view is not the active view, select ***View → Unit Management*** from the menu options at the top of the screen.

*Step 2:* Select the desired ***Unit***.

**NOTE**: If a user tries to add a new student without a unit selected, the following message appears, "***First select the unit you want the student assigned to.***"

*Step 3:* Click the ***New Student*** button.

A ***New Student Wizard*** screen will appear (see Figure 4-71.)

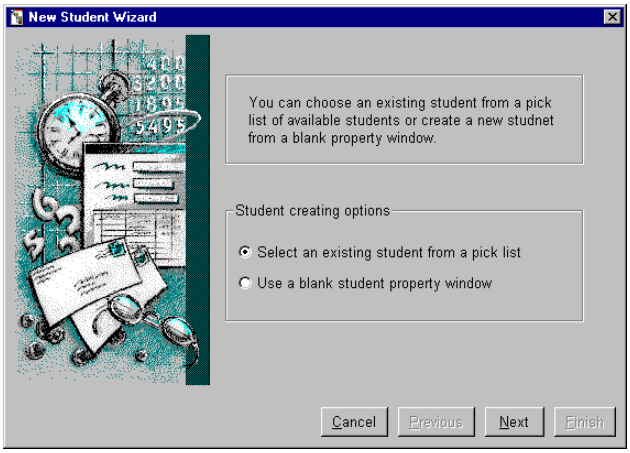


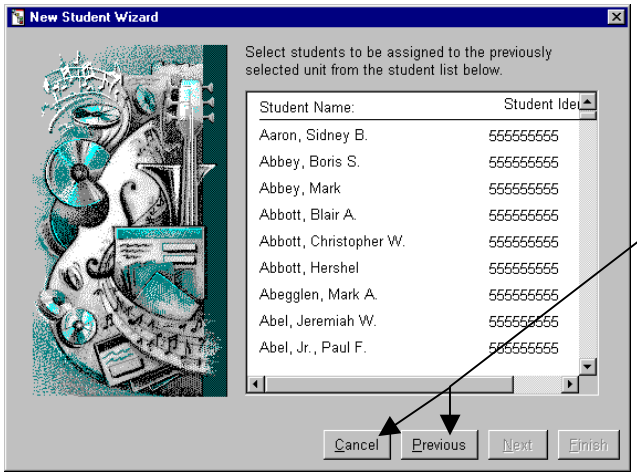

**Figure 4-71: New Student Wizard**

*Step 4:* Choose "***Select an existing student from a pick list.***"

*Step 5:* Click the ***Next*** button.

A window of existing students will appear (see Figure 4-72.) The following attributes are displayed: ***Student Name*** and ***Student Identifier***.

*Step 6:* Select the desired student(s) from the pick list.




At any point in the wizard the user may click the ***Previous*** button to return to a previous screen to make changes, or click the ***Cancel*** button to exit the wizard without selecting a student.

**Figure 4-72: New Student Wizard – Student Select Screen**

*Step 7:* Click the ***Finish*** button to add the students to the unit.

OR

Click the ***Cancel*** button to exit the wizard without adding a new student.

### 4.6.3.2 Creating a New Student Using a Blank Student Property Sheet

The ***New Student Wizard*** can also be used to enter a new student into the database. The user should use the ***Student Management - Find*** utility (see Section 4.5.4) to verify that the student does not already exist in the database. To create a new student for a unit using a blank student property sheet:

*Step 1:* If the ***Unit Management*** view is not the active view, select ***View → Unit Management*** from the menu options at the top of the screen.

*Step 2:* Select the desired ***Unit***.

*Step 3:* Click the ***New Student*** button.

A ***New Student Wizard*** screen will appear (see Figure 4-73.)

**NOTE**: If a user tries to create a new student without a unit selected, the following message appears, "***First select the unit you want the student assigned to.***"

*Step 4:* Choose "***Use a blank student property window.***"

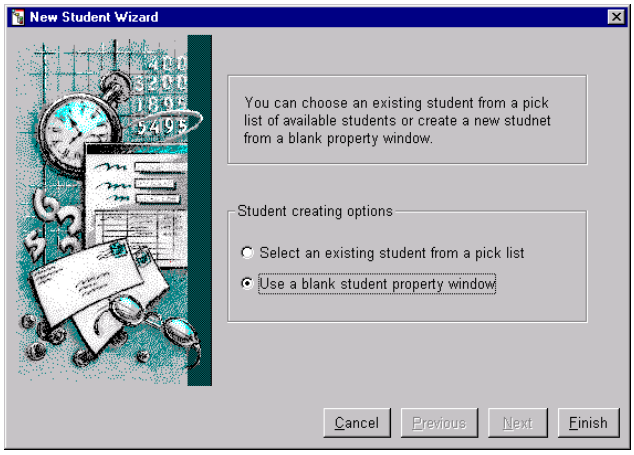



**Figure 4-73: New Student Wizard**

*Step 5:* Click the ***Finish*** button.

*Step 6:* A blank ***Student*** property sheet will appear (see Figure 4-74.)

*Step 7:* Fill in all the data fields on the **General** and **Occupation** tabs (see Section 4.5.3.)

*Step 8:* Click the ***Apply*** button to save the student data to the database.

*Step 9:* Fill in any additional information as needed. Only the following ***Student*** property sheet tabs are available: **General**, **Physical**, **Occupation**, **Address**, **Security**, **ASVAB**, **Student**, **Marksmanship**, and **Fitness Test**.

**WARNING!**: Once the student's ***Person ID*** is saved to the database, it cannot be changed.

*Step 10:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

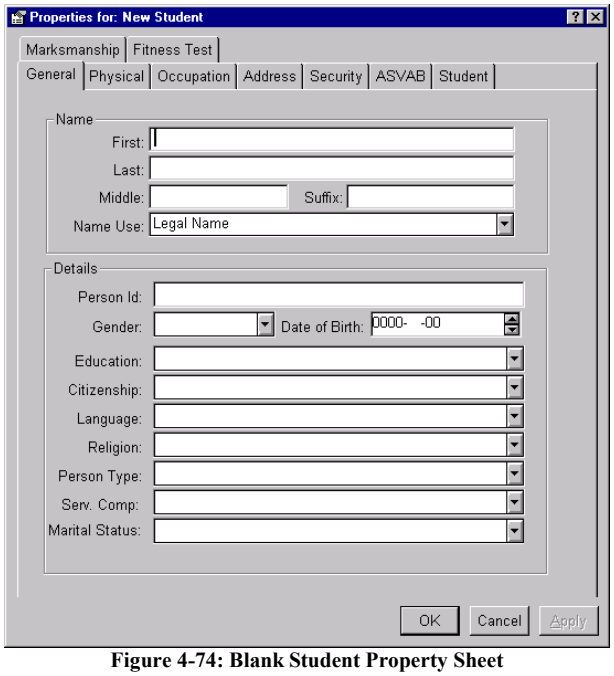



**Figure 4-74: Blank Student Property Sheet**

## 4.6.4 Assigning a Student to a Unit Using Drag and Drop

***Unit Management*** also allows a user to add existing students to a unit by simple drag and drop functionality. Students can be copied from either the ***Student Management*** or ***Class Management*** views. To assign a student to a unit using drag and drop functionality from the ***Student Management*** view:

*Step 1:* If the ***Unit Management*** view is not the active view, select ***View → Unit Management*** from the menu options at the top of the screen.

*Step 2:* Determine the unit to which students are to be added.

*Step 3:* Click the ***New View*** button.

*Step 4:* Choose ***View → Student Management***. If moving students from ***Class Management***, substitute ***Class Management*** for ***Student Management*** in these instructions.

*Step 5:* Display the windows so both the ***Unit Management*** and ***Student Management*** views are visible. See Section 4.1 for more information about multiple views.

*Step 6:* Click anywhere within the ***Student Management*** view so that it becomes the active view.

*Step 7:* Select a student from the right side of the ***Student Management*** window by clicking and holding the mouse button on the student's name.

*Step 8:* Without releasing the mouse button, drag the student's name to the desired unit listed in the ***Unit Management*** window. The unit will become highlighted when it is selected.

*Step 9:* When the unit name is highlighted, release the mouse button.

*Step 10:* Click the unit name to display the list of students. The student is now part of the selected unit.

*Step 11:* To add additional students, repeat steps 6 - 9.

### 4.6.5 Find – Unit Management

The ***Find*** option provides a user with the ability to search through **Unit Names** and **Student Names** for requested data. To use this function, select ***Find*** from the ***Edit*** menu. A ***Find Item*** property sheet will appear (see Figure 4-75.)

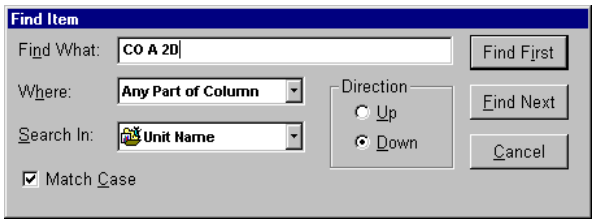



**Figure 4-75: Find Item (Unit Management)**

To locate an item in the database:

*Step 1:* Select ***Edit → Find***.

*Step 2:* Fill in the ***Find What*** text box with the data to be used for the search.

*Step 3:* Select what the search data should match from the ***Where*** drop-down list. The user can select from the following three options: ***Any Part of Column***, ***Match Whole Column***, or ***Start of Column***.

*Step 4:* Select where to search for the data from the ***Search In*** drop-down list. The user can select from the options: ***Unit Names*** and ***Student Names***.

*Step 5:* Select the ***Direction*** of the search. Choose ***Up*** to search from bottom to top or ***Down*** to search top to bottom.

*Step 6:* Select the ***Match Case*** box to restrict the search to data that matches the case of the ***Find What*** data. Deselect the ***Match Case*** box to search the data regardless of the case. A check mark indicates the ***Match Case*** has been activated.

*Step 7:* Click the ***Find First*** button to find the first item to match the ***Find What*** data.

*Step 8:* Click the ***Find Next*** button to find the next item to match the ***Find What*** data.

**NOTE**: The user can change the ***Direction*** of the search to return to a previously displayed item.

*Step 9:* Click the ***Cancel*** button to cancel the search and return to the ***Unit Management*** window.

## 4.7 Group Management View

This section explains the ***Group Management*** view and how to group class attendants that share common properties into a unit for the ease of manipulating them. A group consists of class attendants that come from the same school, but can come from different classes. Once the group name has been selected, a list of attendees is displayed in the detailed view to the right. The attributes displayed with the attendee name are rank, ID, status, and gender.

The user can view the many different levels of ***Group Management*** data by double-clicking on the icon to the left of the level name. The ***Group Management*** hierarchy is: ***School Name*** ➞ ***Group Name*** ➞ ***Group Attendees***.

The SheetBar buttons available in the ***Group Management*** view are:

| Name | Button | Purpose |
|---|---|---|
| **New Group** | | Allows the user to create a new group. |
| **New Student** | | Allows the user to create a new student. |

New groups can be added based on the needs of the school. Once a group has been created using the ***New Group*** button, the user will then be able to define the characteristics of that group. A school can have as many groups as necessary for the specific divisions that are identified. Each group can have its own set of specific attributes uniquely distinguishing them from another group. An associated window has been designed to assign class attendants to a particular group.

Student names can be moved and copied from the list of groups that are displayed. Using the drag and drop feature, a user can simply copy the name of one student to a different group. This does not remove that student from the original group. There is no limit to the number of groups a student can be a member of within the AIMS-PC.

### 4.7.1 Creating a New Group

New groups can be easily added to the AIMS-PC database. To create a new group:

*Step 1:* If the ***Group Management*** view is not the active view, select ***View → Group Management*** from the menu options at the top of the screen.

*Step 2:* Click the ***New Group*** button on the SheetBar.

An ***Activity Group*** property sheet will appear (see Figure 4-76.)

*Step 3:* Fill out the information on the ***Activity Group*** property sheet.

*Step 4:* Select the ***School Name*** from the drop-down list.

*Step 5:* Enter the desired ***Group Name***.

*Step 6:* Enter the description of the group in the ***Group Description*** field.

*Step 7:* Click the ***Apply*** button to save the data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

### 4.7.2 Group Property Fields

The ***Group*** property sheet has only one tab, **Group**. The fields and buttons on the ***Group*** property sheet (Figure 4-76) are described below:

| Field | Description |
|---|---|
| **School Name** | The name of the school to which the group is attached. |
| **Group Name** | The name of the group. |
| **Group Description** | A description of the group. |

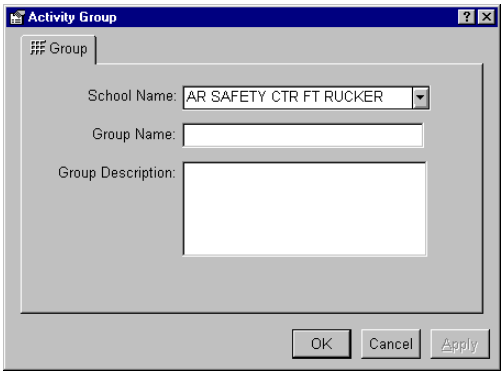



**Figure 4-76: Group Property Sheet**

## 4.7.3 Group Mix Wizard

The ***Group Mix Wizard*** is a tool that provides the user with an easy-to-use method for defining the characteristics of a group. Using the wizard, the user can specify the number and attributes of the students in the group simply by choosing various options. The system will prompt the user for all of the necessary information needed for the group, so there is no chance that an option will be overlooked. To use the ***Group Mix Wizard*** function:

*Step 1:* If the ***Group Management*** view is not the active view, select ***View → Group Management*** from the menu options at the top of the screen.

*Step 2:* Select the desired group.

*Step 3:* Choose ***Tools → Group Mix Wizard***.

A ***Group Mix Wizard*** screen will appear (see Figure 4-77.)

> **NOTE**: ***Group Management*** must be the active view before the ***Group Mix Wizard*** option will appear in the ***Tools*** menu.

*Step 4:* Use the spin-list to select the ***Number of Students*** for the mix group.

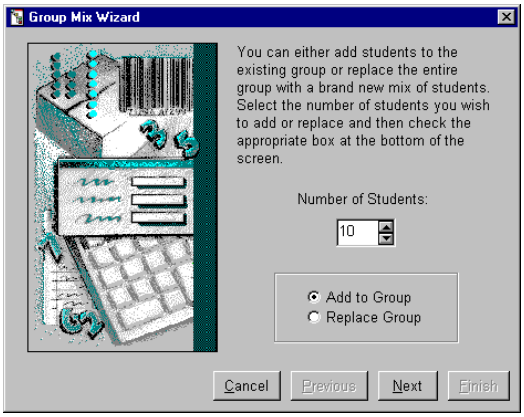
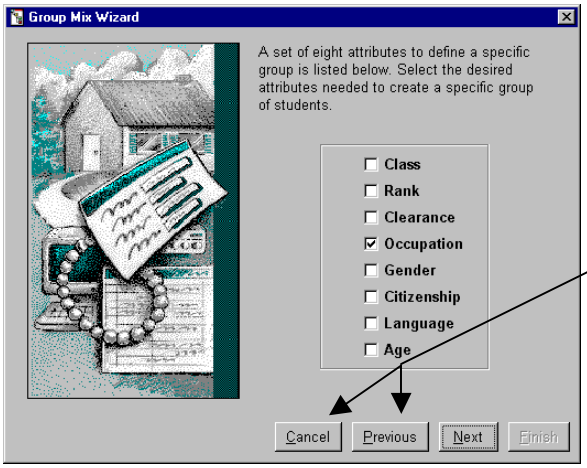



**Figure 4-77: Group Mix Wizard**

*Step 5:* Select either ***Add to Group*** or ***Replace Group***. The circle next to the selected option will be highlighted. Selecting ***Add to Group*** will add additional students to the selected group. Selecting ***Replace Group*** will remove the students currently in the group and replace them with the students selected from the wizard.

*Step 6:* Click the ***Next*** button to continue.

*Step 7:* Select each of the options on how the group will be characterized. To select an attribute, simply click on the box next to it. A "✔" will appear. Click again to remove the "✔" from the box (see Figure 4-78.)




At any point in the wizard the user may click the ***Previous*** button to return to a previous screen to make changes, or click the ***Cancel*** button to exit the wizard without mixing the group.

**Figure 4-78: Group Mix Wizard**

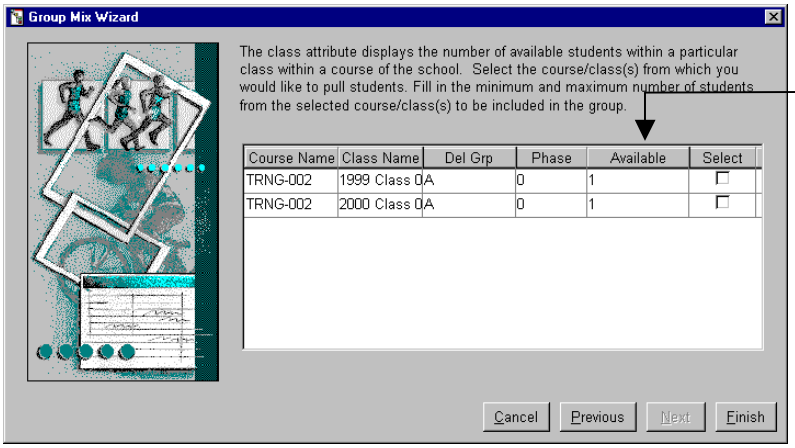
*Step 8:* Click the ***Next*** button to continue.

The following screens will only appear if they are selected on the selection screen above. The group mix wizard will search each attribute for the requested number of students until the requested number of students is found, at which point the wizard will disregard any further attributes. For example, if the user is searching for 10 students, the group wizard will search the first selected attribute for the 10 students. If there are only five students available, the group wizard will check the next selected attribute for the remaining five students. When the group wizard has located 10 students, the remaining attributes will be ignored. The ***Finish*** button will become available once all of the attributes have been selected.

*Step 9:* Select the desired ***Course/Class(s)*** from which to obtain the students. To select a ***Course/Class***, place a "✔" in the box in the **Select** column (see Figure 4-79.)

**NOTE**: The user can select one or more of the course/class options.

Fill in the minimum and maximum number of students next to the selected course/class(s).




The **Available** column provides the user with the number of students available to be assigned per course/class. This is the same on all the attribute screens.

**Figure 4-79: Group Mix Wizard – Class Screen**

*Step 10:* Click the ***Next*** or ***Finish*** button to continue.

*Step 11:* Select the ***Rank(s)*** that are to be represented in the group. To select a ***Rank***, place a "✔" in the box in the **Select** column (see Figure 4-80.)

Fill in the minimum and maximum number of students next to the selected rank(s).

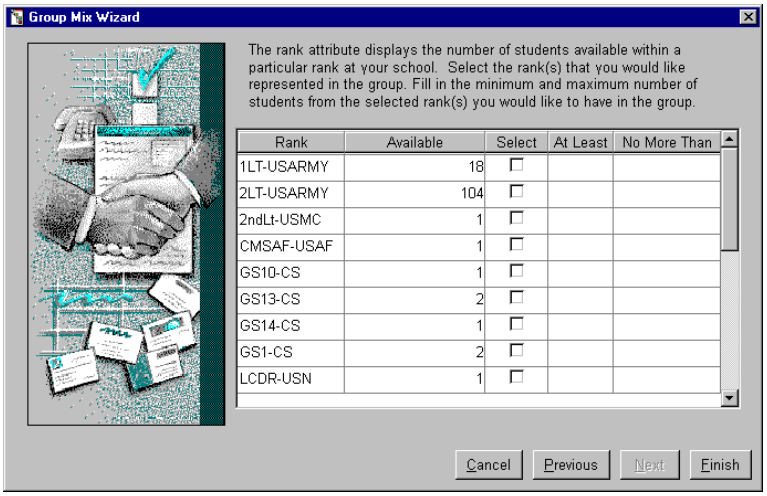



**Figure 4-80: Group Mix Wizard – Rank Screen**

*Step 12:* Click the ***Next*** or ***Finish*** button to continue.

*Step 13:* Select the ***Clearance*** the students in the group should have. To select a ***Clearance***, place a "✔" in the box in the **Select** column (see Figure 4-81.)

Fill in the minimum and maximum number of students next to the selected clearance(s).

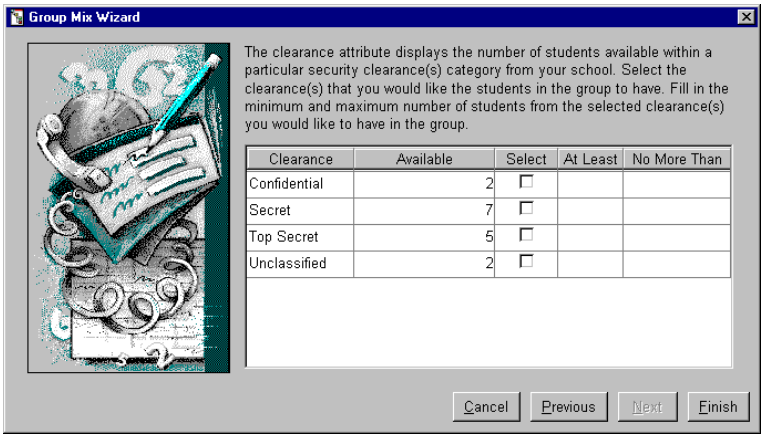



**Figure 4-81: Group Mix Wizard – Clearance Screen**

*Step 14:* Click the ***Next*** or ***Finish*** button to continue.

*Step 15:* Select the ***Occupation(s)*** to be represented in the mix group. To select an ***Occupation***, place a "✔" in the box in the **Select** column (see Figure 4-82.)

Fill in the minimum and maximum number of students next to the selected occupation(s).

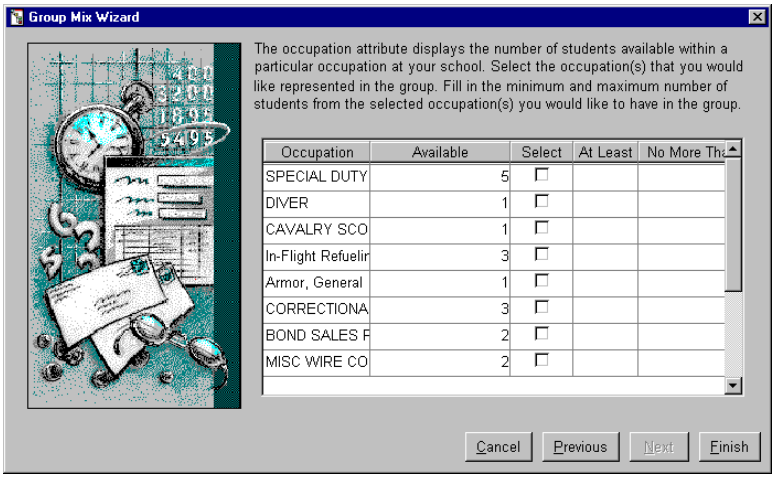



**Figure 4-82: Group Mix Wizard – Occupation Screen**

*Step 16:* Click the ***Next*** or ***Finish*** button to continue.

*Step 17:* Select the lowest age (***Older Than***) limit and the highest age (***Younger Than***) limit to be represented (see Figure 4-83.)

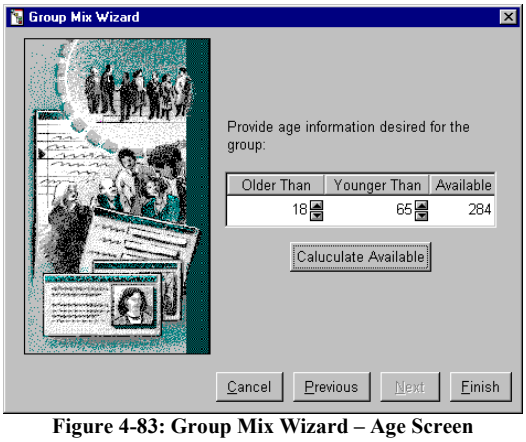



**Figure 4-83: Group Mix Wizard – Age Screen**

*Step 18:* Click the ***Calculate Available*** button to view how many students fall within the selected age brackets. The number of available students will appear in the ***Available*** column.

*Step 19:* Click the ***Next*** or ***Finish*** button to continue.

*Step 20:* Select the ***Gender(s)*** to be represented in the mix group. To select a ***Gender***, place a "✔" in the box in the **Select** column (see Figure 4-84.)

Fill in the minimum and maximum number of students next to the selected gender(s).

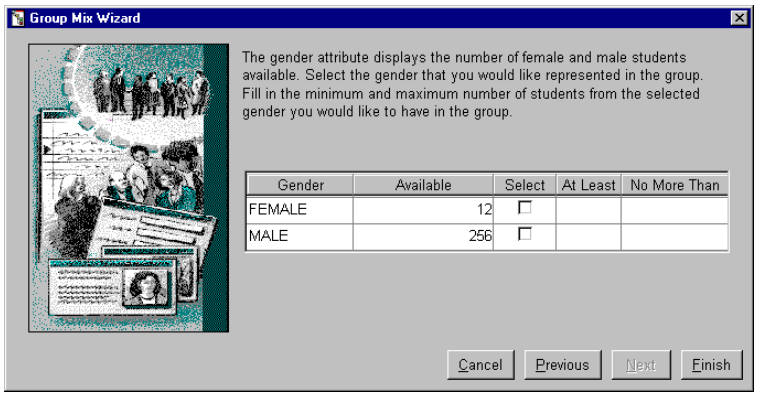



**Figure 4-84: Group Mix Wizard – Gender Screen**

*Step 21:* Click the ***Next*** or ***Finish*** button to continue.

*Step 22:* Select the ***Country(s)*** to be represented in the mix group. To select a ***Country***, place a "✔" in the box in the **Select** column (see Figure 4-85.)

Fill in the minimum and maximum number of students next to the selected country(s).

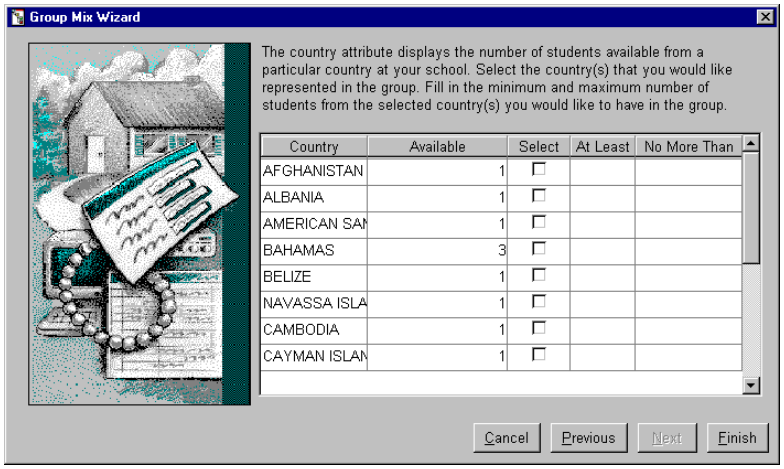



**Figure 4-85: Group Mix Wizard – Country Screen**

*Step 23:* Click the ***Next*** or ***Finish*** button to continue.

*Step 24:* Select the language(s) to be represented in the mix group. To select a ***Language***, place a "✔" in the box in the **Select** column (see Figure 4-86.)

Fill in the minimum and maximum number of students next to the selected language(s).

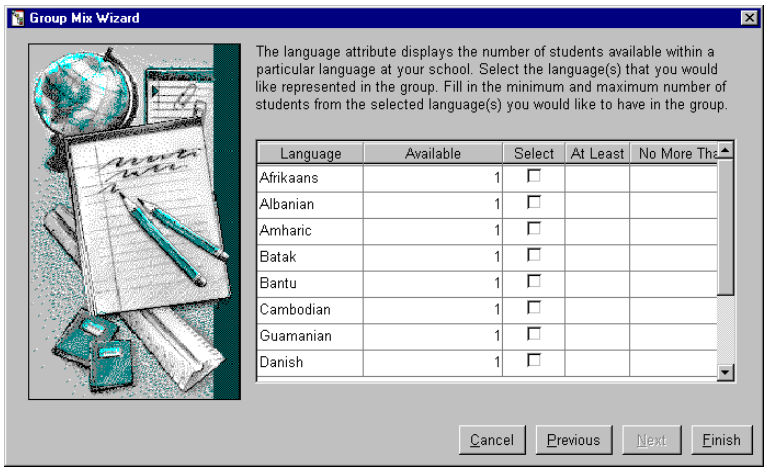



**Figure 4-86: Group Mix Wizard – Language Screen**

*Step 25:* Once all the attributes have been entered, click the ***Finish*** button.

*Step 26:* The new group is created based on the attributes the user just defined.

**NOTE**: If some of the characteristics set for the group can not be satisfied by the available students the following message is displayed: "***Some of the minimum requirements are not satisfied. Do you want to continue to mix the group or stop?***". The user can select ***Yes*** to continue, or ***No*** to close the group wizard without defining the group.

If the user chooses to continue the mix group, a second message may appear, "***Can not find enough rows for the group do you want to continue?***". The user can select ***Yes*** to continue or ***No*** to close the group wizard without defining the group.

If the second message appears and the user chooses to continue the mix group, the criteria chosen will not match any of the current students. An error message will display whenever the user tries to assign a new student to the group. Refer to Section 4.7.4 for more details on assigning a student to a group.

## 4.7.4 Assigning a Student to a Group

Once a group has been created, the user can manually assign students to that group. To assign a student to a group:

**NOTE**: If the user tries to assign a new student without a group selected, the following message will appear, "***You need to select a group first.***"

*Step 1:* If the ***Group Management*** view is not the active view, select ***View → Group Management*** from the menu options at the top of the screen.

*Step 2:* Double-click on each level name to expand all the hierarchy levels.

*Step 3:* Select the desired group.

*Step 4:* Click the ***New Student*** button located on the SheetBar.

An ***Assign Student to Group*** property sheet will appear (see Figure 4-87.) A list of student SSN/PPN's and student names will be displayed.

Only students associated with the school to which the group is assigned will appear on the ***Assign Student to Group*** property sheet.

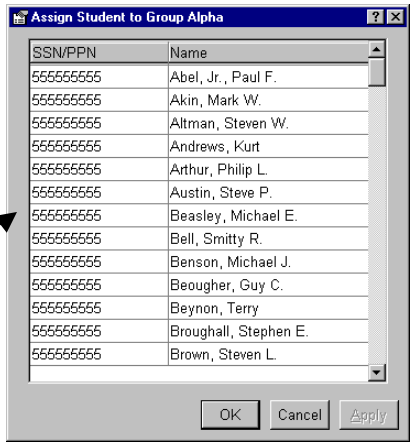


**Figure 4-87: Assign Student to Group**

*Step 5:* Select the name of the student(s) to be added. Use the standard Windows selection methods to select multiple students, if desired.

*Step 6:* Once all student names have been selected, click the ***Apply*** button to add the students to the selected group without closing the property sheet.

OR

Click the ***OK*** button to add the students to the selected group and exit the screen.

OR

Click the ***Cancel*** button to exit the screen without adding any students to the group.

### 4.7.5 Assigning a Student to a Group Using Drag and Drop

In addition to assigning students to a group via the ***Assign Student to Group*** property sheet, a user can use simple drag and drop functionality. Students can be moved from either ***Class Management*** or ***Student Management***. To drag and drop a student into a group from the ***Class Management*** view:

*Step 1:* If the ***Group Management*** view is not the active view, select ***View → Group Management*** from the menu options at the top of the screen.

*Step 2:* Click the ***New View*** button.

*Step 3:* Choose ***View → Class Management***. If moving students from ***Student Management***, substitute ***Student Management*** for ***Class Management*** in these instructions.

*Step 4:* Display the windows so both the ***Group Management*** and ***Class Management*** views are visible. See Section 4.1 for more information about multiple views.

*Step 5:* Click anywhere within the ***Class Management*** view so that it becomes the active view.

*Step 6:* Double-click on each level name to expand all the hierarchy levels.

*Step 7:* Click the desired class section to display the student names on the right side of the ***Class Management*** window.

*Step 8:* Determine the group to which students are to be added.

*Step 9:* Select a student from the right side of the ***Class Management*** window by clicking and holding the mouse button on the student's name.

*Step 10:* Without releasing the mouse button, drag the student's name to the desired group listed in the ***Group Management*** window. The group will become highlighted when it is selected.

*Step 11:* When the group name is highlighted, release the mouse button.

*Step 12:* Click the group name to display the list of students. The student is now part of the selected group.

*Step 13:* To add additional students, repeat steps 9 - 11.

### 4.7.6 Find – Group Management

The ***Find*** option provides a user with the ability to search through **School Names**, **Group Names** and **Attendant Names** for requested data. To use this function, select ***Find*** from the ***Edit*** menu. A ***Find Item*** property sheet will appear (see Figure 4-88.)

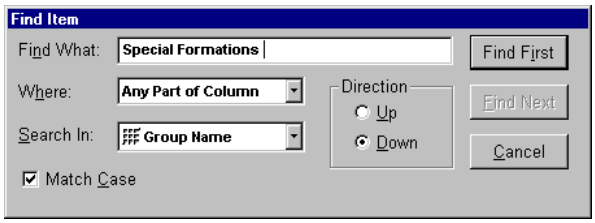



**Figure 4-88: Find Item (Group Management)**

To locate an item in the database:

*Step 1:* Select ***Edit → Find***.

*Step 2:* Fill in the ***Find What*** text box with the data to be used for the search.

*Step 3:* Select what the search data should match from the ***Where*** drop-down list. The user can select from the following three options: ***Any Part of Column***, ***Match Whole Column***, or ***Start of Column***.

*Step 4:* Select where to search for the data from the ***Search In*** drop-down list. The user can select from the options: ***School Names***, ***Group Names***, and ***Attendant Names***.

*Step 5:* Select the ***Direction*** of the search. Choose ***Up*** to search from bottom to top or ***Down*** to search top to bottom.

*Step 6:* Select the ***Match Case*** box to restrict the search to data that matches the case of the ***Find What*** data. Deselect the ***Match Case*** box to search the data regardless of the case. A check mark indicates the ***Match Case*** has been activated.

*Step 7:* Click the ***Find First*** button to find the first item to match the ***Find What*** data.

*Step 8:* Click the ***Find Next*** button to find the next item to match the ***Find What*** data.

> **NOTE**: The user can change the ***Direction*** of the search to return to a previously displayed item.

*Step 9:* Click the ***Cancel*** button to cancel the search and return to the ***Group Management*** window.

## 4.8 Distance Learning

The ***Distance Learning*** option currently provides users with access to a web browser. The predefined web site is the U.S. Army Training and Doctrine Command (TRADOC) Home Page. Users can add additional entries to the list of web sites, as well as modify current web addresses.

The future ***Distance Learning*** option will allow schools to share their database connection with the Distance Learning web site. The Distance Learning web site will play a dynamic role in the education of today's soldiers. This web site allows soldiers to register, apply for correspondence courses, as well as take tests via the Internet. Users who are working with courses can use the ***Distance Learning*** option to upload and download the latest POI for courses.

The ***Distance Learning*** hierarchy is: ***Web Site Name*** → ***Web Site***.

The SheetBar buttons available in the ***Distance Learning*** view are:

| Name | Button | Purpose |
|---|---|---|
| **Back** | | Allows the user to move to the previous web page in the display queue. |
| **Forward** | | Allows the user to move to the next web page in the display queue. |
| **Stop** | | Allows the user to stop the display of the current web page. |

### 4.8.1 Accessing a Web Site

The following graphic (Figure 4-89) illustrates the ***Distance Learning*** property data fields.

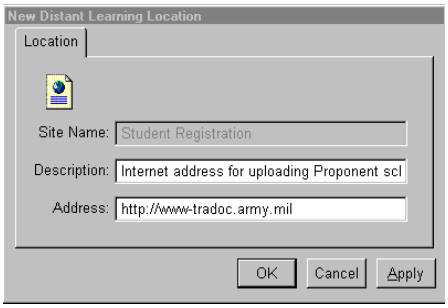



**Figure 4-89: New Distance Learning Location Property Sheet**

To edit an existing web site:

*Step 1:* Choose ***View*** → ***Distance Learning***.

*Step 2:* Select the desired location name.

*Step 3:* Choose ***Edit*** → ***Properties***.

The ***Distance Learning*** property sheet will appear.

*Step 4:* The ***Site Name*** cannot be modified and is grayed-out.

*Step 5:* Enter the site ***Description*** in the text box.

*Step 6:* Enter the web ***Address*** to be accessed.

*Step 7:* Click the ***Apply*** button to save the data.

OR

Click the ***OK*** button to save the changes and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

**NOTE**: This will permanently modify the description of the displayed site name.

### 4.8.2 Adding a New Web Site

New web sites can be added as needed to the site list. To add a new web site:

*Step 1:* Select ***View → Distance Learning***.

*Step 2:* Select ***File → New → Location***.

*Step 3:* A ***Location*** property sheet will appear.

*Step 4:* Enter the ***Site Name*** in the text box.

*Step 5:* Enter the site ***Description*** in the text box.

*Step 6:* Enter the web ***Address*** in the text box.

*Step 7:* Click the ***Apply*** button to save the data and enter another web site.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

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# SECTION 5 TOOLS

The ***Tools*** menu options are those components of the AIMS-PC that allow the user to create, view, and manipulate student and school information on a different level. The AIMS-PC tools allow a user to maintain and produce reports, create and print diplomas, maintain database tables, and manage user privileges. The ***Tools*** also allow a user to import and export data from other Army systems. The relationship between these Army systems and the AIMS-PC is displayed in Figure 5-1. The AIMS-PC is composed of the following ten tools:

- Reports
- Diploma Design
- Database Maintenance
- Interface Agreements
  - Army Training Requirements and Resources System (ATRRS)
  - Reception Battalion Automated Support System (RECBASS)
- Application Security
- Business Rule Edit
- Group Wizard
- Task Maintenance
- Change Password
- User Logon

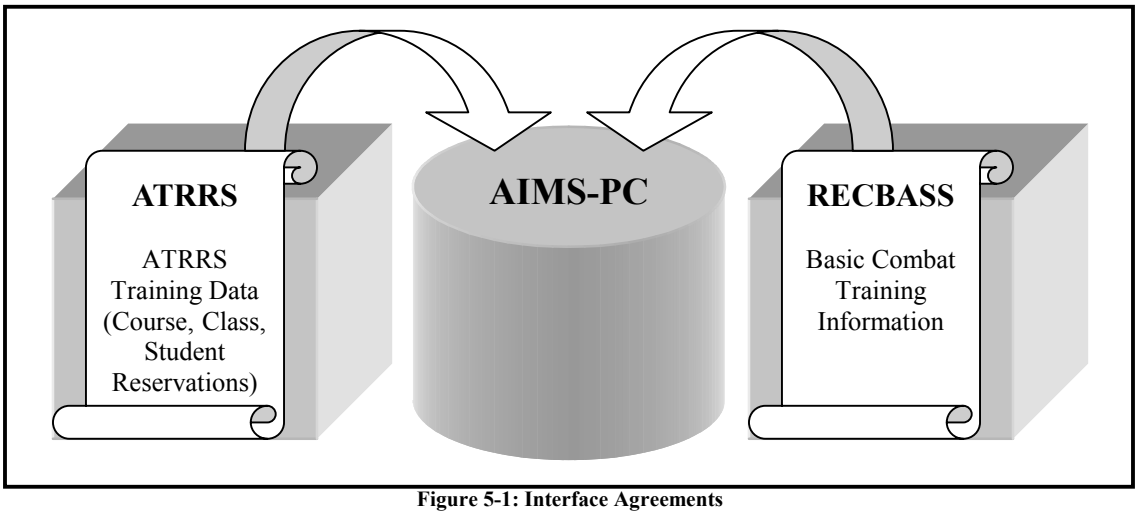



**Figure 5-1: Interface Agreements**

Access to the individual tools is based on the individual using the AIMS-PC. Users will only be allowed access to the specific tools needed, based on the job being performed. For example, the FA uses the ***Application Security*** tool to set an individual user's access privileges; however, most users will not have access to this tool. Instructors using the AIMS-PC will use the ***Reports*** and ***Diploma Design*** tools to produce required training reports and student diplomas, but not all

users will have access to these menu options. If a user does not have permission to access a given tool, that tool will be grayed-out. You should check with your FA if you have questions regarding your access privileges.

## 5.1 Reports

The AIMS-PC ***Reports*** tool provides Army Instructors with the ability to create, view, and print evaluation and management reports. AIMS-PC data is accessed through a ***Retrieve Arguments*** property sheet that is then used to create a well-organized report with visible columns. Once created, users may simply view the report, save the data for future use, and/or generate a hard copy using the print option.

**NOTE**: The AIMS-PC uses the Windows default printer settings to format the reports. If the printer has not been configured correctly within Windows, the reports will not display correctly.

The SheetBar buttons available in the ***Reports*** tool are:

| Name | Button | Purpose |
|---|---|---|
| **Retrieve** | | Allows the user to retrieve data for a report. |
| **Sort** | | Allows the user to sort the list of reports. |
| **Visible Attributes** | | Allows the user to select which attributes are visible in the displayed reports. |
| **Zoom** | | Allows the user to change the report zoom settings. |

### 5.1.1 Class Management Reports

The ***Class Management*** category contains a list of reports that provide users with a summary of class and gradebook data on students. Expand the ***Class Management*** reports hierarchy in order to view all of the reports available. The following sections contain additional information about the ***Class Management*** reports.

#### 5.1.1.1 Academic Evaluation Report

The ***Academic Evaluation Report*** (AER) allows a user to obtain a listing of academic evaluations from a specific school, course, and class. The report provides users with each student's performance summary, performance of demonstrated abilities, and any evaluation comments. The user can filter the report to view only selected individuals' academic evaluations. See Section 4.5.3.14 for information about entering AER information into the AIMS-PC.

***Tools → Reports → Class Management ◆ Academic Evaluation Report***

### 5.1.1.1.1 Generating the Academic Evaluation Report

To create an Academic Evaluation report:

*Step 1:* Click the ***Academic Evaluation Report*** name in the list of report names under ***Class Management***. The ***Academic Evaluation Report*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report (see Figure 5-2.)

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School Name***: Click the arrow to select a school from the drop-down list of existing schools. The ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name*** drop-down lists are updated with values that correspond to the selected school.

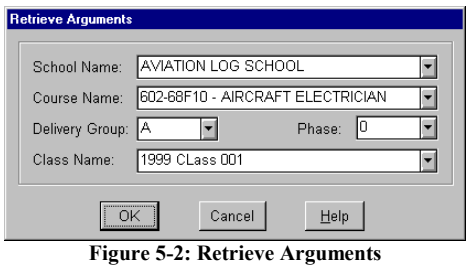


**Figure 5-2: Retrieve Arguments**

***Course Name***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

***Delivery Group***: Click the arrow to select a delivery group from the drop-down list of delivery groups available for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases. The ***Class Name*** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school.

***Class Name***: Click the arrow to select a class from a list of available classes.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report window will display the report with the retrieved data (see Figure 5-3.)

OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***Academic Evaluation Report***.

**SERVICE SCHOOL ACADEMIC EVALUATION REPORT**
For use of this form, see AR 623-1; the proponent agency is MILPERCEN.

DATE: 30 June 1999

1. LAST NAME - FIRST NAME - MIDDLE INITIAL: Bell, Smitty R.
2. SSN: 555-55-5555
3. GRADE: MAJ
4. BR:
5. SPECIALTY/MOSC: 11A
6. COURSE TITLE: COMBAT SERVICE SUPPORT 1999 Class 001 ☐
7. NAME OF SCHOOL: ALMC
8. COMP: ARNG
9. TYPE OF REPORT: ☒ RESIDENT ☐ NONRESIDENT
10. PERIOD OF REPORT (Year, Month Day) From: Thru: ☐
11. DURATION OF COURSE (Year, Month Day) From: 1998 10 13 Thru: 1998 10 14
12. EXPLANATION OF NONRATED PERIODS

13. PERFORMANCE SUMMARY
- *a. ☐ EXCEEDED COURSE STANDARDS (Limited to 20% of class enrollment)
- b. ☒ ACHIEVED COURSE STANDARDS
- *c. ☐ MARGINALLY ACHIEVED COURSE STANDARDS
- *d. ☐ FAILED TO ACHIEVE COURSE STANDARDS

*Rating must be supported by comments in ITEM 16.

14. DEMONSTRATED ABILITIES
- a. **WRITTEN COMMUNICATION** ☒ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR
- b. **ORAL COMMUNICATION** ☒ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR
- c. **LEADERSHIP SKILLS** ☒ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR
- d. **CONTRIBUTION TO GROUP WORK** ☒ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR
- e. **EVALUATION OF STUDENT'S RESEARCH ABILITY** ☒ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

(SUPERIOR/UNSAT rating must be supported by comments in ITEM 16)

15. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING? ☐ YES ☐ NO ☒ N/A (A "NO" response must be supported by comments in ITEM 16)

16. COMMENTS (This item is intended to obtain a word picture of each student that will accurately and completely portray academic performance, intellectual qualities, and communication skills and abilities. The narrative should also discuss broader aspects of the student's potential leadership capabilities, moral and overall professional qualities. In particular, comments should be made if the student failed to respond to recommendations for improving academic or personal affairs.)

17. AUTHENTICATION
- a. TYPED NAME, GRADE, BRANCH, AND TITLE OF PREPARING OFFICER — SIGNATURE
- b. TYPED NAME, GRADE, BRANCH, AND TITLE OF REVIEWING OFFICER — SIGNATURE

18. MILITARY PERSONNEL OFFICER
- a. FORWARDING ADDRESS (Rated student)
- b. DISTRIBUTION ☐ STUDENT ☐ UNIT CDR ☐ STUDENT'S OFFICIAL MILITARY RECORDS

DA FORM 1059, NOV 77 EDITION OF 1 JUL 73 IS OBSOLETE. USAPPC V2.00

**Figure 5-3: Academic Evaluation Report**

The following information is shown in the ***Academic Evaluation Report***:

| Field | Description |
|---|---|
| **Date** | The date of the report. |
| **1. Last Name, First Name and Middle Initial** | The student's full name. |
| **2. SSN** | The student's Social Security Number. |
| **3. Grade** | The student's grade. |
| **4. BR** | The student's branch of service. |
| **5. Specialty/MOSC** | The student's military occupation specialty. |
| **6. Course Title** | The title of the course. |
| **7. Name of School** | The name of the school at which the student is enrolled. |
| **8. Comp** | The code that identifies the student's service components. |

| Field | Description |
|---|---|
| **9. Type of Report** | The type of report being issued: ***Resident*** or ***Non Resident***. |
| **10. Period of Report** | The time frame (from and thru) for which the student is being evaluated (***yyyy-mmm-dd***.) |
| **11. Duration of Course** | The date the course started and ended (***yyyy-mmm-dd***.) |
| **12. Explanation of Nonrated Periods** | Any textual remarks explaining why the student was not evaluated for a particular time frame. |
| **13. Performance Summary** | The student's overall performance rating.<br>a. Exceeded Course Standards<br>b. Achieved Course Standards<br>c. Marginally Achieved Course Standards<br>d. Failed To Achieve Course Standards |
| **14. Demonstrated Abilities** | The student's performance rating (***Not Evaluated***, ***Unsatisfactory***, ***Satisfactory***, or ***Superior***) in the following specific areas:<br>a. Written Communication<br>b. Oral Communication<br>c. Leadership Skills<br>d. Contribution to Group Work<br>e. Evaluation of Student's Research Ability |
| **15. Has The Student Demonstrated The Academic Potential For Selection To Higher Level Schooling/Training?** | Indicates if the student is eligible to move to a higher level. |
| **16. Comments** | Any textual data supporting the student's performance ratings. |
| **17. Authentication** | The required signatures authenticating the evaluation. This includes the typed ***Name***, ***Grade***, ***Branch***, and ***Title*** of the Preparing Officer and Reviewing Officer; as well as, signatures. |
| **18. Military Personnel Officer** | |
| **a. Forwarding Address** | The student's forwarding address. |
| **b. Distribution** | The distribution of the evaluation.<br>• Student<br>• Unit CDR<br>• Student's Official Military Records |

#### 5.1.1.1.2 Columns and Filters in the Academic Evaluation Report

The following selections are available for the ***Column Name*** of the ***Visible Attributes*** function and ***Item Name*** of the ***Sort*** function on the ***Academic Evaluation*** report.

- Full Name
- Person's Identifier
- Rank Name
- Specialty/MOSC
- Course Name
- School Name
- Service Component
- Comment Text
- Revision Number
- Prepares Name
- Education Code
- Occupation

The ***Filter by Person*** option is also available with this report (see Section 5.1.2.6 for more information.)

### 5.1.1.2 AIT – Form 5286-R Report

The (Advanced Individual Training) ***AIT – Form 5286-R*** report allows a user to obtain a listing of training evaluations from a specific school, course, and class. The evaluation results for all of the evaluations taken in Advanced Training are shown to the right of each evaluation description.

***Tools ➞ Reports ➞ Class Management ◆ AIT-Form 5286-R Report***

#### 5.1.1.2.1 Generating the AIT – Form 5286-R Report

To create an AIT-Form 5286-R report:

*Step 1:* Click the ***AIT – Form 5286-R*** report name in the list of report names under ***Class Management***. The ***AIT – Form 5286-R*** report will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report (see Figure 5-4.)

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School Name***: Click the arrow to select a school from the drop-down list of existing schools. The ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name*** drop-down lists are updated with values that correspond to the selected school.

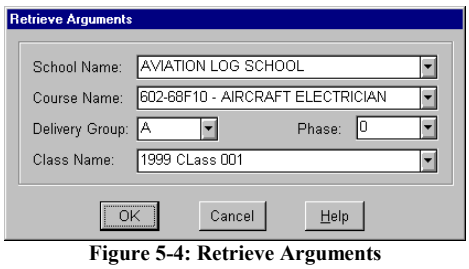


**Figure 5-4: Retrieve Arguments**

***Course Name***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

***Delivery Group***: Click the arrow to select a delivery group from the drop-down list of delivery groups available for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of phases available. The ***Class Name*** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school.

***Class Name***: Click the arrow to select a class from a list of available classes.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report window will display the report with the retrieved data (see Figure 5-5.)

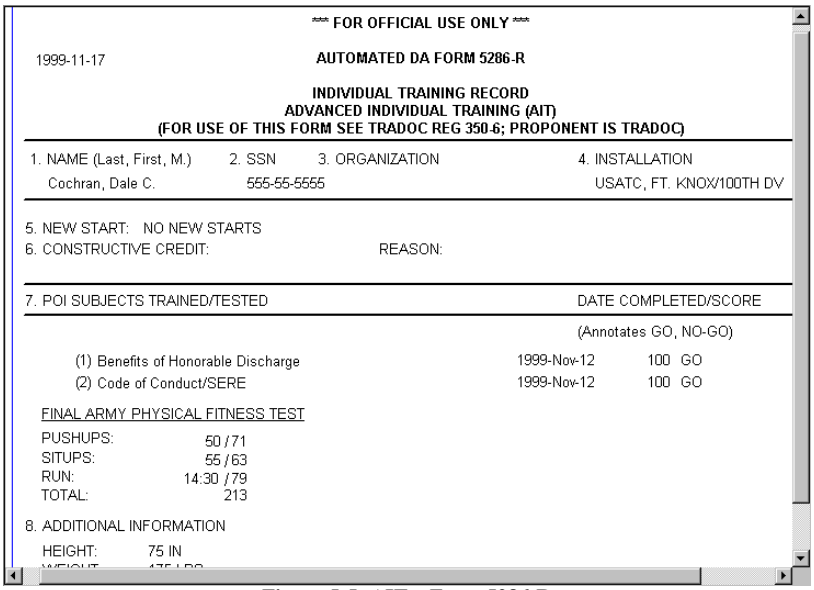
OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***AIT – Form 5286-R***.



*** FOR OFFICIAL USE ONLY ***

1999-11-17 AUTOMATED DA FORM 5286-R

INDIVIDUAL TRAINING RECORD
ADVANCED INDIVIDUAL TRAINING (AIT)
(FOR USE OF THIS FORM SEE TRADOC REG 350-6; PROPONENT IS TRADOC)

| 1. NAME (Last, First, M.) | 2. SSN | 3. ORGANIZATION | 4. INSTALLATION |
|---|---|---|---|
| Cochran, Dale C. | 555-55-5555 | | USATC, FT. KNOX/100TH DV |

5. NEW START: NO NEW STARTS
6. CONSTRUCTIVE CREDIT: REASON:

| 7. POI SUBJECTS TRAINED/TESTED | DATE COMPLETED/SCORE | |
|---|---|---|
| | (Annotates GO, NO-GO) | |
| (1) Benefits of Honorable Discharge | 1999-Nov-12 | 100 GO |
| (2) Code of Conduct/SERE | 1999-Nov-12 | 100 GO |

FINAL ARMY PHYSICAL FITNESS TEST

| | |
|---|---|
| PUSHUPS: | 50 / 71 |
| SITUPS: | 55 / 63 |
| RUN: | 14:30 / 79 |
| TOTAL: | 213 |

8. ADDITIONAL INFORMATION
HEIGHT: 75 IN

**Figure 5-5: AIT – Form 5286-R**

The following information is shown in the ***AIT – Form 5286-R***:

| Field | Description |
|---|---|
| **1. Name (Last, First, M)** | The student's full name. |
| **2. SSN** | The student's SSN. |
| **3. Organization** | The student's current unit. |
| **4. Installation** | The school with which the course is associated. |

| Field | Description |
|---|---|
| **5. New Start** | Indicates when a student is recycled in or out and lists the reason. |
| **6. Constructive Credit Reason** | Indicates when a student received a constructive credit and the reason for the credit. |
| **7. POI Subjects Trained/Tested** | A list of POI subjects for which the student is trained or tested. |
| **Date Completed/Score** | The date the training / testing is completed and the score. |
| **8. Additional Information** | Information on the student's height and weight. |
| **9. Individual has successfully met all Requirements listed in the AIT Program of Instruction (Except as noted on this form)** | Indicates if the student has met the AIT Program requirements. |

### 5.1.1.2.2 Columns and Filters in the AIT – Form 5286-R Report

The following selections are available for the ***Column Name*** of the ***Visible Attributes*** function and ***Item Name*** of the ***Sort*** function on the ***AIT – Form 5286-R*** report.

- Full Name
- Person's Identifier
- Organization Name
- School Name
- Person's Height
- Person's Weight
- Maximum Person's Weight

The ***Filter by Person*** filter is also available with this report (see Section 5.1.2.6 for more information.)

### 5.1.1.3 APFT and BPFT Report

The Army Physical Fitness Test and Basic Physical Fitness Test (***APFT and BPFT***) report provides the user with the unit strength and unit fitness test results.

***Tools ➞ Reports ➞ Class Management ◆ APFT and BPFT Report***

### 5.1.1.3.1 Generating the APFT and BPFT Report

To create an APFT and BPFT report:

*Step 1:* Click the ***APFT and BPFT*** report name in the list of report names under ***Class Management***. The ***APFT and BPFT*** report will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report (see Figure 5-6.)

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School***: Click the arrow to select a school from the drop-down list of existing schools. The ***Course***, ***Delivery Group***, ***Phase***, and ***Class*** drop-down lists are updated with values that correspond to the selected school.

***Course***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

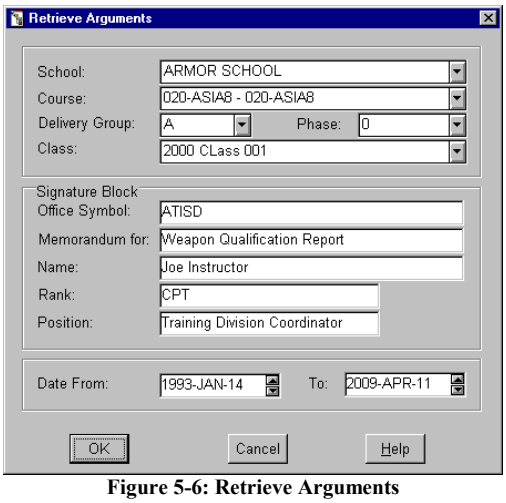



**Figure 5-6: Retrieve Arguments**

***Delivery Group***: Click the arrow to select a delivery group from the drop-down list of available delivery groups for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases. The ***Class Name*** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school.

***Class***: Click the arrow to select a class from a list of available classes.

***Office Symbol***: Enter the Office Symbol of the receiving office.

***Memorandum for***: Enter the name of the person for whom the report is created.

***Name***: Enter the name of the person creating the report.

***Rank***: Enter the rank of the person creating the report.

***Position***: Enter the position of the person creating the report.

***Date From – To***: Use the spin-list to select the time frame of the report. Click the desired date element and using the up and/or down arrows scroll until the correct date is displayed. This should be done for each date element. The specified format is (***yyyy-mmm-dd***.)

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report window will display the report with the retrieved data (see Figure 5-7.)

OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***APFT and BPFT Report***.

*** FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *** Page 1 of 5

**ATISD** 03-May-2000

**MEMORANDUM FOR** APFT

**SUBJECT:** Army Physical Fitness - Basic Physical Fitness Test (APFT/BPFT) Report

**COURSE NO/TITLE:** 750-BT/ BASIC TRAINING

**DELIVERY GROUP:** A **PHASE:** 0 **CLASS:** 2000-001

**DATE FROM:** 13 Mar 2000 **TO:** 13 Apr 2000

| | | |
|---|---|---|
| **1. UNIT STRENGTH:** | Number Assigned | 4 |
| | Number Not Tested | 3 |
| | Number Tested (w/Std PT test) | 1 |
| | Number Tested (w/Alt PT test) | 0 |

| **2. UNIT TEST RESULTS:** | QUALIFIED | NUMBER | % OF NO. TESTED |
|---|---|---|---|
| | 1st Time Go | 1 | 100 |
| | Nogo | 0 | 0 |
| | High Score | 235 | |
| | No. w/High Score | 1 | 100 |

**3. The following is a breakdown of the average score per event and number of NoGo per event (w/std PT test):**

| NO | EVENT | AVERAGE POINTS | # OF NOGO | % NOGO OF TESTED |
|---|---|---|---|---|
| 1 | 2 Mile Run | 87.00 | 0 | 0 |
| 2 | Pushup | 72.00 | 0 | 0 |
| 3 | Situp | 76.00 | 0 | 0 |
| 4 | Average Score | 235.00 | | |

**4. The personnel listed in enclosure 1 have recieved a NoGo for the reasons stated.**

**5. The personnel listed in enclosure 2 were not tested during testing.**

**6. The personnel listed in enclosure 3 have recieved perfect scores (w/Std PT test).**

**3 Enclosures**
**1. Event Fail Sheet**
**2. Names of Not Tested**
**3. Perfect Scores**

JOE INSTRUCTOR
CPT
TRAINING DIVISION COORDINATOR

**Figure 5-7: APFT and BPFT Report**

The following information is shown in the ***APFT and BPFT*** report:

| Field | Description |
|---|---|
| **Office Symbol** | The office symbol of the receiving office. |
| **Memorandum For** | The name of the person for whom the report is created. |
| **Subject** | The name of the report. |
| **Course No/Title** | The course ID. |
| **Delivery Group** | The delivery group of the course. |
| **Phase** | The phase ID. |
| **Class** | The class ID. |
| **Title** | The name of the course. |
| **Date From – To** | The time frame for which the data on the report represents. |
| **1. Unit Strength:** | |
| **Number Assigned** | The number of students assigned to the unit. |
| **Number Not Tested** | The number of students not tested. |
| **Number Tested (w/Std PT test)** | The number of students tested with the Standard PT test. |
| **Number Tested (w/Alt PT test)** | The number of students tested with the Alternate PT test. |
| **2. Unit Test Results:** | |
| **Qualified 1st Time Go** | The number of students who qualified on the first try. |
| **Qualified NoGo** | The number of students who did not qualify. |
| **High Score** | The highest score achieved on the test. |
| **NO. w/High Score** | The number of students who achieved the highest score. |
| **3. The following is a breakdown of the average score per event and number of NoGo per event (w/std PT test):** | |
| **NO** | This column numbers the events in sequential order. |
| **Event** | The name of the event the class was tested for. |
| **Average Points** | The average points for each event. |
| **# of NoGo** | The number of students who did not qualify. |
| **% NoGo of Tested** | The percentage of students tested who did not qualify. |

| Field | Description |
|---|---|
| **4. The personnel listed in enclosure 1 have received a NoGo for the reasons stated.** | |
| **5. The personnel listed in enclosure 2 were not tested during testing.** | |
| **6. The personnel listed in enclosure 3 have received perfect scores (w/std PT test.)** | |

The ***APFT and BPFT*** report provides the user with the following three enclosures plus a sheet of supporting information, listed below:

The following information is shown under ***Event Fail Sheet***:

| | |
|---|---|
| **NO** | This column numbers the students in sequential order. |
| **SSN** | The student's SSN. |
| **Name** | The student's full name. |
| **Rank** | The student's rank. |
| **Event** | The event the student failed. |
| **Score** | The score the student received on the event. |

The following information is shown under ***Names of Not Tested***:

| | |
|---|---|
| **NO** | This column numbers the students in sequential order. |
| **SSN** | The student's SSN. |
| **Name** | The student's full name. |
| **Rank** | The student's rank. |
| **Exempt** | Indicates if the student was exempt from the test. |

The following information is shown under ***Student Received Perfect Scores***:

| | |
|---|---|
| **NO** | This column numbers the students in sequential order. |
| **SSN** | The student's SSN. |
| **Name** | The student's full name. |
| **Rank** | The student's rank. |
| **Event** | The event in which student received a perfect score. |
| **Score** | The student's score. |

The following information is shown under ***Supporting Information (Personnel Data)***:

| | |
|---|---|
| **SSN** | The student's SSN. |
| **Name** | The student's full name. |
| **Rank** | The student's rank. |

### 5.1.1.4 BCT – Form 5286-R Report

The ***BCT – Form 5286-R*** report allows the user to view a Basic Combat Training (BCT) Individual Training Report (ITR) for all students attending the selected school, course, and class. The evaluation results for all the evaluations taken in Basic Training are shown to the right of each evaluation description.

***Tools → Reports → Class Management ◆ BCT-Form 5286-R***

#### 5.1.1.4.1 Generating the BCT – Form 5286-R

To create a BCT–Form 5286-R report:

*Step 1:* Click the ***BCT – Form 5286-R Report*** name in the list of report names under ***Class Management***. The ***BCT – Form 5286-R Report*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report (see Figure 5-8.)

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School Name***: Click the arrow to select a school from the drop-down list of existing schools. The ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name*** drop-down lists are updated with values that correspond to the selected school.

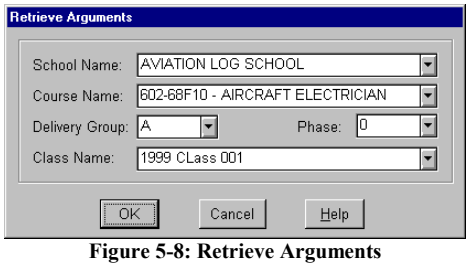


**Figure 5-8: Retrieve Arguments**

***Course Name***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

***Delivery Group***: Click the arrow to select a delivery group from the drop-down list of available delivery groups for the selected course and school.

**NOTE**: The default course that will appear in the drop-down list on the ***Retrieve Arguments*** window will be ***750–BT Basic Training***, if in fact the selected school offers this course. The user can change this course selection, if so desired.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases. The ***Class Name*** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school.

***Class Name***: Click the arrow to select a class from a list of available classes.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report window will display the report with the retrieved data (see Figure 5-9.)

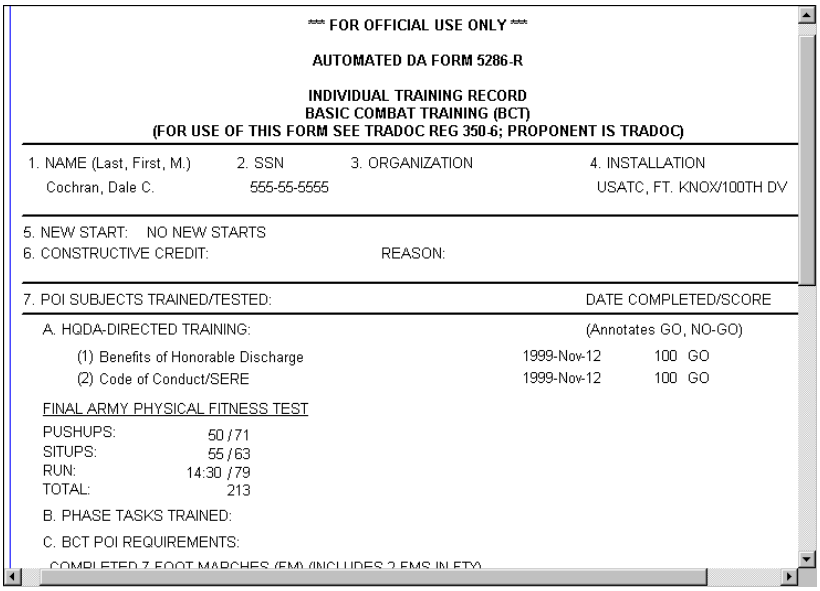
OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***BCT – Form 5286-R***.



*** FOR OFFICIAL USE ONLY ***

AUTOMATED DA FORM 5286-R

INDIVIDUAL TRAINING RECORD
BASIC COMBAT TRAINING (BCT)
(FOR USE OF THIS FORM SEE TRADOC REG 350-6; PROPONENT IS TRADOC)

| 1. NAME (Last, First, M.) | 2. SSN | 3. ORGANIZATION | 4. INSTALLATION |
|---|---|---|---|
| Cochran, Dale C. | 555-55-5555 | | USATC, FT. KNOX/100TH DV |

5. NEW START: NO NEW STARTS
6. CONSTRUCTIVE CREDIT: REASON:

7. POI SUBJECTS TRAINED/TESTED: DATE COMPLETED/SCORE

A. HQDA-DIRECTED TRAINING: (Annotates GO, NO-GO)

| | | | |
|---|---|---|---|
| (1) Benefits of Honorable Discharge | 1999-Nov-12 | 100 | GO |
| (2) Code of Conduct/SERE | 1999-Nov-12 | 100 | GO |

FINAL ARMY PHYSICAL FITNESS TEST

| | |
|---|---|
| PUSHUPS: | 50 / 71 |
| SITUPS: | 55 / 63 |
| RUN: | 14:30 / 79 |
| TOTAL: | 213 |

B. PHASE TASKS TRAINED:

C. BCT POI REQUIREMENTS:

COMPLETED 7 FOOT MARCHES (FM) (INCLUDES 2 FMS IN FTX)

**Figure 5-9: BCT – Form 5286-R**

The following information is shown in the ***BCT – Form 5286-R*** report:

| Field | Description |
|---|---|
| **1. Name** | The student's name. |
| **2. SSN** | The student's Social Security Number. |
| **3. Organization** | The student's current unit. |
| **4. Installation** | The school with which the course is associated. |
| **5. New Start** | Indicates when a student is recycled in or out and lists the reason. |
| **6. Constructive Credit Reason** | Indicates when a student receives a constructive credit and the reason for the credit. |

| Field | Description |
|---|---|
| **7. POI Subjects Tested/Trained** | A list of POI subjects for which the student is trained or tested. |
| **Dates Completed/Score** | The date the training / testing is completed and the score. |
| **8. Additional Information** | Information on the student's height and weight. |
| **9. Individual has successfully meet all requirements listed in the BCT Program of Instruction (except as noted on this form)** | Indicates if the student has met the BCT program requirements. |

### 5.1.1.4.2 Columns and Filters in the BCT – Form 5286-R

The following selections are available for the ***Column Name*** of the ***Visible Attributes*** function and ***Item Name*** of the ***Sort*** function on the ***BCT – Form 5286-R***.

- Full Name
- Person Identifier
- Organization Name
- School Name
- Person's Height
- Person's Weight
- Maximum Person's Weight

The ***Filter by Person*** filter is also available with this report (see Section 5.1.2.6 for more information.)

### 5.1.1.5 Casual Student Listing

The ***Casual Student Listing*** report allows a user to obtain a listing of an individual student or all students that are currently in casual status within a specific school/course/class.

***Tools ➔ Reports ➔ Class Management ◆ Casual Student Listing***

### 5.1.1.5.1 Generating the Casual Student Listing Report

To create a Casual Student Listing report:

*Step 1:* Click the ***Casual Student Listing*** report name in the list of report names under ***Class Management***. The ***Casual Student Listing*** report will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report (see Figure 5-10.)

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School Name***: Click the arrow to select a school from the drop-down list of existing schools. The ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name*** drop-down lists are updated with values that correspond to the selected school.

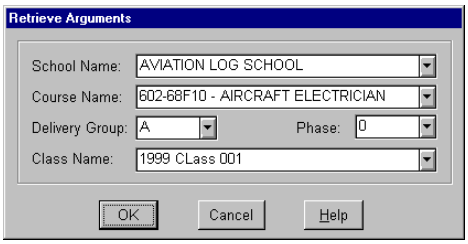


**Figure 5-10: Retrieve Arguments**

***Course Name***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

***Delivery Group***: Click the arrow to select a delivery group from the drop-down list of available delivery groups for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases. The ***Class Name*** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school.

***Class Name***: Click the arrow to select a class from a list of available classes.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report window will display the report with the retrieved data (see Figure 5-11.)

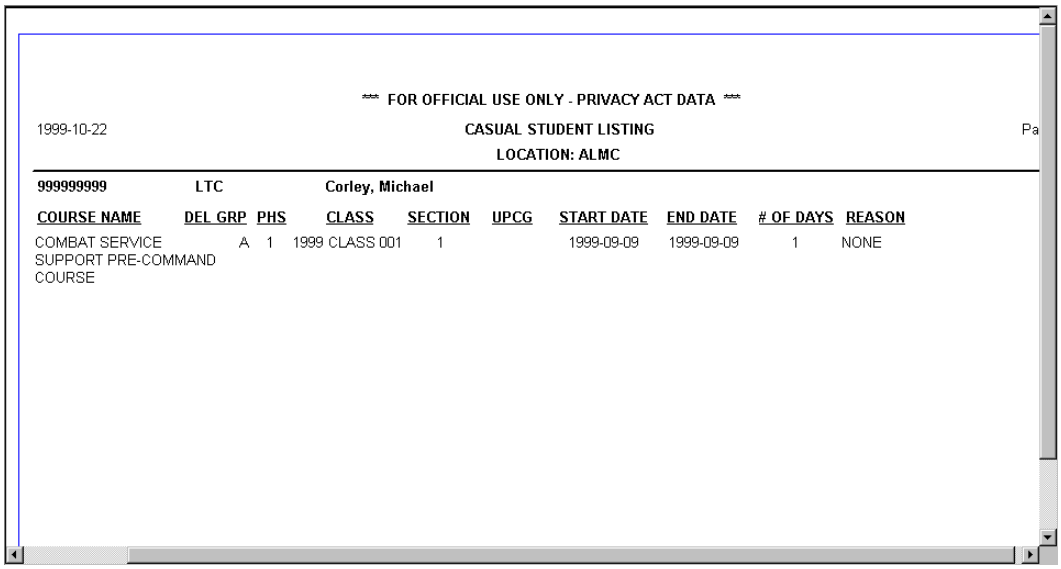
OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***Casual Student Listing***.



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1999-10-22 CASUAL STUDENT LISTING Pa

LOCATION: ALMC

999999999 LTC Corley, Michael

| COURSE NAME | DEL GRP | PHS | CLASS | SECTION | UPCG | START DATE | END DATE | # OF DAYS | REASON |
|---|---|---|---|---|---|---|---|---|---|
| COMBAT SERVICE SUPPORT PRE-COMMAND COURSE | A | 1 | 1999 CLASS 001 | 1 | | 1999-09-09 | 1999-09-09 | 1 | NONE |

**Figure 5-11: Casual Student Listing Report**

The following information is shown in the ***Casual Student Listing Report***:

| Field | Description |
|---|---|
| **SSN** | The student's Social Security Number. |
| **Rank** | The student's rank. |
| **Name** | The student's name. |
| **Course Name** | Name of the course in which the student is enrolled. |
| **Del Grp** | The delivery group of the course. |
| **Phase** | The phase of the course. |
| **Class** | The class of the course. |
| **Section** | Section or group assignment within the class. |
| **UPCG** | Gaining Unit Processing Code. |
| **Start Date** | Date the student is placed in casual status. |
| **End Date** | Date the student is taken out of casual status. |
| **# of Days** | The number of days the student is in casual status. |
| **Reason** | Reason why the student is placed in the casual student list. |

#### 5.1.1.5.2 Columns and Filters in the Casual Student Listing Report

The following selections are available for the ***Column Name*** of the ***Visible Attributes*** function and ***Item Name*** of the ***Sort*** function on the ***Casual Student Listing*** report.

- Person Identifier
- Full Name
- Rank Name
- Section
- Delivery Group
- Organization Identifier
- Course Name
- Description text
- Beginning Date
- End Date

There are two filter functions that are available for this report. They are the ***Filter by Person*** (see Section 5.1.2.6 for more information) and the ***Filter by Casual Status*** filters (see Section 5.1.2.9 for more information.)

### 5.1.1.6 Class Grade Sheet Report

The ***Class Grade Sheet*** report allows a user to generate a class grade sheet, broken down by individual student. The user can obtain a list of grades for an entire class, individual students selected by name, or all the allied students in the class.

***Tools ➞ Reports ➞ Class Management ◆ Class Grade Sheet***

#### 5.1.1.6.1 Generating the Class Grade Sheet Report

To create a Class Grade Sheet report:

*Step 1:* Click the ***Class Grade Sheet*** name in the list of report names under ***Class Management***. The ***Class Grade Sheet*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report (see Figure 5-12.)

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School Name***: Click the arrow to select a school from the drop-down list of existing schools. The ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name*** drop-down lists are updated with values that correspond to the selected school.

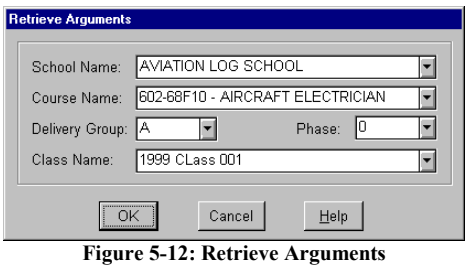


**Figure 5-12: Retrieve Arguments**

***Course Name***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

***Delivery Group***: Click the arrow to select a delivery group from the drop-down list of delivery groups available for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases. The ***Class Name*** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school.

***Class Name***: Click the arrow to select a class from a list of available classes.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report window will display the report with the retrieved data (see Figure 5-13.)

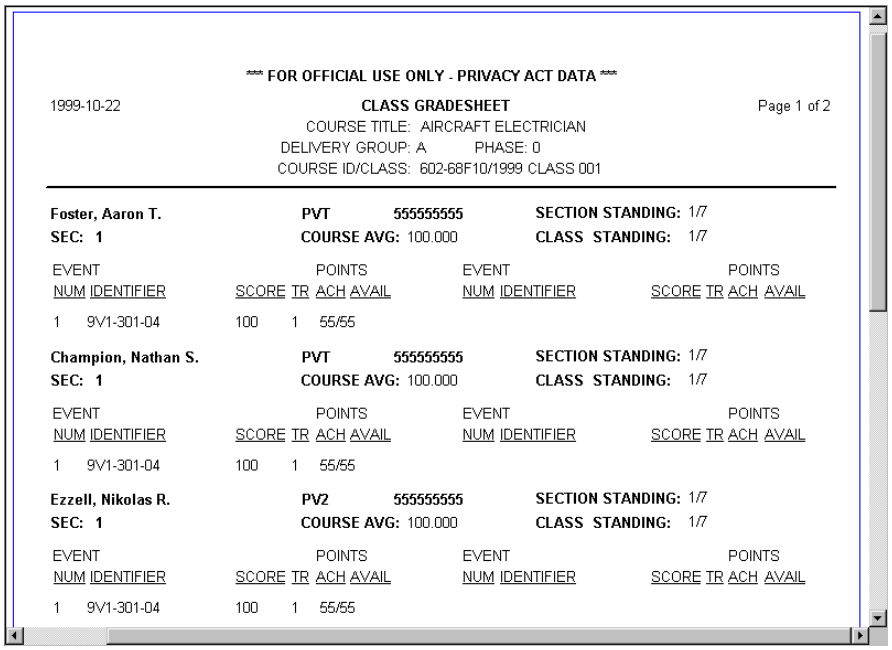
OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***Class Grade Sheet*** report.



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1999-10-22 CLASS GRADESHEET Page 1 of 2

COURSE TITLE: AIRCRAFT ELECTRICIAN
DELIVERY GROUP: A PHASE: 0
COURSE ID/CLASS: 602-68F10/1999 CLASS 001

Foster, Aaron T. PVT 555555555 SECTION STANDING: 1/7
SEC: 1 COURSE AVG: 100.000 CLASS STANDING: 1/7

| EVENT NUM | IDENTIFIER | POINTS SCORE | TR | ACH | AVAIL | EVENT NUM | IDENTIFIER | POINTS SCORE | TR | ACH | AVAIL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 9V1-301-04 | 100 | 1 | 55/55 | | | | | | | |

Champion, Nathan S. PVT 555555555 SECTION STANDING: 1/7
SEC: 1 COURSE AVG: 100.000 CLASS STANDING: 1/7

| EVENT NUM | IDENTIFIER | POINTS SCORE | TR | ACH | AVAIL | EVENT NUM | IDENTIFIER | POINTS SCORE | TR | ACH | AVAIL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 9V1-301-04 | 100 | 1 | 55/55 | | | | | | | |

Ezzell, Nikolas R. PV2 555555555 SECTION STANDING: 1/7
SEC: 1 COURSE AVG: 100.000 CLASS STANDING: 1/7

| EVENT NUM | IDENTIFIER | POINTS SCORE | TR | ACH | AVAIL | EVENT NUM | IDENTIFIER | POINTS SCORE | TR | ACH | AVAIL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 9V1-301-04 | 100 | 1 | 55/55 | | | | | | | |

**Figure 5-13: Class Grade Sheet**

The following information is shown in the ***Class Grade Sheet*** report:

| Field | Description |
|---|---|
| **Course Title** | Name of the course in which the student is enrolled. |
| **Delivery Group** | The delivery group of the course. |
| **Phase** | The phase ID. |

| Field | Description |
|---|---|
| **Course ID/Class** | The course and class ID. |
| **Name** | The student's name. |
| **Rank** | The student's rank. |
| **SSN** | The student's Social Security Number. |
| **Section Standing** | The academic position of the student in the section. |
| **Section** | The section of the class. |
| **Course Average** | The average score of the course. |
| **Class Standing** | The academic position of the student in the class. |
| **Event Number** | The number of the evaluation event. |
| **Event Identifier** | The identifier of the evaluation event. |
| **Score** | The grade the student earned on the evaluation. |
| **TR** | The number of times the student has performed the evaluation. |
| **Points ACH** | The number of POI points that the student earned. |
| **Points Avail** | The maximum number of POI points available. |

#### 5.1.1.6.2 Columns and Filters in the Class Grade Sheet Report

The following selections are available for the ***Column Name*** of the ***Visible Attributes*** function and ***Item Name*** of the ***Sort*** function on the ***Class Grade Sheet*** report:

- Person Identifier
- Section
- Section Standing
- Class Standing
- Full Name
- Rank Name
- Course Average

There are two filter functions that are available for this report. They are the ***Filter by Person*** (see Section 5.1.2.6 for more information) and the ***Filter by Allied*** filters (see Section 5.1.2.8 for more information.)

### 5.1.1.7 Class Roster Report

The ***Class Roster*** report allows a user to generate a roster of students for an individual class or for all classes that start during a user-specified time frame. The report is grouped by the course name and class identification.

***Tools ➔ Reports ➔ Class Management ◆ Class Roster***

### 5.1.1.7.1 Generating the Class Roster Report

To create a Class Roster report:

*Step 1:* Click the ***Class Roster*** name in the list of report names under ***Class Management***. The ***Class Roster*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report.

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School Name***: Click the arrow to select a school from the drop-down list of existing schools.

***Retrieve Type***: Click the arrow to choose if the report is generated by ***Class*** (for a given school, course, and class) (see Figure 5-14) or by ***Date*** (for a given school and time frame) (see Figure 5-15.)

If the user chooses ***By Date***, the ***Retrieve Arguments*** property sheet will have ***School Name***, ***Retrieve Type***, ***Start Date***, and ***End Date*** criteria.

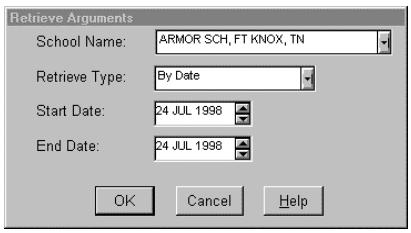



**Figure 5-14: Retrieve Arguments By Date**

***Start Date/End Date***: Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. This should be done for each date element. The default is the current date.

If the user chooses ***By Class***, the ***Retrieve Arguments*** property sheet will have ***School Name***, ***Retrieve Type***, ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name***.

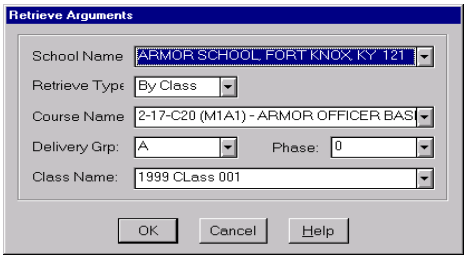



**Figure 5-15: Retrieve Arguments By Class**

The ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name*** drop-down lists are populated with values that correspond to the selected school.

***Course Name***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

***Delivery Group***: Click the arrow to select a delivery group from the drop-down list of delivery groups available for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases. The ***Class Name*** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school.

***Class Name***: Click the arrow to select a class from a list of available classes.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 5-16.)

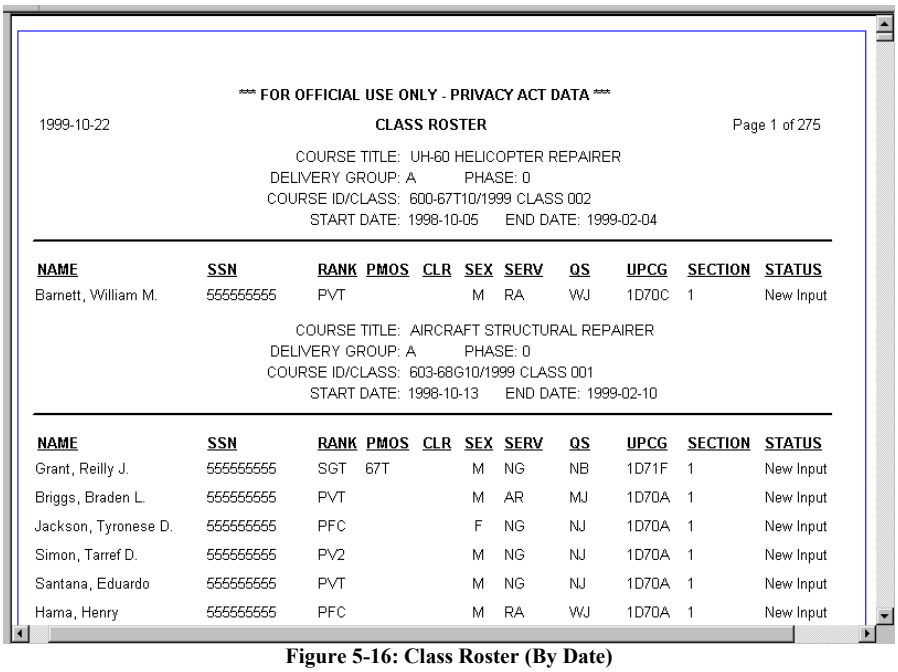
OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***Class Roster*** report.



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1999-10-22 CLASS ROSTER Page 1 of 275

COURSE TITLE: UH-60 HELICOPTER REPAIRER
DELIVERY GROUP: A PHASE: 0
COURSE ID/CLASS: 600-67T10/1999 CLASS 002
START DATE: 1998-10-05 END DATE: 1999-02-04

| NAME | SSN | RANK | PMOS | CLR | SEX | SERV | QS | UPCG | SECTION | STATUS |
|---|---|---|---|---|---|---|---|---|---|---|
| Barnett, William M. | 555555555 | PVT | | | M | RA | WJ | 1D70C | 1 | New Input |

COURSE TITLE: AIRCRAFT STRUCTURAL REPAIRER
DELIVERY GROUP: A PHASE: 0
COURSE ID/CLASS: 603-68G10/1999 CLASS 001
START DATE: 1998-10-13 END DATE: 1999-02-10

| NAME | SSN | RANK | PMOS | CLR | SEX | SERV | QS | UPCG | SECTION | STATUS |
|---|---|---|---|---|---|---|---|---|---|---|
| Grant, Reilly J. | 555555555 | SGT | 67T | | M | NG | NB | 1D71F | 1 | New Input |
| Briggs, Braden L. | 555555555 | PVT | | | M | AR | MJ | 1D70A | 1 | New Input |
| Jackson, Tyronese D. | 555555555 | PFC | | | F | NG | NJ | 1D70A | 1 | New Input |
| Simon, Tarref D. | 555555555 | PV2 | | | M | NG | NJ | 1D70A | 1 | New Input |
| Santana, Eduardo | 555555555 | PVT | | | M | NG | NJ | 1D70A | 1 | New Input |
| Hama, Henry | 555555555 | PFC | | | M | RA | WJ | 1D70A | 1 | New Input |

**Figure 5-16: Class Roster (By Date)**

The following information is shown in the ***Class Roster*** report:

| Field | Description |
|---|---|
| **Course Title** | Name of the course in which the student is enrolled. |
| **Delivery Group** | The delivery group of the course. |
| **Phase** | The phase ID. |
| **Course ID/ Class** | The course and class ID. |
| **Start Date** | Starting date of the class (***yyyy-mmm-dd***.) |

| Field | Description |
|---|---|
| **End Date** | Ending date of the class evaluation-rating period (***yyyy-mmm-dd***.) |
| **Name** | The student's name. |
| **SSN** | The student's Social Security Number. |
| **Rank** | The student's rank. |
| **PMOS** | Code that represents the student's Primary Military Occupation Specialty. |
| **CLR** | Code that identifies the level of the student's Security Clearance:<br>**A** - Top Secret<br>**B** - Secret<br>**C** - Confidential |
| **Sex** | Student's gender:<br>**M** - Male<br>**F** - Female |
| **Serv** | Code that identifies the student's service component:<br>**RA** - Regular Army<br>**NG** - National Guard<br>**AR** - Army Reserve |
| **QS** | Code that identifies the student's unit within ATRRS. |
| **UPCG** | Gaining Unit Processing Code. |
| **Section** | Class section to which the student is assigned. |
| **Status** | The student's status. |

### 5.1.1.7.2 Columns and Filters in the Class Roster Report

The following selections are available for the ***Column Name*** of the ***Visible Attributes*** function and ***Item Name*** of the ***Sort*** function on the ***Class Roster*** report:

- Occupation Identifier
- Gaining UPCG
- Quota Source
- Security Clearance
- Gender
- Rank Name
- Start Date
- End Date
- Person Identifier
- Full Name
- Section
- Status
- Service

There are three filter functions that are available for this report. They are the ***Filter by Person*** (see Section 5.1.2.6 for more information), the ***Filter by Class Section*** (see Section 5.1.2.7 for more information), and the ***Filter by Allied*** filters (see Section 5.1.2.8 for more information.)

### 5.1.1.8 Cost Analysis Report

The ***Cost Analysis Report*** provides the user with a cost analysis for a specified time frame. With this report, the user can review the number of students in each cost category per course and class.

***Tools → Reports → Class Management ◆ Cost Analysis Report***

#### 5.1.1.8.1 Generating the Cost Analysis Report

To create a Cost Analysis report:

*Step 1:* Click the ***Cost Analysis Report*** name in the list of report names under ***Class Management***. The ***Cost Analysis Report*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report (see Figure 5-17.)

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School***: Click the arrow to select a school from the drop-down list of existing schools.

***Date From/To***: Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. This should be done for each date element. The default is the current date.

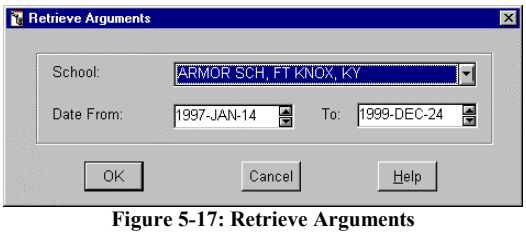

**Figure 5-17: Retrieve Arguments**

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 5-18.)

OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***Cost Analysis Report***.

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1999-10-25 COST ANALYSIS REPORT Page 1 of 2

SCHOOL NAME: NCO ACAD - EUSTIS (TRANS)

SCHOOL CODE: 651 1998 Jan 14 THROUGH 2000 Apr 11

| COURSE ID NAME | DEL GRP | PHS | VRSN | LENGTH (WEEKS) | NO. STUDENTS IN TRAINING | | | | | NO. OF CLASSES | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | INPUT | START | END | GRADUATES | ATTRITION | START | GRAD |
| 822-88H40 CARGO SPECIALIST ANCOC | A | 0 | 1 | | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| 822-88H20/30 CARGO SPECIALIST BNCOC | A | 0 | 1 | | 23 | 0 | 0 | 0 | 1 | 8 | 8 |
| A-433-0025 FIRST CLASS DIVER BNCOC | A | 1 | 1 | | 5 | 0 | 0 | 0 | 0 | 3 | 3 |
| 811-88M40 MOTOR TRANSPORT OPERATOR ANCOC | A | 0 | 1 | | 46 | 0 | 0 | 0 | 0 | 16 | 16 |
| 811-88M30 MOTOR TRANSPORT OPERATOR BNCOC | A | 0 | 1 | | 197 | 0 | 0 | 0 | 4 | 29 | 29 |

**Figure 5-18: Cost Analysis Report**

The following information is shown in the ***Cost Analysis Report***:

| Field | Description |
|---|---|
| **School Name** | The name of the school. |
| **School Code** | The school ID. |
| **Date From – Through** | The time frame the report data represents. |
| **Course ID/Name** | The course ID and name of the course. |
| **Delivery Group** | The delivery group of the course. |
| **Phase** | The phase ID. |
| **Version** | The version ID. |
| **Length (Weeks)** | The length of the course in weeks. |
| **No. Students in Training:** | |
| **Input** | The number of active students input to the course within the selected time frame. |
| **Start** | The number of active students in the course on the start date. |
| **End** | The number of active students in the course on the end date. |
| **Graduates** | The number of students that graduated from the course. |
| **Attrition** | The number of dropouts from the course. |
| **No. of Classes:** | |
| **Start** | The number of classes of the course that started within the selected time frame. |

| Field | Description |
|---|---|
| **Grad** | The number of classes of the course that completed within the selected time frame. |

### 5.1.1.8.2 Columns in the Cost Analysis Report

The following selections are available for the ***Column Name*** of the ***Visible Attributes*** function and ***Item Name*** of the ***Sort*** function on the ***Cost Analysis Report***:

- School Name
- Phase Identifier
- Course Version
- Delivery Group
- Length
- Input
- Start Count
- End Count
- Grade Count
- Attendee Count
- Class Count
- Grad Class Count

### 5.1.1.9 Course Attrition Report

The ***Course Attrition Report*** provides the user with a quarterly attrition report. By entering a specified time frame, the report can also be used to generate weekly or yearly reports.

***Tools → Reports → Class Management ◆ Course Attrition Report***

### 5.1.1.9.1 Generating the Course Attrition Report

To create a Course Attrition report:

*Step 1:* Click the ***Course Attrition Report*** name in the list of report names under ***Class Management***. The ***Course Attrition Report*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report (see Figure 5-19.)

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School***: Click the arrow to select a school from the drop-down list of existing schools. The ***Course***, ***Delivery Group***, and ***Phase*** drop-down list is updated with values that correspond to the selected school.

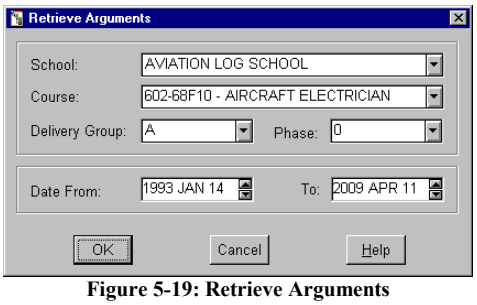

**Figure 5-19: Retrieve Arguments**

***Course***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

***Delivery Group***: Click the arrow to select a delivery group from the list of available values for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases.

***Date From/To***: Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. This should be done for each date element. The default is the current date.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 5-20.)

OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***Course Attrition Report***.

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1999-10-28 COURSE ATTRITION AND TURNBACK RATE Page 1 of 1

**SCHOOL:** AVIATION LOG SCHOOL
**COURSE:** 602-68F10/ AIRCRAFT ELECTRICIAN
**DELIVERY GROUP:** A **PHASE:** 0

**DATE FROM:** 14 Jan 1997 **TO:** 10 Apr 1999

| CLASS | INITIAL INPUT | TB IN | TB OUT | TB % | ACAD LOSS | ACAD ATR% | ADMIN LOSS | GRADS | TOT LOSS | TOT ATR% | CASUAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1999-001 | 11 | 2 | 2 | 15.38 | 2 | 18.18 | 1 | 7 | 3.00 | 30.00 | 0 |
| 1999-002 | 9 | 1 | 0 | 0.00 | 0 | 0.00 | 0 | 10 | 0.00 | 0.00 | 0 |
| 1999-003 | 10 | 1 | 0 | 0.00 | 0 | 0.00 | 0 | 0 | 0.00 | | 0 |
| 1999-004 | 5 | 0 | 0 | 0.00 | 0 | 0.00 | 0 | 0 | 0.00 | | 0 |
| 1999-005 | 12 | 2 | 3 | 21.43 | 0 | 0.00 | 0 | 0 | 0.00 | | 0 |
| 1999-006 | 12 | 6 | 4 | 22.22 | 2 | 14.29 | 0 | 0 | 2.00 | 100.00 | 0 |
| 1999-007 | 11 | 3 | 2 | 14.29 | 5 | 41.67 | 0 | 0 | 5.00 | 100.00 | 0 |
| 1999-008 | 15 | 0 | 6 | 40.00 | 3 | 33.33 | 2 | 0 | 5.00 | 100.00 | 0 |
| 1999-009 | 14 | 1 | 4 | 26.67 | 2 | 18.18 | 0 | 0 | 2.00 | 100.00 | 0 |
| 1999-503 | 12 | 2 | 1 | 7.14 | 0 | 0.00 | 0 | 0 | 0.00 | | 0 |
| 1999-504 | 13 | 0 | 5 | 38.46 | 1 | 12.50 | 1 | 0 | 2.00 | 100.00 | 0 |
| 1999-804 | 0 | 0 | 0 | | 0 | | 0 | 0 | 0.00 | | 0 |
| TOTAL | 124 | 18 | 27 | 19.01 | 15 | 13.04 | 4 | 17 | 19.00 | 52.78 | 0 |

**Figure 5-20: Course Attrition Report**

The following information is shown in the ***Course Attrition Report***:

| Field | Description |
|---|---|
| **School** | The name of the school. |
| **Course** | The course ID. |

| | |
|---|---|
| **Delivery Group** | The delivery group ID. |
| **Phase** | The phase ID. |
| **Date From – To** | The time frame the report data represents. |
| **Course ID/Name** | The course ID and name of the course. |
| **Initial Input** | The number of students enrolled in the class that were not set back. |
| **TB In** | The number of students turned back (***TB***) into the class. |
| **TB Out** | The number of students set back out of the class. |
| **TB %** | The turn back percentage. |
| **ACAD Loss** | The number of students deleted from the class with a reason code of A through E or 8. |
| **ACAD ATR %** | The academic attrition percentage. |
| **ADMIN Loss** | The number of students deleted from the class with a reason other than A through E or 8. |
| **Grads** | The number of students that have graduated from the class. |
| **TOT Loss** | The total of the academic and administrative losses. |
| **TOT ATR %** | The total attrition percentage. |
| **Casual** | The number of students that are on hold. |

### 5.1.1.9.2 Columns in the Course Attrition Report

The following selections are available for the ***Column Name*** of the ***Visible Attributes*** function and ***Item Name*** of the ***Sort*** function on the ***Course Attrition Report***:

- School Name
- Initial Input
- TB In
- TB Out
- Grads
- Academic Losses
- Administrative Losses
- Casual Status

### 5.1.1.10 Deleted Student Report

The ***Deleted Student Report*** allows a user to review students who have been deleted from courses and classes, and the reason for the deletions. The user is allowed to select the report type. The report may be generated for a specified course and class or for a specified time frame. The report is grouped by the course and class identification.

***Tools ➔ Reports ➔ Class Management ◆ Deleted Student Report***

### 5.1.1.10.1 Generating the Deleted Student Report

To create a Deleted Student report:

*Step 1:* Click the ***Deleted Student Report*** name in the list of report names under ***Class Management***. The ***Deleted Student Report*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report.

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School Name***: Click the arrow to select a school from the drop-down list of existing schools.

***Retrieve Type***: Click the arrow to choose if the report is generated by ***Class*** (for a given school, course, and class) or by ***Date*** (for a given school and time frame.)

If the user chooses ***By Date***, the ***Retrieve Arguments*** property sheet (see Figure 5-21) will have ***School Name***, ***Retrieve Type***, ***Start Date***, and ***End Date*** criteria.

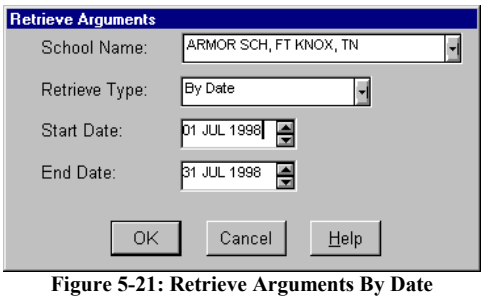



**Figure 5-21: Retrieve Arguments By Date**

***Start Date/End Date***: Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. This should be done for each date element. The default is the current date.

If the user chooses ***By Class***, the ***Retrieve Arguments*** property sheet (see Figure 5-22) will have ***School Name***, ***Retrieve Type***, ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name*** criteria.

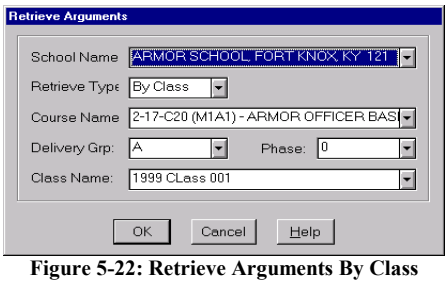



**Figure 5-22: Retrieve Arguments By Class**

The ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name*** drop-down lists are populated with values that correspond to the selected school.

***Course Name***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

***Delivery Group***: Click the arrow to select a delivery group from the available list of values for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases. The ***Class Name*** drop-down list is updated with classes for the selected phase, delivery group, course, and school.

***Class Name***: Click the arrow to select a class from a list of classes.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 5-23.)

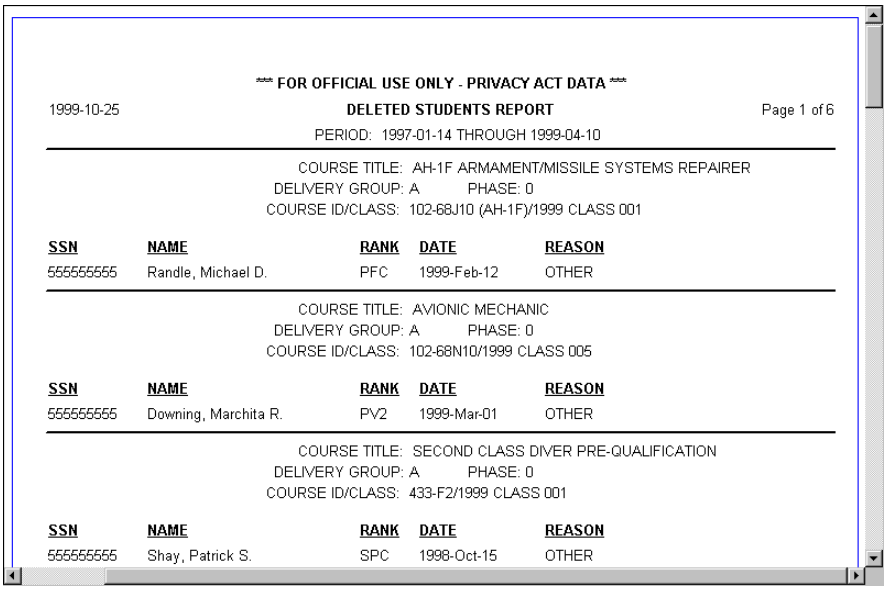
OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***Deleted Student Report***.



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1999-10-25 DELETED STUDENTS REPORT Page 1 of 6

PERIOD: 1997-01-14 THROUGH 1999-04-10

COURSE TITLE: AH-1F ARMAMENT/MISSILE SYSTEMS REPAIRER
DELIVERY GROUP: A PHASE: 0
COURSE ID/CLASS: 102-68J10 (AH-1F)/1999 CLASS 001

| SSN | NAME | RANK | DATE | REASON |
|---|---|---|---|---|
| 555555555 | Randle, Michael D. | PFC | 1999-Feb-12 | OTHER |

COURSE TITLE: AVIONIC MECHANIC
DELIVERY GROUP: A PHASE: 0
COURSE ID/CLASS: 102-68N10/1999 CLASS 005

| SSN | NAME | RANK | DATE | REASON |
|---|---|---|---|---|
| 555555555 | Downing, Marchita R. | PV2 | 1999-Mar-01 | OTHER |

COURSE TITLE: SECOND CLASS DIVER PRE-QUALIFICATION
DELIVERY GROUP: A PHASE: 0
COURSE ID/CLASS: 433-F2/1999 CLASS 001

| SSN | NAME | RANK | DATE | REASON |
|---|---|---|---|---|
| 555555555 | Shay, Patrick S. | SPC | 1998-Oct-15 | OTHER |

**Figure 5-23: Deleted Student Report (By Date)**

The following information is shown in the ***Deleted Student Report***:

| Field | Description |
|---|---|
| **Course Title** | The name of the course. |
| **Delivery Group** | The delivery group ID. |
| **Phase** | The phase ID. |
| **Course ID/Class** | The ID number of the course/class. |

| Field | Description |
|---|---|
| **SSN** | The student's Social Security Number. |
| **Name** | The student's name. |
| **Rank** | The student's rank. |
| **Date** | Effective date of the deletion. |
| **Reason** | Reason for the deletion. |

### 5.1.1.10.2 Columns and Filters in the Deleted Student Report

The following selections are available for the ***Column Name*** of the ***Visible Attributes*** function and ***Item Name*** of the ***Sort*** function on the ***Deleted Student Report***:

- Person Identifier
- Full Name
- Rank Name
- Status Effective Date
- Description Text

The ***Filter by Person*** filter is also available with this report (see Section 5.1.2.6 for more information.)

### 5.1.1.11 Gradebook Survey Report

The ***Gradebook Survey Report*** provides the user with the number of students assigned and graded on a particular test within a course/class/section. The report is grouped by class and section identification, including a list of tests per section, and the number of students tested and graded for each test.

***Tools ➞ Reports ➞ Class Management ◆ Gradebook Survey Report***

### 5.1.1.11.1 Generating the Gradebook Survey Report

To create a Gradebook Survey report:

*Step 1:* Click the ***Gradebook Survey Report*** name in the list of report names under ***Class Management***. The ***Gradebook Survey Report*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report (see Figure 5-24.)

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School***: Click the arrow to select a school from the drop-down list of existing schools. The ***Course***, ***Delivery Group***, ***Phase***, and ***Fiscal Year*** drop-down lists are updated with values that correspond to the selected school.

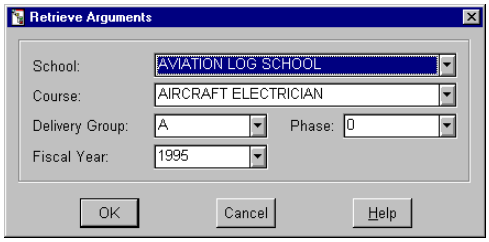



**Figure 5-24: Retrieve Arguments**

***Course***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

***Delivery Group***: Click the arrow to select a delivery group from the drop-down list for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases.

***Fiscal Year***: Click the arrow to select a fiscal year from the list of values.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 5-25.)

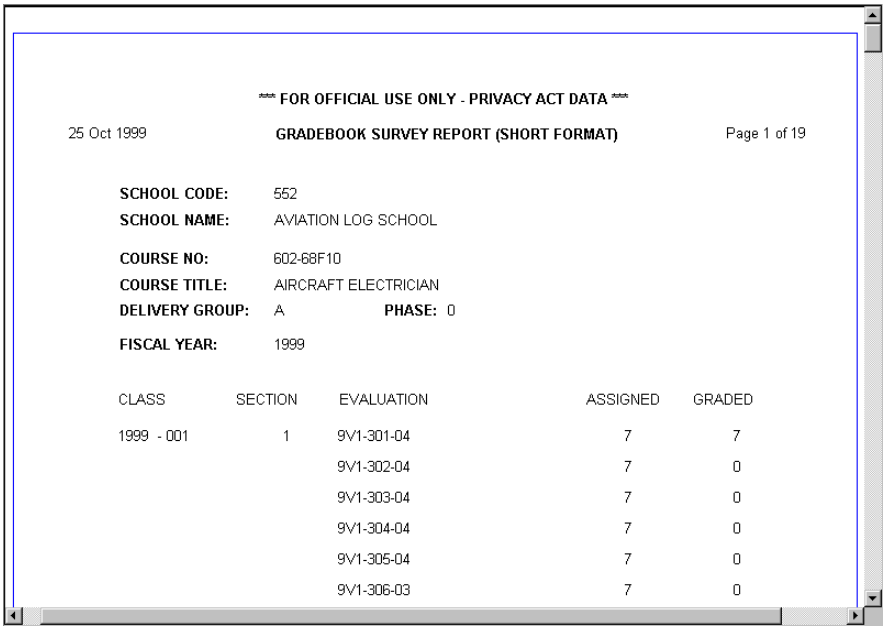
OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***Gradebook Survey Report***.



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25 Oct 1999 GRADEBOOK SURVEY REPORT (SHORT FORMAT) Page 1 of 19

SCHOOL CODE: 552
SCHOOL NAME: AVIATION LOG SCHOOL

COURSE NO: 602-68F10
COURSE TITLE: AIRCRAFT ELECTRICIAN
DELIVERY GROUP: A PHASE: 0

FISCAL YEAR: 1999

| CLASS | SECTION | EVALUATION | ASSIGNED | GRADED |
|---|---|---|---|---|
| 1999 - 001 | 1 | 9V1-301-04 | 7 | 7 |
| | | 9V1-302-04 | 7 | 0 |
| | | 9V1-303-04 | 7 | 0 |
| | | 9V1-304-04 | 7 | 0 |
| | | 9V1-305-04 | 7 | 0 |
| | | 9V1-306-03 | 7 | 0 |

**Figure 5-25: Gradebook Survey Report**

The following information is shown in the ***Gradebook Survey Report***:

| Field | Description |
|---|---|
| **School Code** | The school ID. |
| **School Name** | The name of the school. |
| **Course NO** | The course ID. |
| **Course Title** | The name of the course. |
| **Delivery Group** | The delivery group ID. |
| **Phase** | The phase ID. |
| **Fiscal Year** | The fiscal year the course is taught. |
| **Class** | The class ID of the course. |
| **Section** | The section of the class. |
| **Evaluation** | The name of the test. |
| **Assigned** | The number of students assigned to the course / class / section. |
| **Graded** | The number of students graded on the test. |

## 5.1.1.11.2 Columns in the Gradebook Survey Report

The following selections are available for the ***Column Name*** of the ***Visible Attributes*** function and ***Item Name*** of the ***Sort*** function on the ***Gradebook Survey Report***:

- School Identifier
- School Name
- Course Name
- Course Code
- Delivery Group
- Phase

### 5.1.1.12 Honors Report

The ***Honors Report*** allows a user to generate an Honors Report for a specified course and class. The ***Honors Report*** lists the students in order of class standing and displays any honors that may have been achieved.

***Tools → Reports → Class Management ◆ Honors Report***

#### 5.1.1.12.1 Generating the Honors Report

To create an Honors report:

*Step 1:* Click the ***Honors Report*** name in the list of report names under ***Class Management***. The ***Honors Report*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report.

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet. There are four tabbed pages.

*Step 3:* If it is not already displayed, click the first tab labeled ***Retrieval Arguments*** (see Figure 5-26) and select the following retrieve criteria:

***School Name***: Click the arrow to select a school from the drop-down list of existing schools. The ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name*** drop-down lists are updated with values that correspond to the selected school.

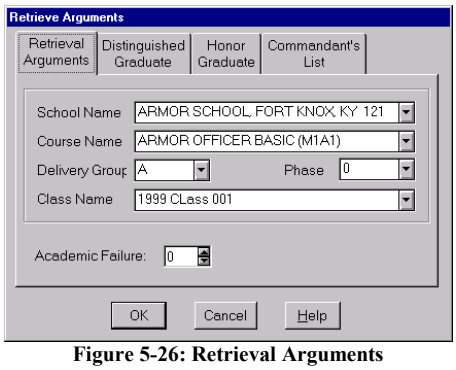

**Figure 5-26: Retrieval Arguments**

***Course Name***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

***Delivery Group***: Click the arrow to select a delivery group from the drop-down list of values available for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases. The ***Class Name*** drop-down list is updated with classes available for the selected phase, delivery group, course, and school.

***Class Name***: Click the arrow to select a class from the drop-down list of classes.

***Academic Failure***: Use the spin-list to modify the cut-off score for ***Academic Failure***. A student with a course average that falls below this value is listed as an academic failure on the ***Honors Report***.

*Step 4:* Click the second tab labeled ***Distinguished Graduate*** (see Figure 5-27) and select the following retrieve criteria:

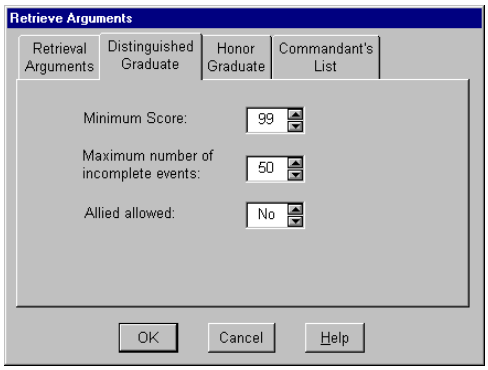

**Figure 5-27: Distinguished Graduate**

***Minimum Score***: Use the spin-list to specify the minimum score for receiving this honor. A value of zero in this field indicates that the minimum score is not applicable in determining this honor.

***Maximum Number of Incomplete Events***: Use the spin-list to specify the maximum number of incomplete events for receiving this honor. The user may also select "NA" to indicate that this parameter is not applicable in determining this honor.

**NOTE**: Only one Distinguished Graduate will be selected by the AIMS-PC regardless of how many students qualify.

***Allied Allowed***: Use the spin-list to specify if an allied student may qualify for this honor.

*Step 5:* Click the third tab labeled ***Honor Graduate*** (see Figure 5-28) and select the following retrieve criteria:

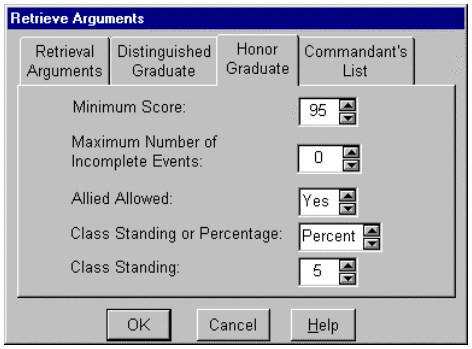

**Figure 5-28: Honor Graduate**

***Minimum Score***: Use the spin-list to specify the minimum score for receiving this honor. A value of zero in this field indicates that the minimum score is not applicable in determining this honor.

***Maximum Number of Incomplete Events***: Use the spin-list to specify the maximum number of incomplete events for receiving this honor. The user may also select "NA" to indicate that this parameter is not applicable in determining this honor.

***Allied Allowed***: Use the spin-list to specify if an allied student may qualify for this honor.

***Class Standing or Percentage***: Use the spin-list to specify whether ***Class Standing*** or ***Percentage of Class*** should be used to determine this honor. The ***Class Standing*** refers to the class rank of the student. The ***Percentage of the Class*** value indicates that the student's rank must fall within the range of students specified by this percentage.

***Class Standing***: Use the spin-list to specify a value for the ***Class Standing*** or ***Percentage of the Class*** that the student must meet to receive this honor.

*Step 6:* Click the fourth tab labeled ***Commandant's List*** (see Figure 5-29) and select the following retrieve criteria:

***Minimum Score***: Use the spin-list to specify the ***Minimum Score*** for receiving this honor. A value of zero in this field indicates that the minimum score is not applicable in determining this honor.

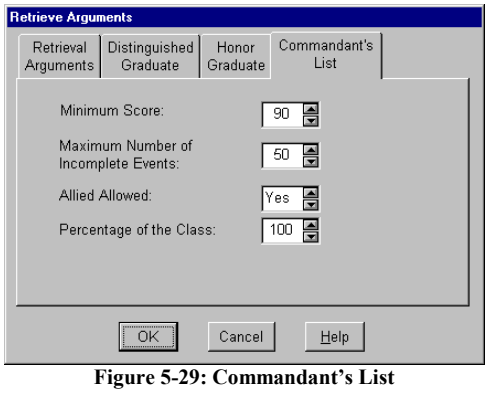

**Figure 5-29: Commandant's List**

***Maximum Number of Incomplete Events***: Use the spin-list to specify the ***Maximum Number of Incomplete Events*** for receiving this honor. The user may also select "NA" to indicate that this parameter is not applicable in determining this honor.

***Allied Allowed***: Use the spin-list to specify if an allied student may qualify for this honor.

***Percentage of the Class***: Use the spin-list to specify the ***Percentage of the Class*** wherein the student's rank must fall to qualify for this honor. A value of zero in this field indicates that the percentage of the class criterion is not applicable in determining this honor.

*Step 7:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 5-30.)

OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 8:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***Honors Report***.

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2000-03-24 HONORS REPORT Page 1 of 1

COURSE TITLE: ABRAMS TANK SYSTEM MAINTAINER
DELIVERY GROUP: A PHASE: 1
COURSE ID/CLASS: 000-63A10 (P) /1999 CLASS 028

| STD | SSN | RANK | NAME | AVG | ALD | HONORS RECEIVED |
|---|---|---|---|---|---|---|
| 1 | 555555555 | 2LT | Mcgee, Bradley J. | 100.000 | N | DISTINGUISHED GRADUATE |
| 2 | 555555555 | | Robinson, Anthony T. | 92.194 | N | HONOR GRADUATE |
| 3 | 555555555 | 2LT | Rollins, William M. | 90.791 | N | COMMANDANT'S LIST |
| 4 | 555555555 | SSG | Hodges, Shannon D. | 87.986 | N | COMMANDANT'S LIST |
| 5 | 555555555 | SSG | Hill, James | 85.791 | N | |
| 6 | 555555555 | | Beaty, Gary L. | 76.583 | N | |
| 7 | 555555555 | | Englans, Robert | 25.252 | N | ACADEMIC FAILURE |
| 8 | 555555555 | 2LT | Rivers, Jeffrey C. | 19.640 | N | ACADEMIC FAILURE |

HONORS SELECTION CRITERIA

**Distinguished Graduate**

| | |
|---|---|
| Minimum Score | 98 |
| Maximum Number of Incomplete Events | 1 |
| Allied Allowed | N |

**Honor Graduate**

| | |
|---|---|
| Minimum Score | 90 |
| Maximum Number of Incomplete Events | 1 |
| Allied Allowed | N |
| Class Standing or Percentage Indicator | P |
| Class Standing or Percentage | 10 |

**Commandant's List**

| | |
|---|---|
| Minimum Score | 85 |
| Maximum Number of Incomplete Events | 1 |
| Allied Allowed | Y |
| Percentage of the Class | 20 |

**Academic Failure**

| | |
|---|---|
| Score | 70 |

**Figure 5-30: Honors Report**

The following information will show in the ***Honors Report***:

| Field | Description |
|---|---|
| **Course Title** | The name of the course. |
| **Delivery Group** | The delivery group ID. |
| **Phase** | The phase ID. |
| **Course ID/Class** | The identification number of the course/class. |
| **STD** | The academic standing of the student in the class. |
| **SSN** | The student's Social Security Number. |
| **Rank** | The student's rank. |
| **Name** | The student's name. |
| **AVG** | Each student's average score in the course. |
| **ALD** | Allied Allowed. |
| **Honors Received** | Name of the honor the student received, if any. |

**Honors Selection Criteria:**

- Distinguished Graduate
  - Minimum Score
  - Maximum Number of Incomplete Events
  - Allied Allowed
- Honor Graduate
  - Minimum Score
  - Maximum Number of Incomplete Events
  - Allied Allowed
  - Class Standing or Percentage Indicator
  - Class Standing or Percentage
- Commandant's List
  - Minimum Score
  - Maximum Number of Incomplete Events
  - Allied Allowed
  - Percentage of the Class
- Academic failure
  - Score

### 5.1.1.12.2 Columns in the Honors Report

The following selections are available for the ***Column Name*** of the ***Visible Attributes*** function and ***Item Name*** of the ***Sort*** function on the ***Honors Report***:

- Person Identifier
- Full Name
- Allied
- Honors Received
- Course Average
- Class Standing
- Rank Name

### 5.1.1.13 Incomplete Gradebook Review

The ***Incomplete Gradebook Review*** report allows a user to review incomplete or failed events in student gradebooks. The user may review incomplete gradebooks for an entire course and class, or by individual student. Only those events that the student did not complete or failed to meet the course standard for will be listed for each student.

***Tools → Reports → Class Management ◆ Incomplete Gradebook Review***

### 5.1.1.13.1 Generating the Incomplete Gradebook Review

To create an Incomplete Gradebook review:

*Step 1:* Click the ***Incomplete Gradebook Review*** name in the list of report names under ***Class Management***. The ***Incomplete Gradebook Review*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report (see Figure 5-31.)

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School Name***: Click the arrow to select a school from the drop-down list of existing schools. The ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name*** drop-down lists are updated with values that correspond to the selected school.

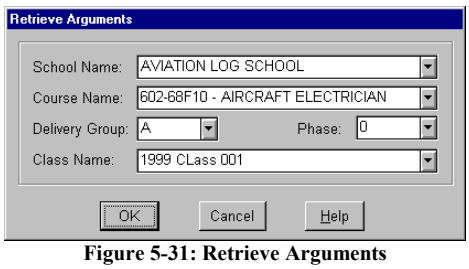

**Figure 5-31: Retrieve Arguments**

***Course Name***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

***Delivery Group***: Click the arrow to select a delivery group from the drop-down list of values available for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases. The ***Class Name*** drop-down list is updated with classes for the selected phase, delivery group, course, and school.

***Class Name***: Click the arrow to select a class from a list of classes.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 5-32.)

OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***Incomplete Gradebook Review***.

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1999-10-25 INCOMPLETE GRADEBOOK REVIEW Page 1 of 84

COURSE TITLE: AIRCRAFT ELECTRICIAN
DELIVERY GROUP: A PHASE: 0
COURSE ID/CLASS: 602-68F10/1999 CLASS 001

555555555 PVT Champion, Nathan S.

*** POI POINTS ***

| EVALUATION ID | EARNED | POSSIBLE | EVALUATION TITLE | TEST RESULT | TEST DATE |
|---|---|---|---|---|---|
| 9N8-302-08B | 0 | 50 | 9N8-302-08B | Incomplete | |
| 9N8-502-03 | 0 | 50 | 9N8-502-03 | Incomplete | |
| 9A8-201-01 | 0 | 1000 | 9A8-201-01 | Incomplete | |
| 9CK-301-03 | 0 | 70 | 9CK-301-03 | Incomplete | |
| 9CK-302-03 | 0 | 70 | 9CK-302-03 | Incomplete | |
| 9CK-303-03 | 0 | 70 | 9CK-303-03 | Incomplete | |
| 9CK-304-04 | 0 | 80 | 9CK-304-04 | Incomplete | |
| 9CK-305-04 | 0 | 80 | 9CK-305-04 | Incomplete | |

**Figure 5-32: Incomplete Grade Book Review**

The following information is shown in the ***Incomplete Gradebook Review*** report:

| Field | Description |
|---|---|
| **Course Title** | The name of the course. |
| **Delivery Group** | The delivery group ID. |
| **Phase** | The phase ID. |
| **Course ID/Class** | The identification number of the course/class. |
| **SSN** | The student's Social Security Number. |
| **Rank** | The student's rank. |
| **Name** | The student's name. |
| **Evaluation ID** | Short title of the evaluation. |
| **POI Points Earned** | Points achieved on the evaluation. |
| **POI Points Possible** | Number of POI points possible for the evaluation. |
| **Evaluation Title** | The title of the evaluation. |
| **Test Result** | The student's test result. |
| **Test Date** | Date the student completed the evaluation. This will show zeros if the student has not completed the evaluation. |

### 5.1.1.13.2 Columns and Filters in the Incomplete Gradebook Review

The following selections are available for the ***Column Name*** of the ***Visible Attributes*** function and ***Item Name*** of the ***Sort*** function on the ***Incomplete Gradebook Review*** report:

- Person Identifier
- Title Text
- Test Name
- Full Name
- POI Points Earned
- Possible POI Points
- Rank Name
- Date
- Description Text

There are two filter functions that are available for this report. They are the ***Filter by Person*** (see Section 5.1.2.6 for more information) and the ***Filter by Class Section*** filters (see Section 5.1.2.7 for more information.)

### 5.1.1.14 Initial Input Report

The ***Initial Input Report*** allows a user to review information about a specified Army Training Center (ATC) course and class. The report contains trainee totals for education, age, ethnic, and marital categories.

***Tools → Reports → Class Management ◆ Initial Input Report***

### 5.1.1.14.1 Generating the Initial Input Report

To create an Initial Input report:

*Step 1:* Click the ***Initial Input Report*** name in the list of report names under ***Class Management***. The ***Initial Input Report*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report (see Figure 5-33.)

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School Name***: Click the arrow to select a school from the drop-down list of existing schools. The ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name*** drop-down lists are updated with values that correspond to the selected school.

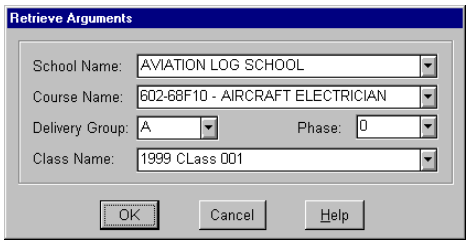


**Figure 5-33: Retrieve Arguments**

***Course Name***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

***Delivery Group***: Click the arrow to select a delivery group from the list of available values for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases. The ***Class Name*** drop-down is updated to display classes for the selected phase, delivery group, course, and school.

***Class Name***: Click the arrow to select a class from the drop-down list of classes.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 5-34.)

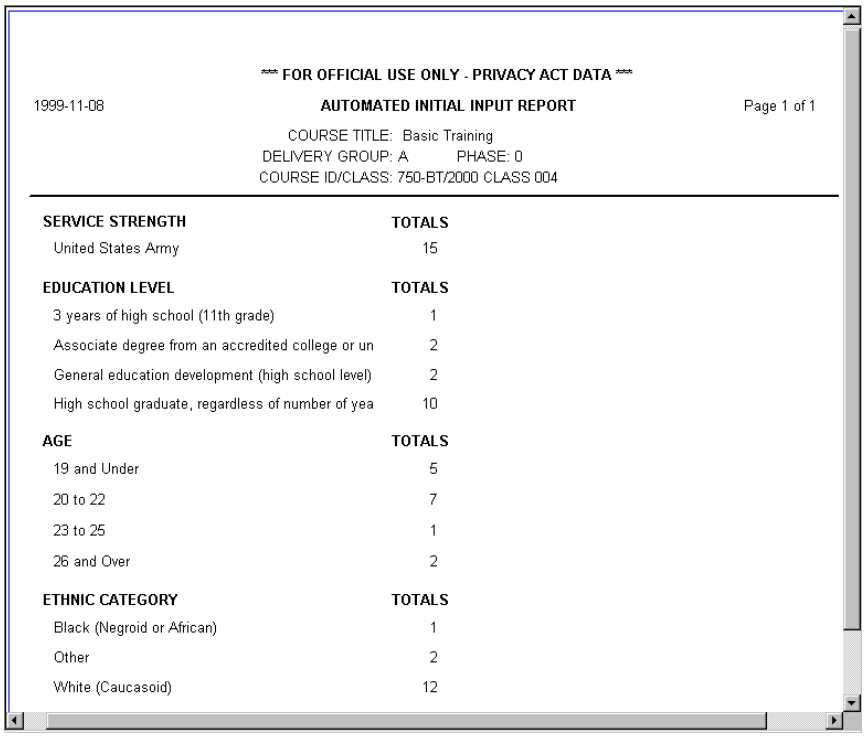
OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar, to print a copy of the ***Initial Input Report***.



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1999-11-08 AUTOMATED INITIAL INPUT REPORT Page 1 of 1

COURSE TITLE: Basic Training
DELIVERY GROUP: A PHASE: 0
COURSE ID/CLASS: 750-BT/2000 CLASS 004

| SERVICE STRENGTH | TOTALS |
|---|---|
| United States Army | 15 |
| **EDUCATION LEVEL** | **TOTALS** |
| 3 years of high school (11th grade) | 1 |
| Associate degree from an accredited college or un | 2 |
| General education development (high school level) | 2 |
| High school graduate, regardless of number of yea | 10 |
| **AGE** | **TOTALS** |
| 19 and Under | 5 |
| 20 to 22 | 7 |
| 23 to 25 | 1 |
| 26 and Over | 2 |
| **ETHNIC CATEGORY** | **TOTALS** |
| Black (Negroid or African) | 1 |
| Other | 2 |
| White (Caucasoid) | 12 |

**Figure 5-34: Initial Input Report**

The following information is shown in the ***Initial Input Report***:

| Field | Description |
|---|---|
| **Course Title** | The name of the course. |
| **Delivery Group** | The delivery group ID. |
| **Phase** | The phase ID. |
| **Course/Class** | Identification number of the course/class. |
| **Service Strength** | The service branch strength names and the number of students in each branch. |
| **Service Branch** | The service organization branch names and the number of students in each organization. |
| **Education Level** | The education level name and the number of students in each level. |
| **Age** | The age category and the number of students in each category. |
| **Ethnic Category** | The ethnic category names and the number of students in each category. |
| **Marital Status** | The marital status names and the number of students in each status. |
| **THE FOLLOWING PERSONNEL RECORDS WERE FOUND TO CONTAIN INCOMPLETE DATA:** | A list of incomplete student records and the data that is missing. |

### 5.1.1.15 Marksmanship Report

The ***Marksmanship Report*** allows a user to review the unit strength and qualification results for a particular weapon based on the selected school, course, and class.

***Tools ➞ Reports ➞ Class Management ◆ Marksmanship Report***

#### 5.1.1.15.1 Generating the Marksmanship Report

To create a Marksmanship report:

*Step 1:* Click the ***Marksmanship Report*** name in the list of report names under ***Class Management***. The ***Marksmanship Report*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report (see Figure 5-35.)

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School***: Click the arrow to select a school from the drop-down list of existing schools. The ***Course***, ***Delivery Group***, ***Phase***, and ***Class*** drop-down lists are updated with values that correspond to the selected school.

***Course***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

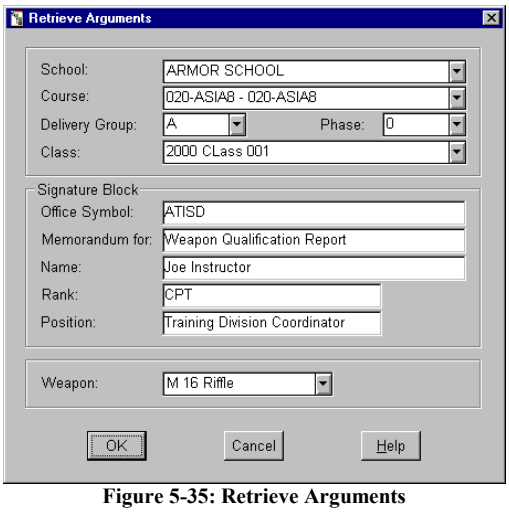


**Figure 5-35: Retrieve Arguments**

***Delivery Group***: Click the arrow to select a delivery group from the available list of values for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases. The ***Class*** drop-down list is updated with classes for the selected phase, delivery group, course, and class.

***Class***: Click the arrow to select a class from the drop-down list of classes.

***Office Symbol***: Enter the Office Symbol of the receiving office.

***Memorandum for***: Enter the name of the person for whom the report is created.

***Name***: Enter the name of the person creating the report.

***Rank***: Enter the rank of the person creating the report.

***Position***: Enter the position of the person creating the report.

***Weapon***: Select the type of weapon for the report from the drop-down list.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 5-36.)

OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***Marksmanship Report***.

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**ATISD** 03-May-2000

**MEMORANDUM FOR:** MARKSMANSHIP

**SUBJECT:** M 16 Riffle Marksmanship Report

**COURSE NO/ TITLE:** 750-BT/ BASIC TRAINING

**DELIVERY GROUP:** A **PHASE:** 0 **CLASS:** 2000-001

**DATE FROM:** 13 Mar 2000 **TO:** 13 Apr 2000

**WEAPON:** M 16 Riffle

**1. UNIT STRENGTH:**

| | |
|---|---|
| Number Assigned | 4 |
| Number Tested | 1 |
| Number Not Tested | 3 |

**2. QUALIFICATION RESULTS:**

| | RANGE | NUMBER | % OF NO. TESTED |
|---|---|---|---|
| 1st Time Go | | 1 | 100 |
| Sharpshooter | 29 - 35 | 0 | 0 |
| Marksman | 23 - 28 | 0 | 0 |
| Expert | 36 - | 1 | 100 |
| 2nd Time Go | | 0 | 0 |
| Sharpshooter | 29 - 35 | 0 | 0 |
| Marksman | 23 - 28 | 0 | 0 |
| Expert | 36 - | 0 | 0 |
| Total Qualified | | 1 | 100 |
| Total Unqualified | | 0 | 0 |

**3. The personnel listed in the enclosure were not tested.**

Encl
Names of Not Tested

Joe Instructor
CPT
Training Division Coordinator

**Figure 5-36: Marksmanship Report**

The following information is shown in the ***Marksmanship Report***:

| Field | Description |
|---|---|
| **Office Symbol** | The office symbol of the receiving office. |
| **Date** | The date the report is generated. |
| **Memorandum For** | The person for whom the report is created. |
| **Subject** | The name of the report. |
| **Course NO/ Title** | The course ID and name. |
| **Delivery Group** | The delivery group ID. |
| **Phase** | The phase ID. |
| **Class** | The class ID. |

| Field | Description |
|---|---|
| **Date From – To** | The time frame for which the data on the report represents. |
| **Weapon** | The name of the weapon the data represents. |
| **1. Unit Strength** | |
| **Number Assigned** | The number of students assigned to the unit. |
| **Number Tested** | The number of students tested. |
| **Number Not Tested** | The number of students not tested. |
| **2. Qualification Results** | |
| **Range** | The distance range to the target for sharp shooter, marksman, and expert. |
| **Number** | The number of students tested for sharp shooter, marksman, and expert. |
| **% Of NO. Tested** | The percentage of students tested for sharp shooter, marksman, and expert. |
| **1st Time Go** | The first time the test was attempted for each range category. |
| **2nd Time Go** | The second time the test was attempted for each range category. |
| **Total Qualified** | The total number of students that qualified. |
| **Total Unqualified** | The total number of students that did not qualify. |
| **3. The personnel listed in the enclosure were not tested.** | |
| **Encl**<br>**Names of Not Tested** | A list of the students not tested. |

### 5.1.1.16 Set-Back/Recycle Report

The ***Set-Back/Recycle Report*** allows a user to obtain a listing of students that have been set-back, also referred to as recycled, from a class in a course to a different class in a course.

***Tools → Reports → Class Management ◆ Set Back/Recycle Report***

#### 5.1.1.16.1 Generating the Set-Back/Recycle Report

To create a Set-Back/Recycle report:

*Step 1:* Click the ***Set-Back/Recycle Report*** name in the list of report names under ***Class Management***. The ***Set-Back/Recycle Report*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report.

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School Name***: Click the arrow to select a school from the drop-down list of existing schools.

***Retrieve Type***: Click the arrow to choose if the report is generated by ***Class*** (for a given school, course, and class) or by ***Date*** (for a given school and time frame.)

If the user chooses ***By Date***, the ***Retrieve Arguments*** property sheet (see Figure 5-37) will display ***School Name***, ***Retrieve Type***, ***Start Date***, and ***End Date*** criteria.

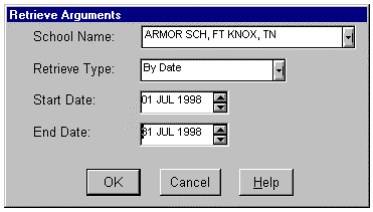


**Figure 5-37: Retrieve Arguments By Date**

***Start Date/End Date***: Use the spin-list to increment the date by day. To change the date in monthly increments, double-click on the month to highlight, and then use the spin-list. To change the date in yearly increments, double-click on the year to highlight, and then use the spin-list.

If the user chooses ***By Class***, the ***Retrieve Arguments*** property sheet (see Figure 5-38) will display ***School Name***, ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name***.

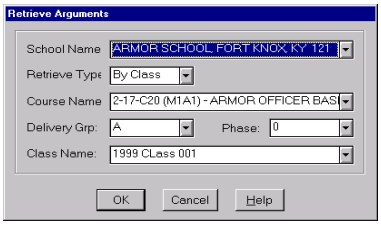


**Figure 5-38: Retrieve Arguments By Class**

***Course Name***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

***Delivery Group***: Click the arrow to select a delivery group from the list of available values for the selected course and school.

***Phase***: Click the arrow to select a phase form the drop-down list of available phases. The ***Class Name*** drop-down is updated with classes for the selected phase, delivery group, course, and school.

***Class Name***: Click the arrow to select a class from a list of classes.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 5-39.)

OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***Set-Back/Recycle Report***.

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SET BACK / RECYCLE REPORT
COURSE TITLE: AIRCRAFT POWERPLANT REPAIRER
PERIOD 1997-01-14 THROUGH 1999-04-10

| SSN | NAME | DATE | TO/FROM | COURSE | DELIVERY GROUP | PHASE | CLASS | REASON |
|---|---|---|---|---|---|---|---|---|
| 555555555 | Laramee, Michael D. | 1999-02-11 | FROM | 601-68B10 | A | 0 | 1999 001 | OTHER |
| 555555555 | Laramee, Michael D. | 1999-02-11 | TO | 601-68B10 | A | 0 | 1999 005 | OTHER |
| 555555555 | Laramee, Michael D. | 1999-02-11 | TO | 601-68B10 | A | 0 | 1999 002 | OTHER |
| 555555555 | Ferrer, Edwin | 1999-04-06 | TO | 600-67T10 | A | 0 | 1999 035 | OTHER |
| 555555555 | Ballaro, James F. | 1999-03-01 | FROM | 602-68D10 | A | 0 | 1999 003 | OTHER |
| 555555555 | Ballaro, James F. | 1999-02-23 | TO | 602-68D10 | A | 0 | 1999 004 | OTHER |
| 555555555 | Ballaro, James F. | 1999-03-01 | TO | 602-68D10 | A | 0 | 1999 002 | OTHER |
| 555555555 | Doty, Jr., Alfred F. | 1999-03-29 | FROM | 600-67T10 | A | 0 | 1999 035 | OTHER |
| 555555555 | Doty, Jr., Alfred F. | 1999-03-29 | TO | 600-67T10 | A | 0 | 1999 042 | OTHER |
| 555555555 | Gibbo, Peter J. | 1999-03-15 | TO | 600-67R10 | A | 0 | 1999 510 | OTHER |
| 555555555 | Brathwaite, Albert A. | 1999-03-30 | FROM | 600-67T10 | A | 0 | 1999 042 | OTHER |
| 555555555 | Brathwaite, Albert A. | 1999-03-30 | TO | 600-67T10 | A | 0 | 1999 039 | OTHER |

**Figure 5-39: Set-Back/Recycle Report (By Date)**

The following information is shown in the ***Set-Back/Recycle Report***:

| Field | Description |
|---|---|
| **Course Title** | The name of the course. |
| **Course ID/Class** | Identifies the course and class on which the report is based. |
| **SSN** | The student's Social Security Number. |
| **Name** | The student's name. |
| **Date** | Effective date of the move. |
| **To/From** | Indicates if the student is being moved to or from the class. |
| **Course** | The identification of the course in which the student is enrolled. |
| **Delivery Group** | The delivery group ID. |

| Field | Description |
|---|---|
| **Phase** | The phase ID. |
| **Class** | The class fiscal year and ID of the course. |
| **Reason** | The reason the student is being set-back. |

### 5.1.1.16.2 Columns and Filters in the Set-Back/Recycle Report

The following selections are available for the ***Column Name*** of the ***Visible Attributes*** function and ***Item Name*** of the ***Sort*** function on the ***Set-Back/Recycle Report***:

- Person Identifier
- Full Name
- Status
- Course Key Identifier
- Fiscal Year
- Class
- Delivery Group
- Phase
- To/From
- Status Effective Date

The ***Filter by Person*** filter is also available with this report (see Section 5.1.2.6 for more information.)

### 5.1.1.17 Single Test Results

The ***Single Test Results*** report allows a user to obtain single test results for a specific event of a specified course and class. The user can obtain single test results for an entire class, an individual student selected by name, or all allied students in the class.

***Tools ➔ Reports ➔ Class Management ◆ Single Test Results Report***

### 5.1.1.17.1 Generating the Single Test Results Report

To create a Single Test Results report:

*Step 1:* Click the ***Single Test Result Report*** name in the list of report names under ***Class Management***. The ***Single Test Result*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report (see Figure 5-40.)

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

***School Name***: Click the arrow to select a school from the drop-down list of existing schools. The ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name*** drop-down lists are updated with values that correspond to the selected school.

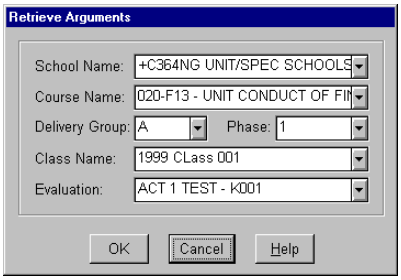


**Figure 5-40: Retrieve Arguments**

***Course Name***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

***Delivery Group***: Click the arrow to select a delivery group from the list of available values for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases. The ***Class Name*** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school. The ***Evaluation*** drop-down list is updated to display all the evaluations that exist for this course.

***Class Name***: Click the arrow to select a class from a list of classes.

***Evaluation***: Click the arrow to select an evaluation for the selected school, course, and class.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 5-41.)

OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet and return to the report window without displaying the retrieve data.

OR

Click the ***Help*** button to view the on-line help.

*Step 4:* Click the ***Print*** option in the ***File*** menu on the main menu bar to print a copy of the ***Single Test Results*** report.

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COURSE TITLE: AIRCRAFT ELECTRICIAN
DELIVERY GROUP: A PHASE: 0
COURSE ID/CLASS: 602-68F10/1999 CLASS 001
EVALUATION TITLE: 9V1-301-04

555555555 SPC Osborne, James K.

| TEST STDG | % SCORE | ---- POINTS ---- ACH | AVAIL | COURSE AVG | ----- STANDINGS ----- SECTION | CLASS | # OF TRIES | TEST RESULT |
|---|---|---|---|---|---|---|---|---|
| 1 | 100 | 55 | 55 | 100 | 1/7 | 1/7 | 1 | Pass |

555555555 PVT Foster, Aaron T.

| TEST STDG | % SCORE | ---- POINTS ---- ACH | AVAIL | COURSE AVG | ----- STANDINGS ----- SECTION | CLASS | # OF TRIES | TEST RESULT |
|---|---|---|---|---|---|---|---|---|
| 1 | 100 | 55 | 55 | 100 | 1/7 | 1/7 | 1 | Pass |

555555555 GS1 Smith, William J.

| TEST STDG | % SCORE | ---- POINTS ---- ACH | AVAIL | COURSE AVG | ----- STANDINGS ----- SECTION | CLASS | # OF TRIES | TEST RESULT |
|---|---|---|---|---|---|---|---|---|
| 1 | 100 | 55 | 55 | 100 | 1/7 | 1/7 | 1 | Pass |

**Figure 5-41: Single Test Results**

The following information is shown in the ***Single Test Results Report***:

| Field | Description |
|---|---|
| **Course Title** | The name of the course. |
| **Delivery Group** | The delivery group ID. |
| **Phase** | The phase ID. |
| **Course ID/Class** | Identifies the course and class on which the report is based. |
| **Evaluation Title** | Title of the evaluation. |
| **SSN** | The student's Social Security Number. |
| **Rank** | The student's rank. |
| **Name** | The student's name. |
| **Test STDG** | Academic position of the student on the test. |
| **% Score** | The grade the student earned on the evaluation. |
| **Points Ach** | The number of POI points that the student earned. |
| **Points Avail** | The maximum number of POI points that the student could earn. |
| **Course Avg** | The average course grade of the student. |
| **Section Standing** | Academic position of the student in the section. |
| **Class Standing** | Academic position of the student in the class. |
| **# of Tries** | Indicates the number of times the student attempted the evaluation. |
| **Test Result** | Indicates whether the student has achieved the minimum acceptable standards on the evaluation. |

### 5.1.1.17.2 Columns and Filters in the Single Test Result Report

The following selections are available for the ***Column Name*** of the ***Visible Attributes*** function and ***Item Name*** of the ***Sort function*** on the ***Single Test Result*** report:

- Person Identifier
- Test Standing
- Section Standing
- Class Standing
- Full Name
- Rank Name
- Course Average
- Achieved Points
- Point Average
- Percent Score
- Number of Tries
- Description Text

There are two filter functions that are available for this report. They are the ***Filter by Person*** (see Section 5.1.2.6 for more information) and the ***Filter by Allied*** filters (see Section 5.1.2.8 for more information.)

## 5.1.2 Report Commands

The following sections outline the report commands that can be accessed from the report's pop-up menu. This menu is accessed by right-clicking anywhere on the report screen. Some commands also have a corresponding button on the SheetBar (see Section 5.1.)

### 5.1.2.1 Zoom

The ***Zoom*** option allows a user to change the view of the report. To change the zoom setting of a report, click the ***Zoom*** button on the SheetBar. The ***Print Zoom*** property sheet will appear (see Figure 5-42.) The user can change the ***Magnification*** of the report by clicking on the radio button next to the desired size. The user can also select to view or hide the rulers around the report by clicking in the ***Show Rulers*** check-box. A "✔" is displayed in the box when the rulers are activated. Once the desired size has been selected click the ***OK*** button to accept the change or click the ***Cancel*** button to exit the property sheet without making any changes. Click the ***Help*** button to view the on-line help.

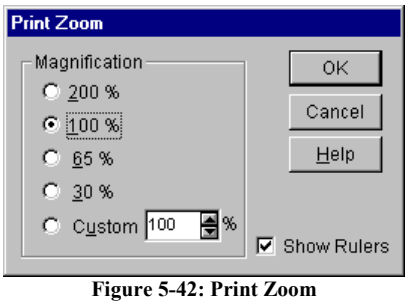



**Figure 5-42: Print Zoom**

### 5.1.2.2 Sort

The ***Sort*** option allows a user to sort the data on a report using predefined sort qualifiers. To sort a report using one of the listed attributes:

*Step 1:* Click the ***Sort*** button located on the SheetBar.

A ***Sort – Report*** property sheet will appear (see Figure 5-43.)

*Step 2:* Select the primary ***Sort*** qualifier from the first ***Item Name*** drop-down list.

*Step 3:* Select the ***Direction*** of the search for each ***Item Name***, either: **Ascending**, or **Descending**.

*Step 4:* Click the ***OK*** button to begin the sort.

OR

Click the ***Clear*** button to clear the column names. The ***Sort*** property sheet will remain open to allow the user to select more data.

OR

Click the ***Cancel*** button to close the ***Sort*** property sheet without sorting the report.

OR

Click the ***Help*** button to view the on-line help.

**NOTE**: The user can select multiple search qualifiers. Each additional qualifier has a lower priority than the one above it on the list.

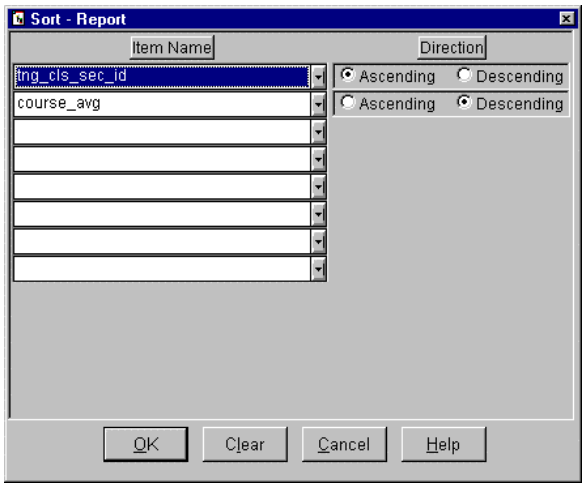



**Figure 5-43: Sort – Report**

### 5.1.2.3 Visible Attributes

The ***Visible Attributes*** option allows a user to eliminate specific data from appearing on a report. For example, the user may choose to print a report without the students' SSNs. The user can select the SSN attribute to turn it off. Once the SSN attribute has been selected, it will not appear on the report. To change the visible attributes of a report:

*Step 1:* Click the ***Visible Attributes*** button located on the SheetBar.

A ***Visible Attributes*** property sheet will appear (see Figure 5-44.)

*Step 2:* Select the ***Column Name***, to which data should not be visible, by clicking on the box in the ***Visible*** column.

Choose the column name that should not display data. Click the box to the right of the column name to remove the "✔" and turn off the selected attribute. To display the data, click on the box again. A "✔" will appear which indicates the attribute has been turned on.

*Step 3:* Click the "✔" for each column name until each attribute that is to appear in the report has a check mark in the appropriate box and each attribute that is not to appear does not have a "✔".

*Step 4:* Click the ***OK*** button to accept the changes.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

OR

Click the ***Help*** button to view the on-line help.

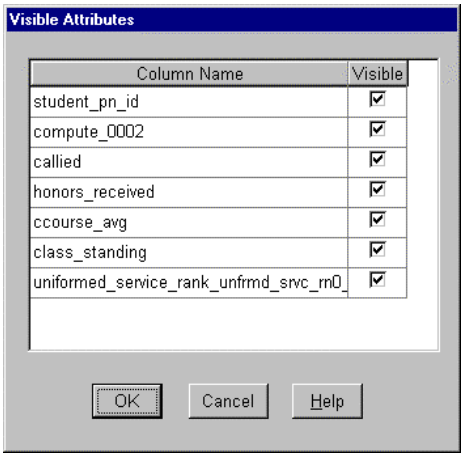



**Figure 5-44: Visible Attributes Property Sheet**

### 5.1.2.4 Retrieve

The ***Retrieve*** option allows the user to select new retrieve arguments for the given report. After selecting this option, the appropriate ***Retrieve Arguments*** property sheet will appear. Simply select the new retrieve arguments for the report and click the ***OK*** button to create a new report.

### 5.1.2.5 Filter Expression

The ***Filter Expression*** option allows the user to create customized filters for various values in the report. Any value that is listed in the ***Column Name*** list for the report can be filtered using this function. To filter a given value:

*Step 1:* Select the ***Filter Expression*** option from the reports pop-up menu.

*Step 2:* The ***Filter*** property sheet will appear (see Figure 5-45.)

*Step 3:* Create the desired filter expression by combining the variables listed in the ***Columns*** box with the functions, listed in the ***Functions*** box and the ***Operators*** on the very left. Filters created will appear in the large box at the top of the property sheet. Boolean expressions ('AND' / 'OR') can also be used to create ad hoc sorts.

**NOTE**: String (text) values must be surrounded by single quotes.

*Step 4:* Once a filter has been created, it can be verified by clicking the ***Verify*** button. A dialog box will appear indicating whether the expression is valid or not. If the expression is invalid, a specific error message will appear explaining the problem.

*Step 5:* Click the ***OK*** button to accept the filters.

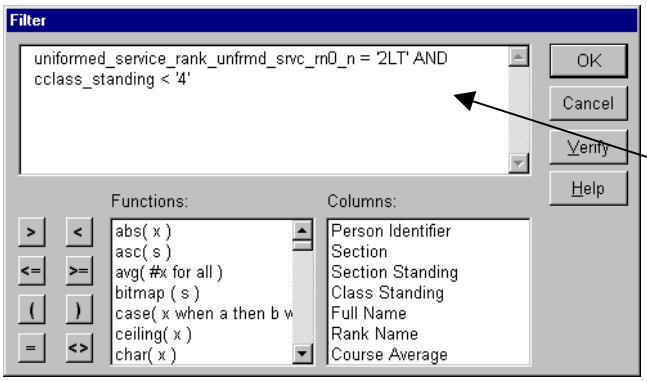
OR

Click the ***Cancel*** button to exit the window without saving the filter.

OR

Click the ***Help*** button to view the on-line help.

The ***Filter*** property sheet shown is for the ***Class Gradesheet*** report. The available attributes listed in the ***Columns*** box will vary depending on the report selected.




The filter shown would only display those 2nd Lieutenants that currently have a class standing of 1st - 3rd in the selected class.

**Figure 5-45: Filter Expression**

### 5.1.2.6 Filter by Person

This option allows the user to view the report of a specific person or persons. To filter the current report, right-click anywhere within the report window. A pop-up menu will appear. Click the ***Filter by Person*** option on the menu. A filter dialog box will appear. This dialog box allows the user to choose one or more individuals using standard Windows selection methods (i.e., click on a name to select an individual, hold the **[Ctrl]** key and click on names to select multiple individuals, or hold the **[Shift]** key and click on a name to select a range of names.) To un-highlight a name, simply click it again. After the name(s) is chosen, click the ***OK*** button. The report will then only contain the information pertaining to the students that were chosen with the filter. Click the ***Cancel*** button to close the ***Filter by Person*** dialog box without performing the filter function. Click the ***Help*** button to view the on-line help on the ***Filter by Person*** function.

### 5.1.2.7 Filter by Class Section

This option allows the user to view the report with data from a specified section. To filter the current report, right-click anywhere within the report window. A pop-up menu will appear. Click the ***Filter by Section*** option on the menu. A filter dialog box will appear. This dialog box allows the user to choose one or more sections using standard Windows selection methods (i.e., click on a section to select an individual, hold the **[Ctrl]** key and click on section names to select multiple sections, or hold the **[Shift]** key and click on a name to select a range of sections.) To un-highlight a section, simply click it again. After the section(s) is chosen, click the ***OK*** button. The report will then be initialized with data pertaining only to that section. Click the ***Cancel*** button to close the ***Filter by Section*** dialog box without performing the filter function. Click the ***Help*** button to view the on-line help on the ***Filter by Section*** function.

### 5.1.2.8 Filter by Allied

This option allows the user to view the report so that it only contains information pertaining to allied students, US students, or all students. To filter the current report, right-click anywhere within the report window. A pop-up menu will appear. Click the ***Filter by Allied*** option. A filter dialog box will appear. Select one of the following three options: ***Show only allied students***, ***Show only US students***, or ***Show all students***. The circle next to the selected option will be highlighted. Click the ***OK*** button; the report will then be filtered according to the user's specifications. Click the ***Cancel*** button to close the ***Filter by Allied*** dialog box without performing the filter function. Click the ***Help*** button to view the on-line help on the ***Filter by Allied*** function.

### 5.1.2.9 Filter by Casual Status

This option allows the user to view the report so that it only contains information pertaining to students who are currently on casual status, were on casual status, or who have never been on casual status. To filter the current report, right-click anywhere within the report window. A

pop-up menu will appear. Click the ***Filter by Casual Status*** option. A filter dialog box will appear. Select either: ***Show only students who are currently on casual status***, ***Show students who were on casual status***, or ***Show all students who have never been on casual status***. The circle next to the selected option will be highlighted. Click the ***OK*** button; the report will then be filtered according to the user's specifications. Click the ***Cancel*** button to close the ***Filter by Casual Status*** dialog box without performing the filter function. Click the ***Help*** button to view the on-line help on the ***Filter by Casual Status*** function.

## 5.2 Diploma Design

The ***Diploma Design*** tool provides selected AIMS-PC users with the ability to personalize preprinted diplomas by allowing them to create diploma data templates. These templates contain specific data fields that are then placed in specific locations so that the required data can then be printed onto the preprinted diplomas used at the school. The diploma templates created by the user are displayed on the right side of the split diploma screen. Government/Army diplomas require no standards and are unique to each Army school and training center.

The ***Diploma Design*** tool can be accessed two ways. A user can select ***Tools → Diploma Design*** from the main menu bar or click the ***Diploma Design*** button on the FrameBar. Both methods will cause the ***Diploma Design*** window (see Figure 5-46) to appear.

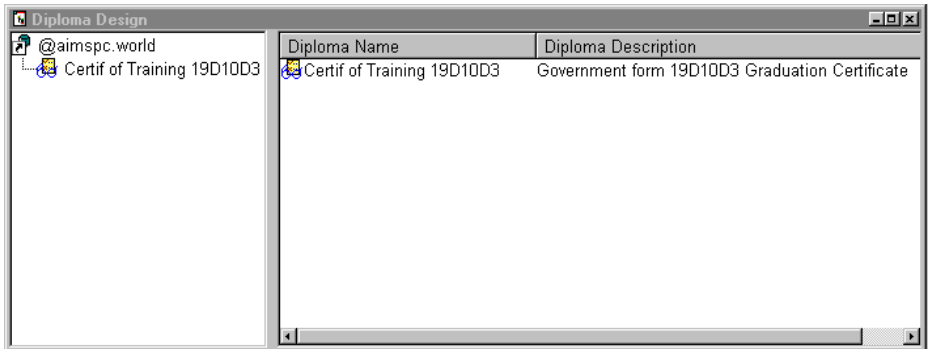



**Figure 5-46: Diploma Design Window**

The SheetBar buttons available in the ***Diploma Design*** tool are:

| Name | Button | Purpose |
|---|---|---|
| **New Diploma** | | Allows the user to create a new diploma. |
| **Preview** | | Allows the user to preview the diploma. |
| **Retrieve** | | Allows the user to retrieve data for a report or diploma. |

### 5.2.1 New Diploma Design

The ***New Diploma*** feature provides users with the ability to create customized diploma designs. This option allows a user to apply a name and description to a new diploma and save it in the ***Diploma Design*** tool. The list of diploma names is displayed in the left-hand side of the ***Diploma Design*** window. To create a new diploma:

*Step 1:* Click the ***New Diploma*** button on the SheetBar.

*Step 2:* A ***Diploma Properties*** dialog box (see Figure 5-47) will appear, which allows the user to enter the new diploma name in the ***Diploma Name*** text box.

*Step 3:* Tab down to or click on the ***Diploma Description*** field and enter a description of the diploma (i.e., Government form 19D10D3 Graduation Certificate.)

*Step 4:* Click the ***OK*** button to save the new name in the ***Diploma Design*** tool. A blank diploma screen will appear in the window on the right.

OR

Click the ***Cancel*** button to exit without creating a new diploma.

OR

Click the ***Help*** button to view the on-line help.

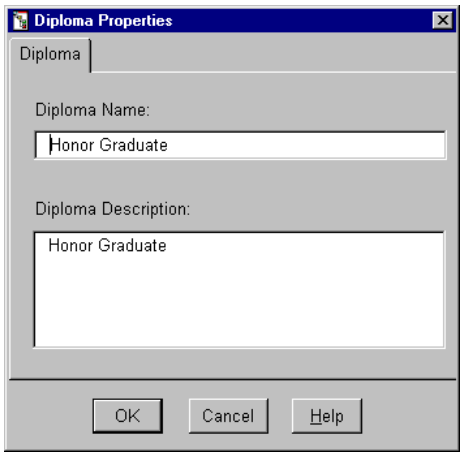



**Figure 5-47: Diploma Properties**

Once a new diploma design is saved in the list of diploma names, a user can select the diploma design from the list of diploma names. Click a diploma name to display that diploma's format on the right side of the diploma window. When the diploma design is displayed a user can add, modify, and delete data fields.

### 5.2.2 Select Attribute

The ***Select Attribute*** option allows a user to add a variety of attributes to a diploma design. A user can insert, modify, and delete up to 30 different attributes. These attributes are described in Appendix B. Select ***Insert Fields*** from the ***Edit*** menu located on the main menu bar to display the ***Select Attribute*** property sheet (see Figure 5-48.) Highlight the desired attributes and click the ***OK*** button on the property sheet. The selected attributes will be displayed on the diploma sheet.

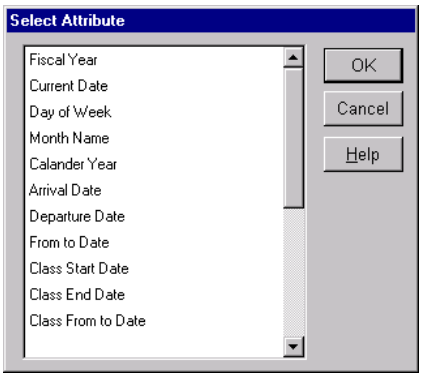



**Figure 5-48: Select Attributes**

Click the ***Cancel*** button to close the property sheet without adding the selected attributes. Click the ***Help*** button to view the on-line help on the ***Selected Attributes*** function.

### 5.2.3 Visible Attributes

Once attributes are added to the diploma, the ***Visible Attributes*** option is used to relocate the attributes on the diploma sheet. To relocate an attribute, select ***Visible Attributes*** under the ***Edit*** menu on the main menu bar. The ***Visible Attributes*** property sheet (see Figure 5-49) will appear allowing the user to change the location of the attributes on the diploma sheet.

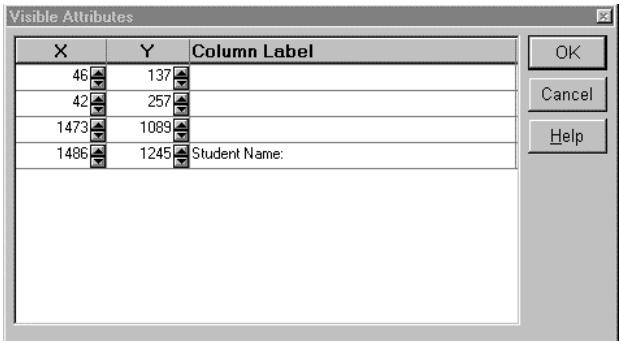



**Figure 5-49: Visible Attributes**

The user can change the ***X*** (left to right) or ***Y*** (top to bottom) coordinates for each attribute. Click the up arrow to increase the coordinate, click the down arrow to decrease the coordinate. Click the ***OK*** button to save the changes and relocate the attributes on the diploma sheet. Click the ***Cancel*** button to close the property sheet without changing the location of the attributes. Click the ***Help*** button to view the on-line help on ***Visible Attributes***.

It is also possible to click and drag an attribute to a new location on the diploma sheet; as well as, change the size of the attribute. Simply point and click on an attribute and drag it to the desired location. The user can also change the height and width of the attribute. Place the mouse on the border of the attribute. A double-sided arrow will appear; click and drag the mouse to enlarge or shrink the size of the attribute.

**NOTE**: When the diploma sheet is sized smaller, some attributes may not display on the screen. The user will not be able to click and drag those attributes to a new location. To relocate the attributes, use the ***Visible Attributes*** option.

A user can also delete attributes from the diploma sheet. Right-click on the attribute to be deleted. A duplicate of the ***Edit*** menu, from the main menu bar, will appear on the diploma sheet. Select the delete option and the selected attribute will be deleted. Once an attribute has been deleted, it cannot be undone.

### 5.2.4 Preview

The ***Preview*** option allows a user to change the view of the diploma sheet. To use this option, click on the ***Preview*** button on the SheetBar. The ***Print Zoom*** property sheet (see Figure 5-50) will appear. The user can change the view of the diploma sheet by selecting from a list of predefined sizes or customizing the magnification. The user can also select to view or hide the rulers around the diploma sheet by clicking in the ***Show Rulers*** box. A "✔" is displayed in the box when the rulers are activated. Click the ***OK*** button to accept the change. Click the ***Cancel*** button to close the property sheet and keep the current size. Click ***Help*** to view the on-line help on the ***Preview*** option.

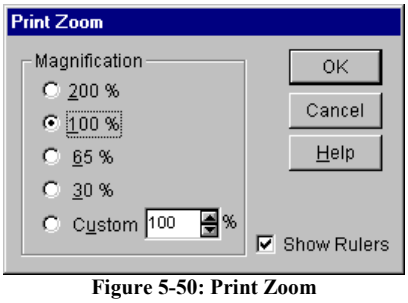



**Figure 5-50: Print Zoom**

### 5.2.5 Diploma Layout

The ***Diploma Layout*** option allows a user to modify the paper size, source, and orientation. To use this option, select ***View → Diploma Layout***. The ***Diploma Layout*** property sheet (see Figure 5-51) will appear allowing the user to select the paper size from a drop-down list of available sizes. The user can also select the paper source from a drop-down list.

**NOTE**: The paper source default is set at manual. This allows the user to insert a preprinted diploma in the printer before printing begins.

The user can specify the paper orientation by selecting either ***Portrait*** or ***Landscape***. Click the ***OK*** button to save the changes. Click the ***Cancel*** button to close the property sheet without making any changes. Click ***Help*** to view the on-line help for ***Diploma Layout***.

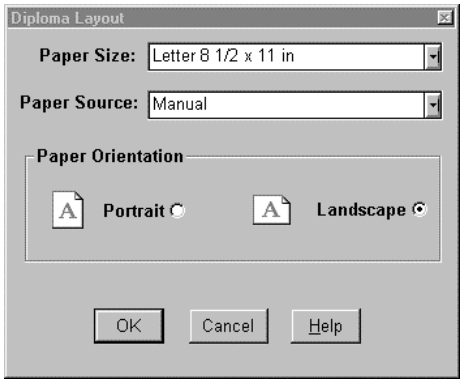



**Figure 5-51: Diploma Layout**

## 5.2.6 Retrieve Arguments

The ***Retrieve Arguments*** option allows a user to retrieve student data for the attributes displayed on the diploma sheet. To add student data to a diploma:

*Step 1:* Click the ***Retrieve*** button located on the SheetBar.

*Step 2:* Select the retrieve arguments from the ***Retrieve Arguments*** property sheet (see Figure 5-52.)

***School Name***: Click the arrow to select a school from the drop-down list of existing schools. The ***Course***, ***Delivery Group***, ***Phase***, and ***Class Name*** drop-down lists are updated with values that correspond to the selected school.

***Course Name***: Click the arrow to select a course from the drop-down list of courses available for the selected school.

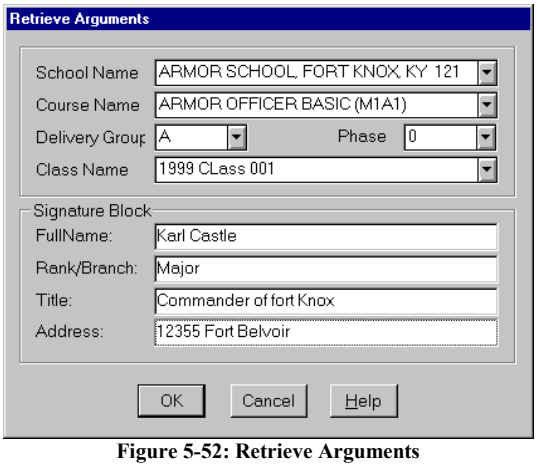



**Figure 5-52: Retrieve Arguments**

***Delivery Group***: Click the arrow to select a delivery group from the drop-down list of delivery groups available for the selected course and school.

***Phase***: Click the arrow to select a phase from the drop-down list of available phases.

***Class Name***: Click the arrow to select a class from the list of available classes.

***Full Name***: Enter the name of the commanding officer.

***Rank/Branch***: Enter the rank or branch of the commanding officer.

***Title***: Enter the title of the commanding officer.

***Address***: Enter the address of the school.

*Step 3:* Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and retrieve the diploma data.

OR

Click the ***Cancel*** button to exit the property sheet and return to the Diploma screen.

OR

Click the ***Help*** button to view the on-line help.

## 5.2.7 Filter by Person

The ***Filter by Person*** option allows a user to filter specific students out of the list of diplomas. To filter the list of diplomas, select ***Filter by Person*** from the ***Tools*** menu on the main menu bar. A ***Filter by Person*** dialog box (see Figure 5-53) will appear. This dialog box allows the user to choose the students for whom data is to be displayed. Click the ***OK*** button filter the list of diplomas. Click the ***Cancel*** button to close the ***Filter by Person*** dialog box without selecting a student name. Click the ***Help*** button to view the on-line help for the ***Filter by Person*** function.

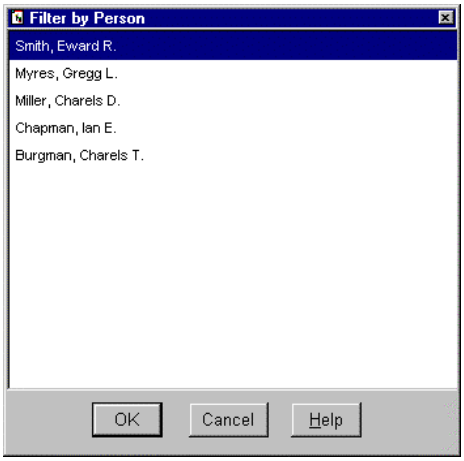



**Figure 5-53: Filter by Person**

## 5.2.8 Delete

To delete a current diploma template, highlight the diploma template to be deleted and select ***Delete*** from the ***Edit*** menu. A ***Delete Diploma*** dialog box will appear asking, "***You are deleting a diploma design, are you sure?***" Click the ***Yes*** button to delete the diploma. Click the ***No*** button to return to the diploma window without deleting the diploma template.

### 5.2.9 Find

The ***Find*** option allows a user to search and find specific data from a list of diplomas. To use this function, select ***Find*** from the ***Edit*** menu. A ***Search*** property sheet will appear (see Figure 5-54.)

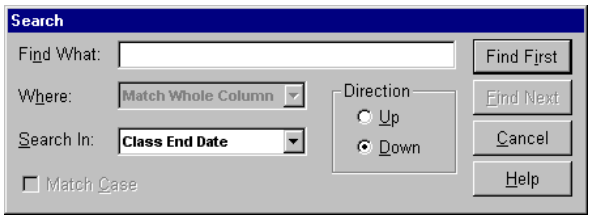



**Figure 5-54: Find (Diploma Design)**

To search for a specific diploma:

*Step 1:* Select ***Find*** from the ***Edit*** menu.

A ***Search*** dialog box will appear.

*Step 2:* Fill in the ***Find What*** text box with the data to be used for the search.

*Step 3:* Select what the search data should match from the ***Where*** drop-down list. The user can select from the following three options: ***Any Part of Column***, ***Match Whole Column***, or ***Start of Column***.

> **NOTE**: If a date element is selected in the ***Search In*** box, the ***Match Case*** option is not required and will be grayed-out.

*Step 4:* Select which column to search from the ***Search In*** drop-down list. The ***Search In*** drop-down list will provide the user with a list of all the available diploma attributes.

*Step 5:* Select the direction of the search. Choose ***Up*** to search from bottom to top or ***Down*** to search from top to bottom.

*Step 6:* Select the ***Match Case*** box to restrict the search to table column data that matches the case of the ***Find What*** data. A "✔" indicates the ***Match Case*** has been activated.

*Step 7:* Click the ***Find First*** button to find the first data to match the ***Find What*** data.

*Step 8:* Click the ***Find Next*** button to find the next table column data to match the ***Find What*** data.

*Step 9:* Click the ***Cancel*** button to cancel the search and close the ***Search*** dialog box.

OR

Click the ***Help*** button to view the on-line help on the ***Find*** option.

## 5.2.10 Attribute Properties

To use this function, right-click on the data to be modified. A pop-up menu will appear, select ***Properties*** from the menu. An ***Attributes*** property sheet will appear allowing the user to modify the **Font**, **Expression**, and **Date Format**. The diploma must contain data in order to access the attribute dialog box. While the **Font** tab is always available, the other two tabs will only be available when specific attributes are selected, as indicated below.

For a text attribute, only the **Font** tab appears on the ***Attribute*** property sheet (see Figure 5-55.) The user can change ***Font***, ***Font Style***, ***Size***, ***Alignment*** (of the text), ***Text Color***, and ***Border*** style in the attribute frame. An example of the text will appear in the **Sample** box. Click the ***OK*** button to accept the changes or the ***Cancel*** button to exit without making any changes.

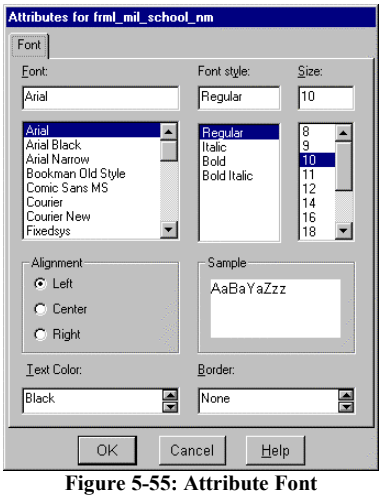


**Figure 5-55: Attribute Font**

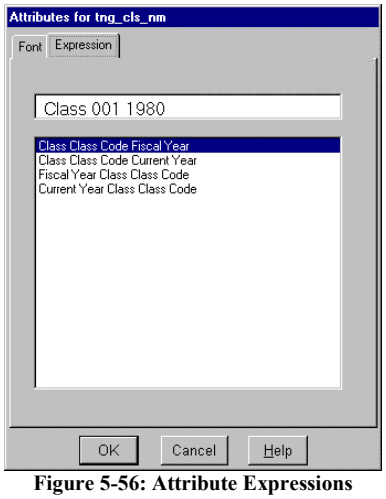


**Figure 5-56: Attribute Expressions**

For a composite attribute, there is an additional tab with the **Font** tab, called the **Expression** tab (see Figure 5-56.) This tab allows the user to change the way the attribute is displayed. Click a format to select it. An example of the selected format is displayed in the text box on the top of the ***Attribute*** property sheet. Click the ***OK*** button to accept the changes or the ***Cancel*** button to exit without making any changes.

For a date attribute, there is an additional tab with the **Font** tab, called the **Date Format** tab (see Figure 5-57.) This tab allows the user to change the way the attribute is displayed. Click a format to select it. An example of the selected format is displayed in the text box on the top of the ***Attribute*** property sheet. Click the ***OK*** button to accept the changes or the ***Cancel*** button to exit without making any changes.

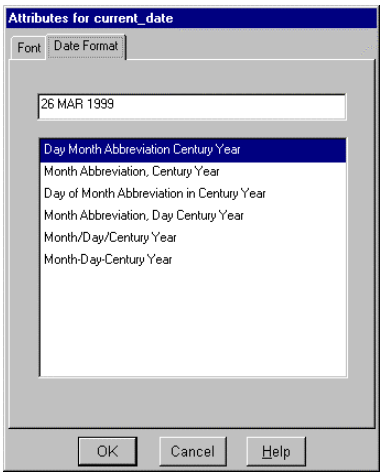


**Figure 5-57: Attribute Date Format**

## 5.3 Database Maintenance

**WARNING!**: Using the database management tool requires extensive knowledge of the AIMS-PC database structure, table names, and column names. Improper use of the ***Database Maintenance*** tool can result in serious corruption of the AIMS-PC database - this can result in the permanent loss of some or all of the data stored within the database. Only use this function when directed to by the AIMS-PC office.

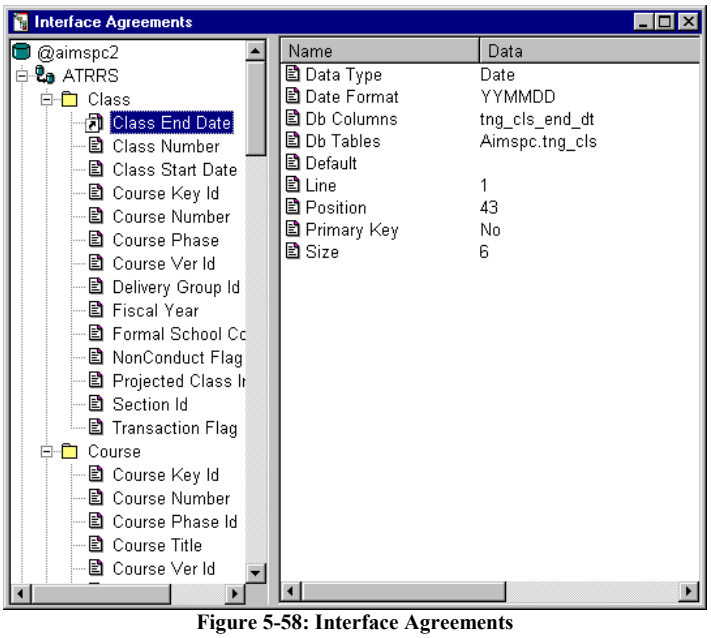
The ***Database Maintenance*** tool provides FAs with the ability to maintain data within the database tables. FAs can add, modify, or delete data within a table based on that table's constraints. To access the ***Database Maintenance*** tool, click the ***Database Maintenance*** button on the FrameBar. An FA can also access this tool by selecting ***Database Maintenance*** from the ***Tools*** menu.

## 5.4 Interface Agreements

The AIMS-PC interfaces with several Army systems to import necessary data for the management of training records. The ***Interface Agreements*** tool allows AIMS-PC to integrate with other applications, providing users with a bridge between AIX based data and PC tools. The user-friendly point and click style environment provides the user with an accurate way to import data rather than entering it multiple times. The relationship between these Army systems and AIMS-PC is displayed in Figure 5-58. These systems include:

- ***Army Training Requirements and Resources System*** (ATRRS) - is the Army standard system for the planning, programming, budgeting, and execution of institutionalized individual training. A formal System Interface Agreement (SIA) between AIMS-PC is in development.
- ***Reception Battalion Automated Support System*** (RECBASS) - provides automated in-processing for new soldiers through the Reception Battalion. The system updates the soldier's personnel records and prepares the forms contained in the individual's 201 file. The system provides data on initial entry trainees to AIMS-PC. A formal SIA has been

developed for RECBASS (Increment I Software Application System Interface Agreement, AISM-25-V42-A71-OSE-SIA-RECBASS; 13 February 1997.)




**WARNING!**: A user must have extensive knowledge of the AIMS-PC database and SQL to use the ***Interface Agreements*** tool to create new agreements. Please contact the AIMS-PC office if necessary.

**Figure 5-58: Interface Agreements**

The SheetBar buttons available in the ***Interface Agreements*** tool are:

| Name | Button | Purpose |
|---|---|---|
| **File Attribute** | | Allows the user to create a new file attribute. |
| **Interface Agreement** | | Allows the user to create a new interface agreement. |
| **Interface File** | | Allows the user to create a new interface file. |

## 5.4.1 Creating a New Interface Agreement

To create a new interface agreement:

*Step 1:* Highlight the database @aimspc.world and click on the ***Interface Agreement*** button located on the SheetBar. A new interface agreement will appear as a text box named "***New Key 1***".

*Step 2:* Name the new ***Interface Agreement*** by typing a new name in the text box and pressing the **[Enter]** key.

*Step 3:* To rename an ***Interface Agreement***, right-click on the interface agreement to be renamed. A menu will appear. Select ***Rename*** from the menu. The current interface agreement will convert to a text box. Type the new interface agreement in the text box and click the **[Enter]** key to accept.

*Step 4:* To delete an ***Interface Agreement***, right-click on the file to be deleted. A menu will appear. Select ***Delete*** from the menu. A ***Delete Key*** dialog box will appear asking, "***Are you sure you want to delete (Interface Agreement)?***" Click the ***Yes*** button to delete the interface agreement. Click the ***No*** button to close the ***Delete Key*** dialog box without deleting the interface agreement.

**NOTE**: An interface agreement, file type, or attribute with the name "***New Key 1***", cannot be deleted. To delete a new object, first rename it and then delete it.

### 5.4.2 Creating a New Interface Agreement File

The AIMS-PC does offer the ability to create new interface agreements; however, this option requires extensive knowledge of the AIMS-PC database and SQL. To create a new interface agreement file:

*Step 1:* Highlight the ***Interface Agreement*** for which a new ***Interface File*** is to be created.

*Step 2:* Click the ***Interface File*** button located on the SheetBar. A new interface agreement file will appear as a text box named "***New Key 1***".

*Step 3:* Name the new ***Interface Agreement File*** by typing a new name in the text box and pressing the ***Enter*** button. An interface agreement can have more than one type of file. File details will appear on the right side of the screen.

*Step 4:* Double-click on each ***File*** detail to edit the detail's value. A property sheet will appear. Fill in the requested data and click ***OK***. See Appendix C for a list of valid values.

**NOTE**: The property sheets and requested data will vary between the ***Interface Agreement*** files.

*Step 5:* To rename a ***File***, right-click on the file to be renamed. A menu will appear. Select ***Rename*** from the menu. The current file name will convert to a text box. Type the new file name in the text box and click ***Enter*** to accept.

*Step 6:* To delete a ***File***, right-click on the file to be deleted. A menu will appear. Select ***Delete*** from the menu. A ***Delete Key*** dialog box will appear with the question, "***Are you sure you want to delete (file name)?***" Click the ***Yes*** button to delete the file. Click the ***No*** button to close the ***Delete Key*** dialog box without deleting the file.

### 5.4.3 Creating a New Interface Agreement File Attribute

To create a new interface agreement file attribute:

*Step 1:* Highlight the ***Interface Agreement File*** for which a new file attribute is to be created.

*Step 2:* Click the ***File Attribute*** button located on the SheetBar. A new File Attribute will appear as a text box named "***New Key 1***".

*Step 3:* Name the new ***File Attribute*** by typing a new name in the text box and pressing the ***Enter*** button. An interface agreement can have more than one type of file. File details will appear on the right side of the screen.

*Step 4:* Double-click on each ***File Attribute*** detail to edit the detail's value. A property sheet will appear. Fill in the requested data and select ***OK***. See Appendix C for a list of valid values.

*Step 5:* To rename a ***File Attribute***, right-click on the file attribute to be renamed. A menu will appear. Select ***Rename*** from the menu. The current file attribute will convert to a text box. Type the new file attribute in the text box and click ***Enter*** to accept.

*Step 6:* To delete a ***File Attribute***, right-click on the file to be deleted. A menu will appear. Select ***Delete*** from the menu. A ***Delete Key*** dialog box will appear asking, "***Are you sure you want to delete (file attribute)?***" Click the ***Yes*** button to delete the file attribute. Click the ***No*** button to close the ***Delete Key*** dialog box without deleting the file attribute.

### 5.4.4 Importing Data

The primary use for the ***Interface Agreements*** tool will be to load data from other systems into the AIMS-PC. Interface agreement keys must already be configured within the AIMS-PC in order to load external data into the database. To import data into the AIMS-PC:

*Step 1:* Click the ***Interface Agreements*** button on the FrameBar. A split window will appear listing current interface agreement data on the left and detail information on the right.

*Step 2:* Double-click on the ***Interface Agreement*** name for which data is being imported (i.e. ATRRS.)

> **NOTE**: A text file must exist in order to select it in the ***Select Log File Name*** menu.

*Step 3:* Highlight the file for which data is being imported (i.e. Class.)

*Step 4:* Double-click on the ***Log File Name*** option and select a log file.

*Step 5:* Select ***Import*** from the ***File*** menu on the FrameBar. A ***Select A File to Import*** dialog box (see Figure 5-59) will appear.

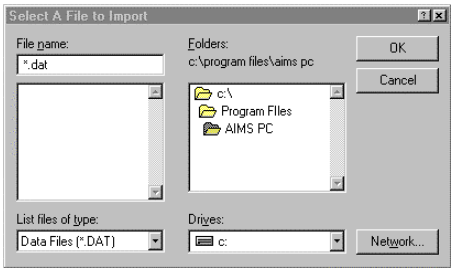



**Figure 5-59: Select a File to Import**

*Step 6:* Select the file to be imported and click the ***OK*** button. A status bar will appear and display messages regarding the status of the import.

Click the ***Cancel*** button to cancel the import at any time before completion. The database will not be updated and the import will be canceled.

*Step 7:* Upon completion of the import process, a message will appear notifying the user that the processing is complete. It is advised that the user check the log file previously specified in the file type details for detailed information about the import and ensure that there were no errors during the import. Click the ***OK*** button to acknowledge the message.

**NOTE**: When importing ATRRS data, course data needs to be imported first. To use the ATRRS agreement, which contains 3 separate files, open the interface agreements window, select ***ATRRS → Course*** and import one of the ATRRS 'crs.dat' files.

After importing course data, create or update whatever course versions are needed using the AIMS-PC ***Course Management*** view. Be sure to update the course status with the appropriate data for every course imported. At least one version of the course should show a status of '***Implemented***'. Subsequent imports will not work unless the user updates the course status.

See Appendix D for detailed instructions about loading ATRRS data into the AIMS-PC database.

## 5.5 Application Security

The ***Application Security*** tool provides FAs with the ability to set individual user privileges in the AIMS-PC. The FA can restrict user access to specific functions, courses, classes, and database tables; as well as, add / delete new users and change user passwords. To access the ***Application Security*** property sheet, select the ***Application Security*** option on the ***Tools*** menu. Once selected, an ***Application Security*** property sheet will appear. This property sheet provides users with seven tab options: **Application**, **Course**, **Class**, **Database**, **Access Roles**, **Users**, and **Grant Roles**.

**NOTE**: The ***Application Security*** tool is only accessible when all the functional views and tools are closed.

### 5.5.1 Application Security – Application Tab

The **Application** tab (see Figure 5-60) provides FAs with the ability to modify user privileges for the AIMS-PC functions. The FA can enable or disable specific AIMS-PC functions based on the individual user. Access is granted to the user by moving the function name from the ***Disabled*** pick list to the ***Enabled*** pick list. Access is denied to the user by moving the function name from the ***Enabled*** pick list to the ***Disabled*** pick list.

**WARNING!**: Be careful when disabling objects using the **Application** tab. If all menu objects associated with a particular view are disabled, the user will not be able to access anything within that view, including another view.

The **Application** tab provides an FA with the option to work with menu objects, window objects, or all objects. Menu objects define what functions are active on a user's menu. Window objects specify what tabs a user can see on the different property sheets.

**Figure 5-60: Application Security – Application Tab**

To enable or disable functions for a particular user:

*Step 1:* Access the ***Application Security*** property sheet (see Section 5.5.)

*Step 2:* Click the **Application** tab, if necessary.

*Step 3:* Select an existing user from the ***User*** drop-down list. The ***Disabled*** and ***Enabled*** pick lists are updated with values that correspond to the selected user. The user's currently assigned access role will appear in the ***Access Role*** field.

*Step 4:* Select ***Menu***, ***Window***, or ***All*** from the ***Display*** box located on the right side of the tab. This will determine what types of objects are displayed in the ***Enabled*** and ***Disabled*** pick lists.

*Step 5:* **To grant access to object(s):**

Select the object(s) to which the user is to be granted access that are currently in the ***Disabled*** list. Use the standard Windows selection methods to select more than one object on the list. The user can also click the ***Select All*** button to select all of the objects in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected object(s).

Click the < arrow button to move the selected object(s) from the ***Disabled*** pick list to the ***Enabled*** pick list.

**To revoke access to object(s):**

Select the object(s) to which the user is not to be granted access that are currently in the ***Enabled*** list. Use the standard Windows selection methods to select more than one object on the list. The user can also click the ***Select All*** button to select all of the objects in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected object(s).

Click the > arrow button to move the selected object(s) from the ***Enabled*** pick list to the ***Disabled*** pick list.

*Step 6:* Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

A ***Changes Not Saved*** dialog box will appear asking, "***There are unsaved changes for the current access role. Would you like to save them?***" Click ***Yes*** to save the changes. Click ***No*** to close the property sheet without saving any changes. Click the ***Cancel*** button to close the dialog box and continue editing the current user.

### 5.5.2 Application Security – Course Tab

The **Course** tab (see Figure 5-61) provides FAs with the ability to set a user's access to specific courses. The FA can grant or revoke a user's privileges based on the courses with which he or she is directly involved. The AIMS-PC contains data on every course used for training, but in most cases, a user only needs access to a few courses within a single school. Access is granted to a user by moving the course name from the ***Remaining*** pick list to the ***Granted*** pick list. Access to a course is revoked by moving the course from the ***Granted*** pick list to the ***Remaining*** pick list.

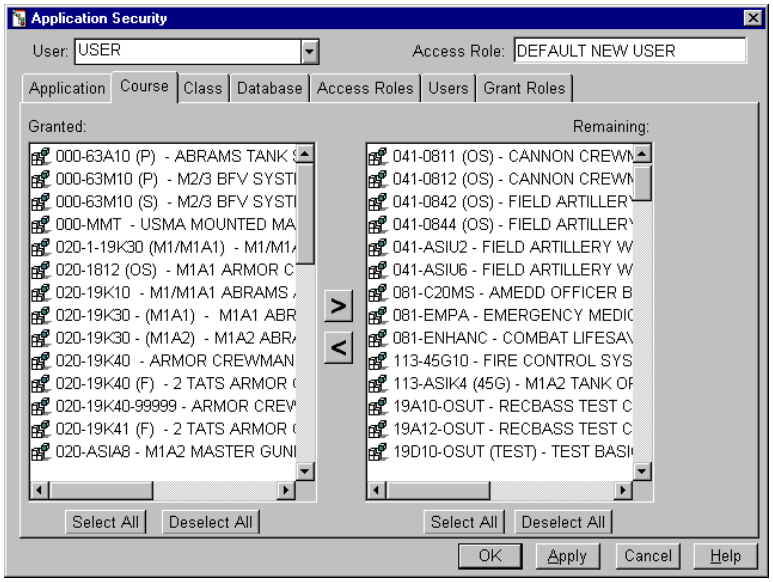



**Figure 5-61: Application Security – Course Tab**

To enable or disable a user's access to a particular course:

*Step 1:* Access the ***Application Security*** property sheet (see Section 5.5.)

*Step 2:* Click the **Course** tab.

*Step 3:* Select an existing user from the ***User*** drop-down list. The ***Remaining*** and ***Granted*** pick lists are updated with values that correspond to the selected user. The user's currently assigned access role will appear in the ***Access Role*** field.

*Step 4:* **To grant access to course(s):**

Select the course(s) to which the user is to be granted access that are currently in the ***Remaining*** list. Use the standard Windows selection methods to select more than one course on the list. The user can also click the ***Select All*** button to select all of the courses in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected course(s).

Click the < arrow button to move the selected course(s) from the ***Remaining*** pick list to the ***Granted*** pick list.

**To revoke access to course(s):**

Select the course(s) to which the user is not to be granted access that are currently in the ***Granted*** list. Use the standard Windows selection methods to select more than one course on the list. The user can also click the ***Select All*** button to select all of the courses in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected course(s).

Click the > arrow button to move the selected course(s) from the ***Granted*** pick list to the ***Remaining*** pick list.

*Step 5:* Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

## 5.5.3 Application Security – Class Tab

The **Class** tab (see Figure 5-62) provides FAs with the ability to set a user's access to specific classes. The FA can grant or revoke a user's privileges based on the classes with which they are directly involved. Access is granted to a user by moving the class name from the ***Remaining*** pick list to the ***Granted*** pick list. Access to a class is revoked by moving the class from the ***Granted*** pick list to the ***Remaining*** pick list.

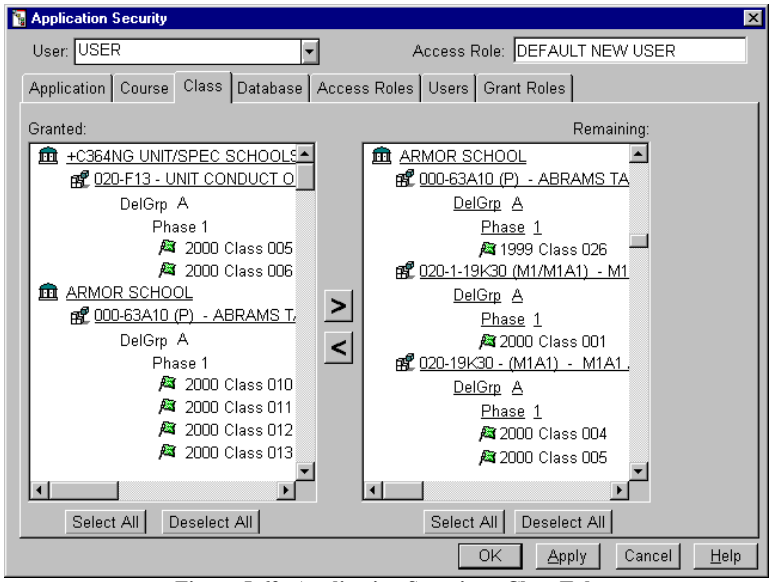



**Figure 5-62: Application Security – Class Tab**

To enable or disable a user's access to a particular class:

*Step 1:* Access the ***Application Security*** property sheet (see Section 5.5.)

*Step 2:* Click the **Class** tab.

*Step 3:* Select an existing user from the ***User*** drop-down list. The ***Remaining*** and ***Granted*** pick lists are updated with values that correspond to the selected user. The user's currently assigned access role will appear in the ***Access Role*** field.

*Step 4:* **To grant access to class(es):**

Select the class(es) to which the user is to be granted access that are currently in the ***Remaining*** list. Use the standard Windows selection methods to select more than one class on the list. The user can also click the ***Select All*** button to select all of the classes in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected class(es).

Click the < arrow button to move the selected class(es) from the ***Remaining*** pick list to the ***Granted*** pick list.

**To revoke access to class(es):**

Select the class(es) to which the user is not to be granted access that are currently in the ***Granted*** list. Use the standard Windows selection methods to select more than one class on the list. The user can also click the ***Select All*** button to select all of the classes in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected class(es).

Click the > arrow button to move the selected class(es) from the ***Granted*** pick list to the ***Remaining*** pick list.

*Step 5:* Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

### 5.5.4 Application Security – Database Tab

The **Database** tab (see Figure 5-63) provides FAs with the ability to assign a specific user role to a user. The user will only have privileges to the portion of the system granted to the assigned user role. Access to a database role is granted by moving the database role from the ***Remaining*** pick list to the ***Granted*** pick list. Access is denied by moving the database role from the ***Granted*** pick list to the ***Remaining*** pick list. The standard role for most users is AIMSPC_USER. Administrators require AIMSPC_ADMIN privileges.

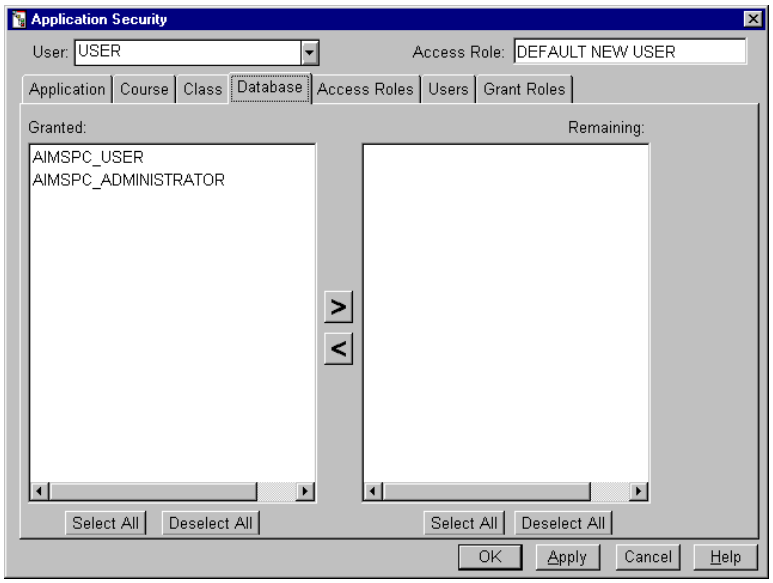



**Figure 5-63: Application Security – Database Tab**

**NOTE**: FAs do not need to be assigned both roles. The user functionality is included in the **ADMIN** role.

To assign a specific role to a user:

*Step 1:* Access the ***Application Security*** property sheet (see Section 5.5.)

*Step 2:* Click the **Database** tab.

*Step 3:* Select an existing user from the ***User*** drop-down list. The ***Remaining*** and ***Granted*** pick lists are updated with values that correspond to the selected user. The user's currently assigned access role will appear in the ***Access Role*** field.

*Step 4:* **To grant access to database role(s):**

Select the database role(s) to which the user is to be granted access that are currently in the ***Remaining*** list. Use the standard Windows selection methods to select more than one database role on the list. The user can also click the ***Select All*** button to select all of the database roles in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected database role(s).

Click the < arrow button to move the selected database role(s) from the ***Remaining*** pick list to the ***Granted*** pick list.

**To revoke access to database role(s):**

Select the database role(s) to which the user is not to be granted access that are currently in the ***Granted*** list. Use the standard Windows selection methods to select more than one database role on the list. The user can also click the ***Select All*** button to select all of the database roles in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected database role(s).

Click the > arrow button to move the selected database role(s) from the ***Granted*** pick list to the ***Remaining*** pick list.

*Step 5:* Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

### 5.5.5 Application Security – Access Roles Tab

The **Access Roles** tab (see Figure 5-64) provides FAs with the ability to assign specific menu and window objects to an Access Role. By creating a basic template for each access role, the FA can quickly and easily grant a user specific privledges to the system by assigning the user a predefined access role. For example, all users are granted permission to basic window and menu objects within the system, therefore an FA can define an access role with those priviledges to assign every new user entered into the system. This prevents the tedious task of individually assigning each window and menu object to every new user. The FA can also modify an access role any time; however, any modifications made will not be reflected in an individual user who has already been assigned to that role.

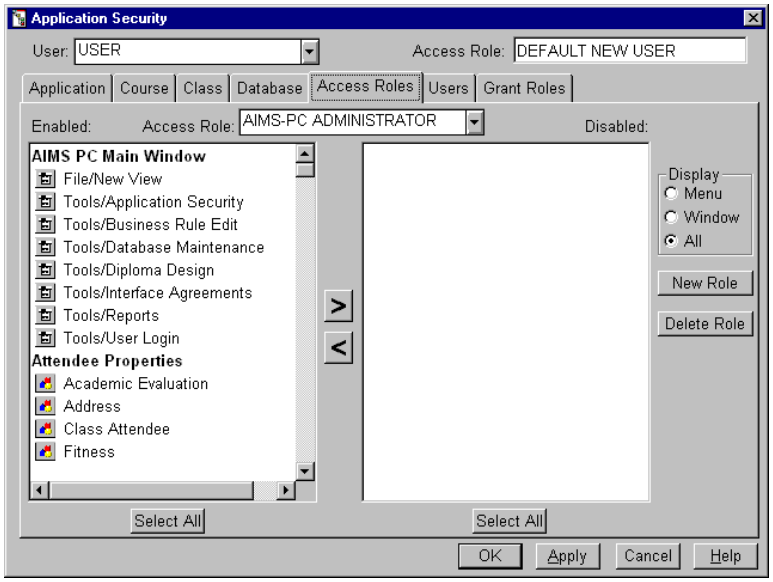



**Figure 5-64: Application Security – Access Roles Tab**

To create a New Access Role:

*Step 1:* Access the ***Application Security*** property sheet (see Section 5.5.)

*Step 2:* Click the **Access Role** tab.

*Step 3:* Click the ***New Role*** button.

The ***New Access Role*** dialog box will appear.

*Step 4:* Enter the name of the new ***Access Role*** in the text box.

*Step 5:* Click the ***OK*** button to accept the new Access Role name.

OR

Click ***Cancel*** to exit without creating a new Access Role. Once accepted the new Access Role can be modified as needed.

*Step 6:* Select either: ***Menu***, ***Window***, or ***All*** from the ***Display*** box located on the right side of the property sheet. This will determine what types of objects are displayed in the ***Enabled*** and ***Disabled*** pick lists.

*Step 7:* **To grant access to object(s) for the Access Role:**

Select the object(s) to which the access role is to be granted access that are currently in the ***Disabled*** list. Use the standard Windows selection methods to select more than one object on the list. The user can also click the ***Select All*** button to select all of the objects in the selected pick list.

Click the < arrow button to move the selected object(s) from the ***Disabled*** pick list to the ***Enabled*** pick list.

**To revoke access to object(s) for the Access Role:**

Select the object(s) to which the access role is not to be granted access that are currently in the ***Enabled*** list. Use the standard Windows selection methods to select more than one object on the list. The user can also click the ***Select All*** button to select all of the objects in the selected pick list.

Click the > arrow button to move the selected object(s) from the ***Enabled*** pick list to the ***Disabled*** pick list.

*Step 8:* Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

**To modify an Existing Access Role**:

*Step 1:* Access the ***Application Security*** property sheet (see Section 5.5.)

*Step 2:* Click the **Access Role** tab.

*Step 3:* Select the Access Role you wish to modify from the ***Access Role*** drop-down list.

*Step 4:* Select either: ***Menu***, ***Window***, or ***All*** from the ***Display*** box located on the right side of the property sheet. This will determine what types of objects are displayed in the ***Enabled*** and ***Disabled*** pick lists.

*Step 5:* **To grant access to object(s) for the Access Role:**

Select the object(s) to which the access role is to be granted access that are currently in the ***Disabled*** list. Use the standard Windows selection methods to select more than one object on the list. The user can also click the ***Select All*** button to select all of the objects in the selected pick list.

Click the < arrow button to move the selected object(s) from the ***Disabled*** pick list to the ***Enabled*** pick list.

**To revoke access to object(s) for the Access Role:**

Select the object(s) to which the access role is not to be granted access that are currently in the ***Enabled*** list. Use the standard Windows selection methods to select more than one object on the list. The user can also click the ***Select All*** button to select all of the objects in the selected pick list.

Click the > arrow button to move the selected object(s) from the ***Enabled*** pick list to the ***Disabled*** pick list.

*Step 6:* Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

**To delete an Existing Access Role**:

*Step 1:* Access the ***Application Security*** property sheet (see Section 5.5.)

*Step 2:* Click the **Access Role** tab.

*Step 3:* Select the ***Access Role*** you wish to delete from the ***Access Role*** drop-down list.

*Step 4:* Click the ***Delete Role*** button.

A confirmation box will appear asking, "***You are about to delete a role template. If you press Yes, this will be done immediately. Are you sure you wish to proceed?***"

*Step 5:* Click ***Yes*** to delete the Access Role.

OR

Click ***No*** to cancel the deletion.

### 5.5.6 Application Security – Users Tab

The **Users** tab (see Figure 5-65) provides FAs with the ability to add new users to the system, delete existing users, or change the password of existing users.

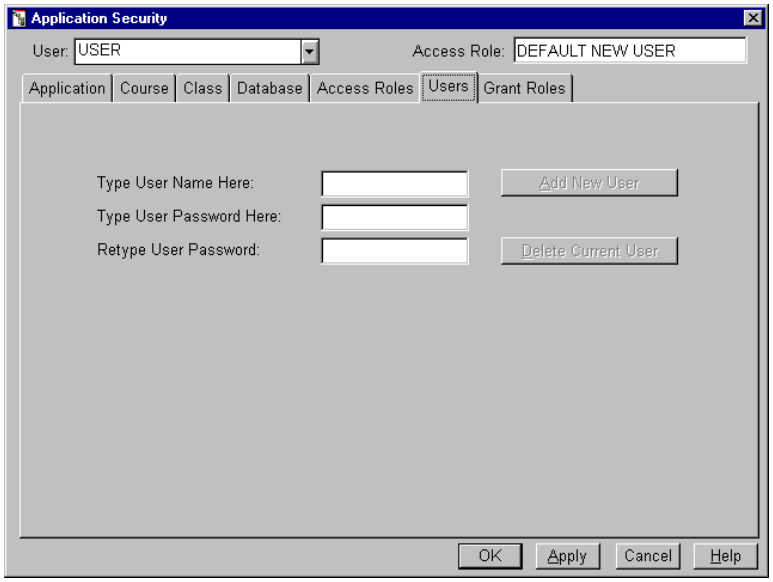



**Figure 5-65: Application Security – Users Tab**

To add a new user to the AIMS-PC:

*Step 1:* Access the ***Application Security*** property sheet (see Section 5.5.)

*Step 2:* Click the **Users** tab in the ***Application Security*** property sheet. The **Users** tab options will display up front.

*Step 3:* Type the new user's name in the text box.

*Step 4:* Type the new user's password in the text box.

*Step 5:* Retype the new user's password for verification.

*Step 6:* Click the ***Add New User*** button to add the new user to the system. Once the new user is saved to the database, his or her access roles must be set, as well as any additional privileges needed.

*Step 7:* Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

**To remove a user from the AIMS-PC**:

*Step 1:* Access the ***Application Security*** property sheet (see Section 5.5.)

*Step 2:* Click the **Users** tab in the ***Application Security*** property sheet. The **Users** tab options will display up front.

*Step 3:* Select the user to be deleted from the ***User*** drop-down list.

*Step 4:* Click the ***Delete Current User*** button to delete the selected user.

The user will then be removed from the AIMS-PC user list.

*Step 5:* Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

**To change a current user's password**:

*Step 1:* Access the ***Application Security*** property sheet (see Section 5.5.)

*Step 2:* Click the **Users** tab in the ***Application Security*** property sheet. The **Users** tab options will display up front.

*Step 3:* Select the user whose password is to be changed from the ***User*** drop-down list.

*Step 4:* Type the new password in the first password text box.

*Step 5:* Re-type the new password in the second password text box to verify it.

*Step 6:* Click the ***Change User Password*** button to change the user's password.

*Step 7:* Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

### 5.5.7 Application Security – Grant Roles Tab

The **Grant Roles** tab (see Figure 5-66) provides FAs with the ability to assign each user a predefined access role. If the access role a user is assigned is modified, the user will need to be reassigned that access role for the changes to take affect.

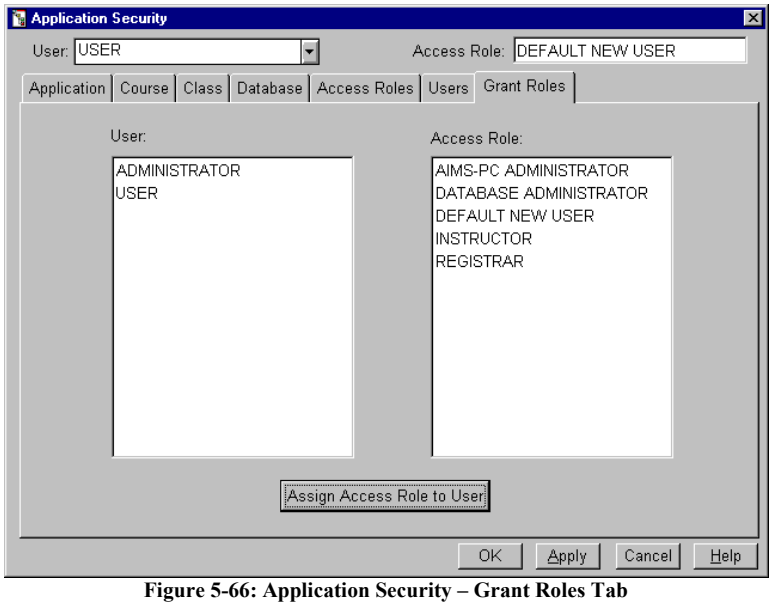



**Figure 5-66: Application Security – Grant Roles Tab**

To assign a User to an Access Role:

*Step 1:* Access the ***Application Security*** property sheet (see Section 5.5.)

*Step 2:* Click the **Grant Roles** tab.

*Step 3:* Select the user to assign an ***Access Role*** to from the ***User*** column.

To view what role a user is currently assigned, select that user in the ***User*** drop-down list; that user's access role will appear in the ***Access Role*** field at the top of the screen.

*Step 4:* Select the ***Access Role*** to assign to the user from the ***Access Role*** column.

*Step 5:* Click the ***Assign Access Role to User*** button.

A confirmation box will appear asking, "***Do you want to copy the role template <role> onto the currently selected user <user name>? This will overwrite their current information. Are you sure?***"

*Step 6:* Click ***Yes*** to assign the Access Role to the selected user.

OR

Click ***No*** to cancel the assigning of the Access Role.

## 5.6 Business Rule Edit

The ***Business Rule Edit*** function provides a user the ability to change the status of a specific Business rule. This option will only be available to users who have specifically been granted permission. A user can use this function to determine if a particular option in the system will be disabled with an unable message, enabled with a restrict message, or enabled with a warning message. For example, A business rule edit for Course Destruction can be set to display a restrict message ("***You can not delete a course that has already been scheduled for receiving students***") when a course with students is being deleted. The user will be given the choice to keep the course or delete the course anyway.

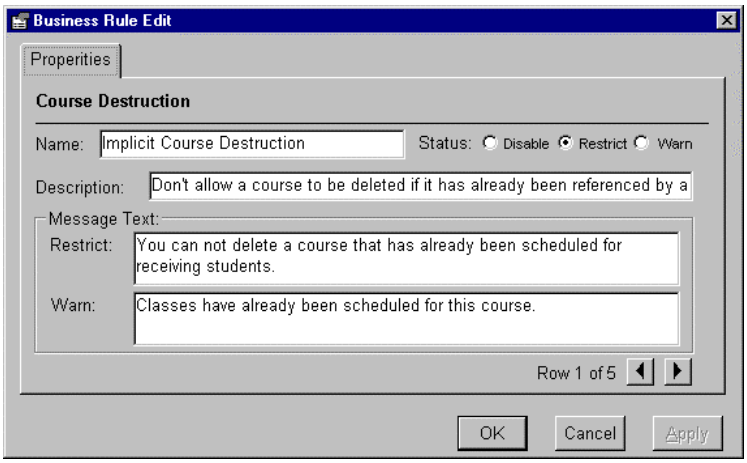



**Figure 5-67: Business Rule Edit**

To change the status of a specific business rule:

*Step 1:* Select ***Tools → Business Rule Edit***.

A ***Business Rule Edit*** property sheet will appear (see Figure 5-67.)

*Step 2:* Enter a new ***Name*** if necessary.

*Step 3:* Select a new ***Status*** if necessary.

*Step 4:* Enter a new ***Description*** if necessary.

*Step 5:* Enter a new ***Restrict*** message to be displayed, if necessary.

*Step 6:* Enter a new ***Warn*** message to be displayed, if necessary.

*Step 7:* Use the arrow buttons to scroll through the list of Business Rules.

*Step 8:* Click the ***Apply*** button to save the data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

## 5.7 Group Wizard

The ***Group Wizard*** tool is available only when ***Group Management*** is the active view. Please see Section 4.7.3 for further details on this function.

## 5.8 Task

The ***Task*** tool is available only when ***Lesson Management*** is the active view. Please see Section 4.4.2.3.1 for further details on this function.

## 5.9 Change Password

The ***Change Password*** option allows users to change the password that is used to log into the AIMS-PC application. AIMS-PC requires users to change their password after 180 days. AIMS-PC will allow a password change for the current user only. To change a password:

*Step 1:* Close all views and select ***Tools→ Change Password*** menu option. The ***Change Password*** dialog box will appear as shown in Figure 5-68.

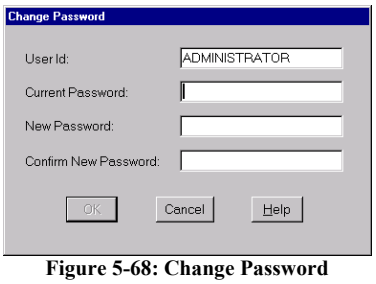



**Figure 5-68: Change Password**

*Step 2:* The ***User ID*** field defaults to the current user.

*Step 3:* Enter the ***Current Password*** in the Current Password field.

*Step 4:* Enter a ***New Password***. Ensure that the new password is at least 8 characters long, contains at least one numeric character, and begins with an alphabetic letter.

**NOTE**: The AIMS-PC application is not case-sensitive.

*Step 5:* Confirm the new password by re-entering it.

*Step 6:* Click the ***OK*** button to change the current password to the new password.

OR

Click the ***Cancel*** button to exit the window without changing the current password.

## 5.10 User Logon

The ***User Logon*** option allows a user to access another database and/or change the current user while logged into the AIMS-PC application. To use this option, select ***User Logon*** from the ***Tools*** menu located on the main menu bar. The ***Database Logon*** dialog box will appear as shown in Figure 3-1. Follow the directions provided in Section 3.1 to use the ***Database Logon***.

**NOTE**: The ***User Logon*** tool option is only accessible when all views and tools are closed.

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# SECTION 6 SOFTWARE NOTES AND REFERENCE

## 6.1 Installation Notes

AIMS-PC runs on a current standard PC configuration using either a Windows 95 or NT operating system. AIMS-PC connects across a LAN to the database server using Oracle SQL Net (v 7.3.3.) AIMS-PC is installed on the PC using setup.exe. The application executable is named aimspc.exe. Before a user is allowed to logon to the system, the necessary user profile, logon, and password must be created. These privileges are set through the ***Application Security*** screens.

The database server can be configured with either an NT or AIX operating system. However, it must have at least 2G available for the Oracle (v 7.1.6) database. The database is installed using aimspc_newdb_unix.sql for a UNIX operating system and aimspc_newdb_nt.sql for an NT operating system.

## 6.2 Data Backup

The AIMS-PC user does not perform any database backups. The SBIS database administrator is responsible for database backups and recovery.

When system failures do occur, alternative methods must be utilized to process transaction requirements. AIMS-PC uses the following alternate methods of contingency procedures.

***Fallback*** If a workstation fails, the user can perform his or her duties from another assigned AIMS-PC workstation. If network access is not available, the user must revert to off-line manual processes.

***Backup*** As a minimum requirement, the total database is backed up weekly. At high volume sites, a daily backup is performed. The FA can provide the files, as they existed at the last backup. Some current data may be lost.

## 6.3 Quick-Reference Guide

The following sections contain quick-reference information about the AIMS-PC.

### 6.3.1 FrameBar Buttons

The following table lists all of the FrameBar buttons available within the AIMS-PC.

| Name | Button | Purpose |
|---|---|---|
| **Exit** | | Allows the user to end the current AIMS-PC session. |
| **New View** | | Allows a user to view multiple windows simultaneously. |
| **Open** | | Allows the user to open a .txt or .doc file. |
| **Save** | | Allows the user to save any unsaved data. |
| **Print** | | Allows the user to print reports, diplomas, and other data within the AIMS-PC. |
| **Reports** | | Provides the user with access to the ***Reports*** tool. |
| **Diploma Design** | | Provides the user with access to the ***Diploma Design*** tool. |
| **Database** | | Provides the user with access to the ***Database Maintenance*** tool. |
| **Interface Agreements** | | Provides the user with access to the ***Interface Agreements*** tool. |

### 6.3.2 SheetBar Buttons

The following table lists all of the SheetBar buttons available within the AIMS-PC.

| Name | Button | Purpose |
|---|---|---|
| **Arrange Horizontal** | | Causes the AIMS-PC to display multiple windows horizontally. |
| **Arrange Vertical** | | Causes the AIMS-PC to display multiple windows vertically. |
| **Back** | | Allows the user to move to the previous web page in the display queue. |
| **Cascade** | | Causes the AIMS-PC to display multiple windows cascade down and to the right. |
| **Copy** | | Copies the selected section of text, table, or figure to the clipboard. |
| **Cut** | | Copies the selected section of text, table, or figure to the clipboard and removes it from it's current location. |

| Name | Button | Purpose |
|---|---|---|
| **Delete** | | Allows the user to delete the currently selected row from the database table. |
| **File Attribute** | | Allows the user to create a new file attribute. |
| **First Row** | | Allows the user to move to the first row of a database table. |
| **Forward** | | Allows the user to move to the next web page in the display queue. |
| **Insert Row** | | Allows the user to insert a row into the database table. |
| **Interface Agreement** | | Allows the user to create a new interface agreement. |
| **Interface File** | | Allows the user to create a new interface file. |
| **Last Row** | | Allows the user to advance to the last row of a database table. |
| **Layer** | | Causes the AIMS-PC to display multiple windows layered on top of each other. |
| **New Class** | | Allows the user to create a new class. |
| **New Course** | | Allows the user to create a new course. |
| **New Diploma** | | Allows the user to create a new diploma. |
| **New Delivery Group** | | Allows the user to create a new delivery group. |
| **New Group** | | Allows the user to create a new group. |
| **New Lesson** | | Allows the user to create a new lesson. |
| **New Learning Objective** | | Allows the user to create a new learning objective. |
| **New Learning Step** | | Allows the user to create a new learning step. |
| **New Module** | | Allows the user to create a new training module. |
| **New Phase** | | Allows the user to create a new phase. |
| **New Section** | | Allows the user to create a new class section. |
| **New Student** | | Allows the user to create a new student. |
| **New Unit** | | Allows the user to create a new unit. |
| **Next Row** | | Allows the user to move to the next available row in the database table. |

| Name | Button | Purpose |
|---|---|---|
| **Paste** | | Inserts the clipboard contents into the currently selected location. |
| **Preview** | | Allows the user to preview the diploma. |
| **Previous Row** | | Allows the user to move to the previous available row in the database table. |
| **Retrieve** | | Allows the user to retrieve data for a report or diploma. |
| **Sort** | | Allows the user to sort the list of reports. |
| **Spell Check** | | Allows the user to check the spelling of the information in the database tables. |
| **Stop** | | Allows the user to stop the display of the current web page. |
| **Undo** | | Allows the user to undo the last action; however, some actions cannot be undone in this fashion. |
| **Update** | | Allows the user to update the database table. |
| **Update Properties** | | Allows the user to update the database properties. |
| **Visible Attributes** | | Allows the user to select which attributes are visible in the displayed reports. |
| **Zoom** | | Allows the user to change the report zoom settings. |

### 6.3.3 Tabs Available by View

The following chart illustrates which tabs are available per management view. Availability of property sheet tabs is dependent upon the access privileges that have been set for each user. Tabs marked with a "✔" can be viewed and modified. Tabs marked with an "X" can be viewed but cannot be modified.

| Field | Class | Course | Lesson | Student | Unit | Group |
|---|---|---|---|---|---|---|
| ***School* - School Tab** | X | | | | | X |
| ***Class* - General Tab** | ✔ | | | | | |
| ***Class* - Gradesheet Tab** | ✔ | | | | | |
| ***Class* - Student Status Tab** | ✔ | | | | | |
| ***Section* - General Tab** | X | | | | | |
| ***Section* - Gradesheet Tab** | ✔ | | | | | |
| ***Section* - Student Status Tab** | ✔ | | | | | |
| ***Course* - General Tab** | ✔ | ✔ | | | | |
| ***Course* - Text Tab** | ✔ | ✔ | | | | |
| ***Course* - Status Tab** | ✔ | ✔ | | | | |

| Field | Class | Course | Lesson | Student | Unit | Group |
|---|---|---|---|---|---|---|
| ***Delivery Group* - Delivery Group Tab** | X | ✔ | | | | |
| ***Phase* - General Tab** | ✔ | ✔ | | | | |
| ***Phase* - Resources Tab** | ✔ | ✔ | | | | |
| ***Phase* - Hours Tab** | | ✔ | | | | |
| ***Phase* - Comments Tab** | | ✔ | | | | |
| ***Phase* - Locations Tab** | ✔ | ✔ | | | | |
| ***Phase* - Personnel Tab** | | ✔ | | | | |
| ***Phase* - Materials Tab** | | ✔ | | | | |
| ***Phase* - Facilities Tab** | | ✔ | | | | |
| ***Training Module* - Training Module Tab** | | ✔ | | | | |
| ***Learning Objective* - Learning Objective Tab** | | | ✔ | | | |
| ***Learning Objective* - Text Tab** | | | ✔ | | | |
| ***Learning Step* - Steps Tab** | | | ✔ | | | |
| ***Learning Step* - Text Tab** | | | ✔ | | | |
| ***Learning Step* - Resources Tab** | | | ✔ | | | |
| ***Learning Step* - Exercise/Test Tab** | | | ✔ | | | |
| ***Student* - General Tab** | ✔ | | | ✔ | ✔ | ✔ |
| ***Student* - Physical Tab** | ✔ | | | ✔ | ✔ | ✔ |
| ***Student* - Occupation Tab** | ✔ | | | ✔ | ✔ | ✔ |
| ***Student* - Address Tab** | ✔ | | | ✔ | ✔ | ✔ |
| ***Student* - Security Tab** | ✔ | | | ✔ | ✔ | ✔ |
| ***Student* - ASVAB Tab** | ✔ | | | ✔ | ✔ | ✔ |
| ***Student* - Student Tab** | ✔ | | | | ✔ | ✔ |
| ***Student* - Marksmanship Tab** | ✔ | | | | ✔ | ✔ |
| ***Student* - Fitness Test Tab** | ✔ | | | | ✔ | ✔ |
| ***Student* - Class Attendee Tab** | ✔ | | | | | ✔ |
| ***Student* - Gradebook Tab** | ✔ | | | | | ✔ |
| ***Student* - Student Status Tab** | ✔ | | | | | ✔ |
| ***Student* - Academic Evaluation Tab** | ✔ | | | | | ✔ |
| ***Unit* - Unit Tab** | | | | | ✔ | |
| ***Group* - Group Tab** | | | | | | ✔ |

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# APPENDIX A – ACRONYMNS AND ABBREVIATIONS

# APPENDIX A – ACRONYMNS AND ABBREVIATIONS

| | |
|---|---|
| AER | Academic Evaluation Report |
| AIMS-PC | Automated Instructional Management System – Personal Computer |
| AIMS-R | Automated Instructional Management System – Redesign |
| AIT | Advanced Individual Training |
| AIX | Proprietary version of Unix |
| APFT | Army Physical Fitness Test |
| ASAT | Automated Systems Approach to Training |
| ASCII | American Standard Code for Information Interchange |
| ASVAB | Armed Services Vocational Aptitude Battery |
| ATC | Army Training Center |
| ATRRS | Army Training Requirements and Resources System |
| ATSC | Army Training Support Center |
| BCT | Basic Combat Training |
| BPFT | Basic Physical Fitness Test |
| CAD | Course Administrative Data |
| CGSC | Command and General Staff College |
| CMT | Common Military Training |
| CONUS | Continental United States |
| COTS | Commercial Off-the-Shelf |
| DA | Department of the Army |
| DAC | Department of the Army Civilian |

| | |
|---|---|
| DCPDS | Defense Civilian Personnel Data System |
| DCST | Deputy Chief of Staff for Training |
| DODIC | Department of Defense Identification Code |
| ELO | Enabler Learning Objective |
| FA | Functional Administrator |
| GED | General Education Diploma |
| HQ | Headquarters |
| ICH | Instructor Contract Hours |
| ICW | Interactive Courseware |
| ITR | Individual Training Report |
| ITRO | InterService Training Review Organization |
| LAN | Local Area Network |
| LO | Learning Objective |
| LIN | Line Item Number |
| LXR | Logical Extension Resources |
| MDI | Multiple Document Interface |
| MEP | Master Evaluation Plan |
| MOI | Method of Instruction |
| MOPP | Mission-Oriented Protective Posture |
| MOSC | Military Occupation Specialty |

| | |
|---|---|
| NCO | Non – Commissioned Officer |
| NSN | Nation Stock Number |
| OPTEMPO | Operating/Operation Tempo |
| PFN | POI File Number |
| PID | Personal ID (Identification Number) |
| PMOS | Primary Military Occupation Specialty |
| POC | Point of Contact |
| POI | Program of Instruction |
| POIMM | Program of Instruction Management Module |
| PPN | Passport Number |
| RECBASS | Reception Battalion Automated Support System |
| SA | System Administrator |
| SBIS | Sustaining Base Information Services |
| SGI | Small Group Instruction |
| SIA | System Interface Agreement |
| SMDR | Structure Manning Decision Review |
| SSN | Social Security Number |
| SUM | Software User Manual |
| TADSS | Training Aids, Devices, Simulators, and Simulations |
| TATS-C | Total Army Training System – Course |
| TB | Turn Back |
| TDA | Table of Distribution and Allowance |

| | |
|---|---|
| TLO | Terminal Learning Objective |
| TMA | TRADOC Manpower Activity |
| TNSOC | Theater Network Operations and Security Center |
| TRADOC | U.S. Army Training and Doctrine Command |
| TRAP | Training Requirements Arbitration Panel |
| UIC | Unit Identification Code |
| UPC | Unit Processing Code |

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# APPENDIX B – DIPLOMA DESIGN ATTRIBUTES

# APPENDIX B – DIPLOMA DESIGN ATTRIBUTES

| Attribute Name | Attribute |
|---|---|
| com_off_rank | commanding_off_rank |
| com_off_title | commanding_off_title |
| School Address | school_address |
| Middle Initial | middle_initial |
| Full Upper Case Name | name |
| Day of Week | day |
| Month Name | month |
| Calendar Year | year |
| From to Date | arrival_departure_date |
| Class Start-End Date | class_start_end_date |
| Commanding Officer | commanding_officer |
| Fiscal Year | fiscal_year |
| Current Date | current_date |
| Student Arrival Date | student_arrival_date |
| Student Departure Date | student_departure_date |
| Class Start Date | class_start_date |
| Class End Date | class_end_date |
| Delivery Group | delivery_group |
| Phase Identifier | phase_identifier |
| Military School | military_school |
| Course Name | course_name |
| Class Identifier | class_identifier |
| Full Name | full_name |
| Person Identifier | person_identifier |
| First Name | first_name |
| Middle Name | middle_name |
| Last Name | last_name |
| Service Rank | service_rank |
| Class Name | class_name |
| Class Phase Identifier | phase_class_identifier |

# APPENDIX C – INTERFACE AGREEMENT VALUES

# APPENDIX C – INTERFACE AGREEMENT VALUES

| File Details | Fixed Length Valid Values | Variable Length Valid Values |
|---|---|---|
| | | |
| Delimiter | N/A | 'Space', 'Tab', 'Tilde', 'Comma' |
| | | |
| File Type | 'Fixed Length' | 'Variable Length' |
| Header Record | N/A | 'Yes', 'No' |
| Lines Per Record | Any integer | Any integer |
| Log File Name | String representing a file name | String representing a file name |
| Log File Save Option | 'Overwrite', 'Append' | 'Overwrite', 'Append' |
| | | |
| **Attribute Details** | | |
| Data Type | 'String', 'Integer', 'Date', 'Number', 'Derived'. | 'String', 'Integer', 'Date', 'Number', 'Derived'. |
| Db Columns | List of strings representing column names. | List of strings representing column names. |
| Db Tables | List of strings representing table names, including owner. | List of strings representing table names, including owner. |
| Default | Any value consistent with attribute's data type. | Any value consistent with attribute's data type. |
| Delimiter | 'Space', 'Tab', 'Tilde', 'Comma'. | 'Space', 'Tab', 'Tilde', 'Comma'. |
| Date Format | Character string representing a date format ('yymmdd', 'yy', etc.) Mandatory if Data Type is 'Date'. | Character string representing a date format ('yymmdd', 'yy', etc.) Mandatory if Data Type is 'Date'. |
| Derived Statement | For 'Derived' types only, Any valid SQL statement retrieving 1 value. | For 'Derived' types only, Any valid SQL statement retrieving 1 value. |
| Line | Integer representing the line in each record where attribute is found. | Integer representing the line in each record where attribute is found. |
| Position | Integer representing the beginning position of this attribute (4=4th character, 51=Fifty-first character, etc.) | Integer representing the ordinal position of this attribute in the record (1=first, 2=second, etc.) Mandatory if file has no header record. |
| Primary Key | 'Yes', 'No'. | 'Yes', 'No'. |
| Size | Integer representing length of attribute. | N/A |

# APPENDIX D – ATRRS INTERFACE INSTRUCTIONS

# APPENDIX D – ATRRS INTERFACE INSTRUCTIONS

The Army Training Requirements and Resource System (ATRRS) is the Army standard system for planning, programming, budgeting, and execution of institutionalized individual training. A formal System Interface Agreement (SIA) between AIMS-PC and ATRRS is in development. AIMS-PC uses course, class, and reservation data from ATRRS. There is currently no data transferred from AIMS-PC to ATRRS. This function should only be performed by the on-site FA.

**NOTE**: To download files from ATRRS, the user must have an ATRRS user ID and password! If the user does not have the ATRRS Internet connection software (QWS3270), it can be downloaded from the ATRRS web site at http://www.atrrs.army.mil/.

*Step 1:* Create a folder on your PC called C:\ATRRS. Downloaded data files from ATRRS for course, class, and student reservation data should be placed in this folder.

*Step 2:* Start **QWS3270**.

A ***Connect*** dialog box will appear.

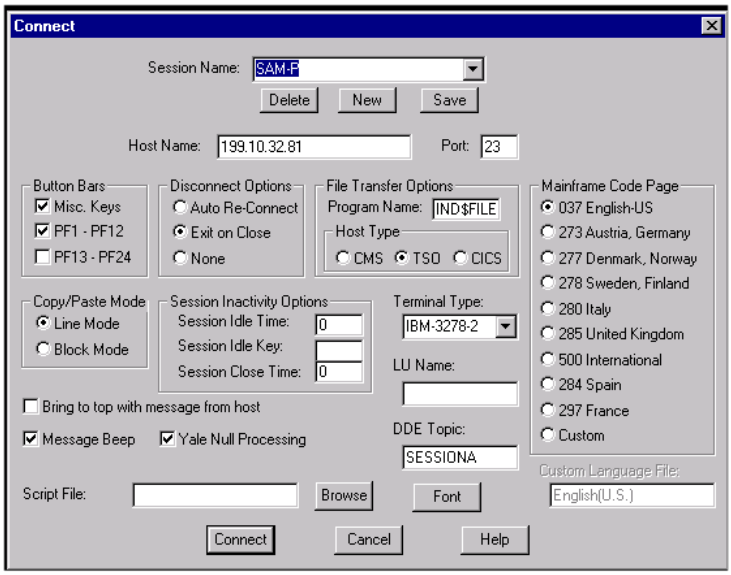


**Figure D-1: ATRRS Connect**

*Step 3:* Enter the appropriate information in the ***Connect*** dialog box. Use the default values, unless noted otherwise in the list below:

| | |
|---|---|
| ***Session Name*** | Use either the default value, or create a new name. |
| ***Host Name*** | Enter *199.01.32.81*. |
| ***File Transfer Options*** | Check to ensure correct information is shown. |
| ***Program Name*** | *IND$FILE* |
| ***Host Type*** | TSO |

*Step 4:* Click the ***Connect*** button.

The connection will be made, and a government-warning screen will appear.

*Step 5:* Read the warning, type ***Y*** to accept, and press **[Enter]**.

*Step 6:* At the next screen, place the cursor on the line to the left of ***PEN2*** and enter, or click on the ***PF2*** button on the lower toolbar.

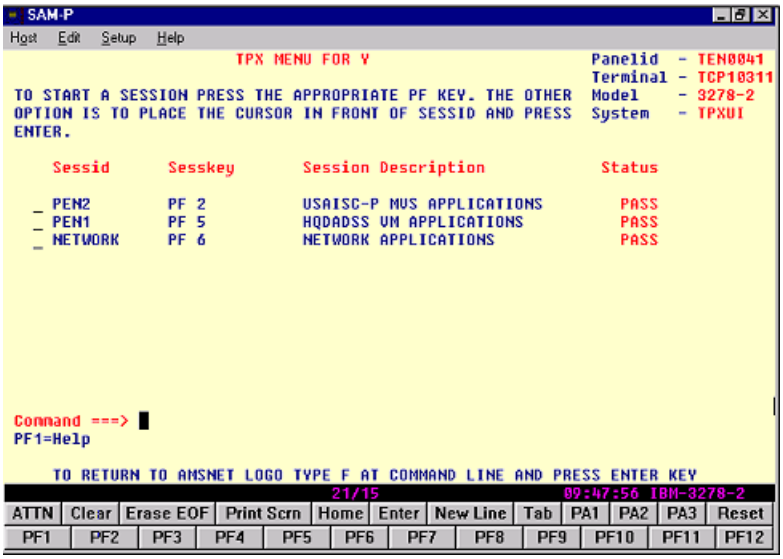


**Figure D-2: Session Selection**

*Step 7:* The NISA (formally SAMNET) login screen will appear. Enter your ATRRS user ID and password, and press the **[Enter]** key.

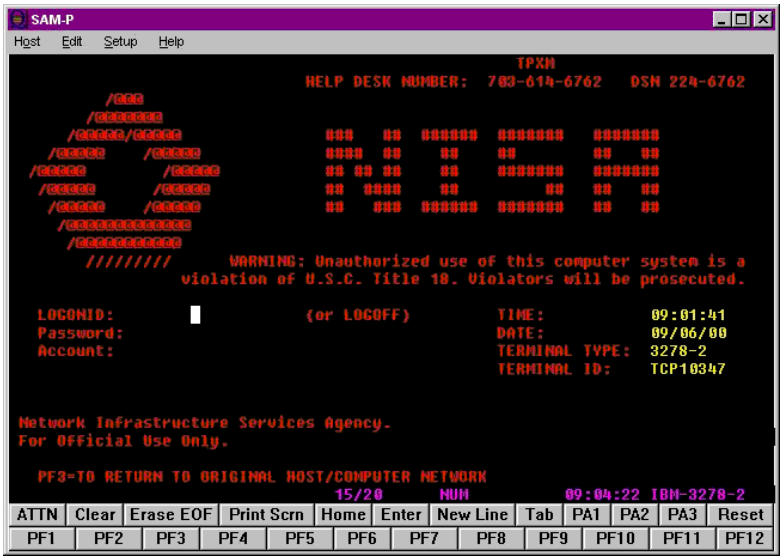


**Figure D-3: ATRRS Login**

*Step 8:* At the next screen, place the cursor on the line to the left of *TSO1* and press the **[Enter]** key.

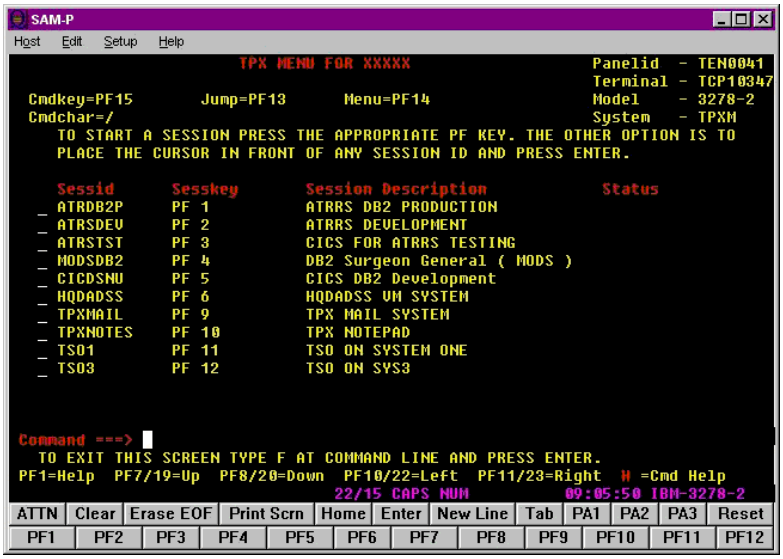


**Figure D-4: TSO Session Selection**

*Step 9:* The window will display the word ***READY***. Type in "ATRRSAIM", and press **[Enter]**.

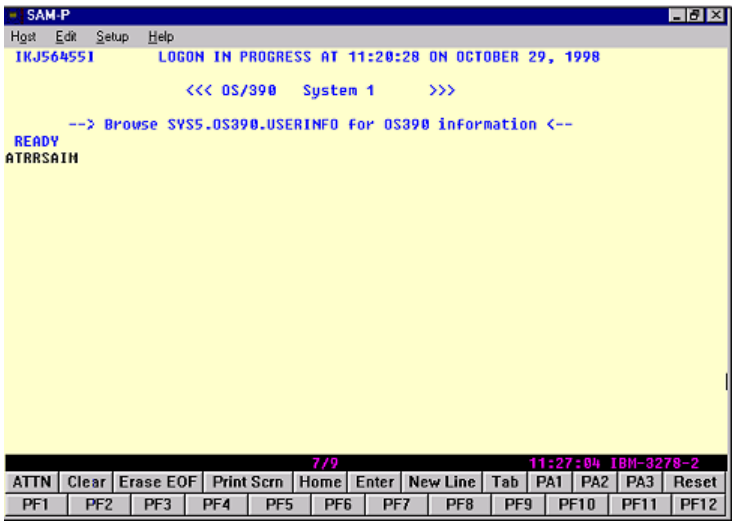


**Figure D-5: ATRRS Process Selection**

*Step 10:* The next screen displays options for which files to select. AIMS-PC uses course, class, and reservation data. Type the number at the prompt of the option to download, and press **[Enter]**.

> **NOTE**: If the user would like to download all three data files, he or she will have to create them one at a time.

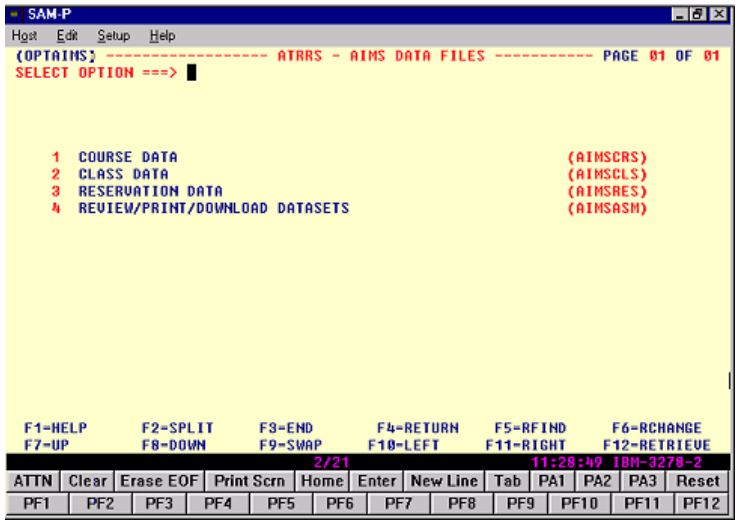


**Figure D-6: ATRRS Data Selection**

*Step 11:* The next screen will appear and will vary depending upon which option was selected in step 10.

- For course or class data, the screens look alike. Enter the fiscal year and school codes for the data to download, and press **[Enter]**.

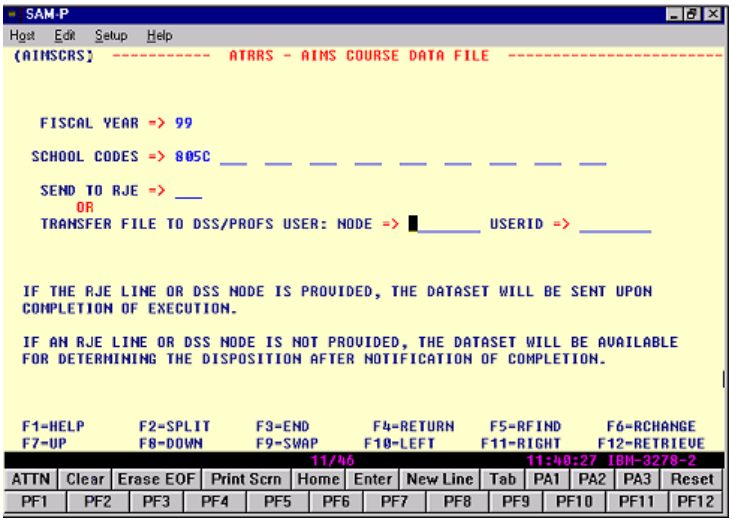


**Figure D-7: ATRRS Course Data File**

- For reservation data, enter the appropriate dates and school code, and press **[Enter]**.

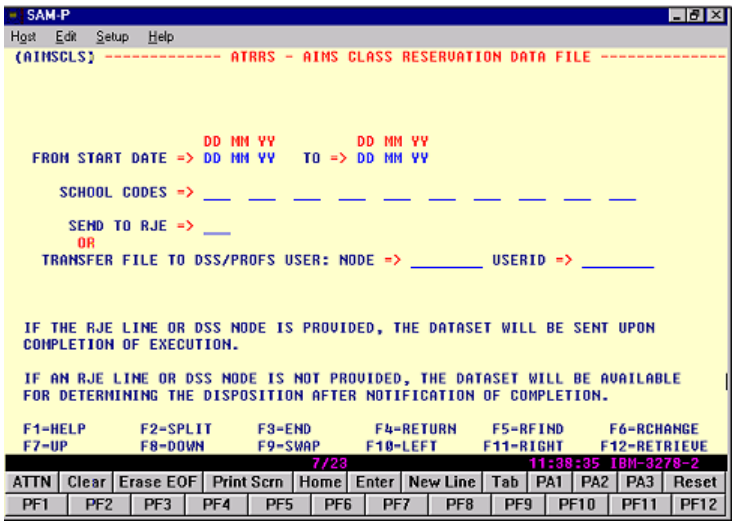


**Figure D-8: ATRRS Reservation Data File**

**NOTE**: Use the current date for the start date to avoid overwriting student data that may have been previously corrected / changed.

*Step 12:* The system will display an information screen once the job has been submitted. Once it displays three asterisks (***), select ***Clear*** from the bottom tool bar. The dataset name for the file will be displayed.

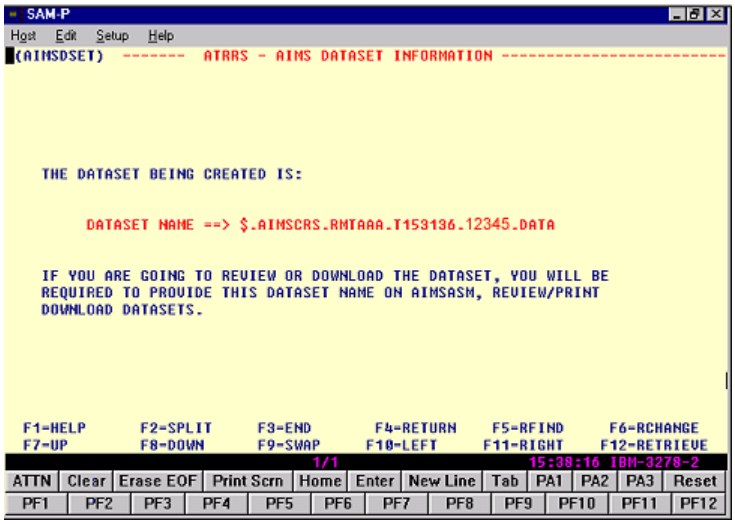


**Figure D-9: Dataset Name**

At this point, copy down the dataset name. This information will be needed to download the data. Once you are finished, select ***F3.*** You should now be back at the data selection screen.

You can either select another report to print or select option ***4*** (***Review/Print/Download Datasets***) and select ***Enter***.

**NOTE**: You may have to click on ***Clear*** to get to this screen, if it does not come up after selecting ***F3.***

You can create all three datasets before downloading, but be sure to copy down each dataset name. To create another dataset, repeat steps 10 - 12.

*Step 13:* The report disposition screen will appear. Type in ***Y*** at the option prompt and select ***Enter***.

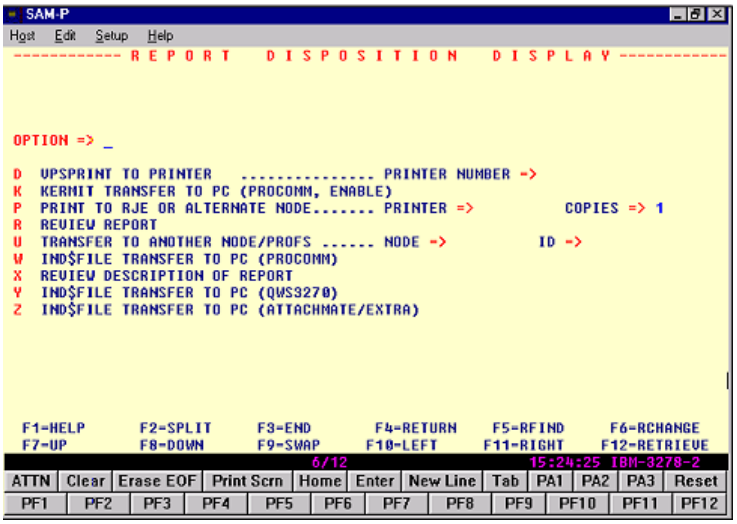


**Figure D-10: Report Disposition Display**

*Step 14:* An information screen will appear listing the parameters to use for downloading. After reading the instructions, press **[Enter]**.

*Step 15:* The ***Review/Print/Download Datasets*** screen will appear. Paste (if the copy function was used to capture the dataset name) or enter the dataset name reported earlier.

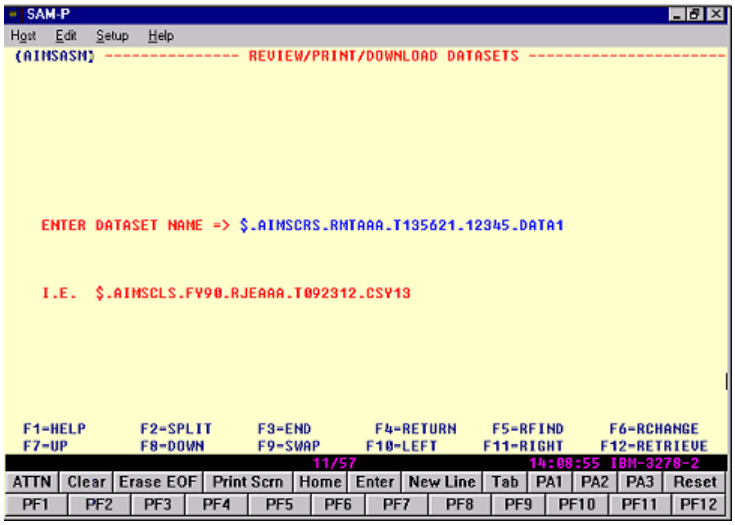


**Figure D-11: Dataset Selection**

*Step 16:* Select ***Enter***.

*Step 17:* The ***TSO Command Processor*** screen will appear. From the menu bar, select ***Host → Download File***.

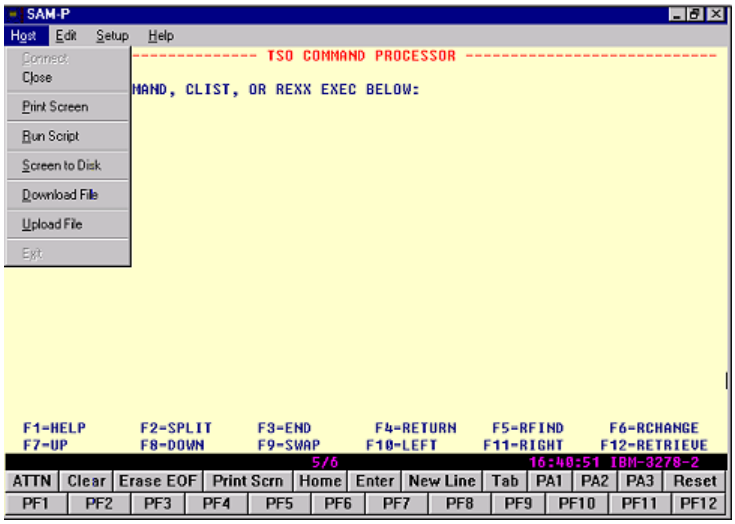


**Figure D-12: TSO Command Processor**

*Step 18:* The **Download File** dialog box will appear. Type in the location and file name for storing the file on your PC.

*Step 19:* Select ***OK***.

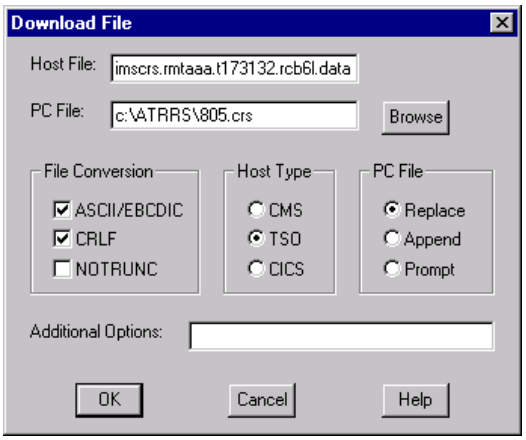


**Figure D-13: Download File**

**NOTE**: If you always download the same school files, name the files **crs.dat** (course data), **cls.dat** (class data), and **res.dat** (reservation data), respectively. The download will overwrite existing files with the same name. Ensure that ***File Conversion*** is set to ***ASCII/EBCDIC***, ***Host Type*** is set to ***TSO***, and ***PC File*** is set to ***Replace***.

*Step 20:* A file transfer dialog box will appear when the transfer is complete. Click ***Exit*** to close the dialog box. You can then elect to download another dataset, or if finished, exit QWS3270. You are now ready to import the data into AIMS-PC.

*Step 21:* Log into AIMS-PC and choose ***Tools → Interface Agreements***.

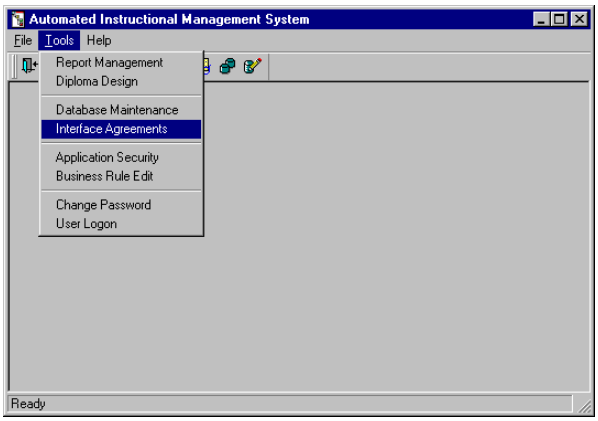


**Figure D-14: Interface Agreements**

*Step 22:* Click the + sign in front of ATRRS to expand the tree view. Click one of the import files to bring up the file's information.

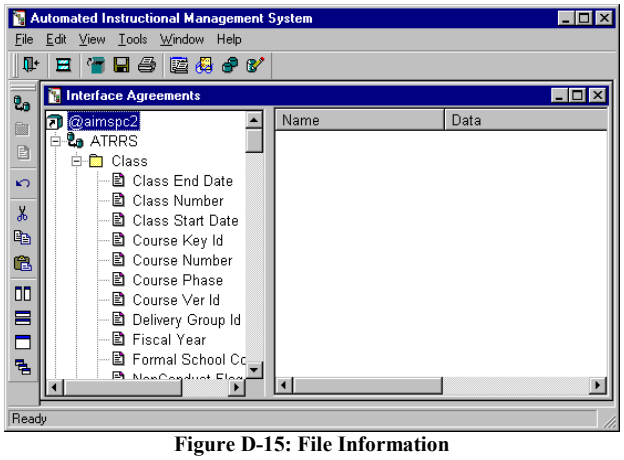


**Figure D-15: File Information**

*Step 23:* Specify where each log file is to be stored.

*Step 24:* Double-click on the ***Log File Name*** in the ***Name*** column.

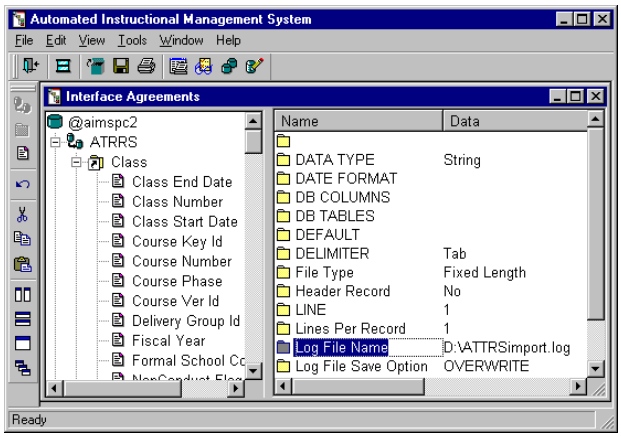


**Figure D-16: Log File Name**

*Step 25:* A ***Select Log File Name*** dialog box will appear. Designate where to store the log file, and select ***Save***.

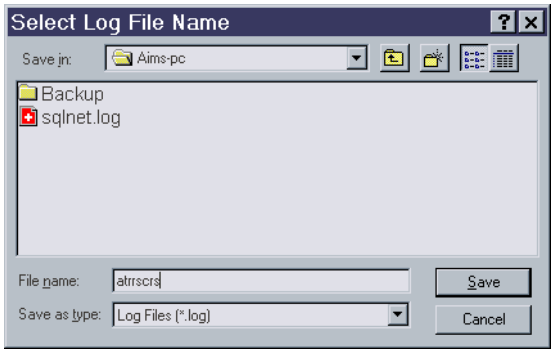


**Figure D-17: Select Log File Name**

**NOTE**: You must have an existing file in order for the log file to save. If you do not already have one, create one using Windows Notepad. Save a file with the specified name and one or two words of data. Since the ***Log File Save*** option is set to "***Overwrite***", the log file will overwrite any existing information when it is saved.

You are now ready to begin the import.

*Step 26:* In the tree view, right-click on the file to import (i.e., *Course*.) Select ***Import….***

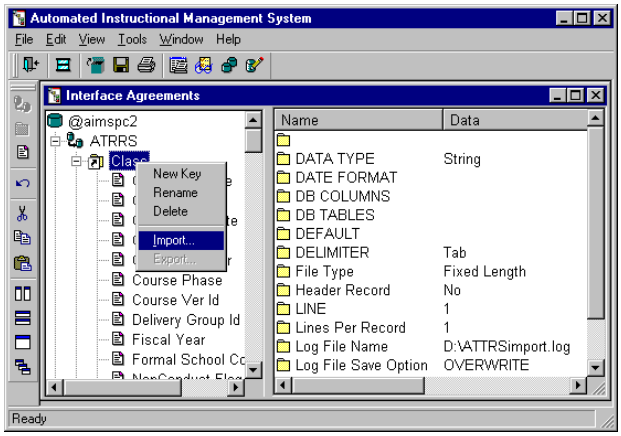


**Figure D-18: File Information**

**NOTE**: ATRRS files must be imported in the following order: ***Course***, ***Class***, and ***Student***. Courses must exist in the system in order to import classes. Classes must exist in the system in order to import student reservations.

*Step 27:* A **caution** dialog box will appear, asking if you want to close other windows. Select ***Yes*** or ***No*** as applicable.

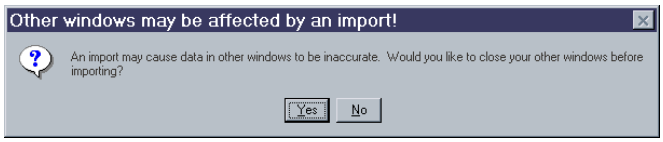


**Figure D-19: Import Warning**

*Step 28:* A ***Select a File to Import*** dialog box will appear. Click on the file to import into AIMS-PC and click the ***Open*** button.

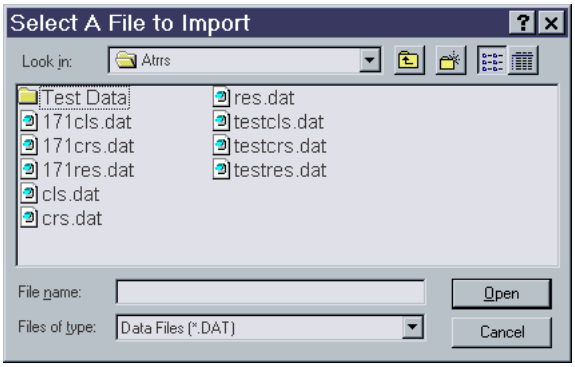


**Figure D-20: Select Import File**

*Step 29:* A progress bar will appear to track the import. When the import is complete, check the log file to determine if the import functioned properly.

*Step 30:* Repeat these steps with the other ATRRS files.

**WARNING!**: After importing course data, it is important to check that each course version has an implementation date and that it is correct for each listed course version. The AIMS-PC uses the course implementation date and the starting date of the class to determine which version of the course the selected class uses. Course versions with no or incorrect implementation dates will not have classes attached to them correctly when the class data is imported into the AIMS-PC. Be sure to create or update any course versions that are needed and ensure that at least one version of each course shows a status of 'Implemented'.

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# APPENDIX E – RULES FOR THE IMPORTING AND EXPORTING OF DATA FILES

# APPENDIX E – RULES FOR THE IMPORTING AND EXPORTING OF DATA FILES FOR AIMS-PC

## E.1 IMPORTS

- A file must have a file description and a listing of its ***attributes*** (data fields in each record) for it to be imported. ***File attributes*** and descriptions are input by the user using the ***Tools → Interface Agreements*** menu option in AIMS-PC. With the exception of ***POIMM files***, all files that do not have attributes listed will not be imported. An error message is given to the user requesting the attribute data for that file. Any attributes listed for the POIMM file will be ignored. There are 2 types of files that can be imported: Fixed Length and Variable Length.

- A ***Transaction Flag*** is input by the user as one of the attribute fields for a data file. A transaction flag is optional. Legal values for a 'Transaction Flag' attribute are '***A***', '***C***', or '***D***' which represent '***Add***', '***Change***', or '***Delete***'. If an '***Add***' fails because the record is already present in the database, a '***Change***' transaction will be attempted to keep the database updated with the latest data.

> **NOTE**: Transaction Flag must be spelled out correctly ('Trans Flag', 'Transaction Fl', etc. will not be recognized as a transaction flag.)

- If a ***Transaction Flag*** attribute is not found for a file, AIMS-PC will attempt to add each record. If the record is already present, then AIMS-PC will update the record. Deletes are not performed without a 'Transaction Flag' of '***D***'.

- The ***Db Tables*** and ***Db Columns*** attribute details can list multiple database column and table destinations for the data, but the order of columns and tables must match. 1st column goes with 1st table, 2nd column goes with 2nd table, etc. All table names must include an owner.

  For Example: Data that maps to the 'fiscal_yr' column in the 'aimpsc.course' table and the 'fy_range' column in the 'aimspc.class' table is expressed:
  Db Tables = 'aimspc.course,aimspc.class'
  Db Columns = 'fiscal_yr,fy_range'

- A ***Derived*** data type must contain a 'Derived Statement'.

- The ***Derived Statement*** must be a syntactically correct 'Select' SQL statement retrieving one unique value. Functions such as MAX and MIN are allowed. Dot notation must be used when performing joins. SQL statements can be no longer than 256 characters in length.

  For Example: Select max(aimspc.class.tng_class_id) from aimspc.class, aimspc.course where aimspc.course.tng_crs_cd = '014-MMT' and aimspc.course.course_id = aimspc.class.course_id

- ***Literals*** in the ***Derived Statement*** SQL will be enclosed in single quotes. These literals can reference another attribute in the file or a literal value typed in by the user. Attributes in single quotes will be translated to a literal value by AIMS-PC. Numeric literals are not enclosed in quotes. Sample derived statements:

  Select course_id from aimspc.course where tng_crs_cd ='014-MMT';
  Select course_ver from aimspc.course where course_id = 185;
  Select course_id from aimspc.course where tng_crs_cd = 'course number';
  Select course_ver from aimspc.course where course_id = 'course_id';

  Notice in the last example, course_ver is a nested derived value, as it depends upon the value of course_id, which is also a derived type. Nested derived values will be calculated correctly on '***Add***' and '***Change***' if the attributes are in alphabetical order (in this case, course_id is before course_ver.) Further nesting or reversing the order will result in errors.

- The Oracle database tables will only use these six common ***datatypes***: VARCHAR2, CHAR, NUMBER, DATE, FLOAT, LONG. The interface agreements code will map the four allowed datatypes in the interface agreements window (DECIMAL, INTEGER, STRING, DATE) to the six Oracle datatypes.

- The ***Date Format*** attribute detail is used for dates and for numbers that represent years only. Attributes of type ***Date*** must include a date format.

- If the ***Primary Key*** attribute value is '***Yes***', then that data field will be used to build the 'Where' clause for updates and deletes. For example: If the course_id and course_ver data fields in the ATRRS course file both have a 'Primary Key' attribute of '***Yes***', then the SQL statement may look like:

  Update aimspc.course set course_nm = '010-MMT' where course_id = 23 and course_ver = 1;

  If the data field is populating multiple columns and tables, the data will be included in the 'Where' clause of each update or delete.

- There will be occasions when a variable length field may be found in a file. For example, the **ATRRS** student data file may have a field named 'Name', which has a fixed length of 25. Within the 'Name' field is a last, first, and middle name each divided by a space. To handle this situation, there is an attribute named 'Delimiter' even in fixed length files that will indicate if that particular field is variable in length. Valid delimiters are 'Comma', 'Space', 'Tab' and 'Tilde'. The data will be parsed and put into the columns and tables as they are ordered.

  For example: DbColumns = 'stu_last_nm, stu_first_nm, stu_mid_id'
  DbTables = 'Aimspc.Student_name, Aimspc.Student_name, Aimspc.Student_name'
  Size = 25
  Delimiter = 'Space'

For data string 'DOE, JOHN C '

'DOE' goes into the Stu_last_nm column in the Aimspc.Student_name table, 'JOHN' goes into the Stu_first_nm column in the Aimspc.Student_name table and 'C' goes into the Stu_mid_id column in the Aimspc.Student_name table. Trailing spaces and commas are ignored. Additional columns and tables can be added if needed.

- There will also be occasions when a single row of data goes into a single table multiple times. For example, a row of scores may be sent from RECBASS, with each score to be placed into an AIMS-PC table called 'Aimspc.Person_Stnd_Score' in a separate record. In this case, you will have a separate attribute for each score and the DbColumns and DbTables details for each one will look like the below:

  DbColumns = 'per_scr_qty'
  DbTables = 'Aimspc.Person_stnd_score'
  Primary Key = 'No'

  You will also need a separate attribute for the Per_Scr_Typ_Cd data element in the 'Aimspc.Person_Stnd_Score' table even though this data does not come from RECBASS. You might call the attribute 'Score Type' and its attribute detail may look like the below:

  DbColumns = 'per_scr_typ_cdDbTables' = 'Aimspc.Person_stnd_score'
  Default = 'CL,CO,EL,FA,GM,GT,MM,OF,ST,SC'
  Primary Key = 'Yes'

  **NOTE**: AIMS-PC will note the multiple default values and know to process a multiple insert or update. The order of values in the 'Default' detail must be the same as the order of quantity attributes to be inserted. A good way to insure this is to begin the names of the score quantity attributes with their corresponding types ('CL Score Qty', 'CO Score Qty', etc.) All other attributes with a DbTables value of 'Aimspc.Person_stnd_score' except for the quantities going into the 'per_scr_qty' column should be flagged as a Primary Key since they will be needed for the multiple inserts or updates. This is true regardless of whether the column is actually part of the primary key in the database.

- Single quotes embedded inside data strings will be removed before the database is updated. For example, the data string 'JIMMY'S TASK' will be converted to 'JIMMYS TASK' before it is put into the database. This is necessary to prevent syntax errors in the SQL statements being built to update the database.

Below is a list of the standard details necessary for import files and their attributes and the expected input for each by file type.

| | **Fixed Length Valid Values** | **Variable Length Valid Values** |
|---|---|---|
| Interface Type | Import | Import |
| **File Details:** | | |
| Delimiter | N/A | 'Space','Tab','Tilde','Comma'. |
| File Type | 'Fixed Length'. | 'Variable Length'. |
| Header Record | N/A | 'Yes', 'No'. |
| Lines Per Record | Any integer. | Any integer. |
| Log File Name | String representing a file name. | String representing a file name. |
| Log File Save Option | 'Overwrite', 'Append'. | 'Overwrite', 'Append'. |
| **Attribute Details:** | | |
| Data Type | 'String','Integer','Date','Number', 'Derived'. | 'String','Integer','Date','Number', 'Derived'. |
| Db Columns | List of strings representing column names. | List of strings representing column names. |
| Db Tables | List of strings representing table names, including owner. | List of strings representing table names, including owner. |
| Default | Single or multiple values consistent with attribute's data type. | Single or multiple values consistent with attribute's data type. |
| Delimiter | 'Space','Tab','Tilde','Comma',''. | 'Space','Tab','Tilde','Comma',''. |
| Date Format | Character string representing a date format ('YYMMDD', 'YY', etc.) Mandatory if Data Type is 'Date'. | Character string representing a date format ('YYMMDD', 'YY', etc.) Mandatory if Data Type is 'Date'. |
| Derived Statement | For 'Derived' types only, any valid SQL statement retrieving 1 value. | For 'Derived' types only, any valid SQL statement retrieving 1 value. |
| Line | Integer representing the line in each record where attribute is found. | Integer representing the line in each record where attribute is found. |
| Position | Integer representing the beginning position of this attribute (4=4th character, 51=Fifty-first character, etc.) | Integer representing the ordinal position of this attribute in the record (1=first, 2=second, etc.) Mandatory if file has no header record. |
| Primary Key | 'Yes', 'No'. | 'Yes', 'No'. |
| Size | Integer representing length of attribute. | N/A |

## E.2 EXPORTS

- Exports work in a similar way to imports. An ***Export File*** must have a file description and a listing of the database data columns to be exported. File column names and descriptions are input by the user using the ***Tools → Interface Agreements*** menu option in AIMS-PC. Any file that does not have valid database columns listed will not be exported. An error message is given to the user requesting the database column names for that file. ***POIMM files*** cannot be exported. Only Variable Length files can be exported.

- Database column names must include an owner and table name, and use dot notation. Ex: AIMSPC.TNG_CRS.TNG_CRS_KEY_ID.

- AIMS-PC will construct a SQL 'Select' statement to extract the data to be exported from the database. The 'Select' part of the SQL statement will be the database columns the user listed

for this export file. The 'Where Clause' can be any legitimate string that can follow the word 'Where' in a syntactically correct SQL statement. If the SQL statement is not correct, the user will get a user message with the Oracle error that occurred on execution. The Order By and Group By functions are allowed.

For Example:
where 'aimspc.tng_crs_key.tng_crs_key_id' = 'aimspc.tng_crs.tng_crs_key_id'
and 'aimspc.tng_crs_key.tng_crs_key_id' > 200
where 'aimspc.tng_crs_key.tng_crs_key_id' <= 200
order by 'aimspc.tng_crs_key.tng_crs_key_id'

Below is a list of the standard details necessary for export files and their attributes and the expected input for each.

| | **Variable Length Valid Values** |
|---|---|
| Interface Type: | Export |
| **File Details:** | |
| Delimiter | 'Space','Tab','Tilde','Comma'. |
| File Type | Variable Length. |
| Log File Name | String representing a file name. |
| Log File Save Option | 'Overwrite', 'Append'. |
| Where Clause | Any syntactically correct SQL where clause. |
| | |
| **Attribute Details:** | |
| Data Type | 'String','Integer','Date','Number'. |
| Default | Any value consistent with database column's data type. |
| Position | Integer representing the ordinal position of this attribute in the record (1=first, 2=second, etc.) |

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