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F5D-A59-02-1-SUM

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

INSTALLATION SUPPORT MODULES

SOFTWARE USERS MANUAL

Version 2.1

Document Version 6.44

11 July 2001

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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.

The 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 *

Screen Text Normal text that appears on screen is surrounded by quotes and printed in a different font, as shown below:

"Connect Error: invalid user name/password; logon denied."

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 application screen shots shown 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 Administrator's Supplement*, AISM-F5D-A59-02-1-SUM, Version 6.44, 31 May 2001.
- *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.
- *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 that provides 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 screens of data at the same time in separate windows.
- 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 9x, Windows NT, or Windows 2000 operating system. Besides meeting the standard Windows OS minimum requirements, the following additional minimum requirements must also be met:

- Minimum Pentium (or compatible processor) 200Mhz CPU with 64MB of RAM, standard 101 keyboard, mouse, and 14" monitor set at 1024 x 768 VGA color display.
- At least 45MB of hard drive space for the installation of the application (does not include the space required for the Oracle8i Client software.) It is recommended that at least 200MB additional space be available on the hard-drive after installation.
- Oracle8i Client (v 8.1.6) networking software. Oracle installation typically requires an additional 44MB of hard drive space.
- 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.
- *Internet Explorer 4.0* or higher is required to view the AIMS-PC help.

2.3 Software Organization and Overview of Operation

The AIMS-PC is designed to be easy to learn, easy-to-use, and efficient. The functions of the AIMS-PC were designed to operate in a manner similar to most other standard Windows applications, thus any user already familiar with Windows will be able to understand most of the functions contained within the AIMS-PC with little difficulty. Additionally, the AIMS-PC is designed so that any functions that are not needed by a particular user can be made inaccessible to that user. 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 that 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 information 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.

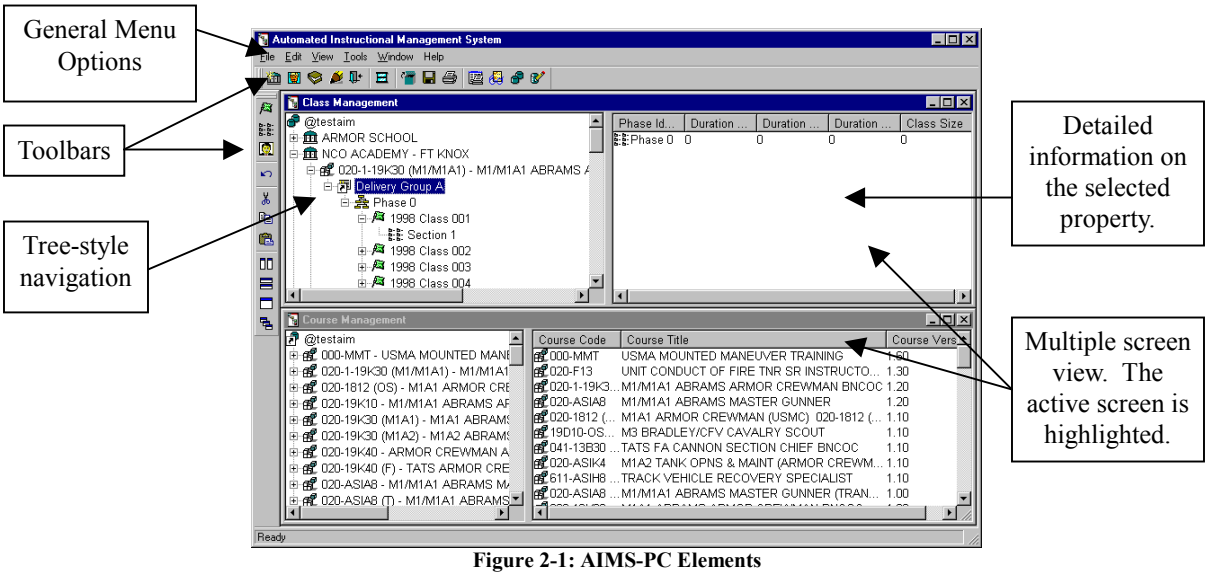

Figure 2-1: AIMS-PC Elements

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 user 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, 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 2.3.8 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***, and ***Unit Management***. The ***Distance Learning*** function is also contained within this menu. The ***Toolbar Visible*** option allows the user to toggle the SheetBar on/off.

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***, ***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. Individual windows can also be selected from this window.
Help	Provides the user with access to the on-line help. There are two different types of help that are available: ***Help Index*** and ***Context Help***. ***Help Index*** displays the starting help topic so that the user can look for a help topic on his or her own, and the ***Context Help*** feature opens a help topic based on the currently active window or property sheet. **NOTE**: The Quick tips help feature, which identifies any button on the AIMS-PC toolbars, can be turned on/off using the right mouse button menu for the toolbar. Quick tips will only appear if the mouse is left idle on a button for a few seconds.

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 using only 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 thirteen different toolbar icons are:

Name	Button	Purpose
Class Management		Activates a new ***Class Management*** view window.
Student Management		Activates a new ***Student Management*** view window.
Course Management		Activates a new ***Course Management*** view window.
Lesson Management		Activates a new ***Lesson Management*** view window.
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.

Name	Button	Purpose
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 textual 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. These functions will vary 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. A complete listing of all of the SheetBar buttons can be found in Section 6.3.2.

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.
Layer		Causes the AIMS-PC to display multiple windows layered on top of each other.
Paste		Inserts the clipboard contents into the currently selected location.
Undo		Allows the user to undo the last action; however, some actions cannot be undone in this fashion.

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.

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 on or 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.

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 that allows even a novice user to locate information quickly and effortlessly.

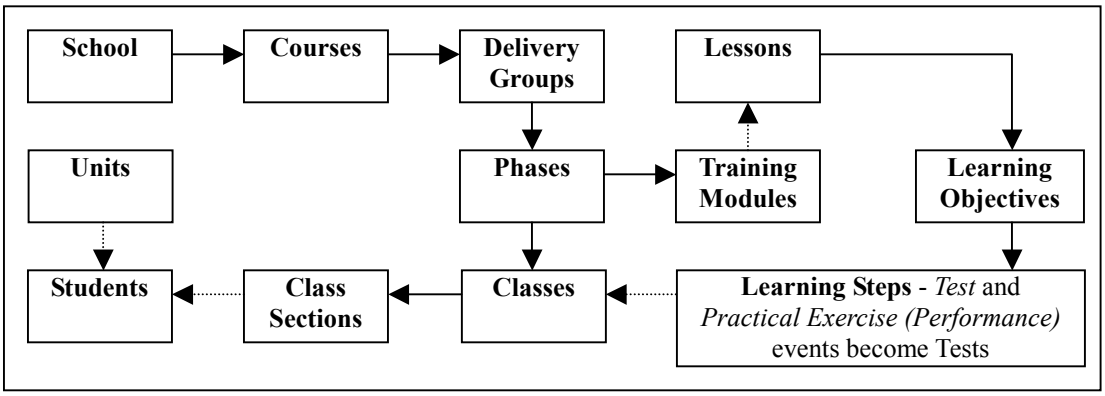

Figure 2-2: Interconnection of the Hierarchies in AIMS-PC

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 (Classes, Courses, Units, 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 data for that item is displayed in the window on the right.

2.3.5 Multiple Screen View

The AIMS-PC is designed so that users can view multiple windows within the AIMS-PC and multiple levels of data at the same time. The user may simultaneously view several windows, each with its own set of data. When multiple windows 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 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, drag the student name to the new location, and then 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.

2.3.7 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 display the appropriate pop-up menu.

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. Pop-up menus are normally used to access AIMS-PC properties dialog boxes.

2.3.8 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.

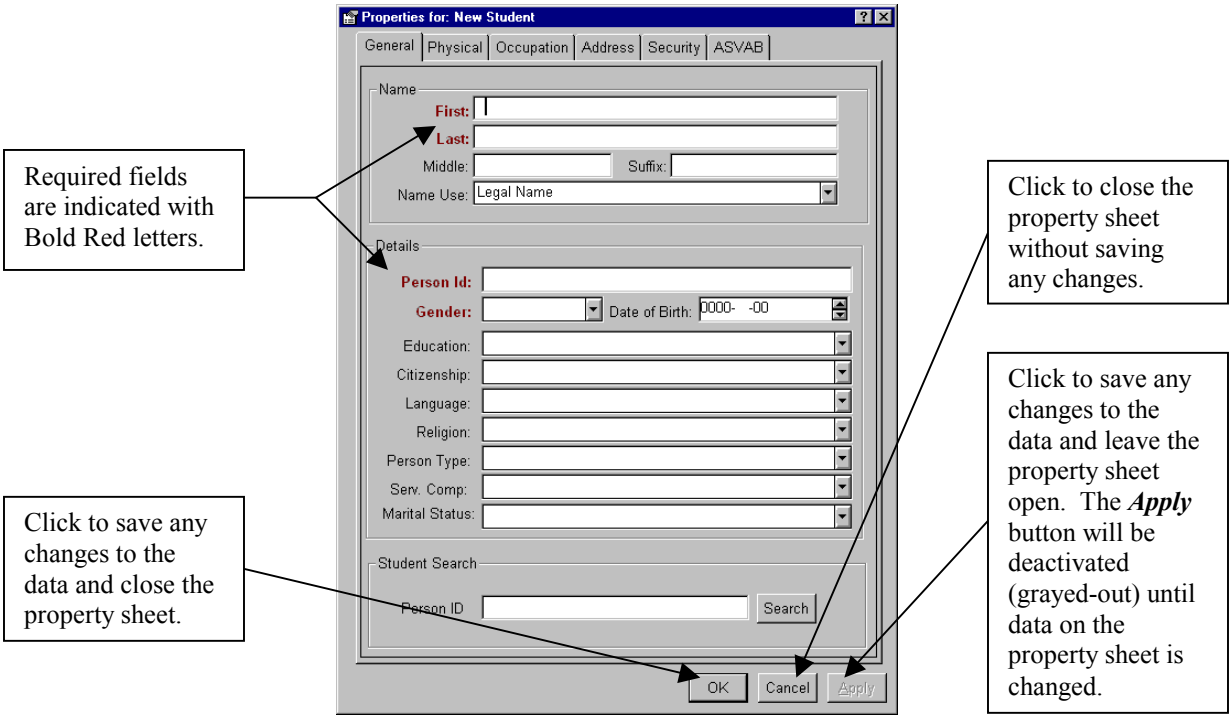

Figure 2-3: Properties Dialog Box

2.4 Security and Privacy Considerations

The AIMS-PC is an unclassified application that is designed to store unclassified and "For Official Use Only" (FOUO) 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 access privileges, he or she should contact his or her on-site Functional Administrator (FA).

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 a specific 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 additional 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 window. Generally, there are four different options available to the user:

- ***Ignore the Error*** - Ignores the error and attempts to continue to operate the application. Typically, severe application errors cannot be ignored; the AIMS-PC will have to be closed.
- ***Close Application*** - Immediately closes the AIMS-PC. Any unsaved data will be lost.
- ***Send to the Help Desk*** - It is recommended that if an error message persists, the user report it to the Help Desk for further assistance. Choosing this option will open an e-mail dialog screen requesting a description of the problem data. The AIMS-PC Help Desk can be found at www.atsc.army.mil/HELPDESK/.
- ***Help*** - View the AIMS-PC on-line help.

> **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 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 Supplement* (Appendix E) 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 log onto the AIMS-PC successfully. If you do not have a valid database connection name or user name, please see your FA for assistance.

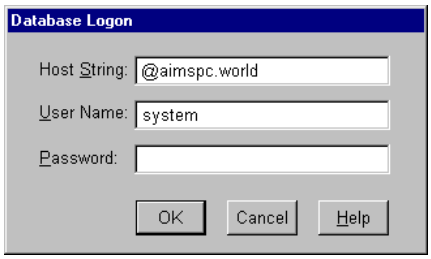


Figure 3-1: Database Logon Dialog Box

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 5.8 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 a field 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 the system 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***, and ***Unit Management***.

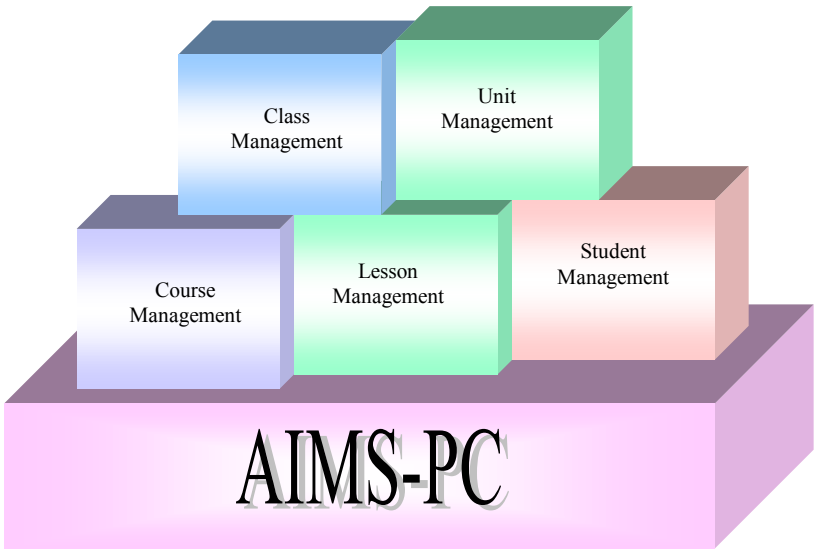


Figure 4-1: AIMS-PC Building Blocks

The ***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. Every user will not have privileges to all the data stored in the system; 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***. The user can also open a specific management window by selecting the window desired from the list or by clicking the window specific button on the FrameBar.

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

Step 2: To change the new view, if needed, 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: Classes are normally added by the Army Training Requirements and Resources System (ATRRS). Do not add new courses or classes unless they are non-ATRRS courses/classes.

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, instructors use the ***Class Management*** view to administer all of the classes 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. By viewing the properties of the class or class section, the user is able to enter student test grades and change a student's current status. The user can also access and modify all of the information about a single student within a class.

4.2.1 Creating a New Class

The ***New Class Wizard*** allows the user to create a new class. Classes should only need to be created for a non-ATTRS course. While classes are attached to courses, delivery groups, and phases, those must be created separately in the ***Course Management*** view. 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.

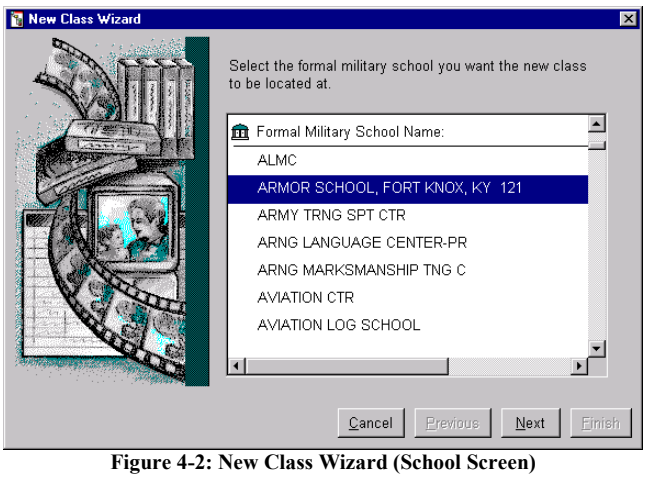
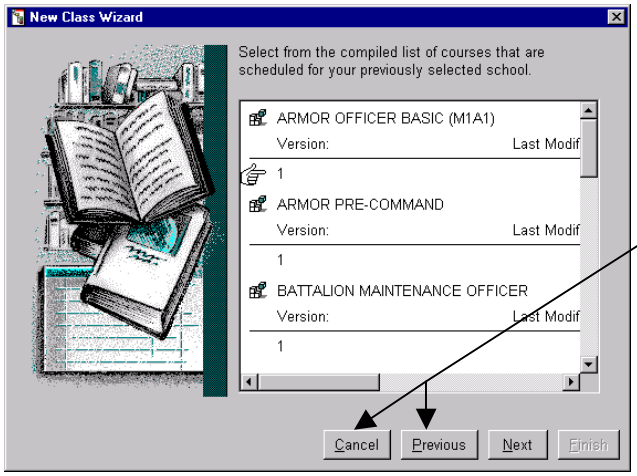


Figure 4-2: New Class Wizard (School Screen)

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.

The next ***New Class Wizard*** screen will appear.

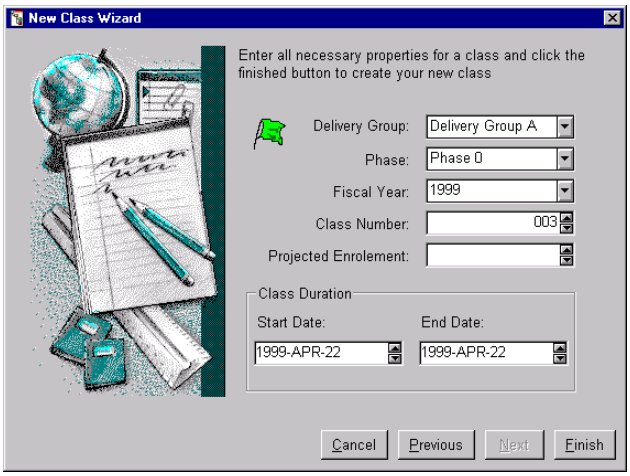


Figure 4-4: New Class Wizard (Property Screen)

Step 7: Change the default ***Delivery Group*** selected in the drop-down list, if necessary.

Step 8: Change the default ***Phase*** selected in the drop-down list, if necessary. Multiple phases will only appear in the drop-down list if the course contains more than one phase.

Step 9: Change the default ***Fiscal Year*** when the class will be offered in the drop-down list, if necessary. Fiscal Years for the selected school must be added in the ***Phase*** - **Locations** tab for the selected course before any new classes are added.

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 in a course, 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. It is important to enter correct Start and End Dates because these dates are used by the AIMS-PC to determine which course version is used by the class.

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.

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 four tabs, **General**, **Gradesheet**, **Student Status**, and **Marksmanship**. The following lists and graphics (Figure 4-5 through Figure 4-8) 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.
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.

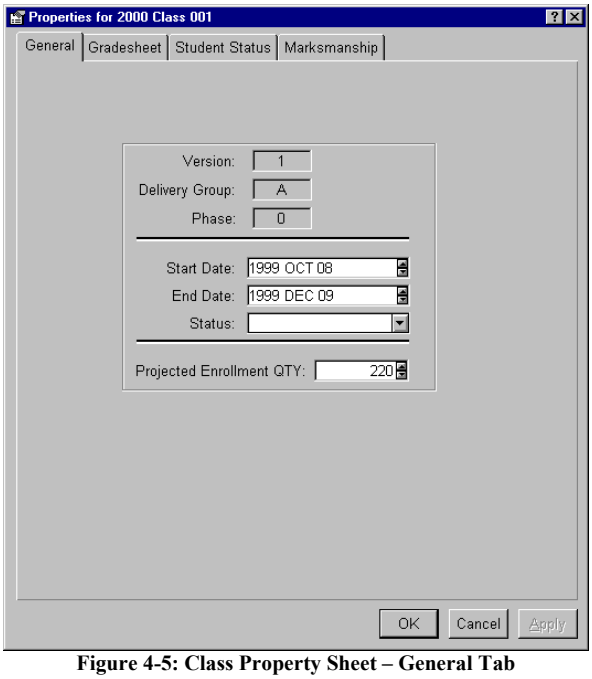


Figure 4-5: Class Property Sheet – General Tab

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. Only tests that exist as learning steps within the course will appear in this drop-down list.
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 4.2.8 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. This type of file is normally created by LXR • Test.
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.)
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.

Field	Description
Name	The student's name.
Person ID	The student's Person ID number, usually 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 Pass/Fail Scale Factor (not implemented.)
P/F SF RS	The Pass/Fail Scale Factor Raw Score (not implemented.)
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 has been selected in the ***Test Name*** field.

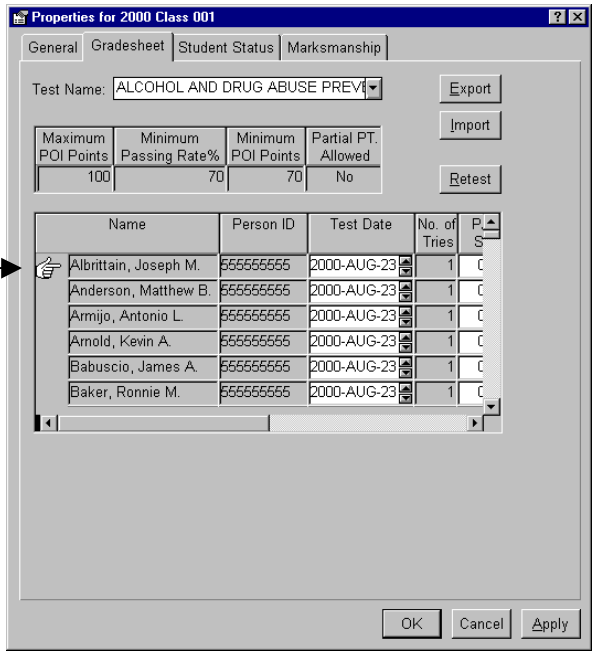


Figure 4-6: Class Property Sheet – Gradesheet Tab

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. This tab provides a quicker method of changing the status of multiple students in a class besides using the ***Student*** property sheet to change each student's status separately. 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 Person ID number.
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 the students currently "selected" to "not selected" and all the 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 4-11 for an example of the bar moved to show the ***Student Name*** field in one half and the remaining fields in the other. This divider exists on several of the AIMS-PC menus

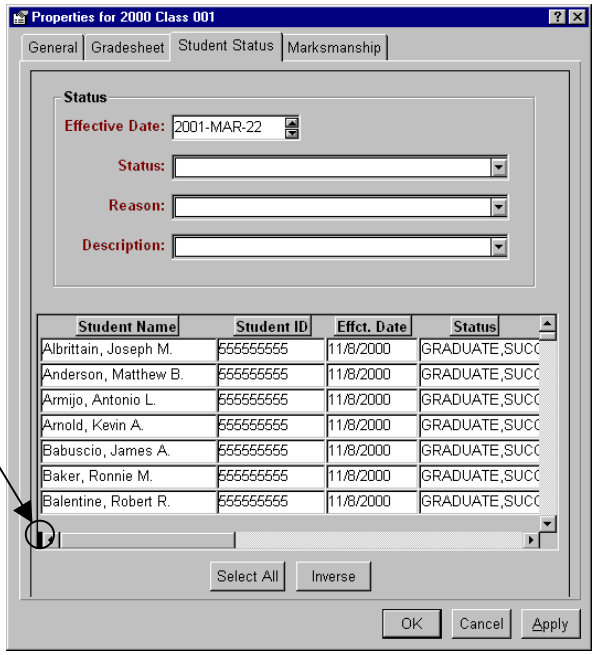


Figure 4-7: Class Property Sheet – Student Status Tab

4.2.2.4 Class Property Sheet – Marksmanship Tab

The **Marksmanship** tab provides the user with the ability to enter and modify student marksmanship test information. This allows the instructor to enter marksmanship scores for the entire class using a process similar to the **Gradesheet** tab. The fields and buttons on the **Marksmanship** tab (see Figure 4-8) of the ***Class*** property sheet are described below:

Field	Description
Weapon (drop-down)	Used to select a weapon qualification event. Only Weapon Qualification events that exist as learning steps in the course will appear in this drop-down list.
Qual. Date	Used to enter a qualification date for the event.
Recorder	Used to enter a recorder's name for the event.
Recording Date	Used to enter a recording date for the event.
Name	The student's name.
Person ID	The student's Person ID number.
Qual. Date	The date the student qualifies for the event.
Score	The score the student received on the event.
Record Date	The date the score was recorded.
Recorder	The name of the individual who recorded the score.
Skill (drop-down)	The student's skill level (automatically calculated.) This field can be changed manually, if required. This allows the user to manually set the qualification level of a retested student.

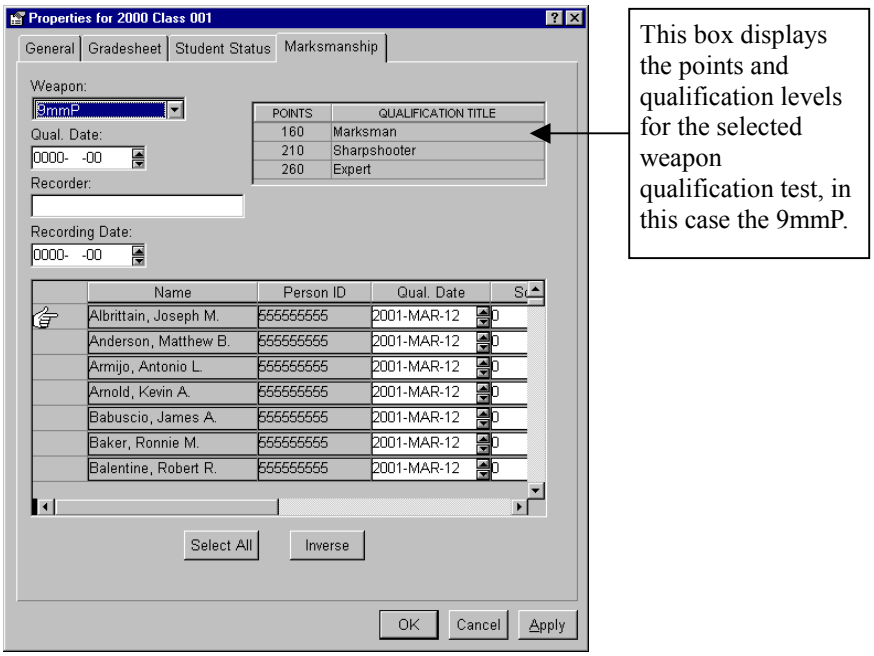


Figure 4-8: Class Property Sheet – Marksmanship Tab

4.2.3 Creating a New Class Section

All classes are divided into one or more class sections. Student reservations added to the database by ATRRS are automatically added to Section 1 of a class. Walk-in students must be added to a specific class section within a 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.

> **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."

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

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 four tabs, **General**, **Gradesheet**, **Student Status**, and **Marksmanship**. 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 4-9 through Figure 4-12) 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. None of the fields on this tab can be modified. The fields on the **General** tab (see Figure 4-9) of the ***Class Section*** property sheet are described below:

Field	Description
School	The school name.
Course	The course number.
Name	The course name.
Version	The class version number.

Field	Description
Phase	The phase ID.
Delivery Group	The delivery group of the class.

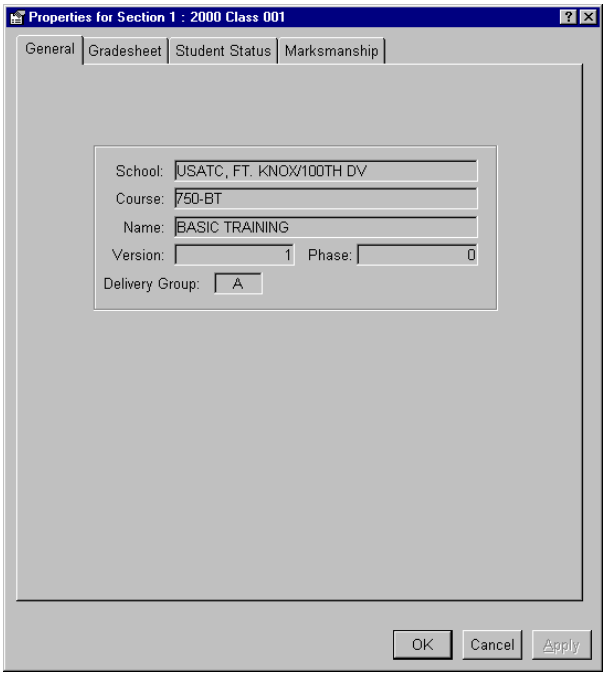


Figure 4-9: Class Section Property Sheet – General Tab

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 4-10) of the ***Class Section*** property sheet are described below:

Field	Description
Test Name	The name of the test. Only tests that exist as learning steps within the course will appear in this drop-down list.
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 4.2.8 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 POI points for the test (this is how grades are weighed.)
Minimum Passing Rate%	The minimum percentage allowed for passing.

Field	Description
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 Person ID number.
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 Pass/Fail Scale Factor (not implemented.)
P/F SF RS	The Pass/Fail Scale Factor Raw Score (not implemented.)
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.

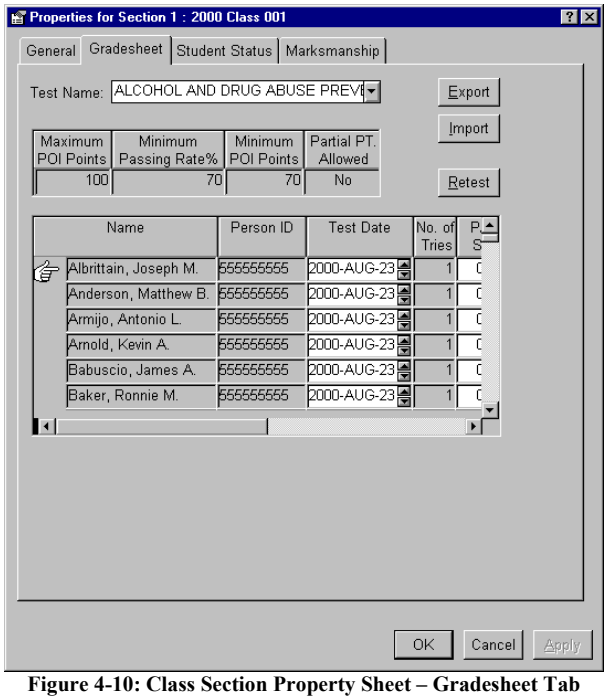


Figure 4-10: Class Section Property Sheet – Gradesheet Tab

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 4-11) 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 Person ID number.
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 the students currently "selected" to "not selected" and all the students "not selected" to "selected".

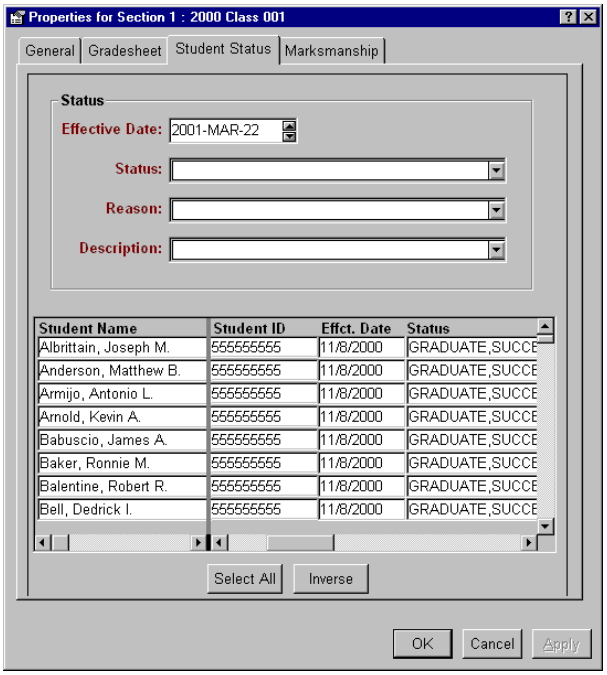


Figure 4-11: Class Section Property Sheet – Student Status Tab

4.2.4.4 Class Section Property Sheet – Marksmanship Tab

The **Marksmanship** tab provides the user with the ability to enter and modify student marksmanship test information. This allows the instructor to enter marksmanship scores for the entire class using a process similar to the **Gradesheet** tab. The fields and buttons on the **Marksmanship** tab (see Figure 4-12) of the ***Class Section*** property sheet are described below:

Field	Description
Weapon (drop-down)	Used to select a weapon qualification event. Only Weapon Qualification events that exist as learning steps in the course will appear in this drop-down list.
Qual. Date	Used to enter a qualification date for the event.
Recorder	Used to enter a recorder's name for the event.
Recording Date	Used to enter a recording date for the event.
Name	The student's name.
Person ID	The student's Person ID number.
Qual. Date (column)	The date the student qualifies for the event.
Score	The score the student received on the event.
Record Date (column)	The date the score was recorded.
Recorder (column)	The name of the individual who recorded the score.
Skill (drop-down)	The student's skill level (automatically calculated.) This field can be changed manually, if required. This allows the user to manually set the qualification level of a retested student.

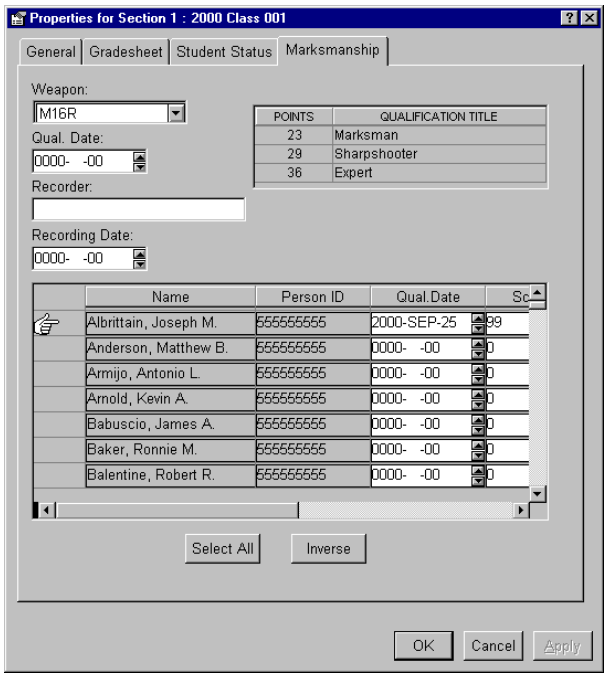


Figure 4-12: Class Section Property Sheet – Marksmanship Tab

4.2.5 Section Mix Wizard

The ***Section Mix Wizard*** allows a user to add and delete class sections as well as redistribute students within existing class sections of a class. 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 4-13.)

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

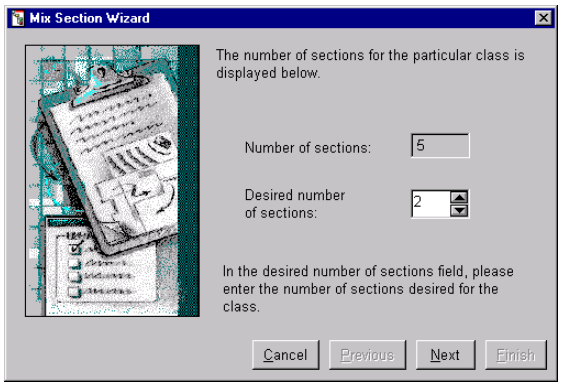
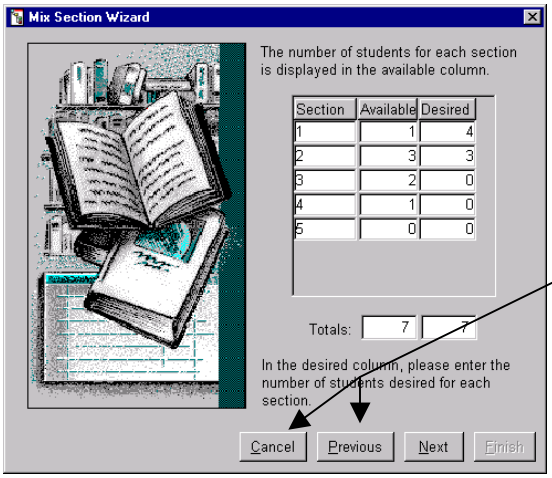


Figure 4-13: Mix Section Wizard

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

Step 6: The next window shows a breakdown of each section. The number of students currently in each section is listed in the ***Available*** column, and the desired number of students for the each section is listed in the ***Desired*** column (see Figure 4-14.)



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 4-14: Mix Section Wizard (Set Totals)

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 4-15.) Column headings can be expanded or shrunk, if desired.

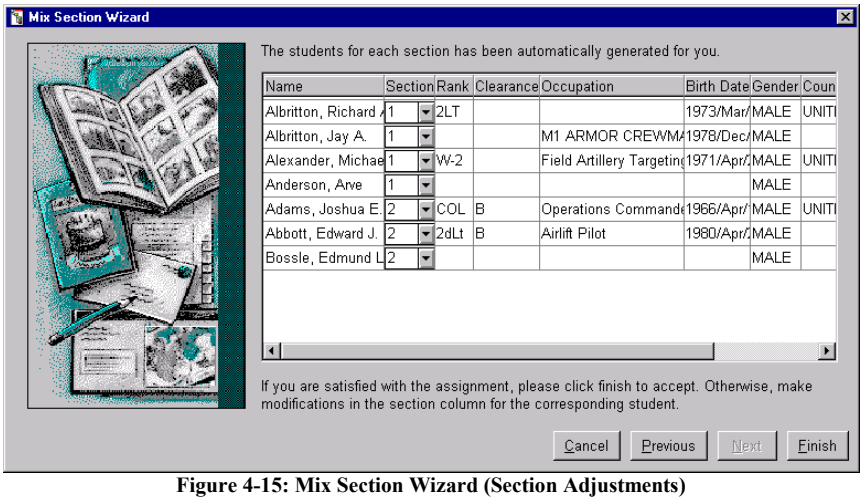


Figure 4-15: Mix Section Wizard (Section Adjustments)

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 changing the sections.

4.2.6 Moving a Student Between Class Sections

In addition to using the ***Section Mix Wizard***, it is possible to drag and drop students from one class section to another class section within the same class, if multiple class sections already exist. To move a student between class sections:

> **WARNING!**: 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. Moving a student from one class to another class constitutes a change in status that would not be indicated by simply dragging and dropping the student. Dragging students across classes will cause the ATRRS records to become incomplete.

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 onto 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 should now be 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 2.3.6 for more information about using multiple drag and drop.

4.2.7 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*** / ***Class Section***.

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

A ***Class*** / ***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.

> **NOTE**: A ***Fill Down*** option is available by right-clicking on a desired field. Selecting this option will cause the value in that field to be copied to all the students from that point in the gradesheet to the bottom of the list. This option is only available in the ***Class*** and ***Class Section*** - **Gradesheet** and **Marksmanship** tabs. The ***Fill Down*** option is not valid for every field on these tabs.

Step 10: The ***Maximum Raw Score*** field automatically defaults to 100. The user can modify this field, if necessary.

Step 11: Enter the ***Raw Score*** earned by the student.

Step 12: 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.

Step 13: Change the data in the ***Pass/Fail Result*** field, if necessary.

Step 14: The total ***POI Points*** earned for the test will be updated automatically and cannot be modified.

Step 15: 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.

4.2.8 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) are recorded. Once the data has been updated by LXR • Test, it is available for the user to import it into the ***Class*** / ***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*** / ***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 the hierarchy levels until the desired class or class section is visible.

Step 3: Highlight the desired ***Class*** / ***Class Section*** from which student data is to be exported.

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

A ***Class*** / ***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*** / ***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*** / ***Class Section*** to which student grades are to be imported.

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

A ***Class*** / ***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.

TIP: Only student PIDs are required to import student test grades into AIMS-PC. However, in order to import grades without first doing an export, the PIDs exported from LXR must match the PIDs contained within AIMS-PC. Since foreign student PIDs contain letters, they must be entered manually.

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.

4.2.9 Changing a Student's Status in a Class / Class Section

The ***Class*** / ***Class Section*** **- Student Status** tab can be used to change either a single student's or a group of students' current status without having to view each individual student's property sheet. This tab can be used to in-process a group of students at once by changing the students' statuses to ***New Input***, see Section 4.2.11.1.1 for more information about in-processing a student. To change a student's status:

> **TIP**: It is recommended that this tab not be used to in-process multiple walk-in students since these students require additional information to be entered in order to meet ATRRS requirements.

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*** / ***Class Section*** in which student statuses are to be changed.

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

The ***Class*** / ***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.

> **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 options for this property sheet. The ***Student*** property sheet must be used instead. See Section 4.2.11.3 for more information on changing a student's status using the ***Student*** property sheet.

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.

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.

4.2.10 Recording Marksmanship Scores for a Class / Class Section

Student marksmanship scores can be recorded and modified in both the ***Class*** and ***Class Section*** property sheet - **Marksmanship** tab. To record student marksmanship scores:

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*** / ***Class Section***.

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

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

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

Step 6: Enter the weapon qualification test to be scored using the ***Weapon*** drop-down list.

Step 7: If the user wishes to enter a Qualification Date, Recorder's name, and/or Recording Date for a group of students:

a. Enter the desired information to be copied to a group of students in the appropriate fields at the top of the property sheet.

b. Highlight those students to which the information is to be copied to in the student list. It is also possible to use **[Shift]** and **[Ctrl]** click as well as the ***Select All*** and ***Inverse*** buttons to select multiple students.

c. Click the ***Apply*** button to apply the information to the selected students.

Step 8: Click the desired student name in the list.

Step 9: Enter the ***Qualification Date*** if not entered for this student in step 7.

Step 10: Enter the ***Score*** the student received on the weapon qualification test.

Step 11: Enter the ***Recording Date*** if not entered for this student in step 7.

Step 12: Enter the ***Recorder Name*** if not entered for this student in step 7.

Step 13: The skill level the student achieved on the qualification will be computed automatically by the AIMS-PC; however, it can be changed manually if needed.

Step 14: 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.

4.2.11 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. All of the ***Student*** property sheet tabs are available from the ***Class Management*** view; however, some tabs may or may not be available, depending on the user's access settings. For more information on the ***Student*** property sheet, see Section 4.5.3. 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 for the desired course.

Step 3: Select the desired student's name.

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

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

4.2.11.1 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.

4.2.11.1.1 In-Processing a Student with a Valid Class Reservation

The ATRRS interface allows student reservations to be automatically transferred to the AIMS-PC. These students will be placed in Section 1 of the class and given a student status of ***Valid Reservation***. In order for grades to be recorded for these students, they must be in-processed by having their status changed to ***New Input***. To in-process a single student with a valid class reservation:

Step 1: Access the ***Student*** property sheet (see Section 4.2.11.)

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 of ***New Input*** will appear in the ***Class*** or ***Class Section*** - **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.

4.2.11.1.2 In-Processing a Walk-In Student

In order to in-process a student who does not have a valid reservation, first the student must be added to the class then have his or her status changed to ***New Input***. All students without valid reservations are considered walk-ins by the AIMS-PC. Failure to follow the correct procedures will cause the ATRRS records to become inaccurate. 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: Highlight the desired ***Class Section*** to which the student is to be added.

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: Select 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 current class section. Should the student already be in the selected class section, the ***Apply*** button will be grayed-out. Continue with step 12.
- 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 on the **General** tab (see Section 4.5.3.1.)

Step 9: Select the **Occupation** tab (see Section 4.5.3.3) and enter all of the required data.

Step 10: Select the **Physical** tab (see Section 4.5.3.2) and enter all of the required data.

Step 11: Click the ***Apply*** button to save the student data to the database.

Step 12: The user will be prompted to enter the required information on the **Class Attendee** tab (see Section 4.5.3.10.) Enter the ***Quota Source*** and ***ATRRS Component Code*** information. This information is required by ATRRS and, without it, student information cannot be sent to ATRRS.

Step 13: Click the ***Apply*** button to save the student data to the database.

Step 14: Select the **Student Status** tab.

Step 15: Use the spin-list to select the ***Effective Date*** of the student's status.

Step 16: Select ***New Input*** from the ***Status*** drop-down list. Student grades cannot be entered for the student unless his or her status has been changed.

The ***Reason*** and ***Description*** drop-downs will automatically default to a value of ***None***. These values should not need to be changed, but can be, if desired, by selecting a new value in the drop-down list.

Step 17: Click the ***Apply*** button to save the data and enter any additional student information under the other ***Student*** tabs, as needed.

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.

4.2.11.2 Recording or Deleting a Student Absence

This function is used to record a student's absence and the reason for that absence, for a particular length of time. The **Student Absence** tab allows the user to save both date and time information about the student's absence. These records can also be deleted, if necessary.

To record a student absence:

Step 1: Access the ***Student*** property sheet (see Section 4.2.11.)

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.

The student absence record will be deleted.

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.

4.2.11.3 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 4.2.11.)

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 the student has successfully completed all of the required events for the course 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 class in the same course:

  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 the new class. 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. Select a ***Reason*** and a ***Description*** below to explain the attrition.

> **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 in-processed into the correct class as a walk-in. See Section 4.2.11.1.1 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.

4.2.12 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. Students added in this fashion will be considered walk-in students by the AIMS-PC and must be in-processed. 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: Double-click on each hierarchy level of the desired course until the class sections of the class are visible. Determine the class section to which the student is to be added.

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 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 2.3.6 for more information about using multiple drag and drop.

Any students added in this fashion will need to have their status changed just like any other walk-in student. This will require the user to enter additional information as required by ATRRS. See Section 4.2.11.1.2 for more information about in-processing walk-in students.

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 4-16.)

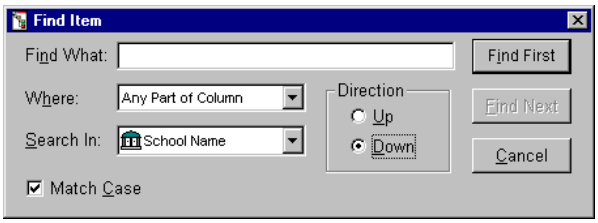


Figure 4-16: Find Item (Class Management)

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 Groups
- 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 → 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 in 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 can be created using the ***New Course Wizard***. Click the ***New Course*** button to activate the ***New Course Wizard*** (see Figure 4-17.) The following two options allow the user to create either a completely new course or create a course using a pre-existing course as a template.

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

NOTE: Course information is entered into the AIMS-PC by ATRRS automatically. Only non-ATRRS managed courses should be added to the AIMS-PC using the ***Course Wizard***.

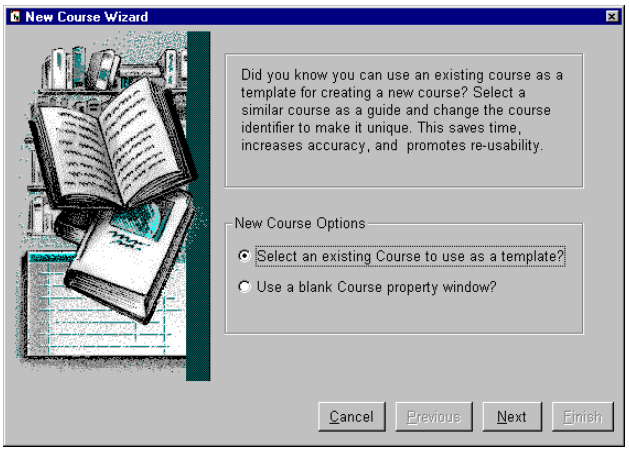


Figure 4-17: New Course Wizard

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.

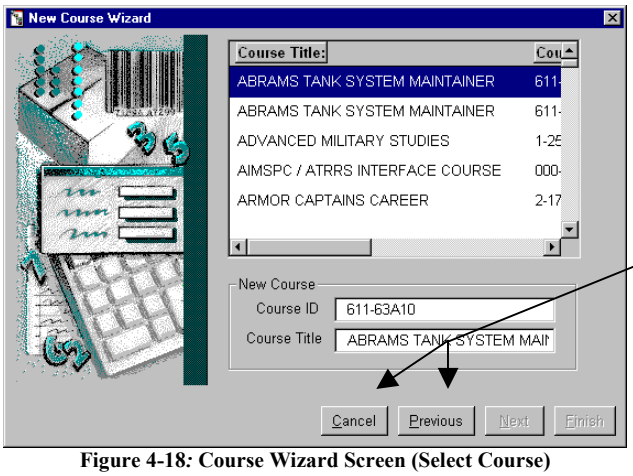
Step 3: Click the ***New Course*** button.

A ***New Course Wizard*** screen will appear (see Figure 4-17.)

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 4-18.) 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 4-18: Course Wizard Screen (Select Course)

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 4-19.) 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.

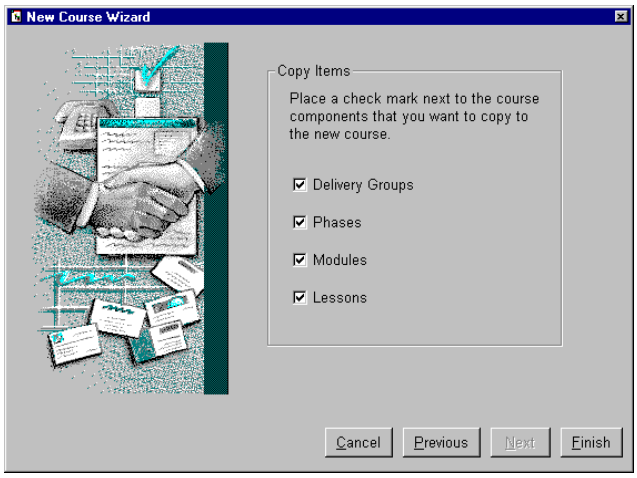


Figure 4-19: Course Wizard Screen (Copy Items)

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 4-17.)

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

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

A blank ***Course*** property sheet will appear with the **General** tab displayed.

Step 6: Fill in all of the required data 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. The **Text** and **Status** tabs will not be available until the information entered on the **General** tab has been saved to the database.

Step 8: Select the **Text** tab and fill in any desired data in the text folders.

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

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

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

Step 10: Fill in all of the required data on the ***Status*** tab. It is important that an implementation date be entered for the course.

Step 11: 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 enter the necessary information about the overall course. The fields on the **General** tab (see Figure 4-20) 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	The change date for the course.
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*	Indicates the Inter-Service Training Review Organization (ITRO) option, either: ***Consolidated***, ***DOD Sponsored***, ***Colocated***, or ***Quota Course/Non-ITRO***.
ATRRS	Indicates the ATRRS course code.
TATS Course	Indicates if the training course is an Individual Total Army Training System Course (TATS-C), either ***Yes*** (the default) or ***No***.
Specialty Award Desc.	Information about any course specialty awards.

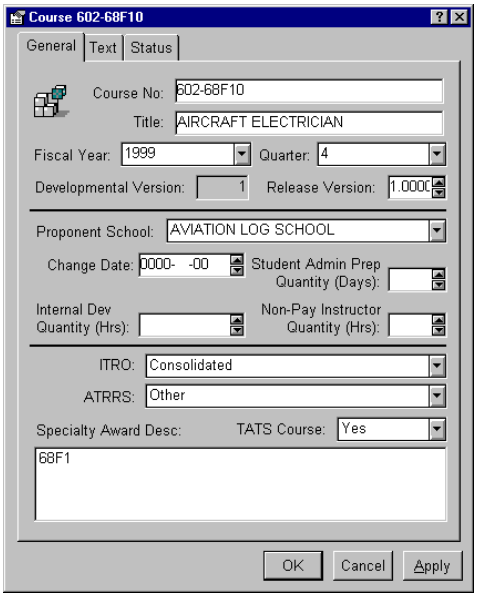


Figure 4-20: Course Property Sheet – General Tab

To enter **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 of the course 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 the appropriate 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 4-21) of the ***Course*** property sheet are described below:

Field	Description
Text Folders • **Prerequisite** • **Purpose** • **Remark** • **Scope** • **Supersedes** • **Supersession Information**	Each of these folders can contain textual information about the course.
Edit (button)	Used to open the selected text folder for editing.

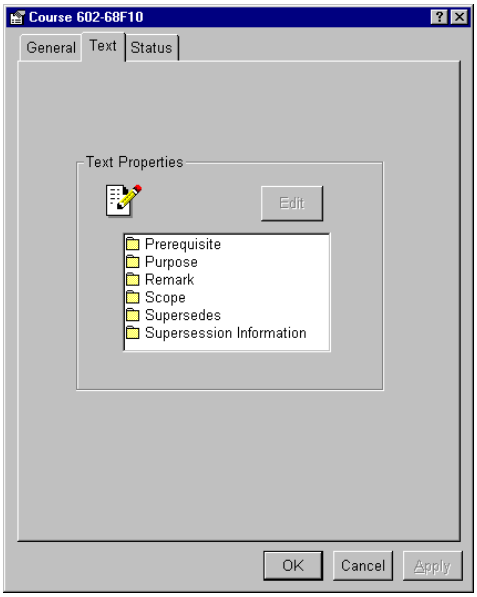


Figure 4-21: Course Property Sheet – Text Tab

To enter **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.

Step 8: The property sheet will be hidden from view. To display the property sheet, click on the property sheet name on the *Windows* Taskbar.

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

Step 10: Select another tab to enter additional data.

OR

Click the ***OK*** or ***Cancel*** button to exit the property sheet.

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 change information is saved so that a "status history" can be viewed. The fields and buttons on the **Status** tab (see Figure 4-22) 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.
Delete (button)	Deletes the currently selected status row on the property sheet.
Insert (button)	Inserts a new status row on the property sheet.

The hand pointer indicates the currently selected ***Status*** row.

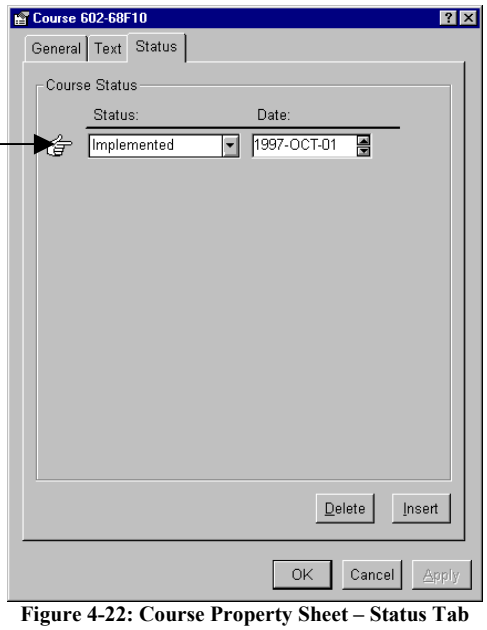


Figure 4-22: Course Property Sheet – Status Tab

NOTE: When a new course is added by ATRRS, the ***Implementation Date*** will be set to the day it is added to the AIMS-PC database. The AIMS-PC uses the implementation date to determine which version of a course a specific class should use (based on the class' ***Start Date***.) If a user creates a new version of a course, the user must update the implementation date manually. This will automatically change the course version associated with any of the classes that have a start date after the implementation date of the new course version.

To enter **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 ***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.

4.3.2.4 Deleting a Course

The user can also delete a course from the AIMS-PC database. To delete a course, highlight the course to be deleted. Select the ***Delete*** option from the ***Edit*** menu. A ***Delete*** warning message will appear, "You are about to delete a course. This will also delete any Delivery Groups, Phases, and Modules associated with this Course. All references to Lessons that were assigned to Modules within this Course will be removed. In addition, all classes that are currently in process or classes that have been scheduled for this course will be deleted. All student records for a deleted class will be removed. Are you sure you want to delete this course?" Select ***Yes*** to delete the course or ***No*** to close the delete dialog box without deleting the course. If multiple versions of the course exist, only the currently active course will be deleted; other versions of the course will remain unchanged.

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 4-23) are described below:

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

Figure 4-23: 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 4-23.)

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.

4.3.3.1 Deleting a Delivery Group

The user can also delete a delivery group from the AIMS-PC database. To delete a delivery group, highlight the delivery group to be deleted. Select the ***Delete*** option from the ***Edit*** menu. A ***Delete*** warning message will appear, "You are about to delete a Delivery Group. This will also delete all Phases and Modules associated with this Delivery Group. All references to Lessons that were assigned to Modules within this Delivery Group will be removed. In addition, all classes that are referenced by this Delivery Group will be affected. Are you sure you want to delete this Delivery Group?" Select ***Yes*** to delete the delivery group or ***No*** to close the delete dialog box without deleting the delivery group.

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 in order for Training Modules to be attached to the course. Only those phases that are taught at a school will have entries in the database, thus, if a school only teaches Phase 2 classes, only that phase will appear in the database. 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 the required data fields on the **General** tab.

Step 6: Select the **Resources** tab.

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

> **TIP**: Certain courses are designated as either phased or unphased. In order to differentiate between them in the AIMS-PC, phased courses begin with **Phase 1**, followed by each additional phase in the course. Unphased courses will only have 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 desired on the other ***Phase*** property sheet tabs. Only the **Location** tab contains additional required information. 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 tree view until 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 enter the necessary information about the overall Phase. The fields on the **General** tab (see Figure 4-24) 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***.

Field	Description
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	Indicates the minimum passing rate for the course.
Class Size	
• **Minimum**	Indicates the minimum number of students per 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.

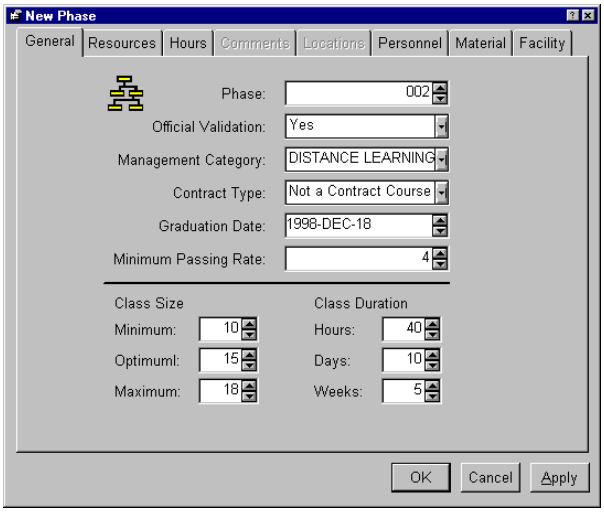


Figure 4-24: Phase Property Sheet – General Tab

To enter **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-lists to select the ***Minimum***, ***Optimal***, and ***Maximum*** class sizes.

Step 10: Use the spin-list to select the number of ***Hours***, ***Days***, and ***Weeks*** for the class duration.

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.

4.3.5.2 Phase Property Sheet – Resources Tab

The **Resources** tab allows the user to enter the resources for the phase. The fields on the **Resources** tab (see Figure 4-25) 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.

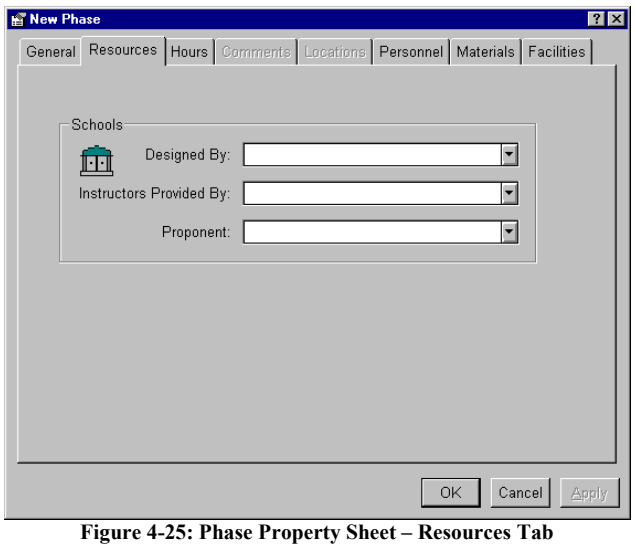


Figure 4-25: Phase Property Sheet – Resources Tab

To enter **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 school that is providing the instructors for this phase of the course.

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 enter the number of hours required for different portions of the Phase. The fields on the **Hours** tab (see Figure 4-26) 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	

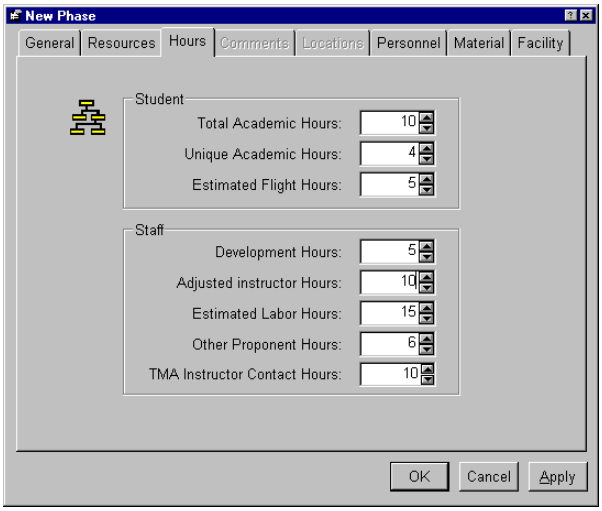


Figure 4-26: Phase Property Sheet – Hours Tab

To enter **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 4-27) of the ***Phase*** property sheet are described below:

Field	Description
Text Folders • **Implementation Comment Text** • **Remark Text** • **Special Information Text** • **Prerequisite Text** • **Scope Text** • **Foreign Disclosure Remark Text** • **TMA Remark Text**	Each of these folders can contain textual information about the course.
Edit (button)	Used to open the selected text folder for editing.

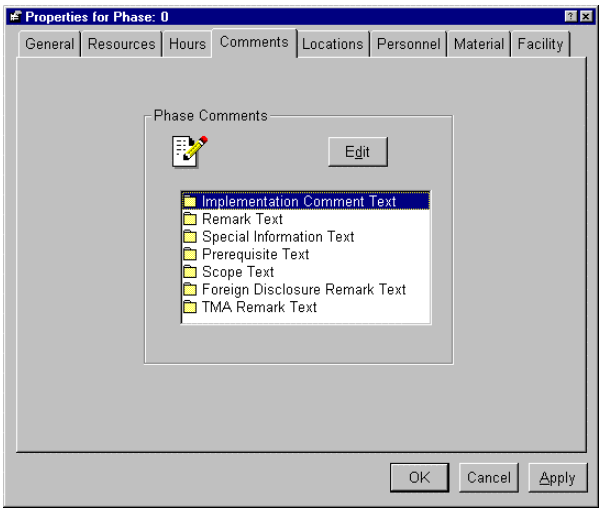


Figure 4-27: Phase Property Sheet – Comments Tab

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.

To enter **Comments** Phase information:

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.

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 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 hidden from view. To display the property sheet, click on the property sheet name on the *Windows* Taskbar.

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

Step 10: Select another tab to enter additional data.

OR

Click the ***OK*** or ***Cancel*** button to exit the property sheet.

4.3.5.5 Phase Property Sheet – Locations Tab

The **Locations** tab allows the user to enter the school where the course will be taught. The fields and buttons on the **Locations** tab (see Figure 4-28) 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.

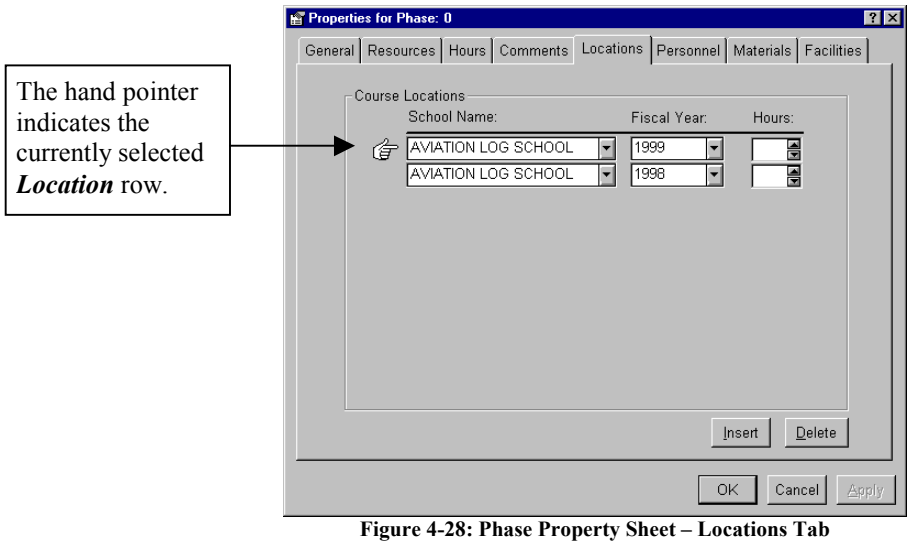


Figure 4-28: Phase Property Sheet – Locations Tab

To enter **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 phase is to be taught from the drop-down list.

Step 5: Select the ***Fiscal Year**** the phase 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. See Section 4.3.6 for more information about creating a Training Module.

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

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

Step 7: To assign a phase 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 provides users with the ability to add personnel data to a specific course. The fields on the **Personnel** tab (see Figure 4-29) of the ***Phase*** property sheet are described below:

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

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

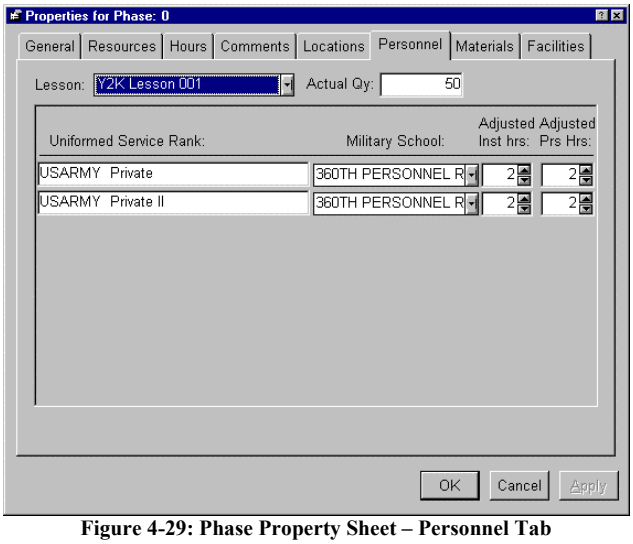


Figure 4-29: Phase Property Sheet – Personnel Tab

To enter **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.

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 enter the materials for a course. The fields on the **Materials** tab (see Figure 4-30) 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

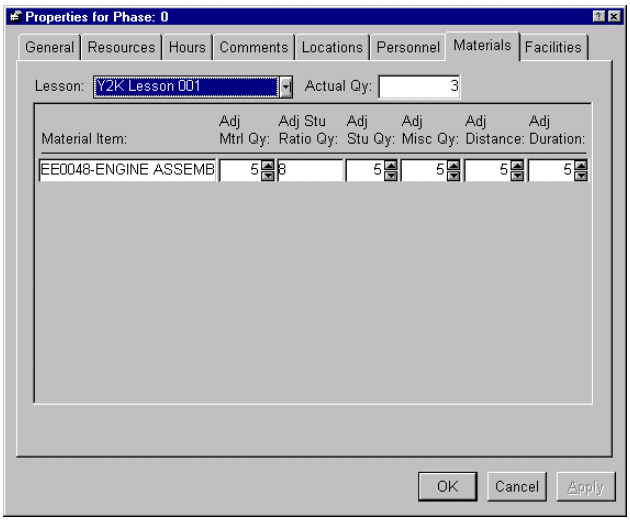


Figure 4-30: Phase Property Sheet – Materials Tab

To enter **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***).

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

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

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

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

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

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 enter the type of facility required for the phase. The fields on the **Facilities** tab (see Figure 4-31) of the ***Phase*** property sheet are described below:

Field	Description
Lesson	
Actual Qy	
Facility	
Adjusted Hours	
Adjusted Quantity	

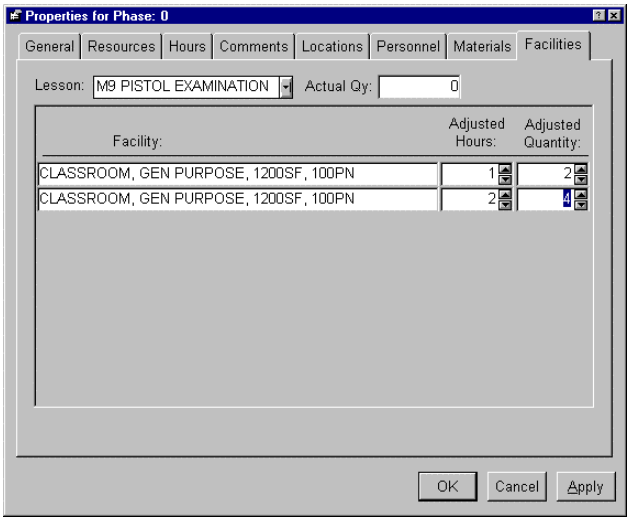


Figure 4-31: Phase Property Sheet – Facility Tab

To enter **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.

4.3.5.9 Deleting a Phase

The user can also delete a phase from the AIMS-PC database. To delete a phase, highlight the phase to be deleted. Select the ***Delete*** option from the ***Edit*** menu. A ***Delete*** warning message will appear, "You are about to delete a Phase. This will also delete all Modules associated with this Phase. All references to Lessons that were assigned to Modules within this Phase will be removed. In addition, all classes that are referenced by this Phase will be affected. Are you sure you want to delete this Phase?" Select ***Yes*** to delete the phase or ***No*** to close the delete dialog box without deleting the phase.

4.3.6 Creating a New Training Module

A Training Module is an abstract container for lessons using whatever criteria is applicable as determined by the proponent school. A training module must be added to a course in order to add lessons to the course. The fields and buttons on the ***Training Module*** property sheet (see Figure 4-32) 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.
Module Identifier*	Indicates the Module Number (should come from the POI.)
Module Name*	Indicates the name of the module.

Field	Description
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.

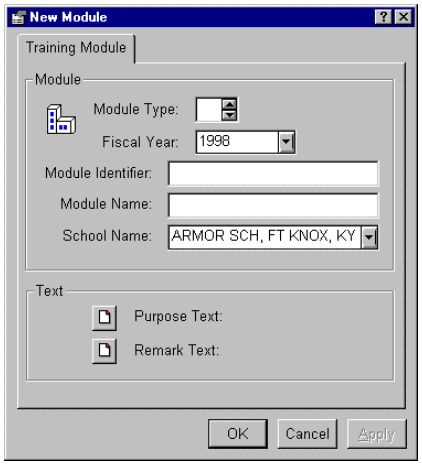


Figure 4-32: Module Property Sheet

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 to which the new Training Module is to be added.

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

The ***New Module*** property sheet will appear (see Figure 4-32.)

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. ***Purpose*** and ***Remark*** text information cannot be entered into the database until the required Training Module information listed above has been saved to the database. If the user does not wish to enter any text information, skip to step 16.

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

A blank text pad will appear.

NOTE: Since Training Modules are associated with an individual school, a school and fiscal year must be selected in the ***Phase* - Locations** tab in order to be able to select a fiscal year for the Training Module.

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 hidden from view. To display the property sheet, click on the property sheet name on the *Windows* Taskbar.

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

A blank text pad will appear; repeat steps 11 - 14 to add remark information.

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 training module.

4.3.7 New Lesson Wizard

Courses added to the AIMS-PC through ATRRS will need to have the lessons used in that course attached to them manually. The ***New Lesson Wizard*** provides the easiest method for the user to add lessons to a course. 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. See Section 4.4 for more information about lessons.

When the ***New Lesson*** button is selected, a ***New Lesson Wizard*** screen will appear (see Figure 4-33.) There are two Lesson options that are available on this screen:

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

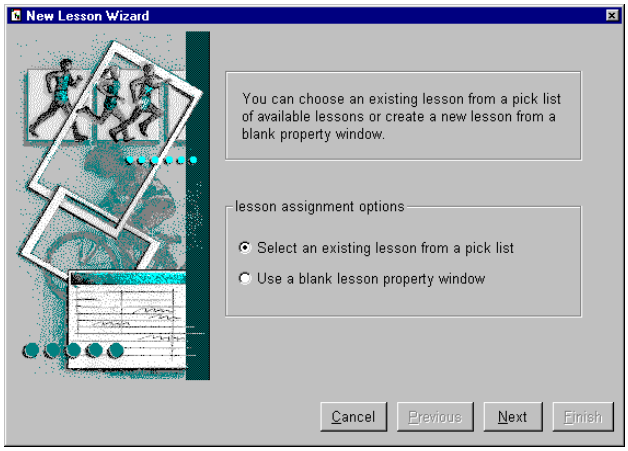


Figure 4-33: New Lesson Wizard

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 training module. To attach an existing lesson to a course 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 training module to which the lesson is to be added.

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

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

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

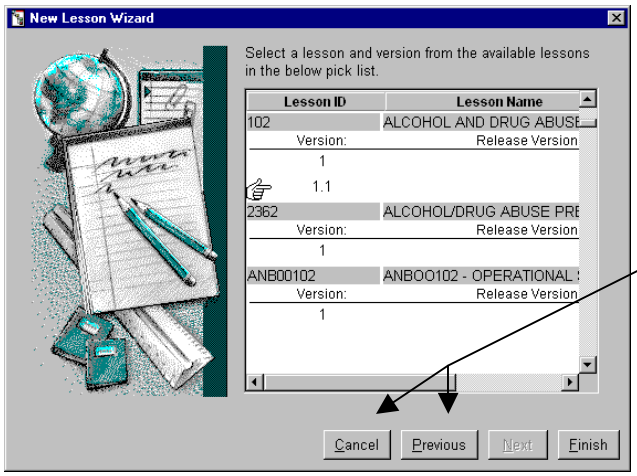
Step 5: Click the ***Next*** button.

A window of existing lessons will appear (see Figure 4-34.) The following attributes are displayed: ***Lesson Name***, ***Version***, and ***Release Version***.

Step 6: Select the desired lesson from the pick list. The hand pointer indicates the currently selected lesson and version. Whenever adding a lesson with multiple versions, always ensure that the correct lesson version has been selected before adding it to the course.

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

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



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.

Figure 4-34: New Lesson Wizard Screen

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 4-35) 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.

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

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

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

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.

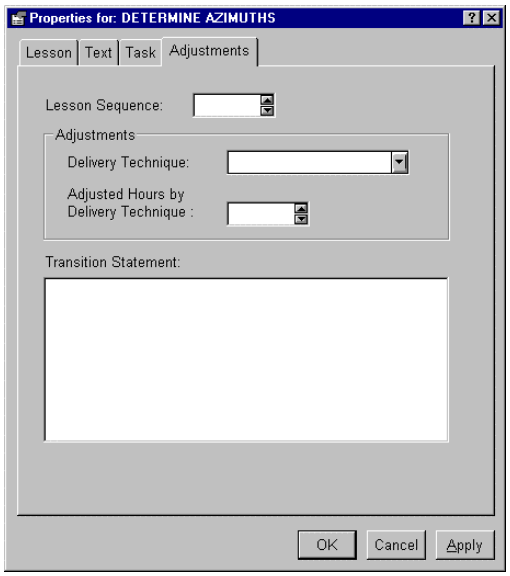


Figure 4-35: Lesson Property Sheet – Adjustment Tab

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. Since the ATRRS import will automatically attach courses to schools, only non-ATRRS courses will need to be attached to a school in this manner. 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: Select the **Locations** tab of the ***Phase*** property sheet.

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

Step 5: From the drop-down menu, choose the new ***School*** to which the course is to be attached.

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.

Step 8: Choose ***View → Class Management*** to switch to the ***Class Management*** view.

Step 9: Highlight the desired school to which the course is to be added.

Step 10: Click the ***New Class*** button on the SheetBar.

Step 11: Select the ***Formal Military School*** where the class is to be located.

Click the ***Next*** button.

Step 12: Select the desired course from the list of courses scheduled at the previously selected school. If more than one version of the course exists, ensure that the correct course version has been selected.

Click the ***Next*** button.

Step 13: Enter the ***Projected Enrollment*** and the ***Class Duration*** (Start and End dates.) Ensure that the start and end dates entered correspond to the selected course version.

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

Step 14: 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. A new version of a course should be created anytime information within the course has changed. This prevents the changed attributes of the course from changing any student records that have been previously associated with the course. 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 4-36.)

Step 4: All of the course versions of the selected course will appear listing the ***Course Title***, ***Course Version***, ***Release Version***, and ***Last Change Date***. Click on the version of the course that will serve as the baseline for the new course version.

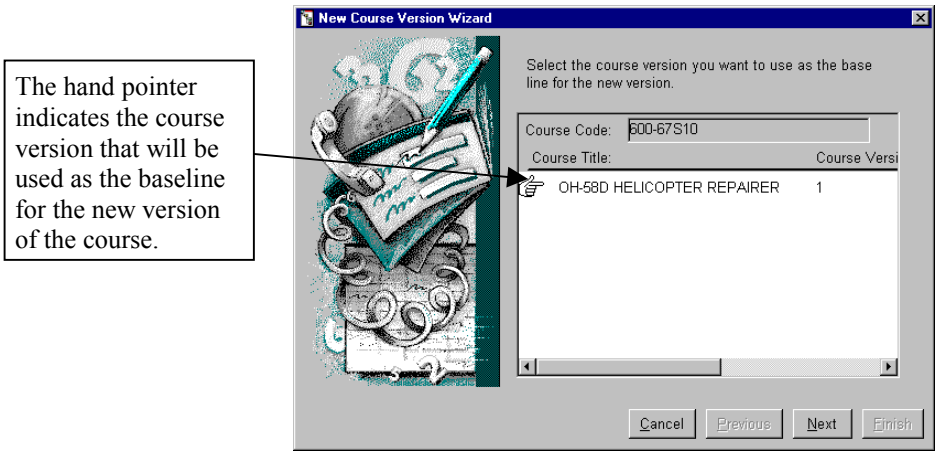


Figure 4-36: New Course Version Wizard

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

The second ***New Course Version Wizard*** screen will appear (see Figure 4-37.) 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.

WARNING!: Only those users that are comfortable with the course versioning procedure should copy the course lessons over to the new version of the course. While it may reduce the amount of time required to create the new course version, it increases the complexity of the procedure. These instructions assume that the user will not copy the lessons over to the new course version.

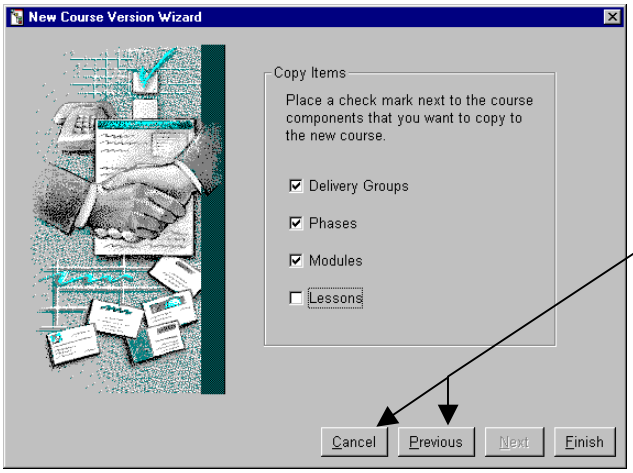


Figure 4-37: New Course Version Wizard (Component Screen)

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 creating a new course version.

Step 6: Only components marked with a "✔" will be copied to the new version of the course. Click on the "✔" to remove a component and prevent it from being copied.

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

Step 8: Change the current course version to the newly created version of the course. See Section 4.3.10 for more information on changing which version is the current version of a course.

Step 9: Change the implementation date for the new version of the course (see Section 4.3.2.3.)

This will automatically change the course version associated with any of the already existing classes that have a start date after the implementation date of the newly created course version. Ensure that the correct implementation date has been entered before clicking the ***OK*** button; otherwise, classes that are already in-process could be inadvertently changed.

Step 10: Select ***View → Lesson Management*** from the menu options at the top of the screen.

Step 11: Create a new version of the lessons that are changing in the course and make whatever changes to those lessons are needed. See Section 4.4.8 for more information about creating a new version of a lesson.

Step 12: Select ***View → Course Management*** from the menu options at the top of the screen.

Step 13: Highlight the course in the tree-style hierarchy.

Step 14: Use the ***New Lesson Wizard*** to add each lesson back into the new version of 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***.

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 which version of the course is considered the current version of a course. The user can only edit the current version of the 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 for 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 4-38.) 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.

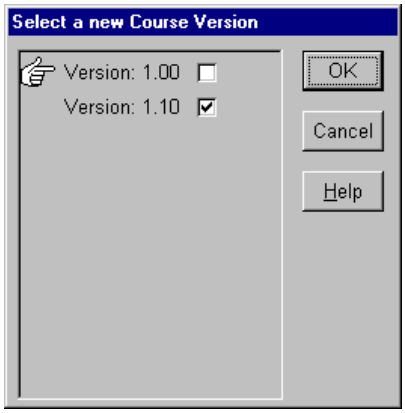


Figure 4-38: Select a New Course Version

Step 5: Indicate the course version that will be used by the AIMS-PC as the current course version by clicking on the check-box next to 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 4-39.)

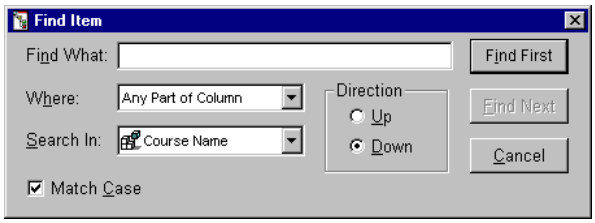


Figure 4-39: Find Item (Course Management)

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 features of the ***Lesson Management*** view. Instructors and subject matter specialists primarily use this view to develop course material. Whenever new courses are added to the database by ATRRS, it will be up to the AIMS-PC user to associate the correct lessons with the course. The ***Lesson Management*** view has two components:

- Learning objectives.
- Learning steps.

The user can view the 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 enter the necessary information about the overall Lesson. The fields on the **Lesson** tab (see Figure 4-40) 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 for the lesson.
Effective Date	The date when the lesson becomes effective.
Formal Military School*	Indicates the proponent military school.
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.

Field	Description
Foreign Disclosure Level*	Indicates the level of restriction for the Foreign Disclosure type selected.
Risk Assessment Level*	Indicates 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.

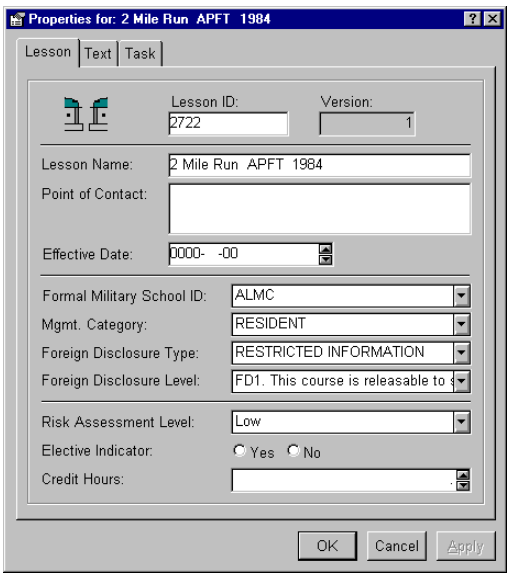


Figure 4-40: Lesson Property Sheet – Lesson Tab

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 lesson's ***Effective Date*** (***yyyy-mmm-dd***.)

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 4-41) of the ***Lesson*** property sheet are described below:

Field	Description
Text Folders • **Design Decision** • **Environmental Consideration** • **Evaluation** • **Feedback Requirement** • **Instructional Guidance** • **Instructional Lead-IN** • **Instructional Material** • **Instructor Requirement** • **Motivator** • **Remark** • **Risk Assessment** • **Safety Requirement** • **Student Assignments** • **Student Material** • **Summary** • **Testing Requirement**	Each of these folders can contain textual information about the lesson.
Edit (button)	Used to open the selected text folder for editing.

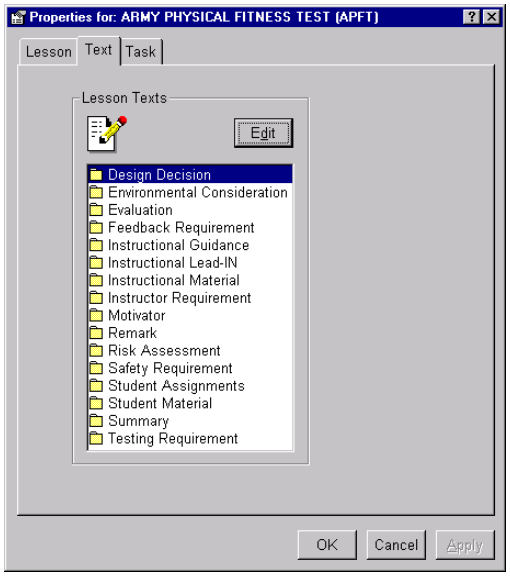


Figure 4-41: Lesson Property Sheet – Text Tab

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 on the other tabs; otherwise, an error message will appear.

Step 1: Access the ***Lesson*** property sheet (see Section 4.4.2.)

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: The property sheet will be hidden from view. To display the property sheet, click on the property sheet name on the *Windows* Taskbar.

Step 8: Repeat steps 3 - 7 for each folder that is to be edited.

Step 9: Select another tab to enter additional data.

OR

Click the ***OK*** or ***Cancel*** button to exit the property sheet.

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 4-42) 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.

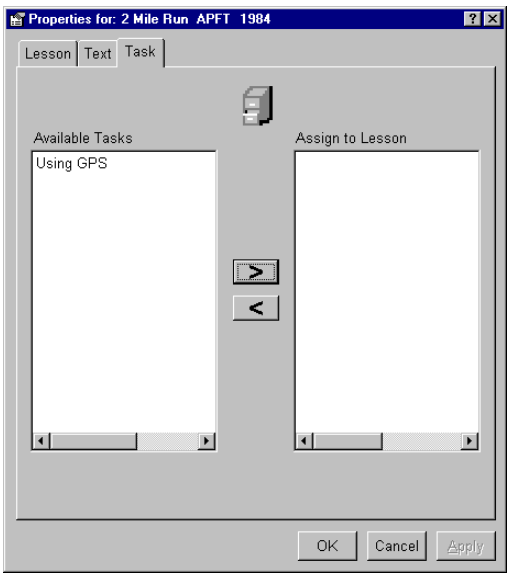


Figure 4-42: Lesson Property Sheet – Task Tab

To assign a Task to a lesson:

Step 1: Access the ***Lesson*** property sheet (see Section 4.4.2.)

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

Step 3: Highlight the desired available task(s) in the ***Available Tasks*** column.

Step 4: Click the > button to assign the selected 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 the 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. If the lesson has multiple versions, only the currently active version of the lesson will be deleted; other versions of the lesson will remain unchanged.

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 4-42.) 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	Indicates the school code number.
Combat Function ID	Indicates the combat function ID number.
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	
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	Indicates the Proponent Person's ID number.
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.

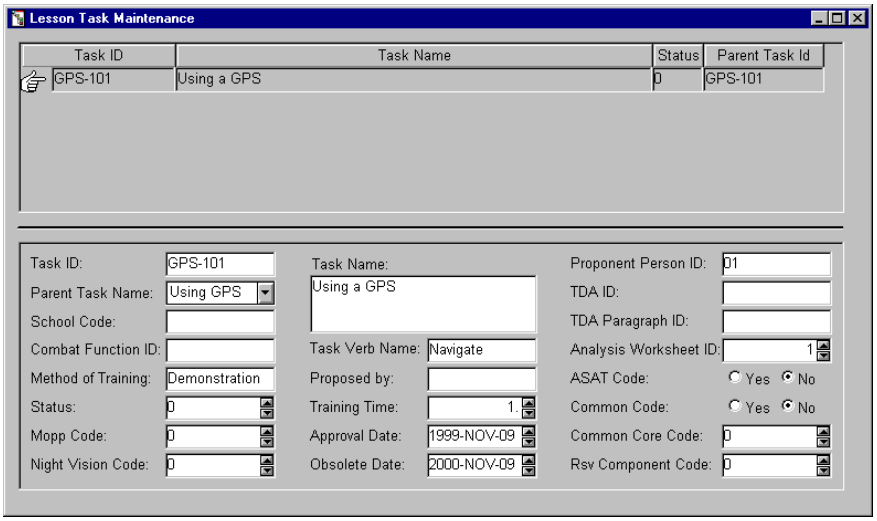


Figure 4-43: Create or Modify Task Attributes

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 4-43) will appear.

Step 3: Select ***Edit → Insert***.

Step 4: Enter the ***Task ID***.

Step 5: Select the ***Parent Task Name*** from the drop-down list.

Step 6: Enter the ***School Code***.

Step 7: Enter the ***Combat Function ID***.

Step 8: Enter the ***Method of Training*** used to teach the task.

Step 9: Use the spin-list to enter the ***Status*** code.

Step 10: Use the spin-list to enter the ***Mopp Code*** for the task.

Step 11: Use the spin-list to enter the ***Night Vision Code*** for the task.

Step 12: Enter the ***Task Name***.

Step 13: Enter the ***Task Verb Name***.

Step 14: Enter the name of the person the task was ***Proposed by*** in the text box.

Step 15: Use the spin-list to enter the ***Training Time*** for the task.

Step 16: Use the spin-list to select the ***Approval Date*** (***yyyy-mmm-dd***.)

Step 17: Use the spin-list to select the ***Obsolete Date*** (***yyyy-mmm-dd***.)

Step 18: Enter the ***Proponent Person ID***.

Step 19: Enter the ***TDA ID***.

Step 20: Enter the ***TDA Paragraph ID***.

Step 21: Use the spin-list to enter the task ***Analysis Worksheet ID***.

Step 22: Select the ***ASAT Code*** for the task, either ***Yes*** or ***No*** .

Step 23: Select ***Yes*** or ***No*** for the ***Common Code***.

Step 24: Use the spin-list to enter the ***Common Core Code***, if necessary.

Step 25: Use the spin-list to enter the ***Rsv Component Code***, if necessary.

Step 26: Click the ***Close*** button on the upper right-hand corner of the window. ☒

Step 27: A prompt will appear asking, "Changes have been made. Do you want to save?"

Step 28: 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 ***Lesson*** **- 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

Learning Objectives are the containers for Learning Steps and indicate whether the attached learning steps are mandatory or optional for the student to complete in order to successfully complete the lesson. Each Learning Objective must be attached to a lesson. 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 to which the learning objective is to be attached.

Step 4: Click the ***New Learning Objective*** button.

A ***Learning Objective*** property sheet will appear.

Step 5: Fill in the required information on the **Learning Objective** and **Text** tabs. See Sections 4.4.5.1 and 4.4.5.2 for more information about these tabs.

Step 6: Click the ***OK*** button to save the data and exit the property sheet.

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.

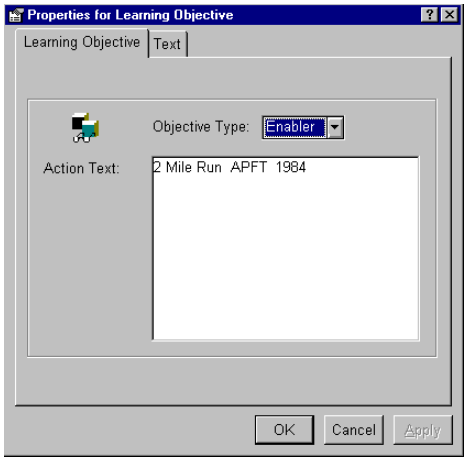
Step 3: Select the desired learning objective.

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 on the **Learning Objective** tab (see Figure 4-40) 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.



NOTE: The user must attach at least one terminal objective per lesson.

Figure 4-44: Learning Objective Property Sheet – Learning Objective Tab

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 4-45) 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. • **Learning Condition** – what the student is given to perform the task. • **Standard** – how well the student must perform the task to meet the objective.	
Edit (button)	Used to open the selected text folder for editing.

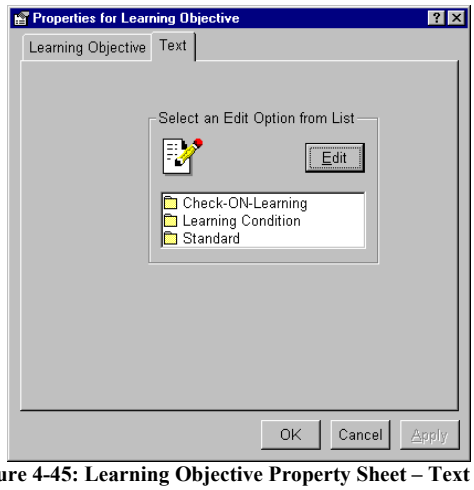


Figure 4-45: Learning Objective Property Sheet – Text Tab

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.

Step 7: The property sheet will be hidden from view. To display the property sheet, click on the property sheet name on the *Windows* Taskbar.

Step 8: Repeat steps 3 - 7 for each folder that is to be edited.

Step 9: Select another tab to enter additional data.

OR

Click the ***OK*** or ***Cancel*** button to exit the property sheet.

4.4.5.3 Deleting a Learning Objective

To delete a learning objective, 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*** is the smallest unit of instruction. All test events (Tests / Fitness Tests / Weapon Qualifications) to which grades are to be assigned should be created as learning steps within the AIMS-PC. All Learning Steps must be attached to a Learning Objective. To create a new learning step:

> **WARNING!**: Never change a learning step without creating a new version of a lesson. Changing a learning step without creating a new version of a lesson will impact all of the student gradebooks where the lesson has been used.

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: Select the desired ***Learning Objective*** to which the learning step is to be attached.

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 4-46) 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***, or ***None***. The ***Security Classification*** field is automatically updated with valid options when the security clearance type is selected.
Security Classification*	The available security classifications will vary depending on the ***Security Clearance Type*** selected. For ***None*** the only option is ***None***. For ***Confidential***, ***Secret***, and ***Top Secret*** the options are: ***Formerly Restricted Data***, ***Not Releasable to Foreign Nationals***, ***Restricted Data***, and ***Special Compartmented Data***.

Field	Description
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.

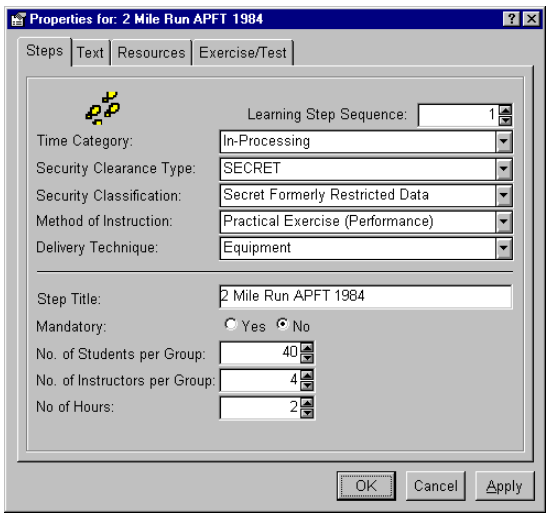


Figure 4-46: Learning Step Property Sheet – Steps Tab

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.

> **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 7: Choose one option from the ***Method of Instruction**** (MOI) drop-down list.

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 4-47) of the ***Learning Step*** property sheet are described below:

Field	Description
Text Folders • **Check-ON-Learning** • **Security** • **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 4-47: 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.

> **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 either: ***Yes*** or ***No***. Click the ***Yes*** button to save the data in the text file.

Step 7: The property sheet will be hidden from view. To display the property sheet, click on the property sheet name on the *Windows* Taskbar.

Step 8: Select another tab to enter additional data.

OR

Click the ***OK*** or ***Cancel*** button to exit the property sheet.

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 cost estimate for teaching a course is determined by multiplying the cost of the resources listed by the

number of students attending the course. The fields and buttons on the **Resource** tab (Figure 4-48) of the ***Learning Step*** property sheet are described below:

Field	Description
Category	The type of resource to be assigned to the learning step. • **DODIC AMMUNITION** • **EQUIPMENT** • **FACILITY** • **INSTRUCTOR TYPE** • **SUPPORT PERSONNEL** • **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.
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.

Field	Description
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.

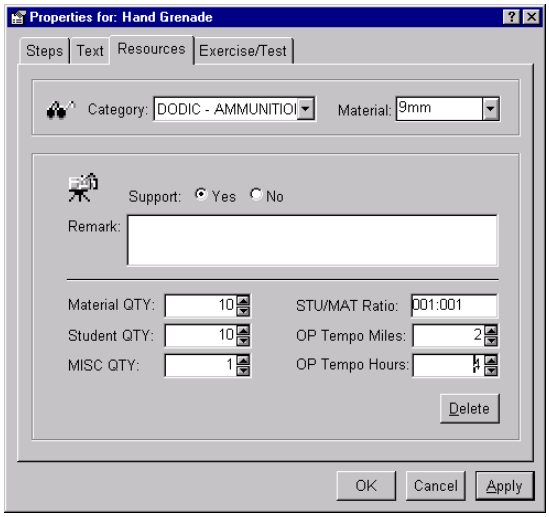


Figure 4-48: Learning Step Property Sheet – Resources Tab

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 type is selected in this field.

- 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.

NOTE: The resource categories fall into three main categories: **Material**, **Place**, and **Person**.

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 and buttons on the **Exercise/Test** tab of the ***Learning Step*** property sheet are described below:

NOTE: Each ***Practical Exercise (Performance)*** or ***Test*** in the course 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.

Field	Description
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 4-49, Figure 4-50, and Figure 4-51.)

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 entering data for a ***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 be updated automatically.
    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***.

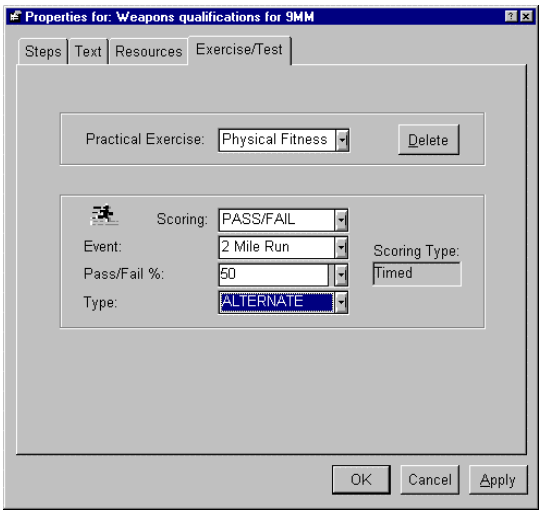


Figure 4-49: Learning Step Property Sheet – Exercise/Test Tab (Physical Fitness)

- 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.

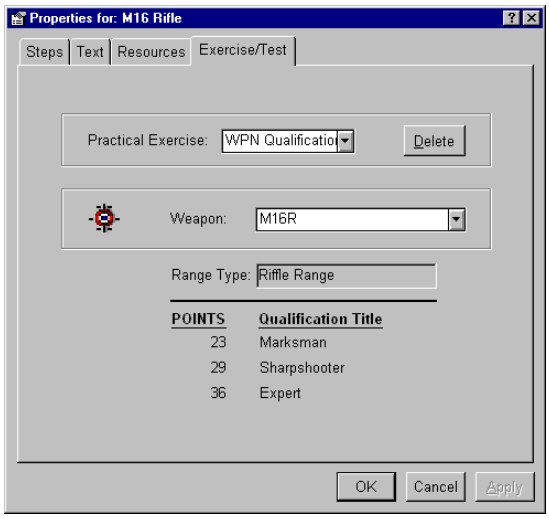


Figure 4-50: Learning Step Property Sheet – Exercise/Test Tab (WPN Qualification)

- 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. This is the name that will appear on the ***Class/Section*** **- Gradesheet** tab.

  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.

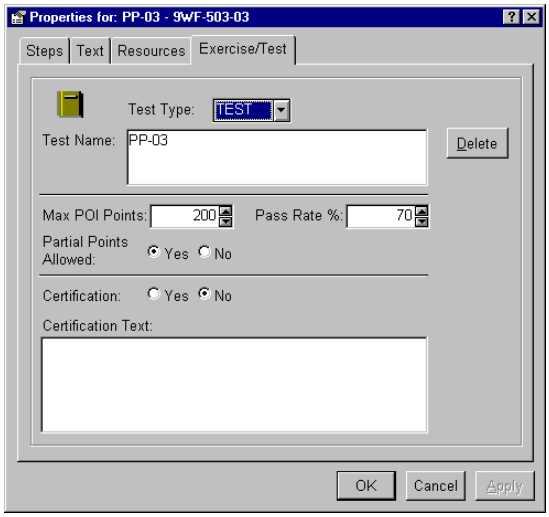


Figure 4-51: Learning Step Property Sheet – Exercise/Test Tab (Test)

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 additional information about changing lesson versions and adding those lessons to a new course version. To create 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 version of the lesson.

Step 6: Make whatever changes are necessary to the new version of the 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 4-52.) 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.

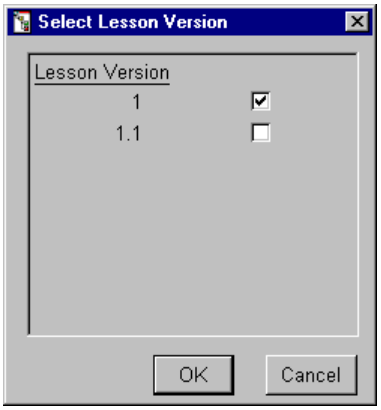


Figure 4-52: Select Lesson Version

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 set 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 Version of a Course/Lesson

Whenever a new version of a lesson is being created, the user should also create a new version of the courses that contain the lesson. See Section 4.3.9 for complete instructions on creating a new version of a course. Follow the steps below to create a new version of a lesson that is to be added into a new version of a course:

NOTE: These instructions assume that the user did not copy lesson information over from the older version of the course.

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 from which the new version is being created.

Step 3: Select ***File → New → Lesson Version Number***.

Step 4: A confirmation box will appear asking, "Are you sure you want to increase the version number for this lesson?"

Step 5: Click the ***Yes*** button to create a new version of the lesson.

A ***Generating New Lesson Version*** message will appear.

Step 6: Click the ***OK*** button to exit the dialog box.

Verify that the new version of the lesson has been set as the current version of the lesson by following the steps in Section 4.4.9.

Step 7: The user can then make whatever changes need to be made to the lesson, and it's associated learning objectives and learning steps, for the new course version.

Step 8: Repeat steps 2 - 7 for every lesson that needs to be changed.

Once the user has finished making all of the necessary changes to the new version of the lesson(s), each of those lessons must be added back into the new version of the course.

Step 9: Select ***View → Course Management***.

Step 10: Expand the tree-style hierarchy for the new version of the course.

Step 11: Click the ***New Lesson*** button on the SheetBar.

Step 12: Click on "***Select an existing lesson from a pick list.***"

Step 13: Click the ***Next*** button.

A window of existing lessons will appear.

Step 14: Select the correct version of the desired lesson from the pick list.

Step 15: Click the ***Finish*** button.

Step 16: The selected lesson will be added back into the new version of the course.

Step 17: Repeat steps 11 - 15 until all of the course's lessons have been added back into the course.

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 4-53.)

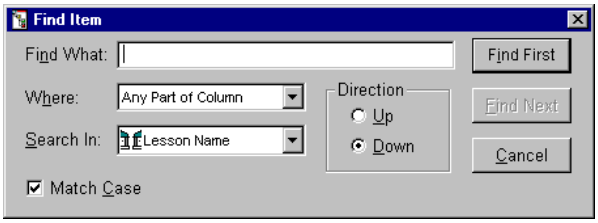


Figure 4-53: Find Item (Lesson Management)

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

Using the ***Student Management*** view, 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 unit. While students can be added and assigned at several points within the AIMS-PC, the ***Student Management*** view allows the user to access information about every student contained within the AIMS-PC database.

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 religious preference.

The ***Student Management*** view allows the user to view all of the students who are currently in the database independent of the course, class, or unit to which they belong. All of the other management 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. Click the database name to display all of the student names on the right-side of the window.

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. Since the AIMS-PC often contains many students, this makes it easier to find a specific student by limiting the number of students displayed at a time. 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. Because the

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.

AIMS-PC database often contains many students, having it display all of the students at once could require several minutes.

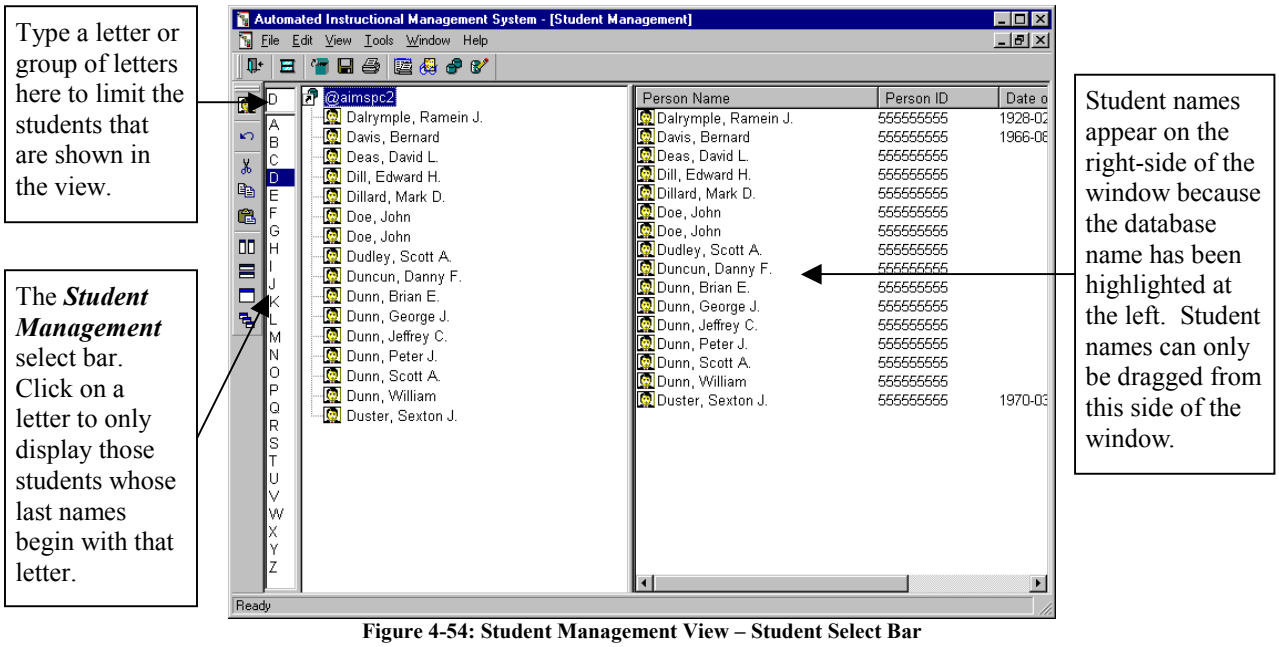


Figure 4-54: Student Management View – Student Select Bar

4.5.2 Creating a New Student

The AIMS-PC allows the user to add a new student to the database independent of class or unit. 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 a ***Name Use**** option from the drop-down list, either: ***Legal Name***, ***Maiden Name***, ***Alias***, or ***Nick 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 7: Enter the student's ***First**** name.

Step 8: Enter the student's ***Last**** name.

Step 9: Enter the student's ***Middle*** name.

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.

> **WARNING!**: Once the student's ***Person ID*** is saved to the database, it cannot be changed. Person IDs with dashes should never be used. PIDs that contain dashes will be rejected by ATRRS.

Step 12: Enter the student's ***Person ID****.

Step 13: Choose the student's ***Gender****.

Step 14: Use the spin-list to enter the student's ***Date of Birth*** formatted (***yyyy-mmm-dd***.) ***Gender*** and ***Date of Birth*** information is required in order for Fitness test event scores to calculate correctly.

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 required 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. Some ***Student*** property sheet tabs can also be accessed from the ***Unit Management*** view. The following lists and graphics (Figure 4-55 through Figure 4-70) 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***, and ***Unit Management*** views.

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 on the **General** tab (see Figure 4-55) 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***.

Field	Description
Marital Status	The student's marital status, either: ***Annulled***, ***Divorced***, ***Interlocutory***, ***Legally Separated***, ***Married***, ***Single***, or ***Widowed***.

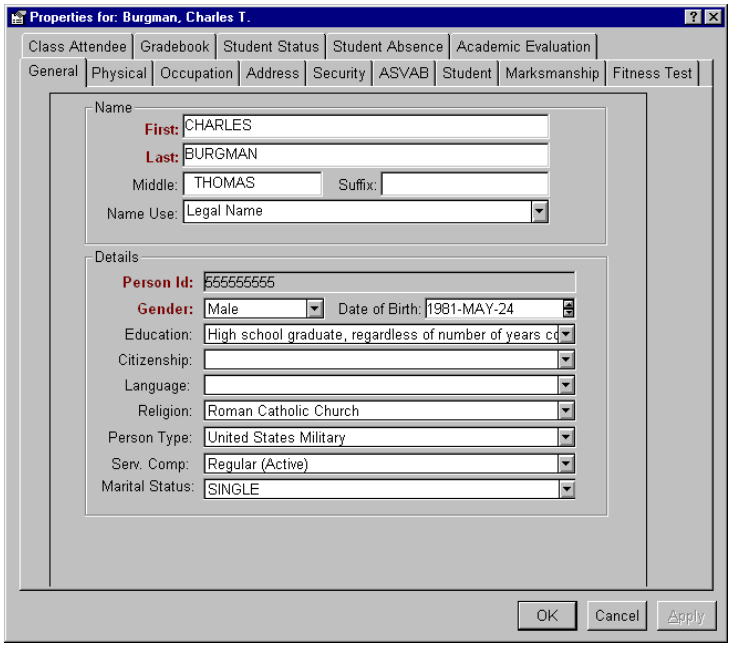


Figure 4-55: Student Property Sheet – General Tab

4.5.3.2 Student Property Sheet – Physical Tab

The fields and buttons on the **Physical** tab (see Figure 4-56) of the ***Student*** property sheet are described below:

Field	Description
Race	***Race*** drop-down list: • ***White (Caucasoid)*** • ***Yellow (Asian/Mongoloid)*** • ***Black (Negroid or African)*** • ***Red (American Indian)*** • ***Other*** • ***Unknown***
Blood Type	***Blood Type*** drop-down list: • ***A*** • ***B*** • ***O*** • ***AB***
RH Factor	***RH Factor*** drop-down list: • + • -

Field	Description
Physical Restrictions	***Physical Restrictions*** drop-down list: • ***No Assignment Limitation*** • ***No Significant Assignment Limitation; Combat Fit*** • ***No Crawling, Stooping, Running, Jumping, Marching, or Standing for long periods*** • ***No Strenuous Physical Activity*** • ***No Assignment to Units Requiring Continued Consumption of Combat Rations*** • ***No Assignment to Isolated Areas where Definitive Medical Care is not Available*** • ***No Assignment Requiring Handling of Heavy Materials, Including Weapons*** • ***No Assignment to Unit where Sudden Loss of Consciousness would be Dangerous to Self or Others*** • ***No Assignment involving Exposure to Loud Noises or Firing of Weapons*** • ***No Assignment that Requires Daily Exposure to Extreme Cold*** • ***No Assignment Requiring Exposure to High Environmental Temperatures*** • ***No Continuous wearing of Combat Boots*** • ***No Continuous wearing of Woolen Clothes*** • ***Limitation Not Otherwise Described By Codes C Through P*** • ***DA Flag*** • ***Waiver*** • ***Approval required by the Surgeon General*** • ***None***
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.

Field	Description
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.
Calculate (buttons)	Click the appropriate button to calculate weight / fat limits.

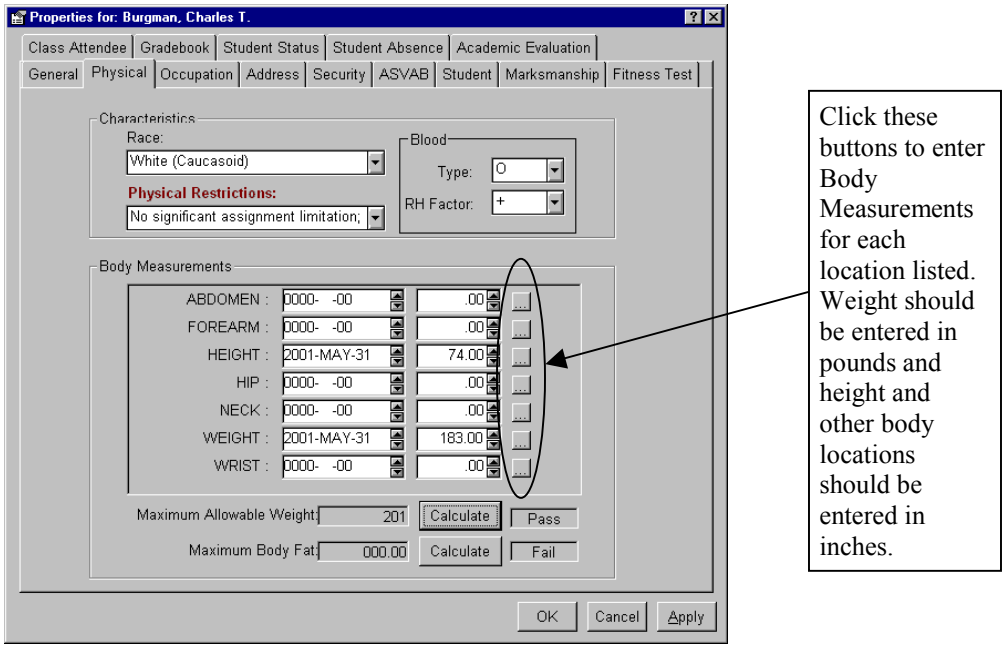


Figure 4-56: Student Property Sheet – Physical Tab

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 4-57 for an example.)

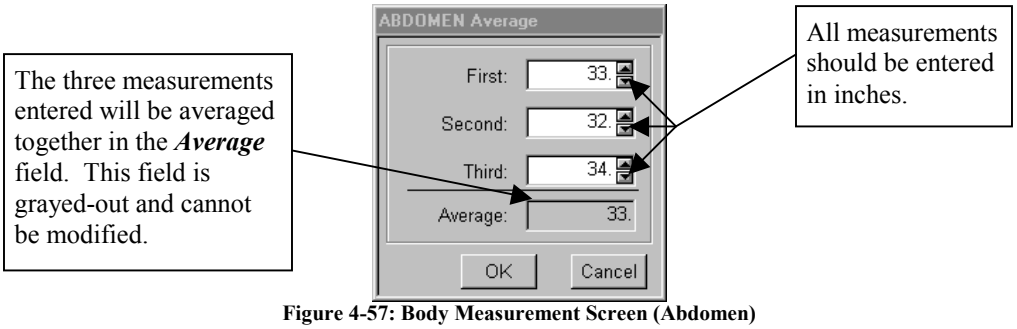


Figure 4-57: Body Measurement Screen (Abdomen)

a. Use the top spin-list to enter the ***First*** measurement taken.

b. Use the middle spin-list to enter the ***Second*** measurement taken.

c. Use the bottom 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 on the **Occupation** tab (see Figure 4-58) 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.

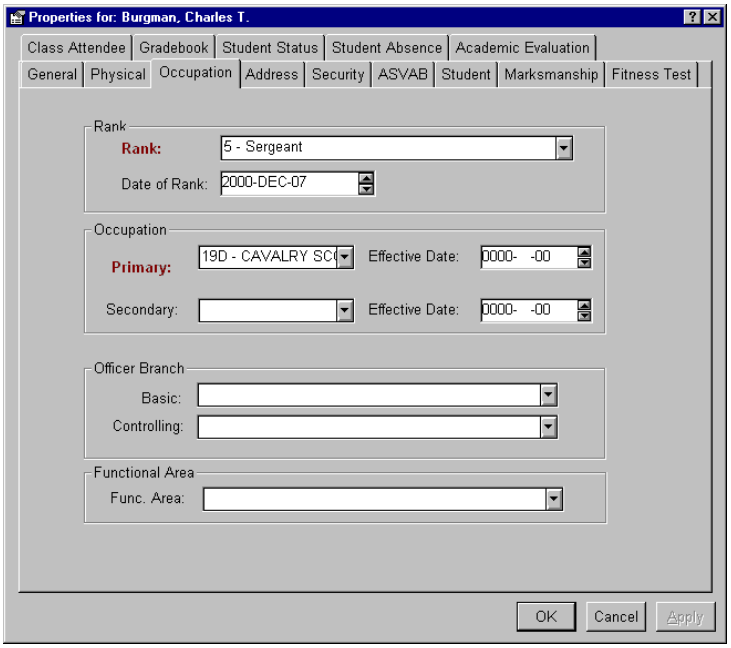


Figure 4-58: Student Property Sheet – Occupation Tab

NOTE: Depending on the student's rank, some of the fields on this tab may or may not be applicable for that student. In addition, for enlisted ranks, the ***Primary*** Occupation field is also a required field, and for officer ranks, the ***Basic*** Officer Branch is also a required field.

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 listed rank in the ***Date of Rank*** field.

Step 5: Select the student's ***Primary*** occupation from the drop-down list. This field is required for enlisted soldiers.

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. This field is required for officers.

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 on the **Address** tab (see Figure 4-59 and Figure 4-60) of the ***Student*** property sheet are described below:

Field	Description
Address Type	Address type drop-down list: • ***Current Mailing Address*** • ***Current Residence Address*** • ***Permanent Mailing Address*** • ***Home of Record Address*** • ***Permanent Residence Address*** • ***Next of Kin Address*** • ***Emergency Notification Address*** • ***Family Member Address*** • ***Beneficiary Address*** • ***Civilian Employer Address*** • ***Leave Address*** • ***Duty Address*** • ***Entry Active Duty Address***
Active Date	The date the student is active.
Inactive Date	The date the student is inactive.

Field	Description
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 4-59):	
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.
For ***Non U.S. - Foreign*** addresses, use the following fields (see Figure 4-60):	
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.

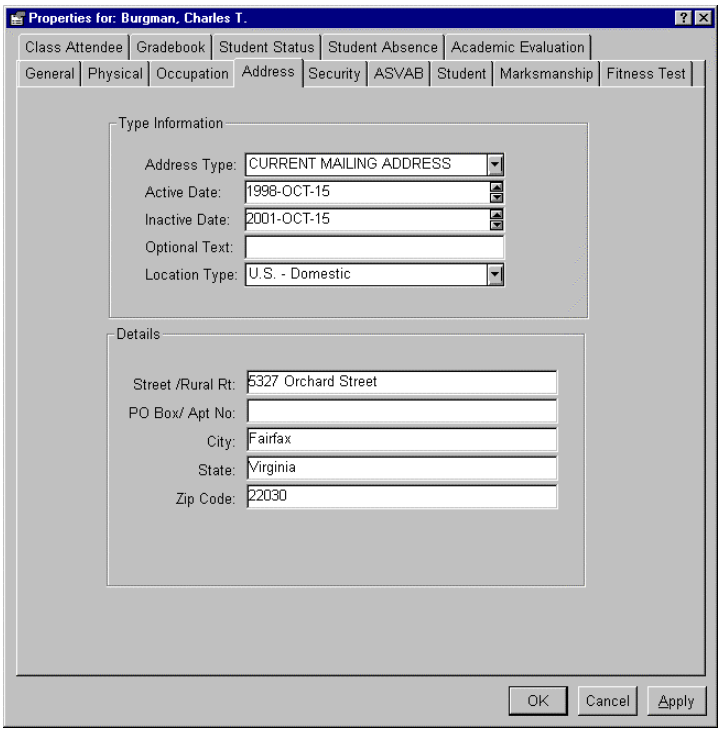


Figure 4-59: Student Property Sheet – Address Tab (Domestic)

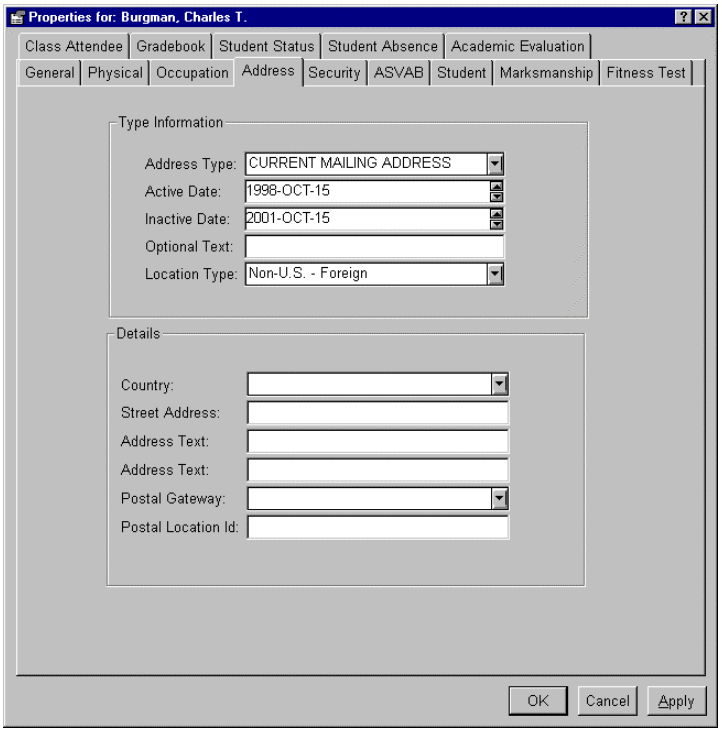


Figure 4-60: Student Property Sheet – Address Tab (Foreign)

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: Click the ***Apply*** button to save the data. The user should click the ***Apply*** button after entering each different address; otherwise, the address will not be added to the database correctly.

Step 10: Repeat steps 3 - 9 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 11.

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.

4.5.3.5 Student Property Sheet – Security Tab

The fields and buttons on the **Security** tab (see Figure 4-61) 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. The ATRRS code and the corresponding security clearances available are listed below: **A** - Top Secret with Sensitive Compartmented Information **B** - Top Secret with Interim Access to Sensitive Compart Info **C** - Interim Top Secret with Intrm Access to Sensitive Compart **D** - Top Secret **E** - Interim Top Secret **F** - Secret **G** - Interim Secret **H** - Confidential **J** - Interim Confidential **K** - Review of Dossier by Dept Level Central Clnc Facility RQ **L** - Classified Data Access Not Granted to Date by FLD CMDR **M** - Classified Data Access Suspended **N** - Classified Data Eligibility Denied by Dept Level CCF **P** - Ineligibility for Personnel Security Clearance **Y** - None

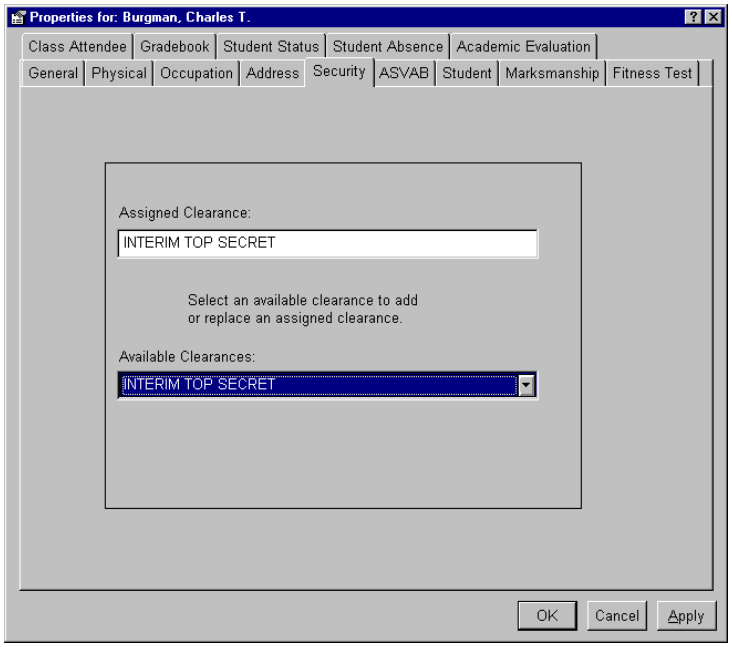


Figure 4-61: Student Property Sheet – Security Tab

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.

The student's currently assigned security clearance will appear in the ***Assigned Clearance*** field.

Step 3: Select the desired security clearance from the ***Available Clearances*** drop-down list.

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.

4.5.3.6 Student Property Sheet – ASVAB Tab

This tab allows the user to record achievement test scores for an individual student. The fields on the **ASVAB** tab (see Figure 4-62) of the ***Student*** property sheet are described below:

Field	Description
Test Type	The name of the test. • ***Clerical – Administrative*** • ***Combat*** • ***Electronics*** • ***Field Artillery*** • ***Food Operations*** • ***General Maintenance*** • ***General Technical*** • ***Motor Mechanical*** • ***Skilled Technical*** • ***Surveillance and Communications***
Score	The student's score on each part of the test.

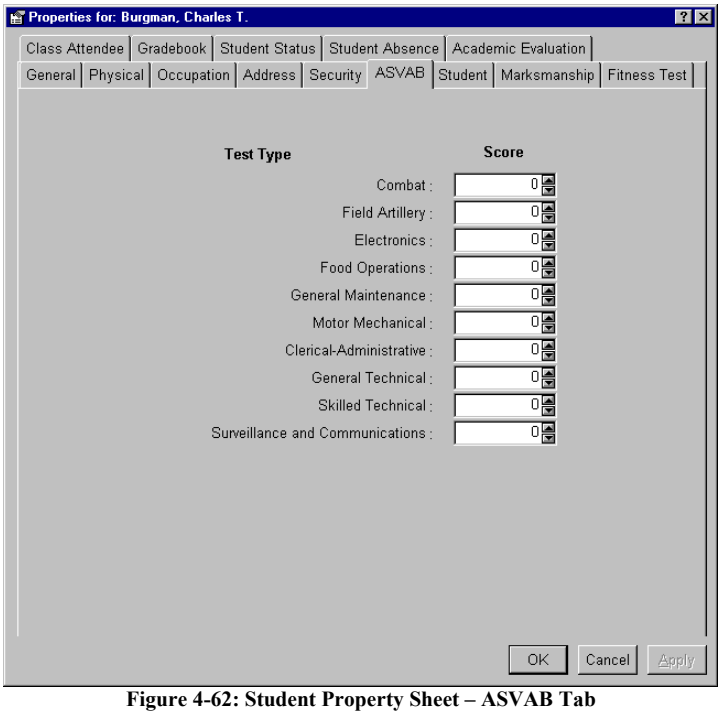


Figure 4-62: Student Property Sheet – ASVAB Tab

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 or manually type the student's score for each of the tests in the space provided.

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 on the **Student** tab (see Figure 4-63) 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): • **ATRRS** • **ASAT** • **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.

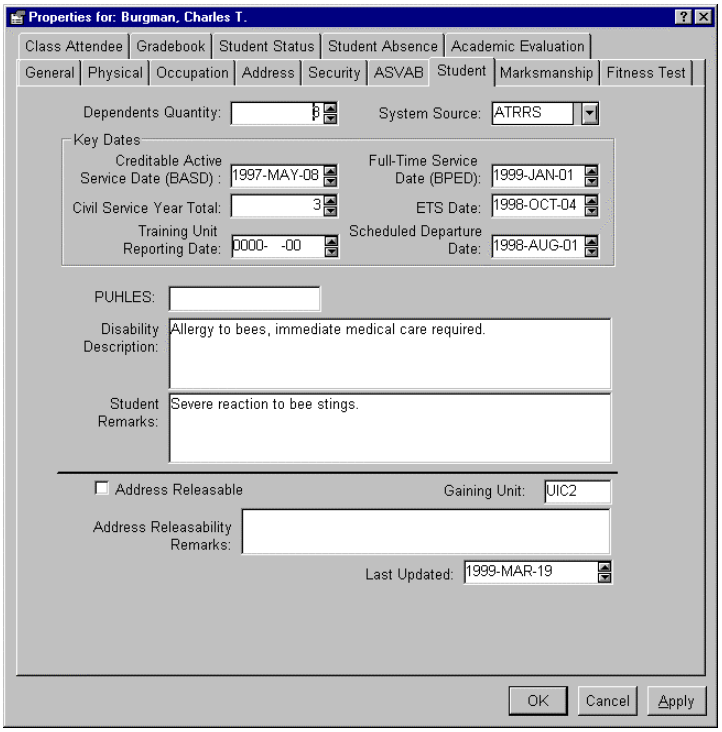


Figure 4-63: Student Property Sheet – Student Tab

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 4-64) 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.
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.	

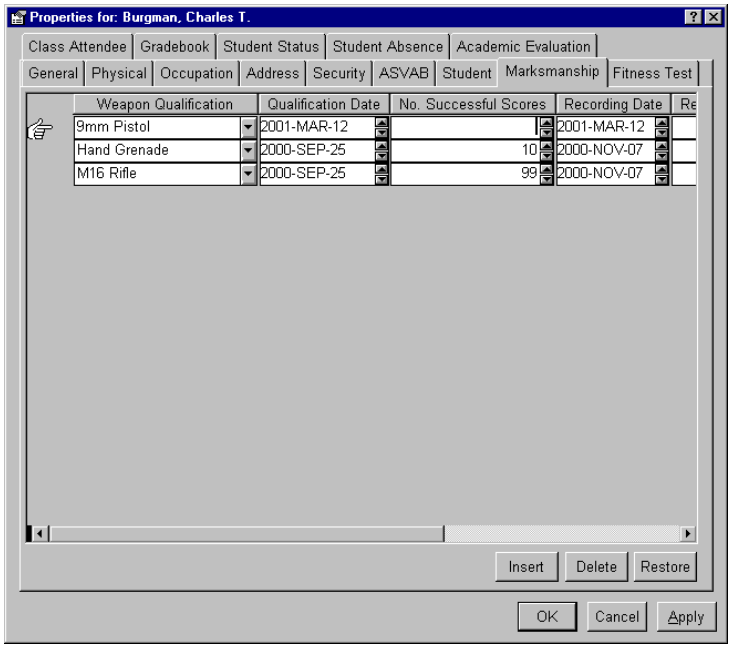


Figure 4-64: Student Property Sheet – Marksmanship Tab

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 new 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.

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

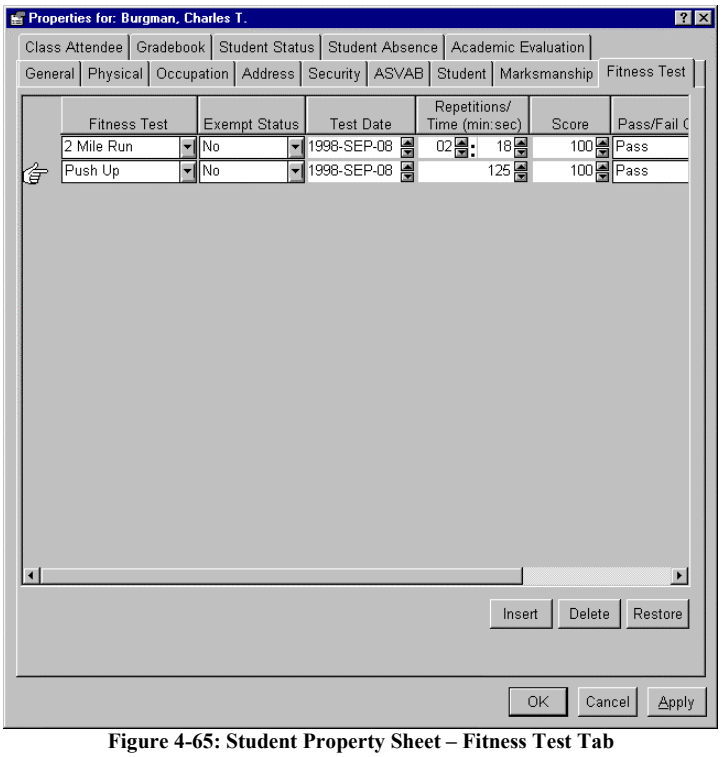
Click the ***Cancel*** button to exit the property sheet without saving any changes.

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.

4.5.3.9 Student Property Sheet – Fitness Test Tab

The fields and buttons on the **Fitness** tab (see Figure 4-65) 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.
Score*	The student's score on the fitness test.
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.	



NOTE: Fitness Test scores will not be calculated correctly by the AIMS-PC unless the student's ***Date of Birth*** and ***Gender*** have been entered into the database. It is up to the user to ensure that the correct type and number of events are scored for the student in order to create a valid PT Test.

Figure 4-65: 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 new 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****.

> **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 9: The ***Pass/Fail Code*** is automatically calculated and entered into this field.

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

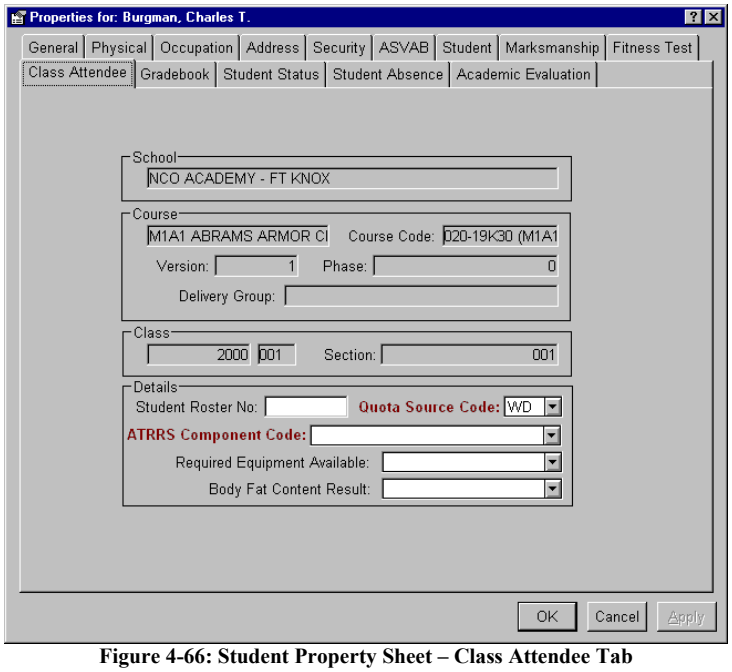
Click the ***Cancel*** button to exit the property sheet without saving any changes.

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 on the **Class Attendee** tab (see Figure 4-66) 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.
ATRRS Component Code*	An ATRRS code used to identify information about the student, such as: Rank, Service Branch, and Service Component. It may also include additional information, such as the type of course.

Field	Description
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***.



NOTE: ***ATRRS Component Code*** and ***Quota Source*** are required fields for walk-in students.

Figure 4-66: 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 the appropriate ***ATRRS Component Code**** from the drop-down list.

Step 6: Select ***Yes***, ***No***, or ***Waived*** for the ***Required Equipment Available*** from the drop-down list.

Step 7: Select ***Yes***, ***No***, or ***Waived*** for the ***Body Fat Content Result*** from the drop-down list.

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.

4.5.3.11 Student Property Sheet – Gradebook Tab

The fields and buttons on the **Gradebook** tab (see Figure 4-67) 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 Pass/Fail Scale Factor (not implemented.)
P/F SF RS	The Pass/Fail Scale Factor Raw Score (not implemented.)
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.	

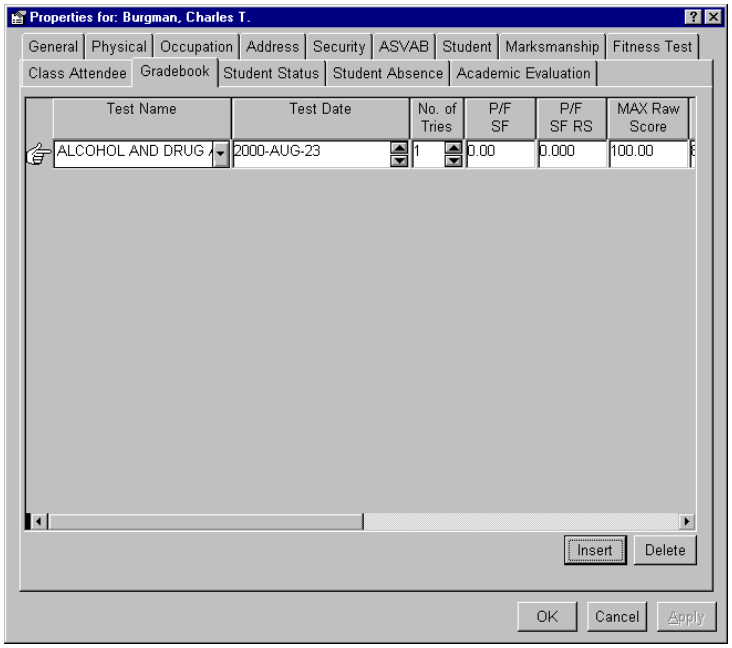


Figure 4-67: Student Property Sheet – Gradebook Tab

To enter grades for a student:

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 new 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****.

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

Step 8: 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 9: The ***P/F Result*** will be automatically calculated based on the ***Percent Score***, but can be modified if necessary.

Step 10: The ***POI Points*** earned for the test will be automatically calculated and cannot be modified.

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.

4.5.3.12 Student Property Sheet – Student Status Tab

The fields on the **Student Status** tab (see Figure 4-68) 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: • ***Canceled Reservation*** • ***Discharged from the Army*** • ***Graduate, Successfully Completed Class*** • ***Hold (Showed, Did Not Start, Did Not Grad)*** • ***New Input*** • ***Retrainee In, from Another Course of Instruction*** • ***Retrainee Out, to Another Course of Instruction*** • ***Recycle Out to Another Class, Same Course*** • ***No Show*** • ***Recycle in, from Another Class, Same Course*** • ***Valid Reservation*** • ***Showed, Did not Begin Training*** • ***Waiting for reservation*** • ***Other, Non-Successful Completion*** • ***Class has been Non-conducted*** • ***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***.

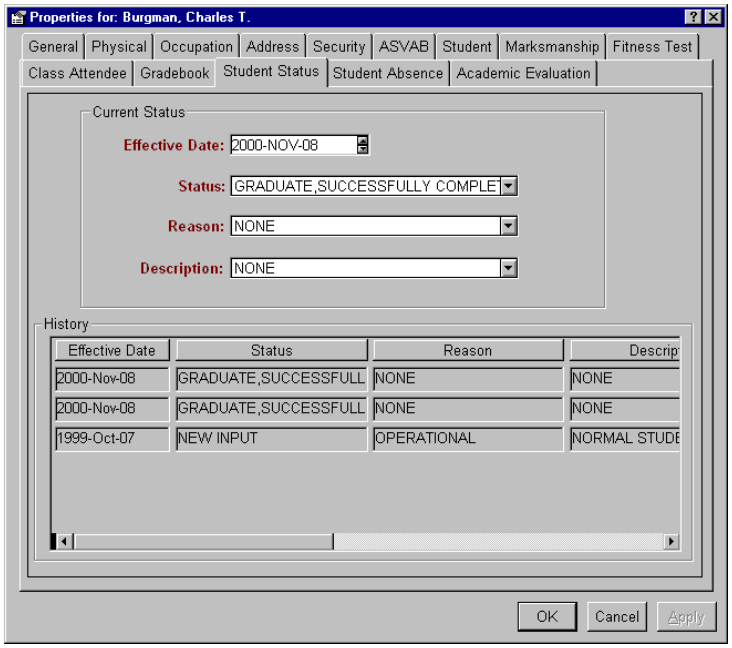


Figure 4-68: Student Property Sheet – Student Status Tab

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 selected 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 4-69) 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.

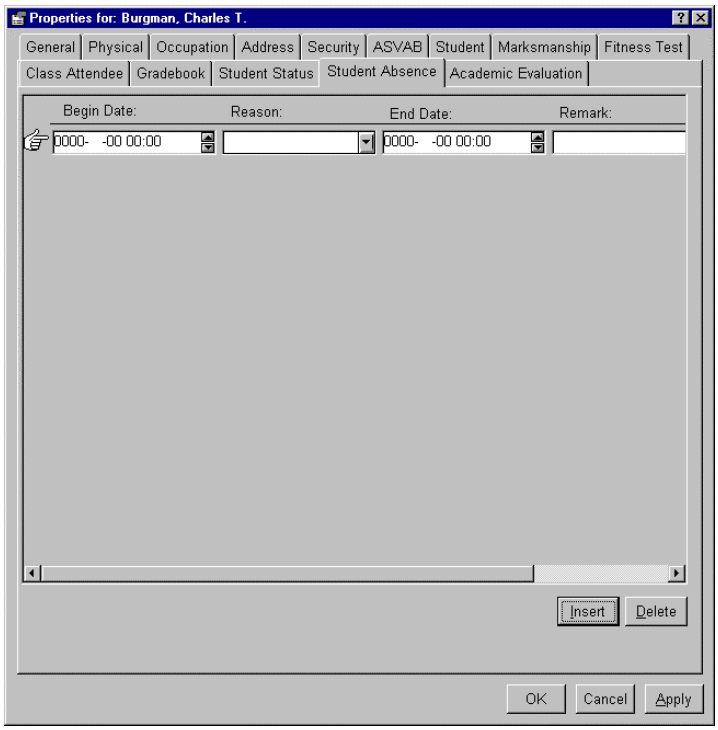


Figure 4-69: Student Property Sheet – Student Absence Tab

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 Academic Evaluation Report (AER.) See Section 5.1.1.1 for more information about creating AERs for a class. The fields and buttons on the **Academic Evaluation** tab (see Figure 4-70) 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: • ***Yes*** • ***No*** • ***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***.
Explanation of Non-Rated Periods	An explanation why a student was not rated for a specific time frame.

Field	Description
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***.
Comments (button)	Click to add additional comments to the AER. These are the comments that appear in block 16 of the AER.
Insert (button)	Click to insert a new AER for the student.
(Beginning button)	Click this button to display the first AER in the list for the student.
(End button)	Click this button to display the last AER in the list for the student.
(Rewind button)	Click this button to display the previous AER in the list for the student.
(Fast Forward button)	Click this button to display the next AER in the list for the student.

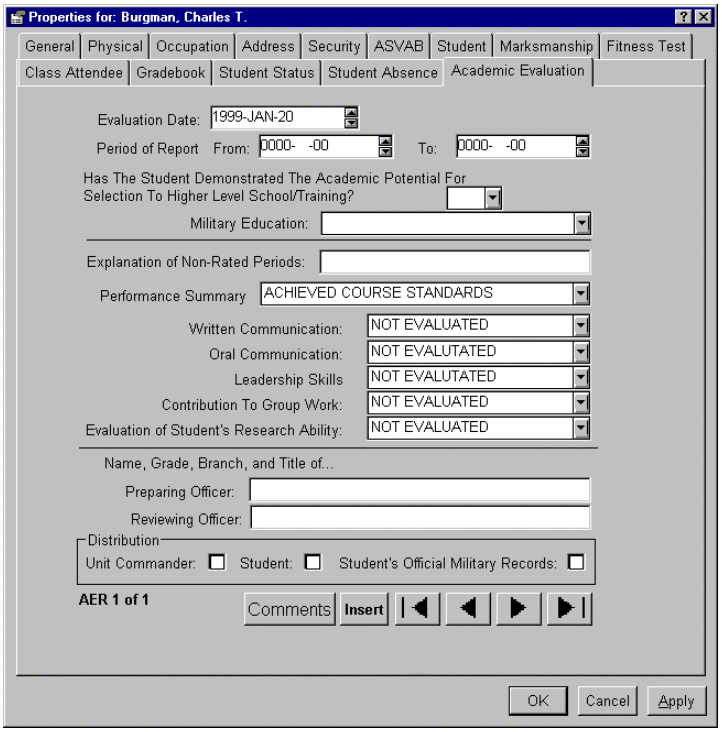


Figure 4-70: Student Property Sheet – Academic Evaluation

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 ***Apply*** button to save the above information.

Step 18: Click the ***Comments*** button. A blank text pad will appear.

Step 19: Enter any textual remarks pertaining to the evaluation.

Step 20: Save the information using the ***File → Save*** option.

Close the text pad.

Step 21: The property sheet will be hidden from view. To display the property sheet, click on the property sheet name on the *Windows* Taskbar.

Step 22: 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 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. Student records are permanently deleted and cannot be undone with the ***Undo*** command.

4.5.5 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 4-71.) Fill in the following data fields.

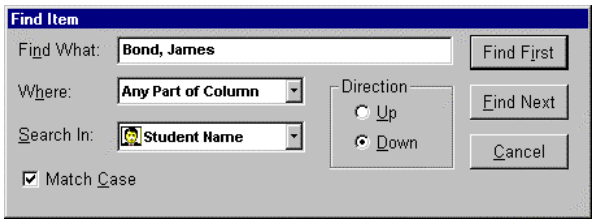


Figure 4-71: Find Item (Student Management)

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.

NOTE: Due to limitations with the ***Find*** utility, users are only able to search through the students currently displayed. In order to search through all of the students in the database, the user must enter a blank in the student select bar box to display all of the students in the database (see Section 4.5.1.)

4.6 Unit Management View

This section explains the ***Unit Management*** view 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. Since 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. ***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 remove the student from the original unit.

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 check-box next to ***Is this organization a military school?*** to indicate that the organization is a military school. Leave the check-box blank if the organization is not a military school. A ***School Type*** and ***School Name*** cannot be entered unless the box is checked.

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 4-40) 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 organization is a military school. Leave the check-box empty if the organization is not a military school.

Field	Description
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.

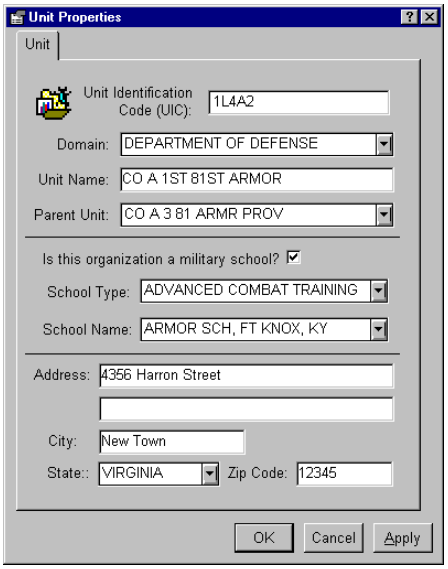


Figure 4-72: Unit Property Sheet

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 AIMS-PC 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*** to which the student is to be added.

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

A ***New Student Wizard*** screen will appear (see Figure 4-73.)

NOTE: If a user tries to add a new student without having a unit selected, the following message appears, "First select the unit you want the student assigned to."

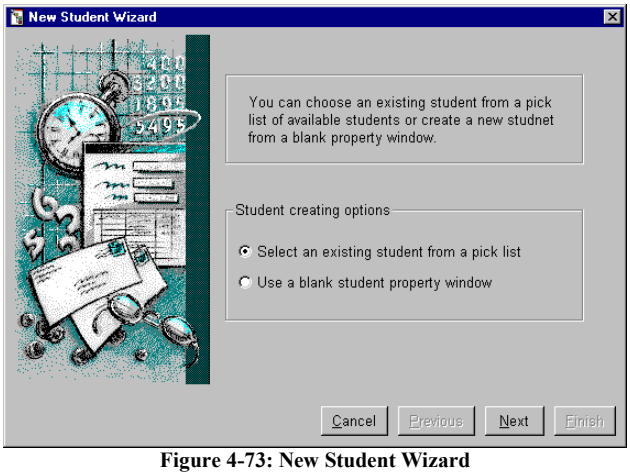


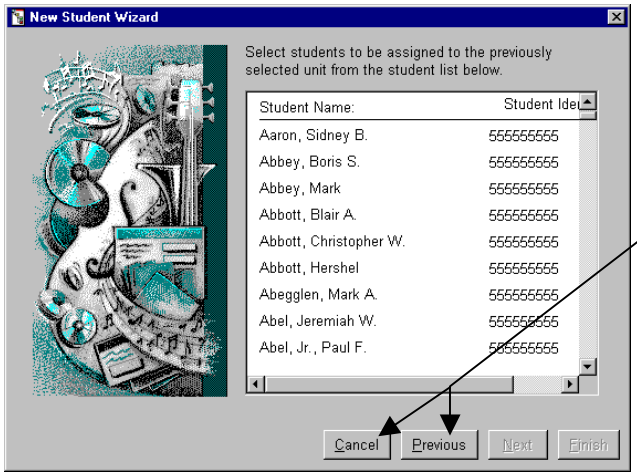
Figure 4-73: New Student Wizard

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 4-74.) 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 4-74: New Student Wizard (Student Select Screen)

Step 7: Click the ***Finish*** button to add the student 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 4.5.5) 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*** to which the student is to be added.

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

A ***New Student Wizard*** screen will appear (see Figure 4-75.)

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.***"

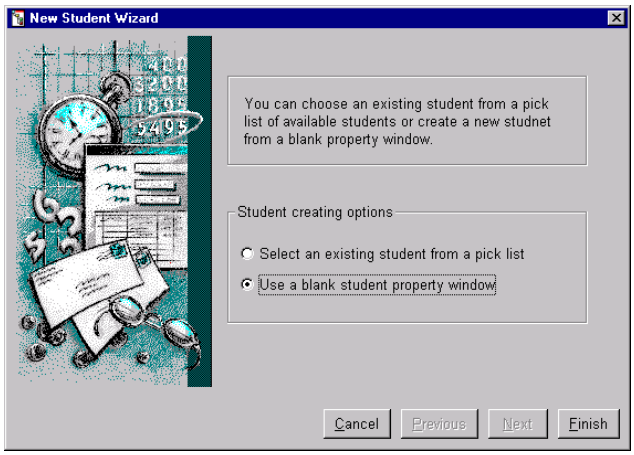


Figure 4-75: New Student Wizard

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

Step 6: A blank ***Student*** property sheet will appear (see Figure 4-76.)

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.

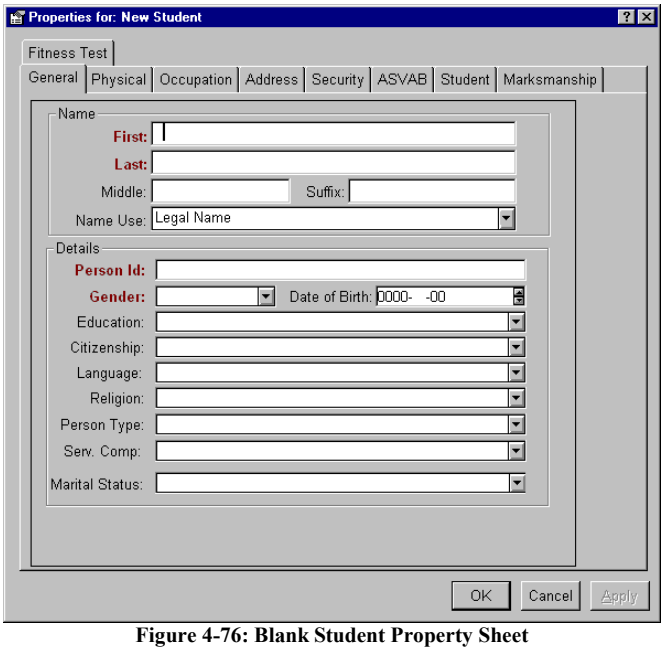


Figure 4-76: Blank Student Property Sheet

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 using 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 to the unit, 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 4-77.)

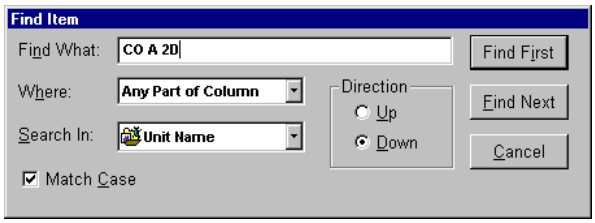


Figure 4-77: Find Item (Unit Management)

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 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.

To view a web site, users simply need to click on the web site name on the tree-style hierarchy. The selected web site will appear in the right-side window.

4.7.1 Editing a Web Site

The following graphic (Figure 4-78) illustrates the ***Distance Learning*** property data fields.

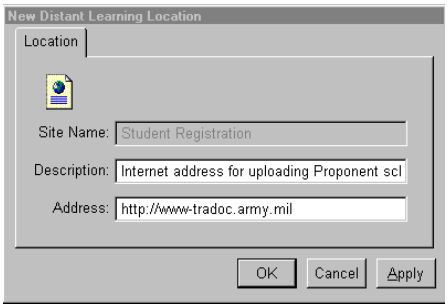


Figure 4-78: New Distance Learning Location Property Sheet

To edit an existing web site's entry:

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*** is grayed-out and cannot be modified.

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.

4.7.2 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 leave the property sheet open.

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 outside of the management hierarchy. 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 nine tools:

- Reports
- Diploma Design
- Database Maintenance
- Interface Agreements
  - Reception Battalion Automated Support System (RECBASS)
- Application Security
- Business Rule Edit
- Task Maintenance
- Change Password
- User Logon

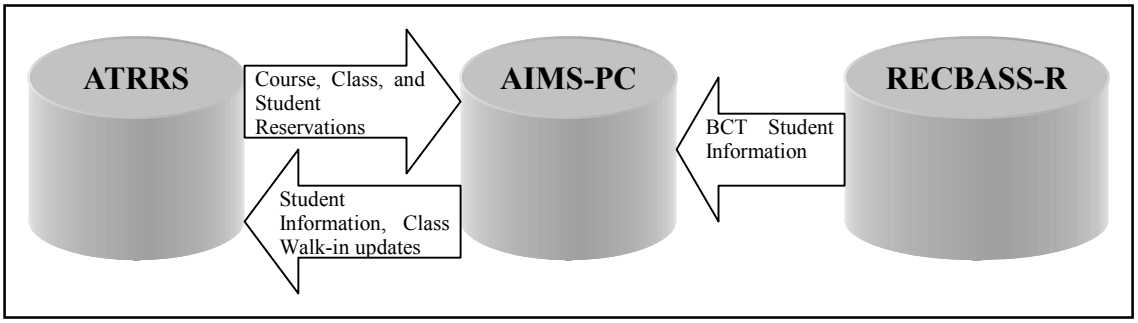


Figure 5-1: Interface Agreements

Access to the individual tools is based on the individual using the AIMS-PC. Users should 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 each 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.

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.

Once created, users may either: view the report, save the data for future use, and/or generate a hard copy using the print option. Additional options are also available that allow the user to filter out specific information on the reports; as well as, sort the report based on selected criteria.

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. To access the ***Class Management*** reports:

Step 1: Select ***Tools*** ➔ ***Reports*** from the menu at the top of the screen.

Step 2: Expand the ***Class Management*** option in the tree-style list.

All of the available reports will appear.

5.1.1.1 Academic Evaluation Report

The ***Academic Evaluation Report*** (AER) allows a user to create academic evaluations (DA Form 1059) for 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. Unless the user's PC does not have Microsoft *Word* installed, it is recommended that the RTF AER be used. To create an Academic Evaluation report:

Step 1: Access the ***Class Management*** reports and 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.

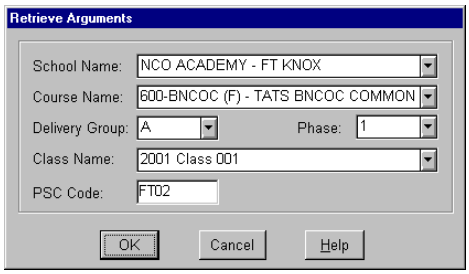


Figure 5-2: Retrieve Arguments (AER)

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.

PSC Code: Enter the PSC (Personnel Service Center) Code for the installation. The AIMS-PC will store the code entered and automatically place the code in this field for future AERs; however, it can be changed if needed.

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: 16 October 2000

1. LAST NAME - FIRST NAME - MIDDLE INITIAL: Garmong, Donald L.
2. SSN: 555-55-5555
3. GRADE: SGT
4. BR:
5. SPECIALTY/MOSC: 19D00
6. COURSE TITLE: TATS BNCOC COMMON CORE 2001 Class 001 ☐
7. NAME OF SCHOOL: NCO ACADEMY - FT KNOX
8. COMP: ARNG
9. TYPE OF REPORT: ☒ RESIDENT ☐ NONRESIDENT
10. PERIOD OF REPORT (Year, Month Day): From: 2000 10 01 Thru: 2000 10 15 ☐
11. DURATION OF COURSE (Year, Month Day): From: 2000 10 02 Thru: 2000 10 15
12. EXPLANATION OF NONRATED PERIODS: N/A

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 (/SUPERIOR/UNSAT rating must be supported by comments in ITEM 16)
- 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

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)

AER comments go here.

17. AUTHENTICATION
- a. TYPED NAME, GRADE, BRANCH, AND TITLE OF PREPARING OFFICER: Smith — SIGNATURE:
- b. TYPED NAME, GRADE, BRANCH, AND TITLE OF REVIEWING OFFICER: Doe — SIGNATURE:

18. MILITARY PERSONNEL OFFICER
- a. FORWARDING ADDRESS (Rated student): Rt. 111, Home Town, VA 29999
- b. DISTRIBUTION: ☒ STUDENT ☒ UNIT CDR FT02 ☒ 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

5.1.1.1.1 Fields in the 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, including FY and class number.
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.
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. a. Exceeded Course Standards b. Achieved Course Standards c. Marginally Achieved Course Standards 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: a. Written Communication b. Oral Communication c. Leadership Skills d. Contribution to Group Work 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.

Field	Description
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 either: ***Student***, ***Unit CDR***, and/or the ***Student's Official Military Records***. The ***PSC Code*** is also placed in this field.

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 Academic Evaluation Report (RTF)

The ***Academic Evaluation Report (RTF)*** option allows the user to create a version of the AERs as Rich-Text Format files that are displayed using Microsoft *Word*. Once these AERs are created in *Word*, they can be printed as needed. Creating these as RTF files allows for a more accurate formatting of the comments field (Block 16) within the AER. To create an Academic Evaluation report:

Step 1: Access the ***Class Management*** reports and click the ***Academic Evaluation Report (RTF)*** name in the list of report names under ***Class Management***. The ***Academic Evaluation Report Retrieve Arguments*** property sheet will appear (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.

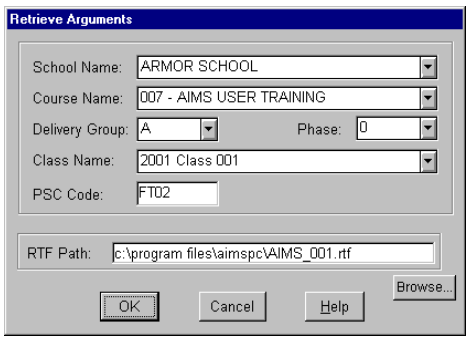


Figure 5-4: Retrieve Arguments (AER-RTF)

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.

PSC Code: Enter the PSC (Personnel Service Center) Code for the installation. The AIMS-PC will store the code entered and automatically place the code in this field for future AERs; however, it can be changed if needed.

The ***RTF Path*** indicates the location where the file will be created that will contain the AERs. A default path and file name will be chosen automatically by the AIMS-PC application. Click the ***Browse*** button to select a new location to save the file. It is best to choose a standard location to save the files so that old AERs that are no longer needed can be easily located and deleted.

Step 3: Click the ***OK*** button to close the ***Retrieve Arguments*** property sheet and create the report. The report will be saved using the file name listed in the RTF Path field. An ***RTF report completed*** confirmation box will appear. Click the ***OK*** button to continue. The AERs will appear automatically in *Word*. Use the print options within *Word* to print the AERs.

OR

Click the ***Cancel*** button to close the ***Retrieve Arguments*** property sheet. A ***Report Cancelled*** confirmation box will appear. Click the ***OK*** button to close this box.

OR

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

See Section 5.1.1.1.1 for more information about the fields in the Academic Evaluation Report. Because the AER is created as a separate file within *Word*, there are no filter options available. Users should periodically review AER files saved on their hard-drive and delete those files that are no longer needed.

WARNING!: To ensure that the AERs display within *Word* correctly, no other *Word* documents should be open while creating RTF AERs. Additionally, the AIMS-PC should be completely closed before using *Word* for normal document editing.

5.1.1.3 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. To create an AIT-Form 5286-R report:

Step 1: Access the ***Class Management*** reports and 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 5-5.)

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.

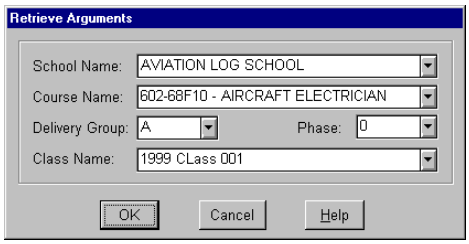


Figure 5-5: Retrieve Arguments (AIT)

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 5-6.)

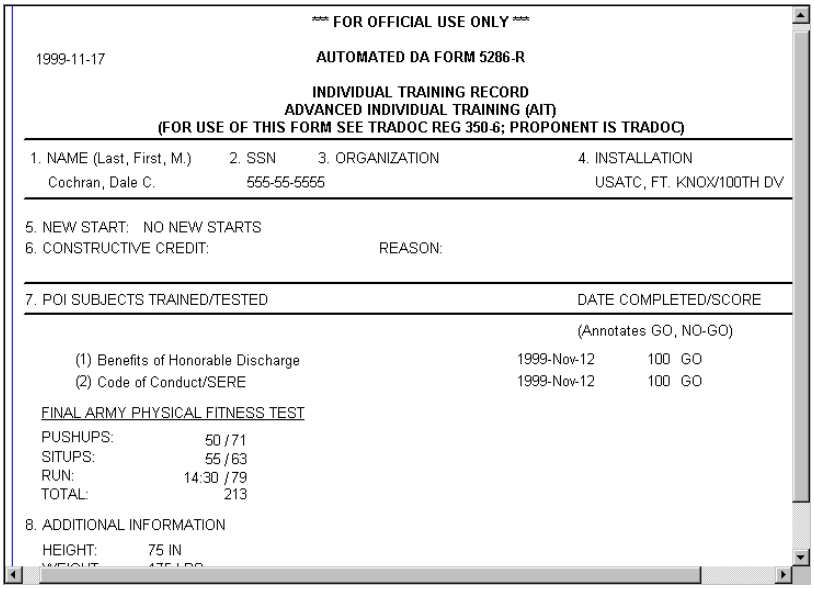
OR

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 5-6: AIT – Form 5286-R

5.1.1.3.1 Fields in the 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.
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. This includes APFT information.
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.

5.1.1.3.2 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.)

5.1.1.4 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. To create an APFT and BPFT report:

Step 1: Access the ***Class Management*** reports and 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 5-7.)

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.

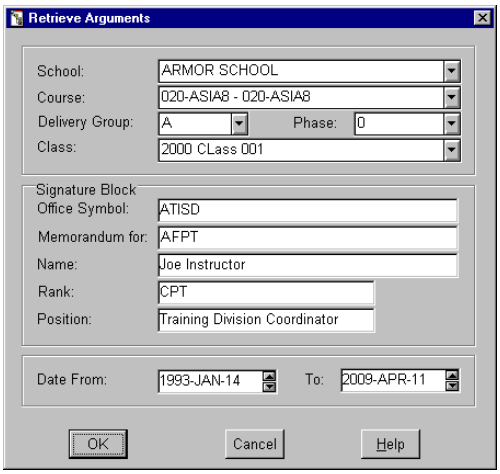


Figure 5-7: Retrieve Arguments (APFT/BPFT)

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: Indicates the starting and ending dates of the report. 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 5-8.)

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 5-8: APFT and BPFT Report

5.1.1.4.1 Fields in the 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.

Field	Description
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 (Push-up, Sit-up, 2 Mile run.)
Number Tested (w/Alt PT test)	The number of students tested with the Alternate PT test (any other acceptable 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 for which the class was tested.
Average Points	The average points scored 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.
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 the 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.
Events	The date and score the student received for each event.

5.1.1.5 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. To create a BCT–Form 5286-R report:

Step 1: Access the ***Class Management*** reports and 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 5-9.)

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.

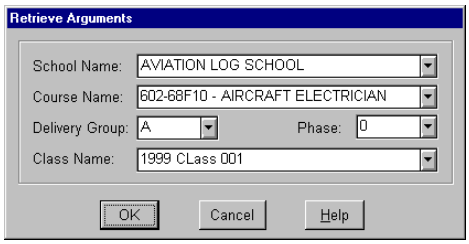


Figure 5-9: Retrieve Arguments (BCT)

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 5-10.)

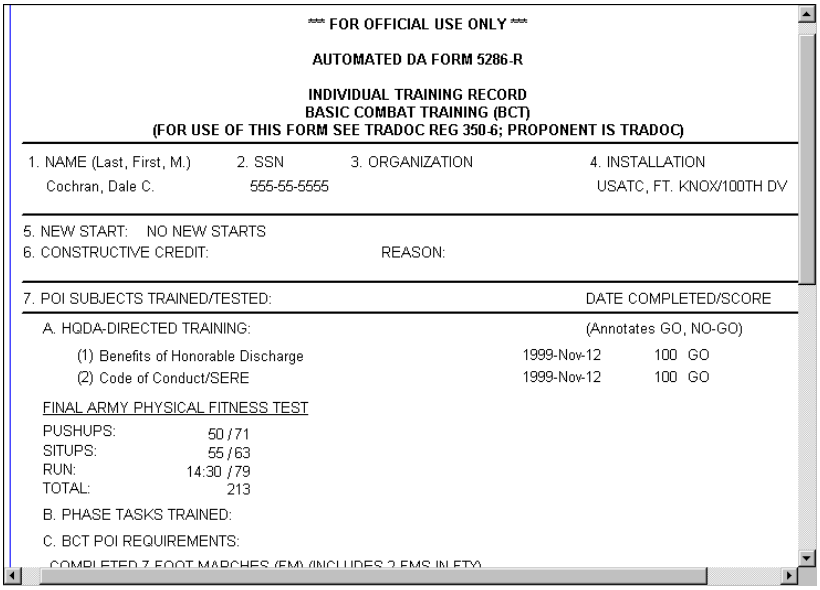
OR

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***.



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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 5-10: BCT – Form 5286-R

5.1.1.5.1 Fields in the 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.
7. POI Subjects Tested/Trained	A list of POI subjects for which the student is trained or tested. This includes APFT and BCT POI requirements.
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.

5.1.1.5.2 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.)

5.1.1.6 Casual Student Listing

The ***Casual Student Listing*** report allows a user to obtain a listing of an individual student or all of the students that are currently in casual status within a specific school/course/class. To create a Casual Student Listing report:

Step 1: Access the ***Class Management*** reports and 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 5-11.)

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.

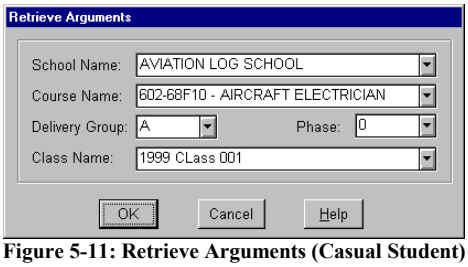

Figure 5-11: Retrieve Arguments (Casual Student)

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 5-12.)

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 5-12: Casual Student Listing Report

5.1.1.6.1 Fields in the 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	The class section to which the student is assigned.
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.

5.1.1.6.2 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.)

5.1.1.7 Class Grade Sheet Report

The ***Class Grade Sheet*** report allows a user to generate a class grade sheet, broken down by individual student. Using filters, 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. To create a Class Grade Sheet report:

Step 1: Access the ***Class Management*** reports and 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 5-13.)

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.

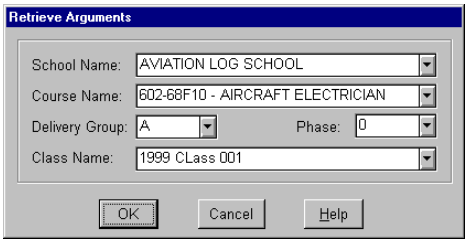


Figure 5-13: Retrieve Arguments (Class Grade Sheet)

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 5-14.)

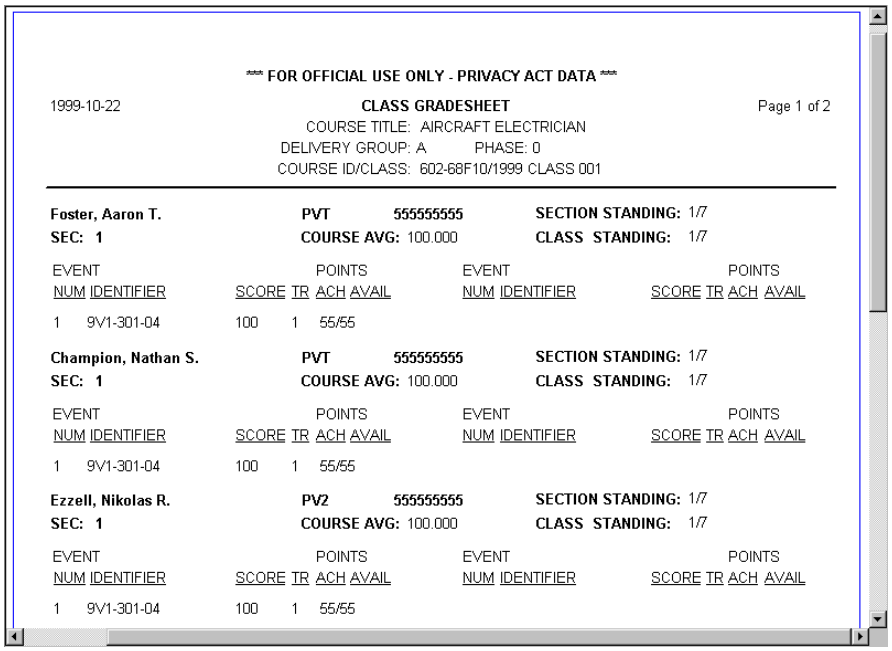
OR

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	SCORE	TR	POINTS ACH	POINTS AVAIL	EVENT NUM	IDENTIFIER	SCORE	TR	POINTS ACH	POINTS 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	SCORE	TR	POINTS ACH	POINTS AVAIL	EVENT NUM	IDENTIFIER	SCORE	TR	POINTS ACH	POINTS 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	SCORE	TR	POINTS ACH	POINTS AVAIL	EVENT NUM	IDENTIFIER	SCORE	TR	POINTS ACH	POINTS AVAIL
1	9V1-301-04	100	1	55/55							

Figure 5-14: Class Grade Sheet

5.1.1.7.1 Fields in the Class Grade Sheet Report

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.
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.

Field	Description
Section Standing	The academic position of the student in the section.
Section	The section of the class.
Course Average	The total POI points earned divided by the total POI points available for each student.
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.

5.1.1.7.2 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.)

5.1.1.8 Class Roster Report

The ***Class Roster*** report allows a user to generate a roster of all the students for an individual class or for all classes in a specific school that start during a user-specified time frame. The report is grouped by the course name and class identification. To create a Class Roster report:

Step 1: Access the ***Class Management*** reports and 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 5-15) or by ***Date*** (for a given school and time frame) (see Figure 5-16.)

If the user chooses ***By Date***, the ***Retrieve Arguments*** property sheet will have ***School Name***, ***Retrieve Type***, ***Start Date***, and ***End Date*** criteria.

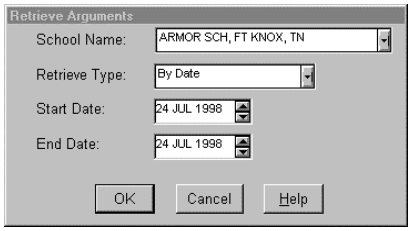

Figure 5-15: Retrieve Arguments By Date (Class Roster)

Start Date/End Date: Indicates the starting and ending dates of the report. Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. Repeat 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***.

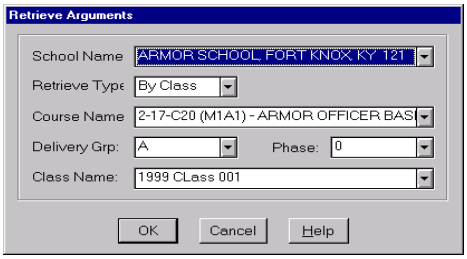

Figure 5-16: Retrieve Arguments By Class (Class Roster)

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 5-17.)

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 5-17: Class Roster (By Date)

5.1.1.8.1 Fields in the Class Roster Report

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***.)
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 student's Security Clearance level. Student security clearance codes can be found in Section 4.5.3.5.
Sex	The student's gender: **M** - Male **F** - Female

Field	Description
Serv	Code that identifies the student's service component: **RA** - Regular Army **NG** - National Guard **AR** - Army Reserve
QS	Code that identifies the student's ATRRS Quota Source.
UPCG	Gaining Unit Processing Code.
Section	Class section to which the student is assigned.
Status	The student's status.

5.1.1.8.2 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.)

5.1.1.9 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. To create a Cost Analysis report:

Step 1: Access the ***Class Management*** reports and 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 5-18.)

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.

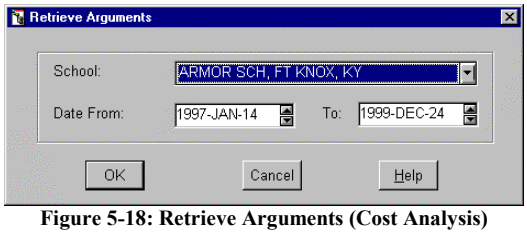

Figure 5-18: Retrieve Arguments (Cost Analysis)

Date From/To: Indicates the starting and ending dates of the report. Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. Repeat 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 5-19.)

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 5-19: Cost Analysis Report

5.1.1.9.1 Fields in the 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.

Field	Description
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.
Grad	The number of classes of the course that completed within the selected time frame.

5.1.1.9.2 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

5.1.1.10 Course Attrition Report

The ***Course Attrition Report*** provides the user with a quarterly attrition report (listing turn-back and admin/academic loses.) By entering a specified time frame, the report can also be used to generate weekly or yearly reports. To create a Course Attrition report:

Step 1: Access the ***Class Management*** reports and 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 5-20.)

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 lists are updated with values that correspond to the selected school.

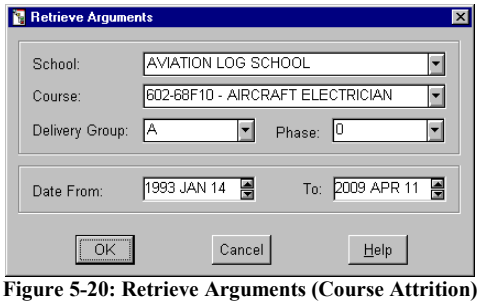

Figure 5-20: Retrieve Arguments (Course Attrition)

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: Indicates the starting and ending dates 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 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 5-21.)

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 5-21: Course Attrition Report

5.1.1.10.1 Fields in the 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.

Field	Description
Casual	The number of students that are on hold.

5.1.1.10.2 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

5.1.1.11 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. To create a Deleted Student report:

Step 1: Access the ***Class Management*** reports and 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 5-22) will have ***School Name***, ***Retrieve Type***, ***Start Date***, and ***End Date*** criteria.

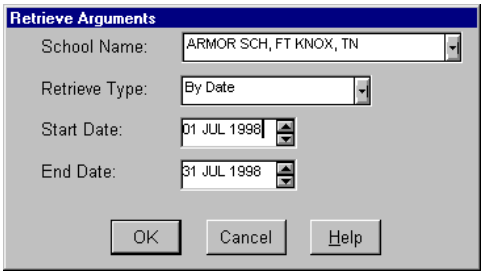


Figure 5-22: Retrieve Arguments By Date (Deleted Student)

Start Date/End Date: Indicates the starting and ending dates of the report. Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. Repeat for each date element. The default is the current date.

If the user chooses ***By Class***, the ***Retrieve Arguments*** property sheet (see Figure 5-23) will have ***School Name***, ***Retrieve Type***, ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name*** criteria.

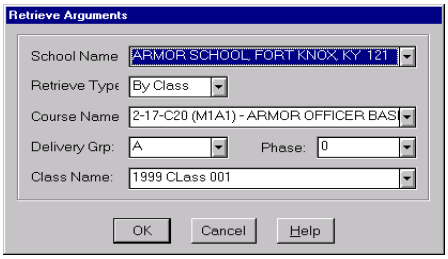


Figure 5-23: Retrieve Arguments By Class (Deleted Student)

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 5-24.)

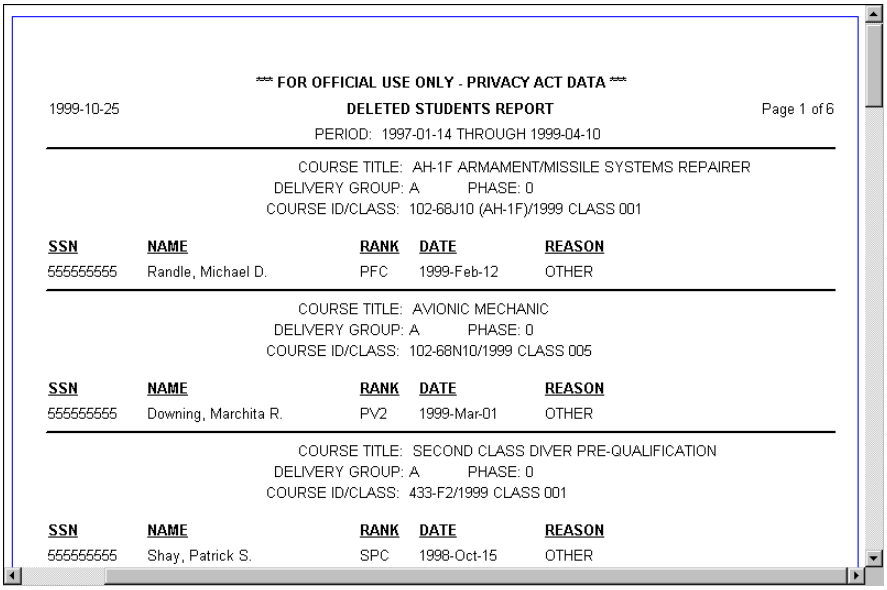
OR

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 5-24: Deleted Student Report (By Date)

5.1.1.11.1 Fields in the Deleted Student Report

The following information is shown in the ***Deleted Student Report***:

Field	Description
Period (by date)	The Start and End Dates selected for the report.
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.
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.

5.1.1.11.2 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.)

5.1.1.12 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. To create a Gradebook Survey report:

Step 1: Access the ***Class Management*** reports and 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 5-25.)

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.

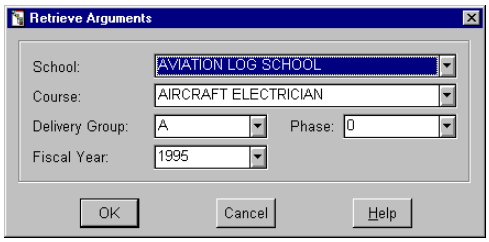


Figure 5-25: Retrieve Arguments (Gradebook Survey)

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 5-26.)

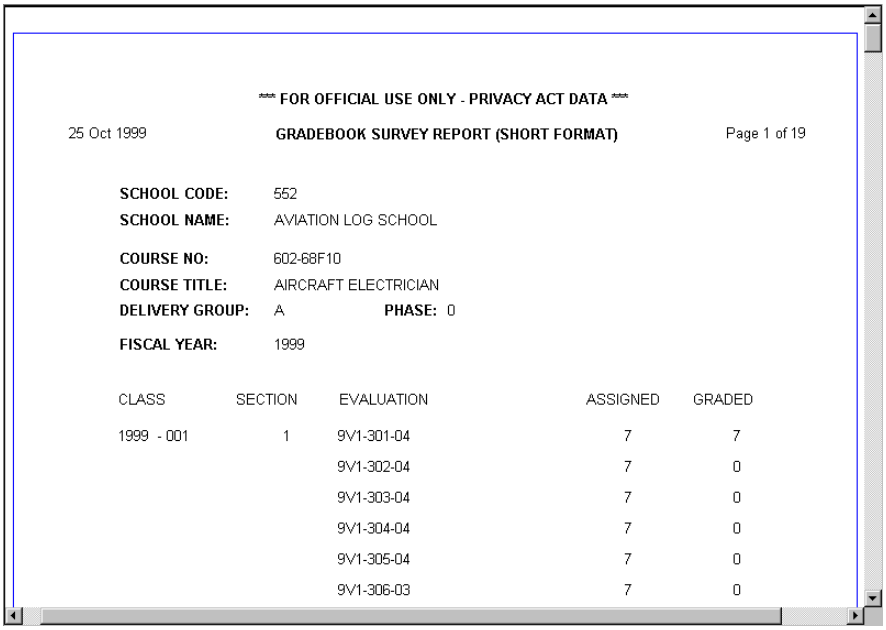
OR

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 5-26: Gradebook Survey Report

5.1.1.12.1 Fields in the 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.

5.1.1.12.2 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

5.1.1.13 Honors Report

The ***Honors Report*** allows a user to generate an Honors Report for a specified course and class. The ***Honors Report*** lists each student in order of class standing and displays any honors that he or she may have achieved. To create an Honors report:

Step 1: Access the ***Class Management*** reports and 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 5-27) 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.

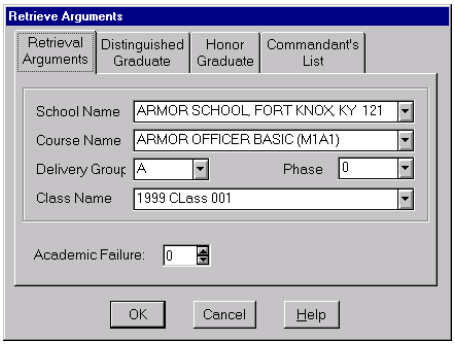

Figure 5-27: Retrieval Arguments (Honors Report)

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 5-28) 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.

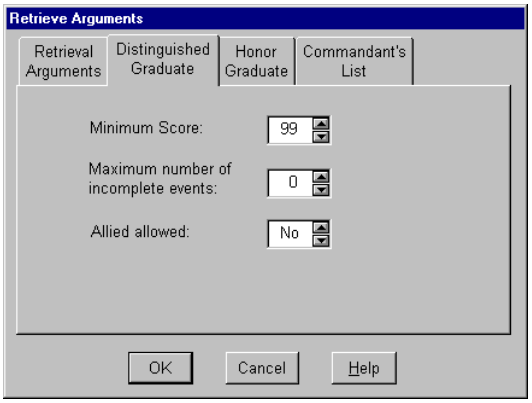

Figure 5-28: Distinguished Graduate

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.

NOTE: Only one Distinguished Graduate will be selected by the AIMS-PC regardless of how many students qualify.

Step 5: Click the third tab labeled ***Honor Graduate*** (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.

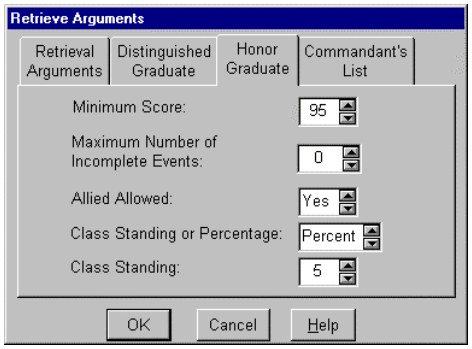

Figure 5-29: Honor Graduate

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 class ranking 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 5-30) and select the following retrieve criteria:

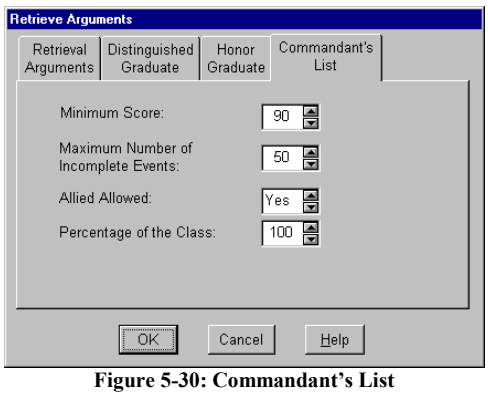

Figure 5-30: Commandant's List

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.

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 5-31.)

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 5-31: Honors Report

5.1.1.13.1 Fields in the 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	Indicates if the student is or is not an allied student.
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

5.1.1.13.2 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

5.1.1.14 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. To create an Incomplete Gradebook review:

Step 1: Access the ***Class Management*** reports and 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 5-32.)

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.

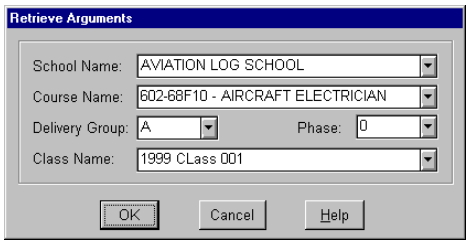


Figure 5-32: Retrieve Arguments (Incomplete Gradebook)

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 5-33.)

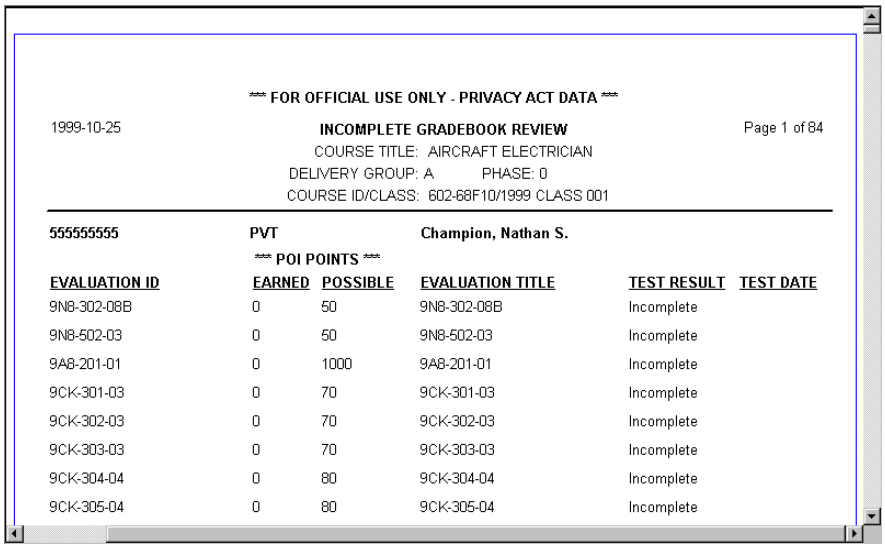
OR

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 GADEBOOK 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 5-33: Incomplete Grade Book Review

5.1.1.14.1 Fields in the Incomplete Gradebook 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	The number of POI points achieved on the evaluation.
POI Points Possible	The maximum number of POI points possible on 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.

5.1.1.14.2 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.)

5.1.1.15 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. To create an Initial Input report:

Step 1: Access the ***Class Management*** reports and 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 5-34.)

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.

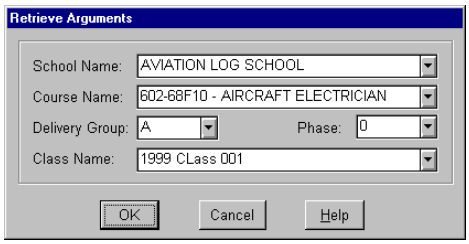

Figure 5-34: Retrieve Arguments (Initial Input)

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 5-35.)

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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2001-03-23 AUTOMATED INITIAL INPUT REPORT Page 1 of 1

COURSE TITLE: BASIC TRAINING
DELIVERY GROUP: A PHASE: 0
COURSE ID/CLASS: 750-BT/2000 CLASS 001

SERVICE STRENGTH	TOTALS
United States Army	220
SERVICE COMPONENT	**TOTALS**
Regular (Active)	5
EDUCATION LEVEL	**TOTALS**
Associate degree from an accredited college or un	1
College graduate, regradless of number of years c	1
General education development (high school level)	74
High school graduate, regardless of number of yea	144
AGE	**TOTALS**
19 and Under	47
20 to 22	116
23 to 25	28
26 and Over	29
ETHNIC CATEGORY	**TOTALS**
Black (Negroid or African)	67
Other	7
White (Caucasoid)	142

Figure 5-35: Initial Input Report

5.1.1.15.1 Fields in the 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 Component	The service organization branch names and the number of students in each organization.
Education Level	The education level names and the number of students in each level.
Age	The age categories and the number of students in each category.
Ethnic Category	The ethnic categories and the number of students in each category.
Marital Status	The marital status types 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.

5.1.1.16 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. To create a Marksmanship report:

Step 1: Access the ***Class Management*** reports and 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 5-36.)

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.

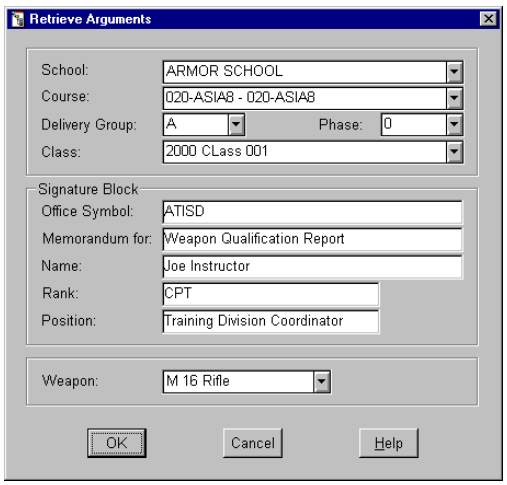

Figure 5-36: Retrieve Arguments (Marksmanship)

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 5-37.)

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	30 - 35	0	0
Marksman	23 - 29	0	0
Expert	36 -	1	100
2nd Time Go		0	0
Sharpshooter	30 - 35	0	0
Marksman	23 - 29	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 5-37: Marksmanship Report

5.1.1.16.1 Fields in the 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.
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 who qualified.
Total Unqualified	The total number of students who did not qualify.
3. The personnel listed in the enclosure were not tested.	
Encl **Names of Not Tested**	A list of the students not tested.

5.1.1.17 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. To create a Set-Back/Recycle report:

Step 1: Access the ***Class Management*** reports and 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 5-38) will display ***School Name***, ***Retrieve Type***, ***Start Date***, and ***End Date*** criteria.

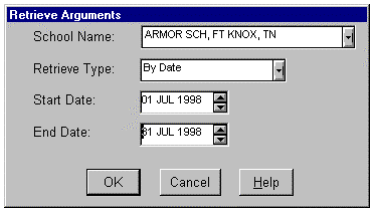

Figure 5-38: Retrieve Arguments By Date (Set-Back)

Start Date/End Date: Indicates the starting and ending dates of the report. Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. Repeat for each date element. The default is the current date.

If the user chooses ***By Class***, the ***Retrieve Arguments*** property sheet (see Figure 5-39) will display ***School Name***, ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name***.

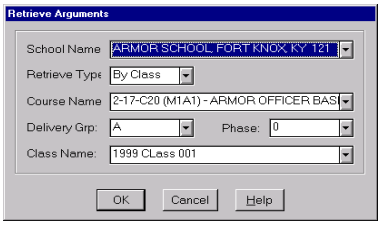

Figure 5-39: Retrieve Arguments By Class (Set-Back)

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 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 5-40.)

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 5-40: Set-Back/Recycle Report (By Date)

5.1.1.17.1 Fields in the Set-Back/Recycle Report

The following information is shown in the ***Set-Back/Recycle Report***:

Field	Description
Course Title	The name of the course.
Course ID/Class (by class)	Identifies the course and class on which the report is based.
Period (by date)	The Start and End Dates selected for the report.
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.

5.1.1.17.2 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.)

5.1.1.18 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 or, using filters, an individual student selected by name or all of the allied students in the class. To create a Single Test Results report:

Step 1: Access the ***Class Management*** reports and 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 5-41.)

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.

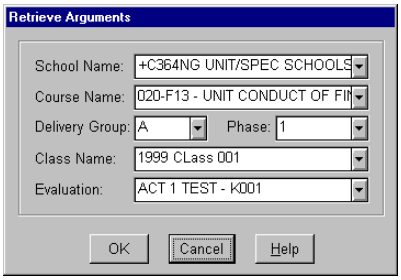


Figure 5-41: Retrieve Arguments (Single Test)

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 5-42.)

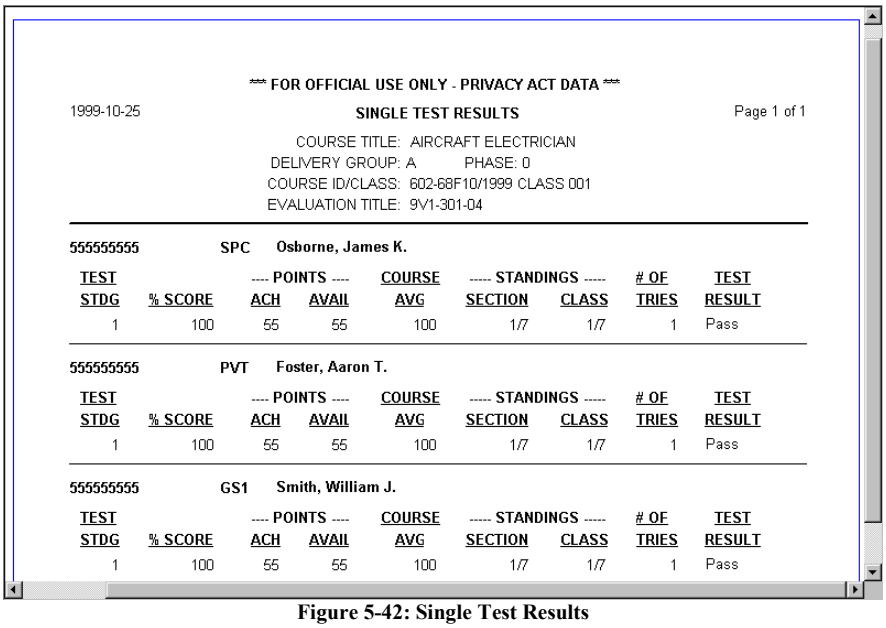
OR

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 5-42: Single Test Results

5.1.1.18.1 Fields in the Single Test Results Report

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 standing of the student in the class section.
Class Standing	Academic standing of the student in the overall 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.

5.1.1.18.2 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 by changing the magnification level. To change the zoom setting of a report:

Step 1: Click the ***Zoom*** button on the SheetBar.

The ***Print Zoom*** property sheet will appear (see Figure 5-43.)

Step 2: The user can change the ***Magnification*** of the report by clicking on the radio button next to the preset magnification.

A custom zoom can also be selected by clicking the radio button next to ***Custom*** and entering the desired magnification level in the spin-list.

Step 3: The user can 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.

Step 4: Click the ***OK*** button to change the magnification level.

OR

Click the ***Cancel*** button to close the ***Print Zoom*** property sheet without changing the magnification.

OR

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

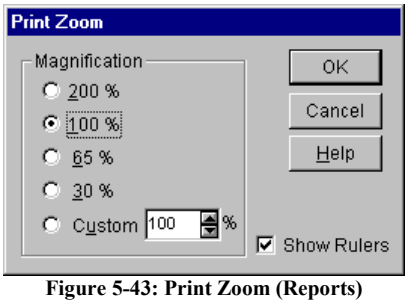


Figure 5-43: Print Zoom (Reports)

5.1.2.2 Sort

The ***Sort*** option allows a user to sort the data on a report using predefined sort qualifiers. These report qualifiers will vary depending on the report selected. 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 5-44.)

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: Additional qualifiers can be added to the ***Item Name*** list. Each additional qualifier has a lower priority than the one above it on the list. Select a ***Direction*** for the search for each additional qualifier as in step 3.

Step 5: 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 new data qualifiers, if desired.

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.

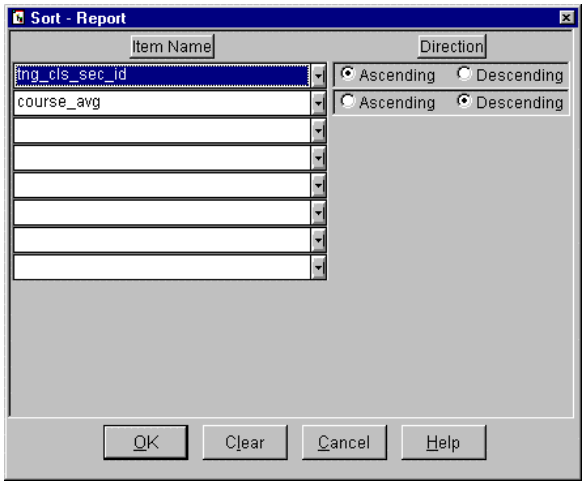


Figure 5-44: Sort (Reports)

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 5-45.)

Step 2: Find the data that is to be removed in the ***Column Name*** column.

Step 3: For each data element that is to be removed, click in the check-box so that the "✔" is removed. Continue clicking in the appropriate check-boxes until each attribute that is to appear in the report has a "✔"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 filtering the report.

OR

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

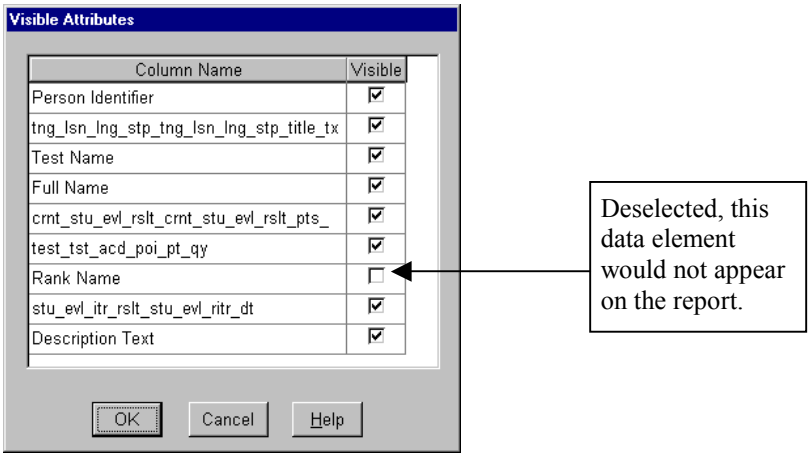


Figure 5-45: Visible Attributes (Reports)

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 create a filter expression for a report:

Step 1: Select the ***Filter Expression*** option from the reports pop-up menu.

Step 2: The ***Filter*** property sheet will appear (see Figure 5-46.)

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' / 'NOT') 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.

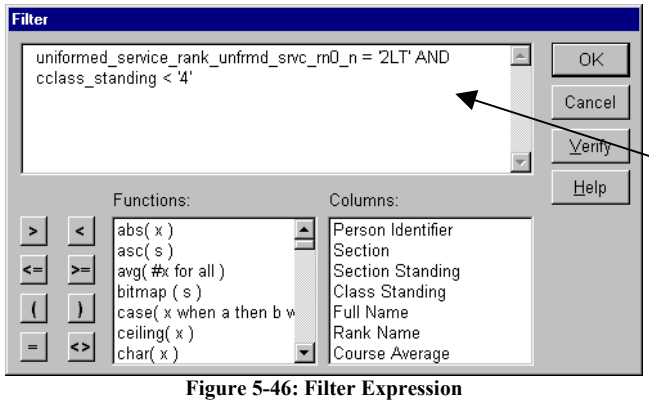
OR

Click the ***Cancel*** button to exit the window without filtering the report.

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 cause the report to show only those 2nd Lieutenants that currently have a class standing of 1st - 3rd in the selected class.

Figure 5-46: 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 each name 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 each section name 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.

5.1.3 Printing Reports

The ***Print*** button on the Toolbar (or ***File → Print***) is used to print out reports. The fields and buttons on the ***Print*** dialog box (see Figure 5-47) are described below:

Field	Description
Printer	Indicates the currently selected printer. This is the printer upon which the report will print.
Name	Indicates the name of the report.
Copies	Used to select the number of copies to be printed.
Page Range	Select either ***All*** (to print every page in the report) or ***Pages*** (to enter a range of pages to print in the space provided.)
Print to File	This will print the report to a printer (.prn) file.
Collate Copies	Used to indicate whether multiple copies of the report should be collated as they are printed.

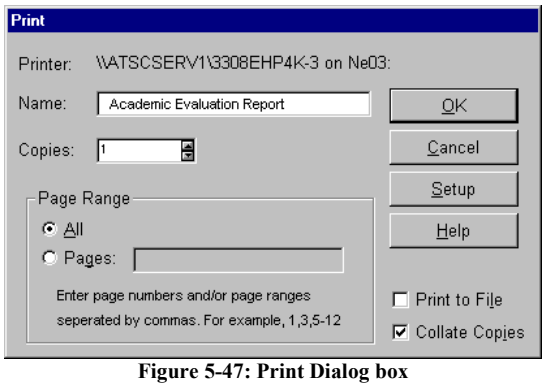


Figure 5-47: Print Dialog box

NOTE: .PRN files cannot be read by other programs, such as *Excel*. However, specialized drivers can be used to create other types of files. For example, the **Generic / Text Only** printer driver can be used to print a text version of a report to a file.

To change the default printer:

Step 1: Click the ***Setup*** button on the ***Print*** dialog box.

The ***Printer Setup*** dialog box (see Figure 5-48) will appear.

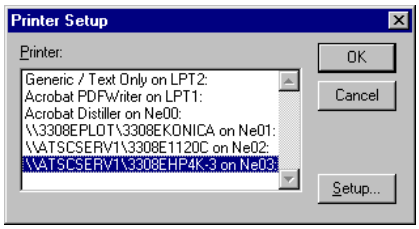


Figure 5-48: Printer Setup Dialog box

Step 2: Select the new default printer from the list provided.

Step 3: Click the ***OK*** button. The new default printer will be used to print out the report. The selected printer will be indicated by the ***Printer*** field on the ***Print*** dialog box.

Step 4: The ***Setup*** button on the ***Printer Setup*** dialog box can be clicked to access the selected printer's configuration settings. The settings available will vary depending on the type of printer selected.

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 5-49) to appear.

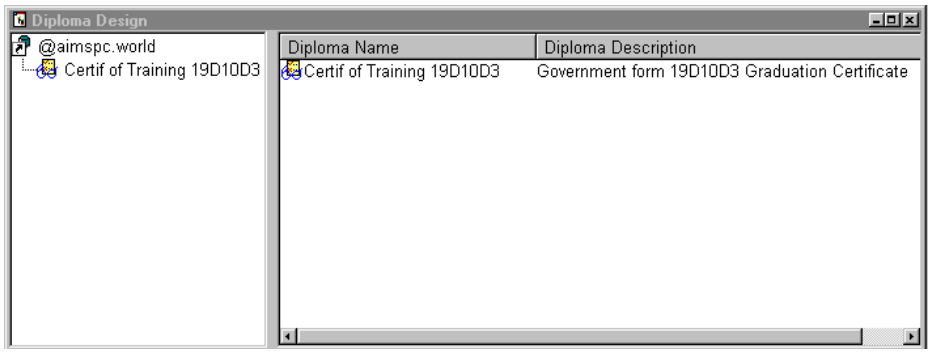


Figure 5-49: Diploma Design Window

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 5-50) 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.

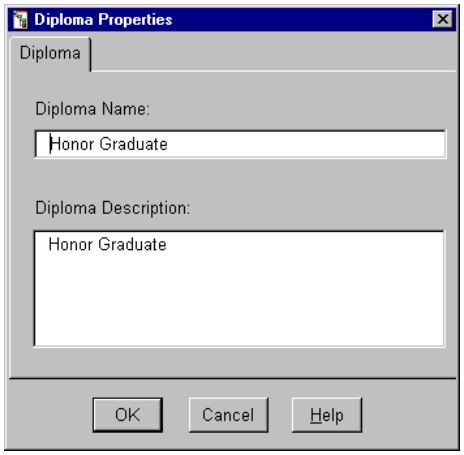


Figure 5-50: Diploma Properties

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 approximately 30 different attributes on the diploma at once. These attributes are described in Appendix B. Follow the steps below to add attributes to a diploma:

Step 1: Select ***Edit → Insert Fields***.

The ***Select Attribute*** property sheet (see Figure 5-51) will appear.

Step 2: Highlight the desired attributes that you wish to add to the diploma.

Step 3: Click the ***OK*** button to add the selected attributes to the diploma.

OR

Click the ***Cancel*** button to exit the property sheet without adding an attribute.

OR

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

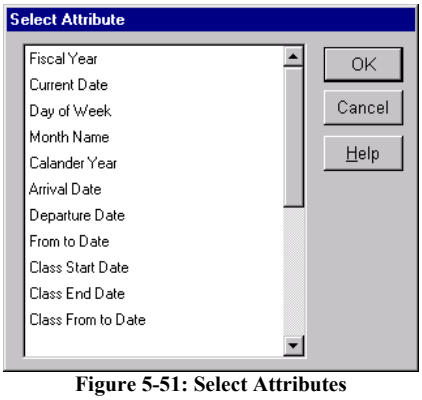


Figure 5-51: Select Attributes

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. Follow the steps below to change an attribute's location:

Step 1: Select ***Edit → Visible Attributes***.

The ***Visible Attributes*** property sheet (see Figure 5-52) will appear.

Step 2: 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. Higher ***X*** values will move the attribute to the right while higher ***Y*** values will move the attribute towards the bottom of the page.

Step 3: Click the ***OK*** button to move the selected attributes on the diploma.

OR

Click the ***Cancel*** button to exit the property sheet without moving an attribute.

OR

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

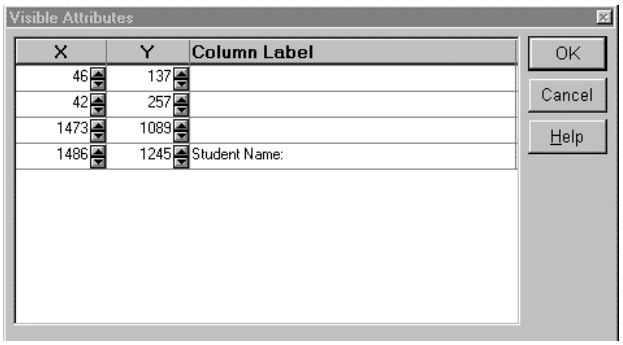


Figure 5-52: Visible Attributes (Diploma)

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 box. 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 box. The attribute box will determine how much of the attribute can be seen on the report; see Section 5.2.10 for more information about changing the visual properties of an attribute.

NOTE: When the diploma sheet is sized smaller, some attributes may not display correctly 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. Select the ***Delete*** option from the pop-up menu and the selected attribute will be deleted. Once an attribute has been deleted, it cannot be undone. Attributes deleted will be placed back in the ***Select Attribute*** list and can be added back to the Diploma template if necessary.

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 5-53) will appear. The user can change the view of the diploma sheet by selecting from a list of predefined sizes or customizing the magnification. A custom magnification can be selected by, clicking the radio button next to ***Custom***, and entering the desired magnification in the spin-list. 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.

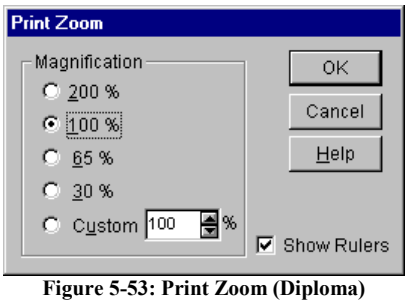


Figure 5-53: Print Zoom (Diploma)

5.2.5 Diploma Layout

The ***Diploma Layout*** option allows a user to modify the paper size, source, and orientation used to print the diploma. To use this option, select ***View → Diploma Layout***. The ***Diploma Layout*** property sheet (see Figure 5-54) 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***. Changing the orientation will not change where any attributes have already been placed on the diploma; therefore, it is best to select the type of paper orientation to be used for the diploma before actually placing any attributes.

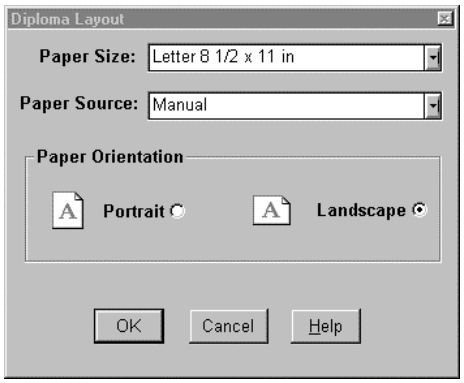


Figure 5-54: Diploma Layout

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 5-55.)

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.

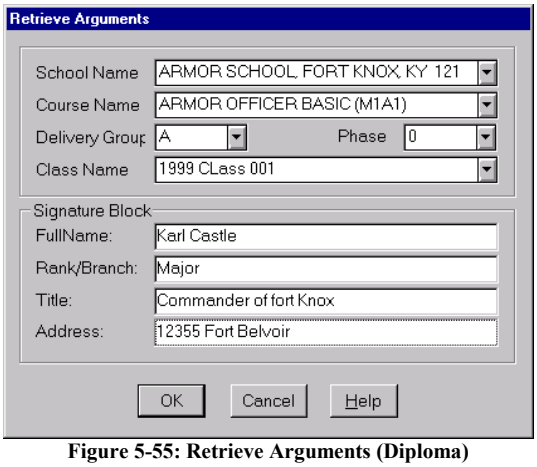


Figure 5-55: Retrieve Arguments (Diploma)

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 5-56) will appear. This dialog box allows the user to choose the students for whom data is to be displayed. Click the ***OK*** button to 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.

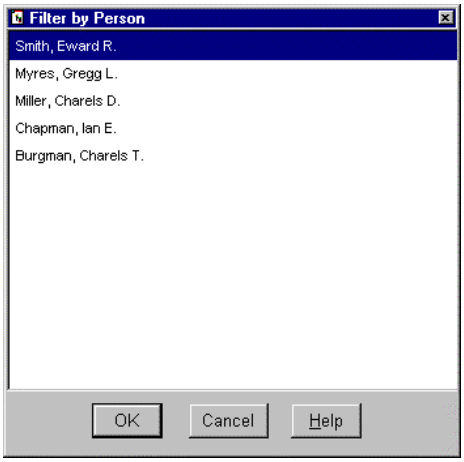


Figure 5-56: Filter by Person

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 5-57.)

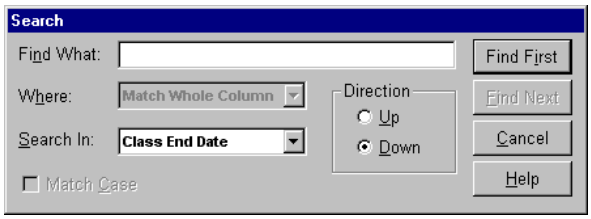


Figure 5-57: Find (Diploma Design)

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 attribute types are selected, as indicated below.

For a text attribute, only the **Font** tab appears on the ***Attribute*** property sheet (see Figure 5-58.) 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.

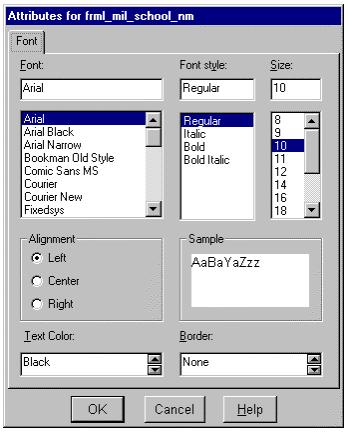


Figure 5-58: Attribute Font

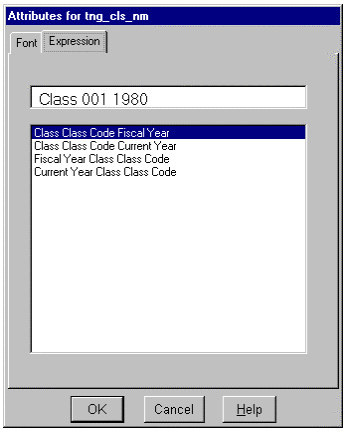


Figure 5-59: Attribute Expressions

For a composite attribute, there is an additional tab with the **Font** tab, called the **Expression** tab (see Figure 5-59.) 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 5-60.) 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.

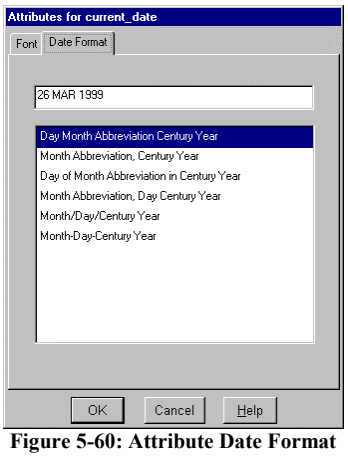


Figure 5-60: Attribute Date Format

5.3 Database Maintenance

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.

WARNING!: Using the database maintenance 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 do so by the AIMS-PC office. Regular AIMS-PC users should never be given access to this tool.

5.4 Interface Agreements

The AIMS-PC is designed to be able to interface with other Army systems in order 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. Currently, the AIMS-PC interfaces with:

- ***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.)

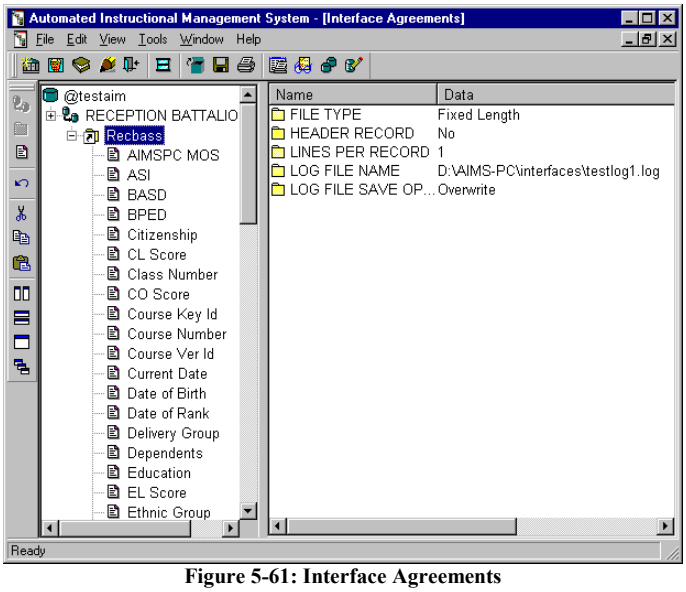


Figure 5-61: Interface Agreements

WARNING!: A user must have extensive knowledge of the AIMS-PC database and SQL to use the ***Interface Agreements*** tool to create new agreements. The AIMS-PC office does not encourage users to create interface agreements on their own, because improper use of the ***Interface Agreements*** tool can result in the corruption of the AIMS-PC database and a loss of data integrity.

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

The AIMS-PC gives users the ability to create new interface agreements; however, this option requires extensive knowledge of the AIMS-PC database and SQL. Do not attempt to create an interface agreement without first contacting the AIMS-PC office. To create a new interface agreement:

Step 1: Highlight the database name 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

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 I in the *FA Supplement* 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 I in the *FA Supplement* 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 is 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. RECBASS.)

> **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. Recbass.)

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 5-62) will appear.

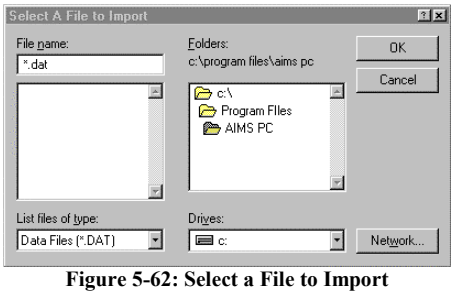


Figure 5-62: Select a File to Import

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.

Data is imported into the AIMS-PC database directly from ATRRS automatically. It is not necessary for the user to use the ***Interface Agreement*** tool in order to import ATRRS data.

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 FAs 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 5-63) 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.

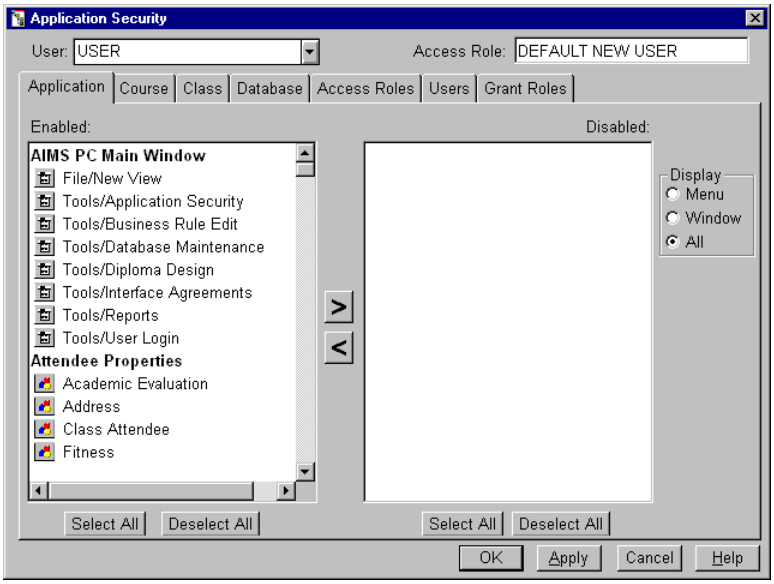


Figure 5-63: Application Security – Application Tab

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 saving 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.

TIP: Users should only be given access to the functionality that they need to do their job. Functions such as ***Application Security***, ***Database Maintenance***, ***Interface Agreements***, and even ***Delete*** functionality can be disabled to prevent users from unintentionally damaging the database. Because some property sheets can be viewed from multiple management views, these property sheets will have multiple entries in the object table. Ensure that the correct tabs for each instance of the property sheet are enabled or disabled as appropriate for the selected user for each management view to which that user has access. Due to issues with the ATRRS interface, it is recommended that ***Student Status*** change functionality should only be given to users that specifically need it.

5.5.2 Application Security – Course Tab

The **Course** tab (see Figure 5-64) provides FAs with the ability to set a user's access to specific courses within the ***Course Management*** view. 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 can contain data on every course used for training at a specific location, 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.

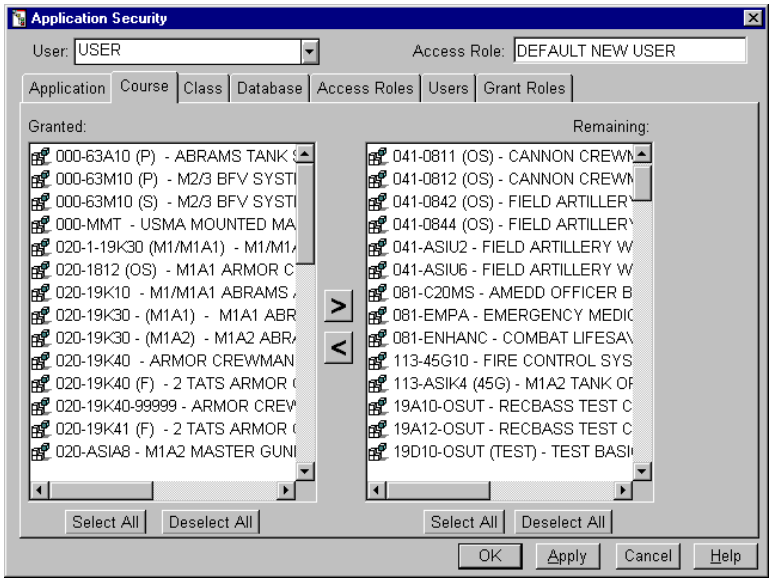


Figure 5-64: Application Security – Course Tab

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 saving any changes.

5.5.3 Application Security – Class Tab

The **Class** tab (see Figure 5-65) provides FAs with the ability to set a user's access to specific classes within the ***Class Management*** view. 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.

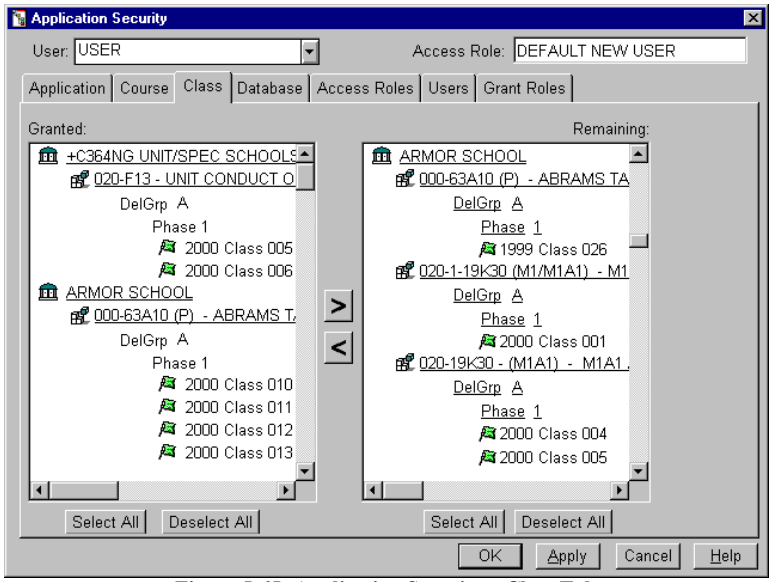


Figure 5-65: Application Security – Class Tab

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 saving any changes.

5.5.4 Application Security – Database Tab

The **Database** tab (see Figure 5-66) 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.

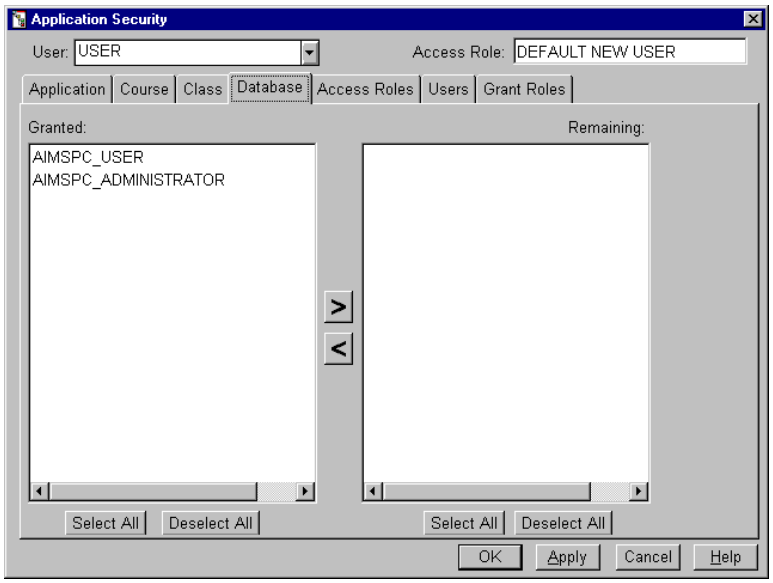


Figure 5-66: Application Security – Database Tab

NOTE: FAs do not need to be assigned both roles. The user functionality is included in the **ADMIN** role. The **Administrator** role is required to use the AIMS-PC tools available on the AIMS-PC website.

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 saving any changes.

5.5.5 Application Security – Access Roles Tab

The **Access Roles** tab (see Figure 5-67) 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 at any time; however, any modifications made to an access role will not be reflected in an individual user who has already been assigned to that role unless the user is reassigned the role.

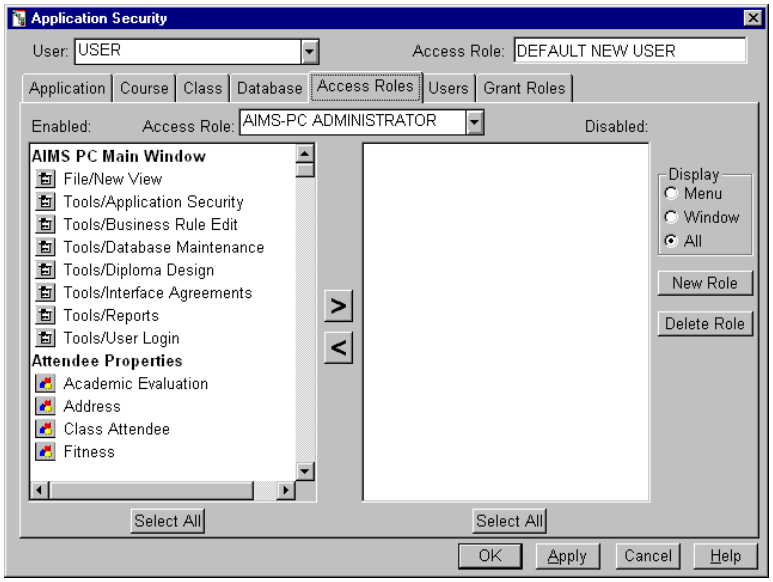


Figure 5-67: Application Security – Access Roles Tab

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 new 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. See Section 5.5.1 for more information about assigning menu objects.

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 new 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 saving 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 saving 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 5-68) provides FAs with the ability to add new users to the system, delete existing users, or change the password of existing users.

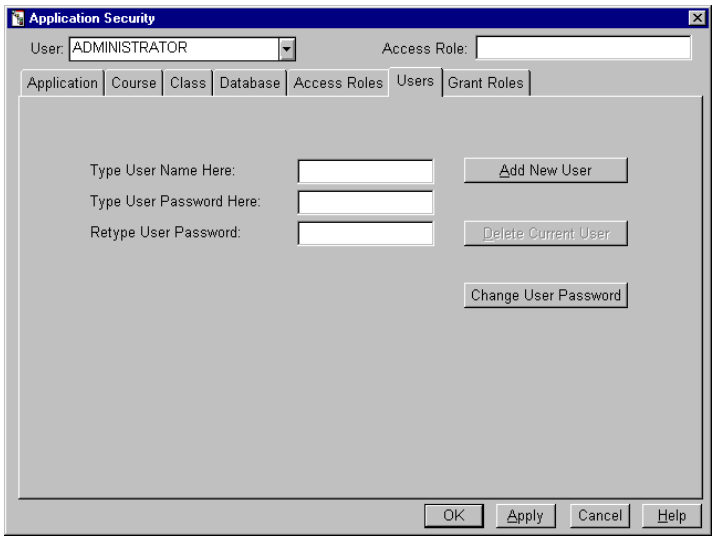


Figure 5-68: Application Security – Users Tab

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 saving 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. This button will not become active until the user selects a user ID other than his or her own.

A confirmation box will appear asking, "You are about to delete user <user name> from the system. Are you sure this is what you want to do?"

Step 5: Click the ***Yes*** button to delete the user from the AIMS-PC user 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 saving 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: Enter the user ID for the user whose password is to be changed in the ***Type User Name Here*** field.

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 saving any changes.

5.5.7 Application Security – Grant Roles Tab

The **Grant Roles** tab (see Figure 5-69) provides FAs with the ability to assign each user a predefined access role. When an existing access role is modified, any users currently assigned to that role will need to be reassigned to that access role for the changes to take affect.

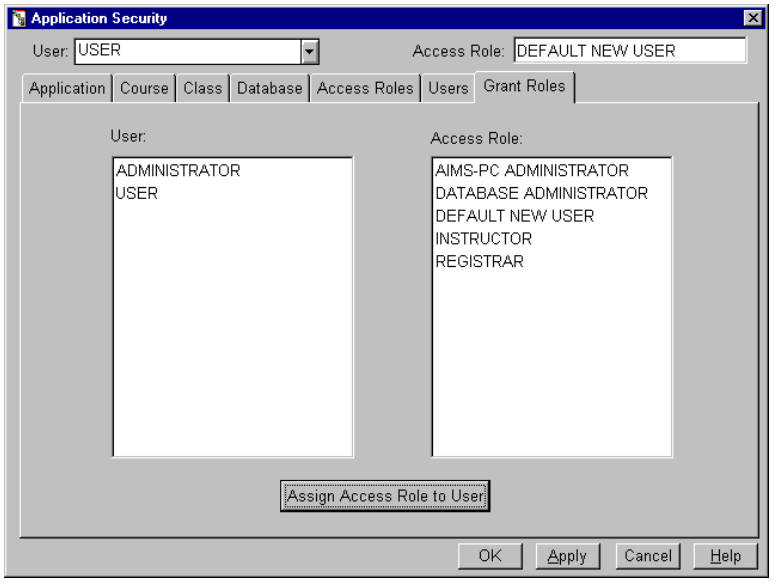


Figure 5-69: Application Security – Grant Roles Tab

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 which an ***Access Role*** is to be assigned from the ***User*** column.

To view what role a user is currently assigned, select that user in the ***User*** drop-down list at the top of the window; that user's current 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.

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 saving any changes.

5.6 Business Rule Edit

The ***Business Rule Edit*** function provides a user with 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.

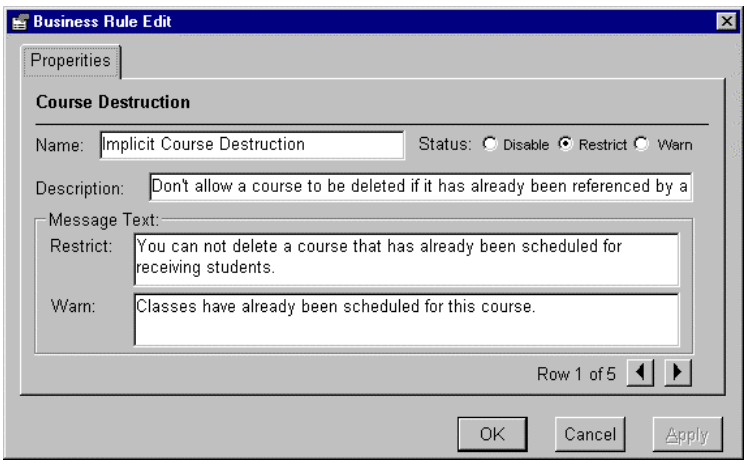


Figure 5-70: Business Rule Edit

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 5-70.)

Step 2: Enter a new ***Name*** if necessary.

Step 3: Select a new ***Status*** if necessary, either: ***Disable***, ***Restrict***, or ***Warn***.

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 Task Tool

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.

5.8 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 5-71.

Step 2: The ***User ID*** field defaults to the current user.

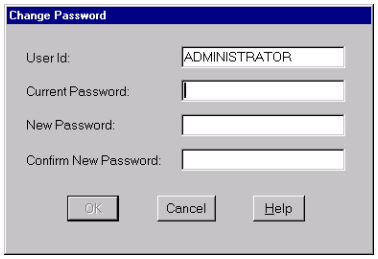


Figure 5-71: Change Password

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.

5.9 User Logon

The ***User Logon*** option allows a user to access another database and/or change the current user without exiting 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 Software Specification

AIMS-PC runs on a current standard PC configuration using a Windows 9x/NT/2000 operating system. AIMS-PC connects across a LAN to the database server using Oracle8i Client (v8.1.6.) 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 (v8.1.6) 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
Class Management		Activates a new ***Class Management*** view window.
Student Management		Activates a new ***Student Management*** view window.
Course Management		Activates a new ***Course Management*** view window.
Lesson Management		Activates a new ***Lesson Management*** view window.
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 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.
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 Lesson		Allows the user to create a new lesson.
New Learning Objective		Allows the user to create a new learning objective.

Name	Button	Purpose
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.
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. Some tabs are only available by clicking on information displayed on the right-side window.

Property Sheet	Class	Course	Lesson	Student	Unit
School **- School Tab**	X				
Class **- General Tab**	✔			✔	X
Class **- Gradesheet Tab**	✔			✔	
Class **- Student Status Tab**	✔			✔	X
Class **- Marksmanship Tab**	✔			✔	
Section **- General Tab**	X				
Section **- Gradesheet Tab**	✔				
Section **- Student Status Tab**	✔				
Section **- Marksmanship Tab**	✔				
Course **- General Tab**	✔	✔			
Course **- Text Tab**	✔	✔			
Course **- Status Tab**	✔	✔			
Delivery Group **- Delivery Group Tab**	X	✔			
Phase **- General Tab**	X	✔			
Phase **- Resources Tab**	X	✔			
Phase **- Hours Tab**		✔			
Phase **- Comments Tab**		✔			
Phase **- Locations Tab**	X	✔			
Phase **- Personnel Tab**		✔			
Phase **- Materials Tab**		✔			
Phase **- Facilities Tab**		✔			
Training Module **- Training Module Tab**		✔			
Lesson **- Lesson Tab**		✔	✔		
Lesson **- Text Tab**		✔	✔		
Lesson **- Task Tab**		✔	✔		
Lesson **- Adjustments Tab**		✔			
Learning Objective **- Learning Objective Tab**			✔		
Learning Objective **- Text Tab**			✔		
Learning Step **- Steps Tab**			✔		

Property Sheet	Class	Course	Lesson	Student	Unit
***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* - Student Absence Tab**	✔				
***Student* - Academic Evaluation Tab**	✔				
***Unit* - Unit Tab**					✔

APPENDIX A – ACRONYMNS AND ABBREVIATIONS

APPENDIX A – ACRONYMNS AND ABBREVIATIONS

ADT	Active Duty for Training
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
ARNG	Army National Guard
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
BASD	Basic Active Service Date
BCT	Basic Combat Training
BPED	Basic Pay Entry Date
BPFT	Basic Physical Fitness Test
CAD	Course Administrative Data
CCB	Configuration Control Board
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
DOIM	Directorate of Information Management
DSN	Defense Switched Network
ECP	Engineering Change Proposal
ECP-S	Engineering Change Proposal - Software
ELO	Enabler Learning Objective
ETS	End-of-Term Service
FA	Functional Administrator
FAQ	Frequently Asked Questions
FOUO	For Official Use Only
GED	General Education Diploma
HQ	Headquarters
ICH	Instructor Contact Hours
ICW	Interactive Courseware
ISSO	Installation System Security Officer
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
MOSQ	MOS Qualified
NCO	Non – Commissioned Officer
NSN	Nation Stock Number
OPTEMPO	Operating/Operation Tempo
PFN	POI File Number
PID	Personal ID (Identification Number)
PM	Program Manager
PMOS	Primary Military Occupation Specialty
POC	Point of Contact
POI	Program of Instruction
POIMM	Program of Instruction Management Module
PPN	Passport Number
PSC	Personnel Service Center
PULHES	Pulmonary, Upper/Lower Extremities, Hearing, Eyes, Psychological
QS	Quota Source
RC3	Reserve Component Course Configuration
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
STR	System Trouble Report
SUM	Software User Manual
SW-TT	Software Trouble Ticket
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
TNOSC	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
USAR	U.S. Army Reserve

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APPENDIX B – DIPLOMA DESIGN ATTRIBUTES

APPENDIX B – DIPLOMA DESIGN ATTRIBUTES

Attribute Name	Attribute
Academic Hours	acad_hours
Course Identifier	course_id
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

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