



TOTAL FORCE ADMINISTRATION SYSTEM DRILL MANAGEMENT MODULE (TFAS DMM)

Delete a Drill
Version 1.0



Prepared by Kevin Poole for



TFAS DMM	Version 1.0
Delete a Drill	February 1, 2011

DOCUMENT HISTORY

Revisions

Version	Date	Author	Changes
0.1	1/26/2011	Kevin Poole	Draft
0.2	1/27/2011	Michael Hunsberger	Proofread and apply template
1.0	2/1/2011	Michael Hunsberger	Made additional edits

TFAS DMM	Version 1.0
Delete a Drill	February 1, 2011

Table of Contents

1.0	Introduction.....	1
2.0	Search for a Delete Attendee Request.....	2
3.0	Create New Delete Attendee Requests.....	5
4.0	Approve, Decline, and Return Delete Attendee Request	7
4.1	Return for Edits Delete Attendee Request.....	11
4.2	Decline Delete Attendee Request	12
5.0	Submit Returned Delete Attendee Request.....	13
6.0	Remove Delete Attendee Request.....	15

TFAS DMM	Version 1.0
Delete a Drill	February 1, 2011

1.0 Introduction

The purpose of this document is to provide instructions for the Drill Delete functionality within Drill Manager (DM).

This function gives the unit the ability to delete a drill required attendance for an individual from a scheduled or mustered drill.

The process begins with the Muster Manager requesting the deletion and ends with the Approver/Trusted Agent approving, declining, or returning for the request for edits.

2.0 Search for a Delete Attendee Request

Roles: Approver/Trusted Agent, Muster Manager

To search for a Delete Attendee Request, click the **Corrective Action** tab (Figure 1):

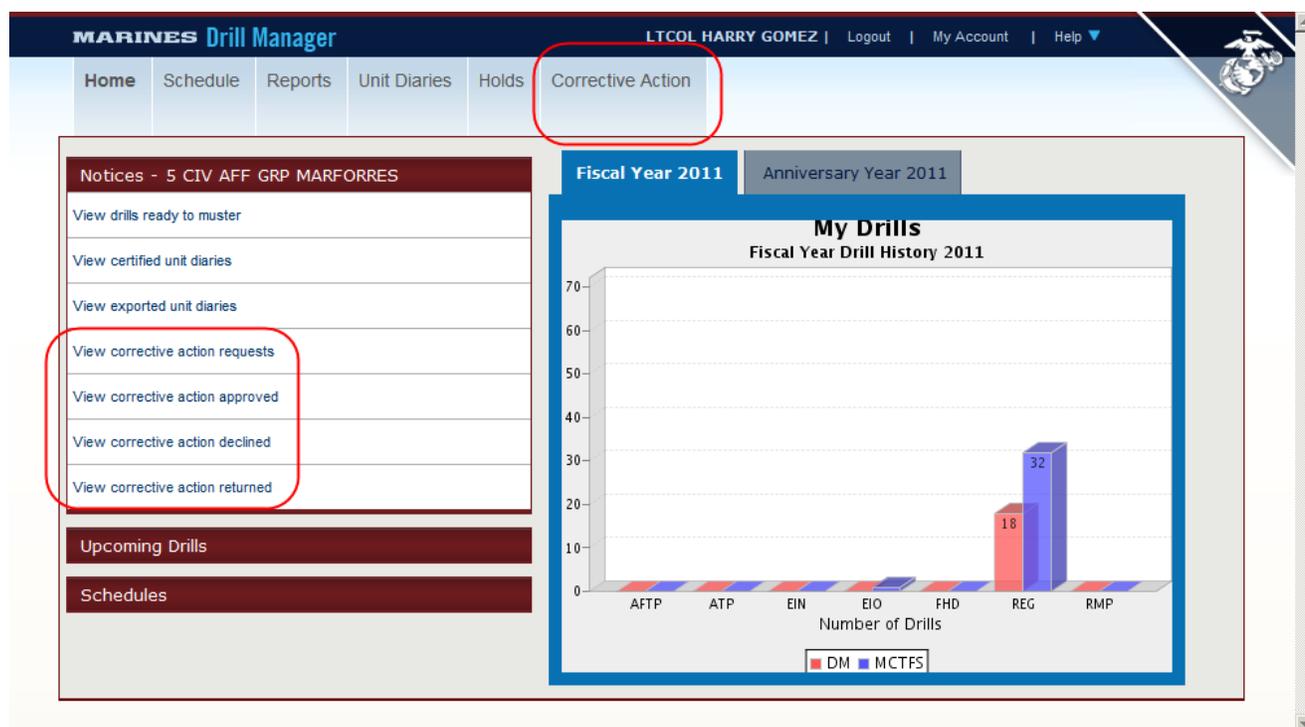


Figure 1: Corrective Action Tab

NOTE: You can also view corrective action requests by clicking the following hyperlinks from the Notices panel (as applicable):

- View corrective action requests
- View corrective action approved
- View corrective action declined
- View corrective action returned

Upon clicking the hyperlinks, the Corrective Action requests for each corresponding status will be filtered.

After you click the Corrective Action tab, the screen will show a list of current requests (Figure 2):

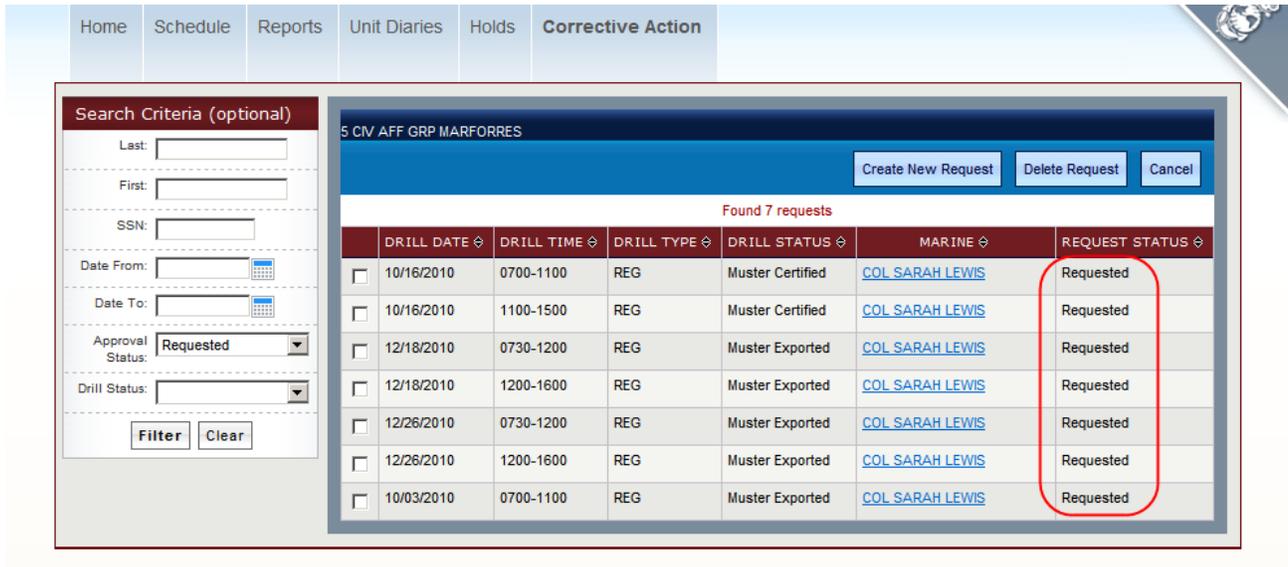


Figure 2: Corrective Actions

On the Corrective Actions screen, you will see the current Delete Attendee request(s) with an Approval status of "Requested."

You can also enter optional search criteria to search for a specific request (Figure 3):

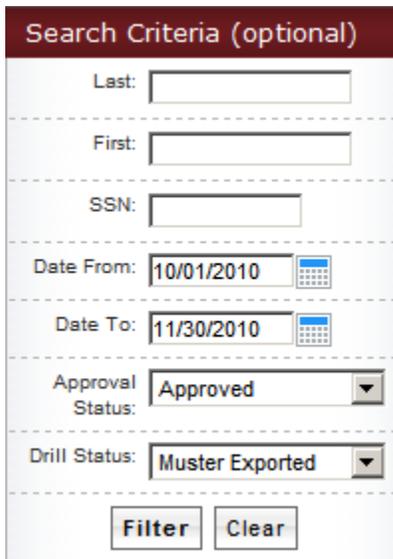


Figure 3: Corrective Actions Search Criteria

In the example above, the user is searching for drills between 10/01/2010 and 11/30/2010, with an Approval Status of "Approved, and Drill Status of "Muster Exported."

Click the **Filter** button to execute search filter (Figure 4):

The screenshot shows a search results page. On the left, there is a 'Search Criteria (optional)' section with the following fields:

- Last:
- First:
- SSN:
- Date From: (with calendar icon)
- Date To: (with calendar icon)
- Approval Status: (dropdown menu)
- Drill Status: (dropdown menu)

At the bottom of the search criteria section are two buttons: 'Filter' and 'Clear'. The 'Clear' button is circled in red.

The main content area shows search results for '5 CIV AFF GRP MARFORRES'. It includes a 'Create New Request' and 'Cancel' button. Below that, it states 'Found 1 requests' and displays a table with the following data:

	DRILL DATE	DRILL TIME	DRILL TYPE	DRILL STATUS	MARINE	REQUEST STATUS
<input type="checkbox"/>	10/03/2010	1100-1500	REG	Muster Exported	COL SARAH LEWIS	Approved

Figure 4: Search Results

Notice the search results above, one request was found. Once you have completed your search click the **Clear** button to clear the search filter and start a new search.

3.0 Create New Delete Attendee Requests

Role: Muster Manager

To create a new delete attendee request, you must first search for drills the Marine was required to attend.

- 1) Click the **Corrective Action** tab as previously stated above.
- 2) Click the **Create New Request** button (Figure 5):

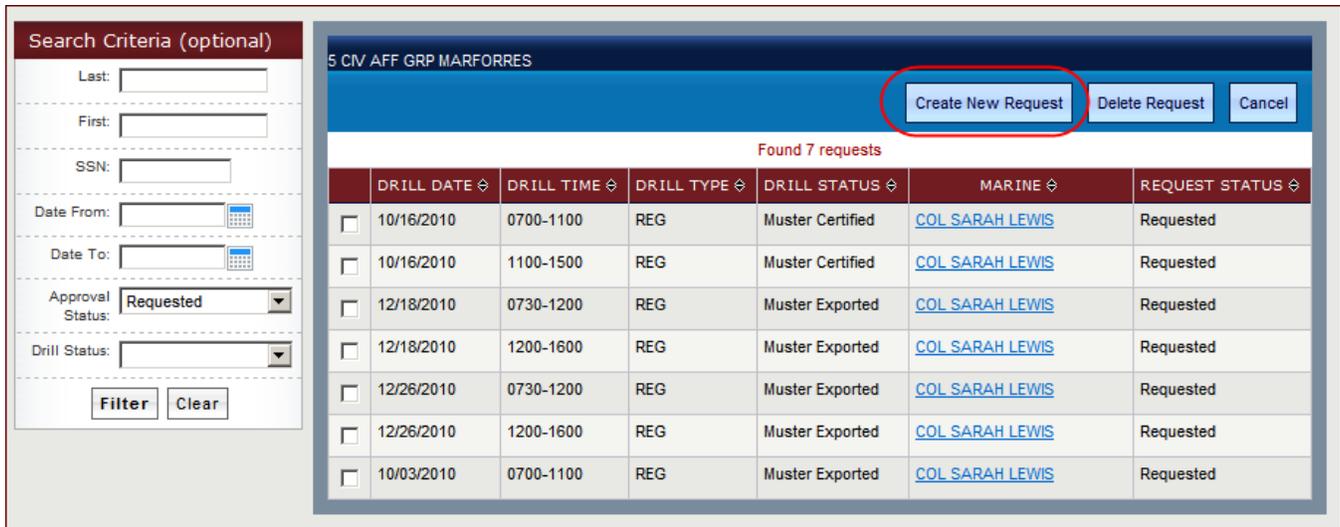


Figure 5: Create New Request Button

- 3) Enter the Required Search Criteria: Last Name, First Name, and SSN for the Marine.
You can also enter Optional Search Criteria: From Date, To Date and Drill Status to narrow the search range.
- 4) Click the **Filter** button to execute the search (Figure 6):

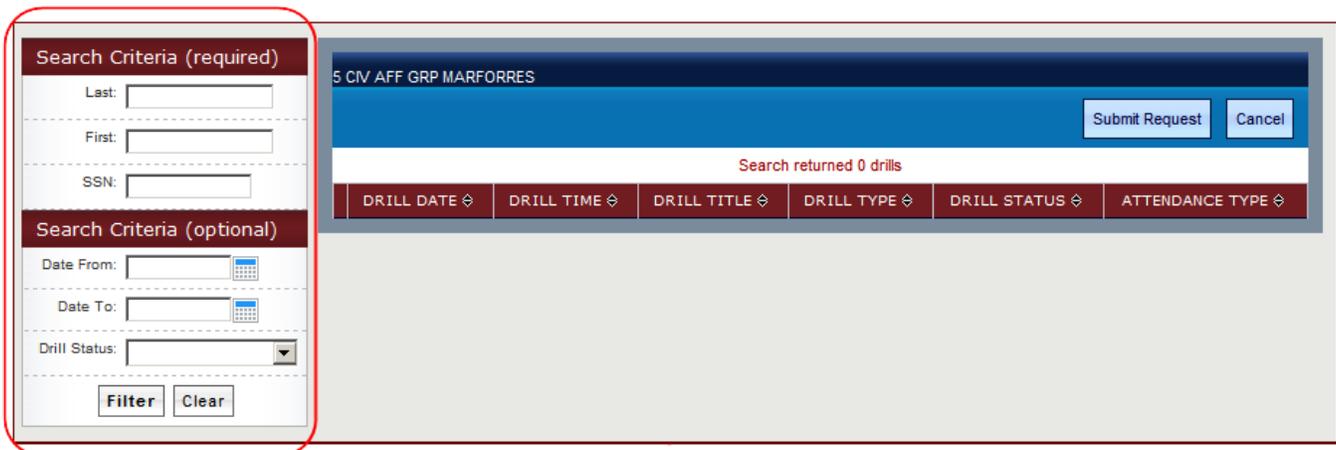


Figure 6: Search Criteria (Required and Optional)

- 5) Select check box(es) to the left of the drill periods to delete the attendee from (Figure 7):

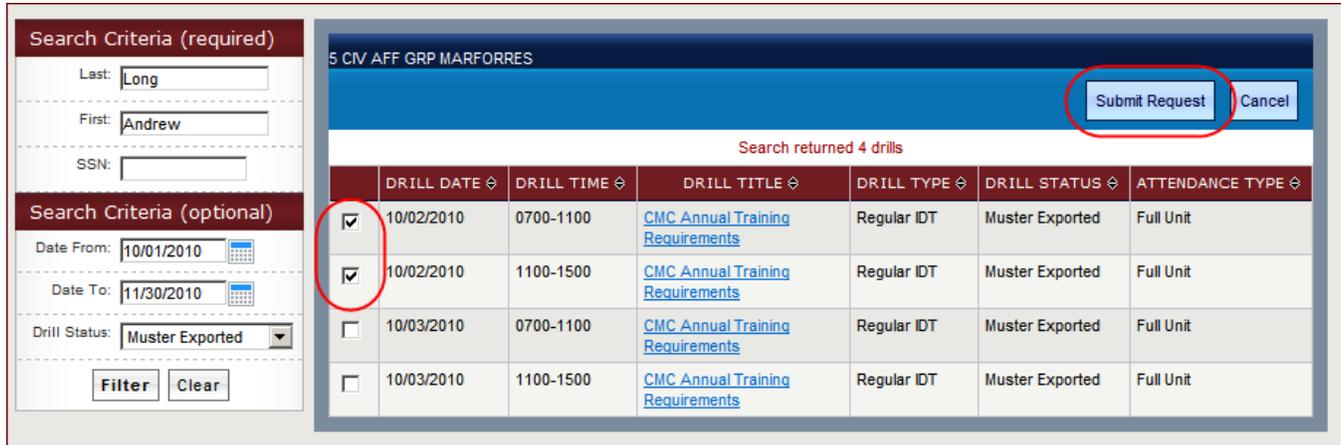


Figure 7: Search Results

- 6) Click the **Submit Request** button.
- 7) A Justification dialog box will open (Figure 8). These comments are required.

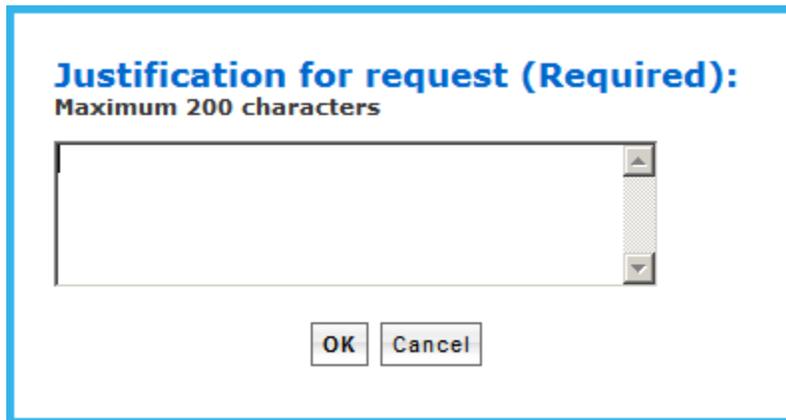


Figure 8: Justification Dialog Box

- 8) Enter justification comments, and then click the **OK** button.

4.0 Approve, Decline, and Return Delete Attendee Request

Roles: Approver, Trusted Agent

To approve, decline, or return delete attendee requests:

- 1) From the Home page, click on the **View corrective action requests** hyperlink from the Notices panel (Figure 9):

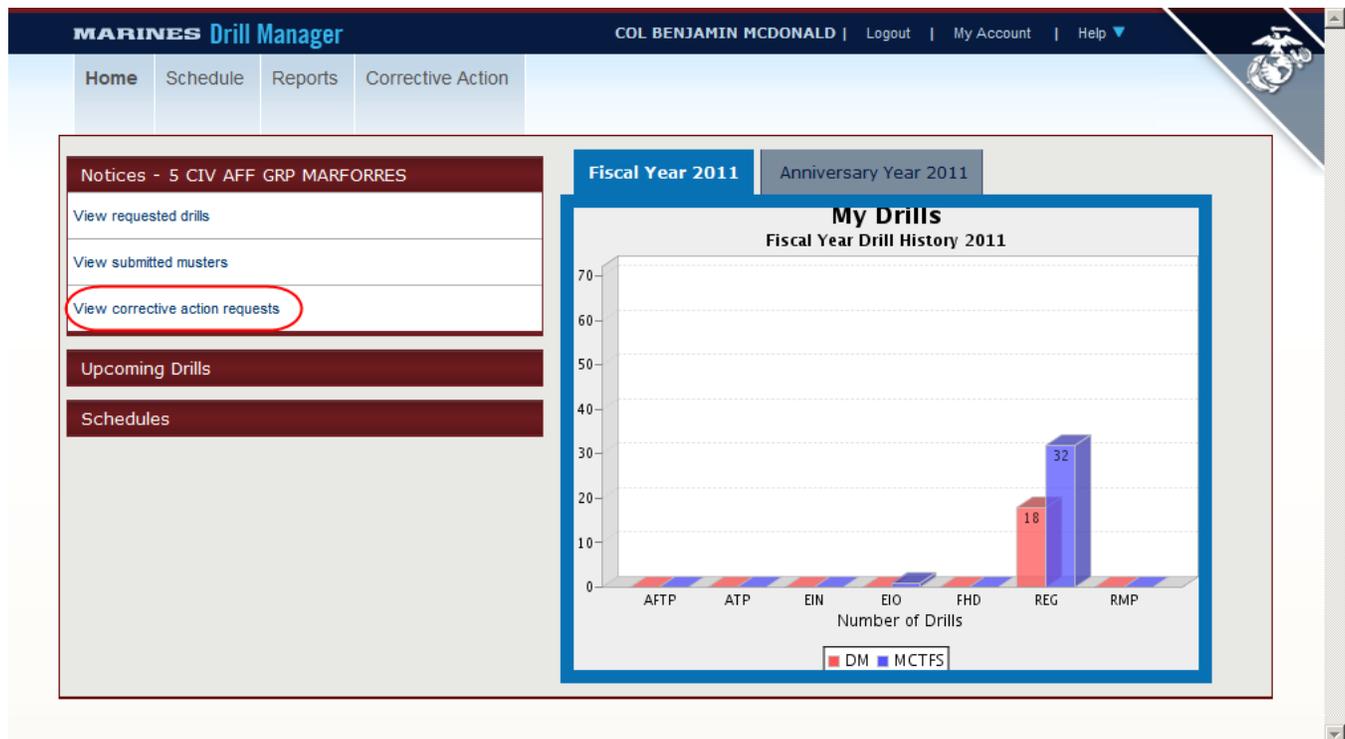


Figure 9: View Corrective Action Hyperlink

- 2) View the Details and Justification for the request by clicking a Name hyperlink (Figure 10):

The screenshot shows the MARINES Drill Manager interface. At the top, it displays the user name COL BENJAMIN MCDONALD and navigation links for Logout, My Account, and Help. Below this is a navigation menu with Home, Schedule, Reports, and Corrective Action. The main content area features a search criteria panel on the left and a table of drill requests on the right. The search panel includes fields for Last, First, SSN, Date From, Date To, Approval Status (set to Requested), and Drill Status, along with Filter and Clear buttons. The table, titled '5 CIV AFF GRP MARFORRES', contains 9 rows of data. The MARINE column in the table has blue hyperlinks for each row, with a red circle highlighting the links for COL SARAH LEWIS and LCPL ANDREW LONG. The table headers are DRILL DATE, DRILL TIME, DRILL TYPE, DRILL STATUS, MARINE, and REQUEST STATUS.

	DRILL DATE	DRILL TIME	DRILL TYPE	DRILL STATUS	MARINE	REQUEST STATUS
<input type="checkbox"/>	10/16/2010	0700-1100	REG	Muster Certified	COL SARAH LEWIS	Requested
<input type="checkbox"/>	10/16/2010	1100-1500	REG	Muster Certified	COL SARAH LEWIS	Requested
<input type="checkbox"/>	10/02/2010	0700-1100	REG	Muster Exported	LCPL ANDREW LONG	Requested
<input type="checkbox"/>	10/02/2010	1100-1500	REG	Muster Exported	LCPL ANDREW LONG	Requested
<input type="checkbox"/>	12/18/2010	0730-1200	REG	Muster Exported	COL SARAH LEWIS	Requested
<input type="checkbox"/>	12/18/2010	1200-1600	REG	Muster Exported	COL SARAH LEWIS	Requested
<input type="checkbox"/>	12/26/2010	0730-1200	REG	Muster Exported	COL SARAH LEWIS	Requested
<input type="checkbox"/>	12/26/2010	1200-1600	REG	Muster Exported	COL SARAH LEWIS	Requested
<input type="checkbox"/>	10/03/2010	0700-1100	REG	Muster Exported	COL SARAH LEWIS	Requested

Figure 10: Name Hyperlinks

The Request Details window will open for the selected name (Figure 11):

5 CIV AFF GRP MARFORRES

Request Details

Back

Marine to remove: LCPL ANDREW LONG
from muster:

Drill Date: 10/02/2010

Drill Time: 1100-1500

Drill Type: REG

Drill Status: Muster Exported

Drill Attendance: Full Unit

Requested By: LTCOL HARRY GOMEZ

Request Date: 01/27/2011

Request Status: Requested

Justification: Marine was erroneously added to Muster Sheet and needs to be deleted

Approved by:

Approval Date:

Comments:

Figure 11: Request Details

- 3) Click the **Back** button to return to Request Screen (Figure 11).
- 4) In Figure 110, select check box(es) to the left of the drill periods to delete the attendee from corrective action request, then click the **Approve** button.
- 5) A Comments dialog box will open (Figure 12). These comments are required.



Figure 12: Comments for Approving Dialog Box

- 6) Enter comments, and then click the **OK** button.

TFAS DMM	Version 1.0
Delete a Drill	February 1, 2011

4.1 Return for Edits Delete Attendee Request

To return the request for edits:

- 1) In Figure 110, select check box(es) to the left of the drill periods from corrective action requests, and then click the **Return for Edits** button.
- 2) A Comments dialog box will open (Figure 13). These comments are required.

A screenshot of a dialog box titled "Reason for Returning (Required):" in blue text. Below the title, it says "Maximum 200 characters" in black text. The dialog box contains a large, empty text area with a vertical scrollbar on the right side. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Figure 13: Reason for Returning Dialog Box

- 3) Enter comments, and then click the **OK** button.

TFAS DMM	Version 1.0
Delete a Drill	February 1, 2011

4.2 Decline Delete Attendee Request

To decline the request:

- 1) In Figure 110, select check box(es) to the left of the drill periods from corrective action requests, then click the **Decline** button.
- 2) A Comments dialog box will open (Figure 14). These comments are required.

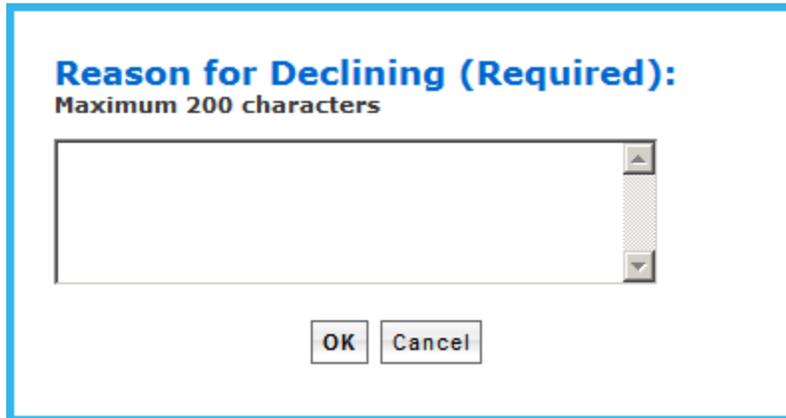
A dialog box titled "Reason for Declining (Required):" with a subtitle "Maximum 200 characters". It features a large text input area with a vertical scrollbar on the right side. Below the input area are two buttons: "OK" and "Cancel".

Figure 14: Reason for Declining Dialog Box

- 3) Enter comments, and then click the **OK** button.

5.0 Submit Returned Delete Attendee Request

Role: Muster Manager

If you have any Delete Attendee requests that have been returned for edits you will see the **View corrective action returned** hyperlink in the Notices panel on the Home page (Figure 15):

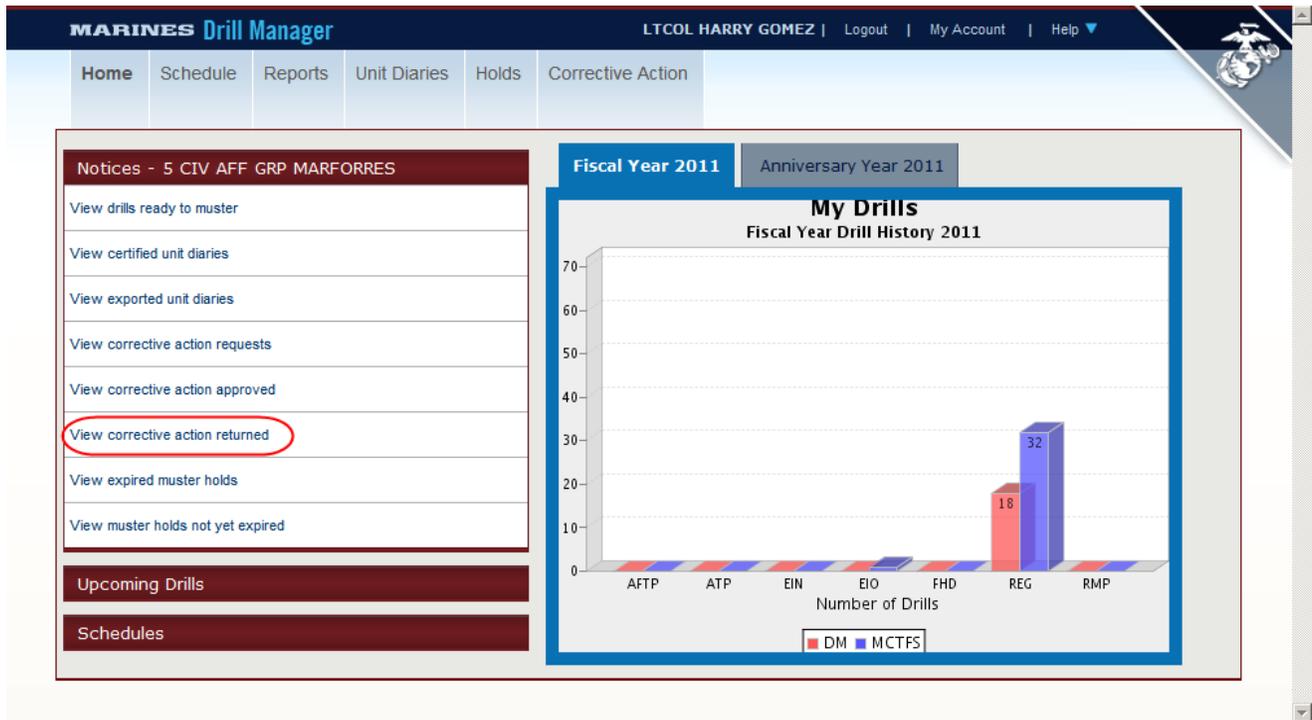


Figure 15: View Corrective Action Returned Hyperlink

- 1) Click the **View corrective action returned** hyperlink to view a list of requests that have been returned for edits (Figure 15):

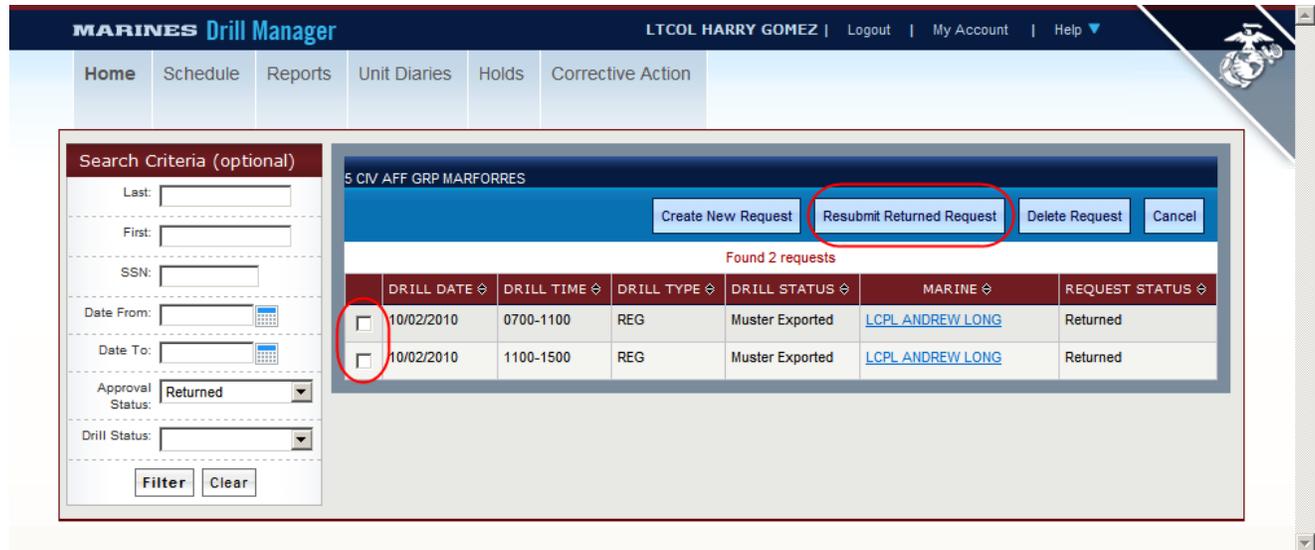


Figure 16: Requests Returned for Edits

- 2) Select the check box(es) to the left of the drill(s) to resubmit and click the **Resubmit Returned Request** button (Figure 16).
- 3) A Comments dialog box will open (Figure 17). These comments are required.

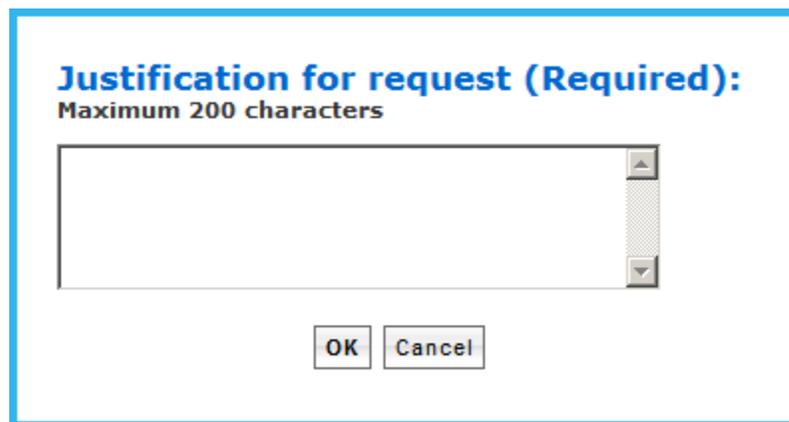


Figure 17: Justification for Request Dialog Box

- 4) Enter comments, and then click the **OK** button.

6.0 Remove Delete Attendee Request

Role: Muster Manager

To remove any Delete Attendee request:

- 1) Click the **View corrective action requests** hyperlink from the Home page notice panel (Figure 18):



Figure 18: View Corrective Action Requests Hyperlink

- 2) Select the drill(s) to remove and click the **Delete Request** button (Figure 19):

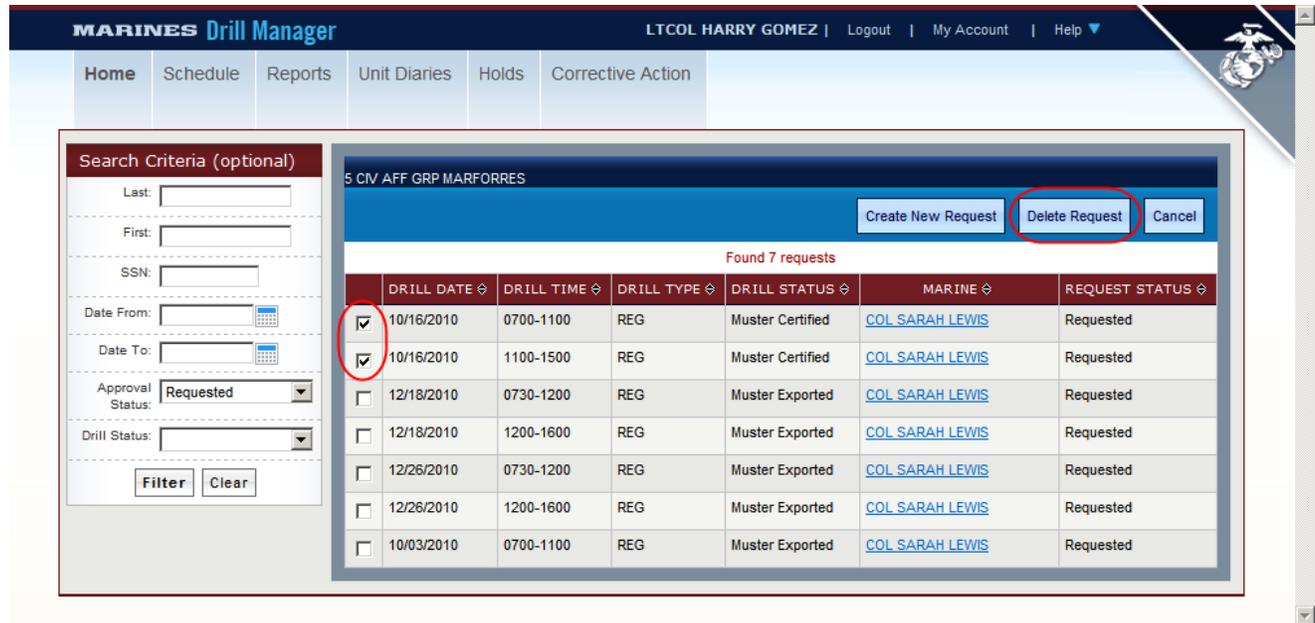


Figure 19: Delete Request Button

- After clicking the Delete Request button, a Confirm deletion dialog box will open. Click the **OK** button to confirm the deletion (Figure 20):

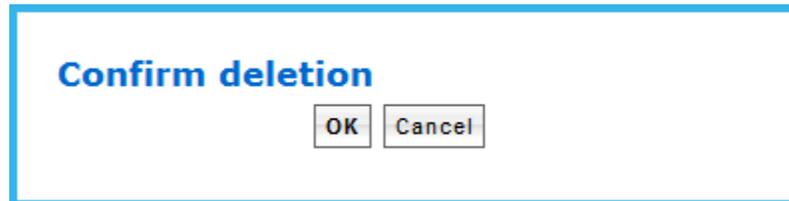


Figure 20: Confirm Deletion Dialog Box