



SC-TMS 9

Quick Reference Guide

for

IMSOs

A quick reference guide for navigating SC-TMS 9

28 October 2014

Table of Contents

<u>Section:</u>	<u>Page Number</u>
I. Accessing SC-TMS:	2
- Live SC-TMS:	2
- Training/Practice SC-TMS:	2
II. Today At A Glance:	2
III. General Information for IMSO to keep up-to-date:	2
- IMSO POC	2
- Location Remarks	3
- Physical Location of Training (PLOT)	3
- Course Information	3
- International Notes	3
IV. Reports:	3
- Projection Report	3
- Ad Hoc Report	3
V. Working with your Students:	4
- Student Training Status and Progress Messages	4
- Arrival and Enrollment Reports	4
- Completion Report	5
- Exception Report	5
- General Progress Messages	5
- Arrival Information	5
- FIN	6
- Academic Report (DD Form 2496)	6
- ITO Repository	6
- Flight Hours	6
VI. Field Studies Program (FSP):	6
VII. POC Directories:	7
VIII. Contact DISAM:	7

I. Accessing SC-TMS:

A. “Live” side of SC-TMS:

☞ Log into SAN > Training > **SC-TMS9**

B. “Training” side of SC-TMS: **Only Use during DISAM class or when you want to “practice”!**

This IS NOT Live Data. Changes **DO NOT GO ANYWHERE, and **DO NOT AFFECT ANYTHING**. Training website and data is refreshed /updated before each SCM-O Training Track at DISAM**

☞ Log into SAN > Other > **SC-TMS9 Training**

Important!!! Notice blue border at top with the words **** Training Server ****

II. Today At A Glance:

A. See a quick overview of what is going on “today” in training for Schoolhouse.

B. This can be seen on the SC-TMS Welcome Screen (Today At A Glance):

☞ Log into SAN > Training > SC-TMS9

- LAST DSAMS Refresh – last time the SAN data was updated.
 - NEXT DSAMS Refresh – next scheduled SAN data update.
 - Active Students who have an ITO Amendment
 - Training Line Statuses that have changed from yesterday
 - Activities/Schoolhouses – Number of students at your schoolhouse today.
 - Program Types – What programs are being used to fund students at your schoolhouse today.
 - Countries – The top 10 countries with students at your schoolhouse today.
 - Courses – The top 10 courses at your schoolhouse with international students attending today.
- Click any hyperlink on this window to see additional information.

III. General Information for IMSO to keep up-to-date:

A. **IMSO POC Information:**

☞ **Click:** Schoolhouse

1. To add a new IMSO POC: Click, “Add New POC” hyperlink > fill out form > click, Assign POC > Return to Training Activities
2. To update an existing POC: Click the “Pencil & Paper” icon next to the appropriate name
3. To delete a POC: Click the “Red X” icon next to the appropriate name

(Hint: Those identified as “Contact Type” = International Military Student Officer (IMSO) will receive automated e-mail notices for uploaded ITOs, Arrival Messages etc.)

B. Location Remarks:

Explain general information about your Schoolhouse and the surrounding area.

 **Click:** Schoolhouse > **Location Remarks** > put a checkmark in the Update box next to the comments to update > enter remarks in Comments field > click, Update button

(Hint: When updating Location Remarks, be sure to check the update box for those categories that you are updating.)

C. Physical Location of Training (PLOT):

The information entered for PLOT will automatically appear on the student's ITO as the Location of Training.

 **Click:** Schoolhouse > **Physical Location (PLOT)** > fill out form > click Update

D. Course Information:

View information about courses at your schoolhouse.

 **Click:** Schoolhouse > **Active Courses / International Notes** > locate appropriate MASL ID > click MASL ID hyperlink

(Hint: On the window that lists all Active Courses, click Location Code hyperlink to see Location Information details.)

(Hint: Air Force and Navy IMSOs cannot see course prices, per AFSAT and NETSAFA.)

E. International Notes:

International Notes are remarks associated with a specific course that international students should be aware of. International Notes are maintained and updated by the IMSO.

IMPORTANT for IMSOs to complete to emphasize information about a course for IMS!!!

 **Click:** Schoolhouse > **Active Courses / International Notes** > click, "Int'l Notes" hyperlink for appropriate course > enter information about the course > click, Update

IV. Reports:

(Hint, after a report is "Previewed" the results can then be exported to various formats (i.e. PDF, Excel, Word etc.) by selecting the desired format from the "Export to the selected format" dropdown and clicking Export.)

A. **Projection Report** - Shows what is programmed for your schoolhouse during a given date range sorted by MASL ID or by Start Date.

 **Click:** Schoolhouse > **Projection Report** > (**By MASL** or **By Start Date**) > Select a date range (Start Dt. And End Dt.) > enter any other criteria that may be applicable > Preview

B. **Ad Hoc Report** – View and Search the Standardized Training List (STL) for your schoolhouse by a wide variety of filter criteria.

 **Click:** Reports > Ad Hoc > enter the criteria you are searching for > click:

- > “Web Only” button: (To view results in webpage with hyperlinks for additional information.)
- > “Report Only” button: View results in a format that can be exported (i.e. pdf) & printed.
- > “Export To XLS” button: View results in Excel format.

V. Working with your Students:

A. Student Training Status and Progress Messages.

 **Click:** Schoolhouse > **Student Training & Progress Messages**

(Hint: Default is to show “Students Active” (i.e. students who should be at your schoolhouse today based on the STL. If needed, use dropdown boxes at the top to change the criteria.)

(Hint: If you want to see all courses in a student’s training track [not just the active course at your schoolhouse]: After clicking Student Training & Progress Messages, then check the “Show Entire Training Track” checkbox and click Search.

(Hint: Click hyperlinks on the page to see additional information: i.e.

- Click, Student name hyperlink to see the student information form
- Click, ITO Number hyperlink to view the ITO

(Hint: Arrive column: Green Checkmark icon indicates Arrival Report has been completed.

Pad and Pencil icon indicates Arrival Report needs to be submitted.

Enroll column: Green Checkmark icon indicates Enrollment Report has been completed.

Pad and Pencil icon indicates Enrollment Report needs to be submitted.

Complete column: Checkmark icon indicates Completion Report has been completed.

Pad and Pencil icon indicates Completion Report needs to be submitted.

PM column: Use “Hand Holding Paper” icon to submit Progress Messages.

B. Arrival and Enrollment Reports – IMSO must identify when student has Arrived and Enrolled:

1. Arrival Report:  **Click:** Schoolhouse > **Student Training & Progress Messages** > Locate student > click “Pad and Pencil” icon in Arrive column > fill out form > click, Update

2. Enrollment Report:  **Click:** Schoolhouse > **Student Training & Progress Messages** > Locate student > click “Pad and Pencil” icon in Enroll column > fill out form > click, Update

(Hint: If you wait until the Start Date of the course (according to the STL) you can do the Arrival and Enrollment Report at the same time.)

(Hint: When the Enrollment Report is submitted, this will change the Training Line Status (TLS) to EN (Enrolled). This change will appear in the STL the following day.)

3. Group Enroll: Submit an Arrival and Enrollment report for many students at the same time.

(Hint: Wait until the Start Date of the course.

Only Group Enroll those students that Arrived and Enrolled as scheduled according to the STL. i.e. Report and Start dates are correct.)

 **Click:** Schoolhouse > Student Training & Progress Messages > **Group Enroll** > click the checkbox for those students who arrived and enrolled as scheduled per the STL > Submit > Return to Student Training Status List

C. Completion Report – IMSO must identify when student has Completed the course:

1. Completion Report:  **Click:** Schoolhouse > Student Training & Progress Messages > Locate student > click “Pad and Pencil” icon in **Complete** column > Fill out form > click Update

(Hint: When the Completion Report is submitted, this will change the Training Line Status (TLS) to CO (Completed). This change will appear in the STL the following day.)

2. Group Completion Report: Submit a Completion Report for many students at the same time.

 **Click:** Schoolhouse > Student Training & Progress Messages > change “Students Active” dropdown box to “Students Completed Last 30 Days” > View > click “**Group Complete**” button > click the checkbox for those students who completed as scheduled per the STL > select appropriate Status and Honor Grad dropdown selections > Submit

D. Exception Report – Shows training lines that need one or more of the following reports to be completed: Arrival, Enrollment or Completion Report.
(Default is to show those due within the last Month.)

 **Click:** Student > **Exception Report** > (Pad and Pencil icons indicate what reports need to be submitted.) > click “Pad and Pencil” icon to accomplish the appropriate report.

E. General Progress Messages – Enter progress messages about a student during training.

(Hint: In addition to general progress messages, you can also enter flight information for a student going to the next schoolhouse or returning home by submitting a TV (Travel Information) progress message. The process is the same as for all general progress messages, as shown below.)

 **Click:** Schoolhouse > Student Training & Progress Messages > locate the appropriate student > click the “Hand Holding Paper” icon in the **PM** column > choose a Progress Message from the Progress Message dropdown > enter any applicable information > click the Add button.

F. Arrival Information: - View arrival information entered by a SCO or IMSO.

 **Click:** Student > **Arrival Information**

(Hint: If arrival Information exists it will be displayed under the general training line information with the following labels: **Arrival, Remark**)

(Hint: Notice the dropdown boxes at the top of the window to change the criteria for the results.)

G. Foreign Identification Number: (Optional entry)

 **Click:** Student > **FIN Management** > click the “Edit” hyperlink next to student’s name > Enter FIN > Update

(Hint: The FIN can also be entered on the Arrival and Enrollment Reports when these are done.)

H. Academic Report (DD Form 2496):

Upload Academic Reports, DD Form 2496, for viewing by SCO, Military Service, GCC etc.
When uploaded, the SCO will receive an e-mail.

 **Click:** Student > **Academic Report (DD2496)** > if needed, use dropdown boxes to filter the criteria to locate the student > click on “Upload File” field for appropriate student > locate file to upload and double click it > click, Update > the File Name will automatically appear in the Document column.

(Hint: Filenames that are uploaded should NOT include non-alphanumeric characters!!!)

(Hint: Once uploaded, click the filename in the Document column to view the Academic Report.)

I. ITO Repository: View ITOs and ITO Amendments uploaded by the SCO.

 **Click:** **ITO Repository** > if needed, change filter criteria at top of page > click, Submit > click the “View ITO” hyperlink in “View ITO/Planning ITO” column to see the ITO and any amendments.

J. Flight Hours: (Usually applies to Navy)

Enter Flight and Simulator hours a student has accumulated by equipment type.

 **Click:** Schoolhouse > Student Training & Progress Messages > Locate the student and the appropriate line of training (you may need to use the criteria dropdown boxes at the top of the page) > click “**Hand Holding Paper**” icon in the PM column > enter number of hours in appropriate field at the bottom of the page > click the Update hyperlink.

Another way to view Flight Hours:

 **Click:** Reports > Ad Hoc > enter criteria > click “Web Only” button > locate appropriate line suffix and click “**Hand Holding Paper**” icon in the PM column. Notice the Equipment/Flight Hours section.

VI. Field Studies Program (FSP):

Keep track of your FSP events, how much they cost and which students attended.
Shows a list of current FSP events that have been completed or planned.

[Click](#): Schoolhouse > **Field Studies Program (FSP)**

A. New Event Template: Create an entirely new FSP Event Template

[Click](#): **“Create New Event Template”** hyperlink > fill out form > click, Save/Update

B. Existing Events:

“Event Action” column icon functions:

1. State Capital icon : Create a new occurrence of an existing event

[Click](#): **“State Capital”** icon in Event Action column > fill out form > Save/Update

2. Face & Paper icon : Identify the students who participated in a specific event

[Click](#): **“Face & Paper”** icon in Event Action column > click the checkbox for each student who participated in the event > Save/Update

3. Pad and Pencil icon : Update information about a specific event occurrence.
(i.e. dates, costs etc.)

[Click](#): **“Pad and Pencil”** icon in Event Action column > update the form > Save/Update

4. Red X icon : Delete an occurrence of an event.

[Click](#): **“Red X”** icon in Event Action column > OK

VII. POC Directories:

A. **IMSO Directory** – Lookup any IMSO POC information.

[Click](#): References > **IMSO Directory** > Locate schoolhouse > click, Location Code hyperlink

B. **Military Service CPM Directory** – Lookup Military Service POC information.

[Click](#): References > **CPM Directory** > Locate appropriate Country (Responsible CPM will be identified.)

Another way to view CPM info: [Click](#) Log into SAN and click > Training > Country Program Mgrs

C. **SCO Directory** – Lookup SCO POC information.

[Click](#): References > **SCO Directory** > Locate Country Name > click, Country Name hyperlink

VIII. Contact DISAM:

A. To report a technical problem with SC-TMS or ask a question about SC-TMS operation, follow the steps below.

- ☛: At the top of any page in SC-TMS, click “CONTACT US” > enter your comment (be as specific as possible include error message you are receiving and/or Training Track Identifier if applicable) > click, Submit

An e-mail will be sent to the SC-TMS programmers and Instructors with your comments.