

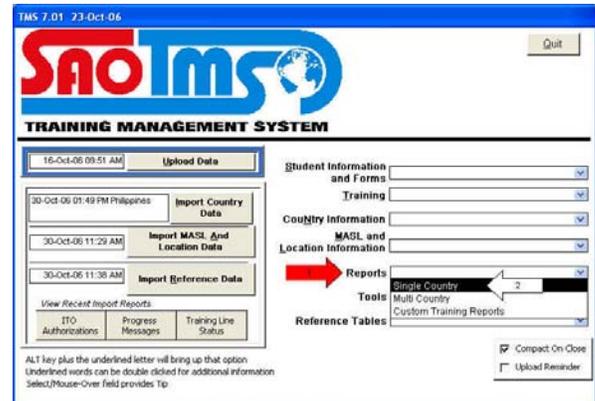
10 Reports

10.0 REPORTS

This section will try to explain the reports that can be generated in TMS and what information they are attempting to present:

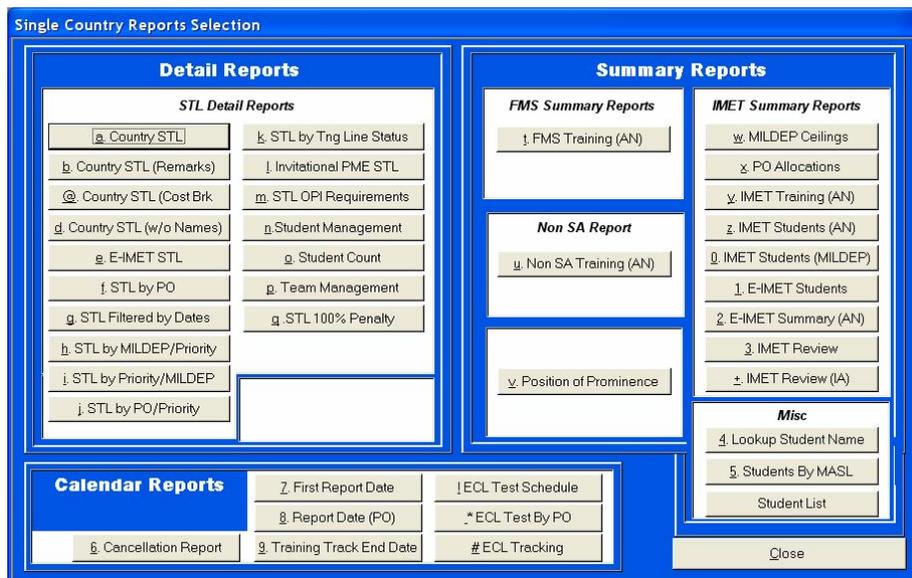
10.1 HOW TO ACCESS THE REPORTS

- ▶ From the TMS Main Menu:
 - Click the “**Reports**” dropdown box.
 - Select “**Single Country**”



TMS Main Menu

- The “Single Country Reports Selection” window will appear.



Single Country Reports Selection window

10.2 THE CRITERIA WINDOW

When you select a report to view, the “Report Criteria” window will appear. This allows the user to narrow down the results of the report in order to show only the information that is desired at that point in time.

The screenshot shows a window titled "Report Criteria". At the top, it says "Report to View: Country STL". Below this, there are seven dropdown menus labeled: CC, Case ID, Case Line, IA, PO, Price Year, and Program Type. At the bottom of the window, there are four buttons: "STL with TLA - OK", "STL no TLA - OK", "Clear Criteria", and "Close".

Report Criteria window

Not all fields of this window must be filled in! Only enter data in fields for which you want to narrow down the results. Leave the remaining fields blank.

Hints:

Price Year is the same as fiscal year. It does not include the “5th Quarter”.

STL with TLA - OK button: Will display the report with a TLA column.

STL no TLA - OK button: Will display the report without a TLA column.

Clear Criteria button: Will clear all criteria entered on “Report Criteria” window.

Hints For Reports:

Once the report is displayed, it can be printed by clicking the “Printer” icon in the toolbar at the top of the window.

To close a report, click on the word “Close” in the toolbar. (DO NOT USE the big red X in the top right corner.)

10.3 THE INDIVIDUAL REPORTS EXPLAINED

- ▶ From the Single Country Reports Selection window:
 - Click the button of the report you wish to view.
 - The “Report Criteria” window will appear.
 - Enter your criteria
 - Click either **STL with TLA - OK** button or **STL no TLA - OK** button
 - The report will be displayed.

The following is a description of the reports that exist in TMS. (Each report is based on the criteria that is entered on the “Report Criteria” window.):

DETAIL REPORTS SECTION:

a. Country STL

- Show me my Country STL.

b. Country STL (Remarks)

- Show me my Country STL and include remarks entered by the MILDEP.

@. Country STL (Cost Brk)

- Show me my Country STL with the costs broken out. (i.e. a separate column for each cost: Course, Travel, TLA, Medical, and Other Costs)

d. Country STL (w/o Names)

- Show me my Country STL but do not include student names on the report.

e. E-IMET STL

- Of the courses programmed in my STL, show me only those which qualify as Expanded IMET (E-IMET).

f. STL by PO

- Show me my Country STL and group the Program Originators together.

g. STL Filtered by Dates

- Show me the training lines in my country STL that are in effect during a certain period of time.
- Enter a date range in the Beginning and Ending Date fields of the “Report Criteria” window
 - dd mmm yy

h. STL by MILDEP/Priority

- Show me my Country STL: Group the MILDEPs (IA) together, and then group the Priorities together.
 - Army
 - Priority A's
 - Priority D's
 - Air Force
 - Priority A's
 - Priority D's
 - Navy/Maritime
 - Priority A's
 - Priority D's

i. STL by Priority/MILDEP

- Show me my Country STL: Group the Priorities together, and then group the MILDEPs.
 - Priority A's
 - Army
 - Air Force
 - Navy/Maritime
 - Priority D's
 - Army
 - Air Force
 - Navy/Maritime

j. STL by PO/Priority

- Show me my Country STL: Group the Program Originators together and then group the priorities.
 - PO Army
 - Priority A's
 - Priority D's
 - PO Air Force
 - Priority A's
 - Priority D's
 - PO Navy/Maritime
 - Priority A's
 - Priority D's

k. STL by Tng Line Status

- Show me only my Country STL training lines that have a Training Line Status of _____.
 - Choose a Training Line Status from the dropdown box on the "Report Criteria" window.
- Or, leave the Training Line Status dropdown box blank and see all lines on the STL grouped together by the Training Line Status.

l. Invitational PME STL

- Of the courses programmed in my STL, show me only those which are Invitational PME courses.

m. STL OPI Requirements

- Of the courses programmed in my STL, show me only those which require an Oral Proficiency Interview (OPI).

n. Student Management

- Show me a list of students who's First Report Date is within a specified time frame.
- A Beginning and Ending Date is required to be entered on the "Report Criteria" window.

o. Student Count

- Show me the number of students in training during a specified time frame.
- A Beginning and Ending Date is required to be entered on the "Report Criteria" window.

p. Team Management

- Show me the Team Training in my STL that begins (First Class' Start Date) during a specified time frame.
- A Beginning and Ending Date is required to be entered on the "Report Criteria" window.

q. STL 100% Penalty

- Based on my STL, show me the lines of training that would result in a 100% penalty if I cancelled them less than 60 days prior to the start date.
- These are not lines that have been accessed a penalty, but are those that would be accessed a 100% course cost penalty if not cancelled in time.

SUMMARY REPORTS SECTION:

t. FMS Training (AN)

- Show me FMS training summary counts grouped by Analysis Code.

u. Non SA Training (AN)

- Show me Non-Security Assistance training summary counts grouped by Analysis Code.

v. Position of Prominence

- Show me all my students who have been identified as holding a Position of Prominence.

w. MILDEP Ceilings

- Show me how much money, by priority, is programmed against each MILDEP and compare it to the MILDEP. Am I over programmed by MILDEP?

x. PO Allocations

- Show me how much money, by priority, is programmed for each Program Originator and compare it to the Program Originator Allocation.
 - Program Originator Allocations are maintained and updated by the SAO in the “PO Allocations” function found on the “Country Profile” window.

y. IMET Training (AN)

- Show me IMET training summary counts grouped by Analysis Code.

z. IMET Students (AN)

- Show me summary counts only for the IMET program for which the Track Type is identified as a Student (i.e. IMS) and group the results by Analysis Code.

0. IMET Students

- Show me summary counts only for IMET Students and group them by Priority, then by MILDEP training.
 - Priority A
 - Army
 - Air Force
 - Navy/Maritime
 - Priority B
 - Army
 - Air Force
 - Navy/Maritime

1. E-IMET Students

- Show me summary counts only for IMET Students that are programmed for E-IMET courses and group them by Priority, MILDEP training and then by Student Code.
 - Priority A
 - Army
 - Student Code: OFF
 - Student Code: ENL
 - Etc.
 - Air Force
 - Student Code: OFF
 - Student Code: ENL
 - Etc.
 - Navy/Maritime
 - Student Code: OFF
 - Student Code: ENL
 - Etc.
 - Priority B
 - Army
 - Student Code: OFF
 - Student Code: ENL

- Etc.
- Etc.

2. EIMET Summary (AN)

- Show me summary counts only for E-IMET courses and group them by Analysis Code.

3. IMET Review

- Show me my overall IMET Program.
 - Cost Breakouts are shown at the top of the report.

Then it identifies the various types of training in individual sections of the report:

- Invitational Professional Military Education
- Expanded IMET Courses
- Language Labs and Publications
- Army
 - Priority A's
 - Priority B's
 - Priority D's
- Air Force
 - Priority A's
 - Priority B's
 - Priority D's
- Maritime
 - Priority A's
 - Priority B's
 - Priority D's
- This report is used extensively at the Training Program Management Reviews during the COCOM out brief panels.

+ IMET Review (IA)

- Show me my overall IMET Program for a particular implementing agency.

4. Lookup Student Name

- Determine if a student with a certain name or SCN has been to Security Cooperation Training and what courses they have attended:

Report Criteria

Report to View: Student Lookup Report

CC	Case ID	Case Line	IA	PO	Price Year	Program Type
<input type="text"/>						

Name:

SCN:

OK Clear Criteria Close

Report Criteria window

- Show me a list of names and the training received for students matching a certain name.
Or
- Show the student identified by a certain Student Control Number (SCN) and the training received.
 - (If the SCNs have been linked successfully, this will show the complete history of Security Cooperation Training a student has received throughout their career.)
- **Hints:**
 - The full name does not have to be entered into the Name field of the “Report Criteria” window.
 - Both Name and SCN fields, of the Report Criteria window, need not be filled in.
 - Only a few letters of the name may suffice.
 - The letters may exist anywhere within the name.
 - TMS will search both the First and Last (Surname) of the student.

5. Students By MASL

- Show me a list of students who have received training in the following MASL ID.

Student List

- Show me list of students entered into TMS.

CALENDAR REPORTS SECTION:

- **Hints:** The following reports use values (default values or values entered by the SAO) found the “date” section of the “Country Profile” window to calculate and present results.
 - “ECL Test Schedule” and “ECL Test By PO”
 - Earliest ECL Test Date is ___ Days Prior to Report Date
 - Latest ECL Test Date is ___ Days Prior to Start Date
 - “Cancellation Report”
 - Cancellation Date is ___ Days prior to Start Date

6. Cancellation Report

- Based on the value established in my “Country Profile” window, show me a list of courses that I need to cancel within my identified time frame (Beginning and Ending dates entered by user on the “Report Criteria” window) to avoid receiving a cancellation penalty.
- Remember, to avoid cancellation penalties courses must be canceled NLT 60 days prior to the start date.

7. First Report Date

- Show me a list of students whose first training class begins (i.e. First Report Date) within my identified time frame.
- Show me a list of students who I need to have ready to leave country within a certain date range. (Next Month, Next Week, Next Six Months etc.)

8. Report Date (PO)

- Grouped by Program Originator, show me a list of students whose first training class begins (i.e. First Report Date) within my identified time frame.
- Grouped by Program Originator, show me a list of students who I need to have ready to leave country within a certain date range. (Next Month, Next Week, Next Six Months etc.)

9. Training Track End

- Show me a list of students who's last training class ends (i.e. Track End Date) within my identified time frame.
- Show me a list of students who will be returning to country within a certain date range. (Next Month, Next Week, Next Six Months etc.)

! ECL Test Schedule

- Based on the value established in my "Country Profile" window and my identified date range criteria, show me a list of courses and when I need to have students tested to meet ECL requirements.
- *Hint:* Remember:
 - ECL scores are valid for 105 days.
 - To avoid cancellation penalties (in the event no student can pass the ECL Test) the course must be canceled NLT 60 days prior to the start date.

***ECL Test By PO**

- Based on the value established in my "Country Profile" window and my identified date range criteria, show me a list of courses and when I need to have students tested to meet ECL requirements.

ECL Tracking

- Show me a list of students and their ECL scores who have taken the ECL test within my designated time frame criteria.

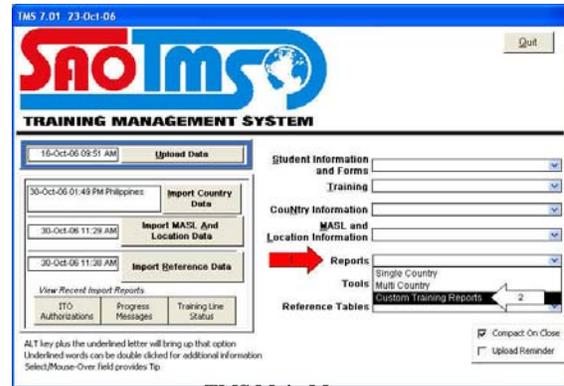
10.4 CUSTOM REPORTS

Think of the Custom Reports option in TMS as one big "Report Criteria" window. The existing reports in TMS may not answer the question you are looking for. Therefore, the Custom Report provides a way for the user to build and save their own reports.

10.4.1 HOW TO ACCESS THE CUSTOM REPORT

- ▶ From the TMS Main Menu:

- Click the “Reports” dropdown box.
- Select “Custom Training Reports”



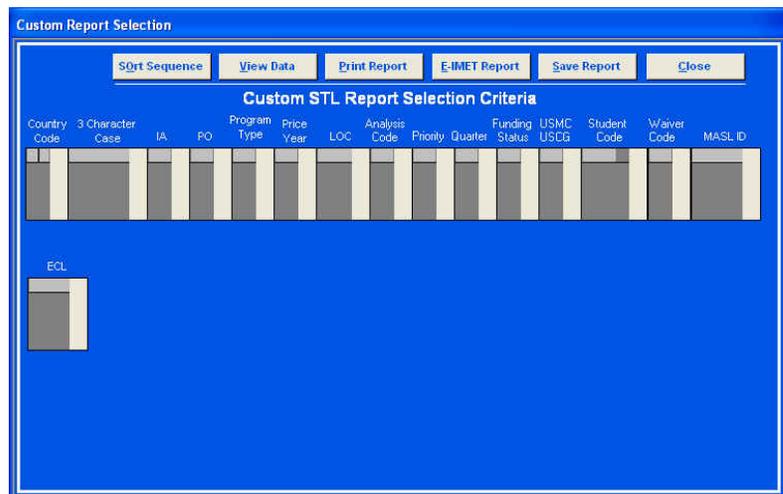
TMS Main Menu

- “Custom Reports List” window will appear.
- To create a new custom report, click the **Add** button.



Custom Reports List window

- The “Custom Report Form” window will appear.
- Enter criteria only in fields for which you want to narrow the results down to.
- Click the **Print Report** button.
- The resulting data will be displayed in a report.

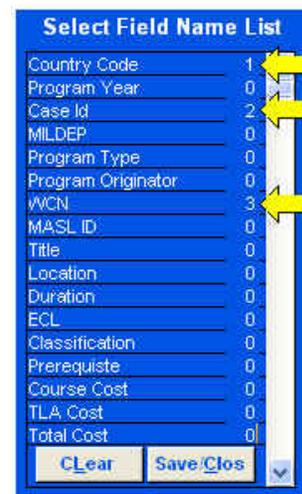


Custom Report Form window

10.4.2 Buttons on the “Custom Report Form” window

Sort Sequence button: Tell TMS how to sort the resulting data when the report is displayed.

- ▶ From the “Custom Report Form” window:
 - Click, the **Sort Sequence** button.
 - “Sort Sequence List” window will appear.
 - Enter sequential numbers (starting with 1) in the right hand column, in the order you wish the results to appear in the report.
(Not every field must have a number next to it. Just enter numbers in the fields you wish to sort on.)
 - Click, the **Save/Close** button.
 - When the report is viewed using the “Print Report” button, results should be sorted in the order indicated on the “Sort Sequence List” window.



Sort Sequence List window

View Data button: View the resulting data in a table. (From this view, it is possible to copy and past the data into Excel.)

Print Report button: View the results in a report layout with totals at the bottom of the report.

Save Report button: Once the criteria is established and entered into the window, you can save it. As a result, the next time you want to run the report you will not have to re-enter the criteria. In addition, once a reports criteria has been saved, the name will appear at the top of the report when the **Print Report** button is used.

- ▶ From the “Custom Report Form” window:
 - Click, the **Save Report** button.
 - “Custom Report Name” window will appear.
 - Enter a name for the report.

- Click, the **OK** button.

To open and view a Custom Report that has been previously saved:

- ▶ From the “TMS Main Menu”:
 - Click, the “Reports” dropdown box.
 - Select “Custom Training Reports”
 - “Custom Reports List” window will appear.
 - Double click the name of the custom report that has been saved.
 - “Custom Report Form” window will appear with the criteria already filled in.
 - Click, the **Print Report** button.