

3 SITE

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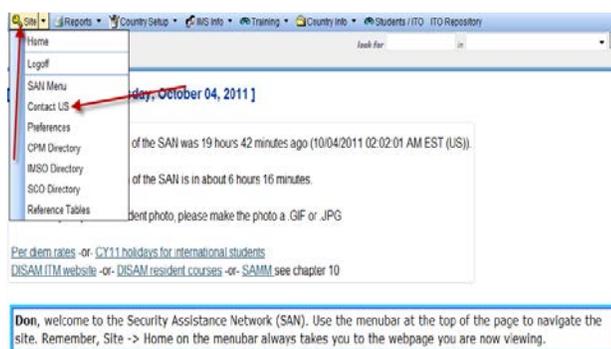
The “Site” tab on the TMS 8 Main Menu contains some basic information vital to assisting the SCO in the performance of his/her duties. Some of the choices from this tab include:

- Contact Us
- Preferences
- CPM Directory
- IMSO Directory
- SCO Directory
- Reference Tables

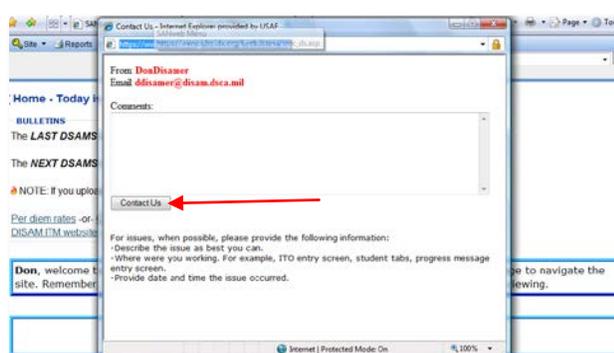
3.1 CONTACT US

► From the TMS 8 Main Menu:

- Click, the “Site” dropdown Menu
- Select, “Contact Us”



- Another window will appear. The SCO can then report a problem, type a question or make a comment to the DISAM TMS 8 programmers and Training Staff.
- Once the SCO has fully discussed the issue, Click the “Contact Us” button which will send the comment in an e-mail message to the appropriate personnel.



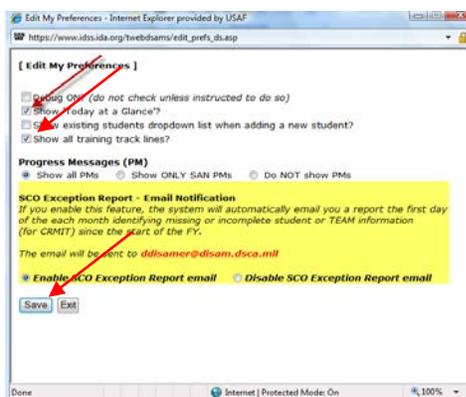
3.2 Preferences

► From the TMS 8 Main Menu:

- Click, the “Site” dropdown menu
- Select, “Preferences”



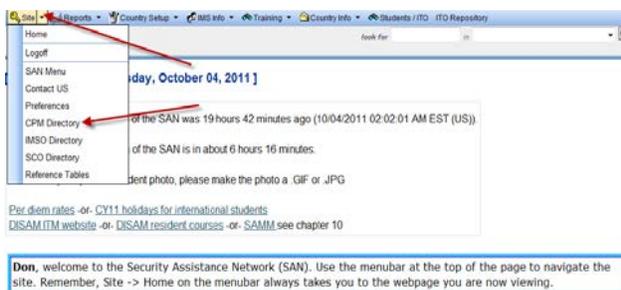
- On the “Edit my Preferences” window, check the box marked “Show ‘Today at a Glance’?” as well as “Show all training track lines” and “Show all PMs”.
- Click, Save
- Close the “Edit My Preferences” window
- Click the Refresh button. Now you should be able to see “Today at a Glance”.



3.3 CPM DIRECTORY

► From the TMS 8 Main Menu:

- Click, the “Site” dropdown menu
- Select, “CPM Directory”



- A “CPM Directory” screen will appear with all CPMs listed alphabetically by country(ies). A “choose country” field allows you to narrow your CPM search.

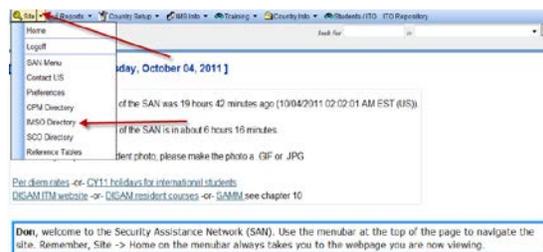


LISTING OF ALL
COUNTRY PROGRAM MANAGERS
ALPHABETICALLY BY COUNTRY (IES)

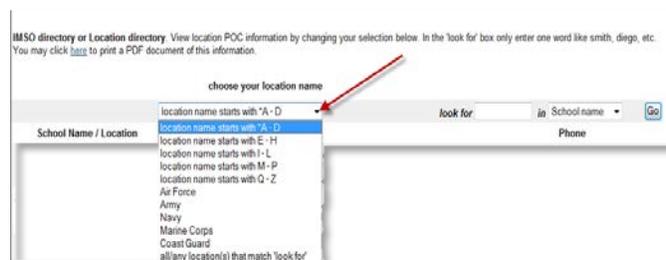
3.4 IMSO DIRECTORY

► From the TMS 8 Main Menu:

- Click, the “Site” dropdown menu
- Select, “CPM Directory”



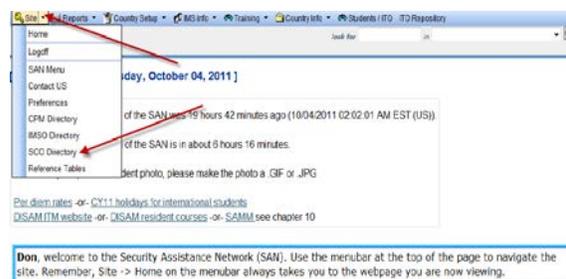
- An “IMSO Directory” screen will appear with all IMSOs listed alphabetically by school name/location. A “choose your location name” field allows you to narrow your IMSO search.



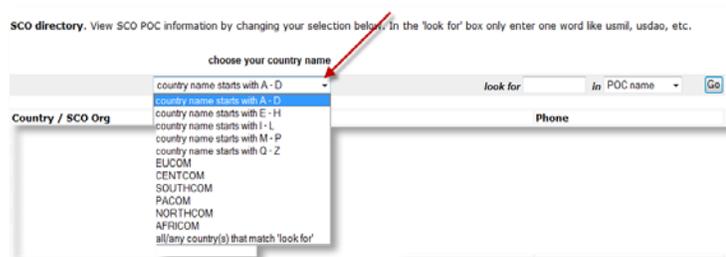
3.5 SCO DIRECTORY

► From the TMS 8 Main Menu:

- Click, the “Site” dropdown menu
- Select, “SCO Directory”



- A “SCO Directory” screen will appear with all SCOs listed alphabetically by Country/SCO Org. A “choose your country name” field allows you to narrow your SCO search



NOTE: It is very important for the SCO to keep the SCO Directory up-to-date!!! This is how the training community knows how to contact you. Also, SCO POCs listed here receive automated e-mail notices from the SAN regarding courses and training that are missing important student information and therefore are in jeopardy of being canceled by the MILDEP.

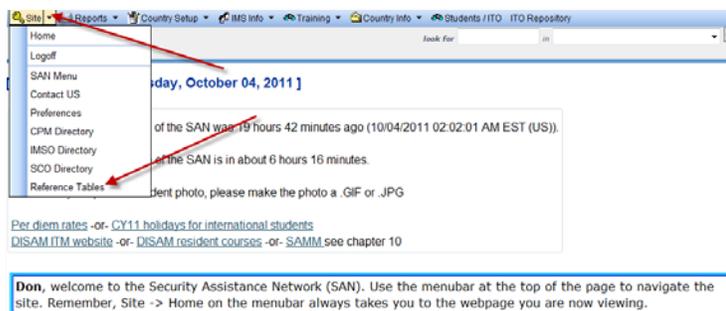
See **Chapter 4 Country Setup** for instructions on updating POC information.

3.6 RERERENCE TABLES

TMS 8 provides various Reference Tables which contain definitions to many of the codes that will be found when working with Security Cooperation Training Programs. These codes will appear within the TMS 8 program, on the STL, in the MASL etc. If you see a code in which you do not know its meaning, look up the definition in its Reference Table.

► From the TMS 8 Main Menu:

- Click, the “Site” dropdown menu
- Select, “Reference Tables”



- A listing of available reference tables appears. Click the appropriate selection to view information on that table.
- The following lists the various reference tables containing definitions to the applicable codes.
 - Airfare
 - Analysis Codes
 - Country Codes
 - MASL Generic Codes
 - Progress Messages
 - Training Line Status
 - Location Codes