

Memberships

Overview

Introduction

This guide provides the procedures for viewing, adding, correcting, and deleting Memberships in Direct Access (DA).

Contents


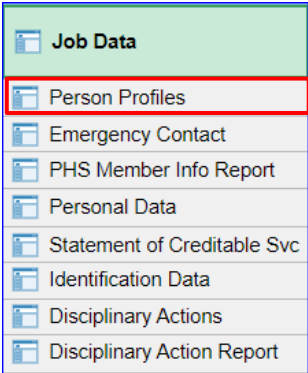
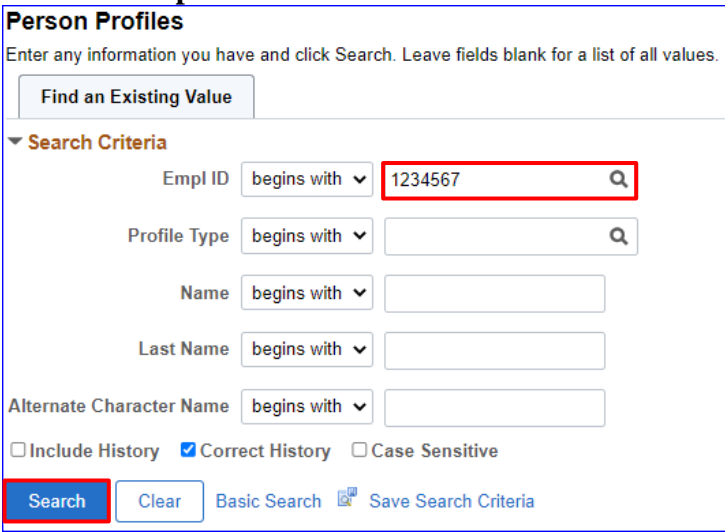
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Viewing a Membership

Introduction This section provides the procedures for viewing a member’s Memberships in DA.

Information The user must have the **CG_MEMBERSHIP_V** role to access this component.

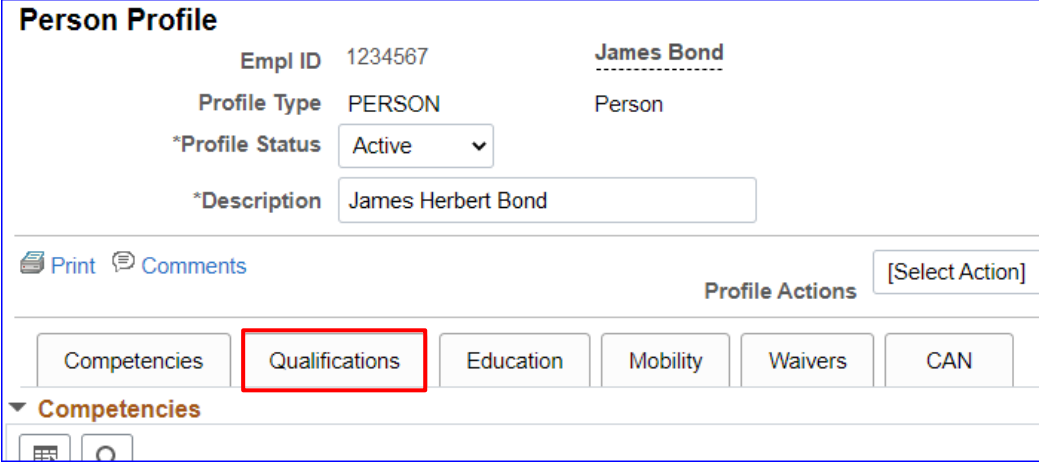
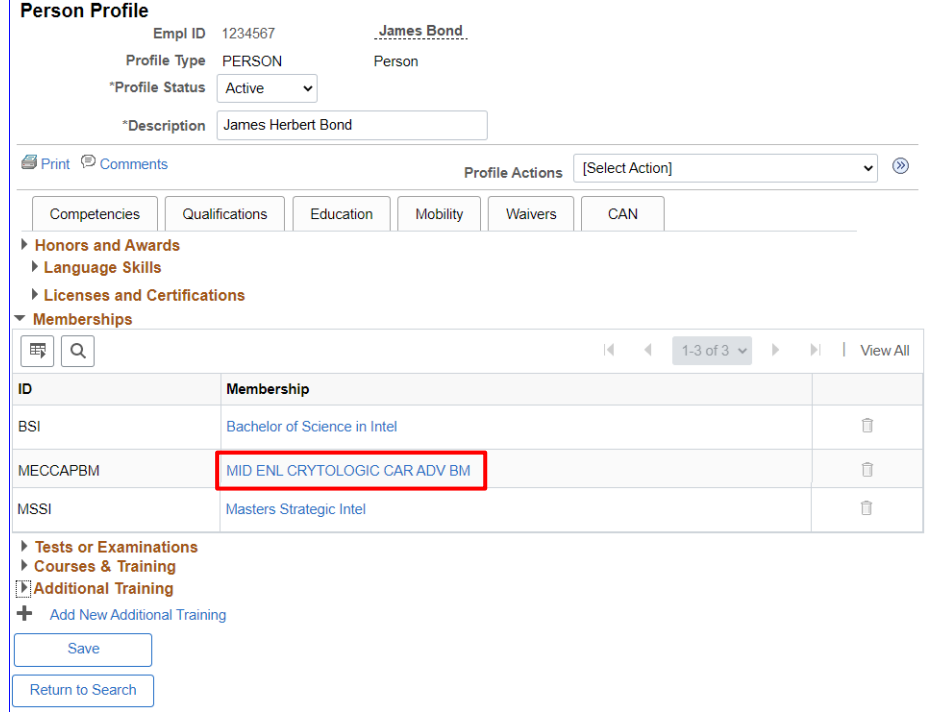
Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Core HR Tile.</p> 
<p>1.5</p>	<p>Select the Person Profiles option.</p> 
<p>2</p>	<p>Enter the Empl ID and click Search. The Correct History box is auto-checked.</p> 

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Viewing a Membership, Continued

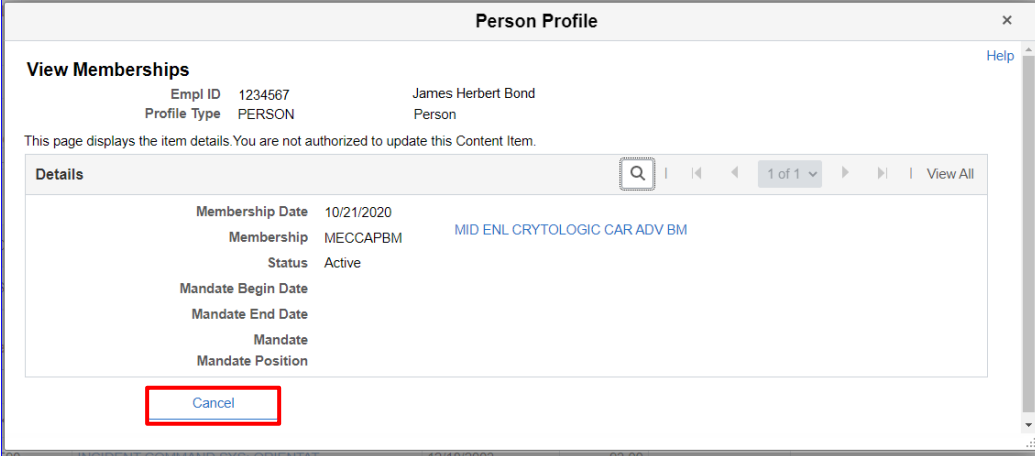
Procedures,
continued

Step	Action												
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>The screenshot shows the 'Person Profile' page for James Bond (Empl ID 1234567). The 'Qualifications' tab is highlighted with a red box. Other tabs include Competencies, Education, Mobility, Waivers, and CAN. The 'Profile Status' is set to 'Active' and the description is 'James Herbert Bond'.</p>												
4	<p>Scroll to the member's Memberships section. Click the Membership link to view the additional information.</p>  <p>The screenshot shows the 'Person Profile' page with the 'Memberships' section expanded. A table lists the memberships, with the entry 'MID ENL CRYPTOLOGIC CAR ADV BM' highlighted in red. The table has columns for ID, Membership, and an action icon.</p> <table border="1" data-bbox="336 1473 1249 1630"> <thead> <tr> <th>ID</th> <th>Membership</th> <th></th> </tr> </thead> <tbody> <tr> <td>BSI</td> <td>Bachelor of Science in Intel</td> <td></td> </tr> <tr> <td>MECCAPBM</td> <td>MID ENL CRYPTOLOGIC CAR ADV BM</td> <td></td> </tr> <tr> <td>MSSI</td> <td>Masters Strategic Intel</td> <td></td> </tr> </tbody> </table>	ID	Membership		BSI	Bachelor of Science in Intel		MECCAPBM	MID ENL CRYPTOLOGIC CAR ADV BM		MSSI	Masters Strategic Intel	
ID	Membership												
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Viewing a Membership, Continued

Procedures,
continued


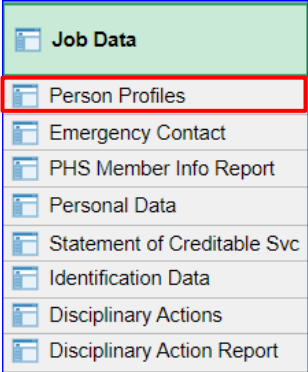
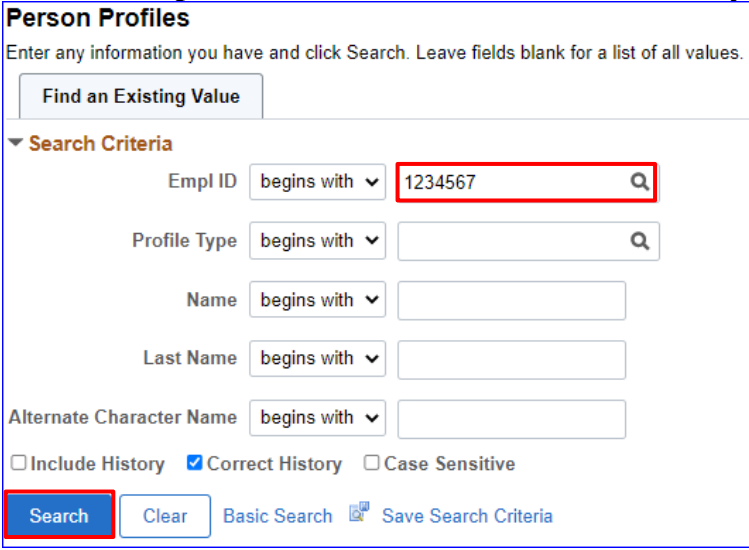
Step	Action																
5	<p>The View Memberships page will display. Click Cancel to return to the member's Person Profile screen.</p>  <p>The screenshot shows a window titled "Person Profile" with a close button (X) in the top right corner. Below the title bar is a "View Memberships" section. It displays the following information:</p> <ul style="list-style-type: none">Empl ID: 1234567Profile Type: PERSONJames Herbert BondPerson <p>Below this information, a message states: "This page displays the item details. You are not authorized to update this Content Item." A "Details" section follows, containing a table with the following data:</p> <table border="1"><thead><tr><th colspan="2">Details</th></tr></thead><tbody><tr><td>Membership Date</td><td>10/21/2020</td></tr><tr><td>Membership</td><td>MECCAPBM MID ENL CRYPTOLOGIC CAR ADV BM</td></tr><tr><td>Status</td><td>Active</td></tr><tr><td>Mandate Begin Date</td><td></td></tr><tr><td>Mandate End Date</td><td></td></tr><tr><td>Mandate</td><td></td></tr><tr><td>Mandate Position</td><td></td></tr></tbody></table> <p>At the bottom left of the window, a "Cancel" button is highlighted with a red rectangular box.</p>	Details		Membership Date	10/21/2020	Membership	MECCAPBM MID ENL CRYPTOLOGIC CAR ADV BM	Status	Active	Mandate Begin Date		Mandate End Date		Mandate		Mandate Position	
Details																	
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Status	Active																
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Mandate End Date																	
Mandate																	
Mandate Position																	

Adding a New Membership

Introduction This section provides the procedures for adding a Membership in DA.

Information To have a membership added to a profile, submit the appropriate paperwork to your P&A.

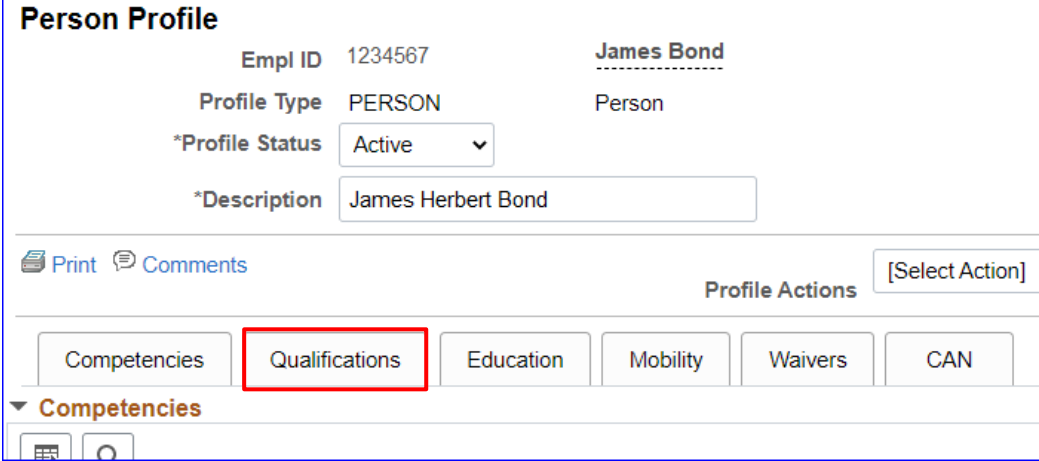
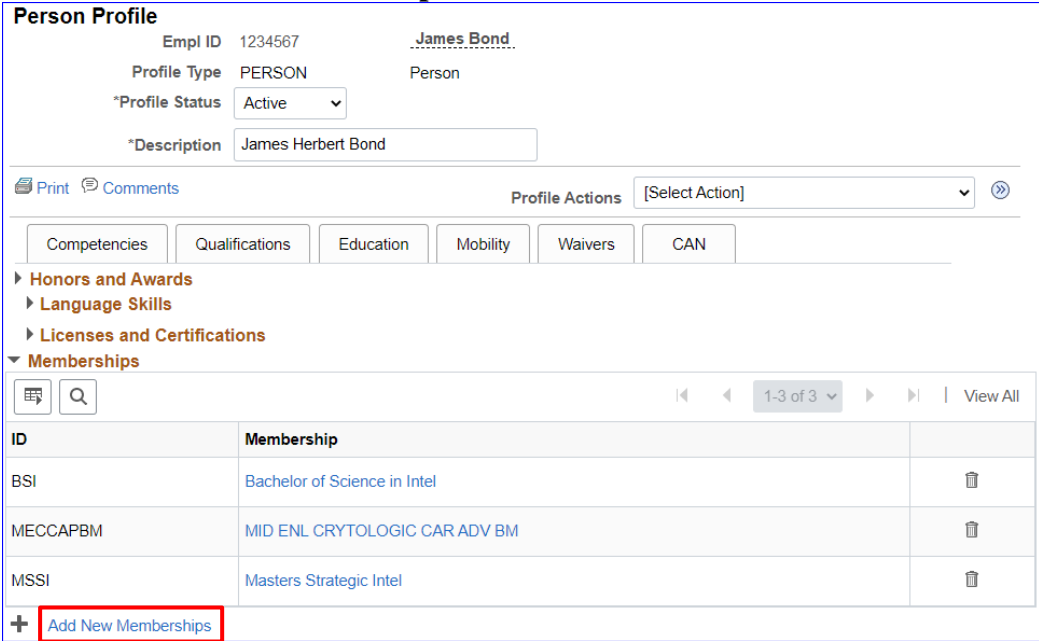
Procedures See below.

Step	Action
1	Click on the Core HR Tile. 
1.5	Select the Person Profiles option. 
2	Enter the Empl ID and click Search . The Correct History box is auto-checked. 

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Adding a New Membership, Continued

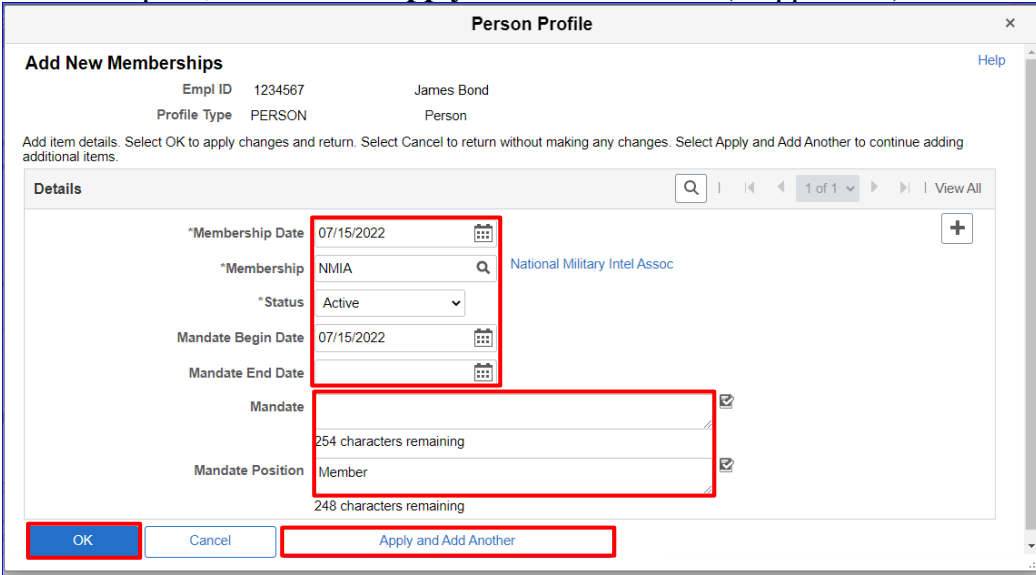
Procedures,
continued

Step	Action												
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active ▾</p> <p>*Description James Herbert Bond</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies</p>												
4	<p>Click the Add New Memberships link.</p>  <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active ▾</p> <p>*Description James Herbert Bond</p> <p>Print Comments Profile Actions [Select Action] ⌵ ⌵</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▶ Honors and Awards</p> <p>▶ Language Skills</p> <p>▶ Licenses and Certifications</p> <p>▼ Memberships</p> <p>1-3 of 3 ▾ View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th></th> </tr> </thead> <tbody> <tr> <td>BSI</td> <td>Bachelor of Science in Intel</td> <td>🗑️</td> </tr> <tr> <td>MECCAPBM</td> <td>MID ENL CRYPTOLOGIC CAR ADV BM</td> <td>🗑️</td> </tr> <tr> <td>MSSI</td> <td>Masters Strategic Intel</td> <td>🗑️</td> </tr> </tbody> </table> <p>+ Add New Memberships</p>	ID	Membership		BSI	Bachelor of Science in Intel	🗑️	MECCAPBM	MID ENL CRYPTOLOGIC CAR ADV BM	🗑️	MSSI	Masters Strategic Intel	🗑️
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Adding a New Membership, Continued

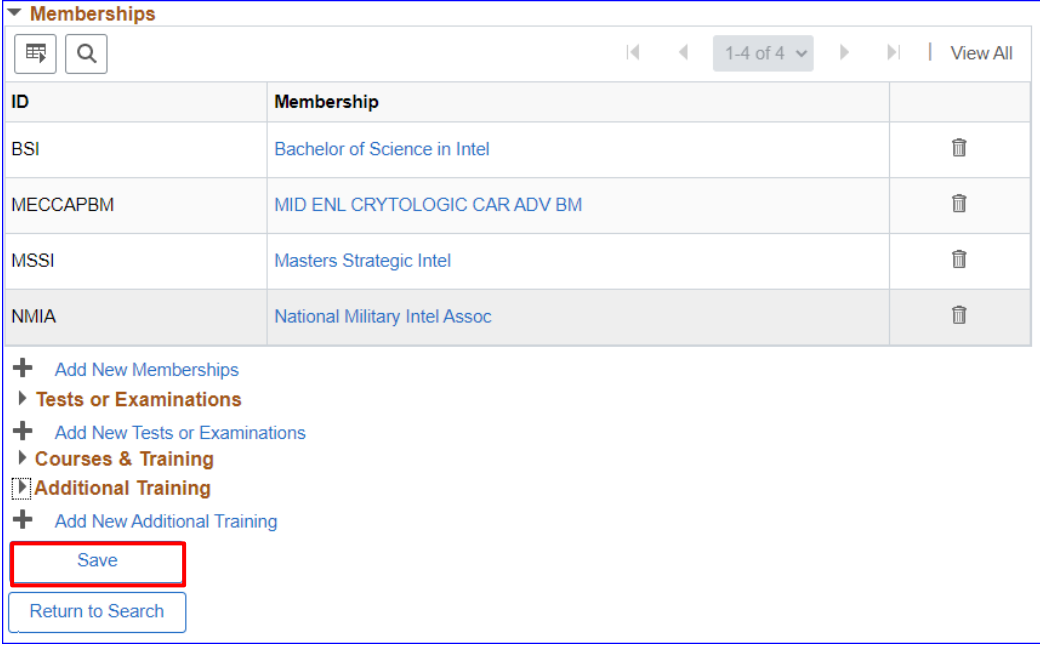
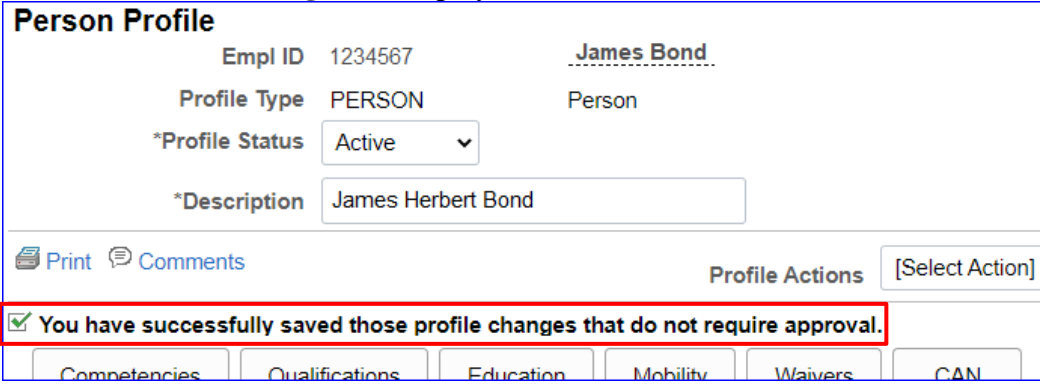
Procedures,
continued

Step	Action
5	<p>The Add New Memberships page will display. Enter the required fields:</p> <ul style="list-style-type: none"> • Membership Date – Enter the date the membership went into effect. • Membership – Enter the Membership or use the lookup icon to select one. • Status – Defaults to Active. Do not change this field. • Mandate Begin Date – Enter the beginning date of the membership period/position/role (optional). • Mandate End Date – Enter the end date of the membership period/position/role (optional). • Mandate – Enter the mandate or activity. • Mandate Position – Enter the position/role ([Vice President, Member, Secretary, etc.] optional). <p>When complete, click OK or Apply and Add Another (if applicable).</p> 

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Adding a New Membership, Continued

Procedures,
continued


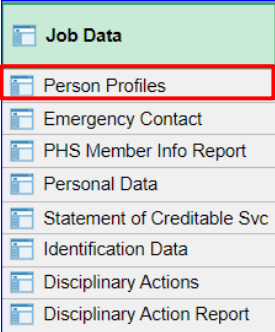
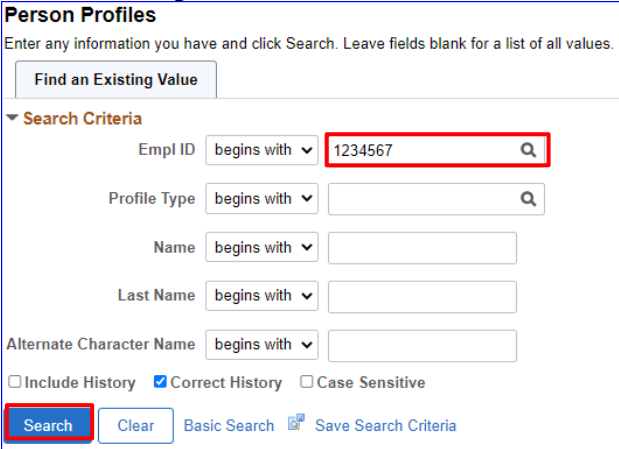
Step	Action															
6	<p>Click Save.</p>  <p>Memberships</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th></th> </tr> </thead> <tbody> <tr> <td>BSI</td> <td>Bachelor of Science in Intel</td> <td></td> </tr> <tr> <td>MECCAPBM</td> <td>MID ENL CRYPTOLOGIC CAR ADV BM</td> <td></td> </tr> <tr> <td>MSSI</td> <td>Masters Strategic Intel</td> <td></td> </tr> <tr> <td>NMIA</td> <td>National Military Intel Assoc</td> <td></td> </tr> </tbody> </table> <p> + Add New Memberships + Tests or Examinations + Add New Tests or Examinations + Courses & Training + Additional Training + Add New Additional Training </p> <p>Save</p> <p>Return to Search</p>	ID	Membership		BSI	Bachelor of Science in Intel		MECCAPBM	MID ENL CRYPTOLOGIC CAR ADV BM		MSSI	Masters Strategic Intel		NMIA	National Military Intel Assoc	
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7	<p>Once saved, this message will display.</p>  <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description James Herbert Bond</p> <p>Print Comments Profile Actions [Select Action]</p> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p>															

Adding Additional Memberships (same type)

Introduction This section provides the procedures for adding an Additional Membership of the same type in DA.

- Information**
- To have an additional membership added to a profile, submit the appropriate paperwork to your P&A.
 - The system does not allow the entry of duplicate items in a member's profile. If a membership is entered with a Membership Date that already exists in a member's profile, an error message will display. A different Membership Date must be entered to resolve the error.

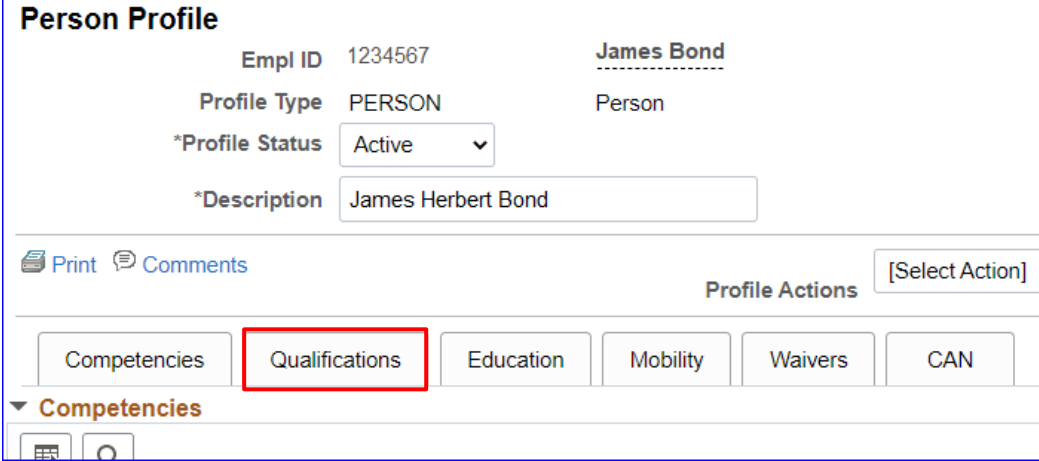
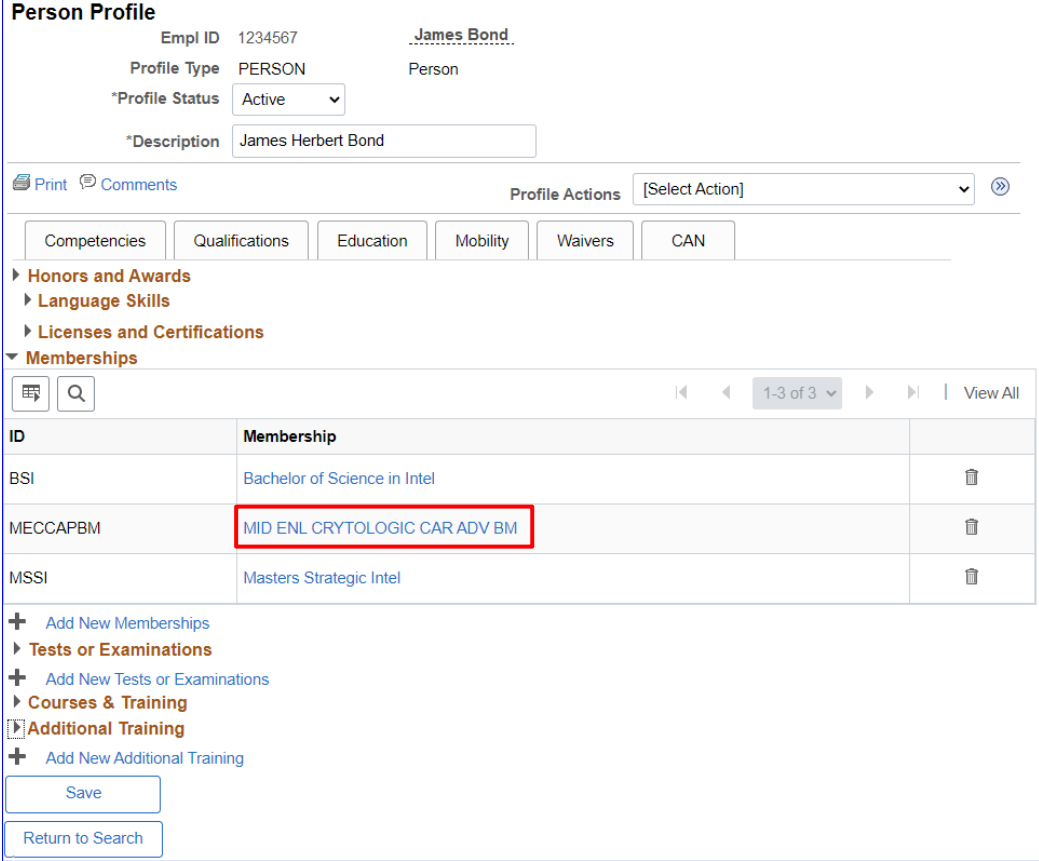
Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Core HR Tile.</p> 
<p>1.5</p>	<p>Select the Person Profiles option.</p> 
<p>2</p>	<p>Enter the Empl ID and click Search. The Correct History box is auto-checked.</p> 

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Adding Additional Memberships (same type), Continued

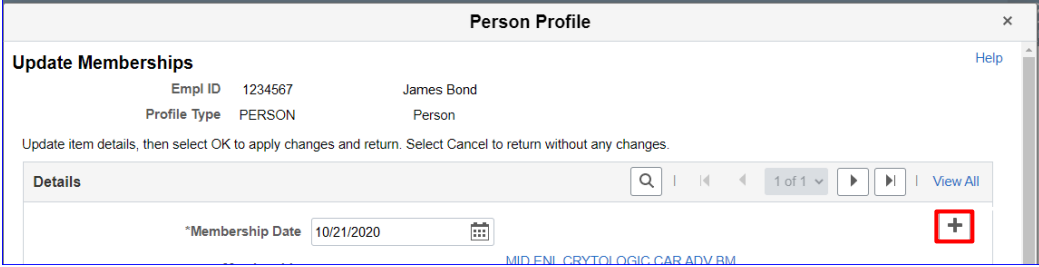
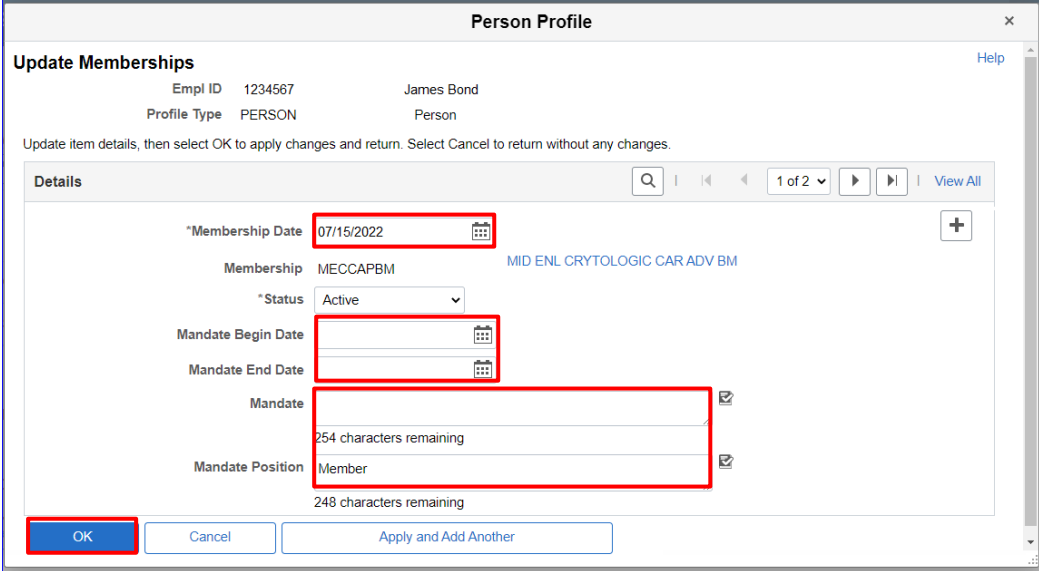
Procedures,
continued

Step	Action												
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>The screenshot shows the 'Person Profile' page for James Bond (Empl ID 1234567). The 'Qualifications' tab is highlighted with a red box. Other tabs include Competencies, Education, Mobility, Waivers, and CAN. The 'Profile Status' is set to 'Active' and the description is 'James Herbert Bond'.</p>												
4	<p>Select the Membership link for the one to be added to.</p>  <p>The screenshot shows the 'Person Profile' page with the 'Memberships' section expanded. A table lists existing memberships, with 'MID ENL CRYPTOLOGIC CAR ADV BM' highlighted by a red box. Below the table are links to add new memberships, tests, courses, and training, along with 'Save' and 'Return to Search' buttons.</p> <table border="1" data-bbox="327 1478 1369 1668"> <thead> <tr> <th>ID</th> <th>Membership</th> <th></th> </tr> </thead> <tbody> <tr> <td>BSI</td> <td>Bachelor of Science in Intel</td> <td></td> </tr> <tr> <td>MECCAPBM</td> <td>MID ENL CRYPTOLOGIC CAR ADV BM</td> <td></td> </tr> <tr> <td>MSSI</td> <td>Masters Strategic Intel</td> <td></td> </tr> </tbody> </table>	ID	Membership		BSI	Bachelor of Science in Intel		MECCAPBM	MID ENL CRYPTOLOGIC CAR ADV BM		MSSI	Masters Strategic Intel	
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Adding Additional Memberships (same type), Continued

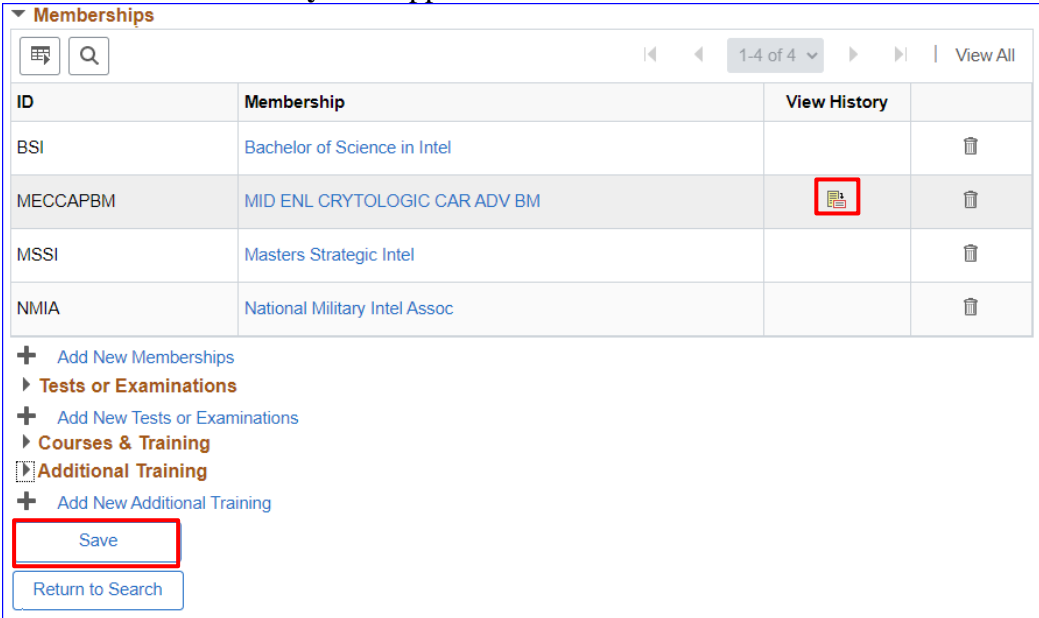
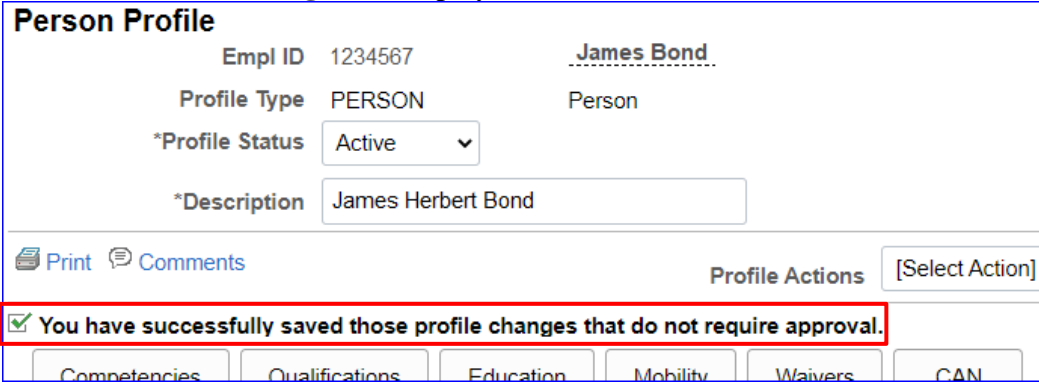
Procedures,
continued

Step	Action
5	<p>The Update Memberships page will display. Click the Plus button.</p> 
6	<p>Some field data will carry over from the previous row. The Membership Date defaults to the current date. Update the required fields and then click OK.</p> 

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Adding Additional Memberships (same type), Continued


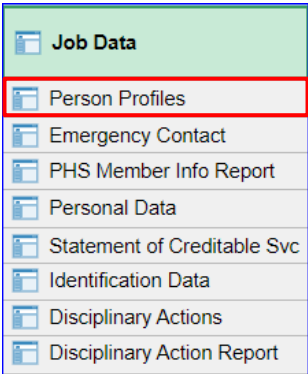
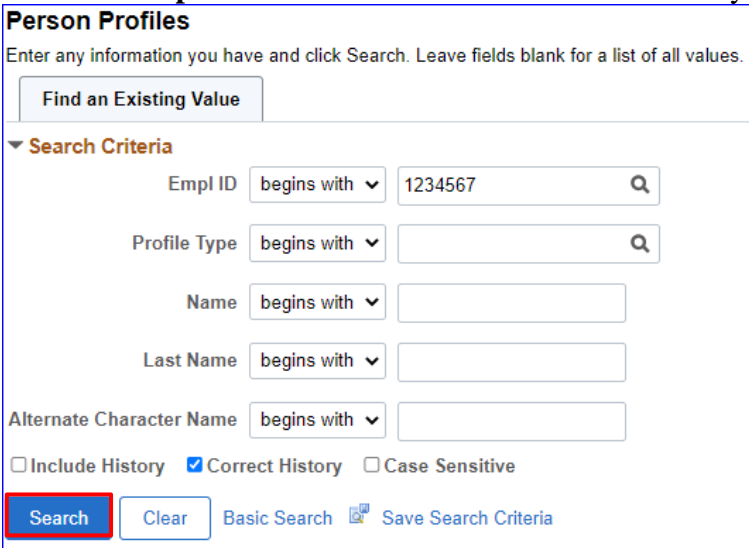
Procedures,
continued

Step	Action																				
7	<p>Notice the View History icon appears. Click Save.</p>  <p>Memberships</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>BSI</td> <td>Bachelor of Science in Intel</td> <td></td> <td></td> </tr> <tr> <td>MECCAPBM</td> <td>MID ENL CRYPTOLOGIC CAR ADV BM</td> <td></td> <td></td> </tr> <tr> <td>MSSI</td> <td>Masters Strategic Intel</td> <td></td> <td></td> </tr> <tr> <td>NMIA</td> <td>National Military Intel Assoc</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Memberships ▶ Tests or Examinations + Add New Tests or Examinations ▶ Courses & Training Additional Training + Add New Additional Training</p> <p>Save</p> <p>Return to Search</p>	ID	Membership	View History		BSI	Bachelor of Science in Intel			MECCAPBM	MID ENL CRYPTOLOGIC CAR ADV BM			MSSI	Masters Strategic Intel			NMIA	National Military Intel Assoc		
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8	<p>Once saved, this message will display.</p>  <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active ▾</p> <p>*Description James Herbert Bond</p> <p> Print Comments</p> <p>Profile Actions [Select Action]</p> <p>✓ You have successfully saved those profile changes that do not require approval.</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p>																				

Correcting a Membership

Introduction This section provides the procedures for correcting a Membership in DA.

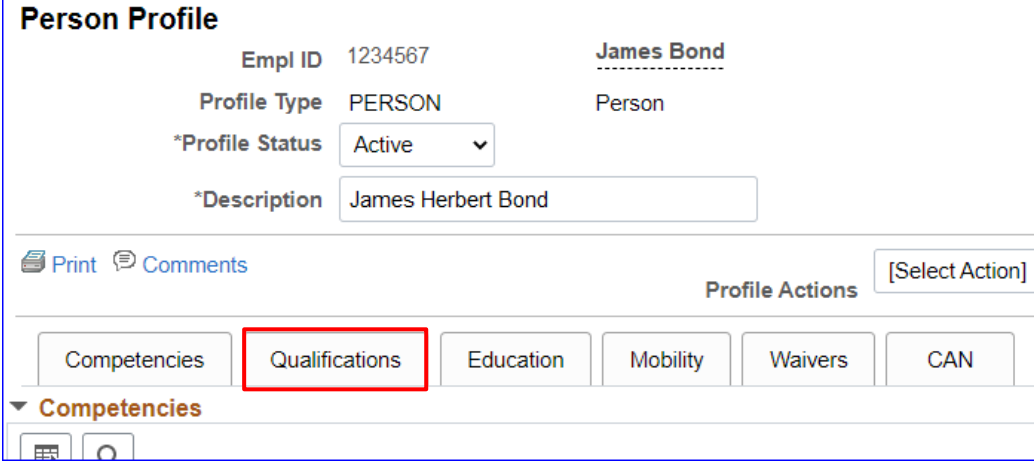
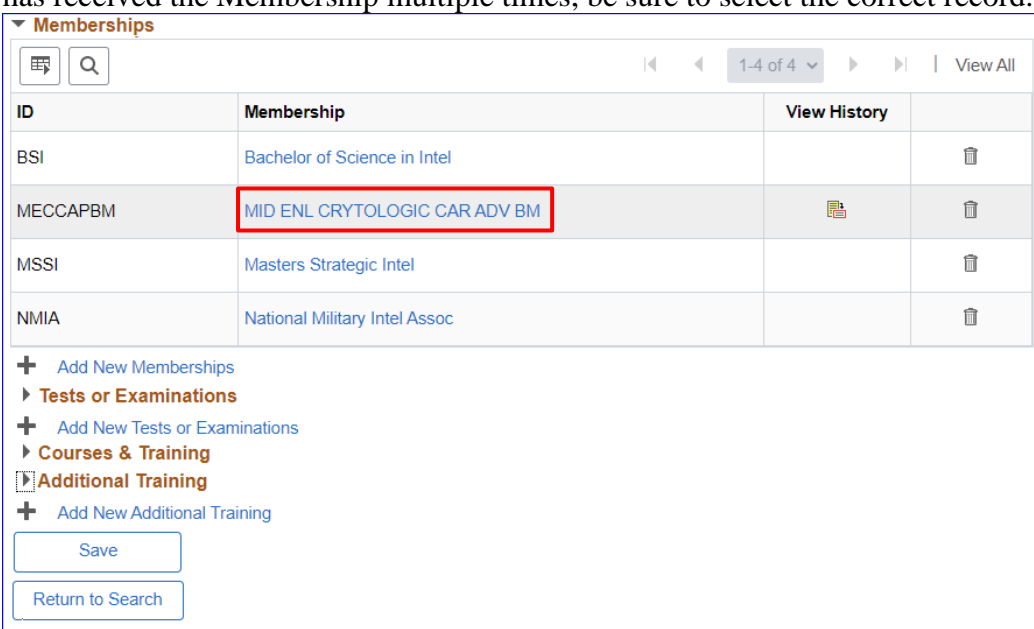
Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Core HR Tile.</p> 
<p>1.5</p>	<p>Select the Person Profiles option.</p> 
<p>2</p>	<p>Enter the Empl ID and click Search. The Correct History box is auto-checked.</p> 

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Correcting a Membership, Continued

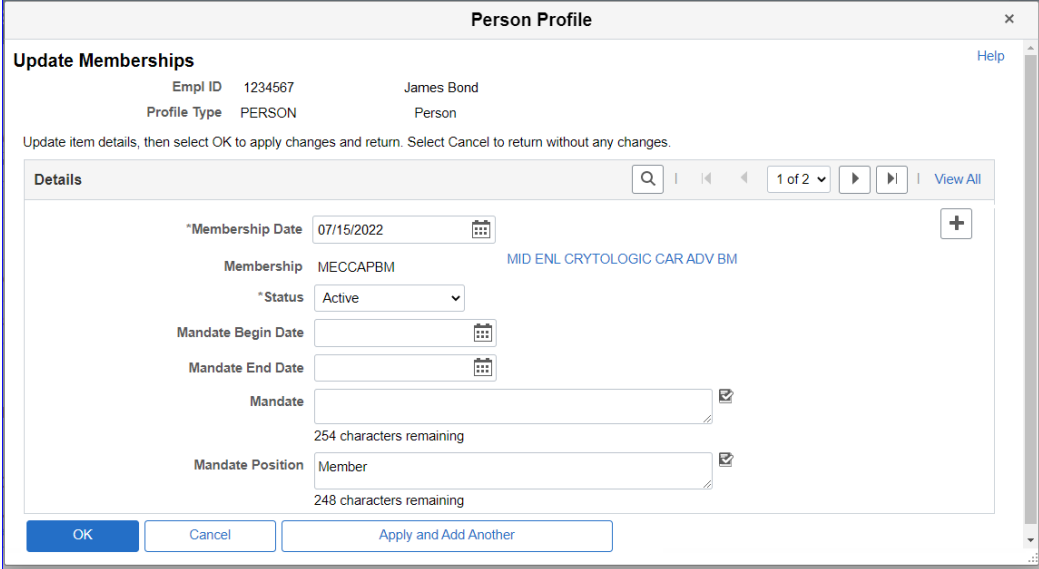
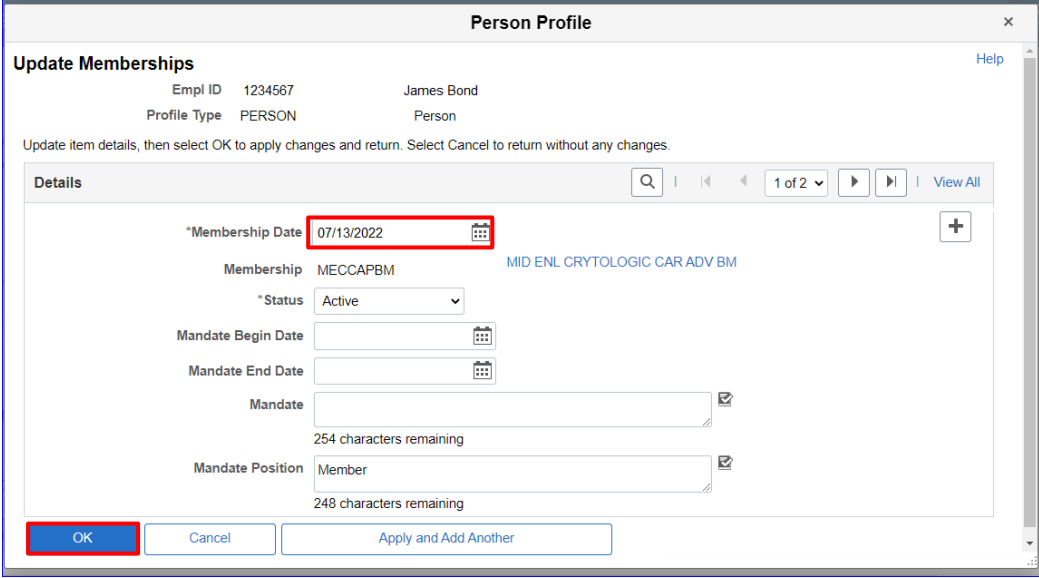
Procedures,
continued

Step	Action																				
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID 1234567 James Bond</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description James Herbert Bond</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies</p>																				
4	<p>Select the Membership link that is to be updated or corrected. If the member has received the Membership multiple times, be sure to select the correct record.</p>  <p>▼ Memberships</p> <p>1-4 of 4 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>BSI</td> <td>Bachelor of Science in Intel</td> <td></td> <td>🗑️</td> </tr> <tr> <td>MECCAPBM</td> <td>MID ENL CRYPTOLOGIC CAR ADV BM</td> <td>📄</td> <td>🗑️</td> </tr> <tr> <td>MSSI</td> <td>Masters Strategic Intel</td> <td></td> <td>🗑️</td> </tr> <tr> <td>NMIA</td> <td>National Military Intel Assoc</td> <td></td> <td>🗑️</td> </tr> </tbody> </table> <p>+ Add New Memberships</p> <p>▶ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>📄 Additional Training</p> <p>+ Add New Additional Training</p> <p>Save</p> <p>Return to Search</p>	ID	Membership	View History		BSI	Bachelor of Science in Intel		🗑️	MECCAPBM	MID ENL CRYPTOLOGIC CAR ADV BM	📄	🗑️	MSSI	Masters Strategic Intel		🗑️	NMIA	National Military Intel Assoc		🗑️
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Correcting a Membership, Continued

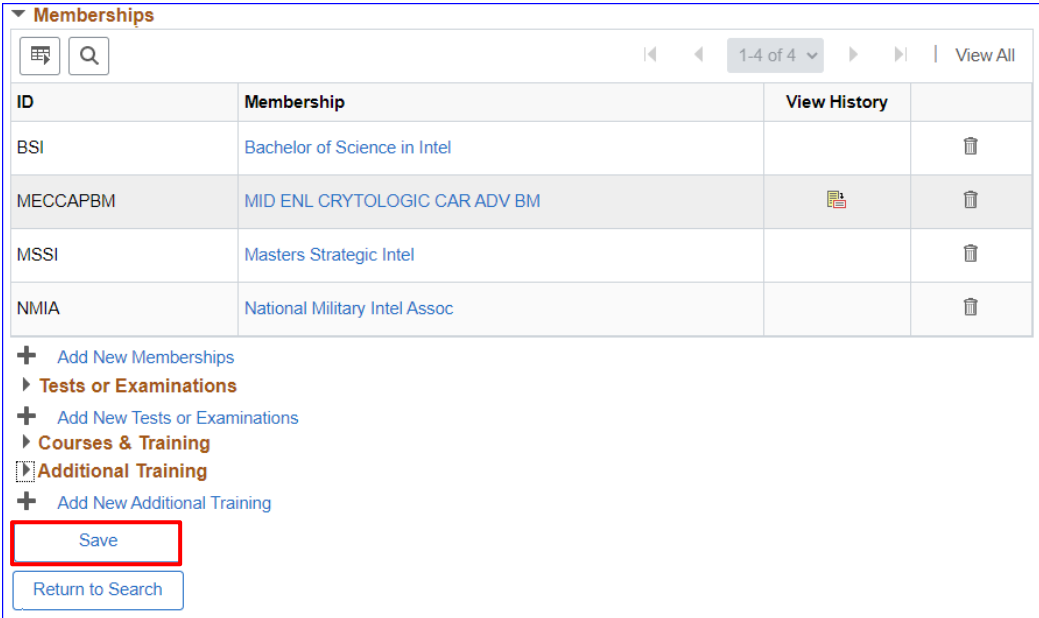
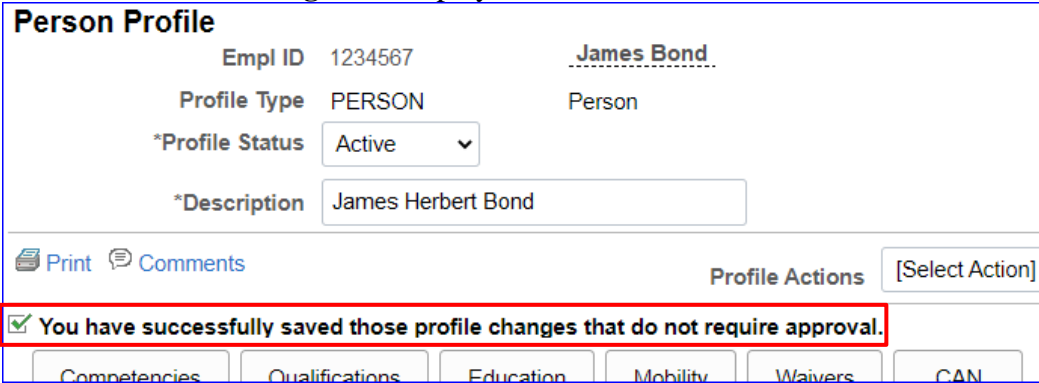
Procedures,
continued

Step	Action
5	<p>The Update Memberships page will display.</p>  <p>The screenshot shows a 'Person Profile' window titled 'Update Memberships' for James Bond (Empl ID 1234567, Profile Type PERSON). The 'Details' section includes: <ul style="list-style-type: none"> *Membership Date: 07/15/2022 Membership: MECCAPBM (MID ENL CRYPTOLOGIC CAR ADV BM) *Status: Active Mandate Begin Date: [empty] Mandate End Date: [empty] Mandate: [empty] (254 characters remaining) Mandate Position: Member (248 characters remaining) The 'OK' button is highlighted in blue. </p>
6	<p>Correct the appropriate fields (in this example, the Membership Date) and click OK.</p>  <p>The screenshot shows the same 'Update Memberships' dialog box. In this step, the 'Membership Date' field is changed to 07/13/2022 and is highlighted with a red box. The 'OK' button at the bottom left is also highlighted with a red box.</p>

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Correcting a Membership, Continued

Procedures,
continued


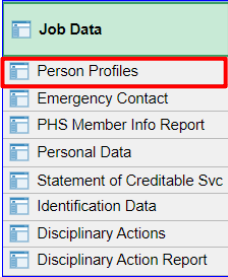
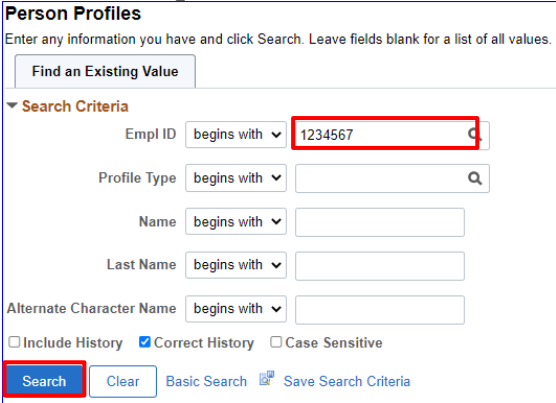
Step	Action																				
7	<p>Click Save.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>BSI</td> <td>Bachelor of Science in Intel</td> <td></td> <td></td> </tr> <tr> <td>MECCAPBM</td> <td>MID ENL CRYPTOLOGIC CAR ADV BM</td> <td></td> <td></td> </tr> <tr> <td>MSSI</td> <td>Masters Strategic Intel</td> <td></td> <td></td> </tr> <tr> <td>NMIA</td> <td>National Military Intel Assoc</td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table are several menu items: '+ Add New Memberships', '▸ Tests or Examinations', '+ Add New Tests or Examinations', '▸ Courses & Training', '▸ Additional Training', and '+ Add New Additional Training'. At the bottom, a 'Save' button is highlighted with a red box, and a 'Return to Search' button is also visible.</p>	ID	Membership	View History		BSI	Bachelor of Science in Intel			MECCAPBM	MID ENL CRYPTOLOGIC CAR ADV BM			MSSI	Masters Strategic Intel			NMIA	National Military Intel Assoc		
ID	Membership	View History																			
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8	<p>Once saved, this message will display.</p>  <p>The screenshot shows the 'Person Profile' page for James Bond. The profile information is as follows:</p> <ul style="list-style-type: none"> Empl ID: 1234567 Profile Name: James Bond Profile Type: PERSON Person Name: Person *Profile Status: Active (dropdown menu) *Description: James Herbert Bond <p>At the bottom, there are buttons for 'Print', 'Comments', and 'Profile Actions [Select Action]'. A red box highlights the success message: '✔ You have successfully saved those profile changes that do not require approval.' Below this message are buttons for 'Competencies', 'Qualifications', 'Education', 'Mobility', 'Waivers', and 'CAN'.</p>																				

Deleting a Membership

Introduction This section provides the procedures for deleting a single Membership in DA.

- Information**
- As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong row or rows, especially if there are multiple instances of the same Membership. If a row is erroneously deleted, it will have to be recreated.
 - **NOTE:** If this is a Membership that was just entered, the minus button used to delete some rows will not appear until the user leaves the page and returns. The easiest resolution is to click **Return to Search** and then re-enter the member's profile.

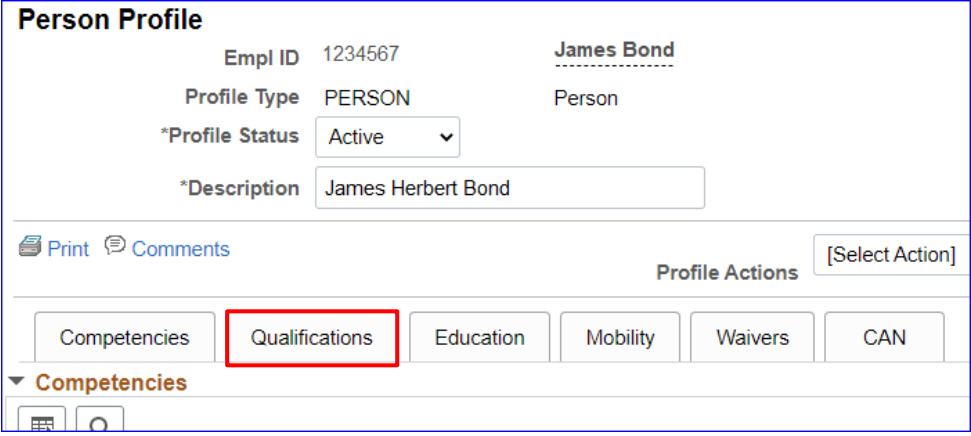
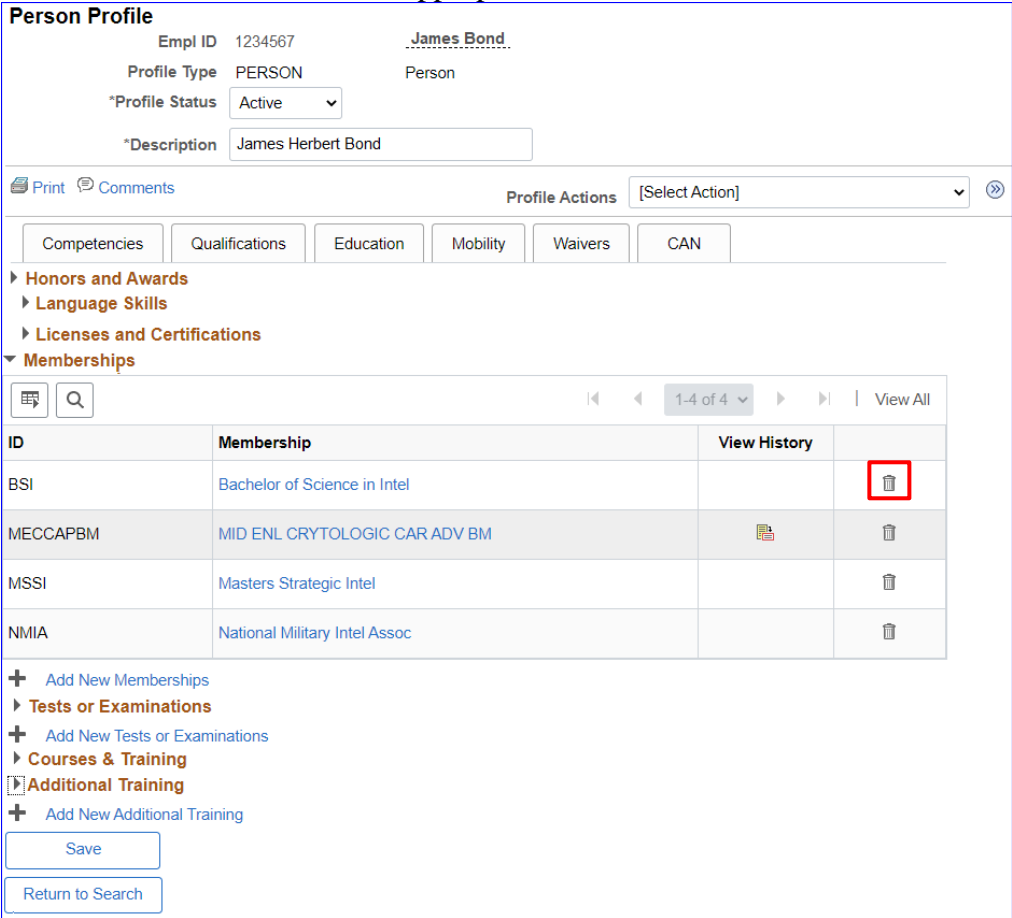
Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Core HR Tile.</p> 
<p>1.5</p>	<p>Select the Person Profiles option.</p> 
<p>2</p>	<p>Enter the Empl ID and click Search. The Correct History box is auto-checked.</p> 

Continued on next page

Deleting a Membership, Continued

Procedures,
continued

Step	Action																				
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID 1234567 James Bond</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description James Herbert Bond</p> <p>Print Comments</p> <p>Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies</p>																				
4	<p>Click the trashcan icon on the appropriate row.</p>  <p>Person Profile</p> <p>Empl ID 1234567 James Bond</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description James Herbert Bond</p> <p>Print Comments</p> <p>Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▶ Honors and Awards</p> <p>▶ Language Skills</p> <p>▶ Licenses and Certifications</p> <p>▼ Memberships</p> <p>1-4 of 4 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>BSI</td> <td>Bachelor of Science in Intel</td> <td></td> <td></td> </tr> <tr> <td>MECCAPBM</td> <td>MID ENL CRYPTOLOGIC CAR ADV BM</td> <td></td> <td></td> </tr> <tr> <td>MSSI</td> <td>Masters Strategic Intel</td> <td></td> <td></td> </tr> <tr> <td>NMIA</td> <td>National Military Intel Assoc</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Memberships</p> <p>▶ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>▶ Additional Training</p> <p>+ Add New Additional Training</p> <p>Save</p> <p>Return to Search</p>	ID	Membership	View History		BSI	Bachelor of Science in Intel			MECCAPBM	MID ENL CRYPTOLOGIC CAR ADV BM			MSSI	Masters Strategic Intel			NMIA	National Military Intel Assoc		
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Deleting a Membership, Continued

Procedures,
continued

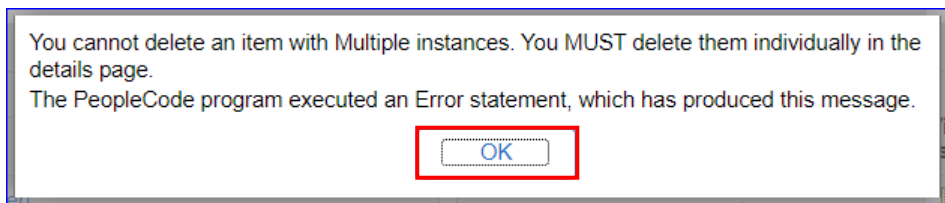
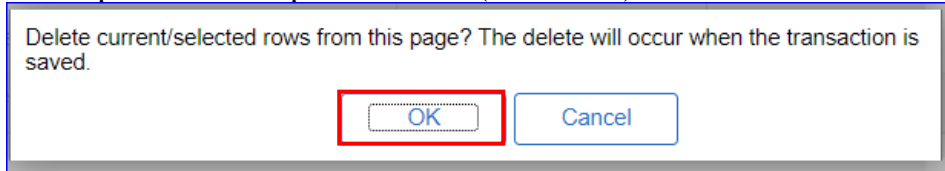
Step	Action																
5	<p>This message will display. Click OK.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>																
6	<p>Click Save.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Memberships</p> <p>☰ 🔍 1-3 of 3 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>MECCAPBM</td> <td>MID ENL CRYPTOLOGIC CAR ADV BM</td> <td></td> <td></td> </tr> <tr> <td>MSSI</td> <td>Masters Strategic Intel</td> <td></td> <td></td> </tr> <tr> <td>NMIA</td> <td>National Military Intel Assoc</td> <td></td> <td></td> </tr> </tbody> </table> <p> + Add New Memberships ▶ Tests or Examinations + Add New Tests or Examinations ▶ Courses & Training ▶ Additional Training + Add New Additional Training </p> <p style="text-align: center;"><input type="button" value="Save"/></p> <p style="text-align: center;"><input type="button" value="Return to Search"/></p> </div>	ID	Membership	View History		MECCAPBM	MID ENL CRYPTOLOGIC CAR ADV BM			MSSI	Masters Strategic Intel			NMIA	National Military Intel Assoc		
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7	<p>Once saved, this message will display.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Person Profile</p> <p>Empl ID 1234567 James Bond</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active ▾</p> <p>*Description James Herbert Bond</p> <p> Print Comments Profile Actions [Select Action]</p> <div style="border: 1px solid red; padding: 2px;"> <p> You have successfully saved those profile changes that do not require approval.</p> </div> <p style="text-align: center;"> <input type="button" value="Competencies"/> <input type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> </div>																

Deleting One Membership when Multiple Instances Exist

Introduction This section provides the procedures for deleting one Membership when multiple instances exist in DA.

Information

- As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong row or rows, especially if there are multiple instances of the same Membership. If a row is erroneously deleted, it will have to be recreated.
- NOTE:** To prevent unintentional deletions of Memberships, the trashcan functionality for multiple Memberships of one type has been disabled. The following messages will display if you attempt to delete multiple Memberships at one time (Click **OK**):



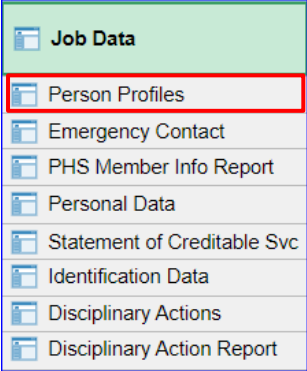
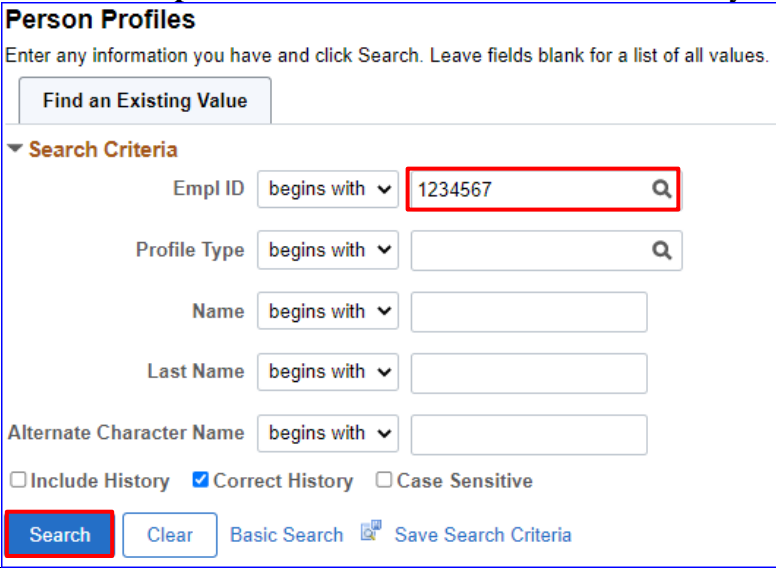
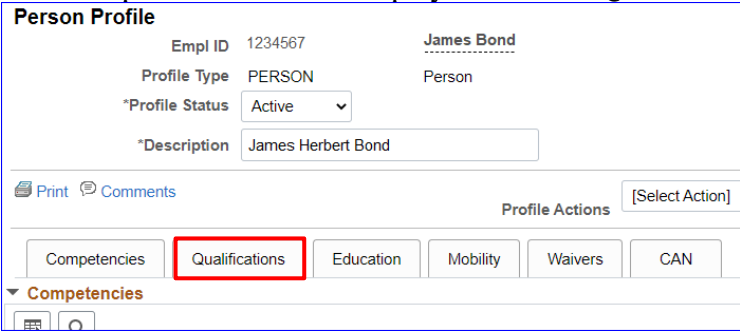
Procedures See below.

Step	Action
1	Click on the Core HR Tile. <div data-bbox="327 1444 596 1691" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>

Continued on next page

Deleting One Membership when Multiple Instances Exist, Continued

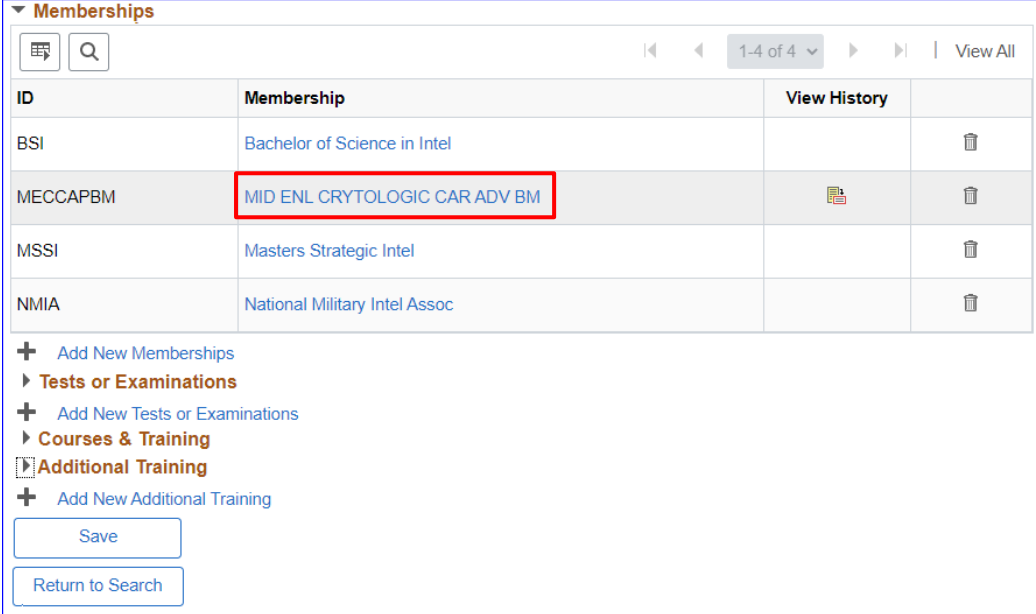
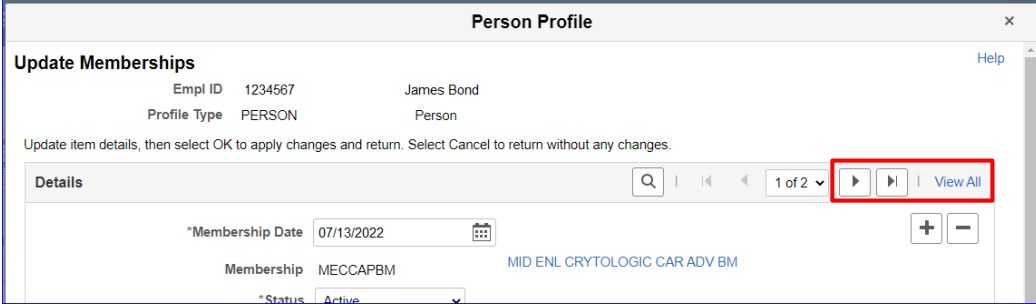
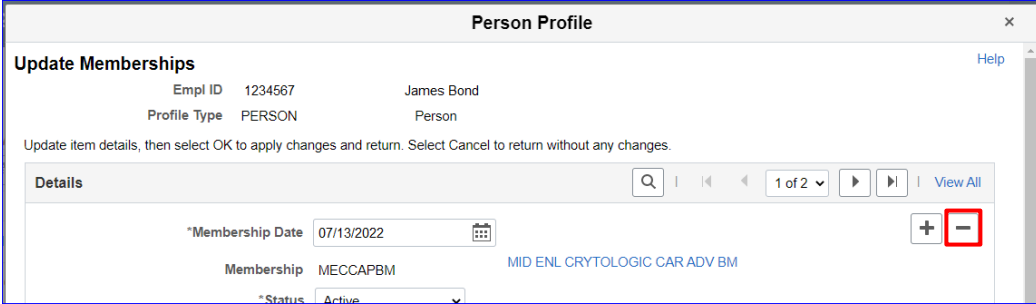
Procedures,
continued

Step	Action
1.5	<p>Select the Person Profiles option.</p>  <p>The screenshot shows a vertical list of menu items. 'Person Profiles' is highlighted with a red rectangular box. Other items include Job Data, Emergency Contact, PHS Member Info Report, Personal Data, Statement of Creditable Svc, Identification Data, Disciplinary Actions, and Disciplinary Action Report.</p>
2	<p>Enter the Empl ID and click Search. The Correct History box is auto-checked.</p>  <p>The screenshot shows the 'Person Profiles' search interface. The 'Empl ID' field is set to '1234567' and is highlighted with a red box. The 'Search' button is also highlighted with a red box. The 'Correct History' checkbox is checked. Other search criteria include Profile Type, Name, Last Name, and Alternate Character Name.</p>
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>The screenshot shows the 'Person Profile' page for Empl ID 1234567 (James Bond). The 'Qualifications' tab is highlighted with a red box. Other tabs include Competencies, Education, Mobility, Waivers, and CAN. The profile status is 'Active' and the description is 'James Herbert Bond'.</p>

Continued on next page

Deleting One Membership when Multiple Instances Exist, Continued

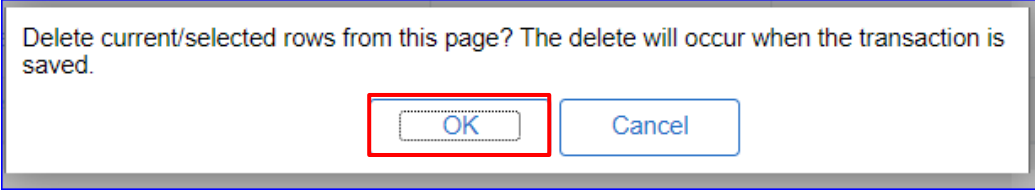
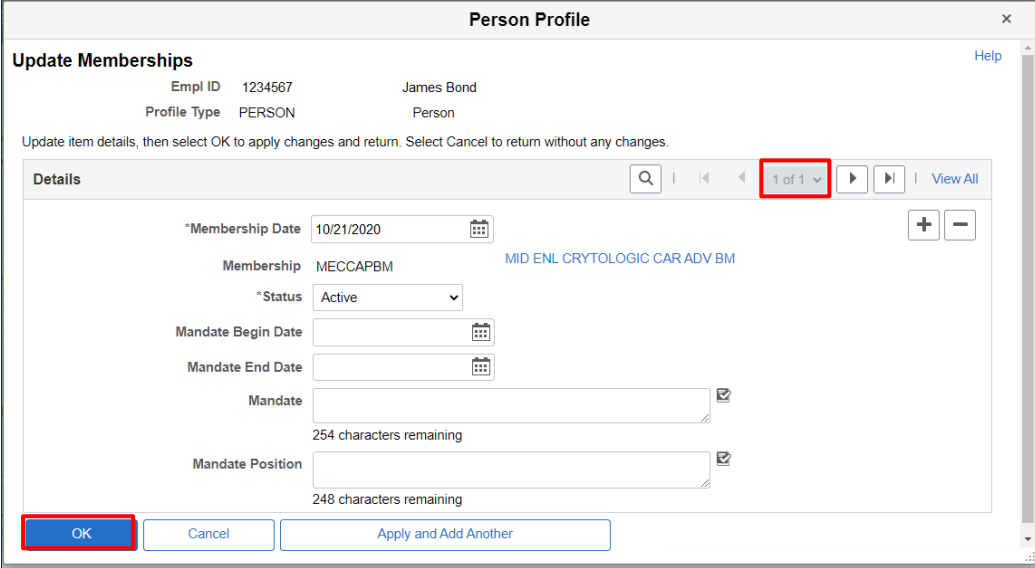
Procedures, continued

Step	Action																				
4	<p>Select the Membership link that needs to be deleted.</p>  <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>BSI</td> <td>Bachelor of Science in Intel</td> <td></td> <td></td> </tr> <tr> <td>MECCAPBM</td> <td>MID ENL CRYPTOLOGIC CAR ADV BM</td> <td></td> <td></td> </tr> <tr> <td>MSSI</td> <td>Masters Strategic Intel</td> <td></td> <td></td> </tr> <tr> <td>NMIA</td> <td>National Military Intel Assoc</td> <td></td> <td></td> </tr> </tbody> </table>	ID	Membership	View History		BSI	Bachelor of Science in Intel			MECCAPBM	MID ENL CRYPTOLOGIC CAR ADV BM			MSSI	Masters Strategic Intel			NMIA	National Military Intel Assoc		
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5	<p>The Update Memberships page will display. Scroll through the rows using the Arrows or click View All to find the correct row to delete.</p> 																				
6	<p>Once the correct row has been located, click the Minus button.</p> 																				

Continued on next page

Deleting One Membership when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
7	<p>This message will appear. Click OK.</p> 
8	<p>Notice the row updated to 1 of 1 (in this example). Click OK.</p> 

Continued on next page

Deleting One Membership when Multiple Instances Exist, Continued

Procedures, continued

Step	Action															
<p>9</p>	<p>Notice the View History icon was removed (in this example). Click Save.</p> <div data-bbox="327 560 1364 1467"> <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description James Herbert Bond</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▶ Honors and Awards</p> <p>▶ Language Skills</p> <p>▶ Licenses and Certifications</p> <p>▼ Memberships</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th></th> </tr> </thead> <tbody> <tr> <td>BSI</td> <td>Bachelor of Science in Intel</td> <td></td> </tr> <tr> <td>MECCAPBM</td> <td>MID ENL CRYPTOLOGIC CAR ADV BM</td> <td></td> </tr> <tr> <td>MSSI</td> <td>Masters Strategic Intel</td> <td></td> </tr> <tr> <td>NMIA</td> <td>National Military Intel Assoc</td> <td></td> </tr> </tbody> </table> <p>+ Add New Memberships</p> <p>▶ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>▶ Additional Training</p> <p>+ Add New Additional Training</p> <p>Save</p> <p>Return to Search</p> </div>	ID	Membership		BSI	Bachelor of Science in Intel		MECCAPBM	MID ENL CRYPTOLOGIC CAR ADV BM		MSSI	Masters Strategic Intel		NMIA	National Military Intel Assoc	
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<p>10</p>	<p>Once saved, this message will display.</p> <div data-bbox="327 1545 1364 1926"> <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description James Herbert Bond</p> <p>Print Comments Profile Actions [Select Action]</p> <p>✓ You have successfully saved those profile changes that do not require approval.</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> </div>															