

## My Assignments Endorsements Overview

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**Introduction** This guide provides the procedures for a member to view their Assignment Endorsements and Screening Panel Endorsements in Direct Access (DA).

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**Contents**

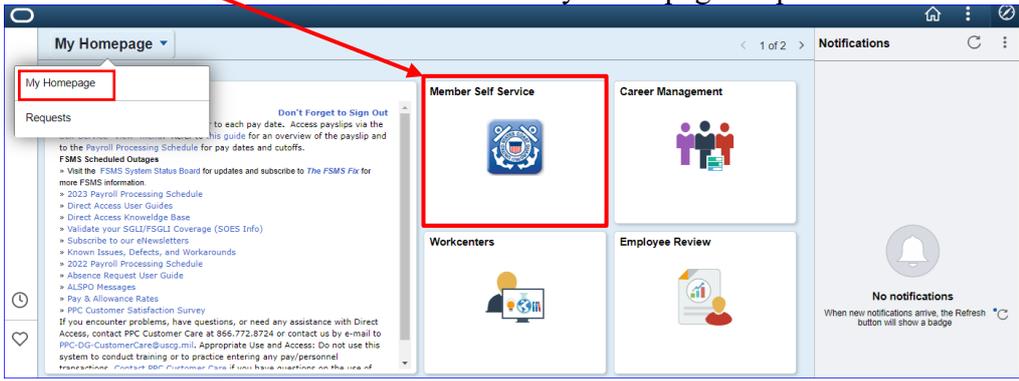
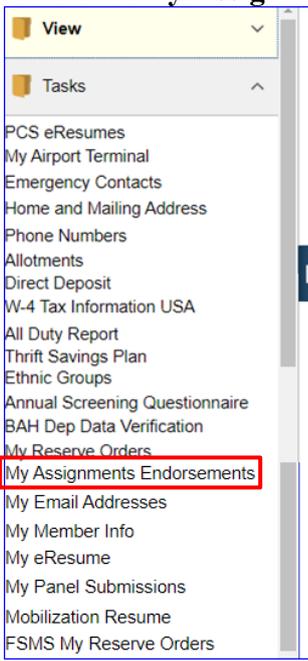
Topic	See Page
<a href="#">View My Assignment Endorsements</a>	2
<a href="#">View Screening Panel Endorsements</a>	5

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# View My Assignment Endorsements

**Introduction** This section provides the procedures for a member to view their Assignment Endorsements in Direct Access (DA).

**Procedures** See below.

Step	Action
1	<p>Click on <b>Member Self Service</b> from the My Homepage drop-down.</p> 
2	<p>Select the <b>My Assignments Endorsements</b> option.</p> 

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## View My Assignment Endorsements, Continued

Procedures,  
continued

Step	Action																																																											
3	<p>The My Assignments Endorsement page will display. Change the <b>Submission Status</b> to All to view all submitted endorsements. To narrow down the search, you may include the <b>Submission From Date</b> and <b>Submission To Date</b> (these may also be left blank).</p> <p>Click <b>Populate Grid</b>.</p> <div data-bbox="368 674 1385 1323" style="border: 1px solid black; padding: 5px;"> <p><b>My Assignments Endorsements</b></p> <hr/> <p><a href="#">Sansa Stark</a></p> <ol style="list-style-type: none"> <li>'Endorsements I Submitted' allows member to bring up only their Endorsements.</li> <li>'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them.</li> <li>Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'.</li> <li>Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By.</li> </ol> <p> <input checked="" type="radio"/> Endorsements I Submitted              <input type="radio"/> Endorsements Requested From Me         </p> <p>*Submission Status: <span style="border: 1px solid red; padding: 2px;">All</span> ▼</p> <p>Submission From Date: <span style="border: 1px solid red; padding: 2px;"> </span> <small>31</small></p> <p>Submission To Date: <span style="border: 1px solid red; padding: 2px;"> </span> <small>31</small>                <span style="border: 1px solid red; padding: 2px; margin-left: 20px;">Populate Grid</span>              <span style="padding: 2px; margin-left: 20px;">Refresh</span> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="8" style="text-align: left;">Assignment Endorsements</th> <th style="text-align: right;">Find   View All   </th> <th style="text-align: right;">First</th> <th style="text-align: center;">1 of 1</th> <th style="text-align: right;">Last</th> </tr> <tr> <th>Submitted Date</th> <th>Submitted By</th> <th>Submitter Name</th> <th>Department Name</th> <th>Endorser</th> <th>Endorser Name</th> <th>Final</th> <th>Detail</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td> </td> <td colspan="3"></td> </tr> </tbody> </table>   <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: left;">Screening Panel Endorsements</th> <th style="text-align: right;">Find   View All   </th> <th style="text-align: right;">First</th> <th style="text-align: center;">1 of 1</th> <th style="text-align: right;">Last</th> </tr> <tr> <th>Empl ID</th> <th>Name</th> <th>Application Date</th> <th>Marked Final</th> <th>Detail</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td> </td> <td> </td> <td style="text-align: center;">☐</td> <td> </td> <td colspan="3"></td> </tr> </tbody> </table> </div>	Assignment Endorsements								Find   View All	First	1 of 1	Last	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail															Screening Panel Endorsements					Find   View All	First	1 of 1	Last	Empl ID	Name	Application Date	Marked Final	Detail				1			☐				
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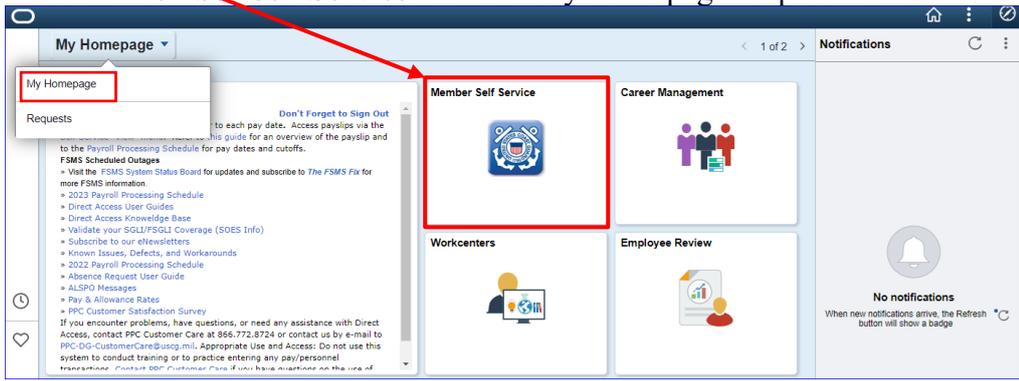
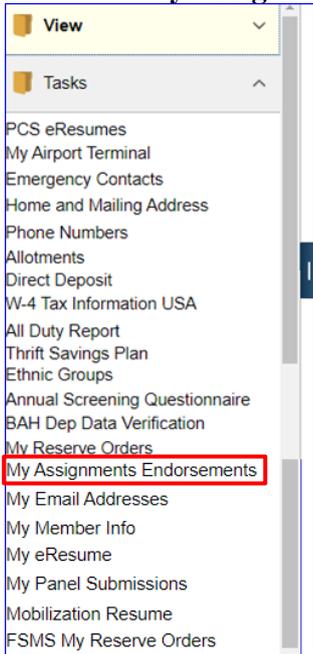
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# View Screening Panel Endorsements

**Introduction** This section provides the procedures for a member to view their Screening Panel Endorsements in Direct Access (DA).

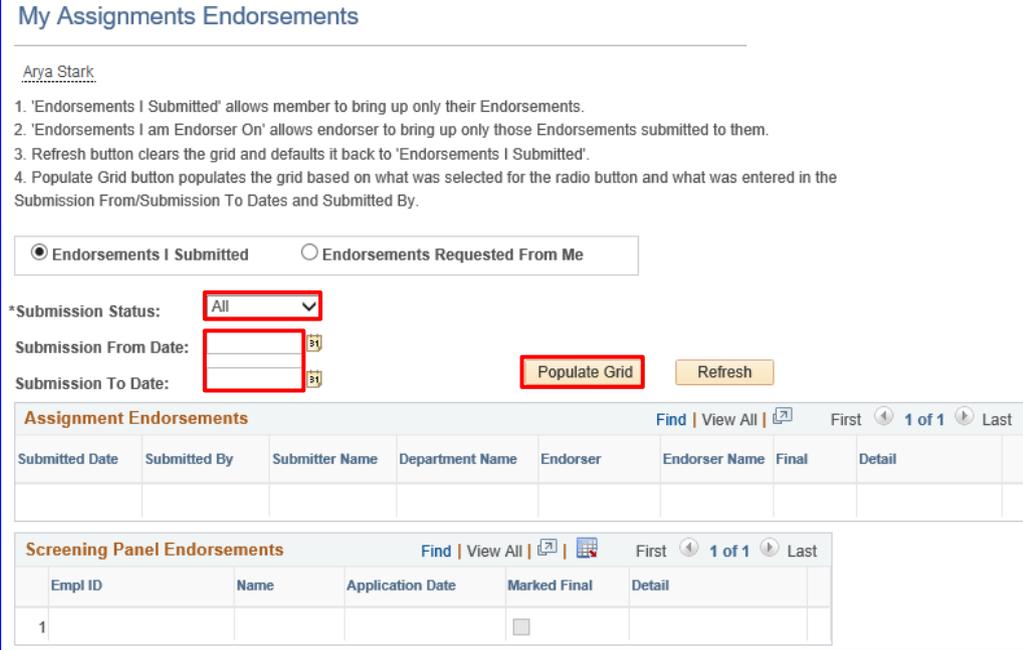
**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Click on <b>Member Self Service</b> from the My Homepage drop-down.</p> 
<p><b>2</b></p>	<p>Select the <b>My Assignments Endorsements</b> option.</p> 

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## View Screening Panel Endorsements, Continued

Procedures,  
continued

Step	Action																																																										
3	<p>The My Assignments Endorsement page will display. Change the <b>Submission Status</b> to All to view all submitted endorsements. To narrow down the search, you may include the <b>Submission From Date</b> and <b>Submission To Date</b> (these may also be left blank).</p> <p>Click <b>Populate Grid</b>.</p>  <p><b>My Assignments Endorsements</b></p> <p>Anya Stark</p> <ol style="list-style-type: none"> <li>'Endorsements I Submitted' allows member to bring up only their Endorsements.</li> <li>'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them.</li> <li>Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'.</li> <li>Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By.</li> </ol> <p> <input checked="" type="radio"/> Endorsements I Submitted            <input type="radio"/> Endorsements Requested From Me     </p> <p>*Submission Status: <span style="border: 1px solid red; padding: 2px;">All</span> ▼</p> <p>Submission From Date: <span style="border: 1px solid red; padding: 2px;"> </span> <small>31</small></p> <p>Submission To Date: <span style="border: 1px solid red; padding: 2px;"> </span> <small>31</small></p> <p style="text-align: right;"> <span style="border: 1px solid red; padding: 2px;">Populate Grid</span>            Refresh     </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">Assignment Endorsements</th> <th style="text-align: right;">Find   View All   <small>1</small></th> <th style="text-align: right;">First</th> <th style="text-align: center;">1 of 1</th> <th style="text-align: right;">Last</th> </tr> <tr> <th>Submitted Date</th> <th>Submitted By</th> <th>Submitter Name</th> <th>Department Name</th> <th>Endorser</th> <th>Endorser Name</th> <th>Final</th> <th colspan="4">Detail</th> </tr> </thead> <tbody> <tr> <td> </td> <td colspan="4"> </td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Screening Panel Endorsements</th> <th style="text-align: right;">Find   View All   <small>1</small></th> <th style="text-align: right;">First</th> <th style="text-align: center;">1 of 1</th> <th style="text-align: right;">Last</th> </tr> <tr> <th>Empl ID</th> <th>Name</th> <th>Application Date</th> <th>Marked Final</th> <th colspan="4">Detail</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> </td> <td> </td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="4"> </td> </tr> </tbody> </table>	Assignment Endorsements							Find   View All   <small>1</small>	First	1 of 1	Last	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail															Screening Panel Endorsements					Find   View All   <small>1</small>	First	1 of 1	Last	Empl ID	Name	Application Date	Marked Final	Detail				1			<input type="checkbox"/>				
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# View Screening Panel Endorsements, Continued

Procedures,  
continued

Step	Action																											
4	<p>Any submitted endorsements and their status will display. Click <b>View Endorsement</b> to open the endorsement.</p> <p><b>My Assignments Endorsements</b></p> <p>Arya Stark</p> <ol style="list-style-type: none"> <li>'Endorsements I Submitted' allows member to bring up only their Endorsements.</li> <li>'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them.</li> <li>Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'.</li> <li>Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By.</li> </ol> <p> <input checked="" type="radio"/> Endorsements I Submitted                <input type="radio"/> Endorsements Requested From Me         </p> <p>*Submission Status: <input type="text" value="All"/> <input type="button" value="v"/></p> <p>Submission From Date: <input type="text"/> <input type="button" value="BT"/></p> <p>Submission To Date: <input type="text"/> <input type="button" value="BT"/>                <input type="button" value="Populate Grid"/>                <input type="button" value="Refresh"/></p> <p><b>Assignment Endorsements</b>    Find   View All   <input type="button" value="v"/>    First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Submitted Date</th> <th>Submitted By</th> <th>Submitter Name</th> <th>Department Name</th> <th>Endorser</th> <th>Endorser Name</th> <th>Final</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table> <p><b>Screening Panel Endorsements</b>    Find   View All   <input type="button" value="v"/> <input type="button" value="v"/>    First 1 of 2 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Name</th> <th>Application Date</th> <th>Marked Final</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>1 7418529</td> <td>Arya Stark</td> <td>06/25/2019</td> <td><input type="checkbox"/></td> <td><a href="#">View Endorsement</a></td> </tr> </tbody> </table>	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail									Empl ID	Name	Application Date	Marked Final	Detail	1 7418529	Arya Stark	06/25/2019	<input type="checkbox"/>	<a href="#">View Endorsement</a>	
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5	<p>The My Panel Submissions page will open. Click <b>Edit</b> to view the endorsement for each panel submission.</p> <p><b>My Panel Submissions</b></p> <p>Arya Stark</p> <p>Here is where we can add generic instructions on how to use this page and what it displays. It is configurable, so you can provide us with the text that suits the CG as a whole.</p> <p>Panel Source <input type="text"/> <input type="button" value="Go"/>    <input type="button" value="History"/></p> <p><b>My Panel Submissions</b>    Personalize   Find   View All   <input type="button" value="v"/> <input type="button" value="v"/>    First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Marked Final</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1 AMT-PG</td> <td>Aviation Maintenance Tech - Enlisted</td> <td>06/25/2019</td> <td><input checked="" type="checkbox"/></td> <td><a href="#">Edit</a></td> </tr> <tr> <td>2 USASMA</td> <td>US Army Sergeants Majors Academy</td> <td>06/25/2019</td> <td><input type="checkbox"/></td> <td><a href="#">Edit</a></td> </tr> </tbody> </table> <p><b>My Advanced Training Preferences</b>    Personalize   Find   View All   <input type="button" value="v"/> <input type="button" value="v"/>    First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Ranking</th> </tr> </thead> <tbody> <tr> <td>1 AMT-PG</td> <td>Aviation Maintenance Tech - Enlisted</td> <td>06/25/2019</td> <td><input type="text" value="1"/></td> </tr> <tr> <td>2 USASMA</td> <td>US Army Sergeants Majors Academy</td> <td>06/25/2019</td> <td><input type="text" value="2"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/></p>	Panel Type	Description	Application Date	Marked Final	Edit	1 AMT-PG	Aviation Maintenance Tech - Enlisted	06/25/2019	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	2 USASMA	US Army Sergeants Majors Academy	06/25/2019	<input type="checkbox"/>	<a href="#">Edit</a>	Panel Type	Description	Application Date	Ranking	1 AMT-PG	Aviation Maintenance Tech - Enlisted	06/25/2019	<input type="text" value="1"/>	2 USASMA	US Army Sergeants Majors Academy	06/25/2019	<input type="text" value="2"/>
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## View Screening Panel Endorsements, Continued

Procedures,  
continued

Step	Action
6	<p><b>Member Comments, Endorser Comments, the Endorser's Emplid, and whether the member is Recommended/Not Recommended for the panel will be displayed here.</b></p> <p>Click <b>Return to My Panel Submissions</b> to exit this page.</p> <p><b>Note:</b> The panel submission may not be <b>Marked Final</b> if it does not require an endorsement.</p> <hr/> <p><b>My Panel Submissions</b></p> <p><u>Arya Stark</u></p> <p>Here is where we can add generic instructions on how to use this page and what it displays. It is configurable, so you can provide us with the text that suits the CG as a whole.</p> <p>Board Type Code AMT-PG      AD/Res Ind Active      Sequence Number 14</p> <p>Member Comments: <input type="text" value="Enter comments here explaining the need or desire for this the training."/></p> <p>Endorser: <input type="text" value="1234567"/> Jon Snow</p> <p>1st Submitted Endorser: <input type="text" value="1234567"/> Jon Snow</p> <p><input checked="" type="radio"/> Recommend   <input type="radio"/> Not Recommended   <input checked="" type="checkbox"/> Mark Final</p> <p>Endorser Comments: <input type="text" value="Good Luck"/></p> <p>Last Upd DtTm: 06/25/19 2:17:01PM      by: 1234567</p> <p><input type="button" value="Save"/>      <input type="button" value="Return to My Panel Submissions"/></p>