

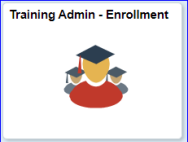
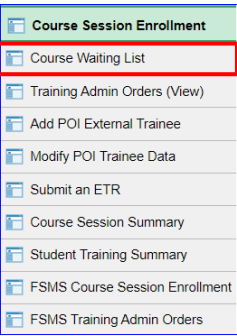
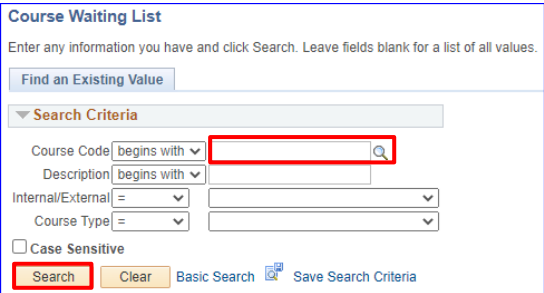
Accessing/Updating the Training Course Waiting List

Introduction This guide provides the procedures for how to access and update the Training Course Waiting List in Direct Access (DA).

User Roles The user **MUST** have one of the User Roles listed below to view a Training Course Waiting List:

- CGASGN
- CGASGNPLN
- CGASGNVW
- CGRSVISC
- CGRSVORD
- CGTASMGR
- CGTRNASC
- CGTRNTQC

Procedures See below.

Step	Action
1	<p>Click the Training Admin – Enrollment Tile.</p> 
1.5	<p>Select the Course Waiting List option.</p> 
2	<p>Enter a partial/full Course Code (if known) or use the lookup, then click the Search button.</p> 

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Accessing/Updating the Training Course Waiting List, Continued

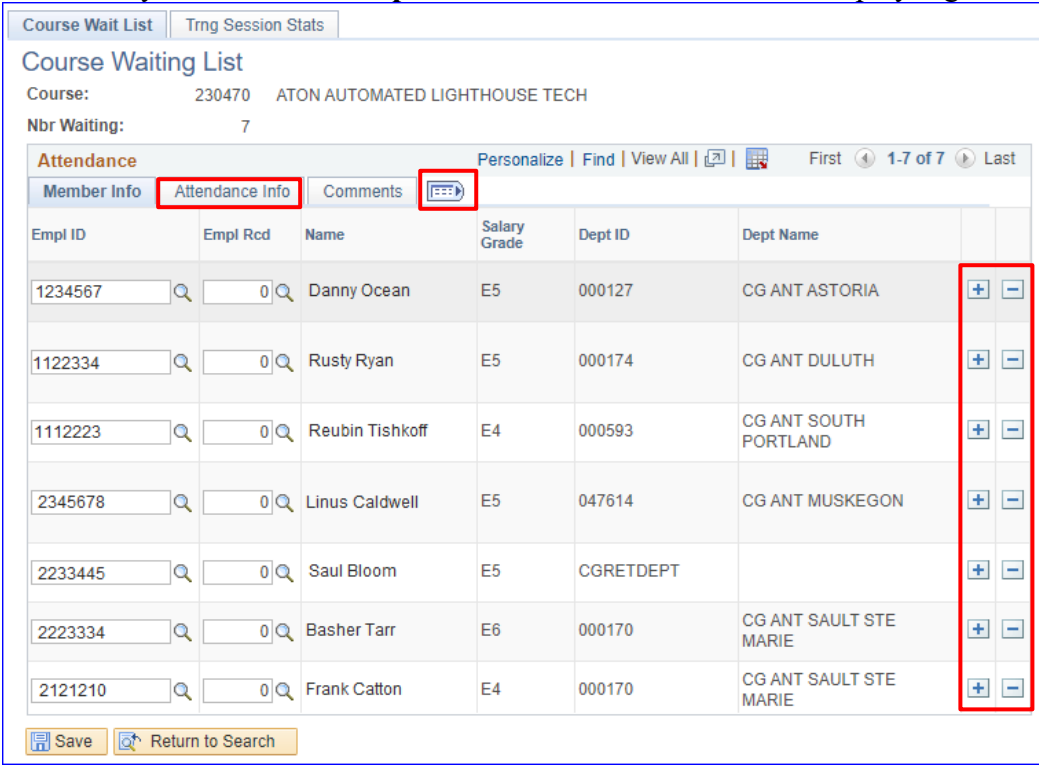
Procedures,
continued

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3	<p>The Search Results will display. Click on the appropriate Course Code to view the Waiting List.</p> <div data-bbox="327 593 1364 1870" style="border: 1px solid black; padding: 5px;"> <p>Course Waiting List</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/></p> <p>Search Criteria</p> <p>Course Code <input type="text" value="begins with"/> <input type="text" value="230"/> <input type="button" value="Search"/></p> <p>Description <input type="text" value="begins with"/> <input type="text"/></p> <p>Internal/External <input type="text" value="="/> <input type="text"/></p> <p>Course Type <input type="text" value="="/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> <p>Search Results</p> <p>View All First ◀ 1-19 of 19 ▶ Last</p> <table border="1"> <thead> <tr> <th>Course Code</th> <th>Description</th> <th>Internal/External</th> <th>Course Type</th> <th>Creation Date</th> </tr> </thead> <tbody> <tr><td>230015</td><td>ATON BUOY DECK SUPERVISOR</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230025</td><td>ATON CONSTRUCTION TENDER - MK</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230140</td><td>INSTRUCTOR DEVELOPMENT COURSE</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230250</td><td>RECRUITER SCHOOL</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230277</td><td>BOAT FORCES COMMAND CADRE</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230280</td><td>Firearms Instructor FAI Course</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230300</td><td>STEEL WELDING</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230330</td><td>NMLBS HEAVY WX COXSWAIN COURSE</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230442</td><td>CPO ACADEMY</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230460</td><td>ATON ADMIN AND POSITIONING</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr style="border: 2px solid red;"><td>230470</td><td>ATON AUTOMATED LIGHTHOUSE TECH</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230610</td><td>ATON CONSTRUCTION TENDER</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230670</td><td>HYDRAULIC SYS AND EQUIP (MK-06)</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230810</td><td>MARK 27 GYROCOMPASS SYSTEM</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230830</td><td>REFRIGERATION/AC (MK-22)</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230880</td><td>BASIC AIR NAVIGATOR</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230935</td><td>AN/URN-25 MAINTENANCE</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230941</td><td>270' WMEC Machinery Plant/Moni</td><td>Internal</td><td>C School</td><td>03/25/2014</td></tr> <tr><td>230990</td><td>ENGINEERING ADMINISTRATION ASH</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> </tbody> </table> </div>	Course Code	Description	Internal/External	Course Type	Creation Date	230015	ATON BUOY DECK SUPERVISOR	Internal	C School	01/01/1901	230025	ATON CONSTRUCTION TENDER - MK	Internal	C School	01/01/1901	230140	INSTRUCTOR DEVELOPMENT COURSE	Internal	C School	01/01/1901	230250	RECRUITER SCHOOL	Internal	C School	01/01/1901	230277	BOAT FORCES COMMAND CADRE	Internal	C School	01/01/1901	230280	Firearms Instructor FAI Course	Internal	C School	01/01/1901	230300	STEEL WELDING	Internal	C School	01/01/1901	230330	NMLBS HEAVY WX COXSWAIN COURSE	Internal	C School	01/01/1901	230442	CPO ACADEMY	Internal	C School	01/01/1901	230460	ATON ADMIN AND POSITIONING	Internal	C School	01/01/1901	230470	ATON AUTOMATED LIGHTHOUSE TECH	Internal	C School	01/01/1901	230610	ATON CONSTRUCTION TENDER	Internal	C School	01/01/1901	230670	HYDRAULIC SYS AND EQUIP (MK-06)	Internal	C School	01/01/1901	230810	MARK 27 GYROCOMPASS SYSTEM	Internal	C School	01/01/1901	230830	REFRIGERATION/AC (MK-22)	Internal	C School	01/01/1901	230880	BASIC AIR NAVIGATOR	Internal	C School	01/01/1901	230935	AN/URN-25 MAINTENANCE	Internal	C School	01/01/1901	230941	270' WMEC Machinery Plant/Moni	Internal	C School	03/25/2014	230990	ENGINEERING ADMINISTRATION ASH	Internal	C School	01/01/1901
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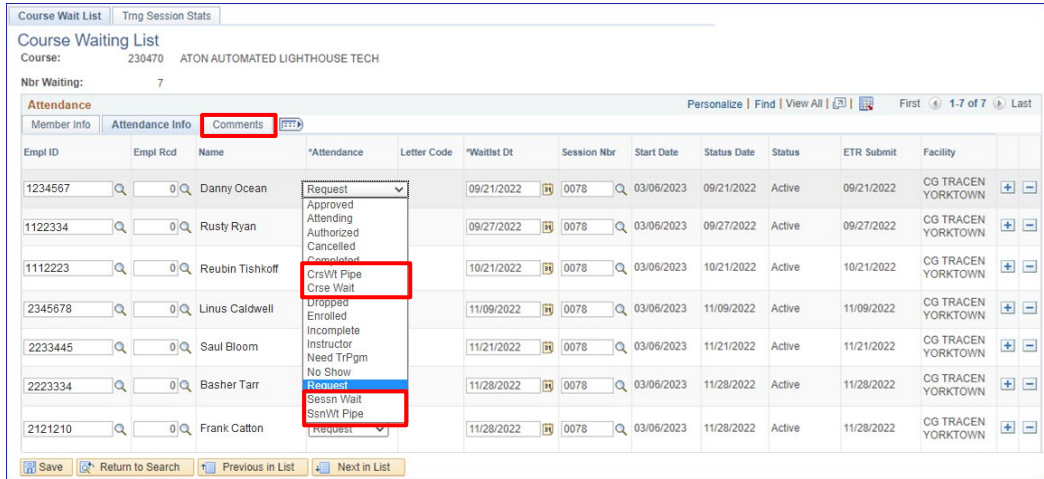
Procedures,
continued

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4	<p>The Course Waiting List will display on the Member Info tab. Use the Plus button to add additional students to the list. Use the Minus button to remove students from the list. Click on the Attendance Info tab.</p> <p>NOTE: If you click on the Expand All icon, all three tabs will display together.</p>  <table border="1" data-bbox="327 705 1369 1467"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Salary Grade</th> <th>Dept ID</th> <th>Dept Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>Danny Ocean</td> <td>E5</td> <td>000127</td> <td>CG ANT ASTORIA</td> <td>+ -</td> </tr> <tr> <td>1122334</td> <td>0</td> <td>Rusty Ryan</td> <td>E5</td> <td>000174</td> <td>CG ANT DULUTH</td> <td>+ -</td> </tr> <tr> <td>1112223</td> <td>0</td> <td>Reubin Tishkoff</td> <td>E4</td> <td>000593</td> <td>CG ANT SOUTH PORTLAND</td> <td>+ -</td> </tr> <tr> <td>2345678</td> <td>0</td> <td>Linus Caldwell</td> <td>E5</td> <td>047614</td> <td>CG ANT MUSKEGON</td> <td>+ -</td> </tr> <tr> <td>2233445</td> <td>0</td> <td>Saul Bloom</td> <td>E5</td> <td>CGRETDEPT</td> <td></td> <td>+ -</td> </tr> <tr> <td>2223334</td> <td>0</td> <td>Basher Tarr</td> <td>E6</td> <td>000170</td> <td>CG ANT SAULT STE MARIE</td> <td>+ -</td> </tr> <tr> <td>2121210</td> <td>0</td> <td>Frank Catton</td> <td>E4</td> <td>000170</td> <td>CG ANT SAULT STE MARIE</td> <td>+ -</td> </tr> </tbody> </table>	Empl ID	Empl Rcd	Name	Salary Grade	Dept ID	Dept Name		1234567	0	Danny Ocean	E5	000127	CG ANT ASTORIA	+ -	1122334	0	Rusty Ryan	E5	000174	CG ANT DULUTH	+ -	1112223	0	Reubin Tishkoff	E4	000593	CG ANT SOUTH PORTLAND	+ -	2345678	0	Linus Caldwell	E5	047614	CG ANT MUSKEGON	+ -	2233445	0	Saul Bloom	E5	CGRETDEPT		+ -	2223334	0	Basher Tarr	E6	000170	CG ANT SAULT STE MARIE	+ -	2121210	0	Frank Catton	E4	000170	CG ANT SAULT STE MARIE	+ -
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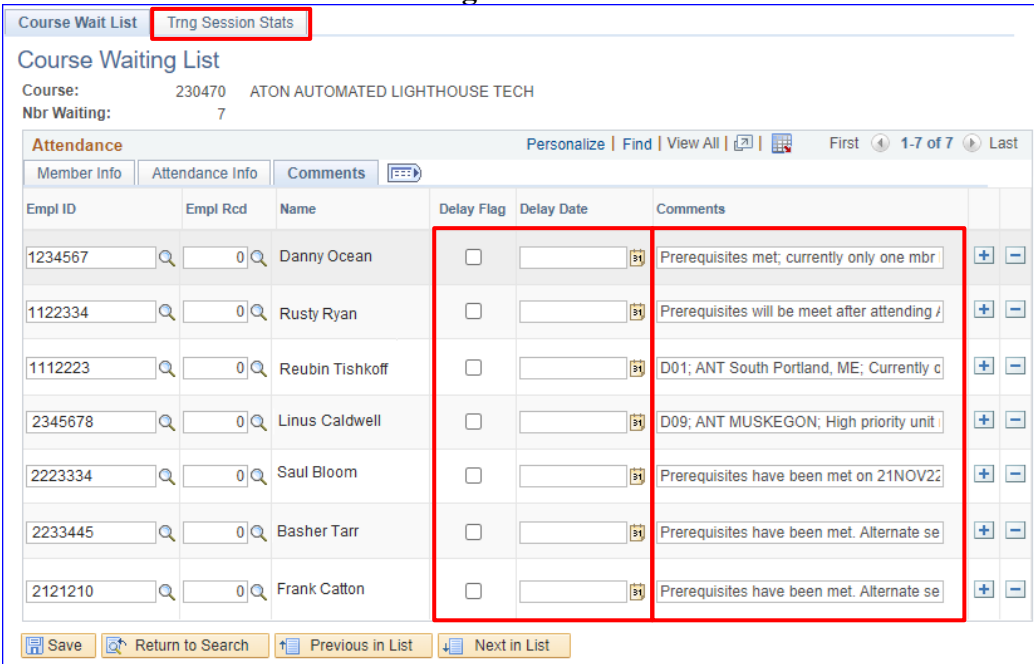
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5	<p>The Attendance field defaults to Request, but can be changed to:</p> <ul style="list-style-type: none"> • Crse Wait (Course Wait) • CrseWt Pipe (Course Wait Pipe) • Sessn Wait (Session Wait) (session number is required) • SsnWt Pipe (Session Wait Pipe) (session number is required) <p>Students with Attendance status of Request, Session Wait, or Session Wait Pipe are visible in the Course Session Enrollment component (found in the Training Admin – Enrollment pagelet).</p> <p>Select the Comments tab.</p>  <p>The screenshot shows the 'Course Waiting List' interface for course 230470. The 'Attendance' tab is selected, and a dropdown menu is open for the student 'Reubin Tishkoff'. The dropdown menu lists various attendance statuses, with 'Sessn Wait' and 'SsnWt Pipe' highlighted in red. The table below shows the list of students with their respective attendance statuses.</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>*Attendance</th> <th>Letter Code</th> <th>*Waitlist Dt</th> <th>Session Nbr</th> <th>Start Date</th> <th>Status Date</th> <th>Status</th> <th>ETR Submit</th> <th>Facility</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>Danny Ocean</td> <td>Request</td> <td></td> <td>09/21/2022</td> <td>0078</td> <td>03/06/2023</td> <td>09/21/2022</td> <td>Active</td> <td>09/21/2022</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td>1122334</td> <td>0</td> <td>Rusty Ryan</td> <td>Request</td> <td></td> <td>09/27/2022</td> <td>0078</td> <td>03/06/2023</td> <td>09/27/2022</td> <td>Active</td> <td>09/27/2022</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td>1112223</td> <td>0</td> <td>Reubin Tishkoff</td> <td>Sessn Wait</td> <td></td> <td>10/21/2022</td> <td>0078</td> <td>03/06/2023</td> <td>10/21/2022</td> <td>Active</td> <td>10/21/2022</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td>2345678</td> <td>0</td> <td>Linus Caldwell</td> <td>Request</td> <td></td> <td>11/09/2022</td> <td>0078</td> <td>03/06/2023</td> <td>11/09/2022</td> <td>Active</td> <td>11/09/2022</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td>2233445</td> <td>0</td> <td>Saul Bloom</td> <td>Request</td> <td></td> <td>11/21/2022</td> <td>0078</td> <td>03/06/2023</td> <td>11/21/2022</td> <td>Active</td> <td>11/21/2022</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td>2223334</td> <td>0</td> <td>Basher Tarr</td> <td>Request</td> <td></td> <td>11/28/2022</td> <td>0078</td> <td>03/06/2023</td> <td>11/28/2022</td> <td>Active</td> <td>11/28/2022</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td>2121210</td> <td>0</td> <td>Frank Catton</td> <td>Request</td> <td></td> <td>11/28/2022</td> <td>0078</td> <td>03/06/2023</td> <td>11/28/2022</td> <td>Active</td> <td>11/28/2022</td> <td>CG TRACEN YORKTOWN</td> </tr> </tbody> </table>	Empl ID	Empl Rcd	Name	*Attendance	Letter Code	*Waitlist Dt	Session Nbr	Start Date	Status Date	Status	ETR Submit	Facility	1234567	0	Danny Ocean	Request		09/21/2022	0078	03/06/2023	09/21/2022	Active	09/21/2022	CG TRACEN YORKTOWN	1122334	0	Rusty Ryan	Request		09/27/2022	0078	03/06/2023	09/27/2022	Active	09/27/2022	CG TRACEN YORKTOWN	1112223	0	Reubin Tishkoff	Sessn Wait		10/21/2022	0078	03/06/2023	10/21/2022	Active	10/21/2022	CG TRACEN YORKTOWN	2345678	0	Linus Caldwell	Request		11/09/2022	0078	03/06/2023	11/09/2022	Active	11/09/2022	CG TRACEN YORKTOWN	2233445	0	Saul Bloom	Request		11/21/2022	0078	03/06/2023	11/21/2022	Active	11/21/2022	CG TRACEN YORKTOWN	2223334	0	Basher Tarr	Request		11/28/2022	0078	03/06/2023	11/28/2022	Active	11/28/2022	CG TRACEN YORKTOWN	2121210	0	Frank Catton	Request		11/28/2022	0078	03/06/2023	11/28/2022	Active	11/28/2022	CG TRACEN YORKTOWN
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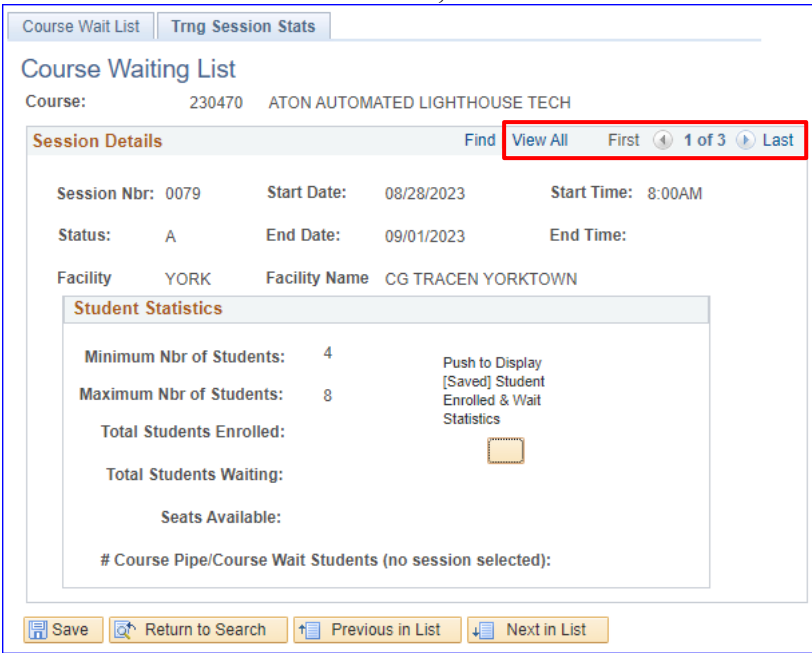
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6	<p>The Delay Flag and Delay Date fields are only used for “A” School courses. Note the Comments. Click the Trng Session Stats tab.</p>  <p>The screenshot shows the 'Course Waiting List' for course 230470 (ATON AUTOMATED LIGHTHOUSE TECH) with 7 members waiting. The 'Attendance' tab is active, and the 'Comments' sub-tab is selected. The table below is a representation of the data shown in the screenshot:</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Delay Flag</th> <th>Delay Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>Danny Ocean</td> <td><input type="checkbox"/></td> <td></td> <td>Prerequisites met; currently only one mbr</td> </tr> <tr> <td>1122334</td> <td>0</td> <td>Rusty Ryan</td> <td><input type="checkbox"/></td> <td></td> <td>Prerequisites will be meet after attending /</td> </tr> <tr> <td>1112223</td> <td>0</td> <td>Reubin Tishkoff</td> <td><input type="checkbox"/></td> <td></td> <td>D01; ANT South Portland, ME; Currently c</td> </tr> <tr> <td>2345678</td> <td>0</td> <td>Linus Caldwell</td> <td><input type="checkbox"/></td> <td></td> <td>D09; ANT MUSKEGON; High priority unit</td> </tr> <tr> <td>2223334</td> <td>0</td> <td>Saul Bloom</td> <td><input type="checkbox"/></td> <td></td> <td>Prerequisites have been met on 21NOV22</td> </tr> <tr> <td>2233445</td> <td>0</td> <td>Basher Tarr</td> <td><input type="checkbox"/></td> <td></td> <td>Prerequisites have been met. Alternate se</td> </tr> <tr> <td>2121210</td> <td>0</td> <td>Frank Catton</td> <td><input type="checkbox"/></td> <td></td> <td>Prerequisites have been met. Alternate se</td> </tr> </tbody> </table>	Empl ID	Empl Rcd	Name	Delay Flag	Delay Date	Comments	1234567	0	Danny Ocean	<input type="checkbox"/>		Prerequisites met; currently only one mbr	1122334	0	Rusty Ryan	<input type="checkbox"/>		Prerequisites will be meet after attending /	1112223	0	Reubin Tishkoff	<input type="checkbox"/>		D01; ANT South Portland, ME; Currently c	2345678	0	Linus Caldwell	<input type="checkbox"/>		D09; ANT MUSKEGON; High priority unit	2223334	0	Saul Bloom	<input type="checkbox"/>		Prerequisites have been met on 21NOV22	2233445	0	Basher Tarr	<input type="checkbox"/>		Prerequisites have been met. Alternate se	2121210	0	Frank Catton	<input type="checkbox"/>		Prerequisites have been met. Alternate se
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Accessing/Updating the Training Course Waiting List, Continued

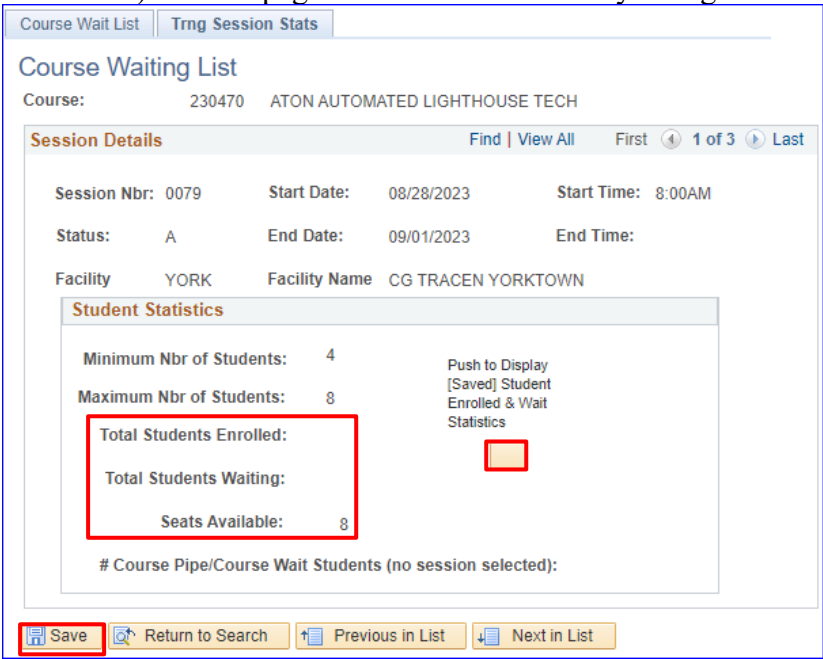
Procedures,
continued

Step	Action
7	<p>The most recent Session Details will display. Click View All or click Arrows to see all the available Session Nbrs, Start Dates and End Dates.</p>  <p>The screenshot shows the 'Course Waiting List' for course 230470, 'ATON AUTOMATED LIGHTHOUSE TECH'. The 'Session Details' section shows Session Nbr: 0079, Start Date: 08/28/2023, Start Time: 8:00AM, Status: A, End Date: 09/01/2023, End Time: (blank), Facility: YORK, Facility Name: CG TRACEN YORKTOWN. The 'Student Statistics' section shows Minimum Nbr of Students: 4, Maximum Nbr of Students: 8, Total Students Enrolled: (blank), Total Students Waiting: (blank), and Seats Available: (blank). A red box highlights the 'View All' button in the 'Session Details' section. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.</p>

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Accessing/Updating the Training Course Waiting List, Continued

Procedures,
continued

Step	Action
8	<p>Click the yellow button (must click each box on each page to see the results for that session) to update the Student Statistics section. This will update the Total Students Enrolled, Total Students Waiting and Seats Available (only one noted here) on each page. Click Save to save any changes to the Waiting List.</p>  <p>The screenshot shows the 'Course Waiting List' interface for course 230470. The 'Session Details' section shows Session Nbr: 0079, Start Date: 08/28/2023, Start Time: 8:00AM, Status: A, End Date: 09/01/2023, End Time: (blank), Facility: YORK, Facility Name: CG TRACEN YORKTOWN. The 'Student Statistics' section shows: Minimum Nbr of Students: 4, Maximum Nbr of Students: 8, Total Students Enrolled: (blank), Total Students Waiting: (blank), Seats Available: 8. A yellow button is located to the right of the 'Total Students Waiting' field. The '# Course Pipe/Course Wait Students (no session selected):' field is at the bottom. The 'Save' button is highlighted with a red box.</p>