

Memberships

Overview

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


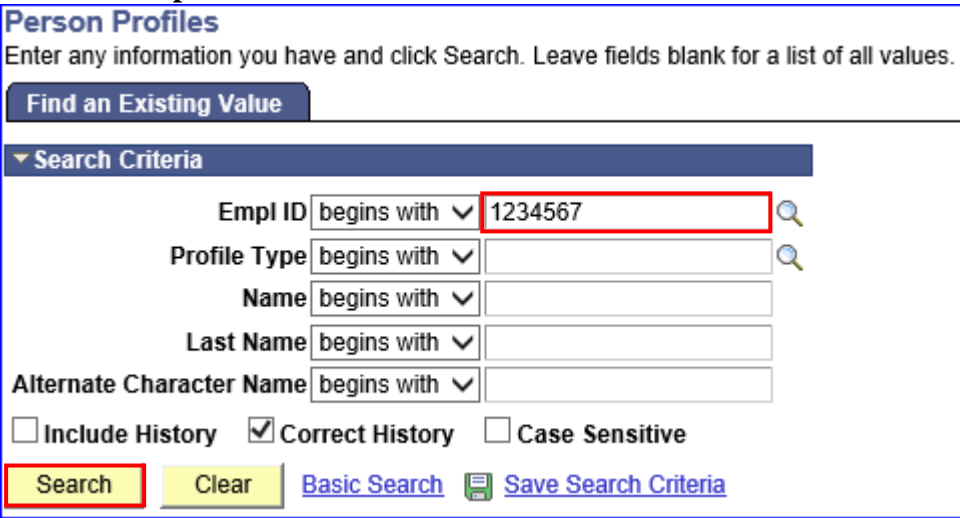
Contents

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Viewing a Membership

Introduction This section provides the procedures for Viewing a Membership in DA. The user must have the CG_MEMBERSHIP_V role to access this component.

Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and click Search . 

Continued on next page

Viewing a Membership, Continued

Procedures,
continued

Step	Action																														
<p>3</p>	<p>The Competencies tab will display. Select the Qualifications tab.</p> <div data-bbox="352 524 1382 1375" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Sherlock Holmes Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Sherlock Holmes"/></p> <p>Print Comments Profile Actions <input type="text" value="[Select Action]"/></p> <p> Competencies Qualifications Education Mobility Waivers CAN </p> <p>▼ Competencies Personalize Find View All <input type="text"/> <input type="text"/> First 1-5 of 7 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>CCTI</td> <td>CCTI</td> <td>05/15/2009</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>CMCRFMC</td> <td>Rating Force Master Chief</td> <td>06/14/2017</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>IAM</td> <td>Info Assurance Mnqt</td> <td>05/05/2015</td> <td>Approved/Official</td> <td>0-None</td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>10/17/2002</td> <td>Approved/Official</td> <td>UNIT SEC</td> </tr> <tr> <td>MTL10/20</td> <td>(Obsolete)MSX-10/20 EPABX Tech</td> <td>10/22/1999</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>▼ Officer Speciality Code</p> <p>There are currently no Officer Speciality Code for this profile. Please add one if required.</p> <p>▼ Profile Content</p> <p>There are currently no for this profile. Please add one if required.</p> <p>+ Add New</p> <p><input type="button" value="Save"/></p> <p>Return to Search</p> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency	CCTI	CCTI	05/15/2009	Approved/Official	Good	CMCRFMC	Rating Force Master Chief	06/14/2017	Approved/Official	Good	IAM	Info Assurance Mnqt	05/05/2015	Approved/Official	0-None	MAREP	(Inactivated) Pistol Qual	10/17/2002	Approved/Official	UNIT SEC	MTL10/20	(Obsolete)MSX-10/20 EPABX Tech	10/22/1999	Approved/Official	Good
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<p>4</p>	<p>The member's Memberships will display. Select the Membership link to view additional information.</p> <div data-bbox="352 1487 1382 1906" style="border: 1px solid black; padding: 5px;"> <p> Competencies Qualifications Education Mobility Waivers CAN </p> <p>▶ Honors and Awards</p> <p>+ Add New Honors and Awards</p> <p>▶ Language Skills</p> <p>+ Add New Language Skills</p> <p>▶ Licenses and Certifications</p> <p>+ Add New Licenses and Certifications</p> <p>▼ Memberships Personalize Find View All <input type="text"/> <input type="text"/> First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> </tr> </thead> <tbody> <tr> <td>ACET</td> <td>Adv Computer, Engineer & Tech</td> </tr> </tbody> </table> <p>+ Add New Memberships</p> <p>▼ Tests or Examinations Personalize Find View All <input type="text"/> <input type="text"/> First 1 of 1 Last</p> </div>	ID	Membership	ACET	Adv Computer, Engineer & Tech																										
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Viewing a Membership, Continued


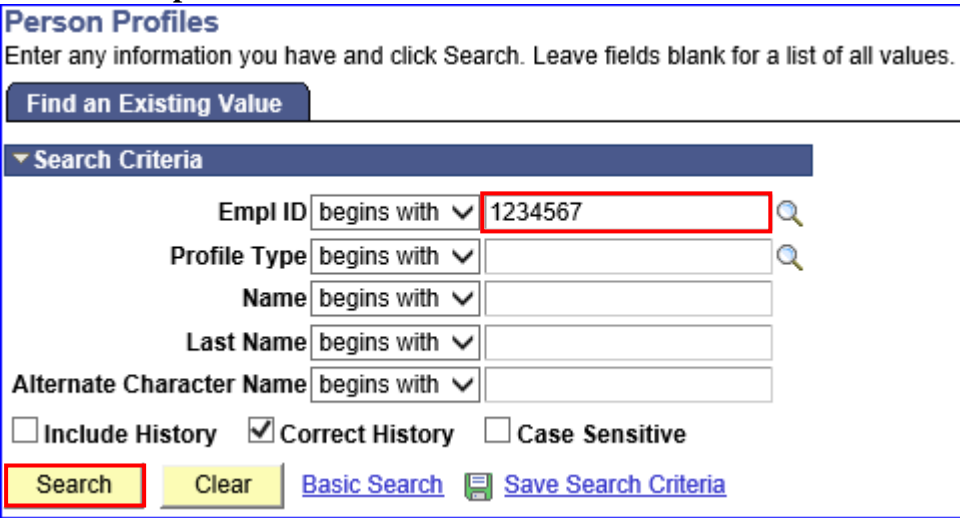
Procedures,
continued

Step	Action																								
5	<p>The View Memberships page will display. Click Cancel to return to the Person Profile screen.</p> <div data-bbox="352 562 1378 1160" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile View Memberships</p> <p style="text-align: center;">Empl ID 1234567 Sherlock Holmes Profile Type PERSON Person</p> <p style="text-align: center;">This page displays the item details. You are not authorized to update this Content Item.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="2" style="text-align: left; padding: 2px;">Details</th> <th style="text-align: right; padding: 2px;">Find View All First ◀ 1 of 1 ▶ Last</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Membership Date</td> <td style="padding: 2px;">07/12/2016</td> <td></td> </tr> <tr> <td style="padding: 2px;">Membership</td> <td style="padding: 2px;">ACET</td> <td style="padding: 2px; text-align: right;">Adv Computer, Engineer & Tech</td> </tr> <tr> <td style="padding: 2px;">Status</td> <td style="padding: 2px;">Active</td> <td></td> </tr> <tr> <td style="padding: 2px;">Mandate Begin Date</td> <td></td> <td></td> </tr> <tr> <td style="padding: 2px;">Mandate End Date</td> <td></td> <td></td> </tr> <tr> <td style="padding: 2px;">Mandate</td> <td></td> <td></td> </tr> <tr> <td style="padding: 2px;">Mandate Position</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">Cancel</p> </div>	Details		Find View All First ◀ 1 of 1 ▶ Last	Membership Date	07/12/2016		Membership	ACET	Adv Computer, Engineer & Tech	Status	Active		Mandate Begin Date			Mandate End Date			Mandate			Mandate Position		
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Adding a Membership

Introduction This section provides the procedures for Adding a Membership in DA. The user must have the CG_MEMBERSHIP_U role to access this component.

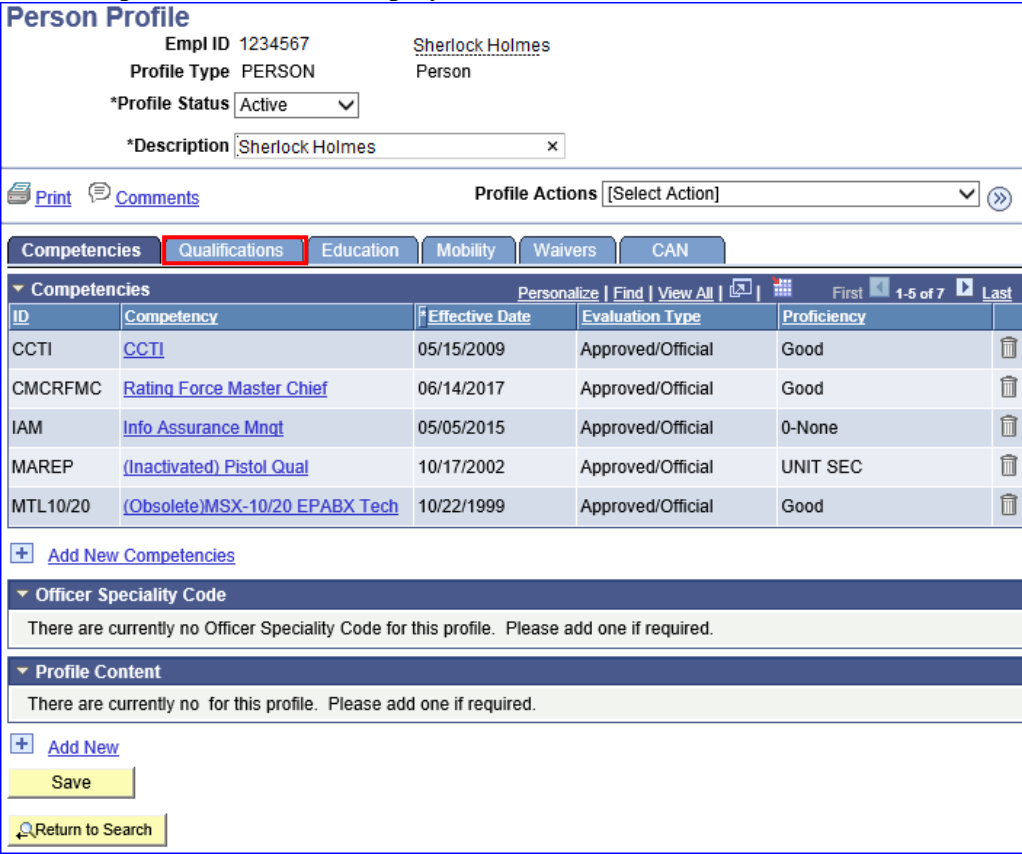
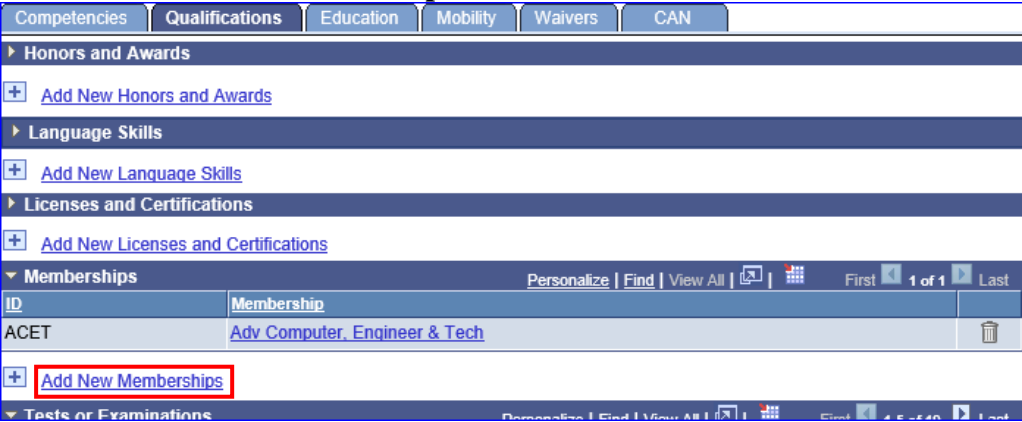
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and click Search . 

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Adding a Membership, Continued

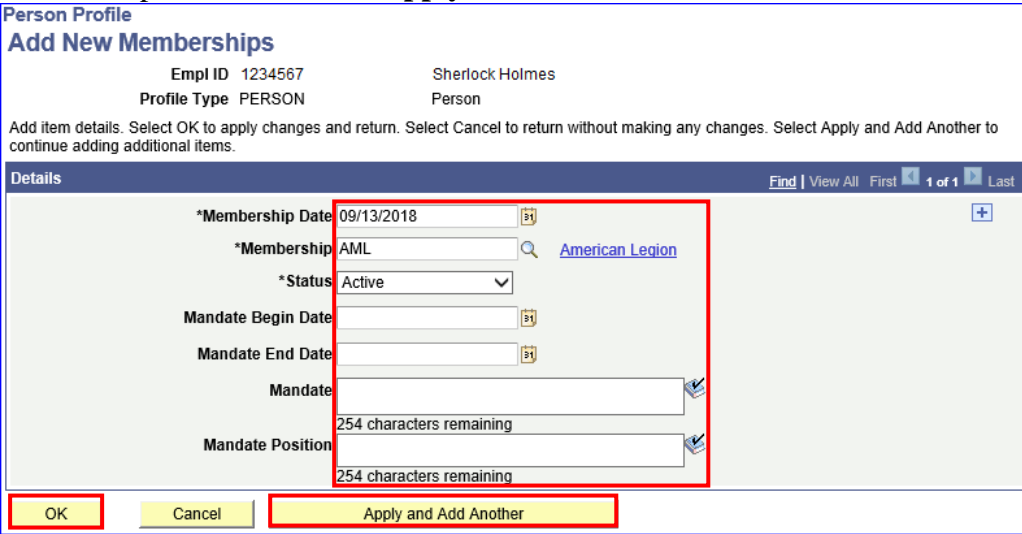
Procedures,
continued

Step	Action																														
<p>3</p>	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>Person Profile Empl ID 1234567 Sherlock Holmes Profile Type PERSON Person *Profile Status Active *Description Sherlock Holmes</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies Personalize Find View All First 1-5 of 7 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>CCTI</td> <td>CCTI</td> <td>05/15/2009</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>CMCRFMC</td> <td>Rating Force Master Chief</td> <td>06/14/2017</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>IAM</td> <td>Info Assurance Mnqt</td> <td>05/05/2015</td> <td>Approved/Official</td> <td>0-None</td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>10/17/2002</td> <td>Approved/Official</td> <td>UNIT SEC</td> </tr> <tr> <td>MTL10/20</td> <td>(Obsolete)MSX-10/20 EPABX Tech</td> <td>10/22/1999</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>▼ Officer Speciality Code There are currently no Officer Speciality Code for this profile. Please add one if required.</p> <p>▼ Profile Content There are currently no for this profile. Please add one if required.</p> <p>+ Add New Save Return to Search</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	CCTI	CCTI	05/15/2009	Approved/Official	Good	CMCRFMC	Rating Force Master Chief	06/14/2017	Approved/Official	Good	IAM	Info Assurance Mnqt	05/05/2015	Approved/Official	0-None	MAREP	(Inactivated) Pistol Qual	10/17/2002	Approved/Official	UNIT SEC	MTL10/20	(Obsolete)MSX-10/20 EPABX Tech	10/22/1999	Approved/Official	Good
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<p>4</p>	<p>Select the Add New Memberships link.</p>  <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>► Honors and Awards + Add New Honors and Awards</p> <p>► Language Skills + Add New Language Skills</p> <p>► Licenses and Certifications + Add New Licenses and Certifications</p> <p>▼ Memberships Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> </tr> </thead> <tbody> <tr> <td>ACET</td> <td>Adv Computer, Engineer & Tech</td> </tr> </tbody> </table> <p>+ Add New Memberships</p> <p>▼ Tests or Examinations Personalize Find View All First 1 of 1 Last</p>	ID	Membership	ACET	Adv Computer, Engineer & Tech																										
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Adding a Membership, Continued

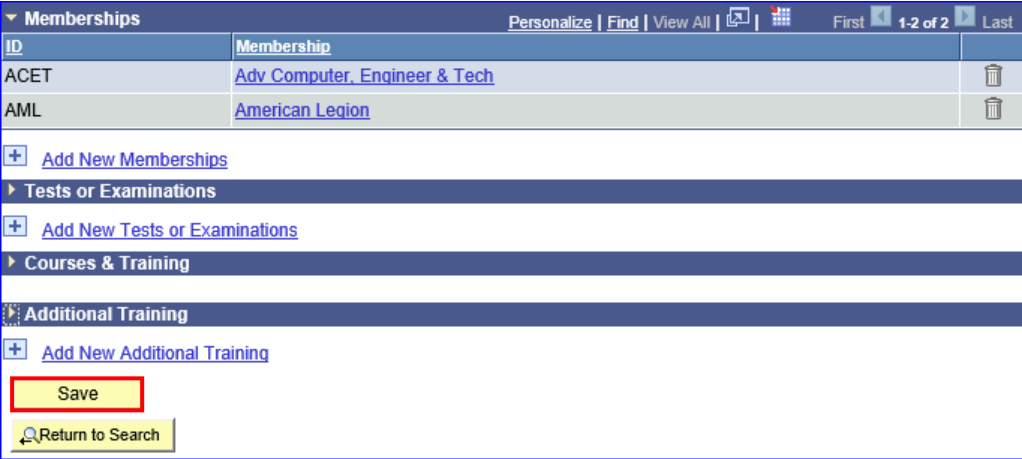
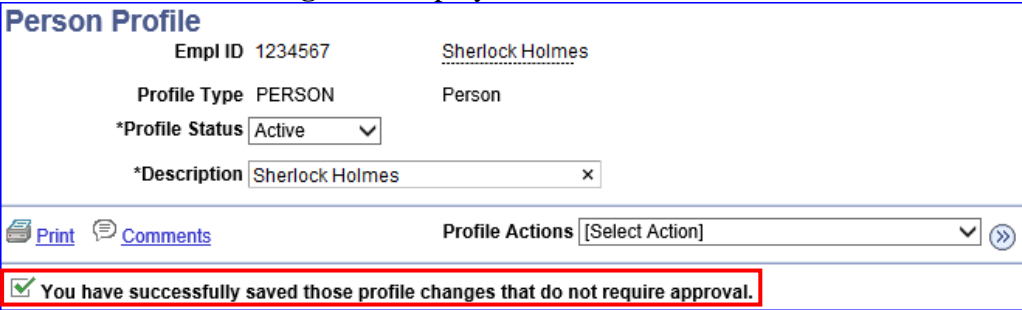
Procedures,
continued

Step	Action
5	<p>Enter the required fields:</p> <p>Membership date – Enter the date the membership went into effect.</p> <p>Membership – Enter the Membership or use the lookup icon to select one.</p> <p>Status – Defaults to Active. Do not change this field.</p> <p>Mandate Begin Date – Enter the beginning date of the membership period/position/role (optional).</p> <p>Mandate End Date – Enter the end date of the membership period/position/role (optional).</p> <p>Mandate – Enter the mandate or activity.</p> <p>Mandate Position – Enter the position/role ([Vice President, Member, Secretary, etc.] optional).</p> <p>When complete, click OK or Apply and Add Another.</p>  <p>The screenshot shows a web interface for adding memberships. At the top, it says 'Person Profile' and 'Add New Memberships'. Below that, it displays 'Empl ID 1234567' and 'Sherlock Holmes' with 'Profile Type PERSON' and 'Person'. A message says 'Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.' The main form area is titled 'Details' and has a search bar with 'Find View All First 1 of 1 Last'. The form fields are: <ul style="list-style-type: none"> *Membership Date: 09/13/2018 (calendar icon) *Membership: AML (lookup icon) with 'American Legion' as a suggestion. *Status: Active (dropdown arrow) Mandate Begin Date: (calendar icon) Mandate End Date: (calendar icon) Mandate: (text input) with '254 characters remaining' and a copy icon. Mandate Position: (text input) with '254 characters remaining' and a copy icon. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Apply and Add Another'. The 'Apply and Add Another' button is highlighted with a red box. </p>

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Adding a Membership, Continued

Procedures,
continued


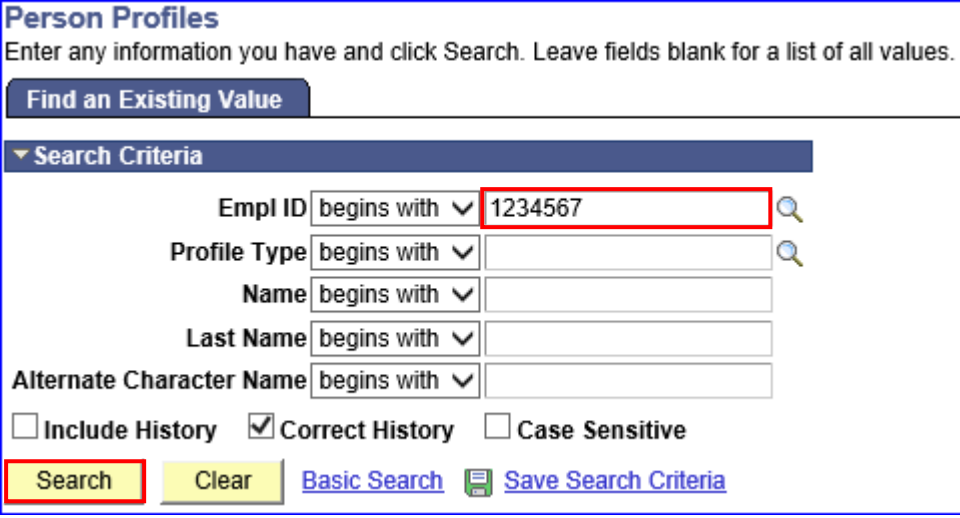
Step	Action
<p>6</p>	<p>Click Save.</p> 
<p>7</p>	<p>Once saved, this message will display.</p> 

Adding an Additional Membership of the Same Type

Introduction This section provides the procedures for Adding an Additional Membership of the Same Type in DA. The user must have the CG_MEMBERSHIP_U role to access this component.

Information 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, an error message will appear. A different Membership Date must be entered to resolve the error.

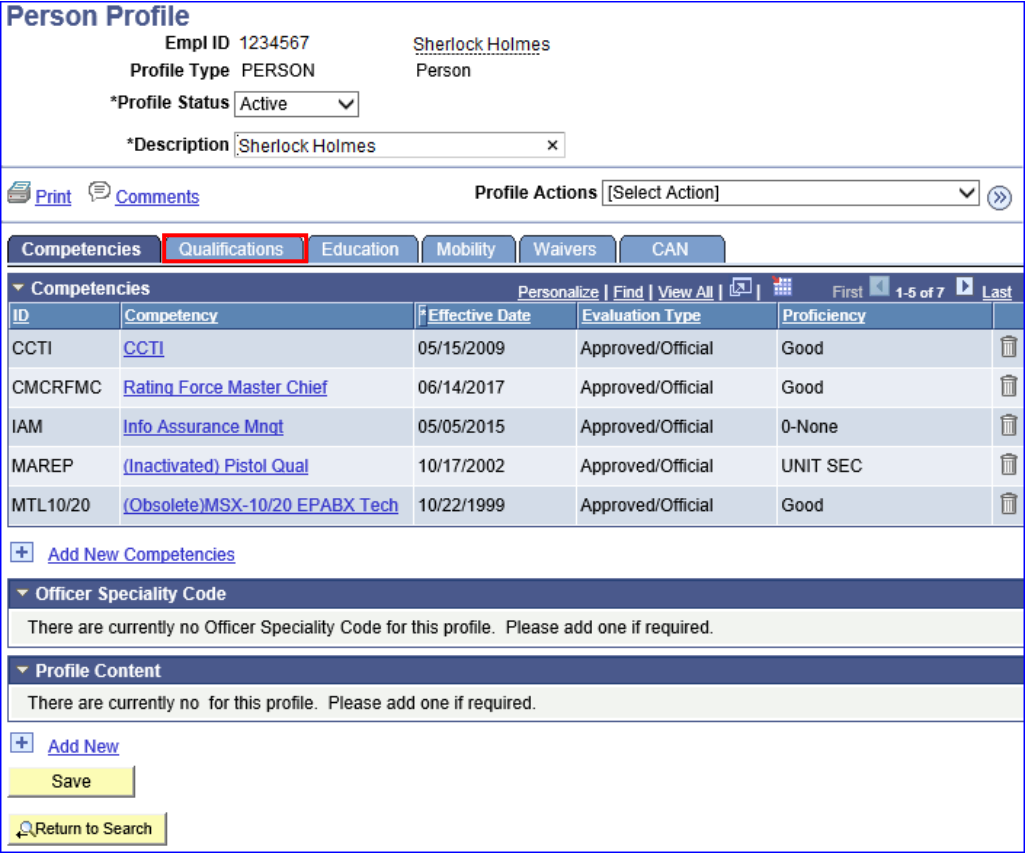

Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and click Search . 

Continued on next page

Adding an Additional Membership of the Same Type, Continued

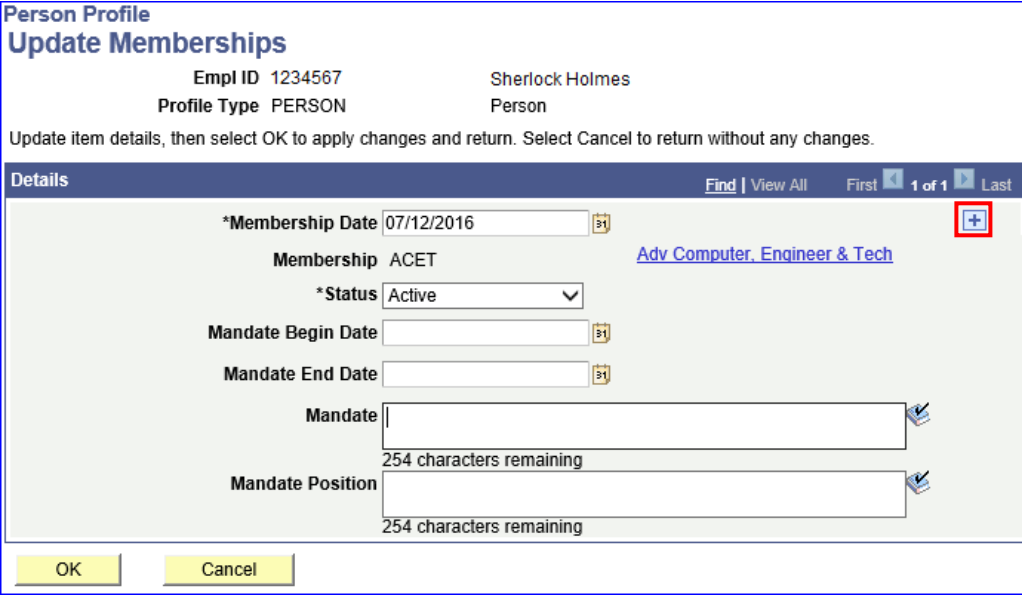






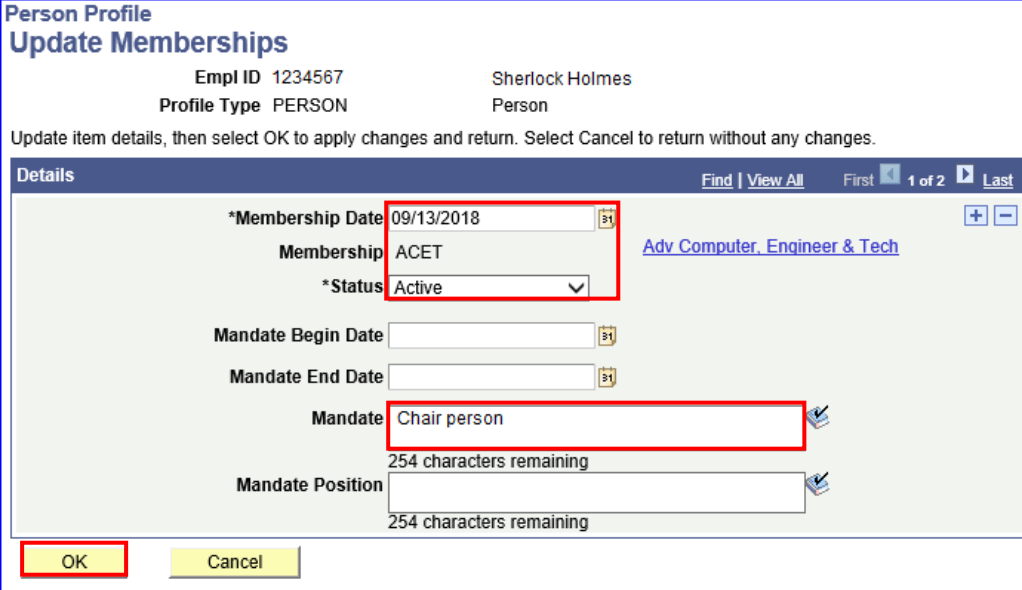







Procedures, continued

Step	Action																														
<p>3</p>	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>Person Profile Empl ID 1234567 Sherlock Holmes Profile Type PERSON Person *Profile Status Active *Description Sherlock Holmes</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>CCTI</td> <td>CCTI</td> <td>05/15/2009</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>CMCRFMC</td> <td>Rating Force Master Chief</td> <td>06/14/2017</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>IAM</td> <td>Info Assurance Mnqt</td> <td>05/05/2015</td> <td>Approved/Official</td> <td>0-None</td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>10/17/2002</td> <td>Approved/Official</td> <td>UNIT SEC</td> </tr> <tr> <td>MTL10/20</td> <td>(Obsolete)MSX-10/20 EPABX Tech</td> <td>10/22/1999</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>Officer Speciality Code There are currently no Officer Speciality Code for this profile. Please add one if required.</p> <p>Profile Content There are currently no for this profile. Please add one if required.</p> <p>+ Add New Save Return to Search</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	CCTI	CCTI	05/15/2009	Approved/Official	Good	CMCRFMC	Rating Force Master Chief	06/14/2017	Approved/Official	Good	IAM	Info Assurance Mnqt	05/05/2015	Approved/Official	0-None	MAREP	(Inactivated) Pistol Qual	10/17/2002	Approved/Official	UNIT SEC	MTL10/20	(Obsolete)MSX-10/20 EPABX Tech	10/22/1999	Approved/Official	Good
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<p>4</p>	<p>Select the Membership link.</p>  <p>Memberships Personalize Find View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> </tr> </thead> <tbody> <tr> <td>ACET</td> <td>Adv Computer, Engineer & Tech</td> </tr> <tr> <td>AML</td> <td>American Legion</td> </tr> </tbody> </table> <p>+ Add New Memberships</p> <p>Tests or Examinations + Add New Tests or Examinations</p> <p>Courses & Training</p> <p>Additional Training + Add New Additional Training</p> <p>Save Return to Search</p>	ID	Membership	ACET	Adv Computer, Engineer & Tech	AML	American Legion																								
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Adding an Additional Membership of the Same Type, Continued

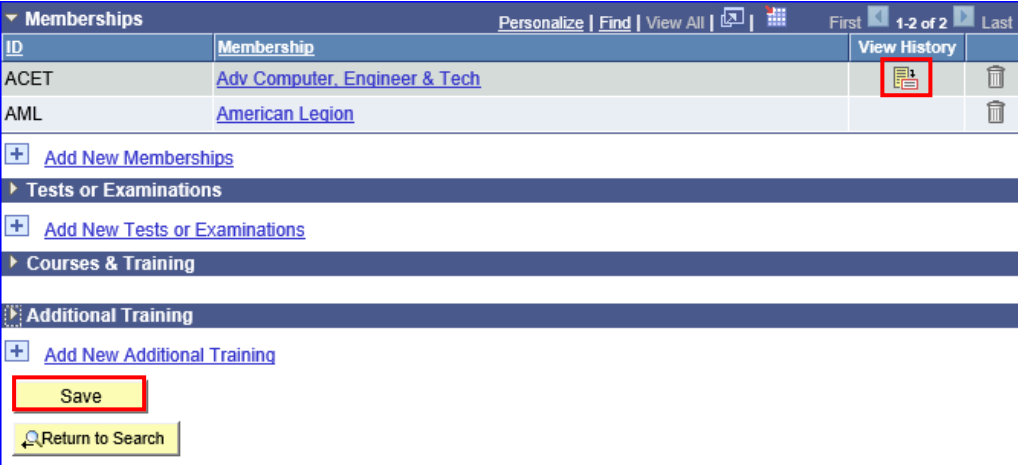
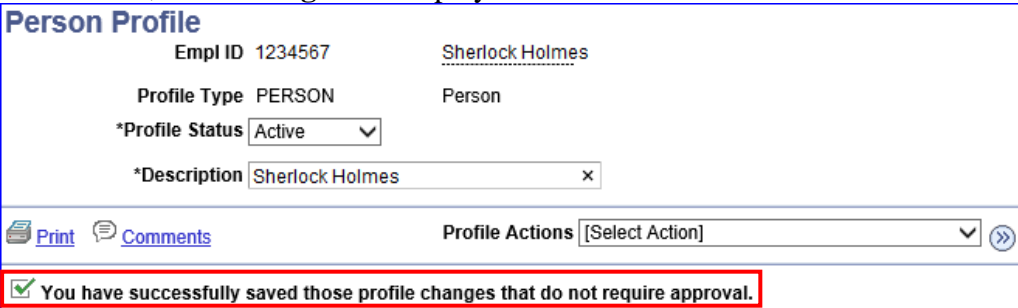
Procedures,
continued

Step	Action
<p>5</p>	<p>The Update Memberships page will display. Click the Plus button.</p>  <p>Person Profile Update Memberships</p> <p>Empl ID 1234567 Sherlock Holmes Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 1 Last</p> <p>*Membership Date 07/12/2016 <input type="text"/>  </p> <p>Membership ACET Adv Computer, Engineer & Tech</p> <p>*Status Active <input type="text"/></p> <p>Mandate Begin Date <input type="text"/> </p> <p>Mandate End Date <input type="text"/> </p> <p>Mandate <input type="text"/>  254 characters remaining</p> <p>Mandate Position <input type="text"/>  254 characters remaining</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
<p>6</p>	<p>Some of the fields carry over from the previous row. Update the required fields (Mandate in this example is not required), then click OK.</p>  <p>Person Profile Update Memberships</p> <p>Empl ID 1234567 Sherlock Holmes Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 2 Last</p> <p>*Membership Date 09/13/2018 <input type="text"/>   </p> <p>Membership ACET Adv Computer, Engineer & Tech</p> <p>*Status Active <input type="text"/></p> <p>Mandate Begin Date <input type="text"/> </p> <p>Mandate End Date <input type="text"/> </p> <p>Mandate <input type="text" value="Chair person"/>  254 characters remaining</p> <p>Mandate Position <input type="text"/>  254 characters remaining</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>

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Adding an Additional Membership of the Same Type, Continued


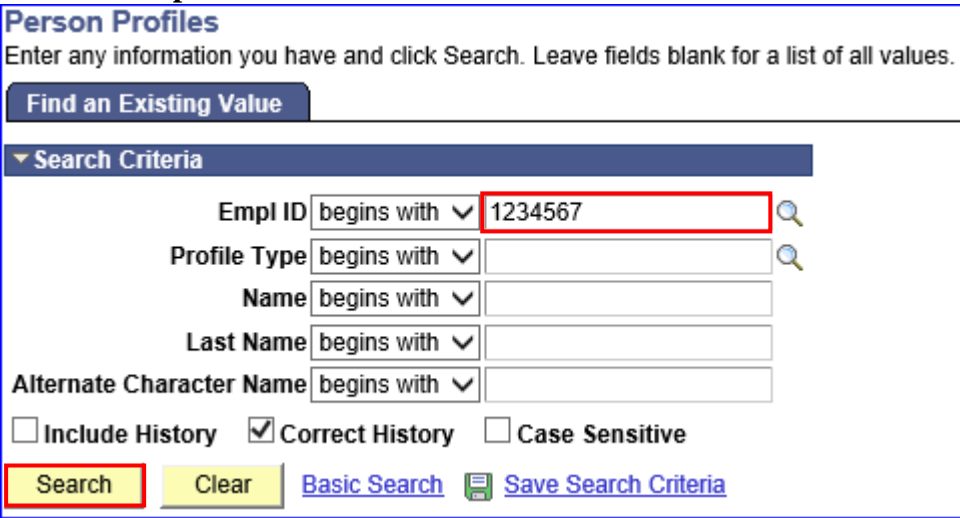
Procedures,
continued

Step	Action
7	<p>Notice there is a View History icon. Click Save.</p> 
8	<p>Once saved, this message will display.</p> 

Correcting a Membership

Introduction This section provides the procedures for Correcting a Membership in DA. The user must have the CG_MEMBERSHIP_U role to access this component.

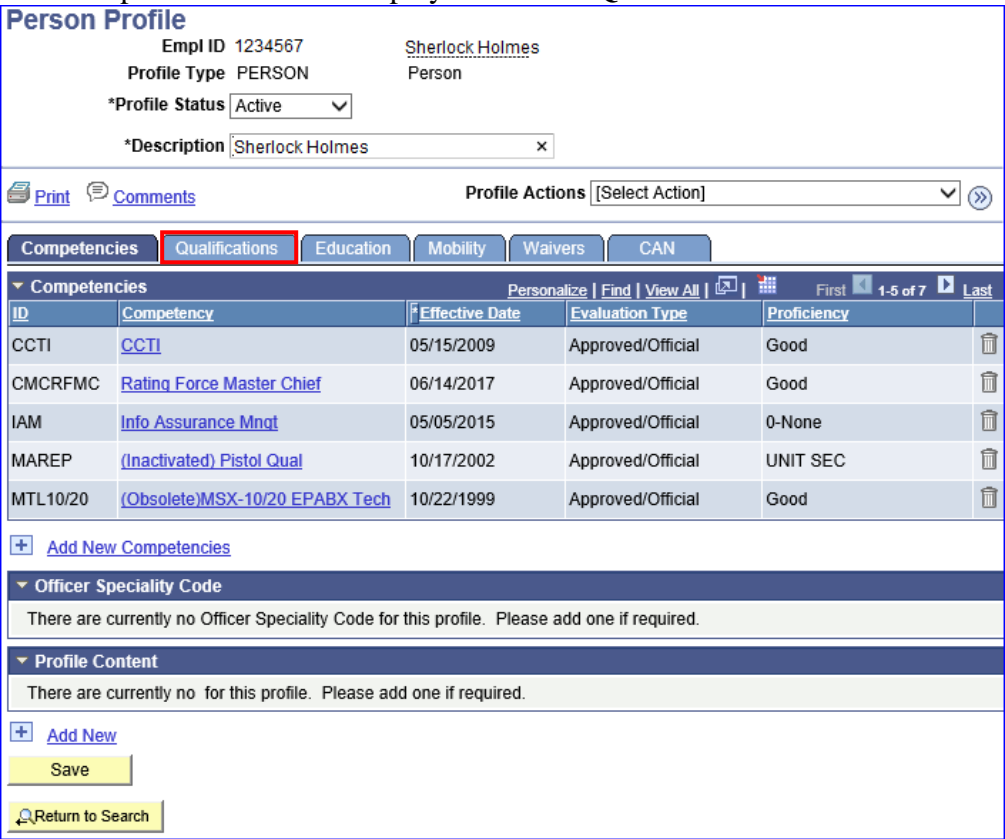
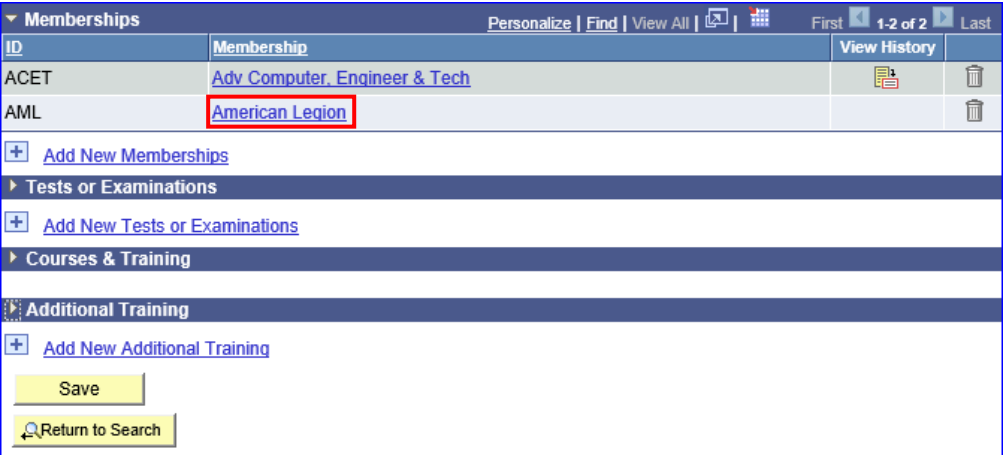
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and click Search . 

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Correcting a Membership, Continued

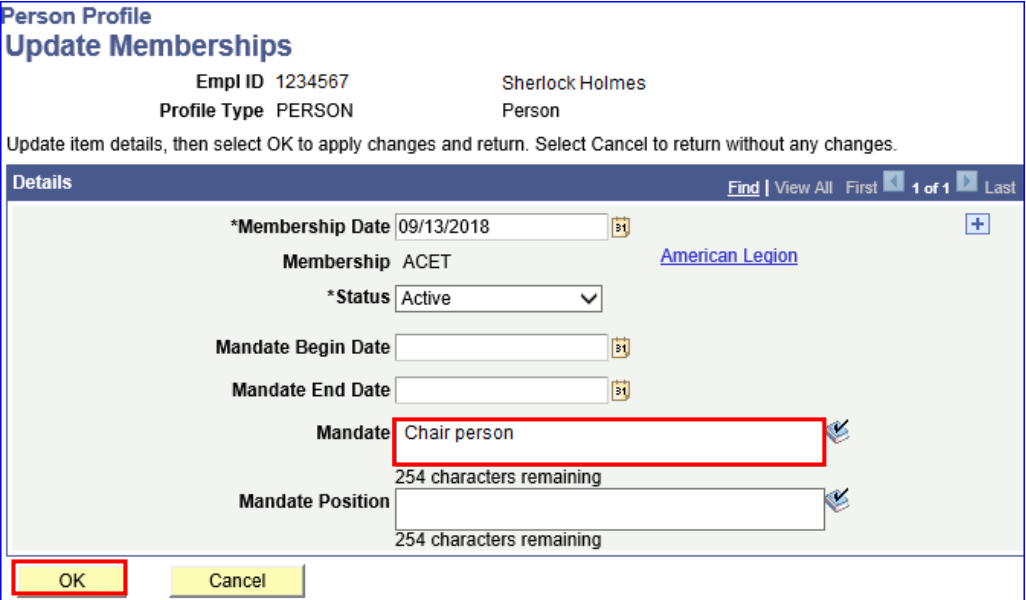
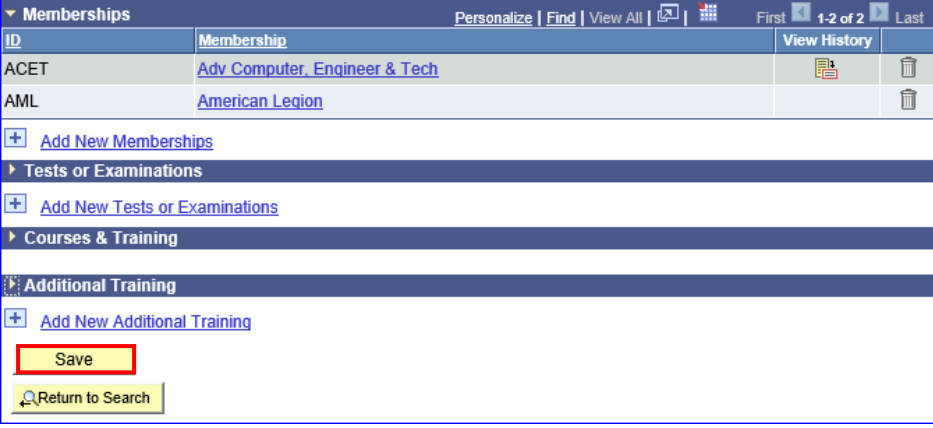
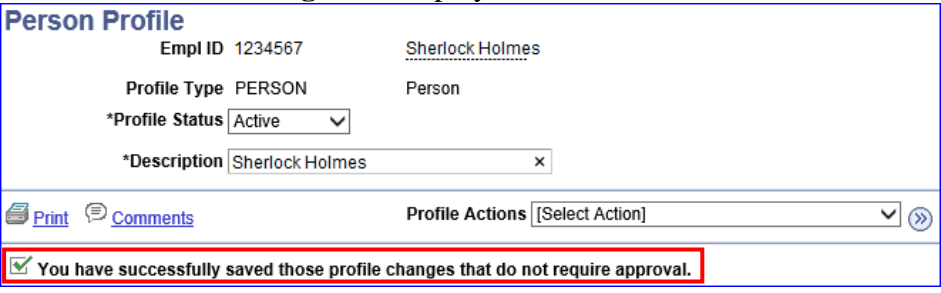
Procedures,
continued

Step	Action																														
<p>3</p>	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>Person Profile Empl ID 1234567 Sherlock Holmes Profile Type PERSON Person *Profile Status Active *Description Sherlock Holmes</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies Personalize Find View All First 1-5 of 7 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>CCTI</td> <td>CCTI</td> <td>05/15/2009</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>CMCRFMC</td> <td>Rating Force Master Chief</td> <td>06/14/2017</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>IAM</td> <td>Info Assurance Mnqt</td> <td>05/05/2015</td> <td>Approved/Official</td> <td>0-None</td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>10/17/2002</td> <td>Approved/Official</td> <td>UNIT SEC</td> </tr> <tr> <td>MTL10/20</td> <td>(Obsolete)MSX-10/20 EPABX Tech</td> <td>10/22/1999</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>▼ Officer Speciality Code There are currently no Officer Speciality Code for this profile. Please add one if required.</p> <p>▼ Profile Content There are currently no for this profile. Please add one if required.</p> <p>+ Add New Save Return to Search</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	CCTI	CCTI	05/15/2009	Approved/Official	Good	CMCRFMC	Rating Force Master Chief	06/14/2017	Approved/Official	Good	IAM	Info Assurance Mnqt	05/05/2015	Approved/Official	0-None	MAREP	(Inactivated) Pistol Qual	10/17/2002	Approved/Official	UNIT SEC	MTL10/20	(Obsolete)MSX-10/20 EPABX Tech	10/22/1999	Approved/Official	Good
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<p>4</p>	<p>From the Membership column, select the link to be updated or corrected. If the member has received the Membership multiple times, be sure to select the correct record.</p>  <p>▼ Memberships Personalize Find View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>ACET</td> <td>Adv Computer, Engineer & Tech</td> <td></td> </tr> <tr> <td>AML</td> <td>American Legion</td> <td></td> </tr> </tbody> </table> <p>+ Add New Memberships</p> <p>▶ Tests or Examinations + Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>▶ Additional Training + Add New Additional Training</p> <p>Save Return to Search</p>	ID	Membership	View History	ACET	Adv Computer, Engineer & Tech		AML	American Legion																						
ID	Membership	View History																													
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Correcting a Membership, Continued

Procedures,
continued

Step	Action
5	<p>The Update Memberships page will display. Correct the appropriate fields (in this example, the Mandate) and then click OK.</p> 
6	<p>Click Save.</p> 
7	<p>Once saved, this message will display.</p> 


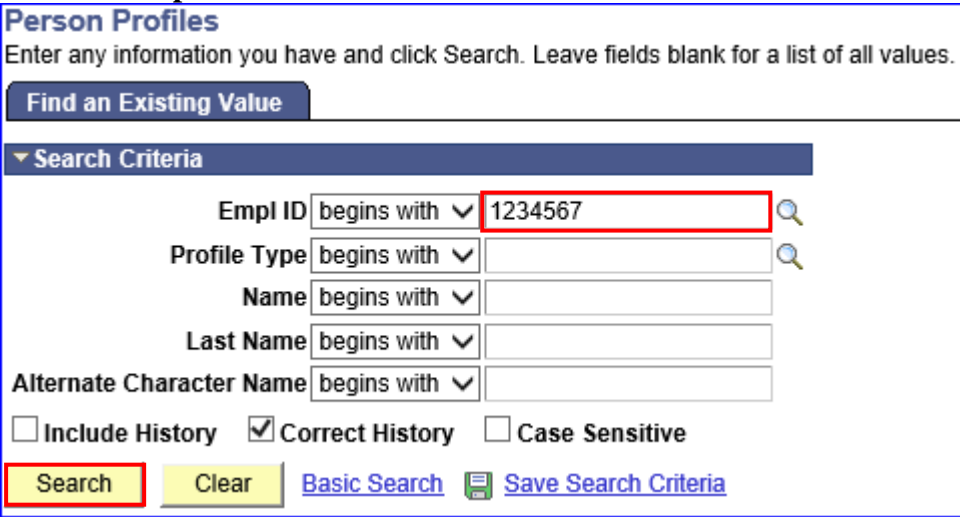
Deleting a Single Membership

Introduction This section provides the procedures for Deleting a Single Membership in DA. The user must have the CG_MEMBERSHIP_U role to access this component.

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.

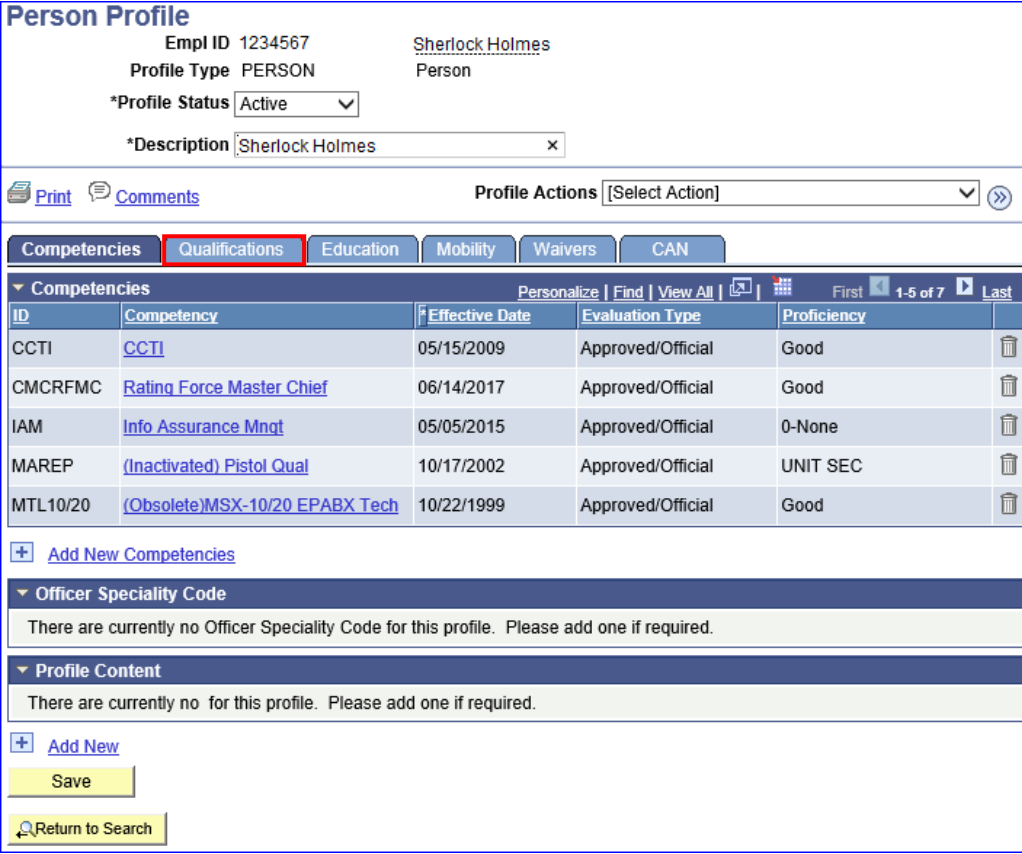

Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and click Search . 

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Deleting a Single Membership, Continued

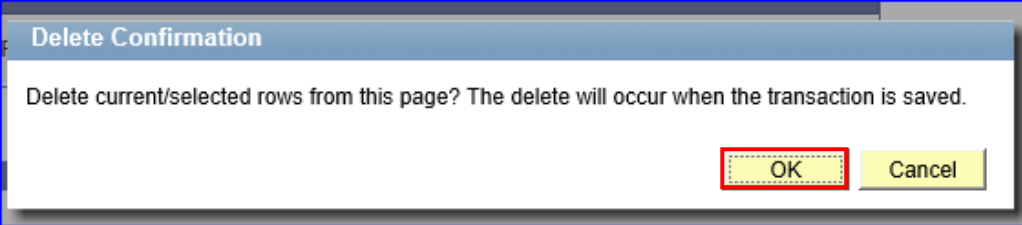

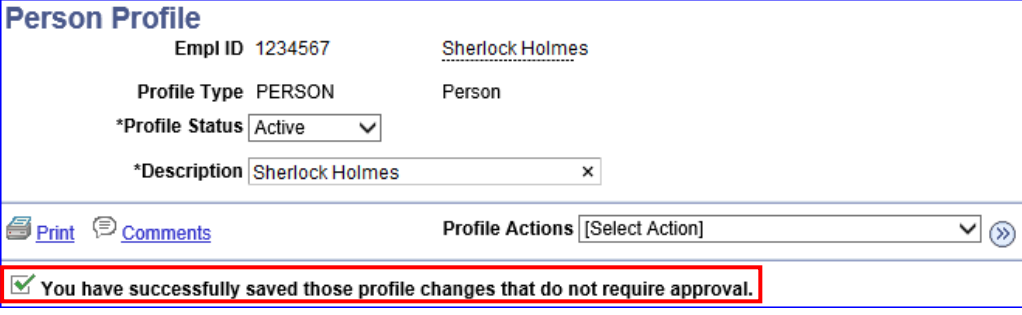
Procedures,
continued

Step	Action																														
<p>3</p>	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>Person Profile Empl ID 1234567 Sherlock Holmes Profile Type PERSON Person *Profile Status Active *Description Sherlock Holmes</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>CCTI</td> <td>CCTI</td> <td>05/15/2009</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>CMCRFMC</td> <td>Rating Force Master Chief</td> <td>06/14/2017</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>IAM</td> <td>Info Assurance Mnqt</td> <td>05/05/2015</td> <td>Approved/Official</td> <td>0-None</td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>10/17/2002</td> <td>Approved/Official</td> <td>UNIT SEC</td> </tr> <tr> <td>MTL10/20</td> <td>(Obsolete)MSX-10/20 EPABX Tech</td> <td>10/22/1999</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>Officer Speciality Code There are currently no Officer Speciality Code for this profile. Please add one if required.</p> <p>Profile Content There are currently no for this profile. Please add one if required.</p> <p>+ Add New Save Return to Search</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	CCTI	CCTI	05/15/2009	Approved/Official	Good	CMCRFMC	Rating Force Master Chief	06/14/2017	Approved/Official	Good	IAM	Info Assurance Mnqt	05/05/2015	Approved/Official	0-None	MAREP	(Inactivated) Pistol Qual	10/17/2002	Approved/Official	UNIT SEC	MTL10/20	(Obsolete)MSX-10/20 EPABX Tech	10/22/1999	Approved/Official	Good
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<p>4</p>	<p>To delete a Membership that a member received only once, click the trashcan icon.</p>  <p>Memberships Personalize Find View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>ACET</td> <td>Adv Computer, Engineer & Tech</td> <td></td> </tr> <tr> <td>AML</td> <td>American Legion</td> <td></td> </tr> <tr> <td>EMM</td> <td>Emergency Management</td> <td></td> </tr> </tbody> </table> <p>+ Add New Memberships</p> <p>Tests or Examinations + Add New Tests or Examinations</p> <p>Course & Training</p>	ID	Membership	View History	ACET	Adv Computer, Engineer & Tech		AML	American Legion		EMM	Emergency Management																			
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Deleting a Single Membership, Continued

Procedures,
continued

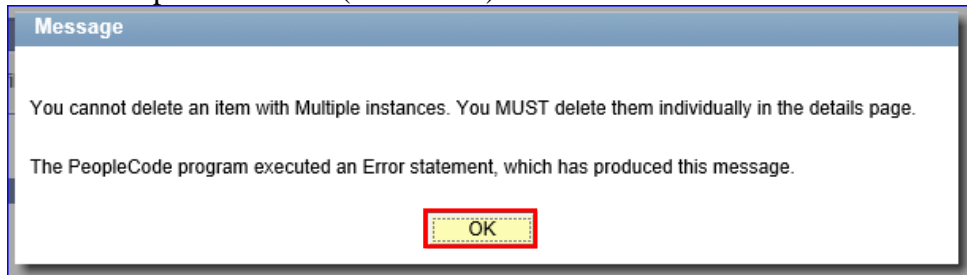
Step	Action
5	<p>This message will appear, click OK.</p>  <p>The dialog box is titled "Delete Confirmation" and contains the text: "Delete current/selected rows from this page? The delete will occur when the transaction is saved." At the bottom right, there are two buttons: "OK" (highlighted with a red dashed box) and "Cancel".</p>
6	<p>Click Save.</p>  <p>The screenshot shows a web interface for "Memberships". At the top, there are navigation options: "Personalize Find View All [Print] [Grid] First 1-2 of 2 Last". Below this is a table with columns "ID", "Membership", "View History", and a trash icon. The table contains two rows: "ACET" with "Adv Computer, Engineer & Tech" and "AML" with "American Legion". Below the table are several menu items: "Add New Memberships", "Tests or Examinations", "Add New Tests or Examinations", "Courses & Training", and "Additional Training" with "Add New Additional Training". At the bottom, there is a "Save" button (highlighted with a red box) and a "Return to Search" button.</p>
7	<p>Once saved, this message will display.</p>  <p>The screenshot shows a "Person Profile" page for "Sherlock Holmes" with Empl ID 1234567. The profile type is "PERSON" and the status is "Active". The description is "Sherlock Holmes". At the bottom, there are "Print" and "Comments" buttons, and a "Profile Actions" dropdown menu. A red box highlights a green checkmark and the text: "You have successfully saved those profile changes that do not require approval."</p>

Deleting a Membership when Multiple Instances Exist


Introduction This section provides the procedures for Deleting a Membership when Multiple Instances Exist in DA. The user must have the CG_MEMBERSHIP_U role to access this component.

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 message will appear if you attempt to delete multiple Memberships at one time (Click **OK**):



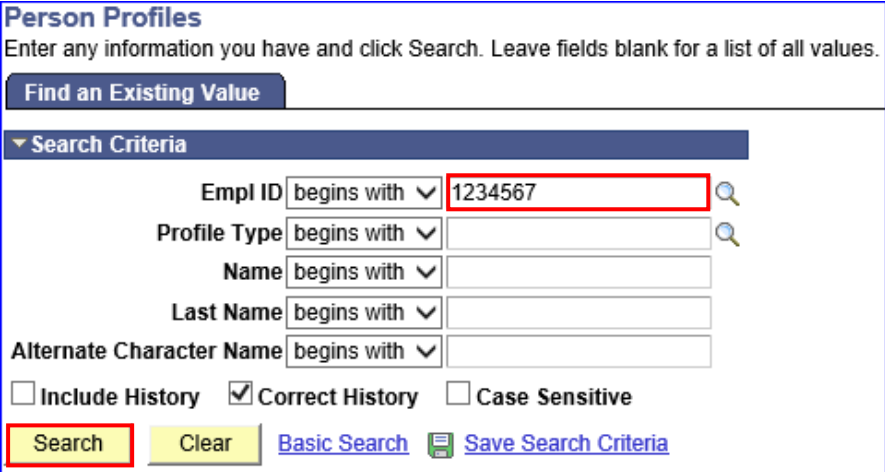
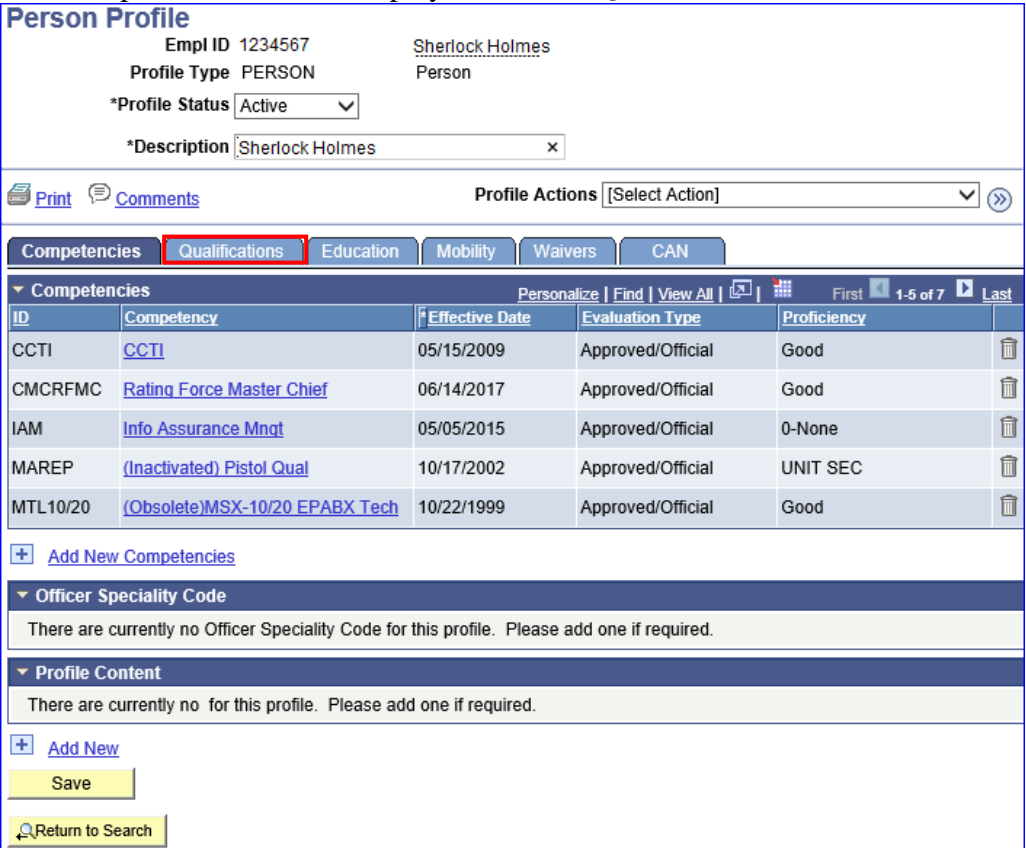
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 

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Deleting a Membership when Multiple Instances Exist, Continued


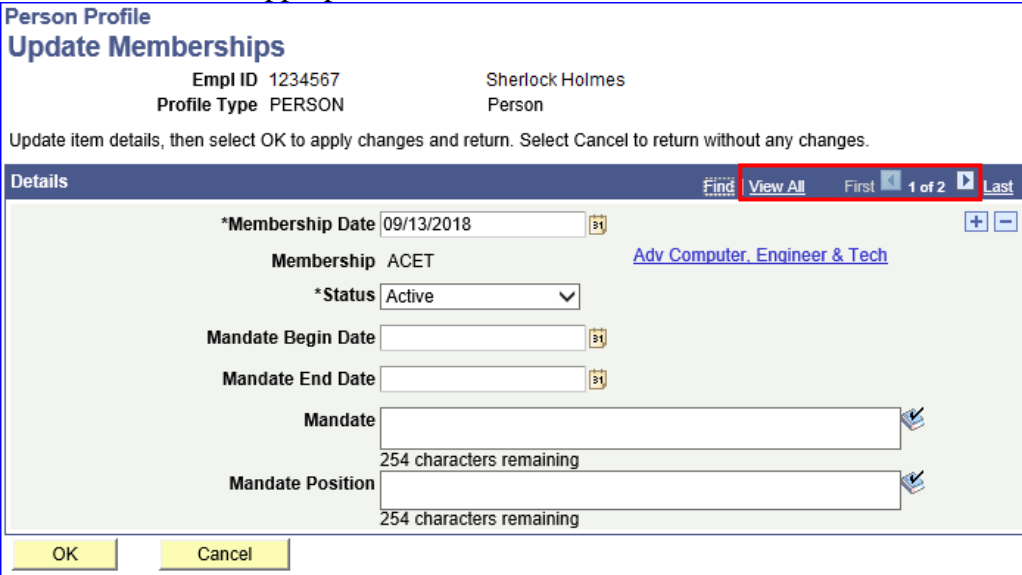
Procedures,
continued

Step	Action																																				
2	<p>Enter the Empl ID and click Search.</p>  <p>Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/> </p> <p>Profile Type begins with <input type="text"/> </p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p>																																				
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>Person Profile Empl ID 1234567 Sherlock Holmes Profile Type PERSON Person *Profile Status Active *Description Sherlock Holmes</p> <p> Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies Personalize Find View All First 1-5 of 7 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th></th> </tr> </thead> <tbody> <tr> <td>CCTI</td> <td>CCTI</td> <td>05/15/2009</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CMCRFMC</td> <td>Rating Force Master Chief</td> <td>06/14/2017</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>IAM</td> <td>Info Assurance Mngt</td> <td>05/05/2015</td> <td>Approved/Official</td> <td>0-None</td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>10/17/2002</td> <td>Approved/Official</td> <td>UNIT SEC</td> <td></td> </tr> <tr> <td>MTL10/20</td> <td>(Obsolete)MSX-10/20 EPABX Tech</td> <td>10/22/1999</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> </tbody> </table> <p> Add New Competencies</p> <p>▼ Officer Speciality Code There are currently no Officer Speciality Code for this profile. Please add one if required.</p> <p>▼ Profile Content There are currently no for this profile. Please add one if required.</p> <p> Add New <input type="button" value="Save"/> Return to Search</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency		CCTI	CCTI	05/15/2009	Approved/Official	Good		CMCRFMC	Rating Force Master Chief	06/14/2017	Approved/Official	Good		IAM	Info Assurance Mngt	05/05/2015	Approved/Official	0-None		MAREP	(Inactivated) Pistol Qual	10/17/2002	Approved/Official	UNIT SEC		MTL10/20	(Obsolete)MSX-10/20 EPABX Tech	10/22/1999	Approved/Official	Good	
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Deleting a Membership when Multiple Instances Exist, Continued

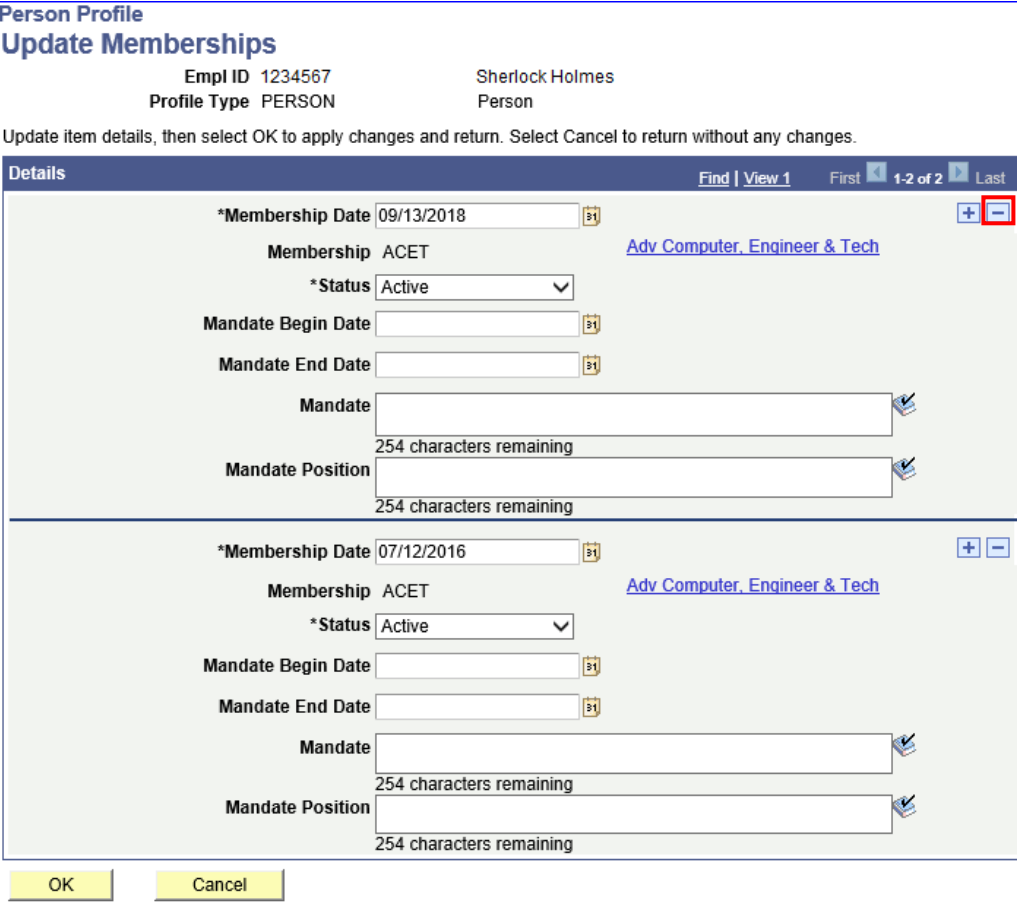
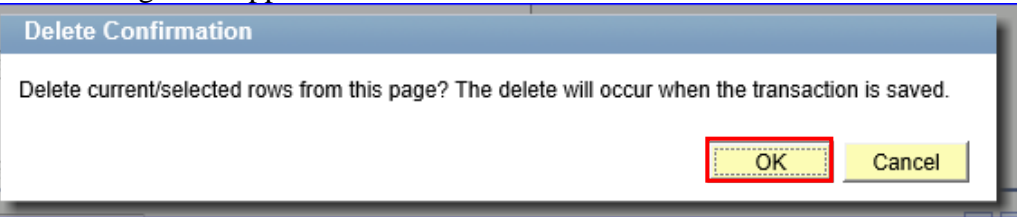
Procedures,
continued

Step	Action
4	<p>Select the Membership link that needs to be deleted.</p> 
5	<p>The Update Membership page will display. Click View All or scroll using the Arrows to find the appropriate row.</p> 

Continued on next page

Deleting a Membership when Multiple Instances Exist, Continued

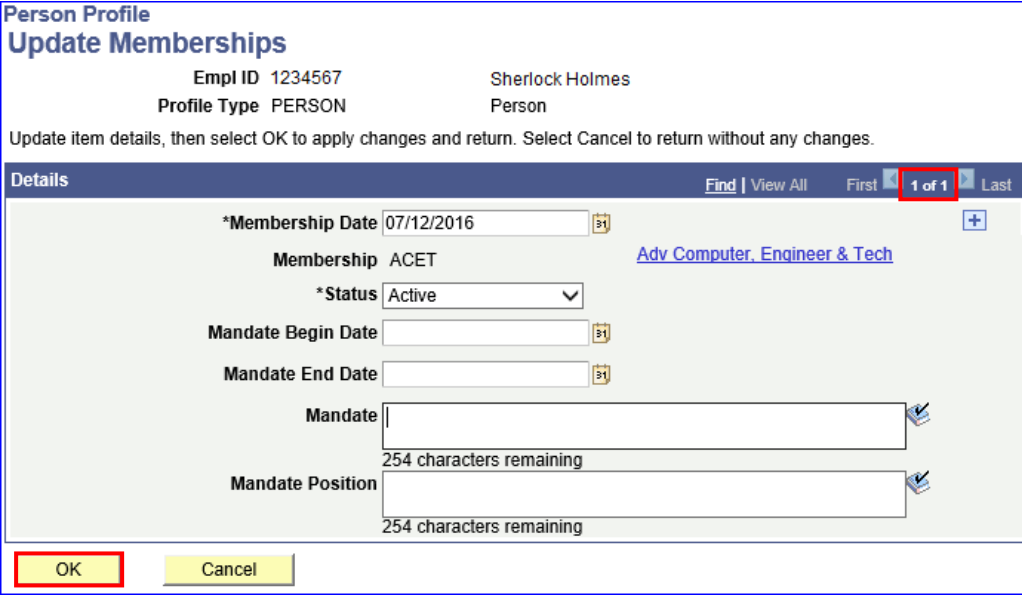

Procedures,
continued

Step	Action
<p>6</p>	<p>Once the row has been located, click the Minus button to delete it.</p>  <p>Person Profile Update Memberships</p> <p>Empl ID 1234567 Sherlock Holmes Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View 1 First 1-2 of 2 Last</p> <p>*Membership Date 09/13/2018 + -</p> <p>Membership ACET Adv Computer, Engineer & Tech</p> <p>*Status Active</p> <p>Mandate Begin Date</p> <p>Mandate End Date</p> <p>Mandate</p> <p>254 characters remaining</p> <p>Mandate Position</p> <p>254 characters remaining</p> <hr/> <p>*Membership Date 07/12/2016 + -</p> <p>Membership ACET Adv Computer, Engineer & Tech</p> <p>*Status Active</p> <p>Mandate Begin Date</p> <p>Mandate End Date</p> <p>Mandate</p> <p>254 characters remaining</p> <p>Mandate Position</p> <p>254 characters remaining</p> <p>OK Cancel</p>
<p>7</p>	<p>This message will appear. Click OK.</p>  <p>Delete Confirmation</p> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p>OK Cancel</p>

Continued on next page

Deleting a Membership when Multiple Instances Exist, Continued





Procedures,
continued

Step	Action																
<p>8</p>	<p>Notice the rows update to 1 of 1 (in this example). Click OK.</p>  <p>Person Profile Update Memberships</p> <p>Empl ID 1234567 Sherlock Holmes Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 1 Last</p> <p>*Membership Date 07/12/2016 +</p> <p>Membership ACET Adv Computer, Engineer & Tech</p> <p>*Status Active</p> <p>Mandate Begin Date</p> <p>Mandate End Date</p> <p>Mandate</p> <p>Mandate Position</p> <p>254 characters remaining</p> <p>254 characters remaining</p> <p>OK Cancel</p>																
<p>9</p>	<p>Notice the removal of the View History icon (in this example). Click Save.</p>  <p>Memberships Personalize Find View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>ACET</td> <td>Adv Computer, Engineer & Tech</td> <td>View History</td> <td></td> </tr> <tr> <td>AML</td> <td>American Legion</td> <td></td> <td></td> </tr> <tr> <td>EMM</td> <td>Emergency Management</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		ACET	Adv Computer, Engineer & Tech	View History		AML	American Legion			EMM	Emergency Management		
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Continued on next page

Deleting a Membership when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
10	<p>Once saved, this message will display.</p> <div data-bbox="352 562 1378 869" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Sherlock Holmes</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/> ▾</p> <p>*Description <input type="text" value="Sherlock Holmes"/> x</p> <hr/> <p> Print  Comments Profile Actions <input type="text" value="[Select Action]"/> ▾ </p> <hr/> <p> You have successfully saved those profile changes that do not require approval.</p> </div>
