

Memberships

Overview

Introduction

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

Contents


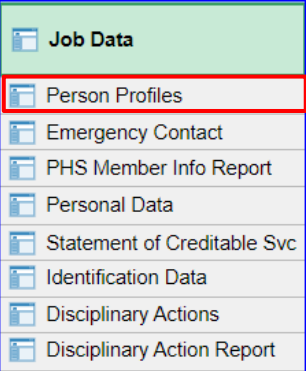
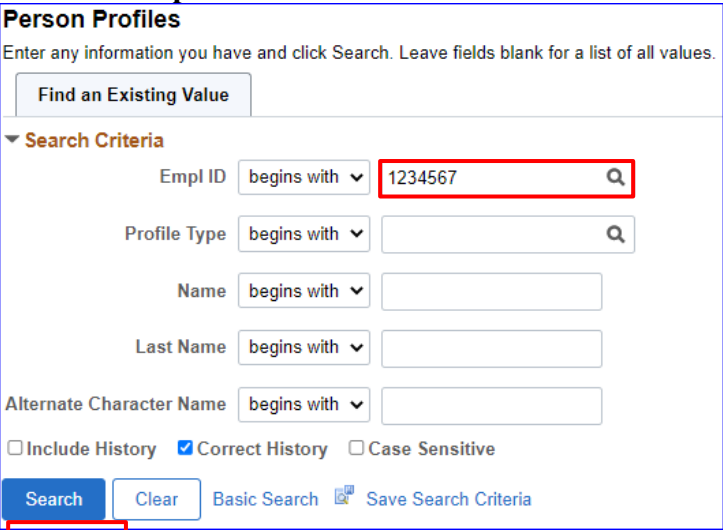
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Viewing a Membership

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.

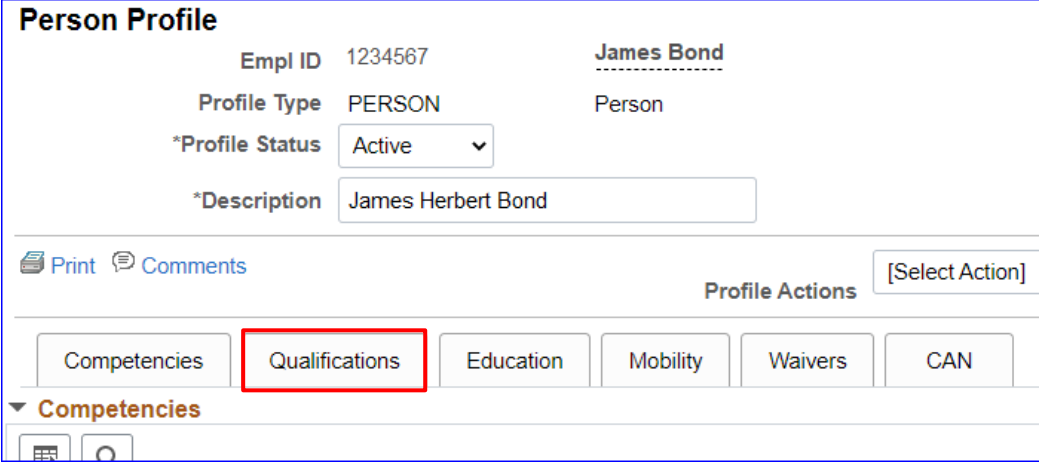
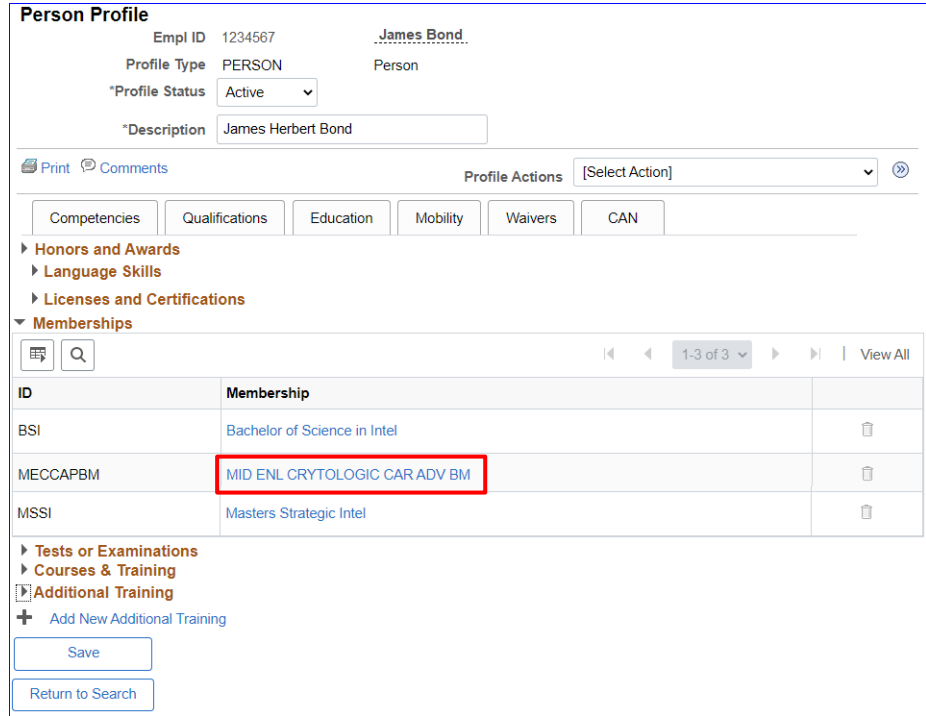
Procedures See below.

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

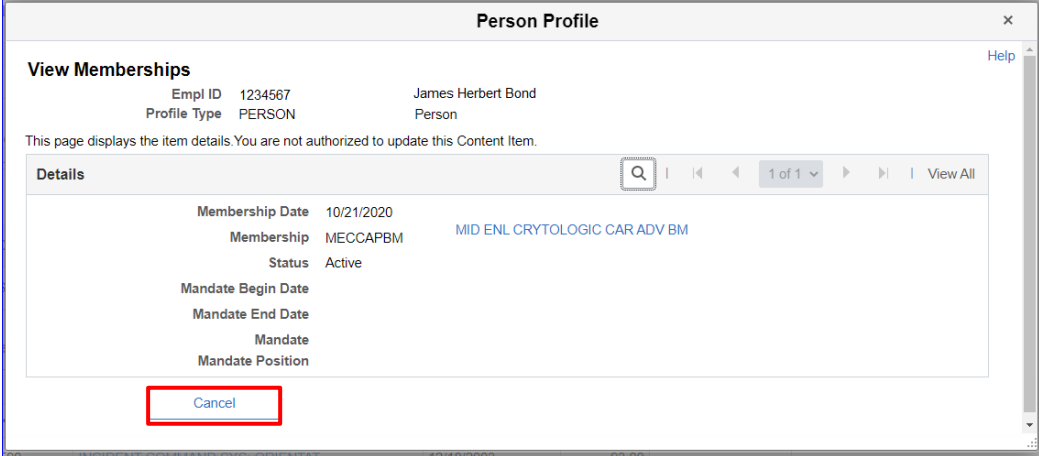
Procedures,
continued

Step	Action												
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>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>Scroll to the member's Memberships section. Click the Membership link to view the additional information.</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>▶ 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		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

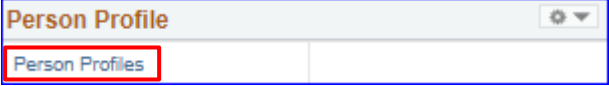
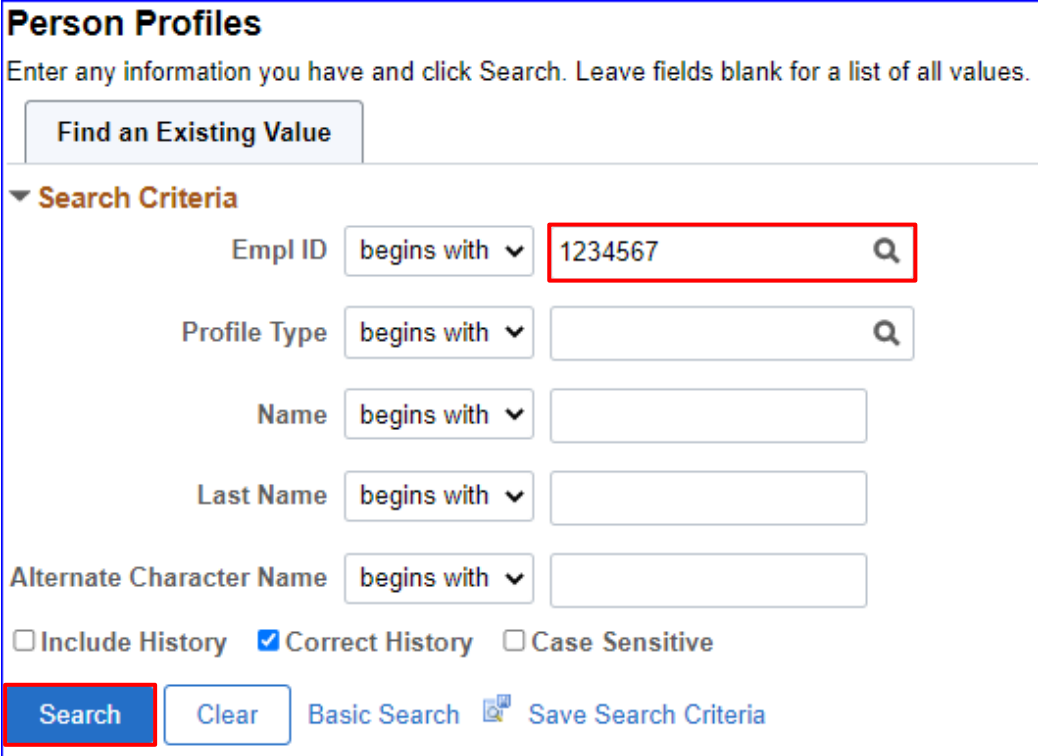
Step	Action														
5	<p>The View Memberships page will display. Click Cancel to return to the member's Person Profile screen.</p>  <p>The screenshot shows a window titled "Person Profile" with a close button (x) in the top right. Below the title bar is a "View Memberships" section. It displays the following information:</p> <ul style="list-style-type: none"> Empl ID: 1234567 Profile Type: PERSON James Herbert Bond Person <p>Below this is a message: "This page displays the item details. You are not authorized to update this Content Item." There is a "Details" section with a search icon and navigation controls (1 of 1, View All). The details table shows:</p> <table border="1"> <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> </table> <p>At the bottom of the window, a "Cancel" button is highlighted with a red rectangular box.</p>	Membership Date	10/21/2020	Membership	MECCAPBM MID ENL CRYPTOLOGIC CAR ADV BM	Status	Active	Mandate Begin Date		Mandate End Date		Mandate		Mandate Position	
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Adding a New Membership

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

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

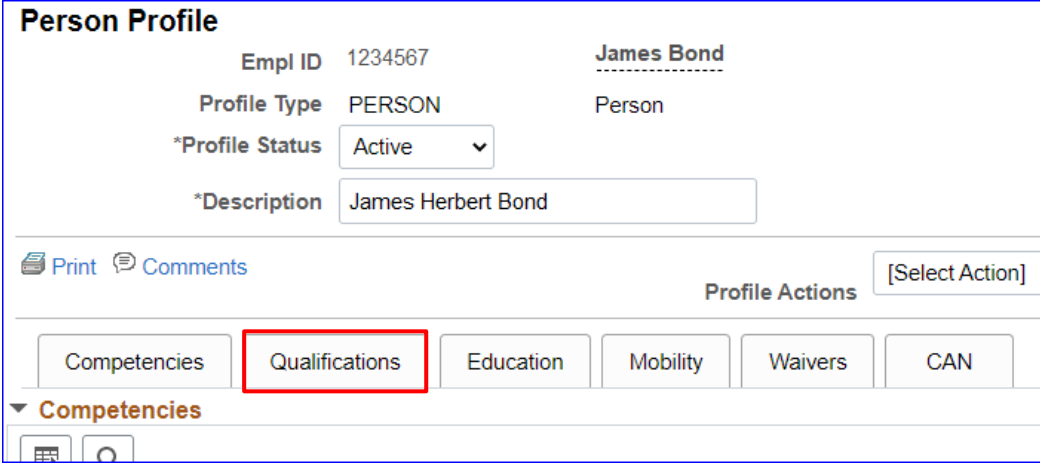
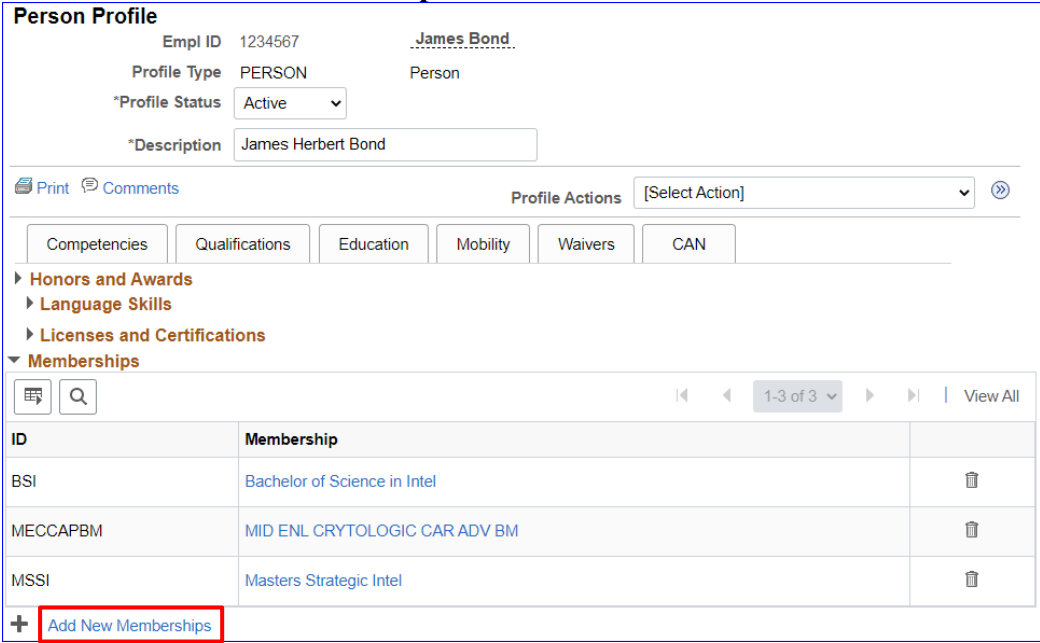
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and click Search . The Correct History box is auto-checked. 

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Adding a New Membership, Continued

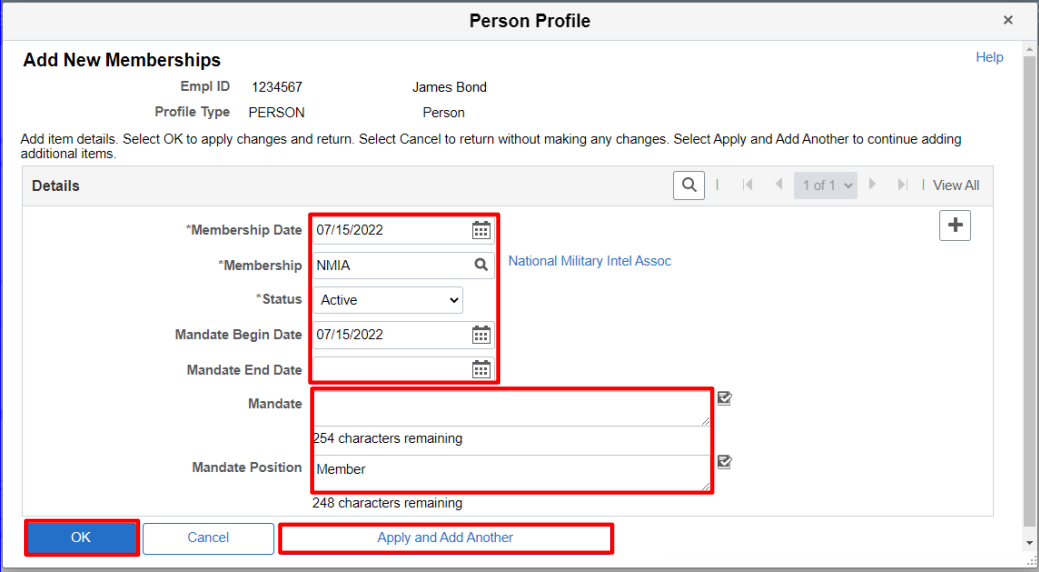
Procedures,
continued

Step	Action												
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>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 'Competencies' section is expanded, showing a search bar and a list of competencies.</p>												
4	<p>Click the Add New Memberships link.</p>  <p>The screenshot shows the 'Person Profile' page for James Bond. The 'Memberships' section is expanded, displaying a table of existing memberships. The 'Add New Memberships' link is highlighted with a red box. The table lists three memberships: BSI (Bachelor of Science in Intel), MECCAPBM (MID ENL CRYPTOLOGIC CAR ADV BM), and MSSI (Masters Strategic Intel).</p> <table border="1" data-bbox="327 1518 1370 1697"> <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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BSI	Bachelor of Science in Intel												
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Adding a New Membership, Continued

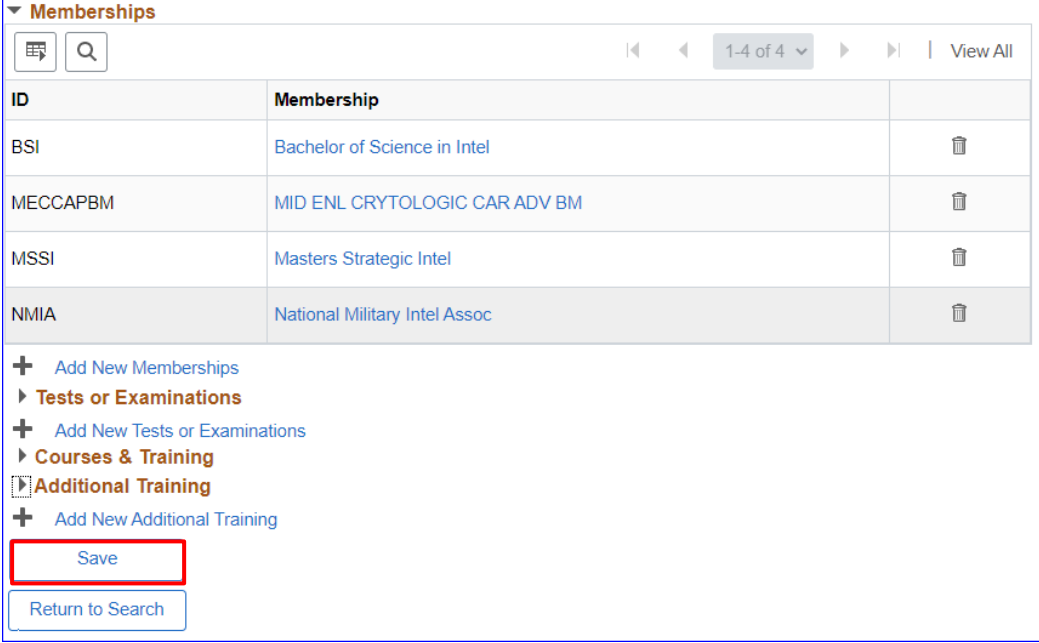
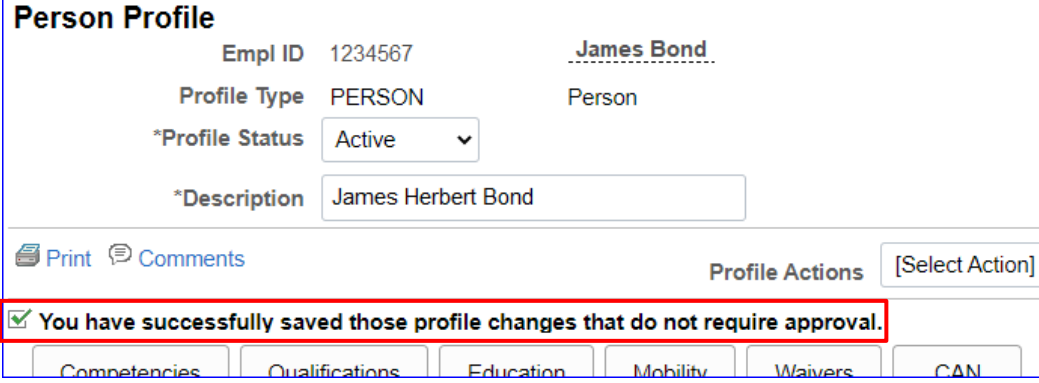
Procedures,
continued

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

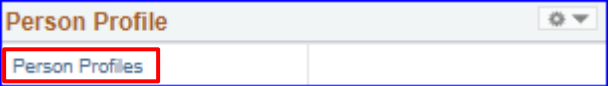
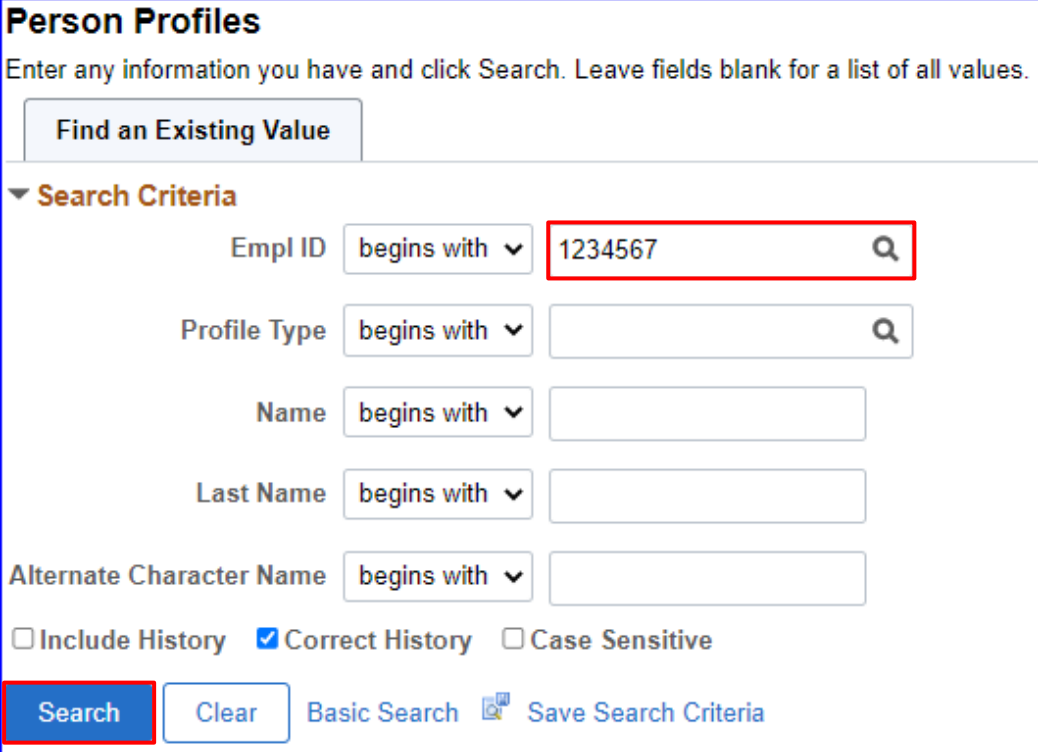
Step	Action															
6	<p>Click Save.</p>  <p>Memberships</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th></th> </tr> </thead> <tbody> <tr> <td>BSI</td> <td>Bachelor of Science in Intel</td> <td></td> </tr> <tr> <td>MECCAPBM</td> <td>MID ENL CRYPTOLOGIC CAR ADV BM</td> <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</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		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>✓ 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**
- The user must have the **CG_MEMBERSHIP_U** role to access this component.
 - 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.

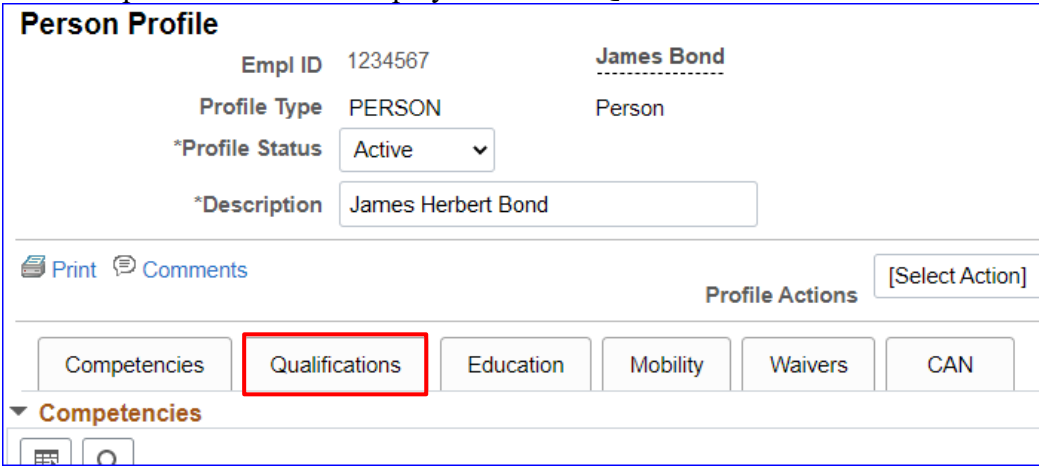
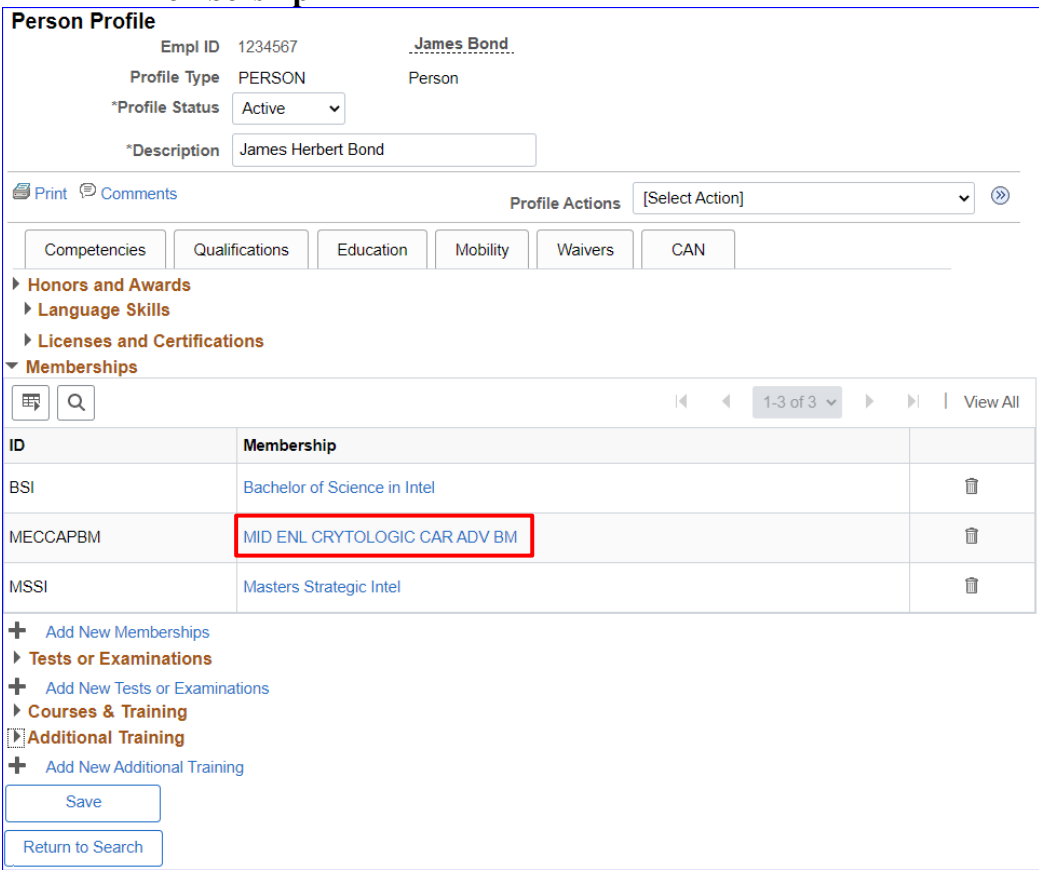
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and click Search . The Correct History box is auto-checked. 

Continued on next page

Adding Additional Memberships (same type), Continued

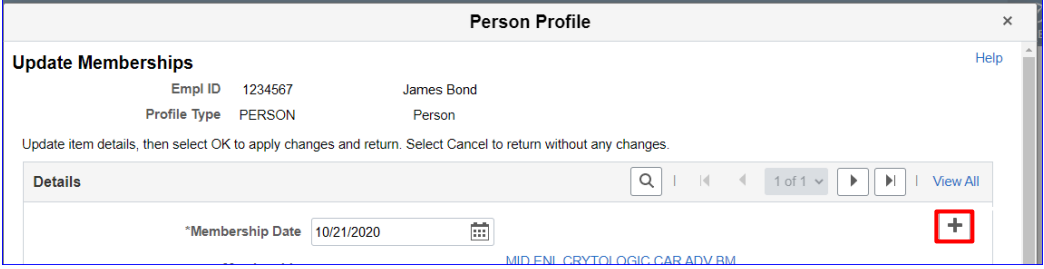
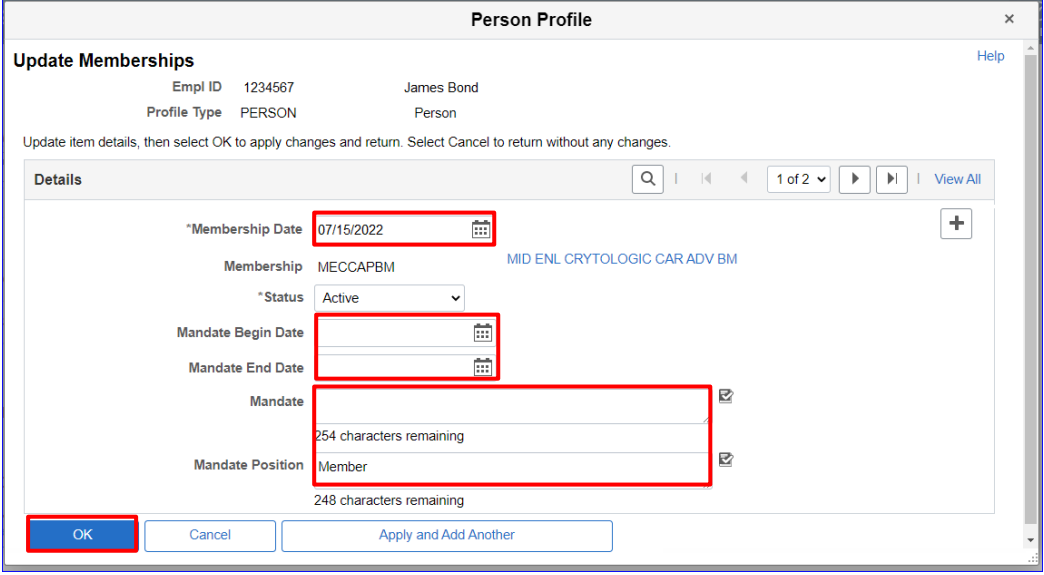
Procedures,
continued

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 1480 1369 1664"> <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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Continued on next page

Adding Additional Memberships (same type), Continued

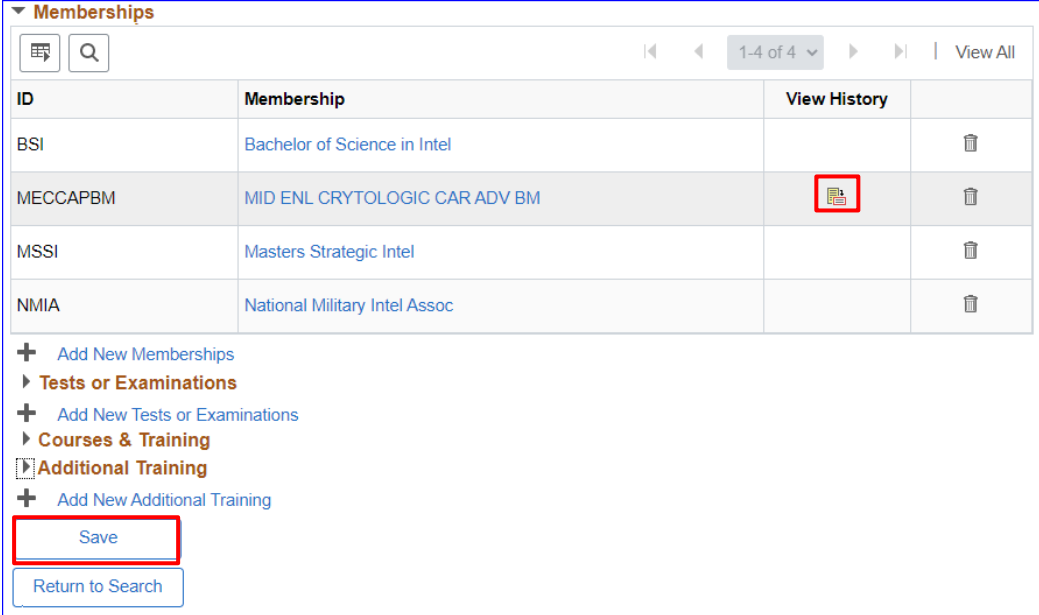
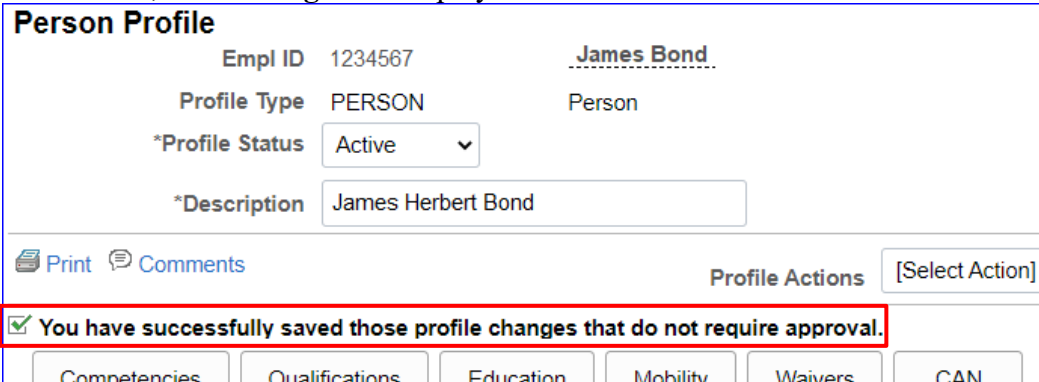
Procedures,
continued

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> 

Continued on next page

Adding Additional Memberships (same type), Continued

Procedures,
continued

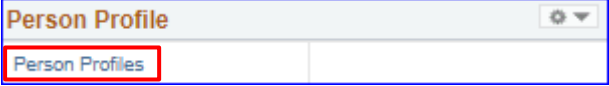
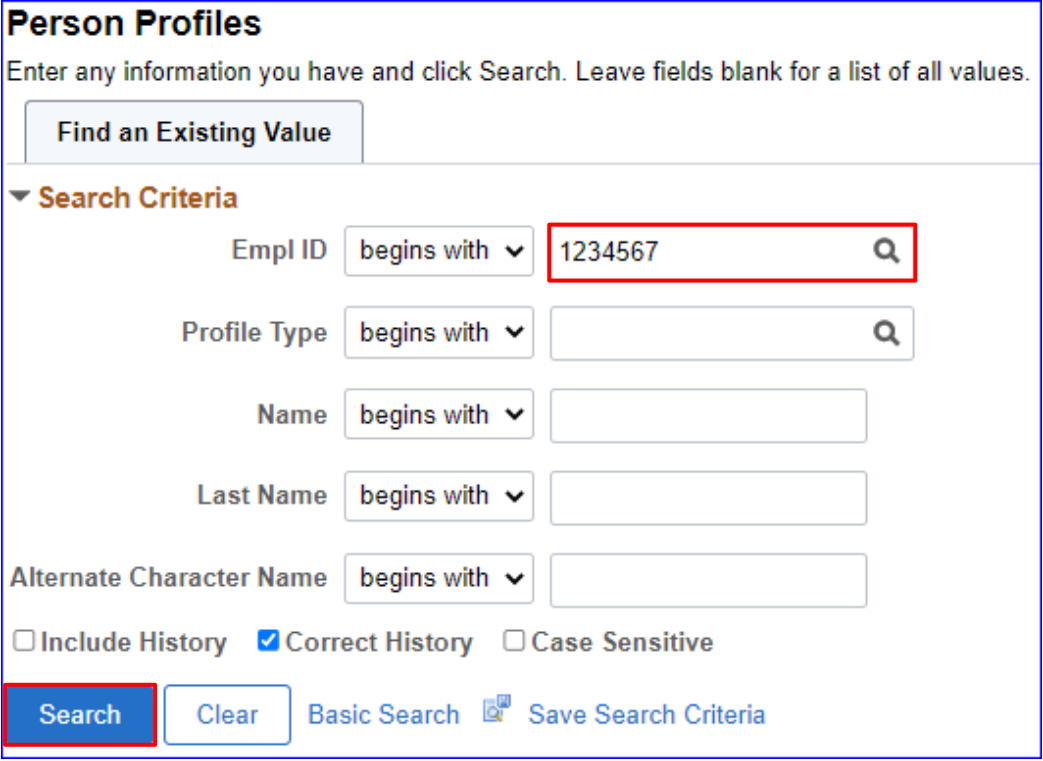
Step	Action																				
7	<p>Notice the View History icon appears. Click Save.</p>  <p>Memberships</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>BSI</td> <td>Bachelor of Science in Intel</td> <td></td> <td></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 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.

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

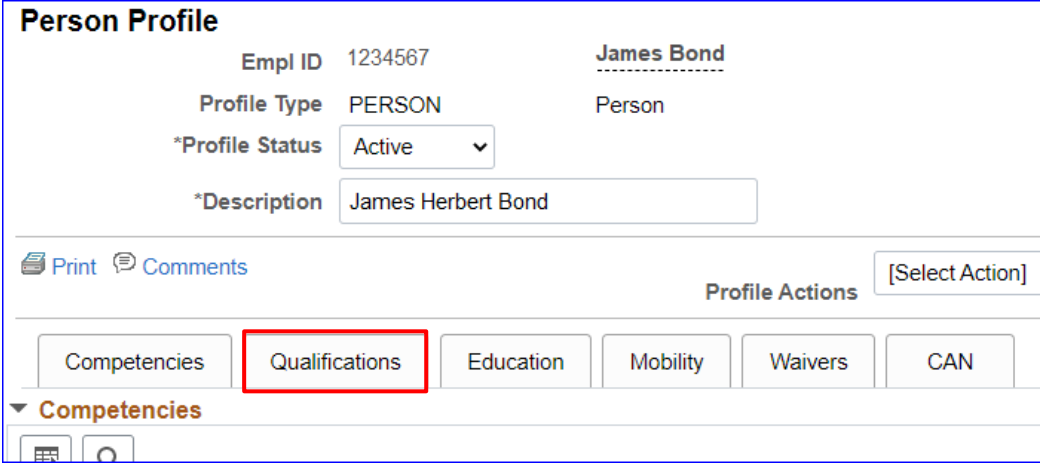
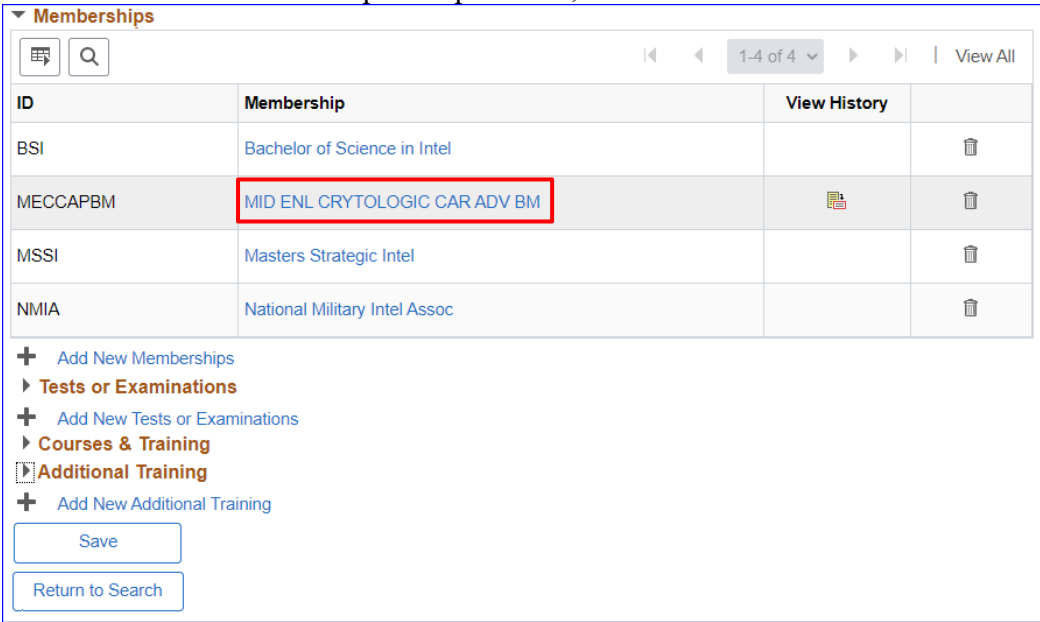
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and click Search . The Correct History box is auto-checked. 

Continued on next page

Correcting a Membership, Continued

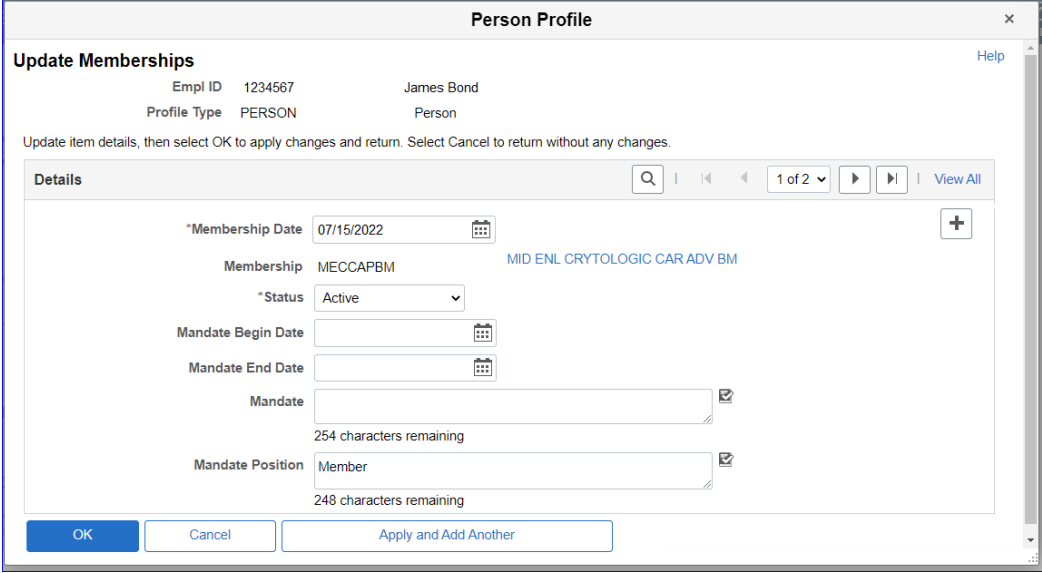
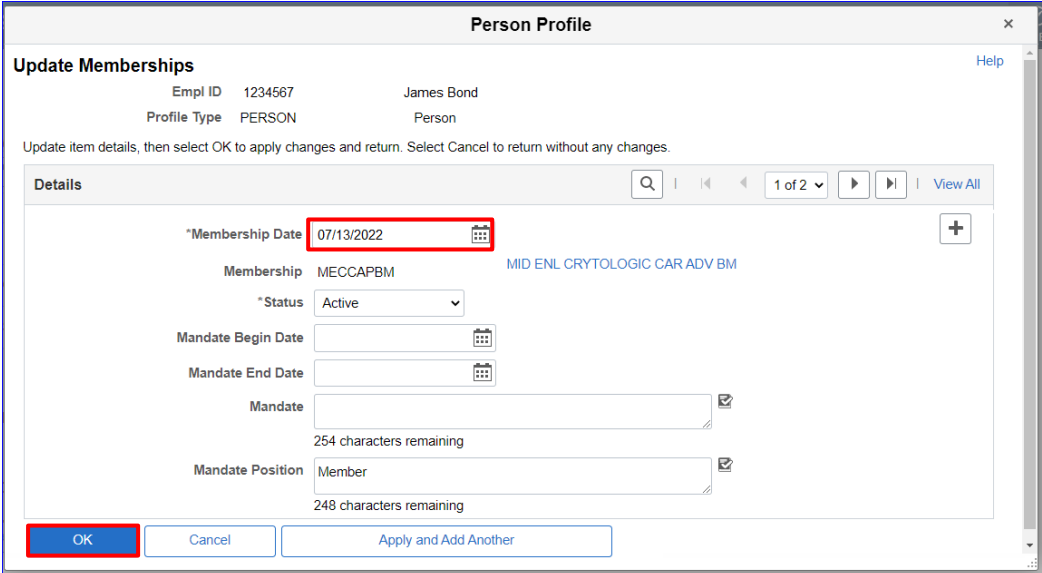
Procedures,
continued

Step	Action																				
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID 1234567 <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>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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NMIA	National Military Intel Assoc		🗑️																		

Continued on next page

Correcting a Membership, Continued

Procedures,
continued

Step	Action
5	<p>The Update Memberships page will display.</p>  <p>The screenshot shows the 'Update Memberships' form for James Bond (Empl ID 1234567, Profile Type PERSON). The form includes a 'Details' section with the following fields: *Membership Date (07/15/2022), Membership (MECCAPBM), *Status (Active), Mandate Begin Date, Mandate End Date, Mandate, and Mandate Position (Member). The OK button is highlighted in blue.</p>
7	<p>Correct the appropriate fields (in this example, the Membership Date) and click OK.</p>  <p>The screenshot shows the same 'Update Memberships' form, but the *Membership Date field (07/13/2022) and the OK button are highlighted in red, indicating the correction step.</p>

Continued on next page

Correcting a Membership, Continued

Procedures,
continued

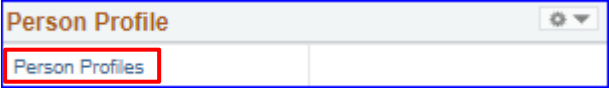
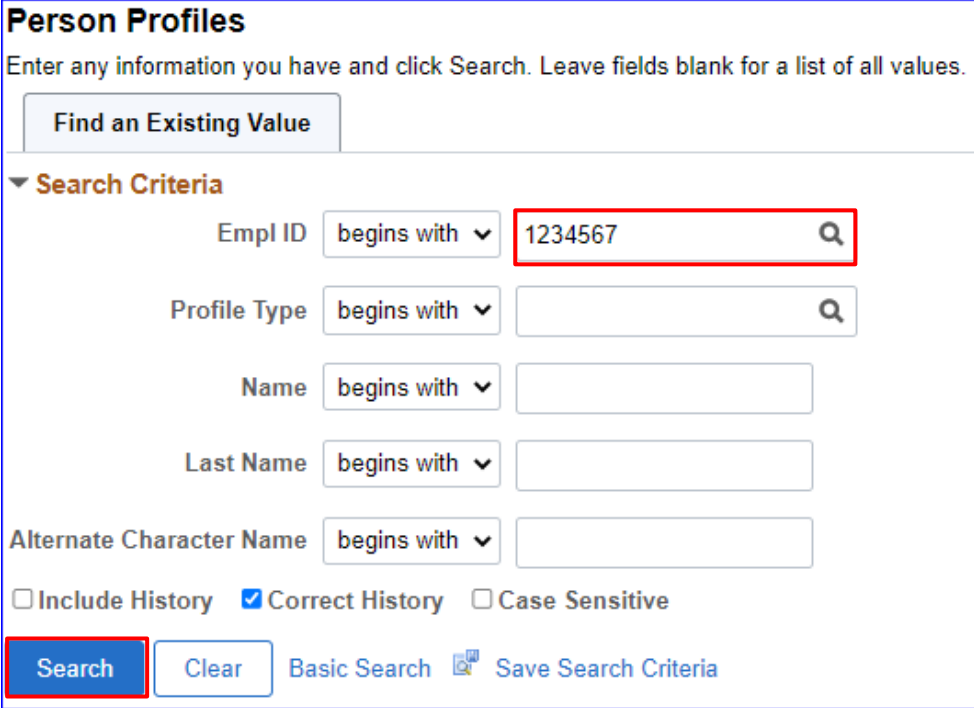
Step	Action																				
8	<p>Click Save.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>BSI</td> <td>Bachelor of Science in Intel</td> <td></td> <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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MECCAPBM	MID ENL CRYPTOLOGIC CAR ADV BM																				
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NMIA	National Military Intel Assoc																				
9	<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 Name: James Bond Profile Type: PERSON Person: Person *Profile Status: Active *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**
- The user must have the **CG_MEMBERSHIP_U** role to access this component.
 - 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.

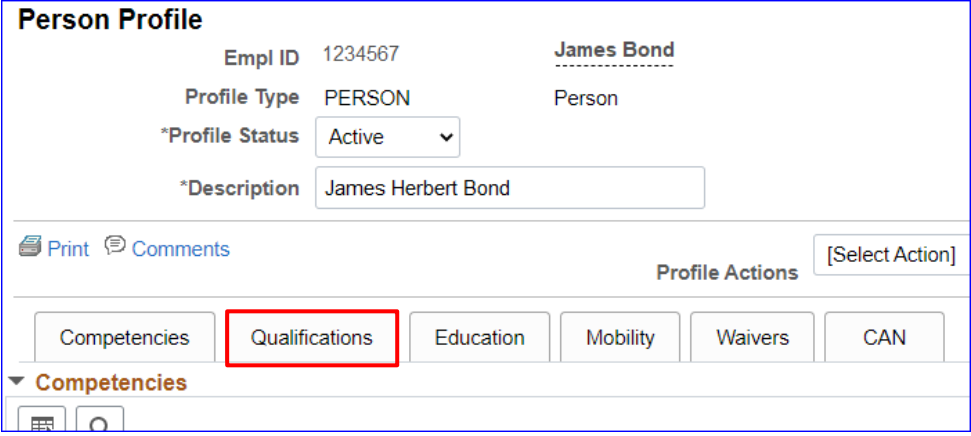
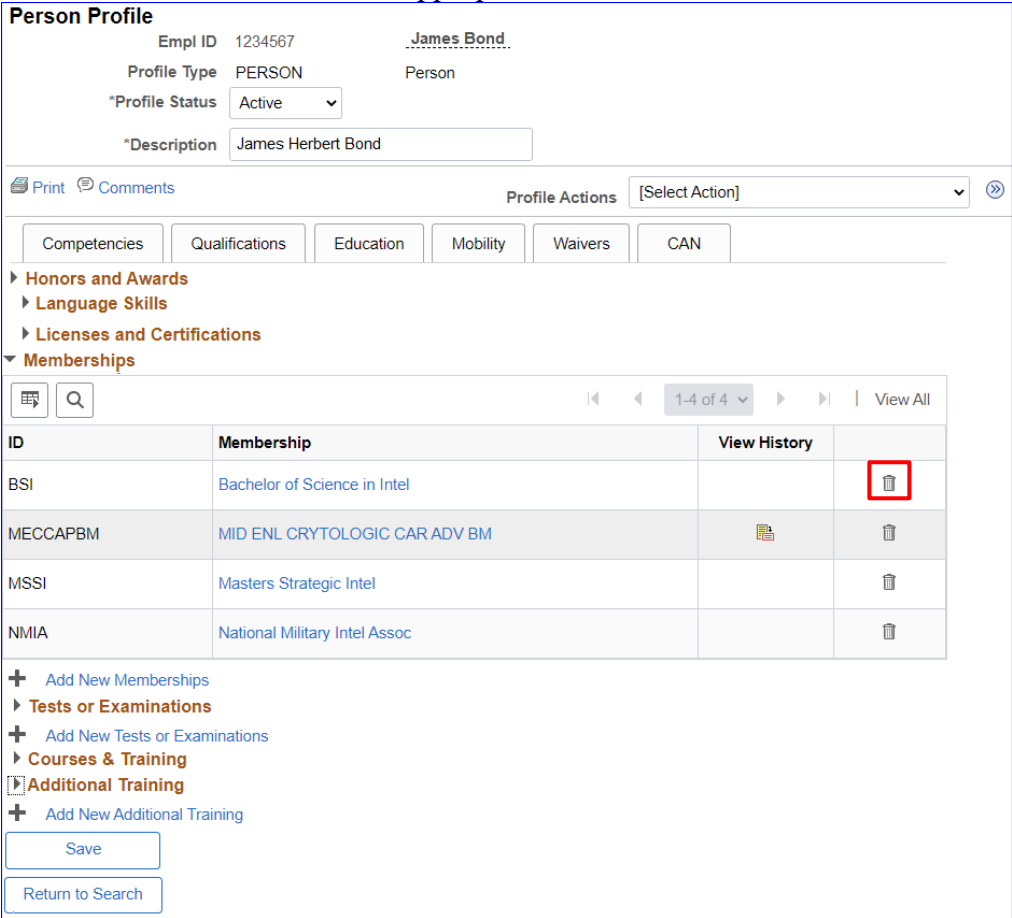















Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and click Search . The Correct History box is auto-checked. 

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>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>Click the trashcan icon on the appropriate row.</p>  <p>The screenshot shows the 'Person Profile' page with the 'Memberships' section expanded. A table lists various memberships, and the trashcan icon in the 'View History' column for the 'Bachelor of Science in Intel' row is highlighted with a red box.</p> <table border="1" data-bbox="328 1442 1276 1671"> <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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Deleting a Membership, Continued

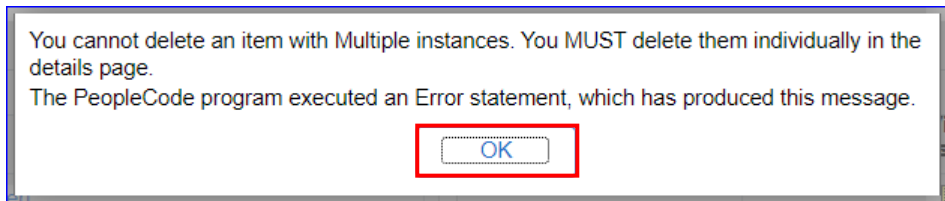
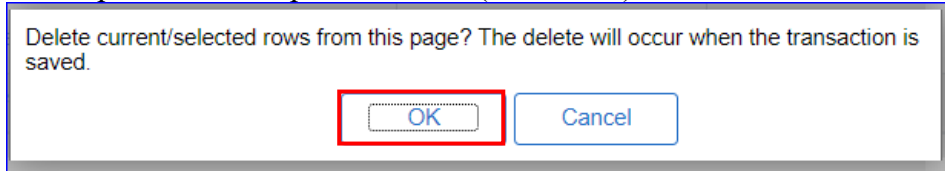
Procedures,
continued

Step	Action												
5	<p>This message will display. Click OK.</p> <div data-bbox="328 524 1267 696" style="border: 1px solid black; padding: 5px;"> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <div style="text-align: center;"> <input data-bbox="657 613 826 667" type="button" value="OK"/> <input data-bbox="833 613 995 667" type="button" value="Cancel"/> </div> </div>												
6	<p>Click Save.</p> <div data-bbox="328 757 1369 1285" style="border: 1px solid black; padding: 5px;"> <p>Memberships</p> <p>☰ 🔍 1-3 of 3 View All</p> <table border="1" data-bbox="328 831 1369 1021"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>View History</th> </tr> </thead> <tbody> <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> <div style="text-align: center;"> <input data-bbox="338 1196 497 1232" type="button" value="Save"/> </div> <div style="text-align: center;"> <input data-bbox="338 1240 497 1272" type="button" value="Return to Search"/> </div> </div>	ID	Membership	View History	MECCAPBM	MID ENL CRYPTOLOGIC CAR ADV BM		MSSI	Masters Strategic Intel		NMIA	National Military Intel Assoc	
ID	Membership	View History											
MECCAPBM	MID ENL CRYPTOLOGIC CAR ADV BM												
MSSI	Masters Strategic Intel												
NMIA	National Military Intel Assoc												
7	<p>Once saved, this message will display.</p> <div data-bbox="328 1346 1369 1733" style="border: 1px solid black; padding: 5px;"> <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 black; padding: 2px; margin-top: 5px;"> <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>												

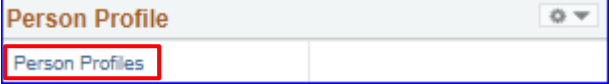
Deleting One Membership when Multiple Instances Exist

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

- Information**
- The user must have the **CG_MEMBERSHIP_U** role to access this component.
 - 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	Select Person Profiles from the Person Profile pagelet. 

Continued on next page

Deleting One Membership when Multiple Instances Exist, Continued

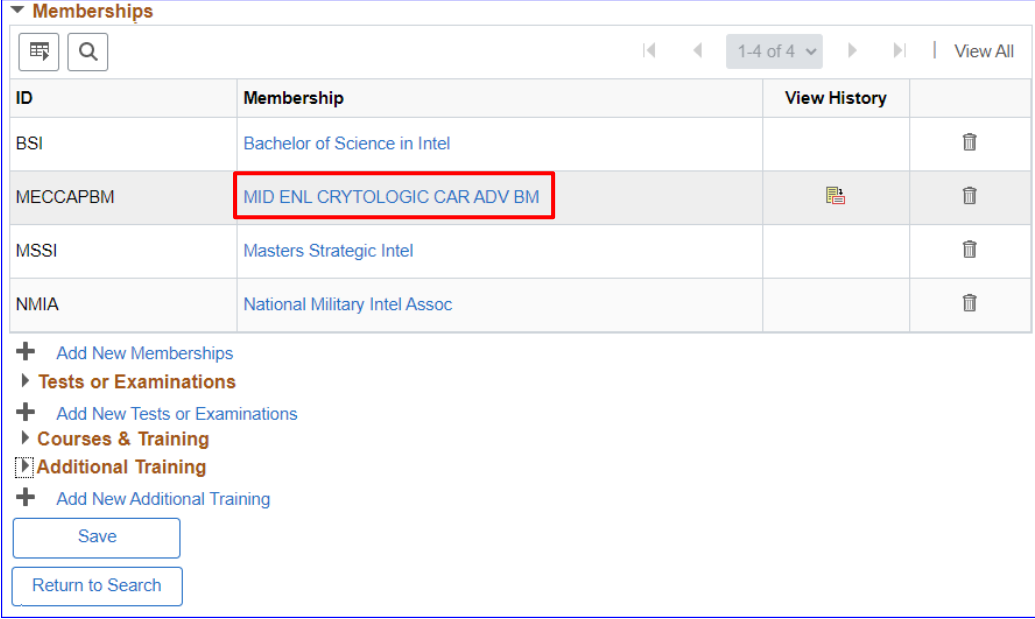
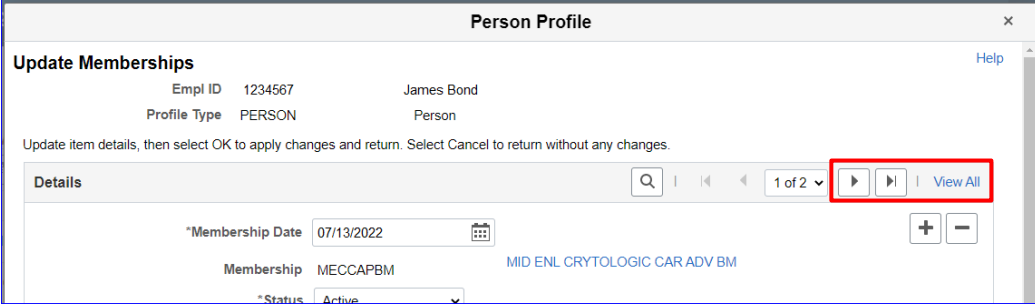
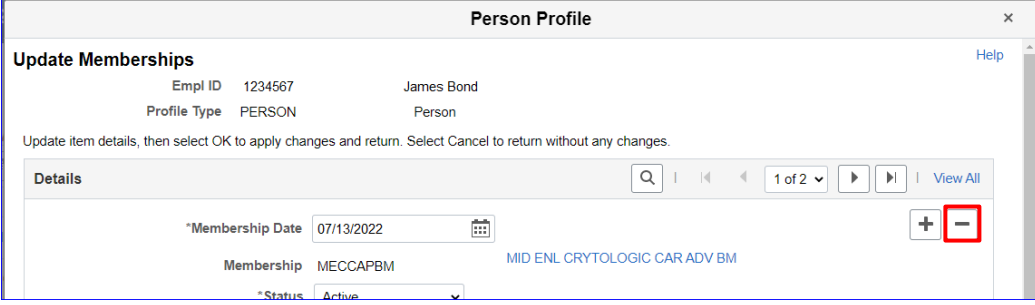
Procedures,
continued

Step	Action
2	<p>Enter the Empl ID and click Search. The Correct History box is auto-checked.</p> <div data-bbox="327 562 1369 1312" style="border: 1px solid blue; padding: 5px;"> <p>Person Profiles</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 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>Search Clear Basic Search 📄 Save Search Criteria</p> </div>
3	<p>The Competencies tab will display. Select the Qualifications tab.</p> <div data-bbox="327 1391 1369 1850" style="border: 1px solid blue; padding: 5px;"> <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 style="text-align: right;">Profile Actions [Select Action]</p> <p style="text-align: center;"> Competencies Qualifications Education Mobility Waivers CAN </p> <p>▼ Competencies</p> <p>📄 🔍</p> </div>

Continued on next page

Deleting One Membership when Multiple Instances Exist, Continued

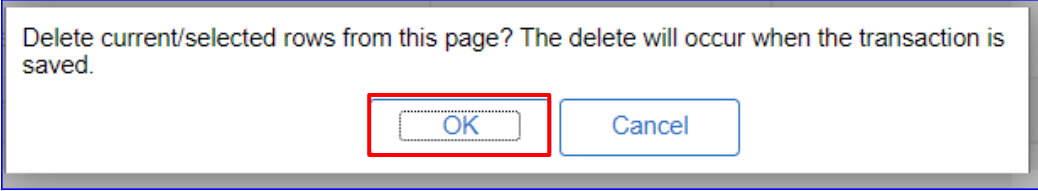
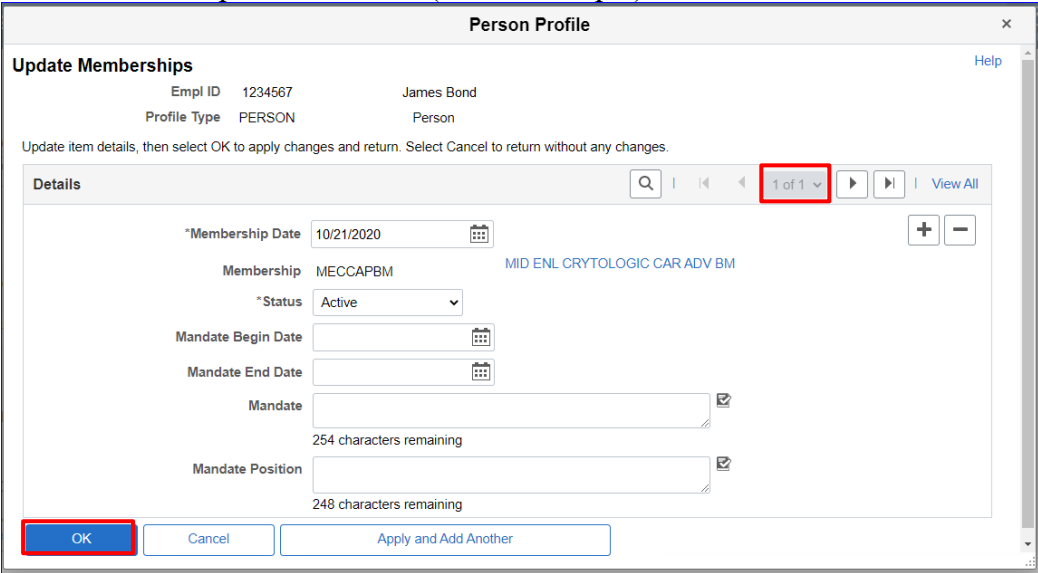
Procedures, continued

Step	Action
4	<p>Select the Membership link that needs to be deleted.</p> 
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="327 562 1369 1473" style="border: 1px solid black; padding: 5px;"> <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> <hr/> <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>🔍 1-4 of 4 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: center;">🗑</td> </tr> <tr> <td>MECCAPBM</td> <td>MID ENL CRYPTOLOGIC CAR ADV BM</td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>MSSI</td> <td>Masters Strategic Intel</td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>NMIA</td> <td>National Military Intel Assoc</td> <td style="text-align: center;">🗑</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 style="border: 2px solid red; display: inline-block; padding: 2px 10px;">Save</p> <p style="border: 1px solid blue; display: inline-block; padding: 2px 10px;">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	🗑
ID	Membership															
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NMIA	National Military Intel Assoc	🗑														
<p>10</p>	<p>Once saved, this message will display.</p> <div data-bbox="327 1547 1369 1928" style="border: 1px solid black; padding: 5px;"> <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> <hr/> <p>Print Comments Profile Actions [Select Action]</p> <p style="border: 2px solid red; display: inline-block; padding: 2px 10px;">✔ You have successfully saved those profile changes that do not require approval.</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> </div>															