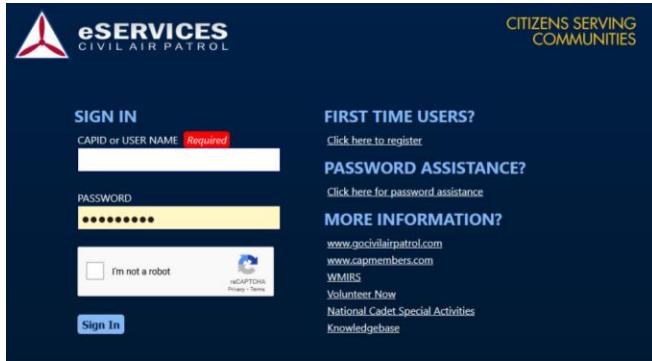


How to Use the Senior Member Education and Training Tools in eServices

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Where do I find the tools that support the Senior Member Education and Training Program?



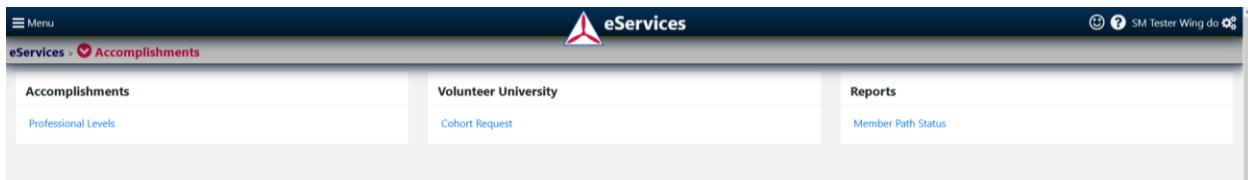
1. Go to <https://www.capnhq.gov> and log into eServices.

The screenshot shows the eServices dashboard. A red circle highlights the 'Menu' icon in the top-left corner. The dashboard includes a 'Membership Renewal Notice' alert, news items, and a 'Favorite Apps' section. The 'Menu' dropdown is open, showing various administrative and professional development categories.

2. Activate the drop-down **Menu** on the top left by clicking the “hamburger” icon.

The screenshot shows the eServices dashboard with the 'Professional Development' menu item highlighted. A red circle highlights the 'Professional Levels' link under the 'Professional Development' category. The dashboard also includes a 'Sites' section, 'Downloads', 'Contact Us', and social media links.

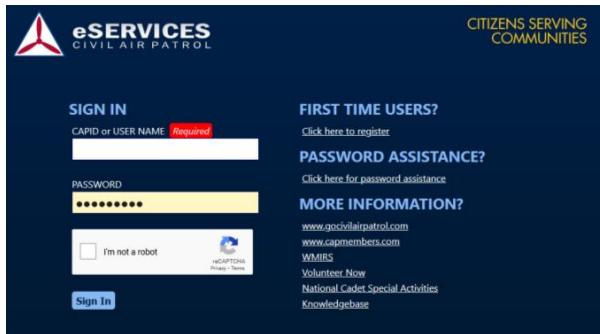
3. Activate the menu for Professional Development by clicking on the caret.
4. Choose the **Professional Levels** link from the menu. You can now access the tools that support the Senior Member Education and Training Program.



- Using the **Professional Levels** link in the **Accomplishments** box will allow a member, Education and Training Officer, or commander to see what requirements have been met and what requirements still need completed by a member for a level in the Senior Member Education and Training Program.
- Using the **Cohort Request** link in the **Volunteer University** box will allow members to sign up for the next available online cohort.
- Using the **Member Path Status** link in the **Reports** box will allow Education and Training Officers and Commanders to see what a group of members have completed and what needs completed in a level.

How do I sign up for an online cohort for Volunteer University?

What is a cohort? A cohort is a group of up to 25 online learners who will be supported by four instructors as they accomplish modules in a level or an entire level in the Senior Member Education and Training Program.



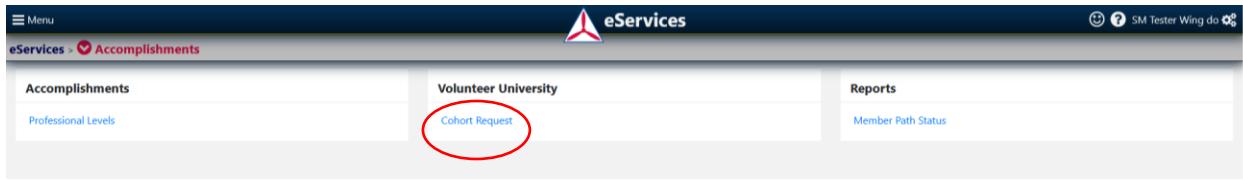
1. Go to <https://www.capnhq.gov> and log into eServices.

The screenshot shows the eServices dashboard. At the top left is a "Menu" icon circled in red. The dashboard features several cards: "Statistics (FL-001)" showing unit counts; "Commanders" listing the National Commander (Maj Gen Mark E. Smith) and Region Commander (SER-001); "Approvals/Validations" listing various CAP processes; "News" with recent updates; and "Favorite Apps" showing AMRAD. A red box highlights the "News" card.

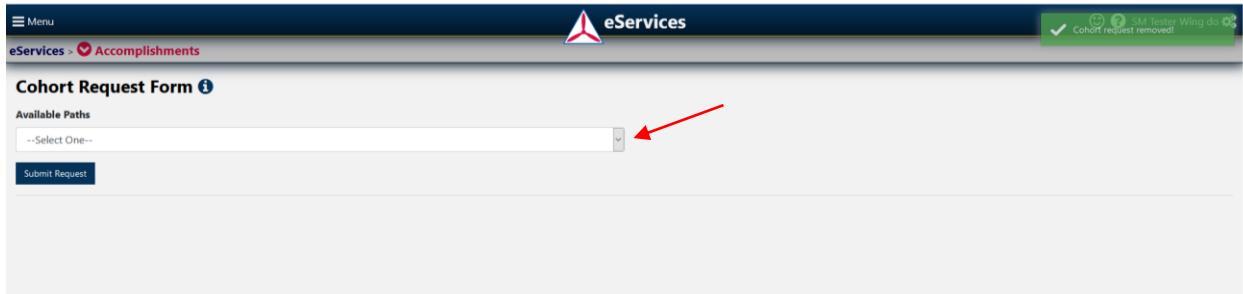
2. Activate the drop-down **Menu** on the top left by clicking the “hamburger” icon.

The screenshot shows the eServices dashboard with the "Menu" icon still circled in red. The "Professional Development" menu item under "Applications" is now expanded, showing sub-links like "Where Do I Start?", "Professional Levels", "Registration and Payment System", and "Regulations", with the "Professional Levels" link circled in red.

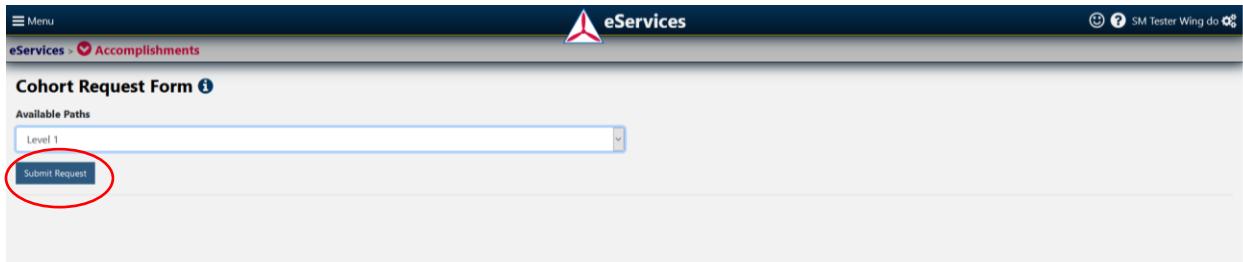
3. Activate the menu for Professional Development by clicking on the caret.
4. Choose the **Professional Levels** link from the menu.



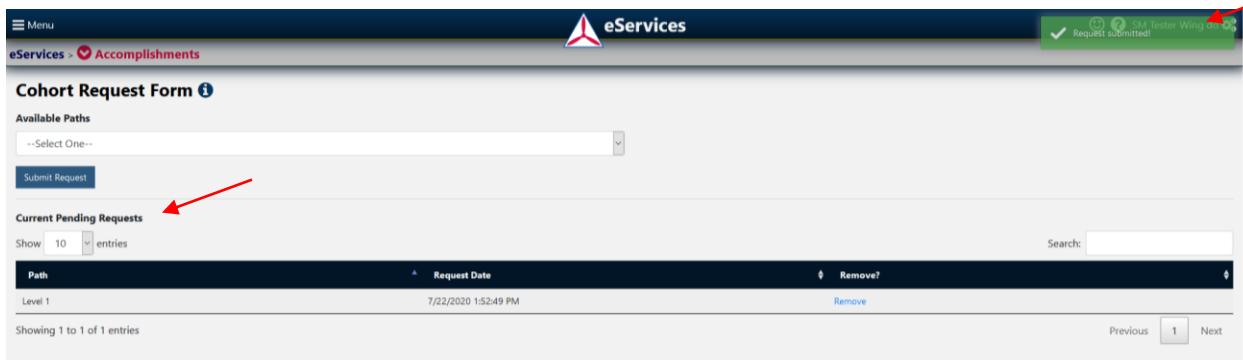
5. Click on the Cohort Request link in the **Volunteer University** box.



6. From the **Available Paths** menu, activate the drop-down menu.



7. Select the training from the menu that you wish to join a cohort to complete. In this example, I chose Level 1. Please note cohorts are only utilized for online modules. Click the Submit Request button to be added to the list for cohort assignment.

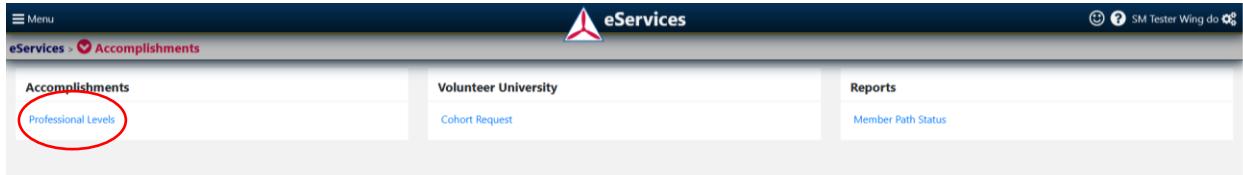


8. You should see a confirmation message in the top right corner and the request will appear on the **Current Pending Requests** list below the **Cohort Request Form** title.
9. Volunteer University will contact you with information for the next available cohort. Cohorts generally begin on the first Tuesday of each month.

Notes:

- For Level 2, there are two options (Level 2, Part 1 and Level 2, Part 2). To help us manage the sign ups more effectively, please sign up for Level 2 Part 1 for access to all modules in Level 2.
- You will automatically get access to the command electives in any level when you are enrolled in the corresponding level (Level 3-Squadron or Flight Command, Level 4-Group Command, Level 5-Region Command). You only need to sign up for a command elective path if you wish to take it before or after the corresponding level. For example, you are a squadron commander and working on completing Level 2. You would need to sign up for the Squadron Commander path to get access to the commander training. Similarly, if you are in Level 5 and want to complete the Group Commander electives which are connected to Level 4, you would need to sign up for the GCC Path.
- Your name will disappear from the list when we assign you to a cohort. There is no need to put your name on the list again.
- Please do not “test the tools” by signing up for a cohort you do not intend to take. Your name populates our lists and has to be reviewed and managed like all other names. This impacts our workflow and our instructor pool.

How do I enter Summary Conversation completion in my Accomplishments?



1. Click on the **Professional Levels** link in the Accomplishments box.

A screenshot of the eServices Accomplishments page after clicking 'Professional Levels'. The 'Select Level' dropdown menu is open, showing 'Level 1' as the selected option. Other options include 'Group Commander Training', 'Region Commander Training', and 'Squadron Commander Training'. To the left, there's a table titled 'Level 1 Group 1' listing various tasks with columns for Task Name, Status, Date Completed, and file upload fields. The first task listed is '01 Introduction to the Core Values'.

2. Select a level from the **Select Level** drop-down menu on the right.

A screenshot of the eServices Accomplishments page after selecting 'Level 1'. The table now includes a 'Comments' column and a header row indicating 'Completed / Required Tasks - [0 / 9]'. The tasks listed are identical to the previous screenshot, showing they have been completed. The 'Status' column shows 'APPROVED' and the 'Date Completed' column shows '08/01/2020' for all tasks.

3. Scroll down on the **Accomplishments** page until you see the "Summary Conversation" task.

Completed / Required Tasks - [0 / 2]				
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 Cadet Protection Basic Course		mm / dd / yyyy	Choose file	Browse
<input checked="" type="checkbox"/> 01 Summary Conversation	Pending	08 / 01 / 2020	Choose file	Browse
				Summary Conversation conducted by 107313.

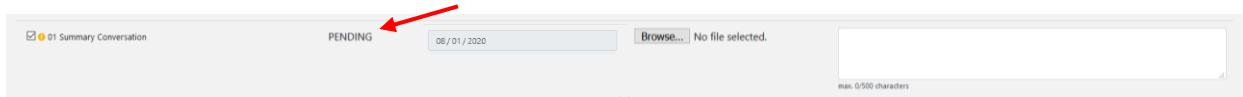
4. Click to check box to the left of the “Summary Conversation” task.
5. Enter the date the Summary Conversation was completed.
6. In the **Comments** box, enter the ID number or name of the person who conducted the Summary Conversation.

Completed / Required Tasks - [0 / 1]				
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 Diversity, Equal Opportunity, and Nondiscrimination		mm / dd / yyyy	Choose file	Browse

Completed / Required Tasks - [0 / 1]				
Task Name	Status	Date Completed	Upload Document	Comments
<input checked="" type="checkbox"/> 01 Progression to Path for Level 2 - CADET		mm / dd / yyyy	Choose file	Browse
<input checked="" type="checkbox"/> 01 Progression to Path for Level 2 - MILITARY		mm / dd / yyyy	Choose file	Browse
<input checked="" type="checkbox"/> 01 Progression to Path for Level 2 - NEW		mm / dd / yyyy	Choose file	Browse
<input checked="" type="checkbox"/> 01 Progression to Path for Level 2 - PROFESSIONAL		mm / dd / yyyy	Choose file	Browse

Submit

7. Scroll to the bottom of the page and click the **Submit** button on the lower left.



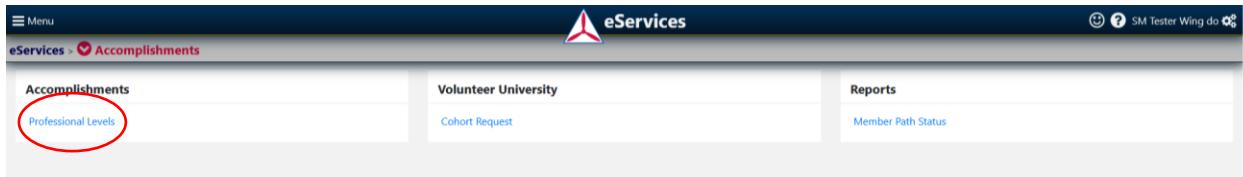
The screenshot shows a task submission form. At the top, there is a checkbox for task 01 Summary Conversation, which is checked. Below it, the status is shown as "PENDING". To the right of the status, there is a date input field containing "08 / 01 / 2020". Further to the right, there is a "Browse..." button and a message stating "No file selected.". At the bottom of the form, there is a large text area for comments, which contains the text "Summary Conversation conducted by 107313.".

8. In the **Status** column, the task will appear as PENDING until a validator has approved it.

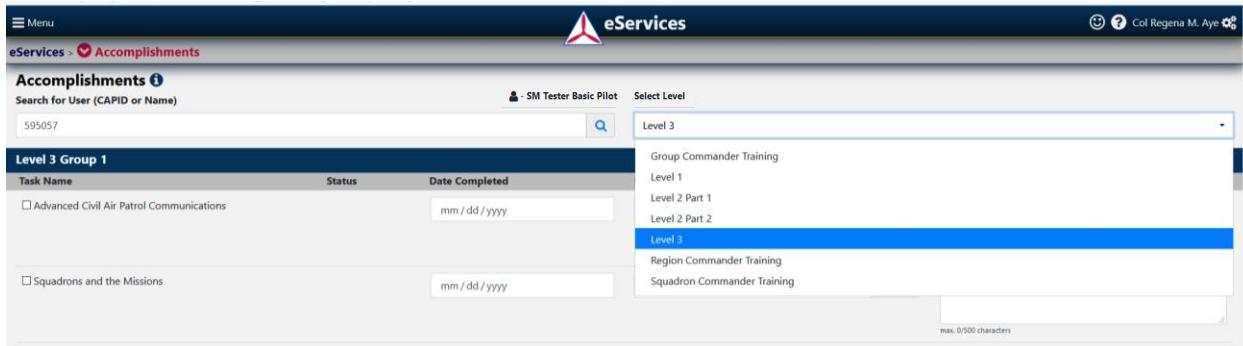
Completed / Required Tasks - [1 / 2]				
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 Cadet Protection Basic Course		mm / dd / yyyy	Choose file	Browse
<input checked="" type="checkbox"/> 01 Summary Conversation	Approved	08 / 01 / 2020	Choose file	Browse
				Summary Conversation conducted by 107313.

9. Once a validator approves the task, it will show APPROVED in the **Status** column.

How do I enter conference credit in my Accomplishments?



1. Click on the **Professional Levels** link in the Accomplishments box.



2. Select Level 3 from the **Select Level** drop-down menu on the right.

A screenshot of the 'Conference Attendance' page. It shows a table with one row for 'Attend Wing, Region, or National Conference 1'. The 'Task Name' column has a checkbox next to it. The 'Status' column shows '07/31/2020'. The 'Comments' column is empty. There are 'Choose file' and 'Browse' buttons for uploading documents. At the bottom, there are 'Submit' and 'Delete' buttons. The background is white with a light gray header.

3. Scroll down on the **Accomplishments** page until you see the “Attend Wing, Region or National Conference 1” task.

A screenshot of the 'Conference Attendance' page. It shows a table with one row for 'Attend Wing, Region, or National Conference 1'. The 'Task Name' column has a checkbox next to it. The 'Date Completed' column has the value '07/31/2020' highlighted with a red circle. The 'Comments' column is empty. There are 'Choose file' and 'Browse' buttons for uploading documents. At the bottom, there are 'Submit' and 'Delete' buttons. The background is white with a light gray header.

4. Click to check box to the left of the “Attend Wing, Region or National Conference 1” task.
5. Enter the date of the conference in the **Date Completed** box.
6. In the **Comments** box, enter the date and location of the conference.

The screenshot shows a list of tasks under 'Conference Attendance'. Task 1 is checked and completed ('07/31/2020'). Task 2 is unchecked. The 'Upload Document' section for Task 1 has a 'Browse' button highlighted with a red circle. A file selection dialog is overlaid, showing a list of files in 'Vol U To Do' folder. The 'Open' button in the dialog is also highlighted with a red circle.

7. Click the **Browse** button to upload proof of attendance.
8. Choose the file you wish to upload. This can be a certificate, participation letter, etc.
9. Click the **Open** button.

The screenshot shows the same task list. Task 1 is checked and completed ('07/31/2020'). Task 2 is unchecked. The 'Comments' field for Task 1 now contains the text 'PL is attached for attending the XY WG Conference.' The 'Submit' button at the bottom left is highlighted with a red circle.

10. Click the **Submit** button.

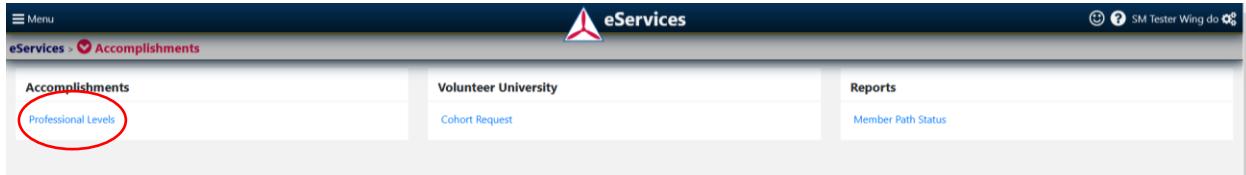
The screenshot shows the task list again. Task 1 is checked and completed ('07/31/2020'). Task 2 is unchecked. The 'Status' column for Task 1 now shows 'PENDING'. A red arrow points to the 'Status' column for Task 1.

11. In the **Status** column, the task will appear as PENDING until a validator has approved it.

The screenshot shows the task list once more. Task 1 is checked and completed ('07/31/2020'). Task 2 is unchecked. The 'Status' column for Task 1 now shows 'APPROVED'. A red arrow points to the 'Status' column for Task 1.

12. Once a validator approves the task, it will show APPROVED in the **Status** column.

How do I see what I have completed and what remains to be completed in a level?



1. Click on the **Professional Levels** link in the Accomplishments box.

A screenshot of the eServices Accomplishments page under 'Professional Levels'. On the left, there's a table titled 'Level 1 Group 1' listing tasks like '01 Introduction to the Core Values' and '01 Expectations of Volunteers', all marked as APPROVED and dated 08/01/2020. On the right, a 'Select Level' dropdown menu is open, showing 'Level 1' as the selected option. Other options include 'Group Commander Training', 'Region Commander Training', and 'Squadron Commander Training'. A red arrow points to the 'Select Level' dropdown.

2. Select a level from the **Select Level** drop-down menu on the right.

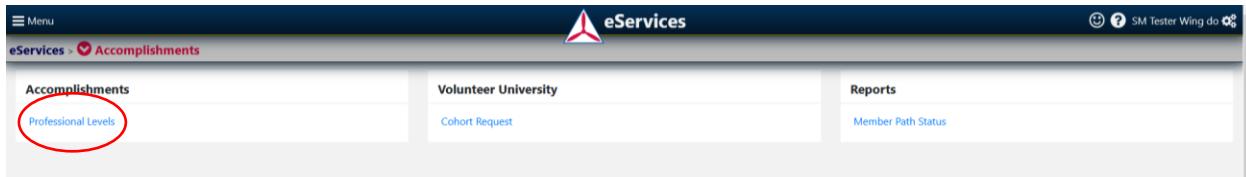
A screenshot of the eServices Accomplishments page under 'Professional Levels'. It shows three sections of tasks: 'Level 1 Group 2', 'Level 1 Group 3', and 'Level 1 Group 4'. In 'Level 1 Group 2', two tasks are listed: '01 Cadet Protection Basic Course' (APPROVED, 08/01/2020) and '01 Summary Conversation' (PENDING, 08/01/2020). A red arrow points to the 'APPROVED' status of the first task. In 'Level 1 Group 3', there is one task '01 OPSEC and Cybersecurity' (PENDING, mm/dd/yyyy). In 'Level 1 Group 4', there are two tasks: '01 My Learning Path' (PENDING, mm/dd/yyyy) and '01 Introduction to Mentoring in Civil Air Patrol' (PENDING, mm/dd/yyyy). Each task row includes columns for Task Name, Status, Date Completed, Upload Document, and Comments.

3. Scroll through the tasks. Completed tasks will have the word APPROVED in the **Status** column and a date in the **Date Completed** column like the two tasks in the **Level 1 Group 2** section above.

Completed / Required Tasks - [0 / 1]					
Level 1 Group 3					
Task Name	Status	Date Completed	Upload Document	Comments	
<input type="checkbox"/> 01 OPSEC and Cybersecurity		mm / dd / yyyy	Choose file	Browse	max. 500 characters
Completed / Required Tasks - [0 / 2]					
Level 1 Group 4					
Task Name	Status	Date Completed	Upload Document	Comments	
<input type="checkbox"/> 01 My Learning Path		mm / dd / yyyy	Choose file	Browse	max. 500 characters
<input type="checkbox"/> 01 Introduction to Mentoring in Civil Air Patrol		mm / dd / yyyy	Choose file	Browse	max. 500 characters

4. Tasks that need to be completed will not have a date or a status. The “OPSEC and Cybersecurity” task in **Level 1 Group 3** section is incomplete. The tasks in **Level 1 Group 4** section (“My Learning Path” and “Introduction to Mentoring in Civil Air Patrol”) above are incomplete.

As a member or entry validator, how do I enter the Path to Progression in Level 1 so a member is enrolled in the correct path for Level 2?



1. Click on the **Professional Levels** link in the Accomplishments box.

Task Name	Status	Date Completed	Comments
<input checked="" type="checkbox"/> 01 Introduction to the Core Values	APPROVED	08/01/2020	
<input checked="" type="checkbox"/> 01 Expectations of Volunteers	APPROVED	08/01/2020	
<input checked="" type="checkbox"/> 01 Introduction to the Chain of Command	APPROVED	08/01/2020	
<input checked="" type="checkbox"/> 01 Introduction to Customs and Courtesies	APPROVED	08/01/2020	
<input checked="" type="checkbox"/> 01 Uniforms and Where to Get Them	APPROVED	08/01/2020	
<input checked="" type="checkbox"/> 01 Introduction to Civil Air Patrol's Missions	APPROVED	08/01/2020	

2. Select Level 1 in the **Select Level** drop-down menu on the right. Scroll to the bottom of the page.

Task Name	Status	Date Completed	Upload Document	Comments	Completed / Required Tasks - [0 / 1]
<input type="checkbox"/> Progression to Path for Level 2 - CADET		mm / dd / yyyy	Choose file	Browse	
<input type="checkbox"/> Progression to Path for Level 2 - MILITARY		mm / dd / yyyy	Choose file	Browse	
<input type="checkbox"/> Progression to Path for Level 2 - NEW		mm / dd / yyyy	Choose file	Browse	
<input type="checkbox"/> Progression to Path for Level 2 - PROFESSIONAL		mm / dd / yyyy	Choose file	Browse	

3. Choose the Progression to Path task most suited to the member. Members may qualify for more than one path and will need to choose the most appropriate option. This choice impacts the modules a member sees in Level 2.

- a. Progression to Path for Level 2- CADET: This path is tailored for members who recently served as cadets because it focuses on transitioning from cadet to senior. Members who were cadets several years ago will be more satisfied by the new member path.

- b. Progression to Path for Level 2- MILITARY: This path is tailored for members who are currently serving in or formerly served in the military.
 - c. Progression to Path for Level 2-NEW: This path is tailored for new members with no experience in Civil Air Patrol, who have not been in the military, and who will not receive advanced grade based on professional qualifications.
 - d. Progression to Path for Level 2-PROFESSIONAL: This path is tailored for members who will receive a promotion to advanced grade based on their professional qualifications (educators, health personnel, lawyers, chaplains, CFI's, etc.).
4. Scroll down to the bottom of the page.

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Progression to Path for Level 2 - CADET		mm / dd / yyyy	Choose file	Browse
<input checked="" type="checkbox"/> Progression to Path for Level 2 - MILITARY		mm / dd / yyyy	Choose file	Browse
<input type="checkbox"/> Progression to Path for Level 2 - NEW		mm / dd / yyyy	Choose file	Browse
<input type="checkbox"/> Progression to Path for Level 2 - PROFESSIONAL		mm / dd / yyyy	Choose file	Browse

Completed / Required Tasks - [0 / 1]

Submit

5. Choose the appropriate Path to Progression task by clicking the box next to it.
6. Enter the date.
7. Click the **Submit** button.
8. If you are an approval authority, the task will automatically be entered and validated in one step. If you are a member, the task will show as PENDING until approved by a validator.

As a member, how do I submit a level that has been completed so that I might advance to the next level?

The screenshot shows the eServices Accomplishments page. At the top, there is a blue header bar with the text "Current Status: READY FOR APPROVAL" and a "Submit Path for Approval" button, which is circled in red. Below this, there are two sections: "Level 2 Part 1 Accountability" and "Level 2 Part 1 Customs and Courtesies". Each section has a table with columns for Task Name, Status, Date Completed, Upload Document, and Comments.

- When a member completes all requirements for a level, a blue bar appears at the top of the page with a **Submit Path for Approval** button. The member can click the **Submit Path for Approval** button to begin the approval process.

The screenshot shows a "Submit Path" dialog box. It contains the text "MEMBER: 595057 - SM Sheri J. Lammi" and "PATH: Level 2 Part 1". At the bottom of the dialog box is a "Submit Path" button, which is circled in red. In the background, the eServices Accomplishments page is visible, showing the "Level 2 Part 1 Accountability" section.

- The member confirms that he or she wishes to submit the path for approval by clicking the **Submit Path** button.

The screenshot shows the eServices Accomplishments page again. At the top, there is a blue header bar with the text "Current Status: PENDING" and "UNIT Approval: PENDING". A red arrow points to the "PENDING" status text. Below this, there are two sections: "Level 2 Part 2 Core Values" and "Level 2 Part 2 Mentoring". Each section has a table with columns for Task Name, Status, Date Completed, Upload Document, and Comments.

Note the blue bar at the top of the **Accomplishments** page now indicates that this member has a path pending approval.

As a validator or approval authority, how do I approve a task for a member?

The screenshot shows the eServices Accomplishments page for user 595057. At the top, there is a blue bar indicating 'UNIT Approval: PENDING'. Below this, the 'Accomplishments' section shows two items:

Level 2 Part 2 Core Values					Completed / Required Tasks - [1 / 1]	
Task Name	Status	Date Completed	Upload Document	Comments		
<input type="checkbox"/> The Core Values and Ethical Decision Making	APPROVED	07/31/2020	<input type="button" value="Choose file"/>	<input type="button" value="Browse"/>	max. 0/500 characters	

Level 2 Part 2 Mentoring					Completed / Required Tasks - [1 / 1]	
Task Name	Status	Date Completed	Upload Document	Comments		
<input type="checkbox"/> Mentoring	APPROVED	07/31/2020	<input type="button" value="Choose file"/>	<input type="button" value="Browse"/>	max. 0/500 characters	

Note the blue bar at the top of the **Accomplishments** page that indicates this member has an item pending approval.

The screenshot shows the eServices Professional Levels page. A blue button labeled 'Approvals Paths/Tasks (1)' is highlighted with a red arrow. The page also includes sections for 'Accomplishments', 'Volunteer University', and 'Reports'.

If you are an approval authority, you will see a blue **Approvals Path/Tasks** button on the **Professional Levels** page in eServices. In the screenshot above, the approval authority has one item to approve.

This screenshot is identical to the previous one, but the 'Approvals Paths/Tasks (1)' button is circled in red to emphasize it.

1. Click the blue **Approvals Paths/Tasks** button above the **Accomplishments** box to see any tasks or levels pending approval.

2. A list of Paths (Levels) or Tasks requiring approval will appear. Click the **green Check Mark** to approve a path or task. Click the **red X** to disapprove a path or task.

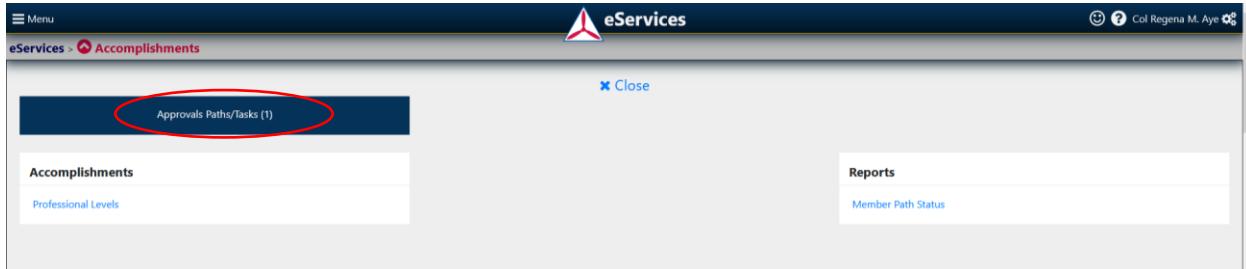
3. Click the **Approve** button.

A green box will appear in the top right corner indicating Credit Approved.

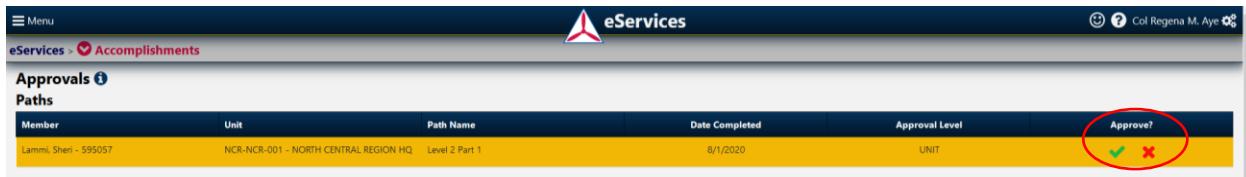
Once an item is approved, the blue bar turns green on the member's **Accomplishments** page.

As a validator or approval authority, how do I approve a level so that a member can advance to the next level?

If you are an approval authority with approvals pending, you will see a blue **Approvals Path/Tasks** button on the **Professional Levels** page in eServices. In the screenshot below, the approval authority has one item to approve.



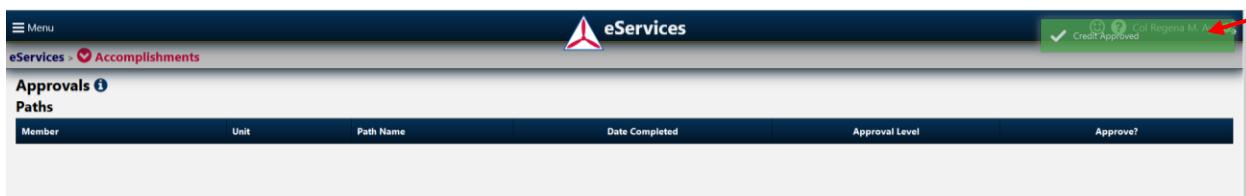
1. Click the blue **Approvals Paths/Tasks** button to see what tasks or paths are pending approval.



2. Choose the green Check Mark to approve and the red X to disapprove a path or task.



3. Click the **Approve** button.



A green box will appear in the top right corner indicating Credit Approved.

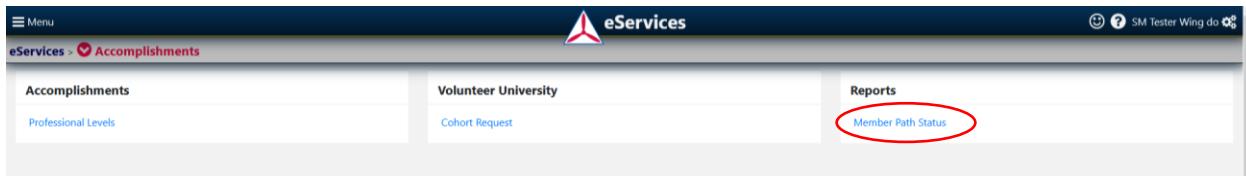
The screenshot shows the eServices Accomplishments page. At the top, there's a search bar for 'Search for User (CAPID or Name)' with the value '595057'. To the right of the search bar are buttons for 'Select Level' and a dropdown menu set to 'Level 2 Part 2'. The main content area has a green header bar indicating the task is 'APPROVED'. Below this, a message says 'UNIT Approval: APPROVED by Regena M Aye on 01 Aug 2020 22:30'. The task details table has columns for 'Task Name', 'Status', 'Date Completed', 'Upload Document', and 'Comments'. One row in the table is for 'The Core Values and Ethical Decision Making', marked as APPROVED with a date of 07/31/2020. There's also a 'Choose file' and 'Browse' button for document uploads. The 'Comments' field is empty.

If you are the final approving authority the blue bar will turn green, the member will see credit in eServices, and the member will be able to start the next level of training.

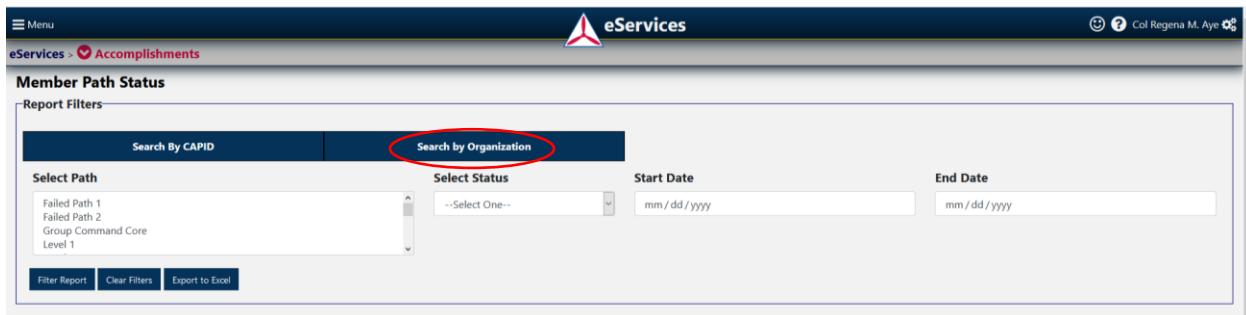
If you are not the final approving authority, the request will escalate in the system until all required approvals have been obtained.

How do I use the Member Path Status Report to find out what members in a unit need to complete or have completed?

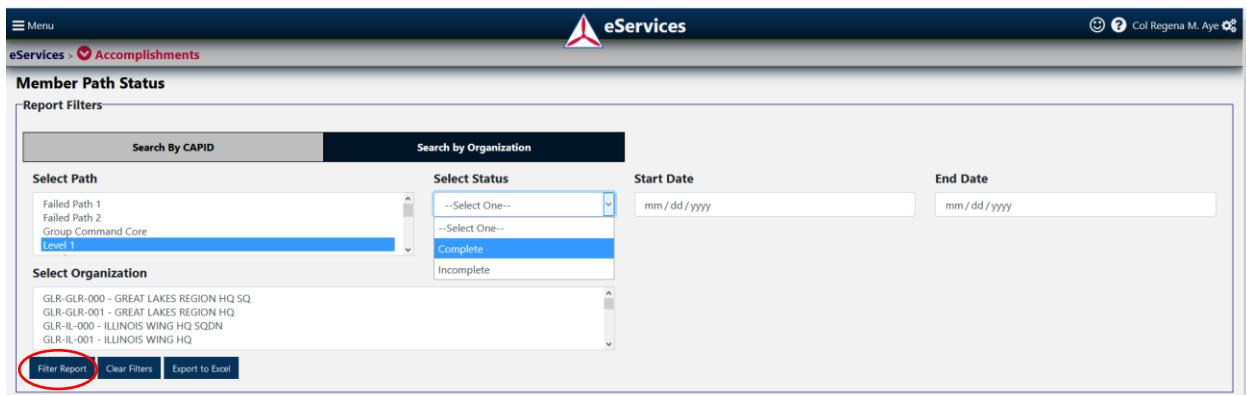
Member Path Status is a report used to determine what a member or a series of members or a unit has complete or incomplete for a Path (Level) in the Senior Member Education and Training Program. Education and Training personnel at all levels, leaders, and mentors can use this tool to plan training or to help members progress. The tool allows a search by CAPID(s) or by organization.



1. Click the **Member Path Status** link in the Reports box.



2. Click the **Search by Organization** button.



3. Select a Level from the **Select Path** drop-down menu.
4. Select Complete or Incomplete from the **Select Status** drop-down menu.
5. Select a unit from the **Select Organization** drop-down menu.
6. Click the **Filter Report** button.

eServices > Accomplishments

Level 1

Show 100 entries Search:

Member	Date Path Completed	Level 2 Path	Required Tasks	Level 1 Equivalency Credit Group
105123 - Gary Mayo		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
113133 - Douglas Jessmer		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
121166 - Jay Burrell		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
121476 - Kenneth Dixon		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
121680 - Rickey Oeth		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
121839 - Robert Karton		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
122299 - Jeffrey Lustick		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
123221 - Leo Burke		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
123223 - Monica Burke		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
123475 - Michael Sale		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
123874 - Edmond Verville		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
124703 - Donald Haffner		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
125975 - Edward Mueller		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]

Showing 1 to 33 of 33 entries Previous 1 Next

The report generated by the tool shows all members in the unit who have not completed the path (level). For each grouping of tasks, one can see how many are completed. This information can be used to plan which groupings of modules should be offered for the selected unit.

eServices > Accomplishments

Search By CAPID Search by Organization

Select Path Select Status Start Date End Date

Failed Path 1 Failed Path 2 Group Command Core Level 1 Incomplete mm/dd/yyyy mm/dd/yyyy

Select Organization NLR-MN-133 - ALEXANDRIA CUMPOSITE SQUADRON NCR-MN-136 - STANTON COMPOSITE SQUADRON 136 NCR-MN-999 - MINNESOTA STATE LEGISLATIVE SQUADRON NCR-MO-000 - MISSOURI WING HQ SODN NCR-MO-001 - MISSOURI WING HQ

Filter Report Clear Filters Export to Excel

Level 1

Show 100 entries Search:

Member	Date Path Completed	Level 2 Path	Required Tasks	Level 1 Equivalency Credit Group
102348 - John O'Neill		Tasks Completed - [1 / 1]	Tasks Completed - [6 / 6]	Tasks Completed - [9 / 9]
122382 - Daniel Ranson		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
135105 - Gene Rugh		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]

In this screenshot, the first member has some tasks completed and the other members do not.

Menu

eServices - Accomplishments

Search By CAPID Search by Organization

Select Path Select Status Start Date End Date

Failed Path 1 Incomplete mm / dd / yyyy mm / dd / yyyy

Failed Path 2

Group Command Core

Level 1

Select Organization

NLK-MN-133 - ALEKANNUA CUMPUST SQUADRON
NCR-MN-136 - STANTON COMPOSITE SQUADRON 136
NCR-MN-999 - MINNESOTA STATE LEGISLATIVE SQUADRON
NCR-MO-000 - MISSOURI WING HQ SQDN
NCR-MO-001 - MISSOURI WING HQ

Filter Report Clear Filters Export to Excel

Level 1

Show 100 entries Search:

Member	Date Path Completed	Level 2 Path	Required Tasks	Level 1 Equivalency Credit Group
102348 - John O'Neill		Tasks Completed - [1 / 1]	Tasks Completed - [6 / 6]	Tasks Completed - [9 / 9]
122382 - Daniel Ranson		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
135105 - Gene Rugh		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]

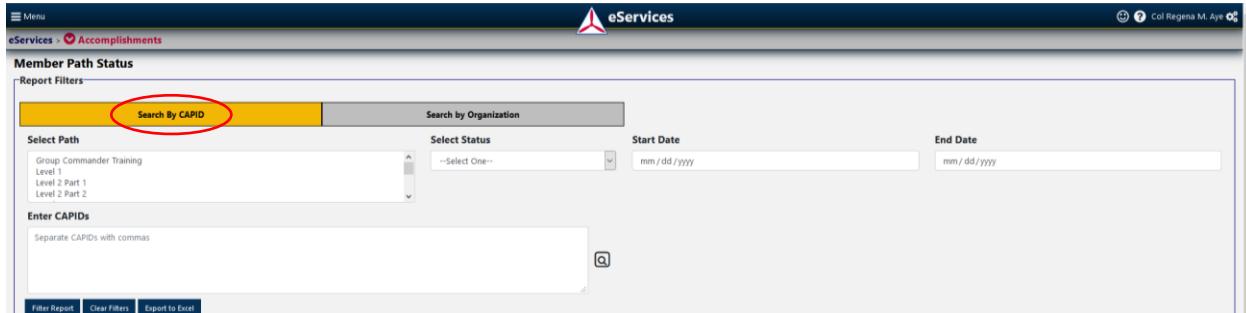
If more detail is desired, click the Export to Excel button.

Member_Path_Status_Report_6.16.2020 - Excel

CAPID	NameLast	NameFirst	PathName	TaskName	TaskDescription	TaskStatus	GroupName	NumberOfRequiredTasks	PathCompleted	DatePathCompleted
2 102348	O'Neill	John	Level1	Progression to Path for Level 2 - CADET	Choice of what path in Level 2	COMPLETE	Level 2 Path	1	No	
3 102348	O'Neill	John	Level1	Progression to Path for Level 2 - MILITARY	Choice for Path of Level 2	INCOMPLETE	Level 2 Path	1	No	
4 102348	O'Neill	John	Level1	Progression to Path for Level 2 - NEW	Choice of Path for Level 2	INCOMPLETE	Level 2 Path	1	No	
5 102348	O'Neill	John	Level1	Progression to Path for Level 2 - PROFESSIONAL	Choice of path to level 2	INCOMPLETE	Level 2 Path	1	No	
6 102348	O'Neill	John	Level1	01 Cadet Protection Basic	This is a Level 1 task and is the initial Cadet Protection Program rating task.	COMPLETE	Required Tasks	6	No	
7 102348	O'Neill	John	Level1	01 Core Values and Who We Are	This is a Level 1 task that introduces the concept of the Core Values to new members.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
8 102348	O'Neill	John	Level1	01 Diversity, Equal Opportunity, and Nondiscrimination	The Level 1 diversity module task.	COMPLETE	Required Tasks	6	No	
9 102348	O'Neill	John	Level1	01 Expectations of Volunteers	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
10 102348	O'Neill	John	Level1	01 My Learning Path/Plan	Level 1 module task.	COMPLETE	Required Tasks	6	No	
11 102348	O'Neill	John	Level1	01 Introduction to the Chain of Command	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
12 102348	O'Neill	John	Level1	01 My Mentor	Level 1 module task.	COMPLETE	Required Tasks	6	No	
13 102348	O'Neill	John	Level1	01 Introduction to Customs and Courtesies	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
14 102348	O'Neill	John	Level1	01 Summary Conversation	Level 1 task.	COMPLETE	Required Tasks	6	No	
15 102348	O'Neill	John	Level1	01 Diversify, Equal Opportunity, and Where to Get Them	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
16 102348	O'Neill	John	Level1	01 Missions Overview	Level 1 module tasks.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
17 102348	O'Neill	John	Level1	01 OPSEC and Cybersecurity	Level 1 module task.	COMPLETE	Required Task	6	No	
18 102348	O'Neill	John	Level1	01 Introduction to the CAP Safety Program	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
19 102348	O'Neill	John	Level1	01 The Squadron Meeting	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
20 102348	O'Neill	John	Level1	01 Introduction to eServices	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
21 122382	Ranson	Daniel	Level1	Progression to Path for Level 2 - CADET	Choice of what path in Level 2	INCOMPLETE	Level 2 Path	1	No	
22 122382	Ranson	Daniel	Level1	Progression to Path for Level 2 - MILITARY	Choice for Path of Level 2	INCOMPLETE	Level 2 Path	1	No	
23 122382	Ranson	Daniel	Level1	Progression to Path for Level 2 - NEW	Choice of Path for Level 2	INCOMPLETE	Level 2 Path	1	No	
24 122382	Ranson	Daniel	Level1	Progression to Path for Level 2 - PROFESSIONAL	Choice of path to level 2	INCOMPLETE	Level 2 Path	1	No	
25 122382	Ranson	Daniel	Level1	01 Cadet Protection Basic	This is a Level 1 task and is the initial Cadet Protection Program rating task.	INCOMPLETE	Required Tasks	6	No	
26 122382	Ranson	Daniel	Level1	01 Core Values and Who We Are	This is a Level 1 task that introduces the concept of the Core Values to new members.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	
27 122382	Ranson	Daniel	Level1	01 Diversity, Equal Opportunity, and Nondiscrimination	The Level 1 diversity module task.	INCOMPLETE	Required Tasks	6	No	
28 122382	Ranson	Daniel	Level1	01 Expectations of Volunteers	Level 1 module task.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	
29 122382	Ranson	Daniel	Level1	01 My Learning Path/Plan	Level 1 module task.	INCOMPLETE	Required Task	6	No	
30 122382	Ranson	Daniel	Level1	01 Introduction to the Chain of Command	Level 1 module task.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	
31 122382	Ranson	Daniel	Level1	01 My Mentor	Level 1 module task.	INCOMPLETE	Required Task	6	No	
32 122382	Ranson	Daniel	Level1	01 Introduction to Customs and Courtesies	Level 1 module task.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	
33 122382	Ranson	Daniel	Level1	01 Summary Conversation	Level 1 task.	INCOMPLETE	Required Tasks	6	No	
34 122382	Ranson	Daniel	Level1	01 Diversify, Equal Opportunity, and Where to Get Them	Level 1 module task.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	
35 122382	Ranson	Daniel	Level1	01 Missions Overview	Level 1 module tasks.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	
36 122382	Ranson	Daniel	Level1	01 OPSEC and Cybersecurity	Level 1 module task.	INCOMPLETE	Required Tasks	6	No	
37 122382	Ranson	Daniel	Level1	01 Introduction to the CAP Safety Program	Level 1 module task.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	
38 122382	Ranson	Daniel	Level1	01 The Squadron Meeting	Level 1 module task.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	

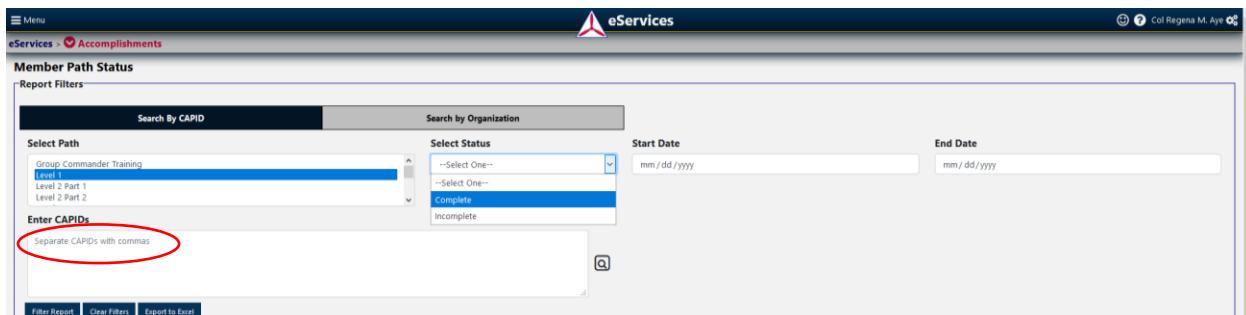
In the Excel export, we can see the break down by module of the training these members need.

How do I use the Member Path Status Report with a series of CAPIDs to find out what members need to complete or have completed?



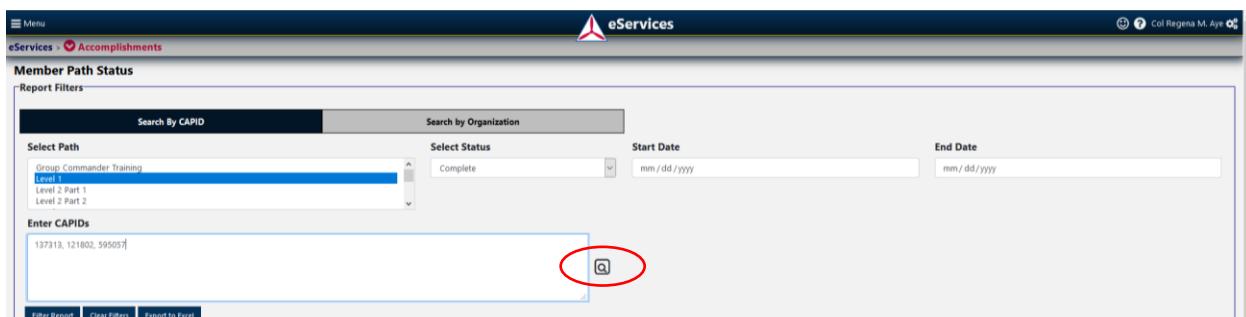
The screenshot shows the 'Member Path Status' report interface. At the top, there are two main search options: 'Search By CAPID' and 'Search by Organization'. The 'Search By CAPID' button is highlighted with a red circle. Below these are filter sections for 'Select Path' (with a dropdown menu showing 'Group Commander Training', 'Level 1', 'Level 2 Part 1', and 'Level 2 Part 2'), 'Select Status' (with a dropdown menu showing '--Select One--', '--Select One--', 'Complete', and 'Incomplete'), and date filters for 'Start Date' and 'End Date'. There is also a text input field for 'Enter CAPIDs' where users can separate IDs with commas. At the bottom of the search area are buttons for 'Filter Report', 'Clear Filters', and 'Export to Excel'.

1. Click the **Search By CAPID** button.



This screenshot shows the same search interface as above, but with a specific step highlighted. After clicking 'Search By CAPID', the 'Select Path' dropdown menu has 'Level 1' selected and highlighted with a red circle. The other options ('Group Commander Training', 'Level 2 Part 1', and 'Level 2 Part 2') are still visible in the dropdown. The rest of the interface remains the same, including the 'Select Status' dropdown, date fields, and the 'Enter CAPIDs' input field which is also circled in red.

2. Select a level from the **Select Path** drop-down menu.
3. Select Complete or Incomplete from the **Select Status** drop-down menu.
4. Enter a series of ID numbers in the **Enter CAPIDs** box. Separate the IDs with commas.



This screenshot shows the search interface with the 'Enter CAPIDs' field populated with the values '137313, 121802, 595057'. The magnifying glass icon at the end of the input field is highlighted with a red circle. The rest of the interface, including the path and status filters, remains consistent with the previous screenshots.

5. Click the **Magnifying Glass** to ensure all the IDs you entered are valid.

The screenshot shows the 'Member Path Status' report filters. At the top, there are tabs for 'eServices' and 'Accomplishments'. Below that, the 'Report Filters' section includes fields for 'Search By CAPID' (with dropdowns for 'Select Path' and 'Select Status'), 'Start Date' and 'End Date' (both in 'mm / dd / yyyy' format), and a 'Search by Organization' field. At the bottom of the filter section are three buttons: 'Filter Report' (circled in red), 'Clear Filters', and 'Export to Excel'.

6. The Magnifying Glass will turn green and a message in the upper right corner will confirm that all IDs are valid.
7. Click the **Filter Report** button.

The screenshot shows the 'Member Path Status' report results. The 'Level 1' header is highlighted in yellow. The results table has columns: Member, Date Path Completed, Level 1 Group 4, Level 1 Group 1, Level 1 Group 6 Choosing Your Path for Level 2, Level 1 Group 2, Level 1 Group 3, and Level 1 Group 5. The data rows are:

Member	Date Path Completed	Level 1 Group 4	Level 1 Group 1	Level 1 Group 6 Choosing Your Path for Level 2	Level 1 Group 2	Level 1 Group 3	Level 1 Group 5
121802 - Kathleen Morris		Tasks Completed - [0 / 2]	Tasks Completed - [0 / 9]	Tasks Completed - [0 / 1]	Tasks Completed - [2 / 2]	Tasks Completed - [1 / 1]	Tasks Completed - [0 / 1]
137313 - Regena Aye		Tasks Completed - [0 / 2]	Tasks Completed - [9 / 9]	Tasks Completed - [0 / 1]	Tasks Completed - [2 / 2]	Tasks Completed - [1 / 1]	Tasks Completed - [1 / 1]
595057 - Sheri Lammi		Tasks Completed - [0 / 2]	Tasks Completed - [0 / 9]	Tasks Completed - [0 / 1]	Tasks Completed - [2 / 2]	Tasks Completed - [1 / 1]	Tasks Completed - [1 / 1]

At the bottom, it says 'Showing 1 to 3 of 3 entries' and has 'Previous' and 'Next' buttons. A red arrow points to the 'Tasks Completed - [1/1]' entry in the 'Level 1 Group 5' column for 'Regena Aye'.

We can now see what these members need to complete for the level we selected.