CMS

Capability Management System (CMS) System Administration Guide

The CMS System Administrator(s) is responsible for Adding, Editing and Deleting the CMS Application base data **specific to the CMS Hierarchy the System Administrator is currently posted in eg: RAF Leeming, RAF Boulmer, RAFP**. This data is essential to the operation of the CMS Application and must be in place before the system is usable.

This guide covers in detail the various elements of the base data and their place within CMS.

NB: It is important to understand that only System Administrators have the permissions to Add or Change this data.
They also have permission to View and Edit any details within their CMS Hierarchy.
It is therefore important that number of System Administrators are kept to the absolute minimum required.

Certain information is generic to ALL CMS Hierarchies and this data is administered by the CMS Administrator ie: 90SU IMIX. It cannot be changed by anyone else. This data is:
Ranks, Fitness Tests, Vaccinations, Dental

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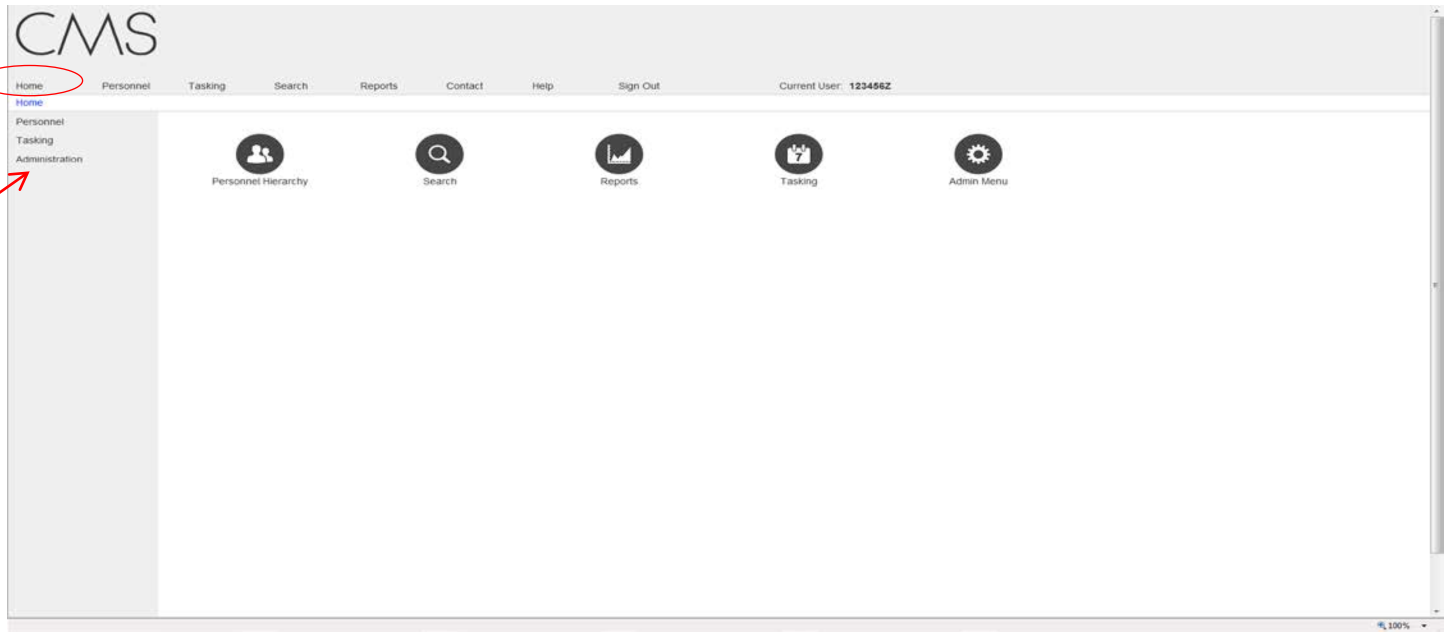

To access the System Administration module click the Home link at 1.

If the User logged on is a System Administrator then the Administration link will be displayed at 2.

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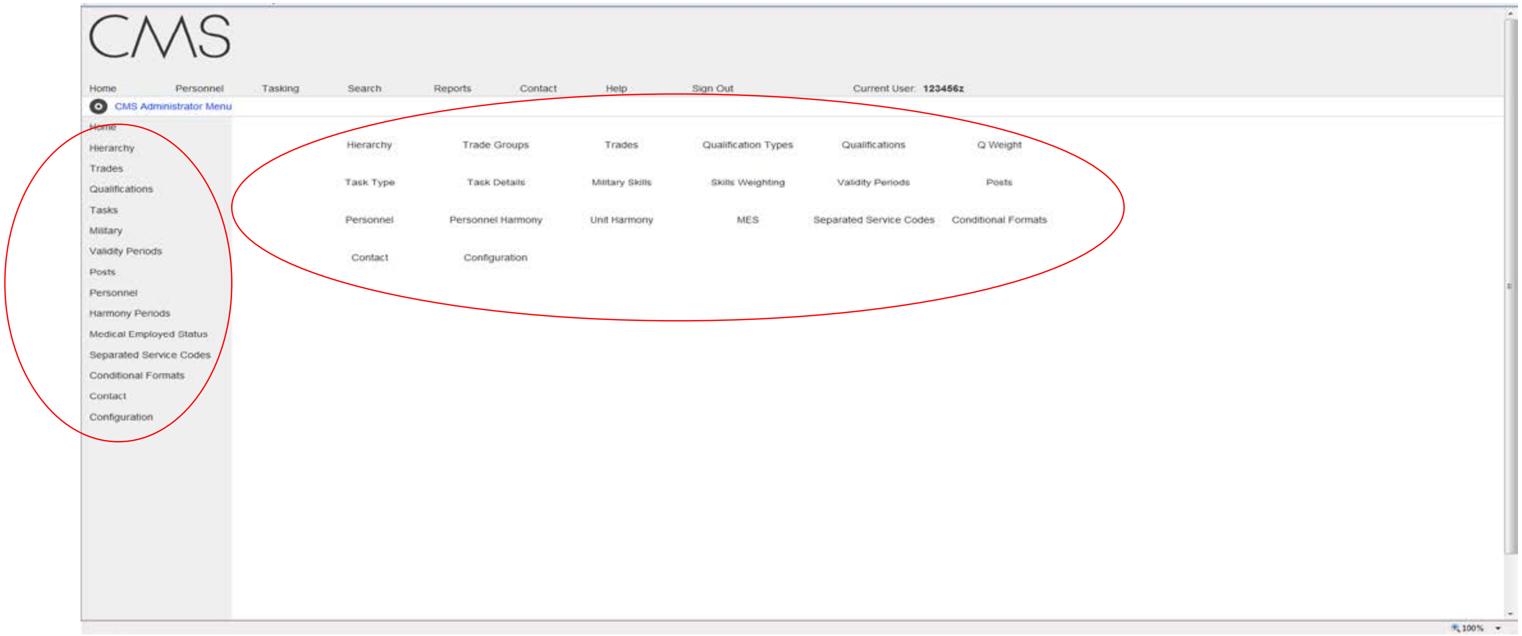

Clicking the **Administration** link will display the Administration Module options. These can be accessed by clicking the relevant link on the left hand menu or the relevant link in the central page menu.

Capability Management System (CMS) System Administration Guide

Data the System Administrator is responsible for.

1. Hierarchy. This is the Unit data for the CMS Application. Each Unit has a parent Unit and possible child Units and the Hierarchy is displayed in a Menu Tree structure.
1. Trades. Top Level Trade Groups have Trades attached to them
2. Qualifications. Top Level Qualification Types have Qualifications attached. A Q Weight shows the Q is Mandatory or Desirable
4. Tasks. Top Level Task Types have Tasks attached
5. Military Skills. Details of Military Skills available for individuals. MS Weight shows Mandatory or Desirable
6. Validity Periods. Hold details of Currency periods that can be applied to Q's etc
7. Posts. Details of each Post within the CMS Hierarchy
8. Personnel. Details of Personnel held in the CMS Hierarchy
9. Harmony Periods. Periods used for Individual and Unit Harmony monitoring
10. MES. Medical Employed Status used for Personnel.
11. SSC. Separated Service Codes. Used in the Tasking information.
12. Contact. The System Administrator Email and Telephone details
13. Configuration. Allows for Reports to be made available in the Reporting Module

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Hierarchy Administration

The CMS Hierarchy represents all the Units attached in the CMS application. The Units are added Hierarchically so with the exception of the top level each Unit has a parent and possible children. This Unit structure is then displayed as the Hierarchy Tree menu on the right hand side of each page in the CMS Personnel and Tasking Modules. There is no limit to the number of levels CMS can manage.

Each Unit holds any number of Posts and each Posts can have an individual assigned to it.

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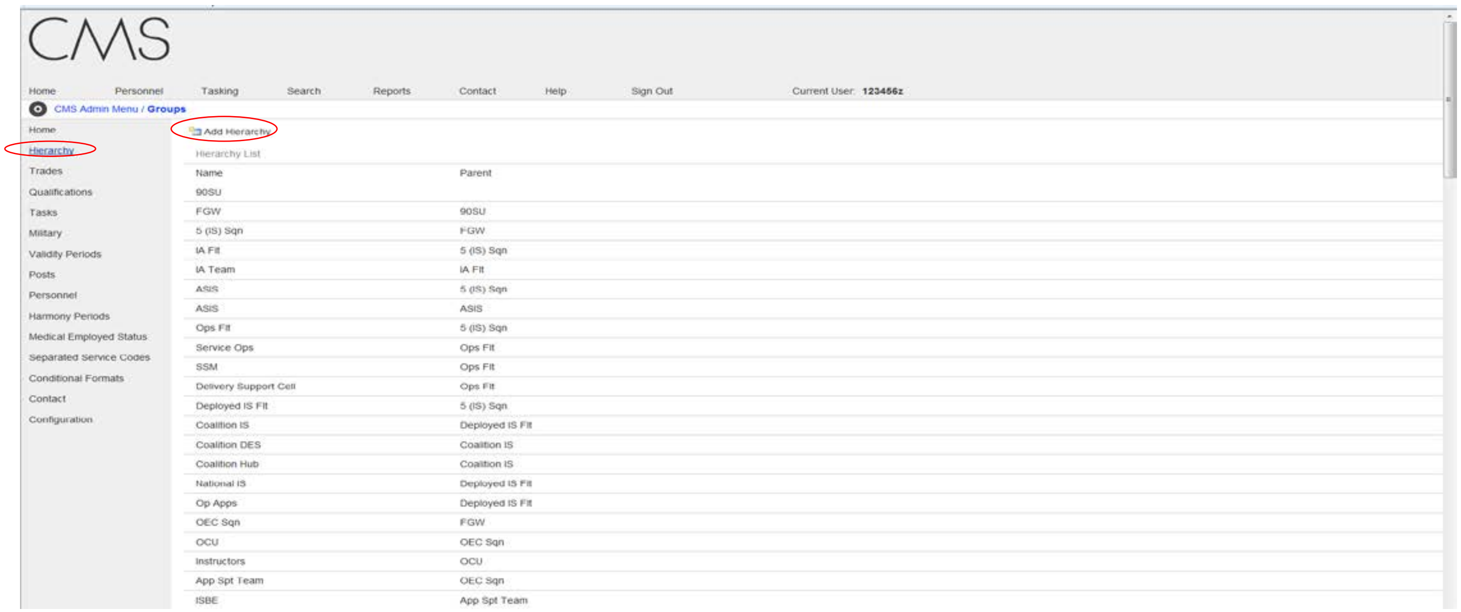

Hierarchy Administration

Click the **Hierarchy** link to view the current Hierarchy List. This will display the Name and the Parent to which the Hierarchy Unit belongs.

Click the Add Hierarchy icon to Add Hierarchy details

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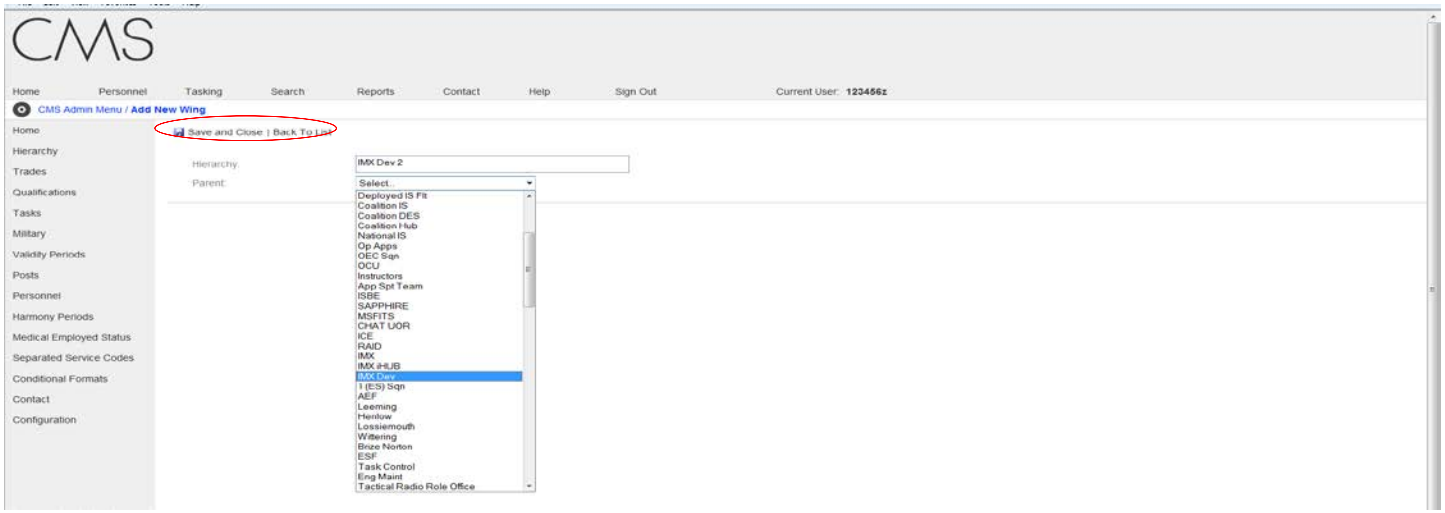

Hierarchy Administration

Add Hierarchy Details

Enter the Hierarchy Name and select the Parent from the Drop Down Box.
Click the Save icon to Add the Hierarchy details to CMS. They will immediately be visible on the Hierarchy List Page

NB: CMS is delivered with the Top Level Hierarchy already added. It is the System Administrators responsibility to add the rest working from the Top Level down to ensure the required Parent is always available.

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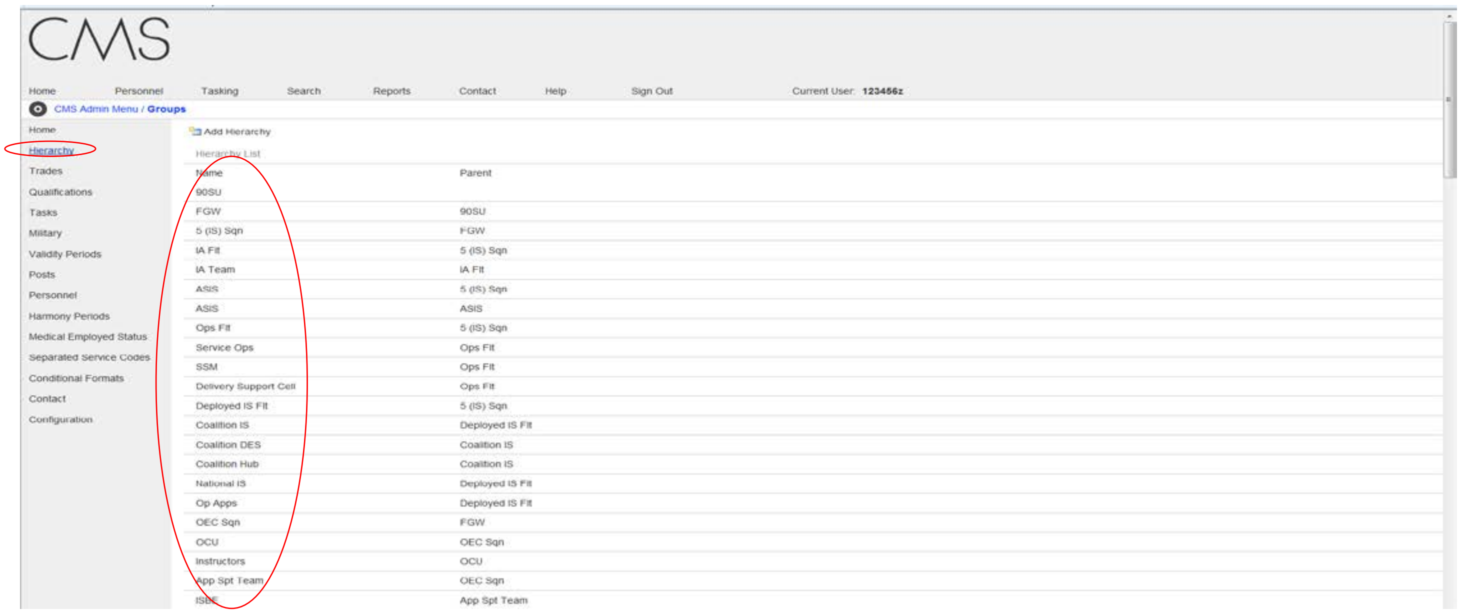

Hierarchy Administration

Click the **Hierarchy** link to view the current Hierarchy List. This will display the Name and the Parent to which the Hierarchy Unit belongs. Click the Hierarchy Name to View the details

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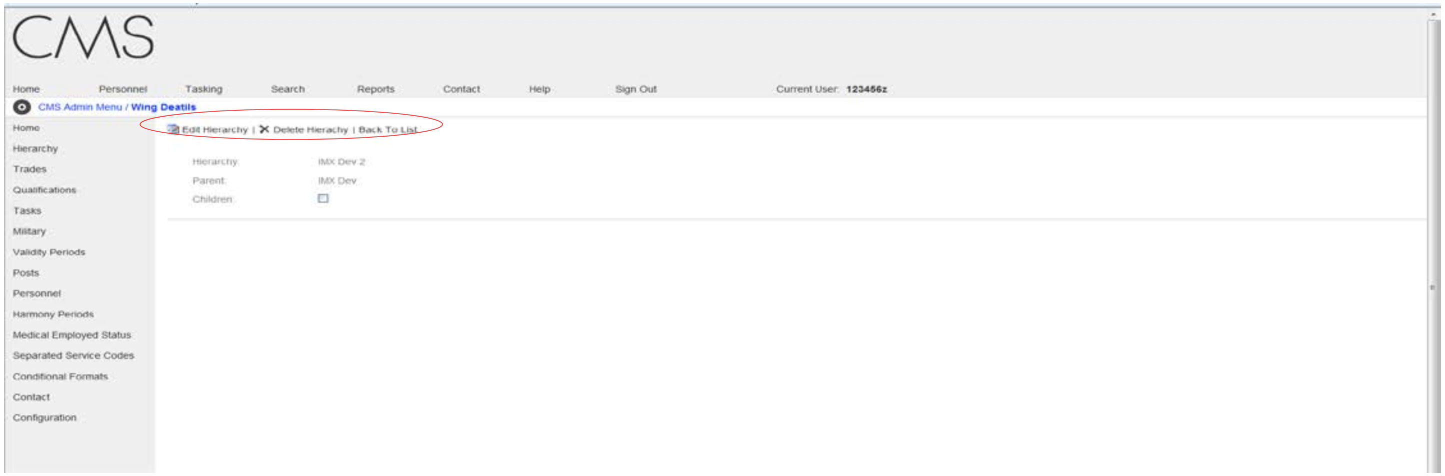

Hierarchy Administration

Hierarchy View Details

Click the **Hierarchy** Name to view the selected Hierarchy Details. This will display the Name and the Parent to which the Hierarchy Unit belongs and whether or not the Hierarchy Unit has children attached to it (The children box will be ticked).

If the Hierarchy Unit has no Child Units and no Posts associated with it then the ✕ Delete icon will be displayed. Clicking this will remove the Hierarchy Unit from CMS. Click the Edit icon to change the Hierarchy details

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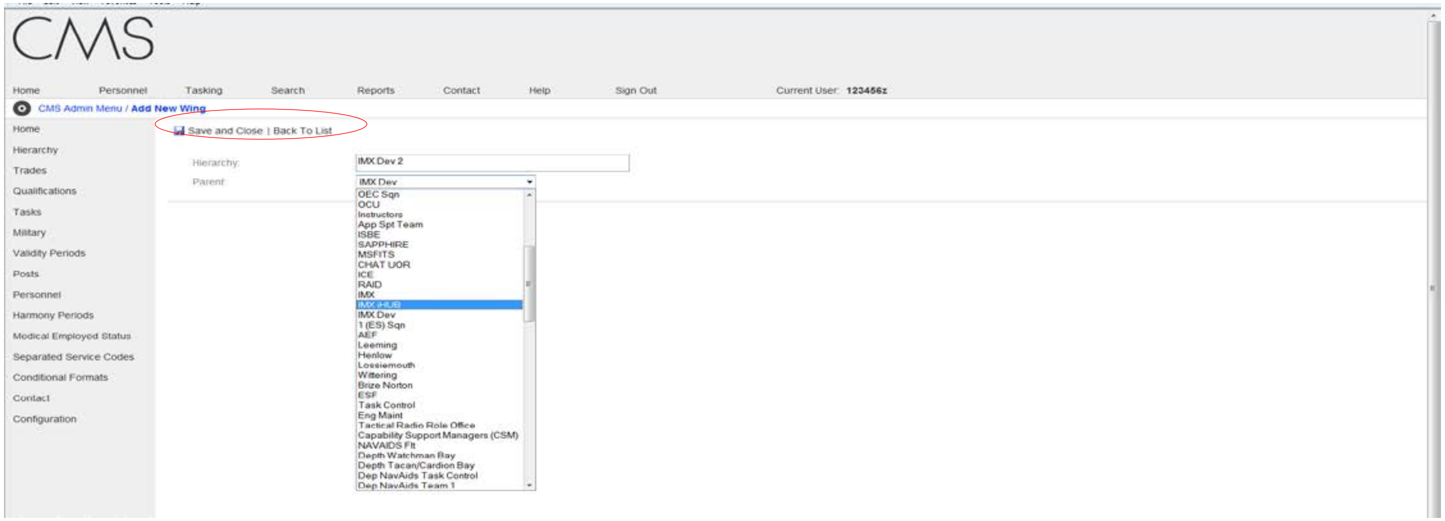

Hierarchy Administration

Hierarchy Edit Details

Make any changes to the Hierarchy name as required. If the Hierarchy Unit is to be moved within the CMS Hierarchy then simply select a new parent from the list. **This will move the selected Hierarchy Unit and all its children and associated Posts and Personnel to the new Parent Hierarchy.**

Click the Save icon to save the Hierarchy detail changes. These will be reflected immediately in the Hierarchy Menu Tree

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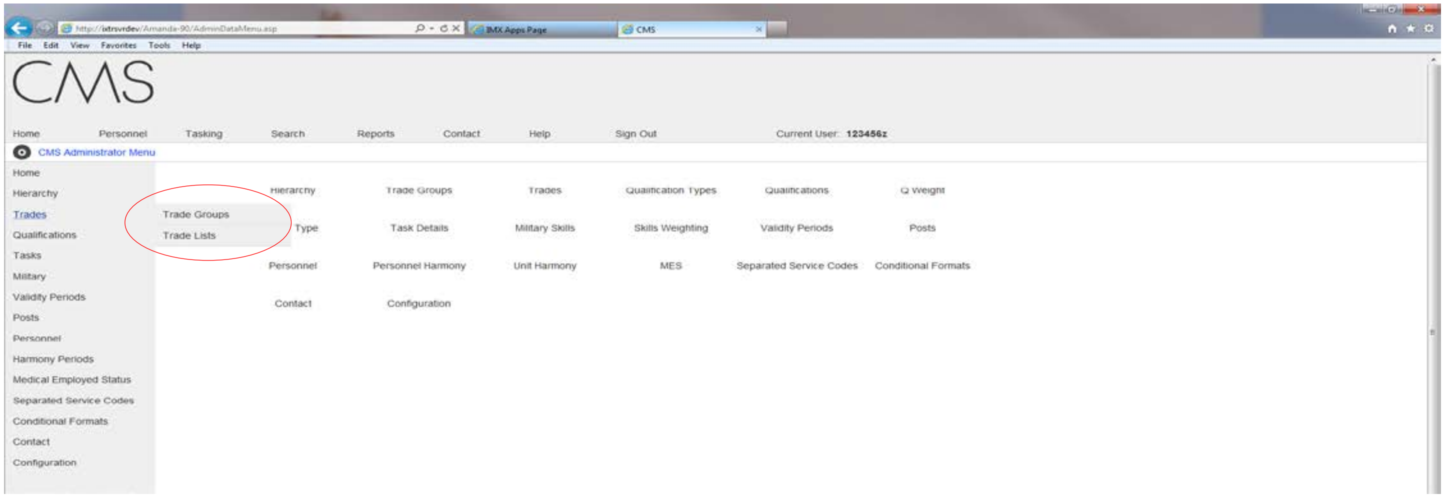

Trades Administration

CMS Trade administration is in two parts.
Trade Groups. These top level parents that each individual Trade is assigned to.
Trade Groups must exist before a Trade can be added.

Click on Trades to reveal the Trade Group/ Trade List sub menu. Click Trade Groups Or Trade Lists as required.

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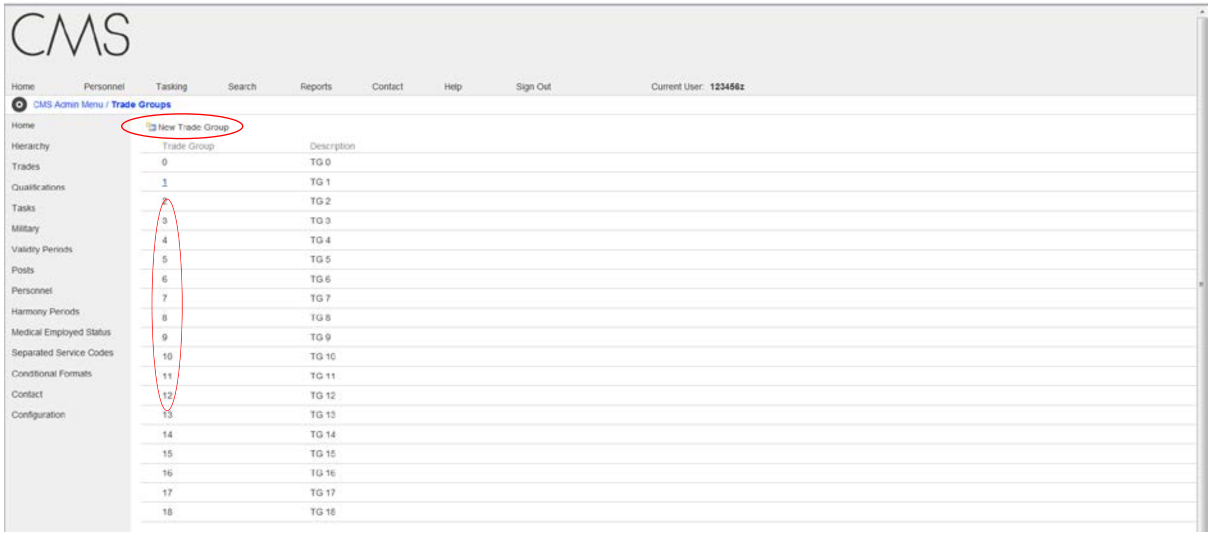

Trades Administration

Trade Groups

Click Trade Groups to view current Trade Group List. From here it is possible to Add new Trade Groups and Edit existing ones.

Click the New Trade Group icon to Add a Trade Group.

The Trade Group column is a clickable link. Clicking the required Trade Group will display the Trade Group Details

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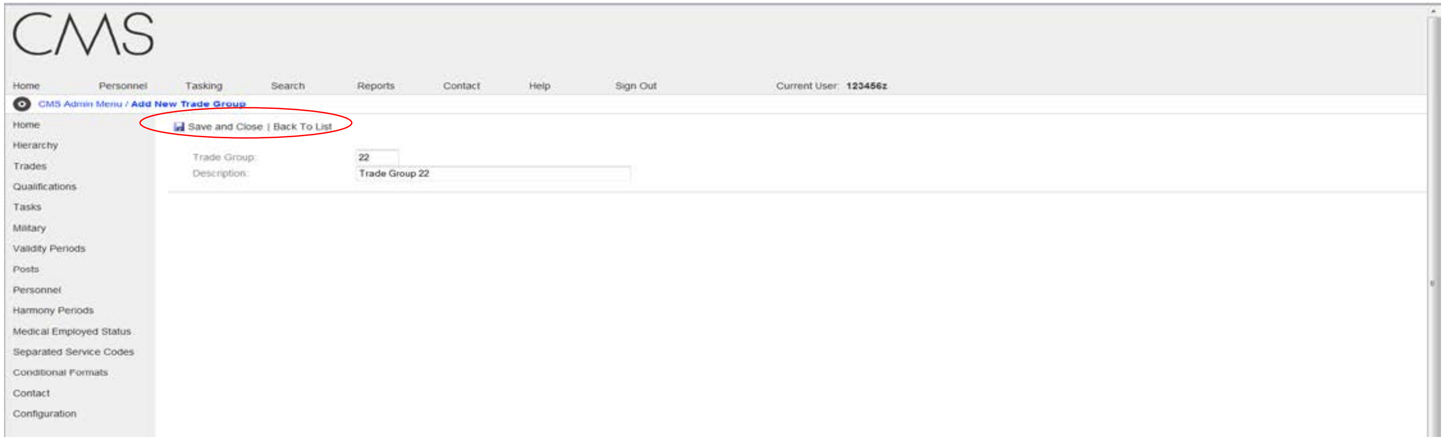

Trades Administration

Add Trade Groups

Enter the Trade Group and Description details. The Trade Group must be numeric.

Click the Save and Close icon to Add a Trade Group.

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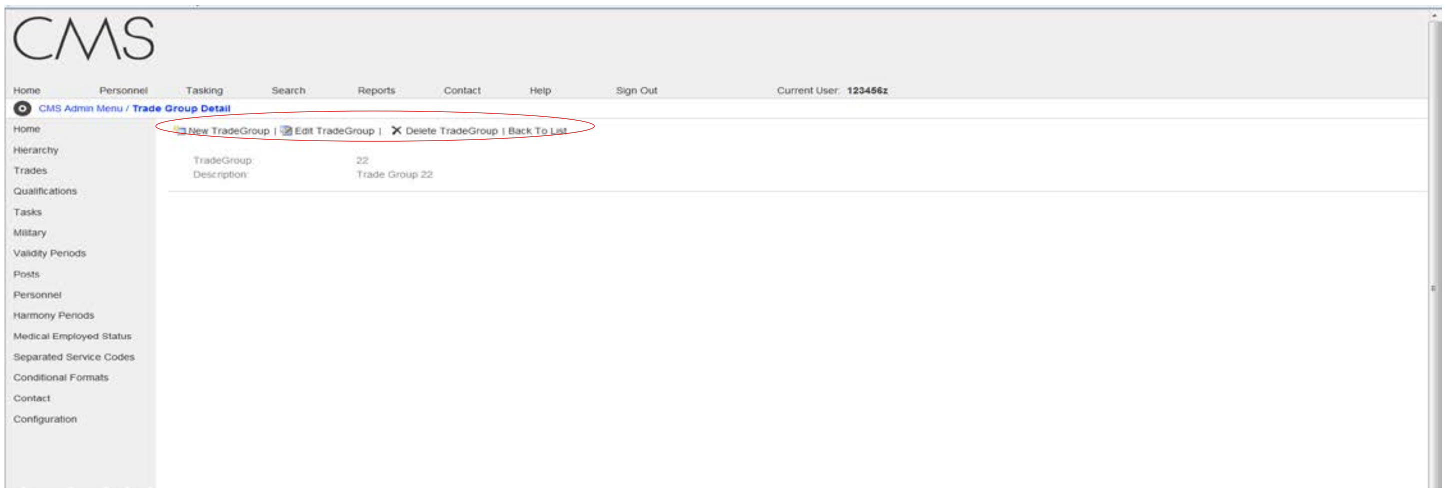

Trades Administration

Edit Trade Groups

Click the Trade Group required. This will present the Trade Group Details and the Option to Add, Edit, or Delete where applicable, the selected Trade Group.
Click the Edit Trade Group icon to amend the Trade Group details.

If the Trade Group has no associated Trade then the Delete Trade Group icon is visible. Clicking this will delete the Trade Group

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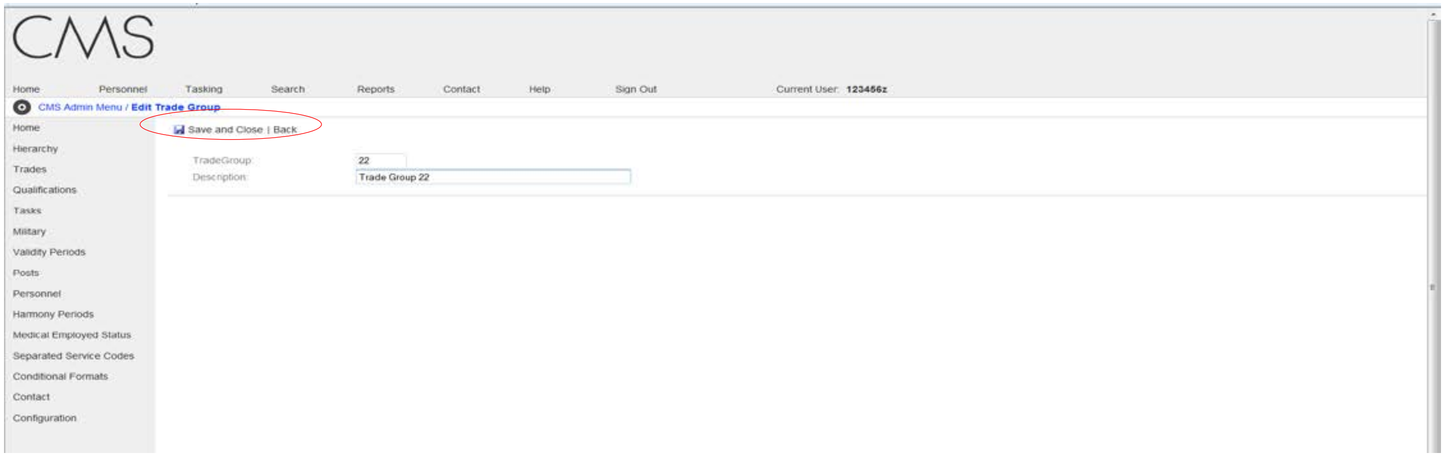

Trades Administration

Edit Trade Groups

Make the required changes to the selected Trade Group details .

Click the Save and Close icon to save the changes.

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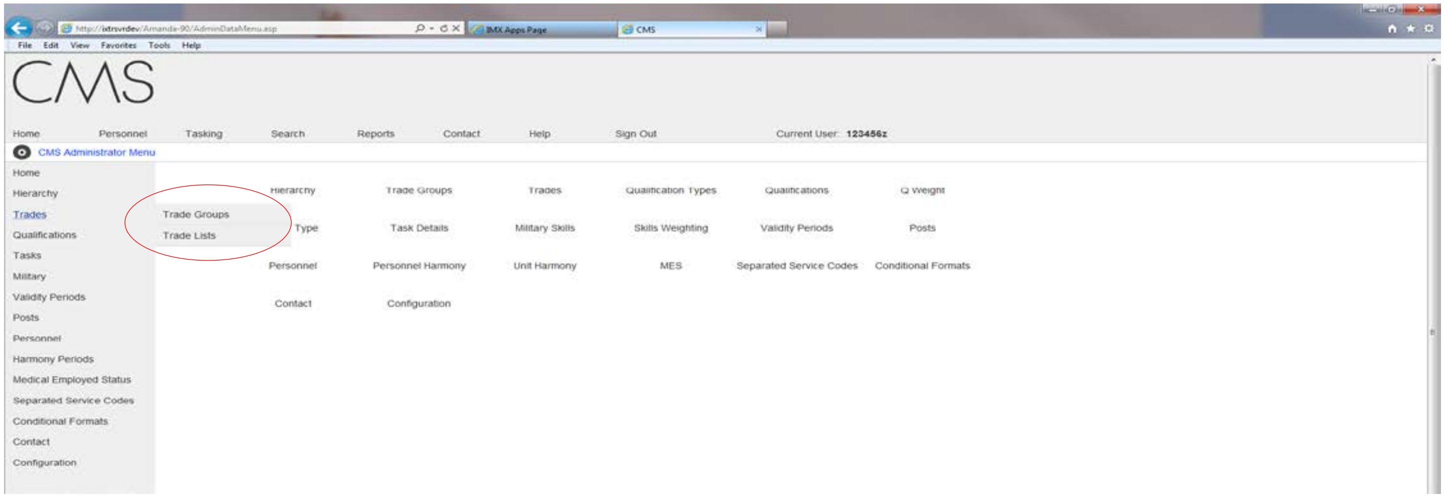

Trades Administration

CMS Trade administration is in two parts.

Trades.

Each individual Trade is assigned to a Trade Group. **Trade Groups must exist before a Trade can be added.**

Click on Trades to reveal the Trade Group/ Trade List sub menu. Click Trade Trade Lists to view the Trades.

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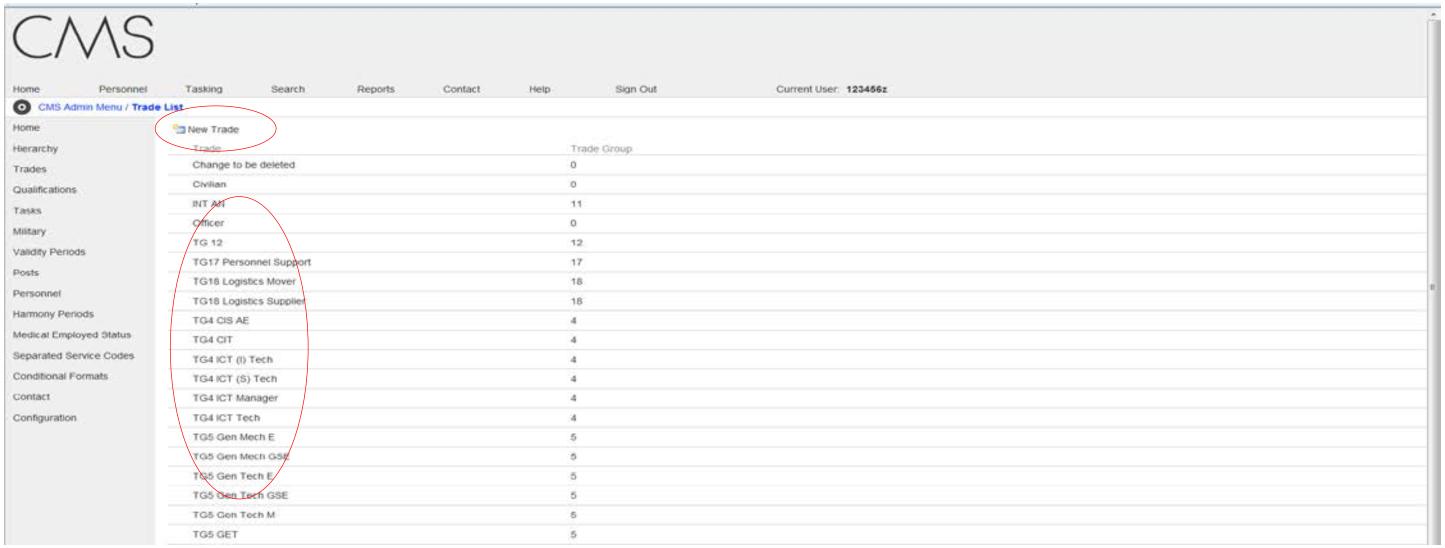

Trades Administration

Trades

Click Trade Lists to view current Trades List. From here it is possible to Add new Trades and Edit existing ones.

Click the New Trade icon to Add a Trade.

The Trade column is a clickable link. Clicking the required Trade will display the Trade Details

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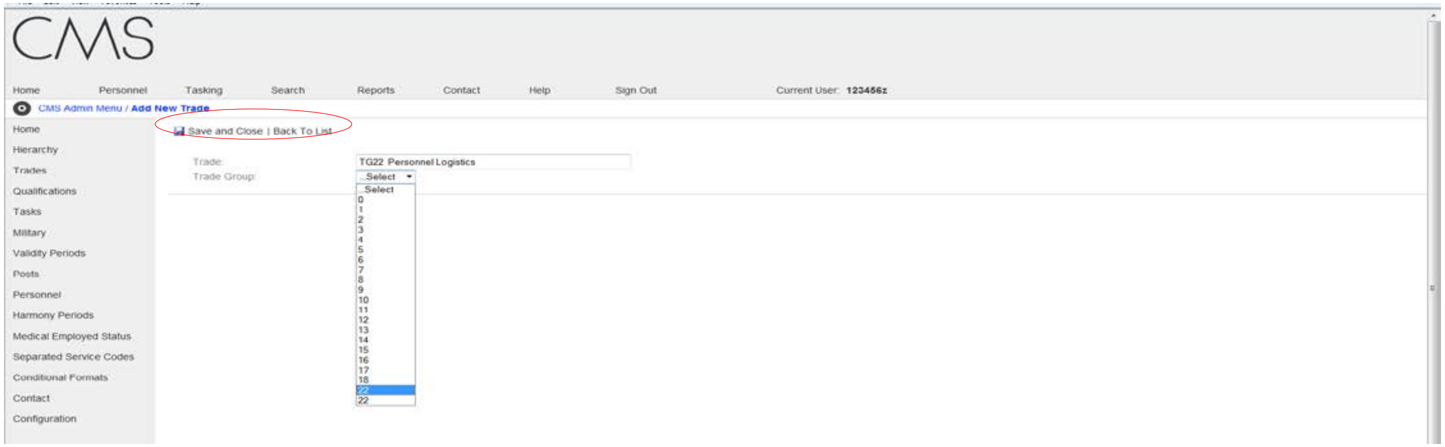

Trades Administration

Add Trades

Enter the Trade Description details and select the parent Trade Group from the drop down list.

Click the Save and Close icon to Add a Trade.

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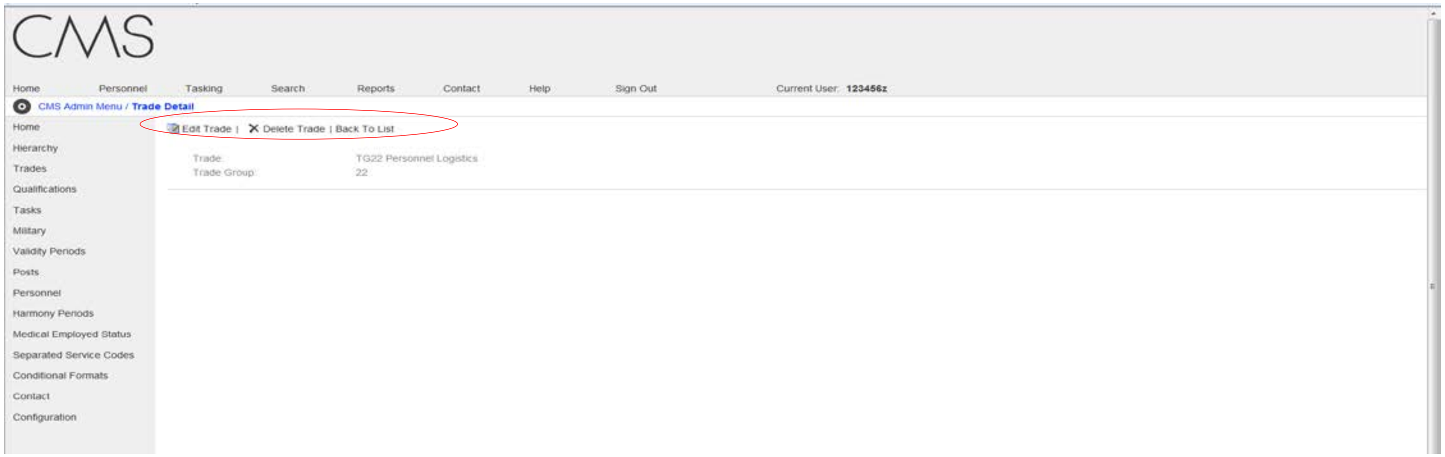

Trades Administration

Edit Trades

Click the Trade required. This will present the Trade Details and the Option to Edit, or Delete where applicable, the selected Trade.

Click the Edit Trade icon to amend the Trade details.

If the Trade has no associated Personnel then the Delete Trade icon is visible. Clicking this will delete the Trade

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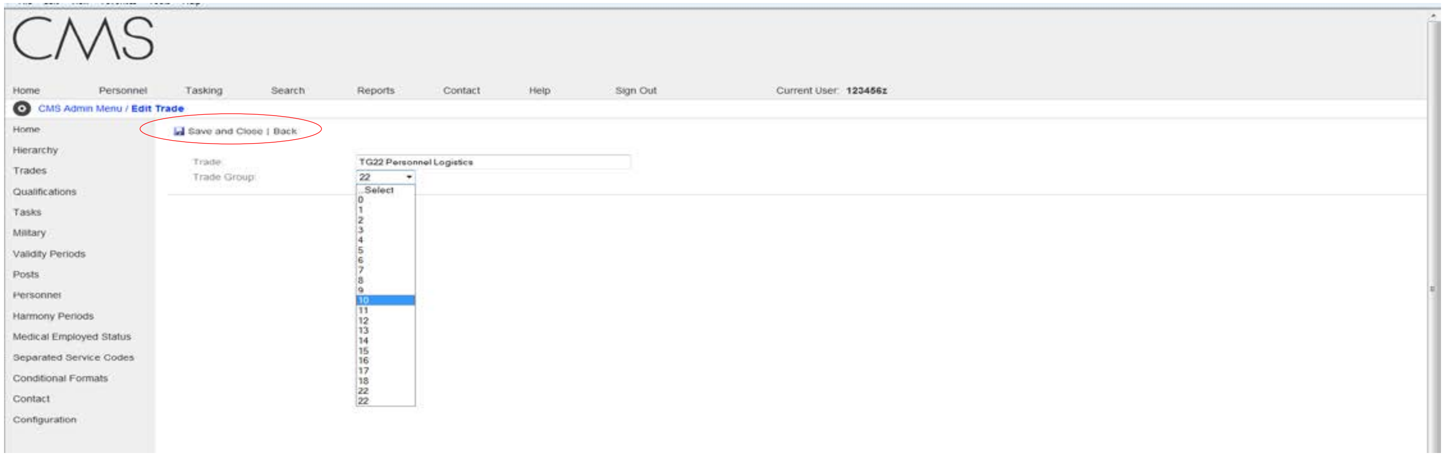

Trades Administration

Edit Trades

Make the required changes to the selected Trade details .
Click the Save and Close icon to save the changes.

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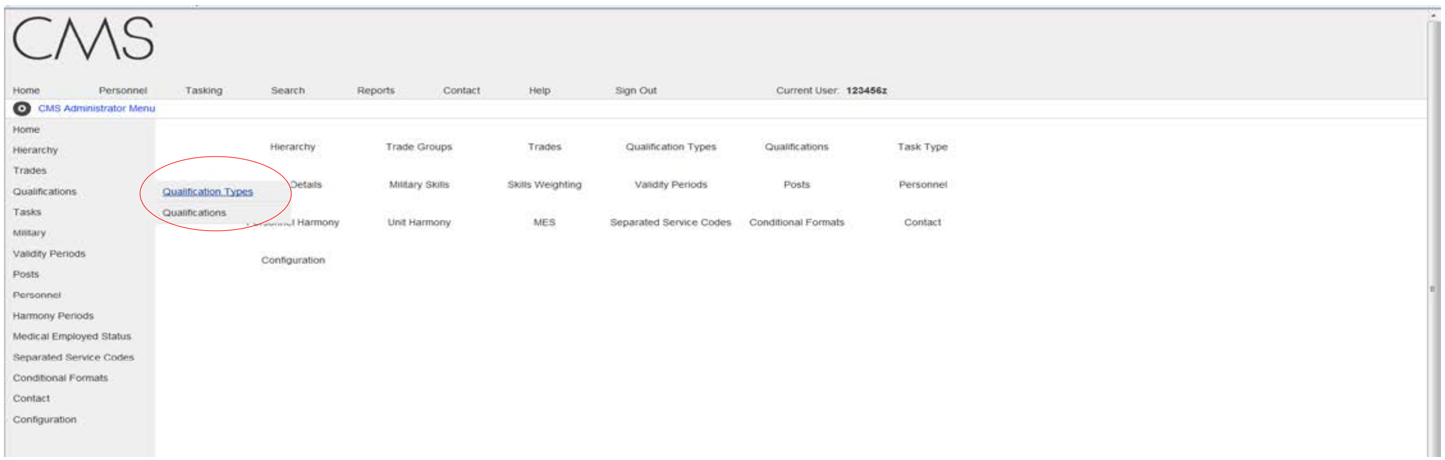

Qualifications Administration

CMS Qualification administration has two options.
Qualification Types. These are the top level parents that each individual Qualification is assigned to. **Qualification Types must exist before a Qualification can be added.**

Click on the relevant required option to display the option list

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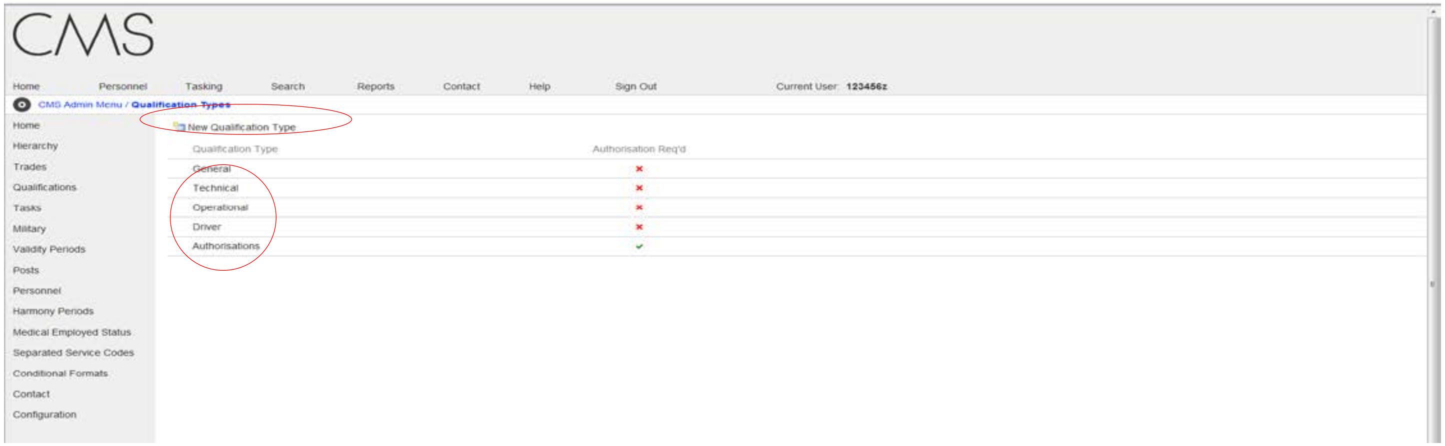

Qualifications Administration

Qualification Types

Click Qualification Types to view current Qualification Type List. From here it is possible to Add new Qualification Types and Edit existing ones.

Click the New Qualification Type icon to Add a Qualification Types .

The Qualification Types column is a clickable link. Clicking the required Qualification Type will display the Qualification Type Details

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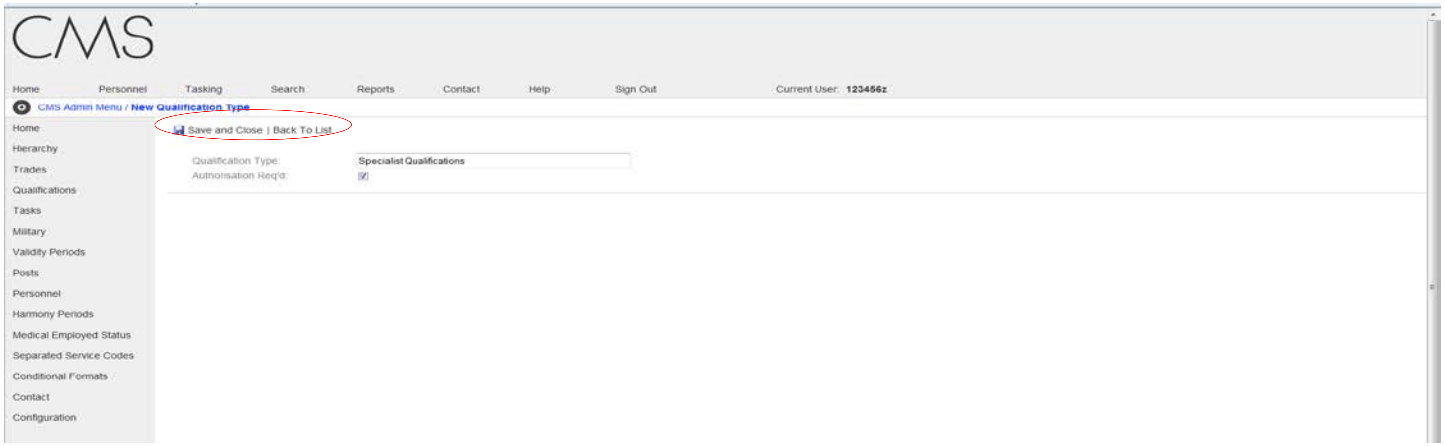

Qualifications Administration

Add Qualification Types

Enter the Qualification Type Description details. If the Qualifications for this Type will require Authorising then tick the Authorisation box.

Click the Save and Close icon to Add a Qualification Type .

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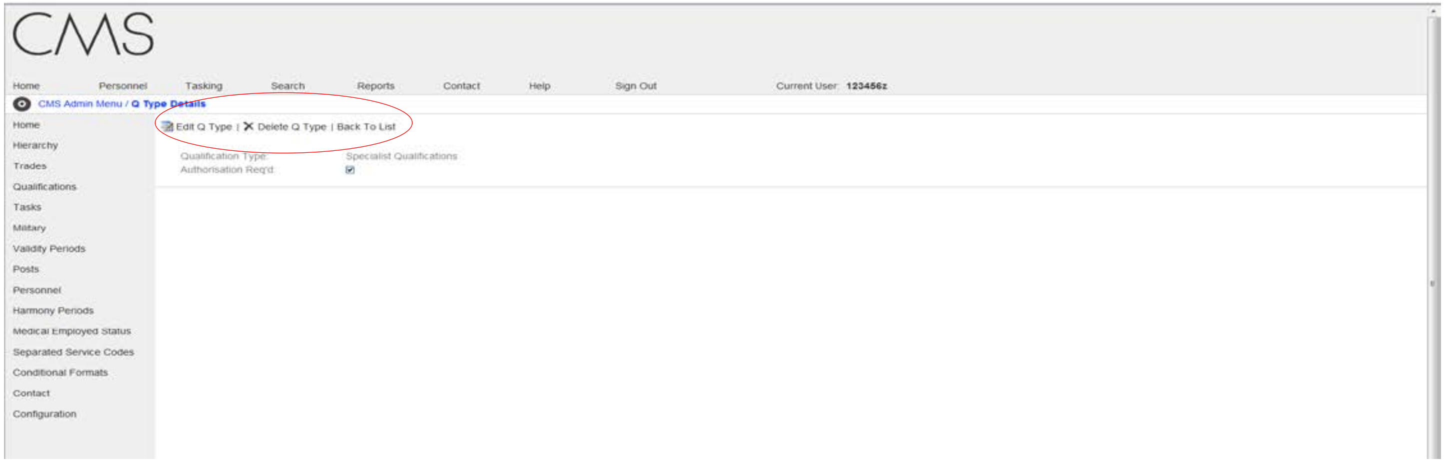

Qualifications Administration

Edit Qualification Types

Click the Qualification Type required. This will present the Qualification Type Details and the option to Add, Edit, or Delete where applicable, the selected Qualification Type .
Click the Edit Qualification Type icon to amend the Qualification Type details.

If the Qualification Type has no associated Qualifications then the Delete Qualification Type icon is visible. Clicking this will delete the Qualification Type

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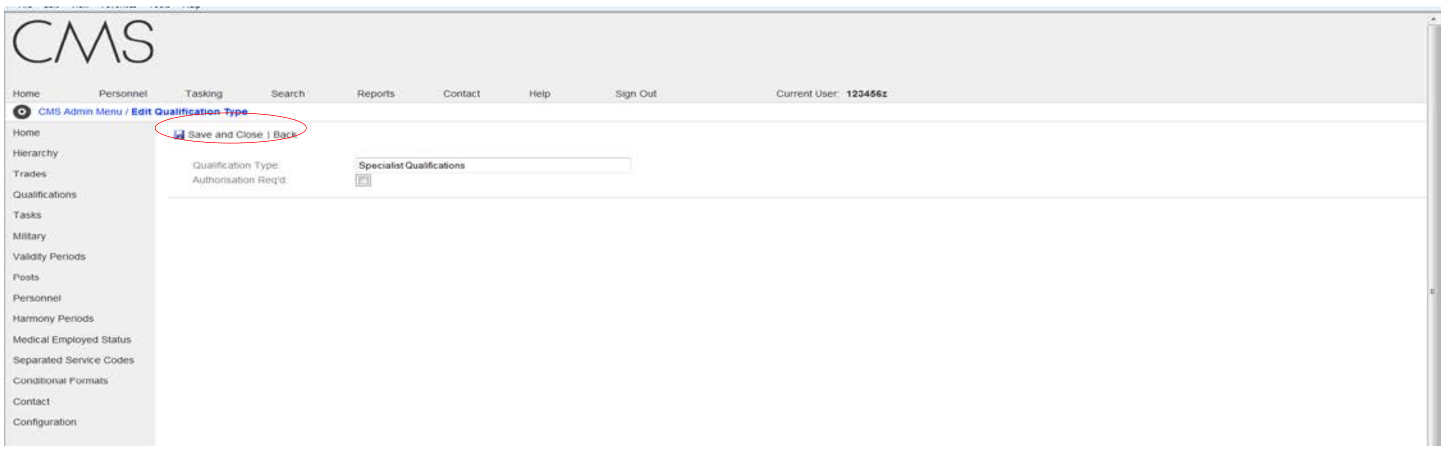

Qualification Administration

Edit Qualification Types

Make the required changes to the selected Qualification Type details .

Click the Save and Close icon to save the changes.

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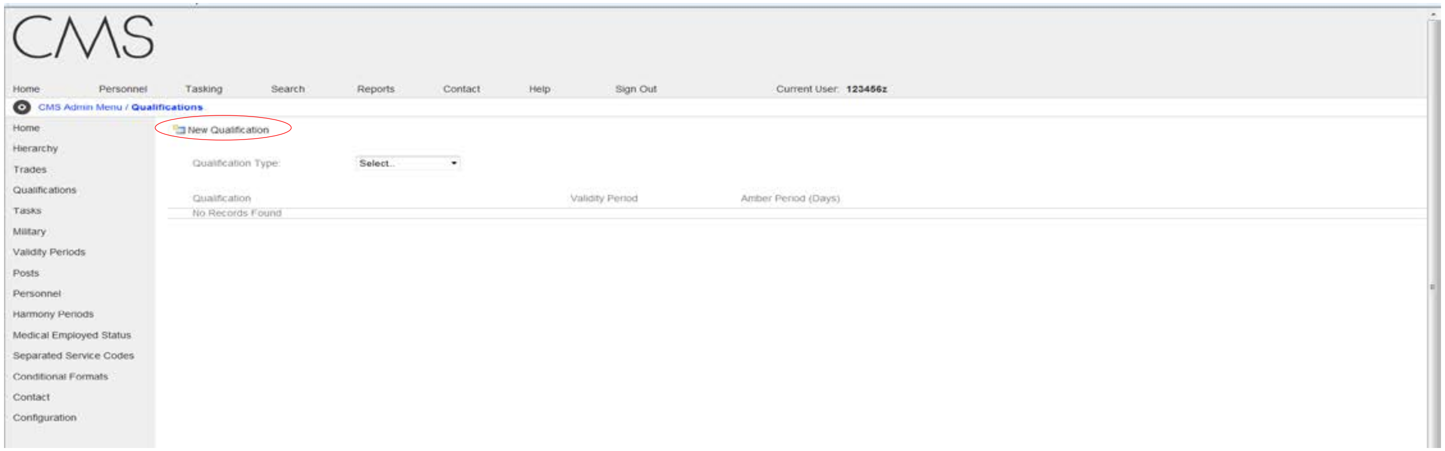

Qualifications Administration

Qualifications

Click Qualifications to view Qualification Administration page. From here it is possible to Add new Qualification Types and Edit existing ones.

Click the New Qualification icon to Add a Qualification.

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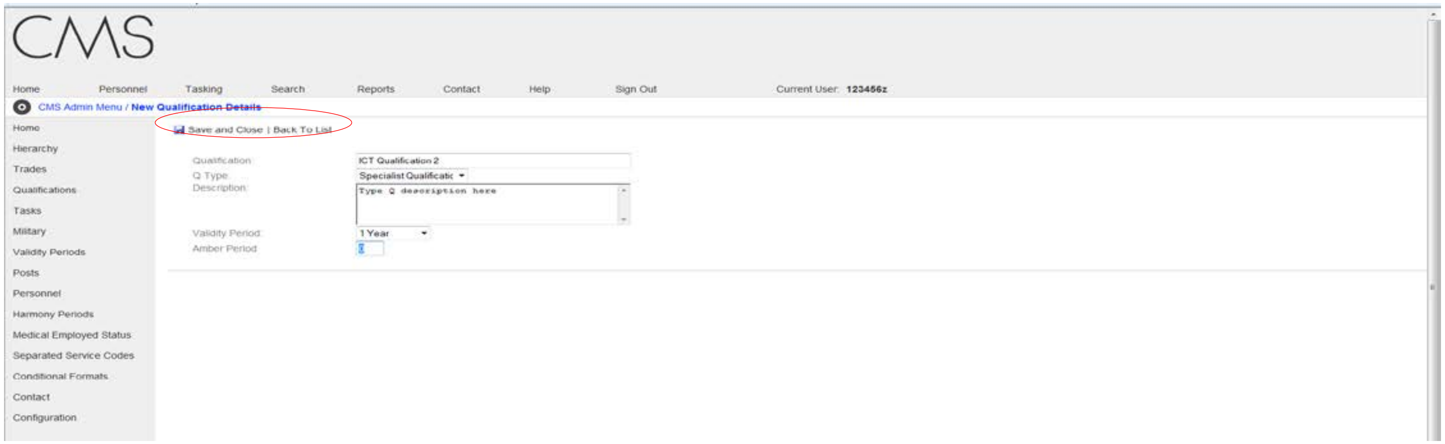

Qualifications Administration

Add Qualifications

Enter the Qualification Description details. Select the Q Type from the drop down list. Enter any comments. Select the Validity Period from the drop down box. Enter the number of Amber days. These are the number of days before the expiry date that the Individual Q status will be shown Amber.

NB: The validity period is used in calculating the Expiry Date when a Qualification is assigned to an individual. ie: Validity period = 1 year. Q assigned 01/06/2015 , Q Expires 31/05/2016

Click the Save and Close icon to Add a Qualification Type .

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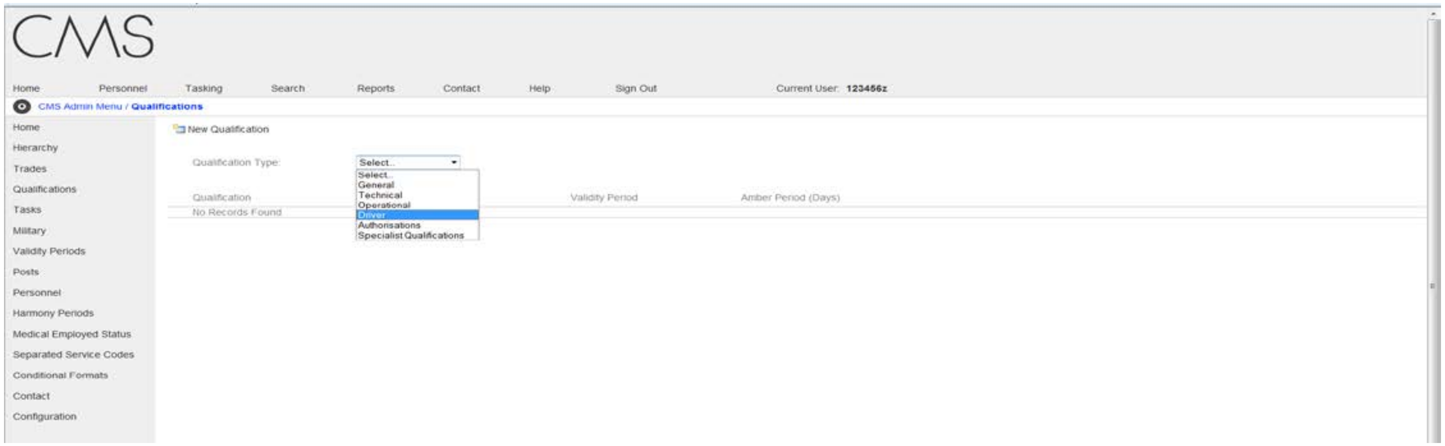

Qualifications Administration

Edit Qualifications

Select the Qualification Type required from the drop down list .

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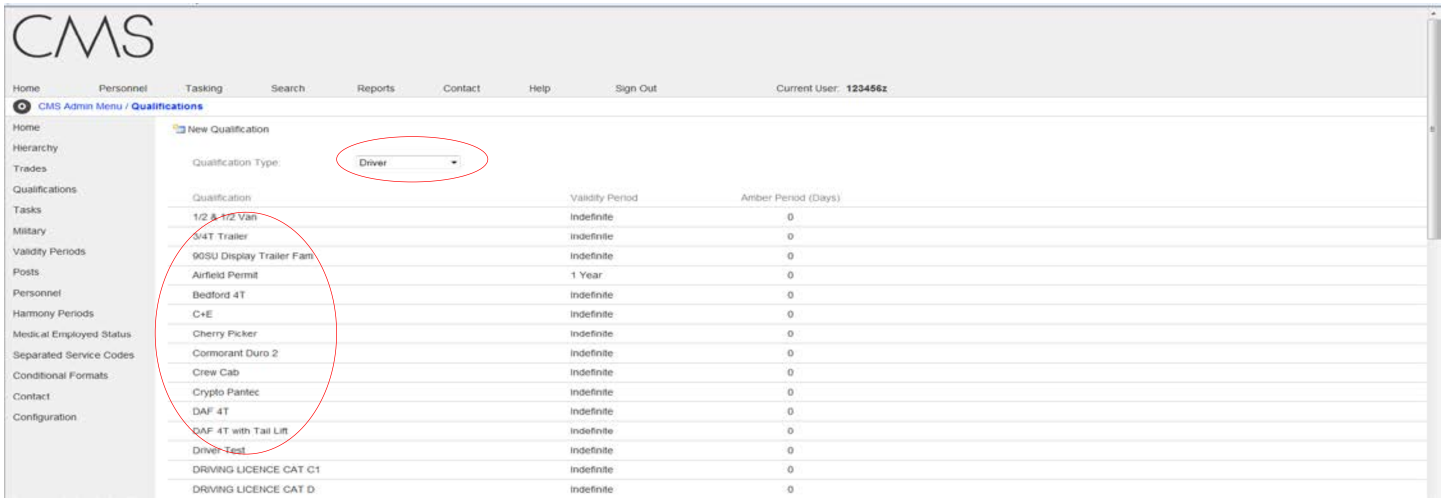

Qualifications Administration

Edit Qualifications

Select the Qualification Type required. This will list the Qualifications associated with the selected Qualification Type. The Qualification column is a clickable link. Click the required Qualification to View the details

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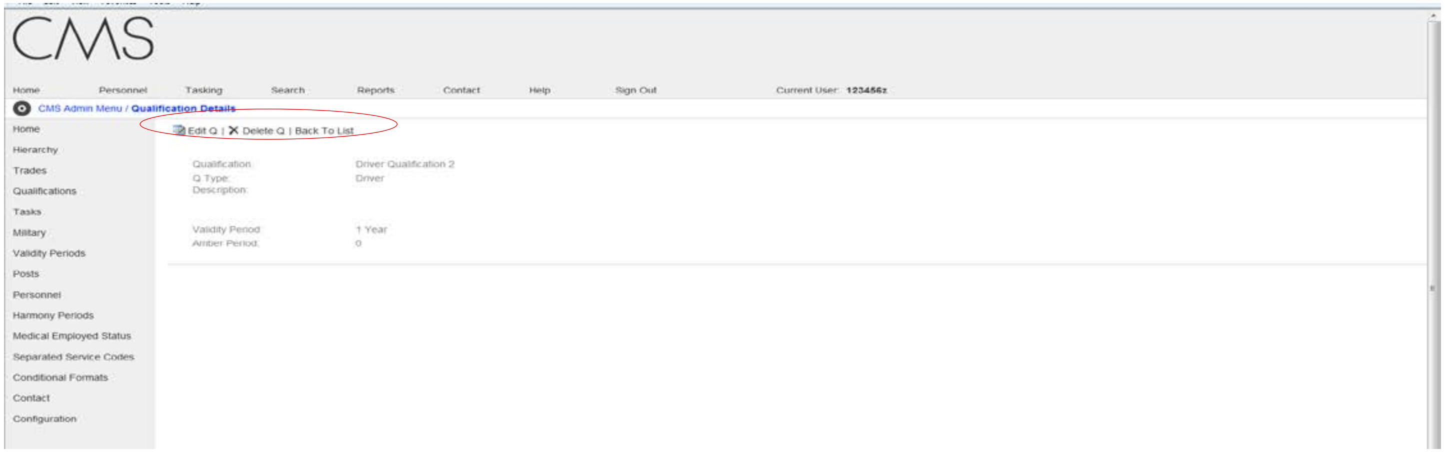

Qualifications Administration

Edit Qualifications

Select the Qualification required. This will display the Qualifications Details and the option Edit, or Delete where applicable, the selected Qualification.

Click the Edit Qualification icon to amend the Qualification details.

If the Qualification has never been assigned to an individual then the Delete Qualification icon is visible. Clicking this will delete the Qualification

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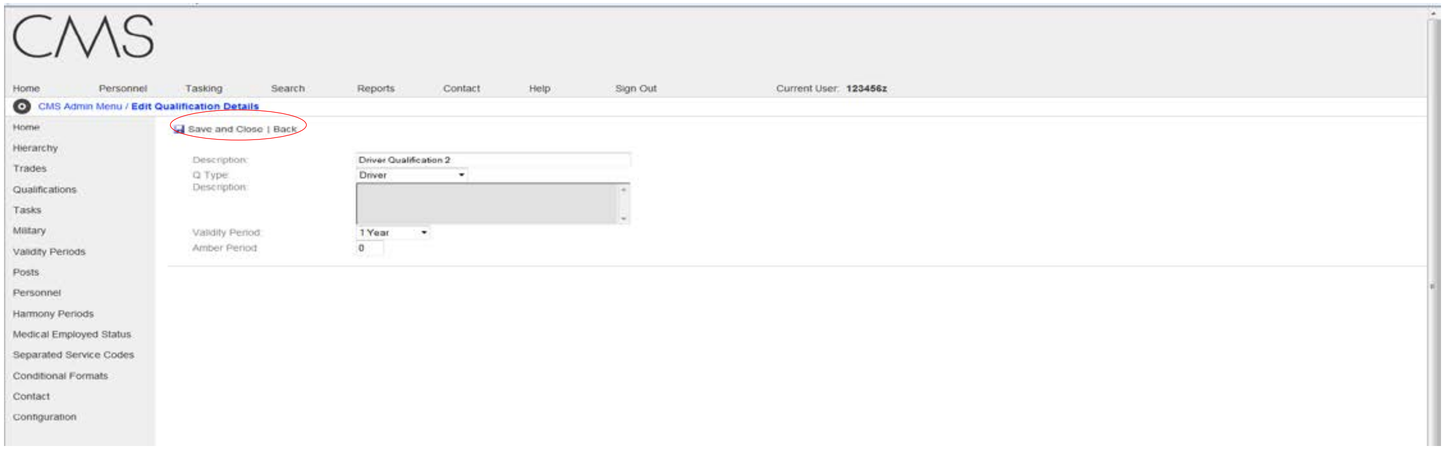

Qualification Administration

Edit Qualification

Make the required changes to the selected Qualification details .

Click the Save and Close icon to save the changes.

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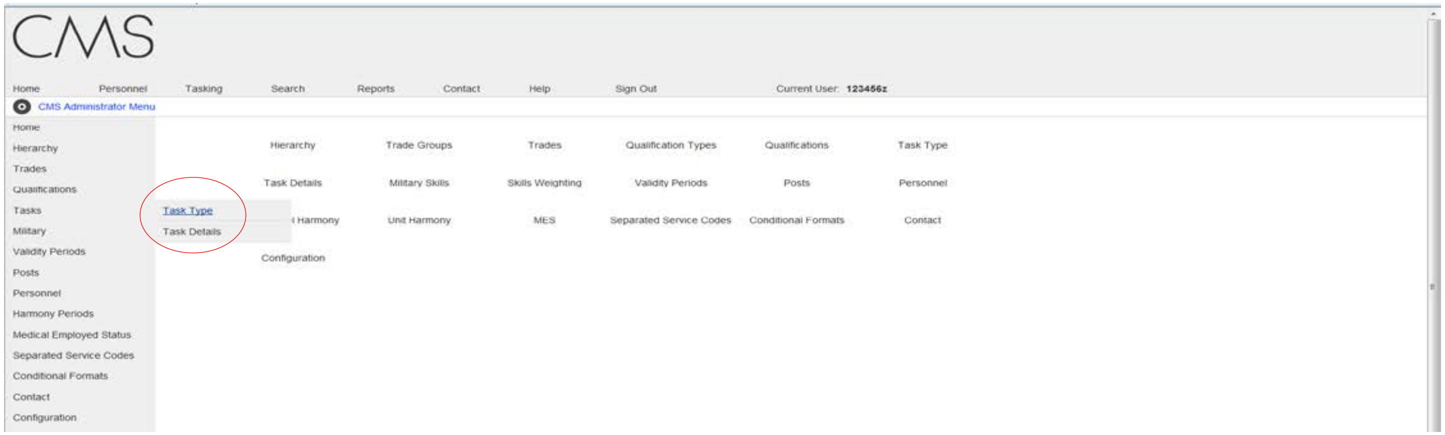

Task Administration

CMS Task administration has two options.
Task Types. These are the top level parents that each individual Task is assigned to.
Task Types must exist before a Task can be added.

Click on the relevant required option to display the option list

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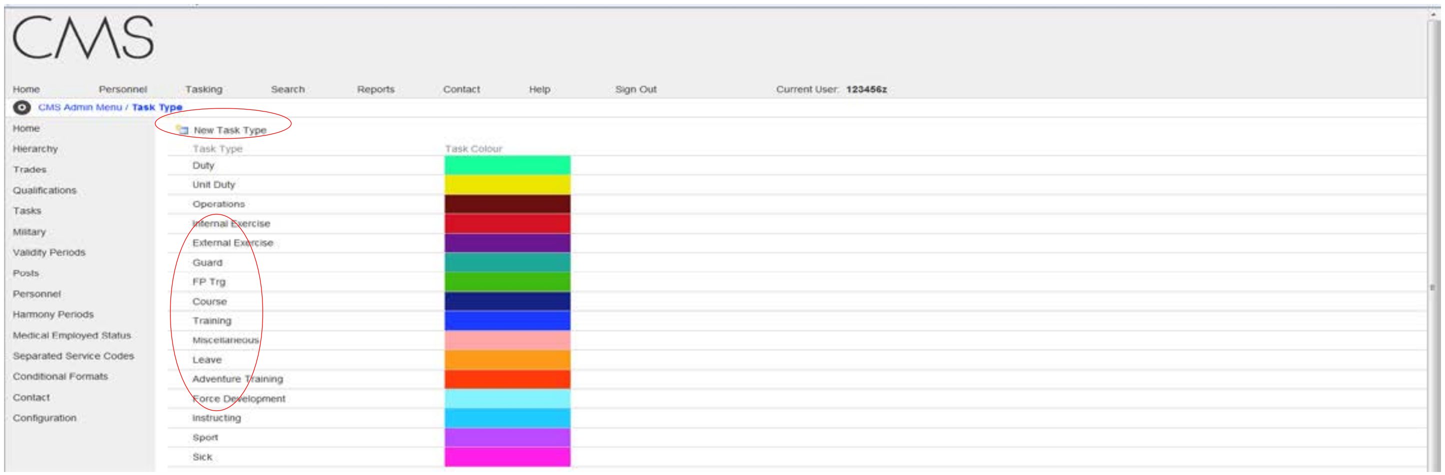

Task Administration

Task Types

Click Task Types to view current Task Type List. From here it is possible to Add new Task Types and Edit existing ones.

Click the New Task Type icon to Add a Task Types .

The Task Types column is a clickable link. Clicking the required Task Type will display the Task Type Details

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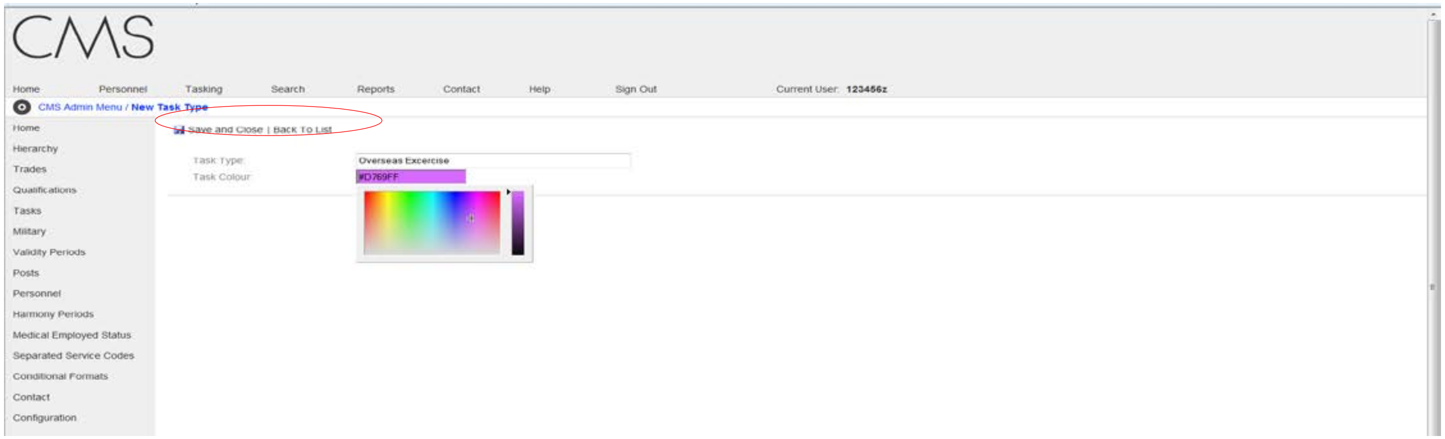

Task Administration

Add Task Types

Enter the Task Type Description details. Select the Task Type colour. Click in the colour box and the colour selector is displayed.
NB: The selected colour will be displayed in the Unit Planner against all Tasks associated with this Task Type

Click the Save and Close icon to Add a TaskType .

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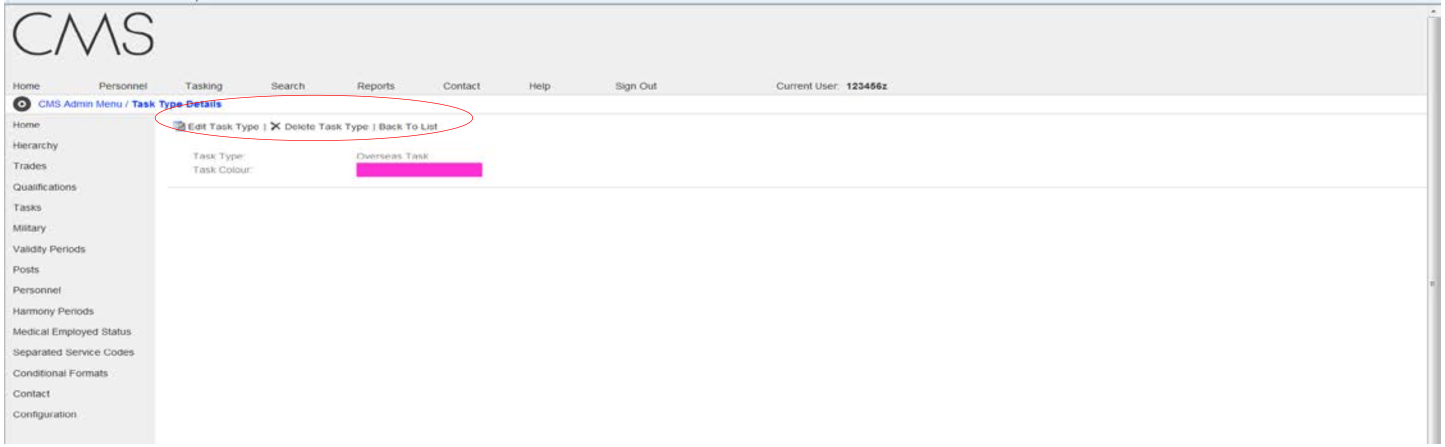

Task Administration

Edit Task Types

Click the Task Type required. This will present the Task Type Details and the option to Add, Edit, or Delete where applicable, the selected Task Type .

Click the Edit Task Type icon to amend the Task Type details.

If the Task Type has no associated Task then the Delete Task Type icon is visible. Clicking this will delete the Task Type

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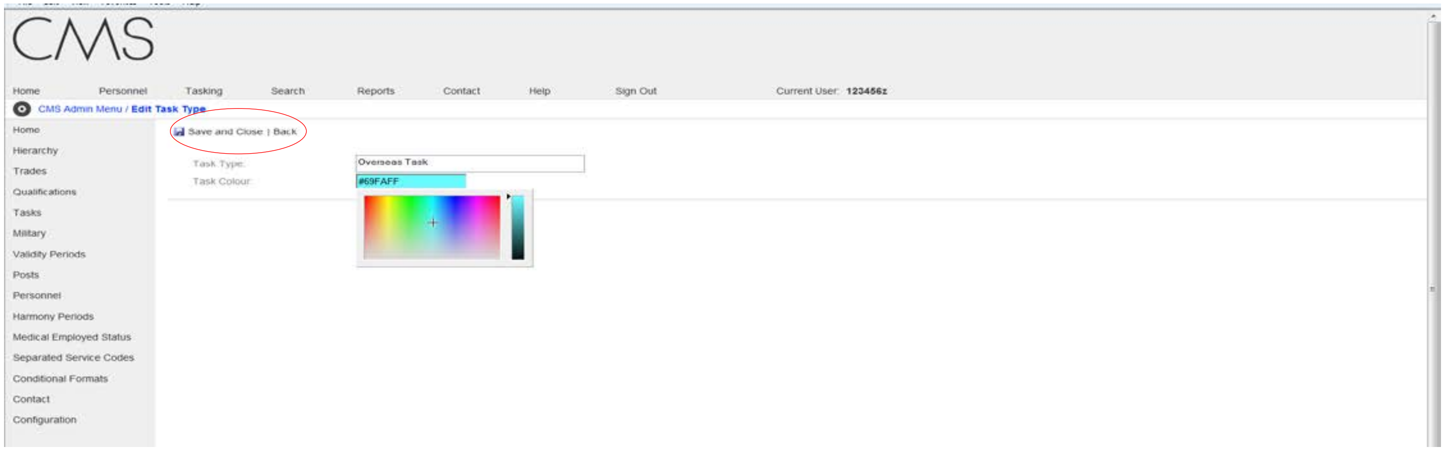


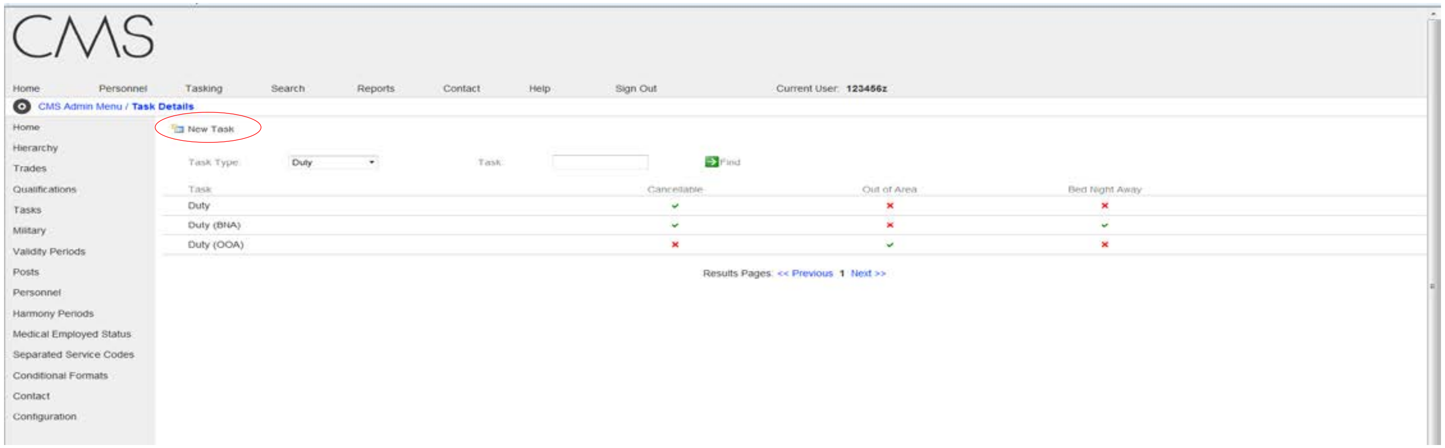
Task Administration

Edit Task Types

Make the required changes to the selected Task Type details .

Click the Save and Close icon to save the changes.

Capability Management System (CMS) System Administration Guide



Task Administration

Tasks

Click Task Types to view current Task List. From here it is possible to Add new Tasks and Edit existing ones.

Click the New Task icon to Add a Task.

The Task column is a clickable link. Clicking the required Task will display the Task Details.

NB: The Out of Area and Bed Night Away columns indicate whether or not the Task attracts Harmony. If so any individual Tasked will accrue Harmony days at the relevant rate.

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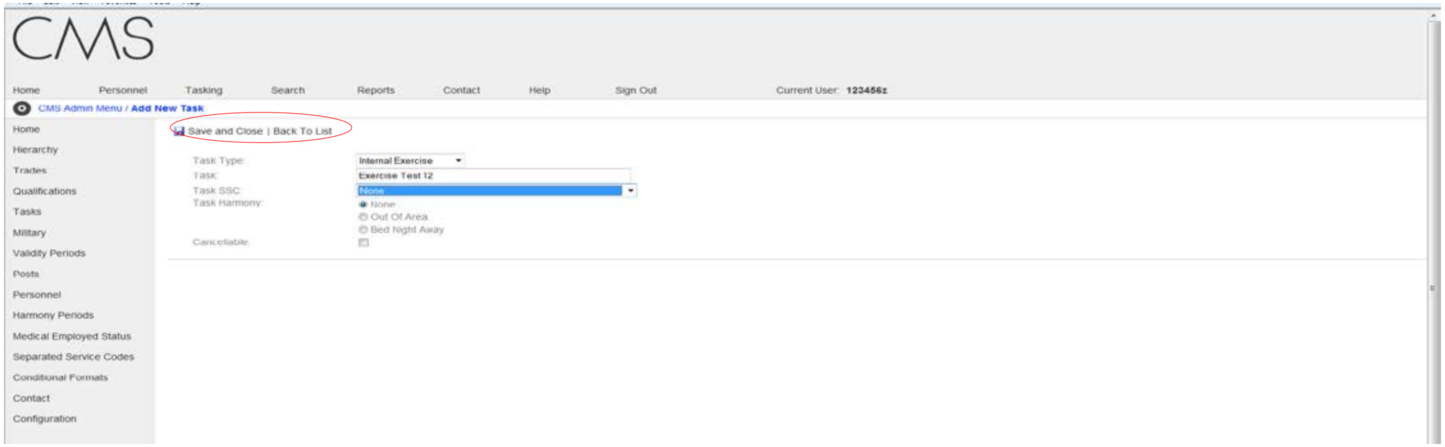


Task Administration

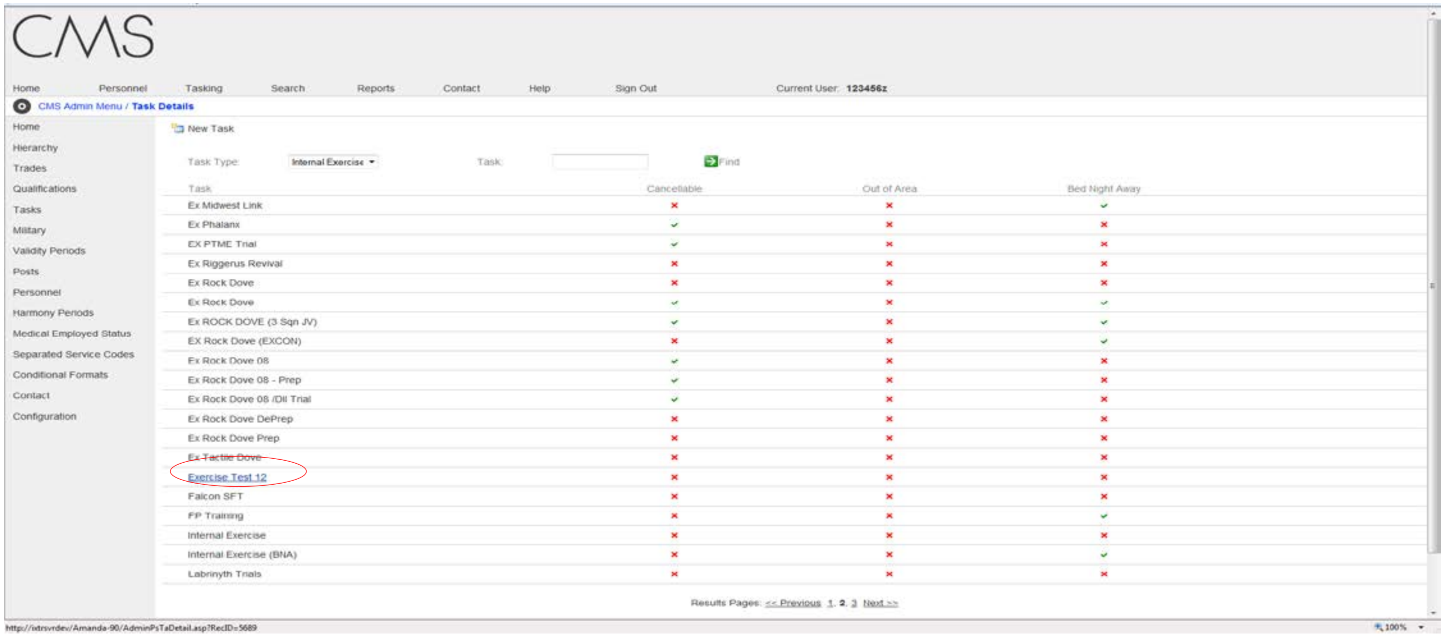
Add Tasks

Select the Task Type from the drop down box. Enter the Task description. Select the Separated Service Code (SSC) from the drop down box. Select one of the three possible Harmony Status options. Tick the box if the Task is Cancellable.

Click the Save and Close icon to Add the Task .

NB: SSC and Cancellable are not used currently but are there for possible future Capability Requirements .

Capability Management System (CMS) System Administration Guide



Task Administration

Edit Tasks

Click the Task Details option and select the required Task Type from the drop down list. This will present the Tasks associated with the selected Task Type.

Click the Task in the Task Column to display the Task Details.

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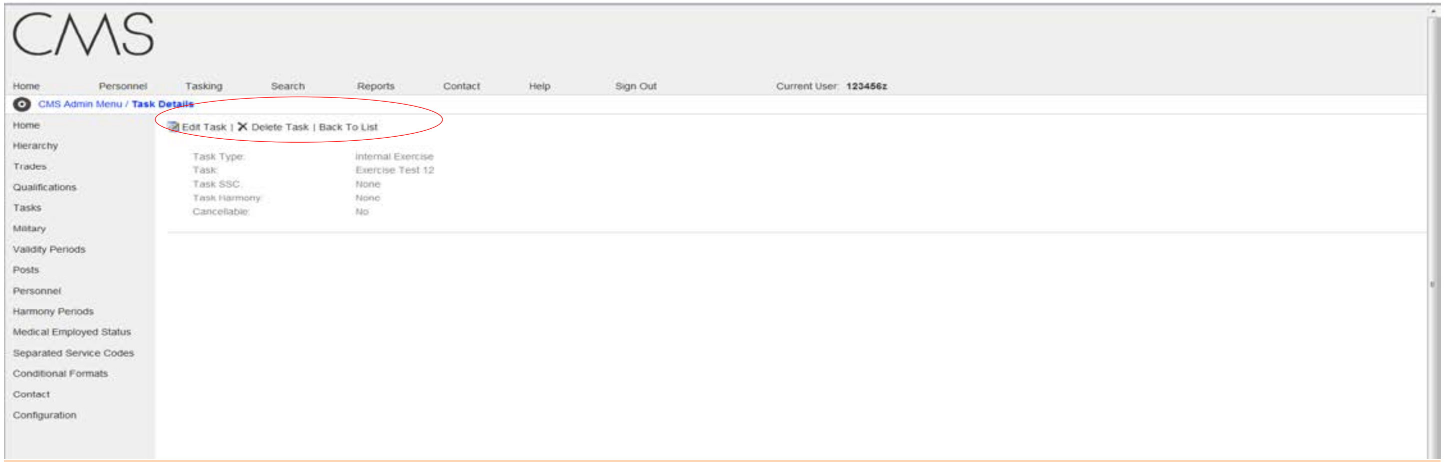


Task Administration

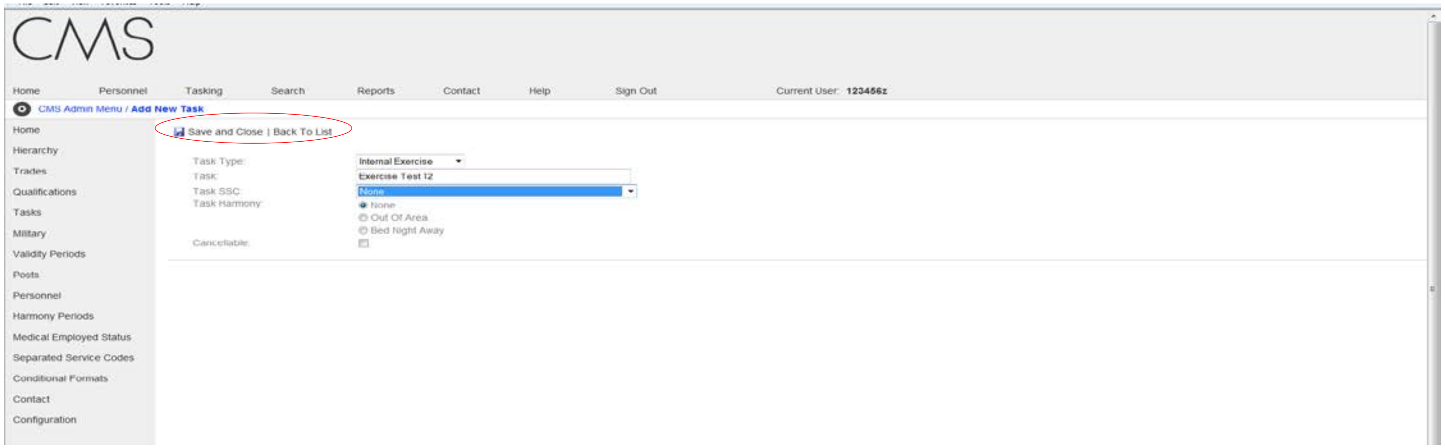
Edit Tasks

Click the required Task from the list. This will present the Task Details and the option to Add, Edit, or Delete where applicable, the selected Task.

Click the Edit Task Type icon to amend the Task Type details.

If the Task has no associated Personnel then the Delete Task icon is visible. Clicking this will delete the Task

Capability Management System (CMS) System Administration Guide



Task Administration

Edit Tasks

Make the required changes to the Task Description, Task Type, SSC, Harmony Status and Cancellable option.

Click the Save and Close icon to Add the Task .

NB: SSC and Cancellable are not used currently but are there for possible future Capability Requirements .

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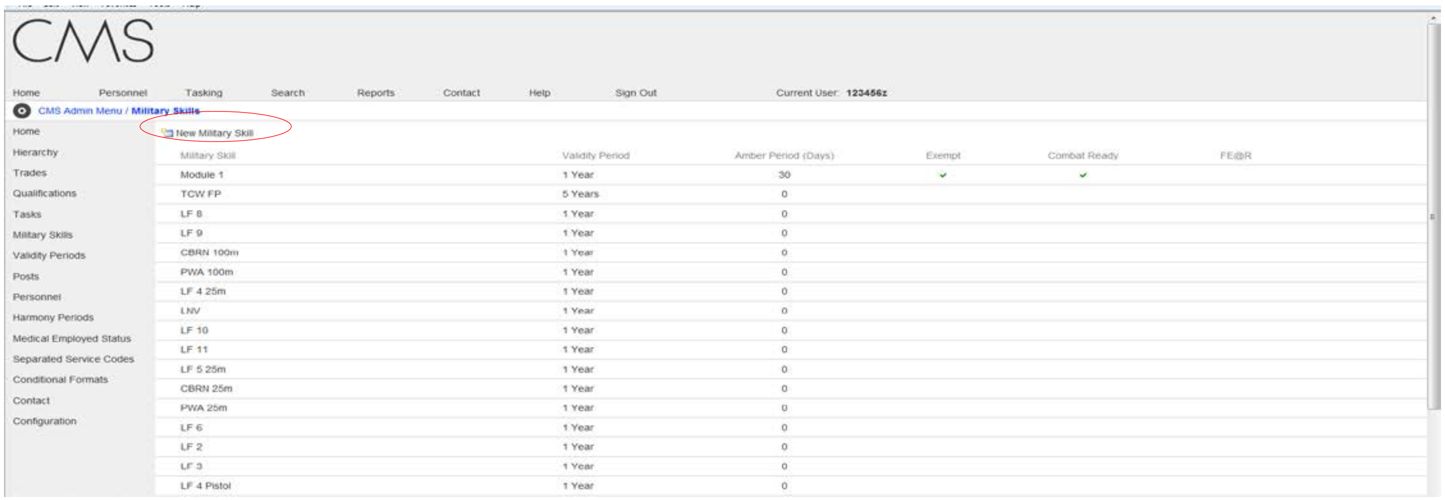

Military Skills Administration

Add Military Skills

Click Military Skills to view current Military Skills List. From here it is possible to Add new Military Skills and Edit existing ones.

Click the New Military Skills icon to Add a Military Skill.

The Military Skill column is a clickable link. Clicking the required Military Skill will display the Military Skill Details

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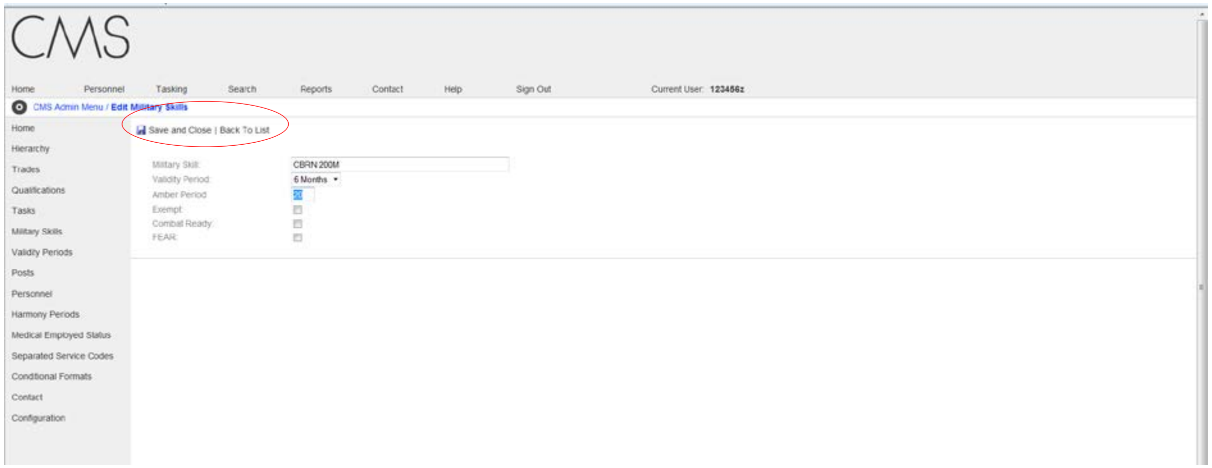


Military Skills Administration

Add Military Skills

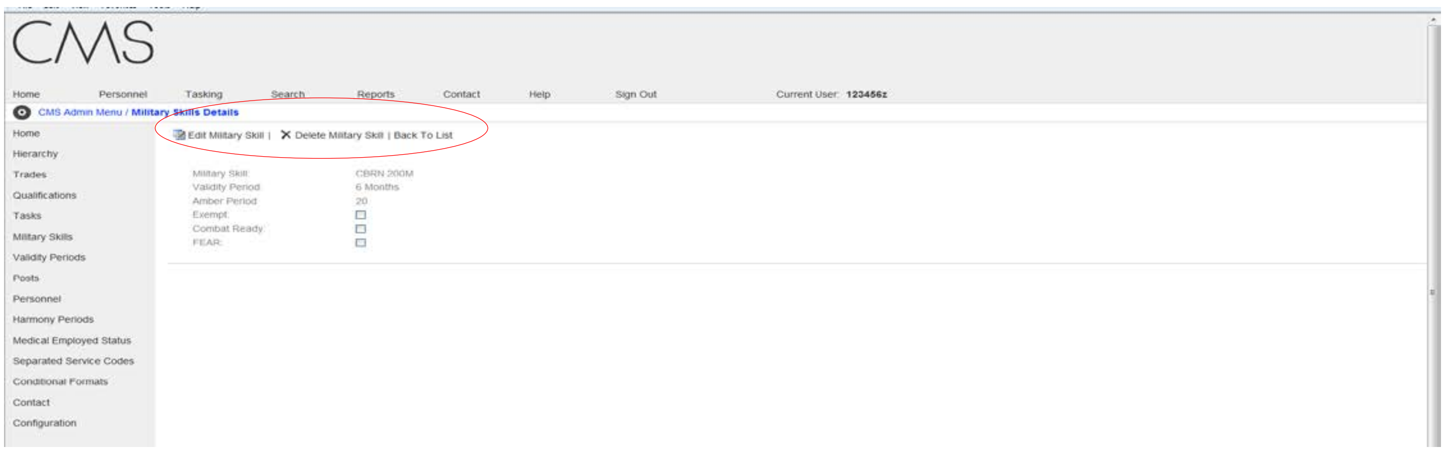
Enter the Military Skill description. Select a Validity Period from the drop don list. Enter the Amber period if required, default is zero. These are the number of days before the expiry date that the Individual Q status will be shown Amber.

NB: The validity period is used in calculating the Expiry Date when a MS is assigned to an individual. ie: Validity period = 1 year. MS assigned 01/06/2015 , MS Expires 31/05/2016

Exempt, Combat Ready and FEAR are for possible future use and can be ignored at this stage.

Click the Save and Close icon to Add the Military Skill.

Capability Management System (CMS) System Administration Guide



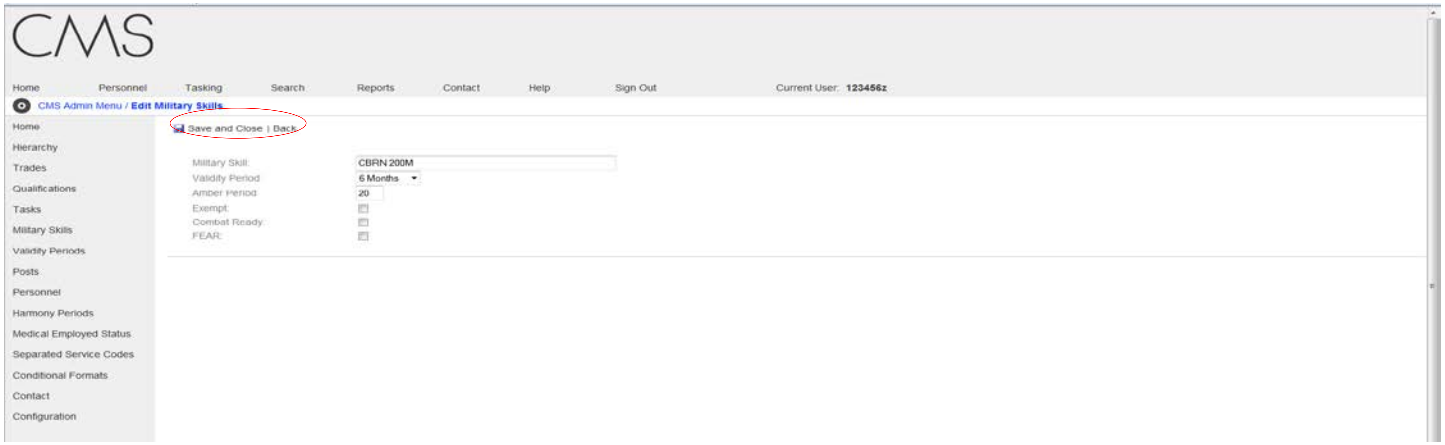
Military Skills Administration

Edit Military Skills

From the Military Skills list click the Military Skills required. This will present the Military Skills Details and the Option to Add, Edit, or Delete where applicable, the selected Military Skill.
Click the Edit Military Skills icon to amend the Military Skills details.

If the Military Skills has no associated Personnel then the Delete Military Skills icon is visible. Clicking this will delete the Military Skills

Capability Management System (CMS) System Administration Guide



Military Skills Administration

Edit Military Skills

Make the required changes to the selected Military Skills details .
Click the Save and Close icon to save the changes.

Capability Management System (CMS) System Administration Guide

Validity Periods Administration

Validity Periods are used extensively throughout CMS. They are assigned to all Qualifications, Military Skills, Fitness, Vaccination and Dental entries.

They are used in all cases to calculate the expiry date of any the above when it is assigned to an individual.

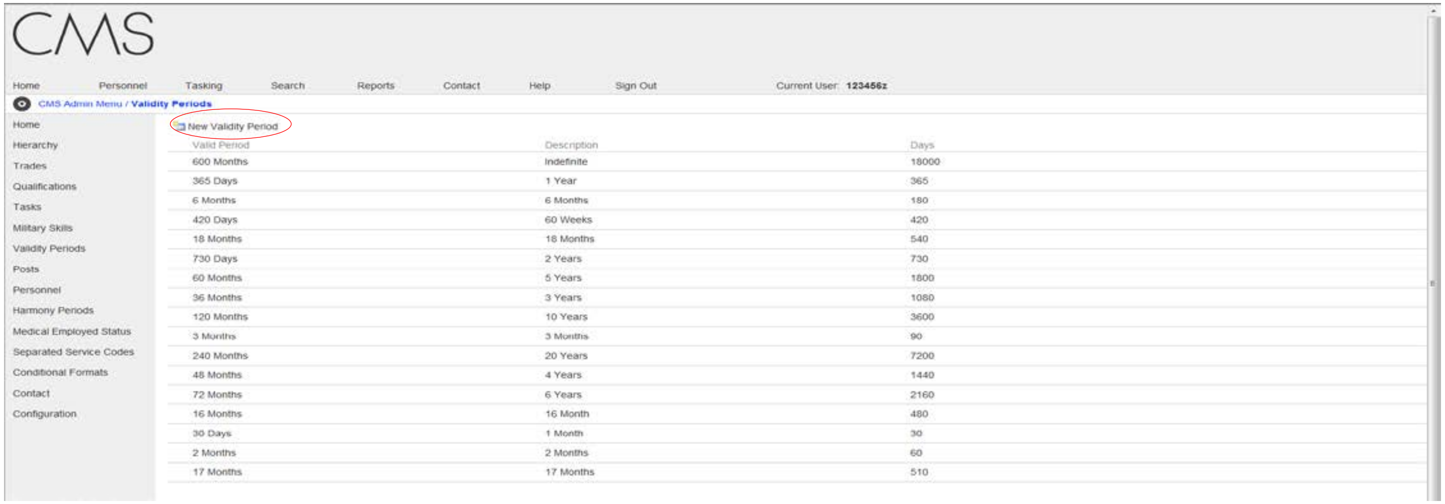
It is the System Administrators responsibility to ensure that all entries that require a Validity Period are assigned the correct one. This can only be done in the Administration Module.

Validity Periods are entered as number eg: 36. This is then assigned a pre-set Period Type ie: Days, Weeks, Months and a description is entered eg: 3 Years. This description is shown in Validity period drop down lists.

CMS then takes the Period and converts it to days. It uses very simple conversion rates ie: 1 week = 7 Days. 1 Month = 30 Days. It then simply multiplies the number by the period ie: 10 Months = 300 Days, 10 Weeks = 70 Days. This number is then used to calculate expiry dates by adding it to the Start Date selected at the time the Entity is assigned to an individual.

CMS

Capability Management System (CMS) System Administration Guide



Validity Periods Administration

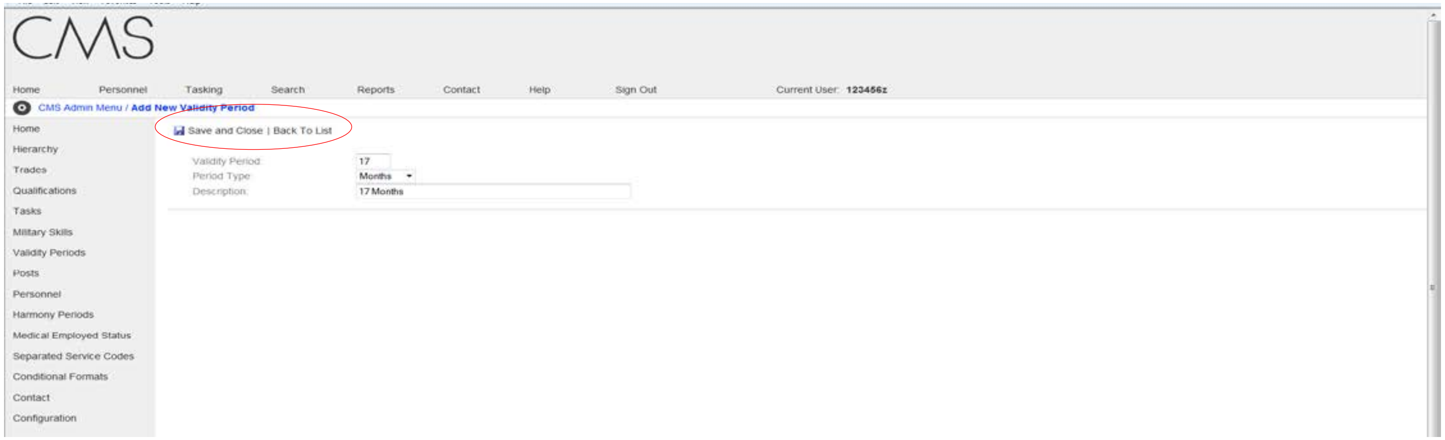
Add Validity Periods

Click Validity Periods to view current Validity Periods List. From here it is possible to Add new Validity Periods and Edit existing ones.

Click the New Validity Periods icon to Add a Validity Period.

The Validity Period column is a clickable link. Clicking the required Validity Period will display the Validity Period Details

Capability Management System (CMS) System Administration Guide



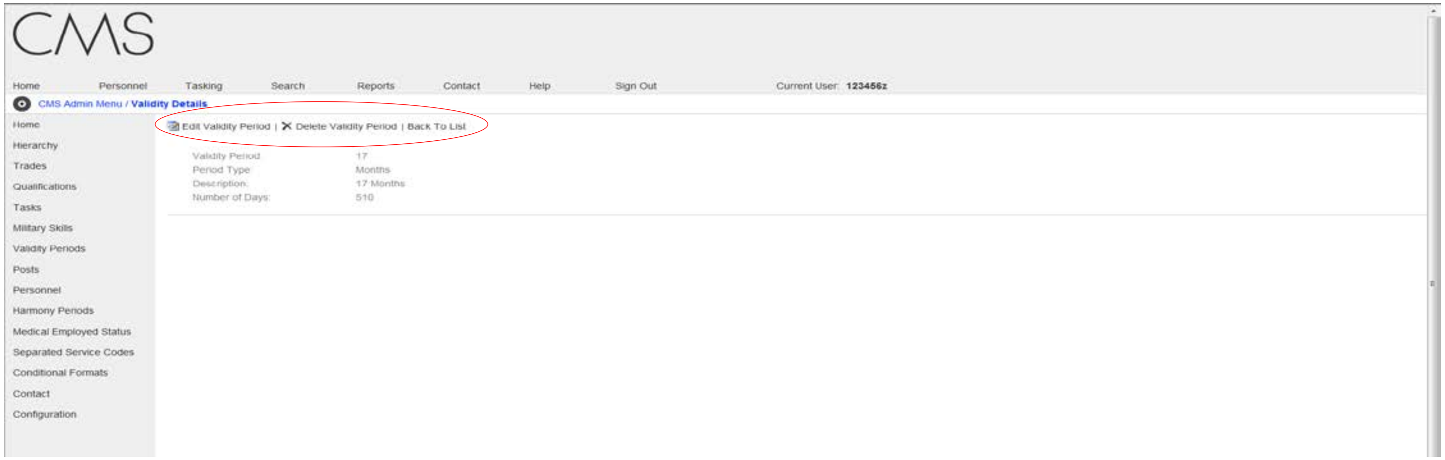
Validity Period Administration

Add Validity Periods

Enter the Validity Period . This must be a number.
Select a Validity Period Type from the drop down list and enter the description

Click the Save and Close icon to Add the Validity Period.

Capability Management System (CMS) System Administration Guide



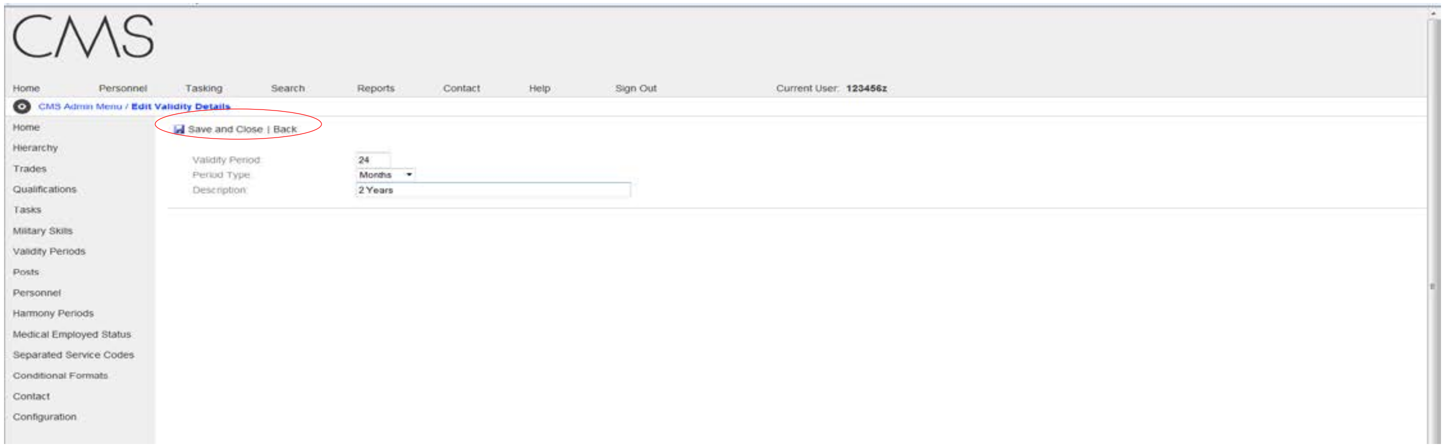
Validity Periods Administration

Edit Validity Periods

From the Validity Periods list click the Validity Period required. This will present the Validity Period Details and the Option to Add, Edit, or Delete where applicable, the selected Validity Period.
Click the Edit Validity Period icon to amend the Validity Period details.

If the Validity Period has no associated Qualifications, Military Skills, Fitness, Vaccinations or Dental then the Delete Validity Period icon is visible. Clicking this will delete the Validity Period

Capability Management System (CMS) System Administration Guide



Validity Periods Administration

Edit Validity Periods

Make the required changes to the selected Validity Period details .
Click the Save and Close icon to save the changes.

Capability Management System (CMS) System Administration Guide

Posts Administration

Posts are integral to CMS. They are assigned to a Hierarchy Unit and then they are available for Personnel to be Posted In.

Clicking Posts displays the Posts List. From here it is possible to Add new Posts or Edit existing ones.

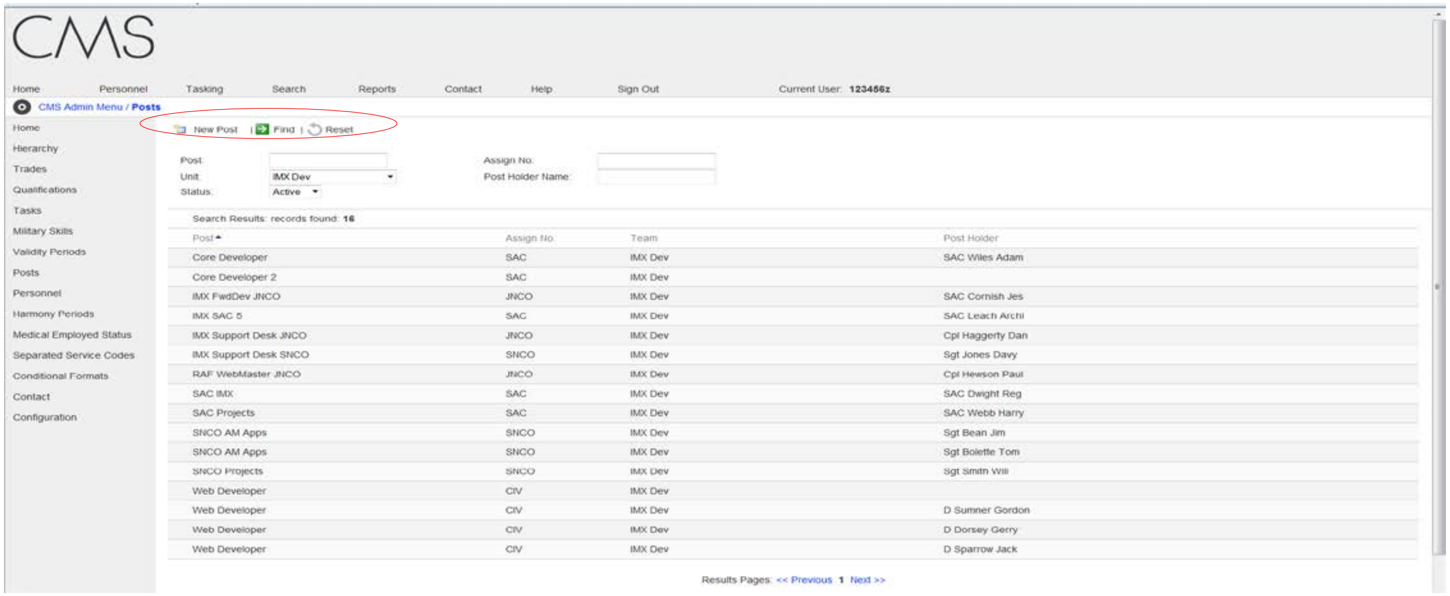
The Posts list can be tailored to specific requirements using the Search facility.

Individual Posts can be found by entering either Post name or Assign Number or the Post Holders Surname.

Multiple Posts assigned to a specific Unit can be found by selecting the Unit from the drop down list.

Once the selection criteria is complete click the Find icon. All Posts meeting the selection criteria will now be shown in the list and can be selected for Editing.

Capability Management System (CMS) System Administration Guide



Posts Administration

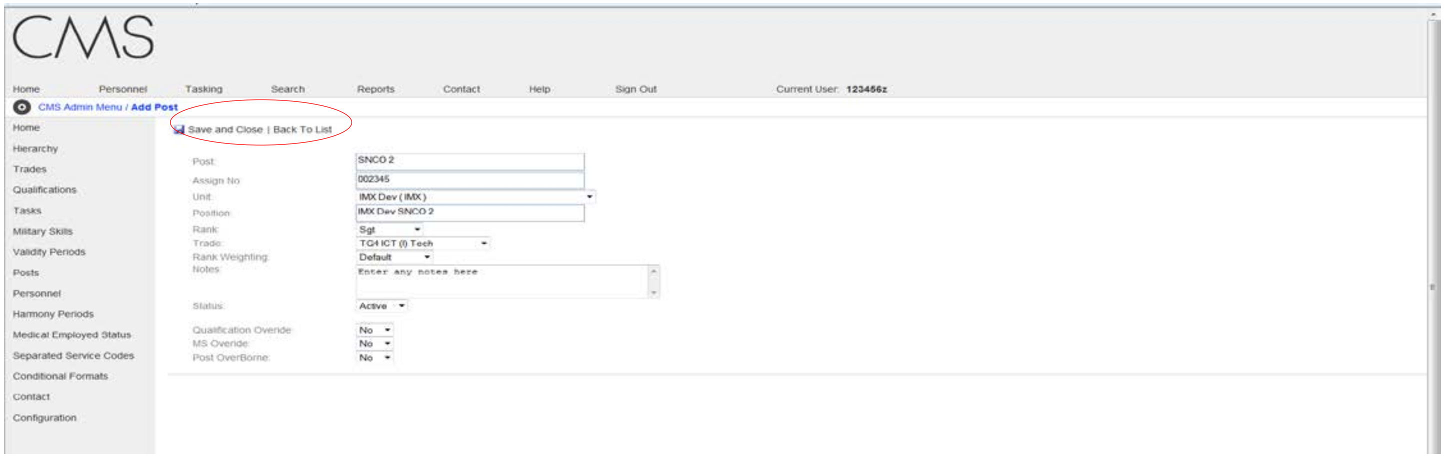
Add Posts

Click Posts to view current Posts List. From here it is possible to Add new Posts and Edit existing ones.

Click the New Post icon to Add a Post.

The Post column is a clickable link. Clicking the required Post will display the Post Details

Capability Management System (CMS) System Administration Guide



Posts Administration

Add Posts

Enter the required Posts data.

Post, Assign No, Position and Notes are all free format text fields.

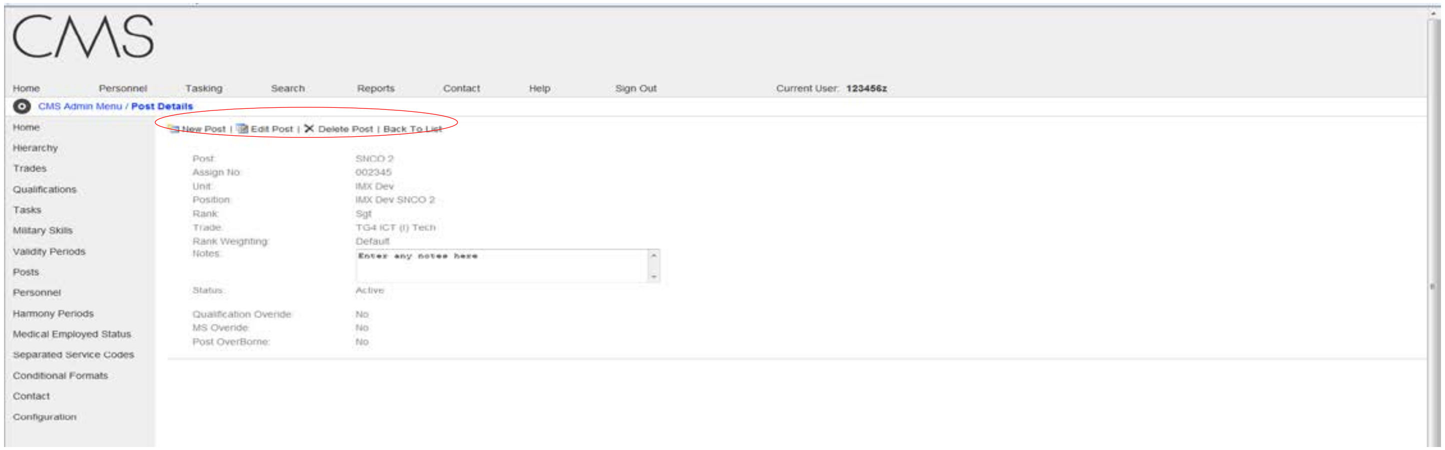
Unit, Rank, Trade, Rank Weighting are selected from Drop down lists.

NB: Rank, Trade and Weighting are for guidance only to show the ideal requirements for any individual posted into this post but they do not restrict posting in any way. Post Status: Only Active Posts can seen in the Hierarchy and are available for Posting. Q and MS Override and Overborne are for possible future use and can be defaulted to No

Click the Save and Close icon to Add the Post.

CMS

Capability Management System (CMS) System Administration Guide



Posts Administration

Edit Posts

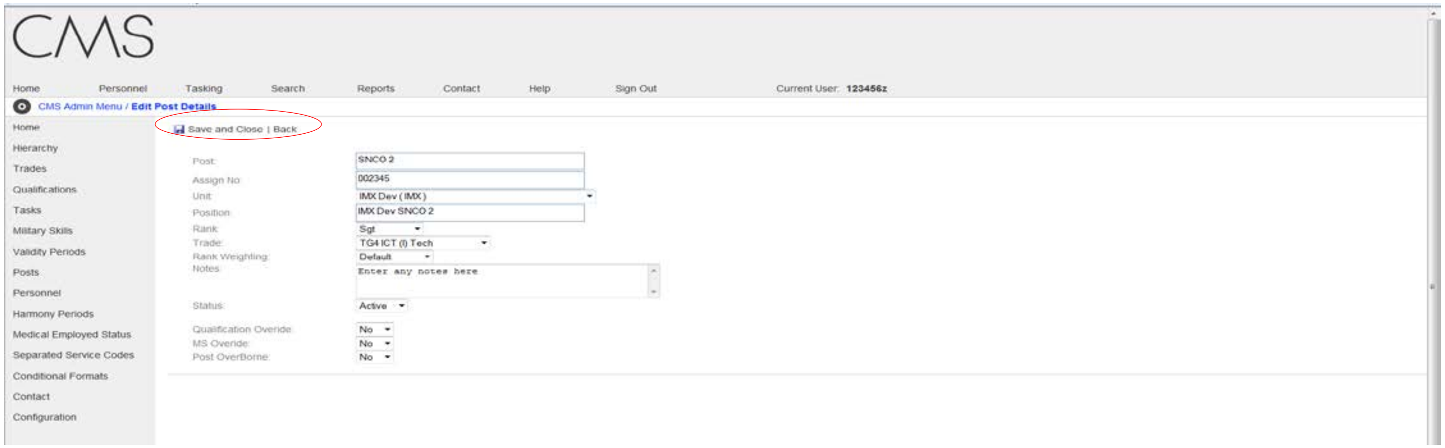
From the Posts list click the Post required. This will present the Post Details and the Option to Add, Edit, or Delete where applicable, the selected Post.

Click the Edit Post icon to amend the Post details.

If the Post has never had any personnel posted in then the Delete Post con is visible. Clicking this will delete the Post

CMS

Capability Management System (CMS) System Administration Guide



Posts Administration

Edit Posts

Make the required changes to the selected Post details .

Click the Save and Close icon to save the changes.

Capability Management System (CMS) System Administration Guide

Personnel Administration

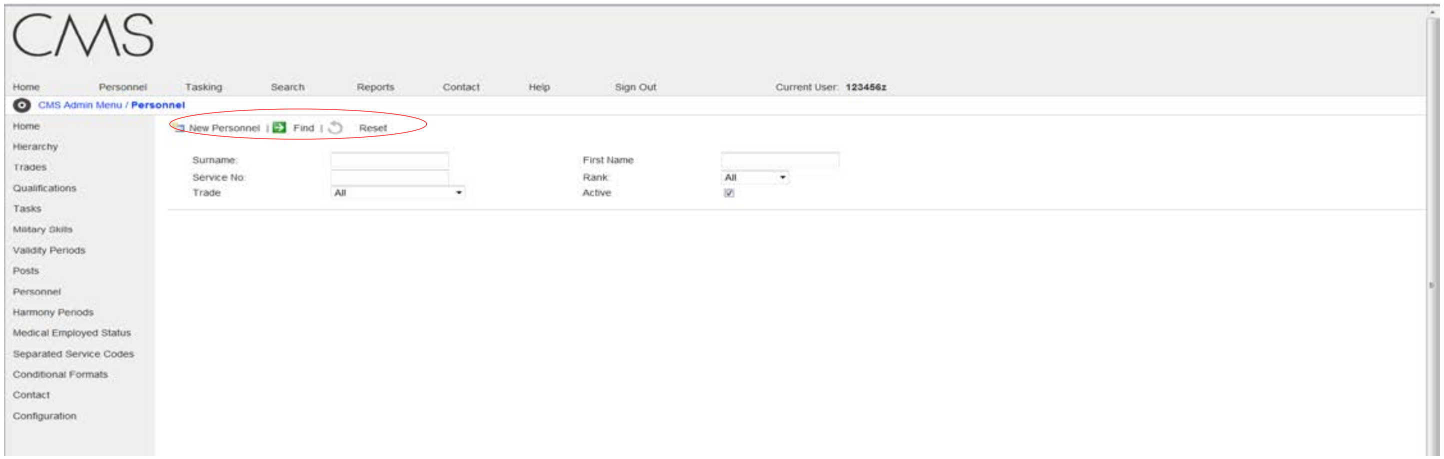
It is the System Administrators responsibility to ADD personnel to CMS.

Once an individual has been added to CMS they then become available for Posting In to vacant Posts. Posting and individual into a Post is the responsibility of the MANAGER of the Unit to which the Post belongs. It is NOT a System Administration function.

Clicking Personnel displays the Personnel Administration page. From here it is possible to Add new Personnel or Edit existing ones.

The Personnel list can be tailored to specific requirements using the Search facility. Personnel can be found by any of Surname, First Name, Service No, Rank, Trade. Personnel are also automatically filtered depending on the Active Status selection. If selected then only Active Personnel ie: Ones who are currently in Post will be selected. Non Active Personnel are ones who have been Posted Out of their previous Post and are currently awaiting Posting In.
Once the selection criteria is complete click the Find icon. All Personnel meeting the selection criteria will now be shown in the list and can be selected for Editing.

Capability Management System (CMS) System Administration Guide



Personnel Administration

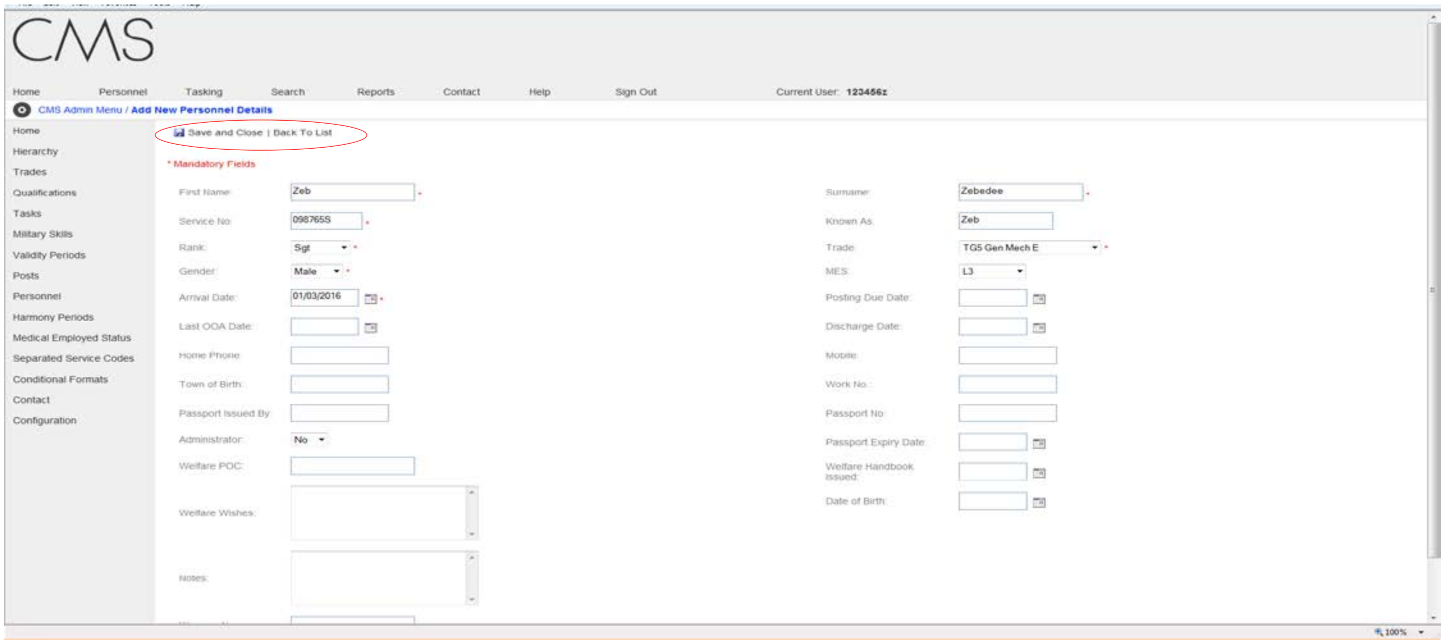
Add Personnel

Click Personnel to view the Personnel Administration page. From here it is possible to Add new Personnel and Edit existing ones.

Click the New Personnel icon to Add Personnel .

To Edit Personnel enter search criteria and click the Find icon to list Personnel.

Capability Management System (CMS) System Administration Guide



Personnel Administration

Add Personnel

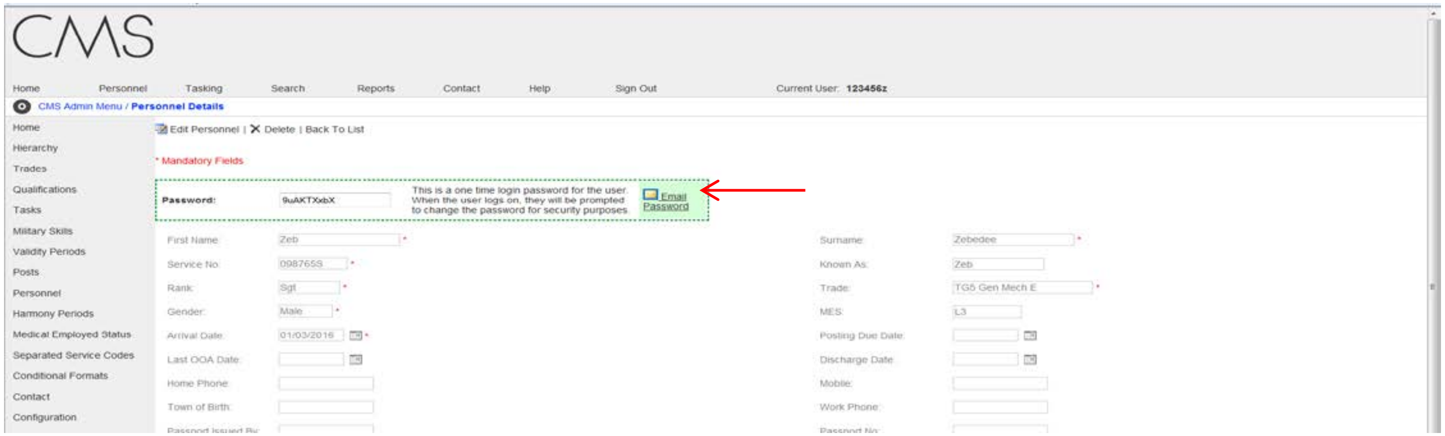
Enter the required Personnel data.

NB: All fields marked * are MANDATORY. All data that populates drop down lists for Rank, Trade and MES must already exist

The individual can be made a System Administrator at this point if necessary by selecting Yes from the Administrator drop down.

Click the Save and Close icon to Add the Personnel details.

Capability Management System (CMS) System Administration Guide



Personnel Administration

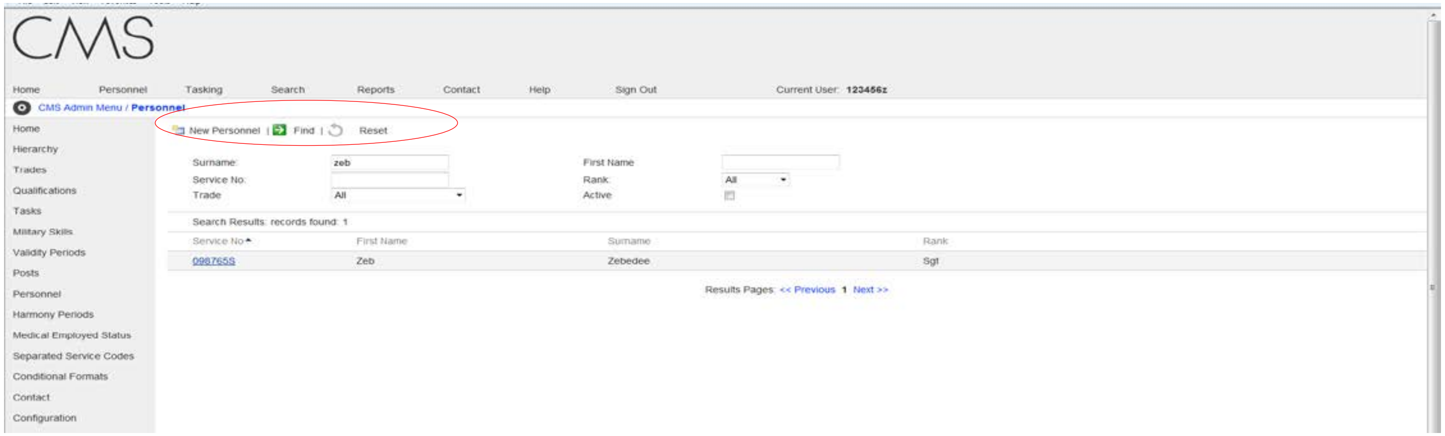
Add Personnel

Once the Personnel details have been saved CMS will generate a RANDOM password for the individual. This pass word is then displayed to the System Administrator.

It is the System Administrators responsibility to ensure the password is made known to the individual. There is an Email option to aid this process. Clicking Email Password will format an e-mail with Service No and Password in the body which can then be sent to the individual. This will be the password they MUST use on the initial log-on at which time CMS will prompt them to change it. The new password is encrypted and known only to the individual.

CMS

Capability Management System (CMS) System Administration Guide



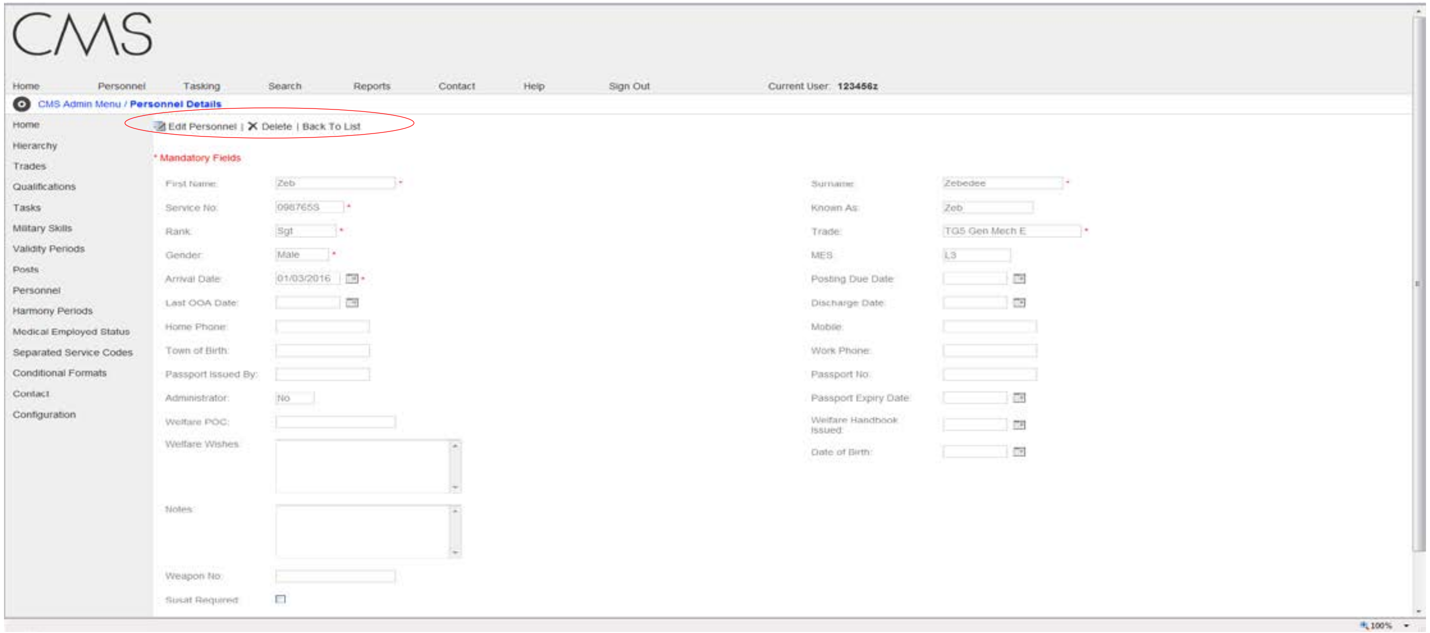
Personnel Administration

Edit Personnel

Enter the search criteria and click the Find icon to list all Personnel that meet the criteria.

The Service No column is a clickable link. Click the required Service No to view the Personnel Details

Capability Management System (CMS) System Administration Guide



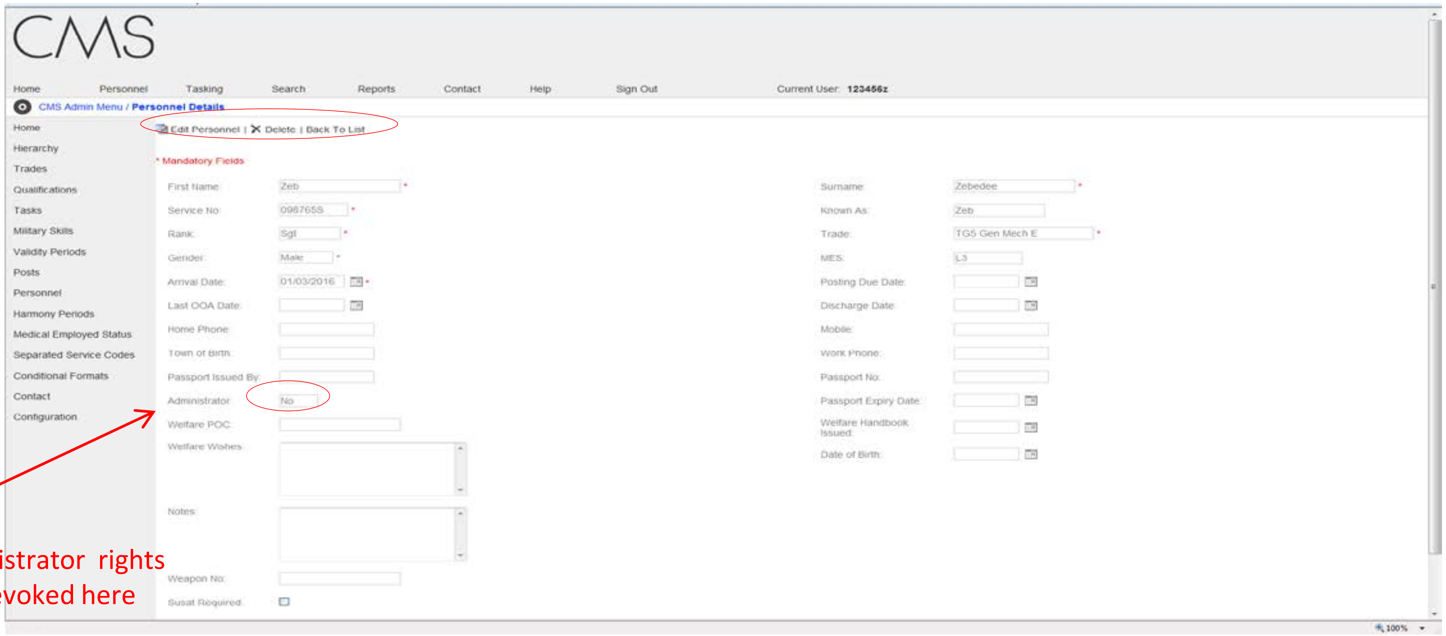
Personnel Administration

Edit Personnel

From the Personnel list click the Service No required. This will present the Personnel Details and the Option to Edit or Delete, where applicable, the selected Personnel . Click the Edit Personnel icon to amend the Personnel details.

If the selected individual has never been Posted In to any Post then the Delete Personnel icon is visible. Clicking this will delete the Personnel details.

Capability Management System (CMS) System Administration Guide



System Administrator rights
are granted/revoked here

Personnel Administration

Edit Personnel

Make the required changes to the selected Personnel details .

NB: It is at this point the System Administrator can Add/Remove System Administrator rights to the selected individual via the Administrator drop down box.

Click the Save and Close icon to save the changes.

Capability Management System (CMS) System Administration Guide

Personnel Administration

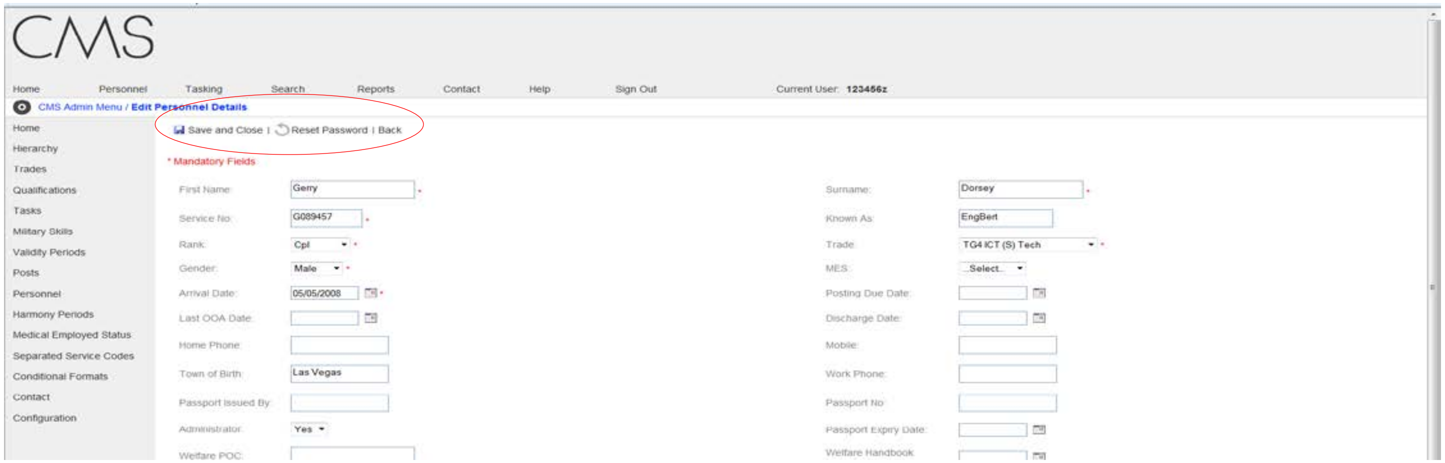
Personnel Password Reset

In order to comply with SyOps all default passwords are generated randomly by CMS when an individual's Personnel details are added to CMS. This is then notified to the individual by the System Administrator and the individual will be prompted to change it at initial log on. All Passwords are held in encrypted format and only known to the individual.

Should an individual forget their password it will be necessary for the System Administrator to follow the Reset Password procedure before the individual can log on again.

NB: Only the System Administrator can reset a password.

Capability Management System (CMS) System Administration Guide



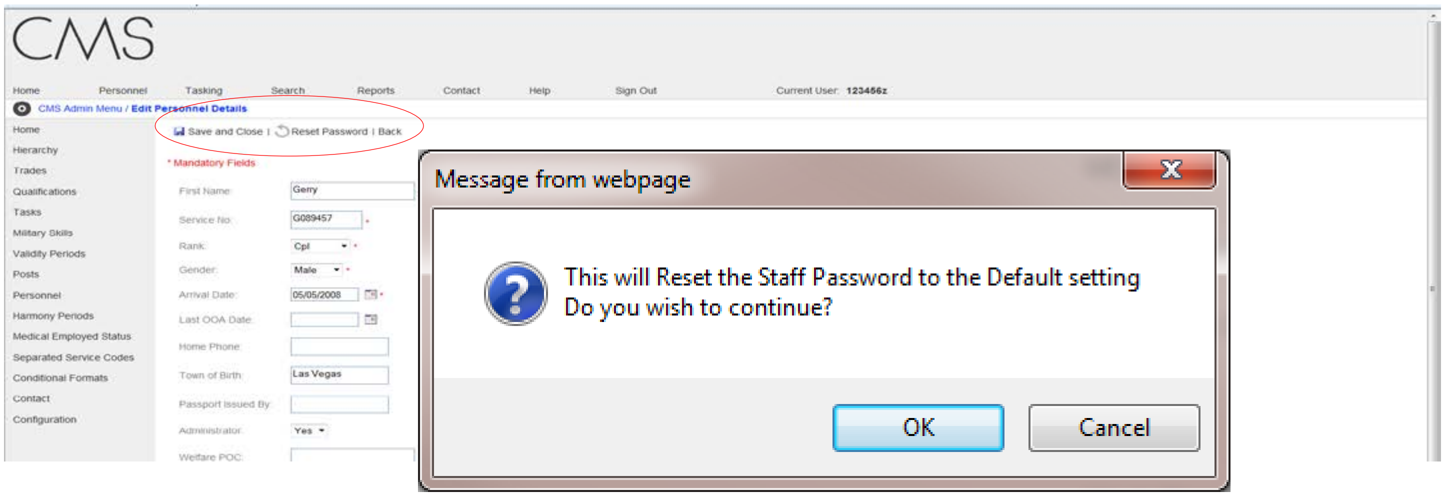
Personnel Administration

Personnel Password Reset

To change the password the System Administrator must search for and select the individual and click the Edit Personnel icon.

This will present the individual's details for editing and the Reset Password icon Can then be clicked

Capability Management System (CMS) System Administration Guide

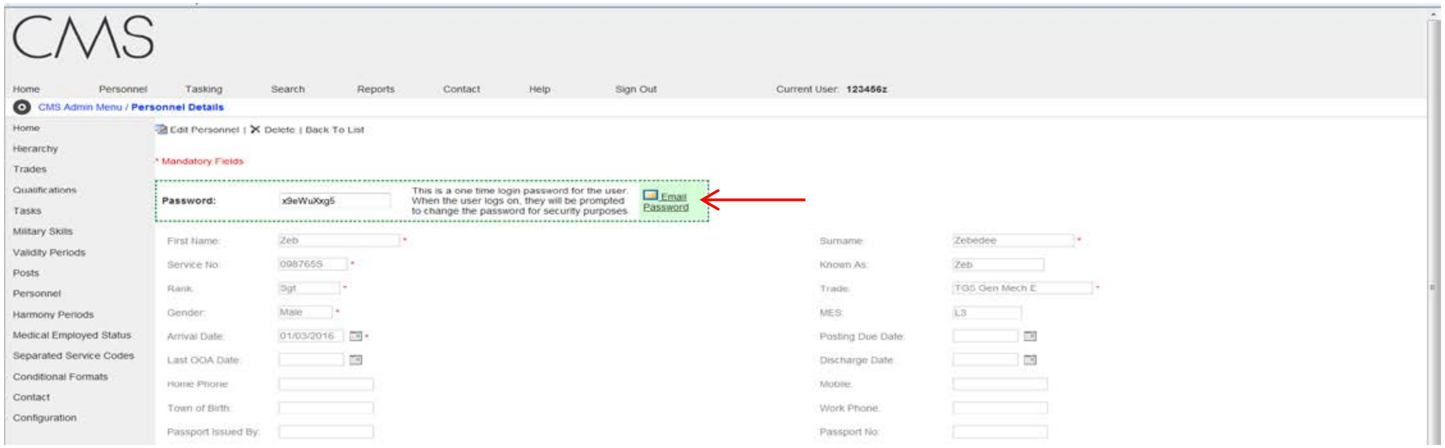


Personnel Administration

Personnel Password Reset

Clicking the Reset Password icon will then display the warning message and confirmation box. Click OK to change the password.

Capability Management System (CMS) System Administration Guide



Personnel Administration

Personnel Password Reset

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It is the System Administrators responsibility to ensure the password is made known to the individual.

There is an Email option to aid this process. Clicking Email Password will format an e-mail with Service No and Password in the body which can then be sent to the individual. This will be the password they MUST use on the initial log-on at which time CMS will prompt them to change it.

Capability Management System (CMS) System Administration Guide

Harmony Period Administration

CMS provides the functionality to collate and report on both Personnel Harmony and Unit Harmony.

Central to this are the Personnel and Unit Harmony parameters. These are used by CMS to calculate the current Harmony Status of each Individual . From this information CMS also calculates the current Harmony Status of any given Unit.

Personnel and Unit Harmony can be viewed via the relevant Reports and the information shown is real time and up to date.

Harmony is deemed to be accrued by Individuals who have been tasked with a CMS Task that attracts Harmony. See the Tasking Administration section.

CMS runs a program overnight that updates all Individuals Harmony Status. To do this it uses the parameters set in the Personnel Harmony Administration module.

CMS is released with the MoD standard parameters installed but these are configurable by the System Administrator. It is not possible to ADD any more parameters only to change the existing ones.

Capability Management System (CMS) System Administration Guide

Harmony Period Administration

Personnel Harmony

CMS calculates Personnel Harmony for three Harmony periods.

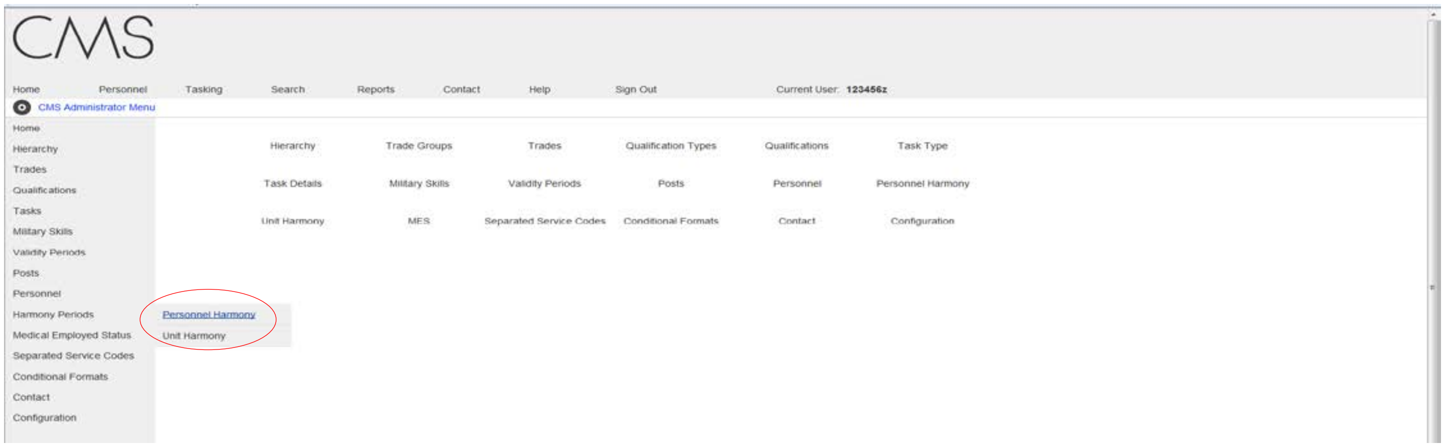
Out of Area (OOA)
Separated Service A (SSC A)
Separated Service B (SSC B)

Each period has a set of three parameters.
These are: Period, Red days, Amber days.

CMS uses these to calculate Harmony on a Rolling Period basis.
Ie: OOA Parameters. Period = 20 (Months) Red Days = 125 Amber Days = 100
Each night CMS will go back 600 days (20 months * 30 days). CMS then adds up all the days an individual was Tasked OOA during the last 600 days. If they have 125 or more then they are Red, 100 or more they are Amber else Green. The following day if they are no longer OOA they will have one day less so the Red and Amber days will reduce until they are green

CMS

Capability Management System (CMS) System Administration Guide

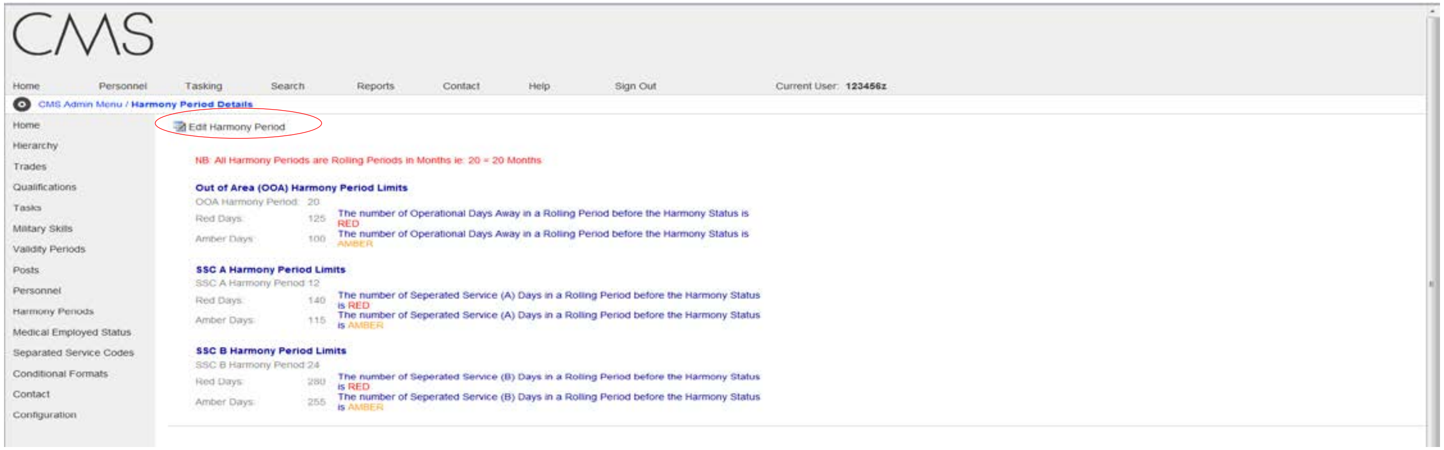


Harmony Period Administration

CMS Harmony Period administration has two options.
Personnel Harmony and Unit Harmony.

Click on the relevant required option to display the option list

Capability Management System (CMS) System Administration Guide



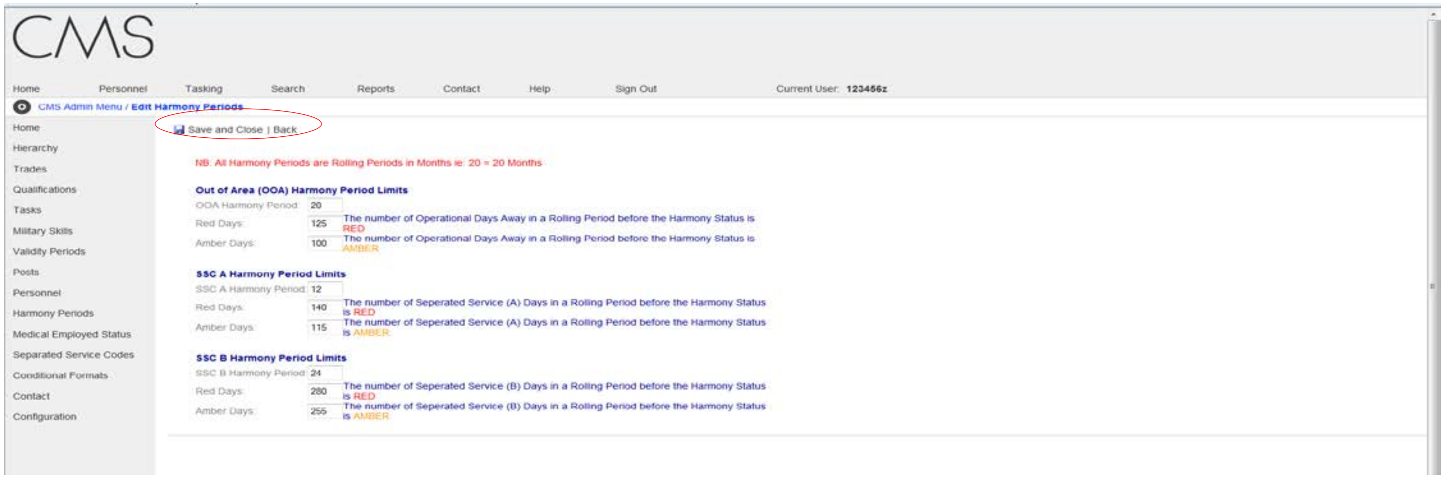
Harmony Periods Administration

Edit Personnel Harmony Periods

Click the Personnel Harmony menu link. This will present the Personnel Harmony Periods Details .

Click the Edit Harmony Period icon to amend the Personnel Harmony Periods details.

Capability Management System (CMS) System Administration Guide



Harmony Period Administration

Edit Personnel Harmony Periods

Make the required changes to the Personnel Harmony Periods details .
Click the Save and Close icon to save the changes.

NB: Changing the Period or Days for OOA or SSC A or SSC B will have an immediate effect on the Harmony Status of all Individuals

Capability Management System (CMS) System Administration Guide

Harmony Period Administration

Unit Harmony

CMS calculates Unit Harmony for two Harmony periods.

Out of Area (OOA)
Bed Nights Away (BNA)

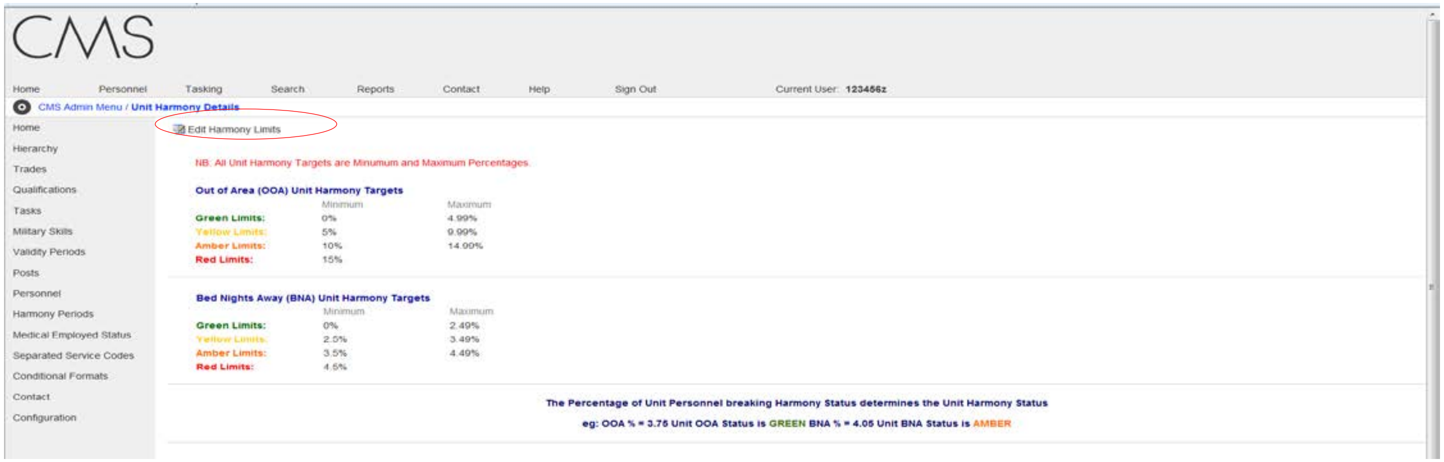
Each period has a set of four parameters.
These are: Green, Yellow, Amber and Red.

These each have a Minimum and Maximum percentage range.

Unit Harmony is calculated on the percentage of Unit Personnel currently breaking Personnel Harmony limits. Eg: BNA Amber limit: Min 3.5% Max 4.49%. If percentage of Unit Personnel currently Amber is between 3.5 – 4.49 % then Unit BNA Status is Amber

NB: CMS Includes OOA days in the BNA calculations but NOT vice versa
ie: OOA Days=35   BNA Days = 90 BNA Total for Harmony = 125

Capability Management System (CMS) System Administration Guide



Harmony Periods Administration

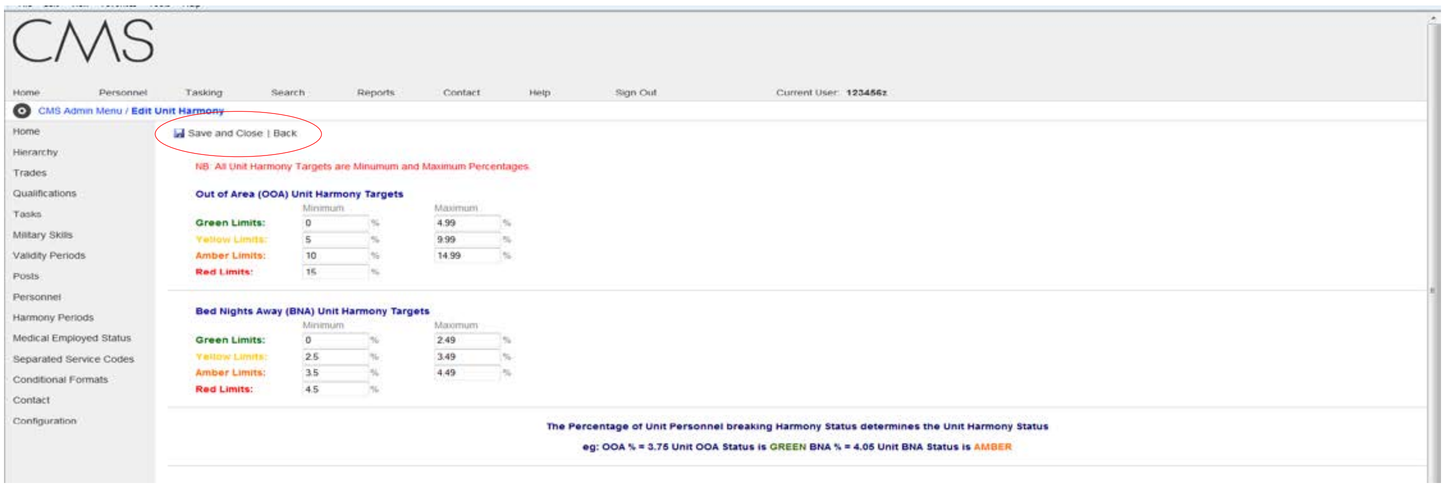
Edit Unit Harmony Periods

Click the Unit Harmony menu link. This will present the Unit Harmony Periods Details .

Click the Edit Harmony Period icon to amend the Unit Harmony Periods details.

CMS

Capability Management System (CMS) System Administration Guide



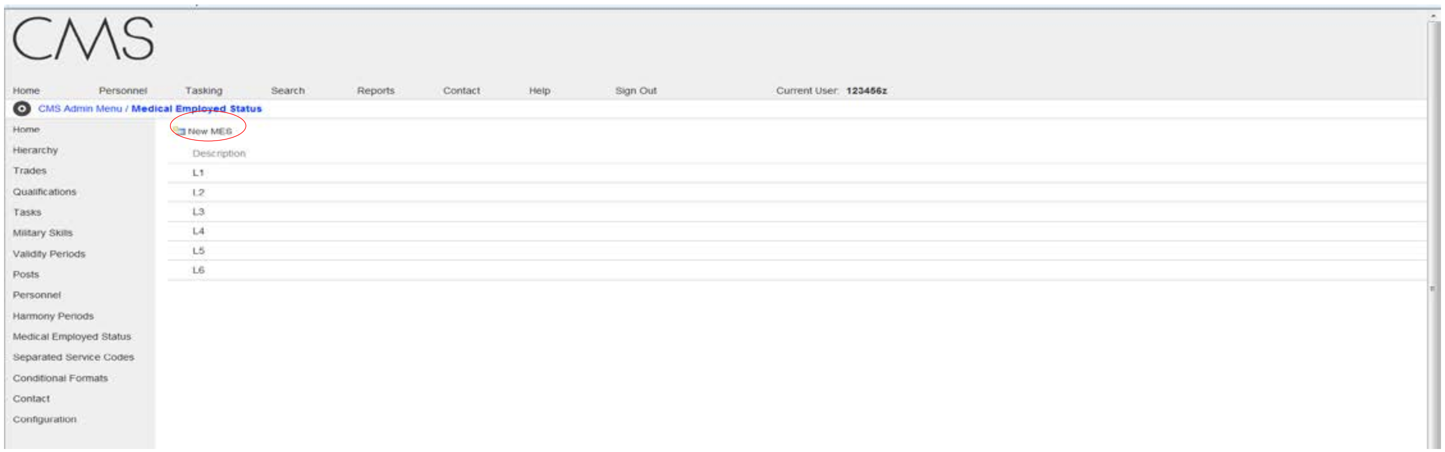
Harmony Period Administration

Edit Unit Harmony Periods

Make the required changes to the Unit Harmony Periods details .
Click the Save and Close icon to save the changes.

NB: Changing any Unit Harmony Period details will have an immediate effect on all Unit Harmony Status details

Capability Management System (CMS) System Administration Guide



Medical Employed Status (MES) Administration

Add MES

Click Medical Employed Status to view current MES List. From here it is possible to Add new MES and Edit existing ones.

Click the New MES icon to Add a MES.

The MES Description column is a clickable link. Clicking the required MES will display the MES Details

CMS

Capability Management System (CMS) System Administration Guide

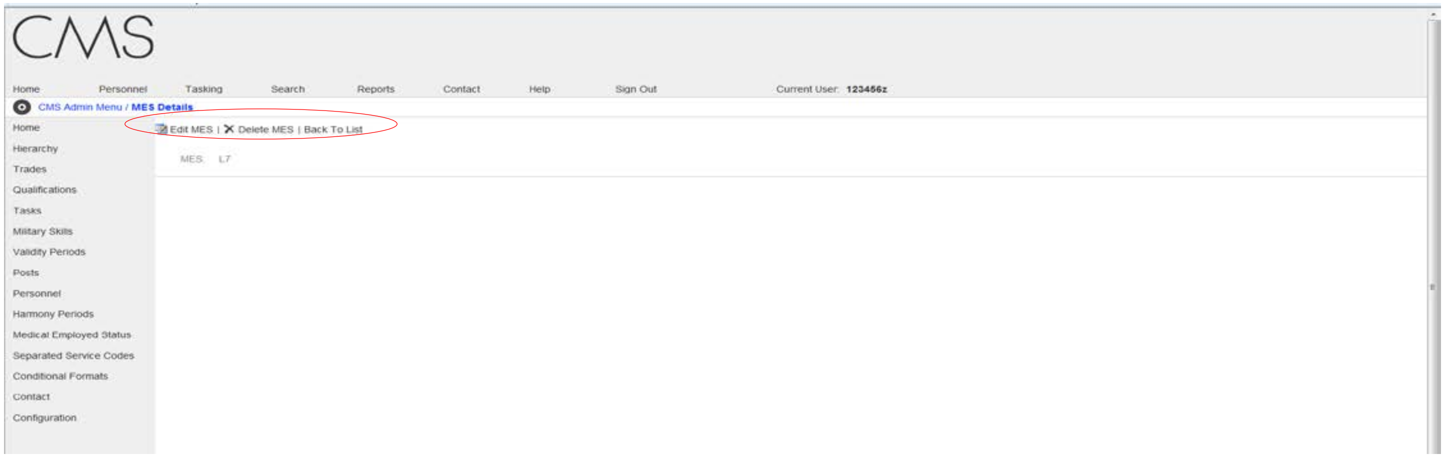
Medical Employed Status (MES) Administration

Add MES

Enter the MES details.

Click the Save and Close icon to Add the MES.

Capability Management System (CMS) System Administration Guide



Medical Employed Status (MES) Administration

Edit MES

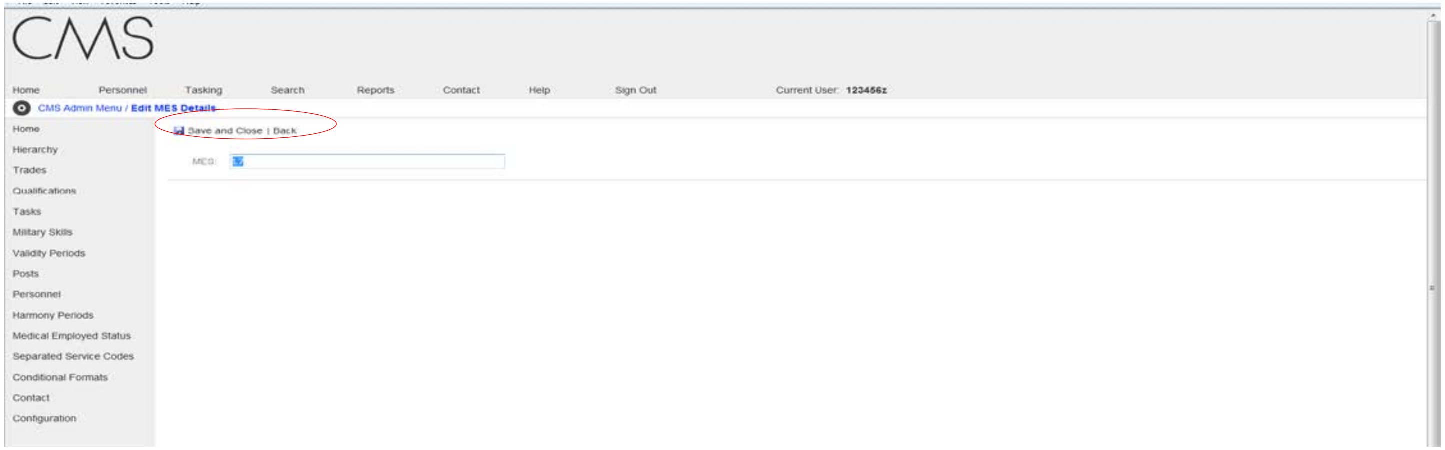
From the MES list click the MES required. This will present the MES Details and the Option to Add, Edit, or Delete where applicable, the selected MES .

Click the Edit MES icon to amend the MES details.

If the MES has no associated Personnel then the Delete MES icon is visible. Clicking this will delete the MES

CMS

Capability Management System (CMS) System Administration Guide

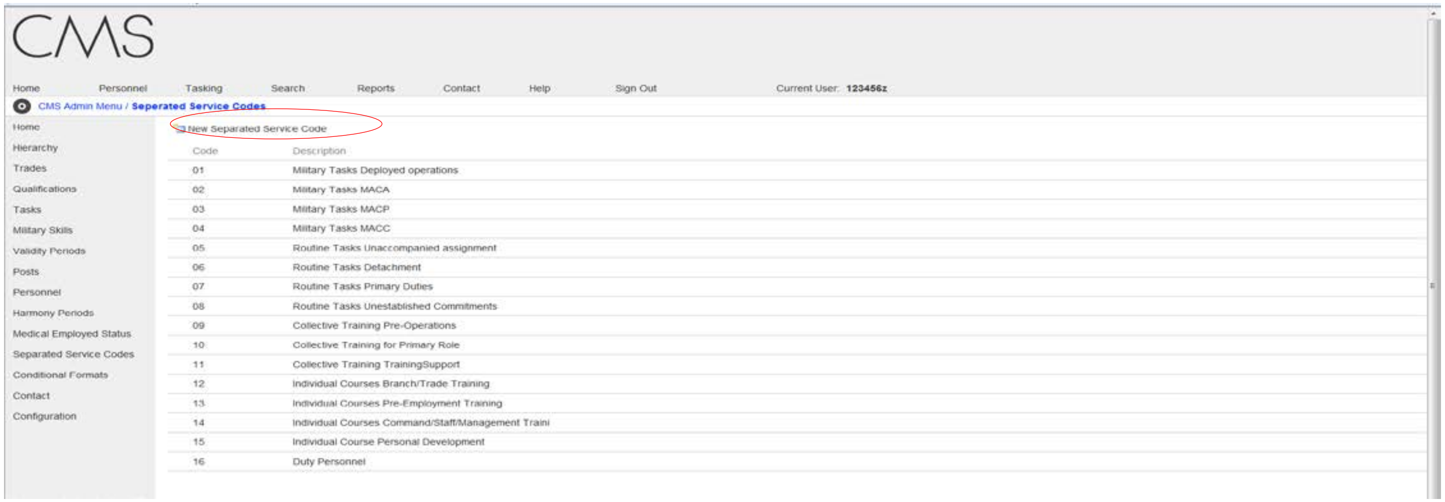


Medical Employed Status (MES) Administration

Edit MES

Make the required changes to the selected MES details .
Click the Save and Close icon to save the changes.

Capability Management System (CMS) System Administration Guide



Separated Service Codes(SSC) Administration

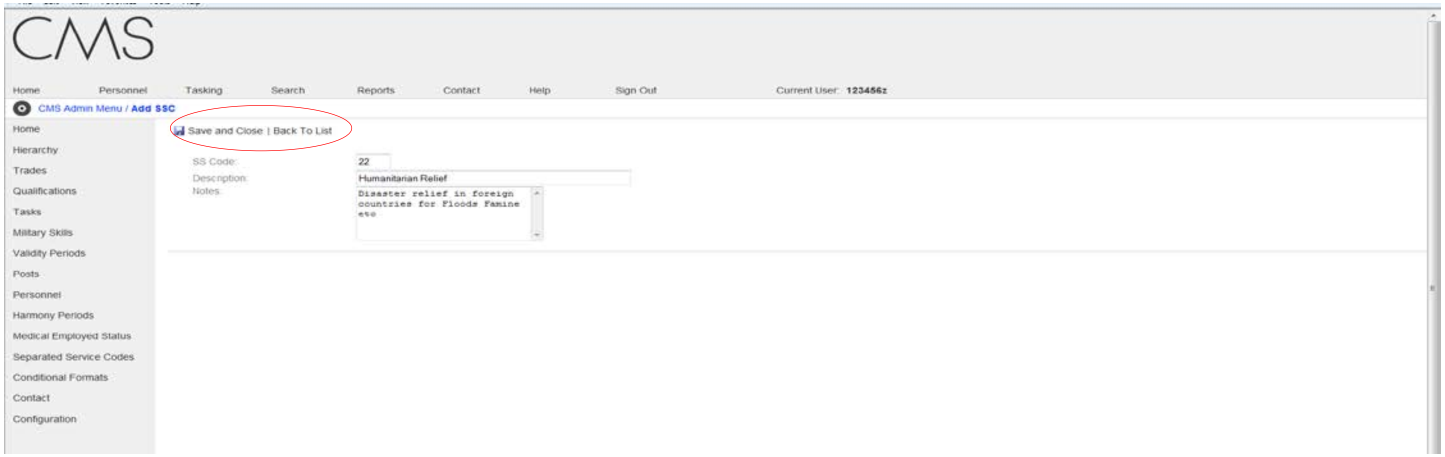
Add SSC

Click Separated Service Codes to view current SSC List. From here it is possible to Add new SSC and Edit existing ones.

Click the New SSC icon to Add a SSC .

The SSC Code column is a clickable link. Clicking the required SSC will display the SSC Details

Capability Management System (CMS) System Administration Guide



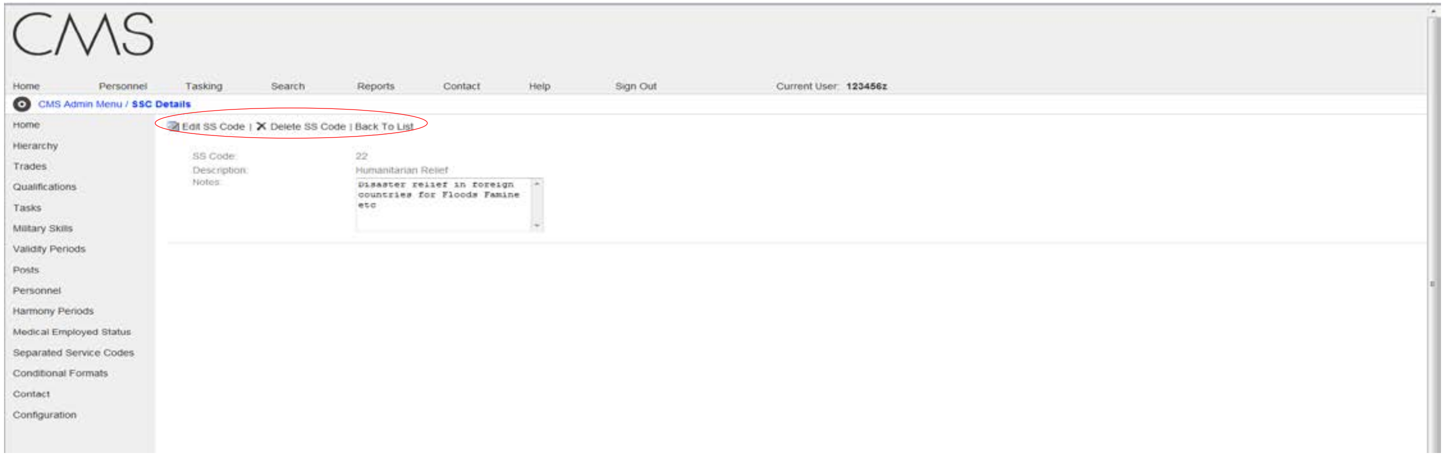
Separated Service Codes(SSC) Administration

Add SSC

Enter the SSC details.

Click the Save and Close icon to Add the SSC.

Capability Management System (CMS) System Administration Guide



Separated Service Codes(SSC) Administration

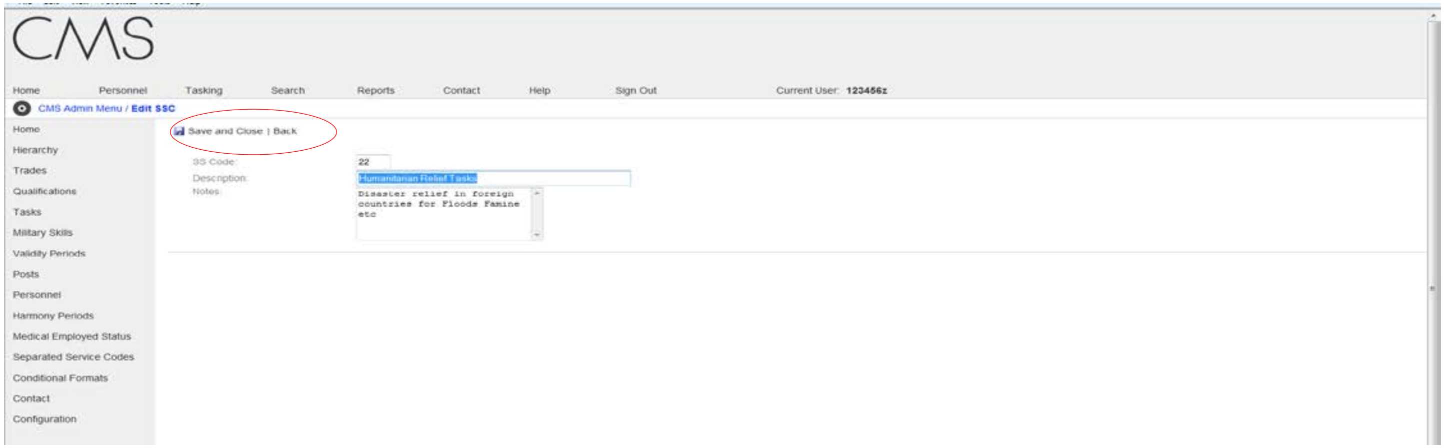
Edit SSC

From the SSC list click the SSC required. This will present the SSC Details and the Option to Add, Edit, or Delete where applicable, the selected SSC .

Click the Edit SSC icon to amend the SSC details.

If the SSC has no associated Personnel then the Delete SSC icon is visible. Clicking this will delete the SSC

Capability Management System (CMS) System Administration Guide



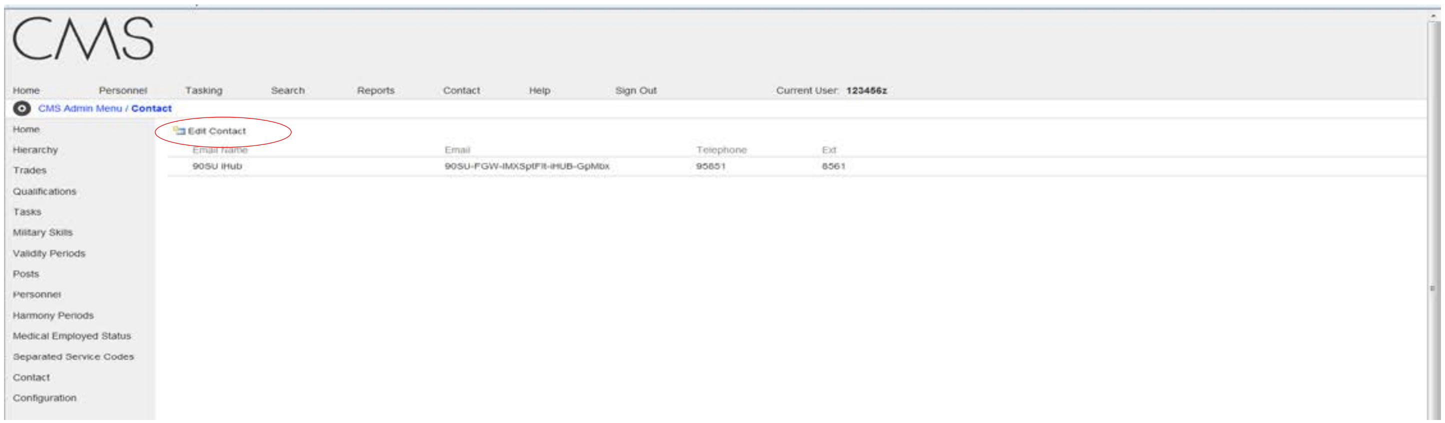
Separated Service Codes(SSC) Administration

Edit SSC

Make the required changes to the selected SSC details .

Click the Save and Close icon to save the changes.

Capability Management System (CMS) System Administration Guide



Contact Administration

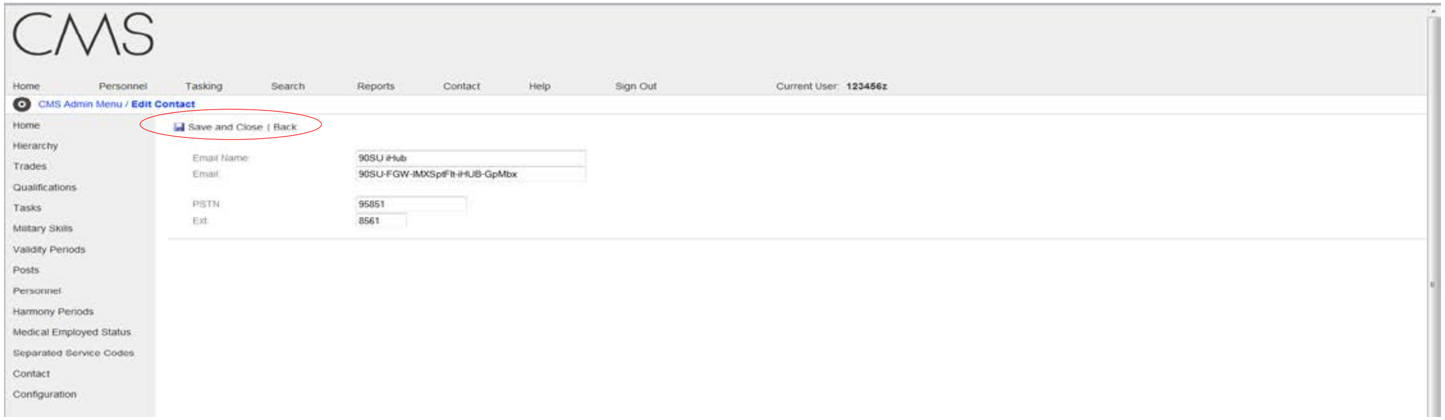
Edit Contact Details

Click Contact from the menu option. This will present the Contact Details and the Option to Edit the Contact details.

Click the Edit Contact icon to amend the Contact details.

NB: Contact details should be the System Administrator Contact details. CMS will be delivered with Default Contact details. It is the System Administrators responsibility to ensure these are correct and make any necessary amendments.

Capability Management System (CMS) System Administration Guide



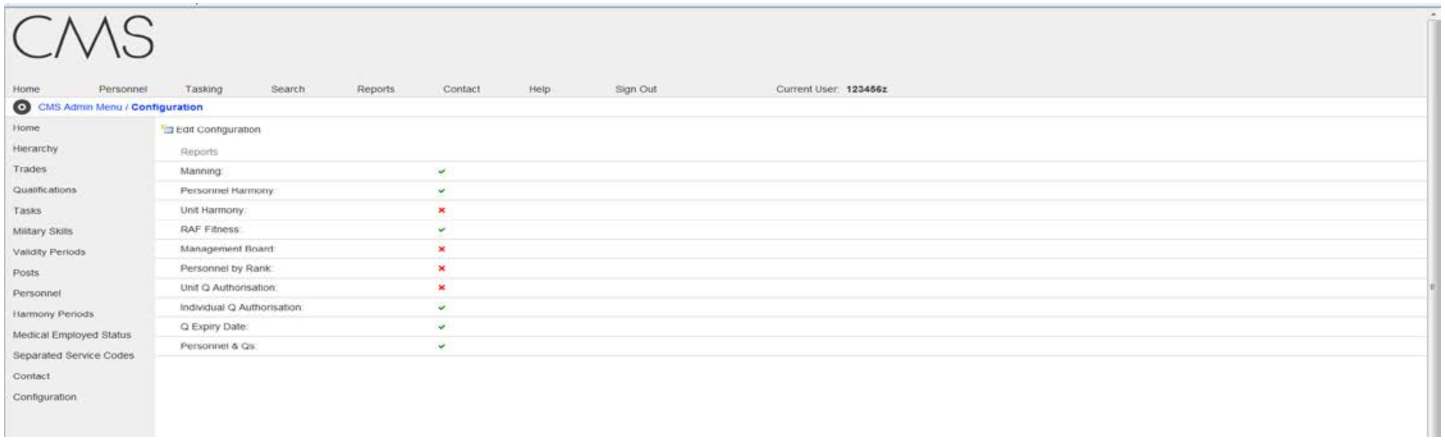
Contact Administration

Edit Contact Details

Make the required changes to the Contact details.

Click the Save and Close icon to save the changes.

Capability Management System (CMS) System Administration Guide



Configuration Administration

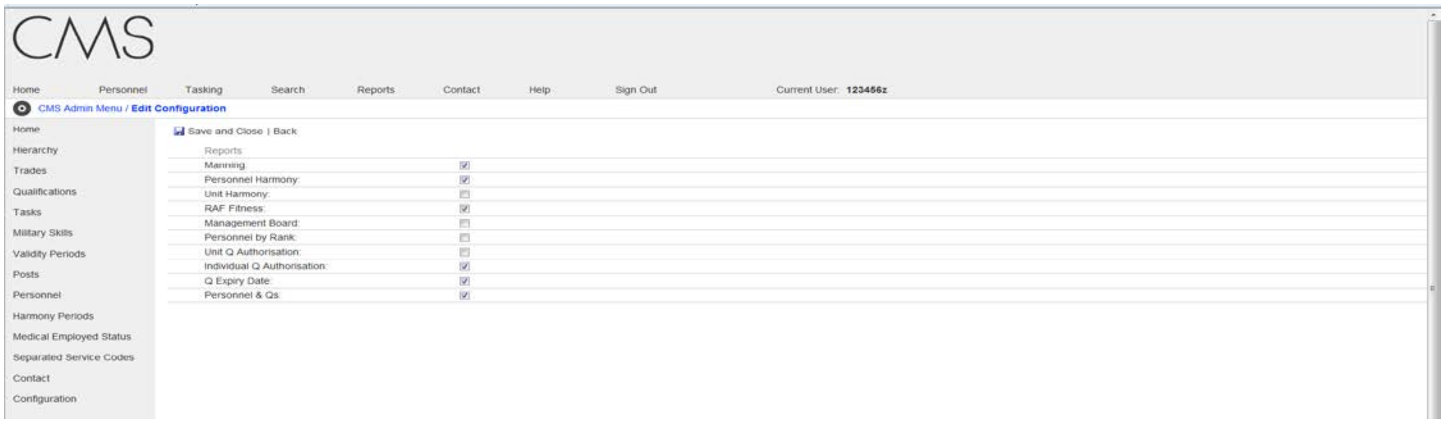
Edit Configuration Details

Configuration allows System Administrators to decide which Reports will be accessible to CMS. A shows the Report is available. A means it is not.

Click Configuration from the menu option. This will present the Configuration Details and the Option to Edit the Configuration details.

Click the Edit Configuration icon to amend the Configuration details.

NB: CMS is delivered with default Configuration details. These can be amended by System Administrator but cannot be ADDED to or REMOVED. Only CMS Administrators (90SU IMX) can Add/Remove Configuration Details



Configuration Administration

Edit Configuration Details

To Add a Report on the Reports Menu tick the Check Box.
To Remove a Report from the Reports Menu Untick the Check Box

Click the Save and Close icon to save the changes.