

## 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.**

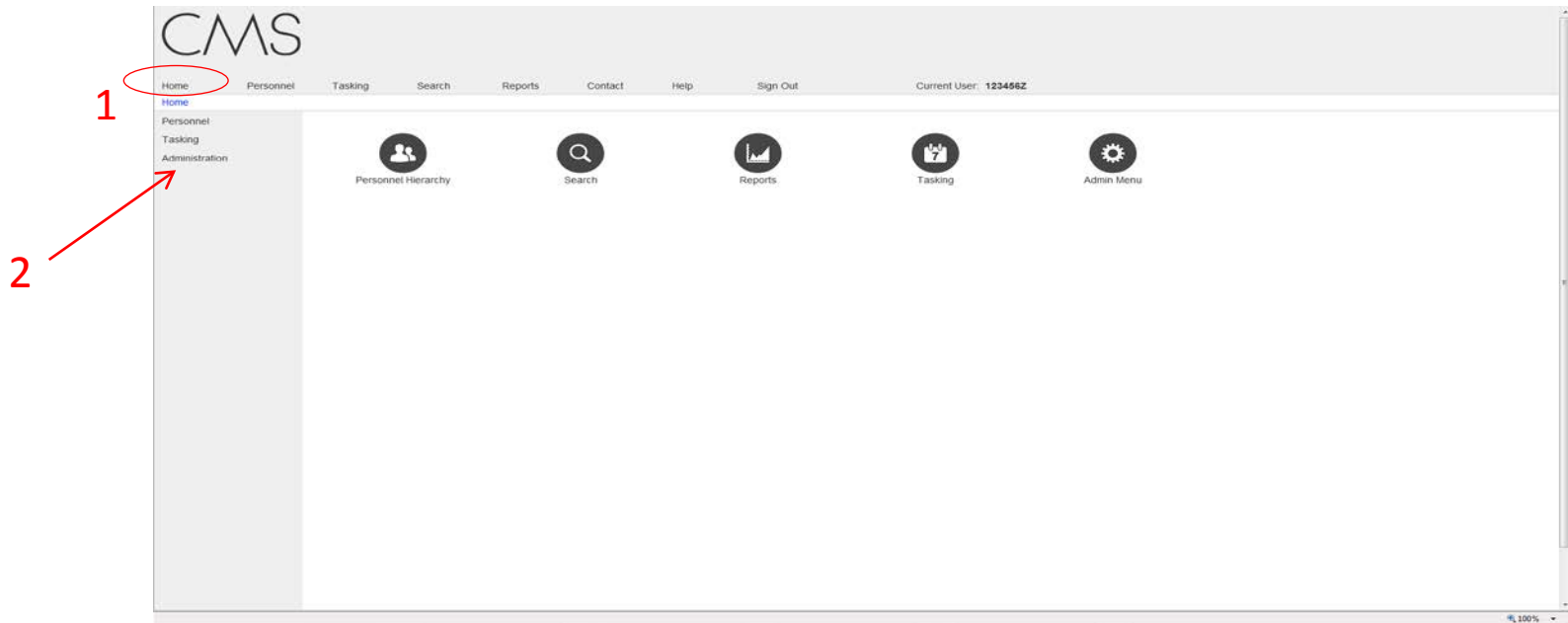
**It is therefore important that number of System Administrators are kept to the absolute minimum required.**

**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**



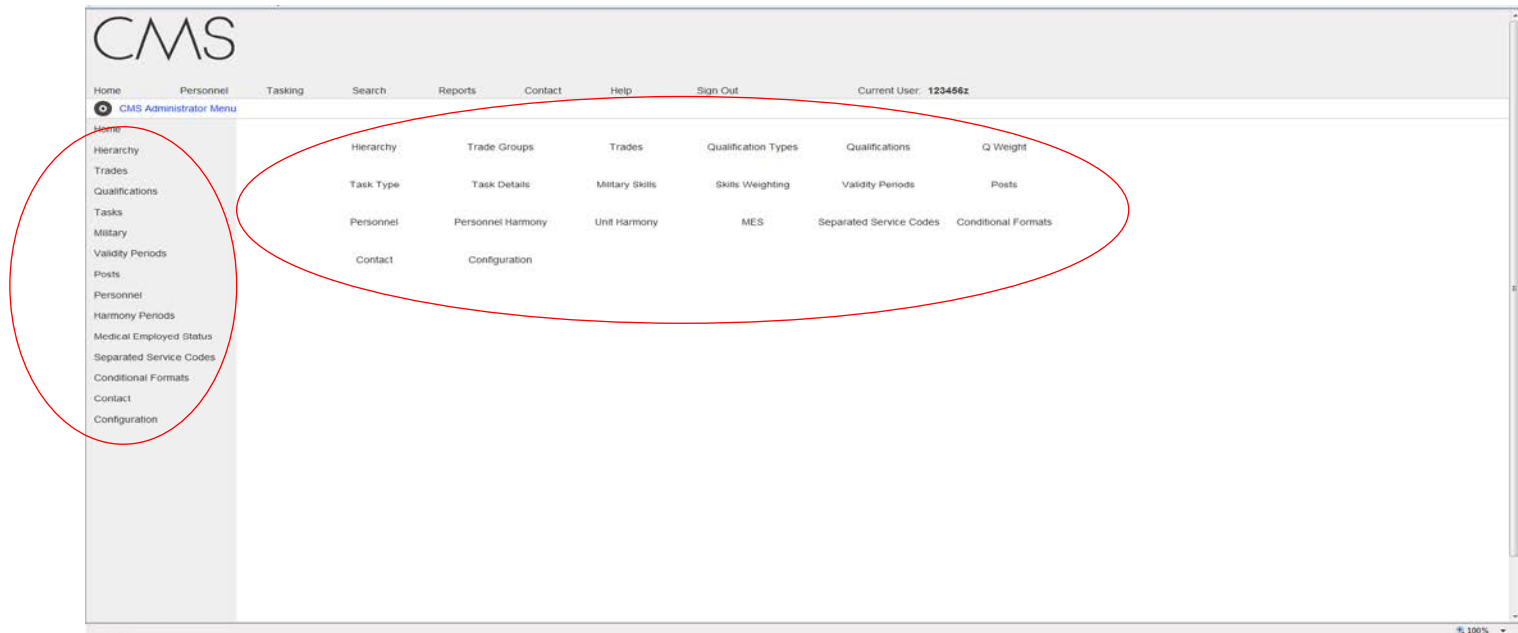
## Capability Management System ( CMS) System Administration Guide



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.

## Capability Management System ( CMS) System Administration Guide



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



## Capability Management System ( CMS) System Administration Guide

### 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.




## Capability Management System ( CMS) System Administration Guide

The screenshot shows the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out. The current user is identified as 123456z. The left sidebar contains a list of administrative functions, with 'Hierarchy' highlighted. The main content area displays the 'Hierarchy List' table, which has columns for Name and Parent. The table lists various units and their parent units, such as 90SU, FGW, 5 (IS) Sqn, IA Fit, IA Team, ARS, ASIS, Ops Fit, Service Ops, SSM, Delivery Support Cell, Deployed IS Fit, Coalition IS, Coalition DES, Coalition Hub, National IS, Op Apps, OEC Sqn, OCU, Instructors, App Spt Team, and ISBE.

Name	Parent
90SU	
FGW	90SU
5 (IS) Sqn	FGW
IA Fit	5 (IS) Sqn
IA Team	IA Fit
ARS	5 (IS) Sqn
ASIS	ASIS
Ops Fit	5 (IS) Sqn
Service Ops	Ops Fit
SSM	Ops Fit
Delivery Support Cell	Ops Fit
Deployed IS Fit	5 (IS) Sqn
Coalition IS	Deployed IS Fit
Coalition DES	Coalition IS
Coalition Hub	Coalition IS
National IS	Deployed IS Fit
Op Apps	Deployed IS Fit
OEC Sqn	FGW
OCU	OEC Sqn
Instructors	OCU
App Spt Team	OEC Sqn
ISBE	App Spt Team

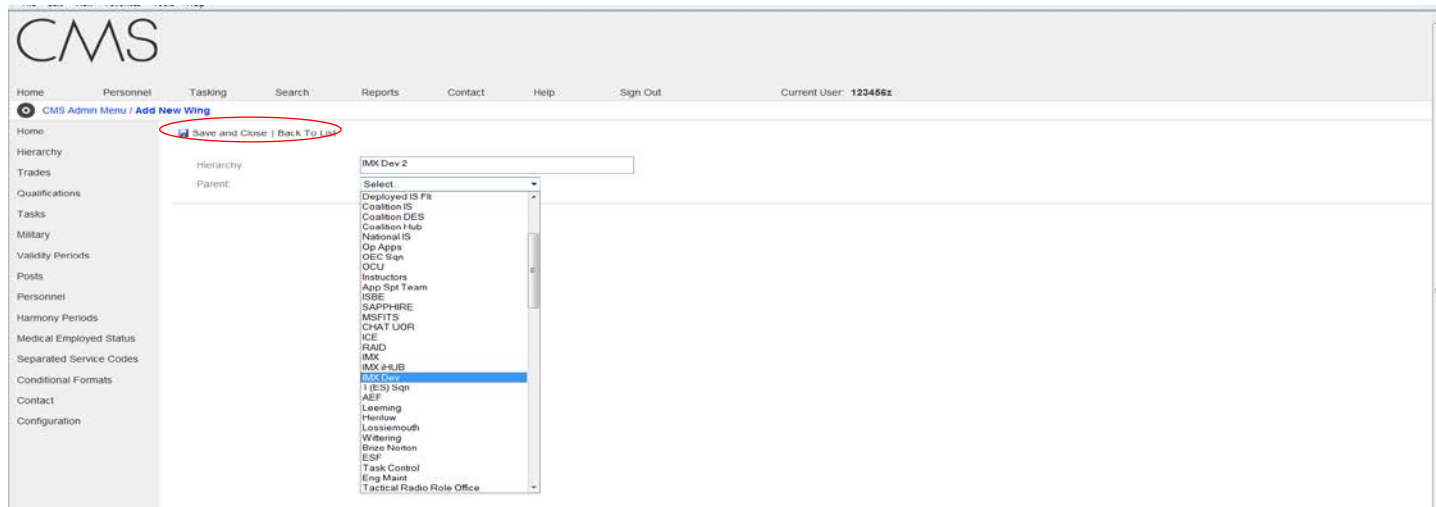
### Hierarchy Administration

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




## Capability Management System ( CMS) System Administration Guide



### 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.



## Capability Management System ( CMS) System Administration Guide

CMS

Home

Personnel

Tasking

Search

Reports

Contact

Help

Sign Out

Current User: 123456z

CMS Admin Menu / Groups

Home

Hierarchy

Trades

Qualifications

Tasks

Military

Validity Periods

Posts

Personnel

Harmony Periods

Medical Employed Status

Separated Service Codes

Conditional Formats

Contact

Configuration

Add Hierarchy

Hierarchy List

Name	Parent
90SU	90SU
FGW	90SU
5 (IS) Sqn	FGW
IA Fit	5 (IS) Sqn
IA Team	IA Fit
ASIS	5 (IS) Sqn
ASIS	ASIS
Ops Fit	5 (IS) Sqn
Service Ops	Ops Fit
SSM	Ops Fit
Delivery Support Cell	Ops Fit
Deployed IS Fit	5 (IS) Sqn
Coalition IS	Deployed IS Fit
Coalition DES	Coalition IS
Coalition Hub	Coalition IS
National IS	Deployed IS Fit
Op Apps	Deployed IS Fit
OEC Sqn	FGW
OCU	OEC Sqn
Instructors	OCU
App Spt Team	OEC Sqn
ISB	App Spt Team

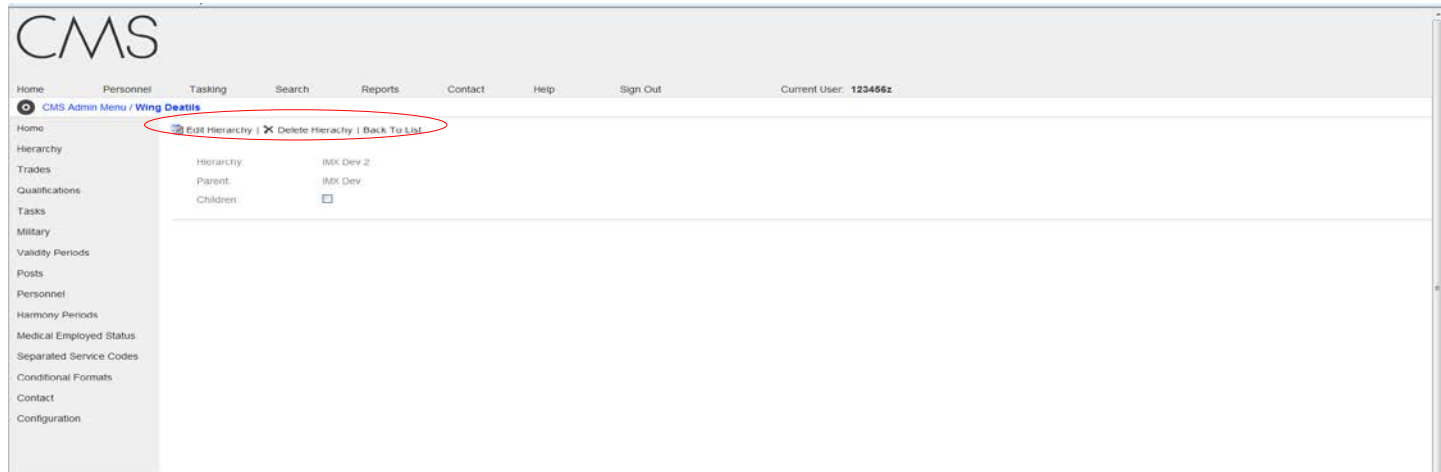
### Hierarchy Administration

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







## Capability Management System ( CMS) System Administration Guide



### Hierarchy Administration

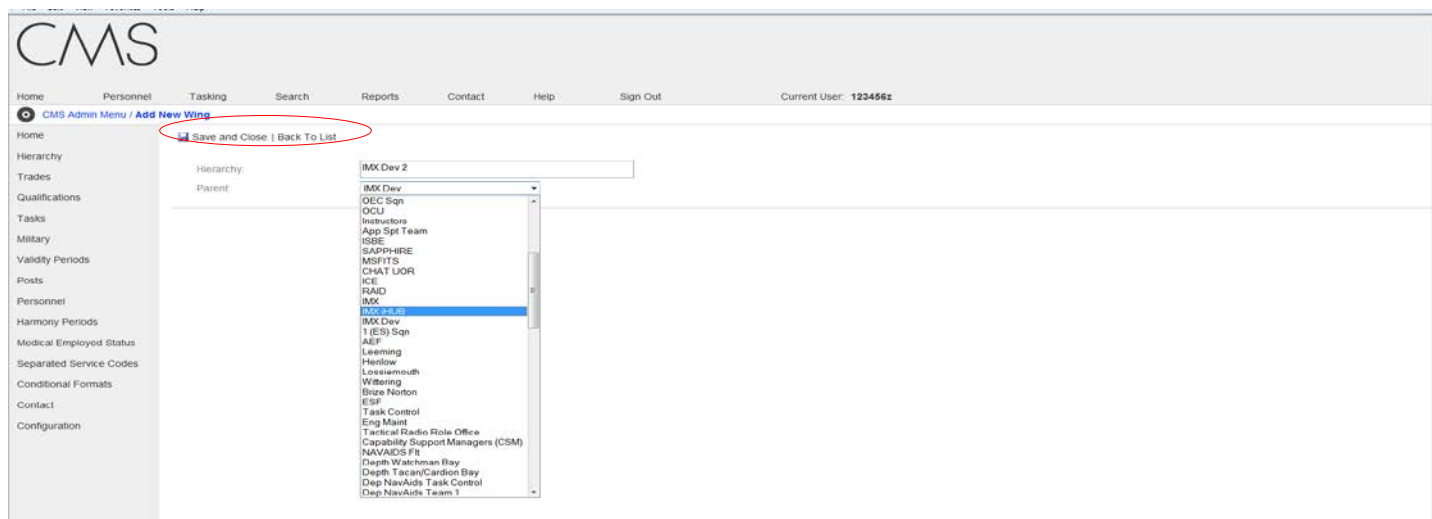
#### Hierarchy View Details

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




## Capability Management System ( CMS) System Administration Guide



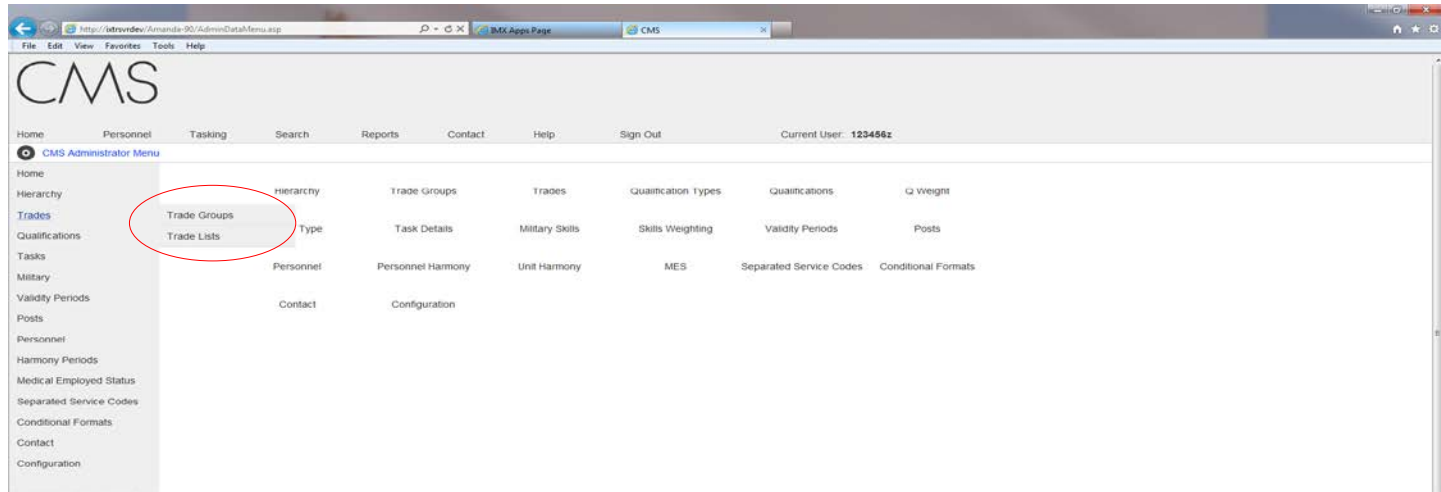
### Hierarchy Administration

#### 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

## Capability Management System ( CMS) System Administration Guide



### Trades Administration

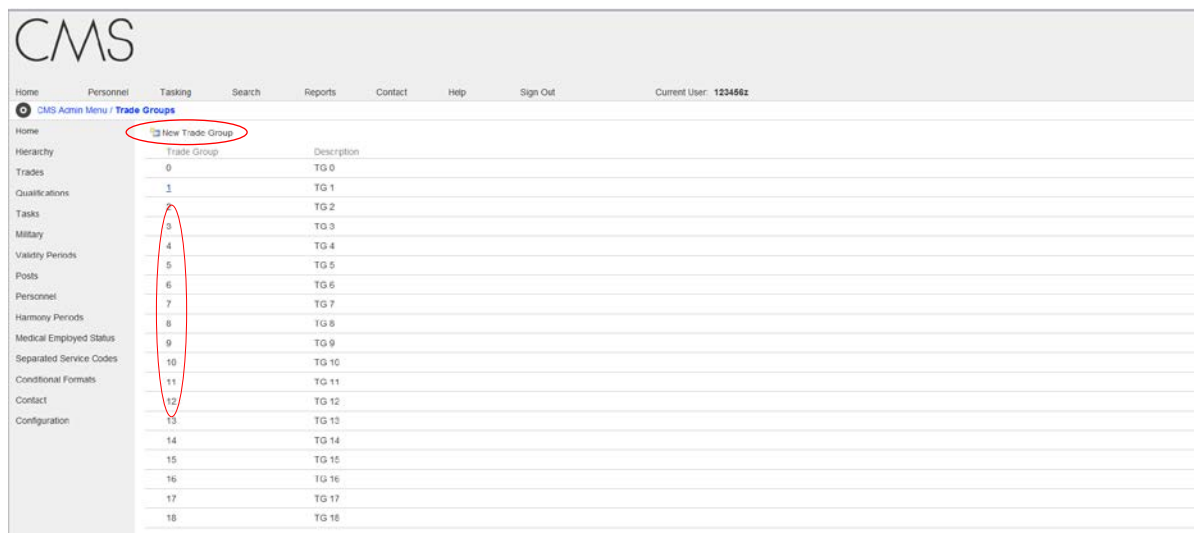
CMS Trade administration is in two parts.

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.

## Capability Management System ( CMS) System Administration Guide



The screenshot shows the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out. The current user is identified as 123456z. The left sidebar contains a menu with options like Home, Hierarchy, Trades, Qualifications, Tasks, Military, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area displays a table of Trade Groups. A red circle highlights the 'New Trade Group' icon in the top left of the table, and another red circle highlights the 'Trade Group' column header. The table lists 19 trade groups, each with a unique ID and a description.

Trade Group	Description
0	TG 0
1	TG 1
2	TG 2
3	TG 3
4	TG 4
5	TG 5
6	TG 6
7	TG 7
8	TG 8
9	TG 9
10	TG 10
11	TG 11
12	TG 12
13	TG 13
14	TG 14
15	TG 15
16	TG 16
17	TG 17
18	TG 18

### 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



## Capability Management System ( CMS) System Administration Guide




The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user ID: 123456z. The left sidebar lists various system components: Home, Hierarchy, Trades, Qualifications, Tasks, Military, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area shows the 'Add New Trade Group' form, which is highlighted by a red circle. The form contains a 'Trade Group' field with the value '22' and a 'Description' field with the text 'Trade Group 22'. A red circle highlights the 'Save and Close | Back To List' button in the top right corner of the form.

### Trades Administration

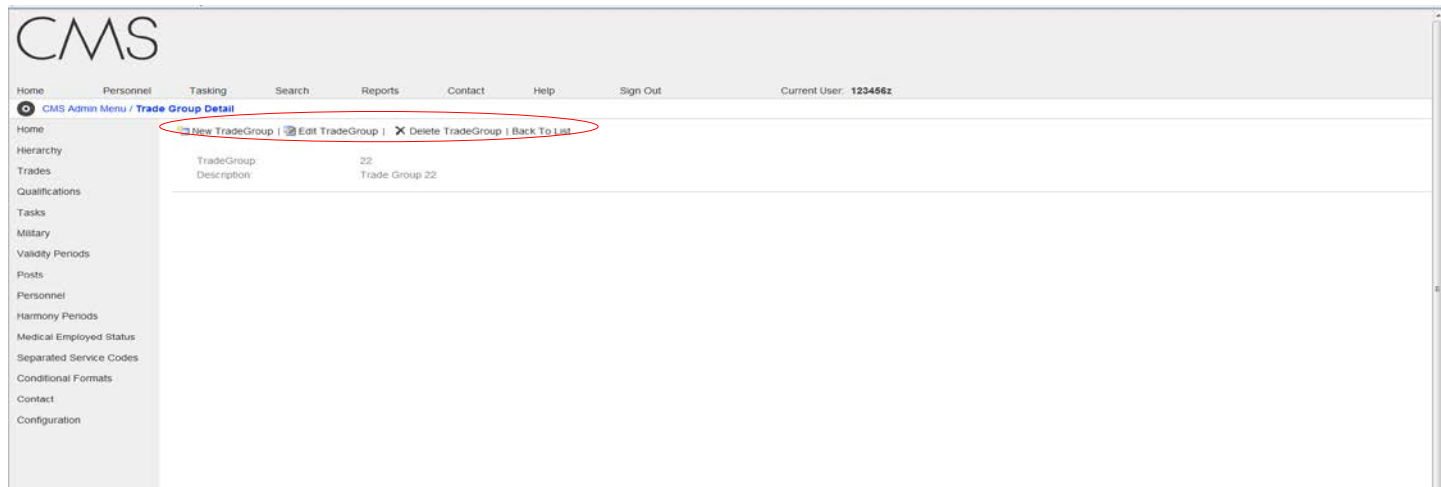
#### Add Trade Groups

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

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




## Capability Management System ( CMS) System Administration Guide



### Trades Administration

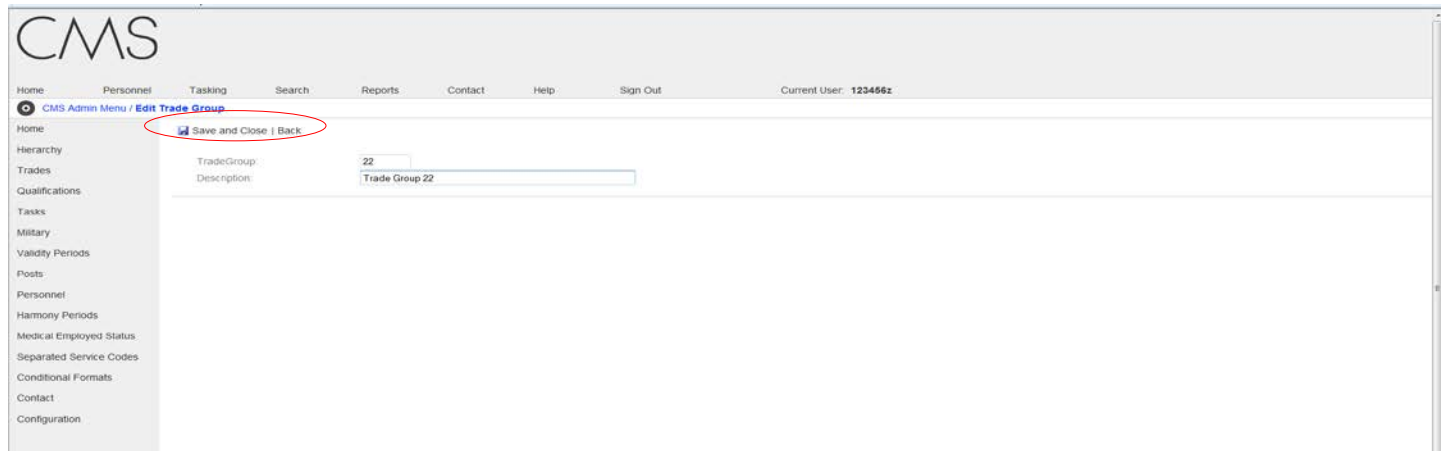
#### Edit Trade Groups

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

## Capability Management System ( CMS) System Administration Guide



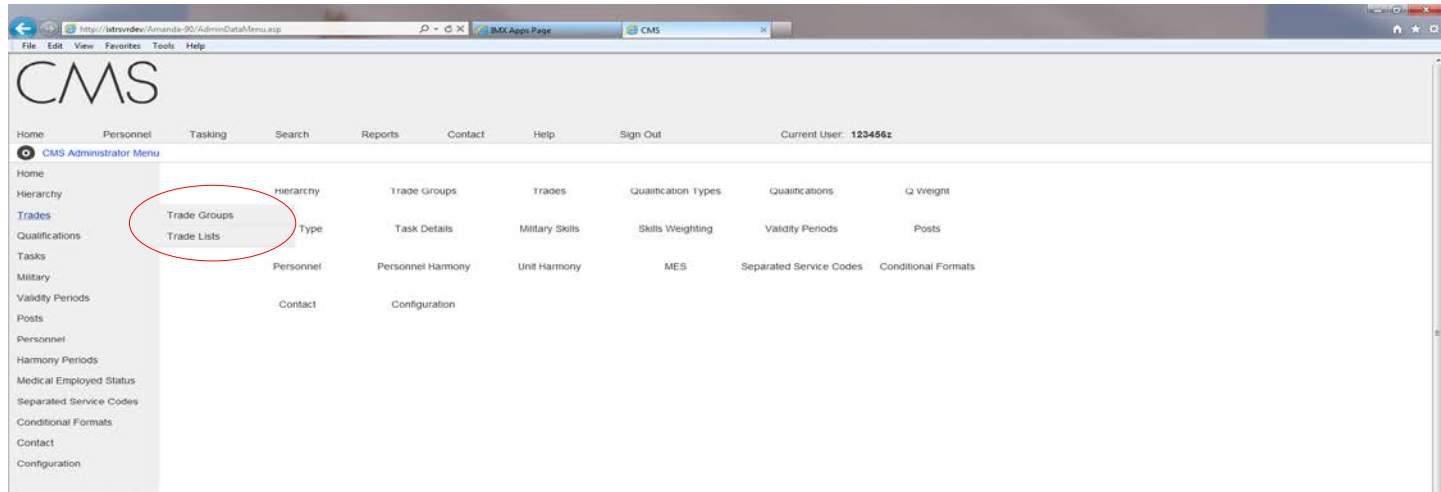
### Trades Administration

#### Edit Trade Groups

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



## Capability Management System ( CMS) System Administration Guide



### 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.





## Capability Management System ( CMS) System Administration Guide

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user ID: 123456z. The left sidebar contains a menu with options like Home, Hierarchy, Trades, Qualifications, Tasks, Military, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area shows the 'Add New Trade' form. A red circle highlights the 'Save and Close | Back To List' button. The form includes a 'Trade' field and a 'Trade Group' dropdown menu. The dropdown menu is open, showing a list of trade groups from 0 to 22, with '22' selected.

### Trades Administration

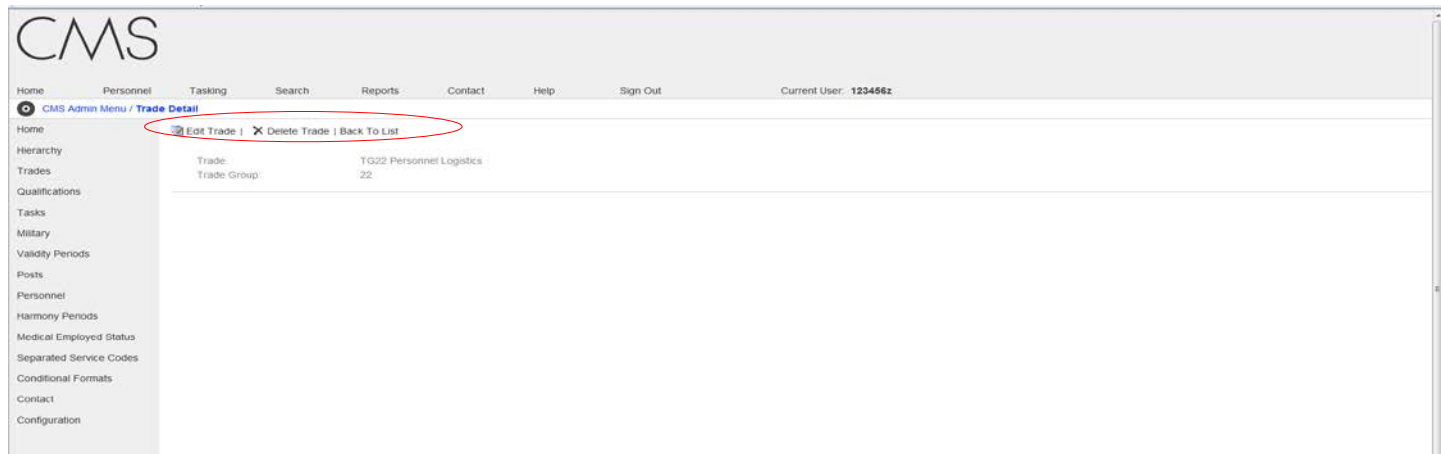
#### Add Trades

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.




## Capability Management System ( CMS) System Administration Guide




### Trades Administration

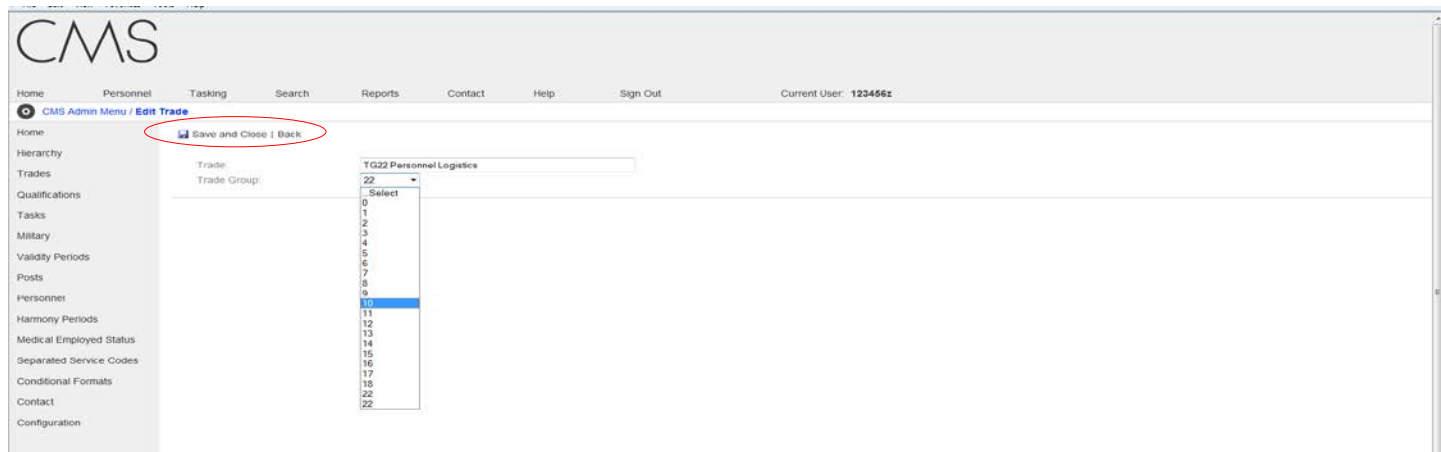
#### Edit Trades

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

## Capability Management System ( CMS) System Administration Guide



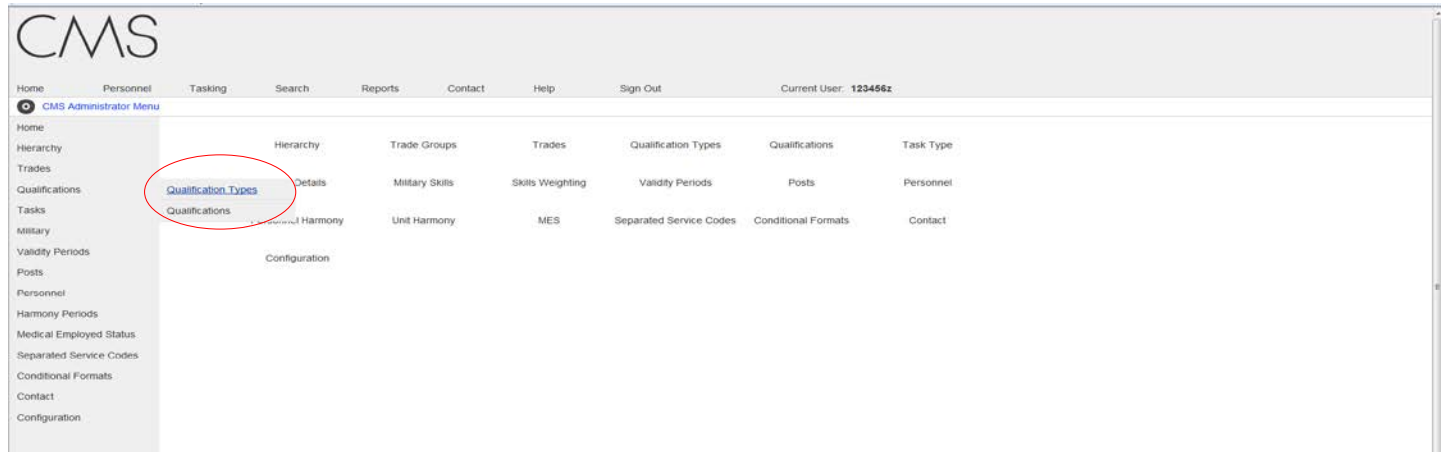
### Trades Administration

#### Edit Trades

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



## Capability Management System ( CMS) System Administration Guide



### Qualifications Administration

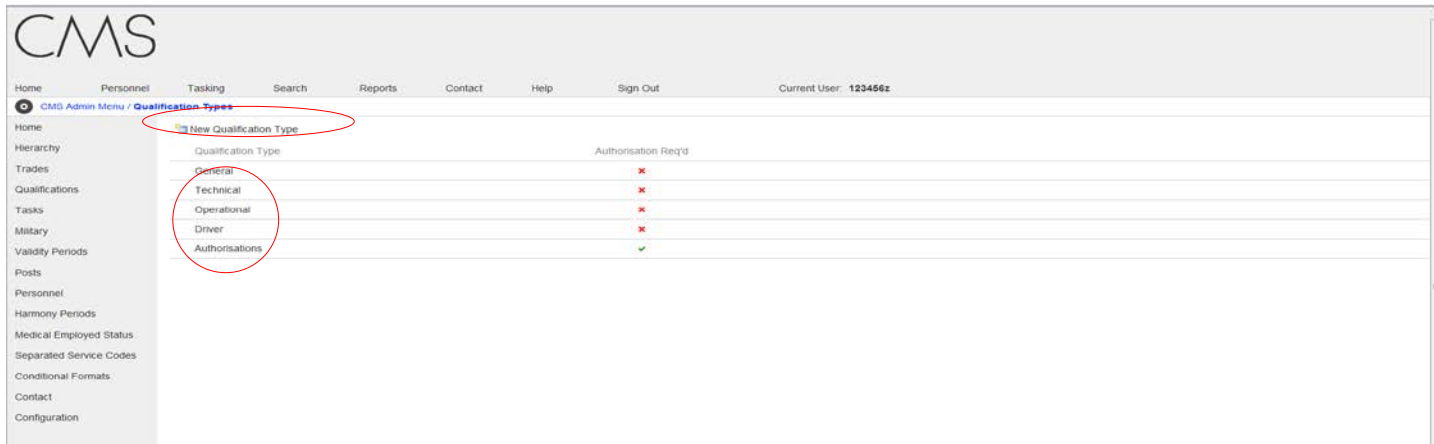
CMS Qualification administration has two options.

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




## Capability Management System ( CMS) System Administration Guide



### 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



## Capability Management System ( CMS) System Administration Guide

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user ID: 123456z. The left sidebar lists various system administration options: Home, Hierarchy, Trades, Qualifications, Tasks, Military, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area shows the 'CMS Admin Menu / New Qualification Type' page. A red circle highlights the 'Save and Close | Back To List' button. Below this button, there are two input fields: 'Qualification Type:' with the value 'Specialist Qualifications' and 'Authorisation Req'd:' with a checked checkbox.

### Qualifications Administration

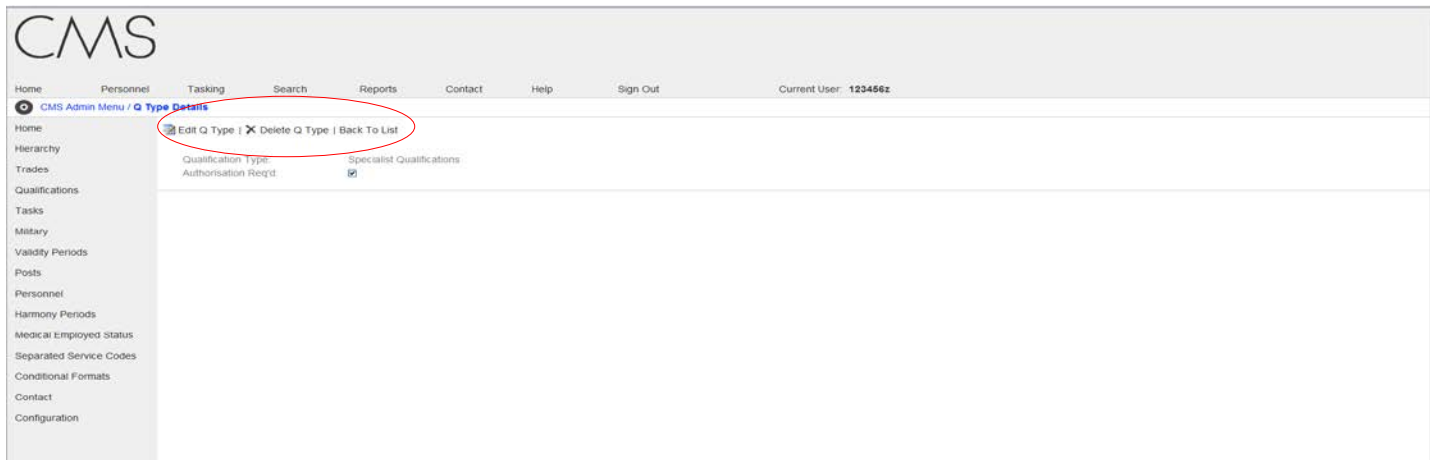
#### Add Qualification Types

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 .




## Capability Management System ( CMS) System Administration Guide




### Qualifications Administration

#### Edit Qualification Types

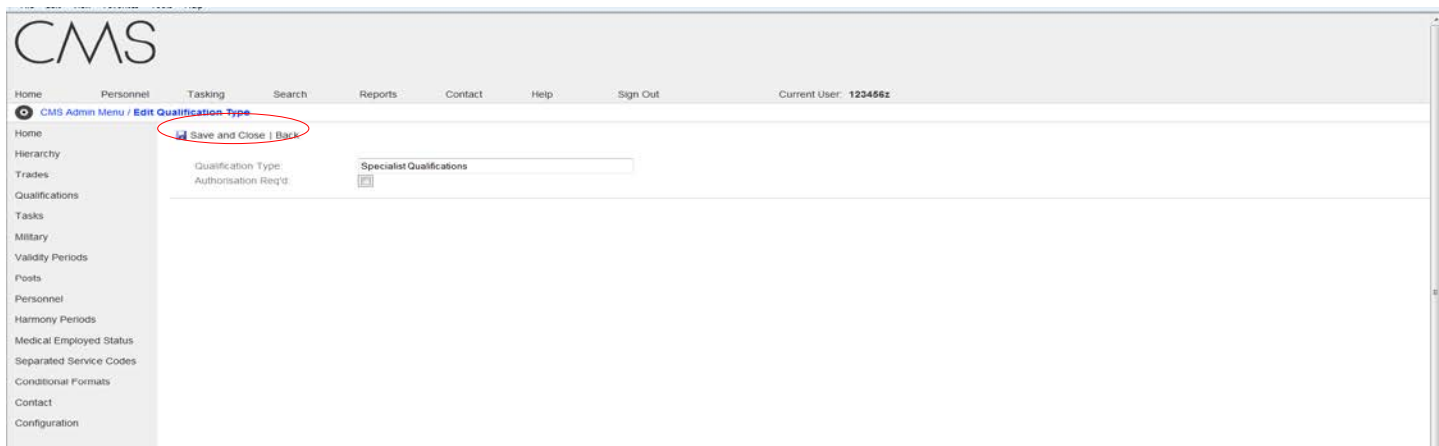
Click the Qualification Type required. This will present the Qualification Type Details and the option to Add, Edit, or Delete where applicable, the selected Qualification Type .

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




## Capability Management System ( CMS) System Administration Guide



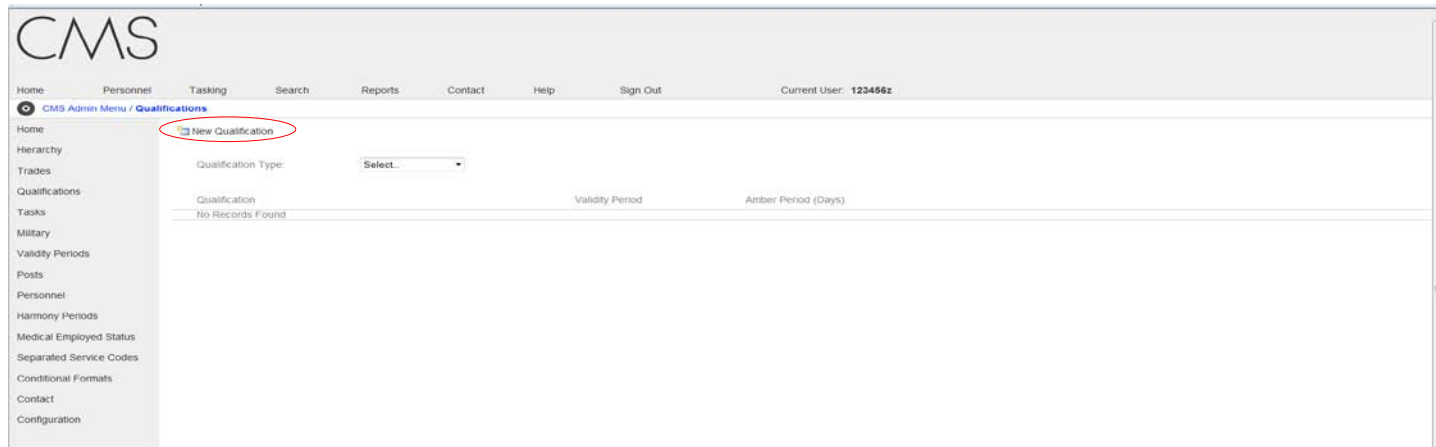
### Qualification Administration

#### Edit Qualification Types

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



## Capability Management System ( CMS) System Administration Guide



### 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.



## Capability Management System ( CMS) System Administration Guide

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user ID: 123456z. The left sidebar contains a 'CMS Admin Menu' with various options, including 'New Qualification Details' which is highlighted. The main content area shows the 'New Qualification Details' form. The form includes fields for 'Qualification' (ICT Qualification 2), 'Q Type' (Specialist Qualificatc), 'Description' (Type Q description here), 'Validity Period' (1 Year), and 'Amber Period' (1). A red circle highlights the 'Save and Close' icon in the top left corner of the form.

### 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 .



## Capability Management System ( CMS) System Administration Guide

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user information: 123456z. The left sidebar contains a menu with the following items: Home, Hierarchy, Trades, Qualifications, Tasks, Military, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area is titled 'CMS Admin Menu / Qualifications' and features a 'New Qualification' form. The form includes a 'Qualification Type' dropdown menu, which is currently open, showing options: Select., Select., General, Technical, Operational, Basic, Authorisations, and Specialist Qualifications. The 'Operational' option is highlighted. Below the dropdown, there are fields for 'Validity Period' and 'Amber Period (Days)'. A table below these fields shows 'No Records Found'.

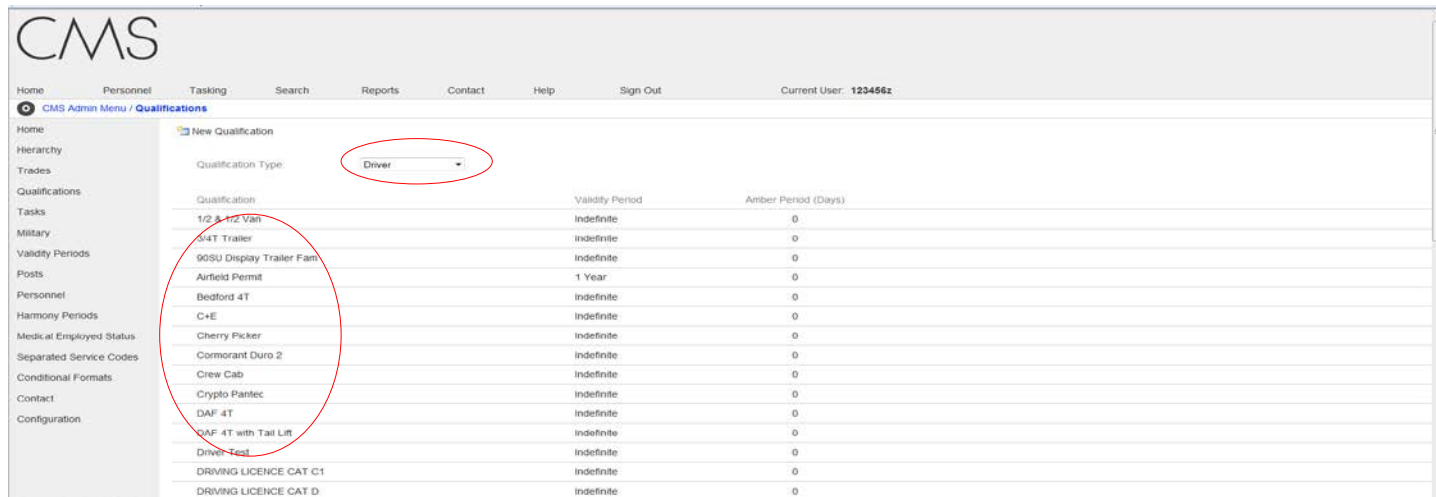
### Qualifications Administration

#### Edit Qualifications

Select the Qualification Type required from the drop down list .



## Capability Management System ( CMS) System Administration Guide



The screenshot shows the CMS System Administration Guide interface. The 'Qualifications' section is active, and the 'Driver' qualification type is selected. The table below lists the qualifications associated with the selected type.

Qualification	Validity Period	Amber Period (Days)
1/2 & 1/2 Van	Indefinite	0
3/4T Trailer	Indefinite	0
90SU Display Trailer Fam	Indefinite	0
Airfield Permit	1 Year	0
Bedford 4T	Indefinite	0
C+E	Indefinite	0
Cherry Picker	Indefinite	0
Cormorant Duro 2	Indefinite	0
Crew Cab	Indefinite	0
Crypto Pantec	Indefinite	0
DAF 4T	Indefinite	0
DAF 4T with Tail Lift	Indefinite	0
Driver Test	Indefinite	0
DRIVING LICENCE CAT C1	Indefinite	0
DRIVING LICENCE CAT D	Indefinite	0

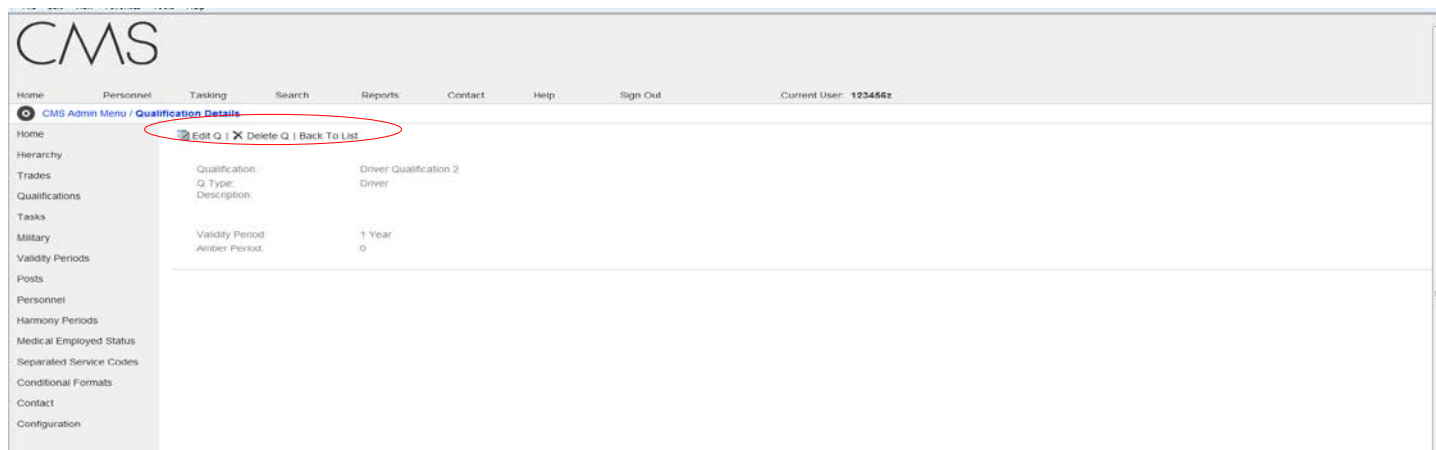
### Qualifications Administration

#### 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




## Capability Management System ( CMS) System Administration Guide




### 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




## Capability Management System ( CMS) System Administration Guide

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user information: 'Current User: 123456z'. The left sidebar contains a list of navigation items: Home, Hierarchy, Trades, Qualifications, Tasks, Military, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area is titled 'CMS Admin Menu / Edit Qualification Details'. A red circle highlights the 'Save and Close' icon (a floppy disk) located at the top left of the form. The form itself is for 'Driver Qualification 2' and includes fields for Description, Q Type (set to 'Driver'), Validity Period (set to '1 Year'), and Amber Period (set to '0').

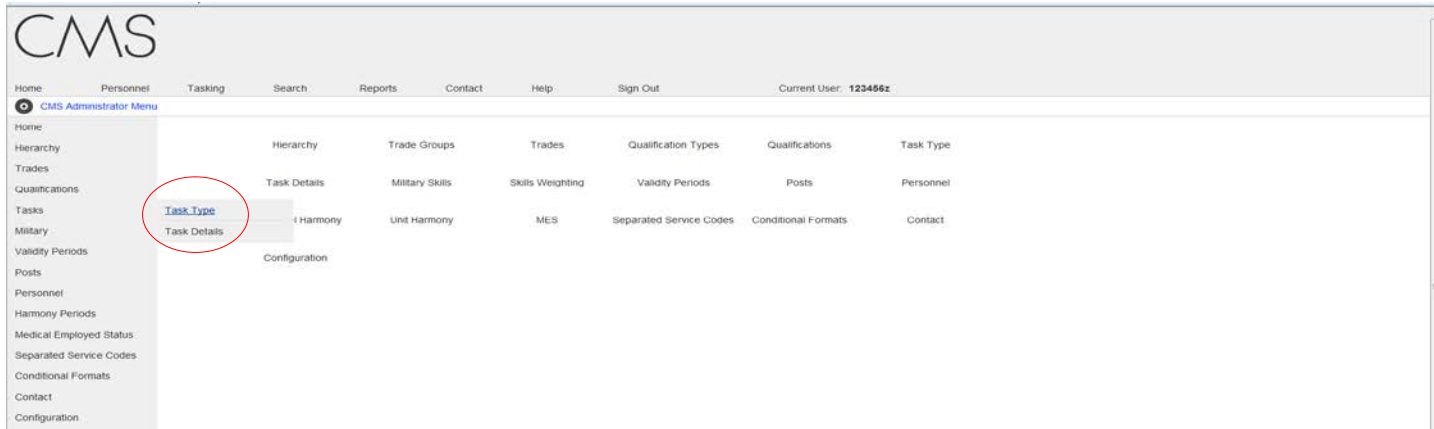
### Qualification Administration

#### Edit Qualification

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



## Capability Management System ( CMS) System Administration Guide



### Task Administration

CMS Task administration has two options.

Task Types. These are the top level parents that each individual Task is assigned to.

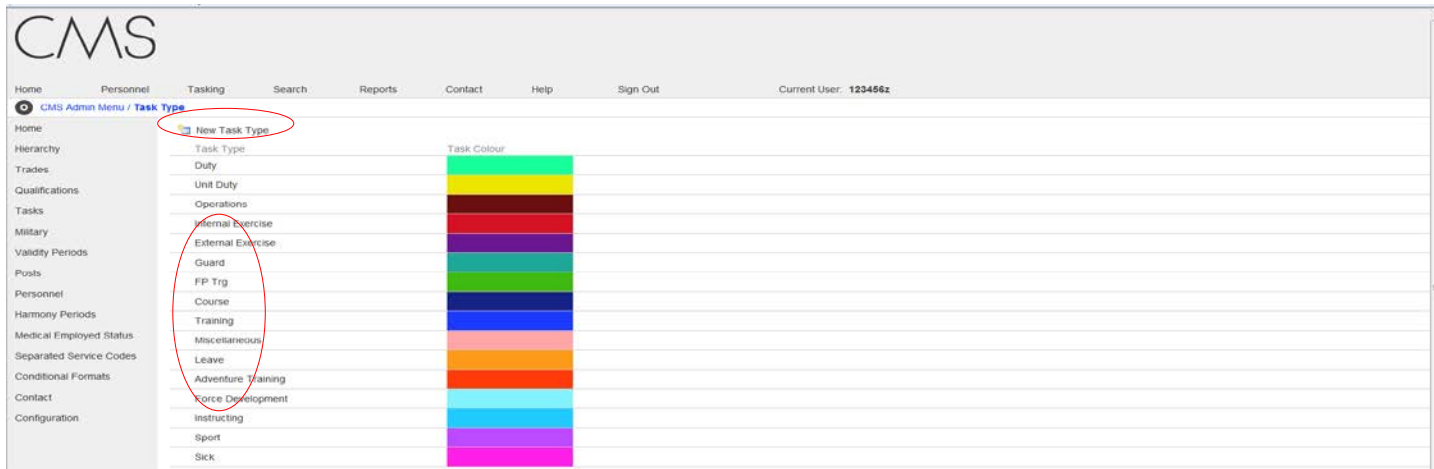
**Task Types must exist before a Task can be added.**

Click on the relevant required option to display the option list






## Capability Management System ( CMS) System Administration Guide



### 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

## Capability Management System ( CMS) System Administration Guide




### 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 .




## Capability Management System ( CMS) System Administration Guide




### 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




## Capability Management System ( CMS) System Administration Guide



### Task Administration

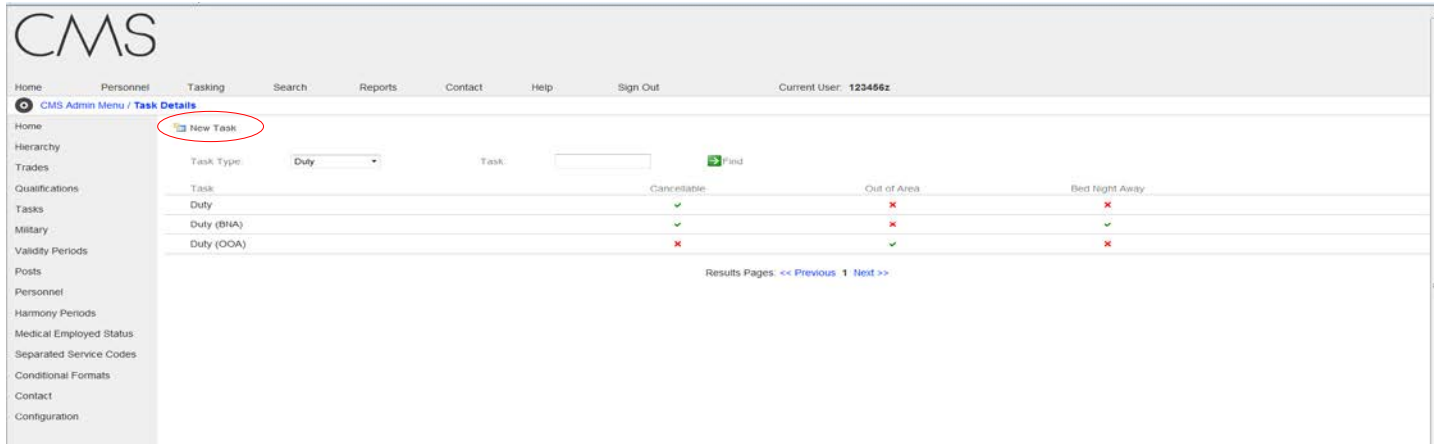
#### Edit Task Types

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.**




## Capability Management System ( CMS) System Administration Guide

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user '123456z'. The left sidebar lists various administrative functions: Home, Hierarchy, Trades, Qualifications, Tasks, Military, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area is titled 'CMS Admin Menu / Add New Task'. A red circle highlights the 'Save and Close | Back To List' button. The form fields include: Task Type (Internal Exercise), Task (Exercise Test 12), Task SSC (None), Task Harmony (Out Of Area), and a Cancellable checkbox.

### 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

The screenshot shows the CMS Admin Menu / Task Details page. The 'Task Type' is set to 'Internal Exercise'. The table below lists tasks and their status across four columns: Cancellable, Out of Area, and Bed Night Away.

Task	Cancellable	Out of Area	Bed Night Away
Ex Midwest Link	✗	✗	✓
Ex Phalanx	✓	✗	✗
EX PTME Trial	✓	✗	✗
Ex Riggerus Revival	✗	✗	✗
Ex Rock Dove	✗	✗	✗
Ex Rock Dove	✓	✗	✓
Ex ROCK DOVE (3 Sqn JV)	✓	✗	✓
EX Rock Dove (EXCON)	✗	✗	✓
Ex Rock Dove 08	✓	✗	✗
Ex Rock Dove 08 - Prep	✓	✗	✗
Ex Rock Dove 08 IDI Trial	✓	✗	✗
Ex Rock Dove DePrep	✗	✗	✗
Ex Rock Dove Prep	✗	✗	✗
Ex Tactile Dove	✗	✗	✗
<b>Exercise Test 12</b>	✗	✗	✗
Falcon SFT	✗	✗	✗
FP Training	✗	✗	✓
Internal Exercise	✗	✗	✗
Internal Exercise (BNA)	✗	✗	✓
Labyrinth Trials	✗	✗	✗

Results Pages: << Previous 1 2 3 Next >>

### 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.


## Capability Management System ( CMS) System Administration Guide




### 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

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user '123456z'. The left sidebar lists various system components: Home, Hierarchy, Trades, Qualifications, Tasks, Military, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area is titled 'CMS Admin Menu / Add New Task'. A red circle highlights the 'Save and Close | Back To List' button. The form fields include: Task Type (Internal Exercise), Task (Exercise Test 12), Task SSC (None), Task Harmony (Out Of Area), and Cancellable (Bed Night Away).

### Task Administration

#### Edit Tasks

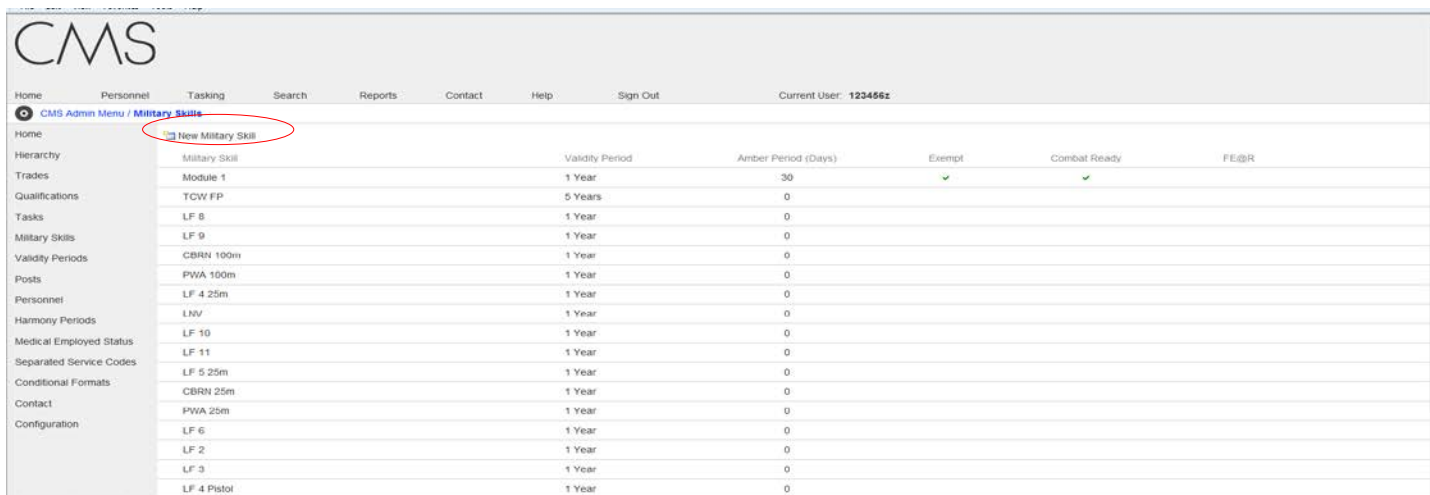
Make the required changes to the Task Description, Task Type, SSC, Harmony Status and Cancellable option.

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 .**



## Capability Management System ( CMS) System Administration Guide



CMS						
Home Personnel Tasking Search Reports Contact Help Sign Out Current User: 123456z						
CMS Admin Menu / Military Skills						
Home						
Hierarchy						
Military Skill						
Trades		Validity Period	Amber Period (Days)	Exempt	Combat Ready	FE@R
Module 1		1 Year	30	✓	✓	
Qualifications		TCW FP	5 Years	0		
Tasks		LF 8	1 Year	0		
Military Skills		LF 9	1 Year	0		
Validity Periods		CBRN 100m	1 Year	0		
Posts		PWA 100m	1 Year	0		
Personnel		LF 4 25m	1 Year	0		
Harmony Periods		LNV	1 Year	0		
Medical Employed Status		LF 10	1 Year	0		
Separated Service Codes		LF 11	1 Year	0		
Conditional Formats		LF 5 25m	1 Year	0		
Contact		CBRN 25m	1 Year	0		
Configuration		PWA 25m	1 Year	0		
		LF 6	1 Year	0		
		LF 2	1 Year	0		
		LF 3	1 Year	0		
		LF 4 Pistol	1 Year	0		

### 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

## Capability Management System ( CMS) System Administration Guide

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user ID '123456z'. The left sidebar lists various administrative functions: Home, Hierarchy, Trades, Qualifications, Tasks, Military Skills, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area shows the 'Edit Military Skills' form. A red circle highlights the 'Save and Close | Back To List' button. The form fields include 'Military Skill' (set to 'CBRN 200M'), 'Validity Period' (set to '6 Months'), 'Amber Period' (set to '0'), 'Exempt' (checkbox), 'Combat Ready' (checkbox), and 'FEAR' (checkbox).


### 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

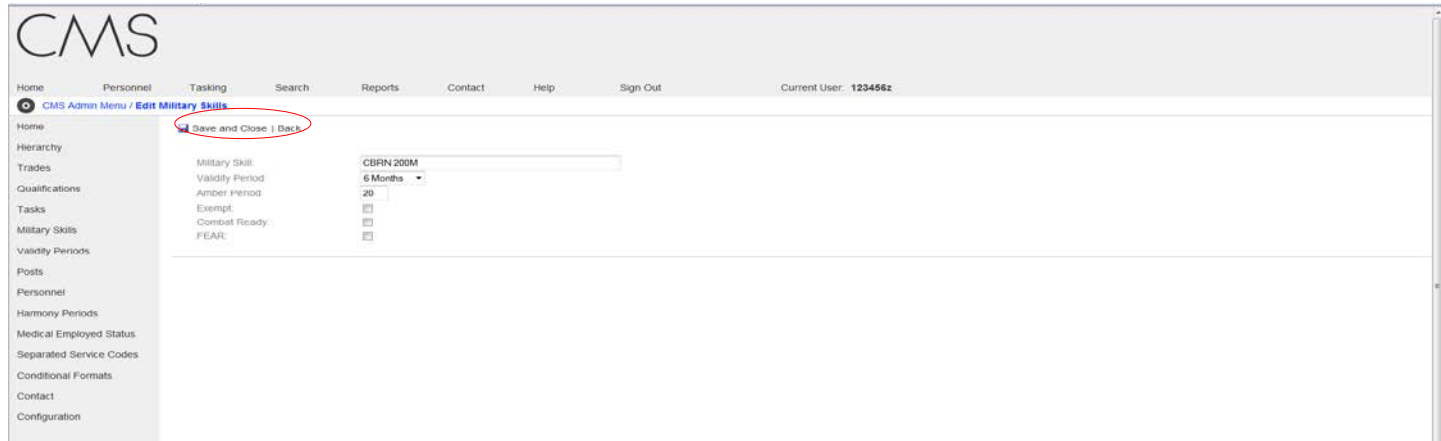
From the Military Skills list click the Military Skills required. This will present the Military Skills Details and the Option to Add, Edit, or Delete where applicable, the selected Military Skill.

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.

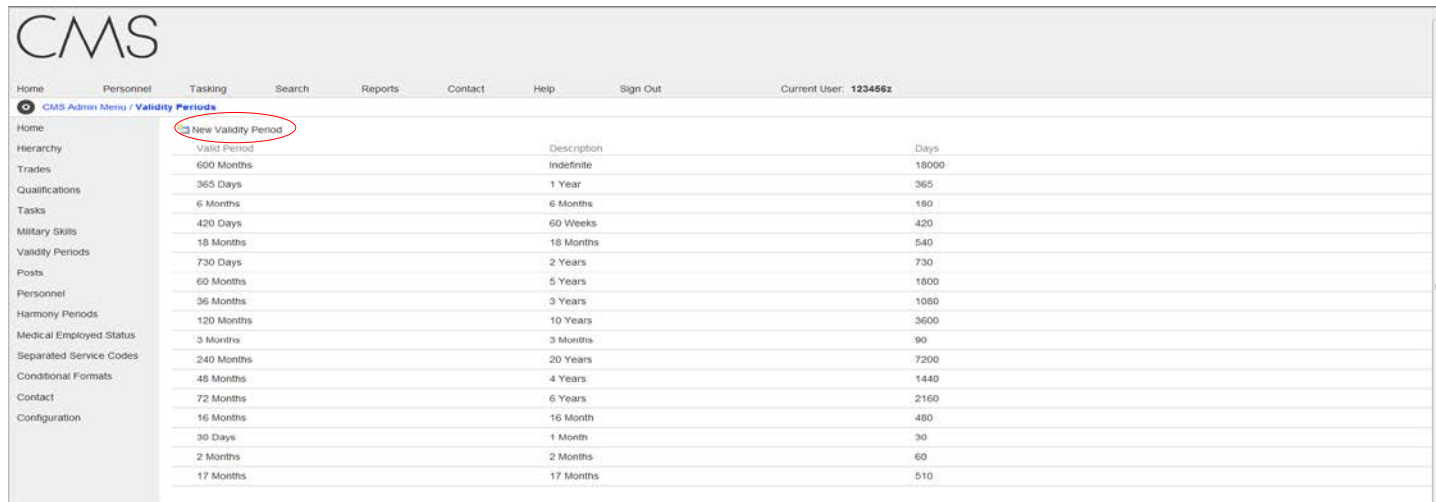
**It is the System Administrators responsibility to ensure that all entries that require a Validity Period are assigned the correct one. This can only be done in the Administration Module.**

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.



## Capability Management System ( CMS) System Administration Guide




Valid Period	Description	Days
600 Months	Indefinite	18000
365 Days	1 Year	365
6 Months	6 Months	180
420 Days	60 Weeks	420
18 Months	18 Months	540
730 Days	2 Years	730
60 Months	5 Years	1800
36 Months	3 Years	1080
120 Months	10 Years	3600
3 Months	3 Months	90
240 Months	20 Years	7200
48 Months	4 Years	1440
72 Months	6 Years	2160
16 Months	16 Month	480
30 Days	1 Month	30
2 Months	2 Months	60
17 Months	17 Months	510

### 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


The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user '123456z'. The left sidebar lists various administrative functions: Home, Hierarchy, Trades, Qualifications, Tasks, Military Skills, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area shows the 'Add New Validity Period' form, which includes a 'Validity Period' input field with the value '17', a 'Period Type' dropdown menu set to 'Months', and a 'Description' input field with the value '17 Months'. A red circle highlights the 'Save and Close | Back To List' button at the top of the form.

### Validity Period Administration

#### Add Validity Periods

Enter the Validity Period . This must be a number.

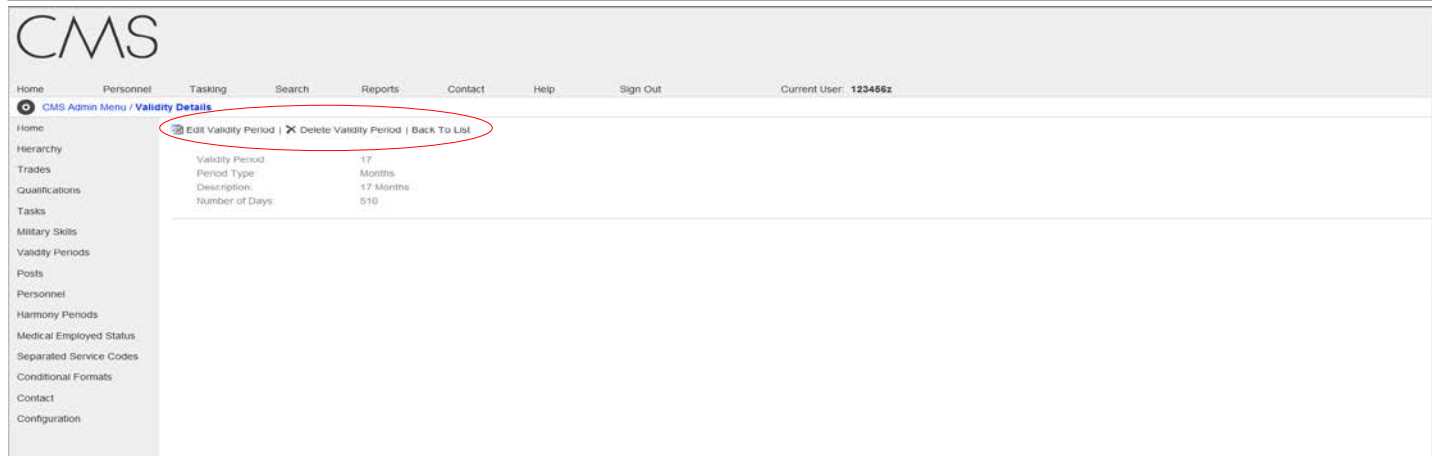
Select a Validity Period Type from the drop down list and enter the description

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

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user ID: 120456z. The left sidebar lists various administrative functions: Home, Hierarchy, Trades, Qualifications, Tasks, Military Skills, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area shows the 'Edit Validity Details' page. A red circle highlights the 'Save and Close' icon (a floppy disk) located at the top left of the form. The form fields include 'Validity Period' (set to 24), 'Period Type' (set to Months), and 'Description' (set to 2 Years).

### 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

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out. The current user is identified as 123456z. The left sidebar contains a 'CMS Admin Menu / Posts' section with a red circle highlighting the 'New Post', 'Find', and 'Reset' icons. The main content area shows a search results table for 'records found: 16'.

Post	Assign No.	Team	Post Holder
Core Developer	SAC	IMX Dev	SAC Wiles Adam
Core Developer 2	SAC	IMX Dev	
IMX FwdDev JNCO	JNCO	IMX Dev	SAC Cornish Jes
IMX SAC 5	SAC	IMX Dev	SAC Leach Archi
IMX Support Desk JNCO	JNCO	IMX Dev	Cpl Haggerty Dan
IMX Support Desk SNCO	SNCO	IMX Dev	Sgt Jones Davy
RAF WebMaster JNCO	JNCO	IMX Dev	Cpl Hewson Paul
SAC IMX	SAC	IMX Dev	SAC Dwight Reg
SAC Projects	SAC	IMX Dev	SAC Webb Harry
SNCO AM Apps	SNCO	IMX Dev	Sgt Bean Jim
SNCO AM Apps	SNCO	IMX Dev	Sgt Bolette Tom
SNCO Projects	SNCO	IMX Dev	sgt simon Will
Web Developer	CIV	IMX Dev	
Web Developer	CIV	IMX Dev	D Sumner Gordon
Web Developer	CIV	IMX Dev	D Dorsey Gerry
Web Developer	CIV	IMX Dev	D Sparrow Jack

Results Pages: << Previous 1 Next >>

### 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

The screenshot shows the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out. The current user is identified as 123456z. The left sidebar contains a 'CMS Admin Menu' with options like Home, Hierarchy, Trades, Qualifications, Tasks, Military Skills, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area displays the 'Add Post' form. A red circle highlights the 'Save and Close | Back To List' button. The form fields are as follows:

Field	Value
Post	SNCO 2
Assign No	002345
Unit	IMX Dev (IMX)
Position	IMX Dev SNCO 2
Rank	Sgt
Trade	TG4 ICT (I) Tech
Rank Weighting	Default
Notes	Enter any notes here
Status	Active
Qualification Override	No
MS Override	No
Post Overborne	No

### Posts Administration

#### Add Posts

Enter the required Posts data.

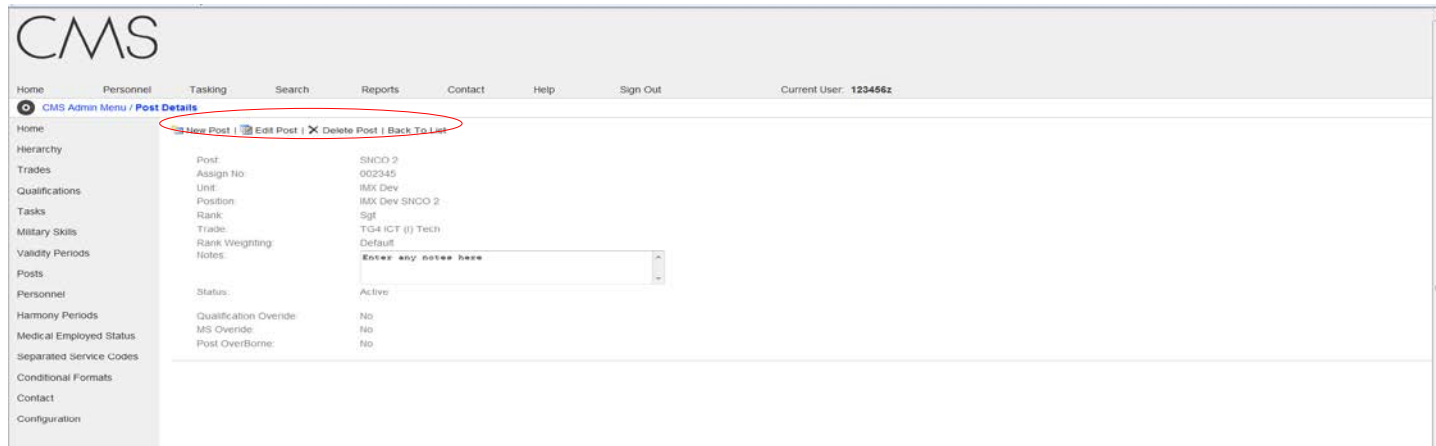
Post, Assign No, Position and Notes are all free format text fields.

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.

## 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




## Capability Management System ( CMS) System Administration Guide

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out. The current user is identified as 120456z. The left sidebar contains a menu with options: Home, Hierarchy, Trades, Qualifications, Tasks, Military Skills, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area shows the 'Edit Post Details' form. The 'Post' field is set to 'SNCO 2'. The 'Assign No' field is '002345'. The 'Unit' field is 'IMX Dev (IMX)'. The 'Position' field is 'IMX Dev SNCO 2'. The 'Rank' field is 'Sgt'. The 'Trade' field is 'TG4 ICT (I) Tech'. The 'Rank Weighting' field is 'Default'. The 'Notes' field is empty. The 'Status' field is 'Active'. The 'Qualification Override' field is 'No'. The 'MS Override' field is 'No'. The 'Post Override' field is 'No'. The 'Save and Close' icon is circled in red.

### 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

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user ID: 123456z. The left sidebar lists various administrative functions: Home, Hierarchy, Trades, Qualifications, Tasks, Military Skills, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area is titled 'CMS Admin Menu / Personnel' and features a red circle highlighting the 'New Personnel' icon, a 'Find' icon, and a 'Reset' icon. Below these icons are input fields for Surname, Service No, Trade, First Name, Rank, and Active status.

### 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

The screenshot displays the 'Add New Personnel Details' form in the CMS system. The form is divided into two main sections: 'Mandatory Fields' and 'Optional Fields'. The 'Mandatory Fields' section includes fields for First Name, Service No, Rank, Gender, Arrival Date, Last ODA Date, Home Phone, Town of Birth, Passport Issued By, Administrator, Welfare POC, Welfare Wishes, and Notes. The 'Optional Fields' section includes fields for Surname, Known As, Trade, MES, Posting Due Date, Discharge Date, Mobile, Work No., Passport No., Passport Expiry Date, Welfare Handbook issued, and Date of Birth. A red circle highlights the 'Save and Close | Back To List' button at the top left of the form area.

### 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

The screenshot shows the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out. The current user is identified as 123456z. The main content area is titled 'CMS Admin Menu / Personnel Details'. On the left, a sidebar lists various administrative functions. The main form is for 'Edit Personnel' and includes a 'Mandatory Fields' section. A red arrow points to the 'Email Password' button, which is used to email the generated password to the individual. The form contains fields for First Name (Zeb), Surname (Zebedee), Service No (0987653), Rank (Sgt), Gender (Male), Arrival Date (01/03/2018), Last OGA Date, Home Phone, Town of Birth, and Passport Issued By. Other fields include Known As (Zeb), Trade (TGS Gen Mech E), MES (L3), Posting Due Date, Discharge Date, Mobile, Work Phone, and Passport No.

### Personnel Administration

#### Add Personnel

Once the Personnel details have been saved CMS will generate a RANDOM password for the individual. This password 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.

## Capability Management System ( CMS) System Administration Guide

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out. The current user is identified as 123456z. The left sidebar contains a CMS Admin Menu with options like Home, Hierarchy, Trades, Qualifications, Tasks, Military Skills, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area shows the 'New Personnel' section with search filters for Surname (zeb), Service No., Trade (All), First Name, Rank (All), and Active. A search button with a green arrow icon is highlighted. Below the filters, it shows 'Search Results: records found: 1' with a table containing one record: Service No. 0997655, First Name Zeb, Surname Zebedee, and Rank Sgt. The bottom of the results section includes 'Results Pages: << Previous 1 Next >>'.

### 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

CMS

Home Personnel Tasking Search Reports Contact Help Sign Out Current User: 123456z

CMS Admin Menu / Personnel Details

Home Edit Personnel | X Delete | Back To List

**Mandatory Fields**

First Name: Zeb Surname: Zebodere

Service No: 0987655 Known As: Zeb

Rank: Sgt Trade: TGS Gen Mech E

Gender: Male MES: L3

Arrival Date: 01/03/2016 Posting Due Date: [Date Picker]

Last OOA Date: [Date Picker] Discharge Date: [Date Picker]

Home Phone: [Text Field] Mobile: [Text Field]

Town of Birth: [Text Field] Work Phone: [Text Field]

Passport Issued By: [Text Field] Passport No.: [Text Field]

Administrator: No Passport Expiry Date: [Date Picker]

Welfare POC: [Text Field] Welfare Handbook Issued: [Date Picker]

Welfare Wishes: [Text Area] Date of Birth: [Date Picker]



Notes: [Text Area]

Weapon No: [Text Field]

Survival Required: [Checkbox]

### 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

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out. The current user is identified as 1234562. The left sidebar contains a 'CMS Admin Menu / Personnel Details' section with a red circle around the 'Edit Personnel' link. The main content area shows the 'Edit Personnel' form for a user named Zeb Zebedee. The form includes fields for First Name, Surname, Service No, Rank, Gender, Arrival Date, Last OGA Date, Home Phone, Town of birth, Passport Issued By, Administrator (set to 'No'), Welfare POC, Welfare Waivers, Notes, Weapon No, and Susat Required. A red arrow points to the 'Administrator' dropdown menu, which is currently set to 'No'.


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

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out. The current user is identified as 123456z. The left sidebar contains a menu with options like Home, Hierarchy, Trades, Qualifications, Tasks, Military Skills, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area shows the 'Edit Personnel Details' form. The 'Mandatory Fields' section includes fields for First Name (Gerry), Service No. (G059457), Rank (Cpl), Gender (Male), Arrival Date (05/05/2008), Last OOA Date, Home Phone, Town of Birth (Las Vegas), Passport Issued By, Administrator (Yes), and Welfare POC. The right side of the form includes fields for Surname (Dorsey), Known As (EngBert), Trade (TG4 ICT (S) Tech), MES (Select), Posting Due Date, Discharge Date, Mobile, Work Phone, Passport No., Passport Expiry Date, and Welfare Handbook. The 'Save and Close' and 'Reset Password' buttons are circled in red.

### Personnel Administration

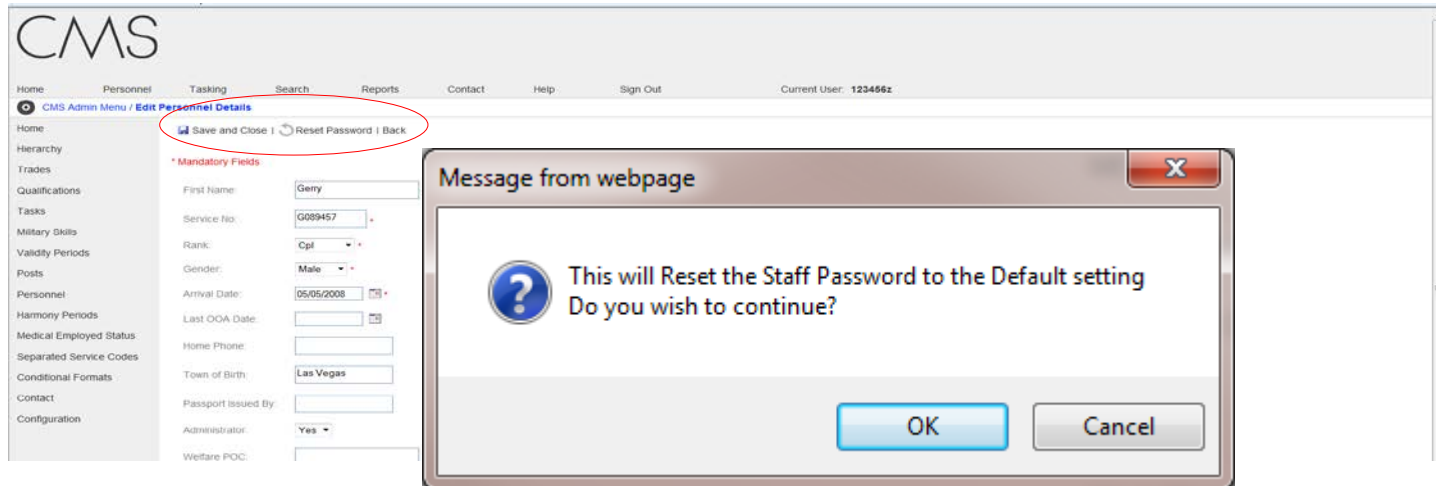
#### Personnel Password Reset

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

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user ID: 1234562. The left sidebar shows a menu with options like Home, Hierarchy, Trades, Qualifications, Tasks, Military Skills, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area is titled 'CMS Admin Menu / Personnel Details' and shows a form for editing personnel information. A red arrow points to the 'Email Password' button, which is highlighted in a green box. The form includes fields for Password (x9eWu0rg5), First Name (Zeb), Surname (Zebedee), Service No (0987655), Rank (Sgt), Trade (TGO Gen Mech E), Gender (Male), Arrival Date (01/03/2016), Posting Due Date, Discharge Date, Last OOA Date, Home Phone, Mobile, Work Phone, and Passport No. A note states: 'This is a one time login password for the user. When the user logs on, they will be prompted to change the password for security purposes.'

### Personnel Administration

#### Personnel Password Reset

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.

## 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.

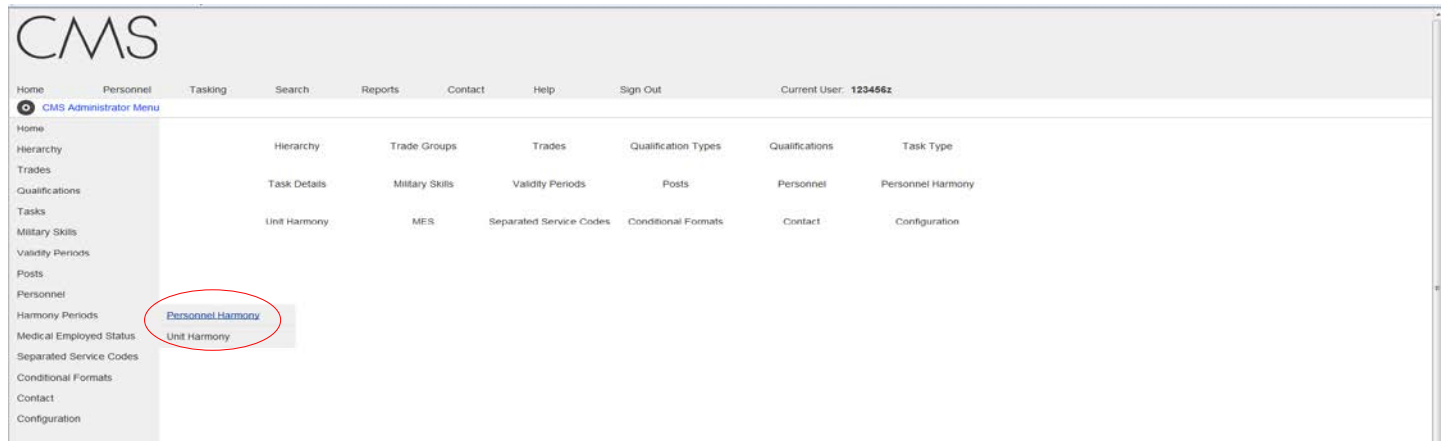
CMS uses these to calculate Harmony on a Rolling Period basis.

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



## Capability Management System ( CMS) System Administration Guide



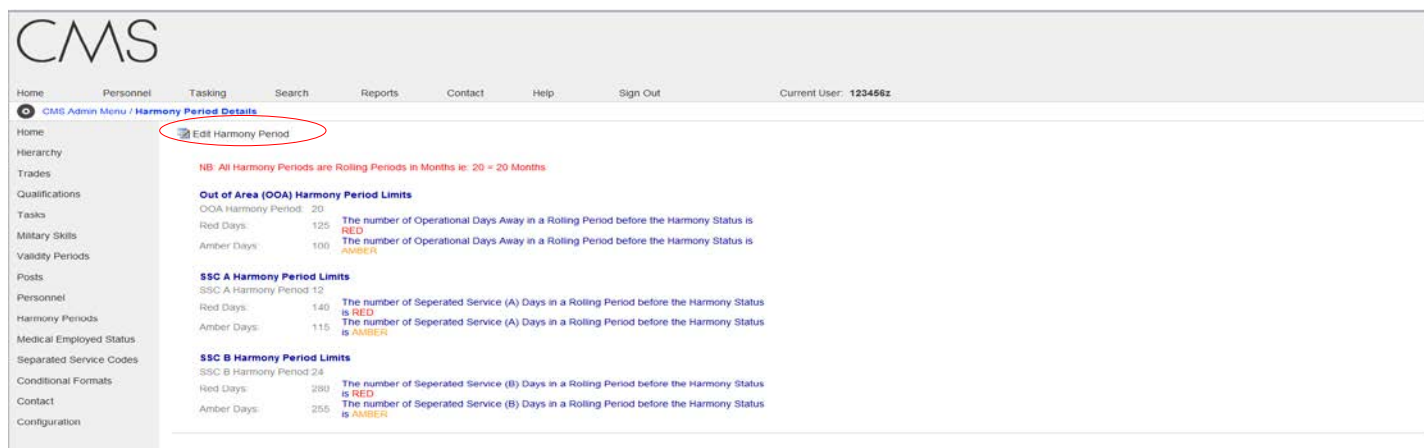
### Harmony Period Administration

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

CMS

Home Personnel Tasking Search Reports Contact Help Sign Out Current User: 123456z

CMS Admin Menu / **Edit Harmony Periods**

Home  
Hierarchy  
Trades  
Qualifications  
Tasks  
Military Skills  
Validity Periods  
Posts  
Personnel  
Harmony Periods  
Medical Employed Status  
Separated Service Codes  
Conditional Formats  
Contact  
Configuration

Save and Close | Back

**NB: All Harmony Periods are Rolling Periods in Months ie: 20 = 20 Months**

**Out of Area (OOA) Harmony Period Limits**

OOA Harmony Period: 20

Red Days: 125 The number of Operational Days Away in a Rolling Period before the Harmony Status is RED

Amber Days: 100 The number of Operational Days Away in a Rolling Period before the Harmony Status is AMBER

**SSC A Harmony Period Limits**

SSC A Harmony Period: 12

Red Days: 140 The number of Separated Service (A) Days in a Rolling Period before the Harmony Status is RED

Amber Days: 115 The number of Separated Service (A) Days in a Rolling Period before the Harmony Status is AMBER

**SSC B Harmony Period Limits**

SSC B Harmony Period: 24

Red Days: 200 The number of Separated Service (B) Days in a Rolling Period before the Harmony Status is RED

Amber Days: 255 The number of Separated Service (B) Days in a Rolling Period before the Harmony Status is AMBER

### 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.

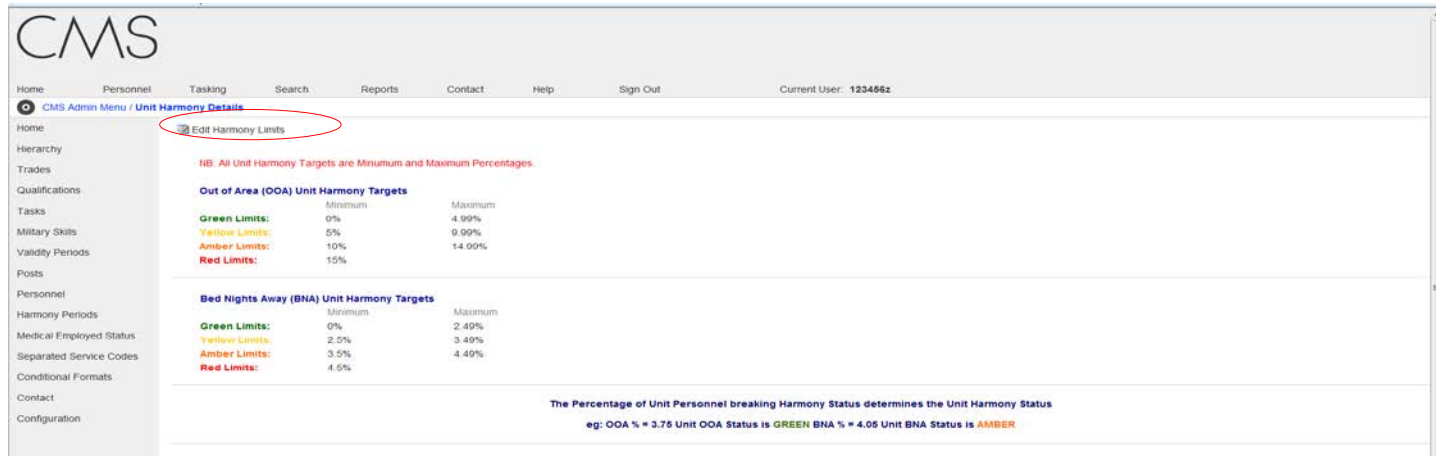
Unit Harmony is calculated on the percentage of Unit Personnel currently breaking Personnel Harmony limits. Eg: BNA Amber limit: Min 3.5% Max 4.49%. If percentage of Unit Personnel currently Amber is between 3.5 – 4.49 % then Unit BNA Status is Amber

**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



The screenshot shows the CMS System Administration Guide interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out. The current user is identified as 123456z. The left sidebar contains a 'CMS Admin Menu / Unit Harmony Details' section with a red circle around the 'Edit Harmony Limits' link. The main content area displays 'Unit Harmony Targets' for 'Out of Area (OOA)' and 'Bed Nights Away (BNA)'. It includes tables for Green, Yellow, Amber, and Red limits, along with a status summary at the bottom.

**Unit Harmony Targets**

**Out of Area (OOA) Unit Harmony Targets**

	Minimum	Maximum
<b>Green Limits:</b>	0%	4.99%
<b>Yellow Limits:</b>	5%	9.99%
<b>Amber Limits:</b>	10%	14.00%
<b>Red Limits:</b>	15%	

**Bed Nights Away (BNA) Unit Harmony Targets**


	Minimum	Maximum
<b>Green Limits:</b>	0%	2.49%
<b>Yellow Limits:</b>	2.5%	3.49%
<b>Amber Limits:</b>	3.5%	4.49%
<b>Red Limits:</b>	4.5%	

The Percentage of Unit Personnel breaking Harmony Status determines the Unit Harmony Status  
 eg: OOA % = 3.75 Unit OOA Status is **GREEN** BNA % = 4.05 Unit BNA Status is **AMBER**

### 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.




## Capability Management System ( CMS) System Administration Guide

**CMS**

Home Personnel Tasking Search Reports Contact Help Sign Out Current User: 1234562

**CMS Admin Menu / Edit Unit Harmony**

Home  Save and Close | Back

**NB: All Unit Harmony Targets are Minimum and Maximum Percentages.**

**Out of Area (OOA) Unit Harmony Targets**

	Minimum	Maximum
<b>Green Limits:</b>	0 %	4.99 %
<b>Yellow Limits:</b>	5 %	9.99 %
<b>Amber Limits:</b>	10 %	14.99 %
<b>Red Limits:</b>	15 %	

**Bed Nights Away (BNA) Unit Harmony Targets**

	Minimum	Maximum
<b>Green Limits:</b>	0 %	2.49 %
<b>Yellow Limits:</b>	2.5 %	3.49 %
<b>Amber Limits:</b>	3.5 %	4.49 %
<b>Red Limits:</b>	4.5 %	


**The Percentage of Unit Personnel breaking Harmony Status determines the Unit Harmony Status**

eg: OOA % = 3.75 Unit OOA Status is **GREEN** BNA % = 4.05 Unit BNA Status is **AMBER**

### Harmony Period Administration

#### Edit Unit Harmony Periods

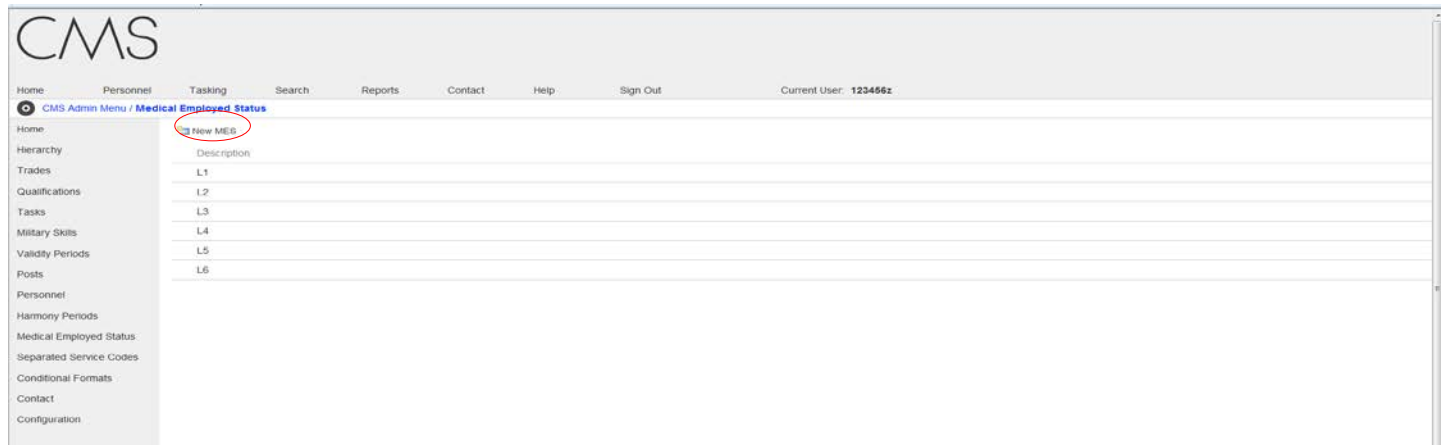
Make the required changes to the Unit Harmony Periods details .

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




## Capability Management System ( CMS) System Administration Guide



### Medical Employed Status ( MES ) Administration

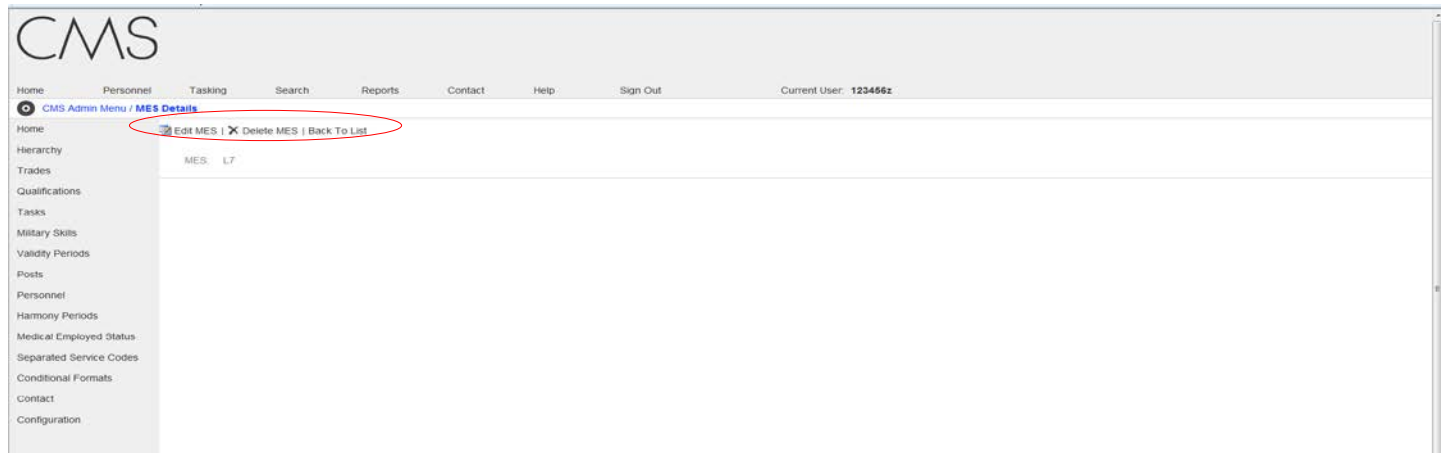
#### Add MES

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

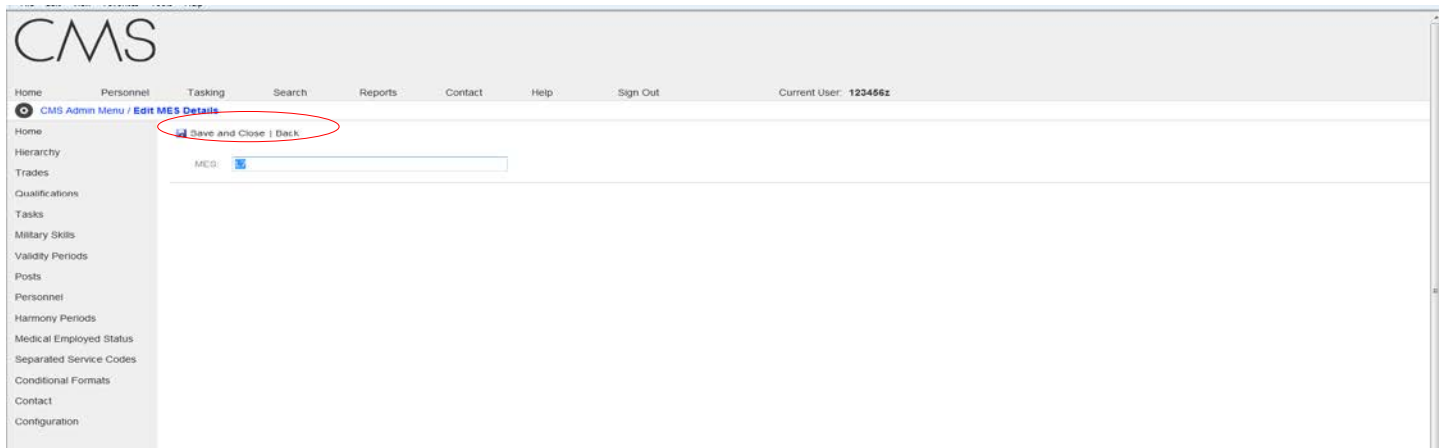
From the MES list click the MES required. This will present the MES Details and the Option to Add, Edit, or Delete where applicable, the selected MES .

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




## Capability Management System ( CMS) System Administration Guide



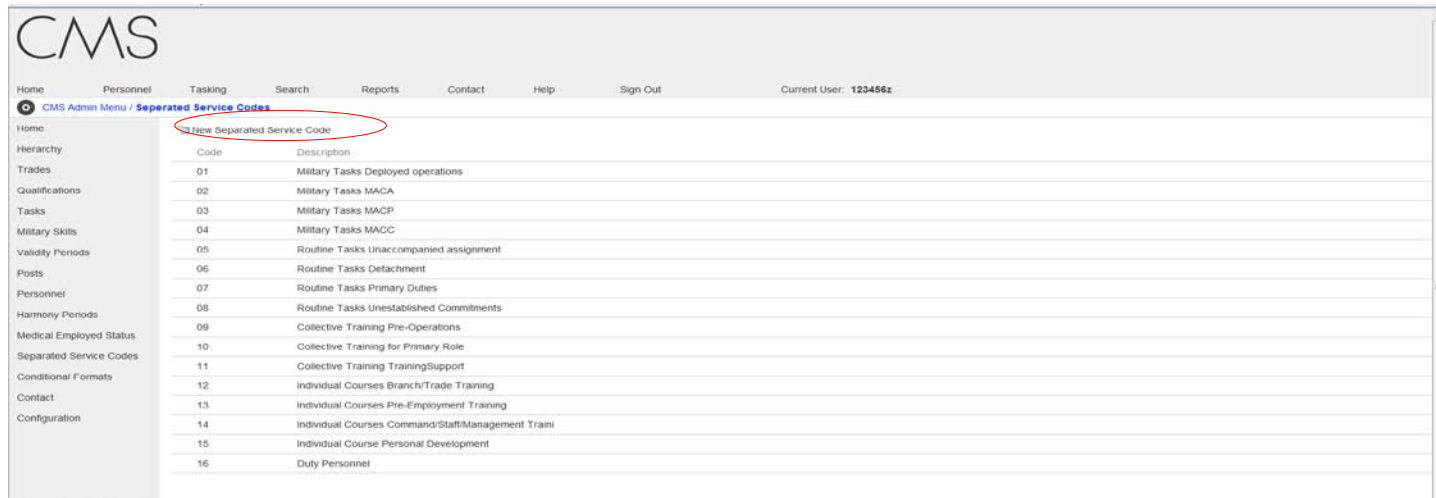
### Medical Employed Status ( MES ) Administration

#### 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



The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out. The current user is identified as 123456z. The left sidebar contains a menu with options like Home, Hierarchy, Trades, Qualifications, Tasks, Military Skills, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area shows the 'Separated Service Codes' page, which includes a table with columns for Code and Description. A red circle highlights the 'New Separated Service Code' link in the top left of the table area.

Code	Description
01	Military Tasks Deployed operations
02	Military Tasks MACA
03	Military Tasks MACP
04	Military Tasks MACC
05	Routine Tasks Unaccompanied assignment
06	Routine Tasks Detachment
07	Routine Tasks Primary Duties
08	Routine Tasks Unestablished Commitments
09	Collective Training Pre-Operations
10	Collective Training for Primary Role
11	Collective Training Training/Support
12	Individual Courses Branch/Trade Training
13	Individual Courses Pre-Employment Training
14	Individual Courses Command/Staff/Management Traini
15	Individual Course Personal Development
16	Duty Personnel

### Separated Service Codes( SSC) Administration

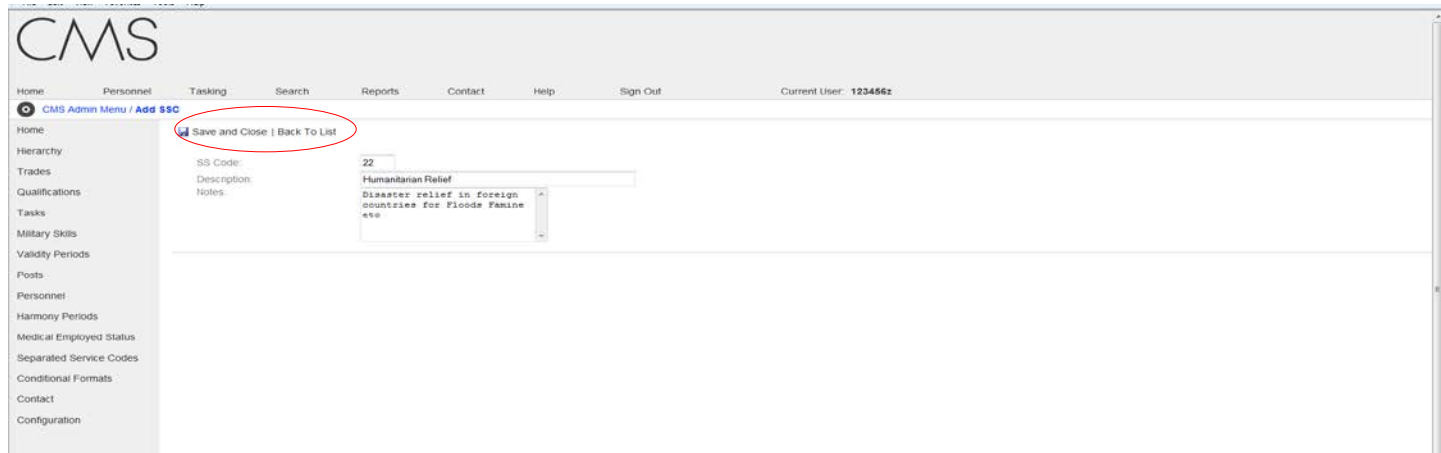
#### Add SSC

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




The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user ID: 123456z. The left sidebar lists various administrative functions: Home, Hierarchy, Trades, Qualifications, Tasks, Military Skills, Validity Periods, Posts, Personnel, Harmony Periods, Medical Employed Status, Separated Service Codes, Conditional Formats, Contact, and Configuration. The main content area shows the 'Add SSC' form, which includes a 'Save and Close | Back To List' button (highlighted with a red circle), an 'SS Code' field with the value '22', a 'Description' field with the text 'Humanitarian Relief', and a 'Notes' field with the text 'Disaster relief in foreign countries for floods famine etc'.

### Separated Service Codes( SSC) Administration

#### Add SSC

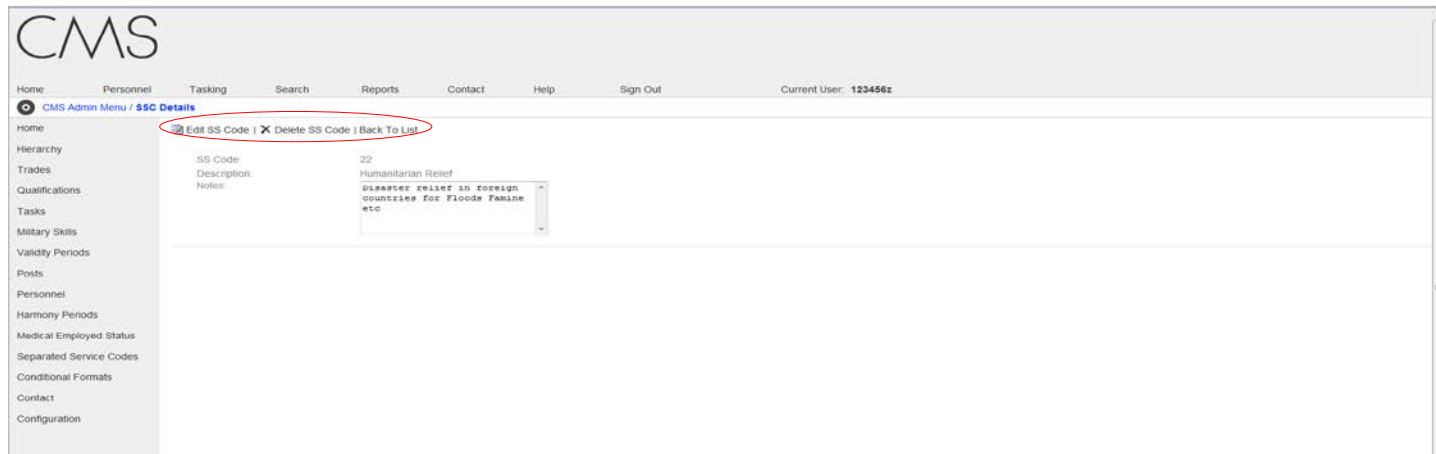
Enter the SSC details.

Click the  Save and Close icon to Add the SSC.






## Capability Management System ( CMS) System Administration Guide




### Separated Service Codes( SSC) Administration

#### Edit SSC

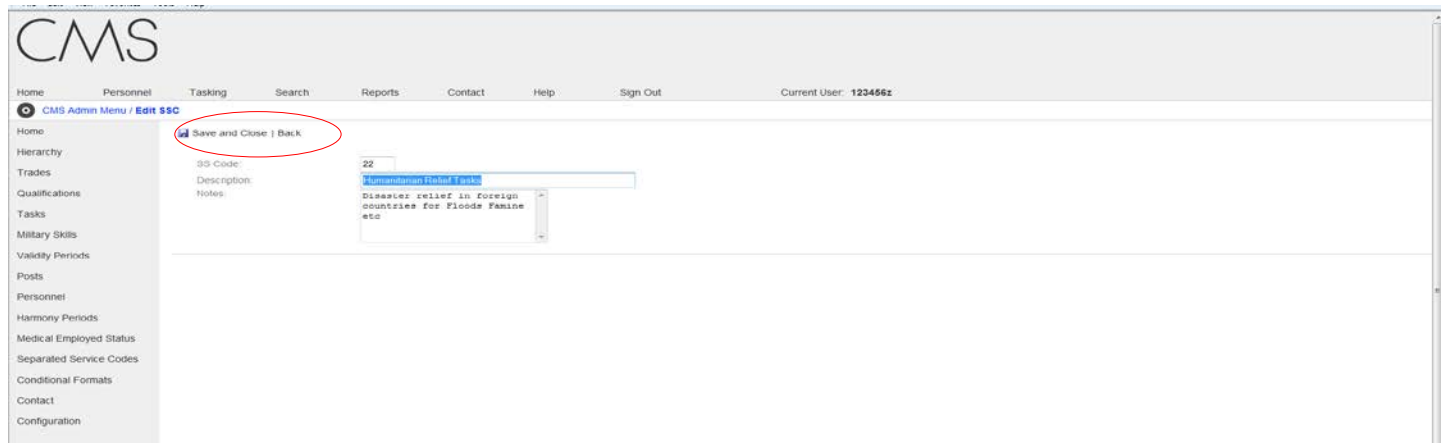
From the SSC list click the SSC required. This will present the SSC Details and the Option to Add, Edit, or Delete where applicable, the selected SSC .

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



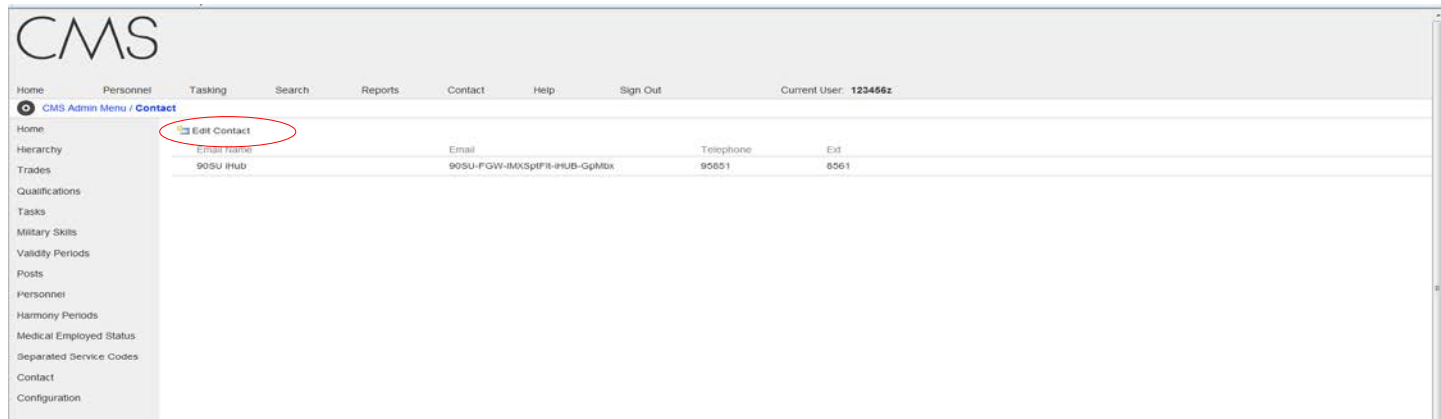
### Separated Service Codes( SSC) Administration

#### 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

The screenshot displays the CMS System Administration interface. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out. The current user is identified as 123456z. The left sidebar contains a 'CMS Admin Menu' with various options, including 'Edit Contact'. The main content area shows the 'Edit Contact' form with fields for Email Name, Email, PISTN, and ERI. A red circle highlights the 'Save and Close' icon in the top left corner of the form area.

### Contact Administration

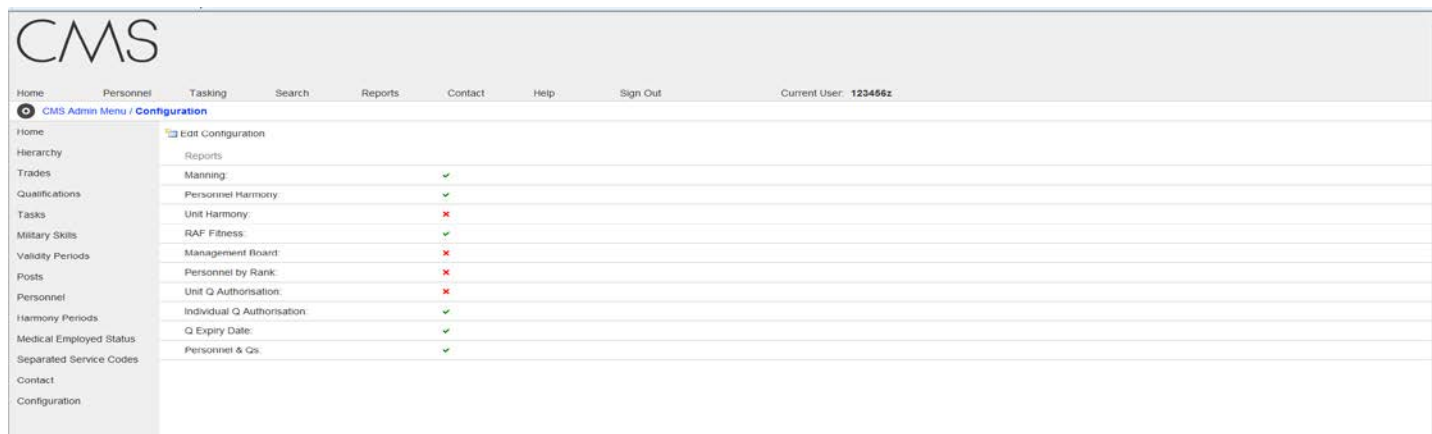
#### Edit Contact Details

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.

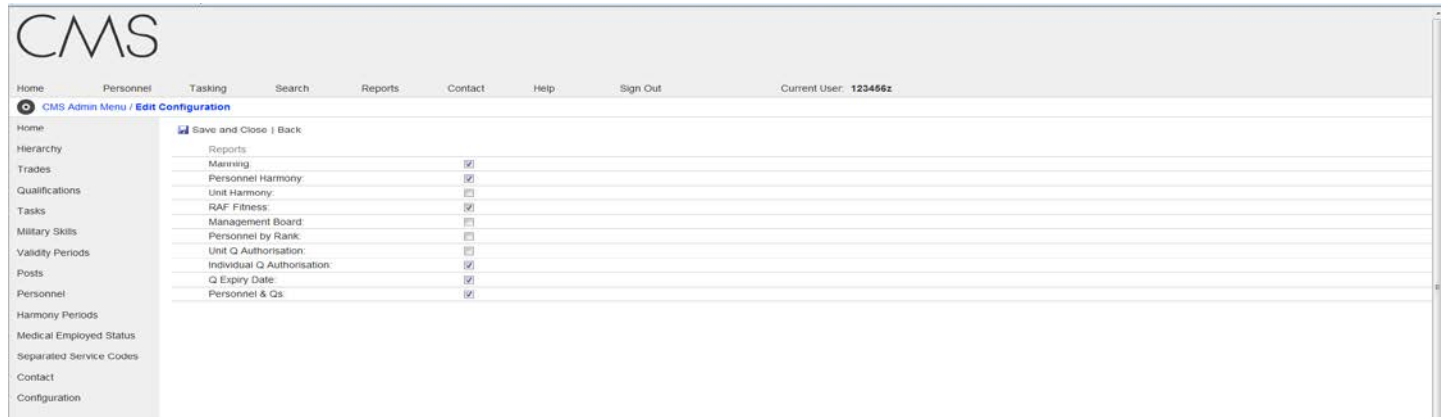
Click Configuration from the menu option. This will present the Configuration Details and the Option to Edit the Configuration details.

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**



## Capability Management System ( CMS) System Administration Guide




### 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.

