

Capability Management System (CMS) User Guide

Contents

This is the CMS User Guide for Managers and Standard Users

CMS is a Web based application and as such can be accessed from any DII UAD via the standard IE or Google browsers. CMS is compliant with the future MoDNet environment and can easily and quickly be migrated to any future Cloud Server.

No licences are required to access CMS and there are no cost implications to individual Units wishing to use the App.

CMS is a Personnel Management and Tasking tool that maintains detailed information on individuals Competencies and Currencies .

CMS records individual Competencies and Currencies in the form of Qualifications, Military Skills, Fitness, Vaccination, Dental and Posting history and offers several reports to monitor these, showing at a glance whether an individual is in date or not for any specific Competency or Currency. CMS allows for Qualifications requiring specific Authorisation.

CMS allows Unit Managers to Task individuals and shows the current Status of a Unit's Tasking Schedule via a Unit Planner web page

These Tasks can be wide ranging and allow for detailed reporting of both Unit and Individual Harmony Status if required. Tasks can be designated Out of Area (OOA) Operational Tasks or Bed Night Away (BNA) Tasks, both of which could impact on Harmony or non Harmony routine tasks like Annual Leave.



Capability Management System (CMS) User Guide Contents

This is the CMS User Guide for Managers and Standard Users

CMS displays the information in a series of Web Pages that are navigated to via clear and simple links.

CMS displays the Unit information in a Hierarchical Top Down Menu formation giving easy and simple access to each Unit's associated data. A Unit can be allocated any number of Posts and these Posts are filled as required by Posting In or Posting Out individuals. The principle of CMS is one person one post so it is not possible for any individual to be allocated to more than one post at any given time.

NB: CMS is dependent on a set of base data being available. This data includes, amongst other data, Personnel, Posts, Tasks and Qualifications. It is the responsibility of the CMS System Administrator to ensure that all necessary data is available. Only System Administrators have permissions to Add/Edit this base data.

Click on the Links below to discover how to use the system

[CMS Log In](#)

[Navigating CMS](#)

[Post Management](#)

[Personnel Tasking](#)

[CMS Reports](#)

[CMS Personnel Search](#)

[CMS Support](#)

[Personnel Management](#)

[Personnel Qualifications](#)

[Personnel Military Skills](#)

[Personnel Fitness](#)

[Personnel Vaccinations](#)

[Personnel Dental](#)

[Personnel Posting and Movement History](#)



Capability Management System (CMS) User Guide

Contents

Log in:

1. Enter your Service Number
2. Enter your Password
(First time login password will be issued by your System Administrator)
3. You will be required to change your Password on your first Log In or when your current one expires
4. Click Sign in to log in or Reset to clear the text fields.

Password Security

All Passwords are held in encrypted format and cannot be read by anyone.

Users who forget their password must contact the System Administrator who will reset the password to a random system generated password and inform the User what this password is.

Users will be prompted to change this at log on. New passwords must have at least one letter and one number and be between 6 and 10 chars long. Passwords will be valid for 270 days after which the User will be prompted to change it.

Session Timeout

After a 20 minute period of inactivity ie: The User does not Refresh or Request a page The session will end. After this the User will be prompted to Log In again and any changes made but not explicitly saved will be lost



Capability Management System (CMS) User Guide Contents

CMS

Service No:

Password:

CMS Log In

Enter Service Number

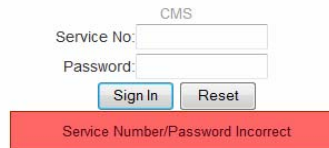
Enter Password

Click Sign In

A valid Service No/Password combination will present the Unit Planner page of CMS for the Unit the User is currently posted into



Capability Management System (CMS) User Guide Contents



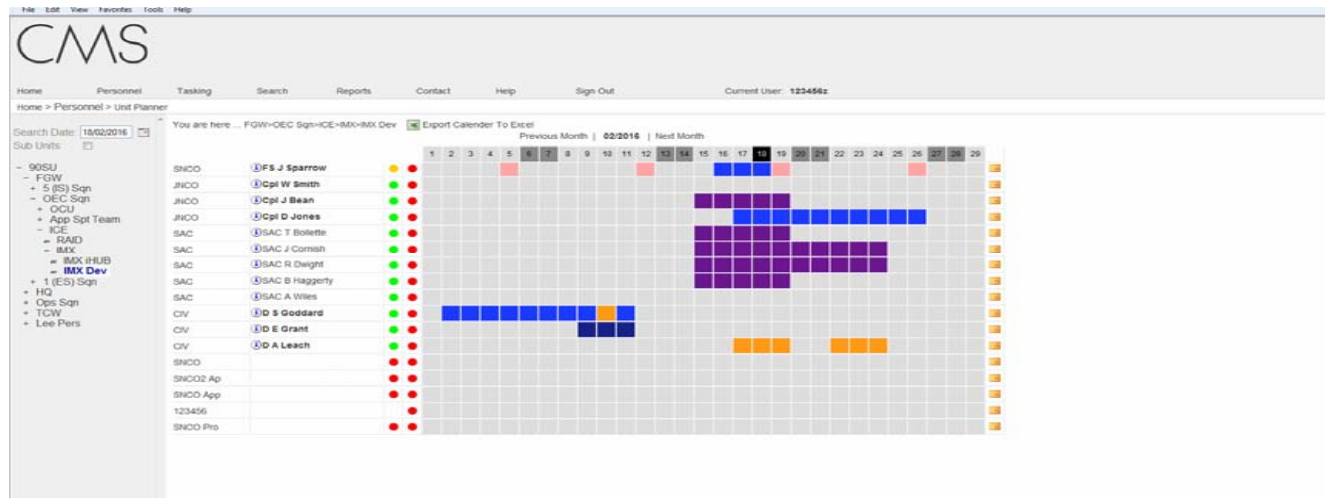
The screenshot shows a login interface for the CMS. At the top, the text 'CMS' is displayed. Below it, there are two input fields: 'Service No:' and 'Password:'. To the right of the 'Service No:' field, the text 'CMS' is visible. Below the input fields are two buttons: 'Sign In' and 'Reset'. A red error message box at the bottom of the login area displays the text 'Service Number/Password Incorrect'.

CMS Invalid Log In

An invalid Service No/Password combination will present the Invalid Log On page and prompt the User to enter their Log In details again.



Capability Management System (CMS) User Guide Contents



Once successfully logged on the User will be presented with the Unit Planner page.
This page is the heart of the Personnel Management module for CMS.

CMS defaults to the Users Unit and this is shown in blue in the Hierarchy menu. All Posts and individuals in the Post are shown and **any individual who is a Manager is highlighted in bold**.

It shows any Tasks they have scheduled for the current month and allows a view of the Past/Future monthly schedules by clicking on the required [Previous Month](#) or [Next Month](#) link above the planner.



Capability Management System (CMS) User Guide Contents

The screenshot displays the CMS Unit Planner interface. A red circle highlights the top navigation bar (Callout 2), which includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, Sign Out, and the Current User (123456z). On the left, a CMS Hierarchy Menu (Callout 1) lists various units, with 'IMX Dev' highlighted in blue. The main area (Callout 3) is a tasking schedule grid showing personnel assignments (e.g., JFS J Sparrow, Cpl W Smith) across a calendar for February 2016. Colored squares (blue, purple, orange, red) indicate tasking status. A red arrow (Callout 4) points to a 'Quick Tasking' link on the right side of the grid.

Unit Planner Page

1. The Current Users Unit is highlighted in the CMS Hierarchy Menu in **blue**.
2. The top level Horizontal Menu. Gives quick and easy access to other CMS functions
3. The Unit Planner. Details of Posts, Individuals, Red/Green Currencies and Tasking Schedule
4. Managers Quick Tasking Link for non OOA Individual Tasks



Capability Management System (CMS) User Guide Contents

CMS Navigation

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

The following slides explain how to Navigate around the CMS Application and what the various links are.



Capability Management System (CMS) User Guide

Contents



CMS Navigation

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

The Horizontal Top Menu Bar provides access to:

Home	Quick Link to the Home page with Links to the CMS Modules
Personnel	Quick Link to the Unit Planner page. This will default to current Users Unit
Tasking	Quick Link for Managers only. The Tasking Module allows multiple individuals to be tasked
Search	Quick Search function to find an individual by a variety of options
Reports	Quick Link to the Reporting Module
Contact	Quick Link to the System Administrator Contact Details
Help	Quick Link to this User Guide
Sign Out	Log Out of CMS



Capability Management System (CMS) User Guide

Contents



CMS Navigation


Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

The Unit Hierarchy Side Menu.

This is a Top Down Menu and provides access to all Units in the Hierarchy. The current User's Unit is always shown in blue eg: **IMX Dev**

Any Unit, other than the current User's Unit is shown in bold once selected eg: **IMX iHub**

Units that have subsidiary Units beneath them are shown with a + icon. Clicking this will expand the menu to show Units in the next level down . If these have subsidiaries then the + icon is shown. Once the + icon has been clicked it changes to a - . Clicking the – icon will contract the menu.

Any Units that have no subsidiaries are shown as 

Clicking any Unit name will show the Post/Personnel details in the Unit Planner. Clicking the Sub Units box before clicking the Unit name will show Post/Personnel details of the Unit and any subsidiary Units beneath it in the Hierarchy.

NB: Any User can click on any Unit and VIEW the details in the Unit Planner. Only MANAGERS who are in Post in the Unit clicked or any of the Units above it in it's Hierarchy leg have permissions to View/Edit more detailed Post/Personnel information.



Capability Management System (CMS) User Guide

Contents



CMS Navigation

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Post Assignment Detail.

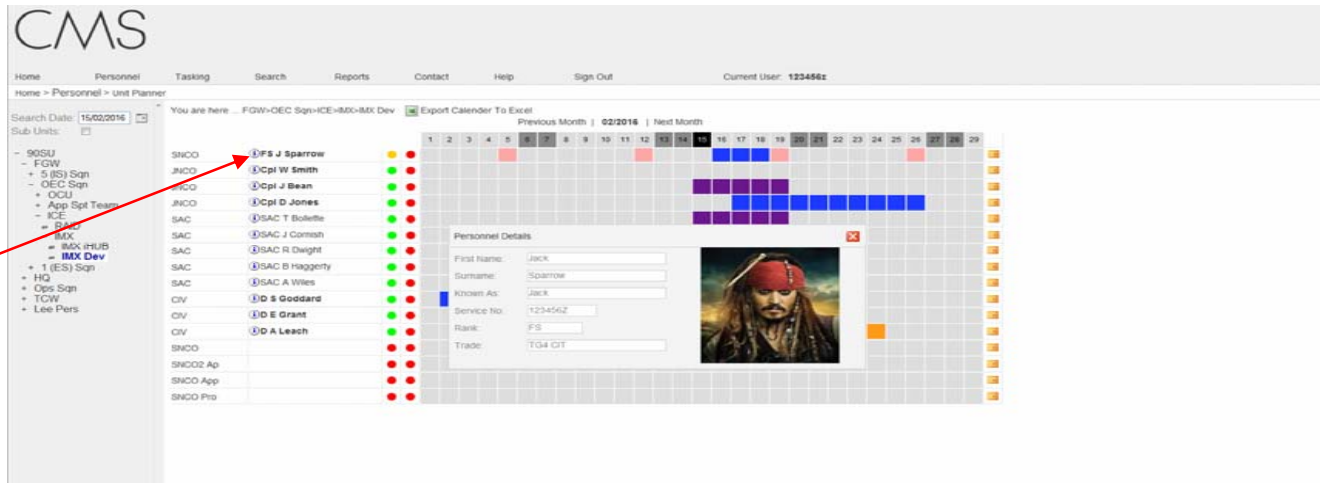
This is a clickable link to MANAGERS only and they must be a manager of the selected Unit or of a Unit within its higher level Hierarchy branch . It gives access to the Post Details and allows for the Editing of some Post data including whether or not the Post is a Manager post.

Qualifications and Military Skills relevant for the Post can also be Added/Removed and Personnel Posted In and Posted Out



Capability Management System (CMS) User Guide


Contents



CMS Navigation

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Personnel Quick Information Detail.

Clicking the  icon opens a separate fixed window that display basic Personnel information including a photograph if one has been uploaded. This function is available to all users



Capability Management System (CMS) User Guide

Contents



CMS Navigation

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Personnel Details

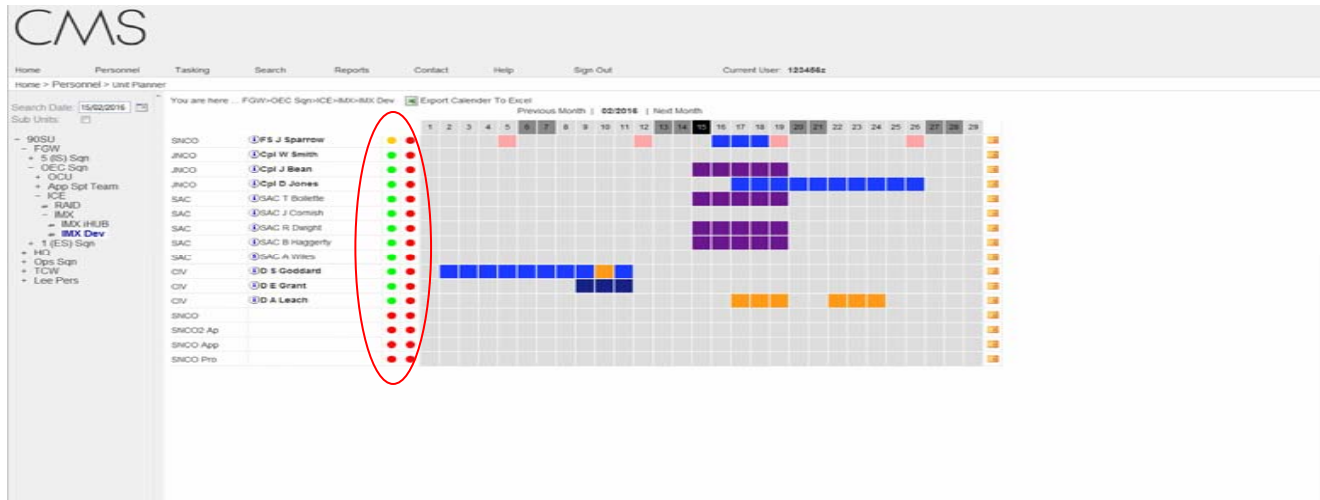
This gives access to the selected Individuals details and the current status of all Qualifications, Military Skills, Fitness Status, Vaccinations and Dental record they hold.

Managers who are a manager of the selected Unit or of a Unit within its higher level Hierarchy branch can click any individuals name. Managers can then Edit some personal data and Add/Remove Qualifications, Military Skills, Fitness Status, Vaccinations and Dental record.

Standard Users can click on their name ONLY and view their information in **READ ONLY** mode



Capability Management System (CMS) User Guide Contents



CMS Navigation

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Personnel Competency and Currency

The Reds and Greens are a quick guide to the Individuals current Qualification and Military Readiness status. More detailed information is available to Managers by clicking the Individual's name.

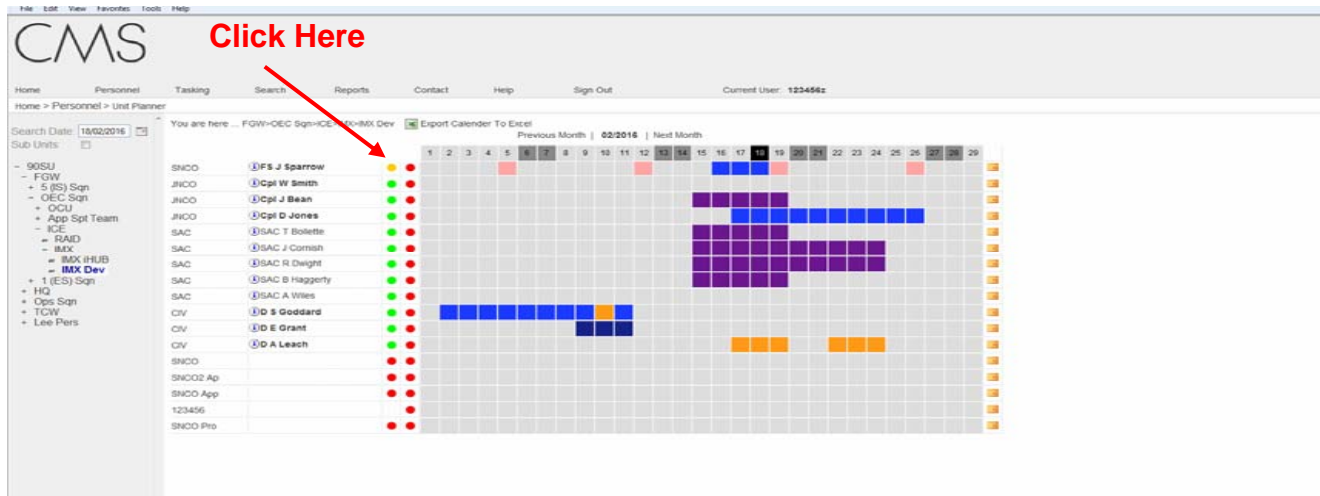
The left hand column show the Qualification status against any Qualifications that have been allocated to the Post.

The right hand column shows the current Military Readiness status. This takes into account the Individuals Military Skills, Fitness, Vaccinations and Dental status. Each one must be Green to show a green status otherwise the status will be Red. Mouse over the status icon to see each individual element status.



Capability Management System (CMS) User Guide

Contents



CMS Navigation

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Personnel Competency and Currency

Clicking the Qualification Status alongside any individual will display an overview of the Individuals Qualifications and the Qualifications allocated to the Post. This will give a managers a quick indication of any current or future shortfalls in the individuals Qualification requirements.



Capability Management System (CMS) User Guide

Contents



CMS Navigation

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Personnel Tasking Schedule

The Unit Planner shows the tasking schedule for each individual in the Unit for the selected month. This view will default to the current month but the Next/Previous links allow for scrolling to future/past months. The current day is highlighted in **black** and weekends are shown in **grey**.

Days for which the Individual has been tasked are shown in the colour of the relevant task. This colour is set by the System Administrator. Mouse over the relevant day to see brief task details.

Clicking on a tasked day will show all details of the task in a separate window. Managers can amend the task Start/End dates and Add/Edit the Task notes from this window.




Capability Management System (CMS) User Guide Contents



CMS Navigation

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Individual Tasking

Clicking the  icon allows Managers within the relevant Unit Hierarchy to task the selected individual. Tasking from the Unit Planner is on an Individual basis only and no OOA Tasks can be allocated from this option. This option would be typically used to Task Annual Leave, Medical Appointments or Individual Courses.

Managers needing to task OOA or more than one individual on a task should use the Tasking Module accessible from the Tasking link on the top menu.



Capability Management System (CMS) User Guide Contents

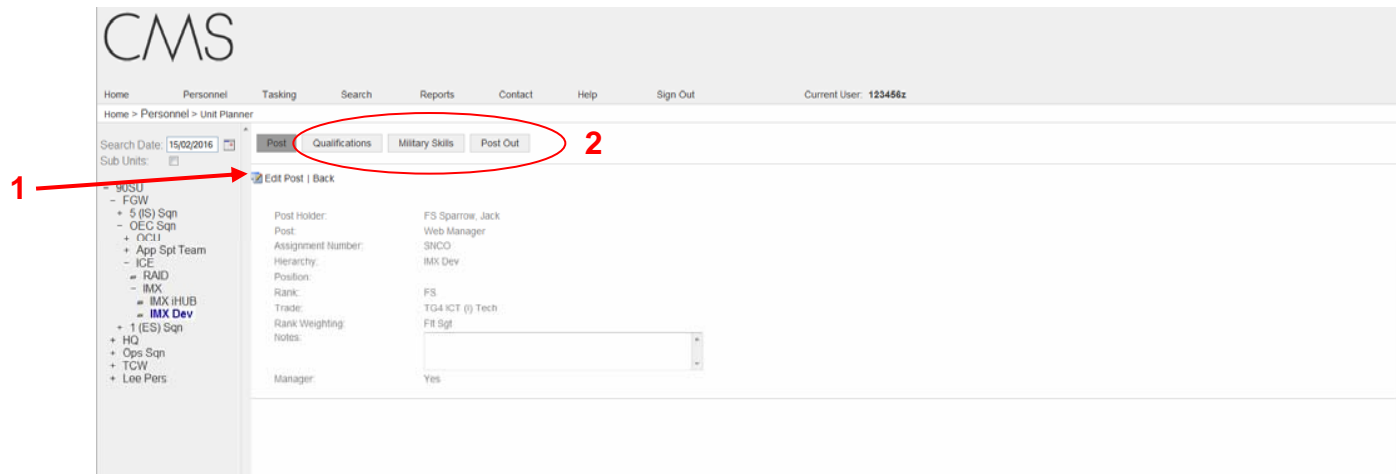
CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

The following slides explain how to manage CMS Posts and the functionality available to enable this.



Capability Management System (CMS) User Guide Contents



CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Posts are added to CMS and allocated to Units by the System Administrator.

They can then be accessed by Managers at Unit level from the Unit Planner page by clicking on the Post Assignment link. This will display the Post Details page.

Click Edit Post at **1** to amend Post details.

Click the relevant Tab at **2** to Add/Remove Qualifications or Military Skills.

If an individual is In Post the Post Out tab is displayed otherwise the Post In tab is shown.




Capability Management System (CMS) User Guide Contents

The screenshot displays the CMS web application interface. At the top, the 'CMS' logo is on the left, and a navigation menu includes 'Home', 'Personnel', 'Tasking', 'Search', 'Reports', 'Contact', 'Help', and 'Sign Out'. The current user is identified as '123456Z'. Below the navigation bar, the breadcrumb trail reads 'Home > Personnel > Unit Planner'. The main content area is titled 'Post Management' and features a sidebar on the left with a tree view of units: '90SU' (expanded), 'FGW', '5 (IS) Sqn', 'OEC Sqn', 'OCU', 'App Spt Team', 'ICE', 'RAID', 'IMX', 'IMX (HUB)', 'IMX Dev' (highlighted in blue), '1 (ES) Sqn', 'HQ', 'Ops Sqn', 'TCW', and 'Lee Pers'. The main panel contains a 'Post' tab, a 'Save and Close | Back' button, and a form for editing a post. The form fields include: 'Post' (Web Manager), 'Assignment Number' (SNCO), 'Position' (blank), 'Rank' (FS), 'Trade' (TG4 ICT (I) Tech), 'Rank Weighting' (F8 Sgt), 'Notes' (a text area with the placeholder 'You can enter any comments in here'), and 'Manager' (Yes).

CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Edit Post

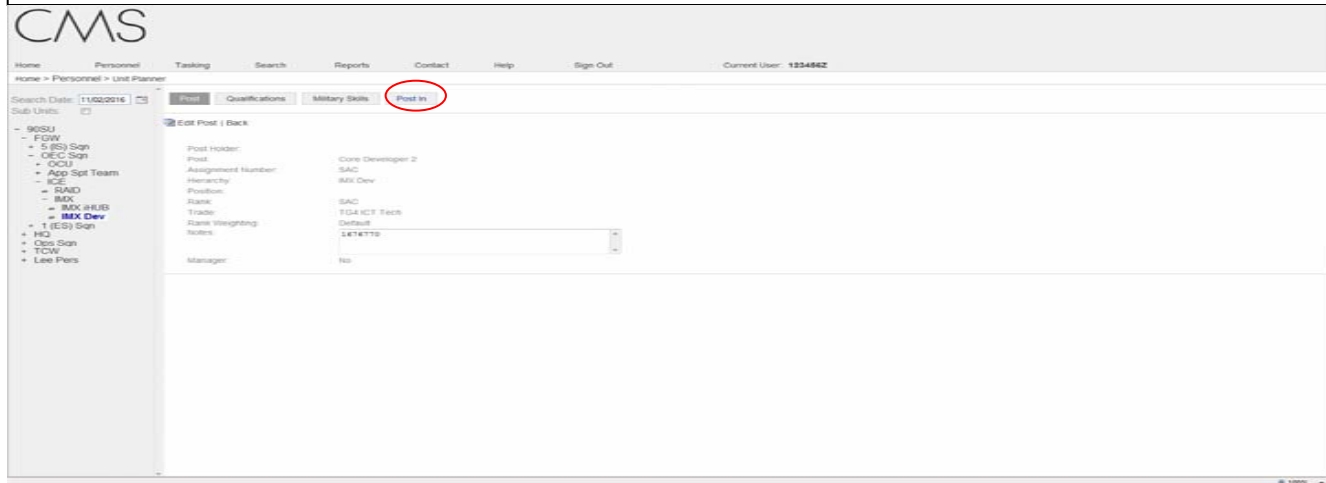
All Post details can be amended by the Manager from this page. Once the changes are made click  to save the changes. Clicking Back will return to the Post Detail page and any changes will **not** be saved.

NB: System Administrators can also access this page and have the added functionality to move the Post to a different Unit. Any individual who is currently In Post will also be moved along with all their related information.



Capability Management System (CMS) User Guide

Contents



CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Posting In/Out

It is important for Managers to understand how CMS deals with Posting Individuals.

CMS works on the principle of One Person One Post. Therefore no-one who is currently in a Post is available for Posting In to a different Post. They must first be Posted Out.

Posting In.

Only Individuals not currently In Post are available for selection for Posting In to a Post.

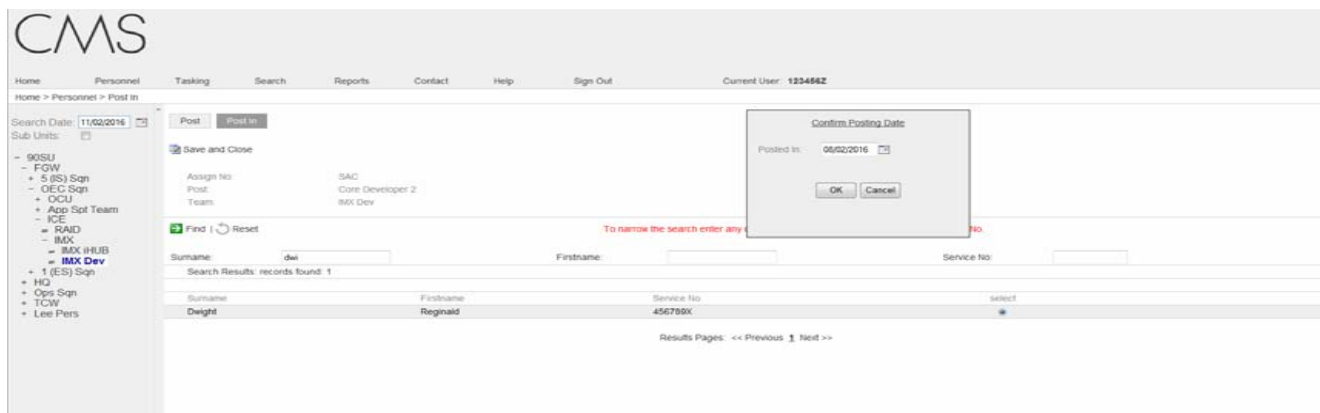
This will include any individual from other TLB's that are using CMS. This allows individuals to be posted from one area to another eg: Posted from RAF Bulmer to RAF Leeming. All the individuals Competency and Currency details would also be transferred so no loss of data would occur.

Click the Post In tab on the Post Details page.



Capability Management System (CMS) User Guide

Contents



CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link Posting In.](#)

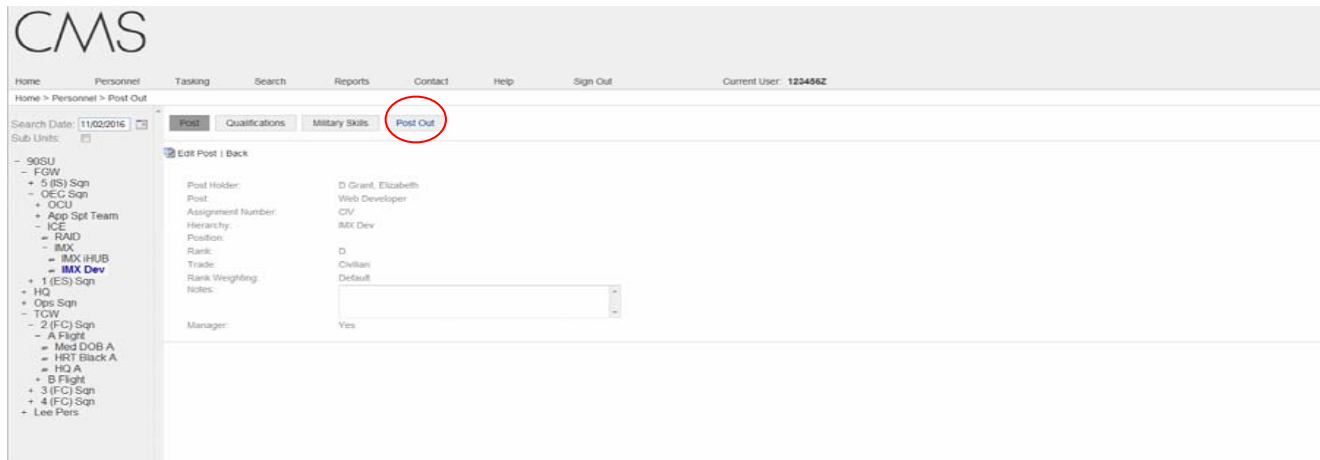
Enter the Search criteria required, normally Surname or Service No. This will list all individuals who match the criteria and who are not currently in post. Click the Select button against the individual to be Posted In.

Click the  Save icon. CMS then prompts for a Posting In date. Select the required date and click OK.

CMS will return to the Unit planner and the Individual just Posted In will be shown providing they were posted In the current month.



Capability Management System (CMS) User Guide Contents



CMS Post Management

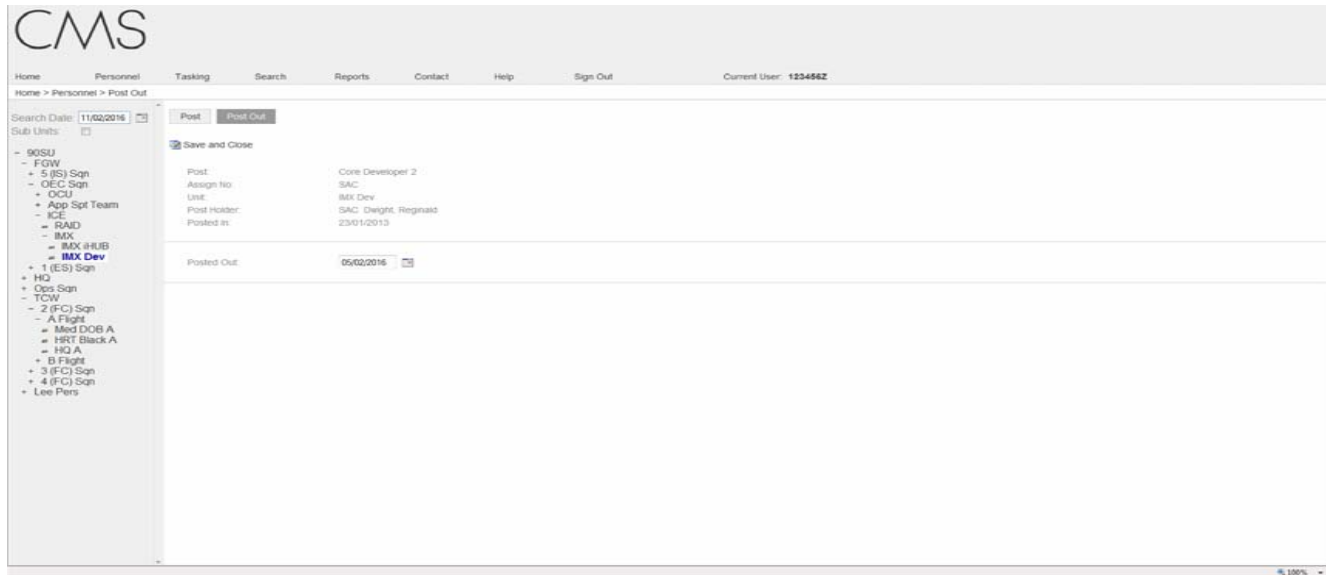
Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Posting Out.

Once a person has been posted out they are no longer available for Tasking. It is important therefore **NOT to Post Out to far in advance** of the actual Posting Date. Once Posted the individual will be shown on the Unit Planner to the end of the month in which they are posted. After that date they are no longer visible. When an individual has been Posted Out they will not be available for Posting In until the following day.
ie: It is not possible to Post Out on Monday and Post In on the same Monday




Capability Management System (CMS) User Guide Contents



CMS Post Management

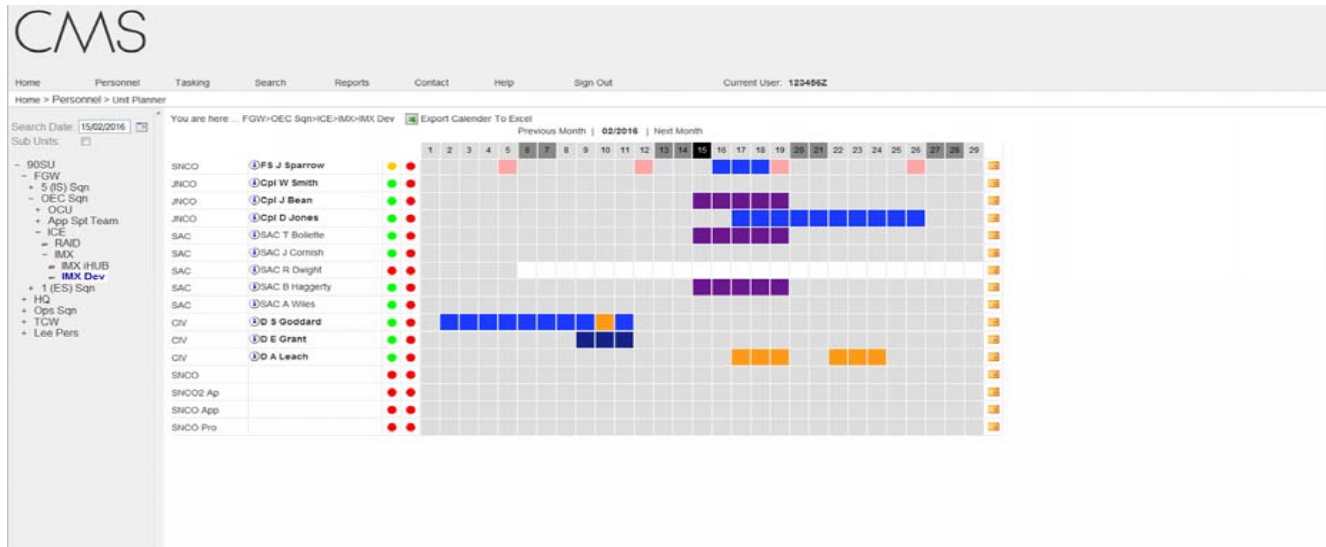
Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Posting Out

Click the Post Out tab on the Post Detail Page. This will display the Posting Out page. Select the date the Individual is to be Posted Out. Click the  Save icon to Post Out the individual



Capability Management System (CMS) User Guide Contents



CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

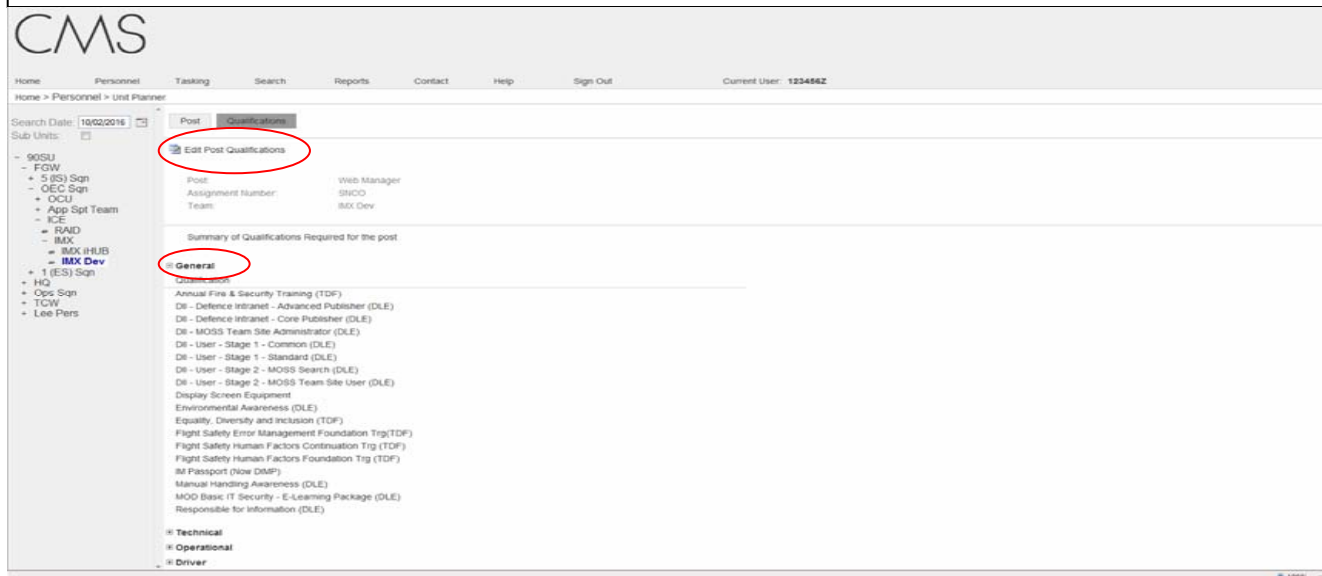
Posting Out

Once the Individual has been Posted Out they will appear on the Unit Planner until the end of the month in which they are posted. The planner will show a white line from the date they are posted and they will not appear on any future months views. They will however appear on previous months planners.



Capability Management System (CMS) User Guide

Contents




CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Post Qualifications

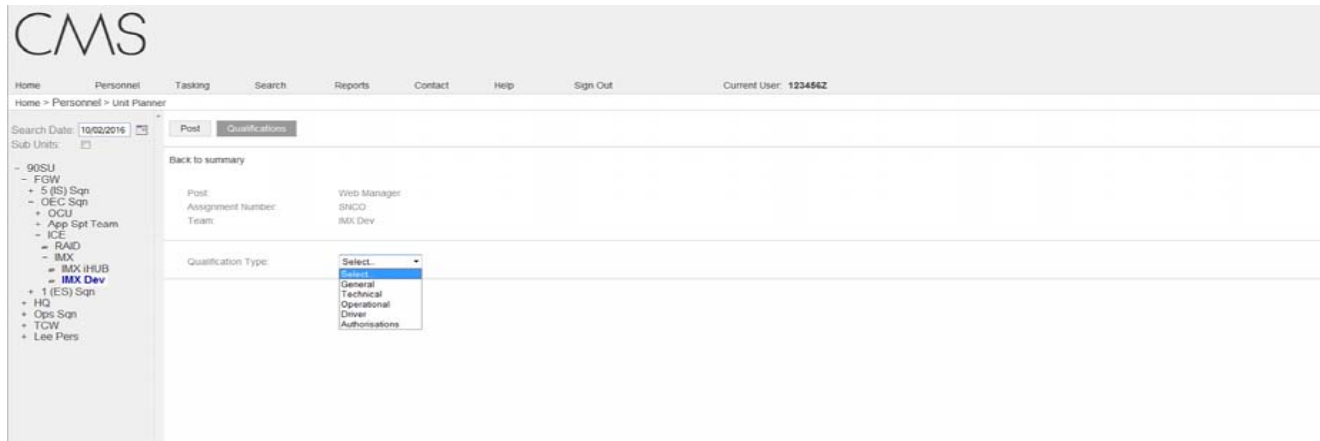
Any Qualifications allocated to a Post only show what is DESIRABLE for the Post Holder to hold. They do **NOT** restrict who can be posted into the post. However they are used to show the Individual Red/Green Qualification competency on the Unit Planner. This is shown as Green/Amber/Red depending on the percentage of the Post Qualifications the Post Holder currently holds.

Click on the + icon against the Qualification Type header to view all the Qualifications of that Type that have been allocated to the Post.

Click the  icon to Edit Qualifications for the Post. Click the Post tab to return to the Post Details page



Capability Management System (CMS) User Guide Contents



CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

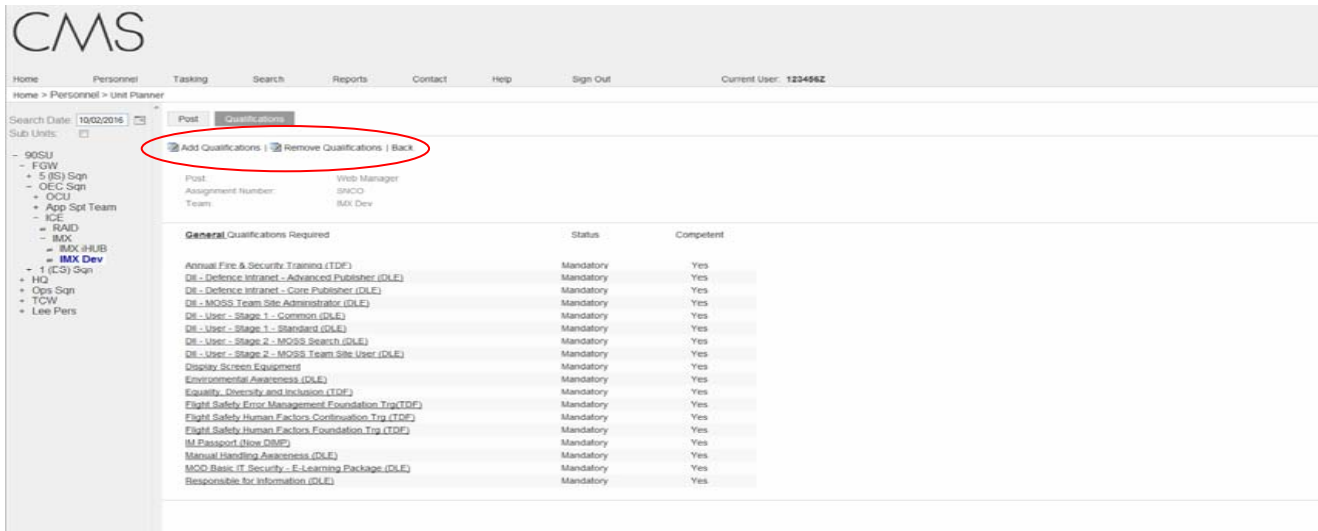
Edit Post Qualifications

Once the Edit Qualifications link is clicked the select Qualifications Type page is displayed. Select the required type from the Drop Down box.



Capability Management System (CMS) User Guide

Contents



The screenshot displays the CMS 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 shows a tree view of units, with 'IMX Dev' selected. The main content area is titled 'Post: Qualifications'. Below this, there are two buttons: 'Add Qualifications' and 'Remove Qualifications', both of which are circled in red. A table below these buttons lists various qualifications, their status, and whether the user is competent.

General Qualifications Required	Status	Competent
Annual Fire & Security Training (TDF)	Mandatory	Yes
DE - Defence Intranet - Advanced Publisher (OLE)	Mandatory	Yes
DE - Defence Intranet - Core Publisher (OLE)	Mandatory	Yes
DE - MOSS Team Site Administrator (OLE)	Mandatory	Yes
DE - User - Stage 1 - Common (OLE)	Mandatory	Yes
DE - User - Stage 1 - Staged (OLE)	Mandatory	Yes
DE - User - Stage 2 - MOSS Search (OLE)	Mandatory	Yes
DE - User - Stage 2 - MOSS Team Site User (OLE)	Mandatory	Yes
Display Screen Equipment	Mandatory	Yes
Environmental Awareness (OLE)	Mandatory	Yes
Equality, Diversity and Inclusion (TDF)	Mandatory	Yes
Flight Safety Error Management Foundation Trg(TDF)	Mandatory	Yes
Flight Safety Human Factors Continuation Trg (TDF)	Mandatory	Yes
Flight Safety Human Factors Foundation Trg (TDF)	Mandatory	Yes
IM Passport (Doc DIMP)	Mandatory	Yes
Manual Handling Awareness (OLE)	Mandatory	Yes
MOO Basic IT Security - E-Learning Package (OLE)	Mandatory	Yes
Responsible for Information (OLE)	Mandatory	Yes

CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

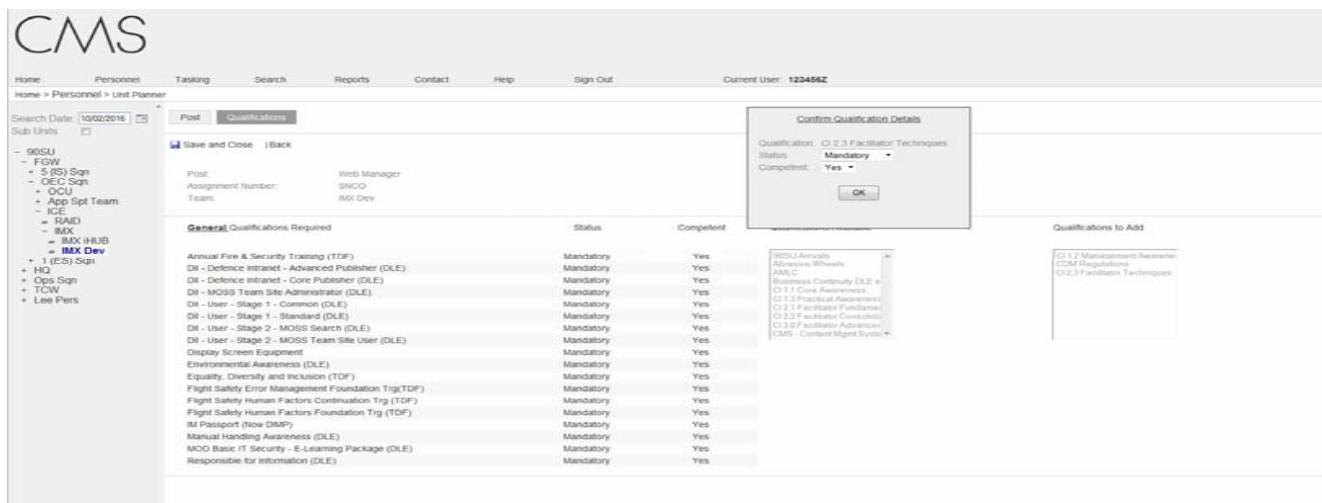
Edit Post Qualifications

Once the Qualifications Type to be edited has been selected the Qualifications of this Type currently allocated to the Post are displayed. Qualifications of the selected type can now be Added or Removed as required by clicking the relevant Add or Remove links.



Capability Management System (CMS) User Guide


Contents



CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Add Post Qualifications

CMS will present a list of Qualifications of the selected type that are not currently allocated to the Post. Click on the required Qualification from the Qualifications Available list. **CMS will then prompt whether, ideally,** the Qualification is Mandatory, Desirable or Nice to Have for the Post. **CMS will also prompt whether ideally** the Post Holder should be deemed Competent or Not in the Qualification. Select the required option and click OK. The Qualification is now added to the Qualifications to Add list. To remove an item from this list simply click it. Once the list is complete click the  Save icon and the selected Qualifications are allocated to the Post.

NB: The Status and Competency select will NOT restrict who can be Posted In. It is there for possible future use



Capability Management System (CMS) User Guide

Contents

The screenshot displays the CMS web application 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 shows a tree view of the system structure, including 90SU, FOW, 5 (IS) Sqn, OEC Sqn, OCU, App Spt Team, ICE, RAID, IMX, IMX (HUB), IMX Dev, 1 (ES) Sqn, HQ, Ops Sqn, TCW, and Lee Pers.

The main content area is titled 'Post Qualifications'. It includes a 'Search Date' field set to 10/02/2014 and a 'Sub Units' dropdown. Below this is a 'Save and Close' button and a 'Back' link. The 'Post' details show 'Web Manager' as the user, 'SHCO' as the assignment number, and 'IMX Dev' as the team.

General Qualifications Required	Status	Competent	Qualifications Held	Qualifications to Remove
CI 2.3 Facilitator Techniques	Mandatory	Yes	DI - MOSS Team Site Adm	CI 2.3 Facilitator Techniques
DI - Defence Intranet - Advanced Publisher (DLE)	Mandatory	Yes	DI - User - Stage 1 - Core F	DI - Defence Intranet - Core F
DI - Defence Intranet - Core Publisher (DLE)	Mandatory	Yes	DI - User - Stage 1 - Stand	DI - Defence Intranet - Advan
DI - MOSS Team Site Administrator (DLE)	Mandatory	Yes	DI - User - Stage 2 - MOSS	Environmental Awareness (D)
DI - User - Stage 1 - Common (DLE)	Mandatory	Yes	DI - User - Stage 2 - MOSS	
DI - User - Stage 1 - Standard (DLE)	Mandatory	Yes	Display Screen Equipment	
DI - User - Stage 2 - MOSS Search (DLE)	Mandatory	Yes	Equality	
DI - User - Stage 2 - MOSS Team Site User (DLE)	Mandatory	Yes	Fight Safety Error Manage	
Display Screen Equipment	Mandatory	Yes	Fight Safety Human Facto	
Environmental Awareness (DLE)	Mandatory	Yes		
Equality, Diversity and Inclusion (TDF)	Mandatory	Yes		
Fight Safety Error Management Foundation Trg(TDF)	Mandatory	Yes		
Fight Safety Human Factors Continuation Trg (TDF)	Mandatory	Yes		
Fight Safety Human Factors Foundation Trg (TDF)	Mandatory	Yes		
IT Passport (How Safe?)	Mandatory	Yes		
Manual Handling Awareness (DLE)	Mandatory	Yes		
MOO Basic IT Security - E-Learning Package (DLE)	Mandatory	Yes		
Responsible for Information (DLE)	Mandatory	Yes		

CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

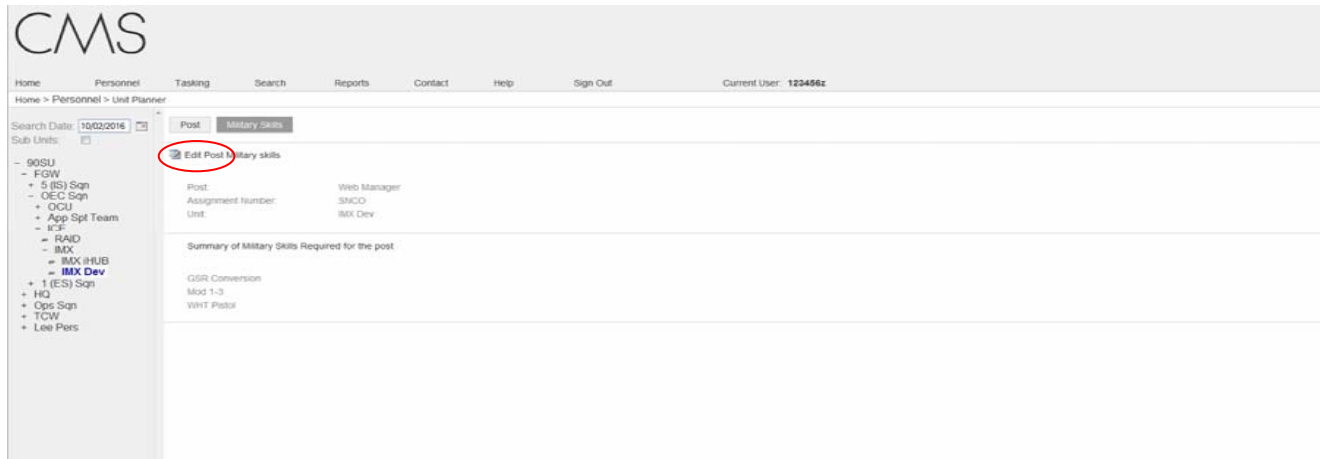
Remove Post Qualifications

CMS will present a list of Qualifications of the selected type that are currently allocated to the Post. Click on the required Qualification from the Qualifications Held list. The Qualification is now added to the Qualifications to Remove list. To remove an item from this list simply click it. Once the list is complete click the Save icon and the selected Qualifications are removed from the Post.

Once all the relevant Qualifications have been removed click Back to return to the Post Qualifications List .



Capability Management System (CMS) User Guide Contents



CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

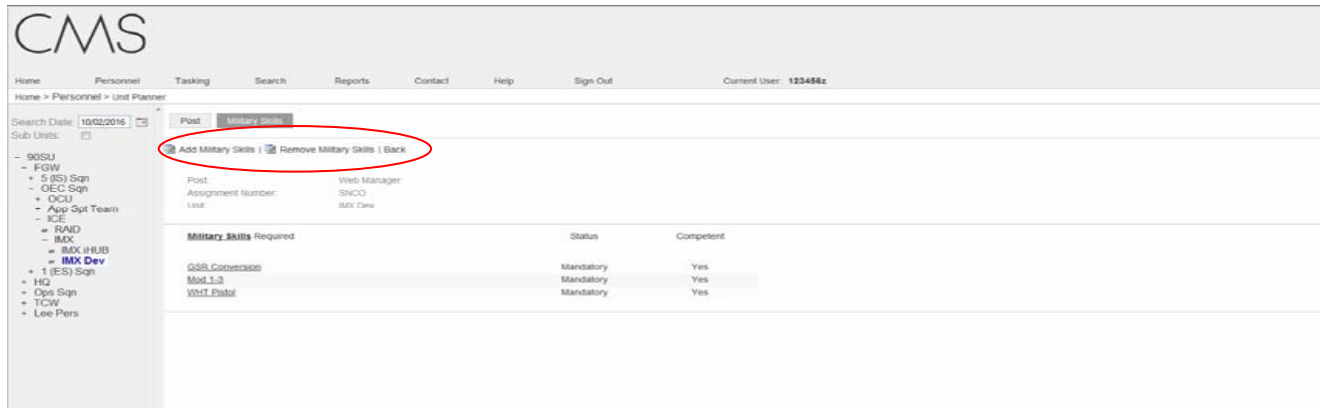
Military Skills

Click the Military Skills tab. This will show a list of Military Skills currently allocated to the post.

Click the  icon to Edit the Post Military Skills



Capability Management System (CMS) User Guide Contents




CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Edit Military Skills

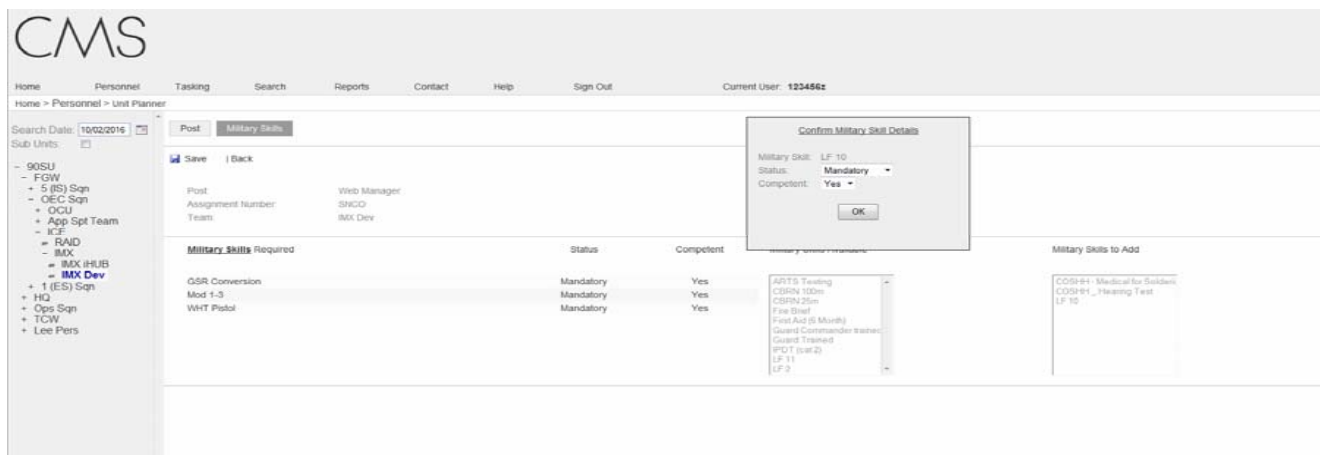
CMS will present a list of Military Skills currently allocated to the Post.

Click on the  Add or Remove icon to Add Military Skills to the Post or Remove existing ones from the Post



Capability Management System (CMS) User Guide


Contents



CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Add Military Skills

CMS will present a list of Military Skills that are not currently allocated to the Post. Click on the required Military Skill from the Military Skills Available list. **CMS will then prompt whether, ideally, the Military Skill is Mandatory, Desirable or Nice to Have for the Post. CMS will also prompt whether ideally the Post Holder should be deemed Competent or Not in the Military Skill.** Select the required option and click OK. The Military Skill is now added to the Military Skills to Add list. To remove an item from this list simply click it. Once the list is complete click the  Save icon and the selected Military Skills are allocated to the Post.

NB: The Status and Competency select will NOT restrict who can be Posted In. It is there for possible future use



Capability Management System (CMS) User Guide Contents

The screenshot shows the CMS web application 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 search date of 10/02/2016 and a list of sub-units including 90SU, FOW, 5 (IS) Sqn, OEC Sqn, OCU, App Spt Team, ICE, RAID, IMX, IMX Dev, 1 (ES) Sqn, HQ, Ops Sqn, TCW, and Lee Pers. The main content area has tabs for 'Post' and 'Military Skills'. The 'Military Skills' tab is active, showing a table of required skills and a list of skills held by the user.

Military Skills Required	Status	Competent	Military Skills Held	Military Skills to Remove
COSHEI - Medical for Soldering	Mandatory	Yes	OSR Conversion	Guard Commander trained
First Aid (6 Month)	Mandatory	Yes	Mod 1-3	First Aid (6 Month)
OSR Conversion	Mandatory	Yes	WHT Pistol	COSHEI - Medical for Soldering
Guard Commander trained	Mandatory	Yes		
Mod 1-3	Mandatory	Yes		
WHT Pistol	Mandatory	Yes		

CMS Post Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Remove Military Skills

CMS will present a list of Military Skills of the selected type that are currently allocated to the Post. Click on the required Military Skill from the Military Skills Held list. The Military Skill is now added to the Military Skills to Remove list. To remove an item from this list simply click it. Once the list is complete click the Save icon and the selected Military Skills are removed from the Post.

Once all the relevant Military Skills have been removed click Back to return to the Post Qualifications List .



Capability Management System (CMS) User Guide Contents

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

The following slides explain the CMS Personnel module and how CMS manages Personnel Currency and Competency .



Capability Management System (CMS) User Guide

Contents

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Individuals logged on as Managers.

It is the Unit Managers responsibility to ensure that Individual information in the Unit for which they are a manager is accurate and timely. If all managers in a Unit are temporarily unavailable then this responsibility passes UP the Hierarchy Unit chain to the next available manager. It is important to note that Managerial permission apply Top Down ONLY. No manager of a Unit has permission for any Unit ABOVE theirs in the Hierarchy and managers do not have permissions for Units at the same level in a DIFFERENT Hierarchy branch.

Unit Personnel names are clickable links, allowing the manager to maintain the individual's information . They also have permissions to manage any other Unit that is a subsidiary of their Unit within the CMS Hierarchy. Allocating Manager permissions in this Hierarchical way means there will always be a Manager available in the CMS Hierarchy if there is no Unit manager available. Responsibility passes up the Hierarchy to the next available Manager.

Each Unit Post Assignment Number will be a clickable link. This gives the Manager access to the Post data and associated information. Managers can Add/Remove Qualifications and Military Skills associated with the Post. They can post Personnel In or Out of the Post. They can set the post as a Managers post and move the Post from to a different Unit within the current Hierarchy. Moving the Post would automatically take the existing Post Holder with it.




Capability Management System (CMS) User Guide Contents

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Standard Users will find only their own name is clickable.

This allows them a **READ ONLY** view of their Personal data and the current status of Qualifications, Military Skills, Fitness, Vaccinations, Dental and Posting history.

They do not have the permissions to view anyone else's information. However all Users can view limited information on any individual by clicking the  icon alongside their name. This will display Name, Rank, Service No and Trade and a photograph if one has been uploaded.

Competencies and Currencies.

All Competencies (Qualifications, Military Skills, Fitness, Vaccinations, Dental records) have an associated Validity Period.

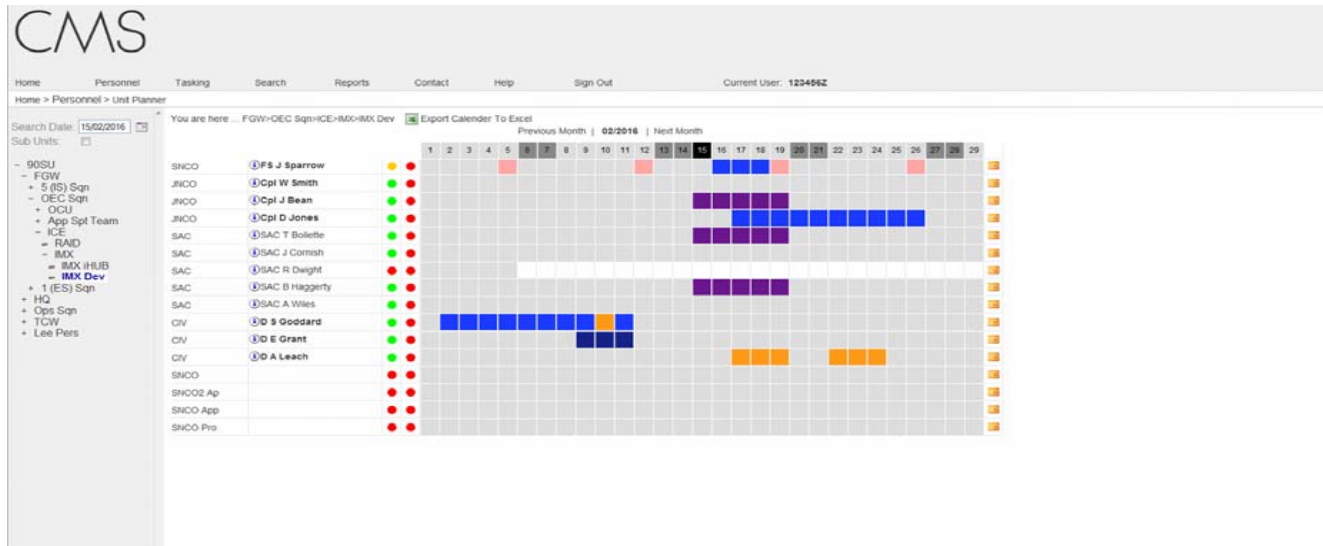
This Validity Period eg: 6 Months, is used by CMS to automatically define the Currency Period for any given Competency. ie: Fitness: Valid From 01/01/2016 . Validity Period: 6 Months. Expiry Date: 30/06/2016

NB: Validity Periods are allocated by the System Administrator and can only be changed by the System Administrator.



Capability Management System (CMS) User Guide

Contents



CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Click on the required individuals name to View their details. This function is available only to Managers with the appropriate access or the Individual themselves. No other CMS User, other than the System Administrator, has permissions to access this information.



Capability Management System (CMS) User Guide

Contents

The screenshot shows the CMS interface with the 'Edit Personnel' page. The sidebar on the left lists units under '90SU', including 'FGW', '5 (IS) Sqn', 'OEC Sqn', 'OCU', 'App Spt Team', 'ICE', 'RAID', 'IMX', 'IMX iHUB', 'IMX Dev', '1 (ES) Sqn', 'HQ', 'Ops Sqn', 'TCW', and 'Lee Pers'. The top navigation bar includes links for Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out, along with the current user '123456Z'. The main content area has tabs for 'Unit Personnel', 'Personnel', 'Qualifications', 'Military Skills', 'Fitness', 'Vaccinations', 'Dental', and 'Posting and Movement History'. The 'Personnel' tab is selected, showing a form for editing personnel details. The form includes fields for First Name (Jack), Surname (Sparrow), Service No (123456Z), Rank (P/S), Gender (Male), Arrival Date (05/05/2008), Departure Date, Home Phone, Town of Birth, Passport Issued By, Welfare POC, Welfare Wishes, Notes (JPA Number: 00014733), and Weapon No. A photograph of Jack Sparrow is displayed at the bottom right.

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Individual Personnel Information

Edit Personnel.

From the Individual View Information page click the  Edit icon. This will display the Edit Personnel page.



Capability Management System (CMS) User Guide Contents


The screenshot displays the CMS web application interface. At the top, the 'CMS' logo is on the left, and navigation links (Home, Personnel, Tasking, Search, Reports, Contact, Help, Sign Out) and the current user '123456Z' are on the right. Below the navigation bar, the breadcrumb trail reads 'Home > Team Hierarchy > Personnel Details'. The main content area has a left sidebar with a tree view showing organizational structure, including '90SU', 'FGW', '5 (IS) Sqn', 'OFC Sqn', 'OCU', 'App Spt Team', 'ICE', 'RAID', 'BMX', 'BMX @RUB', 'BMX Dev', '1 (ES) Sqn', 'HQ', 'Ops Sqn', 'TCW', and 'Lee Pers'. The main panel shows the 'Personnel' tab selected, with a 'Save and Close' button circled in red. The form contains various fields for personnel information, including 'First Name' (Jack), 'Service No' (123456Z), 'Rank' (FS), 'Gender' (Male), 'Arrival Date' (05/05/2008), 'Departure Date', 'Home Phone', 'Town of Birth', 'Passport Issued By', 'Administrator', 'Welfare POC', 'Welfare Wishes', 'Notes' (JSA Number: 00014733), 'Surname' (Sparrow), 'Known As' (Jack), 'Trade' (TGA CIT), 'MES' (L4), 'Posting Due Date', 'Discharge Date', 'Mobile', 'Work Phone' (9551 x 4321), 'Passport No', 'Passport Expiry Date', 'Welfare Handbook Issued', 'Date of Birth' (13/11/2012), and 'Photograph'. Fields marked with an asterisk (*) are mandatory.

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Edit Individual Personnel Information

Make the required changes to the individuals information. NB: Fields marked * are mandatory and must be completed.

Click the  Save icon to save the changes. Clicking on any other tab eg: Qualifications, Fitness, Unit Personnel etc will change the page and any changes made but not explicitly saved will be lost



Capability Management System (CMS) User Guide

Contents

The screenshot displays the CMS Personnel Management 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 shows a tree view of personnel units, with 'IMX Dev' selected. The main content area is titled 'Edit Qualifications' and shows details for a user named Jack Sparrow. Below this, a table lists various qualifications held by the user, including ECDL7, Annual Fire & Security Training (TDF), and others, with columns for Qualification, Held, Valid From, Valid To, Status, and Req'd by Post.


Qualification	Held	Valid From	Valid To	Status	Req'd by Post
ECDL7	✓	07/01/2014	20/04/2063	✓	✗
Annual Fire & Security Training (TDF)	✓	07/12/2015	06/12/2016	✓	✗
Q 2.3 Facilitator Techniques	✗	-	-	-	✓
Equality, Diversity and Inclusion (TDF)	✗	-	-	-	✓
Responsible for Information (DLE)	✗	-	-	-	✓
DE - MOSS Team Site Administrator (DLE)	✗	25/03/2011	05/07/2060	✓	✓
DE - User - Stage 2 - MOSS Team Site User (DLE)	✗	-	-	-	✓
DE - User - Stage 1 - Common (DLE)	✗	-	-	-	✓
IM Passport (How DMF)	✓	11/11/2013	26/10/2016	✓	✓
Display Screen Equipment	✗	-	-	-	✓
AMLC	✗	25/01/2016	07/05/2065	✓	✗
Fight Safety Human Factors Continuation Trg (TDF)	✗	-	-	-	✓
Manual Handling Awareness (DLE)	✗	-	-	-	✓
Fight Safety Human Factors Foundation Trg (TDF)	✗	-	-	-	✓
Environmental Awareness (DLE)	✗	-	-	-	✓
MOD Basic IT Security - E-Learning Package (DLE)	✗	-	-	-	✓
Fight Safety Error Management Foundation Trg(TDF)	✗	-	-	-	✓
DE - User - Stage 2 - MOSS Search (DLE)	✗	-	-	-	✓
DE - Defence Intranet - Core Publisher (DLE)	✗	-	-	-	✓
DE - Defence Intranet - Advanced Publisher (DLE)	✗	-	-	-	✓
DE - User - Stage 1 - Standard (DLE)	✗	-	-	-	✓

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Individual Personnel Qualifications

Click on the + icon against the Qualification Type header to view a list of Qualifications of that Type. This list is a combination of Qualifications held by the individual and qualifications allocated to the post. It shows clearly the Qualifications held, the current status, the currency period and whether or not it is required by the post.

Click the  icon to Edit Qualifications for the Individual.



Capability Management System (CMS) User Guide

Contents

The screenshot displays the CMS web application interface. At the top, the 'CMS' logo is on the left, and navigation links (Home, Personnel, Tasking, Search, Reports, Contact, Help, Sign Out) and the current user '123456Z' are on the right. Below the navigation bar, the breadcrumb 'Home > Personnel > Personnel Details' is shown. The left sidebar contains a search date of '15/02/2016' and a tree view of sub-units, with 'IMX Dev' selected. The main content area has tabs for 'Unit Personnel', 'Personal', 'Qualifications', 'Military Skills', 'Fitness', 'Vaccinations', 'Dental', and 'Posting and Movement History'. The 'Qualifications' tab is active, showing a 'Back to summary' link and a form for user details: First Name (Jack), Service No (123456Z), Rank (FB), Pod (Web Manager), Surname (Sparrow), Known as (Jack), Trade (TGA CST), and Team (IMX Dev). A 'Qualification Type' dropdown menu is open, showing options: Select, Select, General, Technical, Operational, Driver, and Authorisations.

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Edit Individual Qualifications

Once the Edit Qualifications link is clicked the select Qualifications Type page is displayed. Select the required type from the Drop Down box.



Capability Management System (CMS) User Guide

Contents

The screenshot displays the CMS Personnel Management 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 'Personnel Details' and features a sidebar with a search date of 15/02/2016 and a list of sub-units. The 'Qualifications' tab is selected, showing a table of qualifications held by the user. The table has columns for 'General Qualifications Held', 'Valid From', and 'Valid To'. The qualifications listed are: AMUG (valid from 25/01/2016 to 07/05/2065), Annual Fire & Security Training (TDE) (valid from 07/12/2015 to 06/12/2016), DR - MOSS Team Site Administrator (OLE) (valid from 25/03/2011 to 05/07/2060), ECCLZ (valid from 07/01/2014 to 20/04/2063), and BM Passport (Now DMPP) (valid from 11/11/2013 to 26/10/2016). The 'Add Qualifications' and 'Remove Qualifications' links are circled in red.

General Qualifications Held	Valid From	Valid To
AMUG	25/01/2016	07/05/2065
Annual Fire & Security Training (TDE)	07/12/2015	06/12/2016
DR - MOSS Team Site Administrator (OLE)	25/03/2011	05/07/2060
ECCLZ	07/01/2014	20/04/2063
BM Passport (Now DMPP)	11/11/2013	26/10/2016

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

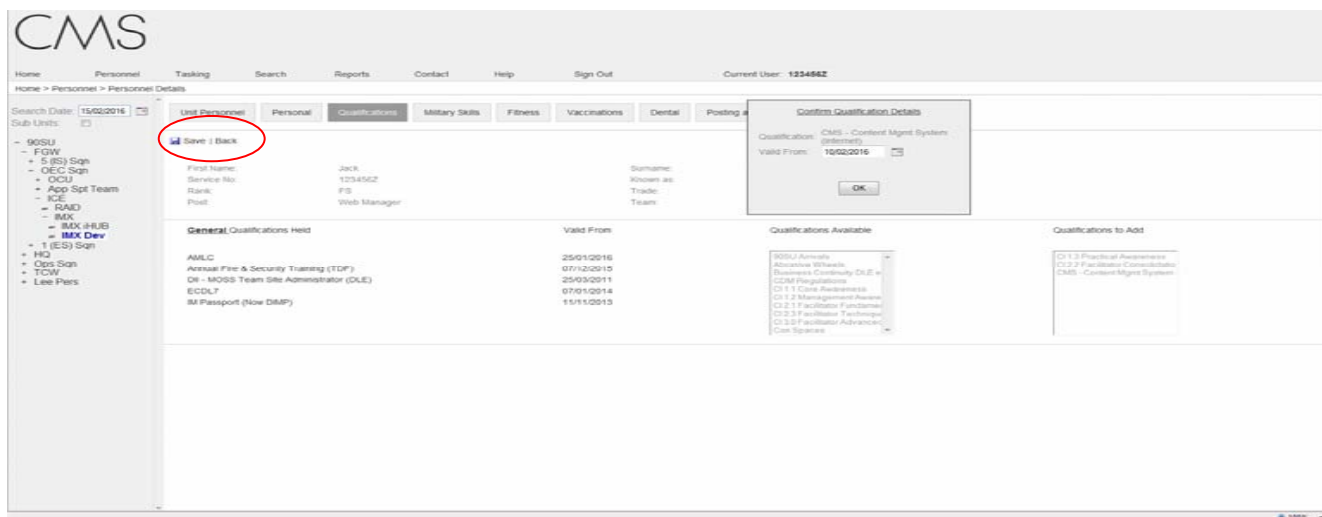
Edit Individual Qualifications

Once the Qualifications Type to be edited has been selected the Qualifications of this Type currently held by the Individual are displayed. Qualifications of the selected type can now be Added or Removed as required by clicking the relevant Add or Remove links.



Capability Management System (CMS) User Guide

Contents




CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Add Individual Qualifications

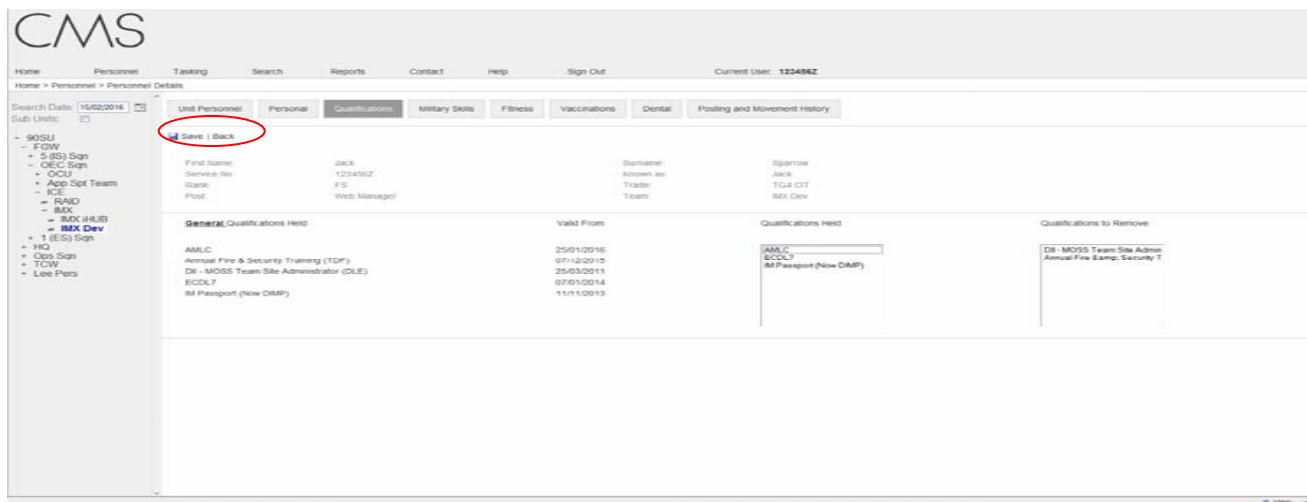
CMS will present a list of Qualifications of the selected type that are not currently held by the individual. Click on the required Qualification from the Qualifications Available list. CMS will then prompt for the date the Qualification was achieved. Select the required date and click OK. The Qualification is now added to the Qualifications to Add list. To remove an item from this list simply click it.

Once the list is complete click the  Save icon and the selected Qualifications are added to the Individuals Qualifications Held list



Capability Management System (CMS) User Guide


Contents



CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Remove Individual Qualifications

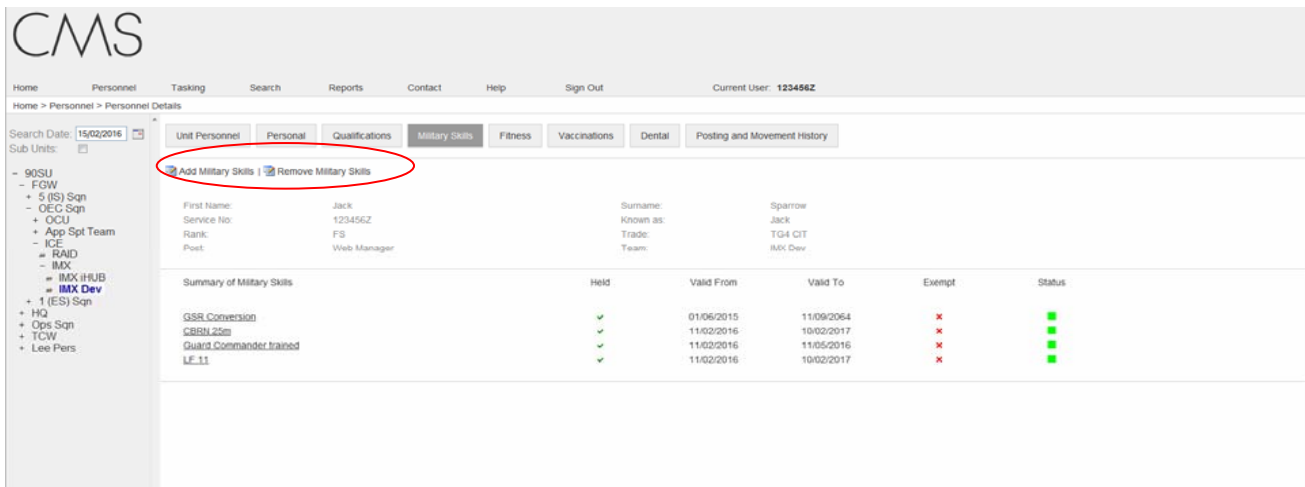
CMS will present a list of Qualifications of the selected type that are currently held by the individual. Click on the required Qualification from the Qualifications Held list. The Qualification is now added to the Qualifications to Remove list. To remove an item from this list simply click it. Once the list is complete click the  Save icon and the selected Qualifications are removed

Once all the relevant Qualifications have been removed click Back to return to the Qualifications Held List .



Capability Management System (CMS) User Guide

Contents



The screenshot shows the CMS interface with the 'Military Skills' tab selected. The 'Add Military Skills' and 'Remove Military Skills' links are circled in red. Below the tabs, personal details for 'Jack Sparrow' are displayed. A table titled 'Summary of Military Skills' lists various skills with their status and validity dates.

Summary of Military Skills	Held	Valid From	Valid To	Exempt	Status
GSR Conversion	✓	01/06/2015	11/09/2064	✗	■
CBBN 25m	✓	11/02/2016	10/02/2017	✗	■
Guard Commander trained	✓	11/02/2016	11/05/2016	✗	■
LF 11	✓	11/02/2016	10/02/2017	✗	■

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Edit Individual Military Skills

Click the Military Skills tab and the Military Skills currently currently held by the Individual are displayed. Qualifications of the selected type can now be Added or Removed as required by clicking the relevant Add or Remove links.



Capability Management System (CMS) User Guide

Contents


The screenshot shows the CMS web 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 displays the 'Personnel Details' for a user named Jack, with tabs for Personal, Qualifications, Military Skills, Fitness, Vaccinations, Dental, and Posting. A 'Confirm Military Skill Details' dialog box is open, prompting for the 'Valid From' date for the 'CBRN 100m' skill. The date '10/02/2016' is entered. The 'Save | Back' button is circled in red. Below the dialog, the 'Military Skills Held' list shows skills like GSR Conversion, CBRN 25m, and Guard Commander trained. The 'Military Skills Available' list includes ARTS Testing, COSHH - Hearing Test, First Aid, and others. The 'Military Skills to Add' list is currently empty.

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Add Individual Military Skills

CMS will present a list of Military Skills that are not currently held by the individual. Click on the required Military Skill from the Military Skills Available list. CMS will then prompt for the date the Military Skill was achieved. Select the required date and click OK. The Military Skill is now added to the Military Skills to Add list. To remove an item from this list simply click it.

Once the list is complete click the  Save icon and the selected Military Skills are added to the Individuals Military Skills Held list



Capability Management System (CMS) User Guide

Contents

The screenshot shows the CMS interface with the 'Personnel' tab selected. The 'Military Skills' sub-tab is active. A 'Save' icon (floppy disk) is circled in red next to the 'Back' button. The user details for Jack Sparrow are displayed, including service number 123456Z and rank FS. The 'Military Skills Held' table lists various skills and their validity dates. The 'Military Skills to Remove' table is currently empty.

Military Skills Held	Valid From	Military Skills Held	Military Skills to Remove
GSR Conversion	01/05/2015	GSR Conversion	
CBRN 25m	11/02/2016	CBRN 25m	
Guard Commander trained	11/02/2016	LF 11	
LF 11	11/02/2016	COSHH - Medical for Soldiers	
COSHH - Medical for Soldering	15/02/2016		
LF 10	15/02/2016		
CBRN 100m	10/02/2016		

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Remove Individual Military Skills

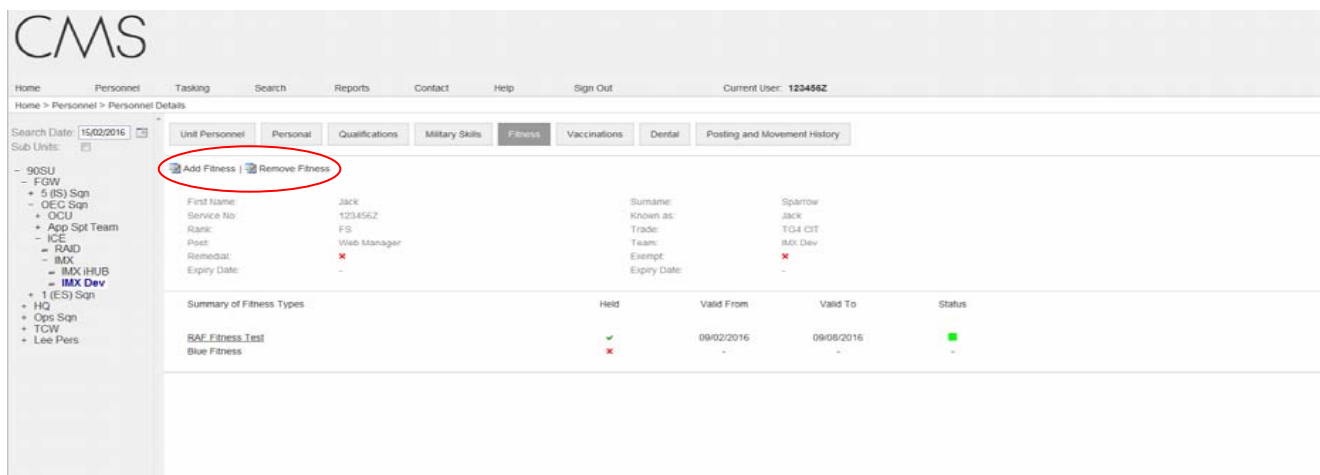
CMS will present a list of Military Skills currently held by the individual. Click on the required Military Skill from the Military Skills Held list. The Military Skill is now added to the Military Skills to Remove list. To remove an item from this list simply click it. Once the list is complete click the Save icon and the selected Military Skills are removed

Once all the relevant Military Skills have been removed click Back to return to the Military Skills Held List .



Capability Management System (CMS) User Guide

Contents



CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Individual Fitness Status

Click the Fitness tab. This will show the individuals current Fitness status.

Individual Fitness Status can be set to a valid Fitness currency or the Individual can be classed as Exempt or Remedial. Exempt or Remedial Fitness status is set for a set period by the manager and will override any other current Fitness status.

Fitness status can be Added or Removed as required by clicking the relevant  Add or Remove links.



Capability Management System (CMS) User Guide

Contents

The screenshot displays the CMS Personnel Management interface. A 'Confirm Exempt Details' dialog box is open, prompting for an 'Expiry Date' (24/03/2016) and an 'OK' button. The background shows the 'Personnel Details' page with tabs for Military Skills, Fitness, Vaccinations, Dental, and Posting and Movement History. The 'Fitness' tab is active, showing a table with columns: Fitness Types Held, Valid From, Fitness Currencies Available, and Fitness Currencies to Add. The table contains one row: RAF Fitness Test, 09/02/2016, Blue Fitness, and an empty box. A red circle highlights the 'Exempt' checkbox in the 'Personnel Details' form.

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Individual Fitness Status EXEMPT

Tick the Exempt box. CMS will then prompt for the Exemption Period expiry date. Select the required date and click OK. The expiry date is now shown on the Fitness details page.

Click the  Save icon and the Fitness Exemption is confirmed.



Capability Management System (CMS) User Guide

Contents

The screenshot displays the CMS Personnel Management interface. A 'Confirm Remedial Details' dialog box is open, prompting for an 'Expiry Date' (31/03/2016) and an 'OK' button. The background shows the 'Personnel Details' page for a user named 'Woz Manager'. The 'Remedial' checkbox is checked and circled in red. The 'Fitness Types' table shows 'RAF Fitness Test' with a 'Valid From' date of '09/02/2016'. The 'Fitness Currencies Available' and 'Fitness Currencies to Add' sections are also visible.

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Individual Fitness Status REMEDIAL

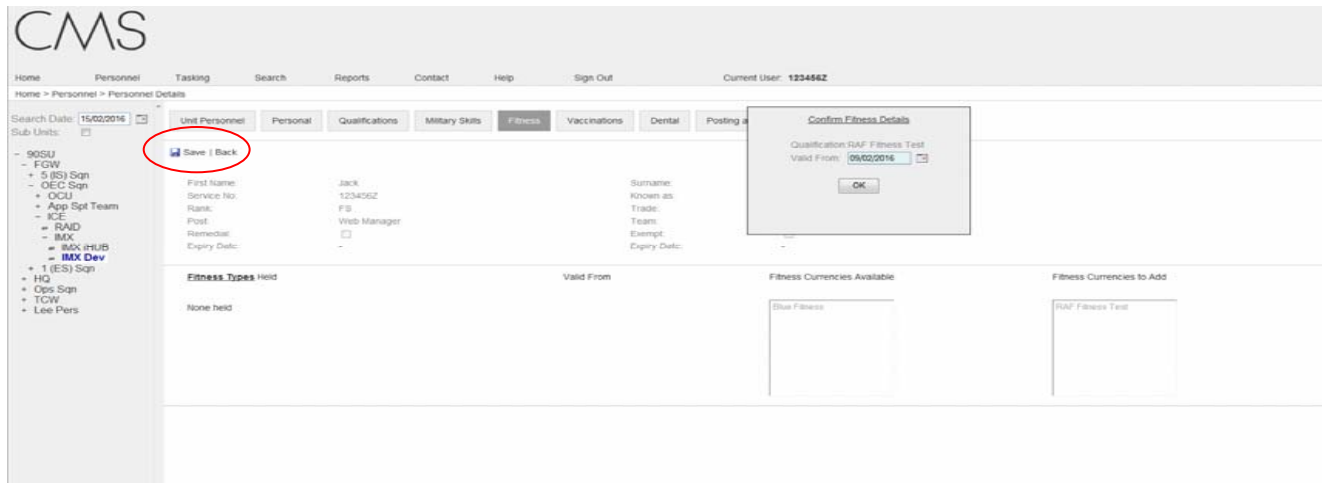
Tick the Remedial box. CMS will then prompt for the Remedial Period expiry date. Select the required date and click OK. The expiry date is now shown on the Fitness details page.

Click the  Save icon and the Fitness Remedial status is confirmed.



Capability Management System (CMS) User Guide


Contents



CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Add Individual Fitness Currency

CMS will present a list of Fitness currencies that are not currently held by the individual. Click on the required Fitness currency from the Fitness Currencies Available list. CMS will then prompt for the date achieved. Select the required option and click OK. The Fitness currency is now added to the Fitness Currencies to Add list. To remove an item from this list simply click it. Once the list is complete click the  Save icon and the selected Fitness currency then becomes the individuals Fitness Status



Capability Management System (CMS) User Guide


Contents

The screenshot displays the CMS Personnel Management 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 shows the 'Personnel Details' for a specific individual, with tabs for Unit Personnel, Personal, Qualifications, Military Skills, Fitness, Vaccinations, Dental, and Posting and Movement History. The 'Fitness' tab is active, showing a list of fitness currencies held by the individual. A 'Save | Back' button is highlighted with a red circle. The interface also includes a search bar and a list of sub-units on the left side.

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Remove Individual Fitness Currency

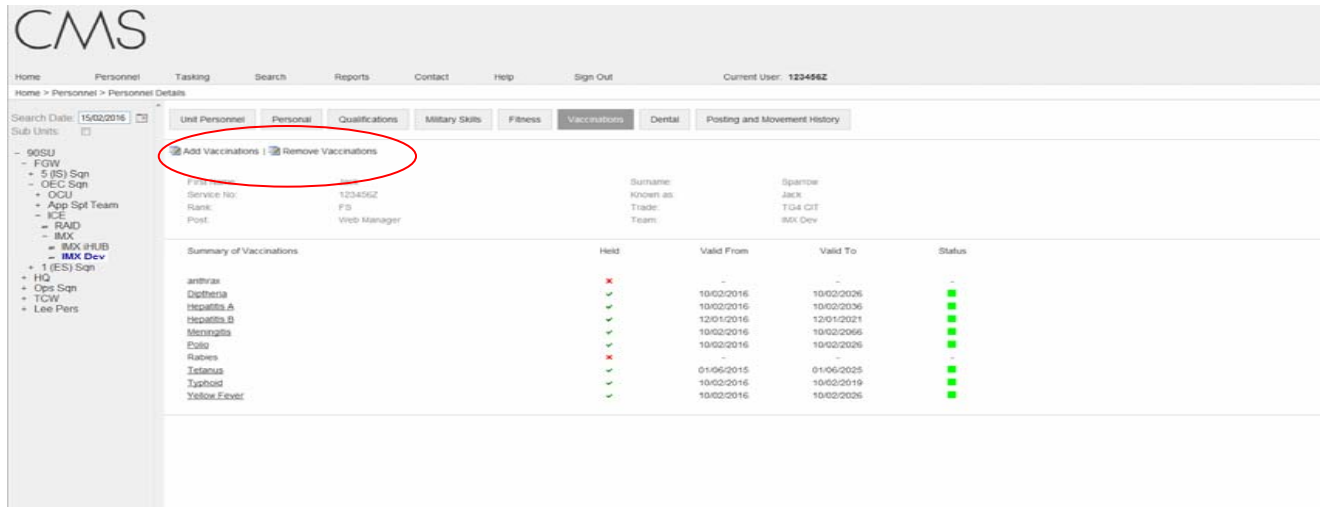
CMS will present a list of Fitness currencies currently held by the individual. Click on the required Fitness currency from the Fitness Currencies Held list. The Fitness currency is now added to the Fitness Currencies to Remove list. To remove an item from this list simply click it. Once the list is complete click the  Save icon and the selected Fitness Type are removed from the individuals Fitness Currencies held list.

Once all the relevant Fitness currencies have been removed click Back to return to the Fitness Currencies held List .



Capability Management System (CMS) User Guide

Contents



CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Individual Vaccination Currency

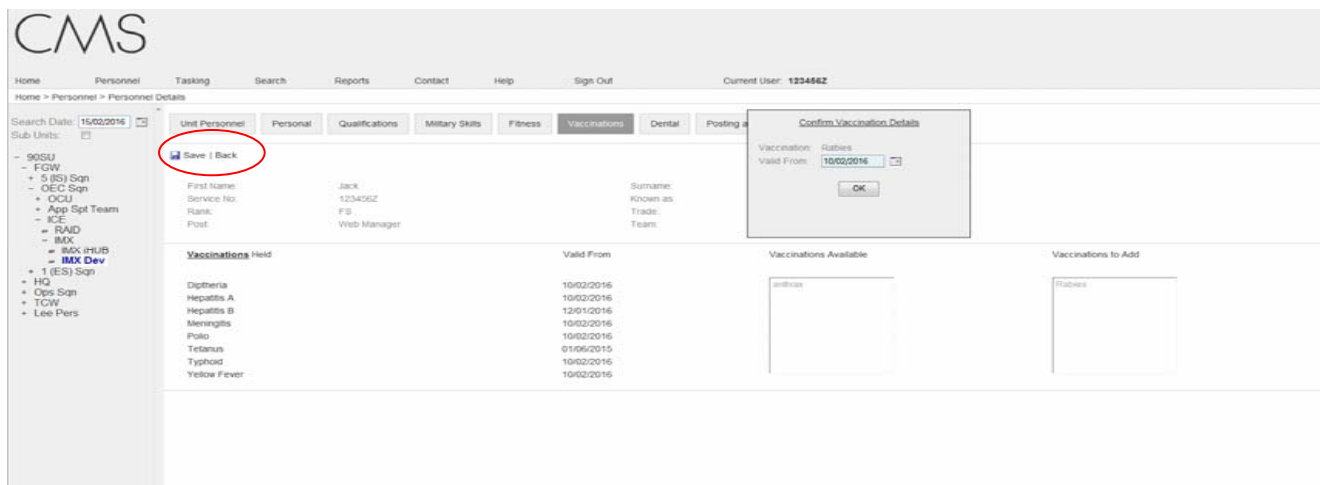
Click the Vaccinations tab. This will list all vaccinations and show the individuals current status against each one.

Vaccinations can be Added or Removed as required by clicking the relevant  Add or Remove links.



Capability Management System (CMS) User Guide


Contents



CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

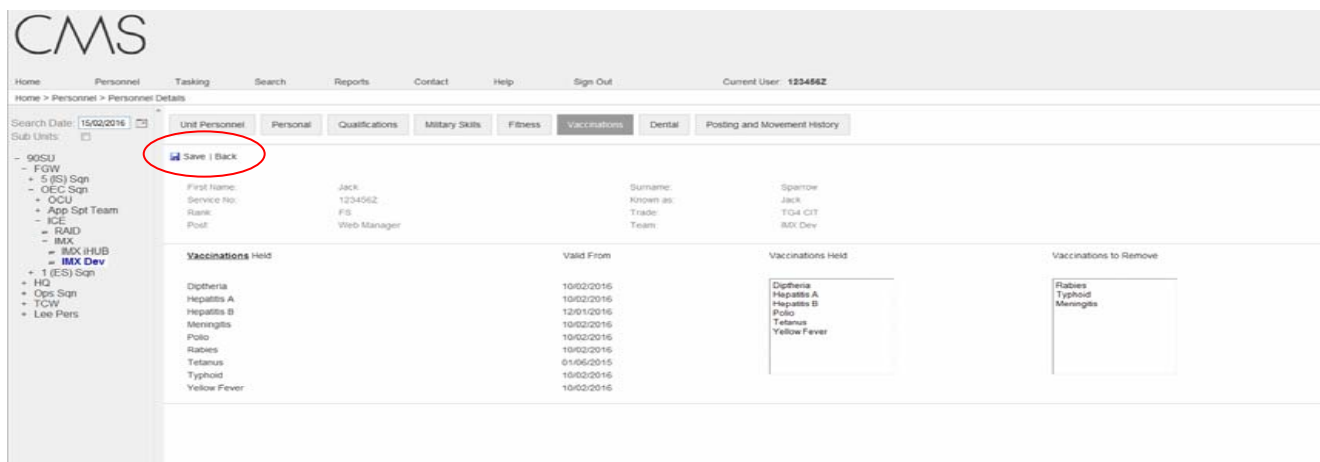
Add Individual Vaccinations

CMS will present a list of Vaccinations that are not currently held by the individual. Click on the required Vaccination from the Vaccinations Available list. CMS will then prompt for the date achieved. Select the required option and click OK. The Vaccination is now added to the Vaccinations to Add list. To remove an item from this list simply click it. Once the list is complete click the  Save icon and the selected Vaccinations are added to the individuals Vaccinations held list



Capability Management System (CMS) User Guide


Contents



CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Remove Individual Vaccinations

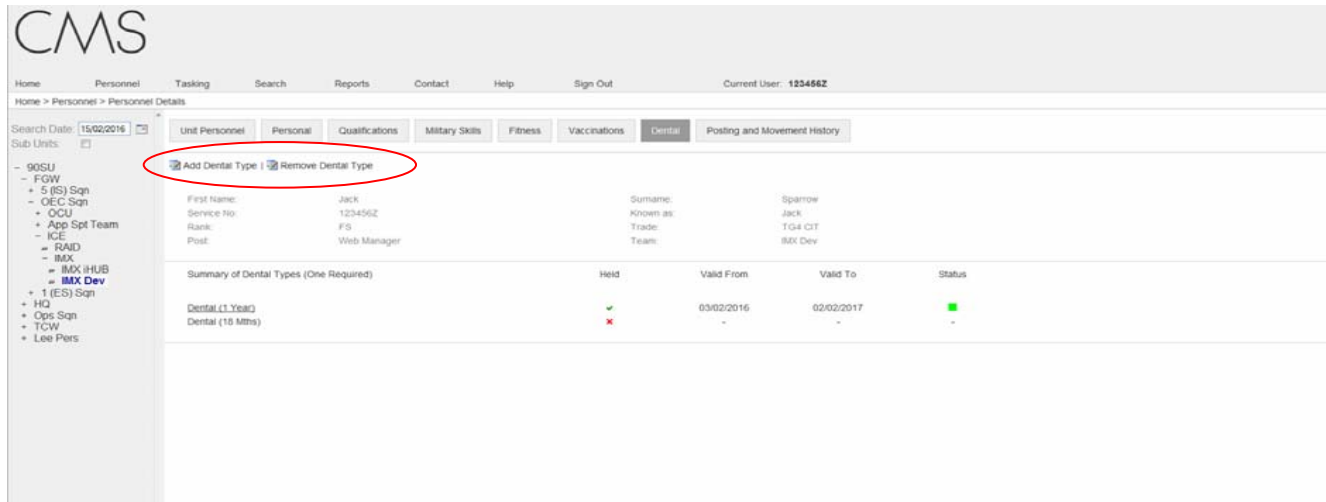
CMS will present a list of Vaccinations currently held by the individual. Click on the required Vaccination from the Vaccinations Held list. The Vaccination is now added to the Vaccinations to Remove list. To remove an item from this list simply click it. Once the list is complete click the  Save icon and the selected Vaccinations are removed from the individuals Vaccinations held list.

Once all the relevant Vaccinations have been removed click Back to return to the Vaccinations held List .



Capability Management System (CMS) User Guide

Contents




CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

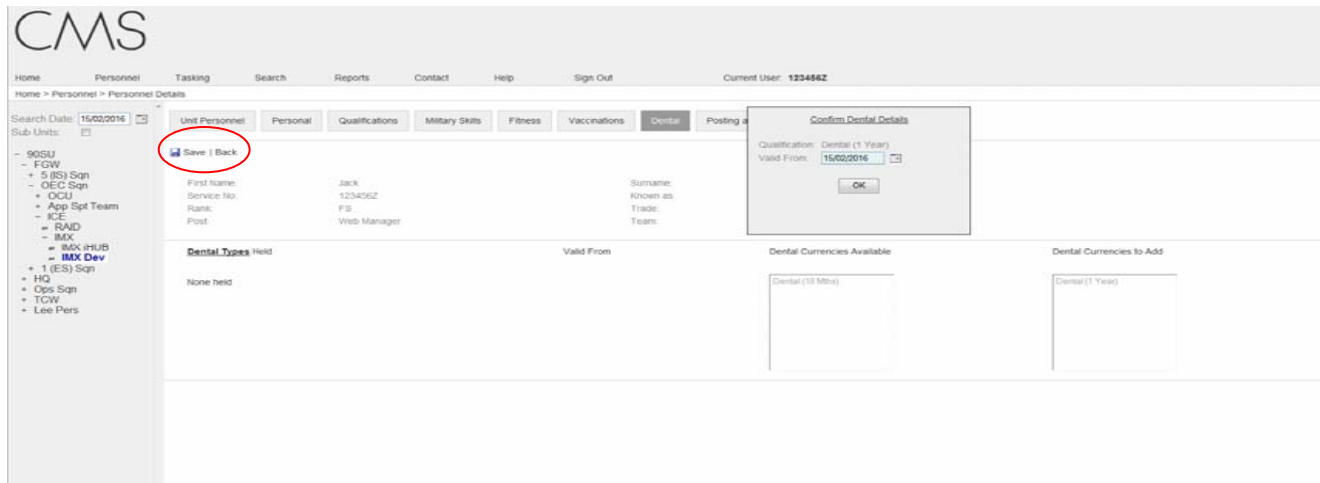
Individual Dental Currency

Click the Dental tab. This will list all Dental options and show the individuals current status against each one.

Dental option can be Added or Removed as required by clicking the relevant  Add or Remove links.




Capability Management System (CMS) User Guide Contents



CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Add Individual Dental Currency

CMS will present a list of Dental currencies that are not currently held by the individual. Click on the required Dental currency from the Dental Currencies Available list. CMS will then prompt for the date achieved. Select the required option and click OK. The Dental currency is now added to the Dental Currencies to Add list. To remove an item from this list simply click it. Once the list is complete click the  Save icon and the selected Dental currencies are added to the individuals Dental Currencies held list



Capability Management System (CMS) User Guide

Contents

The screenshot shows the CMS Personnel Management 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 displays the 'Personnel Details' for a specific individual, with tabs for Unit Personnel, Personal, Qualifications, Military Skills, Fitness, Vaccinations, Dental, and Posting and Movement History. The 'Dental' tab is selected. On the left, a search date of 15/02/2016 is shown, and a list of sub-units is displayed, including 905U, FGW, 5 (BS) Sqn, OEG Sqn, OCU, App Spt Team, ICE, RAID, IMX, IMX (HUB), IMX Dev, HQ, Ops Sqn, TCW, and Lee Pers. The 'Save & Back' button is circled in red. The main content area shows the following details:

First Name:	JACK	Surname:	Sparrow
Service No:	123456Z	Known as:	Jack
Rank:	FS	Trade:	TGA CIT
Post:	Web Manager	Team:	IMX Dev


Below the details, there are three sections:

- Dental Types Held:** A table with one entry: Dental (1 Year).
- Valid From:** 03/02/2016.
- Dental Currencies Held:** An empty box.
- Dental Currencies to Remove:** A table with one entry: Dental (1 Year).

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Remove Individual Dental Currency

CMS will show any Dental currency currently held by the individual. Click on the Dental currency from the Dental Held list. The Dental currency is now added to the Dental to Remove list. To remove an item from this list simply click it. Once the list is complete click the  Save icon and the selected Dental currencies are removed from the individuals Dental currency held list.

Once all the relevant Dental currencies have been removed click Back to return to the Dental currencies held List .



Capability Management System (CMS) User Guide

Contents

The screenshot shows the CMS interface with the following components:

- Navigation Menu (Left):**
 - 905U
 - FGW
 - 5 (BS) Sqn
 - OEC Sqn
 - OCU
 - App Spt Team
 - ICE
 - RAID
 - IMX
 - IMX (HUB)
 - IMX Dev
 - 1 (ES) Sqn
 - HQ
 - Ops Sqn
 - TOW
 - Lee Pers
- Top Navigation Bar:** Home, Personnel, Tasking, Search, Reports, Contact, Help, Sign Out, Current User: 123456Z
- Content Area:**
 - Confirm Untask Movements:**
 - First Name: Reginald
 - Service No: 456789X
 - Rank: SAC
 - Post:
 - Surname: Dwyer
 - Known as: Elton
 - Trade: TGA ICT Tech
 - Team:
 - Summary of Postings and Movements:**
 - Postings Table:**

Assign No	Team	In	Out
SAC	IMX Dev	23 Jan 2013	15 Jan 2016
SAC	IMX Dev	05 Feb 2016	05 Feb 2016
 - Movements Table:**

Description	From	To	Untask
Ex Agile Thunder	15/02/2016	19/02/2016	[X]
Posted	06/02/2016	29/02/2016	[X]
Leave	29/07/2015	09/09/2015	[X]
Op Mission (A Uded)	26/01/2015	28/07/2015	[X]
Other	17/01/2015	25/01/2015	[X]
Other	15/01/2015	15/01/2015	[X]
ARTS	08/01/2015	08/01/2015	[X]
Medical	06/01/2015	06/01/2015	[X]
Leave	29/12/2014	04/01/2015	[X]
Leave	19/12/2014	19/12/2014	[X]
Finance Course	01/12/2014	15/12/2014	[X]

CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

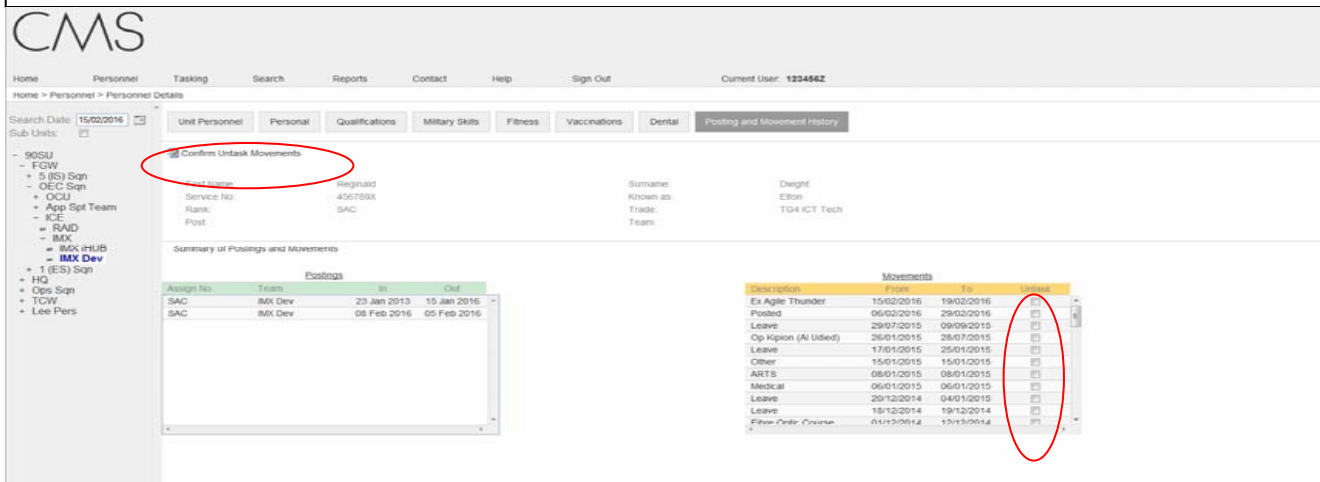
Individual Posting and Movement History

Click the Posting and Movement History tab. This will show the Individuals Posting History at 1 and their last 50 Tasks, in descending Start Date order, in the Movements List at 2.



Capability Management System (CMS) User Guide

Contents




CMS Personnel Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Cancelling Individual Movements

Individual Tasks can be cancelled by ticking the Untask box alongside the required Task.

Click on the  Confirm Untask Movements icon. CMS will prompt for confirmation. Click OK to confirm or Cancel to cancel. Once OK has been clicked the Task is cancelled and the Unit Planner will no longer show the task as Scheduled.

NB: This functionality DELETES the task from the database. It will need to added again via the Tasking option if necessary.



Capability Management System (CMS) User Guide Contents

CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

The following slides explain how CMS Tasks individuals and the functionality available to enable this.



Capability Management System (CMS) User Guide

Contents

CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Only Managers can Task individuals and It is important they understand how CMS deals with Tasking

CMS Tasking Principles

The CMS Unit Planner is not a calendar. It simply allows a quick and easy view of the status of a Unit's personnel on any given day. Any day that is coloured means the individual is scheduled to do something that day. By clicking on the day CMS will then present an in depth view of the individuals schedule.

Whilst CMS will allow for any number of Tasks against a Task Type **It is STRONGLY recommended that the number of Tasks allocated to each Task Type be kept to a minimum.** The advised number would, wherever possible, be three generic Tasks. One for Out of Area tasks, One for Bed Night Away tasks and one for tasks that do not attract Harmony.

Full use should be made of the Notes option to comment on the actual task being scheduled.

A single Task for a full day or more could be:

Task Type = External Exercise. Task = Bed Night Away Notes = "ESS Typhoon – Cormorant Trial "

Multiple tasks that may have been scheduled could be shown as a generic Task called, for example, Miscellaneous and writing in the Notes Medical 10:00 Fitness Test 15:00

Keeping the list of Tasks to a minimum will make the Tasking of individuals a much easier and simpler process.

NB: The System Administrator is responsible for the input of Tasking Types and their associated Tasks



Capability Management System (CMS) User Guide

Contents

CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Only Managers can Task individuals and It is important they understand the CMS Tasking module

CMS Tasking and Harmony

CMS can, if required, be configured at any time to collate Harmony data on an individual basis.

This is done through the Tasking of individuals. When an individual is Tasked that task can be configured for Harmony as one of either **No Harmony**, **Out of Area** or **Bed Nights Away**. Anyone tasked with a Task that is configured as either Out of Area or Bed Nights Away will have the total number of days spent on that task added to their Harmony total. This total is updated daily and reflects the current real time status of an individuals Harmony Status.

The Harmony status of a specific Unit is reflected in the Harmony Status of it's individual members. There are several CMS Reports that can be run to show Harmony Status. These can be seen in the CMS Reports section of this guide.

NB: Configuration of Task Harmony Status and Harmony Limits are a System Administration function and can only be amended by them

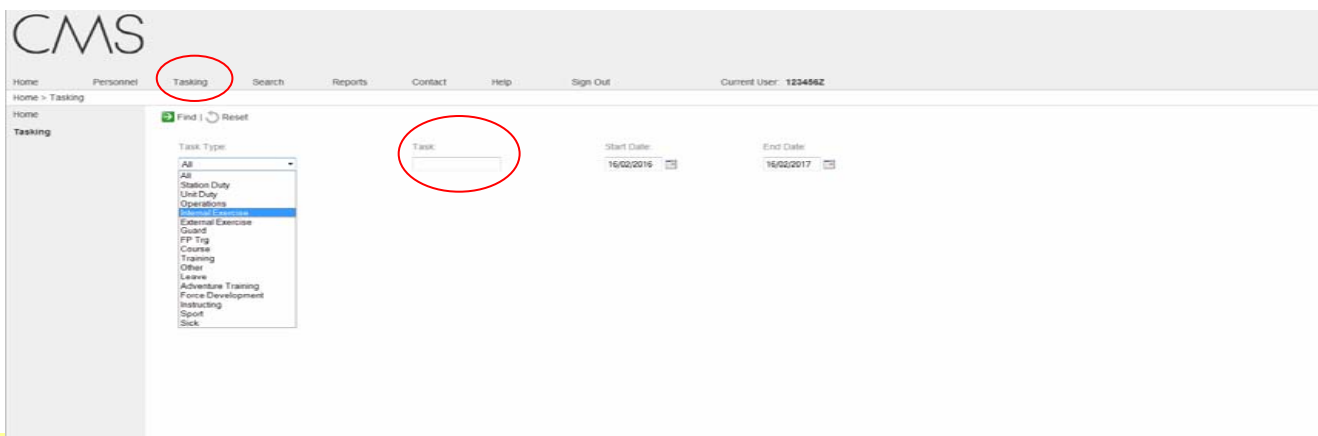
CMS Tasking Options

CMS has two separate options which allow Managers to Add or Edit Tasks, depending on the Task Type configuration. The first is the [Tasking](#) link on the CMS top level menu. This must be used for multi-person tasking or tasking for Out of Area tasks. The second is the Tasking icon from the Unit Planner. This should be used to an individual and will not allow Tasking of Out of Area tasks.

CMS also has an additional option that allows Managers to make changes to existing Tasks by clicking the scheduled Task shown on the Unit Planner. This allows for the Start/End dates to be amended and any notes to be added or amended. These options are explained in detail in the following slides.



Capability Management System (CMS) User Guide Contents



CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Tasking Multiple Individuals

Use this option to schedule multiple individuals on the same task or to schedule individuals on a Task that attracts Out of Area Harmony status.

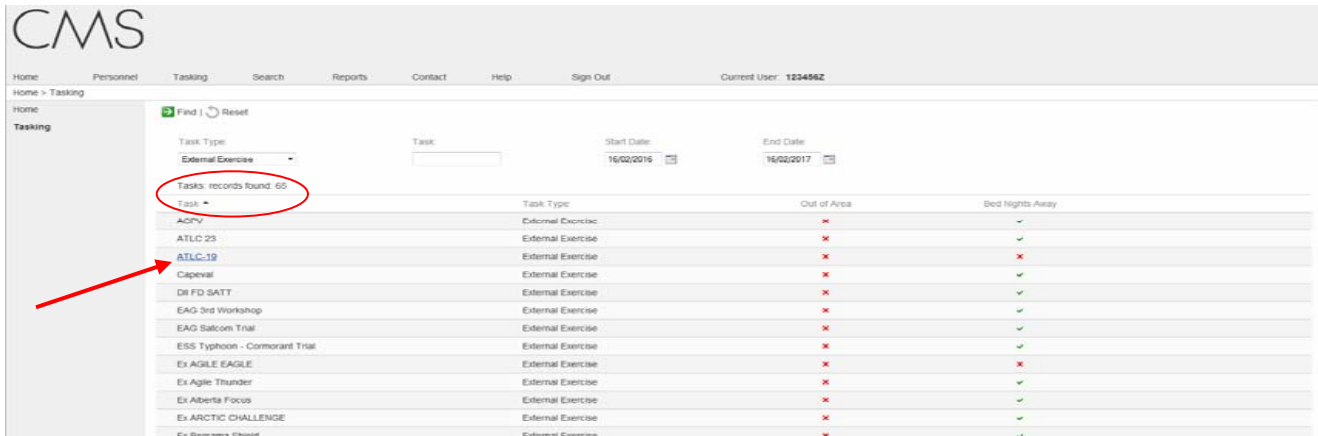
Click the Tasking link on the CMS top level menu. This will present the initial Tasking page. Enter the required search criteria and click Find. It is possible to Search by Task Type or a specific Task name. Generally it is the Task Type that is used. Selecting a Task Type will list all the Tasks related to the selected Task Type and their Harmony Status.

To find an individual Task type the Task Name in the Task box and click Search. This will display the specific Task if it exists.

The Start/End dates default to cover one year from the current date. These can be amended as required. They are used at a later stage to show all individuals scheduled for the selected Task during the Start/End dates. Useful for removing individuals from the scheduled Task.



Capability Management System (CMS) User Guide Contents



The screenshot displays the CMS Tasking Management interface. The sidebar on the left shows 'Tasking' as the active menu item. The main content area features a search bar with 'Find' and 'Reset' buttons. Below the search bar, there are filters for 'Task Type' (set to 'External Exercise'), 'Task', 'Start Date' (16/02/2016), and 'End Date' (16/02/2017). A table lists tasks with columns for 'Task', 'Task Type', 'Out of Area', and 'Bed Nights Away'. A red arrow points to the 'Task' column header, and a red circle highlights the text 'Tasks: records found: 60'.

Task	Task Type	Out of Area	Bed Nights Away
AGV	External Exercise	✗	✓
ATLC 23	External Exercise	✗	✓
ATLC-19	External Exercise	✗	✗
Capeval	External Exercise	✗	✓
DI FD SATT	External Exercise	✗	✓
EAG 3rd Workshop	External Exercise	✗	✓
EAG Satcom Trial	External Exercise	✗	✓
ESS Typhoon - Comorant Trial	External Exercise	✗	✓
Ex AGILE EAGLE	External Exercise	✗	✗
Ex Agile Thunder	External Exercise	✗	✓
Ex Alberta Focus	External Exercise	✗	✓
Ex ARCTIC CHALLENGE	External Exercise	✗	✓
Ex Rancama Shant	External Exercise	✗	✓

CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

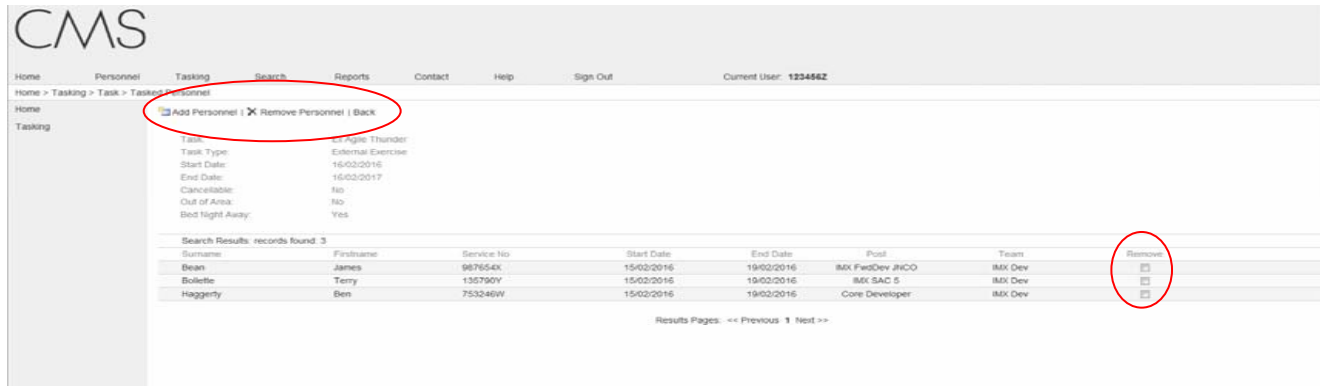
CMS Tasking Module

Select the required task from the list by clicking on the Task Name



Capability Management System (CMS) User Guide

Contents



CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Tasking Module

The Tasking detail page is then displayed. From here individuals can be Added to or Removed from the Task by clicking the relevant link .

Removing Tasked Individuals.

Tick the Remove box alongside each individual to be removed. Then click the **X** Remove Personnel icon. CMS will prompt for confirmation. Click OK and the individuals will be removed from the Task. This is a permanent status and should it be necessary to re-schedule the individuals removed they will have to be Added to the task as a new individual tasking.



Capability Management System (CMS) User Guide

Contents

Personnel to Task Find To achieve the search enter any combination of Personnel/Team details and up to 3 General Qualifications

Surname: Firstname: Service No: Select Team:

Q1: Q2: Q3:

Search Results: records found: 11

Surname	Firstname	Service No	Last OCA	Select
Goodard	Stuart	524490A		<input type="checkbox"/>
Grant	Elizabeth	917266L		<input type="checkbox"/>
Leach	Alex	476643L		<input type="checkbox"/>
Sparrow	Jack	123456Z		<input type="checkbox"/>
Wiles	Adam	30206563		<input type="checkbox"/>
Smith	William	88441859	15/12/2009	<input type="checkbox"/>
Jones	David	30000626	14/04/2010	<input type="checkbox"/>
Bean	James	987654X	10/01/2014	<input type="checkbox"/>
Bohette	Terry	116790Y	02/06/2014	<input type="checkbox"/>
Cornish	Jessica	30146544	11/01/2015	<input type="checkbox"/>
Haggerty	Ben	753246W	06/09/2015	<input type="checkbox"/>

Results Pages: << Previous 1 Next >>

CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Tasking Multiple Individuals

Click the Add Personnel link on the Tasking Detail page. This will then display the Task Personnel page. CMS gives several Search options in order to select individuals to be Tasked. It is possible to search by Surname, First Name, Service No or by selecting a Unit in the drop down list or by any combination of these elements. It is also possible to add up to three Qualifications, selected from the Q1, Q2, Q3 drop down lists. Once all the search criteria is complete click the Find icon to run the search. CMS will then present a list of personnel that match ALL the requested criteria. Therefore the more criteria added to the smaller the list will be and it is probable that overloading the search criteria will return no personnel.

Personnel meeting the search criteria will be displayed in a list for selection. The individuals last Out of Area date will also be shown.



Capability Management System (CMS) User Guide

Contents

Personnel to Task

Surname	Firstname	Service No	Last OGA	Select
Goodard	Stuart	524490A		<input type="checkbox"/>
Grant	Elizabeth	917266L		<input type="checkbox"/>
Leach	Alex	476543L		<input type="checkbox"/>
Sparrow	Jack	123456Z		<input type="checkbox"/>
Wiles	Adam	3020563		<input type="checkbox"/>
Smith	William	B8441859	15/12/2009	<input type="checkbox"/>
Jones	David	30000626	14/04/2010	<input checked="" type="checkbox"/>
Bean	James	987654X	10/01/2014	<input type="checkbox"/>
Bolette	Terry	135790Y	02/05/2014	<input type="checkbox"/>
Corrish	Jessica	30146544	11/01/2015	<input type="checkbox"/>
Dwight	Reginald	456789X	25/07/2015	<input type="checkbox"/>
Haggerty	Ben	753246W	06/09/2015	<input type="checkbox"/>

Currently Selected Persons:

Surname	Service No	SSA	SSB
Bolette	135790Y	0	122
Dwight	456789X	198	198
Corrish	30146544	11	123
Haggerty	753246W	119	119
Jones	30000626	0	0

CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Tasking Multiple Individuals

Tick the Select box against any individual required. Their details will then be displayed in the Currently Selected Persons list on the right hand side.

If the selected Task also attract Harmony then the individuals current Harmony status for the Separated Service Codes A and B (SSA , SSB) will be shown as the number of actual SSA or SSB days the individual has currently accrued and the status .

The status is decided by the Harmony Limits set by the System Administrator and will show as either Red or Amber or no status (effectively Green). This is for information purposes only to allow managers to see instantly how the Tasking might affect an individuals Harmony Status.

Tasks that do not attract Harmony will not display SSA/SSB information

To de-select a selected individual un-tick the Selected box and CMS will remove them from the Selected Persons List




Capability Management System (CMS) User Guide

Contents

CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Tasking Multiple Individuals

Once the Currently Selected Persons list is complete and the Task Start and End dates have been input along with any comments in the Notes box then the Tasking is completed by clicking the  Save icon. At this point CMS will Task the individuals selected.

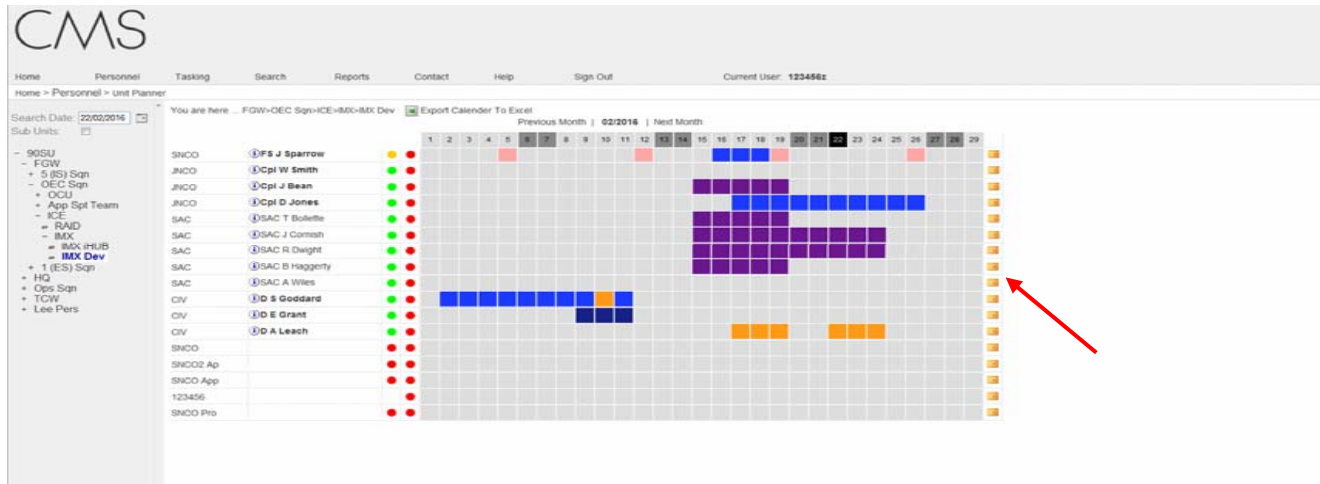
NB: CMS allows only **ONE Task per individual per day. It is **STRONGLY** advised to make full use of the Notes option to comment on duplicate Tasks. Eg: Medical @ 10:00 Fitness Test @ 15:00**

NB: Any conflicting Tasks for the selected individuals will be highlighted and the option to overwrite it will be presented. Tasking Conflicts are explained in detail in the [Tasking Conflicts](#) slides.



Capability Management System (CMS) User Guide

Contents




CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Tasking Individuals

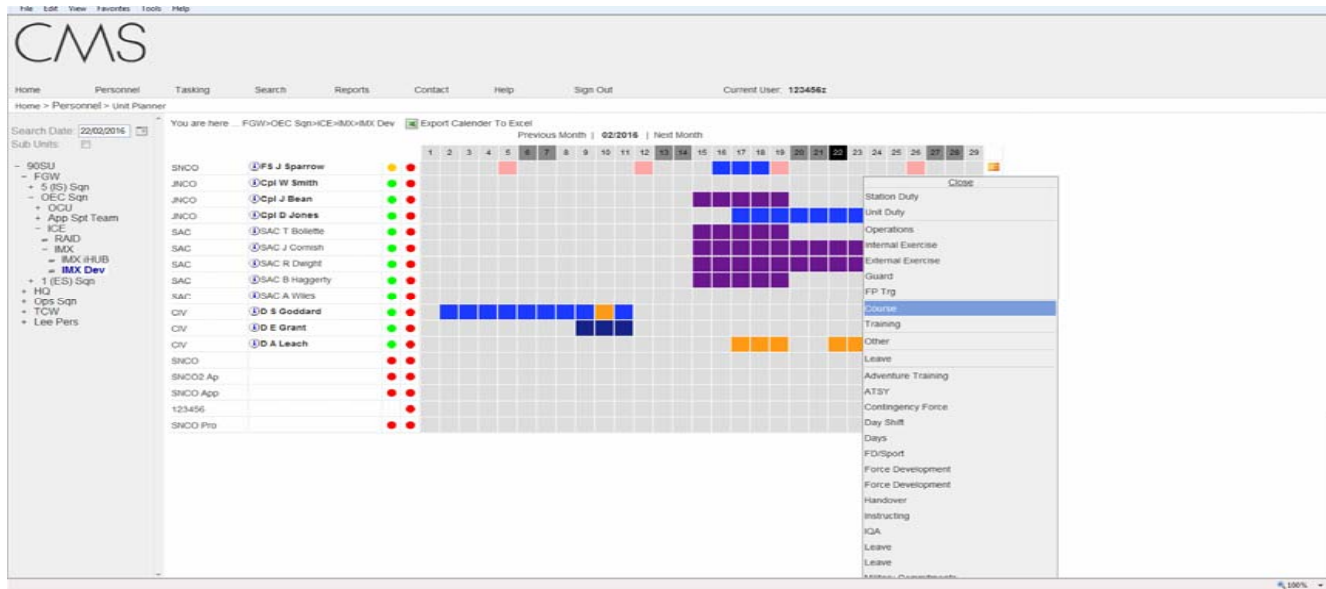
Tasking a single individual on a non Out of Area task can be done easily from the Unit Planner.

Click the  icon on the required individuals planner row.



Capability Management System (CMS) User Guide


Contents



CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

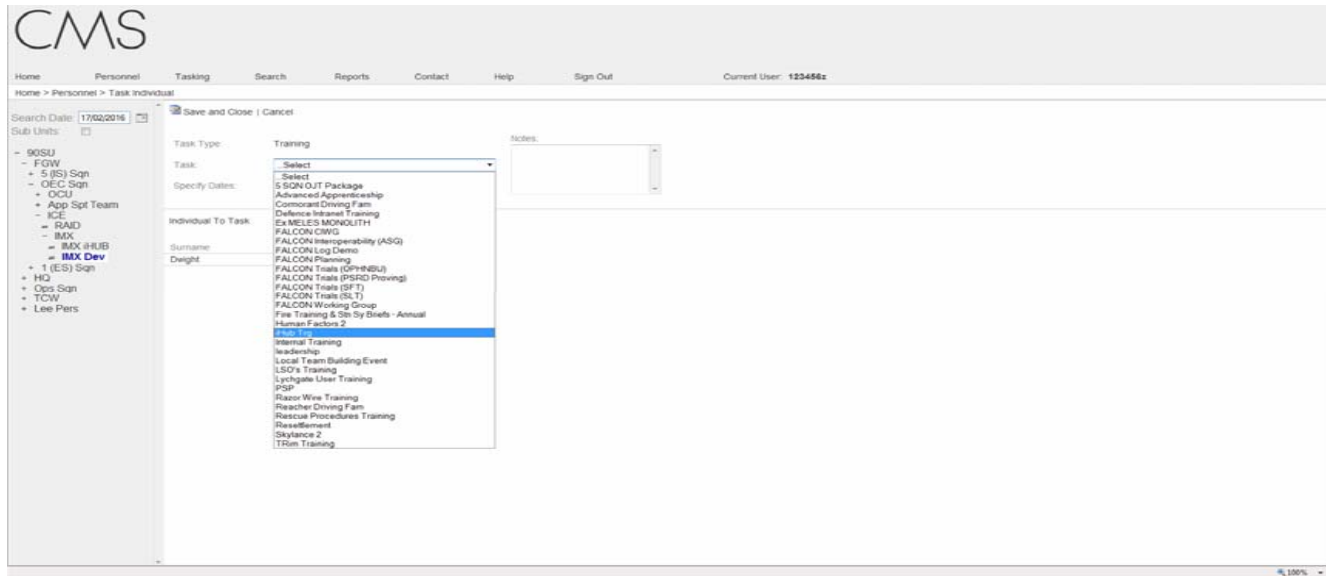
Tasking Individuals

Clicking the  icon on the required individuals planner row will present the list of Task Types. Click the one required to select it.



Capability Management System (CMS) User Guide

Contents



CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

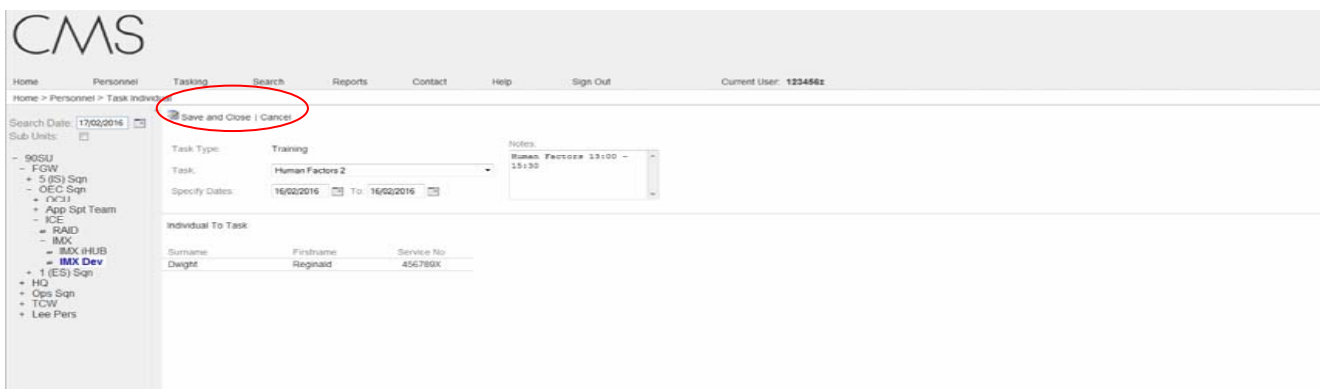
Tasking Individuals

Clicking the selected Task Type will then display the Tasking page. Select the Task required from the drop down list.



Capability Management System (CMS) User Guide

Contents



CMS Tasking Management


Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Tasking Individuals

Clicking the selected Task Type will then display the Tasking page. Select the Task required from the drop down list.

Enter the Task Start and End dates and any comments in the Notes box.

NB: CMS allows only **ONE Task per individual per day. It is **STRONGLY** advised to make full use of the Notes option to comment on Tasks that will not take a full day eg: Human Factors 13:00 – 15:30**

Click the  Save icon to update the individuals tasking schedule. The new task will now be displayed on the Unit Planner.

NB: Any conflicting Task will be highlighted and the option to overwrite it will be presented. Tasking Conflicts are explained in detail in the [Tasking Conflicts](#) slides.



Capability Management System (CMS) User Guide Contents

CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Tasking Conflicts

Because CMS only allows one Task per day it is possible that when Tasking an individual or selecting multiple individuals for a Task that there could be a Tasking Conflict. This means that an individual is already scheduled for a specific Task on the same date as the newly scheduled task.

CMS will recognise this and present the option to overwrite the existing task with the new one or ignore the new task completely.

How CMS deals with Tasking Conflicts is detailed in the following slides




Capability Management System (CMS) User Guide Contents



CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Multiple Tasking Conflicts

CMS will also highlight any Tasks that are already scheduled for the selected individuals during the period of the selected Task and allow the already scheduled task to be overwritten by the selected Task by ticking the Overwritten box alongside the relevant individuals and clicking the  button .

CMS will then overwrite any task that falls within the selected Task's Start and End period in one of two ways.

If the current task's scheduled period is longer than the selected task then only the period covering the selected Task will be overwritten. ie: **Current Task 01/06/2015 – 15/06/2015** . **Selected Task 07/06/2015 – 12/06/2015**. This will be re-scheduled as:

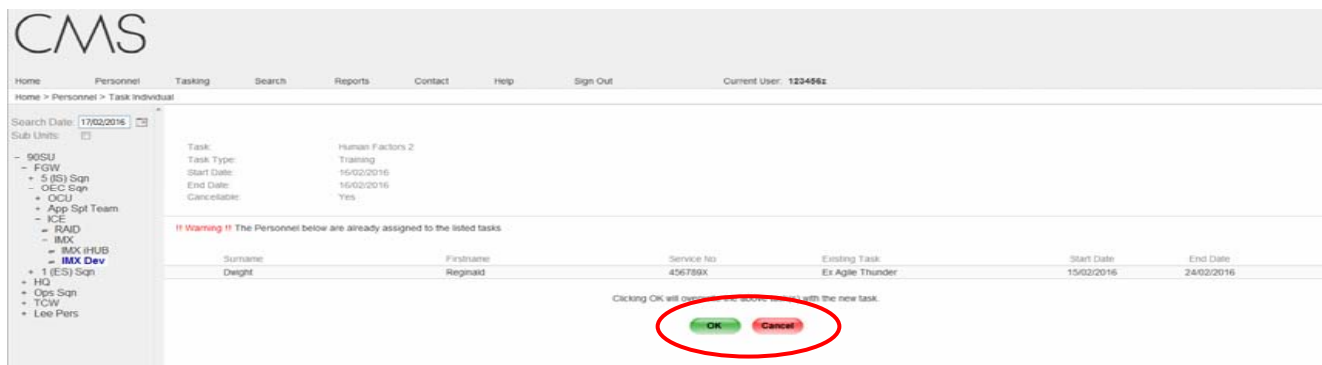
Current Task 01/06/2015 – 06/06/2015 . **Selected Task 07/06/2015 – 12/06/2015**. **Current Task 13/06/2015 – 15/06/2015** and displayed as such on the Unit Planner.

If the selected Task period is greater than the current task period the current Task is completely overwritten by the selected Task and only the selected Task will be shown on the Unit Planner.



Capability Management System (CMS) User Guide


Contents



CMS Tasking Management

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

Individual Tasking Conflicts

CMS will also highlight any Task already scheduled for the selected individual during the period of the selected Task. CMS allows for the already scheduled task to be overwritten by the selected Task by clicking the  button .

CMS will then overwrite the task that falls within the selected Task's Start and End period in one of two ways.

If the current task's scheduled period is longer than the selected task then only the period covering the selected Task will be overwritten. ie: **Current Task 01/06/2015 – 15/06/2015** . **Selected Task 07/06/2015 – 12/06/2015**. This will be re-scheduled as:

Current Task 01/06/2015 – 06/06/2015 . **Selected Task 07/06/2015 – 12/06/2015**. **Current Task 13/06/2015 – 15/06/2015** and displayed as such on the Unit Planner.

If the selected Task period is greater than the current task period the current Task is completely overwritten by the selected Task and only the selected Task will be shown on the Unit Planner.



Capability Management System (CMS) User Guide Contents

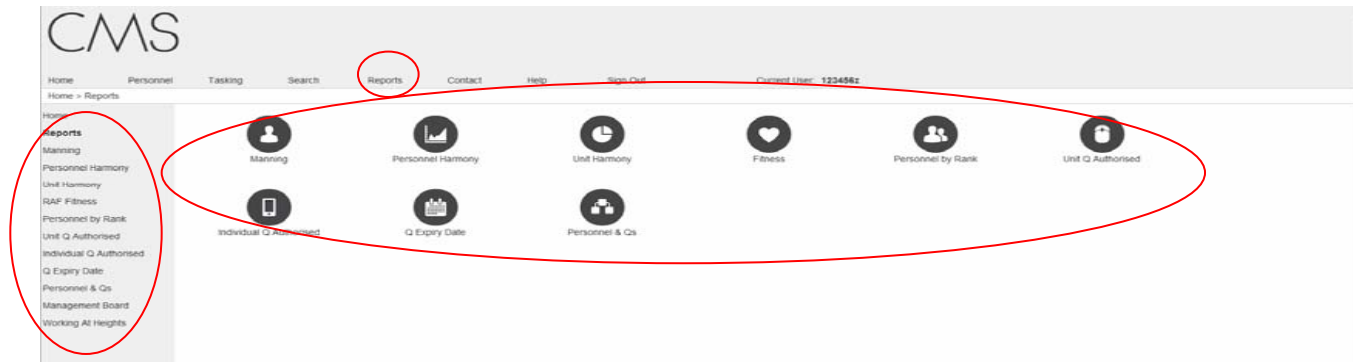
CMS Reports

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

The following slides explain the CMS Reports available and the information produced by the reports.



Capability Management System (CMS) User Guide Contents



CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

CMS provides a series of reports that allow managers to view information on Personnel and Units.

The reports show current information in real time and can be viewed as a Web Page or an Excel Spreadsheet. They can also be printed.

Click the Report link on the top level menu. CMS will display the Reports menu home page. Click the report option required, either from the page icons or the right hand menu options, to run the report required.



Capability Management System (CMS) User Guide

Contents



CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Manning

Report on Personnel by Unit who hold or do not hold any of the selected Currencies and Competencies

Personnel Harmony

Report shows current Harmony Status of Personnel by selected Unit

Unit Harmony

Report shows current overall Harmony Status of selected Unit

RAF Fitness

Report shows current Fitness status of Personnel by selected Unit

Personnel by Rank

Report shows all Personnel of selected Rank in selected Unit

Unit Q Authorised

Report shows all Personnel in selected Unit who have Authorisation permissions

Individual Q Authorised

Report shows all Authorisations assigned to a specific individual

Q Expiry Date

Report shows current status of individuals selected currency in a selected Unit

Personnel and Q's

Report shows current status of selected currency for all individuals in the CMS Hierarchy



Capability Management System (CMS) User Guide

Contents

Select Report
Format

The screenshot shows the CMS Reporting Module interface. A red arrow points from the 'Select Report Format' text to the 'Create Report' and 'Create in Excel' icons at the top. Another red arrow points from the 'Select Personnel Criteria' text to the 'Select Unit' dropdown menu. A third red arrow points from the 'Select Competency Criteria' text to the 'Qualifications' section. A red arrow points from the number '1' to the 'List Personnel' button at the bottom.



CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Manning Report

This reports shows all Personnel who either Hold or Do Not Hold the selected competencies depending on which option is selected at **1**. All Personnel in the selected Unit, and all it's sub Units within the CMS Hierarchy, who meet the criteria are listed. The Personnel selection can be Gender specific, if required, and can include Civilian posts, if required. The Start and End dates allow for a time period to be selected but the default is the current day, which is normally the requirement.

Once all the selection criteria is complete click the  Create Report icon to view the report in the Web Browser or Click the  Create in Excel icon to view in Excel format



Capability Management System (CMS) User Guide

Contents

Report A

Manning Report
Personnel Who Hold the Following:
For the Whole Period: 18/02/2016 to 18/02/2016

Unit: IMX Dev
General Qs: Annual Fire & Security Training (TDF)
Records Found: 9

Name	Service No	Unit	Arrival Date	Posting Date	Discharge Date	Last OOA	MES
Cpl Smith, William	68441859	IMX Dev	02/02/2015			15/12/2009	
Cpl Bean, James	987654X	IMX Dev	03/07/2006	01/08/2022	01/08/2022	10/01/2014	
SAC Bollette, Terry	135790Y	IMX Dev	09/09/2013			02/08/2014	
SAC Cornish, Jessica	30146844	IMX Dev	08/10/2012			11/01/2015	
SAC Dwight, Reginald	456789X	IMX Dev	01/03/2010	03/03/2014		28/07/2015	
SAC Haggerty, Ben	753246W	IMX Dev	26/04/2010			06/09/2015	
Cpl Jones, David	50000626	IMX Dev	18/09/2013	02/12/2011		14/04/2010	
FS Sparrow, Jack	123456Z	IMX Dev	05/05/2008				L4
SAC Wiles, Adam	30208563	IMX Dev	01/07/2015				

Report B

Microsoft Excel - ManningReport

File Edit View Insert Format Tools Data Window Help Adobe PDF

Arial 14

Type a question for help

A1 Manning Report

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Manning Report												
2	Personnel Who Hold the Following:												
3	For the Whole Period: 18/02/2016 to 18/02/2016												
4													
5	Unit: IMX Dev												
6	General Qs:												
7	Annual Fire & Security Training (TDF)												
8													
9	Search Results: records found: 9												
10													
11													
12	Name	Service No	Unit	Arrival Date	Posting Date	Discharge Date	Last OOA	MES					
13	Cpl Smith, William	68441859		02/02/2015	01/08/2022	01/08/2022	15/12/2009						
14	Cpl Bean, James	987654X		03/07/2006			10/01/2014						
15	SAC Bollette, Terry	135790Y		09/09/2013			02/08/2014						
16	SAC Cornish, Jessica	30146844		08/10/2012			11/01/2015						
17	SAC Dwight, Reginald	456789X		01/03/2010	03/03/2014		28/07/2015						
18	SAC Haggerty, Ben	753246W		26/04/2010			06/09/2015						
19	Cpl Jones, David	50000626		18/09/2013	02/12/2011		14/04/2010						
20	FS Sparrow, Jack	123456Z		05/05/2008				L4					
21	SAC Wiles, Adam	30208563		01/07/2015									
22													

CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Manning Report Output

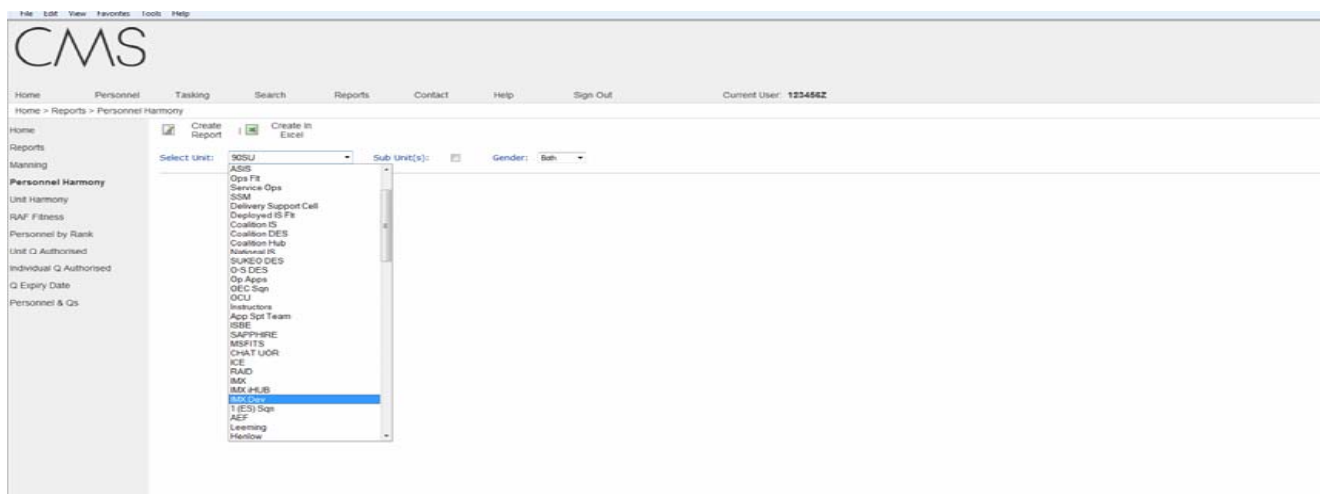
Shows all personnel who meet the selected criteria.

Report A is output to Web Browser. Report B is output to Excel



Capability Management System (CMS) User Guide

Contents



CMS Reporting Module



Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Personnel Harmony Report

Shows the current Harmony Status of all Personnel in the selected Unit.

Select required Unit from the drop down list. Select a specific gender, if required. Select the report output format.

click the  Create Report icon to view the report in the Web Browser or click the  Create in Excel icon to view in Excel format



Capability Management System (CMS) User Guide

Contents

Report A

Personnel Harmony Report

Unit: IMX Dev

Records Found: 9

Name	Service No	Last OOA	OOA Days 20 Month Period	SSC A Days 12 Month Period	SSC B Days 24 Month Period
FS Sparrow, Jack	1234562		0	0	0
Cpl Jones, David	30000626	14/04/2010	0	0	0
Cpl Smith, William	08441859	15/12/2009	0	0	0
Cpl Bean, James	987654x	10/01/2014	0	0	10
SAC Wiles, Adam	30208563		0	0	0
SAC Dwyer, Reginald	456789x	28/07/2015	184	184	198
SAC Boffette, Terry	135790Y	02/08/2014	94	0	122
SAC Haggerty, Ben	753248V	05/09/2015	119	119	119
SAC Cornish, Jessica	30146544	11/01/2015	123	11	123

Report B

Personnel Harmony Report

Unit: IMX Dev

Records Found: 9

Name	Service No	Last OOA	OOA Days 20 Month Period	SSC A Days 12 Month Period	SSC B Days 24 Month Period
FS Sparrow, Jack	1234562		0	0	0
Cpl Jones, David	30000626	14/04/2010	0	0	0
Cpl Smith, William	08441859	15/12/2009	0	0	0
Cpl Bean, James	987654x	10/01/2014	0	0	10
SAC Wiles, Adam	30208563		0	0	0
SAC Dwyer, Reginald	456789x	28/07/2015	184	184	198
SAC Boffette, Terry	135790Y	02/08/2014	94	0	122
SAC Haggerty, Ben	753248V	05/09/2015	119	119	119
SAC Cornish, Jessica	30146544	11/01/2015	123	11	123

CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Personnel Harmony Report Output

Shows all current Harmony Status of all personnel in selected Unit for each Harmony Period.

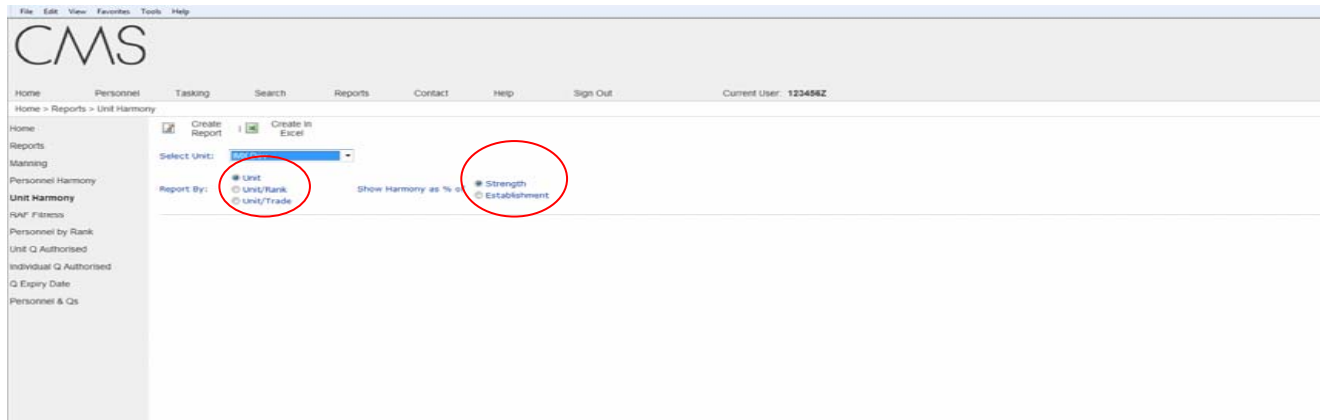
The Periods shown are: Out of Area , Bed Nights Away (SSC A and SSC B). The status shown is the current real time status.

Report A is output to Web Browser. Report B is output to Excel



Capability Management System (CMS) User Guide

Contents



CMS Reporting Module



Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Unit Harmony Report

Shows the current Harmony Status of the selected Unit . This shows the Harmony Status as a Percentage of the Unit Personnel Strength or the Unit Personnel Establishment. Depending on the selection criteria it displays the information either as the Unit or by Rank within the Unit or Trade within the Unit

Select required Unit from the drop down list. Select the required Unit criteria from Report By options and the Harmony % from the options.

Select the report output format. Click the  Create Report icon to view the report in the Web Browser or click the  Create in Excel icon to view in Excel format



Capability Management System (CMS) User Guide

Contents

Report A

File Edit View Favorites Tools Help							
Unit Harmony Report							
Harmony Status by Unit Strength of IMX Dev							
	Unit Establishment	Unit Strength	OGA Red Personnel	OGA Red %	BNA Red Personnel	BNA Red %	Harmony Status
	14	9	1	11.11	1	11.11	
Harmony Status of Units within IMX Dev							
Unit Name	Unit Establishment	Unit Strength	OGA Red Personnel	OGA Red %	BNA Red Personnel	BNA Red %	Harmony Status
IMX Dev	14	9	0	0	0	0	

Report B

Unit Harmony Report											
Harmony Status by Unit Strength of IMX Dev											
	Unit Establishment	Unit Strength	OGA Red Personnel		OGA Red %		BNA Red Personnel		BNA Red %		Harmony Status
	14	9	1		11.11		1		11.11		<div></div>
Harmony Status of Ranks within IMX Dev											
Unit Rank	Unit Establishment	Unit Strength	OGA Total Days	OGA Avg Days	OGA Red Personnel	OGA Red %	BNA Total Days	BNA Avg Days	BNA Red Personnel	BNA Red %	Harmony Status
Flight Sergeant	1	1	0	0	0	0	0	0	0	0	<div></div>
Sergeant	4	0	0	0	0	0	0	0	0	0	<div></div>
Corporal	2	3	0	0	0	0	10	3.33	0	0	<div></div>
Senior AC	6	5	520	104	1	20	562	112.4	1	20	<div></div>
Leading AC	1	0	0	0	0	0	0	0	0	0	<div></div>

Report C

Unit Harmony Report											
Harmony Status by Unit Strength of IMX Dev											
Unit Establishment	Unit Strength	OGA Red Personnel		OGA Red %		BNA Red Personnel		BNA Red %		Harmony Status	
14	9	1		11.11		1		11.11		Green	
Harmony Status of Trades within IMX Dev											
Unit Trade	Unit Establishment	Unit Strength	OGA Total Days	OGA Avg Days	OGA Red Personnel	OGA Red %	BNA Total Days	BNA Avg Days	BNA Red Personnel	BNA Red %	Harmony Status
TG4 CIT	0	1	0	0	0	0	0	0	0	0	Green
TG4 ICT (I) Tech	3	0	0	0	0	0	0	0	0	0	Green
TG4 ICT Tech	6	8	520	65	1	12.5	572	71.5	1	12.5	Red
TG4 ICT (S) Tech	2	0	0	0	0	0	0	0	0	0	Green
TG4 ICT Manager	2	0	0	0	0	0	0	0	0	0	Green
TG5 Gen Tech E	1	0	0	0	0	0	0	0	0	0	Green

CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

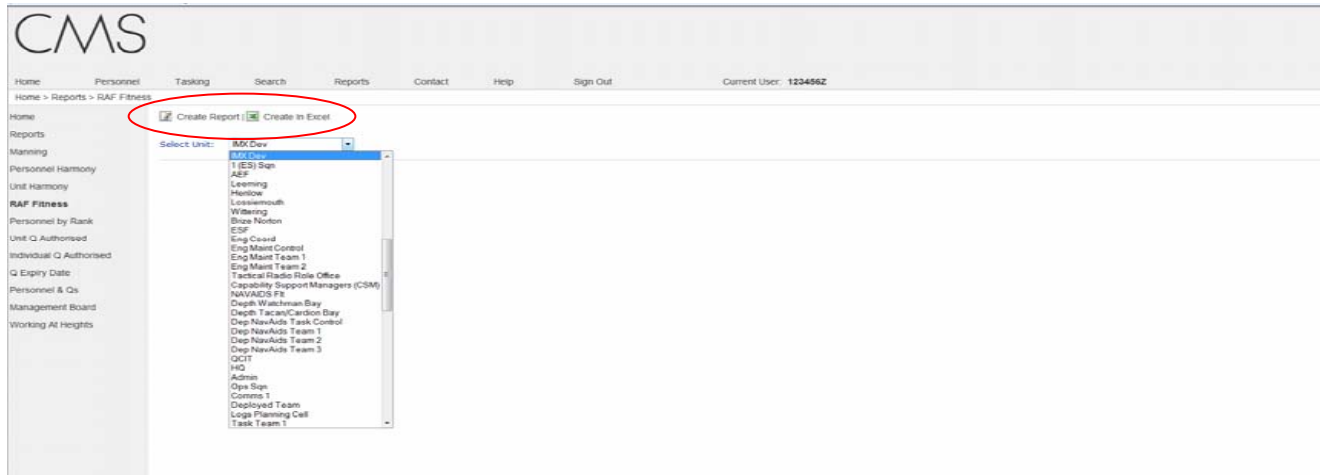
Unit Harmony Report Output

Web Browser Report A is by Unit, Report B is by Unit/Rank, Report C is by Unit/Trade



Capability Management System (CMS) User Guide

Contents



CMS Reporting Module



Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Fitness Report

Shows the current Fitness Status of all Personnel in the selected Unit.

Select required Unit from the drop down list.

Click the  Create Report icon to view the report in the Web Browser or click the  Create in Excel icon to view in Excel format



Capability Management System (CMS) User Guide

Contents

Report A

Unit: IMX Dev
Records Found: 9

Name	Service No	Team	Valid From	Valid To	Status	Expiry Date
FS Sparrow, Jack	123456Z	IMX Dev	09/02/2016	09/06/2016	In Date	
Cpl Smith, William	88441859	IMX Dev	09/06/2015	09/12/2015	Out of Date	
Cpl Bean, James	987654X	IMX Dev	14/07/2015	14/01/2016	Out of Date	
Cpl Jones, David	30000626	IMX Dev	09/06/2015	09/12/2015	Out of Date	
SAC Haggerty, Ben	753246W	IMX Dev	28/04/2015	28/10/2015	Out of Date	
SAC Cornish, Jessica	30146844	IMX Dev	10/03/2015	10/09/2015	Out of Date	
SAC Wiles, Adam	30208563	IMX Dev	10/03/2015	10/09/2015	Out of Date	
SAC Dwyght, Reginald	456789X	IMX Dev	08/07/2014	08/07/2015	Out of Date	
SAC Bollette, Terry	135790Y	IMX Dev			Exempt	20/03/2015

Report B

Microsoft Excel - newReport

FileEditViewInsertFormatToolsDataWindowHelpAdobe PDF

Type a question for help

Arial14B I

100%

A1RAF Fitness Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	RAF Fitness Report													
2														
3	Unit: IMX Dev													
4														
5	Records Found:													
6														
7														
8	Name	Service No	Team	Valid From	Valid To	Status	Expiry Date							
9	FS Sparrow, Jack	123456Z	IMX Dev	09/02/2016	09/06/2016	In Date								
10	Cpl Smith, William	88441859	IMX Dev	09/06/2015	09/12/2015	Out of Date								
11	Cpl Bean, James	987654X	IMX Dev	14/07/2015	14/01/2016	Out of Date								
12	Cpl Jones, David	30000626	IMX Dev	09/06/2015	09/12/2015	Out of Date								
13	SAC Haggerty, Ben	753246W	IMX Dev	28/04/2015	28/10/2015	Out of Date								
14	SAC Cornish, Jessica	30146844	IMX Dev	10/03/2015	10/09/2015	Out of Date								
15	SAC Wiles, Adam	30208563	IMX Dev	10/03/2015	10/09/2015	Out of Date								
16	SAC Dwyght, Reginald	456789X	IMX Dev	08/07/2014	08/07/2015	Out of Date								
17	SAC Bollette, Terry	135790Y	IMX Dev			Exempt	20/03/2015							
18														
19														
20														

CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

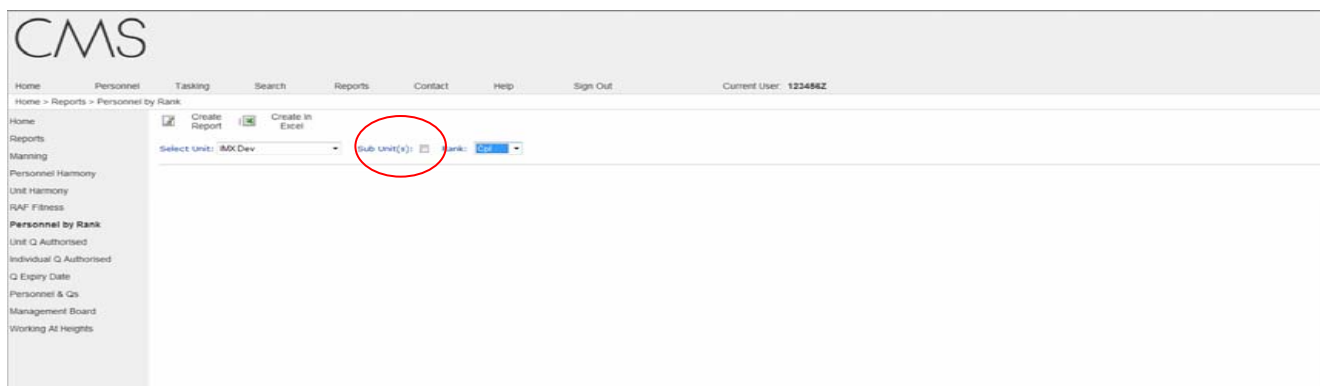
CMS Reports

Fitness Report Output

Shows the current Fitness status of all personnel in selected Unit. Report A is output to Web Browser. Report B is output to Excel



Capability Management System (CMS) User Guide Contents



CMS Reporting Module



Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Personnel by Rank Report

Shows all Personnel in the selected Unit of the selected Rank

Select required Unit from the drop down list. Select the Rank from the drop list. Tick the Sub Units box to include all Personnel In the CMS Hierarchy below the selected Unit

Click the  Create Report icon to view the report in the Web Browser or click the  Create in Excel icon to view in Excel format



Capability Management System (CMS) User Guide

Contents

Report A

Personnel by Rank Report

Unit: IMX Dev

Records Found: 3

Service No.	Name	Post Description
9876543	Cpl Brian, James	IMX FeedDev JNCO
30000626	Cpl Jones, David	IMX Support Desk JNCO
B8441859	Cpl Smith, William	RAF WebMaster JNCO

Report B

Microsoft Excel - PersonnelByRank

File Edit View Insert Format Tools Data Window Help Adobe PDF

Personnel by Rank Report

Service No.	Name	Post Description
9876543	Cpl Brian, James	IMX FeedDev JNCO
30000626	Cpl Jones, David	IMX Support Desk JNCO
B8441859	Cpl Smith, William	RAF WebMaster JNCO

CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

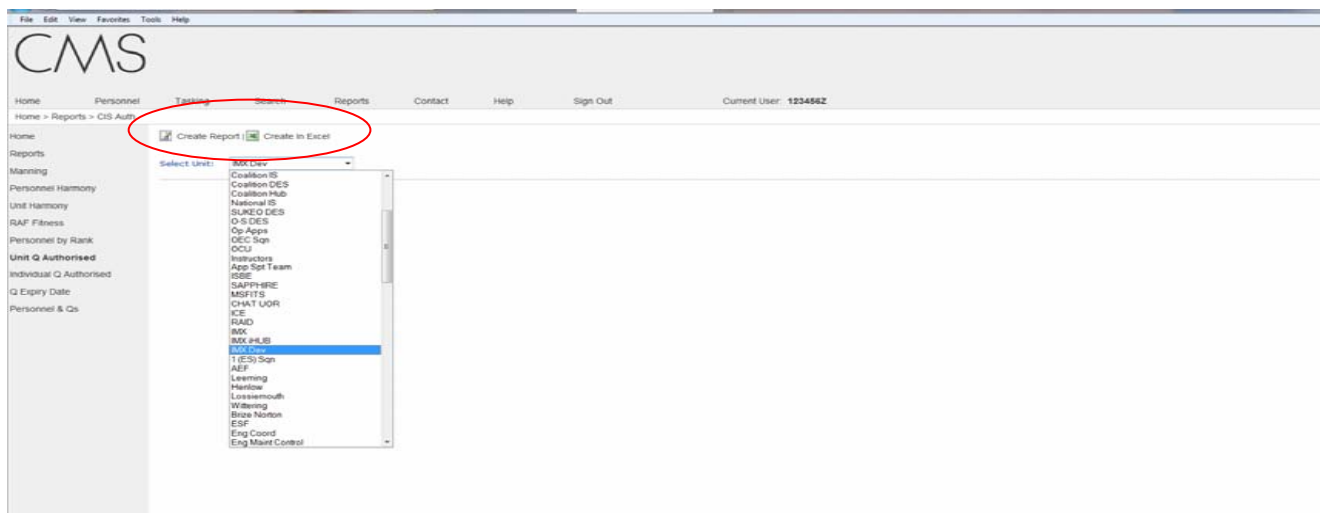
Personnel by Rank Report Output

Shows all personnel in selected Unit of the selected Rank . Report A is output to Web Browser. Report B is output to Excel



Capability Management System (CMS) User Guide

Contents



CMS Reporting Module



Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Unit Q Authorised Report

Shows all Personnel in the selected Unit who have the authority to grant Authorisations

Select required Unit from the drop down list.

Click the  Create Report icon to view the report in the Web Browser or click the  Create in Excel icon to view in Excel format



Capability Management System (CMS) User Guide Contents

Report A

Unit: IMX Dev

Records Found: 1

JPA No	Service No	Name	Parent Unit	Unit	Post	Exp Date	Auth Code	Description	Auth'd By
SNCO	123456Z	FS Sparrow, Jack	IMX	IMX Dev	Web Manager	29/10/2014	CIS-CC182	Authorised	R.Roe

Report B

Unit: IMX Dev

Records Found: 1

JPA No	Service No	Name	Parent Unit	Unit	Post	Exp Date	Auth Code	Description	Auth'd By
SNCO	123456Z	FS Sparrow, Jack	IMX	IMX Dev	Web Manager	29/10/2014	CIS-CC182	Authorised	R.Roe

CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Fitness Report Output

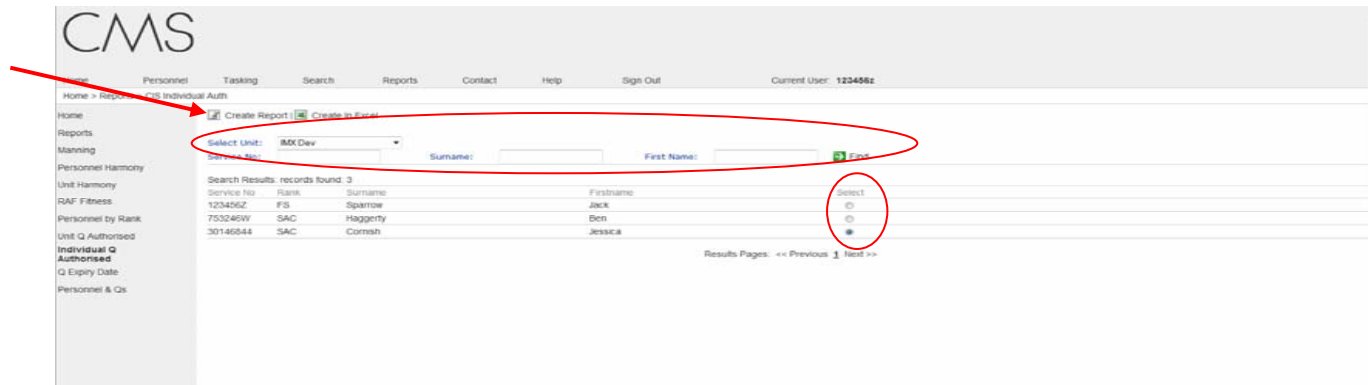
Shows all Personnel in the selected Unit who have the authority to grant Authorisations.

Report A is output to Web Browser. Report B is output to Excel



Capability Management System (CMS) User Guide

Contents




CMS Reporting Module



Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Individual Q Authorised Report. Shows the selected individuals Authorisation authority in AP600 3.9 format.

Select from a list of individuals who satisfy the search criteria and have the authority to Authorise.

CMS allows search by Unit or Individual Name or Service No or any combination of these. Once the search criteria is input click the  Find icon to list individuals. Select the required individual by clicking the Select button against the required row.

Click the  Create Report icon to view the report in the Web Browser or click the  Create in Excel icon to view in Excel format



Capability Management System (CMS) User Guide

Contents

[illegible]

CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Individual Authorisation Currency Report Output. This meets the current AP600 required format.

This is the report format output to the Web Browser. It can be printed from here using the standard File>Print option.



Capability Management System (CMS) User Guide

Contents

Microsoft Excel - newReport

File Edit View Insert Format Tools Data Window Help Adobe PDF

Calibri 11

Ref: AP600 Chapter 3.9

Record of Authorisations

JPA No	Service No	Name	Wing	Squadron	Post	Exp Date	Auth Code	Exempted / Granted Auth Description	Auth'd By	
7	SAC	30146844	SAC Cornish, Jessica	IMX	IMX Dev	SAC IMX	14/08/2016	CIS-CC185(E)	Authorised	PS J Sparrow
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										

Authorisation:

I authorise the personnel detailed on this record to carry out the above task(s) and sign the necessary documentation.

Rank: **Name:** **Signature:** **Date:**

Certification:

I certify that I have read the AP600 Chapters relating to the tasks listed above and understand the responsibilities associated with them and the implications of using my signature/initials on maintenance documentation.

CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Individual Authorisation Currency Report Output. This meets the current AP600 required format.

This is the report format output to an Excel Spreadsheet. It can be formatted and printed from here as required.



Capability Management System (CMS) User Guide

Contents

Select Report
Format

The screenshot shows the 'Create Report' screen in the CMS. The interface includes a top navigation bar with links like Home, Personnel, Tasking, Search, Reports, Contact, Help, and Sign Out. A sidebar on the left lists various report categories. The main area is titled 'Create Report' and contains several sections for selecting criteria:

- Select Unit:** A dropdown menu with '905U' selected. An arrow points to this dropdown with the label 'Select Unit Criteria'.
- Qualifications:** A list of categories including General, Technical, Operational, Driver, and Authorisations. Under 'General', 'Business Continuity DLE' is selected. An arrow points to this selection with the label 'Select Competency Criteria'.
- Other criteria:** Fields for 'Civilian Posts' (set to 'All'), 'Gender' (set to 'Both'), and a 'Create Report' button.



CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Q Expiry Date Report

This reports shows the current status of the selected Competency for all Personnel in the selected Unit. The Personnel selection can be Gender specific, if required, and can include Civilian posts, if required.

Once all the selection criteria is complete click the  Create Report icon to view the report in the Web Browser or Click the  Create in Excel icon to view in Excel format.

NB: This report allows for the selection of ONE Competency only



Capability Management System (CMS) User Guide

Contents

Report A

Unit: IMX Dev

General Q: Annual Fire & Security Training (TDF)

Records Found: 9

Name	Service No	Unit	Valid From	Valid To	Status
Cpl Smith, William	85441859	IMX Dev	30/04/2015	29/04/2016	In Date
Cpl Bean, James	987654X	IMX Dev	16/10/2014	16/10/2015	Out of Date
Cpl Jones, David	30000626	IMX Dev	25/06/2015	24/06/2016	In Date
FS Sparrow, Jack	123456Z	IMX Dev	07/12/2015	06/12/2016	In Date
SAC Dwyer, Reginald	456789X	IMX Dev	12/06/2014	12/06/2015	Out of Date
SAC Haggerty, Ben	753246W	IMX Dev	16/10/2014	16/10/2015	Out of Date
SAC Cornish, Jessica	30146844	IMX Dev	25/06/2015	24/06/2016	In Date
SAC Bolett, Terry	136790Y	IMX Dev	04/12/2014	04/12/2015	Out of Date
SAC Wiles, Adam	30208563	IMX Dev	16/07/2015	15/07/2016	In Date

Report B

Microsoft Excel - RunOutDateReport

Unit: IMX Dev

General Q: Annual Fire & Security Training (TDF)

Records Found: 9

Name	Service No	Unit	Valid From	Valid To	Status
Cpl Smith, William	85441859	IMX Dev	30/04/2015	29/04/2016	In Date
Cpl Bean, James	987654X	IMX Dev	16/10/2014	16/10/2015	Out of Date
Cpl Jones, David	30000626	IMX Dev	25/06/2015	24/06/2016	In Date
FS Sparrow, Jack	123456Z	IMX Dev	07/12/2015	06/12/2016	In Date
SAC Dwyer, Reginald	456789X	IMX Dev	12/06/2014	12/06/2015	Out of Date
SAC Haggerty, Ben	753246W	IMX Dev	16/10/2014	16/10/2015	Out of Date
SAC Cornish, Jessica	30146844	IMX Dev	25/06/2015	24/06/2016	In Date
SAC Bolett, Terry	136790Y	IMX Dev	04/12/2014	04/12/2015	Out of Date
SAC Wiles, Adam	30208563	IMX Dev	16/07/2015	15/07/2016	In Date

CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Q Expiry Date Report Output

Shows all personnel who meet the selected criteria.

Report A is output to Web Browser. Report B is output to Excel



Capability Management System (CMS) User Guide

Contents

Select Report
Format

The screenshot shows the CMS Reporting Module 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 lists various report categories: Home > Reports > Q Expiry Date, Home, Reports, Manning, Personnel Harmony, Unit Harmony, RAF Fitness, Personnel by Rank, Unit Q Authorised, Individual Q Authorised, Q Expiry Date, and Personnel & Qs. The main content area displays the 'Create Report' form. A red arrow points to the 'Create Report' button. Another red arrow points to the 'Civilian Posts' dropdown menu. A third red arrow points to the 'Qualifications' table, specifically to the 'Select ONE Qualification' instruction.

General	Technical	Operational	Driver	Authorisations
5050J Airframe	Test Q TCOT 1	Champion GDM	Q R L(C)TAG	CIS-CC100
Adaptive Wheels	(RAFP) Q-CONT-ISO2700	Command Ops	Q-R(L)TAG	CIS-CC102
AMLC	(RAFP) Q-CONT-SSSP	DI- LD ASM	Reacher Medium Duro 3	CIS-CC103(E)
Annual Fee & Security Tra	(RAFP) Q-CONT-MVWS	DI- LD SERV	Reacher Trailer	CIS-CC105
Business Continuity DSE	(RAFP) Q-CONT-SECPLU	DI- LD SM	Reacher ST	CIS-CC106(E)
CDM Regulations	(RAFP) Q-CONT-SSW	DI- LD SSM	Reacher Test	CIS-CC107

CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Personnel and Qs Report

This reports shows the current status of all Personnel in the CMS Hierarchy who hold the selected Qualification . The Personnel selection can be Gender specific, if required, and can include Civilian posts, if required.

Once all the selection criteria is complete click the Create Report icon to view the report in the Web Browser or Click the Create in Excel icon to view in Excel format.

NB: This report allows for the selection of ONE Qualification only



Capability Management System (CMS) User Guide

Contents

Report A

File Edit View Favorites Tools Help

Qualification Expiry Date Report

Driver Q: UK Matrix Test

Records Found: 399

Name	Service No	Valid From	Valid To	Status
Sgt ADAM, Sean	Q8253293	07/06/2012	12/05/2017	In Date
SAC ADAMS, Andrew	30067087	23/05/2011	26/04/2016	In Date
SAC ADAM, Alexander	30103760	20/07/2012	24/06/2017	In Date
Sgt ANSLEY, Richard	S8418076	16/01/2012	20/12/2016	In Date
SAC ATKEN, Vaughan	30061954	07/06/2012	12/05/2017	In Date
SAC AMOR, William	30108835	03/10/2011	06/09/2016	In Date
Cpl ANDERSON, David	F8516830	22/03/2012	24/02/2017	In Date
SAC ANDERTON, Luke	30086317	17/05/2011	20/04/2016	In Date
SAC ANDREWS, Thomas	30196189	24/02/2015	29/01/2020	In Date
Cpl ARCHER, Andrew	30000638	14/01/2015	19/12/2019	In Date
SAC ARMIGER, James	30106172	19/07/2011	22/06/2016	In Date
Cpl ASHLEY, John	T8607769	23/01/2012	27/12/2016	In Date
Flt Lt ASKEW, Daniel	5208892R	05/02/2010	10/01/2015	Out of Date
Cpl ASLAM, Razaya	H8309055	25/02/2013	30/01/2018	In Date

Report B

Microsoft Excel - PersonnelAndQsReport

File Edit View Insert Format Tools Data Window Help Adobe PDF

Qualification Expiry Date Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Qualification Expiry Date Report																
2																	
3	Driver Q: UK Matrix Test																
4																	
5	Records Found: 399																
6																	
7	Name	Service No	Valid From	Valid To	Status												
8	Sgt ADAM, Sean	Q8253293	07/06/2012	12/05/2017	In Date												
9	SAC ADAMS, Andrew	30067087	23/05/2011	26/04/2016	In Date												
10	SAC ADAM, Alexander	30103760	20/07/2012	24/06/2017	In Date												
11	Sgt ANSLEY, Richard	S8418076	16/01/2012	20/12/2016	In Date												
12	SAC ATKEN, Vaughan	30061954	07/06/2012	12/05/2017	In Date												
13	SAC AMOR, William	30108835	03/10/2011	06/09/2016	In Date												
14	Cpl ANDERSON, David	F8516830	22/03/2012	24/02/2017	In Date												
15	SAC ANDERTON, Luke	30086317	17/05/2011	20/04/2016	In Date												
16	SAC ANDREWS, Thomas	30196189	24/02/2015	29/01/2020	In Date												
17	Cpl ARCHER, Andrew	30000638	14/01/2015	19/12/2019	In Date												
18	SAC ARMIGER, James	30106172	19/07/2011	22/06/2016	In Date												
19	Cpl ASHLEY, John	T8607769	23/01/2012	27/12/2016	In Date												
20	Flt Lt ASKEW, Daniel	5208892R	05/02/2010	10/01/2015	Out of Date												
21	Cpl ASLAM, Razaya	H8309055	25/02/2013	30/01/2018	In Date												
22	SAC ASHINALL, Jordan Keith Lawson	30061211	12/03/2009	14/02/2014	Out of Date												
23	Cpl ATTWOOD, Wright, Toby	H8434266	06/03/2012	07/02/2017	In Date												
24	Cpl BAISTER, Paul	C8506396	12/12/2011	15/11/2016	In Date												

CMS Reporting Module

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Reports

Personnel and Qs Report Output

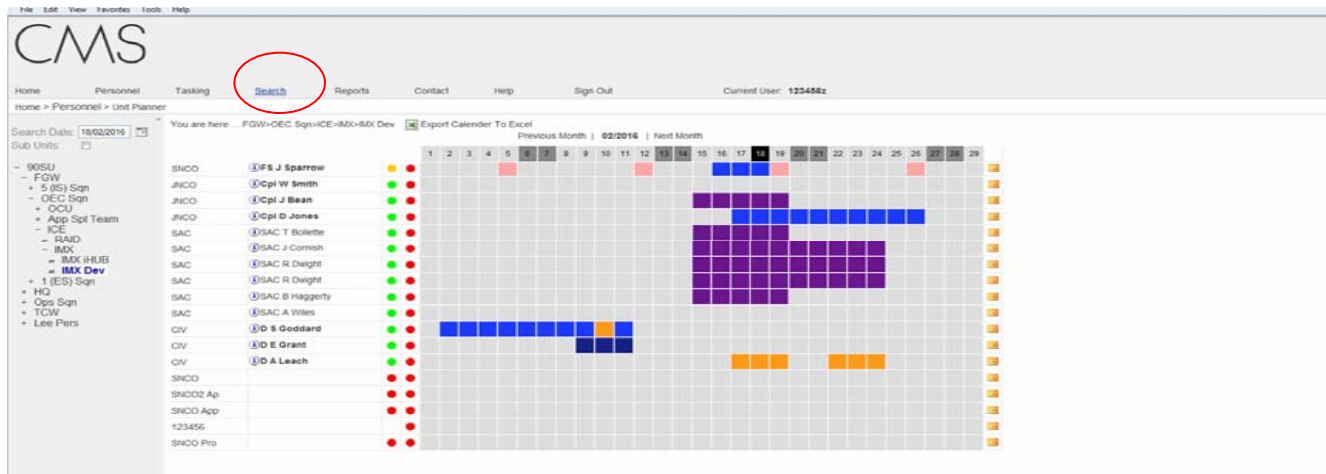
Shows all personnel who meet the selected criteria.

Report A is output to Web Browser. Report B is output to Excel



Capability Management System (CMS) User Guide

Contents



CMS Personnel Search

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Personnel Search

CMS has the functionality to Search for an individual. Click the [Search](#) option the top level menu from any page in CMS.



Capability Management System (CMS) User Guide

Contents

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

Home > Search

Search Date: 22/02/2016 Find i Reset

Sub Units: 90SU, FGW, HQ, Ops Sqn, TCW, Live Pops

Surname: Sparrow First Name: J Rank: All Trade: All

Post: Assign No:

Search Results: Records found: 1


Assign No	Service No	Rank	First Name	Surname	Last OOA Date	MES	Unit
SHCO	1234562	FS	Jack	Sparrow		L4	IMX Dev

Results Pages: << Previous 1 Next >>

CMS Personnel Search

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Personnel Search

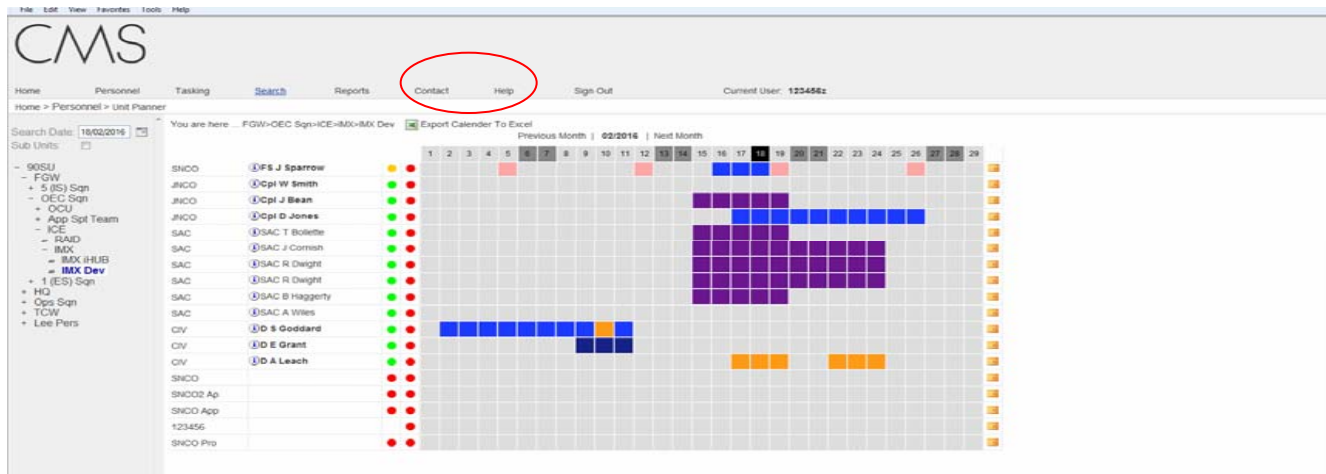
CMS allows the User to enter several search parameters. The more information input the more targeted the list of found Personnel will be. Once the required search criteria is input click the  Find icon. CMS will then present a list of the personnel who match all the selection criteria. Click the Users current Unit and CMS will display the Unit Planner for the selected User. If the current User is also a System Administrator then the search results will also display The Administrator and Manager status of the individuals meeting the search criteria.

The individual Service No column will also be a clickable link if the current User is a manager and the individual in the list is in a post within the CMS Hierarchy for which the manager has manager permissions.



Capability Management System (CMS) User Guide

Contents



CMS Support

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS Contact

CMS Support is available in two ways.

Click the **Contact** link to view System Administrator contact details. This would normally be the Unit iHub. The contact details will show a clickable Email link. Click this to send the System Administrator an email. The System Administrator telephone number is also shown.

Click the **Help** link to view this User Guide.



Capability Management System (CMS) User Guide Contents



CMS Support

Navigating around CMS is a quick and simple process. All Web Pages are accessed via a clickable [link](#)

CMS System Administrator Contact Details

Click the [Email](#) link to send the System Administrator an email or contact them via the telephone number shown.

