

**AUTOMATED LINE OF DUTY
(ALOD)
Version
1.1.10
Application User Manual**



SPECIAL CASE COMMENTS

This feature allows the users to leave comments within all specialty cases within the application.

All users that have access to the following specialty cases will be able to use this functionality:

- Worldwide Duty (WWD)
- Participation Waiver (PWaiver)
- Medical Evaluation Board (MEB)
- Incapacitation (INCAP)
- Basic Military Training Waivers (BMT)
- Military Entrance Processing Stations (MEPS)
- Congressionals (CI)
- Board for Correction Military on Records (BCMR)
- Command Man-day Allocation System (CMAS)
- Initial Review in Lieu of (IRILO) (Formerly listed as "Fast Track")

Unit level users will only be able to view comments at their level. HQ will be able to see all comments.

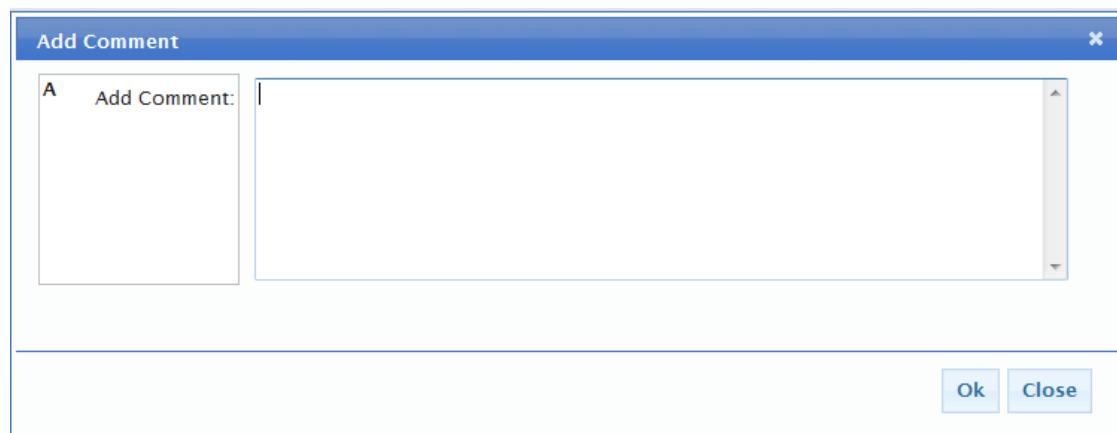
When you go into the case details, you will see a "Comments" tab.

To add a comment:

- 1) Click the "Add Comment" checkbox



- 2) Enter your comments into the textbox given and click the "OK" button. Please remember that everyone that accesses this case will see your comments.



- 3) Your comment is posted to the case.

The screenshot shows a user interface for managing comments. At the top, there is a horizontal navigation bar with several tabs: IR Member, IR Med Tech, IR Documents, LOD Documents, IR Next Action, IR Case Comments, and IR Tracking. The 'IR Case Comments' tab is currently active. Below the navigation bar, the main content area is titled 'Unit Comments'. On the left side of this area, there is a button labeled 'Add Comment'. On the right side, there is a checked checkbox labeled 'Newest On Top'. A single comment is listed, dated 'Mar 11 2013 1035', made by 'First Lieutenant smith, captain'. The comment text itself is 'This is my comment.' At the bottom right of the comment row, there are two buttons: 'Edit' and 'Delete'. The entire 'Unit Comments' section is enclosed in a light gray border.

Notes:

- You can only edit or delete your own comments by clicking on the respective buttons listed on your comment.
- You can sort the comments by checking the “Newest On Top” checkbox.
- Unit level users can only view unit level comments. HQ level comments will only be visible by HQ users.