**Field Training Scheduling System (FTSS) v2.0**

**User Guide**

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Overview

The Field Training Scheduling System (FTSS), also known as the Expedia for FTD, is a standardized way of scheduling aircraft maintenance training across 47 detachments across all MAJCOMS in one centralized location. It consists of four modules: the MTF module designated for the Maintenance Training Flight Schedulers, the FTD module for the Field Training Detachment Schedulers, the J4 module for the J4 Schedulers, and the Pro Super module for the Pro Supers.

Modules



MTF

The UTM can search the FTSS to find available courses by course number, course title, base, or MDS. There is a filter, sort by, and a group by to assist the search process. The UTM can request training seats for the specified location by clicking on the base associated with the desired class. A form will display and the requester will enter their information and the number of requested seats. Once submitted, an email is automatically sent to the FTD scheduler at the location.

FTD

The FTD Schedulers can insert classes by bulk, individually edit, insert, or delete classes, insert or edit base courses, view 982D Course Catalog, view approval requests assigned to them, and view active requests from cancelled classes.

J4

J4 Schedulers have the functionality to insert bulk class numbers, individually edit class numbers, view a J4 Scheduler Report that lists all the classes without class numbers, click on the En-Route Request link to view MTF area, edit or insert into the Master Course List, edit or insert into the Master Det List.

Pro Super

The Pro Supers can access the Graduation Information Report which can be edited to update Attended Host and Attended Non-Host. They can also access the Class Cancellation Report that lists all cancelled classes and the Request Cancellation Report that lists all cancelled requests. The Overall Report shows totals for each base with the response rate and fill rate. It is also includes the total for all bases on the bottom of the table.

Overall Report

The Pro Supers can access the Overall Report to view the Overall Production Hours Report that combines the data from two existing reports: Production Hours Report and the Overall Report.

Permissions

Please contact [982TRG\_CCK@sheppard.af.mil](mailto:982TRG_CCK@sheppard.af.mil) to request permissions or to report an issue with the system. You will also need to have an active AFNET account to be able to access SharePoint.

Features

The Filter, Sort, and Group functions are used throughout FTSS to customize the view of the list.

Filter

|  |  |
| --- | --- |
| Description | Notes/Comments |
| The Filter Button will display the Filter Menu with all of the possible fields to be filtered. |  |
| To Filter, click on the field’s drop down list. |  |
| There are several items to choose from.   * (Empty) – displays items that are null or empty. * (All) – displays all items within the field. * Specific field item – displays all items for the item selected. |  |
| The Hide Filter Choices button hides the filter menu. |  |
| When a filter has been set, the Change Filter button will display. When selected it will open the filter menu. |  |
| The data list filters to what was selected. |  |

Sort by

|  |  |
| --- | --- |
| Description | Notes/Comments |
| The Sort by drop down list is defaulted to None. Click on the drop down list to select a field to sort the list.  Note: The up arrow will appear on the right side of the drop down list. The default is the ascending, however if the up arrow is clicked it will change to the down arrow and the sorting will be descending. |  |

Group by

|  |  |
| --- | --- |
| Description | Notes/Comments |
| The Group by drop down list is defaulted to None. Click on the drop down list to group the list by the item selected.  Note: The up arrow will appear on the right side of the drop down list. The default is the ascending, however if the up arrow is clicked it will change to the down arrow and the sorting will be descending. |  |

MTF Section

The user has the ability to search all the scheduled classes for the course list and to sort, group, or filter by course number, course title or MDS. When the user finds a class, they can send an email notification to the FTD Scheduler at that Det by submitting a request.



Figure - MTF

Search by Course Number, Course Title, or MDS

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the MTF button. |  |
| 2 | Click on Search by Course Number, Course Title, or MDS. |  |
| 3 | Click on the Base associated with the class desired. |  |
| 4 | The request form will display. Fill in the Squadron, Requester Information, Number of Seats, and Comments for Request.  The Course Number, Course Name, Base, PDS Code, Start Date, Stop Date will be pre-populated based on the selection. |  |
| 5 | Click OK.  The request will be emailed to the POC of the Det associated to the course’s base. The requester will receive either an approval or rejection email when the FTD Scheduler approves or rejects the request. |  |

Search by Base

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on Search by Base. |  |
| 2 | Click on the Filter button. |  |
| 3 | There are several filters to choose from: Base, Start Date, Stop Date, Open Seats, MTT, and MTT Location. Click on the desired filter and select an item. |  |
| 4 | The data list filters to what was selected.  Note: If there are no scheduled classes for the course, a message will state the following: “There are no items to show in this view.” |  |
| 5 | Click on the Base associated with the class desired. |  |
| 6 | The request form will display. Fill in the Squadron, Requester Information, Number of Seats, and Comments for Request.  The Course Number, Course Name, Base, PDS Code, Start Date, Stop Date will be pre-populated based on the selection. |  |
| 7 | Click OK.  The request will be emailed to the POC of the Det associated to the course’s base. The requester will receive either an approval or rejection email when the FTD Scheduler approves or rejects the request. |  |

View 982D Course Catalog

The 982D Course Catalog displays all courses being taught. The list is grouped by Base.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the View 982D Course Catalog. |  |
| 2 | The 982 Course Catalog can be filtered by Base. |  |

FTD POC List

The FTD Point of Contact List displays the POC information for all bases.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on FTD POC List. |  |
| 2 | The FTD POC List can be filtered by Base. |  |

Education & Training Course Announcements (ETCA)

The ETCA link redirects the user to the Education & Training Course Announcements site.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on Education & Training Course Announcements (ETCA) link. |  |
| 2 | The Education & Training Course site displays. |  |

FTD Scheduler

The FTD Scheduler has the ability to insert scheduled classes by bulk, edit or delete scheduled classes individually, insert or edit base courses, view 982D Course Catalog, access approval requests to view pending requests, and review active requests from cancelled classes.



Figure - FTD

Insert Scheduled Classes Bulk

The Insert Scheduled Classes Bulk screen allows the FTD Scheduler to copy multiple classes from an Excel Spreadsheet and paste it into the Insert Scheduled Classes Bulk Spreadsheet.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the FTD button. |  |
| 2 | Click on the Insert Scheduled Classes Bulk. |  |
| 3 | Make sure that the Excel spreadsheet that is being copied is in the exact format as the Insert Scheduled Classes Bulk spreadsheet. Make sure that all the columns are in the right order. |  |
| 4 | Copy the data from the Excel Spreadsheet and paste it into the blank spreadsheet. |  |
| 5 | If the information is not correct, you will be prompted. Make sure that the data in spreadsheet has the correct PDS and Base names.  If you click Yes, all other information that is correct will be posted to the list and cells with errors will remain blank.  If you click No, no information will be posted to the list. |  |
| 6 | If you receive the “You have data conflicts with another user.” Click on Resolve. |  |
| 7 | If all changes are accurate, click on “Retry All My Changes” and the data will be saved.  If changes are incorrect, click on “Discard All My Changes” and the data will not be saved. |  |
| 8 | If not prompted, all changes made will be saved automatically.  If prompted, “You have pending changes, or unresolved conflicts and errors. Do you want to wait for this operation to complete?”  Click Yes. |  |

View/Edit Scheduled Classes

The View/Edit Scheduled Classes allows the FTD Scheduler to insert, edit, or delete classes individually. The FTD Scheduler has the ability to cancel scheduled classes or send an email to the J4 scheduler when a class has been changed.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the View/Edit Scheduled Classes. |  |
| 2 | The Scheduled Class list can be filtered by Base, PDS, Class Number, MDS, Host, Non-Host, Start Date, Stop Date, MTT, MTT Location, Cancel, or Reason of Cancellation.  **Always filter by your base if you are going to be editing or deleting class information.** |  |
| 3 | Click on Base and select a Base. |  |
| 4 | Click Edit () on the left side of the Base name of the row needed to be edited. |  |
| 5 | The fields become editable.  **Note:** If a change is made and the J4 Scheduler needs to be notified. Check the Send J4 Scheduler Email Checkbox and in the type a message to the J4 in the J4 Comments box indicating what was changed. |  |
| 6 | To cancel the class, check the Cancel checkbox and select a reason in the Reason for Cancellation drop down list.  **Note:** Cancelling the class does not automatically cancel any existing requests. To check active requests from cancelled classes, click on the FTD module and select “View Cancelled Classes Active Requests”. Each request will have to be cancelled individually. |  |
| 7 | To notify the J4 Schedulers on a change of the scheduled class. Check the Send J4 Scheduler Email Checkbox. In the J4 Comments box, type in a message to the J4 Schedulers. An email will be sent to the J4 Schedulers ([982TRG.J4scheduling@sheppard.af.mil](mailto:982TRG.J4scheduling@sheppard.af.mil)) notifying them of the change.  When the email has been sent, the Send J4 Scheduler Email Checkbox will default back to unchecked. |  |
| 8 | Click Save on the left side of the Base field to save. Click Cancel on the left side of the Base field to undo any changes. |  |
| 9 | To delete a scheduled class, click on the delete ().  **Note:** You will not be prompted, so be aware of the class you are deleting. |  |
| 10 | To Insert a class, scroll to the bottom of the page. Click on insert on the last row.  Note: If you have a large amount of classes, use the “Insert Scheduled Classes Bulk” to insert multiple classes at a time. |  |
| 11 | Enter the data. |  |
| 12 | Click Save on the left side of the Base field to save. Click Cancel on the left side of the Base field to undo any changes. |  |

View/Edit Base Courses

The View/Edit Base Courses contains the mappings between courses and bases. New records can be added or existing records can be edited or deleted.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the View/Edit Base Courses. |  |
| 2 | The Base Course list can be filtered by Base and Course.  **Always filter by your base if you are going to be editing or deleting class information.** |  |
| 3 | Click on the Filter button. |  |
| 4 | Click on the Base and select a Base. |  |
| 5 | Click Edit () on the left side of the Base name. |  |
| 6 | The fields become editable. |  |
| 7 | Click Save on the left side of the base field to save. Click Cancel on the left side of the base field to undo any changes. |  |
| 8 | To Insert a new record, click on the Base name in the base group header. |  |
| 9 | A new item form will display with the Base pre-populated. |  |
| 10 | Click on the Base drop down list to verify Base. Then Click on the Course drop down list and select a course. |  |
| 11 | Click OK. |  |
| 12 | If the record does not save and displays the following: “Value is not among the set of valid lookup values.”  Click the Base drop down list and click OK. |  |

View 982D Course Catalog

The 982D Course Catalog displays all courses being taught. The list is grouped by Base.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the View 982D Course Catalog. |  |
| 2 | The 982 Course Catalog can be filtered by Base. |  |

View Approval Requests

This screen shows the requests that are assigned to you that are pending approval or rejection. Note: This will appear blank to you if you are not designated as a primary or alternate in the Det List.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the View Approval Requests. |  |
| 2 | Click on the Pending Approvals Assigned to Me tab. |  |
| 3 | Click on the Edit button () to approve or reject/cancel the request. |  |
| 4 | To Approve the request, enter in the approved seats.  To Reject the request, check the Cancel checkbox and fill in the Reason for cancellation.  Note: If Request is approved, the requester will receive an approved email. If Request is rejected/cancelled the requester will receive a rejected/cancelled email. |  |
| 5 | Click OK to accept changes. |  |
| 6 | Click on the All Approvals Assigned To Me tab to view all approvals pending, approved, rejected that are assigned to you.  Note: When the Start Date of the Request reflects the current date, it will be copied over to the graduate classes list and it will be removed from the current list. |  |

View Cancelled Classes Active Requests

This screen shows the active requests that are from cancelled classes that need to be cancelled. Canceling a class does not automatically cancel requests associated with that class.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the View Cancelled Classes Active Requests. |  |
| 2 | The Non-Cancelled Requests for Cancelled Classes list can be filtered by Base, Class Number, Course Name, Course Number, Start Date, and Stop Date. |  |
| 3 | Select Filter, Sort, Group criteria if needed. |  |
| 4 | Click on the Squadron link to view the edit form for the request. |  |
| 5 | To cancel the request, check the Cancel checkbox and fill in the Reason for cancellation.  Note: If Request is cancelled, the request is automatically rejected and the requester will receive a cancelled email. |  |
| 6 | Click OK to accept changes. |  |

J4 Section

The J4 Schedulers has the ability to insert bulk class numbers, edit class numbers individually, view the J4 Scheduler Report that lists all classes without class numbers, redirected by the En-Route Request link to view the MTF section, edit or insert a new record in the Master Course List or Master Det List.



Figure - J4

Insert Bulk Class Numbers

The Insert Bulk Class Numbers allows the J4 Scheduler to insert class numbers for classes without class numbers. Cancelled classes are not included in this list.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the J4 button. |  |
| 2 | Click on the Insert Bulk Class Numbers. |  |
| 3 | Sort the list by clicking the downward arrow next to the criteria to be sorted by. A drop down list will display Sort Ascending and Sort Descending. |  |
| 4 | Select either Ascending or Descending to sort. |  |
| 5 | Filter the list by clicking the downward arrow next to the criteria. |  |
| 6 | Select one of the items to be filtered by. |  |
| 7 | Enter the Class Numbers. |  |
| 8 | If not prompted, all changes made will be saved automatically.  If prompted, “You have pending changes, or unresolved conflicts and errors. Do you want to wait for this operation to complete?”  Click Yes. |  |

Classes Requiring Class Numbers

The Classes Requiring Class Numbers displays classes without class numbers with edit capabilities.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the Classes Requiring Class Numbers. |  |
| 2 | The Classes Requiring Class Numbers can be filtered by Det, PDS, Course Number, MDS, Start Date, Stop Date, Base, Open Seats, Approved Seats, Max Students, Class Number and J4 Comments.  **Always filter by your base if you are going to be editing or deleting class information.** |  |
| 3 | Click on Base and select a Base. |  |
| 4 | Click Edit () on the left side of the det. |  |
| 5 | Class Number is the only field that is editable. |  |
| 6 | Click Save on the left side of the Det field to save. Click Cancel on the left side of the Det field to undo any changes. |  |
| 7 | To Insert a class, scroll to the bottom of the page. Click on insert on the last row.  Note: If you have a large amount of class numbers, use the “Insert Bulk Class Numbers” to insert multiple class numbers at a time. |  |
| 8 | Enter the data. |  |
| 9 | Click Save on the left side of the Det field to save. Click Cancel on the left side of the Det field to undo any changes. |  |

J4 Scheduler Report

The J4 Scheduler Report displays all the classes without class numbers.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the J4 Scheduler Report. |  |
| 2 | The J4 Scheduler Report can be filtered by PDS, Stop Date, Start Date, Course Number, Open Seats, Base, Det, and Class Number. |  |

En-Route Request

The En-Route Request is a shortcut to the MTF section.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | En-Route Request is a link that will redirect the user to the MTF section.  See the MTF section for more information. |  |

Master Course List

The Master Course List contains all the courses available. The list can be edited, a new record inserted, or a record deleted.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the Master Course List. |  |
| 2 | The Master Course List can be filtered by Course Number, Course Title, Days, Hours, Min Students, Max Students, PDS, MDS, and AFSC. The Master Course List can be sorted and grouped. |  |
| 3 | Click Edit () on the left side of the Course Number. |  |
| 4 | All the fields are editable. |  |
| 5 | Click Save on the left side of the Course Number field to save. Click Cancel on the left side of the Course Number field to undo any changes. |  |
| 6 | To Insert a course, scroll to the bottom of the page. Click on insert on the last row. |  |
| 7 | Enter the data. |  |
| 8 | Click Save on the left side of the Course Number field to save. Click Cancel on the left side of the Course Number field to undo any changes. |  |
| 9 | To delete a course, click on delete () next to the record that is no longer needed.  **Note:** You will not be prompted, so be aware of the record you are deleting. |  |

Master Det List

The Master Det List contains all the Det POC information. The Primary and Alternate fields are used in the FTD Approval Requests screen for the approval process.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the Master Det List. |  |
| 2 | The Master Det List can be filtered by Det, Base, POC, and DSN.  **Always filter by your base if you are going to be editing class information.** |  |
| 3 | Click on the Filter button. |  |
| 4 | Click on Base and select a Base. |  |
| 5 | Click Edit() on the left side of the Det. |  |
| 6 | All the fields are editable.  Note: The POC will be the email address that receives email notifications on submitted requests, approvals, and rejections/cancellations.  The Primary and Alternate fields will designate who can approve or reject/cancel requests through the approval screen. |  |
| 7 | Click Save on the left side of the Det field to save. Click Cancel on the left side of the Det field to undo any changes. |  |
| 8 | To Insert a Det, scroll to the bottom of the page. Click on insert on the last row. |  |
| 9 | Enter the data. |  |
| 10 | Click Save on the left side of the Det field to save. Click Cancel on the left side of the Det field to undo any changes. |  |

Pro Super

The Pro Supers have the ability to view and edit the current Fiscal Year Graduation Information Report. They can also view Class Cancellation Report, Request Cancellation Report, and Overall Report. Older Fiscal Year Reports are available as well.



Figure - Pro Super

Graduation Information Report

The Graduation Information Report displays classes that have a Start Date that meets or exceeds the current date. It excludes cancelled classes. The Attended Host and Attended Non-Host fields can be edited.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the Pro Super button. |  |
| 2 | Click on the Graduation Information Report. |  |
| 3 | The Graduation Information Report can be filtered by Base, Class Number, Course Name, Course Number, PDS, MDS, Start Date, Stop Data, Host, Non-Host, Approved Seats, Attended Host, Attended Non-Host, Open Seats, and Max Students.  **Always filter by your base if you are going to be editing class information.** |  |
| 4 | Click on the Filter button. |  |
| 5 | Click on the Base Drop Down List and select a Base. |  |
| 6 | Click on the Edit () on the left side of the Base. |  |
| 7 | The only fields that are editable are Attended Host and Attended Non-Host. |  |
| 8 | Click Save on the left side of the base field to save. Click Cancel on the left side of the base field to undo any changes. |  |

Class Cancellation Report

The Class Cancellation Report displays classes that were cancelled with the Start Date that meets or exceeds the current date.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the Class Cancellation Report. |  |
| 2 | The Class Cancellation Report can be filtered by Base, PDS, MDS, Class Number, Course Number, Course Name, Start Date, Stop Date, Open Seats, Max Students, Cancel, and Reason of Cancellation. |  |

Request Cancellation Report

The Request Cancellation Report displays all the requests that were cancelled with a Start Date that meets or exceeds the current date.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the Request Cancellation Report. |  |
| 2 | The Request Cancellation Report can be filtered by Base, Squadron, Det, Course Number, Course Title, MDS, Start Date, Stop Date, Cancel, Reason for Cancellation, Max Students, Number of Seats, and Open Seats. |  |

Overall Report

The Overall Report displays all classes cancelled and non-cancelled with the Start Date that meets or exceeds the current date. It is grouped and totaled by base with a final summary at the end of the report.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the Overall Report. |  |
| 2 | The Overall Report can be filtered by Base, PDS, MDS, Course Name, Course Number, Host, Non-Host, Approved Seats, Attended Host, Attended Non-Host, Seats Requested, Classes Built, Open Seats, Max Students, Response Rate, and Fill Rate. |  |

Insert Bulk Production Hours

The Insert Bulk Production Hours allows the Pro Super to insert multiple Production Hours data at once.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the Insert Bulk Production Hours. |  |
| 2 | Make sure that the Excel spreadsheet that is being copied is in the exact format as the Insert Bulk Production Hours spreadsheet. Make sure that all the columns are in the right order. |  |
| 3 | Copy the data from the Excel Spreadsheet and paste it into the blank spreadsheet. |  |
| 4 | If the information is not correct, you will be prompted. Make sure that the data in spreadsheet has the correct names.  If you click Yes, all other information that is correct will be posted to the list and cells with errors will remain blank.  If you click No, no information will be posted to the list. |  |
| 5 | If you receive the “You have data conflicts with another user.” Click on Resolve. |  |
| 6 | If all changes are accurate, click on “Retry All My Changes” and the data will be saved.  If changes are incorrect, click on “Discard All My Changes” and the data will not be saved. |  |
| 7 | If not prompted, all changes made will be saved automatically.  If prompted, “You have pending changes, or unresolved conflicts and errors. Do you want to wait for this operation to complete?”  Click Yes. |  |

Edit/View Production Hours

The Edit/View Production Hours displays all Production Hour data and can be filtered, sorted, or grouped. New entries can be added and existing entries can be edited.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the Edit/View Production Hours. |  |
| 2 | The Edit/View Production Hours can be filtered by Month Year, Det, Base, MDS, Instructor, AFSC, Instructor Type, Qualified, Routine (Host) Formal Crs Hrs, Training Session Hrs, MTT Hours, Conversion Crs Hrs, MIR Hrs, International Trng Hrs, Curriculum Development Hrs, Host Support Hrs, Additional Hrs, Appointment Hrs, Leave Hrs, Sit-In/Teach Back Hrs, Non-Teaching Hrs, Formal Training Hours, Total Instructor Duty Hrs, Total Available Production Hrs, Total Available Instructor Hrs, Instructor Utilization.  **Always filter by your base if you are going to be editing or deleting class information.** |  |
| 3 | Click on Base and select a Base. |  |
| 4 | Click Edit () on the left side of the Month Year field of the row needed to be edited. |  |
| 5 | The fields become editable except for the total fields. The total fields will be calculated after the record is saved. |  |
| 6 | Click Save on the left side of the Month Year field to save. Click Cancel on the left side of the Month Year field to undo any changes. |  |
| 7 | To Insert production hours, scroll to the bottom of the page. Click on insert on the last row.  Note: If you have a large amount of production hour data, use the “Insert Bulk Production Hours” to insert multiple records at the same time. |  |
| 8 | Enter the data. |  |
| 9 | Click Save on the left side of the Month Year field to save. Click Cancel on the left side of the Month Year field to undo any changes. |  |

Master Instructor List

The Master Instructor List contains the Instructors used in the Production Hours. New entries can be added and existing entries can be edited. The list can also be filtered, sorted, or grouped.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the Master Instructor List. |  |
| 2 | The Master Instructor list can be filtered by Instructor and AFSC.  **Always filter by your base if you are going to be editing or deleting class information.** |  |
| 3 | Click Edit () on the left side of the Instructor field of the row needed to be edited. |  |
| 4 | The fields become editable. |  |
| 5 | Click Save on the left side of the Instructor field to save. Click Cancel on the left side of the Instructor field to undo any changes. |  |
| 6 | To insert a new instructor, scroll to the bottom of the page. Click on insert on the last row. |  |
| 7 | Enter the data. |  |
| 8 | Click Save on the left side of the Instructor field to save. Click Cancel on the left side of the Instructor field to undo any changes. |  |
| 9 | To delete an instructor, click on delete () next to the record that is no longer needed.  **Note:** You will not be prompted, so be aware of the record you are deleting. |  |

Master Days List

The Master Days List contains the month, year, days, and available production hours. New entries can be added, existing entries can be edited, and unneeded entries can be deleted. The list can also be filtered, sorted, or grouped.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the Master Days List. |  |
| 2 | The Master Days List can be filtered by Month Year, Days, and Available Production Hrs. |  |
| 3 | Click Edit () on the left side of the Month Year field of the row needed to be edited. |  |
| 4 | The fields become editable. |  |
| 5 | Click Save on the left side of the Month Year field to save. Click Cancel on the left side of the Month Year field to undo any changes. |  |
| 6 | To insert a new record, scroll to the bottom of the page. Click on insert on the last row. |  |
| 7 | Enter the data. |  |
| 8 | Click Save on the left side of the Month Year field to save. Click Cancel on the left side of the Month Year field to undo any changes. |  |
| 9 | To delete a record, click on delete () next to the record that is no longer needed.  **Note:** You will not be prompted, so be aware of the record you are deleting. |  |

Overall Report

The Overall Report houses reports specifically to Det/MTF leadership.



Figure – Overall Report

Overall Production Hours Report

The Overall Production Hours Report combines the Pro Super Overall Report and the Pro Super Production Hours Report for the current Fiscal Year. Older Fiscal Year Reports are available as far back as FY12.

|  |  |  |
| --- | --- | --- |
| # | Description | Notes/Comments |
| 1 | Click on the Overall Report button. |  |
| 2 | The Overall Production Hours Report can be filtered by Month Year, Base, and MDS. |  |
| 3 | Click on Expand to see Graduate Scheduled Class Information to view Production Hours Data. |  |