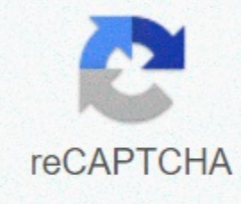




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## Jrotc jums manual

JROTC Unit Management System User Guide (JUMS) March 1, 2016 2, summary of jums user manual changes, this revision dated March 1, 2016 o Update chapter 3, paragraph 3-2, import new students from jums o files, update chapter 3, paragraph 3.3, enter Cadet into cadet template, import the cadet template from the student import file template, jums o add paragraphs 10-10, Annual clothing wall to wall inventory report o add paragraphs 10-11, annual im wall to wall inventory report o add paragraphs 10-12, school report unit o data add paragraphs 10-13, unit statistics report o add appendix D, JROTC Awards and Criterion Awards 2 3 Table of Contents Chapter 1 - Log on to JUMS and reset your JUMS password, change your password after it has been reset... Cadet - Add, search, edit cadet information, create cadet roles, and manage cadet passwords, import new cadets from files into JUMS, enter cadet information into cadet input into cadet import templates, import cadet templates from cadet import file templates into jums advanced search view, or edit cadets or groups of cadets, create data or change the student login of cadets and create multiple role passwords for. Cadet, demolition, individual cadet promotion, promotion of cadet groups using cadet batch actions rescind cadet or cadet group, downgraded cadet promotion, cadet review and print promotion / cadet downgrade order Chapter 5 - Cadet Award, credit award, award and frequency of award naming is not required by SAI Award, each cadet award, one group action award, and the management of the cadet team. 4 6-1 Create a new cadet team name, add cadets to the action team, add cadets to the team list, team view on the Search/Add Cadets page, Chapter 7, create and manage events, create a new event name, link new events to the cadets, link events to events, create event names, learn, create official events. Chapter 8 - Cadet Batch Action Batch Action Chapter 9 - Supply Management Unit Inventory Adjustment, Clothes Rack, Self-Add Clothing Inventory Item, Create Clothing Bags, Into The Inventory Set of Clothing Units to Cadets Batch Action, issue instructional documents to cadets, clothes, build clothes, cadets or instruction. The new clothing order receipt stipulated a new clothing order, the new clothing order, the total number NSN, making the item that can not be available, exploring items that can not be provided, the clothes can not be provided, the clothes transfer side-by-side, the receipt of the clothing transfer, the subsequent addition of the purchase to the list description, the GPC added the supplier to the list of suppliers, the GPC added the property to the property description list, manually added the property list 5 9-20, added suppliers to perform the property set, the real estate manufacturer's list, the teaching documents later transferred or rejected the transfer of teaching materials, chapter 10 - Cadet report. Event Report Printing and/or View Cadet Score Sheet Challenge Create Cadet File Labels Printed and/or View Specific Cadet Clothing Items Clothing Report: Cadet Report Features Annual Clothing Wall Report to Wall Inventory Annual Report IM Wall to Wall Report, Unit Report Education Report, Statistics Unit Report, Statistics Report, History Report, Report Registration Report, History Report, Build Engine Ranking, Evaluation Program or Report Report P.A.R.T. creates the intention of the graduate unit, generates report reports, unit reports, report, control, management, Appendix A - unit information, reports / help and scores by category. - Appendix Event Category B - Cadet Access Matrix for JUMS by Cadet Role Appendix C - Changes in data requirements maintained in jrotc unit management system (JUMS) Appendix D - JROTC Awards and Award Criteria 6 Chapter 1 - LOG ON JUMS and reset the JUMS password from jrotc homepage, enter your user ID and password. When you're done, click the Login button. a. From the right menu, select automatic link, then select jums 4.0 link on the web b under jums heading on active web, now select link:c When you are at the JUMS login page, you can add this page to favorites for easy sign-in later. d. Sign as either cadet or e instructor. There are two ways to log in to JUMS: the first way is to log in to Google for this login, you need to enter your full address, including then enter your password. The second method is to log on to JROTC for this login, type your user name in your address without it, and then enter your password. The Google JROTC login page, login page 6 7 1-2. change your password after it has been reset. A. When the instructor password is reset in JCIMS, follow these steps to change it. The code B to the user's login is located in the upper right corner. Click Account on the left side of the screen, for example, click Change F Password, enter the current password and enter the new password twice, and then click Change Password 7 8, Chapter 2 - Set up and manage the academic year 2-1. The jums academic year is July 1, 30 June, the year of the JUMS study year is reset on June 30 every year. The school year must be completed each year after July 1 for the new school year, July 1, when JUMS resets for the new academic year. The user will not have the full function of the JUMS menu until the school year setup list is completed according to the instructions below. A. From the jums home page in the School Year Setup Wizard, click the green school hyperlink and enter information in every field with an asterisk (\*). C. Enter a zip code in the Zip Code field, and then click Search, and the city and state will show d. Select school name 1 permission from the Tawan out drop-down menu. I selected the graduation month of J School, put the date for the student and teacher's instructor as the first and last day. Click Home 8 9m at the top left of the N screen on the N screen, on the JUMS homepage, click the green Mark Complete hyperlink on the review and update information about school line 2-3, check and update information about Unit A from the first page of jums in the School Year Settings Wizard, click the green unit hyperlink (you can also access this page by going to the top menu bar, scroll to manage unit and select unit information); -b Enter the unit .c enter the date of the last official inspection of the unit. Enter the date on which the program starts. The program selects the mark program that the program uses F to select a senior affiliation from the drop-down list. Select Yes or No. For DAI/SAI H budgets, enter the school budget. Do I choose yes or no for indoor and outdoor target range drilling areas? j. Click Save at the bottom of the screen when finished. k. Click Home at the top left of the screen. l. On the JUMS home page, click the Mark Complete Green hyperlink on the review and update information about unit lines 2-4 graduates last year Note: In order to graduate Cadet, you must specify a graduation plan in each Cadets note and all issued entries must be returned to inventory, or you will not be able to complete this procedure, so that the intention of the graduate requirements is complete, follow these steps: From the first page of JUMS, click the hyperlink of the green graduate graduate last year Note: information in all branches with an asterisk (\*) 9 10. c. Under search criteria, select grade 12 to find all cadets at that level, then click the search button at the bottom of the page. d. A list of your senior cadets will be returned, check the list of cadets; uncheck the box next to the cadets who do not graduate. When you deselect Cadets, don't graduate, click the Edit selected button in the group, which will open the selected Cadets information in the group to edit under Cadet information, click the Graduation Leave link under the Graduation section, select cadet plan from the drop-down list provided. When you have filled in all the relevant fields, click the Save button. Note: If last year's graduate seniors hyperlink is no longer visible or available from the top menu bar, select the Manage Students tab from the Manage Students tab from the Drop-down menu, select Cadet Batch Action when the Cadet Batch Actions screen opens, click the blue search link next to the selected cadet. Follow the b k steps below. A. Click the Search button next to The selected cadet. Select students who graduated last year (make sure you choose 12th grade students who actually graduated). Click the Select Cadet button at the bottom of the screen. This will take you back to the batch action page. Click the drop-down menu next to the batch action button f. Scroll to the bottom of the page and select Change details, the student details page pops up. g. Select the graduate in the drop-down next to the h. Select Yes to return the issued cadet back to your inventory rack. i. Click the Save J button, you will be directed to the action page of the cadet uniform. If your action is complete, you will receive a message with a green banner to complete the batch processing. On the JUMS homepage, click the Green Mark Complete hyperlink on last year's graduates. 2-5 define the next school grade, provide a level, and class duration These steps are completed for cadets enrolled in grades 9, 10, and 11 a. From the JUMS homepage, click the next green school assignment hyperlink to the class level and duration, and enter information in every box with an asterisk (\*)b. Click the Find Student Cadet button. C. Select the criteria you want to change (level, level, or duration of the class) from the drop-down menu, then click Find d. The selected student name appears at the bottom of the screen. Click the Select Cadet button at the bottom of the screen. This will take you to the Action page of batch F. Click the drop-down menu next to the batch action button. Scroll to the bottom of the page and select The student details page pops up. H. Enter the criteria you want to change (level, level, and/or class period). Note: You can change multiple fields from this screen. For example, you can change grades and LET levels at the same time. i. Click the Save J button, you will be directed to the action page of the cadet uniform. If your action is complete, you will receive a message with a green banner processing the completed batch K. Click the Home tab. Repeat the procedure until all the cadets in each grade are moved up to the appropriate grade and let the level be moved. l. When all students are moved to their new grades, provide a level, and class duration, return to the jums homepage, click the complete green mark hyperlink on the next school grade assignment, provide the level, and the class duration late. Add new students, follow the instructions in paragraphs 3-1 or 3-2 to enter new students each year into JUMS 11 12 Chapter 3 - Cadet Information - Adding search, correction, cadet information, build cadet roles, and manage cadet passwords 3-1. Add a new cadet from the top menu bar, select Manage students from the drop-down menu. Search/Add Cadet B Click the Add Cadet button and enter information in all fields with an asterisk (\*)c. Enter the surname of the cadet. The birth month of the cadet's birth. The year of birth into the year of the cadets' birth of h.sex into the gender of the cadet's i. race into the cadet competition Mon. status enter the status of the cadet within the program k of the corps select one from the drop-down list of l medical excuses from the fitness test enter cadet's fitness test status Note: Cadet photos, cadet addresses, phone numbers, and s, no need to enter in JUMS anymore. These fields are scheduled to be deleted from JUMS. If you click in the enter list box for these, the program automatically enters the list. in JUMS A red asterisk is a required item. m. Enter the address box 1 N enter the zip code, then click the search button, and the city and state will show the phone O, select the country code (the option button is a small dot next to the word primary) 12 13 p. The student type, select the student type Q to attend another school, choose the appropriate option button for the cadet (the option button is a small point next to the yes and no words)r Student ID card enter student ID of grade S. Student entered grade of cadet t. Expected graduation into the expected graduation date of the cadet, the class period u. Enter the duration of the class, the new student assigned v. let the level enter the cadets to the level of the sun fall, click the Save button at the bottom of the page (once the page has finished processing) Your screen will remain on the current page.) Error message If you do not enter all the necessary information, you can use the Edit the required information and click the Save button at the bottom of the page. Note: Only instructors can add new cadets to the JUMS. Find/Add Cadet B, click the Import Students from File button at the top of the Student Import window opens. C. Click the Download import template button. A new window will open - click Save as .xlsx Select Desktop. The file name box fills in automatically. The import file has now been saved to your desktop. Cadet information should be entered according to the instructions in para 3-3 below 13 14 3-3, enter the cadet information into the template, import the cadet, import the template file into a spreadsheet. Excel has two tabs (2) tabs at the bottom of the spreadsheet. Read all the instructions below before you start entering your Cadet information into the Cadet Data tab of the spreadsheet. 1. Cadet information for the students to be imported will be entered on the Student Information tab. You must enter all required fields. The required columns are highlighted in yellow on the spreadsheet. Note: Do not change any data in the Cadet Data tab, Row 1, do not resize the column - spreadsheet. If these entries are changed, they are not imported to JUMS. 2. There are fourteen (14) Required fields, required fields as last names, titles, birth dates, dates of birth, gender, ethnicity, student type, attending different schools, class duration, grades, grants, enrollment dates, months to be expected to graduate, and expected to graduate years. Optional columns are not highlighted. 4. You must make a selection from the drop-down box in the column with the check box. There are two sample rows of data that are provided. From the 'Cadet Information' tab, enter the required information and is the preferred option for each new cadet student. When entering all your new Cadet data into a spreadsheet, you are ready to complete the final audit and save the data in the import format needed to upload cadet data to JUMS 6. Save the template as a CSV file (\*.csv) from within Excel below, follow the steps below. Note: You must view the 'Cadet Data' tab when you save the data as a .csv file A from the Spreadsheet Cadet Information tab. Click the Office button in the upper-left corner of the spreadsheet. From the drop-down menu, click Save As. Select CSV (comma separated) (\*.csv). Close the Excel spreadsheet. 7. When saving a file as a \*.csv file, the Suggestions tab will not be saved to the new file. 8. Now that you are ready to import your new students into JUMS from spreadsheet 3-4, import cadet data from the cadet import file template into JUMS a. From the top menu bar, select Manage Students from the drop-down menu, select Find/Add Cadet B, click the Select Import File button The Student Import window opens. C. The Student Import File Upload window opens. Select Browse. Search for the file and click on the import file to select the file - this will put the file name in the box in the import window. Click Open this to open the Import Cadet window - upload file, click Upload, this will upload your new Cadet into JUMS, you will get a green box in JUMS that will give you the status (successful upload error or cancel) D. If an error message appears, it will give you It is necessary to edit the Cadet import template in order to successfully upload. If there is an error in the Cadet data you enter, the error is displayed by the row number and cadet name on the import screen. Cadet corrects all listed errors and follow the steps b and c above to upload cadet F data to check the imported student list to JUMS from the top menu bar, select Manage Cadets from the drop-down menu, select Search/Add Cadet G on the page. Find/Add cadets, find the advanced search field 1) follow the bar to the right at the end of the bar as a button with two arrows pointing down: click the down arrow key. 2) This advanced open field search from here can choose to search through your cadet by a specific field of 15 to 16 hours. Scroll down to the Last Update box. When using the Calendar icon, select the date and date of today yesterday. Click the Search button at the bottom left of the screen. 3-5 Advanced Search a. From the top menu bar, select Manage Students from the drop-down menu, select Find/Add Cadet B on the Page Find/Add cadets, find the advanced search field 3) follow the bar to the right at the end of the bar as a button with two arrows pointing down: click the down arrow key. 4) This open advanced field finder from here you can choose to search through your cadets by specific fields. c. Scroll down to the Team section. Select a team name from the D. drop-down menu list, click the Search button in the lower-left corner of the search/add cadet page. View 3-6 or edit cadets or a group of cadets information a. From the top menu bar, select Manage Students from the drop-down

